**Town of Clayton**
**Regular Town Council Meeting Agenda**
**Monday, December 4, 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. Honor Guard & Pledge of Allegiance
*Presenter:* Clayton Fire Department

c. Invocation
*Presenter:* Mayor McLeod

## 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. Suggested Rules of Procedure
*Presenter:* Heidi Holland, Town Clerk
Rules of Procedures DRAFT October 2023 REDLINE
Rules of Procedures DRAFT October 2023 CLEAN

b. Authorization of the Sale of Surplus Property Exceeding $30,000
*Presenter:* Shaun Mizell, Procurement, Contracts and MWBE Manager
Resolution for Electric Bucket Truck
IMG_0009
IMG_0008
Bucket Truck

c. Minutes
- November 6, 2023 - Regular Session
- November 20, 2023 - Regular Session
- November 20, 2023 - Closed Session

*Presenter:* Heidi Holland, Town Clerk
November 6, 2023 - Regular Session
November 20, 2023 - Regular Session

d. Advisory Board By-Laws Update
*Presenter:* Heidi Holland, Town Clerk

e. Process for Appointments to Town of Clayton Advisory Boards Update
*Presenter:* Heidi Holland, Town Clerk
Process for Appointments to Town of Clayton Advisory Boards Update

f. Consent Agenda Utility Acceptance Resolution Ashcroft Section 2, Ph. 1B and 4
Consent Agenda Utility Acceptance Resolution Ashcroft Section 2, Ph. 1B and 4

g. Resolution to Acquire Easements for the East Clayton Industrial Area (ECIA) Sewer Improvements Project
*Presenter:* Louis Duffie, Project Manager
Resolution to Acquire Easements for the East Clayton Industrial Area (ECIA) Sewer Improvements Project

h. Resolution 2023-89: To Accept Streets into the Town of Clayton Street System for Maintenance – Ashcroft Subdivision, Phase 7
Resolution 2023-89: To Accept Streets into the Town of Clayton Street System for Maintenance – Ashcroft Subdivision, Phase 7

i. Amended Budget Ordinance (Section 8) and Compensation Plan Scales
Amended Budget Ordinance (Section 8) and Compensation Plan Scales

j. HR Policies
*Presenter:* Kenya Walls, Human Resources Director
TOWN OF CLAYTON MISCELLANEOUS POLICIES
TOWN OF CLAYTON LEAVE POLICIES (1)
SAFETY MANUAL 1 (1)
SAFETY MANUAL 2 (1)
SAFETY MANUAL 3 (3)
Resolution Adopting Personnel Regulations

**POTENTIAL ACTION:** Adopt Consent Agenda as Presented

## 4. ADMINISTRATIVE ITEMS

a. Town of Clayton Strategic Plan
*Presenters:* Dolores Gill, Deputy Town Manager; D'Arcy Aman, Admin. Support Assistant; Shaun Mizell, Procurement, Contracts and MWBE Manager; Patrick Pierce, Economic Development Director
Town of Clayton Strategic Plan
Dec 4 Council Strategic Plan

## 5. PUBLIC HEARINGS

## 6. OLD BUSINESS

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

**POTENTIAL ACTION:** Adoption of Resolution #2023-88

b. General Obligation Bond Resolution Amendment
*Presenter:* Robert McKie, Finance Director
General Obligation Bond Resolution Amendment

**POTENTIAL ACTION:** Adoption of Resolution #2023-93

c. 2022-125-CZM: Summer Glen Conditional Zoning with Master Plan
*(Continued from the November 6, 2023 Meeting)*
*Presenter:* Bruce Venable, Planner I
2022-125-CZM: Summer Glen Conditional Zoning with Master Plan - Pdf

**POTENTIAL ACTION:** Adoption of Ordinance #2023-09-02 & Statement of Consistency & Reasonableness

**POTENTIAL ACTION:** Adoption of Resolution #2023-70

## 7. ORGANIZATIONAL MEETING

a. Recognition of Outgoing Council Members
*Presenter:* Mayor McLeod

b. Swearing-In of Newly Elected Council Members
- Ruth Anderson - Oath to be Issued by Mayor Jody L. McLeod
- Gretchen Williams - Oath to be Issued by The Honorable Addie Rawls
- Mayor McLeod - Oath to be Issued by Town Clerk Heidi Holland

## 8. RECESS & RECEPTION

a. Recess the Meeting

b. Return to Regular Session

## 9. MAYOR PRO TEM SELECTION AND COUNCIL APPOINTMENTS

a. Nomination and Selection of Mayor Pro Tem

b. Council Liaison to Advisory Board and Committee Assignments
*Presenter:* Mayor McLeod

## 10. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Harvest Festival Update
*Presenter:* Dana Wooten, Chamber of Commerce President CEO

## 11. NEW BUSINESS

a. Memorandum of Agreement: Triangle Water Supply Partnership Agreement
*Presenter:* Joshua Baird, Engineering Director
Memorandum of Agreement: Triangle Water Supply Partnership Agreement

**POTENTIAL ACTION:** Approval of MOU Agreement

## 12. STAFF REPORTS

a. Town Manager

b. Town Attorney

c. Town Clerk

d. Other Staff

- **Town Events Update**

***Presenter:*** **Patrick Pierce, Economic Development Director**

## 13. 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**

## 14. CLOSED SESSION

a. ***Presenter:*** **To Discuss Legal Matter in Accordance with NC GS 143-318.11(a)(3); To Discuss Economic Development in accordance with NC GS 143-318.11(a)(4) and To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11(a)(5)**

**POTENTIAL ACTION:** **Motion To Go Into Closed Session**

**POTENTIAL ACTION:** **Motion To Return To Open Session**

## 15. ADJOURNMENT

a. **Adjourn**

**POTENTIAL ACTION:** **Motion To Adjourn**

Town of Clayton

Town Council Suggested Rules of Procedure

Rule 1. Regular Meetings

**(a) Meeting Dates and Time.** The Council shall hold regular meetings on the first and third Monday of each month, ~~except that~~except if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. Regular meetings shall be held at The Town Council Chambers, 111 E. Second Street and shall begin at 6:00 p.m. A copy of the Council's current meeting schedule shall be filed with the Town Clerk and on the Town's website (NC GS 143-318.12).

**(b) Both Monthly Meetings.** Both meetings of the Town Council shall be organized to allow for the presentation of preliminary background information of items as well as allowing for the holding of public hearings, adoption and amendment of ordinances setting of policy, appointments to boards and committees and similar official and final actions by the Town Council.

Rule 2. Special, Emergency, and Recessed [or Adjourned] Meetings

**(a) Special Meetings**. The Mayor, the Mayor Pro Tempore, or any two members of the Council may at any time call a special Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the Mayor and each Council member or left at his or her usual dwelling place; (2) be posted in the outside document and (3) be mailed, e-mailed, or delivered to all those that have filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. [Even in such a case, the Council shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.]

A special meeting may also be called or scheduled by vote of the Council in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board, or if none, at the door of the Council's usual meeting room; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. [Such notice shall also be mailed or delivered at least forty-eight hours before the

meeting to each Council member not present at the meeting at which the special meeting was called or scheduled and to the Mayor if he or she was not present at that meeting.] [Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless all members are present or those not present have signed a written waiver of notice, and the Council determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

> **Comment:** In accordance with the requirements of G.S. 160A-71(b)(1), only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. An optional provision of this rule establishes an additional requirement: no items may be added to the agenda for a special meeting called in this manner unless the Council determines in good faith that the item to be added must be discussed or acted on immediately.

**b) Emergency Meetings.** Emergency meetings of the Town Council may be called only because of generally unexpected circumstances that require immediate consideration by the Council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the Council.

(1) The Mayor, the Mayor Pro Tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the Mayor and all members of the Council are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the Council complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire services, or station's telephone number, with the Town Clerk. This notice shall be given either by email, by telephone or by the same method used to notify the Mayor and the Council members and shall be given at the expense of the party notified.

> **Comment:** Rule 2(b) states the requirements of the open meetings law concerning emergency meetings [G.S. 143-318.12(b)(3)]. It adds to these requirements the two possible ways that emergency meetings might be called under G.S. 160A-71(b). The Town Council procedural statutes do not mention emergency meetings, so they must be considered a type of special meeting. The first method, described in G.S. 160A-71(b)(1), requires six hours' minimum notice to Council members and the Mayor. The second

method, specified in G.S. 160A-71(b)(2), allows a meeting to be held whenever the entire Council can be assembled or written waivers can be obtained from those not present, as long as the emergency meeting notice requirements are satisfied.

The third method for calling special Council meetings, see G.S. 160A-71(b)(3), is not allowed for emergency meetings. Because emergency meetings are by their nature unexpected, it is assumed that they will not be called during the course of another meeting but will be scheduled when needed using one of the other two methods.

**(c) Recessed [or Adjourned] Meetings.** A properly called regular, special, or emergency meeting may be recessed [or adjourned] to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed [or adjourned] session of a properly called regular, special, or emergency meeting, and that it shall be posted on the Town website prior to the scheduled time of that meeting (NC GS 143-318.12)

**Comment:** In Rule 2(c), note that a motion to recess (or adjourn) a meeting to a certain time and place must comply with the requirements of Rule 18 concerning procedural motions. See both the rule's general requirements and the particular requirements of Motion 2. It must be made in open session, since under the open meetings law the making of such a motion is not listed as an action that is permitted during a closed session. (See Rule 26 concerning closed sessions.) The open meetings law specifies that if proper notice was given of the original meeting, and if the time and place at which the meeting is to be continued is announced in open session, no further notice is required for the adjourned or recessed session. No notice requirements are imposed by the Town Council procedure statutes for adjourned or recessed sessions. As explained in the *Comment* to Rule 18, Motion 2, the terms “recess to a time and place certain” and “adjourn to a time and place certain” are both forms of the motion to adjourn and are used interchangeably in these rules and in North Carolina law and practice. G.S. 160A-71(b1) states the terms recess and adjourn as alternatives.

The provisions of Rule 24 that concern notice of meetings to consider the budget should also be considered in conjunction with this rule.

**Rule 3. Organizational Meeting**

On the date and at the time of the first regular meeting in December following a general election in which Council members are elected, or at an earlier date, if any, set by the incumbent Council, the newly elected members shall take and subscribe

the oath of office as the first order of new business. As the second order of new business, the Council shall elect a Mayor Pro Tempore. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes. Upon taking the oath of office the Mayor shall be empowered to make appointments of Council members or him or herself to serve as liaison or delegate to the various Town boards and committees and other agencies or associations to which the Town is a member.

**Comment:**

Who presides at the organizational meeting until the new Mayor is sworn in is a question best resolved by local custom. In the Town of Clayton, the retiring Mayor presides until the new Mayor is sworn in.

The incumbent Council may fix the date and time of the organizational meeting. If it does not do so, the meeting is held on the date and at the time of the first regular meeting in December after the municipal election results have been certified under the state election laws.

**Rule 4. Agenda**

(a) **Proposed Agenda.** The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received the Monday preceding the meeting. Any Council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. [An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce.] Each Council member shall receive a copy of the agenda package and the agenda shall be available for public inspection when they are distributed to the Council members.

(b) **Adoption of the Agenda.** As its first order of business at each meeting, the Council shall, as specified in Rule 6, discuss and adjust the proposed agenda and adopt an agenda for the meeting. If items are proposed to be added to the agenda of a meeting, the Council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Council members.

The Council may by majority vote to add items to or subtract items from the proposed agenda, except that (a) the Council may not subtract items from the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members, unless those calling the meeting consent to the deletion, (b) the Council may not add items to the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members, unless all members are present, or those who are absent sign

a written waiver of notice, and (c) only business connected with the emergency may be considered at an emergency meeting. The Council may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

The Council may designate certain agenda items "for discussion and possible action." Such designation means that the Council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

**Comments:** G.S. 160A-71(b)(1) requires that all Council members be present or consent in writing before additions can be made to the subjects listed on the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members. Also, since the agenda of such a special meeting is set by those calling it, this rule requires those persons' consent before items may be deleted from that agenda. Note also that G.S. 143-318.12(b)(3) limits the agenda of emergency meetings to business connected with the emergency.

The Town Clerk or Town Manager may maintain a mailing list of interested parties, aka Sunshine List, who wish to receive a copy of the proposed agenda and/or agenda package regularly. Since the background materials included with the proposed agenda in the agenda package may be quite voluminous, the Town shall charge those parties, other than media representatives, who wish to receive the full agenda package for the cost of reproduction. At the very least, the Council should make provision for the public to inspect and copy the agenda package in the Town offices, since the agenda package is generally a matter of public record open to public inspection. No fee shall be charged for notices sent by e-mail (NC GS 143-318.12 (b) (2).

(c) **Consent Agenda.** The Council may designate a part of the agenda as the "consent agenda." Items shall be placed on the consent agenda by prior action of the Council or by those preparing the proposed agenda if they are judged to be ~~non controversial~~non-controversial and routine. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting or by consent of the members prior to discussion and action on the listed consent agenda. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

**Comment to (c):**

The Council reviews the "consent agenda" as part of its review of the proposed agenda at the beginning of the meeting. Each member is free to remove items from the consent agenda to the regular agenda. A member may wish to do so if, for example, he or she would like to debate the proposal or vote against the item.

(d) **Open Meetings Requirements.** The Council shall not deliberate, vote, or

otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Council to understand what is being deliberated, voted, or acted on. The Council may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

**Rule 5. Public Address to the Council**

The Council shall provide ~~opportunity~~an opportunity for public comment in accordance with the following procedures.

The agenda for all regular meetings shall include an item for "Informal Discussion and Public Comment". This section shall follow conclusion of all regular and known items on the agenda for discussion and action. Any person may address the Council during this section of the agenda regarding items of public interest. The Mayor shall have authority to recognize speakers under this item and to set reasonable limits on the length of such presentations (NC GS 160A-81.1). Guidelines are below:

1. Each speaker is allocated 3 minutes to speak. The Mayor or presiding officer may, in their discretion, increase or decrease this time allocation.
2. If there is a group of people wishing you speak on the subject, they may appoint a spokesperson to speak on behalf of the group. In this case the speaker would be allocated 5 minutes. The Mayor or presiding officer may, in their discretion, increase or decrease this time allocation.
3. A speaker may not share or relinquish any remaining time they have not used to another speaker.
4. Speakers are only allowed to speak one time during the Public Comment period.
5. Speakers shall refrain from personal attacks and/or threats directed towards Town council, staff or members of the public.
6. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate behavior are not allowed.
7. Comments, questions, or jeering from the audience are not allowed. Speakers shall likewise not address or respond to members of the audience.
8. Speakers should not expect Council Members to comment on or respond to their comments directly during the meeting. The Mayor, or presiding officer may, however, request the Town Manager's office to follow up with a speaker after the meeting or provide additional information to the Council at a later date.
9. The Mayor, or presiding officer, has the authority to enforce the Rules of Decorum. Failure to obey these Rules may result in the forfeiture of the remaining speaking time. Individuals who engage in egregious or repeated violations may be asked to

leave the meeting.

**Rule 6. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each meeting shall be as follows:

~~Pledge of Allegiance and Invocation~~Call To Order
Adjustment of the Agenda
Consent Agenda
Administrative Items
Introductions & Special Presentations
Public Hearings
~~Items Scheduled for the Upcoming Meeting~~
Old Business
New Business
Staff Reports
- Town Manager
- Town Attorney
- Town Clerk
- Other Staff

Other Business
- Informal Discussion
- ~~Public~~ Council Comments

Adjournment

By general consent of the Council, items may be considered in an order different than as listed on the agenda.

**Rule 7. Office of Mayor**

The Mayor shall preside at all meetings of the Council but shall have the right to vote only when there is a tie. In order to address the Council, a member must be recognized by the Mayor.

The Mayor or other presiding officer shall have the following powers:

(a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
(b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
(c) To entertain and answer questions of parliamentary law or procedure;
(d) To call a brief recess at any time;

(e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the Council upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

**Comment:**
There are two exceptions to this right of appeal. A Mayor or other presiding officer may adjourn without the board's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time.

**Rule 8. Office of Mayor Pro Tempore**

At the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore to serve at the Council's pleasure (NC GS 160A-70). A Council member who serves as Mayor Pro Tempore shall be entitled to vote on all matters and shall be considered a Council member for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When a Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tempore are absent from a meeting, the Council may elect from among its members a temporary chairman to preside at the meeting.

**Rule 9. When the Presiding Officer Is in Active Debate**

If the Mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another Council member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

**Rule 10. Action by the Council**

The Council shall proceed by motion, except as otherwise provided for in Rule 4 and

in Rule 31. Any member may make a motion.

**Comment:**

In those municipalities where the Mayor may vote only to break a tie, he or she should probably not make motions. The reason for this rule is that legally the Mayor is not part of the decision-making body unless a tie vote occurs. Traditionally, if a nonvoting Mayor wishes to have a motion made, instead of making it personally, he or she states, "The Chair will entertain a motion that . . . ."

**Rule 11. Second Required**

A motion shall require a second.

**Rule 12. One Motion at a Time**

A member may make only one motion at a time.

**Rule 13. Substantive Motions**

A substantive motion is out of order while another substantive motion is pending.

Comment: This rule sets forth the basic principle of parliamentary procedure that distinct issues will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

The term *substantive motion* is used here to underscore the distinction between this type of motion and the various procedural motions listed in Rule 18. Basically, a substantive motion is any motion other than the procedural motions listed in Rule 18.

**Rule 14. Adoption by Majority Vote**

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half. In the event of a tie vote, the Mayor shall be responsible for casting a vote to break the tie and thereby decide the motion.

**Comment:** In a few instances, these rules require a vote equal to two-thirds of the entire membership of the Council for adoption of a particular motion. Also, see Rule 23 concerning the number of votes necessary to adopt an

ordinance, adopt a change in a zoning ordinance when a protest petition has been received, or approve a contract. Other extraordinary voting requirements imposed by particular statutes are not specified in these rules. The Town attorney should be consulted as questions arise.

**Rule 15. Voting by Written Ballot**

The Council may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

**Comment:** The open meetings law allows public bodies such as Town Councils to use written ballots, *so long* as they follow the procedures set out in G.S. 143-318.13(b) and paraphrased in this rule.

**Rule 16. Debate**

The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

(a) The maker of the motion is entitled to speak first;
(b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
(c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

**Rule 17. Ratification of Actions**

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

**Comment:** Ratification of actions taken on the Council's behalf but without its prior approval is permitted under these rules, to the extent that such after-the-fact approval of actions is legally allowed. The principle behind the motion to ratify is that an assembly may subsequently approve that which it could have authorized. This rule treats the motion to ratify as a *substantive* proposal rather than as a *procedural* motion, since ratification is in effect and after-the-fact substantive action by the Council concerning something that

was done without Council approval when advance authorization should have been obtained.

**Rule 18. Procedural Motions**

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

**Comment:** Rule 18 reflects substantial departure from the rule in *RONR*. Each procedural motion in *RONR* was reviewed to determine whether it was appropriate for use by a small board; substantial modifications and deletions were the result. The following enumeration of procedural motions is exhaustive; if a procedural option is not on the list, then it is not available.

Procedural motions are frequently used to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. They are in order while substantive motions are pending as well as at other times.

In addition, as in *RONR*, several procedural motions can be entertained in succession without necessarily disposing of the previous procedural motion. The order of priority establishes which procedural motion yields to which—that is, which procedural motion may be made and considered while another one is pending.

The procedural motions are summarized in table form in the appendix. Note that the appended table is intended only to provide a quick reference guide to the motions; this rule and its comments should be consulted for a discussion of how each procedural motion is used.

**(b) Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

**Comment:** Rule 7 allows the ruling of the presiding officer on certain procedural matters to be appealed to the Council. This appeal must be made

as soon as the presiding officer's decision is announced, so this motion is accorded the highest priority. See Rule 7 and its *Comment* for further discussion of this motion.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of Council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess [or adjourn] to a time and place certain shall also comply with the requirements of Rule 2(c).

**Comment:** This motion differs from the *RONR* motion to adjourn in several respects. The *RONR* motion to adjourn is not debatable or amendable and can be made at any time, thus interrupting substantive deliberations. Here, however, since the number of members is small and procedures are available to limit debate, Motion 2 allows both debate and amendment, but specifies that the motion is in order only when consideration of a pending matter has concluded.

If the Council wants to adjourn before completing final action on a matter, it must, prior to adjourning, first temporarily conclude its consideration of that matter. This is done with one of three motions: to defer consideration of the matter, to postpone the matter to a certain time or day, or to refer the matter to a committee. Only as a last resort should the Council use a motion to suspend the rules, in order to allow the motion to adjourn to interrupt deliberation on the matter.

Another adjournment option is to recess (or adjourn) the meeting to reconvene at a specified time and place, in accord with Rule 2(c). The motion to recess or adjourn to a time and place certain is a form of the motion to adjourn. As explained in the *Comment* to Rule 2(c), various North Carolina General Statutes and North Carolina practice refer both to the terminology "recess to a time and place certain" and the phrase "adjourn to a time and place certain," [see, for example, G.S. 160A-71(b1) and 143-318.12(b)(1)]. Thus both "recess" and "adjourn" are provided here as options. The motion has the same meaning regardless of the option chosen.

**Motion 3. To Take a Brief Recess.**

**Comment:** This motion, which allows the Council to pause briefly in its proceedings, is similar to the motion to recess under *RONR*. To avoid confusing this motion with the motion "to recess to a time and place certain," which is a form of the motion to adjourn under these rules and in North Carolina practice [see Rule 18(b), Motion 2 above], Motion 3 is a "motion to take a brief recess" rather than a "motion to recess." Debate is allowed on this motion. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending. Under these rules, the Mayor also has the power to call a brief recess at any time [see Rule 7(d)].

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

**Comment:** This motion may be debated.

**Motion 5. To Suspend the Rules.** The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Council.

**Comment:** This motion is debatable and amendable. It is in order when the Council wishes to do something that it may legally do but cannot accomplish without violating its own rules.

**Motion 6. To Go into Closed Session.** The Council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received.

**Comment:** The requirements for this motion are found in G.S. 143-318.11(c). They include extra requirements for motions based on G.S. 143-318.11(a)(1), and for those motions based on G.S. 143-318.11(a)(3) that concern a closed session where the Council expects to receive advice about an existing lawsuit or lawsuits. Part of G.S. 143-318.11(a)(3), also cited, allows the Council in closed session to "consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure."

**Motion 7. To Leave Closed Session.**

**Comment:** This motion provides a procedural mechanism for returning from closed session to an open meeting. Under the open meetings law, public bodies probably must return to open session once they have concluded their closed session business, even if they have no other business to transact except adjourning the meeting.

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

**Comment:** This motion is debatable.

**Motion 9. To Defer Consideration.** The Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires [100] days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 14], or else move to suspend the rules [Rule 18(b), Motion 5].

> **Comment:** This motion allows the Council temporarily to defer consideration of a proposal. It may be debated and amended.
>
> This motion should be distinguished from the motion to postpone to a certain time or day (Rule 18, Motion 11). A matter that has been postponed to a certain time or day is brought up again automatically when that time arrives. Council action (approval of a motion to revive consideration) is required, however, before the Council may again consider a substantive motion of which the consideration has been deferred under this motion.

**Motion 10. Motion for the Previous Question.** The motion is not in order until there have been at least 10 minutes of debate, and every member has had an opportunity to speak once.

> **Comment:** With a small board a minimum period of debate on every proposal that comes before it strikes a balance between efficiency and effective representation by all Council members. Since every member will have an opportunity to speak, the debate may be ended by a majority vote.

**Motion 11. To Postpone to a Certain Time or Day.** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 18(b), Motion 5].

> **Comment:** This motion allows the Council to postpone consideration to a specified time or day and is appropriate when more information is needed or the deliberations are likely to be lengthy. It should be distinguished from the motion to defer consideration (see *Comment* to Rule 18(b), Motion 9). Note the restriction on making a new motion with the same effect while a postponed motion remains pending.

**Motion 12. To Refer a Motion to a Committee.** The Council may vote to refer a substantive motion to a committee for its study and recommendations. Ninety days

or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Council, whether or not the committee has reported the matter to the Council.

**Motion 13. To Amend.** (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance,~~-~~ policy, or resolution shall be reduced to writing before the vote on the amendment.

**Comment:** Some Councils allow a "substitute motion" when major changes in a motion are proposed. Such a motion is in effect a type of amendment. To avoid confusion, "substitute motions" are not allowed under these rules. All proposals for changes in a motion or in an amendment are treated as motions to amend, no matter how major their potential effect.

Part 13(b) of the rules governing this motion limits the number of proposed amendments that may be pending at one time to two, in order to reduce confusion. Amendments are voted on in reverse order; that is, the last-offered amendment, which would amend the first amendment, is voted on first. Once the last-offered of the two pending amendments is disposed of, an additional amendment may be offered.

Part 13(c) of the rules for this motion imposes an additional writing requirement for amendments to ordinances and other, sometimes lengthy, documents such as orders, policies, or resolutions.

Some Councils may have a practice of requiring the person making the original motion to approve of any proposed amendments to that motion. Such a practice is not recommended. Once a motion has been offered to the Council, it is up to the Council to decide ~~whether or not~~whether it should be changed by amendment. If the person making the motion does not favor a proposed amendment, he or she is free to vote against it. And so long as the original motion has not been voted on and no amendment to it has passed, the introducer is free under these rules to withdraw it (see Rule 20). If a motion has been withdrawn, the Council members are generally free to make their own separate motions on the same subject.

**Motion 14. To Revive Consideration.** The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 18(b). The motion is in order at any time within ninety days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires ninety days after the deferral unless a motion to revive

consideration is adopted.

**Comment:** If the motion to revive consideration is not successful within the specified number of days of the date on which consideration was deferred, the substantive motion expires. Its subject matter may be brought forward again by a new motion.

**Motion 15. To Reconsider.** No question decided by the Town Council shall be again brought forward at any subsequent meeting until at least 90 days have elapsed. However, the Council may vote to reconsider its action on a matter at any time by a vote of two-thirds of the Town Council. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "noes" prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending ~~matter, but~~matter but is in order at any time before final adjournment of the meeting.

**Comment:** To avoid placing a measure in limbo, these rules restrict the availability of the motion to the same meeting as the original vote, including any continuation of that meeting if it is recessed or adjourned to a time and place certain pursuant to Rule 2(c) and Rule 18(b), Motion 2. If a member wishes to reverse an action taken at a previous meeting, he or she may generally make a new motion having the opposite effect of the prior action. Note that in some cases reversal may not be possible; for example, where rights have vested because of the original vote, or where a binding contract has already been signed in reliance on that decision.

**Motion 16. To Rescind or Repeal.** The Council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

**Comment:** Each meeting of a Town Council is in many respects a separate legal event. Unless prohibited by law, a Council may at a subsequent meeting "undo" action taken at a previous meeting.

The motion to rescind is in order only for those measures adopted by the Council that can legally be repealed or rescinded. It is not intended to suggest that the Council may unilaterally rescind a binding ~~contract, or~~contract or may repeal an action where a person's rights have already vested.

**Motion 17. To Prevent Reintroduction for Six Months.** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the Council excluding the Mayor, and vacant seats. If adopted, the

restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Council, whichever occurs first.

**Comment:** This is a "clincher" motion to prevent the same motion from being continually introduced when the subject has been thoroughly considered.

Because this motion curtails a member's right to bring a matter before the Council, the required vote is two-thirds of the actual membership of the Council. This supermajority requirement is imposed because such a two-thirds vote is needed for the Council to adopt certain items. The same number of votes should be required if the Council is to forbid dealing further with such an issue.

**Rule 19. Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

**Rule 20. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

**Rule 21. Duty to Vote**

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own direct financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the Council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

**Comment:** This rule states most of the requirements of the first paragraph of G.S. 160A-75.

**Rule 22. Introduction of Ordinances**

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Council.

> **Comment:** G.S. 160A-75 provides that an ordinance may not be finally adopted at the meeting at which it is introduced except by a two-thirds vote of all the actual membership of the Council, excluding vacant seats and not including the Mayor. The statute also specifies that an ordinance is deemed to be introduced "on the date the subject matter is first voted on by the Council."

**Rule 23. Adoption of Ordinances and Approval of Contracts**

(a) **Generally.** An affirmative vote equal to a majority of all the members of the Council not excused from voting on the question in issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the Town. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

> **Comment:** This rule paraphrases the special voting requirements in the second paragraph of G.S. 160A-75 for adoption of ordinances and approval of contracts.
>
> See Rule 22 and the accompanying *Comment* for the definition of "introduction" of an ordinance. See also Procedural Motion 13 in Rule 18(b) concerning amendment of ordinances, and G.S. 160A-76(a) for requirements for franchises, including the requirement of adoption of franchise ordinances at two regular meetings.

b) **Zoning Statement of Consistency and Reasonableness**. When adopting or rejecting any zoning amendment, the Town Council shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken to be reasonable and in the public interest (NC GS 160A-383).

**Rule 24. Adoption of the Budget Ordinance**

Notwithstanding the provisions of the Town charter, general law, or local act:

(1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the Council by a simple majority of those present and voting, a quorum being present;
(2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and
(3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of the Town charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to ~~allow,~~allow the holding of closed meetings or executive sessions by the Council if it is otherwise prohibited by law from holding such a meeting or session.

**Rule 25. Special Rules of Procedure**

Members of the Clayton Town Council ("Council") may remotely participate in official meetings of the Council when any of the following entities declare that a state of emergency or a disaster exists in an area including the Town of Clayton: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Johnston County, North Carolina; or the Town of Clayton, through the Mayor or other methods permitted by the Clayton Code of Ordinances, subject to the following rules and procedures:

1. Remote participation may be allowed for regular, special, or emergency meetings of the Council.

2. Remote participation shall not be allowed for quasi-judicial hearings.

3. A Council Member needing to participate in a meeting remotely must notify the Clerk to the Town Council of the need for remote participation and request approval by the Mayor of his/her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.

4. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce any Council Members participating remotely. Such Council Member shall identify himself or herself.

5. A Council Member participating remotely shall be provided with documents to be considered during the meeting.

6. A Council Member participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard, and if possible seen, by other members of the Council and other individuals in attendance at or listening to the meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant to be clearly audible to one another is necessary. If clear audio is not available, the Mayor may elect to disallow or discontinue the remote participation.

7. A Council Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video. If all Council Members are participating remotely, all votes shall be done by Council Members participating remotely will not be permitted to vote on any quasi-judicial matters coming before the Council. Prior to taking a vote on any issue, the Mayor, other presiding officer, or Clerk shall inquire of each Council Member participating remotely if he or she is prepared to vote.

8. Any Council Member who is participating remotely shall be counted as present for purposes of a quorum as long as simultaneous communication (at a minimum audio) is maintained for that member. A Council Member who has withdrawn from a meeting without being excused by majority vote of the remaining members present (but remains in simultaneous communication) shall be counted as present for purposes of determining whether or not a quorum is present. A Council Member present by simultaneous communication but who does not provide a voice vote on an item shall be considered an affirmative vote on that item.

**Rule 26. Closed Sessions**

The Council may hold closed sessions as provided by law. The Council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that

is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

> **Comment:** This rule states some of the requirements of G.S. 143-318.11(c) for calling closed sessions. In particular, note the special requirements for motions to call closed sessions that are based on G.S. 143-318.11(a)(1) or, in some cases, on G.S. 143-318.11(a)(3). No attempt is made here to set forth all of the provisions of the open meetings law concerning the purposes for which closed sessions may be held and the actions that may be taken in closed session; specific information can be found in G.S. 143-318.11(a). Minutes and general accounts of closed sessions are discussed in Rule 30.

**Rule 27. Quorum**

A majority of the actual membership of the Council plus the Mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

> **Comment:** This is G.S. 160A-74, with the addition of the usual definition of "majority."

**Rule 28. Public Hearings**

Public hearings required by law or deemed advisable by the Council shall be organized by a special order (adopted by a majority vote) that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of

persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to Council meetings shall also apply to public hearings at which a majority of the Council is present; such a hearing is considered to be part of a regular or special meeting of the Council. These requirements also apply to hearings conducted by appointed or elected committees of the Council, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the Council is present.

The Council may vote to delegate to Town staff members, as appropriate, the authority to schedule, call, and give notice of public hearings required by law or the Council. The Council shall provide adequate guidelines to assist staff members in fulfilling this responsibility, and it shall not delegate the responsibility in cases where the Council itself is required by law to call, schedule, or give notice of the hearing.

At the time appointed for the hearing, the Mayor or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

> **Comment:** Town Councils may be required or may desire to hold public hearings from time to time concerning particular matters. G.S. 160A-81 provides that public hearings may be held at any place within the Town or within the county where the Town is located. It also gives the Council the authority to adopt reasonable rules governing the conduct of the hearing (specifically including the type of rules listed here) and to continue public hearings without further advertisement.

**Rule 29. Quorum at Public Hearings**

A quorum of the Council shall be required at all public hearings required by law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular Council meeting without further advertisement.

> **Comment:** G.S. 160A-81 implies that a quorum of Council members is necessary for a public hearing by providing that a hearing shall be deferred to the next regular meeting if a quorum ~~if~~is not present at the originally scheduled time. If, however, the Council decided to hold a public hearing that

was not required by state law to gather a consensus of public opinion on an issue, it could hold the hearing at several sites, with a few members in attendance at each place. Such a hearing would not be subject to the quorum requirement of G.S. 160A-81. Note also that if a majority of the Council was not present at such a hearing, it would not be subject to the notice, continuation, and other requirements of the open meetings law, unless the Council members conducting the hearing were a majority of an appointed or elected Council committee (see Rule 32).

**Rule 30. Minutes**

Full and accurate minutes of the Council proceedings shall be kept. The Council shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Council, the "ayes" and "noes" upon any question shall be taken. Members' and other persons' comments may be included in the minutes if the Council approves.

Minutes and general accounts of closed sessions may be sealed by action of the Council. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

**Comment:** G.S. 160A-72 requires that full and accurate Council minutes be maintained, and G.S. 143-318.10(e) requires that full and accurate minutes be kept of all official meetings of all public bodies, including closed sessions [G.S. 143-318.11(a)].

Finally, the rule includes the permission granted in G.S. 143-318.11(e) to withhold minutes and general accounts of closed sessions from public inspection for as long as necessary to avoid frustrating the purpose of the closed session. The Council should vote to seal these records if it wishes to do so or is advised to do so by its attorney. It must also provide for their unsealing, either by Council action or by action of an agent of the Council such as the Town attorney, if and when the closed session's purpose would no longer be frustrated by making these records public. For a discussion of the legal requirements for minutes and general accounts of closed sessions, see the following publications by David M. Lawrence: "1997 Changes to the Open Meetings and Public Records Laws," *Local Government Law Bulletin* 80 (August 1997) and "The Court of Appeals Addresses Closed Sessions for Attorney-Client Discussions," *Local Government Law Bulletin* 93 (March 2000).

**Rule 31. Appointments**

The Council may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Council may not consider or fill a vacancy among its own membership except in open session.

The Mayor shall not have a right to vote on appointments that come before the Council except in the event of a tie on a motion to appoint.

The Council shall use the following procedure to make appointments to various other boards and offices: The Town Clerk shall cause a public advertisement of committee and board vacancies on an annual basis and shall at any time receive applications from individuals interested in serving. Applications for each committee are forwarded to the staff liaison and Council ex-officio for review and comment. The applications with recommendations are forwarded to the Town Clerk for inclusion in the work session agenda packet. Each Council ex-officio is the lead for his or her committee to discuss suggested appointments. Appointments to the committee are made by the Council during a regular meeting.

**Rule 32. Committees and Boards**

**(a) Establishment and Appointment.** The Council or the Mayor, if the Mayor is delegated that power by the Council, may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry on the work of Town government. Any specific provisions of law relating to particular committees and boards shall be followed.

**(b) Open Meetings Law.** The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, Councils, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, ~~quasi-judicial~~quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

**Comment:** The Town Council is authorized by G.S. 160A-146 to "create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the Town government . . ." subject to certain limitations. It is also customary in many communities for the Mayor to appoint various committees to aid the Council in its work, although it is up to the Council to decide whether or not the Mayor will be delegated this power. The only board that Mayors have statutory power to appoint are housing authorities. G.S. 157-5. Other specific statutes govern some of these committees and boards; G.S. 160A-388(a), for example, regulates establishment of and appointments to boards of adjustment. The general requirements of Rule 31 for appointments by the Council should also be kept in mind.

Rule 32(b) states ~~requirements~~the requirements of G.S. 143-318.10(b) and

(c) (parts of the open meetings law). In determining if a group is covered by the open meetings law, whether the group is called a commission, authority, or committee is generally not important, nor does it matter who within the Town government established the group.

Some ambiguities exist concerning the open meetings law's coverage with respect to cities. For example, the law does not apply to "a meeting solely among the professional staff of a public body." The scope and meaning of this statutory phrase is unclear. For more information on the law, see David M. Lawrence, *Open Meetings and Local Governments in North Carolina: Some Questions and Answers*, 5th ed. (Chapel Hill: Institute of Government, 1998).

**Rule 33. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats, and not including the Mayor unless he or she has the right to vote on all questions before the Council.

**Comment:** Town Councils may generally amend their rules of procedure whenever they choose, so long as the amendment, like the rules being amended, is consistent with the Town charter, general law, and generally accepted principles of parliamentary procedure. G.S. 160A-71(c). Because certain board actions require a two-thirds vote (see, for example, some of the requirements in Rule 23(a), which implements G.S. 160A-75), that standard must also be met to approve an amendment to these rules, which are the guidelines under which such actions are taken.

**Rule 34. Reference to *Robert's Rules of Order Newly Revised***

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the Council shall refer to *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

**Comment:** *RONR* was designed to govern a large legislative assembly, and many of its provisions may be inappropriate for small boards. Nevertheless, it is a good source of parliamentary procedure; care should simply be taken to adjust *RONR* to meet the needs of small governing boards such as Town Councils.

**Appendix**

**Permitted Procedural Motions in Order of Precedence[1]**

| | Motion | Vote Required[2] | Special Requirements |
|---|---|---|---|
| 1. | To Appeal a Procedural Ruling of the Presiding Officer | Majority | Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order. |
| 2. | To Adjourn | Majority | May not interrupt deliberation of pending substantive matter. Motion to [recess] [adjourn] to a time and place certain must also comply with Rule 2(c). |
| 3. | To Take a Brief Recess | Majority | None |
| 4. | Call to Follow the Agenda | Majority | Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question. |
| 5. | To Suspend the Rules | Two-Thirds | The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. |
| 6. | To Go into Closed Session | Majority | Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) must identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received. |

| | | | |
|---|---|---|---|
| 7. To Leave Closed Session | | Majority | |
| 8. To Divide a Complex Motion and Consider it by Paragraph | Majority | None | |
| 9. To Defer Consideration | Majority | A substantive motion the consideration of which has been deferred expires [100] days thereafter unless a motion to revive consideration (Motion 14) is adopted. While a deferred motion remains pending, a new motion with the same effect cannot be introduced. **CAUTION:** Do not confuse with Motion 11. | |
| 10. the Previous Question | Motion for | Majority | Not in order until there have been at least [20] minutes of debate, and every member has had an opportunity to speak once. |
| 11. a Certain Time or Day | To Postpone to | Majority | None. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. **CAUTION:** Do not confuse with Motion 9. |
| 12. Motion to a Committee | To Refer a | Majority | [60] days or more after a motion is referred to a committee, the introducer may compel consideration of the measure by the Council, regardless of whether the committee has reported the matter to the Council. |
| 13. | To Amend | Majority | (a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote. (c) Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment. |

| | | | |
|---|---|---|---|
| 14. Consideration | To Revive | Majority | In order at any time within [100] days after the day of a vote to defer consideration (Motion 9]. Failure to adopt Motion 14 within the [100] day period results in expiration of the deferred substantive motion. |
| 15. | To Reconsider | Majority | Must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "noes" prevail). May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. Cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting. |
| 16. Repeal | To Rescind | Majority | Not in order if rescission or repeal of an action is forbidden by law. |
| 17. Reintroduction for [Six] Months | To Prevent | Two-Thirds | In order immediately following defeat of a substantive motion and at no other time. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the Council, whichever occurs first. |

1. Under these rules all procedural motions are ~~debatable~~debatable, and none requires a second. All may be amended, subject to the stated limitations on motions to amend (Motion 13). Except where indicated otherwise, procedural motions may interrupt deliberations on a pending substantive matter.

2. The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required vote is a vote equal to two-thirds of the actual membership of the Council, excluding the Mayor, unless he or she may vote in all cases, and vacant seats.

Duly adopted this ~~19th~~ 4th day of ~~February, 2018~~December, 2023 while in regular session.

_____

Jody L. McLeod



Adopted 6/24/2004; Amended 3/20/2006; Amended 2/05/2007; Adopted 9/4/2012; Amended & Adopted 2/19/18; Amended & Adopted 4/20/20; Amended & Adopted 5/18/20; Amended & Adopted 3/21/2022

Mayor

ATTEST:

_____

Heidi L. Holland, CMC, NCCMC
~~Deputy~~ Town Clerk

# Town of Clayton

## Town Council Suggested Rules of Procedure

### Rule 1. Regular Meetings

**(a) Meeting Dates and Time.** The Council shall hold regular meetings on the first and third Monday of each month, except if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. Regular meetings shall be held at The Town Council Chambers, 111 E. Second Street and shall begin at 6:00 p.m. A copy of the Council's current meeting schedule shall be filed with the Town Clerk and on the Town's website (NC GS 143-318.12).

**(b) Both Monthly Meetings.** Both meetings of the Town Council shall be organized to allow for the presentation of preliminary background information of items as well as allowing for the holding of public hearings, adoption and amendment of ordinances setting of policy, appointments to boards and committees and similar official and final actions by the Town Council.

### Rule 2. Special, Emergency, and Recessed [or Adjourned] Meetings

**(a) Special Meetings.** The Mayor, the Mayor Pro Tempore, or any two members of the Council may at any time call a special Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the Mayor and each Council member or left at his or her usual dwelling place; (2) be posted in the outside document and (3) be mailed, e-mailed, or delivered to all those that have filed a written request for notice with the Town Clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. [Even in such a case, the Council shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.]

A special meeting may also be called or scheduled by vote of the Council in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board, or if none, at the door of the Council's usual meeting room; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. [Such notice shall also be mailed or delivered at least forty-eight hours before the

meeting to each Council member not present at the meeting at which the special meeting was called or scheduled and to the Mayor if he or she was not present at that meeting.] [Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless all members are present or those not present have signed a written waiver of notice, and the Council determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

> **Comment:** In accordance with the requirements of G.S. 160A-71(b)(1), only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. An optional provision of this rule establishes an additional requirement: no items may be added to the agenda for a special meeting called in this manner unless the Council determines in good faith that the item to be added must be discussed or acted on immediately.

**(b) Emergency Meetings.** Emergency meetings of the Town Council may be called only because of generally unexpected circumstances that require immediate consideration by the Council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the Council.

(1) The Mayor, the Mayor Pro Tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the Mayor and all members of the Council are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the Council complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire services, or station's telephone number, with the Town Clerk. This notice shall be given either by email, by telephone or by the same method used to notify the Mayor and the Council members and shall be given at the expense of the party notified.

> **Comment:** Rule 2(b) states the requirements of the open meetings law concerning emergency meetings [G.S. 143-318.12(b)(3)]. It adds to these requirements the two possible ways that emergency meetings might be

called under G.S. 160A-71(b). The Town Council procedural statutes do not mention emergency meetings, so they must be considered a type of special meeting. The first method, described in G.S. 160A-71(b)(1), requires six hours' minimum notice to Council members and the Mayor. The second method, specified in G.S. 160A-71(b)(2), allows a meeting to be held whenever the entire Council can be assembled or written waivers can be obtained from those not present, as long as the emergency meeting notice requirements are satisfied.

The third method for calling special Council meetings, see G.S. 160A-71(b)(3), is not allowed for emergency meetings. Because emergency meetings are by their nature unexpected, it is assumed that they will not be called during the course of another meeting but will be scheduled when needed using one of the other two methods.

**(c) Recessed [or Adjourned] Meetings.** A properly called regular, special, or emergency meeting may be recessed [or adjourned] to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed [or adjourned] session of a properly called regular, special, or emergency meeting, and that it shall be posted on the Town website prior to the scheduled time of that meeting (NC GS 143-318.12)

**Comment:** In Rule 2(c), note that a motion to recess (or adjourn) a meeting to a certain time and place must comply with the requirements of Rule 18 concerning procedural motions. See both the rule's general requirements and the particular requirements of Motion 2. It must be made in open session, since under the open meetings law the making of such a motion is not listed as an action that is permitted during a closed session. (See Rule 26 concerning closed sessions.) The open meetings law specifies that if proper notice was given of the original meeting, and if the time and place at which the meeting is to be continued is announced in open session, no further notice is required for the adjourned or recessed session. No notice requirements are imposed by the Town Council procedure statutes for adjourned or recessed sessions. As explained in the *Comment* to Rule 18, Motion 2, the terms "recess to a time and place certain" and "adjourn to a time and place certain" are both forms of the motion to adjourn and are used interchangeably in these rules and in North Carolina law and practice. G.S. 160A-71(b1) states the terms recess and adjourn as alternatives.

The provisions of Rule 24 that concern notice of meetings to consider the budget should also be considered in conjunction with this rule.

**Rule 3. Organizational Meeting**

On the date and at the time of the first regular meeting in December following a general election in which Council members are elected, or at an earlier date, if any, set by the incumbent Council, the newly elected members shall take and subscribe the oath of office as the first order of new business. As the second order of new business, the Council shall elect a Mayor Pro Tempore. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes. Upon taking the oath of office the Mayor shall be empowered to make appointments of Council members or him or herself to serve as liaison or delegate to the various Town boards and committees and other agencies or associations to which the Town is a member.

**Comment:**
Who presides at the organizational meeting until the new Mayor is sworn in is a question best resolved by local custom. In the Town of Clayton, the retiring Mayor presides until the new Mayor is sworn in.

The incumbent Council may fix the date and time of the organizational meeting. If it does not do so, the meeting is held on the date and at the time of the first regular meeting in December after the municipal election results have been certified under the state election laws.

**Rule 4. Agenda**

**(a) Proposed Agenda.** The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received the Monday preceding the meeting. Any Council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. [An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce.] Each Council member shall receive a copy of the agenda package and the agenda shall be available for public inspection when they are distributed to the Council members.

**(b) Adoption of the Agenda.** As its first order of business at each meeting, the Council shall, as specified in Rule 6, discuss and adjust the proposed agenda and adopt an agenda for the meeting. If items are proposed to be added to the agenda of a meeting, the Council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Council members.

The Council may by majority vote to add items to or subtract items from the proposed agenda, except that (a) the Council may not subtract items from the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members, unless those calling the meeting consent to the deletion, (b) the Council may not add items to the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members, unless all members are present, or those who are absent sign a written waiver of notice, and (c) only business connected with the emergency may be considered at an emergency meeting. The Council may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

The Council may designate certain agenda items "for discussion and possible action." Such designation means that the Council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

**Comments:** G.S. 160A-71(b)(1) requires that all Council members be present or consent in writing before additions can be made to the subjects listed on the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council members. Also, since the agenda of such a special meeting is set by those calling it, this rule requires those persons' consent before items may be deleted from that agenda. Note also that G.S. 143-318.12(b)(3) limits the agenda of emergency meetings to business connected with the emergency.

The Town Clerk or Town Manager may maintain a mailing list of interested parties, aka Sunshine List, who wish to receive a copy of the proposed agenda and/or agenda package regularly. Since the background materials included with the proposed agenda in the agenda package may be quite voluminous, the Town shall charge those parties, other than media representatives, who wish to receive the full agenda package for the cost of reproduction. At the very least, the Council should make provision for the public to inspect and copy the agenda package in the Town offices, since the agenda package is generally a matter of public record open to public inspection. No fee shall be charged for notices sent by e-mail (NC GS 143-318.12 (b) (2).

**(c) Consent Agenda.** The Council may designate a part of the agenda as the "consent agenda." Items shall be placed on the consent agenda by prior action of the Council or by those preparing the proposed agenda if they are judged to be non-controversial and routine. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting or by consent of the members prior to discussion and action on the listed consent agenda. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

**Comment to (c):**

The Council reviews the "consent agenda" as part of its review of the proposed agenda at the beginning of the meeting. Each member is free to remove items from the consent agenda to the regular agenda. A member may wish to do so if, for example, he or she would like to debate the proposal or vote against the item.

**(d) Open Meetings Requirements.** The Council shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Council to understand what is being deliberated, voted, or acted on. The Council may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

**Rule 5. Public Address to the Council**

The Council shall provide an opportunity for public comment in accordance with the following procedures.

The agenda for all regular meetings shall include an item for "Informal Discussion and Public Comment". This section shall follow conclusion of all regular and known items on the agenda for discussion and action. Any person may address the Council during this section of the agenda regarding items of public interest. The Mayor shall have authority to recognize speakers under this item and to set reasonable limits on the length of such presentations (NC GS 160A-81.1). Guidelines are below:

1. Each speaker is allocated 3 minutes to speak. The Mayor or presiding officer may, in their discretion, increase or decrease this time allocation.
2. If there is a group of people wishing you speak on the subject, they may appoint a spokesperson to speak on behalf of the group. In this case the speaker would be allocated 5 minutes. The Mayor or presiding officer may, in their discretion, increase or decrease this time allocation.
3. A speaker may not share or relinquish any remaining time they have not used to another speaker.
4. Speakers are only allowed to speak one time during the Public Comment period.
5. Speakers shall refrain from personal attacks and/or threats directed towards Town council, staff or members of the public.
6. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate

behavior are not allowed.

7. Comments, questions, or jeering from the audience are not allowed. Speakers shall likewise not address or respond to members of the audience.
8. Speakers should not expect Council Members to comment on or respond to their comments directly during the meeting. The Mayor, or presiding officer may, however, request the Town Manager's office to follow up with a speaker after the meeting or provide additional information to the Council at a later date.
9. The Mayor, or presiding officer, has the authority to enforce the Rules of Decorum. Failure to obey these Rules may result in the forfeiture of the remaining speaking time. Individuals who engage in egregious or repeated violations may be asked to leave the meeting.

**Rule 6. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each meeting shall be as follows:

Call To Order
Adjustment of the Agenda
Consent Agenda
Administrative Items
Introductions & Special Presentations
Public Hearings
Old Business
New Business
Staff Reports
- Town Manager
- Town Attorney
- Town Clerk
- Other Staff

Other Business
- Informal Discussion
- Council Comments

Adjournment

By general consent of the Council, items may be considered in an order different than as listed on the agenda.

**Rule 7. Office of Mayor**

The Mayor shall preside at all meetings of the Council but shall have the right to vote only when there is a tie. In order to address the Council, a member must be recognized by the Mayor.

The Mayor or other presiding officer shall have the following powers:

(a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
(b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
(c) To entertain and answer questions of parliamentary law or procedure;
(d) To call a brief recess at any time;
(e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the Council upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

**Comment:**
There are two exceptions to this right of appeal. A Mayor or other presiding officer may adjourn without the board's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time.

**Rule 8. Office of Mayor Pro Tempore**

At the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore to serve at the Council's pleasure (NC GS 160A-70). A Council member who serves as Mayor Pro Tempore shall be entitled to vote on all matters and shall be considered a Council member for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When a Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tempore are absent from a meeting, the Council may elect from among its members a temporary chairman to preside at the meeting.

**Rule 9. When the Presiding Officer Is in Active Debate**

If the Mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another Council member to preside over the debate. The Mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

**Rule 10. Action by the Council**

The Council shall proceed by motion, except as otherwise provided for in Rule 4 and in Rule 31. Any member may make a motion.

> **Comment:**
> In those municipalities where the Mayor may vote only to break a tie, he or she should probably not make motions. The reason for this rule is that legally the Mayor is not part of the decision-making body unless a tie vote occurs. Traditionally, if a nonvoting Mayor wishes to have a motion made, instead of making it personally, he or she states, "The Chair will entertain a motion that . . . ."

**Rule 11. Second Required**

A motion shall require a second.

**Rule 12. One Motion at a Time**

A member may make only one motion at a time.

**Rule 13. Substantive Motions**

A substantive motion is out of order while another substantive motion is pending.

> **Comment:** This rule sets forth the basic principle of parliamentary procedure that distinct issues will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
>
> The term *substantive motion* is used here to underscore the distinction between this type of motion and the various procedural motions listed in Rule 18. Basically, a substantive motion is any motion other than the

procedural motions listed in Rule 18.

**Rule 14. Adoption by Majority Vote**

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half. In the event of a tie vote, the Mayor shall be responsible for casting a vote to break the tie and thereby decide the motion.

> **Comment:** In a few instances, these rules require a vote equal to two-thirds of the entire membership of the Council for adoption of a particular motion. Also, see Rule 23 concerning the number of votes necessary to adopt an ordinance, adopt a change in a zoning ordinance when a protest petition has been received, or approve a contract. Other extraordinary voting requirements imposed by particular statutes are not specified in these rules. The Town attorney should be consulted as questions arise.

**Rule 15. Voting by Written Ballot**

The Council may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

> **Comment:** The open meetings law allows public bodies such as Town Councils to use written ballots, *so long* as they follow the procedures set out in G.S. 143-318.13(b) and paraphrased in this rule.

**Rule 16. Debate**

The Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

(a) The maker of the motion is entitled to speak first;
(b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
(c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

**Rule 17. Ratification of Actions**

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

> **Comment:** Ratification of actions taken on the Council's behalf but without its prior approval is permitted under these rules, to the extent that such after-the-fact approval of actions is legally allowed. The principle behind the motion to ratify is that an assembly may subsequently approve that which it could have authorized. This rule treats the motion to ratify as a *substantive* proposal rather than as a *procedural* motion, since ratification is in effect and after-the-fact substantive action by the Council concerning something that was done without Council approval when advance authorization should have been obtained.

**Rule 18. Procedural Motions**

**(a) Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

> **Comment:** Rule 18 reflects substantial departure from the rule in *RONR*. Each procedural motion in *RONR* was reviewed to determine whether it was appropriate for use by a small board; substantial modifications and deletions were the result. The following enumeration of procedural motions is exhaustive; if a procedural option is not on the list, then it is not available.
>
> Procedural motions are frequently used to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. They are in order while substantive motions are pending as well as at other times.
>
> In addition, as in *RONR*, several procedural motions can be entertained in succession without necessarily disposing of the previous procedural motion. The order of priority establishes which procedural motion yields to which—that is, which procedural motion may be made and considered while another one is pending.
>
> The procedural motions are summarized in table form in the appendix. Note that the appended table is intended only to provide a quick reference guide to the motions; this rule and its comments should be consulted for a discussion of how each procedural motion is used.

**(b) Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

> **Comment:** Rule 7 allows the ruling of the presiding officer on certain procedural matters to be appealed to the Council. This appeal must be made as soon as the presiding officer's decision is announced, so this motion is accorded the highest priority. See Rule 7 and its *Comment* for further discussion of this motion.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of Council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess [or adjourn] to a time and place certain shall also comply with the requirements of Rule 2(c).

> **Comment:** This motion differs from the *RONR* motion to adjourn in several respects. The *RONR* motion to adjourn is not debatable or amendable and can be made at any time, thus interrupting substantive deliberations. Here, however, since the number of members is small and procedures are available to limit debate, Motion 2 allows both debate and amendment, but specifies that the motion is in order only when consideration of a pending matter has concluded.
>
> If the Council wants to adjourn before completing final action on a matter, it must, prior to adjourning, first temporarily conclude its consideration of that matter. This is done with one of three motions: to defer consideration of the matter, to postpone the matter to a certain time or day, or to refer the matter to a committee. Only as a last resort should the Council use a motion to suspend the rules, in order to allow the motion to adjourn to interrupt deliberation on the matter.
>
> Another adjournment option is to recess (or adjourn) the meeting to reconvene at a specified time and place, in accord with Rule 2(c). The motion to recess or adjourn to a time and place certain is a form of the motion to adjourn. As explained in the *Comment* to Rule 2(c), various North Carolina General Statutes and North Carolina practice refer both to the terminology "recess to a time and place certain" and the phrase "adjourn to a time and

place certain," [see, for example, G.S. 160A-71(b1) and 143-318.12(b)(1)]. Thus both "recess" and "adjourn" are provided here as options. The motion has the same meaning regardless of the option chosen.

**Motion 3. To Take a Brief Recess.**

**Comment:** This motion, which allows the Council to pause briefly in its proceedings, is similar to the motion to recess under *RONR*. To avoid confusing this motion with the motion "to recess to a time and place certain," which is a form of the motion to adjourn under these rules and in North Carolina practice [see Rule 18(b), Motion 2 above], Motion 3 is a "motion to take a brief recess" rather than a "motion to recess." Debate is allowed on this motion. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending. Under these rules, the Mayor also has the power to call a brief recess at any time [see Rule 7(d)].

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

**Comment:** This motion may be debated.

**Motion 5. To Suspend the Rules.** The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the Council.

**Comment:** This motion is debatable and amendable. It is in order when the Council wishes to do something that it may legally do but cannot accomplish without violating its own rules.

**Motion 6. To Go into Closed Session.** The Council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received.

**Comment:** The requirements for this motion are found in G.S. 143-318.11(c). They include extra requirements for motions based on G.S. 143-318.11(a)(1), and for those motions based on G.S. 143-318.11(a)(3) that concern a closed session where the Council expects to receive advice about an existing lawsuit or lawsuits. Part of G.S. 143-318.11(a)(3), also cited, allows the Council in

closed session to "consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure."

**Motion 7. To Leave Closed Session.**

**Comment:** This motion provides a procedural mechanism for returning from closed session to an open meeting. Under the open meetings law, public bodies probably must return to open session once they have concluded their closed session business, even if they have no other business to transact except adjourning the meeting.

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

**Comment:** This motion is debatable.

**Motion 9. To Defer Consideration.** The Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires [100] days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 14], or else move to suspend the rules [Rule 18(b), Motion 5].

**Comment:** This motion allows the Council temporarily to defer consideration of a proposal. It may be debated and amended.

This motion should be distinguished from the motion to postpone to a certain time or day (Rule 18, Motion 11). A matter that has been postponed to a certain time or day is brought up again automatically when that time arrives. Council action (approval of a motion to revive consideration) is required, however, before the Council may again consider a substantive motion of which the consideration has been deferred under this motion.

**Motion 10. Motion for the Previous Question.** The motion is not in order until there have been at least 10 minutes of debate, and every member has had an opportunity to speak once.

**Comment:** With a small board a minimum period of debate on every proposal that comes before it strikes a balance between efficiency and effective representation by all Council members. Since every member will have an opportunity to speak, the debate may be ended by a majority vote.

**Motion 11. To Postpone to a Certain Time or Day.** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 18(b), Motion 5].

> **Comment:** This motion allows the Council to postpone consideration to a specified time or day and is appropriate when more information is needed or the deliberations are likely to be lengthy. It should be distinguished from the motion to defer consideration (see *Comment* to Rule 18(b), Motion 9). Note the restriction on making a new motion with the same effect while a postponed motion remains pending.

**Motion 12. To Refer a Motion to a Committee.** The Council may vote to refer a substantive motion to a committee for its study and recommendations. Ninety days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Council, whether or not the committee has reported the matter to the Council.

**Motion 13. To Amend.** (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance, policy, or resolution shall be reduced to writing before the vote on the amendment.

> **Comment:** Some Councils allow a "substitute motion" when major changes in a motion are proposed. Such a motion is in effect a type of amendment. To avoid confusion, "substitute motions" are not allowed under these rules. All proposals for changes in a motion or in an amendment are treated as motions to amend, no matter how major their potential effect.
>
> Part 13(b) of the rules governing this motion limits the number of proposed amendments that may be pending at one time to two, in order to reduce confusion. Amendments are voted on in reverse order; that is, the last-offered amendment, which would amend the first amendment, is voted on first. Once the last-offered of the two pending amendments is disposed of,

an additional amendment may be offered.

Part 13(c) of the rules for this motion imposes an additional writing requirement for amendments to ordinances and other, sometimes lengthy, documents such as orders, policies, or resolutions.

Some Councils may have a practice of requiring the person making the original motion to approve of any proposed amendments to that motion. Such a practice is not recommended. Once a motion has been offered to the Council, it is up to the Council to decide whether it should be changed by amendment. If the person making the motion does not favor a proposed amendment, he or she is free to vote against it. And so long as the original motion has not been voted on and no amendment to it has passed, the introducer is free under these rules to withdraw it (see Rule 20). If a motion has been withdrawn, the Council members are generally free to make their own separate motions on the same subject.

**Motion 14. To Revive Consideration.** The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 18(b). The motion is in order at any time within ninety days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires ninety days after the deferral unless a motion to revive consideration is adopted.

**Comment:** If the motion to revive consideration is not successful within the specified number of days of the date on which consideration was deferred, the substantive motion expires. Its subject matter may be brought forward again by a new motion.

**Motion 15. To Reconsider.** No question decided by the Town Council shall be again brought forward at any subsequent meeting until at least 90 days have elapsed. However, the Council may vote to reconsider its action on a matter at any time by a vote of two-thirds of the Town Council. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "noes" prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

**Comment:** To avoid placing a measure in limbo, these rules restrict the availability of the motion to the same meeting as the original vote, including any continuation of that meeting if it is recessed or adjourned to a time and place certain pursuant to Rule 2(c) and Rule 18(b), Motion 2. If a member

wishes to reverse an action taken at a previous meeting, he or she may generally make a new motion having the opposite effect of the prior action. Note that in some cases reversal may not be possible; for example, where rights have vested because of the original vote, or where a binding contract has already been signed in reliance on that decision.

**Motion 16. To Rescind or Repeal.** The Council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

**Comment:** Each meeting of a Town Council is in many respects a separate legal event. Unless prohibited by law, a Council may at a subsequent meeting "undo" action taken at a previous meeting.

The motion to rescind is in order only for those measures adopted by the Council that can legally be repealed or rescinded. It is not intended to suggest that the Council may unilaterally rescind a binding contract or may repeal an action where a person's rights have already vested.

**Motion 17. To Prevent Reintroduction for Six Months.** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the Council excluding the Mayor, and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Council, whichever occurs first.

**Comment:** This is a "clincher" motion to prevent the same motion from being continually introduced when the subject has been thoroughly considered.

Because this motion curtails a member's right to bring a matter before the Council, the required vote is two-thirds of the actual membership of the Council. This supermajority requirement is imposed because such a two-thirds vote is needed for the Council to adopt certain items. The same number of votes should be required if the Council is to forbid dealing further with such an issue.

### Rule 19. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

**Rule 20. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

**Rule 21. Duty to Vote**

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own direct financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the Council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

> **Comment:** This rule states most of the requirements of the first paragraph of G.S. 160A-75.

**Rule 22. Introduction of Ordinances**

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Council.

> **Comment:** G.S. 160A-75 provides that an ordinance may not be finally adopted at the meeting at which it is introduced except by a two-thirds vote of all the actual membership of the Council, excluding vacant seats and not including the Mayor. The statute also specifies that an ordinance is deemed to be introduced "on the date the subject matter is first voted on by the Council."

**Rule 23. Adoption of Ordinances and Approval of Contracts**

**(a) Generally.** An affirmative vote equal to a majority of all the members of the Council not excused from voting on the question in issue (including the Mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the Town. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

**Comment:** This rule paraphrases the special voting requirements in the second paragraph of G.S. 160A-75 for adoption of ordinances and approval of contracts.

See Rule 22 and the accompanying *Comment* for the definition of "introduction" of an ordinance. See also Procedural Motion 13 in Rule 18(b) concerning amendment of ordinances, and G.S. 160A-76(a) for requirements for franchises, including the requirement of adoption of franchise ordinances at two regular meetings.

**(b) Zoning Statement of Consistency and Reasonableness**. When adopting or rejecting any zoning amendment, the Town Council shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken to be reasonable and in the public interest (NC GS 160A-383).

**Rule 24. Adoption of the Budget Ordinance**

Notwithstanding the provisions of the Town charter, general law, or local act:

(1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the Council by a simple majority of those present and voting, a quorum being present;
(2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and
(3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of the Town charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow the holding of closed meetings or executive sessions by the Council if it is otherwise prohibited by law from holding such a meeting or session.

**Rule 25. Special Rules of Procedure**

Members of the Clayton Town Council ("Council") may remotely participate in official meetings of the Council when any of the following entities declare that a state of emergency or a disaster exists in an area including the Town of Clayton: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Johnston County, North Carolina; or the Town of Clayton, through the Mayor or other methods permitted by the Clayton Code of Ordinances, subject to the following rules and procedures:

1. Remote participation may be allowed for regular, special, or emergency meetings of the Council.

2. Remote participation shall not be allowed for quasi-judicial hearings.

3. A Council Member needing to participate in a meeting remotely must notify the Clerk to the Town Council of the need for remote participation and request approval by the Mayor of his/her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.

4. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce any Council Members participating remotely. Such Council Member shall identify himself or herself.

5. A Council Member participating remotely shall be provided with documents to be considered during the meeting.

6. A Council Member participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard, and if possible seen, by other members of the Council and other individuals in attendance at or listening to the meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant to be clearly audible to one another is necessary. If clear audio is not available, the Mayor may elect to disallow or discontinue the remote participation.

7. A Council Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video. If all Council Members are participating remotely, all votes shall be done by Council Members participating remotely will not be permitted to vote on any quasi-judicial matters coming before the Council. Prior to taking a vote on any issue, the

Mayor, other presiding officer, or Clerk shall inquire of each Council Member participating remotely if he or she is prepared to vote.

8. Any Council Member who is participating remotely shall be counted as present for purposes of a quorum as long as simultaneous communication (at a minimum audio) is maintained for that member. A Council Member who has withdrawn from a meeting without being excused by majority vote of the remaining members present (but remains in simultaneous communication) shall be counted as present for purposes of determining whether or not a quorum is present. A Council Member present by simultaneous communication but who does not provide a voice vote on an item shall be considered an affirmative vote on that item.

**Rule 26. Closed Sessions**

The Council may hold closed sessions as provided by law. The Council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

**Comment:** This rule states some of the requirements of G.S. 143-318.11(c) for calling closed sessions. In particular, note the special requirements for motions to call closed sessions that are based on G.S. 143-318.11(a)(1) or, in some cases, on G.S. 143-318.11(a)(3). No attempt is made here to set forth all of the provisions of the open meetings law concerning the purposes for which closed sessions may be held and the actions that may be taken in closed session; specific information can be found in G.S. 143-318.11(a). Minutes and general accounts of closed sessions are discussed in Rule 30.

**Rule 27. Quorum**

A majority of the actual membership of the Council plus the Mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

> **Comment:** This is G.S. 160A-74, with the addition of the usual definition of "majority."

**Rule 28. Public Hearings**

Public hearings required by law or deemed advisable by the Council shall be organized by a special order (adopted by a majority vote) that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to Council meetings shall also apply to public hearings at which a majority of the Council is present; such a hearing is considered to be part of a regular or special meeting of the Council. These requirements also apply to hearings conducted by appointed or elected committees of the Council, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the Council is present.

The Council may vote to delegate to Town staff members, as appropriate, the authority to schedule, call, and give notice of public hearings required by law or the Council. The Council shall provide adequate guidelines to assist staff members in fulfilling this responsibility, and it shall not delegate the responsibility in cases where the Council itself is required by law to call, schedule, or give notice of the hearing.

At the time appointed for the hearing, the Mayor or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

> **Comment:** Town Councils may be required or may desire to hold public hearings from time to time concerning particular matters. G.S. 160A-81 provides that public hearings may be held at any place within the Town or within the county where the Town is located. It also gives the Council the authority to adopt reasonable rules governing the conduct of the hearing (specifically including the type of rules listed here) and to continue public hearings without further advertisement.

**Rule 29. Quorum at Public Hearings**

A quorum of the Council shall be required at all public hearings required by law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular Council meeting without further advertisement.

> **Comment:** G.S. 160A-81 implies that a quorum of Council members is necessary for a public hearing by providing that a hearing shall be deferred to the next regular meeting if a quorum is not present at the originally scheduled time. If, however, the Council decided to hold a public hearing that was not required by state law to gather a consensus of public opinion on an issue, it could hold the hearing at several sites, with a few members in attendance at each place. Such a hearing would not be subject to the quorum requirement of G.S. 160A-81. Note also that if a majority of the Council was not present at such a hearing, it would not be subject to the notice, continuation, and other requirements of the open meetings law, unless the Council members conducting the hearing were a majority of an appointed or elected Council committee (see Rule 32).

**Rule 30. Minutes**

Full and accurate minutes of the Council proceedings shall be kept. The Council shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Council, the “ayes” and “noes” upon any question shall be taken. Members’ and other

persons' comments may be included in the minutes if the Council approves.

Minutes and general accounts of closed sessions may be sealed by action of the Council. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

**Comment:** G.S. 160A-72 requires that full and accurate Council minutes be maintained, and G.S. 143-318.10(e) requires that full and accurate minutes be kept of all official meetings of all public bodies, including closed sessions [G.S. 143-318.11(a)].

Finally, the rule includes the permission granted in G.S. 143-318.11(e) to withhold minutes and general accounts of closed sessions from public inspection for as long as necessary to avoid frustrating the purpose of the closed session. The Council should vote to seal these records if it wishes to do so or is advised to do so by its attorney. It must also provide for their unsealing, either by Council action or by action of an agent of the Council such as the Town attorney, if and when the closed session's purpose would no longer be frustrated by making these records public. For a discussion of the legal requirements for minutes and general accounts of closed sessions, see the following publications by David M. Lawrence: "1997 Changes to the Open Meetings and Public Records Laws," *Local Government Law Bulletin* 80 (August 1997) and "The Court of Appeals Addresses Closed Sessions for Attorney-Client Discussions," *Local Government Law Bulletin* 93 (March 2000).

**Rule 31. Appointments**

The Council may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Council may not consider or fill a vacancy among its own membership except in open session.

The Mayor shall not have a right to vote on appointments that come before the Council except in the event of a tie on a motion to appoint.

The Council shall use the following procedure to make appointments to various other boards and offices: The Town Clerk shall cause a public advertisement of committee and board vacancies on an annual basis and shall at any time receive applications from individuals interested in serving. Applications for each committee are forwarded to the staff liaison and Council ex-officio for review and comment. The applications with recommendations are forwarded to the Town Clerk for inclusion in the work session agenda packet. Each Council ex-officio is the lead for

his or her committee to discuss suggested appointments. Appointments to the committee are made by the Council during a regular meeting.

**Rule 32. Committees and Boards**

**(a)Establishment and Appointment.** The Council or the Mayor, if the Mayor is delegated that power by the Council, may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry on the work of Town government. Any specific provisions of law relating to particular committees and boards shall be followed.

**(b)Open Meetings Law.** The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, Councils, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

**Comment:** The Town Council is authorized by G.S. 160A-146 to "create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the Town government . . ." subject to certain limitations. It is also customary in many communities for the Mayor to appoint various committees to aid the Council in its work, although it is up to the Council to decide whether or not the Mayor will be delegated this power. The only board that Mayors have statutory power to appoint are housing authorities. G.S. 157-5. Other specific statutes govern some of these committees and boards; G.S. 160A-388(a), for example, regulates establishment of and appointments to boards of adjustment. The general requirements of Rule 31 for appointments by the Council should also be kept in mind.

Rule 32(b) states the requirements of G.S. 143-318.10(b) and (c) (parts of the open meetings law). In determining if a group is covered by the open meetings law, whether the group is called a commission, authority, or committee is generally not important, nor does it matter who within the Town government established the group.

Some ambiguities exist concerning the open meetings law's coverage with respect to cities. For example, the law does not apply to "a meeting solely among the professional staff of a public body." The scope and meaning of this statutory phrase is unclear. For more information on the law, see David M. Lawrence, *Open Meetings and Local Governments in North Carolina: Some Questions and Answers*, 5th ed. (Chapel Hill: Institute of Government, 1998).

**Rule 33. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats, and not including the Mayor unless he or she has the right to vote on all questions before the Council.

> **Comment:** Town Councils may generally amend their rules of procedure whenever they choose, so long as the amendment, like the rules being amended, is consistent with the Town charter, general law, and generally accepted principles of parliamentary procedure. G.S. 160A-71(c). Because certain board actions require a two-thirds vote (see, for example, some of the requirements in Rule 23(a), which implements G.S. 160A-75), that standard must also be met to approve an amendment to these rules, which are the guidelines under which such actions are taken.

**Rule 34. Reference to *Robert's Rules of Order Newly Revised***

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the Council shall refer to *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

> **Comment:** *RONR* was designed to govern a large legislative assembly, and many of its provisions may be inappropriate for small boards. Nevertheless, it is a good source of parliamentary procedure; care should simply be taken to adjust *RONR* to meet the needs of small governing boards such as Town Councils.

**Appendix**

**Permitted Procedural Motions in Order of Precedence[1]**

| | Motion | Vote Required[2] | Special Requirements |
|---|---|---|---|
| 1. | To Appeal a Procedural Ruling of the Presiding Officer | Majority | Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order. |
| 2. | To Adjourn | Majority | May not interrupt deliberation of pending substantive matter. Motion to [recess] [adjourn] to a time and place certain must also comply with Rule 2(c). |
| 3. | To Take a Brief Recess | Majority | None |
| 4. | Call to Follow the Agenda | Majority | Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question. |
| 5. | To Suspend The Rules | Two-Thirds | The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. |
| 6. | To Go into Closed Session | Majority | Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) must identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received. |

| | | |
|---|---|---|
| 7. To Leave Closed Session | Majority | |
| 8. To Divide a Complex Motion and Consider it by Paragraph | Majority | None |
| 9. To Defer Consideration | Majority | A substantive motion the consideration of which has been deferred expires [100] days thereafter unless a motion to revive consideration (Motion 14) is adopted. While a deferred motion remains pending, a new motion with the same effect cannot be introduced. **CAUTION:** Do not confuse with Motion 11. |
| 10. Motion for the Previous Question | Majority | Not in order until there have been at least [20] minutes of debate, and every member has had an opportunity to speak once. |
| 11. To Postpone to a Certain Time or Day | Majority | None. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. **CAUTION:** Do not confuse with Motion 9. |
| 12. To Refer a Motion to a Committee | Majority | [60] days or more after a motion is referred to a committee, the introducer may compel consideration of the measure by the Council, regardless of whether the committee has reported the matter to the Council. |
| 13. To Amend | Majority | (a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote. (c) Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment. |

| | | |
|---|---|---|
| 14. To Revive Consideration | Majority | In order at any time within [100] days after the day of a vote to defer consideration (Motion 9]. Failure to adopt Motion 14 within the [100] day period results in expiration of the deferred substantive motion. |
| 15.To Reconsider | Majority | Must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "noes" prevail).<br><br>May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. Cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting. |
| 16. To Rescind Repeal | Majority | Not in order if rescission or repeal of an action is forbidden by law. |
| 17. To Prevent Reintroduction for [Six] Months | Two-Thirds | In order immediately following defeat of a substantive motion and at no other time. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the Council, whichever occurs first. |

1. Under these rules all procedural motions are debatable, and none requires a second. All may be amended, subject to the stated limitations on motions to amend (Motion 13). Except where indicated otherwise, procedural motions may interrupt deliberations on a pending substantive matter.

2. The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required vote is a vote equal to two-thirds of the actual membership of the Council, excluding the Mayor, unless he or she may vote in all cases, and vacant seats.

Duly adopted this 4th day of December, 2023 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

# RESOLUTION AUTHORIZING A SALE OF AN ELECTRIC BUCKET TRUCK AS SURPLUS PROPERTY $30,000 OR GREATER

**WHEREAS**, the Town has accumulated an item of personal property equal to or exceeding $30,000 in value; and,

**WHEREAS**, it is in the public interest to dispose of such items by offering them for sale to the public by electronic auction,

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

1. Pursuant to G.S. 160A-270, the Purchasing Manager for the Town is hereby authorized and directed to hold a public sale for the surplus item of Town property listed below:

   **Altec L42 Bucket Truck  Model 4300  Serial G907746D7AED2**

2. Such a sale may be conducted by the Town in accordance with Town policies and procedures.

3. This resolution, or a notice summarizing its contents, shall be advertised at least once and not less than ten days before the date of the public sale, in accordance with G.S. 160A-270.

Duly adopted by the Town of Clayton and witness my hand and the common seal of the Town of Clayton, North Carolina, this 4th day of December 2023.

_____
Jody L. McLeod, Mayor
Town of Clayton

_____
Heidi Holland, CMC, NCCMC, Town Clerk
Town of Clayton Town Council

Public Power
CLINTON'S HOMETOWN ENERGY
WARNING
DANGER
ELECTROCUTION HAZARD
KEEP CLEAR

Altec
93

Altec
Altec
ELECTRIC
NORTH CAROLINA
CLAYTON
1903
DEPT.
4300

**Town of Clayton**
**Regular Town Council Meeting Minutes**
**Monday, November 6, 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
Heidi Holland, Town Clerk
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Greg Tart, Police Chief
Joshua Baird, Engineering Director
Nathanael Shelton, Communications Officer
Bruce Venable, Planner
Steven Mott, Planner II
Patrick Pierce, Economic Development Director
James Blalock, Utilities Maintenance Superintendent
Bill Simpson, Water Reclamation Director

## 1. CALL TO ORDER

a. Call to Order

Mayor McLeod called the meeting to order at 6:04 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 11a. Closed Session item to discuss Entering Into a Formal Contract to Purchase Real Property in accordance with NCGS 143-318.11(a)(5) and to add 5e., Thank You To Council from Bill Simpson. At the developer's request, item 6d. will be continued to

the December 4, 2023 meeting.

**Approve or Adjust the Agenda**

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

**3. CONSENT AGENDA**

a. Minutes
- November 16, 2023

*Presenter:* Heidi Holland, Town Clerk

b. NC Arts Council - Organization Support Grant
*Presenter:* Shaun Mizell, Procurement, Contracts and MWBE Manager

c. Trojan Sole Source
*Presenter:* Shaun Mizell, Procurement, Contracts and MWBE Manager

d. Resolution 2023-79: To Accept Streets into the Town Of Clayton Street System for Maintenance – Ashcroft Subdivision, Phases 5 & 6
*Presenter:* Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

e. Resolution 2023-80: To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 1 F&G
*Presenter:* Jonathan K. Jacobs, PE, CFM - Assistant Engineering Director

**Approve Consent Agenda as Presented**

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

**4. ADMINISTRATIVE ITEMS**

**5. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

a. Recognition of Colonel Gerry Berry
*Presenter:* Mayor McLeod

Mayor McLeod asked Col. Berry to step up the podium for recognition. He stated it was a pleasure for Col. Berry to speak at today's Veterans event. Mayor McLeod presented Col. Berry with a Veterans Appreciation Award.

b. Operation Green Light for Veterans Proclamation
*Presenter:* Mayor McLeod to Present

Mayor McLeod read the Green Light for Veterans proclamation into the record. He expressed sincere appreciation to those that have served. He stated there are green lights in the lobby for citizens and asked all to plug those in to honor our Veterans.

c. National Apprenticeship Week Proclamation
*Presenter:* Mayor McLeod to Present

Mayor McLeod read the National Apprenticeship Week proclamation into the record and presented this to wastewater apprentice Ilona Williams. James Blalock stated she has been a very good asset to the treatment plant.

d. GIS Day Proclamation
*Presenter:* Mayor McLeod to Present to GIS

Mayor McLeod read the GIS Day proclamation into the record and presented this to the Town's GIS staff.

e. Thank You to Council
*Presenter:* Bill Simpson, Water Reclamation Superintendent

Bill Simpson was present, he stated he would like to take a minute to say thank you to Council and stated it has been a pleasure to work with them. He thanked them for the opportunity that he was given. Mayor McLeod thanked him for his many contributions to the Town.

**6. PUBLIC HEARINGS**

a. 2023-92-ANX 2311 HWY 42 Contiguous Annexation
*Presenter:* Steven Mott, Planner II

Mr. Mott spoke on this item. He stated this is a request for an annexation on 2311 Hwy 42. He stated the applicant, Spring Branch Plaza, LLC, is seeking an annexation of approximately 1.34 acres of a contiguous parcel. The annexation was adequately noticed with signage at the property. Shared was the site location and an aerial view as well as the future land use map. He stated this is designated as high density residential. He stated a representative for the applicant is present.

Mayor Pro Tem Thompson stated he wanted to make sure from a GIS standpoint that the roadways are included in the annexation. Mr. Mott stated staff did explore that option with all parcels from a recent annexation. Planner Bruce Venable stated to the best of his knowledge what was included was what was available and the legal description for the parcel itself is recorded with the Johnstonian Register of Deeds

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

**Adoption of Ordinance #2023-10-07**

| | |
|---|---|
| **RESULT:** | **CARRIED 5-0** |
| **MOVER:** | Michael Sims |
| **SECONDER:** | Avery Everett |

| | |
|---|---|
| **YES:** | Jason Thompson, Porter Casey, Avery Everett, Andria Archer, and Michael Sims |
| **NO:** | None |

b. 2023-93-ANX 2364 NC Hwy 42 Non-Contiguous Annexation
*Presenter:* Steven Mott, Planner II

Mr. Mott stated this is a request for an adjacent parcel to 2023-93-ANX off of 2311 Hwy 42. The request is to annex .804 acres that is non-contiguous with the Town. The annexation was adequately noticed with signage at the property. Shared was the site location and an aerial view as well as the future land use map. He stated this is designated as high density residential. The applicant, Spring Branch Plaza, LLC was present.

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

**Adoption of Ordinance #2023-10-06**

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

c. 2023-96-ANX ETM JR Property LLC Non-Contiguous Annexation
*Presenter:* Steven Mott, Planner II

Mr. Mott stated this request is for 9.8 acres located at 7531 and 7581 US Hwy 70. The parcel is non-contiguous to the Town. The annexation was adequately noticed with signage at the property. Shared was the site location and an aerial view as well as the future land use map. He stated this is designated as an employment center. He stated the applicant was here to answer any questions.

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

John Scarpa, resident of the Town spoke. He asked what the purpose of the request was. Mayor McLeod stated this is just an ask to be annexed into the Town. Attorney Cauley stated this is the only item before Council tonight. Mr. Scarpa asked what the advantage is to the Town for this property to be annexed. Mayor McLeod stated regardless of whatever is done with the property, it would still be considered tax revenue if located in the city limits. Mr. Scarpa stated if they are willing to pay more taxes, he says to vote for it.

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

**Adoption of Ordinance #2023-10-05**

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

d. 2022-125-CZM: Summer Glen Conditional Zoning with Master Plan
*(Continued from the October 2, 2023 meeting)*
**DOCUMENTS STILL PENDING**
*Presenter:* Bruce Venable, Planner I

Mayor McLeod stated we were informed at the beginning of the meeting that this item would be continued to the December 4, 2023 meeting. A motion was made to continue this item to the December 4, 2023 meeting. A motion for the wastewater resolution was also made to be continued until the December 4, 2023 meeting.

**Adoption of Ordinance #2023-09-02 and Consistency and Reasonableness Statement**

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

**Adoption of Wastewater Resolution #2023-70**

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

## 7. OLD BUSINESS

## 8. NEW BUSINESS

a. Wastewater Regionalization Resolution
*Presenter:* Rich Cappola, PE, MPA, CFM

Mr. Cappola stated this resolution is in support of continuing discussions that have occurred for several months. He stated a few council members have been representing the overall board at those meetings once a month to discuss the framework of the regionalization partnership or authority that could be formed potentially in the future to be able to take care of the water and wastewater needs throughout the region. He stated the meetings consisted of elected officials from each of the municipalities in Johnston County as well as the County.

This is a good faith notice to the rest of the group stating the Town is willing to be an active participant in these discussions. The Town is looking for opportunities not only for cost savings for overall rate payers but also for a better quality of service. This sets up Central Pines Regional Council of Government, formerly Triangle J Council of Governments, as the management body of the discussions. Council Member Sims and Council Member Casey are the representatives of the group.

Mayor McLeod stated he agreed with who has been appointed to represent the Town.

Mr. Cappola stated there was one minor error in the resolution for tonight to be adopted. The last "now therefore be resolved…" should say the Town of Clayton.

A motion was made to approve the resolution with the edit discussed.

**Adoption of Resolution #2023-81**

| | |
|---|---|
| **RESULT:** | **CARRIED 5-0** |
| **MOVER:** | Jason Thompson |
| **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 Mr. Simpson for all his years with the Town. He shared history of Mr. Simpson's career. He stated he wishes him well in his retirement. He recognized the overall community and municipalities that have reached out with condolences to the passing of Byron Poelman. He stated he was a rock for the Town of Clayton and there have been a lot of great folks that have helped us through this transition. He asked that all continue to keep the family in their thoughts and prayers.

He stated Election Day is tomorrow. He reminded Council and staff of the Council Retreat on November 9, 2023 and the Town would be closed Friday, November 10, 2023 in observance of Veterans Day. Next Friday at the Community Center is the Town's Employee Appreciation Lunch from 11:00 – 1:30 p.m.; the Town would be closed during that time for all staff to be able to attend.

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

Council Member Sims thanked the Chamber and the Town for a great Harvest Festival. He thanked the Fire and Police Chiefs for making sure everything went safely. He also thanked the Town Manager and Nathanael Shelton for the Veterans Day celebration. Mayor McLeod stated this was a great event and he hoped in the future this could be expanded and taken to a whole other level.

Mayor Pro Tem Thompson stated he would like to see if anyone from the Chamber had a number and the benefit that the Harvest Festival brought to the Town as well as estimation on attendance. He stated the Chamber did a great job of coordinating with Town staff. Mayor McLeod stated it was outstanding. Council Member Casey stated also for the Clayton High School football game, he appreciates the Chief of Police and staff being present. He gave a recognition of the boy scout that was in the audience this evening. Mayor McLeod thanked the partners at the Chamber for a great Harvest Festival and all staff, it takes everyone to pull this off.

## 11. CLOSED SESSION

a. To Discuss Legal Matter in Accordance with NC GS 143-318.11(a)(3); To Discuss Economic Development in accordance with NC GS 143-318.11(a)(4); To Discuss Entering Into a Formal Contract to Purchase Real Property in accordance with NCGS 143-318.11(a)(5) and To Discuss Personnel Matter in accordance with NC GS 143-318.11(a)(6)

**Motion to Go Into Closed Session at 6:41 p.m.**

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

**Motion to Return To Open Session at 7:36 p.m.**

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

## 12. ADJOURNMENT

a. Adjourn

With nothing further, a motion was made to adjourn at 7:37 p.m.

**Motion To Adjourn**

| | |
|---|---|
| **RESULT:** | **CARRIED 5-0** |

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

Duly adopted by the Town Council this 4th day of December 2023 while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Sherry L. Scoggins, MMC
Interim Town Clerk

**Town of Clayton**
**Regular Town Council Meeting Minutes**
**Monday, November 20, 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 Andria Archer
Council Member Michael Sims

**Council Absent:**
Council Member Avery Everett

**Staff Present:**
Rich Cappola, Town Manager
Heidi Holland, Town Clerk
Jim Cauley, Town Attorney
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Greg Tart, Police Chief
Joshua Baird, Engineering Director
Nathanael Shelton, Communications Officer
Patrick Pierce, Economic Development Director
David Ranes, Fire Chief
Sam Johnson-Phillips, Deputy Town Clerk
Conrad Olmedo, Planning Director
Bruce Venable, Planner
Steven Mott, Planner II

## 1. CALL TO ORDER

a. Call to Order
*Presenter:* Mayor McLeod called the meeting to order at 6:02 p.m.

b. Pledge of Allegiance
*Presenter:* Clayton Fire Department Honor Guard provide the Color Guard and also lead the Pledge of Allegiance

Clayton Fire Department Honor Guard provided the Color Guard and also led the Pledge of Allegiance.

c. Invocation

Mayor McLeod provided the Invocation.

## 2. ADJUSTMENT OF THE AGENDA

a. ADD 3e. Ordinance #2023-10-06 2023-93-ANX NC Hwy 42

Mr. Cappola asked to add to 3e. Ordinance #2023-10-06, 2023-93-ANX NC Hwy 42 and to add to 8b. Adoption of Ordinance #2023-11-01 Budget Amendment.

**Approve or Adjust the Agenda**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |
| **SECONDER:** | Andria Archer |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**3. CONSENT AGENDA**

a. November 6, 2023 - Work Session
November 6, 2023 - Regular Session
November 6, 2023 - Closed Session
*Presenter:* Heidi Holland, Town Clerk

b. Interlocal Agreement for the use of the Town of Clayton's Light Tower by the Town of Wilson Mills.
*Presenter:* Shaun Mizell, Procurement Contracts and MWBE Manager

c. Resolution # 2023-86: Acceptance of Public Water & Sewer Utilities for Warranty. Meadowview Subdivision, Phase 2

d. Resolution #2023-85: To Accept Streets into the Town Of Clayton Street System for Maintenance – Walton Farm, Phases 1-3 & 8-11

e. Ordinance #2023-10-06 2023-93-ANX Hwy 42

**Approve Consent Agenda as Presented**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Andria Archer |
| **SECONDER:** | Michael Sims |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**4. ADMINISTRATIVE ITEMS**

a. Best Practices for File Naming Policy
*Presenter:* Heidi Holland, Town Clerk

Ms. Holland stated this policy was developed to have a town standard file naming policy for the Town. This will be helpful when the electronic scanning policy is adopted. She stated she worked with Shaun Mizell, Procurement Manager, on this project.

**Adoption of Resolution #2023-82**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Michael Sims |
| **SECONDER:** | Andria Archer |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |

| | |
|---|---|
| **NO:** | None |
| **ABSENT:** | Avery Everett |

## 5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Recognition of Boy Scout Troop 33
*Presenter:* Mayor McLeod

Mayor McLeod recognized Boy Scout Troop 33 and thanked them for being there tonight.

## 6. PUBLIC HEARINGS

## 7. OLD BUSINESS

a. Ordinance 2023-10-03 to Enact the "Codify Clayton" Unified Development Ordinance
*(Continued from the October 16, 2023 meeting)*
*Presenter:* Conrad Olmedo, AICP, CZO, Planning Director

Mr. Olmedo stated tonight he has the pleasure to introduce the new Town's UDO. He stated this would be the start of UDO conversations. He stated Council has the September 6, 2023 UDO draft version. He stated there were over 2,000 comments related to the draft and those were sifted to about 100 comments staff felt were critical. Comments include input from October 16, 2023 meeting as well as the November 9, 2023 retreat, input from Economic Development Director Patrick Pierce, legal, planning department as well as the development community.

This draft is consistent with the 2045 comprehensive plan. He introduced Chad Meadows with CodeWright to speak on this. Shared was the overview: Process recap, comment summary, Punch list and next steps. Shared was the project work program, we are in the 6th phase of adoption which is about a month behind. Shared was the process Recap: UDO Adoption Draft posted to codifyclayton.com (9/7/2023); Planning Board Consideration (9/25/2023); Town Council Public Hearing (10/16/2023); Work Session with Staff (11/6/2023); and continued public hearing tonight.

Discussed was the Errata Sheet. He stated the draft reviewed last month had a series of 22 additional questions and comments and the ordinance included some redline text about those things. Those have been incorporated into the working draft.

Discussed was comment summary. On or around November 6, 2023, received were several sets of comments on the draft. Comments were from Council, members of the development community, town departments and Town Attorney's office. He stated they decided to organize the comments received and have assembled those into a 13-page document summary table of comments. The summary lists the comments by number, explains briefly what the comments or questions were and then how it might be addressed. Council should have received the table along with the proposed amendments to the draft based on the comments. He stated tonight he would summarize the top issues in these comments. He stated he thinks he and staff have addressed the key comments and thinks the UDO is ready for adoption.

This is a living document and something he expects to grow and change. Shared were key issues.

Key Issue 1: Residential Development in Downtown. The UDO has been revised to limit the range of by-right residential types in the downtown area. All other residential use types require conditional zoning. Key Issue 2: Residential Densities. There were concerns of allowable densities and permitted use types. There was more discussion on density. Key Issue 3: Principal Use Table. There were numerous comments about this. Staff has conducted a 3rd detailed review of the table based on comments. A redlined version of the table was included in the comment summary. Further reduction of special use permits in favor of more conditional zoning. Increased reliance on conditional zoning for residential uses. Additional reformatting is in process.

Key Issue 4: Select Development Standards. There was discussion on sidewalks in RLL, RLD; exterior lighting; water/sewer extension provisions; street signs; sustainable development incentives; and conditional rezoning and waivers of use-specific standards. Key Issue 5: Zoning Map. Translation, not-town side rezoning. Downtown (DTNC, DTNN, DTNT); downtown is not currently B-1; Riverwood and the historic overlay district.

Discussed was the punch list. Additional comments from legal staff is in process; additional staff comments & questions; some comments from the development community; and non-substantive typos, grammar and principal use table.

The next step options would be to adopt the draft tonight, there would be expected continued revisions and this UDO would be effective January 2, 2024.

Attorney Cauley stated he has three technical corrections in the ordinance if Council is inclined to adopt it tonight. Mayor McLeod stated to share it and get it on the record. Section one refers to an adoption date of October 16th which needs to be November 20, 2023. Section 10 is the issue discussed in the planning meeting about submission of plans prior to the effective date; that section needs to be changed from December to January 2, 2024 and the date line on the ordinance needs to be revised to November 20, 2023.

Mr. Cappola stated in the draft it references the October 16th version, Council has the November 20th version that incorporates the changes that Mr. Meadows and Mr. Olmedo spoke about. If the version that Council has in front of them is what they would like to approve, that date would need to be updated as well. Council Member Archer stated she is in favor of adopting the UDO tonight. During her time on the planning board, she has heard from residents who have been concerned about the type and quality of development. She has also heard from citizens in the development community who have had concerns with the current code. She thinks the new code strikes a balance to get everyone some of what they want. She thanked the steering committee, residents that were involved, staff and Mr. Meadows.

**Adoption of Ordinance #2023-10-03 with technical corrections mentioned by Attorney Cauley**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Andria Archer |

| | |
|---|---|
| **SECONDER:** | Jason Thompson |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**8. NEW BUSINESS**

a. Purchase of Two Fire Trucks
*Presenter:* Chief Ranes, Fire Chief

Chief David Ranes spoke on this item. He stated this is a request for consideration for Council to approve the purchase of two fire trucks and associated equipment. Provided was background about the fire apparatus market. He discussed the delay in delivery time; approximately 44-48 month delivery time. Other issues are substantial increases in cost, averaging about 1.5% increase per quarter.

When looking at the needs of the Fire Department, there is a decent fleet for today, but he knows the need for new fire stations is around the corner. He discussed the increase in call volume. The opportunity presented was to be able to buy two fire trucks that Pender County Fire and EMS had ordered; their need for trucks was quicker than what they could get it. That left two trucks that were already in the build schedule. He stated the Town could commit to these trucks and build to the Town's specifications. Delivery time would be April-May 2026. There would also be substantial cost savings of approximately $250,000 - $300,000. The cost per truck would be $908,686 for a total of $1,817.372.00. He stated they are looking at about $75,000 per truck for equipment. The total amount of the trucks and equipment would be $1,967,372.00. Looking at contingency for the apparatus and equipment, that puts it right at the $2 million mark.

Payment is not required until 30 days after delivery. He is requesting Council approve staff to enter into an agreement with Atlantic Emergency Solutions for the purchase of two pumpers at a cost not to exceed $2 million.

Council Member Sims asked if the new trucks would go into the new facilities? Chief Ranes, stated yes. Council Member Sims asked if there was a plan to store the trucks if the stations were not complete. Chief Ranes stated yes, that is something they are looking into. It was stated the payments would come out of the FY2026 budget. Council Member Sims asked if this would affect anything else needed in the meantime, Chief Ranes stated he does not see this affecting them operationally.

Council Member Casey stated, the delivery date of April 2026 made him think, knowing the way the supply chain is, is it possible to get these sooner? Chief Ranes stated his past experience of buying trucks, he has not seen deliveries sooner; if anything they are pushed out later. Mr. Cappola stated we do have several aging apparatuses that are currently running, if by chance it didn't time out where the new stations were open by the time these come on, it would be likely these would still go into service and then remove some of the old trucks.

Mayor McLeod stated he is appreciative of all the good work and is very thankful for the timing.

**Approval To Move Forward with Purchase Not To Exceed $2 Million**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |
| **SECONDER:** | Michael Sims |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**Adoption of Ordinance #2023-11-01 Budget Amendment**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |
| **SECONDER:** | Michael Sims |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**9. STAFF REPORTS**

a. Town Manager

Mr. Cappola stated he would like to follow up on discussions from the November 9, 2023 Council retreat.
The three items he is requesting to be approved are:

- Effective January 1, 2024:
  - Increase 401 K town contributions from 4% to 5% for all employees in alignment to LEO and neighboring municipalities.
  - Award a 2.5% COLA to all general/enterprise fund employees
  - Award a 5% COLA to all Police and Fire Employees

This has been presented for the Town to become more competitive in the market. He stated he would like to do as much for employees as he can especially this time of year.

Also, something Chief Ranes and Chief Tart have looked are:

- Explore career ladders models for Public Safety and other related departments for consideration in the FY25 budget cycle.
- Provide associated training to staff for support and leadership
-

This would be part of a bigger conversation in FY2025.

Council Member Archer stated overall the triangle is a competitive market, she stated she appreciates this.

He stated Council has their monthly financial statements and reconciliation. The first page is the audited fund balance for the general fund, the remainder is the current year budget status as well as some investment income highlights. He stated we are seeing a much higher return than we have had in years past. This would be brought up as part of the mid-year budget in January.

A couple months ago a bid went out for the Community Park project, budgets came in high to the remaining bond balances; that project has been rescoped and put back out to bid. Bids should be back in by mid-December and should be back in front of Council after the first of the year.

The December 4, 2023 meeting is the organizational meeting, prior to the that current sitting Council would vote on a few items already in discussion.

**Approve Town Manager's Recruitment and Retention**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |
| **SECONDER:** | Porter Casey |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

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

Council Member Casey stated he appreciates the Boy Scout Troop 33 being present tonight. Mayor McLeod thanked them for all the good work they do throughout Johnston County. Council Member Sims thanked staff for the retreat that was held. Mayor Pro Tem Thompsons told the Boy Scouts if they need ideas for service projects, feel free to reach out to him.

**11. CLOSED SESSION**

a. To Discuss Legal Matter in Accordance with NC GS 143-318.11(a)(3) and To Discuss Personnel Matter in accordance with NC GS 143-318.11(a)(6)

After returning from closed session, Council Member Archer made a motion to increase Town Manager's salary by 5% effective December 1, 2023 and to amend his contract to increase the salary by a minimum of 5% annually thereafter as of the first pay period in December

**Motion To Go Into Closed Session**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |

| | |
|---|---|
| **SECONDER:** | Michael Sims |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**Motion To Return To Open Session**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Jason Thompson |
| **SECONDER:** | Andria Archer |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**Motion to Increase Town Manager's salary**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Andria Archer |
| **SECONDER:** | Jason Thompson |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

**12. ADJOURNMENT**

a. Adjourn

With nothing further, the meeting was adjourned at 8:52 p.m.

**Motion To Adjourn**

| | |
|---|---|
| **RESULT:** | **CARRIED 4-0** |
| **MOVER:** | Andria Archer |
| **SECONDER:** | Michael Sims |
| **YES:** | Jason Thompson, Porter Casey, Andria Archer, and Michael Sims |
| **NO:** | None |
| **ABSENT:** | Avery Everett |

Duly adopted by the Town Council this 4th day of December 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 |
|---|---|
| December 4, 2023 | CONSENT AGENDA |

**Item Title**

Process for Appointments to Town of Clayton Advisory Boards Update

**Presenter(s)**

Heidi Holland, Town Clerk

**Suggested Action**

Place on Consent Agenda

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**If Approved, Will Document Require Recordation?** No

**Does This Item Require a Communication Plan?**

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

## Summary

The Clerk's Office has updated all Advisory Board By-Laws to show consistency among the boards. With these changes made, this policy had to be updated as well.

## Funding Source

N/A

## Corresponding Documentation

Resolution 2023-90 Adopting an Amended Policy and Procedures for Appointments to Advisory Boards, Amendment C

Policy ADM-2022-01C Appointments to Advisory Boards Procedures

---

**Submitted By:** Heidi Holland, Clerks

**Reviewed By:**

Heidi Holland, Town Clerk Approved - Nov 27 2023

Resolution #2023-90

**TOWN OF CLAYTON**
**RESOLUTION ADOPTING AN AMENDED POLICY AND PROCEDURES FOR APPOINTMENTS TO ADVISORY BOARDS**

**WHEREAS,** the Town of Clayton is best served when there is broad representation of citizens and interests on our Advisory Boards. The Town Council believes it is important that the recruitment process is open, fair and equitable to all citizens who have a desire to serve on an Advisory Board; and

**WHEREAS**, the purpose of this policy is to develop a process for Council to follow for all Advisory Board appointments to ensure all council members operate under the same procedures while displaying transparency for our citizens; and

**WHEREAS**, the proposed Policy and Procedures for Appointments To Advisory Boards was provided and discussed with the Town Council at its Monday, July 18, 2022, work session meeting. Since that initial proposal, amendments have been made to this policy.

**NOW, THEREFORE, BE IT RESOLVED that:**

The Mayor and Clayton Town Council of the Town of Clayton hereby adopt the Amended Policy and Procedures for Appointments To Advisory Boards.

Duly adopted by the Clayton Town Council this 4th day of December, 2023.

(ATTEST)

_____
Jody L. McLeod
Mayor

_____
Heidi L. Holland, CMC, NCCMC
Town Clerk

This Resolution refers to Policy ADM-2022-01A

# Town of Clayton Policy & Procedure Statement

| | |
|---|---|
| Policy Number | ADM-2022-01C |
| Department | Admin |
| Subject | Process for Appointments to Town of Clayton Advisory Boards REV. |
| Approved By | Town Council – Resolution #2022-95 |
| Effective Date | December 4, 2023 |
| Revision Date(s) | January 17, 2023 – Resolution #2023-02<br>March 6, 2023 – Resolution #2023-06<br>December 4, 2023 – Resolution #2023-90 |

**Purpose:**

The purpose of this policy statement is to develop a 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.

This policy covers boards: Board of Adjustment, Downtown Development Association Advisory Board, Fire Advisory Board, Library Advisory Board, Planning Board, Public Art Advisory Board, and Recreation Advisory Board.

**Policy:**

This is a modified version of the original document created on August 1, 2022. This policy shall remain in effect until such time as amended by the Town Council.

# TOWN OF CLAYTON
# POLICY AND PROCEDURES FOR APPOINTMENTS TO ADVISORY BOARDS

**PURPOSE**

The Town of Clayton is best served when there is broad representation of citizens and interests on our Advisory Boards. The Town Council believes it is important that the recruitment process is open, fair and equitable to all citizens who have a desire to serve on an Advisory Board. The purpose of this policy is to develop a preferred process for council to follow for all Advisory Board appointments to ensure all council members operate under the same procedures while displaying transparency for our citizens.

It is the approach of the Town Council to appoint persons who have demonstrated:

- A commitment to fulfill the obligations of the board membership.
- The personal, educational and life experience qualifications to actively participate in the board deliberations.
- A history of good citizenship.
- No potential conflict of interest in any activities of the appointive Advisory Board.

**ELIGIBILITY FOR APPOINTMENT**

- Must be over the age of 18 to be appointed.
- Must have knowledge/experience in the board applied for.

**INTERVIEW PANEL**

The interview panel shall include:

- Board's Council Liaison
- Board's Staff Liaison
- Board's Chair, Designated Board Member, or Town Clerk

The interview shall last approximately 15-20 minutes and may include the following, or similar, questions:

- Why are you interested in serving on this board?
- What experience do you have related to this board?
- How much time will you be able to contribute?
- What qualities make a great board member?

**RECRUITMENT AND APPLICATION PROCESS**

To apply for a position on one of the Town's Advisory Boards, a citizen must submit an application with the Clerk's Office. This application can be found on the Town of Clayton's

website at https://townofclaytonnc.civicweb.net/Portal/BoardApplication/. The Clerk's Office will verify the eligibility of the application and will respond to the applicant with an appropriate response.

**CRITERIA**

Eligible applications will be evaluated using the following criteria:

- Expertise
- Board Experience
- Contributive Potential
- Leadership Potential
- Diversity

**FILLING VACANCIES FOR ADVISORY BOARDS**

1. Each year, at the beginning of the month of September the Clerk's Office will evaluate all Advisory Boards for vacancies and begin the process to fill those.

   The list of vacancies will be submitted to Council to let them know this process has begun. The Clerk's Office will share this information with the Communications Office; that department will be responsible for pushing out a social media post describing which boards have vacancies and stating applications are being accepted. The length of time for accepting applications shall not exceed one month.

2. Once the application deadline has been met, the Clerk's Office will verify all applications to certify the applicants have met the By-Law residency requirements. The Clerk's Office will be responsible for emailing each applicant to let them know their application has been received and will notify them if they do not meet the residency requirements.

3. The Clerk's Office will share all eligible applications with the Board's Council Liaison and Board's Staff Liaison. In reviewing the applications, the Council Liaison should take into consideration the makeup of each board and strive to achieve a balance of diversified applications covering a range of qualification and perspectives. It is the Council Liaison's preference to determine if an applicant has the experience and/or qualifications to be selected for an interview.

4. Council Liaison will submit the names of the applicants they would like to interview for the vacancy to the Clerk's Office. Council Liaisons are encouraged to include comments with this list of suggested applicants.
5. The Clerk's Office will compile a spreadsheet of recommended interviewees and forward the list to the Staff Liaison, Board Chair, or designee to review all applications that have been selected for an interview. Please note: If only 2 vacancies are available and only 2 applications are received, interviews are not

required as long as Council Liaison feels this applicant meets all criteria to serve on the board they are applying for.

6. The Clerk's Office will be responsible for contacting all selected applicants with a date and time for their interview as well as coordinating these times with the Council Liaison, Staff Liaison and the Board Chair (or designee). After interviews have occurred, the Clerk's Office will compile a list of suggested recommendations provided by the Interview Panel and distribute this list to the entire Council.
7. At the next scheduled Work Session, Council will have the opportunity to discuss the list of recommendations for appointment. These recommendations will be voted on at the next regular Council Meeting.

**PROCEDURES FOR EXPIRING TERMS**

Beginning in September, for Board Members with upcoming expiring terms, the Clerk's Office will mail letters to these members to determine if they would like to reapply for another term.

If a Board Member is interested in serving another term, an interview is not required, however, an application will still need to be submitted. The applicant will still need to be approved by Council for recommendation of appointment.

**ALTERNATES**

Each board will have two alternates on their board. The alternates will go through the standard process of submitting an application, the Clerk's Office will check their eligibility and Council Liaison will determine if they meet the criteria for an interview. Selected alternates will be required to attend each meeting. In the case of an absence, the alternate will fill in for the absent board member and will be allowed to vote on items. If all members attend the meeting, the alternative will not be allowed to vote.

If a member resigns before their term has expired, the first alternate will fill that term. If another member resigns before their term, the second alternative will fill that term.

**AGENDA PROCESS**

The recommendations for appointment will be included on the next available agenda and will include the names of the applicants recommended as well as their term limits. The recommendation's applications should be included in the agenda packet as well.

**NOTIFICATIONS**

After Council's decision at the council meeting, the Clerk's Office will prepare a letter of notification to applicants to advise them of Council's decision.

**APPLICATIONS**

All received applications shall be retained for one (1) year. Applications of active board members should be kept on file for the length of their term. Applications not selected for

an interview will be discarded. Applications of citizens that were interviewed but not appointed shall be kept on file on year after the interview and be considered for any future vacancies. All applications on file are a public record.

**ORIENTATION**

At the new board members' first meeting, they shall be issued an Advisory Board Member Information/Orientation book. These are kept on file in the Clerk's Office.

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | CONSENT AGENDA |

**Item Title**

Consent Agenda Utility Acceptance Resolution Ashcroft Section 2, Ph. 1B and 4

**Suggested Action**

Place on Consent Agenda

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**If Approved, Will Document Require Recordation?** Yes

**Does This Item Require a Communication Plan?**

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

**Summary**

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

## Funding Source

N/A

## Corresponding Documentation

Utility Acceptance Resolution Ashcroft Section 2, Ph. 1B and 4

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**Submitted By:** Kevin Watson, Engineering

**Reviewed By:**

| | |
|---|---|
| Joshua Baird, Engineering Director | Approved - Nov 29 2023 |
| Sam Johnson-Phillips, Deputy Town Clerk | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

RESOLUTION 2023-87

**Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Ashcroft Section 2, Ph. 1B and 4**

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

**WHEREAS,** Town of Clayton Engineering staff has inspected the public utility segments listed below on November 17, 2023 and recommends acceptance by Town Council for maintenance by the Town; and

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

**WHEREAS,** the public utility segments listed below will be placed under a warranty period for one-year to monitor for construction deficiencies, such warranty period expiring on November 17, 2024; and

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

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

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

| SUBDIVISION | LOCATION DESCRIPTION | UTILITY TYPE AND SIZE | LENGTH |
|---|---|---|---|
| Ashcroft Section 2 Ph. 1B & 4 | Bluejay St. | 8 inch Sewer | 1316 ft. |
| | Mistflower St. | 8 inch Sewer | 975 ft. |
| | Calluna Dr. | 8 inch Sewer | 618 ft. |
| | SS Easement | 8 inch Sewer | 631 ft. |
| | | Total: | 3540 ft. |

| SUBDIVISION | LOCATION DESCRIPTION | UTILITY TYPE AND SIZE | LENGTH |
|---|---|---|---|
| Ashcroft Section 2 Ph. 1B & 4 | Bluejay St. | 8 inch Water | 1740 ft. |
| | Mistflower St. | 8 inch Water | 1155 ft. |
| | Calluna Dr. | 8 inch Water | 625 ft. |
| | | Total: | 3520 ft. |

Duly adopted this on the 4th day of December 2023.

_____

Jody McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, NCCMC
Deputy Town Clerk

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | CONSENT AGENDA |

**Item Title**

Resolution to Acquire Easements for the East Clayton Industrial Area (ECIA) Sewer Improvements Project

**Presenter(s)**

Louis Duffie - Project 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)
- ☐ 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

Town Staff have entered the easement acquisition phase for the ECIA Sewer Improvements project. Staff request approval of the resolution to acquire all properties listed in Exhibit A either by purchase or to exercise the power eminent domain conferred upon the Town of Clayton by Chapter 40A of the North Carolina General Statutes to condemn such property if the Town is unable to acquire the interests through voluntary acquisition.

## Funding Source

N/A

## Corresponding Documentation

Resolution to Acquire Real Property - Clayton ECIA

Exhibit A to Resolution to Acquire

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**Submitted By:** Louis Duffie, Administration

**Reviewed By:**

| | |
|---|---|
| Joshua Baird, Engineering Director | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

**Resolution #2023-92**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLAYTON AUTHORIZING THE ACQUISITION OF CERTAIN INTERESTS IN REAL PROPERTY**

**WHEREAS**, the Town Council of the Town of Clayton hereby determines that it is necessary and in the public interest to acquire temporary construction easement and permanent utility easement interests in those parcels of land more particularly described on Exhibit A attached hereto and incorporated herein by reference (the "Property" or "Properties"); and

**WHEREAS**, the purpose for which such property is being acquired is to promote and protect the public health, safety, and welfare and; (i) wastewater collection, treatment, and disposal systems of all types, including septic tank systems or other on-site collection or disposal facilities or systems, (ii) establishing, extending, enlarging, or improving storm sewer and drainage systems and works, or sewer and septic tank lines and systems and (iii) for any other public purpose authorized by law;

**WHEREAS**, proper officials of the Town of Clayton have attempted or will attempt to acquire the appropriate interests in the Properties; and

**WHEREAS**, the Town of Clayton, acting by and through the Town Council, proposes to purchase said interests in real property, and to exercise the power of eminent domain conferred upon the Town of Clayton by Chapter 40A of the North Carolina General Statutes to condemn such property if the Town is unable to acquire the interests through voluntary acquisition.

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

1. That the Town Attorney to the Town of Clayton is authorized to proceed on behalf of the Town of Clayton to acquire by purchase or condemnation the interests in the Properties on Exhibit A attached hereto and incorporated herein by reference.

2. That the purpose for which the Properties are being acquired are (i) wastewater collection, treatment, and disposal systems of all types, including septic tank systems or other on-site collection or disposal facilities or systems, (ii) establishing, extending, enlarging, or improving storm sewer and drainage systems and works, or sewer and septic tank lines and systems and (iii) for any other public purpose authorized by law.

3. That the nature of the rights, title and interests to be acquired in the Properties described herein are temporary construction easements and permanent utility easements to real property as more particularly set forth in Exhibit A.

4. That the Town Attorney to the Town of Clayton is hereby authorized and directed to institute the necessary proceedings, pursuant to Chapter 40A of the General Statutes of the State of North Carolina, to effectuate the acquisition of the interest in the land hereinabove mentioned and are hereby authorized on behalf of the Town of Clayton to give or receive such notice or notices as may by law be required.

Adopted: This 4th day of December, 2023.

**Town of Clayton**

By: _____
Jody McLeod, Mayor

**ATTEST:**

_____
Heidi Holland, Town Clerk
(SEAL)

**EXHIBIT A**

| Property Description | PIN | Temproary Construction Easement (SF) | Temproary Construction Easement (Acres) | Permanent Utility Easement (SF) | Utility Easement (Acres) |
|---|---|---|---|---|---|
| Cox (001) | 167800-02-6327 | 1,266 | 0.029 | 517 | 0.012 |
| Cox (002) | 166800-82-0725 | 4,492 | 0.103 | 7,439 | 0.171 |
| Cox (003) | 167800-11-0239 | 1,358 | 0.031 | 56,670 | 1.301 |
| | | 2,066 | 0.047 | | |
| | | 125 | 0.003 | | |
| WC JOCO (009) | 167700-29-0735 | 737 | 0.017 | 11,599 | 0.266 |
| (formally Doster) | | 5,000 | 0.115 | | |
| Grifols 0769 | 166800-86-0769 | 125 | 0.003 | 105,796 | 2.429 |
| | | 300 | 0.007 | | |
| Grifols 6267 | 167800-14-6267 | 200 | 0.005 | 74,262 | 1.705 |
| | | 200 | 0.005 | | |
| | | 300 | 0.007 | | |
| Grilfols 4766 | 167800-32-4766 | | | 1,483 | 0.034 |
| Grifols 6344 | 167800-21-6344 | 695 | 0.016 | 16,996 | 0.390 |
| Grifols 8086 | 167800-30-8086 | 6,065 | 0.139 | 15,244 | 0.350 |
| | | | | 2,202 | 0.051 |
| Grifols 8905 | 167800-15-8905 | 0 | 0.000 | 94,613 | 2.172 |
| IronWood (011) | 167700-39-0281 | | 0.000 | 1,279 | 0.029 |
| Klopfer (004) | 167800-20-0142 | | 0.000 | 12,143 | 0.279 |
| Navtvar 0881 (005) | 167800-12-0881 | 2,623 | 0.060 | 11,509 | 0.264 |
| | | 1,500 | 0.034 | | |
| Navtvar 7068 (006) | 167800-03-7068 | 671 | 0.015 | 7,671 | 0.176 |
| NC RailRoad (007) | 166808-78-6185 | 4,177 | 0.096 | 45,324 | 1.040 |
| | | 10,000 | 0.230 | | |
| Southern Village (008) | 1678-03-5248 | 1,302 | 0.030 | 7,663 | 0.176 |
| | | 1,680 | 0.039 | | |
| Waltom Group (010) | 167700-39-0870 | 193 | 0.004 | 6,151 | 0.141 |
| Anderson Exhibit (014) | 166807-58-8300 | 2,322 | 0.053 | 103 | 0.002 |
| | 166807-58-7351 | 222 | 0.005 | | |
| Baldwin Exhibit (022) | 166807-58-3397 | 1,248 | 0.029 | 1,457 | 0.033 |
| Chedi Exhibit (012) | 166807-68-1400 | 689 | 0.016 | 838 | 0.019 |
| East Village 1490 Exhibit (011a) | 166807-68-1490 | | 0.000 | 3,224 | 0.074 |
| Easte Village 9809 Exhibit (018) | 166806-38-9809 | | | | |
| Sheets 2 through 6 PUE | | | | 30,317 | 0.696 |
| Sheet 2 of 12 (TUE #1) | | 1,059 | 0.024 | | 0.000 |
| Sheet 4 of 12 (TUE #2) | | 121 | 0.003 | | 0.000 |
| Sheet 4-6 of 12 (TUE #3) | | 4,625 | 0.106 | | 0.000 |
| Sheet 6 of 12 (TUE #4) | | 513 | | | |
| Sheets 7 through 12 PUE | | | 0.000 | 53,704 | 1.233 |
| Sheet 7 through 12 (TUE #5) | | 15,447 | 0.355 | | 0.000 |
| **Totals East Village 9809** | | **21,765** | **0.500** | **84,021** | **1.929** |
| **Bent Branch Loop** | Private Road | **554** | 0.013 | **491** | 0.011 |
| Jones Exhibit (020) | 166807-58-6433 | 1,948 | 0.045 | 1,576 | 0.036 |
| Martinez Exhibit (015) | 166807-58-7304 | 3,362 | 0.077 | 364 | 0.008 |
| Wil-Thom Exhibit (019) | 166806-48-5430 | 4,322 | 0.099 | 2,088 | 0.048 |
| | | 4,331 | 0.099 | | |
| Murphey, Louis Exhibit (013) | 166807-58-9209 | 1,726 | 0.040 | | |
| Spinning Mill Exhibit (021) | 166818-39-6977 | 1,577 | 0.036 | 5,185 | 0.119 |
| | | 1,871 | 0.043 | 2,309 | 0.053 |
| Walk at East Village Exhibit (016) | 166807-68-0617 | 4,381 | 0.101 | 176 | 0.004 |
| (East Village Association) (018) | | 187 | 0.004 | | |

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | CONSENT AGENDA |

**Item Title**

Resolution 2023-89: To Accept Streets into the Town of Clayton Street System for Maintenance – Ashcroft Subdivision, Phase 7

**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**

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

Street Warranty Acceptance Resolution

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**Submitted By:** Chris Rowland, Engineering

**Reviewed By:**

| | |
|---|---|
| Joshua Baird, Engineering Director | Approved - Nov 29 2023 |
| Sam Johnson-Phillips, Deputy Town Clerk | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

Resolution # 2023-89

**RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF CLAYTON STREET SYSTEM FOR MAINTENANCE – ASHCROFT, PHASE 7**

**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,** Town of Clayton Engineering staff has inspected the street segments listed below and recommends acceptance by Town Council for maintenance by the Town; and

**WHEREAS,** the street segments listed below will be placed under a warranty period for one-year to monitor for construction deficiencies; and

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

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

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

**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 (mi) |
|---|---|---|---|---|
| Ashcroft, Phase 7 | Greenview Street | Phase 5, Phase Line | Section 2, Phase Line | .09 |
| Ashcroft, Phase 7 | Patagonia Place | Int of Greenview Street | End of CDS | .07 |
| | | | **TOTAL** | **0.16 mi** |

Duly adopted this 4th day of December 2023.

_____
Jody McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, NCCMC
Town Clerk

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | CONSENT AGENDA |

**Item Title**

Amended Budget Ordinance (Section 8) and Compensation Plan Scales

**Suggested Action**

Place on Consent Agenda

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**If Approved, Will Document Require Recordation?** No

**Does This Item Require a Communication Plan?**

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

**Summary**

Amended budget ordinance to update position counts based on discussions at the Fall retreat related to Phase 1 of Organizational Structure changes and updates to the compensation plan pay scales based on the approval of the COLA amounts at the November 20, 2023 meeting.

## Recommendation

Approval effective January 1, 2024

## Funding Source

All changes will be covered by existing FY2023-2024 funds already approved.

## Corresponding Documentation

FY24 Compensation Plan (Grades & Ranges) - Eff 01-01-2024

FY 2023-2024 Adopted Budget Ordinance Amendment_Section 8_Amended Position Count_RevDEC2023

## Meeting Timeline

5 min

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**Submitted By:** Robert McKie, Administration

**Reviewed By:**
Heidi Holland, Town Clerk Approved - Nov 30 2023

| GRADE | STEPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually |
| | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) | ($/Hour) | ($/Year) |
| **100** | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | |
| **101** | $15.90 | $ 33,072 | $16.30 | $ 33,904 | $16.71 | $ 34,757 | $17.13 | $ 35,630 | $17.56 | $ 36,525 | $18.00 | $ 37,440 | $18.45 | $ 38,376 | $18.91 | $ 39,333 | $19.38 | $ 40,310 | $19.86 | $ 41,309 | $20.36 | $ 42,345 | $20.87 | $ 43,410 | $21.39 | $ 44,491 | $21.92 | $ 45,594 | $22.47 | $ 46,718 | $23.03 | $ 47,862 | $23.61 | $ 49,109 | $24.20 | $ 50,336 | $24.81 | $ 51,605 | $25.43 | $ 52,894 | $26.07 | $ 54,226 | $26.72 | $ 55,578 | $27.39 | $ 56,971 | $28.07 | $ 58,386 | $28.77 | $ 59,842 |
| **102** | $16.70 | $ 34,736 | $17.12 | $ 35,630 | $17.55 | $ 36,504 | $17.99 | $ 37,419 | $18.44 | $ 38,355 | $18.90 | $ 39,312 | $19.37 | $ 40,290 | $19.85 | $ 41,288 | $20.35 | $ 42,328 | $20.86 | $ 43,389 | $21.38 | $ 44,470 | $21.91 | $ 45,573 | $22.46 | $ 46,717 | $23.02 | $ 47,882 | $23.60 | $ 49,088 | $24.19 | $ 50,315 | $24.79 | $ 51,563 | $25.41 | $ 52,853 | $26.05 | $ 54,184 | $26.70 | $ 55,538 | $27.37 | $ 56,935 | $28.05 | $ 58,344 | $28.75 | $ 59,800 | $29.47 | $ 61,298 | $30.21 | $ 62,837 |
| **103** | $17.54 | $ 36,483 | $17.98 | $ 37,398 | $18.43 | $ 38,334 | $18.89 | $ 39,291 | $19.36 | $ 40,269 | $19.84 | $ 41,267 | $20.34 | $ 42,307 | $20.85 | $ 43,368 | $21.37 | $ 44,450 | $21.90 | $ 45,552 | $22.45 | $ 46,696 | $23.01 | $ 47,861 | $23.59 | $ 49,067 | $24.18 | $ 50,294 | $24.78 | $ 51,542 | $25.40 | $ 52,832 | $26.04 | $ 54,163 | $26.69 | $ 55,515 | $27.36 | $ 56,909 | $28.04 | $ 58,323 | $28.74 | $ 59,779 | $29.46 | $ 61,277 | $30.20 | $ 62,816 | $30.96 | $ 64,397 | $31.73 | $ 65,998 |
| **104** | $18.42 | $ 38,314 | $18.88 | $ 39,270 | $19.35 | $ 40,248 | $19.83 | $ 41,248 | $20.33 | $ 42,286 | $20.84 | $ 43,347 | $21.36 | $ 44,420 | $21.89 | $ 45,531 | $22.44 | $ 46,675 | $23.00 | $ 47,840 | $23.58 | $ 49,046 | $24.17 | $ 50,274 | $24.77 | $ 51,522 | $25.39 | $ 52,811 | $26.02 | $ 54,122 | $26.67 | $ 55,474 | $27.34 | $ 56,867 | $28.02 | $ 58,282 | $28.72 | $ 59,738 | $29.44 | $ 61,235 | $30.18 | $ 62,774 | $30.93 | $ 64,334 | $31.70 | $ 65,936 | $32.49 | $ 67,579 | $33.30 | $ 69,264 |
| **105** | $19.34 | $ 40,227 | $19.82 | $ 41,226 | $20.32 | $ 42,266 | $20.83 | $ 43,326 | $21.35 | $ 44,408 | $21.88 | $ 45,510 | $22.43 | $ 46,654 | $22.99 | $ 47,819 | $23.56 | $ 49,005 | $24.15 | $ 50,232 | $24.75 | $ 51,480 | $25.37 | $ 52,770 | $26.00 | $ 54,080 | $26.65 | $ 55,452 | $27.32 | $ 56,826 | $28.00 | $ 58,240 | $28.70 | $ 59,696 | $29.42 | $ 61,194 | $30.16 | $ 62,733 | $30.91 | $ 64,293 | $31.68 | $ 65,894 | $32.47 | $ 67,538 | $33.28 | $ 69,222 | $34.11 | $ 70,949 | $34.96 | $ 72,717 |
| **106** | $20.31 | $ 42,245 | $20.82 | $ 43,306 | $21.34 | $ 44,387 | $21.87 | $ 45,490 | $22.42 | $ 46,634 | $22.98 | $ 47,798 | $23.55 | $ 48,984 | $24.14 | $ 50,211 | $24.74 | $ 51,459 | $25.36 | $ 52,749 | $25.99 | $ 54,059 | $26.64 | $ 55,411 | $27.31 | $ 56,805 | $27.99 | $ 58,218 | $28.69 | $ 59,675 | $29.41 | $ 61,173 | $30.15 | $ 62,712 | $30.90 | $ 64,272 | $31.67 | $ 65,874 | $32.46 | $ 67,517 | $33.27 | $ 69,202 | $34.10 | $ 70,928 | $34.95 | $ 72,696 | $35.82 | $ 74,506 | $36.72 | $ 76,378 |
| **107** | $21.33 | $ 44,366 | $21.86 | $ 45,469 | $22.41 | $ 46,613 | $22.97 | $ 47,778 | $23.54 | $ 48,963 | $24.13 | $ 50,190 | $24.73 | $ 51,438 | $25.35 | $ 52,728 | $25.98 | $ 54,038 | $26.63 | $ 55,390 | $27.30 | $ 56,784 | $27.98 | $ 58,198 | $28.68 | $ 59,654 | $29.40 | $ 61,152 | $30.14 | $ 62,691 | $30.89 | $ 64,251 | $31.66 | $ 65,853 | $32.45 | $ 67,496 | $33.26 | $ 69,181 | $34.09 | $ 70,907 | $34.94 | $ 72,675 | $35.81 | $ 74,485 | $36.71 | $ 76,357 | $37.63 | $ 78,270 | $38.57 | $ 80,226 |
| **108** | $22.40 | $ 46,592 | $22.96 | $ 47,757 | $23.53 | $ 48,942 | $24.12 | $ 50,170 | $24.72 | $ 51,418 | $25.34 | $ 52,707 | $25.97 | $ 54,018 | $26.62 | $ 55,370 | $27.29 | $ 56,763 | $27.97 | $ 58,178 | $28.67 | $ 59,634 | $29.39 | $ 61,131 | $30.12 | $ 62,650 | $30.87 | $ 64,210 | $31.64 | $ 65,811 | $32.43 | $ 67,454 | $33.24 | $ 69,138 | $34.07 | $ 70,866 | $34.92 | $ 72,634 | $35.79 | $ 74,443 | $36.68 | $ 76,294 | $37.60 | $ 78,208 | $38.54 | $ 80,163 | $39.50 | $ 82,160 | $40.49 | $ 84,219 |
| **109** | $23.52 | $ 48,922 | $24.11 | $ 50,149 | $24.71 | $ 51,397 | $25.33 | $ 52,686 | $25.96 | $ 53,997 | $26.61 | $ 55,349 | $27.28 | $ 56,742 | $27.96 | $ 58,157 | $28.66 | $ 59,613 | $29.38 | $ 61,110 | $30.11 | $ 62,625 | $30.86 | $ 64,189 | $31.63 | $ 65,790 | $32.42 | $ 67,454 | $33.23 | $ 69,138 | $34.06 | $ 70,845 | $34.91 | $ 72,613 | $35.78 | $ 74,422 | $36.67 | $ 76,274 | $37.59 | $ 78,187 | $38.53 | $ 80,142 | $39.49 | $ 82,139 | $40.48 | $ 84,198 | $41.49 | $ 86,299 | $42.53 | $ 88,462 |
| **110** | $24.70 | $ 51,376 | $25.32 | $ 52,666 | $25.95 | $ 53,976 | $26.60 | $ 55,328 | $27.27 | $ 56,722 | $27.95 | $ 58,136 | $28.65 | $ 59,592 | $29.37 | $ 61,090 | $30.10 | $ 62,608 | $30.85 | $ 64,168 | $31.62 | $ 65,770 | $32.41 | $ 67,413 | $33.22 | $ 68,098 | $34.05 | $ 70,824 | $34.90 | $ 72,592 | $35.77 | $ 74,402 | $36.66 | $ 76,253 | $37.58 | $ 78,166 | $38.52 | $ 80,122 | $39.48 | $ 82,118 | $40.47 | $ 84,178 | $41.48 | $ 86,278 | $42.52 | $ 88,442 | $43.58 | $ 90,646 | $44.67 | $ 92,914 |
| **111** | $25.94 | $ 53,955 | $26.59 | $ 55,307 | $27.25 | $ 56,680 | $27.93 | $ 58,094 | $28.63 | $ 59,550 | $29.35 | $ 61,048 | $30.08 | $ 62,566 | $30.83 | $ 64,126 | $31.60 | $ 65,728 | $32.39 | $ 67,371 | $33.20 | $ 69,056 | $34.03 | $ 70,782 | $34.88 | $ 72,550 | $35.75 | $ 74,360 | $36.64 | $ 76,213 | $37.56 | $ 78,125 | $38.50 | $ 80,080 | $39.46 | $ 82,077 | $40.45 | $ 84,136 | $41.46 | $ 86,237 | $42.50 | $ 88,400 | $43.56 | $ 90,605 | $44.65 | $ 92,872 | $45.77 | $ 95,202 | $46.91 | $ 97,573 |
| **112** | $27.24 | $ 56,659 | $27.92 | $ 58,074 | $28.62 | $ 59,530 | $29.34 | $ 61,027 | $30.07 | $ 62,546 | $30.82 | $ 64,106 | $31.59 | $ 65,707 | $32.38 | $ 67,350 | $33.19 | $ 69,035 | $34.02 | $ 70,762 | $34.87 | $ 72,530 | $35.74 | $ 74,339 | $36.63 | $ 76,190 | $37.55 | $ 78,104 | $38.49 | $ 80,058 | $39.45 | $ 82,056 | $40.44 | $ 84,115 | $41.45 | $ 86,216 | $42.49 | $ 88,379 | $43.55 | $ 90,584 | $44.64 | $ 92,851 | $45.76 | $ 95,181 | $46.90 | $ 97,552 | $48.07 | $ 99,986 | $49.27 | $ 102,482 |
| **113** | $28.60 | $ 59,488 | $29.32 | $ 60,986 | $30.05 | $ 62,504 | $30.80 | $ 64,064 | $31.57 | $ 65,666 | $32.36 | $ 67,309 | $33.17 | $ 68,994 | $34.00 | $ 70,720 | $34.85 | $ 72,488 | $35.72 | $ 74,298 | $36.61 | $ 76,149 | $37.53 | $ 78,062 | $38.47 | $ 80,018 | $39.43 | $ 82,014 | $40.42 | $ 84,074 | $41.43 | $ 86,176 | $42.47 | $ 88,338 | $43.53 | $ 90,542 | $44.62 | $ 92,810 | $45.74 | $ 95,139 | $46.88 | $ 97,510 | $48.05 | $ 99,944 | $49.25 | $ 102,440 | $50.48 | $ 104,998 | $51.74 | $ 107,619 |
| **114** | $30.03 | $ 62,462 | $30.78 | $ 64,022 | $31.55 | $ 65,624 | $32.34 | $ 67,267 | $33.15 | $ 68,952 | $33.98 | $ 70,678 | $34.83 | $ 72,446 | $35.70 | $ 74,256 | $36.59 | $ 76,107 | $37.50 | $ 78,000 | $38.44 | $ 79,955 | $39.40 | $ 81,952 | $40.39 | $ 84,011 | $41.40 | $ 86,112 | $42.44 | $ 88,275 | $43.50 | $ 90,480 | $44.59 | $ 92,747 | $45.70 | $ 95,056 | $46.84 | $ 97,427 | $48.01 | $ 99,861 | $49.21 | $ 102,357 | $50.44 | $ 104,915 | $51.70 | $ 107,536 | $52.99 | $ 110,219 | $54.31 | $ 112,965 |
| **115** | $31.53 | $ 65,582 | $32.32 | $ 67,226 | $33.13 | $ 68,910 | $33.96 | $ 70,637 | $34.81 | $ 72,405 | $35.68 | $ 74,214 | $36.57 | $ 76,066 | $37.48 | $ 77,958 | $38.42 | $ 79,914 | $39.38 | $ 81,910 | $40.36 | $ 83,945 | $41.37 | $ 86,050 | $42.40 | $ 88,192 | $43.46 | $ 90,397 | $44.55 | $ 92,664 | $45.66 | $ 94,973 | $46.80 | $ 97,344 | $47.97 | $ 99,778 | $49.17 | $ 102,274 | $50.40 | $ 104,832 | $51.66 | $ 107,453 | $52.95 | $ 110,136 | $54.27 | $ 112,882 | $55.63 | $ 115,710 | $57.02 | $ 118,602 |
| **116** | $33.11 | $ 68,869 | $33.94 | $ 70,595 | $34.79 | $ 72,363 | $35.66 | $ 74,173 | $36.55 | $ 76,024 | $37.46 | $ 77,917 | $38.40 | $ 79,872 | $39.36 | $ 81,869 | $40.34 | $ 83,907 | $41.35 | $ 86,008 | $42.38 | $ 88,150 | $43.44 | $ 90,355 | $44.53 | $ 92,622 | $45.64 | $ 94,931 | $46.78 | $ 97,302 | $47.95 | $ 99,736 | $49.15 | $ 102,232 | $50.38 | $ 104,790 | $51.64 | $ 107,411 | $52.93 | $ 110,094 | $54.25 | $ 112,840 | $55.63 | $ 115,669 | $57.00 | $ 118,560 | $58.43 | $ 121,534 | $59.89 | $ 124,571 |
| **117** | $34.77 | $ 72,323 | $35.64 | $ 74,131 | $36.53 | $ 75,982 | $37.44 | $ 77,875 | $38.38 | $ 79,830 | $39.34 | $ 81,827 | $40.32 | $ 83,866 | $41.33 | $ 85,966 | $42.36 | $ 88,109 | $43.42 | $ 90,314 | $44.51 | $ 92,581 | $45.62 | $ 94,890 | $46.76 | $ 97,261 | $47.93 | $ 99,694 | $49.13 | $ 102,190 | $50.36 | $ 104,749 | $51.62 | $ 107,370 | $52.91 | $ 110,053 | $54.23 | $ 112,798 | $55.59 | $ 115,627 | $56.98 | $ 118,518 | $58.40 | $ 121,472 | $59.86 | $ 124,509 | $61.36 | $ 127,629 | $62.89 | $ 130,811 |
| **118** | $36.51 | $ 75,941 | $37.42 | $ 77,834 | $38.36 | $ 79,789 | $39.32 | $ 81,786 | $40.30 | $ 83,824 | $41.31 | $ 85,925 | $42.34 | $ 88,067 | $43.40 | $ 90,272 | $44.49 | $ 92,539 | $45.60 | $ 94,848 | $46.74 | $ 97,219 | $47.91 | $ 99,653 | $49.11 | $ 102,149 | $50.34 | $ 104,707 | $51.60 | $ 107,328 | $52.89 | $ 110,011 | $54.21 | $ 112,757 | $55.57 | $ 115,586 | $56.96 | $ 118,477 | $58.38 | $ 121,430 | $59.84 | $ 124,467 | $61.34 | $ 127,587 | $62.87 | $ 130,770 | $64.44 | $ 134,035 | $66.05 | $ 137,384 |
| **119** | $38.34 | $ 79,742 | $39.30 | $ 81,744 | $40.28 | $ 83,782 | $41.29 | $ 85,883 | $42.32 | $ 88,026 | $43.38 | $ 90,230 | $44.46 | $ 92,477 | $45.57 | $ 94,766 | $46.71 | $ 97,157 | $47.88 | $ 99,590 | $49.08 | $ 102,086 | $50.31 | $ 104,645 | $51.57 | $ 107,266 | $52.86 | $ 109,949 | $54.18 | $ 112,694 | $55.53 | $ 115,502 | $56.92 | $ 118,396 | $58.34 | $ 121,347 | $59.80 | $ 124,384 | $61.30 | $ 127,504 | $62.83 | $ 130,688 | $64.40 | $ 133,953 | $66.01 | $ 137,301 | $67.66 | $ 140,733 | $69.35 | $ 144,248 |
| **120** | $40.26 | $ 83,741 | $41.27 | $ 85,842 | $42.30 | $ 87,984 | $43.36 | $ 90,189 | $44.44 | $ 92,435 | $45.55 | $ 94,744 | $46.69 | $ 97,115 | $47.86 | $ 99,549 | $49.06 | $ 102,045 | $50.29 | $ 104,603 | $51.55 | $ 107,224 | $52.84 | $ 109,907 | $54.16 | $ 112,653 | $55.51 | $ 115,461 | $56.90 | $ 118,352 | $58.32 | $ 121,306 | $59.78 | $ 124,342 | $61.27 | $ 127,462 | $62.80 | $ 130,624 | $64.37 | $ 133,890 | $65.98 | $ 137,238 | $67.63 | $ 140,670 | $69.32 | $ 144,186 | $71.05 | $ 147,784 | $72.83 | $ 151,488 |
| **121** | $42.27 | $ 87,922 | $43.33 | $ 90,126 | $44.41 | $ 92,373 | $45.52 | $ 94,682 | $46.66 | $ 97,053 | $47.83 | $ 99,486 | $49.03 | $ 101,982 | $50.26 | $ 104,541 | $51.52 | $ 107,162 | $52.81 | $ 109,845 | $54.13 | $ 112,590 | $55.48 | $ 115,398 | $56.87 | $ 118,290 | $58.29 | $ 121,243 | $59.75 | $ 124,280 | $61.24 | $ 127,379 | $62.77 | $ 130,560 | $64.34 | $ 133,827 | $65.95 | $ 137,176 | $67.60 | $ 140,608 | $69.29 | $ 144,123 | $71.02 | $ 147,722 | $72.80 | $ 151,424 | $74.62 | $ 155,210 | $76.49 | $ 159,099 |
| **122** | $44.38 | $ 92,338 | $45.49 | $ 94,638 | $46.63 | $ 96,990 | $47.80 | $ 99,424 | $49.00 | $ 101,920 | $50.23 | $ 104,478 | $51.49 | $ 107,099 | $52.78 | $ 109,782 | $54.10 | $ 112,528 | $55.45 | $ 115,336 | $56.84 | $ 118,227 | $58.26 | $ 121,181 | $59.72 | $ 124,218 | $61.21 | $ 127,317 | $62.74 | $ 130,498 | $64.31 | $ 133,765 | $65.92 | $ 137,118 | $67.57 | $ 140,546 | $69.26 | $ 144,061 | $70.99 | $ 147,658 | $72.76 | $ 151,341 | $74.58 | $ 155,126 | $76.44 | $ 158,995 | $78.35 | $ 162,968 | $80.31 | $ 167,045 |
| **123** | $46.60 | $ 96,928 | $47.77 | $ 99,362 | $48.96 | $ 101,837 | $50.18 | $ 104,374 | $51.43 | $ 106,974 | $52.72 | $ 109,658 | $54.04 | $ 112,403 | $55.39 | $ 115,211 | $56.77 | $ 118,082 | $58.19 | $ 121,035 | $59.64 | $ 124,051 | $61.13 | $ 127,150 | $62.66 | $ 130,333 | $64.23 | $ 133,598 | $65.84 | $ 136,947 | $67.49 | $ 140,379 | $69.18 | $ 143,894 | $70.91 | $ 147,493 | $72.68 | $ 151,174 | $74.50 | $ 154,960 | $76.36 | $ 158,825 | $78.27 | $ 162,802 | $80.23 | $ 166,878 | $82.24 | $ 171,059 | $84.30 | $ 175,344 |
| **124** | $48.93 | $ 101,774 | $50.15 | $ 104,312 | $51.40 | $ 106,912 | $52.69 | $ 109,595 | $54.01 | $ 112,341 | $55.36 | $ 115,149 | $56.74 | $ 118,019 | $58.16 | $ 120,973 | $59.61 | $ 123,989 | $61.10 | $ 127,068 | $62.63 | $ 130,270 | $64.20 | $ 133,536 | $65.81 | $ 136,885 | $67.46 | $ 140,317 | $69.15 | $ 143,832 | $70.88 | $ 147,430 | $72.65 | $ 151,112 | $74.47 | $ 154,898 | $76.33 | $ 158,766 | $78.24 | $ 162,738 | $80.20 | $ 166,818 | $82.21 | $ 170,997 | $84.27 | $ 175,282 | $86.38 | $ 179,670 | $88.54 | $ 184,163 |
| **125** | $53.82 | $ 111,946 | $55.17 | $ 114,754 | $56.55 | $ 117,624 | $57.96 | $ 120,557 | $59.41 | $ 123,573 | $60.90 | $ 126,672 | $62.42 | $ 129,834 | $63.98 | $ 133,078 | $65.58 | $ 136,406 | $67.22 | $ 139,818 | $68.90 | $ 143,312 | $70.62 | $ 146,890 | $72.39 | $ 150,571 | $74.20 | $ 154,336 | $76.06 | $ 158,205 | $77.96 | $ 162,157 | $79.91 | $ 166,213 | $81.91 | $ 170,373 | $83.96 | $ 174,637 | $86.06 | $ 179,005 | $88.21 | $ 183,477 | $90.42 | $ 188,034 | $92.68 | $ 192,774 | $95.00 | $ 197,600 | $97.38 | $ 202,550 |
| **126** | $61.89 | $ 128,731 | $63.44 | $ 131,951 | $65.03 | $ 135,262 | $66.66 | $ 138,653 | $68.33 | $ 142,126 | $70.04 | $ 145,683 | $71.79 | $ 149,323 | $73.58 | $ 153,046 | $75.42 | $ 156,874 | $77.31 | $ 160,805 | $79.24 | $ 164,819 | $81.22 | $ 168,938 | $83.25 | $ 173,160 | $85.33 | $ 177,486 | $87.46 | $ 181,917 | $89.65 | $ 186,473 | $91.89 | $ 191,131 | $94.19 | $ 195,915 | $96.54 | $ 200,803 | $98.95 | $ 205,816 | $101.42 | $ 210,954 | $103.96 | $ 216,237 | $106.56 | $ 221,645 | $109.22 | $ 227,178 | $111.95 | $ 232,856 |
| **127** | $74.27 | $ 154,482 | $76.13 | $ 158,350 | $78.03 | $ 162,302 | $79.98 | $ 166,358 | $81.98 | $ 170,518 | $84.03 | $ 174,782 | $86.13 | $ 179,150 | $88.28 | $ 183,622 | $90.49 | $ 188,219 | $92.75 | $ 192,920 | $95.07 | $ 197,746 | $97.45 | $ 202,696 | $99.89 | $ 207,771 | $102.39 | $ 212,971 | $104.95 | $ 218,296 | $107.57 | $ 223,746 | $110.26 | $ 229,341 | $113.02 | $ 235,082 | $115.85 | $ 240,968 | $118.75 | $ 247,000 | $121.72 | $ 253,178 | $124.76 | $ 259,501 | $127.88 | $ 265,990 | $131.08 | $ 272,646 | $134.36 | $ 279,469 |



Effective Date: 01/01/2024

| | STEPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | |
| GRADE | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) | Hourly<br>(\$/Hour) | Annually<br>(\$/Year) |
| 200 | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | | SEE ROOSTER PAY RATE LIST | |
| 201 | \$24.90 | \$ 51,792 | \$25.52 | \$ 53,082 | \$26.16 | \$ 54,413 | \$26.81 | \$ 55,765 | \$27.48 | \$ 57,158 | \$28.17 | \$ 58,594 | \$28.87 | \$ 60,050 | \$29.59 | \$ 61,547 | \$30.33 | \$ 63,086 | \$31.09 | \$ 64,667 | \$31.87 | \$ 66,290 | \$32.67 | \$ 67,954 | \$33.49 | \$ 69,659 | \$34.33 | \$ 71,406 | \$35.19 | \$ 73,195 | \$36.07 | \$ 75,026 | \$36.97 | \$ 76,894 | \$37.89 | \$ 78,811 | \$38.84 | \$ 80,767 | \$39.81 | \$ 82,805 | \$40.81 | \$ 84,885 | \$41.83 | \$ 87,006 | \$42.88 | \$ 89,100 | \$43.95 | \$ 91,416 | \$45.05 | \$ 93,704 |
| 202 | \$26.15 | \$ 54,356 | \$26.80 | \$ 55,744 | \$27.47 | \$ 57,138 | \$28.16 | \$ 58,573 | \$28.86 | \$ 60,029 | \$29.58 | \$ 61,526 | \$30.32 | \$ 63,066 | \$31.08 | \$ 64,646 | \$31.86 | \$ 66,268 | \$32.66 | \$ 67,933 | \$33.48 | \$ 69,638 | \$34.32 | \$ 71,386 | \$35.18 | \$ 73,174 | \$36.06 | \$ 75,005 | \$36.96 | \$ 76,877 | \$37.88 | \$ 78,790 | \$38.83 | \$ 80,746 | \$39.80 | \$ 82,744 | \$40.80 | \$ 84,864 | \$41.82 | \$ 86,986 | \$42.87 | \$ 89,170 | \$43.94 | \$ 91,395 | \$45.04 | \$ 93,683 | \$46.17 | \$ 96,034 | \$47.32 | \$ 98,430 |
| 203 | \$27.46 | \$ 57,117 | \$28.15 | \$ 58,552 | \$28.85 | \$ 60,008 | \$29.57 | \$ 61,506 | \$30.31 | \$ 63,045 | \$31.07 | \$ 64,628 | \$31.85 | \$ 66,248 | \$32.65 | \$ 67,910 | \$33.47 | \$ 69,618 | \$34.31 | \$ 71,365 | \$35.17 | \$ 73,154 | \$36.05 | \$ 74,984 | \$36.95 | \$ 76,856 | \$37.87 | \$ 78,770 | \$38.82 | \$ 80,746 | \$39.79 | \$ 82,763 | \$40.78 | \$ 84,822 | \$41.80 | \$ 86,944 | \$42.85 | \$ 89,128 | \$43.92 | \$ 91,354 | \$45.02 | \$ 93,642 | \$46.15 | \$ 95,992 | \$47.30 | \$ 98,384 | \$48.48 | \$ 100,838 | \$49.69 | \$ 103,355 |
| 204 | \$28.83 | \$ 59,966 | \$29.55 | \$ 61,466 | \$30.29 | \$ 63,003 | \$31.05 | \$ 64,584 | \$31.83 | \$ 66,206 | \$32.63 | \$ 67,870 | \$33.45 | \$ 69,576 | \$34.29 | \$ 71,323 | \$35.15 | \$ 73,114 | \$36.03 | \$ 74,942 | \$36.93 | \$ 76,814 | \$37.85 | \$ 78,728 | \$38.80 | \$ 80,704 | \$39.77 | \$ 82,722 | \$40.76 | \$ 84,781 | \$41.78 | \$ 86,882 | \$42.82 | \$ 89,066 | \$43.89 | \$ 91,291 | \$44.99 | \$ 93,578 | \$46.11 | \$ 95,909 | \$47.26 | \$ 98,301 | \$48.44 | \$ 100,755 | \$49.65 | \$ 103,272 | \$50.89 | \$ 105,851 | \$52.16 | \$ 108,493 |
| 205 | \$30.27 | \$ 62,962 | \$31.03 | \$ 64,542 | \$31.81 | \$ 66,165 | \$32.61 | \$ 67,829 | \$33.43 | \$ 69,534 | \$34.27 | \$ 71,282 | \$35.13 | \$ 73,070 | \$36.01 | \$ 74,901 | \$36.91 | \$ 76,773 | \$37.83 | \$ 78,686 | \$38.78 | \$ 80,662 | \$39.75 | \$ 82,680 | \$40.74 | \$ 84,739 | \$41.76 | \$ 86,865 | \$42.80 | \$ 89,034 | \$43.87 | \$ 91,250 | \$44.97 | \$ 93,534 | \$46.09 | \$ 95,887 | \$47.24 | \$ 98,258 | \$48.42 | \$ 100,714 | \$49.63 | \$ 103,230 | \$50.87 | \$ 105,810 | \$52.14 | \$ 108,451 | \$53.44 | \$ 111,155 | \$54.78 | \$ 113,943 |
| 206 | \$31.78 | \$ 66,102 | \$32.57 | \$ 67,760 | \$33.38 | \$ 69,430 | \$34.21 | \$ 71,157 | \$35.07 | \$ 72,946 | \$35.95 | \$ 74,770 | \$36.85 | \$ 76,646 | \$37.77 | \$ 78,562 | \$38.71 | \$ 80,522 | \$39.68 | \$ 82,534 | \$40.67 | \$ 84,584 | \$41.69 | \$ 86,715 | \$42.73 | \$ 88,878 | \$43.80 | \$ 91,106 | \$44.90 | \$ 93,392 | \$46.02 | \$ 95,732 | \$47.17 | \$ 98,114 | \$48.35 | \$ 100,568 | \$49.56 | \$ 103,085 | \$50.80 | \$ 105,664 | \$52.07 | \$ 108,280 | \$53.37 | \$ 111,010 | \$54.70 | \$ 113,775 | \$56.07 | \$ 116,626 | \$57.47 | \$ 119,538 |
| 207 | \$33.37 | \$ 69,410 | \$34.20 | \$ 71,138 | \$35.06 | \$ 72,925 | \$35.94 | \$ 74,755 | \$36.84 | \$ 76,627 | \$37.76 | \$ 78,541 | \$38.70 | \$ 80,496 | \$39.67 | \$ 82,514 | \$40.66 | \$ 84,573 | \$41.68 | \$ 86,674 | \$42.72 | \$ 88,858 | \$43.78 | \$ 91,058 | \$44.88 | \$ 93,350 | \$46.00 | \$ 95,680 | \$47.15 | \$ 98,072 | \$48.33 | \$ 100,526 | \$49.54 | \$ 103,041 | \$50.78 | \$ 105,617 | \$52.05 | \$ 108,255 | \$53.35 | \$ 110,968 | \$54.68 | \$ 113,734 | \$56.05 | \$ 116,584 | \$57.45 | \$ 119,496 | \$58.89 | \$ 122,491 | \$60.36 | \$ 125,549 |
| 208 | \$35.04 | \$ 72,886 | \$35.92 | \$ 74,714 | \$36.82 | \$ 76,586 | \$37.74 | \$ 78,498 | \$38.68 | \$ 80,454 | \$39.65 | \$ 82,472 | \$40.64 | \$ 84,531 | \$41.66 | \$ 86,653 | \$42.70 | \$ 88,816 | \$43.77 | \$ 91,042 | \$44.86 | \$ 93,308 | \$45.98 | \$ 95,639 | \$47.13 | \$ 98,030 | \$48.31 | \$ 100,485 | \$49.52 | \$ 103,002 | \$50.76 | \$ 105,581 | \$52.03 | \$ 108,222 | \$53.33 | \$ 110,926 | \$54.66 | \$ 113,691 | \$56.03 | \$ 116,542 | \$57.41 | \$ 119,454 | \$58.87 | \$ 122,450 | \$60.34 | \$ 125,507 | \$61.85 | \$ 128,646 | \$63.40 | \$ 131,877 |
| 209 | \$36.79 | \$ 76,523 | \$37.71 | \$ 78,437 | \$38.65 | \$ 80,392 | \$39.62 | \$ 82,410 | \$40.61 | \$ 84,469 | \$41.63 | \$ 86,590 | \$42.67 | \$ 88,754 | \$43.74 | \$ 90,979 | \$44.83 | \$ 93,246 | \$45.95 | \$ 95,576 | \$47.10 | \$ 97,968 | \$48.28 | \$ 100,422 | \$49.49 | \$ 102,939 | \$50.73 | \$ 105,518 | \$52.00 | \$ 108,160 | \$53.30 | \$ 110,864 | \$54.63 | \$ 113,639 | \$56.00 | \$ 116,480 | \$57.40 | \$ 119,392 | \$58.84 | \$ 122,387 | \$60.31 | \$ 125,445 | \$61.82 | \$ 128,586 | \$63.37 | \$ 131,810 | \$64.95 | \$ 135,096 | \$66.57 | \$ 138,466 |
| 210 | \$38.63 | \$ 80,350 | \$39.60 | \$ 82,368 | \$40.59 | \$ 84,427 | \$41.60 | \$ 86,528 | \$42.64 | \$ 88,691 | \$43.71 | \$ 90,917 | \$44.80 | \$ 93,186 | \$45.92 | \$ 95,514 | \$47.07 | \$ 97,906 | \$48.25 | \$ 100,360 | \$49.46 | \$ 102,877 | \$50.70 | \$ 105,456 | \$51.97 | \$ 108,098 | \$53.27 | \$ 110,802 | \$54.60 | \$ 113,568 | \$55.97 | \$ 116,418 | \$57.37 | \$ 119,330 | \$58.80 | \$ 122,304 | \$60.27 | \$ 125,362 | \$61.78 | \$ 128,502 | \$63.32 | \$ 131,706 | \$64.90 | \$ 134,992 | \$66.52 | \$ 138,362 | \$68.18 | \$ 141,814 | \$69.88 | \$ 145,350 |
| 211 | \$40.56 | \$ 84,365 | \$41.57 | \$ 86,469 | \$42.61 | \$ 88,629 | \$43.68 | \$ 90,854 | \$44.77 | \$ 93,122 | \$45.89 | \$ 95,451 | \$47.04 | \$ 97,843 | \$48.22 | \$ 100,298 | \$49.43 | \$ 102,814 | \$50.67 | \$ 105,394 | \$51.94 | \$ 108,035 | \$53.24 | \$ 110,739 | \$54.57 | \$ 113,506 | \$55.93 | \$ 116,336 | \$57.33 | \$ 119,246 | \$58.76 | \$ 122,231 | \$60.23 | \$ 125,279 | \$61.74 | \$ 128,419 | \$63.28 | \$ 131,623 | \$64.86 | \$ 134,909 | \$66.48 | \$ 138,278 | \$68.14 | \$ 141,731 | \$69.84 | \$ 145,267 | \$71.59 | \$ 148,907 | \$73.38 | \$ 152,630 |
| 212 | \$42.59 | \$ 88,587 | \$43.65 | \$ 90,790 | \$44.74 | \$ 93,059 | \$45.86 | \$ 95,389 | \$47.01 | \$ 97,781 | \$48.19 | \$ 100,235 | \$49.39 | \$ 102,750 | \$50.62 | \$ 105,290 | \$51.89 | \$ 107,935 | \$53.19 | \$ 110,635 | \$54.52 | \$ 113,402 | \$55.88 | \$ 116,230 | \$57.28 | \$ 119,142 | \$58.71 | \$ 122,117 | \$60.18 | \$ 125,174 | \$61.68 | \$ 128,294 | \$63.22 | \$ 131,496 | \$64.80 | \$ 134,788 | \$66.42 | \$ 138,154 | \$68.08 | \$ 141,606 | \$69.78 | \$ 145,142 | \$71.52 | \$ 148,782 | \$73.31 | \$ 152,485 | \$75.14 | \$ 156,292 | \$77.02 | \$ 160,202 |
| 213 | \$44.72 | \$ 93,018 | \$45.84 | \$ 95,347 | \$46.99 | \$ 97,739 | \$48.16 | \$ 100,175 | \$49.36 | \$ 102,669 | \$50.59 | \$ 105,227 | \$51.85 | \$ 107,848 | \$53.15 | \$ 110,552 | \$54.48 | \$ 113,318 | \$55.84 | \$ 116,147 | \$57.24 | \$ 119,058 | \$58.67 | \$ 122,034 | \$60.14 | \$ 125,091 | \$61.64 | \$ 128,211 | \$63.18 | \$ 131,414 | \$64.76 | \$ 134,701 | \$66.38 | \$ 138,070 | \$68.04 | \$ 141,521 | \$69.74 | \$ 145,059 | \$71.48 | \$ 148,678 | \$73.27 | \$ 152,402 | \$75.10 | \$ 156,208 | \$76.98 | \$ 160,118 | \$78.90 | \$ 164,112 | \$80.87 | \$ 168,210 |
| 214 | \$46.96 | \$ 97,677 | \$48.13 | \$ 100,110 | \$49.33 | \$ 102,600 | \$50.56 | \$ 105,165 | \$51.82 | \$ 107,786 | \$53.12 | \$ 110,490 | \$54.45 | \$ 113,250 | \$55.81 | \$ 116,085 | \$57.21 | \$ 118,997 | \$58.64 | \$ 121,971 | \$60.11 | \$ 125,029 | \$61.61 | \$ 128,140 | \$63.15 | \$ 131,352 | \$64.73 | \$ 134,638 | \$66.35 | \$ 138,038 | \$68.01 | \$ 141,401 | \$69.71 | \$ 144,907 | \$71.45 | \$ 148,616 | \$73.24 | \$ 152,328 | \$75.07 | \$ 156,146 | \$76.95 | \$ 160,056 | \$78.87 | \$ 164,050 | \$80.84 | \$ 168,147 | \$82.86 | \$ 172,349 | \$84.93 | \$ 176,654 |
| 215 | \$49.31 | \$ 102,565 | \$50.54 | \$ 105,123 | \$51.80 | \$ 107,744 | \$53.10 | \$ 110,448 | \$54.43 | \$ 113,214 | \$55.79 | \$ 116,043 | \$57.18 | \$ 118,934 | \$58.61 | \$ 121,909 | \$60.08 | \$ 124,966 | \$61.58 | \$ 128,086 | \$63.12 | \$ 131,280 | \$64.70 | \$ 134,576 | \$66.32 | \$ 137,946 | \$67.98 | \$ 141,398 | \$69.68 | \$ 144,934 | \$71.42 | \$ 148,554 | \$73.21 | \$ 152,277 | \$75.04 | \$ 156,083 | \$76.92 | \$ 159,994 | \$78.84 | \$ 163,987 | \$80.81 | \$ 168,085 | \$82.83 | \$ 172,288 | \$84.90 | \$ 176,569 | \$87.02 | \$ 180,963 | \$89.20 | \$ 185,536 |
| 216 | \$51.78 | \$ 107,700 | \$53.07 | \$ 110,386 | \$54.40 | \$ 113,152 | \$55.76 | \$ 115,981 | \$57.15 | \$ 118,872 | \$58.58 | \$ 121,846 | \$60.04 | \$ 124,883 | \$61.54 | \$ 128,003 | \$63.08 | \$ 131,208 | \$64.66 | \$ 134,493 | \$66.28 | \$ 137,862 | \$67.94 | \$ 141,315 | \$69.64 | \$ 144,851 | \$71.38 | \$ 148,470 | \$73.16 | \$ 152,173 | \$74.99 | \$ 155,959 | \$76.86 | \$ 159,859 | \$78.78 | \$ 163,863 | \$80.75 | \$ 167,960 | \$82.77 | \$ 172,162 | \$84.84 | \$ 176,467 | \$86.96 | \$ 180,877 | \$89.13 | \$ 185,390 | \$91.36 | \$ 190,028 | \$93.64 | \$ 194,771 |
| 217 | \$54.37 | \$ 113,090 | \$55.73 | \$ 115,918 | \$57.12 | \$ 118,810 | \$58.55 | \$ 121,784 | \$60.01 | \$ 124,821 | \$61.51 | \$ 127,941 | \$63.05 | \$ 131,144 | \$64.63 | \$ 134,430 | \$66.25 | \$ 137,800 | \$67.91 | \$ 141,253 | \$69.61 | \$ 144,788 | \$71.35 | \$ 148,408 | \$73.13 | \$ 152,110 | \$74.96 | \$ 155,917 | \$76.83 | \$ 159,806 | \$78.75 | \$ 163,800 | \$80.72 | \$ 167,898 | \$82.74 | \$ 172,098 | \$84.81 | \$ 176,485 | \$86.93 | \$ 180,854 | \$89.10 | \$ 185,318 | \$91.33 | \$ 189,966 | \$93.61 | \$ 194,709 | \$95.95 | \$ 199,576 | \$98.35 | \$ 204,568 |
| 218 | \$57.09 | \$ 118,747 | \$58.52 | \$ 121,722 | \$59.98 | \$ 124,758 | \$61.48 | \$ 127,878 | \$63.02 | \$ 131,082 | \$64.60 | \$ 134,368 | \$66.22 | \$ 137,738 | \$67.88 | \$ 141,190 | \$69.56 | \$ 144,726 | \$71.32 | \$ 148,346 | \$73.10 | \$ 152,048 | \$74.93 | \$ 155,854 | \$76.80 | \$ 159,744 | \$78.72 | \$ 163,738 | \$80.69 | \$ 167,835 | \$82.71 | \$ 172,037 | \$84.78 | \$ 176,342 | \$86.90 | \$ 180,752 | \$89.07 | \$ 185,288 | \$91.30 | \$ 189,904 | \$93.58 | \$ 194,648 | \$95.92 | \$ 199,514 | \$98.32 | \$ 204,508 | \$100.78 | \$ 209,627 | \$103.30 | \$ 214,864 |
| 219 | \$59.94 | \$ 124,675 | \$61.44 | \$ 127,795 | \$62.98 | \$ 130,998 | \$64.55 | \$ 134,268 | \$66.16 | \$ 137,613 | \$67.81 | \$ 141,045 | \$69.51 | \$ 144,565 | \$71.25 | \$ 148,200 | \$73.03 | \$ 151,902 | \$74.86 | \$ 155,709 | \$76.73 | \$ 159,598 | \$78.65 | \$ 163,593 | \$80.62 | \$ 167,690 | \$82.64 | \$ 171,891 | \$84.71 | \$ 176,197 | \$86.83 | \$ 180,606 | \$89.00 | \$ 185,120 | \$91.23 | \$ 189,758 | \$93.51 | \$ 194,501 | \$95.85 | \$ 199,368 | \$98.25 | \$ 204,360 | \$100.71 | \$ 209,472 | \$103.23 | \$ 214,718 | \$105.81 | \$ 220,096 | \$108.46 | \$ 225,597 |
| 220 | \$62.94 | \$ 130,915 | \$64.51 | \$ 134,181 | \$66.12 | \$ 137,530 | \$67.77 | \$ 140,962 | \$69.46 | \$ 144,477 | \$71.20 | \$ 148,090 | \$72.98 | \$ 151,798 | \$74.80 | \$ 155,584 | \$76.67 | \$ 159,474 | \$78.59 | \$ 163,467 | \$80.55 | \$ 167,564 | \$82.56 | \$ 171,725 | \$84.62 | \$ 176,010 | \$86.74 | \$ 180,410 | \$88.91 | \$ 184,933 | \$91.13 | \$ 189,593 | \$93.41 | \$ 194,293 | \$95.75 | \$ 199,168 | \$98.14 | \$ 204,131 | \$100.59 | \$ 209,227 | \$103.10 | \$ 214,446 | \$105.68 | \$ 219,814 | \$108.32 | \$ 225,306 | \$111.03 | \$ 230,940 | \$113.81 | \$ 236,725 |
| 221 | \$66.09 | \$ 137,467 | \$67.74 | \$ 140,898 | \$69.43 | \$ 144,414 | \$71.17 | \$ 148,034 | \$72.95 | \$ 151,736 | \$74.77 | \$ 155,522 | \$76.64 | \$ 159,411 | \$78.56 | \$ 163,405 | \$80.52 | \$ 167,482 | \$82.53 | \$ 171,663 | \$84.59 | \$ 175,947 | \$86.70 | \$ 180,336 | \$88.87 | \$ 184,850 | \$91.09 | \$ 189,460 | \$93.37 | \$ 194,210 | \$95.70 | \$ 199,056 | \$98.09 | \$ 204,027 | \$100.54 | \$ 209,123 | \$103.05 | \$ 214,344 | \$105.63 | \$ 219,710 | \$108.27 | \$ 225,202 | \$110.98 | \$ 230,838 | \$113.75 | \$ 236,600 | \$116.59 | \$ 242,507 | \$119.50 | \$ 248,560 |
| 222 | \$69.39 | \$ 144,331 | \$71.12 | \$ 147,930 | \$72.90 | \$ 151,632 | \$74.72 | \$ 155,438 | \$76.59 | \$ 159,307 | \$78.50 | \$ 163,280 | \$80.46 | \$ 167,357 | \$82.47 | \$ 171,538 | \$84.53 | \$ 175,822 | \$86.64 | \$ 180,211 | \$88.81 | \$ 184,705 | \$91.03 | \$ 189,342 | \$93.31 | \$ 194,085 | \$95.64 | \$ 198,931 | \$98.03 | \$ 203,902 | \$100.48 | \$ 208,998 | \$102.99 | \$ 214,219 | \$105.56 | \$ 219,565 | \$108.20 | \$ 225,058 | \$110.91 | \$ 230,693 | \$113.68 | \$ 236,454 | \$116.52 | \$ 242,362 | \$119.43 | \$ 248,418 | \$122.41 | \$ 254,624 | \$125.48 | \$ 260,998 |
| 223 | \$72.86 | \$ 151,546 | \$74.68 | \$ 155,334 | \$76.55 | \$ 159,224 | \$78.46 | \$ 163,187 | \$80.42 | \$ 167,274 | \$82.43 | \$ 171,454 | \$84.49 | \$ 175,730 | \$86.60 | \$ 180,118 | \$88.77 | \$ 184,642 | \$90.99 | \$ 189,293 | \$93.26 | \$ 193,965 | \$95.59 | \$ 198,827 | \$97.98 | \$ 203,798 | \$100.43 | \$ 208,896 | \$102.94 | \$ 214,115 | \$105.51 | \$ 219,461 | \$108.15 | \$ 224,958 | \$110.85 | \$ 230,568 | \$113.62 | \$ 236,330 | \$116.46 | \$ 242,237 | \$119.37 | \$ 248,290 | \$122.35 | \$ 254,498 | \$125.41 | \$ 260,853 | \$128.55 | \$ 267,366 | \$131.76 | \$ 274,061 |
| 224 | \$76.50 | \$ 159,120 | \$78.41 | \$ 163,093 | \$80.37 | \$ 167,170 | \$82.38 | \$ 171,350 | \$84.44 | \$ 175,635 | \$86.55 | \$ 180,024 | \$88.71 | \$ 184,537 | \$90.93 | \$ 189,154 | \$93.20 | \$ 193,894 | \$95.53 | \$ 198,762 | \$97.92 | \$ 203,674 | \$100.37 | \$ 208,779 | \$102.88 | \$ 214,002 | \$105.45 | \$ 219,346 | \$108.09 | \$ 224,828 | \$110.79 | \$ 230,449 | \$113.56 | \$ 236,205 | \$116.40 | \$ 242,112 | \$119.31 | \$ 248,165 | \$122.29 | \$ 254,363 | \$125.35 | \$ 260,725 | \$128.48 | \$ 267,238 | \$131.69 | \$ 273,915 | \$134.98 | \$ 280,759 | \$138.35 | \$ 287,768 |
| 225 | \$80.33 | \$ 167,086 | \$82.34 | \$ 171,267 | \$84.40 | \$ 175,552 | \$86.51 | \$ 179,941 | \$88.67 | \$ 184,434 | \$90.89 | \$ 189,051 | \$93.16 | \$ 193,771 | \$95.49 | \$ 198,633 | \$97.88 | \$ 203,590 | \$100.33 | \$ 208,680 | \$102.84 | \$ 213,907 | \$105.41 | \$ 219,253 | \$108.05 | \$ 224,744 | \$110.75 | \$ 230,360 | \$113.52 | \$ 236,122 | \$116.36 | \$ 242,030 | \$119.27 | \$ 248,080 | \$122.25 | \$ 254,288 | \$125.31 | \$ 260,645 | \$128.44 | \$ 267,155 | \$131.65 | \$ 273,832 | \$134.94 | \$ 280,675 | \$138.31 | \$ 287,685 | \$141.77 | \$ 294,892 | \$145.31 | \$ 302,245 |

| | STEPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GRADE | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | |
| | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually |
| | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) |
| 300 | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | |
| 301 | $19.90 | $ 41,392 | $20.40 | $ 42,412 | $20.91 | $ 43,493 | $21.43 | $ 44,574 | $21.97 | $ 45,698 | $22.52 | $ 46,842 | $23.08 | $ 48,008 | $23.66 | $ 49,213 | $24.25 | $ 50,445 | $24.86 | $ 51,709 | $25.48 | $ 52,998 | $26.12 | $ 54,330 | $26.77 | $ 55,682 | $27.44 | $ 57,075 | $28.13 | $ 58,510 | $28.83 | $ 59,966 | $29.55 | $ 61,464 | $30.29 | $ 63,003 |
| 302 | $20.90 | $ 43,472 | $21.42 | $ 44,554 | $21.96 | $ 45,677 | $22.51 | $ 46,821 | $23.07 | $ 47,986 | $23.65 | $ 49,183 | $24.24 | $ 50,418 | $24.85 | $ 51,698 | $25.47 | $ 52,978 | $26.11 | $ 54,309 | $26.76 | $ 55,661 | $27.43 | $ 57,054 | $28.12 | $ 58,490 | $28.82 | $ 59,946 | $29.54 | $ 61,443 | $30.28 | $ 62,982 | $31.04 | $ 64,565 | $31.82 | $ 66,186 |
| 303 | $21.95 | $ 45,656 | $22.50 | $ 46,800 | $23.06 | $ 47,965 | $23.64 | $ 49,171 | $24.23 | $ 50,398 | $24.84 | $ 51,667 | $25.46 | $ 52,957 | $26.10 | $ 54,288 | $26.75 | $ 55,640 | $27.42 | $ 57,034 | $28.11 | $ 58,469 | $28.81 | $ 59,925 | $29.53 | $ 61,422 | $30.27 | $ 62,962 | $31.03 | $ 64,542 | $31.81 | $ 66,185 | $32.61 | $ 67,829 | $33.43 | $ 69,534 |
| 304 | $23.05 | $ 47,944 | $23.63 | $ 49,136 | $24.22 | $ 50,378 | $24.83 | $ 51,646 | $25.45 | $ 52,936 | $26.09 | $ 54,267 | $26.74 | $ 55,618 | $27.41 | $ 57,013 | $28.10 | $ 58,446 | $28.80 | $ 59,904 | $29.52 | $ 61,402 | $30.26 | $ 62,941 | $31.02 | $ 64,522 | $31.80 | $ 66,144 | $32.60 | $ 67,808 | $33.42 | $ 69,514 | $34.26 | $ 71,261 | $35.12 | $ 73,050 |
| 305 | $24.20 | $ 50,336 | $24.81 | $ 51,605 | $25.43 | $ 52,894 | $26.07 | $ 54,226 | $26.72 | $ 55,578 | $27.39 | $ 56,973 | $28.07 | $ 58,386 | $28.77 | $ 59,842 | $29.49 | $ 61,339 | $30.23 | $ 62,878 | $30.99 | $ 64,459 | $31.76 | $ 66,061 | $32.55 | $ 67,704 | $33.36 | $ 69,388 | $34.19 | $ 71,115 | $35.04 | $ 72,883 | $35.92 | $ 74,714 | $36.82 | $ 76,586 |
| 306 | $25.41 | $ 52,853 | $26.05 | $ 54,166 | $26.70 | $ 55,516 | $27.37 | $ 56,930 | $28.05 | $ 58,344 | $28.75 | $ 59,805 | $29.47 | $ 61,298 | $30.21 | $ 62,857 | $30.97 | $ 64,418 | $31.74 | $ 66,019 | $32.53 | $ 67,662 | $33.34 | $ 69,347 | $34.17 | $ 71,074 | $35.03 | $ 72,842 | $35.90 | $ 74,672 | $36.80 | $ 76,544 | $37.72 | $ 78,459 | $38.66 | $ 80,413 |
| 307 | $26.68 | $ 55,494 | $27.35 | $ 56,888 | $28.03 | $ 58,302 | $28.73 | $ 59,758 | $29.45 | $ 61,256 | $30.19 | $ 62,795 | $30.94 | $ 64,355 | $31.71 | $ 65,957 | $32.50 | $ 67,600 | $33.31 | $ 69,285 | $34.14 | $ 71,011 | $34.99 | $ 72,779 | $35.86 | $ 74,588 | $36.76 | $ 76,461 | $37.68 | $ 78,374 | $38.62 | $ 80,330 | $39.59 | $ 82,347 | $40.58 | $ 84,406 |
| 308 | $29.35 | $ 61,048 | $30.08 | $ 62,566 | $30.83 | $ 64,126 | $31.60 | $ 65,728 | $32.39 | $ 67,371 | $33.20 | $ 69,056 | $34.03 | $ 70,782 | $34.88 | $ 72,550 | $35.75 | $ 74,360 | $36.64 | $ 76,211 | $37.56 | $ 78,125 | $38.50 | $ 80,080 | $39.46 | $ 82,077 | $40.45 | $ 84,136 | $41.46 | $ 86,237 | $42.50 | $ 88,400 | $43.56 | $ 90,605 | $44.65 | $ 92,872 |
| 309 | $32.29 | $ 67,163 | $33.10 | $ 68,848 | $33.93 | $ 70,574 | $34.78 | $ 72,342 | $35.65 | $ 74,152 | $36.54 | $ 76,003 | $37.45 | $ 77,896 | $38.39 | $ 79,851 | $39.35 | $ 81,848 | $40.33 | $ 83,886 | $41.34 | $ 85,987 | $42.37 | $ 88,130 | $43.43 | $ 90,334 | $44.52 | $ 92,602 | $45.63 | $ 94,910 | $46.77 | $ 97,282 | $47.94 | $ 99,715 | $49.14 | $ 102,211 |
| 310 | $37.13 | $ 77,230 | $38.06 | $ 79,165 | $39.01 | $ 81,141 | $39.99 | $ 83,179 | $40.99 | $ 85,259 | $42.01 | $ 87,381 | $43.06 | $ 89,565 | $44.14 | $ 91,811 | $45.24 | $ 94,099 | $46.37 | $ 96,450 | $47.53 | $ 98,866 | $48.72 | $ 101,338 | $49.94 | $ 103,875 | $51.19 | $ 106,475 | $52.47 | $ 109,138 | $53.78 | $ 111,862 | $55.12 | $ 114,650 | $56.50 | $ 117,520 |
| 311 | $48.27 | $ 100,402 | $49.46 | $ 102,918 | $50.72 | $ 105,498 | $51.99 | $ 108,138 | $53.29 | $ 110,843 | $54.62 | $ 113,610 | $55.99 | $ 116,459 | $57.39 | $ 119,371 | $58.82 | $ 122,346 | $60.29 | $ 125,453 | $61.80 | $ 128,544 | $63.35 | $ 131,768 | $64.93 | $ 135,054 | $66.55 | $ 138,429 | $68.21 | $ 141,877 | $69.92 | $ 145,434 | $71.67 | $ 149,074 | $73.46 | $ 152,797 |

| | STEPS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GRADE | 18 | | 19 | | 20 | | 21 | | 22 | | 23 | | 24 | | 25 | | 26 | | 27 | | 28 | | 29 | | 30 | | 31 | | 32 | | 33 | | 34 | |
| | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually | Hourly | Annually |
| | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) | ($/hour) | ($/mo) |
| 300 | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | | SEE ROSTER PAY RATE LIST | |
| 301 | $31.83 | $ 66,200 | $32.63 | $ 67,870 | $33.45 | $ 69,576 | $34.29 | $ 71,323 | $35.15 | $ 73,112 | $36.03 | $ 74,942 | $36.93 | $ 76,815 | $37.85 | $ 78,731 | $38.80 | $ 80,689 | $39.77 | $ 82,692 | $40.77 | $ 84,738 | $41.79 | $ 86,829 | $42.83 | $ 88,964 | $43.90 | $ 91,145 | $45.00 | $ 93,373 | $46.12 | $ 95,646 | $47.27 | $ 97,967 | $48.45 | $ 100,336 |
| 302 | $33.44 | $ 69,555 | $34.28 | $ 71,282 | $35.14 | $ 73,091 | $36.02 | $ 74,922 | $36.92 | $ 76,794 | $37.84 | $ 78,707 | $38.78 | $ 80,664 | $39.75 | $ 82,664 | $40.74 | $ 84,708 | $41.75 | $ 86,795 | $42.80 | $ 88,927 | $43.87 | $ 91,103 | $44.96 | $ 93,325 | $46.08 | $ 95,593 | $47.23 | $ 97,907 | $48.41 | $ 100,268 | $49.62 | $ 102,675 | $50.86 | $ 105,130 |
| 303 | $34.27 | $ 71,282 | $35.13 | $ 73,070 | $36.01 | $ 74,901 | $36.91 | $ 76,773 | $37.83 | $ 78,686 | $38.78 | $ 80,642 | $39.75 | $ 82,638 | $40.74 | $ 84,677 | $41.76 | $ 86,759 | $42.80 | $ 88,883 | $43.87 | $ 91,051 | $44.96 | $ 93,262 | $46.08 | $ 95,518 | $47.23 | $ 97,818 | $48.41 | $ 100,163 | $49.62 | $ 102,553 | $50.86 | $ 104,989 | $52.13 | $ 107,471 |
| 304 | $35.12 | $ 73,050 | $36.00 | $ 74,886 | $36.90 | $ 76,752 | $37.82 | $ 78,666 | $38.77 | $ 80,642 | $39.74 | $ 82,659 | $40.73 | $ 84,718 | $41.75 | $ 86,840 | $42.80 | $ 88,970 | $43.87 | $ 91,189 | $44.97 | $ 93,450 | $46.09 | $ 95,754 | $47.24 | $ 98,102 | $48.42 | $ 100,493 | $49.63 | $ 102,929 | $50.87 | $ 105,411 | $52.14 | $ 107,939 | $53.44 | $ 110,514 |
| 305 | $36.02 | $ 74,914 | $36.92 | $ 76,786 | $37.84 | $ 78,698 | $38.78 | $ 80,654 | $39.75 | $ 82,672 | $40.64 | $ 84,531 | $41.66 | $ 86,653 | $42.70 | $ 88,816 | $43.77 | $ 91,042 | $44.86 | $ 93,318 | $45.98 | $ 95,647 | $47.13 | $ 98,030 | $48.31 | $ 100,468 | $49.52 | $ 102,960 | $50.76 | $ 105,508 | $52.03 | $ 108,113 | $53.33 | $ 110,775 | $54.66 | $ 113,496 |
| 306 | $38.66 | $ 80,413 | $39.63 | $ 82,426 | $40.62 | $ 84,490 | $41.64 | $ 86,602 | $42.68 | $ 88,774 | $43.75 | $ 91,005 | $44.84 | $ 93,293 | $45.96 | $ 95,626 | $47.11 | $ 98,017 | $48.29 | $ 100,468 | $49.50 | $ 102,979 | $50.74 | $ 105,553 | $52.01 | $ 108,192 | $53.31 | $ 110,896 | $54.64 | $ 113,668 | $56.01 | $ 116,509 | $57.41 | $ 119,421 | $58.84 | $ 122,407 |
| 307 | $39.59 | $ 82,347 | $40.58 | $ 84,406 | $41.59 | $ 86,519 | $42.63 | $ 88,670 | $43.70 | $ 90,895 | $44.79 | $ 93,193 | $45.91 | $ 95,493 | $47.06 | $ 97,895 | $48.24 | $ 100,339 | $49.45 | $ 102,847 | $50.69 | $ 105,419 | $51.96 | $ 108,055 | $53.26 | $ 110,756 | $54.59 | $ 113,525 | $55.96 | $ 116,363 | $57.36 | $ 119,272 | $58.80 | $ 122,254 | $60.27 | $ 125,310 |
| 308 | $44.65 | $ 92,872 | $45.77 | $ 95,202 | $46.91 | $ 97,573 | $48.08 | $ 100,006 | $49.28 | $ 102,502 | $50.51 | $ 105,063 | $51.77 | $ 107,681 | $53.06 | $ 110,365 | $54.39 | $ 113,119 | $55.75 | $ 115,947 | $57.14 | $ 118,839 | $58.57 | $ 121,810 | $60.03 | $ 124,848 | $61.53 | $ 127,969 | $63.07 | $ 131,168 | $64.65 | $ 134,447 | $66.27 | $ 137,806 | $67.93 | $ 141,251 |
| 309 | $49.14 | $ 102,211 | $50.37 | $ 104,770 | $51.63 | $ 107,390 | $52.92 | $ 110,074 | $54.24 | $ 112,819 | $55.60 | $ 115,648 | $56.99 | $ 118,539 | $58.41 | $ 121,493 | $59.87 | $ 124,511 | $61.37 | $ 127,606 | $62.90 | $ 130,777 | $64.47 | $ 134,024 | $66.08 | $ 137,350 | $67.73 | $ 140,757 | $69.42 | $ 144,246 | $71.16 | $ 147,827 | $72.94 | $ 151,498 | $74.76 | $ 155,262 |
| 310 | $56.50 | $ 117,520 | $57.91 | $ 120,453 | $59.36 | $ 123,469 | $60.84 | $ 126,547 | $62.36 | $ 129,709 | $63.92 | $ 132,954 | $65.52 | $ 136,282 | $67.16 | $ 139,693 | $68.84 | $ 143,187 | $70.56 | $ 146,767 | $72.33 | $ 150,436 | $74.14 | $ 154,197 | $75.99 | $ 158,052 | $77.89 | $ 162,003 | $79.83 | $ 166,053 | $81.83 | $ 170,204 | $83.87 | $ 174,459 | $85.97 | $ 178,821 |
| 311 | $69.92 | $ 145,434 | $71.67 | $ 149,074 | $73.46 | $ 152,797 | $75.30 | $ 156,624 | $77.18 | $ 160,534 | $79.11 | $ 164,548 | $81.09 | $ 168,667 | $83.12 | $ 172,890 | $85.20 | $ 177,224 | $87.33 | $ 181,646 | $89.52 | $ 186,189 | $91.76 | $ 190,830 | $94.06 | $ 195,591 | $96.41 | $ 200,457 | $98.82 | $ 205,447 | $101.29 | $ 210,553 | $103.82 | $ 215,776 | $106.41 | $ 221,134 |

Effective Date: 01/01/2024

## FY2023-2024
## Elected Official Pay Rates

| Proposed Classification Title | Department | Grade | Annual Salary |
|---|---|---|---|
| Mayor | Legislative | 000 | $ 15,000 |
| Mayor Pro Tempore | Legislative | 000 | $ 13,500 |
| Councilmember | Legislative | 000 | $ 12,000 |

*Effective Date: 01/01/2024*

**FY2023-2024**
**Roster Position Pay Rates**

| Proposed Classification Title | Department | Grade | Hourly Rate |
|---|---|---|---|
| Audio Technician | Cultural Arts | 100 | $20.50 per Hour |
| Senior Audio Technician | Cultural Arts | 100 | $22.50 per Hour |
| Box Office Associate | Cultural Arts | 100 | $19.50 per Hour |
| Custodian - Roster | Cultural Arts | 100 | $15.75 per Hour |
| Event Staff/Tech Crew - 0 to 2 years | Cultural Arts | 100 | $14.00 per Hour |
| Event Staff/Tech Crew - 2 to 5 years | Cultural Arts | 100 | $15.00 per Hour |
| Event Staff/Tech Crew - 5 years plus | Cultural Arts | 100 | $16.00 per Hour |
| Lead Event Staff/Tech Staff | Cultural Arts | 100 | $17.00 per Hour |
| Lighting Technician-0 to 2 years | Cultural Arts | 100 | $15.00 per Hour |
| Lighting Technician-2 to 5 years | Cultural Arts | 100 | $16.00 per Hour |
| Lighting Technician-5 years plus | Cultural Arts | 100 | $17.00 per Hour |
| Receptionist | Customer Service | 100 | $16.00 per Hour |
| Library Assistant - 0 to 2 years | Library | 100 | $15.00 per Hour |
| Library Assistant - 2 to 5 years | Library | 100 | $16.00 per Hour |
| Library Assistant - 5 years plus | Library | 100 | $17.00 per Hour |
| Library Associate - 0 to 2 years | Library | 100 | $15.50 per Hour |
| Library Associate - 2 to 5 years | Library | 100 | $16.50 per Hour |
| Library Associate - 5 years plus | Library | 100 | $17.50 per Hour |
| Summer Camp Counselor 0 to 2 year | Parks & Recreation | 100 | $13.25 per Hour |
| Summer Camp Counselor 2 to 5 years | Parks & Recreation | 100 | $14.25 per Hour |
| Summer Camp Counselor 5 years | Parks & Recreation | 100 | $15.25 per Hour |
| Summer Camp Counselor Lead | Parks & Recreation | 100 | $16.00 per Hour |
| Athletic Facility Supervisor | Parks & Recreation | 100 | $15.00 per Hour |
| Athletic Scorekeeper | Parks & Recreation | 100 | $14.00 per Hour |
| Community Center Aide | Parks & Recreation | 100 | $15.00 per Hour |
| General Maintenance Worker - PT | Parks & Recreation | 100 | $16.54 per Hour |
| Instructor | Parks & Recreation | 100 | $25.00 per Hour |

*Effective Date: 01/01/2024*

Ordinance #2023-09-04

# Town of Clayton
## Amendment to the FY 23-24 Budget

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following amendment shall be made to Section 8 in the Fiscal Year 2023-2024 Adopted Budget Ordinance:

**Section 8 shall previously read:** Section 8. There are hereby six (6) new positions approved for Fiscal Year 2023-2024. Authorized position totals are as follows: 6 elected officials; ~~308~~ full-time; 17 permanent part-time; 2 full-time apprentices; 5 interns; 11 total auxiliary positions in Fire and Police, and a pool of seasonal/roster workers as needed to support operations. New position authorizations are initially established by the annual budget ordinance and changes authorized by the Town Manager to this schedule may occur during the fiscal year as reclassifications of authorizations to meet the changing needs of the organization. Succession planning may require onboarding a successor employee prior to the effective date of the current employee's retirement or separation from the Town to meet the needs of the organization. The Town Manager is authorized to utilize lapse salary for succession planning without Council approval. Other funding sources for succession planning require Council approval.

**Section 8 shall now read:** Section 8. There are hereby six (6) new positions approved for Fiscal Year 2023-2024. Authorized position totals are as follows: 6 elected officials; ***309 full-time***; 17 permanent part-time; 2 full-time apprentices; 5 interns; 11 total auxiliary positions in Fire and Police, and a pool of seasonal/roster workers as needed to support operations. New position authorizations are initially established by the annual budget ordinance and changes authorized by the Town Manager to this schedule may occur during the fiscal year as reclassifications of authorizations to meet the changing needs of the organization. Succession planning may require onboarding a successor employee prior to the effective date of the current employee's retirement or separation from the Town to meet the needs of the organization. The Town Manager is authorized to utilize lapse salary for succession planning without Council approval. Other funding sources for succession planning require Council approval.

Duly adopted this 18 day of September, 2023 while in regular session.

Jody L. McLeod
Mayor

Attest:

Heidi L. Holland

Heidi L. Holland, CMC, NCCMC
Town Clerk

APPROVED AS TO FORM

Jim Cauley
Town Attorney

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

# TOWN OF CLAYTON MISCELLANEOUS POLICIES

## *DRESS CODE/GROOMING (New)*

Much of the public image of the Town of Clayton and its employees is based upon the impression citizens make because of their contact with Town employees. Appearance, as well as conduct, is a part of that initial impression.

All employees are expected to always dress in an acceptable and professional manner which is consistent with good business practices and the provision of the safety policy. Employees who are issued Town uniforms by their respective departments are expected to wear uniforms at all times while on duty.

### PURPOSE

Appropriate dress is important because it sends a message about your professionalism and that of the Town of Clayton. Employees are required to dress in appropriate attire and maintain good grooming standards.

## SCOPE

The Policy applies to all Town of Clayton employees.

## DEFINITIONS

**Identification Badge –** A badge issued to each employee that identifies the employee by name, department, photograph, and other criteria as established by the Town Manager.

**Business Casual** - Relating to or denoting a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression.

**Standard of Professionalism** – Exemplifying personal integrity, honest and fair in dealing with customers, observance of all applicable laws and regulations. Conducting oneself in a manner that shows respect to all.

## ORGANIZATIONAL RULES

This policy establishes guidelines for the appearance of Town employees in the performance of their duties and in conducting business for the Town. Regulations pertaining to acceptable attire and grooming are flexible due to the changing nature of fashion, however there are certain expected norms of professional appearance, personal neatness, cleanliness, and good grooming which are applicable to all Town employees.

1. The Town observes a business casual dress environment. There may be situations requiring more formal attire.
2. All employees are required to wear issued badges while in an official working capacity, including working off-site. A lost or stolen badge should be immediately reported to Human Resources so that a new badge can be issued to the employee.
3. Any exceptions to the provisions of this policy must be approved by the Town Manager.
4. Employees required to wear uniforms or other articles of clothing identifying them as a Town employee while on duty shall be furnished such uniforms or clothing by the Town. The employee must maintain uniforms and other issued clothing in a clean and presentable manner. Town employees shall not permit any unauthorized person to wear Town uniforms. All articles of clothing provided by the Town must be returned upon termination of employment.
5. Normal office attire for employees is business casual Monday through Thursday and Friday is recognized as “Casual Friday’s” however, at all times clothing should be neat, clean, pressed and in good condition in keeping with the nature of the duties being performed.
6. Any clothing with words, terms or pictures that may be offensive to other employees or customers is unacceptable. Clothing that promotes alcoholic beverages, tobacco, controlled substances, violence or is of a sexual or political nature is inappropriate.

7. Dresses and skirts should be at a length where the wearer can sit comfortably in public without being revealing. Length should be no more than 3-inches above the knee.

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*This is not an all-inclusive list; thus, management reserves the right to determine appropriateness; thus, management reserves the right to determine appropriateness.*

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The following are examples of **Appropriate dress**:

- Dress slacks, trousers or crop/capri pants
- Casual dresses, skirts or jumpers
- Blouses or dressy tops
- Casual golf-style or dress shirts with collars
- Button down shirts
- Sweaters or turtlenecks
- Suit or sport jackets
- Athletic or walking shoes, loafers or deck-type boat shoes
- Clogs, boots, flats or sandals (open or closed toe)
- Dress shoes or heels (open or closed toe). Heels should generally not exceed 3-inches in height.

This is not an all-inclusive list; thus, management reserves the right to determine appropriateness; thus, management reserves the right to determine appropriateness.

The following are examples of **Inappropriate dress**:

- Blue jeans, with holes and exposed skin
- Sweatshirts, sweatpants, athletic outfits, jogging suits, wind suits, exercise pants, spandex pants or form fitting pants, tights worn as pants without a long blouse or shirt no shorter than 3-inches above the knee.
- Shorts or skorts, unless approved for a specific event or job task, no shorter than 3-inches above the knee, short-shorts, or cutoffs.
- Dresses, shirts or tops that do not cover the back waist or midriff or allow the underwear to be seen.
- T-shirts, tank, spaghetti, halter or tube tops, unless worn under another blouse, shirt, jacket or dress.
- Employees whose positions involve leisure activities may dress in athletic dress appropriate for the specific job being performed. When not participating in a leisure activity or when

representing the Town in other than a leisure activity, these employees are expected to wear business casual attire.

- Reasonable accommodations will be considered for employees who, because of a sincerely held religious belief of a recognized religious organization, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance. The waiver request must be made in writing and signed by the employee and approved by the Town Manager on the recommendation of the Department Head.
- Clothing shall be sufficient as to conceal undergarments at all times.
- Personal hygiene is very important. Daily baths, shaving, use of deodorant, and daily mouth hygiene is essential to providing a professional image. Grooming accessories including perfumes, colognes or sprays should be applied so as not to affect other employees who may have allergies or sensitivities to scent.
- In addition, supervisors will advise if poor hygiene or excessive perfume/cologne becomes an issue. If the problem persists, supervisors should follow the normal corrective action process.
- Hair (including facial hair) must be neat and clean.
- Tattoos bearing offensive language or logos that could be seen by others as profane, racist, sexist or discriminatory in nature are to be covered.

## *WORKER'S COMPENSATION*

In accordance with the North Carolina Workers' Compensation and rules administered by the North Carolina Industrial Commission (NCIC), the Town provides for the medical treatment, payment of medical expenses and wage loss to employees who experience a compensable work-related injury or occupational disease.

### PURPOSE

The Town is committed to making the workplace a safe and healthy environment and to preventing work-related accidents. The Town is also committed to the treatment, care, and return to work of employees injured on the job.

### SCOPE

This policy applies to all Town of Clayton employees.

## DEFINITIONS

***North Carolina League of Municipalities (NCLM)*** The Town's insurance carrier for Workers' Compensation. The NCLM communicates directly with the employee about workers' compensation claims and benefits.

***North Carolina Workers' Compensation Act***: a state statute that governs workers' compensation in North Carolina. The Town provides Workers' Compensation insurance to Town employees. The insurance carrier makes all decisions related to compensable injuries or illnesses and makes payments for benefits and to employees for those injuries and illnesses deemed compensable. The North Carolina Industrial Commission establishes benefits, which include weekly disability compensation, the maximum weekly benefit and reimbursable expenses.

***Waiting Period:*** the seven (7) day period between the employees' first day of absence due to a workplace injury/illness and the first day the employee is eligible to receive workers' compensation benefits. Employees may use other paid leave to cover this period.

***Maximum Medical Improvement (MMI)*** is a treatment plateau in each person's healing process. It can mean that the patient has fully recovered from the injury/illness or that the patient's medical condition has stabilized to the point that no major medical or emotional change can be expected in the injured workers' condition. This occurs despite continuing medical treatment or participation in ongoing rehabilitative programs.

## ORGANIZATIONAL RULES

General Information about Workers' Compensation:

1. Coverage: All employees of the Town (regular full-time, regular part time, and temporary) are covered under the provisions of the North Carolina's Workers' Compensation Act.
2. Responsibility of Employees: All employees are required to report all injuries arising out of and in the course of employment to their immediate supervisor at the time of the injury in order that appropriate action may be taken at once. Failure to report a work-related injury or illness within 30 days of occurrence could result in denial of the employee's workers' compensation claim. Employees are responsible for cooperating with the Town's Safety Officer and Human Resources in coordination of treatment, recovery and return to work phases of the workers' compensation process. It is the employee's responsibility to immediately provide written documentation, including any work restrictions or subsequent changes related to their work status, to his or her supervisor immediately. Employees must follow the physical restrictions imposed by the designated health care provider and understand their benefits and responsibilities under the North Carolina Workers' Compensation Act and other rules as defined by the North Carolina Industrial Commission.
3. Decisions and Payments: The Town's insurance carrier, North Carolina League of Municipalities, Workers' Compensation Department makes all decisions related to compensable injuries or illnesses and makes payments for benefits and to employees for those injuries and illnesses deemed compensable.

4. Benefit Amounts: The North Carolina Industrial Commission (NCIC) establishes benefits, which include weekly disability compensation, the maximum weekly benefit and reimbursable expenses.

When an injury/illness occurs on the job:

1. Reporting: Employees injured on the job must immediately report all on the job accidents/injuries/illnesses to their supervisor, who must then immediately notify the Safety Officer
2. Medical Treatment: Employees must seek treatment from the Town's designated medical providers which are listed on the Town's website. A violation of this procedure may result in denial of workers' compensation benefits.
3. Written Statement from Medical Provider: The employee must obtain a written statement from the Town's medical provider of the injury/illness and when they may return to work, with or without restrictions. The written statement must be presented to the supervisor within 24 hours after visiting the Town's medical provider. The Medical Provider will provide a summary report of the injury to the Claim Manager for North Carolina League of Municipalities and Human Resources.
4. Human Resources or the Safety Officer to Complete NCIC-FORM 19: Human Resources or the Safety Officer will complete NC Industrial Commission FORM 19 Employer's Report of Employee's Injury or Occupational Disease and forward it to the Town's Risk Manager.
5. Supervisor to Complete TOC Accident Report: Immediately following the notification of an employee accident/incident/illnesses the supervisor will complete the TOC Accident Report and provide a copy to Human Resources.
6. Human Resources will forward the Form 19 and initiates an injury report with the North Carolina League of Municipalities (NCLM).

Pay Provisions:

1. Day of Injury: No leave is charged on the day of injury if the Town's medical provider instructs the employee not to return to work.

2. Waiting Period: If the employee cannot return to work due to disability, the employee must go on Workers' Compensation leave without pay for the first seven (7) calendar days of disability, which is the waiting period required by law.

3. Use of Leave during Wait Period: During the seven (7) calendar day waiting period, employees may use sick, vacation or holiday leave in order to receive compensation.

4. Source of Benefits: On day eight (8) of the authorized absence, the employee should begin receiving weekly disability benefits directly from North Carolina League of Municipalities (NCLM) if the injury/illness meets their eligibility guidelines.

5. Taking Leave while on Workers' Compensation: The employee has the option to supplement weekly disability payments with the use of leave to cover other expenses normally paid through payroll deductions.

6. After All Leave is exhausted: Once all leave is exhausted, the employee will only receive the weekly disability benefit under Workers' Compensation from North Carolina League of Municipalities. 7. Payment of Employee Share of Town Benefits while on Workers' Comp: Employees will be responsible for payment of benefits normally paid through payroll deductions.

7. Retroactive Pay after Twenty-One (21) Missed Days of Work: Employees will receive retroactive disability pay for scheduled workdays missed during the seven (7) calendar day wait period once they have been out of work twenty-one (21) calendar days or more.

8. This payment is received directly from the North Carolina League of Municipalities. Employees out of work fewer than twenty-one (21) calendar days are not eligible to receive retroactive disability pay from the North Carolina League of Municipalities for the seven (7) calendar day wait period.

9. One Seven (7) Day Waiting Period per Claim: There is only one seven (7) calendar day waiting period for each separate Workers' Compensation injury/illness claim even if multiple leaves of absence are required for the treatment for the same injury.

Managed Return to Work:

1. The Town requires managed return to work or modified duty for all employees who experience work related injuries or illness. To facilitate the managed return to work process all departments and employees will follow the procedures outlined below.
2. Report Next Scheduled Day after Release: Once the Town is in receipt of the medical provider's release to return to regular work or modified duty assignment, employees must report for their next scheduled workday.
3. Returning on Modified Duty: If the designated healthcare provider determines that the injured employee cannot return to his or her job without restrictions, a modified work assignment of the regular job or reassignment to a different job may occur. Every attempt should be made to modify the employee's current job assignment to meet the stated restrictions.
4. Modifications to Comply with Healthcare Provider Recommendations: Any modified duty or job reassignment must comply with the recommended job restrictions indicated by the designated healthcare provider.
5. Identifying Modified Duty Opportunities: In all cases, managers and supervisors are expected to work with the employee to identify modified duty opportunities. The primary focus is returning the employee to his or her regular job. In some cases, departments will make reasonable accommodations to return the employee to his or her regular job. Modified duties may include a temporary modified work schedule, or temporary reduction of work hours.
6. Modified Duty in other Departments: If a suitable modified duty position cannot be found within the employee's department, Human Resources will work to find a suitable modified duty position within another department.

7. Supervision if Assigned to Different Department: Employees participating in a modified duty assignment may be assigned a new supervisor if moved to a different department. The employee will be subject to the same work rules and regulations as any other employee in that department and will be required to perform work within the limitations established by the designated healthcare provider.

8. Employees Responsible to Provide Updated Information: Employees are responsible for providing their supervisors with written notice of the designated healthcare provider's change in restrictions.

End of Modified Duty:

1. Provisions: The modified duty assignment will end when any of the following occur:

- The employee is released to pre-injury job status by the designated Healthcare provider.

- The workers' compensation claim is closed.

- The employee has accepted an alternate position.

- The employee reaches maximum medical improvement. 2. Maximum Medical Improvement and Return to Work: If the employee reaches maximum medical improvement (MMI) but cannot return to the original job, Human Resources will work directly with the employee regarding other available options.

1. Additional Fit for Duty Exam: The Town may require, at its sole discretion, an additional fit for duty examination by another medical provider prior to the employee returning to their current position.

2. Light Duty: The Department will make reasonable efforts to accommodate a return to light duty if the employee has been released to light duty. Huaman Resources will assist departments in identifying light duty opportunities.

## *DRUG AND ALCOHOL FREE WORKPLACE*

The Town of Clayton is a drug and alcohol-free workplace. While at work or on town premises, Town employees shall not

- Manufacture, distribute, sell, possess, or use any controlled substance or drug paraphernalia.
- Unlawfully use any prescription drug
- Possess or use any alcoholic beverages.

The Town maintains a zero-tolerance position on these issues. This policy applies to all Town employees.

Town positions designated as "safety sensitive" are subject to additional testing and screening procedures which are authorized by and incorporated into this policy.

## PURPOSE

A Drug and Alcohol-Free workplace support our Town values of Safety, Equity, and Professionalism. This policy helps to create an environment where employees can perform their jobs in a safe, productive, and healthy manner. The policy provides guidance to managers, supervisors, and employees on procedures they must follow to maintain a drug and alcohol-free workplace.

## SCOPE

This policy applies to all Town of Clayton employees.

## DEFINITIONS

***Accident:*** Any occurrence involving a motor vehicle or Town equipment that results in a fatality; serious bodily injury to a person who, as a result of the injury; is transported and/or receives medical treatment from a medical professional away from the scene; or with one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

***Alcohol:*** The intoxicating agent in fermented beverages or medicines. Also includes low molecular weight alcohols, including methyl and isopropyl alcohol.

***Alcohol and Substance Abuse:*** Any use of illegal drugs or controlled prescription drugs obtained unlawfully; or excessive use of lawfully obtained prescription drugs, over the counter drugs or alcohol when such use substantially impairs job performance, alters work behavior, and/or creates a risk to the health and/or safety of the employee or others.

***Alcohol Test:*** Testing for the presence of alcohol in the body as determined through the use of a breath alcohol test, or blood screening.

***Drug:*** A controlled substance as defined in North Carolina General Statue 90-87 (5) or a metabolite thereof.

## *PROHIBITED BEHAVIOR*

***Report for Duty:*** No employee may report for duty or remain on duty at any time there is a quantifiable presence of drugs or alcohol in the body.

***Perform Job-Related Functions***: No employee shall perform any job-related function while under the influence of alcohol or drugs.

***Safety Sensitive Functions:*** No employee shall perform any safety sensitive functions within twenty-four (24) hours of a determination of having an alcohol concentration of .02 BAC or higher.

***On Duty:*** No employee may consume alcohol or drugs while on duty.

**On-Call:** Some employees in the Town, as part of their ongoing job duties, are designated by their departments to be 'on call' during certain periods. Typically, these employees receive 'on call' pay. Any employee who is officially 'on call' is in violation of this policy if he reports to work with a quantifiable presence of drugs or alcohol in his body. An 'on-call' employee must report drug or alcohol use if called to duty in order to avoid severe disciplinary action under the terms of this policy.
*Off Duty:* An employee is discouraged from ingesting alcohol or drugs to the extent that it results in appreciable impairment that might discredit the employee or the Town.

**On Duty:** No employee may consume alcohol or drugs while on duty.

***In Uniform:*** Employees shall not ingest any alcohol or drugs while in uniform or wearing any item of apparel construed as duty-related or which bears a Town or Department logo, regardless of whether the employee is on duty or off duty.

***On-premises***: Employees shall not bring or store any drugs or alcohol in any Town facility, vehicle, or work area. a) Employees who are in possession of such substances as part of their ongoing job responsibilities or for training purposes will not be in violation of this policy. They should follow their department's operating practices regarding the proper handling of these substances. For example, a police officer who confiscates drugs or drug paraphernalia from an individual and transports it to enter it into evidence would not be in violation of this policy. Similarly, a solid waste collector who collects open containers of alcohol and transport to be disposed of is also not in violation of this policy.

***Post- Accident:*** In certain circumstances as outlined in this policy, employees will be tested for drugs and/or alcohol after being involved in an accident that has occurred while on Town business or while operating a Town vehicle or equipment. Therefore, employees must not consume any alcohol or drugs prior to a post- accident drug and/or alcohol test.

## PROHIBITED DRUGS/DRUG OFFENSES

1. Prescription Medications: The use of any controlled substance by an on-duty employee is prohibited except when prescribed by a health professional who has advised the employee that the substance does not adversely affect the employee's ability to perform job functions.

2. Over-the-counter medications: The use of any over the counter medication that may adversely affect an employees' ability to safely perform job duties is prohibited while on duty unless the employee has advised the Town that the substance does not adversely affect the employee's ability to perform job functions.

3. Physician Authorization: Employees who are taking either prescribed or over the counter medication that might affect job performance shall provide a doctor's note indicating that the employee is;

    1. fit for duty while taking the medication and
    2. how long the employee will be taking the medication.

The note will be kept in a secure file.

4. Drug Related Offenses- Employees who are charged and/or convicted of a controlled substance related violation under state or federal law must inform their department within five days of such charge or conviction or prior to the next scheduled workday, whichever occurs first.

5. Town's right to relieve employee of duties: Other policy provisions notwithstanding, the Town reserves the right to relieve any employee of his duties if, in the opinion of the Town, the employee presents a risk to himself or others while under the influence of any amount of alcohol or drugs.

## PROHIBITED ALCOHOL CONSUMPTION/ALCOHOL OFFENSES

***Use and Possession of Alcohol***: All employees are prohibited from using alcohol to the degree that it affects job performance. Alcohol includes any alcoholic beverage or substance such as medication, mouthwash, food or candy in which alcohol is present. Possessing an open alcohol container while on duty, on Town property, or in a Town vehicle is a violation of this policy.

1. The possession of medicine containing alcohol is not prohibited when the packaging seals are unbroken.
2. Employees who are in possession of open containers of alcohol as part of their ongoing job responsibilities or for training purposes will not be in violation of this policy. They should follow their department's operating practices regarding the proper handling of alcohol.

***Alcohol Related Offenses***: Employees who are charged or convicted of alcohol related violations under state or federal law must inform their supervisor or designated employer representative within five days of such charge or conviction or the next scheduled workday, whichever is less.

## *EMPLOYEE ASSISTANCE*

1. Counseling: Employees who need assistance in dealing with substance abuse or dependency are encouraged to voluntarily seek counseling or treatment through the Town Employee Assistance Program (EAP) or other counseling/treatment provider.
2. Voluntary Admission Prior to Testing: Voluntary admission of a substance abuse problem by an employee prior to random, reasonable suspicion, or positive test result is considered, but does not exempt an employee from, disciplinary action.
3. Participation in Employee Assistance or other Counseling Program: Participation in an EAP or other counseling or treatment program will be considered but will not exempt an employee from disciplinary actions.

Required Consent for Drug and Alcohol Testing

Required Testing: As a condition of employment, employees and applicants are required to consent to testing for the use of drugs and to testing for the use of alcohol as specified in this policy.

Confidentiality: Results will be handled in a confidential manner.

Types of Drug Testing Conducted by the Town

***1. Pre-Employment Drug and Alcohol Testing:*** As a condition of employment, all employees and candidates who receive a conditional offer of employment are required to consent to drug and alcohol testing as specified in this policy.

1. Existing employees who are being considered for any safety sensitive position within the Town must be screened for drugs and alcohol as part of the employment process for the position.
2. No employee may perform Safety-Sensitive functions before the Department has received a verified negative drug test result.
3. A Safety-Sensitive employee who has been on a leave of absence for thirty (30) or more consecutive days must submit to a drug test that results in a verified negative result before returning to Safety-Sensitive duties.

***2. Random Testing for Safety Sensitive Employees:*** All safety-sensitive employees are subject to random testing for alcohol and drugs.

***3. Reasonable Suspicion Testing for Any Employee:*** Any Town employee may be required to submit to a reasonable suspicion alcohol and/or drug test when the Town, acting through its supervisors and/or department heads, has reason to believe or suspect that an individual's ability to safely and efficiently perform his/her job is impaired.

1. ***Garrity Warnings Required Prior to Testing:*** any employee who is tested under the provisions of this policy for reasonable suspicion must be administered a 'Garrity Warning' prior to being tested for alcohol or drugs. A Garrity warning advises the employee that any information obtained by the Town during the course of testing will not be used to bring criminal charges against the employee. A supervisor must read the Garrity warning to the employee before the employee is tested. Human Resources will contact the Towns Police Department to administer.
2. ***Conditions for Reasonable Suspicion testing:*** Before an employee is require to submit to drug and/or alcohol testing, there must reasonable suspicion, based on specific observations of the behavior, speech, appearance, body odor, or other physical indicators of the employee's impairment. Only those trained in Reasonable Suspicion can be called upon to make a determination.
3. ***Employee Placed on Leave Pending Test Results:*** Under departmental authority, any employee who is required to submit to a reasonable suspicion alcohol or drug test will be will be placed on leave pending the receipt of test results

***4. Post –Accident Testing:*** Employees may be tested for the presence of drugs and alcohol after an accident occurs during work hours, while on Town property, or while using or operating Town-owned equipment and vehicles. The provisions under which an employee can be tested differ depending on the employee's designation as a safety sensitive or non-safety sensitive employee.

**a. Non-Safety Sensitive Employee Testing after an Accident**: After an accident, non-Safety Sensitive employees may only be tested based on reasonable suspicion.

**b. Safety Sensitive Employee Testing after an Accident:** Safety-Sensitive Employees are required to be tested for alcohol and controlled substances following a vehicle accident where:

a. A fatality occurs;

b. The driver receives a citation under state or local law for a moving traffic violation arising from the accident AND an individual suffers a bodily injury which requires immediate medical treatment away from the scene;

c. The driver receives a citation under state or local law for a moving traffic violation arising from the accident AND any vehicle involved incurs disabling damage that requires the vehicle to be towed from the scene;

d. There is reasonable suspicion to believe the employee was under the influence of alcohol or drugs at the time of the accident

***c. Employee to Notify Management of Accident:*** Any employee who is involved in an accident with a Town vehicle or any other vehicle while on Town business must immediately notify their management of the incident.

***d. Management to notify Safety Officer:*** Upon learning that an employee has been in an accident, Management should immediately notify the Town's Safety Officer and briefly provide the details of the accident, including location and any resulting injuries. Responding to individual injury or assisting others who are injured should take priority over the reporting notifications.

***e. Criminal Investigation Takes Precedence:*** If alcohol or a controlled substance is believed to be a contributing factor to the accident and an employee is or may be criminally charged, the criminal investigation takes priority over any administrative investigation or procedure.

**f. Employee must Remain Available for Testing**: An employee who is subject to post accident testing must be available for testing. An employee who fails to remain readily available for testing will be considered a refusal to test.

***g. Timeframe for Post- Accident Testing***: Employees must be tested for drugs within thirty-two (32) hours following an accident. Absent extenuating circumstances, alcohol tests must be conducted within two (2) hours following an accident. There are no circumstances under which an alcohol test will be conducted after eight (8) hours following an accident.

## *GENERAL TESTING GUIDLINES FOR ALL DRUG AND ALCOHOL TESTS*

***Consent:*** Before a drug or alcohol test is administered, employees and candidates will be asked to sign a Chain of Custody consent form authorizing the test and permitting the release of the results to the designated employer representative(s). All test results will be kept confidential.

***Refusal to Test***: Any employee or candidate who refuses to consent to a drug and/or alcohol test required by this policy, fails to appear for testing, fails to remain at the testing site prior to the commencement of the test, is found to have tampered with the sample or aborts or refuses to agree to the collection of the specimen before the test commences will be in violation of this policy and is subject to disciplinary action or the withdrawal of the contingent job offer. The employee or prospective employee will not be eligible for employment or promotion for a period of one year. Any of the following are considered refusal to test:

1. Failure to complete and sign all necessary paperwork to facilitate testing or failure to cooperate with any part of the testing process. b) Failure to provide photo identification at the testing location.
2. Failure to report to designated testing facility within 2 hours of being notified.
3. Intentional failure to provide enough urine, or failure to provide blood or breath to facilitate testing within 2 hours of being notified, without a valid medical explanation. e) Leaving the testing facility without providing a usable sample of urine, blood, or breath unless the facility has to close and the employee or candidate is released.
4. Failure to remain at the test site and provide a specimen once the test is underway unless a sample is taken elsewhere (on Site, etc.) or the facility closes before a sample can be collected.
5. Providing a tainted specimen or substituting a specimen for the employee or candidate's own.
6. Failure to permit the observation or monitoring of the collection of a urine specimen when required (The majority of specimens are provided in private; however, testing conducted under direct observation or monitoring may be required in limited situations
7. Failure or declination to take a second test when directed by the collector or supervisor.
8. Leaving the scene of an accident, without just cause, prior to submitting to a drug or alcohol test when required to do so under this policy.

## *PERSONNEL ACTIONS FOR VIOLATION OF ALCOHOL/DRUG POLICY*

1. ***Town Actions after Violation:*** Any employee found to have violated the alcohol and/or drug prohibitions specified in this policy will immediately be removed from the performance of duties, placed on suspension without pay, referred for evaluation through EAP, and subject to disciplinary action, up to and including termination.
2. ***EAP Referral:*** When such a referral is made by the Town to EAP, participation is mandatory; failure to participate and comply may result in termination.
3. ***Disciplinary Process:*** All disciplinary actions will be administered in accordance with the Town's disciplinary process, which includes notice to the employee of the test results and a right to be heard.
4. ***Self-Reporting prior to Testing:*** Employees who come forward and report their substance abuse problem before being tested for any reason may be permitted to continue in employment, depending on the circumstances of their situation. If continued employment is allowed, the employee is required to successfully complete a drug-abuse assistance program and a return-to-duty drug and alcohol testing and agree to participate in follow-up testing for a period of at least (1) year as a condition of employment. The employee must be tested at least six times during that one-year period.

## *LIMITATIONS ON THE EMPLOYMENT OF RELATIVES*

Two members of an immediate family shall not be employed in any Town of Clayton positions if such employment will result in one being in the chain of supervision of the other, nor where one member occupies a position which has influence over the other's employment, promotion, salary administration, or other related management or personnel considerations.

## PURPOSE

Town believes it can best achieve effective and efficient service delivery only in an atmosphere of fairness and equity and where there is no perception of favoritism. This policy is intended to avoid circumstances that could create problems within the work unit or could undermine the public's perception of fair play in providing equal opportunity for employment to all qualified individuals. This policy is not intended to prohibit relatives from working for the Town.

## SCOPE

This policy applies to all Town of Clayton employees in permanent positions. This does not apply to roster, seasonal, intern or temporary part-time positions.

## DEFINITIONS

***Immediate Family*** - For the purposes of this policy, immediate family will include wife, husband, mother, father, brother, sister, daughter, son, uncle, aunt, nephew, niece, mother in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, sister-in-law, and brother-in-law.

***Other Family*** - For the purposes of this policy, other family will include any relationship where the degree of closeness may suggest that problems might be created within the work unit, or that the public's perception of fair play in providing equal opportunity for employment to all qualified individuals would be violated. This may include engaged couples, roommates, or similar relationships.

## ORGANIZATIONAL RULES

1. An employee who fails to report any existing relationship on the submitted employment application may be subject to disciplinary action up to and including dismissal.

2. An employee who has a relationship as defined above must report changes to those relationships to the department and must identify those relationships when applying for a promotional position with the Town of Clayton.

3. An employee must notify the supervisor in those cases where the degree of closeness of relationship would suggest that problems might be created. The department will determine, in collaboration with the

Human Resources Director, whether the closeness would result in a restriction on the position or job assignment.

4. Failure of an employee or supervisor to report any relationship that might be restricted by this
5. policy to the Human Resources Director may result in disciplinary action, up to, and including,
6. dismissal.

## PROCEDURES

1. An employee who has a relationship with another employee as defined by this policy will report that relationship to Human Resources whenever this relationship would result in any supervisory relationship of one relative to another or when one relative would be in a position of influence over the working conditions of the other.
2. If the reported relationship is immediate family, Human Resources will ensure that no supervisory authority exists between the two related employees and that in no way does one employee exercise influence over the working conditions of the other.
3. The Human Resources Director will determine whether the relationship would require a restriction on the position or job reassignment.
4. If the reported relationship requires a restriction or job reassignment, the Human Resources Director will collaborate with the department to affect changes whenever possible.
5. If changes are not possible to comply with this policy, one of the relatives may be required to

resign from Town employment.

# *BACKGROUND CHECKS*

The Town believes that employing and retaining a well-qualified, diverse workforce is essential to the overall success of this organization. Criminal background checks are an important tool in determining the suitability of an individual for either initial or continued employment with the Town.

## PURPOSE

Information about an individual's past criminal conduct is collected to: preserve public trust; promote a safe work environment for employees and members of the public; determine their suitability for employment; and promote the protection of the Town's property. The Town seeks to promote a fair, consistent, confidential and non-discriminatory method of obtaining and using criminal information for employment decisions.

## SCOPE

This policy applies to all applicants and employees of the Town of Clayton.

## DEFINITIONS

***Background Check*** – Process of acquiring records related to an individual's past criminal conduct.

***Background Check Release Form*** – A form completed by an applicant for any benefit eligible position that authorizes a background check prior to employment.

***Fair Credit Reporting Act (FCRA)*** – Federal law that regulates the collection, dissemination and use of consumer credit information, including criminal background reports.

***Disciplinary Action*** – An action initiated by a supervisor to address and correct an employee's unacceptable behavior and/or performance.

***Legal Actions/Proceedings*** – Any legal actions including, but not limited to, arrests, convictions, guilty pleas, no contest pleas, restraining orders, warrants, and criminal charges.

***Safety Sensitive Position*** – A position where an essential function of the job includes safety sensitive responsibilities. Safety sensitive responsibilities are those that pose a risk to the safety of the employee or others under which a momentary lapse of attention or judgment could have disastrous consequences without the opportunity to rectify the mistake.

## ORGANIZATIONAL RULES

1. All applicants for employment are subject to a criminal background check.
2. An arrest, in and of itself, does not establish that criminal conduct has occurred. Accordingly, the fact that an individual was arrested should never be the sole basis of an adverse employment action. The Town may take adverse employment action based on information showing that the individual actually committed the conduct underlying the arrest. A conviction, guilty plea or no contest plea shall serve as sufficient evidence that the individual engaged in the alleged criminal conduct.
3. The Town shall not treat background check information differently for individuals based on their age, color, ethnicity, familial status, gender or sex, gender expression, gender identity, genetic information, hair texture and hairstyle commonly associated with race or national origin, marital status, mental or physical disability, military status, national origin, political affiliation, race, religion or sexual orientation or any other non-job-related factor.
4. The Town recognizes that the use of background check information may disproportionately impact some individuals based on their membership in a protected class. Accordingly, the Town will take steps to ensure that any use of background check information will be job related and consistent with business necessity. The Town finds that reporting convictions for nonviolent, drug-related offenses such as possession, **manufacture** or distribution of controlled substance to

only be job related and consistent with business necessity for those positions that are deemed safety-sensitive.

## PROCEDURES

**Pre-Employment Background Checks**

1. Any applicant refusing to authorize the background check will have their applications rejected.
2. Human Resources will arrange for the background check once a tentative offer of employment to the applicant offer has been extended to the applicant.
3. If the background check does not reveal any prior criminal activity, the applicant may be hired pending the results of the drug screening and/or pre-employment physical. However, if the background check reveals a conviction, guilty or no contest plea, HR shall determine the degree to which the criminal conduct is related to the position.
4. When determining whether to reject an applicant because of prior criminal activity, HR shall consider the:

- nature and gravity of the criminal activity;
- time that has passed since the criminal activity;
- duties that the applicant will perform;
- applicant's opinion on the accuracy of the background check;
- facts surrounding the criminal activity;
- number of criminal offenses;
- age of the applicant at the time of the criminal activity;
- applicant's employment history before and after the criminal activity;
- applicant's rehabilitation efforts;
- applicant's employment or character references; and
- applicant's participation in a bonding program.

1. If the decision is to reject the applicant because of their prior criminal activity, the Town shall comply with the requirements of the Fair Credit Reporting Act.
2. First, HR will notify the background check third party administrator to send the applicant a "pre-adverse action" letter. The TPA will include a copy of the background check relied on by the Town. Also, the letter will provide the applicant with a summary of their rights under the Fair Credit Reporting Act.
3. The applicant will have five (5) business days to review and dispute any inaccurate information in the background check.

4. After the five (5) business days have passed, HR will provide the applicant with an "adverse action" letter.

## *PROCEDURES FOR ACTIVE EMPLOYEES*

1. All active employees who are subject to a legal action/proceeding shall provide the following information to their immediate supervisor within two (2) business days of the initial incident:

- name of the jurisdiction involved (i.e., Johnston County);
- location of the alleged activity;
- specific legal action (i.e., arrest, charges, convictions, traffic violations) during work hours or after work hours;
- nature of the alleged activity (i.e., driving while impaired, possession of marijuana);
- date and time of the legal action;
- any traffic violation(s) that impacts your driver's license or ability to drive legally;
- dates of any upcoming court appearances for criminal related violations.

1. If the immediate supervisor is unavailable, the employee must report the legal action to the next higher-level supervisor. The reporting supervisor should notify their department director of the employee's legal action within two (2) business days.
2. The Department Director should consult with Human Resources to determine the relevance, if any, of the employee's legal action(s). In reaching this decision, consideration of the impact of the legal actions on the current position should be given.
3. Employees' legal action(s) may subject the employee to disciplinary action up to and including dismissal from Town employment. Likewise, employees failing to notify the immediate supervisor of legal actions, as required by this policy, may be subject to disciplinary action up to, and including dismissal from employment.
4. Employees are not to operate and/or drive Town vehicles if the employee's license has been revoked, expired or suspended.

## *SECONDARY EMPLOYMENT*

The Town of Clayton regards employment with the Town as the primary occupation that will take precedence over other occupational pursuits in which the employee might be involved.

### PURPOSE

Because employees' salaries are paid from tax generated revenues and fees, the Town regards the employees' obligations to the taxpayer as being paramount. For this reason, the employee is expected to

consider employment with the Town of Clayton as the employee's primary job. In addition, the Town requires that other occupational or business pursuits not be in conflict with Town employment or detract from the efficiency of work performance.

## SCOPE

This policy applies to all employees.

## DEFINITIONS

***Secondary Employment*** - Self-employment, business ownership as a sole proprietor or partnership, or any employment for salaries, wages, tips or commissions other than the position held with the Town of Clayton.

## ORGANIZATIONAL RULES

1. Employees may not engage in secondary employment without prior approval of the Town. secondary employment will not be approved if it creates a conflict of interest or an appearance of a conflict of interest as determined in the sole discretion by the Town. Further, employees may not engage in outside employment if the secondary employment hinders their ability to perform the responsibilities of their Town position.
2. Failure to seek approval for outside employment or to maintain such employment when not approved may be cause for disciplinary action up to and including dismissal from employment.
3. Inappropriate use of sick leave or donated leave benefits as a result of secondary employment may also subject an employee to disciplinary action up to and including dismissal from employment.
4. A signed Secondary Employment form must be in the employee's personnel file regardless of whether the employee is actually engaging in outside employment. In the event that an employee is not engaging in outside employment, then the employee and supervisor must complete and sign the form confirming that fact.
5. All newly hired employees must have an secondary employment form on file at the beginning their employment with the Town.
6. Active employees must complete an updated secondary employment form at least annually and whenever a change occurs in their secondary employment activities.

## PROCEDURES

Prior to the commencement of the job or occupation, any employee considering outside employment should complete a Secondary Employment Form.

The supervisor will review the outside employment and assure that:

1. The nature of the work will not create a conflict of interest or an appearance of a conflict of interest with the Town position;
2. The schedule or total hours worked will not conflict with the performance of the employee's duties with the Town;
3. If the employee is serving as a division manager, deputy department director, department director, assistant Town manager or Town manager, then the employee may not be employed by or be the sole proprietor or a partner of a firm that is a current contractor or vendor of the Town;
4. The employee is not performing work on Town property, or for or on behalf of the Town as a part of the employee's secondary employment;
5. The secondary employment does not require the use of Town equipment, materials or supplies; and
6. secondary employment does not require the employee to use confidential information acquired through the employee's employment with the Town.

The final decision whether or not to approve the secondary employment must be made by the Department Director.

## *CONFLICT OF INTEREST*

In order to preserve the public trust of the residents whom the Town serves, it is the policy of the Town of Clayton to avoid financial transactions that create an actual or apparent conflict of interest.

## PURPOSE

It is essential for the Town of Clayton's Officer, employees and agents to remain free from all conflicts of interest, whether real or apparent. Additionally, North Carolina State law prohibits Town officers, employees and agents from voting upon or otherwise participating in the selection, award or administration of contracts in which they have a direct or indirect financial interest.

As a condition of receiving federal and state grant funds, the Town is required to have a Conflict-of-Interest policy that specifies certain conditions that necessitates a finding that a conflict of interest exists. This policy addresses these concerns and complies with all applicable federal and state conflict of interest laws.

SCOPE

This policy applies to all Town officers, employees or agents as well as sub-grantees or sub-recipients of any federal or state funds received from the Town.

DEFINITIONS

***Officer*** - An individual who is elected to or appointed to serve or represent the Town of Clayton, other than an employee or independent contractor of the Town.

***Employee*** - Those individuals who are employed at will by the Town of Clayton for remuneration, whether full time or part time, benefited or non-benefited, and are charged with implementing Town policies and Town Council's goals and objectives.

***Agent*** - Those individuals or companies who are authorized to act on behalf of the Town and who provide services or products, whether contractual or not.

***Immediate Family*** - For the purpose of this policy, immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepchild, sister-in-law, and brother-in-law.

***Firm*** - A business or other organization whose primary goal is to make money and/or profits for the benefit of its owners, as opposed to a non-profit organization whose purpose is to achieve humanitarian, educational, charitable or civic objectives.

## ORGANIZATIONAL RULES

1. The Town may not enter into a financial relationship with any firm whenever an employee, officer, agent or member of their immediate family owns 10% or more of the company proposing to do business with the Town.

2. The Town may not enter into a financial relationship with any firm whenever an employee, officer, agent or member of their immediate family receives income or commission from the proposed transaction with the Town.

3. The Town may not enter into a financial relationship with any firm whenever an employee, officer, agent or member of their immediate family acquires property from the proposed transaction with the Town.

4. The Town may not enter into a financial relationship with any firm whenever an employee, officer, agent or member of their immediate family will be performing work for or on behalf of the Town as a result of the proposed transaction with the Town.

5. No officer or employee of the Town shall bid for or to purchase or to contract to purchase from the Town any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly or through, or jointly with any other person. Once certain Town equipment has exceeded its useful life the Town Manager has the discretion to approve the sale of the equipment to the employee who possessed and cared for the equipment during their service for the Town. For instance, the Town Manager has the authority to sell retiring K-9 dogs to their handlers.

6. No officer, employee or agent of the Town, and no sub-grantee or sub-recipient of any federal or state funds from the Town shall participate in the selection or in the award or administration of a contract supported by federal, state or Town funds if a conflict of interest, real or apparent, would be involved.

Such a conflict of interest would arise when any of the following persons or entities has a financial or other interest in the firm selected for the award:

i. The employee, officer, agent

ii. Any member of the employee's immediate family,

iii. The employee's partner, or

iv. An organization which employs, or is about to employ, anyone listed in (1) through (3) above.

7. No Town employee, officer, agent or grantee's or sub-grantee's officers, employees or agents will solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements, except as may be allowed in the Town's Gift Policy. See the Gifts policy on page 83 for more information.

8. The Town encourages its employees to use their knowledge, skills, abilities and talents to benefit the community we serve. Volunteerism benefits the volunteer, the Town organization and the residents of Clayton. In some instances, an employee's volunteer activities may present a conflict of interest with the duties of their Town position. In those instances, employees are required to disclose the existence of the conflict to their immediate supervisor, and to refrain from participating in the selection, award or administration of any contract where the conflict of interest exists.

9. Unless otherwise required by state or federal law, the above referenced organizational rules may be waived by the Town Manager if the Town Manager determines that the conflict of interest, real or apparent, would impair the Town's ability to acquire property or to enter into financial transactions or other contracts or purchases or such waiver would be in the best interest of the Town under the specific circumstances in which the conflict of interest arises. If the Town Manager is the employee with a real or apparent conflict of interest, then the Town Council may waive the above referenced organizational rules if the Council determines that the waiver would be in the best interest of the Town under the specific circumstances in which the conflict of interest arises.

## PROCEDURES

1. If any officer, employee, agent of the Town or of any sub-grantee or sub-recipient has a potential conflict of interest in the selection, award, or administration of any contract supported by federal, state, or Town funds in violation of this policy or has knowledge that another officer, employee, or agent of the Town has a potential conflict of interest in the selection, award, or administration of any contract supported by federal, state, or Town funds in violation of this policy, that person is required to:

1. Report to their immediate supervisor or other management official in their reporting relationship all the facts and circumstances concerning the conflict in as much detail as possible. This report should identify (i) the party or parties involved, (ii) the contract involved (iii) the nature of the conflict, and (iv) any other relevant facts and circumstances concerning the conflict; and

2. Refrain from participating in the selection, award or administration of any financial transaction involving that firm; and
3. Refrain from attempting to influence any person involved in the making or administration of the financial transaction.

Any management official who receives information related to a potential conflict of interest as described above shall promptly, thoroughly and impartially investigate the complaint. The management official shall consult with the Town Attorney's Office and the Human Resources Department to determine whether a conflict of interest exists in the particular situation, how to respond to the situation, and whether any disciplinary action is indicated.

Any violation of this policy will subject the officer, employee, or agent to disciplinary action up to and including dismissal from employment and may also subject the offender to criminal prosecution and/or civil penalties under North Carolina State law and Federal law.

It is the responsibility of each employee or officer to be aware of and adhere to the tenants of this conflict-of-Interest policy. Town officers, employees, and agents are also responsible for ensuring their subordinates remain abreast of this policy in all dealings they might be involved with as it pertains to the selection, award, or administration of a contract supported by federal, state, or Town funds.

## *GIFTS*

Town of Clayton policy prohibits employees from accepting gifts, gratuities or other considerations from anyone except as noted in this policy.

## PURPOSE

The citizens of Clayton entrust the employees of the Town to provide services to further the public, not private or personal, interest. To maintain the public trust, it is essential that the Town functions honestly and fairly, free from all forms of impropriety, threats, favoritism, and undue influence or from the appearance of impropriety. Town employees must maintain and exercise the highest standards of duty to the public in carrying out the responsibilities and functions of their positions. Supervisors and managers are expected to set the "tone" for adherence to the policy and serve as an example to follow.

In some circumstances, North Carolina State law also prohibits the acceptance of gifts or gratuities or the granting of any favor by governmental employees and makes a violation of this prohibition a Class I misdemeanor.

The Town acknowledges that networking opportunities in social settings and certain gift giving practices may be customary and are an integral part of on-going business relationships. However, employees will not accept gifts and gratuities for the benefit of the employees or participate in granting favors or influence of any kind regarding Town business except as noted in this policy.

## SCOPE

This policy applies to all Town employees. This policy also applies to parties whom the employee knows, or has reason to know, any of the following:

Is doing or seeking to do business of any kind with the Town,

Is engaged in activities that are regulated or controlled by the Town, or who have a financial interest that may be substantially and materially affected, in a manner distinguishable from the public, generally, by the performance or nonperformance of the employee's official duties.

## DEFINITIONS

***Benefit*** - For the purposes of this policy a benefit is anything reasonably regarded as a financial gain or financial advantage, including a benefit to any other person in whose welfare an employee has a direct and substantial interest.

***Business*** - Any of the following, whether or not for profit; association, corporation, enterprise, joint venture, organization, partnership, proprietorship, vested trust, and every other business interest, including ownership or use of land for income.

**Town Employee** - Any person hired or appointed to a position with the Town of Clayton for wages.

***Contract*** - A promise or set of promises constituting an agreement between the parties that gives each a legal duty to the other and also the right to seek a remedy for the breach of those duties.

***Contractor*** - One who, for a fixed price, undertakes to perform work or services, or the furnishing of goods for the Town.

***Vendor*** - A seller of goods or services to the Town.

***Gift*** - Anything given to the Town of Clayton or its employee, officer or agent, in the course of official duties, whether personal or real property, voluntarily transferred without compensation or consideration, or for substantially less than market value. Examples of gifts, and this list is not intended to be all-inclusive are food, promotional items, real property or the use of real property, meals, and entertainment.

***Gratuities*** - Something given voluntarily to the Town of Clayton or its employee, officer or agent, in the course of official duties, usually in return for or in anticipation of some service. Examples of gratuities, and this list is not intended to be all-inclusive are intangible items that represent a certain value such as money, preferential terms, endorsements, services, and/or access to people or information.

***Nominal Gift*** - A gift or benefit with a fair market value of less than $25.

## ORGANIZATIONAL RULES

***Meals and Beverages***

A. **ALLOWED** Meals and Beverages - Meals and beverages may be paid by another party if:

i. At conferences, meetings of professional organizations or other gatherings of individuals for educational, training and/or professional development purposes, provided that all participants are invited to attend or there are a substantial number of different jurisdictions represented at the function to avoid the perception of "singling out" the Town of Clayton employee for special treatment, or

ii. Provided at an "Open House", meals and beverages are allowable if attendance at the event is widespread and includes staff members of other municipalities or the general public, or

iii. The item is perishable (consumable) and it is offered for the enjoyment of all employees in a work unit.

B. **PROHIBITED** Meals and Beverages – Meals and beverages may not be paid by another party if:

1. The item is given by or on behalf of a vendor/contractor with the intention to influence or which may give the appearance of influencing the Town employee concerning a business transaction.

## *NON-MONETARY GIFTS AND GRATUITIES*

**A**. **ALLOWED** Non-monetary Gifts and Gratuities - Non-monetary Gifts and Gratuities may be accepted if the item:

1. Represents a souvenir or a promotional item and the fair value is estimated at $25 or less, or
2. Is a sample or representative product produced or sold by the other party and the value is estimated at $25 or less, or
3. Is perishable (such as holiday plant, flowers) and is displayed for the enjoyment of all employees in a work unit, or
4. Is won in a raffle at a professional conference or other function, or
5. Is accepted on behalf of the Town (of any monetary value), with acknowledgement.

**B. PROHIBITED** Non-Monetary Gifts and Gratuities – Non-monetary gifts and gratuities may not be accepted if the item:

1. Is given by or on behalf of a vendor/contractor with the intention to influence or which may give the appearance of influencing the Town employee concerning a business transaction or

2. Is other than the allowable circumstances described above or is in excess of the nominal gift threshold.

## *MONETARY GIFTS AND GRATUITIES (INCLUDING GIFT CARDS AND CERTIFICATES)*

**A. ALLOWED** Monetary Gifts and Gratuities – Monetary gifts and gratuities may be accepted if the item:

1. Is accepted on behalf of the Town (of any monetary value) with acknowledgement or

2. Is won in a raffle at a professional conference or other function.

**B. PROHIBITED Monetary Gifts and Gratuities** – Monetary gifts and gratuities may not be accepted if the item:

1. Is given by or on behalf of a vendor/contractor with the intention to influence or which may give the appearance of influencing the Town employee concerning a business transaction, or

2. Is a gift certificate or cash award in any denomination, accepted for the sole benefit of an employee or the employee's family member, other than described above or below, or

3. Is payment offered for serving on an appointed board or commission, where the appointment is made due to the position or duties as a Town employee.

## *TRAVEL AND LODGING*

**A. ALLOWED** Travel and Lodging – Travel and lodging expenses may be paid or offered by another party only if it is associated with the public business of industry recruitment, promotion of international trade, or the promotion of travel and tourism, and the employee(s) is responsible for conducting the business on behalf of the Town.

**B. PROHIBITED** Travel and Lodging – Travel and lodging expenses may not be paid or offered by another party if:

1. For any reason, the employee attends or speaks at a conference, user group or is part of a panel discussion, unless the other party is completely independent of a current or potential vendor associated with the Town, or

2. For any reason, the employee is evaluating a product or service for potential business use by the Town or is "troubleshooting" an existing product in service, or

3. For any reason, the employee's attendance is required at meetings/events surrounding a business or financial transaction, or

4. The travel and lodging represent use of a private entity's personal or real property

"PROHIBITED" travel and lodging expenses are to be paid for by Town employees under the standard Travel Policy, if associated with a valid business purpose.

## *ENTERTAINMENT*

**A. ALLOWED Entertainment** – Entertainment may be accepted if:

1. The entertainment is associated with the public business of industry recruitment, promotion of international trade, or the promotion of travel and tourism, and the employee(s) is responsible for conducting the business on behalf of the Town, or

2. The entertainment is associated with conferences, meetings of professional organizations or other gatherings of individuals for educational, training and/or professional development purposes, provided that all participants are invited to attend or there is a substantial number of different jurisdictions represented at the function to avoid the perception of "singling out" the Town of Clayton employee for special treatment, or

3. The entertainment is provided at an "Open House" and attendance at the event is widespread and includes members of the general public, or

4. The Town is an official sponsor or joint sponsor of the event.

**B. PROHIBITED** Entertainment – Entertainment may not be accepted if:

1. The entertainment is given by or on behalf of a vendor/contractor with the intention to influence or which may give the appearance of influencing the Town employee concerning a business transaction, or

2. The entertainment relates to participation in or viewing golf or other sporting event, or

3. The entertainment is provided by a third party and is not available to the general public. (For example, a Town employee may not accept the use of special entertainment suites, box seating or a company sponsored hospitality area that is not available to the general public).

## *AWARDS AND HONORARIA*

**A. ALLOWED** Awards and Honoraria - Awards and honoraria may be accepted if:

1. The receipt of the honorarium or gift is for participating in meetings, in recognition of achievement or services provided to a profession or organization, or

2. The items are advertising items or souvenirs of nominal value, or

3. Meals furnished at banquets.

## *FAVORS AND INFLUENCE*

1. A Town employee shall not knowingly use the employee's public position in any manner that will result in financial benefit, direct or indirect, to the employee, a member of the employee's family or a person with whom, or business with which, the employee is associated.

2. An employee will not mention or permit another person to mention the employee's public position in commercial advertising, unless it refers to comments associated with a professional organization's training program.

3. No preferential treatment may be given on any rates, loans, services or in any Town process.

## PROCEDURES

1. If questions arise concerning the application of the provisions of this policy, employees should report the situation to their immediate supervisor who will consult with the Department Director to determine if the item or activity is allowable. Departmental management should contact the Human Resources Department for assistance, if needed.

2. IF A PROHIBITED GIFT IS RECEIVED, the employee will either:

A. Return to sender, if practical, or

B. Donate it to the Town of Clayton or

C. Purchase the items/supplies, paying fair market value, for the benefit of the Town.

3. In all cases where a prohibited gift is received, the gift must be acknowledged in a letter to the donor explaining the item was accepted on behalf of the Town of Clayton

4. Violations of this policy will subject the employee to disciplinary action, up to and including termination.

5. With his sole discretion and judgment, the Town Manager may interpret and apply the procedures and policies contained herein in accordance with the specific circumstances.

# *EQUAL EMPLOYMENT OPPORTUNITY*

The town of Clayton is committed to zero tolerance of ageism, racism, sexism, discrimination and unfair treatment of people regardless of the reason. To this end, the Town makes a concerted effort to foster a work environment that is welcoming, inclusive and equitable for all people. No person shall be refused employment, denied promotion or assignment, discharged, discriminated against, or given preference in any aspect of the employment relationship on the basis of age, color, ethnicity, familial status, gender or sex, gender expression, gender identity, genetic information, hair texture and hairstyle commonly associated with race or national origin, marital status, mental or physical disability, military status, national origin, political affiliation, race, religion, sexual orientation or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications.

## PURPOSE

The Town operates on the premise that a skilled, diverse work force provides more effective services for the residents. The purpose of this policy is to affirm the Towns's commitment to equal opportunity in all

matters relating to hiring, assignment, promotion and other personnel actions to help ensure a competent and diverse workforce. Decisions on employment are based on qualifications, experience and suitability for the job; compensation decisions are based on performance; and other personnel-related decisions are based on the Town's core values.

## SCOPE

This policy applies to all Town employees.

## DEFINITIONS

***Bona-fide Occupational Qualification (BFOQ)*** - An employment qualification or standard that is reasonably necessary to the normal performance of duties in the desired position.

***Equal Employment Opportunity*** - A system of employee selection, assignment, and promotion in which personnel actions are made without regard for non-job related factors.

## ORGANIZATIONAL RULES

1. Equal Opportunity – The Towns's commitment to Equal Employment Opportunity shall include but not be limited to the following:

    1. Continuous monitoring of the Towns's recruitment process
    2. Continuous monitoring of hiring and promotional processes to identify and eliminate any non-job related barriers to Equal Employment Opportunities, and
    3. Training the organization's hiring managers in selection procedures that are free from the influence of non-job related factors.

2. Department Directors are responsible for selecting individuals for employment, assignment, or promotion based on reasonable job related factors.

## PROCEDURES

*None*

## *INCLEMENT WEATHER*

The Town of Clayton typically does not close for inclement weather and employees are expected to be available as needed or as scheduled.

The Town Manager or a designee may declare that the Inclement Weather Plan is in effect by announcing that Town Offices are closed; will open at some time other than 8 am; or will close at some time other than 5 pm.

In addition, a Department Director, with the Town Manager's approval, may choose to close a facility or program if impacted by inclement weather.

## PURPOSE

Town of Clayton services must continue to operate at all times including periods of severe inclement weather. Some operations may work an abbreviated schedule; others may temporarily cease specific operations. However, many services become more critical during poor weather conditions.

There are times when employees will be called in to work at times that differ from the employee's normally scheduled work hours to staff Town operations. During such conditions, employees may be required to work extended hours or times outside of the employee's regularly scheduled working hours to staff Town operations.

## SCOPE

This policy covers benefit eligible Town employees.

## DEFINITIONS

***Inclement Weather*** - Weather conditions that make travel to and from work especially difficult. Typically, this is an accumulation of ice/snow but could occur as a result of unusually severe storms of other types.

***Benefit Eligible*** - Full time and part time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

***Other (Not Benefit Eligible) Employee*** - An employee assigned to a position designated roster (RP), seasonal, or special project (SP) who is eligible for salary and mandated benefits only.

***Exempt Status*** - Employees who are exempt from the minimum wage, overtime, and record-keeping requirements of the FLSA.

***Non-Exempt Status*** - Employees who are subject to the minimum wage, overtime, and record-keeping provisions of the Fair Labor Standards Act (FLSA).

***Service Critical*** - An employee whose job responsibilities require that the employee be at work regardless of weather conditions to directly provide immediate essential service to the public or provide direct leadership or support to those who do.

## ORGANIZATIONAL RULES

**General Provisions**

1. The Town Manager or designee will declare that the Inclement Weather Plan is in effect by announcing that Town Offices will open at some time other than 8 AM and/or close at some time other than 5 PM.
2. All Service Critical employees are expected to be at work at scheduled times, not at the time of a delayed opening. The scheduled time may be different than the employee's normal work schedule.
3. Employees not designated as Service Critical may, during a declared weather emergency, report to work by the opening time designated by the Town Manager or leave at the early closing time designated by the Town Manager and will not be charged any leave time for the day.
4. Employees who can work remotely may do so with the approval of the Department Head. If working remotely, employees are expected to work as normal during adverse weather conditions unless the weather conditions affects their ability to work. Such reasons may include an electricity or Internet outage.

- Those who do not report to work at all will be charged leave time for all hours missed during a normal work day. Employees on previously scheduled leave or who call in sick prior to designation of the closing will be charged the normal scheduled hours in leave for the day.
- Employees reporting after the starting time designated by the Town Manager may be charged leave for the hours missed after the designated starting time. Employees who choose to leave prior to an early closing designation of the Town Offices by the Town Manager, or facility or program closings made by the Department Director, will be charged leave time from the time of the departure up to the early closing designated time.
- *Other (not benefit eligible, rosters) employees will be paid only for the actual hours worked.*

## *DEPARTMENTAL PROVISIONS*

1. Each department, especially one offering direct public services, may develop more detail requirements this may include, but is not limited to, the department's approach to the use of Town vehicles for employee transportation, alternate work site reporting, permitted telecommuting/home assignments, and late reporting for Service Critical employees.
2. Each department is responsible for determining which employees are Service Critical and for communicating the designation to each employee. This should be included on the employee's job description.
3. Employees are expected to update their departments regularly in advance if personal circumstances, such as the care for children, prevent them from fulfilling their duties should their services be needed during an irregular inclement weather schedule.

4. If a Department Director, with the Town Manager's approval, chooses to close a facility or program early or directs employees to not report to work, the employees will not be charged leave for the hours not worked on the designated City inclement weather schedule.
5. Departments may, if feasible, allow employees to make up time missed due to the weather provided that, for non-exempt employees, the time is made up in the same work week.

## PROCEDURES

Once a decision has been made to change the normal administrative operating hours, the information about late openings and early closings will be communicated to staff.

Departments will communicate any departmental inclement weather policies to employees prior to implementation of the inclement weather policy.

Departments will inform employees whether the employee is considered Service Critical prior to the traditional inclement weather season. Changes to this status should be communicated when the change is made.

Employees will inform the immediate supervisor if a personal or family situation is occurring that would impact the employee's ability to meet the Town's expectations for attendance in inclement weather.

# *PROGRESSIVE CORRECTIVE ACTION*

This policy is to provide information to employees and supervisors about the behaviors and performance that are expected by the Town of Clayton. This policy highlights behaviors that are considered unacceptable and provides guidance to supervisors about the rules and procedures that are to be followed in dealing with unacceptable behaviors and performance.

## PURPOSE

The Town of Clayton continually strives to maintain a safe, productive, and professional work environment for its employees. This environment is reinforced by uniform, fair, and consistent administration of corrective action. Employees may be dismissed at the will of the Town Manager or his/her designee at any time. **EMPLOYMENT WITH THE TOWN OF CLAYTON IS AT-WILL, AND NOTHING IN THIS POLICY SHALL BE CONSTRUED TO ALTER THE AT-WILL NATURE OF THE EMPLOYMENT RELATIONSHIP.**

## OBJECTIVES

- To maintain standards for performance and behavior that are reasonable, fair, and equitably applied;

- To communicate standards for employee performance and behavior that support the Town's mission, vision, and values;
- To prescribe corrective actions and outline disciplinary measures to be taken when employee performance or behavior is not in keeping with expectations and requirements; and
- To provide affirmative feedback when employee performance or behavior changes to meet expectations.

## SCOPE

Non benefit eligible employees and employees in their original probationary status are not covered. All other employees are covered by all sections of this policy.

## ORGANIZATIONAL RULES

The Town supports the use of progressive corrective action whenever possible and expects supervisors to use the process on a fair and consistent basis. However, in some cases, because of the circumstances surrounding the behavior and/or performance, the immediate suspension, demotion or dismissal of an employee may be appropriate. Supervisors should consult Human Resources prior to implementing Correction Actions.

- The Town Manager is the only position that is allowed to approve the suspension, demotion, or dismissal of an employee.
- Supervisors should consult with the Human Resources Director for procedural guidance before initiating any corrective action.
- The procedures outlined in this policy are not mandatory for benefit eligible employees in an original probationary status, and other (not benefit eligible) employees, though they are strongly recommended.
- Both the Clayton Police Department and Fire Department may establish other alternative corrective action procedures that meet their unique needs provided that the departmental rules do not conflict with rules in the Personnel Policy Manual. Any variations from this policy should be reviewed and approved by the Human Resources Director in writing prior to their implementation. Allegations of harassment and discrimination will be investigated and addressed only through the applicable Town-wide personnel policy.

## *JUST CAUSE FOR DISCIPLINARY ACTION*

The bases for the discipline or termination of an employee are the following:

- Unsatisfactory job performance or grossly inefficiency in job performance;
- Violation of, or failure to adhere to, established Town policies or procedures; and

- Unacceptable personal conduct.

Certain actions by an employee may fall under one or more of the bases listed above. When just cause exists, any employee of the Town, regardless of position/role, may be subject to disciplinary action by the Town Manager. These disciplinary actions may include the following:

- Oral or written warnings
- Suspension with pay
- Suspension without pay
- Demotion or departmental transfer (only for unsatisfactory or gross inefficiency in job performance); and
- Termination

Depending on the nature of the misconduct or the severity of the unsatisfactory job performance, an employee may be subject to a final disciplinary notice or immediate termination from the Town without going through progressive disciplinary actions.

An employee's direct supervisor is responsible for evaluating their job performance throughout the year via confidential one-on-one meetings or coaching sessions emphasizing strengths and areas needing improvement. The supervisor must document performance and/or disciplinary issues through the performance management tool.

## PROCEDURES

Progressive Steps for Performance Improvement

The following conditions should be in place before any disciplinary action is taken for unsatisfactory or inefficient job performance:

- The supervisor should be satisfied that the employee clearly understands the expectations of employment. These expectations are specifically delineated in the employee's job description.
- The supervisor should ensure the employee has access to, and knowledge of, policies, procedures, professional development, and training opportunities; and a work environment conducive to carrying out assigned job duties and responsibilities; and
- The supervisor must present documentation of just cause for disciplinary action to Human Resources. The department head must endorse a disciplinary action request.

## *PERFORMANCE MANAGEMENT PROGRESSIVE CORRECTION OPTIONS*

The following performance management options will be applied according to whether the circumstances involve unsatisfactory job performance, gross inefficiency, or unacceptable personal conduct:

- Documented Coaching –serves as documentation of a coaching session where the supervisor articulates, models, and reinforces expected performance and addresses (a) performance deficiencies, (b) behavior concerns, including attendance and tardiness, and/or (c) violations of policies, procedures, standards of professional conduct, and safety practices. This disciplinary action is intended to focus on the employee's development through a process that reflects a mutual commitment to the employee's success and should be issued within five (5) working days of the correlating event unless there are extenuating circumstances. A Documented Coaching is not grievable.
- Written Warning – The supervisor initiates a written notice when there are ongoing performance problems, behavior concerns, more serious violations, and/or a recurrence of prior violations. At the Written Warning stage, the supervisor advises the employee of the seriousness of the matter. The intent of this disciplinary action is to focus on the employee's development through a process that reflects a mutual commitment to the employee's success and should be issued within five (5) working days of the correlating event unless there are extenuating circumstances.
- Final Disciplinary Warning – The supervisor, with prior approval from Human Resources, issues a Final Written Notice when one or both of the following conditions exist:

1. Unacceptable personal conduct; and/or
2. There is no improvement or resolution related to an employee's performance deficiencies, behavior issues, or policy violations following a Written Warning (This notice could be for the same violation as the Performance and/or Disciplinary Notices).
3. The intent of this disciplinary action is to focus on the employee's development through a process that reflects a mutual commitment to the employee's success and should be issued within five (5) working days of the correlating event unless there are extenuating circumstances.

In determining whether an employee's performance is unsatisfactory, the supervisor should consider any appropriate factors, including, but not limited to, the following:

- Quality of work;
- Quantity of work;
- Work habits (Attention to detail, team/group dynamics, follow-through, time management, etc.);
- Promptness;
- Completion of mandatory trainings;
- Timely performance of work;
- Related analysis, decision, or judgment;

- Accuracy or work;
- Results of the Performance Improvement Plan process;
- Absenteeism and tardiness;
- Ability to follow instructions, directions, and procedures;
- Appropriateness of work

## *PERFORMANCE IMPROVEMENT PLAN*

The Performance Improvement Plan is intended to reestablish performance and behavior expectations. Supervisors must consult with Human Resources in the development of a Performance Improvement Plan.

The plan must:

- Establish a timeframe of at least thirty (30) calendar days and no more than ninety (90) calendar days;
- Include specific tasks, actions, goals, and/or projects that are achievable and measurable given the timeframe;
- Include milestone check-in meetings (ideally at least biweekly) to discuss progress and provide coaching;
- Include a decision date by which the supervisor will provide closing feedback regarding resolution or further disciplinary action up to and including termination.

The Performance Improvement Plan for each performance management option may be extended in thirty calendar-day increments up to a total of ninety (90) calendar days with the approval of the Human Resources Director.

In order for an employee to be terminated from employment due to unsatisfactory job performance, they should have the following:

- A current unresolved incident of unsatisfactory job performance; and
- At least two prior active warnings or other disciplinary actions for unsatisfactory job performance or gross inefficiency or dissatisfactory results from a Performance Improvement Plan.

## *DOCUMENTATION AND RECORDKEEPING*

The supervisor is responsible for documenting actions taken to address any issues with an employee's performance or behavior, including any fact-finding activities, discussions with the employee and other relevant parties, analyses and determination of findings, and follow-up actions.

## *DISCIPLINARY ACTIONS*

The Town Manager will apply the following disciplinary actions based on whether the circumstances involve unsatisfactory job performance, gross inefficiency, or unacceptable personal conduct:

- **Disciplinary Suspension with Pay** - An employee who has allegedly violated a Town policy or procedure, standard of professional conduct, or safety guideline may be suspended or placed on administrative leave with pay pending the completion of an investigation. As part of the investigation, the employee's supervisor, department head, Human Resources Director should consider the following as appropriate considering the circumstance:

1. Whether clear expectations have been communicated to the employee;
2. Whether necessary policies, processes, and procedures have been followed;
3. Whether corrective action has been recommended;
4. Whether training has been accessible to the employee;
5. Whether the supervisor has documented the processes, procedures, corrective action, and training;
6. Whether the supervisor has documented the employee's ongoing performance deficiencies, behavior issues, and/or violations;
7. Whether the supervisor has provided performance feedback; and/or
8. Whether the allegation could result in the Town Manager taking action to terminate employment with the Town.

- **Disciplinary Suspension without Pay** - If the Town Manager determines that an employee has violated Town policies or procedures, a standard of professional conduct or safety practice, or engaged in other unacceptable behavior that, under normal circumstances, could warrant termination of employment, they may suspend the employee without pay. A disciplinary suspension without pay for an employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least one full work day, but not more than two work weeks (ten work days). The length of a disciplinary suspension without pay for an employee who is exempt from the overtime compensation provisions of the FLSA must be for at least one full work week (five work days), but not more than two full work weeks (ten work days). The length of a disciplinary suspension for an employee on a non-forty-hour week/schedule shall be no more than 80 hours.

- **Disciplinary Demotion** - If the Town Manager determines that an employee has committed an egregious act in violation of a Town policy or procedure, a standard of professional conduct or safety practice, or engaged in other unacceptable behavior that, under normal circumstances, could warrant termination of employment, the Town Manager may demote the employee and adjust their compensation accordingly.

- **Involuntary Transfer** - If the Town Manager may reassign the employee to another position or department and may adjust their compensation accordingly. In order for an employee to be

involuntarily transferred due to grossly inefficient job performance, they should have the following:

1. A **current unresolved incident** of grossly inefficient job performance; and
2. A failed Performance Improvement Plan that was implemented to correct job performance inefficiencies.
3. In the event of an involuntary transfer, a reduction in pay will occur if significant job duties have been removed.

## *ACTIVE DISCIPLINARY ACTIONS*

Employees on active disciplinary actions are not eligible for merit bonus/increase but will be granted any Town-Wide COLA adjustments.

- **Grounds for Immediate Dismissal** - Termination of employment may occur for any of the following non-exclusive list of reasons:

1. Conduct unbecoming of a Town Employee;
2. Conviction for a crime involving moral turpitude or a felony;
3. Chronic absenteeism;
4. Insubordination, unprofessional conduct, or failure to cooperate with other employees to the extent that, in the opinion of the Town Manager, dissension interrupts the orderly performance of duties;
5. Directly or indirectly intimidating, harassing, bullying, threatening, or coercing an employee in any way;
6. Use of controlled substances during work hours or appearing at any time on Town property under the influence of controlled substances;
7. Reporting to work or appearing at any time on Town property under the influence of alcohol;
8. Falsification of an employment application or other employment documentation;
9. Violation of Sexual Misconduct;
10. Participating in social media activity that does not support the Town's mission, vision, and core values;
11. Engaging in any other conduct that the employee knows or should know violates general standards of behavior that an employer would expect of an employee regardless of whether prior warning or notice is given.

## *RECOMMENDATION TO TERMINATE EMPLOYMENT*

A recommendation to the Town Manager to terminate an employee should be reviewed and supported by the supervisor's department head and the Director of Human Resources. The supervisor is responsible for documenting the employee's actions and the supervisor's efforts to support the employee in improving deficiencies, performance, and actions, if applicable. Documentation in support of the employee's termination should be reviewed and endorsed by the department head. If the recommendation for the employee's termination is supported by the supervisor's documentation and determined to be warranted, the department head will forward it and a draft of the termination letter to Human Resources for review and consideration. The Town Manager's decision will be based on a review of the foregoing documentation and will be consistent with all applicable Town policies and procedures.

## *PROCEDURES FOR PRE-CORRECTIVE ACTION CONFERENCE*

**Prior to the Conference** - Before demotion, suspension or dismissal of an employee:

- A supervisor or management designee must schedule and conduct a Pre-Corrective Conference (PCC) after discussing his/her recommendation with Human Resources and receiving authorization to hold the PCC;
- The supervisor or management designee must give the employee advance written notice (at least 24 hours) of the conference. While a minimum of twenty-four (24) hours' notice to the employee is required, advance notice should be as much time as practical under the circumstances;
- The notice must inform the employee of the type of disciplinary action being considered (demotion, suspension or dismissal), the conference time and location, and the specific acts or omissions that are the reasons for the recommendation;
- If a demotion is being considered, the supervisor must inform the employee if the demotion may change the employee's compensation rate or classification title.

The following people may be included in the conference:

- The supervisor or other person chosen by agency management to conduct the conference;
- A second management representative may be present at management's discretion;
- The employee
- A Human Resources staff member

*Legal Representation* - No attorneys representing either side may attend the conference nor shall any witnesses attend the conference for either party. This provision does not prevent either party from consulting with legal representation.

*Employee Absence* - The employee's failure to attend the PCC after receipt of written notification shall not automatically stop the disciplinary process. In such situations, management must consult with Human Resources to determine whether rescheduling the PCC is warranted.

*Recordings* - Audiotape, videotape, recording devices, and transmission devices are not permitted during the conference.

**During the Conference** - During the conference, the person conducting the conference must:

- Give the employee written notice that the PCC cannot be recorded by either party or attended by attorney representatives;
- Give to the employee written notice of the recommendation for demotion, suspension or dismissal, including the specific reasons for the proposed disciplinary action and a summary of the facts supporting the recommendation; and
- Give to the employee an opportunity to respond to the recommended disciplinary action, offer facts that are different from those offered by management and offer facts in support of the employee's position.

*This policy does not give an employee the right to have witnesses present at the conference.*

**Following the Conference** - After the conference, management shall:

- Review all necessary information, consider the response of the employee, and decide on the recommended disciplinary action;
- Allow time to review all necessary information and not communicate the decision to the employee prior to the beginning of the next business day following the conclusion of the pre-disciplinary conference; and

If management decides to demote, suspend, or dismiss the employee, then the employee shall receive a written disciplinary action letter either in person or by mail. The written disciplinary action letter shall include:

1. The basis for the disciplinary action;
2. The effective date of the disciplinary action;
3. The specific acts or omissions that are the reason(s) for the disciplinary action;
4. The employee's right to appeal and a copy of the grievance policy.

# TOWN OF CLAYTON LEAVE POLICIES

## *ANNUAL LEAVE*

The Town of Clayton provides annual leave with pay for all benefit eligible positions.

### PURPOSE

The intent of this leave is to provide for paid periodic absences from work to enhance the health and well-being of Town employees as well as to maintain a competitive stance in the market for recruitment and retention of employees.

### SCOPE

This policy applies to all benefit eligible employees.

## DEFINITIONS

- **Annual Leave** - Earned leave that may be taken for vacation purposes or for other personal reasons that are not covered by other leave policies.
- **Benefit Eligible** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

## ORGANIZATIONAL RULES

### 1. Annual Leave Earnings

Employees earn Annual Leave as designated in the following table:

| Annual Leave Earning Rates | | |
|---|---|---|
| Years of Service | Full Time 40 Days/Hours | Regular PT |
| 0-4 Years | 12 Days /96 Hours | 6 Days/48 Hours |
| 5- 9 Years | 15 Days/120 Hours | 6.25 Days/60 Hours |
| 10-14 Years | 18 Days/144 Hours | 9 Days/72 Hours |
| 15-19 Years | 24 Days /192 Hours | 12 Days/96 Hours |
| 20+ Years | 30 Days/240 Hours | 15 Days/120 Hours |

Credit for the first month of employment will be given if the employee has one-half or more service during that month, i.e., an employment date of the 1st through 15th of the month will begin earning leave as described above. An employment date of the 15th through the end of the month will earn one-half the amount of above.

Employees transferring from other state or local government organizations may accrue annual leave at the same rate that they were accruing at the organization in which they came from with documentation from the previous employer on letterhead.

### 2. Annual Leave Use

Annual leave taken for any employee will be subject to approval of the timing and the amount of leave taken is subject to approval of their supervisor, manager or department director Approval will be based on the operating requirements of the department.

### 3. Annual Leave Accounting

A. For employees other than sworn firefighters on rotating shifts (24 hour or greater shifts) annual leave will be charged based on actual time taken off from work. For sworn firefighters on rotating shifts (24 hour or greater shifts) annual leave will be charged on a two- thirds (2/3) ratio basis (e.g., eight hours will be charged for each half-duty day taken).

B. Any accumulated annual leave balance over 240 hours as of December 31st will be converted to sick leave.

C. Upon termination, an employee will be paid a lump sum for annual leave earned up to 240hours, not taken, less any deduction for annual or sick leave used but not accrued, or deduction for any town issued uniforms, equipment, etc. that were not returned or to satisfy other outstanding balances related to Town policies. Annual leave earned for the last month of employment is based on the date of termination (completion of less than one- half the month, leave is not earned for that month; completion of at least half but not the full month, one-half of the earnings rate of leave for the month; completion of the full month, full leave earned for month).

D. Unless approved by the Human Resources Director, the last day worked will be considered the last day of employment. Except at retirement, or as approved by the Human Resources Director and Town Manager, an employee may not use annual leave or sick leave to extend their employment status at the end of their employment with the town.

## PROCEDURES

### A. Employees

1. Annual Leave requests should be submitted through the Town's timekeeping system.
2. When the supervisor receives the leave request, they should review operational schedules and already approved absences prior to approval of leave request to ensure proper staffing is maintained.
3. After determining whether the annual leave can be granted, the supervisor will approve or disapprove the request through the Town's time-keeping system. If the leave request is denied because of operational issues, the manager should notify the employee.

### B. Annual Leave Upon Separation

1. An employee who has successfully completed the six-month introductory period and provided at least two weeks' notice prior to the effective date of the resignation (minimum 30-days for Department directors), will be paid for accumulated vacation time upon separation not to exceed 240 hours. An employee failing to provide and physically work the two-week advance notice may forfeit payment for accumulated vacation leave. The notice requirement may be waived by the Town Manager, if it is deemed that it is in the best interest of the Town for the employee to leave sooner. Employees who are terminated shall receive payment for accumulated vacation leave not to exceed the 240 hours maximum allowed less any deductions previously noted.

2. Upon the death of an employee while employed by the Town, his/her estate will be entitled to payment of all accumulated vacation leave not to exceed the maximum 240 hours allowed for vacation.
3. If an employee returns within 12 months of voluntary separation, their accrual rate at the time of separation will be reinstated. If an employee returns after 12 months of separation, their accrual rate will start at the new hire rate.

## C. Pay In Lieu of Leave

Any employee in good standing may request pay in lieu of annual leave for up to ½ of their earned annual leave per year at the employee's current rate of pay. Pay in lieu of annual leave is only available in full day increments up to 100 hours or $10,000. The annual leave that is paid shall be removed from the accrued balance of the employee. The employee shall request this benefit in writing through no sooner than October 1st and no later than October 15th. To be eligible for this benefit, employees remaining balance after the payout much be at least 40 hours annual leave time. Employees with less than the minimum amount of time shall be ineligible to participate in this program. Employees may only request a cash-out every three (3) years. The lifetime maximum cash-out amount is $300 hours.

# *HOLIDAYS*

The Town of Clayton grants paid time off for certain holidays for benefit eligible employees.

Since several Town work units operate 365 days a year, employees in those units will be designated alternate days as the recognized holiday based on their work schedule.

## PURPOSE

The intent of this leave is to provide for paid absences from work so that whenever possible employees may observe recognized holidays with their families as well as to maintain a competitive stance in the market for recruitment and retention of employees.

## SCOPE

This policy applies to benefit eligible employees.

## DEFINITIONS

- **Benefit Eligible** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

## ORGANIZATIONAL RULES

1. The Town observes the following paid holidays (subject to Town Council approval annually):

| | |
|---|---|
| *New Year's Day* | *Independence Day Labor Day* |
| *Martin Luther King Jr's Birthday* | *Labor Day* |
| *Easter (Good Friday)* | *Veteran's Day* |
| *Memorial Day* | *Thanksgiving Day (2 Days)* |
| *Juneteenth* | *Christmas/Winter Break (3 Days)* |

2. Full-time employees will be given eight hours off to observe each designated holiday. Some full- time employees work alternative schedules requiring them to work more than eight hours per scheduled workday. If the holiday falls on a workday where an employee would normally work more than eight hours, the employee will offset the difference with paid time off. For example, assume that an employee normally works four, ten-hour workdays. If a holiday falls on the employees normally scheduled day off, the employee will receive eight holiday hours of holiday pay and will use two hours of paid time off to make up the difference or adjust their schedules during holiday weeks to account for 40 hours.

Part-time employees will be given hours off to observe each designated holiday at a prorated rate.

3. Each year, on a calendar-year basis, the Town Council will issue a schedule of the days that will be observed for each holiday.

4. Employees should refer to the Premium Pay Policy for information concerning working on designated holidays.

5. Designated public safety employees may accrue holiday hours in a different manner than other employees and shall use accrued holiday time within 12 months of the date earned. When utilizing leave, accrued Holiday Leave shall be applied prior to any other type of leave unless the time off is designated as Wellness Leave. Leave that remains from a prior year beyond the expiration shall be forfeited by the employee. Holiday Leave is eligible to be paid out when an employee separates from the Town. Employees should discuss the accrual and use of holidays with their supervisors if they have questions.

## PROCEDURES

None

# *SICK LEAVE*

The Town of Clayton provides Sick Leave benefits to all benefit eligible employees. Sick Leave benefits are a privilege granted by the Town, not a benefit earned by employees.

## PURPOSE

The Town recognizes that occasionally an employee is unable to work due to a personal illness or injury or the serious illness or death of a family member. In these circumstances the Town allows employees to use Sick as outlined in this policy, so they may be paid while away from work. Sick Leave is a privilege granted by the Town, unlike annual leave which is earned by the employee.

## SCOPE

This policy applies to employees in all benefit eligible positions.

## DEFINITIONS

- ***Sick Leave*** - A pay continuation privilege granted to benefit eligible employees during periods of personal illness or injury.
- ***Benefit Eligible*** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

## ORGANIZATIONAL RULES

***a. Sick Leave Accrual***

1. The Town will grant eight hours per month of Sick Leave to full-time (FT) employees, beginning immediately upon employment. The Town will grant 4 hours per month of Sick Leave to regular part time employees.
2. Leave accrual for the first month of employment will be given if the employee has one-half or more service during that month (i.e., an employment date of the 1st through 15th of the month).
3. Annual leave for full-time (FT) employees over 240 hours as of December 31st may be converted to Sick Leave. Annual leave for regular part-time employees over 120 hours as of December 31st may be converted to Sick Leave.
4. Sick Leave will accrue without limit. At retirement from active service as an employee in good standing, unused Sick Leave may be applied, according to the provisions of the North Carolina Local Governmental Employees Retirement System, for additional service credit towards retirement, as well as service time with the Town.

***B. Transferred Sick Leave***

1. A new employee who is employed by the Town of Clayton in a benefit eligible position and who comes to the Town directly from a local or state governmental organization covered by the North Carolina Local Governmental Employees Retirement System (or compatible North Carolina state administered systems), may have his or her Sick Leave balance transferred to the Town.

2. 2. Verification from the previous employer must be received by the Town within 30 calendar days of the employee's start date.

***C. Sick Leave Usage***

1. Sick Leave is a privilege granted to an employee on account of his or her own sickness or injury or that of a dependent. Unlike annual leave that is earned by the employee, Sick Leave is granted to the employee by the Town and its use is restricted to the circumstances covered by this and related policies.
2. If an employee uses his or her Sick for an event that is covered under the Family and Medical Leave Act (FMLA), the time that is charged to Sick Leave and the FMLA entitlement will run concurrently.

***D. Sick Leave Accounting***

1. Sick Leave used will be subtracted from an employee's accrued balance at the following rates:

- Employees, except for sworn Firefighters on 24-hour or greater shifts, will be charged for the actual number of hours away from work on Sick Leave.
- Sworn Firefighters on 24-hour or greater shifts will be charged eight hours of Sick Leave for every one-half duty day used.

2. Upon termination, no payment will be made for unused Sick Leave. An employee may request documentation of their Sick Leave balance at the time of separation. Upon retirement from active service as an employee, unused Sick Leave will be used to determine additional retirement credits in accordance with rules of the North Carolina Local Governmental Employees Retirement System.

## PROCEDURES

1. The Town does not expect an employee to come to work when he or she is ill, but the employee is expected to always call their supervisor no later than the regular reporting time that they will be absent or late for work. Due to operational necessity, certain departments may have a more restrictive reporting requirement. The employee should discuss departmental requirements with the supervisor.
2. Employees should record the sick time-off into the Town's time- keeping system. If an employee is absent for an extended period, the supervisor must notify time and attendance so that they can continue to enter the sick time-off on behalf of the employee each payroll period. This will allow the supervisor to monitor the Sick Leave balance and determine when other benefits may become applicable. During an extended absence, the supervisor should be in regular contact with the employee in order to monitor the anticipated return to work.
3. If the employee has complied with all of the rules of this policy, the supervisor will approve the Sick Leave. If the supervisor is unsure of policy compliance, he or she should discuss this with time and attendance or the Human Resources Department.

## *TOWN MANAGER'S DISCRETIONARY LEAVE (New)*

The Town of Clayton provides Discretionary Leave, separate from other leave benefits, to help protect the financial security of employees in certain situations when they have extenuating circumstances requiring a lengthy absence from work.

### PURPOSE

The Town recognizes that circumstances may occur where an employee, through no fault of their own, has an inadequate amount of accrued leave to cover extended absences due to extenuating circumstances. This leave is intended to help employees during an extended recovery if the employee can reasonably be expected to recover and return to work. Town Manager's leave is a limited benefit available only in certain restricted situations. It is not an entitlement and is awarded only if clearly warranted as outlined in this policy and may be required to be offset or reimbursed by future accruals.

### SCOPE

This policy applies to all benefit eligible employees, typically who have served the Town for at least five consecutive years in a benefit eligible position.

### DEFINITIONS

- **Town Manager's Leave** - Town Manager's leave is leave granted by the Town Manager to an employee, who through no fault of his own, has an inadequate amount of other leave benefits to cover an extended absence from work..
- **Benefit Eligible** - Full time and regular part-time who are eligible for coverage/ participation in the Town's benefit programs in addition to legally mandated coverage.

### ORGANIZATIONAL RULES

1. Town Manager's leave is only available for mitigation of the employee's individual or dependent's circumstances.
2. An employee who has served the Town for at least five consecutive years in a benefit eligible position meets the minimum eligibility requirements for Town Manager's leave. Employees that have been with the Town less than five years may be eligible with additional limitations.
3. The total amount of Town Manager's leave for a full-time employee will not exceed 1,056 hours during the course of his career with the Town. If a full-time employee moves to a part time plus position, the career maximum limit will be reduced to 528 hours.
4. All of the following minimum requirements must be met for approval of Town Manager's leave.

A. The eligible employee must have used all available sick leave.

B. The eligible employee must have used all available annual leave.

C. The eligible employee must have used all other forms of Leave.

D. The eligible employee must not be under an active Workers Compensation claim.

E. The circumstances are not related to an accident or illness sustained while engaged in secondary employment.

1. Town Manager's leave may be granted in partial amounts, in increments or in total depending on the specific circumstances of the employee's situation at the discretion of the Town Manager. Contingency restrictions may be included with an approval of Town Manager's leave. Once an employee returns to work, annual and sick leave balances will accrue as they did prior to being granted Town Manager's Leave however the leave accruals may be used to offset any negative balances allowed as a condition of the Town Manager's Leave approval.
2. Town Manager's leave qualifies for the 12-week FMLA entitlement; the Town Manager's leave granted and the FMLA entitlement will run concurrently.
3. Employee benefits will remain in effect during the approved Town Manager Leave

## PROCEDURES

1. If physically able to do so, an employee is expected to notify his supervisor when he will be out of work for an extended period of time due to extenuating circumstances.
2. When the supervisor becomes aware of the serious, extended absence, he should contact Human Resources.
3. Human Resources will determine if the employee is eligible for Town Manager's leave and if so, when.
4. If the employee has met the basic qualifying requirements as outlined in this policy, the supervisor should forward a written recommendation to request Town Manager's leave to his department director. This should be done at least two weeks prior to the exhaustion of all eligible paid leave.
5. The department director will review the supervisor's recommendation, the employee's leave record, information concerning expected return to work and if appropriate will recommend, in writing, to human resources that Town Manager's leave be approved for the employee. The department director's recommendation must include a certification that in the director's review, he has determined the employee has not abused the sick leave privilege.
6. The human resources director will review and present the Town will make a decision. If the department's request is approved, Human Resources will notify the department director of the approval and any contingencies or restrictions that apply.
7. If an employee is absent for an extended period, the supervisor should ensure that time and attendance continues to enter leave in the Town's time-keeping system on behalf of the

employee each payroll period. This will allow the supervisor and the human resources department to monitor the leave balance and determine the status of the leave benefit. During an extended absence, the supervisor should be in regular contact with the employee in order to monitor the anticipated return to work.

## *DONATED LEAVE (NEW)*

The Town of Clayton permits employees to assist fellow employees by allowing them to donate a portion of their earned annual leave balance in cases of serious illness or injury.

### PURPOSE

The Town of Clayton recognizes that circumstances may occur where an employee, through no fault of his own, has an inadequate amount of sick leave to cover absences due to his own illness or injury or that of an immediate family member. This situation would typically occur with newer employees who have not worked for the Town long enough to accrue a sufficient leave balance or with a longer-term employee who has an extended illness but is expected to recover and return to work. The Town understands that employees may want to support fellow employees in these situations and this policy arranges for them to do so through the provision of donated leave.

### SCOPE

This policy covers all Town benefit eligible employees.

### DEFINITIONS

- ***Donated Leave*** - Donated leave is earned annual leave or sick leave of an employee that he chooses to donate to another employee to provide paid leave for personal or family illness or injury.
- ***Benefit Eligible*** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
- **Immediate Family** - For the purpose of this policy, immediate family is defined as spouse, child or parent as outlined under the Family Medical Leave Act.
- ***Prolonged Medical Condition***- for the purpose of this policy prolong medical conditions are those that require an employee's absence from work for a period of at least 10 consecutive days.

### ORGANIZATIONAL RULES

The Donated Leave program is not a right, but a privilege offered by the Town of Clayton. Therefore, unjustified excessive use or abuse of such leave may result in requests for shared leave to be denied. It is expected that employees are good stewards of their leave and make a reasonable effort at all times to

effectively and responsibly manager their accrued leave balance, so as to maintain sufficient leave availability in the event of a prolonged absence from work. Participation in this program shall be based on the employee's past compliance with leave rules.

- Annual leave and sick leave as detailed in this policy may be donated.
- An employee may not use donated leave for an injury by accident or illness sustained while engaged in outside employment.
- Any use of donated leave must have the prior approval of the Human Resources Director to ensure equity and consistency of application.
- Donated leave will not be granted to an employee who documented attendance issues unrelated to this event.
- Only employees who have successfully completed their initial probationary period may donate leave.
- Donated leave will not be granted if there is no reasonable expectation that the employee receiving the leave will recover and return to work.
- An employee may not use shared leave for worker's comp, short-term disability or an injury or illness resulting from secondary employment.
- Donations must be on a voluntary basis. An employee may not attempt to coerce, pressure, intimidate, or threaten any other employee for the purpose of requesting donations.
- The Health Insurance Portability and Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made.
- Donated leave received qualifies for the 12-week FMLA entitlement. The time granted and the FMLA entitlement will run concurrently. See the Family and Medical Leave Act (FMLA) policy.
- The establishment of a leave "bank" for future use is prohibited. The recipient will be granted leave for the exact hours needed for the requested medical leave event.

## EMPLOYEES DONATING LEAVE

1. Benefit eligible employees may voluntarily donate earned annual leave or sick leave to employees who have been approved to receive donated leave.
2. The donating employee may donate a minimum of 1 hour and no more than 40 hours to one nonfamily member per year.
3. The donating employee may not reduce their own leave balances below 40 hours for a full-time employee. Regular part-time employees may donate earned annual leave of at least four (4) hours provided the balance of the donating PT employee not less than twenty (20) hours. Donations are made on an hour-for-hour basis, not dollar-for dollar basis.
4. All leave donated will be immediately removed from the donor's leave account and become immediately available to the recipient to utilize.

5. The written record authorizing the donation of leave time will be made a permanent part of the donating employee's personnel file.

6. Each employee donating leave shall carefully read and execute a disclosure form confirming that he understands the following: the cash value of the donation; the potential for financial risk should the donor employee experience a future health problem or other possible threat to his income; the possible future situation when the employee making the donation would later need a donation but donations would not occur; retirement credit consequences of donating sick leave, and confirmation that he/she was not coerced, either directly or indirectly.

## EMPLOYEES RECEIVING DONATED LEAVE

a. Any benefit eligible employee who has served the Town for six months or more is eligible to receive donated leave. This leave is intended for use in situations where an employee, or an employee's immediate family member, experiences a serious illness or injury requiring an extended treatment and/or recovery period.

b. The maximum number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employees combined vacation and sick leave balance as of the beginning of the leave event.

c. An employee can only be the recipient of donated leave for the duration of the prolonged medical condition every 24 months.

d. The employee receiving the donated leave must meet the following basic requirements for approval of this leave to occur.

1. The employee must have exhausted all available leave.

2. They must have a reasonable attendance record.

3. Have a need for leave resulting from a prolonged medical condition (or a member of the employee's immediate family has a medical condition that requires the employee's absence for a prolonged period of time) as covered under FMLA.

4. Produce medical evidence to support the need for leave beyond the available accumulated leave.

## EMPLOYEE'S PERSONAL ILLNESS

1. An employee is expected to notify human resources when they will be out of work for an extended period of time due to a serious illness or injury if physically able to do so.

2. When human resources become aware of the serious, extended absence, they will review the employee's attendance record and determine if the employee is eligible for donated leave and if so, when.

3. If the employee has met the basic qualifying requirements as outlined in this policy, the supervisor, manager, or department director should forward a recommendation to request donated leave to Human Resources. This should be done at least two weeks prior to the exhaustion of all eligible accrued paid leave.

4. The department director will review the recommendation of the supervisor, the employee's leave record, information concerning expected return to work, and if appropriate will recommend, in writing, to the human resources director that donated leave be requested for the employee.
5. Human Resources will send out a notification of an employee asking for donated leave. The employees' name or condition will not be shared.
6. Donations received will be sent to time and attendance for compilation and entry into the payroll-personnel system.
7. Time and Attendance will monitor the donated leave balance.
8. If at any time during the employee's illness, it becomes known that the employee will not be able to return to work, the department must immediately contact the human resources department.

### SERIOUS ILLNESS OR INJURY OF IMMEDIATE FAMILY MEMBER

If the employee needs to be absent from work due to the serious, extended illness or injury of an immediate family member, the employee and/or the supervisor should contact the human resources department for information. Several different policies must be considered, and more complex approvals are necessary, including approvals to use certain accrued benefits.

## *FAMILY AND MEDICAL LEAVE ACT (FMLA)*

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Town of Clayton provides employees who meet the requirements of the Act a total of 12 weeks of unpaid FMLA job-protection during a year for their own illness, the illness of a family member, or because of a qualified exigency as specified in the Act. Town employees are also provided with unpaid FMLA job-protection for up to 26 weeks to care for a service member who is recovering from an injury or illness sustained while on active duty in support of a contingency operation.

### PURPOSE

The Town recognizes that employees may occasionally need to take a leave of absence for their own illness, the illness of a family member, or to assist a service member who is family or next of kin. The FMLA, and its amendments, provide for unpaid FMLA job-protection for covered employees under specific circumstances. The Town complies with this law and considers its requirements to be the minimum. This policy explains the rules and procedures the Town uses to comply with FMLA.

### SCOPE

This policy covers all employees of the Town.

## DEFINITIONS

- **FMLA Eligible Employee** - An employee who has worked for the Town of Clayton for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave. The 12 months do not have to be consecutive.
- **Family Under FMLA** - For the purpose of this procedure, the word "family" is defined as the employee's legal spouse or the employee's biological, adoptive, foster, or stepchild or parent, guardian, or person standing loco parentis ("in place of parent"). The child must be under 18 years of age or over 18 years of age and incapable of caring for themselves due to a mental or physical disability. For the purpose of the 26-week qualifying event [under USERRA], the next of kin or nearest blood relative is considered family.
- **FMLA 12-Month Period** - The Town has defined the 12-month FMLA period as a rolling 12-month period meaning any consecutive 12-month period measured backwards from the date an employee uses any leave under FMLA job protection. Each time an employee uses FMLA job protection, the remaining leave entitlement will be any balance of the 12 weeks which had not been used during the preceding 12 months.
- **FMLA Qualifying Event** - FMLA qualifying events are birth of a child and in order to care for the child, placement of a child for adoption or foster care, to care for a family member who has a serious health condition, or a serious health condition of the employee that makes him unable to work. This definition includes workers' compensation absences. The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. Military family leave for up to 12 weeks because of a qualifying exigency or 26 weeks to care for an injured service member are also qualifying events.

## ORGANIZATIONAL RULES

1. FMLA job protection may be used by an eligible employee to care for his child after birth, adoption, placement for adoption or foster care; to care for a member of the family who has a serious health condition; or for a serious health condition that makes the employee unable to perform his job. Military family leave for up to 12 weeks because of a qualifying exigency or 26 weeks to care for a service member is also included.
2. If the FMLA job protection is used for the purpose of the birth, adoption, placement for adoption or foster care of a child, and both spouses work for the Town, a combined total of 12 work weeks of FMLA job protection may be used during a 12-month period. Any FMLA qualifying event where the employee is absent will be designated as FMLA leave. Employees cannot decline FMLA leave designation for qualifying events.
3. Whenever possible, an employee must give 30 days' advance notice of the need to use FMLA job protection. This notice should also include the employee's intent regarding his return to work. When circumstances do not allow advance notice, the employee must notify his supervisor and Human Resources as soon as physically possible.

4. Employees must invoke FMLA job protection by sending the Town of Clayton's Request for Family and Medical Leave form to Human Resources. The designated Human Resources representative will schedule time to meet with the employee or send the appropriate packet to the affected employee.

5. Any absence that would qualify for coverage under the FMLA is protected by law whether it is designated as FMLA eligible or not and it may not be used as justification for a corrective action or adverse employment decision. Any FMLA qualifying event where the employee is absent will be designated as FMLA leave. Employees cannot decline FMLA leave designation for qualifying events.

6. An employee granted FMLA job protection is required to first exhaust all paid, accrued leave (annual, sick, etc.) for which the employee is eligible and qualified.

7. Paid leave used for FMLA will be counted in the 12-week total for the year. Any accumulated FLSA and "other" compensatory time belonging to the employee must be used before unpaid leave under FMLA, when applicable

8. FMLA job protection resulting from an employee's own or his family member's serious health condition will require the employee to furnish medical certification substantiating the health condition at the time the leave is requested. Recertification will be required every 6 months. Recertification may also be required when the employee requests an extension; the circumstances have changed; or the Town receives reliable information that causes it to doubt the continuing validity of the existing certification.

9. If leave without pay is granted by the Town under the Family and Medical Leave Act, the employee is responsible for paying his portion of insurance premiums when they return to a paid status. Town will continue to pay the employee portion through the period of leave. If the employee does not return, they will be responsible for reimbursing the town for the amount paid towards the employee portion.

10. If leave without pay is granted by the Town under the Family and Medical Leave Act, the employee is responsible for paying his portion of insurance premiums when they return to a paid status. Town will continue to pay the employee portion through the period of leave. If the employee does not return, they will be responsible for reimbursing the town for the amount paid towards the employee portion.

11. An employee in a leave without pay status for more than one pay period does not accrue benefits such as sick and annual leave, and the time in a leave without pay status will not be counted toward the employee's service time. An employee on intermittent FMLA and also in a leave with pay status will continue to receive benefits and accrue leave at a prorated amount based on the hours working. Employees returning from full FMLA benefits to intermittent FMLA benefits will continue to receive benefits and accrue leave at a prorated amount based on the hours working.

12. An employee who uses FMLA job protection is entitled to be returned to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The Town cannot guarantee that an

employee will be returned to his or her original job. If at the end of the 12-week FMLA entitlement the employee is unable to return to work, the department may terminate the employee. The employee may be eligible for a disability retirement. A determination as to whether a position is an “equivalent position” will be made by the Town of Clayton.

## PROCEDURES

1. When an employee is absent from work for more than 3 workdays, the supervisor, manager or department director must notify Human Resources to determine if the event is an FMLA qualifying event. When an employee plans to be absent from work for an FMLA qualifying event they should notify Human Resources of his intent to use FMLA qualified leave.
2. When the employee notifies Human Resources of a potential FMLA event, or after the employee has been absent for more than three workdays, the employee should contact Human Resources and schedule time the with designated Human Resources representative to discuss the required supporting documentation. Human Resources will provide the employee with the required documentation based on the type of request. The initial request should be documented on the Leave Request Form which is signed by the requesting employee and their supervisor. The request should clearly indicate the leave dates needed, intended return date, if applicable.
3. Human Resources will make the determination if the employee is eligible for FMLA leave, based on years of service and if the leave reason qualifies for FMLA once all required supporting documentation is received. An approved leave letter will be sent directly to the employee, their supervisor, HR Director, and Finance confirming the approved leave dates. The appropriate documentation will also be distributed when an employee is ineligible for FMLA leave.

# *WORKER'S COMPENSATION ABSENCE TRACKING*

Benefit eligible employees injured in an accident determined to be work-related under the North Carolina Workers’ Compensation Act are tracked in the time-keeping system for Workers’ Compensation Leave Status.

## PURPOSE

The Town is committed to maintaining a safe working environment for its employees but recognizes that on occasion employees may be injured in the course of their employment.

When this occurs, benefit eligible employees are placed in a leave status to document and track the absence from work.

## SCOPE

This policy applies to benefit eligible employees.

## DEFINITIONS

- **Workers' Compensation Absence** - Town leave status that documents and tracks work- related absences.
- **Benefit Eligible** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
- **Temporary Total Disability** - The temporary inability of an employee to perform his regular duties due to an injury sustained during the course of employment but a full recovery is expected.

## ORGANIZATIONAL RULES

1. Benefit eligible employees who sustain a temporary total disability as the result of a work-related accident may be eligible for workers' compensation if the injury is determined to be eligible under the North Carolina Workers' Compensation Act. To document the absence, time and attendance will place employees in an appropriate leave status.
2. Family Medical Leave (FMLA) will run concurrently with the workers' compensation absence and modified duty until the employee returns to his regular job duties prior to the injury or is no longer in a modified duty status due to his injury.
3. A benefit eligible employee approved for workers' compensation will remain in a workers' compensation absence status until he returns to work, is placed in a leave without pay status, or is no longer an employee. An employee approved for workers' compensation may not use paid leave outside of the mandated 7 day waiting period.

## PROCEDURES

1. When possible, employees should report all Workers Compensation absences to Human Resources immediately. If an employee is unable to report their absences, the employee's supervisor, manager or department director should notify time and attendance.
2. Workers' compensation absence recordkeeping is done through the Town's time-keeping system.

# *CIVIL LEAVE*

The Town of Clayton grants leave with pay to benefit eligible employees who are called to serve on jury duty or subpoenaed to appear as a witness in federal or state court for a case in which they are not a plaintiff or defendant in a legal matter.

## PURPOSE

The Town supports employee participation as citizens in the exercise of their responsibilities to serve on a jury when summoned or appear as a witness. All employees are allowed time off to serve on jury duty.

Although not required to, the Town further demonstrates its support by granting paid time to benefit eligible employees to serve on a jury and allows all employees to keep any monies awarded to jurors by the court.

## SCOPE

This policy applies to all benefit eligible employees except for employees in Public Safety positions where they are acting in their normal duties.

## DEFINITIONS

- **Benefit Eligible** - Full time (FT) and regular part-time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
- **Other (Not Benefit Eligible) Employee** - An employee assigned to a position designated roster (RP), seasonal temporary (ST), or special project (SP) who is eligible for salary and mandated benefits only.

## ORGANIZATIONAL RULES

1. Employees summoned to serve on jury duty will be allowed time off to serve.

2. A benefit eligible employee summoned to serve on a jury will be granted leave with pay for the duration of the period for which called, not to exceed 40 hours per occurrence, unless released earlier, without charge against annual leave.

3. A benefit eligible employee will be granted leave with pay for jury duty only when he is required to serve on a regularly scheduled workday. An employee will not be compensated for jury duty when he is required to serve on any nonscheduled workday.

    - Full-time employees will receive their normal pay for each day of jury duty served on a regularly scheduled workday.
    - Part-time employees will receive their hourly rate of pay for up to the same number of hours they were scheduled to work for each day of jury duty on a regularly scheduled workday.

4. Employees granted leave for jury duty must return to work when released from jury duty. If the jury duty requires only a partial day, the employee is expected to report for work for the remainder of the day if normally scheduled to work. If the benefit eligible employee wants the remainder of the day off, with permission of the supervisor, the employee may take paid time-off for the remainder of the day.

5. The employee called to civil duty may keep whatever compensation is awarded by the court for such service except that employees must turn over to the Town any witness fees or travel allowance awarded for court appearances in connection with official duties.

6. An employee serving as a voluntary witness in any court case is not eligible to use civil leave. The employee may use annual leave, holiday leave, compensatory time or leave without pay to cover their normal work hours.

## PROCEDURES

1. Upon notification by the court of jury duty, the employee should inform his supervisor/ manager/department director and make arrangements for the time off. The employee will provide a copy of the jury summons or subpoena to the supervisor.
2. After the jury duty has been served, on the first day back at work, the employee will notify his supervisor/manager/department director of the actual work hours absent and provide the jury duty certification.
3. The employee is responsible for ensuring the appropriate hours and pay codes are entered into the Town's time-keeping system.

# *MILITARY LEAVE - ANNUAL RESERVIST TRAINING (NEW)*

The Town of Clayton provides time off for annual reservist training for all employees.

Benefit eligible employees receive paid leave as specified in this policy. Other (not benefit eligible) employees receive unpaid time off.

## PURPOSE

The Town supports employees wishing to serve their country through participation in the military services as a reservist and has long provided benefit support to do so. The Town complies with the guidelines of the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and considers them minimum requirements. This policy explains how the Town fulfills its obligations under USERRA for employees who are serving on active duty in the military for their annual reservist training and the additional benefits the Town provides in some cases.

## SCOPE

This policy applies to employees in all benefit eligible positions. Other (not benefit eligible employees are not covered by the leave in this policy but will be allowed time off.

## DEFINITIONS

1. Active Duty for annual reservist training - off not to exceed the total number of scheduled work hours necessary for an employee to fulfill his annual reservist training obligation with the military during the 12-month period October 1 through September 30 (military fiscal year). Paid Leave for Annual Reservist Training - Town paid leave granted for annual reservist training for one-half the time of training up to two calendar weeks. For the remainder of the training period, the employee may use his own accrued paid or unpaid leave. Town-paid leave is available on a calendar year basis from October 1 through September 30 (military fiscal year).
2. Benefit Eligible - Full time and part time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
3. Other (Not Benefit Eligible) Employee - An employee assigned to a position designated roster (RP), seasonal temporary (ST), or special project (SP) who is eligible for salary and mandated benefits only.

## ORGANIZATIONAL RULES

1. All employees will be allowed time to serve active duty for annual reservist training and will be returned to work in the same or like position they occupied prior to the reservist training.

A. Benefit eligible full-time employees will be provided with paid leave as defined in this policy. Normally the maximum Town paid leave will be 40 hours for full-time employees. Sworn police officers and firefighters, depending on their scheduled hours of work, may have a slightly different maximum paid leave.

B. Benefit eligible part-time employees will be provided with paid leave as this policy. Normally, the maximum Town paid leave will be 20 hours for Regular Part-time employees.

C. Other employees will be allowed unpaid time off from work.

2. For any active-duty annual reservist training in excess of the customary two weeks, the employee may use paid timoff. Sworn police officers and firefighters may also use accumulated holidays.

3. If an employee is injured while serving annual reservist training, he must be cleared medically by Town medical services before returning to work.

## PROCEDURES

1. All requests for time off due to active duty for annual reservist training leave must be submitted to Human Resources in advance and accompanied by the official set of orders or a letter from the commanding officer.

2. For the two weeks of annual reservist training that are compensated at one-half pay, the benefit eligible employee must notify his supervisor/manager with the following information:

1. The total number of hours absent for annual reservist training leave to be entered into the Town's time-keeping system using the appropriate military training half-pay code.
2. The remainder of the annual reservist training leave will be charged to paid time-off. Unpaid service time will not impact the employee's service time with the Town.

3. The Town's time-keeping system must account for all military leave hours in excess of the two weeks of training. Unpaid service time will not impact the employee's service time with the Town.

4. The employee must provide the official set of orders or a letter from the commanding officer to Human Resources.

5. The supervisor is responsible for ensuring the appropriate hours and pay codes are entered into the Town's timekeeping system.

## *MILITARY LEAVE - ACTIVE DUTY*

The Town of Clayton grants time off for employees to serve on active duty in the armed forces.

### PURPOSE

The Town supports employees wishing to serve their country through participation in the armed forces. The Town complies with the guidelines of the Uniformed Services Employment and

Reemployment Rights Act of 1994 (USERRA) and considers them to be minimum requirements. This policy explains how the Town fulfills its obligations under USERRA for employees who are serving on active duty in the military and the additional benefits the Town provides in some cases.

### SCOPE

This policy applies to employees in all benefit eligible positions. Other (not benefit eligible) employees are not covered by the leave in this policy but will be allowed unpaid time off.

### DEFINITIONS

1. **Active Duty** - Active military duty for which the tour of duty is expected to last six (6) months or longer.
2. **Benefit Eligible** - Full time (FT) and part time (PT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
3. **Other (Not Benefit Eligible) Employe**e - An employee assigned to a position designated roster (RP), seasonal temporary (ST), or special project (SP) who is eligible for salary and mandated benefits only.

4. **Lost Time** - Any absence from work without pay. An absence from work without pay for a period of a pay period or greater that impacts actual benefit accrual but not benefit accrual rates.

## ORGANIZATIONAL RULES

1. A benefit eligible employee who enlists for active duty with the armed services will be granted leave without pay status for that period. Other employees will be allowed time off. To qualify for the provisions of this policy, the employee must have been employed prior to the active-duty enlistment.

2. Employees who return to work in less than five years will be returned to the same or like position they occupied prior to the active-duty enlistment with full seniority, status and pay as if there had been no break in employment. A military discharge form DD-214 with an honorable discharge must be submitted with the notification of intent to return to work. USERRA's cumulative 5-year limit does not include certain kinds of military training or service.

3. Time limits for employees to reapply for return to work after release from military service are:

- Less than 31 days absence - employee must report to employer by the next business day.
- 31 days to 180 days absence - notification to Human Resources must be submitted within 14 days.
- More than 180 days absence - notification to Human Resources must be submitted within 90 days.

4. An employee returning to Town employment following an active-duty enlistment must be able to perform the duties of his former position or a position of like classification.

5. Provisions for Deployed Benefit Eligible Employees

- Benefit eligible employees will not accrue annual and sick leave while on leave without pay while serving on active duty.
- Salary increases and changes in job level will be tracked during the employee's absence so that re-entry to employment is at the appropriate level.
- The employee on active duty may choose to drop or continue insurance. The Town will contribute the same amount to the active-duty employee's insurance as when the employee was in an active pay status with the Town.
- The benefit eligible employee will receive full-service credit with the Retirement System after returning from military service provided, they return to work within the guidelines stated above. In order to receive the retirement service credit, the returning employee must furnish his military discharge form DD-214 to Human upon return to work.

## PROCEDURES

1. When an employee enlists in the military for active duty, they must immediately notify Human resources and provide a copy of the official set of activation orders. A benefit eligible employee must also submit a PTO request in the Town's timekeeping system if he wants to use any paid leave during the deployment. At the end of any paid leave used, the employee must be placed on leave without pay.
2. The benefit eligible employee will decide whether or not to maintain the Town's insurances during the period of active duty. If yes, the employee will be required to pay his portion of the premiums by check or cash on a monthly basis. If no, the employee will notify Human Resources to change his/her insurance status.
3. The benefit eligible employee will need to review their beneficiary status for retirement and deferred compensation (457 and 401(k) and make any desired changes.
4. If while the employee is serving the voluntary active duty, they receive notification of a deployment in support of a war effort of the United States, they must immediately contact Humam Resources.
5. Upon release from military service, the employee will notify Human Resources of the date for return to Town employment.
6. Upon the benefit eligible employee's return to work, they will submit a copy of their military discharge form DD-214 to Human Resources for his personnel file. They should also make any necessary adjustments to their Town insurances.
7. In order to receive service credit with the North Carolina Local Governmental Employees' Retirement System, the benefit eligible employee will provide a copy of his military discharge form DD-214 to Human Resources.

# *LEAVE WITHOUT PAY (NEW)*

The Town of Clayton grants Leave Without Pay to benefit eligible employees under certain conditions as outlined within this policy.

## PURPOSE

Certain Federal laws such as the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) require employees be given time off if they meet the requirements of the laws. The Town considers these guidelines to be minimum requirements. The Town recognizes that there may be circumstances where employees need to take time off from work even when there is no paid leave and provides for these circumstances through this and related policies.

## SCOPE

This policy applies to employees in all benefit eligible positions. Other (not benefit eligible) employees are not covered by the leave in this policy but will be allowed time off if they qualify for a circumstance covered by Federal law.

## DEFINITIONS

- **Leave Without Pay** - An absence from work in a non-paid status.
- **Benefit Eligible** - Full time and part time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

## ORGANIZATIONAL RULES

1. Leave Without Pay will only be granted if an employee has exhausted all of his accrued leave or any eligible donated leave.

    1. Leave Without Pay Granted by Human Resources in collaboration with the Town Manager. In all cases, decisions are based on the employee's request, consideration of the impact on the work unit, and equity of treatment.
    2. Leave Without Pay may be granted under the following circumstances:

    - Military Leave
    - Leave for Birth/Adoption/Placement of a Child
    - Family and Medical Leave (FMLA) - time granted and the FMLA entitlement will run concurrently.
    - Cases of extended sick leave.
    - Leave Without Pay may be granted under other circumstances not covered under at the discretion of the Town Manager

2. When an employee is on Leave Without Pay, he will continue to pay his portion of any health/ dental insurance premiums and the Town will continue to pay its share.

3. If an employee's Leave Without Pay exceeds a pay period or greater, no leave accrual will occur for each full pay period in a LWOP status. In addition, Leave Without Pay of a pay period or greater may impact the employee's leave accruals and service time with the Town and the North Carolina Local Governmental Employees' Retirement System.

4. If an employee is in a LWOP status of one pay period or greater, he will not be compensated for holidays that fall during the LWOP time span. If an employee is in a LWOP status the day before a holiday, or the day after a holiday, the department may decide to compensate the employee for the holiday or not.

## PROCEDURES

1. If Leave Without Pay must be granted, the procedures for the specific policy should be followed.
2. Requests for Leave Without Pay must be submitted in writing by the employee through the Human Resources.
3. The Human Resources Director will review the request and will consult with the Town Manager's Office if necessary to approve or deny the request.
4. Human Resources will notify the Department Director and time and attendance of the decision.

# *LEAVE FOR PARENTAL INVOLVEMENT IN SCHOOLS*

The Town of Clayton grants a total of four (4) hours of leave per school year regardless of number of children to benefit eligible employees to provide parental involvement as an essential component of a child's success in school and positive student outcomes.

## PURPOSE

North Carolina General Statute G.S.95-28.3 specifies that employers shall grant four (4) hours per year of leave to any employee who is a parent, legal guardian, or person standing loco parentis ("in place of a parent") for a school-aged child so that the employee may attend or otherwise be involved in that child's school.

## SCOPE

This policy applies to employees in all benefit eligible positions.

## DEFINITIONS

- **School Year** – A school year is defined as the time period July 1 through June 30, annually.
- **Benefit Eligible** – Full time and regular part time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
- **School** – For purposes of this policy, "school" means any (1) public school; (2) private church school, church of religious charter, or nonpublic school that provides a course of grade school instruction through 12th grade; (3) preschool; and (4) child day care facility with a structured program.

## ORGANIZATIONAL RULES

1. Leave under this policy shall be subject to the following conditions:

- The leave shall be at a mutually agreed upon time between the employee's supervisor and the employee;
- Approval of parental leave shall be subject to workload and scheduling considerations;
- Approved parental leave under this policy will not have an adverse effect on the attendance record of the employee and may not be used for disciplinary action.

2. Leave under this policy will be treated as Leave Without Pay unless the employee elects to use accrued paid leave.

## PROCEDURES

1. Leave taken for parental involvement will be considered leave with pay and will not be charged to any of the employee's leave balances;
2. Employees should request parental involvement leave through the Town's time-keeping system.
3. The employee's supervisor may require the employee to furnish written verification from the child's school confirming the employee's attendance or participation at the school during the time of the leave.

# *PAID PARENTAL LEAVE (CURRENT)*

The Town of Clayton may provide Paid Parental Leave of up to four (4) weeks of paid leave to employees classified as Full-time who have worked for the Town for at least twelve (12) months prior to the birth or adoption of their child.

## PURPOSE

The purpose of Paid Parental Leave is to allow up to four (4) weeks of paid leave to employees who have worked for the Town for at least twelve (12) months. The Family Medical Leave Act provides job protection in a paid or unpaid status however it does not address the lack of income experienced by many employees during periods of necessary leave. For this reason, the Town offers the family-friendly option to its employees of Paid Parental Leave for the birth, bonding, and care of a child. Paid parental leave will be in addition to an employee's accrued annual leave and sick leave.

## SCOPE

This policy applies to employees in all benefit-eligible positions classified as Full-Time. Full-time means a normal work schedule of at least 40 hours per week, or at least 80 hours on a bi-weekly basis. Regular Part-time and other non-benefit-eligible employees are not covered by the leave in this policy but are eligible for unpaid Family and Medical Leave if they meet the qualifying requirements.

## DEFINITIONS

- Paid Parental Leave – The period of time of up to four (4) weeks of paid leave for Parental care of a newborn; a child placed for adoption, foster care, or guardianship.
- Child – A biological, adopted or foster child, stepchild, legal ward or a child of a person standing in loco parentis, who is under age eighteen (18).
- Parent – means any of the following: (1) the biological parents of a child; (2) a person who has legal custody of a child; or (3) a person who assumes day-to-day responsibilities to care for or financially support a child regardless of whether he or she has been appointed legal guardian.
- Benefit-Eligible – Full time (FT) employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.

## ORGANIZATIONAL RULES

To qualify for Paid Parental Leave, an employee must meet all of the following criteria:

1. The employee must be a full-time benefitted employee and have worked for the Town for at least twelve (12) months.

2. Eligibility for Paid Parental Leave expires twelve (12) months after the date of the qualifying event. A qualifying event is any one of the following:

- Birth of a child of the employee;
- The legal placement of a child with the employee for adoption, foster care or guardianship; or
- The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities (in loco parentis).

3. If both parents are employed by the Town, six (6) weeks is the maximum combined total available for Paid Parental Leave for both employees.

4. An employee may receive Paid Parental Leave for only one qualifying event within a rolling twelve (12) month period. Paid Parental Leave may be used on an intermittent basis in full work week increments with prior approval from the Department Director and Human Resources or may be run consecutively. If an employee utilizes only a portion of the four (4) weeks for one (1) qualifying event, they would not be eligible to use the remaining time for a different qualifying event, even if that event occurred within the same twelve (12) month period.

5. An employee is eligible for Paid Parental Leave only if the qualifying event occurs on or after the effective date of this policy.

6. After Paid Parental Leave has been exhausted employees may use all available Vacation, Sick, and/or Holiday Leave to continue care for a newborn child, a child placed for adoption, guardianship or foster care.

7. In the event that an employee's request for Paid Parental Leave is denied, they may be eligible to use available Vacation, Sick, and/or Holiday Leave, provided that the conditions of those leave benefits are satisfied.

## PROCEDURES

1. To receive Paid Parental Leave, an employee must complete and submit a Family and Medical Leave Act (FMLA) Application Form within 12 months of a qualifying event and specify the number of Paid Parental Leave hours requested.

2. Paid Parental Leave and FMLA will run concurrently.

3. In addition to the FMLA Application Form, an employee must also submit supporting documentation that establishes the qualifying event for eligibility. Supporting documents include, but are not limited to:

- **Birth of child** – A certificate of live birth or similar government issued document, listing the requesting employee as a legal parent.
- **Legal placement of a child** – A certified copy of a court order granting legal custody of the child to the requesting employee.
- **In Loco Parentis** – A notarized statement from the employee asserting that he or she is assuming the obligations of a parent to a child. The statement must include the age of the child, the degree to which the child is dependent on the employee, the amount of support, if any provided by the employee and the extent to which the employee exercises duties commonly associated with parenthood.
- **Non-legal placement of a child** – Two (2) official records establishing the employee as a named caregiver to the child (e.g. school enrollment, insurance records, or medical records); and documentation establishing the date when the placement occurred (e.g. insurance records and certificates of death).

4. The employee must submit their application to Human Resources along with the supporting documentation as outlined in this policy.

5. The employee will be notified within five (5) business days if Paid Parental Leave is approved. In addition, the employee's supervisor and/or department director shall also be notified.

6. The employee must code Approved Paid Parental Leave in the Town's timekeeping system.

## HEALTH BENEFITS

The Town will continue to make contributions on behalf of the employee previously enrolled in a health plan with the Town. During the period of Paid Parental Leave, all premiums will continue to be deducted from the employee's paycheck.

## RETIREMENT

Retirement contributions and retirement service credit will continue to accrue during the Paid Parental Leave period.

## ACCRUAL OF ANNUAL LEAVE AND SICK LEAVE

Annual Leave and Sick Leave will continue to accrue during the period of Paid Parental Leave.

## *BIRTHDAY LEAVE (NEW)*

This policy establishes the procedure for time off without loss of pay to celebrate the employee's birthday.

## PURPOSE

The purpose of Paid Birthday Leave is to allow employees a day off with pay to recognize their birthday.

## SCOPE

This policy applies to employees in all full-time and permanent part-time employees who have completed their six (6) month probationary period.

## DEFINITIONS

**Full-Time** – an employee employed on average at least 30 hours of service per week,

**Permanent Part-Time**–an employee who works part-time hours but has regular employment with a permanent schedule.

## ORGANIZATIONAL RULES

1. Birthday leave may be taken on any day within an employee's birth month as long as the absence is approved by the employee's supervisor, or in accordance with departmental leave procedures, prior to taking the leave.
2. Full-time employees are allowed 8 hours of leave while part-time employees are granted leave on a proportional basis (i.e. 50% effort = 4 hours of leave). Birthday leave cannot be used in increments of less than one day. Employees working an alternate schedule of more than 8 hours per day must use vacation for the remaining hours of the day.
3. If an employee does not take his/her birthday leave within his/her birth month, the leave is forfeited for that calendar year.

4. Birthday leave must be earned prior to actual time off and cannot be taken in advance of the eligibility period.
5. Employees who do not recognize birthdays for religious reasons, may opt to use the leave as a floating holiday.
6. Birthday leave is a Town of Clayton employee benefit and the Town reserves the right to continue, change, or discontinue Birthday Leave at any time.

## *BEREAVEMENT LEAVE (New)*

The Town of Clayton provides up to five (5) days of funeral leave with pay to all full-time and regular part-time employees.

### PURPOSE

The purpose of bereavement leave is to provide a way for the Town to support employees during a difficult life event.

### SCOPE

This policy applies to employees in Full-Time and Permanent Part-Time positions. Other non-benefit-eligible employees are not covered by the leave in this policy.

### DEFINITIONS

***Immediate Family*** – For the purpose of this policy "immediate family members" shall include parents, stepparents, parent-in-laws, grandparents, children, grandchildren, siblings and spouses, or dependents.

### ORGANIZATIONAL RULES

1. Employees are entitled up to five (5) business days of bereavement leave, per occurrence, for the death of an immediate family member. Employees are entitled up to three (3) business days of bereavement leave, per occurrence, when there is a death in the employee's family other than those listed as immediate family. Examples include; brother-in-law, sister-in-law, aunt, uncle, niece or nephew.
2. Employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of their immediate family.
3. The Town reserves the right to require documentation of the death (e.g., obituary, documentation from funeral home).

4. The allotted days off with pay do not have to be consecutive however should be used within one year of the death the family member.
5. For death of family members or friends not covered by this policy, employees should use their accrued leave.

# SAFETY MANUAL 1

## *INTRODUCTION*

Safety and health constitute fundamental pillars of our daily activities, serving not only to safeguard our well-being but also to ensure the well-being of those around us.

The purpose of this safety program is to establish and maintain safe working conditions regarding all safety and health-related matters. It serves as a comprehensive guide for all employees within the Town of Clayton. Contents of this safety program do incorporate the Occupational Safety and Health Administration rules and regulations covered under Code of Federal Regulations 29 CFR 1910 – General Industry and 29 CFR 1926 – Construction.

**Where there are conflicting guidelines specified by other federal, state, or local agencies, (North Carolina Department of Law Enforcement (FDLE), National Fire Protection Association (NFPA) etc.), these guidelines shall take precedence over the contents of this manual.**

It is essential for employees seeking guidance to address any questions or concerns to their immediate supervisor and/or the safety officer. This collaborative approach ensures that informed decisions are made before undertaking any actions that could potentially jeopardize the employee's or others' well-being. By involving the immediate supervisor and safety officer, employees can mitigate risks effectively and uphold a safety culture within the organization.

## *SAFETY POLICY STATEMENT*

At the Town of Clayton, we place the highest value on the safety and health of each employee. Our commitment lies in prioritizing the prevention of work-related injuries and illnesses, even if it means prioritizing safety over operational productivity. We will provide all the essential mechanical and physical resources required to maintain the highest safety and health standards in every assigned task. We aim to foster an environment where employees can work confidently, knowing that their well-being is our top priority.

Our commitment is to uphold a safety program that aligns with the standards set by Federal (OSHA) and the North Carolina Department of Labor and the best practices followed by municipal government organizations. We will actively promote teamwork in all safety and health aspects, encouraging collaboration between supervisors and employees and encouraging cooperation among employees and their peers. Together, we aim to create a culture of safety where everyone actively contributes to the well-being of all.

Our primary goal is to establish and uphold a comprehensive safety program collectively. This program aims to minimize injuries and illnesses to the lowest possible extent. Our ultimate objective is to achieve a record of zero accidents and injuries, emphasizing our unwavering commitment to the well-being and safety of all Town of Clayton employees. We are dedicated to continuously improving safety measures and promoting a culture where accidents and injuries are eliminated.

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*Together, we aim to create a culture of safety where everyone actively contributes to the well-being of all.*

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Our safety program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and/or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.

- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not happen again.
- Recognition and awards for outstanding safety service or performance.

Senior management will actively engage with employees to establish and maintain an effective safety program. Additionally, all staff members will take part in ongoing safety program activities, which will include the following:

- Actively promoting and supporting safety
- Promoting safety committee participation
- Providing safety and health education and training
- Reviewing and updating workplace safety rules.

***This policy statement and the Safety Manual demonstrate management's strong dedication and active participation in ensuring a safe and healthy working environment for our employees.***

## *PROGRAM ADMINISTRATION*

### Town Manager

The Town Manager has the ultimate responsibility for the safety program.

### Safety Officer

The Safety Officer for the Town of Clayton has been assigned the responsibility of overseeing the implementation of the safety program and is authorized to collaborate with department and division heads regarding safety matters. The Safety Officer will develop and uphold a comprehensive program that meets and surpasses federal, state, and local guidelines. This program will incorporate the most effective best practices to prevent injuries, occupational diseases, vehicular collisions, and damage to property, equipment, and materials. The Safety Officer will also lead a safety committee consisting of employee representatives.

### Department Directors and Division Managers

Department Directors and Division Managers will create job-specific safety rules and regulations tailored to their department or division's unique activities, which may not be covered in the general safety program, to enhance the safety program. These department/division job-specific safety rules and regulations will be documented in writing and stored in a dedicated binder called "Department/Division Safety Rules."

Furthermore, Department Directors and Division Managers are accountable for ensuring compliance with all relevant safety program components within their respective department or division. They will appoint an employee from each division to serve as a safety coordinator and represent them on the safety committee.

### Superintendents/Supervisors

Superintendents and Supervisors are responsible for ensuring compliance with all applicable safety procedures within their areas. They will regularly perform safety inspections in their designated areas of responsibility. In the event of accidents, they will conduct thorough investigations. Additionally, they are responsible for providing comprehensive training and instruction on safety rules and the proper use and maintenance of safety equipment and protective devices for hazardous tasks.

Superintendents and Supervisors will regularly collaborate with their Division Manager to review work conditions, equipment conditions, work procedures, and work sites. They will also conduct site-specific safety orientations for all new employees, ensuring they know the safety protocols and requirements relevant to their assigned tasks.

### Employees

All employees must promptly report any accidents and injuries to their supervisor, regardless of how minor they may seem. Furthermore, employees are expected to fully cooperate with and assist in investigating such incidents to identify the root causes and implement corrective measures to prevent their recurrence.

### Department/Division Safety Coordinators

The Department/Division head will appoint safety coordinators to represent their respective departments on the Town's safety committee. These safety coordinators will attend the Town Safety Committee meetings and collaborate with the Safety Officer to communicate safety information among fellow employees and address safety concerns.

With the approval of the Department/Division head, safety coordinators will organize weekly safety meetings for co-workers. These meetings will focus on addressing workplace safety and health issues, encouraging a proactive approach toward maintaining a safe working environment.

## *SAFETY COMMITTEE*

A safety committee has been established as a management tool to enhance our workplace safety program by providing recommendations for improvements and identifying necessary corrective actions to eliminate or manage recognized safety and health hazards. The Safety Officer will serve as the safety committee chairperson, and each department or division will have an employee representative as a committee member.

### Responsibilities

The safety committee has the following responsibilities in assisting management:

1. Reviewing and updating workplace safety rules: The committee will examine accident reviews, inspection findings, employee reports of unsafe conditions or practices, as well as complaints and suggestions from employees. Based on these inputs, they will assist in reviewing and updating workplace safety rules.
2. Updating the workplace safety program: The committee will review employee injuries and accident records, identify trends and patterns, and propose corrective measures to prevent recurrence. They will collaborate with management to update the workplace safety program accordingly.
3. Evaluating employee accident and illness prevention programs: The committee will assess the effectiveness of existing employee accident and illness prevention programs. They will actively promote safety and health awareness among employees and encourage their participation in continuous improvements to the workplace safety program.
4. Participating in safety training: Safety committee members will undergo safety training to enhance their knowledge and understanding of workplace safety. They will assist management in providing workplace safety education and training, ensuring its implementation, effectiveness, and proper documentation.

### Meetings

Safety committee meetings will be conducted monthly, and, if necessary, additional meetings will be scheduled at the chairperson's discretion.

## *SAFETY AND HEALTH TRAINING*

### General Training Requirements

Personnel must receive sufficient training in their respective work processes and the equipment they use to perform tasks safely. The specific type and method of training or certification may vary, but it shall always be sufficient to ensure comprehension and compliance with any relevant regulatory requirements. Testing will be utilized to verify understanding and proficiency.

To ensure personnel are qualified to carry out their job duties, a department-specific training program will be developed and implemented, taking into consideration the work exposures involved. The department will identify initial and recurring training requirements for each employee/job classification and determine a method for training.

Town personnel will be assigned tasks requiring formal training once they have completed the necessary training and/or their training is current. Management will ensure that workers are not assigned tasks for which they are not qualified or for which their training is not current.

## Safety Orientation

Workplace safety orientation will be conducted for all employees on the first day of employment or job transfer. Each employee will be provided with a copy of the safety manual that can be obtained from their supervisor or accessed on the Town's website for review and future reference. To ensure an understanding of the safety rules, policies, and job-specific procedures outlined in the workplace safety program manual, superintendents/supervisors will actively engage with employees by asking questions and addressing any questions or concerns.

Compliance with the safety rules stated in the workplace safety program is mandatory for all employees as a condition of their employment. Superintendents/supervisors will communicate this requirement to their respective team members.

All newly hired personnel will participate in a New Hire Orientation within thirty days of their initial hire date. As part of this orientation, new employees will receive, at a minimum, a job-specific safety orientation conducted by their superintendent/supervisor before starting their work duties.

## Job Specific Training

Town personnel shall receive job-specific safety orientation training covering their job's safety requirements and any hazards in their work area.

1. Job-Specific Safety Orientation: All personnel will undergo job-specific safety orientation training covering the safety requirements related to their job and any hazards in their work area.
2. Training by Superintendents/Supervisors: Before commencing work, superintendents/supervisors will train employees on how to perform their assigned job tasks safely.
3. Review of Safety Rules, Policies, and Procedures: Superintendents/supervisors will review with each employee the specific safety rules, policies, and procedures that apply to their workplace.
4. Verbal Instructions and Directions: Superintendents/supervisors will verbally provide employees with clear instructions and specific directions on how to perform their work safely.
5. Supervision and Observations: Superintendents/supervisors will periodically observe employees while performing their work. If necessary, supervisors will demonstrate safe work practices or offer remedial instruction to address any training deficiencies.
6. Safety Instructions for Equipment: All employees will receive safety instructions on rarely used or new equipment before they are allowed to operate it.
7. Review of Safe Work Practices: Superintendents/supervisors will review safe work practices with employees before they perform new, non-routine, or specialized tasks.

## Compliance Training

All necessary safety and health training mandated by governing standards, laws, and regulations must be properly documented. Personnel engaged in tasks that require specialized training or certification shall

receive additional training before undertaking those tasks. Practical, hands-on training shall be utilized whenever necessary or appropriate to ensure sufficient knowledge and understanding to perform the job safely. Tests shall be administered to confirm comprehension and understanding.

### Periodic Retraining of Employees

All employees will undergo regular retraining sessions on safety rules, policies, and procedures whenever changes are made to the workplace safety manual. Additionally, individual employees will receive retraining after a work-related injury resulting from an unsafe act or work practice and when a supervisor observes employees engaging in unsafe acts, techniques, or behaviors.

### Recordkeeping Requirements

All training sessions must be properly documented. The training documentation shall include:

- the course name,
- the participant's name and signature,
- the date of training, and
- the instructor's name and signature.

If there are any specific licenses or certifications applicable, they should be documented as required by governing standards.

## *DRUG TESTING*

### Post-Accident Drug Testing

Whenever an employee is involved in an accident (involving a vehicle or equipment) while conducting town business, and the circumstances surrounding the accident are not easily explainable, the employee will be required to undergo post-accident drug and alcohol testing.

For employees with a commercial driver's license (CDL) or those in safety-sensitive positions, testing must be conducted within two hours of the accident in the following scenarios:

- Involvement of a fatality
- The driver receives a traffic citation, and there is a bodily injury with immediate medical treatment away from the scene.
- The driver receives a traffic citation, and the accident causes disabling damage to any motor vehicle, requiring a tow away.

If alcohol testing is necessary, it shall be administered within two hours following the accident. If it is not feasible to conduct the test within this timeframe, the town must maintain a record stating the reason for the delay. If the alcohol test is not administered within eight hours of the accident, the Town of Clayton shall discontinue attempts to conduct the test and keep the same record.

A driver required to undergo post-accident testing must cooperate and remain available. Failure to cooperate or submit to drug testing will result in disciplinary action, including termination.

## Random Drug Testing

CDL operators and individuals in safety-sensitive positions, as mandated by Federal Highway Administration 49 CFR Part 382, as well as sworn Police Officers and sworn Firefighters, are obligated to undergo Random Drug Testing.

If an employee refuses to undergo a Random Drug or Alcohol Test, it will be reported to the Department of Motor Vehicles (DMV) as required by law. The employee may also face disciplinary measures, including termination.

All CDL holders will be assigned to a separate random testing group, and a minimum of 50% of them will be tested every 12 months. An employee can be selected for random testing more than once or not within twelve months. If an employee is selected for random testing, they must promptly report to the designated testing site within a maximum of 2 hours from the time of notification. If an employee is scheduled for random testing when they are not at work or on duty, they must report for testing immediately on the day they return. The Department Head will appoint an individual to transport and accompany the employee to the testing site.

## Testing Procedures

- A certified independent laboratory, supervised by the Substance Abuse and Mental Health Services Administration (SAMHSA) and approved by the U.S. Department of Health and Human Services (HHS), will establish a designated site for urine sample collection and the administration of alcohol breath tests. The controlled conditions at this site will be determined by the independent lab and approved by the Town of Clayton.
- Employees are obligated to follow the laboratory's "Chain of Custody" procedure, which includes presenting a valid photo identification for identification purposes and complying with any other requirements set by the laboratory.
- The laboratory will conduct drug and controlled substances screening according to the HHS and DOT regulations for workplace drug testing that is in effect. The substances tested will include marijuana metabolites, cocaine metabolites, opiate metabolites (such as codeine, morphine, and heroin), amphetamines (such as methamphetamine, MDMA, MDA, and MDEA), and phencyclidine (PCP). The specific substances tested may be subject to change as additional substances are adopted under applicable regulations (49 CFR Part 40).
- The collection agent at the site will immediately seal each specimen in a specimen container and complete the necessary record form for each specimen.
- The appropriate cut-off concentration levels specified in the regulations will be used, and these levels are subject to potential changes mandated by federal regulations. The collection agent at the site will immediately seal each specimen in a specimen container and complete the necessary record form for each specimen.

- The employee must observe the entire process to ensure compliance with the procedure and proper handling of the specimen. Suppose the employee is unable to provide a sufficient urine sample for testing. In that case, they will remain at the collection site as federal regulations require until the Medical Review Officer (MRO) determines their ability or inability to provide an adequate sample. Suppose the MRO determines that the employee should have been able to provide a sufficient sample within the specified testing timeframe. In that case, it may be considered a "refusal to test" in accordance with the regulations.
- A sample containing less than 45 milliliters will be deemed insufficient and unacceptable. The temperature of the sample will be immediately checked, and it must fall within the prescribed limits to be considered acceptable, which is between 32-38 degrees Celsius or 90-100 degrees Fahrenheit.
- The independent laboratory will ensure that the specimen follows the chain of custody, and upon request, they will provide specimen collection documentation.

## *ACCIDENT INVESTIGATION*

### Accident Investigation Procedures

Following an accident, the supervisor will investigate the accident site. The Safety Officer is responsible for ensuring that both the employee's and supervisor's accident investigation reports are completed thoroughly and that any recommendations are addressed.

Superintendents/Supervisors will follow these investigation procedures when dealing with accidents, injuries, and property damage:

- Take immediate action to implement temporary control measures that prevent further employee harm.
- Review the equipment, operations, and processes to understand the accident scenario.
- Identify and interview all witnesses and individuals who may possess valuable information regarding the causes of the accident.
- Investigate the underlying conditions and unsafe actions that contributed to the accident, drawing conclusions based on available facts.
- Fill out the accident investigation report using the provided Incident and Investigation Report Form.
- Identify causal factors, root causes, and recommend corrective actions to prevent similar incidents in the future.
- Note if additional or remedial safety training is necessary.
- The completed Incident and Investigation Report Form and any supporting documentation related to the accident investigation must be submitted to the Human Resources office within 24 hours of the incident or by the next business day.

## *RECORDKEEPING PROCEDURES*

The Safety Officer will maintain records of on-the-job employee accidents and injuries, which will be stored at the Human Resources office. These records will contain accident investigation reports, Workers' Compensation notices of injury, and other relevant documents mandated by legal requirements.

## GENERAL SAFETY RULES

These safety rules and regulations incorporate safety requirements to avoid injury, loss of time from work, loss of materials, and property damage.

Every Town of Clayton employee must always be alert to reporting and correcting unsafe conditions and actions. Employees at all levels should observe the safety rules.

**The following rules reflect OSHA requirements and industry best practices:**

- Report all work accidents, injuries, or property damage, regardless of severity, to your supervisor immediately.
- Constantly observe work conditions, equipment, and tools to prevent accidents.
- Comply with all job safety instructions. Ask for help if you are unsure how to perform a task safely.
- Use all safety equipment required for the job.
- Use proper ventilation if it is needed.
- Correct unsafe acts or conditions within the scope of your immediate work. Report any unsafe acts to your supervisor.
- Notify your supervisor if any equipment or tool is damaged or unsafe.
- Stop work if there is an immediate danger to life, limb, or property.
- The safe way to do a job must always be found before proceeding. Contact your supervisor when in doubt.
- Practice good housekeeping in your work area. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
- Obey all warning signs.
- Keep focused on what you are doing.
- Report any unsafe conditions to your immediate supervisor at once.
- Fighting or horseplay in the workplace will not be tolerated.

- Illegal substances, alcohol, firearms, weapons of any type, or explosives are not authorized in the workplace or anywhere on Town property. Reporting to work under the influence of an illegal substance or alcohol is prohibited and governed by the Towns of Clayton policy in the Personnel Policy Handbook. Inform your supervisor of any medications prescribed by a medical professional which may affect your job performance.
- Only qualified and trained Employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Electrical Safety Rules when working with electrically powered machinery and equipment.
- Only authorized and trained Employees may enter a posted Confined Space. All confined spaces will be posted—a confined Space Permit is Required. Entry is allowed only after permits are appropriately issued.
- Wear and use the prescribed Personal Protective Safety Equipment for the task assigned.
- Do not operate machines or equipment until you have been properly trained and authorized to do so by your supervisor.
- Clean up spilled liquid, oil, or grease immediately.
- Lift properly—use your leg muscles, not your back muscles.
- For heavier loads, ask for assistance.
- Help to prevent accidents.

## *WEATHER RELATED SAFETY*

### Purpose

To ensure the safety of all Town of Clayton employees during severe weather conditions such as severe thunderstorms, tropical storms, and hurricanes, the following guidelines are provided.

### Wind Events

During severe weather events such as hurricanes and tornadoes, wind speeds can exceed 100 miles per hour (mph). It is important to note that even winds as low as 25 mph have the potential to cause damage to homes and property.

According to OSHA guidelines, winds exceeding 30 to 40 mph are considered hazardous conditions when the work involves material handling.

The National Weather Service utilizes the following guidelines for wind events:

- Wind Advisory: This advisory indicates that sustained winds of 30 mph for one hour and/or frequent gusts of at least 45 mph are either occurring or expected within the next 36 hours. These winds can pose challenges for driving high-profile vehicles, and small unsecured objects may be susceptible to being blown around.

- High Wind Watch: A High Wind Watch is issued when sustained winds of 40 mph for one hour and/or frequent gusts of at least 58 mph are anticipated within the next 12 to 48 hours. It is advisable to ensure that all loose objects outside are properly secured. Consider postponing unnecessary driving during this period, as these winds can make driving difficult, particularly for high-profile vehicles. Additionally, these winds have the potential to cause damage to trees, powerlines, and small structures.
- High Wind Warning: A High Wind Warning is declared when sustained winds of 40 mph for one hour and/or frequent gusts of at least 58 mph are occurring or expected within the next 36 hours. It is crucial to ensure that all outdoor objects are securely fastened. It is recommended to avoid unnecessary driving during this time due to the challenging driving conditions caused by these winds, especially for high-profile vehicles. Winds of this magnitude can damage trees, powerlines, and small structures.

**Aerial Lifts** - Do Not operate an aerial lift during wind speeds of 20 mph or higher.

## Material Handling

When sustained winds exceed 30 mph, personnel should refrain from engaging in any tasks that involve material handling outdoors. It is crucial to note that objects like sheets of plywood can transform into forceful sails if caught by a sudden gust of wind while being held. Avoid carrying heavy or bulky items alone, especially in windy conditions. Instead, seek assistance from others when moving such materials.

All employees must cease outdoor operations when sustained winds exceed 40 mph. This ensures the safety of individuals in potentially hazardous wind conditions.

## Vehicles

When sustained winds reach or exceed 35 mph, all vehicle operations, excluding those of First Responders, will be suspended. This decision is made to prioritize the safety of personnel and mitigate potential risks associated with high winds.

First Responders will cease vehicle operations when sustained winds meet or exceed 40 mph. This precautionary measure is implemented to safeguard the well-being of First Responders who may face increased hazards during severe weather conditions.

Exceptions to this policy will be considered on a case-by-case basis, subject to the discretion of the Police/Fire Chief or an authorized department representative. Exceptions will be evaluated pending weather conditions and the potential impact on public safety.

To ensure personal safety during severe weather, please follow the following General Safety Precaution:

1. Stay informed about weather forecasts and updates in severe weather conditions.
2. Be aware that when transitioning from a protected area to an open one, there is a possibility of encountering strong winds.
3. Use eye protection to prevent dust and debris from entering your eyes.

4. Never position yourself between the edge of an elevated surface and an object being carried. Without proper fall prevention measures, you could potentially fall to a lower level.
5. Avoid standing beneath an unstable wall or working near stacks of materials that have the potential to topple onto you.
6. Securely tie down any materials that could become airborne in strong winds.
7. Support objects by using stands or other means to prevent them from falling if a gust of wind strikes them.
8. Ensure that tarps are securely fastened to prevent them from dislodging materials or endangering workers on elevated surfaces.
9. Check the stability of ladders and scaffolds when working in windy conditions to ensure they are secure and safe to use.

## Working Safely in Cold Weather

Winter weather conditions can expose outdoor workers to severe risks such as frostbite, hypothermia, and cold stress, which can have fatal consequences. To ensure safety while working in cold weather, it is crucial to be aware of the wind chill temperature and take appropriate precautions.

Follow these work practices to stay safe in cold weather:

1. Familiarize yourself with the symptoms of cold stress, including reddening skin, tingling, pain, swelling, leg cramps, numbness, and blisters.
2. Wear at least three layers of loose-fitting clothing, insulated gloves, and boots, and cover your head appropriately.
3. Keep a close watch on your physical condition and that of your coworkers.
4. Stay dry and carry extra clothes, as moisture can increase heat loss from the body.
5. Take regular breaks in warm and dry areas to allow your body to warm up.
6. Stay hydrated by drinking warm liquids.

Following these practices can minimize the risks associated with cold weather and protect your well-being while working outdoors.

## Lightning

Lightning poses a significant hazard in North Carolina, as the state ranks among the highest in the United States for lightning-related fatalities, according to the National Weather Service. Between 1959 and 2017, North Carolina ranked third in the country for lightning deaths.

It is crucial to understand the power and intensity of lightning. A lightning bolt generates extreme heat, exceeding 50,000 degrees Fahrenheit, which is three times hotter than the surface of the sun. It travels at a staggering speed of 90,000 miles per second and has a width of approximately 1-2 inches.

One crucial fact to remember is that many lightning-related injuries and fatalities occur during the initial stages of a storm as it approaches or within 30 minutes after the storm has passed. Therefore, it is essential to remain alert and take appropriate precautions even when the storm seems to have subsided.

**Shelter**

Safe shelters during a lightning storm include substantial buildings. However, it is crucial to avoid any contact with objects connected to the building's outer shell, such as metal doors or window frames, electrical wiring (both in cars and buildings), cable TV wiring, plumbing, household electrical appliances (including desktop computers), and cord telephones. It is important to note that cell phones do not pose a risk. Also, as a precautionary measure, refrain from using running water, such as taking showers, washing hands, or doing dishes.

**No Place Outside is Safe Near Thunderstorms.**

When you observe lightning and/or hear thunder, it is essential to understand that you are already at risk. The danger of lightning-related injury or death increases with louder or more frequent thunder and lightning activity. It's important to note that lightning strikes can occur within a 10-mile radius, even without rain or visible atmospheric conditions such as sunlight. Some reports even suggest a potential strike distance of up to 15 miles. While high winds, rainfall, and cloud cover often precede actual cloud-to-ground strikes, they are unreliable indicators.

To assess the distance of lightning, you can use the flash-to-bang method. Count the seconds between the lightning flash and the sound of thunder. For every five seconds, the lightning is approximately one mile away.

In accordance with safety guidelines, town personnel should follow the following protocol:

- If you see lightning or hear thunder, do not hesitate. Seek shelter immediately within a large, enclosed structure. Please note that carports, open garages, and covered patios do not provide adequate protection.
- Work may resume 30 minutes after the storm, ensuring a safer environment for all personnel.

Exceptions to this policy will be considered on a case-by-case basis, subject to the discretion of the Police/Fire Chief or an authorized department representative. Exceptions will be evaluated pending weather conditions and the potential impact on public safety.

## *HAZARD COMMUNICATION PROGRAM*

### General

The Town of Clayton will comply with OSHA's Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, and North Carolina's Right to Know Law by compiling a hazardous chemicals list, by using Safety Data Sheets (SDS's), by ensuring that containers are labeled, and by providing employees with training.

This program applies to all work areas within the Town where employees may be exposed to hazardous substances under normal working conditions or during emergency situations.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks.

## Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) mandates chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) to convey the hazards of their hazardous chemical products. These SDSs, previously known as Material Safety Data Sheets (MSDSs), must follow a standardized format and contain specific information under the following headings:

- Section 1- Identification: Includes product identifier, manufacturer or distributor name, address, phone number, emergency phone number, recommended use, and usage restrictions.
- Section 2 - Hazard(s) Identification: Covers all hazards associated with the chemical and required label elements.
- Section 3 - Composition/Information on Ingredients: Provides details about the chemical ingredients, including any trade secret claims.
- Section 4 - First-aid Measures: Contains essential information on symptoms/effects (acute and delayed) and required treatment measures.
- Section 5- Firefighting Measures: Lists suitable extinguishing techniques, fire-related chemical hazards, and necessary firefighting equipment.
- Section 6- Accidental Release Measures: Outlines emergency procedures, protective equipment, and proper methods for containment and cleanup.
- Section 7- Handling and Storage: Provide precautions for safe handling and storage, including information about incompatibilities.
- Section 8- Exposure Controls/Personal Protection: Includes OSHA's Permissible Exposure Limits (PELs), ACGIH Threshold Limit Values (TLVs), and any other recommended exposure limits from the chemical manufacturer, importer, or employer, along with appropriate engineering controls and personal protective equipment (PPE).
- Section 9- Physical and Chemical Properties: Describes the characteristics of the chemical.
- Section 10- Stability and Reactivity: Addresses the chemical's stability and potential hazardous reactions.
- Section 11- Toxicological Information: Covers routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.
- Section 12- Ecological Information.
- Section 13- Disposal Considerations.
- Section 14- Transport Information.

- Section 15- Regulatory Information.
- Section 16- Other Information: Includes the date of preparation or the last revision of the SDS.

The uniform format and comprehensive content of these SDSs ensure that essential safety information is effectively communicated to individuals handling or exposed to hazardous chemicals.

***Note: SDSs must be readily accessible to employees.***

**Pictograms** are graphic symbols used to convey specific information about the hazards of a chemical. When shipping or transporting hazardous chemicals, the required pictograms consist of a red square frame with a black hazard symbol on a white background, designed to be visible. However, a red frame without a hazard symbol does not qualify as a pictogram.

Superintendents/Supervisors will use the corresponding Safety Data Sheets (SDS) to help employees verify label information.

If multiple stationary containers have similar contents and hazards in a work area, signs will be posted to communicate the hazard information effectively.

When employees transfer chemicals from labeled containers to portable containers intended for immediate use, no additional labels are required on the portable containers.

## *FIRST AID*

### Purpose

To establish a first aid program that meets industry standards and assures immediate first aid treatment is available to all Town personnel.

### First Aid Kits

First-aid kits shall be easily accessible to all workers, protected from the weather, and each item maintained sterile. First-aid kit locations should be clearly marked and distributed throughout the location. To ensure immediate access to first aid supplies, first aid kits shall not be locked.

First aid kits shall conform to the requirements of the ANSI Z308.1-2015.

### First Aid Kit Inspections

First aid kits should be inspected monthly by the supervisor to ensure completeness, condition of contents and expiration. Any item beyond its marked expiration date will be removed from the kit and replaced.

### Rendering First Aid

All first aid incidents shall be reported to Superintendents/Supervisors at the time of occurrence.

**Basic First Aid Procedures -** Following are some basic first aid procedures for treating shock, bleeding and wounds, burns, choking, electric shock, eye injury, fainting, heat stroke, hypothermia, and unconsciousness. These techniques can be used in the workplace or at home and being prepared will help make the most of a serious situation.

**Shock -** Shock can be life threatening. Symptoms include cold sweat, weakness, irregular breathing, chills, pale or bluish lips and fingernails, rapid weak pulse, and nausea.

- Call 9-1-1 or seek medical help immediately.
- Do not give the victim anything to eat or drink.
- Lay the victim on his/her back, but do not move him/her if there is a back or neck injury. If the victim is unconscious, vomiting or has severe injury to the lower face or jaw, lay him/her on his/her side and be sure the victim is getting adequate air.
- Keep the victim warm (not hot) by use of blankets or clothes.
- Raise the victim's feet and legs with a pillow. (Only do this if it does not cause the victim any pain.)

**Bleeding and Wounds**

- Place a clean cloth or gauze and gloved hand over the wound; apply firm, steady pressure for at least 5 minutes.
- Call 9-1-1 or other emergency personnel if bleeding is severe.
- Elevate an injured arm or leg above the level of the victim's heart if practical.
- When bleeding stops, secure the cloth with a bandage. Do Not lift the cloth from the wound to check if bleeding has stopped. Be sure the bandage is not too tight—it may cut off circulation.
- Check the victim for shock.

Never use a tourniquet unless you cannot control the bleeding. Tourniquets may result in subsequent medical amputation.

**Burns**

**1. Chemical or Compressed Gas Burns**

- Use a drench hose, emergency shower or eyewash for at least 15 minutes to rinse away all traces of chemicals while removing any contaminated clothing from the victim. (See illustration 1.)
- Cover the burn loosely with a clean, dry cloth or special burn dressing.
- Check the victim for shock.
- Call 9-1-1 or seek medical attention as soon as possible.

**2. Heat or Electrical Burns**

- If necessary, use water to stop actual burning of skin.
- If the skin is not broken, submerse the burned area under cool running water, or gently apply a cool compress until pain is relieved. Bandage with a clean, dry cloth.

- Do not break a blister if one forms.
- Do not apply ointments or creams.
- If skin is broken, or if burns are severe:
  - Call 9-1-1 or other emergency personnel.
  - Do not clean the wound or remove embedded clothing.
  - Cover the burn loosely with a clean, dry cloth.
  - Expect shock and treat accordingly.

**Choking**

Note: These instructions are for choking victims over one year of age. There are specific guidelines for treatment of infant choking that are not outlined in this document.

If the victim can speak or cough forcibly and is getting sufficient air, do not interfere with his/her attempts to cough the obstruction from the throat. If the victim cannot speak or is not getting sufficient air, have someone call 9-1-1 while you perform abdominal thrusts.

1. Stand directly behind the victim and wrap your arms around the stomach.

2. Make a fist with one hand and place that fist just above the navel and well below the ribs, with the thumb and forefinger side toward you.

3. Grasp this fist with the other hand and pull it quickly toward you with an inward and slightly upward thrust. Repeat if necessary. (See illustration 1.)

If the victim becomes unconscious:

1. Lay the victim on their back.
2. If the object that is blocking the airway is visible, reach a finger into the victim's mouth (along the inside of the cheek) and try to sweep the obstruction out of the victim's throat, being careful not to push the object deeper into the victim's airway.
3. Even if this is not successful, attempt rescue breathing.
4. If the victim is still not breathing or moving, begin chest compressions (CPR).

Illustration 1

**Electric Shock**

1. Do not touch the victim until electrical contact is broken.
2. If possible, unplug or switch off the source of electricity.
3. If the victim is not breathing and has no pulse, call 9-1-1 or seek medical attention immediately.

**Eye Injury**

1. Chemical

- Hold the eyelids apart and flush the eyeball with lukewarm water for at least 15-30 minutes. Be careful not to let runoff water flow into the other eye.
- Place a gauze pad or cloth over both eyes and secure it with a bandage.
- Get to an eye specialist or emergency room immediately.

2. Cut, Scratch or Embedded Object

- Place a gauze pad or cloth over both eyes and secure it with a bandage.
- Do not try to remove an embedded object.
- Get to an eye specialist or emergency room immediately.

**Fainting**

Note: Fainting victims regain consciousness almost immediately. If this does not happen, the victim could be in danger, and you should call 9-1-1 as soon as possible.

1. Lay the victim down on their back and make sure they have plenty of fresh air.
2. Reassure the victim and apply a cold compress to the forehead.
3. If the victim vomits, roll the victim on his/her side, and keep the windpipe clear.
4. Report the fainting incident to the first responder.

**Unconsciousness**

1. Determine responsiveness by gently tapping the victim's shoulder and asking, "Are you okay?"
2. If there is no response, shout "Help!" and look for a medical alert tag on the victim's neck or wrist.
3. If the victim is not breathing and has no pulse, begin CPR.
4. Call 9-1-1 or seek medical aid as soon as possible.

## *VEHICLE SAFETY*

### Purpose

To define requirements for a Town wide vehicle safety program, applicable to all personnel, which meets the requirements of, and ensures compliance with state and federal regulations and standards. Requirements contained in the following sections apply to all the following:

- Town vehicles, which includes those owned, rented or leased by the Town.
- Private vehicles being used on Town business.

### General

Town vehicles are easily identified and are regularly observed by many Clayton citizens and residents of neighboring cities. How these vehicles are operated can significantly influence public opinion and perception. When personnel demonstrate safe and courteous behavior while driving Town vehicles, it positively strengthens the relationship between the Town and its citizens.

Operators of Town vehicles must ensure that the vehicle carries a current insurance card and valid registration before using it.

### 360 Walkaround

Prior to any town vehicle being moved, the driver will walk completely around the vehicle to identify any possible hazards. The only exception to this is if a spotter is being used to assist in backing the vehicle. (A spotter should always be used if available when backing a vehicle.)

### Drivers Licensing

Newly hired Town personnel shall be screened during the hiring process to ensure they hold the proper class of drivers' licenses for the jobs they are required to perform.

Superintendents/Supervisors are responsible for ensuring that personnel in their department are appropriately licensed before assigning them to operate a vehicle. Employees who drive town vehicles are subject to an annual driver's license check. A copy of the driver's license check will be provided at the employee's request.

Town personnel shall immediately inform their supervisor if their driver's license is revoked, suspended, or expired. These personnel shall not operate any vehicle until their license has been reinstated. Superintendents/Supervisors shall inform Human Resources of the situation.

## Seatbelt/Shoulder Harness Use

Town personnel shall wear installed seatbelt/shoulder harness when operating or riding in any Town vehicle. Personnel shall also wear installed seatbelt/shoulder harness when operating or riding in any private vehicle being used on Town business. It is the vehicle operator's responsibility to ensure occupants are properly wearing their seatbelt/shoulder harness before placing the vehicle in motion.

## Cell Phone and Headset/Earphone Use

Town of Clayton employees are not allowed to operate cell phones (unless hands free equipment is available, i.e., Bluetooth), mobile communication radios, lap-top computers, or other communication devices while operating Town vehicles unless during an emergency response in accordance with emergency operation policies. Texting while operating a vehicle is **not allowed at any time**. Vehicle operators shall not wear a headset or earphone when operating any type of vehicle.

## Alcohol and Drug Use

Driving under the influence of alcohol or illegal drugs is against the law and is forbidden by the Town and could result in the loss of driving privileges and termination of employment.

## Traffic Violations

Town personnel receiving a citation or ticket by a police officer while driving a Town vehicle or Town provided rental vehicle, or a personal vehicle on Town business, are personally liable for fines issued. Town personnel are expected to follow federal, state, and local laws while operating a vehicle on Town business.

## Vehicle Care

Town personnel shall conduct a pre-use vehicle inspection before using a vehicle on Town business. Personnel shall not operate a vehicle if safety defects are noted during the inspection; and the vehicle must be removed from service until the deficiencies are resolved.

**Vehicles will be kept clean and free of trash and other debris.** Material / equipment in the vehicle will be kept safely stored and/or secured to avoid hazards in the event of an accident.

Vehicle maintenance will be coordinated with the Fleet Maintenance Division.

The Fleet Maintenance Division will maintain all vehicle maintenance records.

## Training Requirements

Town personnel may operate passenger type vehicles such as sedans and small trucks without formal training if they are properly licensed by the state to operate this classification of vehicle. However, Town personnel shall not drive any vehicle for which they are not properly licensed as outlined by North Carolina State Statute.

# *CONFINED SPACE ENTRY PROGRAM*

## Purpose

To establish a confined space entry program that meets industry standards and protects Town personnel from the hazards associated with confined spaces.

## Workplace Evaluation and Entry Decision Documentation

Each department shall evaluate areas where Town personnel work to determine if there are any spaces in these areas that meet the definition of a permit required confined space. (**All** confined spaces that employees of the Town of Clayton may enter are considered Permit Required Confined Spaces.)

## Types of Confined Spaces and Common Hazards

**Confined Space Definition**

- A space is considered a confined space if it meets **ALL THREE** of the following conditions:
  - Is not designed for continuous occupancy.
  - Has a limited or restricted means for entry/exit such as a tank, vessel, silo, bin, hopper, or pit
  - Is large enough and configured so that a person can enter and perform work.
- A permit-required confined space if it meets the requirements above and has **ANY** of the following characteristics:
  - Contains, or has the potential to contain, a hazardous atmosphere.
  - Contains a material that has the potential for engulfing an entrant.
  - Has a configuration that could trap or asphyxiate an entrant such as an inwardly converging wall or floor that slopes downward and tapers to a smaller cross-section.
  - Contains or has any other recognized serious safety or health hazard.

## Confined Space Identification

Permit required confined spaces must be identified by placing warning signs near the entry point that state “Permit-Required Confined Space – Entry Permit Required.” If so, for some reason a sign cannot be placed, an alternative method shall be employed to assure Town personnel know not to enter the unmarked spaces without obtaining an entry permit.

## Reclassification of Permit-Required Spaces to Non-Permit Spaces

A qualified confined space entry supervisor may temporarily reclassify a permit-required confined space to a non-permit required space for entry without the requirement to follow permit-required procedures so long as **ALL** the following conditions are met:

- The confined space does not contain hazards that cannot be eliminated.
- The confined space does not contain potential atmospheric hazards, or these hazards have been eliminated by removing the source such as disconnecting and blocking a gas line **outside** the

confined space in such a way that it is impossible for a gas leak to produce a potentially hazardous atmosphere.

- All other safety or health hazards have been eliminated **without physically entering the confined space**.
- Work to be performed will not introduce any hazard into the confined space.

Reclassification should be an exceedingly rare occurrence since it is unlikely that all hazards that originally caused a confined space to be classified as a permit-required space can be eliminated without entry.

## Entering a Permit-Required Space

**Entry Permits**

An entry permit shall be issued by an authorized confined space supervisor PRIOR to entry into a permit required confined space. The completed permit shall be posted at the entrance to the confined space and remain posted throughout the entry. A permit is only valid for the time indicated on the permit and only for the conditions noted on the permit.

- The following minimum actions shall be accomplished before a permit is issued:
  - The location of the confined space and the work performed shall be defined.
  - The potential or known hazards to be encountered shall be determined and confirmed.
  - Isolation measures such as lockout/Tagout shall be considered and completed if required.
  - The needed protective equipment, including rescue equipment, shall be defined and secured.

Atmospheric testing utilizing a direct reading air sampler shall be performed. Tests for carbon monoxide, combustible gas, and oxygen volume are required at a minimum. The testing of the confined space shall always be performed from outside the confined space, and on vertical entries, the testing shall be done at various levels. **Always perform the initial testing when the ventilation system is not running**.

The acceptable atmospheric conditions are:

**Oxygen Content:** 19.5% to 23.5%

**Flammable Gases Content:** Less than 10% of lower explosion limit/lower flammability limit (see SDS).

**Carbon Monoxide:** Less than 35 parts per million.

If there is a possibility of specific airborne toxic chemicals in the confined space, their presence shall be evaluated by using direct reading air sampling. These results shall be compared with existing exposure limits (PEL and/or TLV).

At a minimum periodic atmospheric monitoring shall be required while the work is performed in the confined space unless the potential hazard warrants continuous monitoring. **In the case of sewer system entries, continuous monitoring is required at the working location of each authorized entrant.**

- Atmospheric monitoring shall be conducted with the ventilation system operating to determine its effectiveness (after the initial testing with it off).
- Emergency procedures shall be reviewed with attendants and **all** authorized entrants.
- Rescue procedures shall be discussed and annotated on the permit.
- If conditions noted are different than those described on the confined space permit, the permit shall be revoked. Any change in conditions or activity that introduces new hazards into the confined space requires a new permit.

Equipment used to conduct atmospheric testing or monitoring shall be calibrated and maintained as per the manufacturer's instructions.

**General Entry Procedures and Safeguards**

Conditions and hazards vary widely and is it the responsibility of the entry supervisor, and everyone involved in the entry process, to continually evaluate the hazards associated with both the confined space and the work being performed and apply protection measures necessary to protect each worker from these hazards.

**Safety Equipment**

The entry permit shall define the minimum necessary equipment required for working in the confined space. The equipment required may include some or all the following:

- Eye and Face Protection
- Foot Protection
- Head Protection
- Body Protection
- Hearing Protection
- Respiratory Protection
- Life Jackets
- Hand Protection
- Insulated Floor Mats
- Safety Harness and Retrieval Line

Hazard evaluation and atmospheric testing, performed prior to entry, will determine the use and types of protective equipment required.

**General Safeguards and Hazards**

Some general safeguards for entering any confined space include:

- Always assume a hazard exists. Never enter a confined space unless atmospheric testing has been performed for oxygen volume, airborne toxic chemicals, and flammable or combustible gases.
- Always consider the special hazards that might arise while working in a confined space. Be sure that supplies of hazardous energy and contaminants are isolated at the source.
- Always have an attendant at the entrance to the confined space. The attendant should never enter the confined space. The attendant should maintain some form of communication with the entrant such as a two-way radio, visual contact, or a noise maker, (i.e., air horn).
- Entrants shall wear a harness during entry to facilitate rescue unless the confined space supervisor determines its use would be hazardous to the entrant.
- Oxygen combines with steel to form rust. Extremely rusted components in a confined space may have eliminated the available oxygen.
- General hazards associated with confined spaces include:
    - Mechanical Hazards
    - Communication Hazards
    - Entry and Exit Hazards
    - Physical Hazards: Some hazards cannot be eliminated because of the nature of the work or the nature of the confined space. Some of these include:
- Temperature
- Noise
- Vibration
- Scaffolding or ladders
- Presence of surface residues
- Structural hazards

**Specific Permit-Required Entry Procedures**

**Purging and Ventilating**

Control of the atmosphere within a confined space shall be accomplished by purging and ventilating.

- When ventilating/purging a confined space, the blower controls shall be located at a safe distance from the entrance to the confined space. When a ventilation system is in operation, the air flow shall be checked before each work shift to maintain a safe environmental level. The confined space environment shall be tested prior to initiating any ventilation/purging. Tests shall be conducted from outside the confined space and, as areas are cleared, the inspector should move forward to test remote areas of the confined space. The ventilation system shall be designed so that only fresh air is supplied to the confined space. If an exhaust system is installed

in the confined space, workers shall be protected from the exhaust at its external point. If flammable concentrations are present (10% or greater of the LEL/LFL) then electrical equipment shall comply with the provisions of the applicable electrical code for hazardous locations, and bonding/grounding requirements. Where continuous ventilation is not part of the operating procedure, the atmosphere within the confined space shall be tested until continuous acceptable levels of oxygen and contaminants are maintained for three tests at five-minute intervals.

- Continuous general ventilation of a confined space shall be maintained where toxic atmospheres are produced as part of the work procedure. General ventilation is an effective means of diluting contaminants by distributing them throughout a workspace. Special precautions shall be taken when using a ventilation system that partially blocks an exit opening. Such precautions include a method of providing breathable air to each worker for the time necessary to exit the confined space and a method of maintaining communications.
- Local exhaust ventilation shall be provided where general ventilation is not effective due to restrictions in the confined space or when high concentrations of contaminants occur in the breathing zone of the worker. Such concentrations may occur during welding, painting, and chemical cleaning activities.

**Isolation and Lockout/Tagout of the confined space**

- All hazards involving potential stored energy should be isolated/eliminated through lockout/Tagout where possible.
- Special lockout/Tagout precautions when isolating a confined space from potential hazardous energy include:
  - Listing the isolation points for energy sources found within the confined space on the entry permit.

**Cleaning Confined Spaces**

- When cleaning the inside of a confined space, the cleaning method and how it is applied shall be carefully considered to ensure the process removes hazards associated with the cleaning process.
- When cleaning a confined space that has a flammable atmosphere above the upper flammable limit, The confined space shall be purged with an inert gas before being ventilated with air. If possible, initial cleaning shall be done from outside the tank.

**Equipment and Tools for Working in Confined Spaces**

Tools shall be carefully inspected prior to confined space entry. Tools must meet the following requirements before they are used in a confined space:

- Portable electric tools, equipment, and lighting shall be grounded or double insulated and plugged into ground fault circuit interrupters.
- Heavy duty electrical cords shall be used and shall be free of nicks and defects.

- Use air-driven power tools when flammable liquids are present. This reduces the risk of explosion. Explosion hazards are still present from overheating (drilling), sparks from striking, grinding or discharge of accumulated electrostatic charges developed from the flow of compressed air.
- Ensure that lights used in confined spaces are explosion-proof in design and equipped with guards.
- Never take cylinders of compressed gas into a confined space. As an exception, cylinders used by self-contained breathing apparatus or resuscitation equipment are allowed in confined spaces.
- Secure and place ladders at an angle so that the distance that the bottom of the ladder is from the wall is approximately one-fourth the distance that the top of the ladder is from the floor. Built in ladders in utility access holes and vaults should not be used unless they have been inspected to ensure they have not rusted or deteriorated.
- Scaffolding must meet applicable regulatory standards.
- Ensure that equipment used in a flammable atmosphere is approved as either explosion-proof or intrinsically safe.
- Barricades shall be placed around utility access holes before the cover is removed. Barricades shall remain in-place until the cover is replaced.

**Sewer System Entry**

Sewer system entry differs in two vital respects from other permit entries. First, there is rarely any way to completely isolate the confined space (a section of a continuous system) to be entered. Second, because isolation is not complete, the atmosphere may suddenly and unpredictably become lethally hazardous (toxic, flammable, or explosive) from causes beyond the control of the entrant. Due to these unique hazards, personnel involved with sewer system entries should be personnel who are routinely involved in sewer system operations.

Entrants should be trained in the use of, and equipped with, atmospheric monitoring equipment that sounds an audible alarm in addition to its readout whenever one of the following conditions are encountered:

- Oxygen concentration is less than 19.5 percent.
- Flammable gas or vapor at 10 percent or more of the LEL.
- Hydrogen sulfide or carbon monoxide at or above 10 ppm or 35 ppm, respectively, measured as an 8-hour time weighted average.
- Any other identified atmospheric hazard at or above its PEL.

Sewer lines are continually at risk from flooding due to rain or fire suppression activities (either training or real-world events). They are also easily flooded with flammable or other hazardous materials during emergencies by industrial or transportation accidents.

**Town personnel are prohibited from entering utility access holes or other confined spaces that contain High Voltage hazards that cannot be de-energized.**

**Functions of Assigned Personnel**

**Confined Space Supervisor Responsibilities**

The confined space supervisor is the key player in making an entry into a confined space both safe and compliant with the standards (The Confined Space Supervisor need not be an actual supervisor – It is a designation of the individual in overall charge of the confined space entry). Their responsibilities and duties include the following:

Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposures to the hazards.

- Verify the following before issuing (signing) an entry permit:
  - The requirements checked on the permit are appropriate for the hazards expected.
  - Required tests on the permit have been conducted.
  - Procedures and equipment specified by the permit are in place.
  - Any other requirements, outlined on the permit, have been met.
- Terminate the entry and cancel the permit.
- Verify that rescue services are available, and that communication is present and operable.
- Keep unauthorized personnel away.
- Although the entry supervisor may elect to turn over responsibilities to an attendant, the entry supervisor remains responsible for ensuring operations remain consistent with the terms of the permit and that acceptable entry conditions are maintained.

**Attendant Responsibilities**

- Attendants and their duties and responsibilities shall conform to the following:
  - Know the hazards that may be faced during entry, including the mode, signs or symptoms and consequences of exposure to the hazards.
  - Be aware of possible behavioral effects of hazard exposure in authorized entrants.
  - Continuously maintain an accurate count of authorized entrants in the permit space.
  - Remain outside the confined space during entry until relieved by another attendant.
  - Communicate with entrants as necessary to monitor their status and to alert them of the need to evacuate if the need arises.
  - Monitor activities inside and outside the confined space to determine if it is safe for entrants to remain in the confined space and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:

        - If the attendant detects a prohibited condition.
        - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
        - If the attendant detects a situation outside the confined space that could endanger the authorized entrants.
        - If the attendant cannot effective and safely perform their duties
    - Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape.
    - Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:
        - Warn the unauthorized persons that they must stay away from the permit space.
        - Perform non-entry rescues as outlined in this procedure.
        - NOT perform any other duties.

**Authorized Entrant Responsibilities**

- Authorized entrants and their duties and responsibilities shall conform to the following:
    - Know the hazards that may be faced including information on the mode, signs or symptoms, and consequences of exposure to the hazards.
    - Safely use any equipment required during entry.
    - Communicate with the attendant as necessary to enable the attendant to monitor their status and to allow the attendant to alert entrants of the need to evacuate the confined space if required.
    - Alert the attendant whenever any of the following conditions exist:
        - The entrant recognized any warning sign or symptom of exposure to a dangerous situation.
        - The entrant detects a prohibited condition.
    - Exit the permit space as quickly as possible during the following conditions:
        - When an order to evacuate is given by the attendant or the entry supervisor.
        - When the entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
        - When the entrant detects a prohibited condition.
        - When an evacuation alarm is activated.

**Rescue Personnel Responsibilities**

The primary responsibility of rescue personnel is to ensure the safe rescue of trapped or injured personnel from a permit required confined space.

**Rescue Requirements**

Rescue systems shall be in place at the confined space site and shall be used during entry unless the confined space supervisor determines they would present a greater hazard to entrants.

- Rescue personnel must either be present during entry or be available to perform rescue if required.
- If rescue personnel are not present during entry, the confined space supervisor must ensure that rescue personnel know they may be required to respond in an emergency, and that there is a method for determining if they become unavailable (unavailability requires termination of the entry).
- Regardless of the method used retrieval systems or methods shall be used during entry for each entrant; unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue (the confined space supervisor shall make this determination). Retrieval systems shall meet the following requirements:
  - Each entrant shall use a full body harness, with a retrieval line attached at the center of their back near shoulder level, above their head, or at another point which ensures a profile small enough for the successful removal.
  - The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the confined space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be on site to retrieve personnel from vertical type permit spaces more than five feet deep.
- If entrants may be potentially exposed to chemical substances during entry, a copy of the SDS must be on site with the entry permit and be made available to rescue personnel, as necessary.
- In addition, the rescue team or service shall be informed of the hazards they may confront when called on to perform rescue at the site.

## Contractor Notification

Our Town has the responsibility under governing standards to coordinate activities and hazards with contractors and their subcontractors that may enter spaces under Town control. Exchange of information and coordination is also required when personnel from two or more contractors are involved in confined space entry.

## Annual Program Review

A review of this confined space program will be conducted annually by the Safety Officer in conjunction with the Department/Division.

# *HAND AND PORTABLE POWER TOOL SAFETY*

## Purpose

Establish a Town wide standard for the use of hand and portable power tools by Town personnel.

## Hand Tool Safety Guidelines

**General Guidelines and Safe Work Practices**

- All hand tools, whether owned by Town personnel or provided by the Town, shall be maintained in a safe condition and meet regulatory requirements.
- Wooden handles of all tools shall be kept free of splinters/cracks.
- Insulated tools used for hot electrical work must meet ANSI Standards for electrical safety tools (tools which meet this standard will be marked by the manufacturer with a small double triangle and the number 1000 followed by a "v" or the word "volt"). This requirement applies to personal tools as well as Town owned tools.
- Never use tools for jobs for which they were not designed. Examples of misuse of tools include using a knife to pry with, using an incorrect size wrench, or hammering with the side of a hammer rather than the face of the head.
- Keep tools in good condition. If the tool is broken, either fix it or dispose of it.
- Tools should be stored properly.

**Metal Cutting Tool Safe Work Practices and Guidelines**

**Hand Chisels**

- Wear safety glasses with side shields or goggles when using a chisel.
- Flat and cape chisels should be ground so the face forms an angle of 70 degrees for working on cast iron, 60 degrees for steel, 50 degrees for brass, and about 40 degrees for soft metals.
- Dress heads at the first sign of mushrooming. Failure to follow this rule may lead to flying chips that may cause severe injury.
- Always use a hammer that is heavy enough to do the job.

**Tap and Dies**

- Work should be mounted firmly in a vice. Never attempt to hold work in your hands. Use proper T-handle wrench or adjustable tap wrench (never use makeshift tools).
- Make sure you drill the right size hole and use lubrication as necessary during the tap process.
- If you must use a punch or chisel to remove a broken tap, wear proper eye protection.

**Hack Saws**

- Install blades so teeth point forward.

- Use the following as a rule:
  - 14 Teeth per inch for machine steel.
  - 18 Teeth per inch for tool and high-speed steel or cast iron.
  - 25 Teeth per inch for soft metals such as brass, copper, and sheet metal 18 gauge or over.
  - 32 Teeth per inch for small tubing, conduit, or sheet metal less than 18 gauge.

**Wood Cutting Tool Safe Work Practices and Guidelines**

**Hand Saws**

- Use the proper saw for the work to be performed.
- Keep saws sharp to prevent binding.
- Guide the saw with the thumb of your free handheld high on the saw when starting a cut (do not place a thumb on the material being cut).
- Wear eye protection.

**Axes and Hatchets**

- Always make sure ax and hatchet handles are mounted in the ax or hatchet head and that handles are smooth and have no splinters.
- Keep the axes and hatchets sharp. A dull ax or hatchet may glance off the wood and strike the user in the foot or leg.
- Use the proper size tool for the job.
- Never strike hard metal surfaces.
- Eye protection should always be used.

Always cut away from the body when using a knife.

**Torsion Tool Safe Work Practices**

**Wrenches**

- Wrenches should be pulled, not pushed, during operation. Use a short steady pull. Do not use a hammer. If the nut will not come free, get a wrench with a longer handle or use some type of chemical to help break the nut free. Never use a “cheater” bar or pipe to extend the length of the wrench.

**Pipe Wrenches**

- Inspect pipe wrenches frequently, especially the adjusting nut of the wrench. Take cracked wrenches out of service immediately.

- Using a wrench of the wrong length is also hazardous. A wrench handle too small does not give proper grip or leverage and one too large may strip the threads or break the fitting causing the pipe to slip or fall.
- Pipe wrenches are not designed to be used on valves, to be struck with a hammer, or used as a hammer.

**Screwdrivers**

- Do not use screwdrivers for punches, wedges, pinch bars, or for prying.
- The tip of the screwdriver must fit snugly in the screw. Using the wrong size will not only damage the screw but may also lead to injury if the screwdriver slips out of the screw inadvertently.
- Never use a screwdriver for electrical work unless it is an ANSI approved electrical insulating screwdriver (marked with double triangle and 1000v).
- Never hold work in your hand. Use a vise.

**Shock Tool Safe Work Practices**

**Hammers**

- Make sure hammer heads are firmly on handle before each use.
- Never use hammers with damaged heads or damaged handles.
- Wear eye protection when using a hammer.
- Never use a steel hammer on hardened steel surfaces. If you must hammer hardened steel, use a soft-head hammer, ball peen hammer, or one with a plastic, wood, or rawhide head.
- Never hammer with the side of the hammer.

**Sledgehammers**

- Always inspect these tools carefully before each use and discard any defective tools.
- Eye protection shall be worn when using a sledgehammer.

**Portable Power Tool Safety**

- Portable power tools, whether Town furnished, or employee provided, must be maintained in a safe condition, and must meet applicable ANSI and/or regulatory standards for design and use.
- When power operated tools are designed to accommodate guards, the guards must be in place and functional.
- Do not remove or alter the guarding on portable power tools.
- Any tool that is used in an explosive atmosphere must be specifically approved for explosive environment. This requirement also applies to power sources for the tool.

- Personnel using any portable power tool that has the potential to create eye hazards must wear eye protection.
- Store and transport them in a safe manner so they will not be damaged and in such a way that sharp surfaces do not present a hazard to personnel or other equipment.
- Electric tools must either be double insulated or grounded.
- Extension cords used for portable power tools used outdoors or in potentially damp locations must have ground fault protection.
- Never use the power cord to lift or lower a tool.
- Hearing protection should be used when using portable power tools. Many tools such as saws, drills, and impact tools produce noise levels which frequently register above 105 dB depending upon the material being worked on and the individual tool.
- Blades should be checked frequently to ensure they remain sharp.

Use extreme care when operating a portable power saw. Keep hands well clear. If the saw binds, stop the saw and remove it from the work.

**Pneumatic Powered Tools and Hoses**

- Hose and hose connections must be designed for the intended pressure and service. Never exceed the manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings.
- Always make sure air hoses do not present tripping hazards.
- Unless automatic disconnects are provided, air must be turned off prior to changing or disconnecting air-powered tools or equipment. Hoses must be connected to tool housings by safety chains unless automatic quick disconnects are provided.
- Pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 PSI, must have a safety device on the muzzle to prevent the tool from operating unless the muzzle is in contact with the work surface.
- Compressed air will not be used for cleaning purposes unless reduced to less than 30 PSI and then only with effective chip guarding.
- Do not use hoses for hoisting or lowering tools.
- Hoses exceeding 1/2 inch inside diameter must have a safety device at the source of supply or branch line to reduce the pressure in case of hose failure.
- Eye protection is required when operating any tool that may lead to flying debris unless the employee is protected by a suitable alternate device such as a full-face respirator or blasting hood.

**Grinder and Abrasive Wheel Safe Work Practices**

- Safety guards must be in place prior to any work being done.
- Safety guards must be used on right angle head/vertical portable grinders and must have a maximum exposure angle of 180 degrees.
- Wheels must be inspected and sounded immediately before mounting.
- Take particular care to make sure when installing a wheel that the maximum grinder speed does not exceed the maximum wheel speed.
- Wheels must fit freely on the spindle and remain free during grinding conditions.
- Portable grinders can be exceptionally hazardous tools unless they are properly and carefully used. Never force the grinder if it binds. Do not apply excessive pressure on the wheel.
- Eye protection is always required when using portable grinders. The minimum eye protection is safety glasses with side shields or goggles AND a face shield (requires both).

**Explosive Actuated Tool Safe Work Practices**

- HILTI or Ram set Guns must be controlled and only used by qualified operators.
- Ammunition for explosive actuated tools will be stored in appropriate metal containers that are locked to prevent unauthorized access. Quantity must be limited to less than 1000 rounds.
- Operators MUST wear eye protection. Operators must also wear hearing protection when firing the gun.
- The muzzle end of the tool must have a protective shield or guard at least 3 1/2 inches in diameter, designed to confine any flying fragments or particles that might otherwise create a hazard at the time of firing.
- The tool must be designed so it cannot be fired unless the guard, shield, fixture, or jig above is installed.
- The firing mechanism must be designed so the tool cannot fire during loading or in preparation to fire or if the tool is dropped while loading. Firing must be dependent upon at least two separate and distinct operations of the operator, with the final firing movement being separate from the operation of bringing the tool into firing position.
- There must be a standard means of identifying the power levels of loads used.
- Fasteners will only be used in tools that are specifically approved by the fastener manufacturer.
- Ammunition must remain in the personal control of the authorized operator. Ammunition will NEVER be left unattended at the job site. Do not leave ammunition in vehicles for any period.

**Miscellaneous Power Tool and Equipment Guidelines**

Airless spray guns which operate at high pressures (1,000 pounds or more per square inch) must be equipped with a safety device that will prevent pulling of the trigger until the safety device is manually released.

Fuel powered tools must be stopped while being refueled, serviced, or maintained. Exceptional care must be taken when using fuel powered tools in a closed environment to protect against potential concentrations of toxic gases.

**Training Requirements**

Town personnel shall be sufficiently trained and knowledgeable to safely use the hand and portable power tools they are required to use on-the-job.

# SAFETY MANUAL 2

## *DIGGING, TRENCHING, AND EXCAVATING*

### Purpose

To establish a digging, trenching, and excavating program that provides protection for Town personnel from the hazards associated with entry into and working in trenches or excavations.

### Excavation/Trenching Plan

Digging, trenching, and excavating presents unique hazards including the potential for severe injuries from underground utilities and the possibility of entrapment or burial from cave-ins if standard safety practices are not followed. The requirements outlined represent the minimum Town standard.

Locations of utility installations, such as sewer, telephone, fuel, electric, water lines shall be determined before an excavation is started. When excavation operations approach the estimated location, the exact location shall be determined by a safe and acceptable means (such as hand digging) before continuing.

If for some reason it is impossible to locate underground utilities, and digging is still necessary, it shall be done by hand. If any obstruction is encountered, digging shall immediately stop until the nature of the obstruction is determined and confirmed to not be a hazard.

## Trench/Excavation Requirements

Surface encumbrances that may create a hazard to personnel must be removed or supported as necessary to safeguard workers.

Underground installations must be protected, supported, or removed as necessary to safeguard personnel.

- A stairway, ladder, ramp, or other safe means of egress shall be in trench excavations that are **four feet** or more in depth, so that no more than 25 feet of lateral travel for personnel is required. If a ladder is used it must extend a minimum of three feet above the top of the excavation.
- Personnel exposed to public vehicular traffic must wear vests or other suitable garments marked with or made of reflectorized or high-visibility material.
- Workers are never allowed under loads handled by lifting or digging equipment. Workers must stand away from any vehicle being loaded or unloaded, except that the vehicle operator may remain in the vehicle cab during loading and unloading.
- Personnel entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials. In these cases, a minimum of one worker for each lifeline shall be stationed outside the excavation.
- If work is required in an excavation where water accumulation is present, or is possible, the following precautions and/or work limitations are required:
  - Personnel will not work in excavations with accumulated water, or in excavations in which water is accumulating, unless precautions are taken to protect them from the hazards posed by water accumulation. The precautions necessary to protect workers vary with each situation but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
  - If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means must be used.
- If the stability of adjoining buildings, walls, or other structures is endangered by the excavation, support systems such as shoring, bracing, or underpinning must be used to ensure the stability of such structures for the protection of workers.
- Excavation below the level of the base or footing of any foundation or retaining wall, which may pose a hazard to personnel, is not permitted unless:

- A support system is provided to ensure the safety of workers and the stability of the structure; or
- The excavation is in stable rock; or
- A registered professional engineer has determined that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity.
- Sidewalks, pavements, and appurtenant structure shall not be undermined unless a support system is provided to protect workers from the collapse of such structures.
- Personnel must be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into the excavation. Unless retaining devices are used, material and equipment must be kept at least two feet from the edge of excavations.

- Daily inspections of all excavations shall be performed. This inspection shall include looking for any evidence of a situation that could result in cave-ins, indications of failure of protective systems, hazardous atmospheres, or any other hazardous conditions.
- Excavations that are **five feet** or deeper require some type of protection from cave-in and shall meet the requirements in **29 CFR 1926, Subpart P**.

## Protective Systems Design Requirements

The information in this section is based on a "worst case" scenario (Type C Soil – Sandy Soil).

Each person in an excavation shall be protected from cave-ins by an adequate protective system.

If personnel must enter an excavation that is less than five feet deep, and a competent person has personally examined the ground and surrounding features and determined there is no indication of potential cave-ins, a protective system need not be used.

Protective systems, including layback, shall be designed to meet the requirements for Type C Soil (sandy soil).

Excavations deeper than 20 feet require protective systems designed and approved by a registered professional engineer.

Excavations 20 feet or less in depth, except those less than 5 feet in depth which present no cave-in hazard, require a protective system such as the use of sloping or the use of shields.

Excavations that use the slope protective method shall have sides sloped at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal). This assumes Sandy Soil. This method is the easiest to use and should be considered the primary method for worker protection during Town operations.

Excavations that use shield systems, or other protective support systems to protect personnel must use one of the following:

- Support systems, shield systems, or other protective systems made from timber shall be designed and constructed in accordance with the conditions and requirements for Type C Soil (sandy soil) in 29 CFR 1926.652, Subpart P.
- Commercially procured support systems, shield systems, or other protective systems must be installed and used in accordance with manufacturer's instructions.

***Any deviation from the manufacturer's data must be approved in writing by the manufacturer and must be posted at the job site during construction and immediately available during use.***

## *SCAFFOLDING*

### Overview

The use of scaffolding presents hazards including the potential for injuries from falls, injury to personnel, collapse of improperly erected scaffolding, and potential damage to property and equipment.

### Scaffold Design Requirements

Each scaffold and scaffold component shall be capable of supporting its own weight plus four times the maximum intended load.

If commercially produced scaffold components, erected by manufacturer's guidelines, are used, scaffolding meets this criterion. It is Town policy to only use commercially produced scaffolding.

### General Scaffold Construction Requirements

Scaffolding must be erected, dismantled, or modified under the supervision of a competent person. A Scaffolding Competent Person must also inspect scaffolding before each **shift**. Documentation of this inspection shall be accomplished through the use of tags.

- Each platform on all working levels of scaffolds must be fully planked or decked between the front uprights and the guardrail supports. All platform pieces must be fastened to scaffold members to prevent movement during normal use and to prevent uplift by wind forces.
- Each platform and walkway must be at least 18 inches wide unless this width is not possible due to obstructions. If the width must be reduced to less than 18 inches, guardrails or personnel fall arrest systems must be provided and used.
- The front edge of platforms must be no more than 14 inches from the face of the work unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used.
- Where platforms overlap to create a long platform, the overlap must occur over supports and be not less than 12 inches unless the platforms are nailed together or restrained to prevent movement.
- Wooden platforms must not be painted with opaque finishes (these may hide damage or defects). A nationally recognized grading stamp such as "Scaffold Grade OSHA Planking" must identify all wood platform planks.

- Do not mix scaffold components manufactured by different manufacturers unless the components fit together without force.

## Minimum Distances from Power Lines

**Insulated Lines**

Scaffolding must be placed no closer to insulated power lines than ten feet for lines up to 50kV. (Consult the OSHA regulation for lines over 50kV).

## Scaffold Construction

If the height to base width ratio of more than four to one (4:1) is used, the scaffold must be supported by guy wires, tying, or bracing to prevent tipping. This must also be repeated vertically every 20 feet or less thereafter for scaffolds three feet wide or less, and every 26 feet or less thereafter for scaffolds greater than three feet wide. The top guy, tie, or brace of completed scaffolds must be placed no further than the 4:1 height from the top. Guys, ties, and braces must be installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet (measured from one end, not both, towards the other). NOTE: U-Bolt types of wire rope clips are not allowed.

- Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement (never use unstable objects to support scaffolds or platform units or as working platforms).
- Scaffold poles, legs, posts, frames, and uprights must be plumb and braced to prevent swaying and displacement. They must also be placed on base plates and mud sills or other adequate firm foundation.

## General Access Requirements

When scaffold platforms are more than two feet above or below a point of access, portable ladders, hook on ladders, attachable ladders, stair towers, stairway-type ladders, ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist, or similar surface will be used. Cross braces shall never be used as a means of access.

## Scaffold Use

**Inspections**

Scaffolding shall be inspected for visible defects before each work shift and after any occurrence that could affect a scaffold's structural integrity.

**General Requirements and Safe Work Practices**

- Never move scaffolds while workers are on them.
- Personnel shall wear hard hats when they are on scaffolding.
- Tag lines must always be used when loads are being hoisted onto or near scaffolds, (this is to prevent contact between the load and the scaffold and possible resultant scaffold damage or worker injury).
- Never allow debris to accumulate on platforms.

- Never use a makeshift device such as a box, to increase the working height of workers.
- Ladders will not be used on scaffolds to increase the working height of workers.
- Working on or from scaffolds is prohibited during storms or high winds.

### Fall Protection Requirements

**General Requirements**

Personnel on a scaffold more than 10 feet above a lower level must be protected from falling by either of the following methods:

- Personal Fall Arrest Systems
- Guardrail Systems

### Preventing Falling Objects

- Personnel shall wear hardhats during erection, dismantling, and use of scaffolding.
- Toe boards, screens, catch nets, catch platforms, or canopy structures capable of catching falling objects shall be used in all areas where objects may be dropped.
- Equipment and tools should be tethered when used on scaffolding.
- If effective methods are not available to prevent objects from falling on workers below the working level, then the area below the work shall be barricaded and workers shall not be allowed to enter the area even if this means stopping work on lower levels of the scaffolding.

### Mobile Scaffold Requirements

- Mobile scaffolds **SHALL NOT** be moved when personnel are on the scaffold. Even when unoccupied, movement of mobile scaffolds (rolling tower scaffolds) requires extreme care.
- Scaffold casters and wheels shall be locked with positive wheel and/or wheel and swivel locks, or an equivalent means, to prevent movement of the scaffold while occupied.

## *LADDER SAFETY*

### Purpose

To establish a program to prevent the Misuse of ladders that can pose a significant hazard to Town employees using them for their job duties. This section outlines specific requirements to protect Town personnel from the hazards associated with ladder use.

### Ladder Selection

Selecting the right ladder for the job is the first step in ladder safety. Ladder type is defined by how much weight the ladder can support.

- Ladder Type 1A - Extra-Heavy Industrial Ladder - 300-pound capacity
- Ladder Type 1 - Heavy-Duty Industrial Ladder - 250-pound capacity

- Ladder Type 2 - Medium-Duty Commercial Ladder - 225-pound capacity
- Ladder Type 3 - Light-Duty Household Ladder - 200-pound capacity

The ladder type chosen for a job must support the workers' weight plus the weight of any tools and materials. Employees who weigh more than 300 pounds will not be able to use portable ladders unless the supervisor can secure specially designed ladders that will accommodate the additional weight.

## General Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks, or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps, or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels, or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least three feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

## *HEAT STRESS*

### Purpose

To establish a heat stress prevention program that assures protection for Town personnel from the effects of heat exposure.

General Work activities that present a risk of heat injury/illness include operations involving high air temperatures (greater than 85°F), radiant heat sources, high humidity, direct physical contact.

### General Information

Work activities that present a risk of heat injury/illness include operations involving high air temperatures (greater than 85°F), radiant heat sources, high humidity, direct physical contact with hot objects, or strenuous physical activities.

Additionally, operations that require workers to wear semi-permeable or impermeable protective clothing increase the risk for heat stress.

### Heat Illness

Heat disorders such as heat fatigue, heat exhaustion, and heat stroke are usually progressive in nature; serious heat-related illnesses, such as heat stroke, can be prevented by early recognition of symptoms.

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions that can be taken any time temperatures are high and the job involves physical work.

### Heat Stroke

Heat stroke occurs when the body fails to regulate its core temperature and the body temperature rises to critical levels of 105°F. During heat stroke, sweating stops, and the body can no longer release excess heat. **Heat stroke is a medical emergency**. The primary signs and symptoms of heat stroke are:

- Lack of sweating, hot and dry skin
- Mental confusion
- Delirium
- Irrational behavior
- Loss of consciousness
- Convulsions
- Abnormally high body temperature, (e.g., an oral temperature of 105°F).

If an individual shows signs of possible heat stroke, professional medical treatment must be obtained immediately. The worker should be placed in a shady area and the outer clothing removed. The worker's skin should be wetted and air movement around the worker should be increased to improve evaporative cooling until professional emergency medical treatment arrives. Fluids should be replaced as soon as possible. The medical outcome of an episode of heat stroke depends on the victim's physical fitness and the timing and effectiveness of medical treatment.

Town personnel suspected of being ill from heat stroke must receive professional medical treatment and shall not be sent home or left unattended unless directed by a physician.

### Heat Exhaustion

Heat exhaustion results from loss of fluid through sweating and from not drinking enough replacement fluids. The body still sweats but experiences extreme weakness or fatigue. The signs and symptoms of heat exhaustion are:

- Skin is clammy and moist
- Headache
- Nausea
- Vertigo
- Weakness
- Thirst

Heat exhaustion responds readily to prompt treatment. Workers suffering from heat exhaustion should be removed from the hot environment, rest in a cool place, and given fluid replacement. If the worker is not responding to this treatment, then they must receive professional medical care.

### Heat Cramps

Heat cramps are usually caused by performing hard physical labor in a hot environment and are attributed to an electrolyte imbalance caused by excessive sweating. Heat cramps can be caused by both too much and too little salt and by a lack of fluid replenishment. Do not rely on thirst; instead, drink water every 15 to 20 minutes in hot environments.

Under extreme conditions, such as working for 6 to 8 hours in heavy protective gear, a loss of sodium may occur. Drinking commercially available carbohydrate-electrolyte replacement liquids is effective in minimizing physiological disturbances.

### Heat Stress Prevention

When the work area temperature exceeds 85°F DB (feels like) work/breaks shall be modified to prevent heat related illness. Recommendations for work modification and water consumption are detailed below.

### Work Modification Recommendations

To avoid heat stress illnesses to employee’s work, breaks, and water consumption should be modified based on the current weather conditions and the workload.

### Additional Preventive Measures

Engineering controls should be implemented when feasible to reduce/eliminate heat exposure. Effective engineering controls may include:

- Ventilation
- Air Cooling
- Shading

Administrative controls shall be implemented to reduce the effects of heat exposure.

- Provide a lot of cool water to workers close to the work area. Fluid replacement is the most important preventive measure. Workers must have adequate fluids available and be encouraged to drink small amounts frequently, i.e., at least 8 oz every 20 minutes.
- Acclimatization is a key factor in preventing heat illnesses. Recommended acclimatization regimen for existing workers is 50% of the work hours to the heat exposure on day one, 60% on day two, 80% on day three, and 100% on day four. For new workers who will be similarly exposed, the regimen should be 20% on day one, with a 20% increase in exposure each additional day.
- Scheduling of high heat exposure jobs during the cooler part of the day and routine maintenance /repair in hot areas during the cooler seasons of the year.
- Other administrative controls include reducing the physical demands of the work, providing recovery areas or enclosures away from the sun, using relief workers, using worker pacing, and assigning extra workers to reduce the individual workloads.

### Training Requirements

Employees who perform work outdoors shall receive heat stress awareness training annually. This training shall be scheduled to occur just prior to the start of the summer season.

## *EMERGENCY SHOWER AND EYEWASH*

### Purpose

To establish requirements for installation, operation, and maintenance of emergency showers and emergency eyewash equipment that assures protection for Town personnel from the hazards associated with chemicals in the workplace.

### Installation Requirements for Emergency Shower/Eyewash

Eyewash equipment shall be provided at all work areas where during routine operations or foreseeable emergencies, the eyes of personnel may come into contact with a hazardous substance. Examples include:

- Battery charging areas
- Hazardous waste storage areas

- Chemical or paint mixing areas
- Areas where chemicals are routinely handled or poured

An emergency shower is required in all work areas where during routine operations or foreseeable emergencies, an area of the body may come into contact with a hazardous substance. Examples include:

- Battery charging areas
- Hazardous waste storage areas
- Any location where chemical splash hazards exist
- Any area where a chemical is handled especially sprayed or pressurized, in such a way that it could be spilled or sprayed on the body.

Emergency eyewash/showers shall be in accessible locations so that injured personnel can reach them within 10 seconds. If both an eyewash and shower are needed, they shall be located so that both can be used at the same time by one person. The area of the eyewash and shower equipment must also be maintained free of any items that might obstruct their use or limit immediate access.

Permanently plumbed eyewashes are preferable. However, where these are not feasible, a wall hung eyewash that provides a minimum of 15-minute flush may be substituted provided it is installed, inspected, and maintained in accordance with the manufacturer's instructions.

## Inspection and Testing Requirements

Plumbed eyewash and shower equipment shall be inspected and activated periodically to flush the line and verify proper operation (ANSI Z358.1 recommends activation at least weekly). Inspections should be documented. Portable units shall be maintained in accordance with the manufacturer's instructions but should still be inspected monthly.

## Emergency Eyewash Requirements

Plumbed eyewash units shall be permanently connected to a source of tepid potable water. Gravity feed eyewash units shall be refilled or replaced after use with the water being maintained, inspected, and replaced at intervals and methods defined by the unit's manufacturer. Neither shall be used except for testing and/or for emergencies. Testing of portable units shall be as indicated in the manufacturer's instructions.

Heads of eyewash units shall:

- Be positioned 33 to 45 inches from the floor.
- Be positioned six inches from the wall or nearest obstruction.
- Provide 0.4 gallons per minute (GPM) for 15 minutes.
- Be supplied by a source of tepid and clean potable water.

Valves of eyewash units shall:

- Activate in one second or less.

- Stay open without the use of your hands.
- Bowls and nozzles must be kept clean and free of rust and other contaminates.

### Emergency Shower Requirements

Plumbed shower units shall be permanently connected to a source of tepid potable water. Self-contained showers, which contain their own flushing fluid, shall be refilled, or replaced after use with the water maintained, inspected, and replaced at intervals and methods defined by the unit's manufacturer. Neither shall be used except for testing and/or for emergencies. Testing of self-contained units shall be as indicated in the manufacturer's instructions.

Heads of shower units shall:

- Be positioned 82 to 96 inches from the floor.
- Have a spray pattern with a minimum diameter of 20 inches at 60 inches above the floor.
- Provide a flow rate of 20 gallons per minute (GPM).
- Have the center of the spray pattern at least 16 inches from any obstruction.
- Be supplied by a source of tepid and clean potable water.

Valves of shower units shall:

- Activate in one second or less.
- Stay open without the use of your hands.
- Remain on until the user shuts it off.
- The discharge area must be kept clean and free of rust and other contaminants.

## *MANUAL MATERIAL HANDLING*

### Purpose

To provide guidelines to prevent occupational injuries, associated with manual material handling, to Town personnel.

### Engineering Controls

Engineering controls modify the method of performing a task. These controls effectively isolate the employee performing the task from the source of injury. Examples of engineering controls:

- Lift properly. If items weigh more than 45 pounds, consider asking for help, or use material handling equipment.
    - Reduce the weight of the load. Consider dividing the load into more than one unit.
    - Change the size of the load. Bulky items are more difficult to handle than compact items.
    - Change the shape of the load by changing the packaging. Boxes are easier to handle than bags.

- Keep containers as small as possible; this keeps the load closer to the body.
- If possible, use handles on bags, boxes, and sacks. Handles minimize peak shearing forces on the spine.
- Identify the weight on each container.
- Use mechanical aids instead of manual handling when possible:
  - Hand trucks and carts
  - Hoists
  - Scissors lift or spring lift tables
  - Powered industrial trucks

Floors should be smooth but not slippery and be pothole free. Eliminate areas that cause trips and missteps. Keep aisles clean, clear, and free of debris or spills.

## Safe-Lifting Techniques

There are no comprehensive and universal rules for *safe* lifting. Individuals need to adjust how much weight they lift depending on their own capabilities. A few examples are:

## Diagonal or Single Person Squat Lift

Establish a wide base of support and straddle the object with one foot slightly ahead of the other. Firmly grasp the object with the palm of both hands. Be sure to establish a good grip to prevent the item from slipping because the jerking movement during a slip could easily damage the low back.

Move the object as close to the body as possible before starting to lift.

Keep the head and shoulders up while maintaining the normal arch in the lower back. Straighten the knees and hips while coming to a standing position. If this portion of the lift is done correctly, the head will rise first, with no movement of the back. If done incorrectly, the hips will rise first. This incorrect technique causes the back to bend forward while the lift is performed. The key to preventing injuries is to keep the back arched and use the strength of the legs to lift.

As you reach the standing position, move the object tightly into your stomach. Now that you have the object lifted, do not forget to carry it, and sit it down properly. Keep the load close to your body. Do not change your grip unless the loads weight is supported. **DO NOT TWIST**. Remember to bend your knees as you lower the load. Keep your back straight. Slide the load into tight spaces and pay attention to your fingers and toes, especially as you sit it down.

There are times when it may not be possible to bend your knees or to get close to the object. During these times you can use alternative lifting methods such as bracing yourself by putting your knees against a solid object, bending at the hips while keeping your head and back in a straight line, or lifting gradually while using a combination of your legs, buttocks, and stomach muscles.

### Team Lifts

There are many times when it is simply not safe to lift alone. Examples include heavy items, bulky items, and awkward items. In these cases, a team lift approach should be used. Individual lift techniques remain the same for each person. However, when the second person enters the "lift equation" new factors come into play. For instance, members of the team should be of similar build and height. They should also be of the same strength. One person needs to be in charge and all parties need to understand who this person is so there will be no misunderstandings that may lead to mistakes and resultant injury. Proper lifting procedures are just as important in team lifts as they are in individual lifts. However, it is necessary to move in a coordinated and smooth way. If care is not used to coordinate movement, it is likely that one employee will receive the greater part of the weight and thus may be injured.

### Lifting Do's and Don'ts

Adherence to the dos and don'ts in the table below will significantly reduce the risk of injury.

| Dos | Don'ts |
|---|---|
| *DO* design job tasks to minimize lifting and lowering. If an employee must do lifting, perform the lift between knuckle and shoulder height. | *DO NOT* twist the back or bend sideways. |
| *DO* stay in good physical condition. If one is not used to lifting and vigorous exercise, do not attempt difficult lifting or lowering tasks. | *DO NOT* lift or lower awkwardly. |
| *DO* think before acting. Place material conveniently within reach. Have handling aids available. Make sure sufficient space is cleared. | *DO NOT* hesitate to get mechanical help or help from another person. |
| *DO* get a good grip on the load. Test the weight before trying to move it. If it is too bulky or heavy, get a mechanical lifting aid or somebody else to help, or both. | *DO NOT* lift or lower with the arms extended. |
| *DO* keep the load close to the body. Place the feet close to the load. Stand in a stable position with your feet pointing in the direction of movement. Lift by straightening the legs. | *DO NOT* continue heaving when the load is too heavy. |

## *STORAGE, HOUSEKEEPING, AND SANITATION*

### General

Maintaining good housekeeping is vital to the town's safety program and should be prioritized. A tidy and well-organized workplace helps prevent accidents and creates a more comfortable and efficient environment for employees.

### Safe Storage

**General Storage Guidelines**

- Materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
- Maximum safe load limits shall be posted on mezzanines and clearly visible. Posting shall be in pounds per square foot. These limits shall not be exceeded.
- Bagged materials shall be stacked by stepping back the layers and cross keying the bags at least every ten bags high.

- Items, particularly combustibles, shall not be stored under stairs.
- Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, shall be stacked, and blocked to prevent spreading or tilting.
- Items shall not be stored or stacked to protrude into aisles.
- Aisles and passageways shall be kept clear to provide for the free and safe movement of material handling equipment or employees.
- Chemical items shall be labeled with manufacturer name, product name, and hazards.
- If hazardous chemicals are handled, other than in sealed containers, an emergency shower and/or eyewash shall be provided.
- Safety footwear is required when handling material that presents a potential foot injury.
- Wear gloves when handling sharp objects or material that may cause hand injury.
- Finger rings, jewelry, or loose clothing should not be worn when handling material.
- Clean up spills immediately, even if you did not cause the spill.
- Fire extinguishers shall be conspicuously located or clearly marked with arrows or other means. They will never be blocked.
- Flammable materials shall either be stored in approved flammable storage cabinets or in storage rooms or outside storage buildings that meet flammable storage requirement rules.
- Noise hazard areas shall be marked with warning signs that clearly warn of the noise hazard and indicate the requirement for hearing protection. An example of wording would be NOISE HAZARD AREA – HEARING PROTECTION REQUIRED.
- Aisles in storage areas and warehouses shall be at least four feet in width. If mechanical handling equipment is used, aisle width will be increased to a minimum of three feet wider than the largest equipment used.
- Do not block electrical power panels, disconnect switches, or alarm supply boxes.
- **Compressed gas cylinders shall be stored vertically, restrained by a non-flammable means such as chain, stored out of the direct sunlight, full and empty cylinders stored separately, and acetylene or other flammable gases and oxygen stored a minimum of 20 feet apart. If flammable gases are involved, smoking will be prohibited within 50 feet.**
- Open sides of mezzanine storage areas shall have standard guardrails and toe boards. If stacked items are stored above these rails, and there is a potential for these items to fall to a lower level where personnel may be injured, a wall, cage, or other suitable method shall be used to prevent the stacked items from falling.
- Store heavy items and equipment on middle or lower shelves to prevent back injuries. Do not overload shelves or lockers.

- Exit doors shall never be blocked.
- Emergency exits shall be clearly marked with signs that read EXIT with letters at least six inches high and the principal strokes of the letters not less than ¾ inch wide.
- Clearance of at least 18 inches will be maintained between the top level of the stored material and any sprinkler deflectors.
- A minimum of 18 inches of clearance shall be maintained around lights and 36 inches around heating units to prevent ignition of combustible materials.

## Housekeeping

- Keep floors dry to prevent slipping hazards.
- Floors, working places, and passageways shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings to facilitate cleaning.
- Trash and other waste materials shall be kept in approved containers. Do not allow trash to accumulate.
- Never allow surplus or waste material to accumulate in vehicles.
- Tools and equipment shall be safely stored, especially mobile vehicles or trailers.
- Non-potable water shall **not** be used for washing any portion of the person, cooking, or eating utensils, or clothing.
- Non-potable water shall be clearly posted or marked as non-potable.
- Potable drinking water will always be accessible to Town personnel.

## Food Consumption and Storage Guidelines

- Food preparation areas shall be maintained in a sanitary condition. Including utensils, ovens, toasters, refrigerators, and microwaves. Town personnel are expected to clean up their areas and keep them clean.

## Safe Work Practices

- Clean up spills immediately.
- Post signs to warn personnel of a slipping hazard anytime floors are wet or being cleaned.
- Never leave material where someone may stumble over it.
- Eating and drinking shall not be allowed in any area exposed to toxic material.
- Areas shall be kept reasonably clean, free of accumulated dirt and dust, and as dry as possible.
- Everyone is expected to keep their own work area clean. This includes picking up litter, keeping items stored in proper places when not in use, and occasional dusting or cleaning as necessary to maintain sanitary and clean working conditions.

# *COMPRESSED AND LIQUIFIED GASES*

## Purpose

To establish a program that ensures safe handling, storage, and usage of compressed and liquefied gases, offering protection to Town personnel against potential hazards associated with these compressed and liquefied gases.

## Storage and Return of Cylinders

Compressed gas and liquefied gas containers must be stored in designated storage areas. Appropriate signs shall be used to ensure proper cylinder location (i.e., Empty Acetylene Cylinders, Full Oxygen Cylinders, etc.). General requirements for storage areas include:

- Container areas shall prominently display the hazard class (flammable, oxidizer, etc.) and where appropriate, *NO SMOKING* signs shall be posted.
- Provide sufficient storage racks designed to accommodate different cylinders.
- Provide adequate ventilation including a localized ventilation system and/or alarm devices, as required.
- Ensure that storage areas are distant from elevators, walkways, unprotected platform edges or any location where heavy objects might strike or fall on the cylinders. Do not allow containers to obstruct exit routes or other intended areas of egress.
- Secure storage areas against unauthorized entry at all times.
- Prohibit storage below grade or in subsurface locations.
- Designate separate areas for full and empty cylinders. Separate full and empty containers by hazard class.
- Handle, store, transport, or use compressed gas cylinders only while secured to a stationary object in an upright position. Exceptions to this rule include CFCs, LPG fuel tanks for industrial trucks, and ton containers of chlorine and sulfur dioxide.
- Do not subject cylinders of compressed gases to temperatures more than 125&#65533;F (52&#65533;C), or permit them to be exposed to open flames, electric circuits, or electric welding apparatus. Most cylinders have a fusible plug designed to release in a fire. This means cylinders stored outdoors will need to be stored under cover to prevent direct sunlight on the cylinders.
- Do not subject cylinders to artificially created low temperatures without the approval of the supplier.
- Keep valves closed when a cylinder, either full or empty, is not in use. Except when connected to the dispensing equipment, keep the protective valve cap in place. Do not transport or store cylinders without the protective cap in place.
- **Separate flammable and combustible material containers from oxidizing materials by at least 20 feet (6m) or a one-hour fire-rated partition**.

- When a cylinder is empty, or at low pressure, move it to the appropriate storage area. These cylinders shall be disconnected and transported only by trained employees. If using a cylinder cart, the cylinder must be securely chained to the cart.

## General Handling and Storage Rules

- Compressed gas cylinders are considered explosion hazards due to high internal pressure. Many cylinders are also considered fire hazards when containing flammable contents.
- Basic safe handling rules apply to compressed gas cylinders. These rules are as follows:
  - Do not handle compressed gas cylinders with a sling (chain or rope), or clamps. Do not drop the cylinders.
  - Do not use cylinders of compressed gas, either full or empty, as rollers, or supports.
  - Do not use excessive force to operate cylinder valves. Do not use a wrench on cylinder valves equipped with a hand wheel. For cylinder valves designed to be turned with a wrench, use only the wrench designated for that cylinder valve and keep the wrench on the valve.
  - Do not direct a compressed gas stream at anyone.
  - When returning a compressed gas cylinder to the supplier, replace the valve protection cap if it is provided. Check the gas tight valve outlet plug if required and tighten securely.
  - Do not handle cylinders with oily hands or gloves.
  - Close the cylinder valve before removing the regulator. Keep the valve closed to prevent air and moisture from entering the cylinder.
  - Know the properties of the material being handled. Be aware that some materials, such as corrosives or toxics, may require venting when disconnecting a regulator.
  - Always secure the cylinder when removing the regulator.
  - Mark the cylinder *Empty* or *MT* using signs and/or chalk.
  - Maintain access to cylinder shut-off valves when cylinders are in use.
  - Close the valve and relieve the hose pressure when the cylinder is left unattended for even short periods of time.
- **Compressed gas cylinders shall be stored vertically, restrained by a non-flammable means such as chain, stored out of the direct sunlight, full and empty cylinders stored separately, and acetylene or other flammable gases and oxygen stored a minimum of 20 feet apart. If flammable gases are involved, smoking will be prohibited within 50 feet.**

## Connecting and Disconnecting Cylinders

When a cylinder of compressed or liquefied gas is installed or removed from a system, the following steps and rules shall be used:

- Before connecting a coupling to a cylinder valve, wipe the coupling and valve clean with a cloth which is free of oil and lint.
- Do not open the cylinder valve slightly to blow out contamination that may be in the valve. Exceptions to this include gas cylinders used in welding and cutting operations. These cylinders may have the valve opened slightly while the installer stands to one side and points the gas stream away from any ignition source.
- Check the threads of the coupling, cylinder valve, and regulator to make sure that each is compatible and that none of these parts has been damaged.
- Release the regulator adjusting screw before opening the cylinder valve.
- Open the cylinder valve slowly to prevent a sudden inrush of gas to the regulator.
- Do not allow the cylinder pressure to drop below 20 psig residual pressure. An exception to this is acetylene, which must be used at a maximum gauge pressure of 15 psig.
- Before removing the regulator, close the cylinder valve tightly and release the gas from the regulator.
- When disconnecting an empty or low positive pressure cylinder, anticipate a leak. Stand to the side of the cylinder, facing away from it, when disconnecting the regulator.

In addition to the precautions outlined above, Town personnel connecting, or disconnecting cylinders shall wear appropriate Personal Protective Equipment (PPE). This includes gloves, eye protection, and safety shoes, as required. Respiratory protection may be required if the cylinder contains toxic gas such as Chlorine.

## Hoses and Other Portable Compressed Gas Appliances

Hoses, gauges, couplings, regulators, torches, and appliances used in conjunction with compressed gases shall be listed by Underwriter's Laboratories, Inc., and/or approved by Factory Mutual Laboratories.

The minimum hose length is 12 feet between the cylinder and the equipment. Hoses used for oxygen service are colored green, and hoses designated for combustible gas are red. Hoses used in compressed gas service shall be repaired by replacing defective sections using approved couplings.

Hoses used in compressed gas service shall be replaced every five years. During this five-year use span, the hose shall be inspected before each use and quarterly. If the inspection reveals deterioration, arrange replacement.

Associated equipment such as couplings, regulators, valves, torches, etc., shall be inspected before each use and quarterly. If the inspection reveals defective equipment, the equipment or system shall be removed from service and repairs made immediately.

## Emergency Situations and Chemical Information

In the event of an emergency involving a compressed or liquefied gas cylinder, personnel in the immediate vicinity shall evacuate the area and contact emergency personnel.

### Hazard Class of Compressed and Liquified Gases

Gases are classified based on their chemical and physical hazards. Gases may represent a hazard because they are:

- Flammable
- Toxic
- Asphyxiant (inert gases)
- Highly toxic
- Oxidizers
- Extremely cold (cryogenic)
- Corrosive
- Under high pressure

## *BLOODBORNE PATHOGENS*

### Purpose

To minimize or eliminate potential exposure to Town personnel from Bloodborne Pathogens to include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV),

### Occupational Exposure Determination

This guideline applies to Town personnel who may be exposed to Bloodborne Pathogens in their job duties.

Blood and body fluids should always be treated as contaminated. Personnel who handle or dispose of materials containing such fluids have the potential for occupational exposure. Occupational exposure is defined as the reasonable expectation of contact with blood or other infectious materials through abraded skin, eyes, mucous membranes, or parenteral routes while performing their job duties.

### Safe Work Practices

Blood, body fluids, and other potentially infectious materials shall be handled as hazardous materials unless those precautions interfere with the proper delivery of first aid/CPR or health care or create significant risk to the personal safety of the employee.

- Personnel shall wash hands and any other affected skin with soap and water, or flush mucous membranes (e.g., eyes) with water immediately or as soon as possible following contact with blood and/or body fluids. If hand washing facilities are not available, use an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels, or antiseptic towelettes.
- Used needles and other sharp objects shall be placed in a closable, puncture-resistant, leak-proof container.

- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in any area where a potential for contact with blood and/or body fluids exists.
- Food and drink shall not be stored in refrigerators, freezers, shelves, cabinets, in areas of possible contamination.

## Personal Protective Equipment

**Personnel Protective Equipment**

Where there is a potential for occupational exposure to blood and/or body fluids, Personal Protective Equipment (PPE) shall be used as follows:

- Disposable Gloves shall be worn when there is a potential for contact with blood and/or body fluids. When working with equipment that may damage the gloves, an outer glove made of cotton, leather, or metal mesh should be used.
- Masks and Eye Protection shall be worn when there is a potential for splashes, sprays, spatters, droplets, or aerosols of blood and/or body fluids.

After removing gloves or other Personal Protective Equipment, or in cases where direct contact with blood and/or body fluids may have occurred unexpectedly, wash hands and other skin surfaces with soap (antiseptic cleanser) and water immediately or as soon as possible after removing protective equipment. If hand washing facilities are not available, use an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels, or antiseptic towelettes.

## Housekeeping

- Clean and disinfect surfaces immediately or as soon as possible after contact with blood and/or body fluids. Use an approved hospital disinfectant or a mixture of one part sodium hypochlorite (household bleach) diluted with ten parts water.
- Do not pick up broken glass by hand. Clean up using a brush and dustpan, or equivalent method.
- When emptying trash receptacles, avoid touching waste with your hands. Pour or dump trash receptacles into bins or dumpsters to avoid the possibility of injury from contaminated glass, needles, or other sharp objects.
- Disinfect reusable items contaminated with blood and/or body fluids with an approved antiseptic cleaner or equivalent, or a mixture of one part sodium hypochlorite (household bleach) diluted with ten parts water.

## Clean-Up Procedures

Spills of potentially infectious materials such as blood, vomit, urine, etc. shall be treated as if known to be infected with HBV, HIV, or other pathogens. Town personnel are not authorized to cleanup these spills unless they have been identified and trained as outlined in this program.

## Infectious Waste Disposal

Potentially contaminated waste shall be disposed of in accordance with federal, state, and local regulated waste laws. Feminine hygiene products are not considered to be regulated waste and can therefore be disposed of in the regular garbage.

### Hepatitis B Vaccination

The HBV vaccination shall be offered to any employee whose routine job responsibilities expose them to blood and/or body fluids. UNC Health Johnston shall administer vaccinations.

The HBV vaccination consists of either a series of two or three injections given over a six-month period.

If the person previously received the HBV vaccination or if antibody testing reveals that the person has his or her own immunity, then the vaccination is not necessary.

If the person initially declines the HBV vaccination, they must sign a Hepatitis B Vaccination Declination form. This form shall be kept in the person's medical file. If, at a later date, the employee requests a vaccination, it shall be provided at no cost to the person. If a booster dose is recommended, it shall also be provided at no cost to the employee.

### Post-Exposure Evaluation and Follow-Up

Personnel exposed to blood and/or body fluids such as a splash to the eyes or mouth, or contact with exposed, abraded skin, shall be offered a confidential medical follow-up evaluation, vaccination, and post-exposure medical treatment. The follow-up shall be performed under the direction of a Town-approved physician, clinic.

### Medical Records

The medical file shall include a copy of the employee's Hepatitis B vaccination record or a copy of their Hepatitis B Vaccine Declination Form and medical records relative to the employee's ability to receive the vaccination.

## *PERSONAL PROTECTIVE EQUPMENT (PPE)*

### Purpose

To Establish a Personal Protective Equipment (PPE) program that satisfies the State and Federal OSHA requirements to protect employees from workplace hazards.

### Requirements

Employees shall be provided with all the PPE that the Town determines necessary based on the employee’s duties. Employees are responsible for wearing PPE when required and shall maintain the PPE in a clean and reliable condition. Damaged or defective PPE shall not be used.

### Eye and Face Protection

Town personnel are exposed to a variety of hazards during normal work performance. Eye protection worn shall provide protection against the highest level of hazard encountered in the task. Examples of eye and face protection:

- Face shields – Used when hazards exist from splash or flying. Face shields should only be worn over primary eye protection (spectacles or goggles).
- Filter lenses must meet the requirements for shade designations. Tinted and shaded lenses are not filter lenses unless marked or identified as such.

- Personnel who need prescription lenses must wear either safety glasses fitted with the prescription lenses, or safety glasses designed to be worn over regular prescription eyewear.
- Wearers of contact lenses must wear appropriate eye and face protection devices in a hazardous environment. NOTE: Dusty and/or chemical environments present an additional hazard to contact lens wearers.
- Metal frame eye protection is not permitted in electrical hazard areas.
- Welding helmets should be used only over primary eye protection (spectacles or goggles).
- Eye and face gear should be designed so that it provides ventilation and protects the wearer from splash entry.
- Corrective lenses used as safety glasses must have protection that is equal to the applicable standard (must meet ANSI standards and have ANSI approved side shields
- Contact lenses are permitted only if safety glasses are worn to protect against impact. When eye protection is worn to protect against other hazards, such as chemical splash, high dust levels, or working with molten metals, contact lenses are prohibited. They should also not be worn while wearing a respirator.
- Goggles shall be worn when working with acids or other chemicals that can splash into the eyes, or when performing operations generating high dust levels, such as woodworking.
- Face shields must be worn when there is a splash hazard from chemicals or when sparks are generated. Note: Face shields, in addition to safety eyewear, are always required during grinding and during some electrical work (depending on voltage). In the case of hot electrical work, the face shield shall be specifically designed to provide arc-flash protection and rated for the potential flash hazard.
- Filter lenses shall be used to protect against radiant light during maintenance welding operations.

## Head Protection

Safety helmets, which meet the applicable standards, shall be provided to personnel exposed to injury from falling objects or overhead obstructions. *Since workers frequently work near electrical hazards, safety helmets must also meet ANSI standard requirements for protection from electrical shock hazards.*

Head protection (hard hats) are specifically required:

- Within the operating radius of a crane.
- In areas where overhead work is being done.
- On all construction sites or any designated area or area with hardhat required signs.
- In trenches, pits, or excavations.
- On scaffolding.
- In bucket trucks, lifts, man baskets, or powered industrial truck personnel platforms.

## Foot Protection

Each person exposed to foot injury due to falling or rolling objects, or exposure to electrical hazards shall wear safety footwear. In the case of electrical hazards, EH approved footwear is required.

Safety footwear is required for Town personnel where:

- The employee routinely carries objects more than 25 pounds, or other objects of this weight that may fall onto the feet.
- Work, including metering, is performed on energized electrical systems. Use of steel toed shoes around energized electrical parts of less than 480 volts is allowed provided the footwear is in good condition with no exposed metal or tears in the outer covering and is ANSI certified as EH. Footwear with composite material is recommended in lieu of steel regardless of voltages involved.
- When visiting areas such as the wastewater treatment plant, a minimum of closed-toed shoes shall be worn to avoid injury.

## Hand Protection

Gloves will be used to prevent cuts, abrasions, burns, and skin contact with chemicals.

Gloves of the type and rating listed below **shall always be worn:**

- Cut Resistant Gloves - Handling sheet metal or other metal products that may cause cuts.
- Leather or Mechanics Gloves - Handling rough wood or other products that may cause splinters or abrasions.
- Leather or Mechanics Gloves - Moving furniture.
- Leather or Mechanics Gloves (Cut Resistant Gloves if glass or sharp objects may be present) - Handling debris or industrial type trash.
- Latex / Nitrile - Providing medical or first aid treatment to another person.
- Leather or Mechanics Gloves - Using tools such as shovels, and axes.
- Leather or Mechanics Gloves - Using portable power tools.
- Leather or Mechanics Gloves - Handling tag lines and during rigging.
- Gloves recommended by SDS - Handling tools or equipment that have been exposed to chemical hazards.
- Gloves recommended by SDS - Pouring chemicals, using chemicals, or transferring chemical products.
- Welder Gloves - Welding, cutting, or braising.
- Chainsaw Gloves - Chainsaw use.
- Leather or Mechanics Gloves - Grounds maintenance.

## Fall Protection

Safety harnesses, lanyards, and lifelines are the most common fall protection systems used by Town personnel. Safety harnesses and lifelines shall be used according to the applicable regulatory requirements.

## Hearing Protection

Hearing protection devices range from disposable earplugs to sophisticated earmuffs with built in communication devices that allow an employee to be protected from harmful noise and still communicate with other personnel. Protection levels vary between several types and different manufacturers.

As a rule, hearing protection shall be worn anytime personnel are exposed to noise levels that exceed 85 dB, even for short periods.

Hearing protection is always required under the following conditions:

- Use of power tools.
- Use of shop equipment such as table saws, grinders, etc.
- Arc welding and any other welding.
- Operation of heavy equipment such as backhoes, bulldozers, etc.
- Operation of jackhammers leaf blowers, etc.
- In equipment rooms when noise hazards such as HVAC equipment, compressors, or pumps are operating.

## Respiratory Protection

Respirators offer protection from harmful airborne contaminants.

## Miscellaneous Protective Equipment

Numerous other types of PPE such as disposable coveralls and special protective suits, or special flame-retardant clothing may be required for unusual jobs. There are also special clothing requirements for performing work on energized or potentially energized circuits.

## Visitors and Contractors

Visitors traveling into areas controlled by the Town shall be offered PPE for protection if required. This may include hearing protection, safety glasses, and hard hats. These items shall be provided to visitors at no cost when necessary.

The Town's sub-contractors shall be required to conform to the contents of this program, or their own written program, meeting the requirements outlined here. The issue of who provides PPE (the Town or the Sub-Contractor) will depend upon the written contract.

# *LOCKOUT/TAGOUT*

## Purpose

To establish controls, procedures, and safe work practices to prevent injury to Town employees from exposure to the hazards associated with stored hazardous energy.

## General Requirements

Town employees, who service, maintain, adjust, clean, or un-jam components from machinery or equipment shall apply the requirements of this lockout/tagout program to ensure that machinery, equipment, or processes are isolated from hazardous energy whenever:

- A guard or safety device is removed.
- Any part of the workers' body could be injured by an unexpected release of energy.

The procedures described in this program apply to every form of hazardous energy, including but not limited to the following:

- Electrical - Contact with energized electrical panels, relays, switches, etc.
- Mechanical - Movement of presses, rollers, blades, etc.
- Chemical - Releases of material in tanks, pipes, or valves, etc.
- Thermal - Release of heat, steam, or refrigerants.
- Pneumatic - Power presses, conveyors, etc.
- Hydraulic - Powered industrial trucks, punch presses, etc.
- Stored Energy - Batteries, spring-actuated devices, capacitors, or gravity.

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*These are the only exceptions.*

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The requirements in this lockout/Tagout program do not apply to the following:

- Work on **plug-in equipment only**, where pulling the plug eliminates sources of energy.
- "Hot Tap" operations involving transmission and distribution systems for gas, steam, water, and petroleum products when performed on pressurized pipelines provided that the following conditions can be demonstrated:
  - The continuity of service is essential.
  - Shutdown of the service is impractical.
- Procedures for work on sewer force mains will follow the current procedures set in place by the Town of Clayton Water Resources Department, and will be addressed on a case-by-case basis but will include at a minimum:

- The up-stream lift station shall be locked and tagged out using the lockout/tagout guidelines in this procedure.
- If any pressure relief systems are in place, they will be used prior to any work being started.

These are the only exceptions. Practices such as having another worker monitor a switch or circuit breaker are never authorized.

## Machine Specific/Multiple Energy Source Lockout/Tagout Requirements

Departments shall determine the machinery and equipment on which Town employees may be exposed to hazardous energy that requires machine specific LOTO procedures as outlined above and develop/deploy these additional procedures to protect Town employees.

## Energy Control Procedures (to be followed during steps of LOTO)

**Protective Materials and Hardware**

Authorized employees shall be provided locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, blank flanges, or other hardware necessary for isolating, securing, or blocking machines or equipment from energy sources.

Tags shall be of a standard material, size, and print and shall be colored consistently throughout the site and not be used for any other purpose. To assure this requirement is met, locks and tags for Town LOTO shall conform to the following specific requirements:

- Locks and keys shall be individually assigned or supplied from a central distribution point.
- Workers shall not be permitted to use another workers' device.
- Only two keys per lock shall be allowed with one key remaining with the assigned worker. The supervisor may maintain the second key, as well as a roster of assigned locks, in a locked key box located in his/her office area.
- No person, other than the supervisor, shall have direct access to the second key.
- Tagout devices shall be attached using nylon cable ties. Each Tagout device shall identify the person applying the device, type of maintenance being performed, and the date and time that the Tagout device was applied. In addition to the requirements outlined above, employees are responsible for using necessary Personal Protective Equipment (safety glasses, gloves, etc.) and tools meeting appropriate safety requirements. A Tagout device shall be affixed to each hazardous energy isolation point, even if a lock is also attached.
- Each person potentially exposed to the stored hazardous energy shall install a separate tag (if lockable, a separate lock in addition to the tag) at each energy isolation point.

## Preparation for Shutdown

Before beginning or ending the lockout and tagout process, the authorized worker(s) shall notify affected employees of the intended application or removal of lockout and Tagout devices.

Before equipment is turned *OFF* for the purpose of lockout and Tagout, the authorized worker must know and/or identify:

- The type and magnitude of the energy that powers it.
- The hazards to the electrical energy involved.
- The methods of controlling electrical energy.

## Equipment Shutdown and Release of Stored Energy

Equipment shall be shut down in proper sequence (de-energized using normal shutdown procedures). If the authorized employee is unfamiliar with the machinery, shutdown shall not be attempted. In this instance, the authorized worker shall contact the supervisor or the manager for information on the proper shutdown sequence.

## Isolating Equipment

General guidelines for the isolation of various forms of hazardous energy and the control of stored hazardous energy are shown below. This information is to be used as a guide only. In many cases, especially where multiple sources of distinct types of stored energy are present, these guidelines may not be sufficient. Superintendents/Supervisors should contact the Safety Officer for assistance if they are unsure of proper procedures to follow.

## All Energy Forms

- Use energy-isolating devices to physically isolate the equipment from the energy source.
- Be sure to isolate energy sources - secondary, as well as main sources.
- Always verify that each source of energy has been isolated using an approved meter, gauge, or piece of test equipment.

## Electrical Energy

- Know where electrical disconnects for a machine are located and lock these out.
- Stand to the side of electrical switch boxes and face away when turning them off. Use the hand that keeps you away from the switch.
- Report any broken disconnects or disconnects that cannot be locked out.
- Disconnect any batteries supplying the system.
- Discharge any capacitors that may store residual energy.
- Install ground wires or operate ground switches.
- Never pull an electrical switch while it is under load unless it is designed for that purpose.
- Never remove a fuse from an energized fuse holder rather than disconnecting the source.
- Never rely on a control switch to lock out a machine.
- Always verify that electrical energy has been isolated by testing the circuit/area with an approved voltage tester.

**Hydraulic Energy**

- Lockout electrical disconnect for the pump motor.
- Shut off valves to individual machines if a pump supplies more than one machine and other machines must remain operational.
- Close and lockout each valve supplying a machine.
- Block parts that could move from loss of pressure or where pressure cannot be relieved.
- Move a machine to its rest position prior to lockout and then relieve residual pressure.
- Identify and de-energize any accumulators that may be in the system by releasing the stored energy through a valve.
- Cycle a machine after it has been de-energized to release any possible stored energy.

**Thermal Energy**

- Allow extreme heat or cold to dissipate.
- Use proper protective clothing if thermal energy cannot be allowed to dissipate.
- Avoid contact with active steam or cold piping systems.

**Pneumatic Energy**

- Bleed supply lines and leave valves open.
- Block parts that could move from loss of pressure.
- Move a machine to its rest position prior to lockout and then relieve residual pressure.
- Relieve pressure on air tanks by using bleed off valves.
- Cycle a machine after it has been de-energized to release any possible stored energy.
- Never rely on gauges to determine if an air tank is still under pressure; listen for the discharge of air from the tank.

## Mechanical Energy

- Let moving parts come to a complete stop prior to beginning work on the machine.
- Release the pressure on springs or block the movement of spring-driven parts.
- Block or brace parts that could move because of gravity.
- Never insert tools or stops in moving parts of the machine.

## Chemical Energy

- Drain process piping systems and close valves to prevent the flow of hazardous materials.
- Purge reactor tanks and process lines.

- Use a blank flange or physically separate lines if a line must be blocked where there is no valve.
- Use proper protective clothing when working with and around chemicals.

## Applying Lockout and Tagout Devices

Only authorized employees shall apply lockout and Tagout devices. The lockout and Tagout devices shall be properly applied to each energy-isolating device.

When it is necessary for more than one group or an individual to lockout a single energy-isolating device, multiple lock hasp or similar device shall be used.

If tags are used instead of locks, attach them at the same point as a lockout would have been attached and fill out the tag (separate tag required for each individual where group lockout and Tagout applies). If the tag cannot be attached directly to the energy-isolating device, the tag shall be located at the safest proximity to the device, in a position that is immediately noticeable by anyone attempting to operate the device.

## Verification of Lockout and Tagout

Use the following steps to verify that the equipment is isolated from stored energy after the authorized individual ensures that danger areas are clear of employees:

- Verify that the main supply disconnect switch or circuit breaker **cannot** be moved to the *ON* position.
- Use a voltage tester or other approved test instrument to check systems and components on electrical equipment.
- Press the start button and other activating controls to ensure that the equipment is not operational. On other equipment such as piping, springs, flywheels, etc., attempt to start the isolation device (valve, flange, mechanical block, etc.) to verify that it is locked in place.
- Verify that air, stored electrical, hydraulic, or other pressure has been relieved by recording the readings on gauges or other indicating devices.
- Listen for the discharge of air or watch for the discharge of hydraulic fluid at a safe distance.
- Set machine controls to **OFF** when testing is complete.

WARNING: Many systems must also be dissipated (bled, purged, discharged, etc.) after they are isolated. Failure to do so can cause death or severe injury.

## Removal of Lockout and Tagout Devices

The following steps shall be performed at a minimum after completion of maintenance and repairs prior to the removal of lockout and Tagout devices:

- Inspect the work area to make sure that equipment has been fully assembled, including guards, and that it is safe to operate.
- Remove tools from the work area.
- Make a head count to ensure all employees are clear and safely positioned around equipment.

- Notify affected employees prior to the removal of lockout and tagout devices.
- Ensure that each employee who applied for a lockout and Tagout device removes his/her device and documents the removal.

**EXCEPTION:** When the authorized worker who applied the lockout and Tagout device is unavailable to remove it, that device may be removed by the worker's supervisor or by a lead person under the direction of the supervisor. The supervisor must verify that the authorized worker is not onsite. The supervisor must also verify that reasonable efforts have been made to contact and inform the original authorized worker that the lock or tag needs to be removed. The supervisor must also notify the original worker that the lock or tag has been removed before he/she returns to work.

## Outside Contractors

Whenever contractors or servicing personnel are engaged in activities covered by the Town Lockout / Tagout program, the contractor/servicing organization shall inform the Town of their lockout / tagout procedures, and the Town shall inform the contractor of its program.

## Group lockout and Tagout

Some maintenance procedures involve locking and tagging out multiple energy isolating devices. Some may also require more than one person to work on the equipment at the same time. When a group of authorized personnel are working together on the equipment, one of two procedures shall be followed as outlined below:

Each authorized worker shall affix a personal lock and tag to a hasp on each energy-isolating device. **OR**

A single group lock and tag shall be attached to each energy isolating device with keys from these locks placed in a lockout box. In this case, each authorized worker of the maintenance group performing the procedure shall affix their personal lock and tag to the lockout box to secure the keys inside. This process ensures that none of the energy isolating devices can be unlocked until members of the group have removed their locks from the lockout box.

When more than one crew, department, or craft is involved in performing maintenance or servicing procedures which require lockout/tagout, the following procedures shall be followed:

- Each authorized worker shall affix a personal lockout and Tagout device to the group lockout device or group lockout box when he/she begins work and shall remove those devices when he/she stops working on the equipment being serviced or maintained.

## Limitations of Tagout Only Systems

The limitations include:

- The manager must approve the use of a Tagout only system.
- Tags are warning devices. They do not provide the physical restraint offered by locks when used to secure energy-isolating devices.
- The Tagout device attachment shall be attached by a nylon cable tie and filled out providing the authorized worker's name, pager or local phone number, and supervisor's name.

- The tag shall state the date and the time at which the tag was applied, and the type of maintenance being performed.
- A tag shall never be bypassed, ignored, defeated, or removed without authorization from the authorized worker who applied it (or the supervisor if the worker who applied the tag is unavailable).

### Annual Lockout and Tagout Program Review

A program review shall be conducted annually. The review shall focus on assuring the Town Lockout/Tagout Program remains effective in protecting Town employees from stored hazardous energy.

## *EMERGENCY EVACUATION*

### Purpose

To establish an emergency evacuation program to protect Town employees from workplace hazards associated with emergencies. The Town of Clayton Emergency Management has developed site-specific Emergency Response Plans to establish an effective emergency evacuation program.

### Emergency Escape Route Requirements

- All exits shall be clearly marked with a visible illuminated sign that can be read in the dark or is illuminated by the emergency lighting system.
- If all users are unable to see an exit door, the route to the exit shall be clearly marked. Exit signs with arrows directing people to the nearest exit, strategically placed along the main aisles, are required whenever direction to the nearest exit is not immediately apparent.
- In addition to illumination, the letters on exit signs must be at least six inches high and ¾ inch wide, standard.
- Exits will NEVER be locked shut so that occupants of the building cannot escape. There are mechanisms available that maintain facility security while staying within the requirements of the law. For example: An exit door alarm, where the occupant pushes a *panic bar* that unlocks the door, but also sounds an audio alarm to alert others that the door has been opened. Local vendors have more information.
- All exits shall lead out of the facility into an area where public access can be obtained. Do not send people into a fenced area unless there is a gate that opens, allowing everyone to get to the street.
- Hazards, such as potholes, snow, or ice cover, etc. shall not be present outside the emergency exits.
- Aisles leading to an exit door shall be clearly marked, and must be at least 28 inches wide, standard.
- Emergency aisles shall be in the straightest path possible to the exit.

# *RESPIRATORY PROTECTION PROGRAM*

## Purpose

To establish procedures for protecting Town personnel from airborne contaminants. These procedures aim to set minimum respirator requirements and define the specifications for common dust masks.

## Types of Respirators

When selecting the proper respirator the department must consider the hazard of the contaminant, conditions of exposure, limitations of the equipment, and the capabilities of the user.

Respirators are grouped into three general categories:

Air Purifying Respirators

Atmosphere or Air Supplying Respirators

Combination Air Purifying and Air Supplying Devices

Air Purifying Respirators

An air-purifying respirator uses a mechanical or chemical filter media to cleanse contaminants from the users breathing air. Air purifying respirators are limited to environments with sufficient oxygen and concentrations of the contaminants within the specified "protection factor" of the device.

The three common air-purifying respirators are:

Half or Full-Face Negative Pressure Air Purifying Respirators

Powered Air Purifying Respirators (PAPRs)

Dust Masks.

Town personnel shall not wear a dust mask for protection from hazardous atmospheres.

**Air Supplying Respirators**

Air supplying respirators provide a breathable atmosphere to the worker. Several types exist. Those commonly used are:

Self-Contained Breathing Apparatus (SCBA) – Air is supplied from bottles usually worn on the wearer's back.

Air Supplied Hoods – Air is supplied by a remote air source (bottles, compressor, etc.,) and piped to the user by hose.

Town personnel are **NOT** permitted to enter IDLH (Immediate Danger to Life or Health) atmospheres. This is normally limited to fire/rescue personnel.

## Respirator Selection

Respirator selection is based on exposure hazard and the Assigned Protection Factor (APF) factor of the respirator. Criteria that shall be considered when selecting a respirator include:

The nature of the hazard(s) associated with the operation or process.

- The nature of the work operation or process:
- The physical and chemical properties of the air contaminant(s)
- The adverse health effects of the air contaminant(s).
- Warning properties of the hazardous air contaminant(s).
- The relevant regulated exposure levels.
- The measured concentration(s) of hazardous air contaminant(s)
- Worker activities around the operation and the potential stress of work conditions on employees wearing the respirator:
- The length of time respiratory protection will be worn during the work shift.
- The physical characteristic, functional capabilities, and limitations of the respirator:
- Respirator fit test results.

Each department shall perform site-specific evaluations to determine respirator requirements at least annually. Additional evaluations shall be performed as needed when new products or exposures are encountered.

To ensure the list of tasks and exposures in Appendix A remains current, departments shall conduct an annual formal review of this document.

## Medical Evaluations

All Town personnel that wear a respirator shall complete the Medical Questionnaire, which will be reviewed by a medical professional.

## Respirator Fit Testing

**User Seal Checks**

Town personnel who wear a half-mask or full-face negative pressure respirator, or any other respirator capable of user seal checks shall perform a positive/negative pressure check each time the respirator is worn. These checks are outlined below:

Positive Pressure Check - Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any outward leakage of air at the face piece to face seal.

Negative Pressure Check - Close off the inlet opening(s) of the canister or cartridge(s) covering with the palm of the hand(s); inhale gently so that the face piece collapses slightly; and hold the breath for 10 seconds. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

**Qualitative Fit Testing (QLFT) and/or Quantitative Fit Testing (PNFT)**

Qualitative and/or quantitative fit testing shall be performed annually. Additional fit testing, of the appropriate type, shall also be performed:

- Whenever personnel report changes in his/her physical condition that could affect respirator fit; Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

A trained and qualified professional using the protocols outlined in 29 CFR 1910.134, Appendix A., shall perform fit testing. NOTE: A P100 cartridge must be used for Irritant Smoke (Stannic Chloride) Protocol fit testing. Results of the fit testing shall be recorded and shall be retained for a minimum of three years.

Fit test requirements are summarized in the table below.

| TYPE RESPIRATOR/EXPOSURE | TYPE FIT TEST/REQUIRED FIT FACTOR |
|---|---|
| Half-Mask Negative Pressure Respirator (limited to ten times the PEL) | Either Qualitative or Quantitative is acceptable. If Quantitative is used, the fit factor must be at least 100. |
| Full Face Negative Pressure Respirator (limited to ten times the PEL) | Either Qualitative or Quantitative is acceptable. If quantitative is used, the fit factor must be at least 100. |
| Full Face Negative Pressure Respirator (limited to 50 times the PEL) | Quantitative is required. Fit Factor must be at least 500. |
| Other respirators | Qualitative is acceptable. If Quantitative is used, the fit factor must be at least sufficient to provide protection for the hazards involved. |

## Corrective Lenses (Eyeglasses) and Respirators

Glasses with sidebars are not allowed if they interfere with the seal of the face piece such as in the case of a full-face respirator. If a full-face respirator is being used, and the user needs to wear corrective lenses, the user must be provided respirator inserts with corrective lenses at no cost. These inserts must be secured from the respirator manufacturer. If personnel are wearing the respirator voluntarily, as defined in the definitions section of this procedure, then the Town is not responsible for these additional costs. Half-mask users shall wear the sidebars of their glasses on the outside of the head strap to prevent potential interference with the face piece seal.

**Contact lenses shall not be worn in areas that require the use of a respirator.**

## Respirator Inspections

Respirators shall be inspected as indicated below:

- Respirators must be inspected before and after each use, and during cleaning by the wearer. These inspections shall be performed by the wearer and need not be documented. Specific inspection steps are outlined in this program under “Respirator Cleaning and Disinfecting Procedures.”
- Respirators must also be inspected semi-annually. However, they should still be examined on an occasional basis to ensure they are being maintained in a sanitary and serviceable condition.

- Respirators that are kept in ready reserve for emergency use, such as SCBAs and ELSAs, shall be inspected after each use or at least monthly. This inspection must be documented. A record of the inspection must be kept with the respirator. A tag is an acceptable method of documenting this monthly inspection.

### Repairs of Respirators

Only experienced persons shall repair respirators, and then only to the extent allowed by the manufacturer's recommendations.

### Changing Filter Cartridges

Change respirator high-efficiency particulate air (HEPA) filter cartridges when a significant resistance to breathing occurs. The worker who wears the respirator decides when that point is reached. Chemical cartridges shall be changed based on the End of Service Life Indicator (ESLI) or as indicated for the type of area or task involved as listed in the table in Appendix A. Typically, cartridges should be replaced at a minimum after 40 hours of use.

### Storage of Respirators

Respirators shall be stored in a manner that protects them from dust, sunlight, extreme temperatures, excessive moisture, damaging chemicals, and mechanical damage. Emergency respirators will be kept accessible and will be stored in containers to protect them. Containers must be clearly marked so personnel know the contents.

Routinely used respirators, such as air purifying respirators, shall be stored in a plastic bag, or otherwise protected from contamination and damage. Respirators shall not be stored in lockers or toolboxes unless they are in a carrying case or carton that protects them from damage from tools or equipment. Respirators should also be packed or stored face up and in a manner which prevents deformation of the face piece or exhalation valve.

### Respirator Selection Criteria

To select the proper respirator the department must use OSHA's Assigned Protection Factors (APFs) to select the appropriate type of respirator based upon the exposure limit of a contaminant and the level of the contaminant in the workplace. The department must select respirators by comparing the exposure level found in the workplace and the maximum concentration of the contaminant in which a particular type of respirator can be used (the Maximum Use Concentration, or MUC). Determine the MUC by multiplying the respirator's APF by the contaminant's exposure limit. If the workplace level of the contaminant is expected to exceed the respirator's MUC, then you must choose a respirator with a higher APF.

Use the information in the following Assigned Protection Factors tables, in addition to any other information such as MSDS requirements, NIOSH or OSHA tables, or other manufacturer's directions or guidance to determine the type of respirator and assigned protection factor required.

## *RESPIRATOR INSPECTION REQUIREMENTS*

### DISPOSABLE RESPIRATORS

- Check for holes in the filter element or damage to sorbing such as loose charcoal canisters.

- Check straps for elasticity or deterioration.
- Check metal nose clip for rust or deterioration.
- Discard parts which do not pass inspection.

### AIR PURIFYING RESPIRATORS

- Check the face piece for dirt, pliability, visible deterioration, cracks, tears, and holes.
- Check face piece lenses for proper mounting, cracks, or scratches, broken or missing mounting clips.
- Check straps for breaks, tears, excessive wear, and loss of elasticity, broken attachment snaps, and proper tightness.
- Check inhalation and exhalation valve assemblies for holes, warping, cracks, detergent or soap residue, and dirt.
- Check air-purifying element holder for cracks, worn threads, dirt, and missing or damaged gaskets.
- Check filters, canisters, and cartridges for dents, corrosion, and damage to threaded fasteners. Check expiration dates. Check the protection afforded and limitations.
- Damaged components will be discarded and replaced with repair parts provided by the respirator manufacturer. Use of “equivalent” parts from other sources is not allowed. Only the manufacturer’s parts are allowed.

**SELF CONTAINED BREATHING APPARATUS (SCBA)**

- Check face piece and hoses for integrity, as previously described for supplied-air respirators.
- Check the integrity and air pressure for the cylinder. Check the integrity of the regulator, harness assembly, straps, and buckles.
- Ensure that the regulator, communications accessories, and warning devices (end of service alarm) work properly.
- Damaged components may be repaired using approved procedures. Where repair procedures are not available, damaged components will be discarded and replaced with repair parts provided by the respirator manufacturer. Uses of “equivalent” parts from other sources are not allowed.

## Respirator Cleaning and Disinfecting Procedures

### RESPIRATOR CLEANING PROCEDURE

- Disassemble the respirator (review the assembly instructions in the applicable instruction manual) and remove the filter, cartridges or canisters from air purifying devices or combination APR/SAR models and immediately dispose of them to prevent reuse.
- Inhalation and exhalation valves shall be cleaned separately from the respirator body.

- It is not necessary to remove the lens in a full-face air-purifying respirator. However, extreme care must be taken in cleaning this lens due to any anti-fog and scratch resistant coatings that may exist. **Never use solvents, alcohol, Windex, or any other commercial glass cleaner on the lens.**
- The respirator face piece and its components can be washed in any mild detergent. **Never use anything acidic or alkaline.** Water temperature must not exceed 120 degrees F.
- Respirators may be cleaned either by hand or by a commercial respirator-cleaning device.
- Use a soft brush or cloth when manually cleaning the mask and its component parts. **Never use a brush, sponge, or any other potentially abrasive device to clean the coated lens.** A soft non-abrasive terry cloth or similar material can be used. **Do not apply hand pressure during cleaning, swirl lens or face piece to remove contamination.**
- Thoroughly rinse the mask to remove all detergent residues.
- Respirators can be allowed to air dry or hand dried with a soft, lint-free cloth. When using any force-air dryer, never exceed 120 degrees F.

## RESPIRATOR DISINFECTING PROCEDURE

The following procedure will be used if the respirator is to be used by more than one person:

- When the cleaner does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following solutions:
- Hypochlorite solution - Add two tablespoons of household bleach (Clorox or equivalent) to one gallon of water. or
- Iodine solution - Add one teaspoon tincture of Iodine to one gallon of water: or
- Other commercially available disinfectant cleaners when used as directed unless the respirator manufacturer recommends against their use.
- Limit immersion times to minimize deterioration or corrosion of respirator components.
- Respirators must be rinsed thoroughly to remove the disinfectant. Detergent or disinfectant that may dry on the face piece may cause dermatitis or corrosion of metal parts if not completely removed.
- Components shall be air dried or hand dried using a clean, lint-free cloth.

# SAFETY MANUAL 3

## *POWERED INDUSTRIAL TRUCKS*

### Purpose

To establish procedures to create a powered industrial truck safety program that ensures the safety of Town personnel and property by mitigating the hazards associated with the operation of these vehicles.

### General Requirements

- Powered industrial trucks are classified into categories for the purpose of determining what type of truck may be used in distinct locations.
- Modifications and additions are not allowed unless approved in writing by the forklift manufacturer. This includes forklift extensions as well as other attachments.
- Manufacturer's markings, nameplates, and similar placards such as stability tables must be maintained in a legible condition.

### Safety Guards

- If the type of load presents a hazard, the forklift will be equipped with a vertical load backrest of sufficient height, width, and size of openings sufficient to minimize the possibility of the load falling

toward the mast when the mast is in a position of maximum rearward tilt. The backrest, if used, must not interfere with good visibility and the size of the openings should not exceed five inches in one of the two dimensions.

- If personnel are lifted on a forklift, they must be lifted in an approved platform with a back guard sufficient to protect workers from moving parts of the forklift.

## Powered Industrial Tuck (Forklift) Operations

**General**

- Auxiliary lighting is required on the forklift unless general lighting is available.
- Wheel chocks must be placed around the rear wheels of highway tucks to prevent them from moving before a forklift is allowed to enter the bed of the truck.
- Fixed jacks may be necessary to support a semi-trailer and prevent upending during loading or unloading when the trailer is not coupled to a tractor.
- Personnel shall not stand or pass under the elevated portion of any truck, whether loaded or empty.
- The truck operator is responsible for placing appropriate warning signs or controlling access when work is done near doorways where personnel may inadvertently walk into the hazard area.
- Do not place arms or legs between the uprights of the mast or outside the running lines of the truck.
- Maintain a safe distance from the edge of ramps or platforms while on elevated docks or platforms.
- Do not fuel tanks with engine running and never use open flames for checking gasoline level in fuel tanks.
- Keep powered industrial trucks clean, free of lint, excess oil, and grease. Use noncombustible agents for cleaning.

## Traveling

- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- Personnel shall not ride on a forklift except in the operator seat.
- Obey traffic regulations, including speed limits.
- Slow down and sound your horn at any place where vision may be obstructed.
- If the load obstructs forward view, travel with load trailing.
- Look in the direction of, and keep a clear view of, the path of travel.
- Ascend or descend grades slowly. When ascending or descending grades are more than 10 percent, drive loaded trucks with the load upgrade. On all grades, tilt the load and load engaging means backward if applicable, and raise only as far as necessary to clear the road surface.
- Slow down for wet and slippery areas. Maintain a speed slow enough that the truck can be brought to a stop in a safe manner regardless of the conditions.

- Horseplay and stunt driving is absolutely prohibited.
- Secure dock boards and bridge plates before driving over them.
- Reduce speed when negotiating turns.

## Parking

When a powered industrial truck is left unattended (operator more than 25 feet from vehicle or vehicle not in view) the following precautions must be taken:

- Forks must be fully lowered.
- Controls must be neutralized.
- Power must be shut off.
- Brakes must be set.
- Wheels should be blocked if the truck is parked on an incline.

If a powered industrial truck operation dismounts temporarily, but remains within 25 feet with the truck still in view (not unattended), the following precautions must still be taken:

- Forks must be fully lowered.
- Controls must be neutralized.
- Brakes must be set.

- When a powered industrial truck is parked indoors, the following precautions must be taken:
  - Do not block emergency exit aisles.
  - If the truck leaks, some type of oil pan must be placed under the vehicle.
  - The operator must check the floor area when moving truck to ensure it did not leak while parked. If a leak is found, it is the operator's responsibility to clean up the spill before proceeding with the job.

**Loading**

- Ensure the load is stable. Exercise caution when handling off-center loads that cannot be centered.
- If there is a chance that the load may shift, secure it to the forklift before movement. Any hazardous materials that are likely to spill when in transport, e.g., paint cans, etc., shall be secured to prevent spillage.
- Never exceed the load Capacity of the forklift. If approved attachments/fixtures are used, ensure the reduced/adjusted load capacity is not exceeded.
- Long or high loads (including multiple-tiered loads) that may affect load capacity must be adjusted as necessary to ensure capacity will not be exceeded and that the load is secure.

- Exercise extreme care when tilting the load forward or backward, especially when high tiering. Tilting the load forward with the forks elevated is prohibited except to pick up a load.

### Free Rigging of Loads

Free rigging is the direct attachment to or placement of rigging equipment such as slings, shackles, and rings onto the forks of a powered industrial truck for a below-the-forks lift. Although this is a common practice in industry, **this type of lift DOES NOT use an approved lifting attachment. It is therefore NOT ALLOWED unless specifically approved by the manufacturer.**

### Personnel Platforms

**Use**

Personnel shall not be lifted on a powered industrial truck except in an approved commercially procured platform. The forklift shall not be moved except up and down with personnel on the platform.

- The platform must be secured to the forklift.
- Have standard guardrails (or chains) around all pen sides.
- The floor must be slip resistant.
- The back of the platform must provide the operator with protection from truck lifting components (should be made of expanded metal and be approximately seven feet high).
- Must be large enough to provide sufficient space for safe work for the number of workers placed on the platform.

Fall protection, in the form of a body harness and lanyard with deceleration device, should be worn by each occupant anytime the worker would be exposed to a fall hazard of more than six feet. Although minimum protection is provided by the guard rails, unplanned movement of the forks, or jerky operation, could cause a worker to be thrown out of the platform. The proper use of fall protection equipment will minimize this hazard.

### Inspections and Maintenance

Industrial trucks shall be inspected before each use. Inspections shall be documented using a daily inspection checklist. Completed checklists should remain with the forklift (powered industrial truck) so operators can confirm the inspection has been done before using the equipment. Defects which affect safety shall be immediately reported, and corrected before the truck is used.

## *FLAMMABLE / COMBUSTIBLE LIQUIDS*

### Purpose

To establish procedures for receiving, handling, and storing flammable and combustible liquids that ensure the safety of all personnel.

### General Precautions

- Personnel shall guard against any part of their clothing becoming contaminated with flammable or combustible liquids. If contamination does occur:

- Work shall not continue in contaminated clothing.
- Contaminated clothing shall be removed as soon as possible.
- Affected skin areas shall be thoroughly washed.

- Flammable and combustible liquids shall not be stored, even temporarily, in areas used for exits, stairways, or safe passage of people.

- Unopened containers of flammable and combustible liquids such as paints, varnishes, lacquers, thinners, and solvents shall be kept in a well-ventilated location which is free of excessive heat, smoke, sparks, flame, or direct rays of the sun.

## Receiving Flammable and Combustible Liquids

Flammable and combustible liquids in containers (i.e., drums, cans, bottles) shall not be held in the receiving area for more than six hours before being removed to approved storage facilities.

When transferring Class I and II liquids delivered in drums to other containers, a bonding cable that makes electrical contact with metal surfaces shall be attached between the drum and the container before and during the transfer operation. Class I liquids will be transferred from drums using approved pumps (Underwriters Laboratories, Inc., etc.).

- Class I and II Liquids:
  - Class IA - Flash Point less than 73°F; Boiling Point less than 100°F
    - Examples: Diethyl Ether, Ethylene Oxide, some light crude oils
  - Class IB - Flash Point less than 73°F; Boiling Point equal to or greater than 100°F
    - Examples: Motor and Aviation Gasolines, Toluene, Lacquers, Lacquer Thinner
  - Class IC - Flash Point equal to or greater than 73°F, but less than 100°F
    - Examples: Xylene, some paints, some solvent-based cements
  - Class II - Flash Point equal to or greater than 100°F, but less than 140°F
    - Examples: Diesel Fuel, Paint Thinner

Bung plugs shall be replaced immediately after drums are emptied. Emptied drums or containers shall not be allowed to accumulate for more than four hours at any general receiving/shipping area or in any general area within a building. Containers shall be moved to an approved storage area as soon as possible. Non-sparking bung plugs removal equipment may be necessary.

## Containers for Storing Flammable and Combustible Liquids

**General Requirements**

Manufacturers' containers shall be used for storing Class I and II liquids in central liquids storage areas or other protected areas, such as a flammable liquids cabinet. These containers must have the contents clearly identified, and when emptied shall be kept closed while awaiting disposition.

Class I and II waste liquids shall be collected in safety cans or drums fitted with self-closing lids and/or funnels. Waste containers shall be properly labeled to comply with applicable hazardous waste regulations.

Repairing, welding, or cutting safety cans or small containers that have held flammable and combustible materials shall not be permitted. Repair of any tanks or drums that have held a flammable or combustible material is also strictly prohibited.

## Safety Cans

- Only DOT / UL (Underwriters Laboratories) approved safety cans shall be used to store flammable liquids.

**Drums**

Drums containing flammable and combustible liquids shall be maintained in clean, undamaged condition. The drums shall be legibly labeled with the contents. Bung plugs shall always be maintained in place except during dispensing or filling operations. Drums containing flammable or combustible waste materials shall be labeled either *Hazardous Waste* or *Waste* (*Chemical Name*). Drums filled by emptying small containers shall be fitted with a self-closing funnel.

## Storage of Flammable and Combustible Liquids

**General**

- Grounded busbars and grounding straps are required where liquids are transferred from one container or tank to another.
- Flammable liquids shall not be stored within ten feet (3 meters) of a means of egress unless suitable protection such as a fire-rated partition wall or flammable liquids cabinet shields the egress.
- Class I and II liquids shall be kept in designated central storage areas, approved flammable liquids storage cabinets, or approved tanks.
- Class I and II liquids shall be always kept in closed containers. Covers, caps, or bungs on containers or drums that previously held flammable liquids shall be replaced promptly after the contents have been removed.
- The quantity of stored Class I and II liquids shall never exceed 70 gallons (265 liters) within a fire area.
- Good housekeeping will always be maintained in storage areas, flammable liquids storage cabinets, and at tank car or truck unloading points. Keep extraneous materials, particularly ordinary combustibles such as cardboard or wood, out of storage areas and flammable liquids storage cabinets. Remove any packaged materials from the manufacturers' shipping box before storing in a flammable liquid’s cabinet.
- Make the appropriate notifications whenever any container shows signs of bulging, leaking, deteriorating, or breaking. Any leakage or breakage is a *spill* and requires action.

- Post and prominently display signs prohibiting smoking within 50 feet (15.25 meters) of the area outside all storage areas containing Class I and II liquids.
- Separate nonflammable solvents, corrosive liquids, oxidizing materials, and toxic materials from flammable and combustible liquids. This separation must be a distance of at least 20 feet (6m) or a (1.5m) high, one hour fire rated partition.
- Storage area floors shall be sloped, walls fire-rated, and curbs provided so a spill or leak from one area cannot contaminate another.
- Do not store water-reactive materials in the same room with flammable and combustible materials.
- Store waste rags or other items saturated with flammable and combustible liquids in an approved container.
- Temporarily store flammable and combustible liquids used for maintenance, such as paint, in closed containers outside storage cabinets if limited to a 5-day supply at anticipated rates of consumption.
- Ensure that the quantity of liquid located outside of an inside storage room or storage cabinet in a building or fire area does not exceed:
- 25 gallons (95 liters) of Class IA liquids in containers
- 120 gallons (450 liters) of Class IB, IC, II, or III liquids in containers
- 660 gallons (2500 liters) of Class IB, IC, II, or III liquids in a single portable tank

## Flammable Liquids Storage Cabinets

- Flammable liquids storage cabinets shall meet the design and construction requirements of applicable regulatory and industry standards. Additional requirements are summarized below:

- Flammable liquid storage cabinets shall be labeled in red letter, ***FLAMMABLE - KEEP FIRE AWAY*** *and* ***NO SMOKING****"* signs shall be erected within 50 feet (15.25 meters) of the cabinet.
- Materials shall not be stored on top of flammable liquids storage cabinets.
- Flammable liquids storage cabinets shall have vent bungs in place unless the cabinet is connected to an exhaust ventilation system.
- Do not locate more than three cabinets in a single fire area. An additional group of three cabinets is permitted if they are separated by at least 100 feet (30m) from the other storage cabinets or a fire-rated partition.

## Dispensing Flammable and Combustible Liquids

**General**

Filling or draining vehicle gasoline tanks in buildings, truck courts, or loading docks is not permitted. Gasoline engine powered mowers, trimmers, and similar equipment shall be refueled outside the building. Vehicle motors shall be shut off during fueling.

### Drums and Tanks

- Tanks, drums, and other containers holding flammable or combustible liquids shall have approved self-closing dispensing faucets or drum transfer pumps. Approved safety vents shall be present to relieve container vacuums created by dispensing operations. Where drums are refilled, an approved combination vent and fill fitting shall be used.

- Approved drum pumps or automatic closing faucets shall be used to dispense material from the drums. Underwriters Laboratories Inc. approved safety tools shall be used on drums of Class I liquids.

- An approved viscous self-closing drum valve shall be used for dispensing viscous liquids from drums.

**Transporting Flammable and Combustible Liquids**

- Flammable liquids shall be transported from points of use only in approved safety cans or the manufacturer's original containers.

- Class I and II liquids may be transported within a facility on manually powered vehicles. If distance warrants use of powered vehicles to transport these liquids, a pallet shall be used to prevent sliding or tipping from rough surface routes, sudden vehicle deceleration, and rapid turns.

### Training

- Personnel who handle, store, or dispense Class I and Class II liquids require training in the proper handling, storage, and use of these liquids.

## *HEARING CONSERVATION*

### Purpose

To establish controls, procedures, and safe work practices to prevent injury/illness of Town personnel from exposure to noise hazards.

### Workplace Evaluation and Documentation

Each department shall evaluate work areas and tools to determine if there are potential exposures above an 8-hour time weighted average of 85 db.

The table below shows typical noise levels associated with common tools and equipment. If a worker uses a chainsaw or jackhammer, or leaf blower for more than 30 minutes a day they are exposed above an 8-hour time weighted average of 85dB.

If significant changes occur in either assigned equipment or contract requirements that may expose employees to new or changed noise hazards a re-evaluation shall be conducted.

| Tool | dB(A) | Tool | dB(A) |
|---|---|---|---|
| Air compressor | 93 | Jet engine | 130 |
| Chain saw | 115 | Lawn mower | 94 |
| Circular saw | 104 | Leaf blower | 105 |
| Concrete chipper | 101 | Gun fire | 140 |
| Grinder | 100 | Nail gun | 97 |
| Hand drill | 95 | Pipe threading machine | 92 |
| Helicopter (in rear) | 102 | Radial arm saw | 96 |
| Hvy Traffic, Noisy Restaurant | 89 | Grader/Scraper | 117 |
| Stock Car Races | 130 | Skill saw | 104 |
| Impact wrench | 108 | Table saw | 100 |
| Jackhammer | 120 | Wood planner | 107 |

### Hearing Protection Equipment

A variety of suitable hearing protection shall be made available for personnel who:

- Are exposed to noise levels of 85dBA or greater.
- Want to wear hearing protection.

Hearing protection shall be provided to personnel at no cost and shall be replaced, as necessary.

Hearing protection shall be evaluated for the specific noise environments in which it is used. Hearing protection is required to reduce noise exposure to less than 85dBA.

## *WORKING IN THE PUBLIC RIGHT-OF-WAY*

### General

- North Carolina Department of Transportation rules and regulations and the Manual for Uniform Traffic Control Devices procedures shall be followed.
- When road surfaces are being repaired, utility access holes opened, or excavations dug, it is necessary that adequate warning of the hazard be posted, that a minimum amount of right of way be blocked off consistent with safety requirements, and that traffic be efficiently re-routed.
- If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.
- If traffic is affected by the operation, proper signing must be used to warn of the work area. Traffic control signs in and around the affected area are to be correctly placed and maintained throughout the period when work is being performed and traffic obstructions exist.
- All barriers and lights shall be maintained in good condition and kept clean and brightly finished to insure high visibility. Faded or otherwise illegible signs shall not be permitted.
- Signs placed solely for the protection of workers shall be removed at the end of the day or sooner if work stops.

- Signs placed to warn of temporary hazards (i.e., bumps, one way traffic, etc.) shall be removed as soon as the hazard is eliminated.
- Lighted barricades shall be used whenever possible for overnight protection, and supervisory personnel shall examine the work area for proper placement of barricades and signs at the end of the workday.
- Where traffic must be periodically stopped or is obstructed by workers or equipment in the travel portion of the roadway, a flagger wearing a reflective vest will be stationed. All workers in or near the roadway shall wear reflective vests while at the worksite. Vests must meet the requirements set forth in Manual on Uniform Traffic Control Devices (MUTCD) 6D.03 (2009) and ANSI/ISEA 107-2015 standard for Class 2 (Class 3 if used at night) reflective vests. (Types R and P)
- A flagger will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers.
- During maintenance or construction activities, the following procedures will be adhered to:
  - "Men Working" signs shall be placed in advance of the work in both directions in accordance with section 1.01 of this chapter.
  - Work shall be done on one-half of the roadway when patching, filling cracks, etc.
  - No street shall be completely closed for repair work without prior approval of the police and fire departments and notification to the public.
  - When work crews must perform emergency repair during peak traffic periods, the appropriate law enforcement agencies shall be notified as to the location, start time, and estimated completion time.
  - If an open cut is left in a posted traffic lane when work is stopped or suspended for any reason, a cover of sufficient strength to sustain normal traffic loads should be placed over the cut and anchored. If a cut cannot be covered and must be left overnight, signs and barricades shall be left in place.
  - Mobile equipment used for maintenance and repair work in roadways should be equipped with flashing and/or rotating lights.
  - When pedestrian traffic is impeded, barricades, reflective tape, rope, or other restraints shall be used to keep the public from the work site.

## *MAINTENANCE SHOP SAFETY*

### General

The normal activities of motor vehicle and/or maintenance shops present numerous hazards to maintenance personnel. It is essential that adequate safety standards be observed by all shop personnel to promote efficiency and reduce the possibility of personal injury and property damage. The following safety rules shall be adhered to by shop employees and enforced by shop Superintendents/Supervisors.

## Shop Safety

- Follow these steps when handling hot automotive parts that have been removed from vehicles:
  - Pick up the part using gloves, heat resistant pads or dry rags.
  - Place hot parts such as loose pipes, mufflers and shocks in metal containers that are labeled "Hot Metal Parts Only".
- Wear safety glasses when working in the shop area.
- Remove dust and shavings from drum lathes with a dustpan and broom or vacuum cleaner on a daily or job by job basis. Do not use your bare hands.
- Dump gasoline and other liquid chemical waste into containers labeled "Flammable Waste" from containers labeled "Flammable".
- Attach the pressure reducing nozzle that is labeled "Reduces Pressure to 30 psi" to the air hose when using compressed air to clean. Wear safety goggles when using compressed air to clean.
- When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
- Press your thighs against fender by leaning into vehicle.
- Grasp the object by lifting with both hands.
- Keep the object close to body, with elbows close to body.
- Turn your body using feet, not twisting at waist.
- Move the object to work bench and lower onto bench. Use your arms to lower and do not bend at waist.
- Drape a shop rag over the radiator cap before venting or removing the cap from the radiator.
- Wear gloves, safety goggles and a rubber apron when working in the battery charging area.
- Direct engine hand tools away from rotating fan blades when the engine is running.
- Before "running" the vehicle for an engine analysis, engage the parking brake and use wheel blocks to "chock" the wheels of the vehicle.

## Vehicle Safety

- Do not drive over 5 mph in the shop area.
- Shut all doors and fasten seat belt before moving the vehicle.
- Maintain a 3-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicle.
- Do not approach any vehicle until the vehicle stops and the driver exits.

- Walk behind the vehicle and remove any equipment, tools, or other pathway instructions before getting into the vehicle. Sound the horn to alert nearby coworkers before backing the vehicle.
- Tie down, lash, or secure all materials and equipment hauled in the bed of vehicles.
- Stand clear of vehicles in motion.
- Do not mount or dismount a moving vehicle.

## Tire Service

- Use the positive lock-down device to hold the wheel on the tire machine before you attempt to inflate the tire. If tire is mounted on a machine that does not have a positive lock-down device, perform inflation in a safety cage.
- Use an extension air hose with an air pressure gauge to check the tire pressure. Do not inflate beyond 40 pounds of air pressure when trying to seat the beads. If both beads are not completely seated when pressure reaches 40 pounds, completely deflate the assembly, reposition the tire, and/or tube on the rim, re-lubricate, and re-inflate.
- Inspect both sides of the tire to be sure that the beads are evenly seated.
- After the beads are fully seated, adjust the tire pressure to meet the operating pressure labeled on the tire sidewall.
- Replace a tire on a rim with another tire of the same rim diameter designation and suffix letters.
- Do not mount or use tires, tubes, wheels, or rims that are split, cracked, cut, or contain signs of other structural defects.
- Wear leather gloves when removing rocks, glass, and other foreign materials from the inside of the tire.

## Tubeless Tires

**Dismounting Procedures**

- Place the tire in a horizontal position on the changer with the narrow ledge of the wheel facing up. Remove valve core and allow the tire to deflate completely.
- Center the wheel and securely fasten it onto the changer with the hold-down cone.
- Loosen both tire beads from rim flanges. If the beads do not readily separate from the rim flange, do not force or hammer. Use the rubber tire lubricant labeled "Non-Petroleum Based Lubricant" to lubricate the tire, rotate tire to another position and try again. Never use antifreeze, silicones, or petroleum-based lubricants.
- After beads are loosened from rim flanges, lubricate the inside of the wheel and both bead areas of the tire.
- Use a tire iron to bring the bead of the tire onto the rotating finger of the tire changer. Hold the tire bead in the center wheel well during this operation. Do not use a pipe or a makeshift bar.
- Start the tire changer to remove the top bead from the wheel.

- Again, use the rubber tire lubricant labeled "Non-Petroleum Based Lubricant" to lubricate the tire beads and bead seat areas of the wheel including the drop-center well of the wheel.
- Use a tire iron to raise the bottom bead and bring it over the rotating finger of the changer. Use your hip and hand to hold the side of the tire opposite the rotating finger down in the center well of the wheel.

**Mounting Procedures**

- Do not mount a tire on a wheel rim that has molten metal scars or other signs that it has been repaired by welding or brazing.
- Remove any oxidized rubber, dried soap solution, rust or heavy paint from the rim flanges and bead ledges (especially hump and radius) using a wire brush. Replace valve stems that are cracked, split, and cut or are otherwise visibly damaged.
- Place wheel on changer with narrow bead-ledge up. Center wheel and securely fasten it onto the changer with the hold-down mechanism.
- Use the rubber tire lubricant labeled "Non-Petroleum Based Lubricant" to lubricate sides and bases of tire beads, rim flanges, and bead ledge areas. Do not use antifreeze, silicones, or petroleum-based lubricants.
- Remove any tools, foreign objects, or liquids that may be present inside the tire casing.
- In mounting the tire, push the bottom bead first in the well of the wheel.
- Push the top bead down into the center well of the wheel. Hold the tire in this position while the rotating finger runs the bead onto the wheel. Center tire on rim.
- Install the valve core.
- Tighten the hold down cone before inflating the tire.
- Use an extension air hose with gauge and clip-on chuck to permit operator to stand clear of the tire assembly.
- Slowly inflate the tire until the bead's "pop" on the bead ledge of the wheel.
- Prior to inflating the tire, loosen the hold down cone so that it and the tire assembly can be removed later.
- Inflate the tire to operating pressure labeled on the tire sidewall.

**Wheel Mounting/Dismounting**

- Position the lift so that the axle hub of the vehicle is about waist height.
- Position the tire and wheel on the floor so that the inside of the tire faces you and the outside of the tire faces the car.
- Place hands on the side of the tire with the tire resting against your thigh just above the knee.

- With a continuous motion, straighten up using your thigh as a pivot point. Rotate the tire until most of the weight is resting on your thigh. The inside of the tire is now facing the car.
- Continuing the momentum, the tire and wheel go toward the hub with a little guidance from the hands.
- Position the wheel and hub hole on the hub and align the lugs with the holes.
- Reverse this procedure when demounting.

**Tire Handling**

- When loading tires onto or unloading tires from a vehicle, do not throw the tires off the truck; use the following procedure:
  - Bend at knees, grasp tire with two hands, elevate tire to upright position and carry the tire to the end of the truck.
  - Hand tire to a co-worker.
- Do not stack tires above your shoulder level.
- When unstacking tires that are above shoulder height, use two people to unstack down to shoulder height.
- Carry tires with your hands.
- Do not carry more than two tires at a time.
- Do not roll tires.

## Electrical Tool Safety

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of vacuum cleaners, floor polishers, and grinders.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not drive over, drag, step on or place objects on a cord.

## Hand Tool Safety

- Tag worn, damaged, or defective tools "Out of Service" and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks, or splits, or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool is sheathed.
- Do not perform "make-shift" repairs to tools.
- Wear safety glasses, goggles or face shields when operating grinders.

## Grinders

- Do not use grinding wheels that have chips, cracks, or grooves.
- Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
- Do not try to stop the wheel with your hand, even if you are wearing gloves.
- Do not use a grinder if it is not firmly anchored to the workbench.
- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
- Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
- Do not clamp a portable grinder in a vise to use it as a bench grinder.

## Automotive Lifts

- Remove all tools, cords, hoses, trash, and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into the service bay.
- Position the lift arms, adapters, and supports to the center of the lift out of the way of the car's tires before driving the vehicle into the service bay.
- Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
- Do not use wood or concrete blocks as a substitute for an extender.
- Use wheel blocks to chock the wheels of any vehicle on a runway lift while the vehicle is on the lift.
- Do not leave the controls unattended while the lift is in motion.
- Do not use the engine or transmission supports or stands as a substitute for jack stands.

- If the vehicle begins to slip off the lift, run in the opposite direction of the fall, but not toward a wall or workbench that might trap you between the object and the vehicle.
- Before you lower the vehicle, remove tool trays, jack, engine and transmission stands, and any other obstructions from under the vehicle.
- Before removing the vehicle from the service bay, position lift-arms and supports to the center of the lift away from the wheels of the vehicles.
- Do not raise the vehicle with anyone inside it.
- When raising a vehicle, use the following procedure:
  - Use the lift to raise the vehicle about one foot off the ground, then moderately push the rear or front bumper of the vehicle to ensure that the vehicle frame is stably mounted on the lift support's contact pads.
  - If the frame of the vehicle is not firmly touching a support contact pad, or is slipping, immediately lower the vehicle and start over.
  - Once the vehicle is secure on the lift, lift the vehicle to the desired work height and visually check those contact points for misalignment before going under the vehicle.
- As you raise the vehicle, you will hear a "clicking" noise, which indicates that the lift's locking device is engaging. If you do not hear the "clicking" noise, stop the lift, fully lower the vehicle, and use another lift. Place an "Out of Service" tag on the control switch of the damaged lift and do not use it.
- If you will be working under a lift that will be positioned at a point below where the lift's locking device engages, place four jack-stands under the vehicle's frame or suspension for additional support before working under the vehicle.
- Wear safety goggles when working underneath vehicles.

## *CHAIN SAW SAFETY*

### Purpose

To establish a program that covers the pre-operation checks, handling, storage, and usage of chainsaws to prioritize the protection of Town personnel from potential hazards associated with their use. This program aims to minimize potential injuries through the use of proper personal protective equipment and safe operating procedures.

### Before Use

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer’s instructions.
- Make sure that the chain is always sharp and that the oil tank is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.

- Start the saw at least ten feet from the fueling area, with the chain's brake engaged.

### Fueling

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least ten feet away from any sources of ignition when performing construction activities.
- **No smoking during fueling.**
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

### General Chain Saw Safety

- Clear away dirt, debris, small tree limbs, and rocks from the saw's chain path. Look for nails, spikes, or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles and maintain balance while operating the saw.
- Wear proper personal protective equipment when operating the saw, which includes hand, foot, leg, eye, face, hearing, and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension; they may spring out when cut.
- Gasoline powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kickback. To avoid kickback, do not saw with the tip. Keep tip guard in place.

## *ELECTRICAL SAFE WORK PRACTICES*

### Purpose

To establish an electrical safe work practices program that includes energized work procedures that align with the Most current American Public Power Association Safety Manual requirements and complies with the spirit and intent of NFPA 70E. This program aims to ensure personnel protection during electrical work.

### Work On or Near Energized Hazards

Work is considered to be "on or near" anytime any of the following conditions occur:

- Any part of the body, regardless of the level of PPE protection, enters or may inadvertently be placed within the Restricted Approach Boundary based on the maximum potential voltage involved.

- Any tool or piece of equipment (regardless of whether it is insulated) enters or may inadvertently be placed within the Restricted Approach Boundary based on the maximum potential voltage involved.

Work “on or near” live equipment as defined above is permitted only when it is impossible to shut off the equipment or circuits; or when de-energizing the equipment would introduce additional or increased hazards; or is infeasible due to equipment design or operational limitations. Examples of situations that would meet the requirements of “increased or additional hazards” include:

- Interruption of life safety equipment
- Deactivation of emergency alarm systems
- Shutdown of hazardous location ventilation equipment
- Removal of illumination from a large area

If **all** exposed live components of 50 volts or greater in a cabinet, vault, box, or other piece of electrical equipment are not completely de-energized through lockout/tagout, ANSI approved voltage rated tools shall be used anytime the plane of the cabinet, vault, box, or opening is breached.

Metering during authorized troubleshooting is not considered working on or near. However, full PPE shall be worn based on maximum potential.

## Approach Boundaries for Live Parts

**Flash Protection Boundary:**

The minimum flash protection boundary is four feet for voltages between 50 volts and 600 volts. Arc flash protection is required for any worker within this boundary when work is being performed that could lead to an arc flash.

## Limited Approach Boundary

The limited approach boundary establishes an area around exposed energized hazards of 50 volts or greater where unqualified employees must be escorted and directly supervised by a qualified employee and insulated voltage rated ANSI approved tools based on the maximum voltage are required. Limited approach boundaries include the:

- 50 to 750 volts – 3 feet 6 inches
- 751 volts to 15 kV – 5 feet
- 15.1 kV to 36 kV – 6 feet
- 36.1 kV to 121 kV – 8 feet

**Restricted Approach Boundary:**

The restricted approach boundary establishes an area around exposed energized hazards of 50 volts or greater where unqualified employees are prohibited, and insulated tools and full PPE based on the maximum voltage are required. A worker is considered to be working “near” energized systems when any part of the body or tool could approach an energized component closer than the distances below.

An energized work permit is always required in these cases except during troubleshooting with an approved meter. Restricted approach boundaries include the following:

- 50 to 750 volts – 1 foot
- 751 volts to 15 kV – 2 feet 2 inches
- 15.1 kV to 36 kV – 2 feet 7 inches
- 36.1 kV to 46 kV – 2 feet 9 inches
- 46.1 kV to 72.5 kV – 3 feet 2 inches
- 72.6 kV to 121 kV – 3 feet 3 inches

**Prohibited Approach Boundary:**

The prohibited approach boundary establishes an area around exposed energized hazards of 50 volts or greater where approach within the boundary is considered "working on" an energized system. A worker is considered to be working "on" energized systems when any part of the body or tool could approach an energized component closer than the distances below. Unqualified workers are prohibited, full PPE based on the maximum voltage is required, and an energized work permit is required except during troubleshooting with an approved meter. Prohibited approach boundaries include the following (refer to NFPA 70E for higher voltages):

- 50 to 750 volts – 1 inch
- 751 volts to 2.1 kV – 7 inches
- 2.1 kV to 36 kV – 10 inches
- 36.1 kV to 46 kV – 1 foot 5 inches
- 46.1 kV to 72.5 kV – 2 feet 1 inch
- 72.6 kV to 121 kV – 2 feet 8 inches

## Establishing an Electrically Safe Work Condition

Every attempt shall be made to establish an electrically safe work condition before performing work (other than authorized metering as a part of troubleshooting) within the Limited Approach Boundary of exposed electrical hazards.

All circuits and equipment are considered energized until an electrically safe working condition has been established and verified.

If an electrically safe work condition as described above has not been established, then the following work practices shall be followed:

## Insulated Tools and Equipment

Suitably insulated tools (ANSI approved for electrical work) and/or handling equipment shall be used when working near exposed energized conductors or circuit parts. The insulating materials on these items must be protected during storage or transportation. When removing or installing fuses from an

energized fuse terminal, use of fuse handling equipment capable of withstanding the circuit voltage is necessary. Also, only nonconductive ropes and hand lines are permitted near exposed parts.

Insulated tools and insulated equipment shall be used when:

- Breaking the plane (or opening) of an electrical fixture (cabinet, vault, panel, etc.) where any live voltage of 50 volts or greater remains (including metering for troubleshooting).
- Any part of the body or a tool or piece of equipment may cross the Limited Approach Boundary for the maximum voltage present.

All tools used in either case above shall be voltage rated ANSI approved tools rated to the maximum voltage hazard present.

A fuse or fuse holding equipment shall be used to remove or install a fuse if the fuse terminals are energized. The fuse or fuse holder shall be rated and insulated for the circuit voltage.

Ropes or hand lines used near exposed live parts operating at 50 volts or greater shall be non-conductive.

Fiberglass-reinforced plastic rod and tube tools used for live line work shall meet the requirements of

Portable ladders shall have non-conductive side rails. Metal ladders are prohibited in areas where electrical hazards exist.

Workers shall not wear conductive apparel (e.g., watches, rings, bracelets, key chains, necklaces, metalized aprons, cloth with conductive thread, metal head gear, wire/metal-rimmed glasses, etc.),

## Personal Protective Equipment Requirements

Protective equipment requirements outlined below are mandatory when any part of the body or a tool or piece of equipment may be placed within the Restricted Approach Boundary: All personnel shall wear the required PPE as outlined in this section until all energy sources of 50 volts or greater within the Restricted Approach Boundary have been eliminated through lockout/tagout and de-energization has been confirmed through metering. The ratings in this section, of Cal/cm2, represent arc flash protection ratings. If protective equipment is not marked with these ratings, it does not meet the requirements of NFPA 70E and shall not be used. Exceptions to these requirements are limited to those specifically addressed under each type of protective equipment.

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*Exceptions to these requirements are limited to those specifically addressed under each type of protective equipment.*

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**Minimum Eye/Face Protection**

- 50 volts to 240 volts – safety glasses with side shields or goggles
- Above 240 volts and below 600 volts – Face shield with minimum arc thermal protection value of 8 Cal cm2 (if face shield is not rated for impact protection safety glasses with side shields or goggles are also required)

- During removal and installation of panel covers on electrical panels above 240 volts – Face shield with minimum arc thermal protection value of 8 Cal cm2 (if face shield is not rated for impact protection safety glasses with side shields or goggles are also required).
- Above 600 volts – Face shield with minimum arc thermal protection value of 25 Cal cm2 (if face shield is not rated for impact protection safety glasses with side shields or goggles are also required).
- Work on 600 Volt Class Motor Control Center, 600 Volt Class Switchgear and other 600 Volt Class equipment requires a double layer switching hood. This includes during application of safety grounds after voltage testing and during removal of bolted covers to expose bare energized parts.
- Work on equipment of 1 kV and above may also require a double layer switching hood depending on flash potential (see NFPA 70E for specific requirements and guidance on determining proper level of flash protection in these circumstances).

NOTE: Face shield is not required when the only exposure to electrical hazards is from metering lighting circuits of 300 volts or below, **at the lighting fixture**, to confirm energy isolation after the circuit is locked out/tagged out.

### Minimum Foot Protection

Electrical Hazard (EH) rated safety footwear (boots/shoes), or an Electrical Mat rated for the highest potential voltage involved.

### Minimum Hand Protection

- 50 volts to 480 volts – Electrical Hazard (EH) gloves class 00 with leather protectors.
- Above 480 volts and below 600 volts – Electrical Hazard (EH) gloves class 0 with leather protectors.
- During removal/installation of panel covers on electrical panels of greater than 240 volts – Electrical Hazard (EH) gloves class 00 with leather protectors between 240 volts and 480 volts, class 0 with leather protectors above 480 volts.
- Above 600 volts – Electrical Hazard (EH) gloves class 0 or higher (depending on maximum voltages involved).

### Minimum Body Protection

- 50 volts to 240 volts – 100% cotton clothing with long sleeves and long pants (nylon, polyester, and rayon are prohibited). If flame retardant long sleeve shirt and long pants or long sleeve coveralls are provided, they must meet minimum rating of 5 Cal/cm2
- During removal and installation of panel covers on electrical panels above 240 volts – One layer of flame retardant (FR) clothing (FR long sleeve shirt and FR long pants or FR long sleeve coveralls) meeting minimum rating of 8 Cal/cm2 ATPV.
- Above 240 volts and below 600 volts – One layer of flame-retardant clothing (FR long sleeve shirt and FR long pants or FR long sleeve coveralls) meeting minimum rating of 8 Cal/cm2 ATPV.

- Above 600 volts – Two layers of flame-retardant clothing (FR long sleeve shirt, FR long pants, AND FR long sleeve coveralls) meeting minimum rating of 25 Cal/cm2 ATPV.
- Work on Metal Clad switchgear and other equipment above 1 kV may require layers of FR clothing with a minimum rating of 40 Cal/cm2 ATPV depending on arc flash potential (see NFPA 70E for specific requirements and guidance on determining proper level of flash protection in these circumstances).

NOTE: Flame retardant clothing is not required when the only exposure to electrical hazards is from metering lighting circuits of 300 volts or below, **at the lighting fixture**, to confirm energy isolation after circuit is locked out/tagged out.

## Minimum Head Protection

- When working in areas where overhead hazards are present, especially if head contact with energized hazards is possible – Class E hardhat rated for electrical protection is required.
- Inside any substation or other power transmission and distribution equipment area – Class E hardhat rated for electrical protection is required.

Hazard Alerting/Control Requirements

Special precautions shall be employed to warn employees of unusual electrical hazards until they are corrected or eliminated. As an example, if breakers or breaker blanks are found missing inside a breaker panel a warning sign limiting access to qualified electricians shall be placed on the panel door until the electrical hazard below is returned to compliance with electrical code.

Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas containing live parts. Barricades shall be of non-conductive design and shall be placed to prevent access to the Limited Approach Boundary by non-qualified personnel (10 feet for exposed movable conductors and 3 ½ feet for non-movable conductors up to 750 volts).

Exposed energized components shall never be left unattended and/or unprotected. If signs or barricades cannot assure warning and protection from electrical hazards an attendant shall be stationed to warn and protect personnel

Insulating equipment shall be cleaned as needed to remove foreign substances and stored in a location and manner that protects it from light, temperature extremes, excessive humidity, ozone, and other injurious substances and conditions. A thorough visual examination by the worker is always required immediately before each use.

## General Electrical Safe Work Practices

- Rated-load switches or circuit breakers shall be used to disconnect electric power and lighting circuits. Non-electrical workers may reset a tripped single-pole convenience outlet or lighting circuit breaker **one time**, provided it is not located in a designated emergency panel and when, based on their knowledge, it is safe to do so. If the circuit breaker trips again, contact supervision so an appropriate response can be authorized and initiated. Other types of circuit breakers may only be reset by personnel who are trained and knowledgeable of the affected systems.

- If electrical equipment is used near sources of flammable vapors, such as in identified Class 1, Division 1 or Class 1, Division 2 locations, the equipment must meet the requirements of NFPA and/or NEC for these locations.
- Lamps and fixtures shall be guarded and secured to preclude injury. Open fluorescent fixtures must have wire guards, lenses, tube guards and locks, or safety sockets that require force in the horizontal axis to remove the lamp.
- Lamps for general illumination shall be protected from inadvertent contact or breakage either with a suitable guard or by separation of at least seven feet from normal working surface.
- All portable electric hand tools must be double insulated.
- Portable electrical hand tools shall be unplugged when not in use.
- Electrical cords shall not be used to raise or lower equipment.
- Equipment with frayed cords or three-wire cord ends that have had the grounding prong removed shall not be used.
- The proper power receptacle shall be used for each application. Cord-end prongs shall not be manipulated to fit the wrong receptacle.
- The use of temporary wiring shall be avoided. Appropriate ground fault circuit interrupters shall be employed with any temporary wiring including extension cords used for portable electrical equipment and tools.
- Extension cords shall not be used in place of permanent wiring (affixed to structure, run around poles, under doors, through holes in walls or structure, etc.)
- High current draw items such as coffee pots, refrigerators, microwaves, toaster ovens, and toasters must be plugged directly into an approved outlet, never into extension cords or power strips.
- Power strips (surge protectors) shall be plugged directly into an approved outlet, not into other power strips or into extension cords. Surge protectors shall be listed by a nationally or internationally recognized testing laboratory. Loads plugged into these devices shall not exceed the maximum recommended by the manufacturer.
- Extension cords and cords on electrical equipment shall be inspected before each use. Equipment or extension cords with damaged wiring or missing plug prongs shall be taken out of service until the damage is repaired.
- Only trained and qualified personnel may defeat electrical safety interlocks and then, only temporarily, when directed to do so by an approved procedure or work practice, while working on the equipment. The interlock shall be returned to its operable condition as soon as possible.
- Circuits shall be de-energized immediately if an electrical shock victim is still in contact with electrical energy. If it is not possible to de-energize the circuit, only trained and qualified employees may attempt to remove the victim.

NOTE: Electrical shocks are medically serious regardless of the voltage. Even if the victim shows no apparent signs of injury, a qualified health care professional shall see them.

- The following ground fault circuit interrupter (GFCI) protection requirements are applicable to all operations:
  - GFCI protection shall always be used in wet or extremely damp areas.
  - A GFCI device shall be used to protect personnel when they use portable electric tools and portable electric equipment including portable lights.
  - If an extension cord is used, GFCI protection is required, even if the cord is plugged into an indoor outlet (if the indoor outlet is GFCI protected, this is sufficient).
  - GFCI protection for extension cord use shall be located between the extension cord and the electrical outlet into which it is plugged.
  - Permanently mounted GFCI devices shall be checked monthly by pushing the test button on the device.
  - Portable GFCI devices shall be tested by workers by pushing the test button on the device before each use.
- Personnel must always remain alert when working near exposed electrical parts or in situations where electrical hazards may exist. Personnel must never reach blindly into areas that may contain live circuits. If alertness is recognizably impaired due to illness, fatigue, or other reasons, the person shall not be permitted to work in areas containing electrical hazards.
- Personnel shall not enter an area containing exposed electrical circuits unless adequate illumination is provided. When the illumination or obstructions affect visibility and the worker might contact the exposed circuits or equipment, they shall not perform the task.
- Protective shields, barriers, or insulating materials shall be used to protect workers from exposed energized parts which might be inadvertently contacted or where dangerous electric heating or arcing is likely to occur.

When work is performed in a confined or enclosed space such as a utility access hole or vault, precautions to avoid contact with the energized part are required. Work in confined spaces also requires special training in confined spaces and a confined space entry permit before entry.

Housekeeping and custodial duties shall not be performed adjacent to energized parts where such parts present an electrical contact hazard. Cleaning materials such as water, steam, conductive cleaning fluid, steel wool, metalized cloth, or silicon carbide shall not be used in the proximity of energized parts.

# *FALL PROTECTION*

## Purpose

To establish a fall protection program that complies with State and federal OSHA standards to protect Town personnel from fall hazards while working at dangerous heights or in areas not protected by guardrails.

## General Requirements for Fall Protection

Fall protection shall be employed anytime a worker is exposed to a potential fall of more than six feet in construction work and four feet or more in general industry work.

- All components used in fall arrest or positioning shall be commercially procured, remain unmodified, and be used for the purpose for which they were designed.
- Manufacturer's tags shall be on each piece of equipment and the tags shall be readable.
- Equipment shall not be used past its 5-year service life.
- Town personnel shall not use body belts.
- All fall arrest lanyards shall have a deceleration device present.
- Lanyards used to secure personnel in buckets or lifts shall be adjustable and include a deceleration device.
- Any fall arrest or positioning equipment that has been subjected to an actual fall shall immediately be removed from service by the application of an appropriate warning or do not use tag.

## Rescue Planning and Provisions

A method for prompt rescue of fallen workers (both assisted and self-rescue) shall be deployed when Town personnel work at heights where fall protection equipment is required. Assisted rescue shall either be provided by a professional rescue agency, e.g., fire department. The preferred method is to use a professional rescue agency.

*Self-Rescue* - The "buddy" or assigned safety person shall remain within visual/verbal range to initiate rescue of the fallen worker if required and shall have a reliable method of communication (cell phone, radio, etc.) to summon rescue.

## Fall Protection Systems

Several types of systems are available to protect workers. These systems and their components and the specific design requirements of each are summarized in this section.

**Guardrail Systems:** A guardrail system must have components that meet the following minimum requirements (system normally requires top rails, mid rails, and toe boards):

- Have top rails or equivalent system members 42 inches plus or minus 3 inches above the walking/working level (if stilts are being used, the top rail height must be increased an amount equal to the height of the stilts). When conditions warrant, the height of the top edge may exceed 45-inch height, provided the guardrail system meets all other criteria of this section.

- Have mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high. Mid-rails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level. Screens and mesh, when used shall extend from the top rail to the walking/working level and along the entire opening between top rail supports. If intermediate members are used as posts, they shall not be more than 19 inches apart. Other structural members, such as additional mid-rails and architectural panels, shall be installed so there are no openings in the guardrail system more than 19 inches wide.
- Normally have toe boards to prevent falling objects from injuring workers or equipment below.

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*Several types of systems are available to protect workers.*

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Guardrail systems must be capable of withstanding a force of at least 200 pounds applied within two inches of the top edge, in any outward or downward direction, at any point along the top edge. The top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level if these forces are applied.

Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.

- Guardrail systems shall be surfaced in such a way to prevent injury to a worker from punctures or lacerations, and to prevent snagging of clothing.
- The ends of top rails and mid-rails shall not overhand the terminal posts, except where such overhang does not constitute a projection hazard.
- Steel banding and plastic banding shall not be used as top rails or mid-rails.
- Top rails and mid-rails shall be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high visibility material.

When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.

When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

Guardrail systems used around holes that are used a point of access, such as ladder ways, shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

Manila, plastic, or synthetic rope being used for top rails or mid-rails shall be inspected as frequently as necessary to ensure it continues to meet the strength requirements and height requirements of this section.

**Personal Fall Arrest System**

A personal fall arrest system must meet the following requirements:

- The total weight of the worker and equipment must not exceed 310 pounds unless the system has been modified as outlined at the end of this paragraph.
- Fall arrest equipment, other than lifelines, must be commercially purchased and must meet ANSI design criteria for use as a component of a fall arrest system. It must have the original manufacturer's label, including date of manufacturer. Maximum service life is 5 years from the date of manufacturer. Equipment that does not meet these criteria must be removed from service.
- Snap hooks must be of the locking type and be of proper design and size to hook to the type of anchorage used.
- Lanyards and vertical lifelines must have a breaking strength of at least 5000 pounds. A separate lifeline must be provided for each worker.
- Lifelines must be protected against being cut or abraded.
- Self-retracting lifelines and lanyards that automatically limit free fall distance to two feet or less must be capable of sustaining a minimum tensile load of 3000 pounds. Those that do not limit distance to two feet or less and rip stitch lanyards and tearing and deforming lanyards must be capable of sustaining a minimum tensile load of 5000 pounds.
- Ropes or straps used in lanyards, lifelines, and strength components of belts and harnesses must be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment (including lifelines) must be independent of any anchorage used to support or suspend platforms and must be capable of supporting a minimum of 5000 pounds. These anchorages must provide a safety factor of at least two and be installed under the supervision of a qualified person and approved by a qualified person.
- Fall arrest lanyards must be rigged in such a way that the worker cannot fall more than six feet, nor contact any lower level during a fall. The lanyard must also bring the worker to a complete stop and limit maximum deceleration distance to 3.5 feet and maximum arresting force to 1,800 pounds.
- Fall arrest lanyards (as opposed to positioning lanyards) should have a deceleration device installed.

- The attachment point of the body harness shall be in the center of the wearer's back near shoulder level, or above the wearer's head.
- Fall arrest components such as lifelines and lanyards shall not be attached to guardrail systems.
- Components used as a part of a fall arrest system must never be used to hoist materials.
- Any component of a fall arrest system subjected to impact loading must be removed from service.
- Components of the fall arrest system must be inspected prior to each use and any defects found must be corrected before use.
- A qualified person must approve attachment points.

Personal fall arrest systems designed for use by workers who have a *total combined tool and body weight of 310 pounds or greater require special considerations*. The component design criterion above is based on a weight of less than 310 pounds. Weights of 310 pounds or more may exceed the safety factors involved for anchorage points and equipment design or may result in arresting forces on the worker of over 1800 pounds with a body harness. Therefore, if the total combined weight of the worker and tools is 310 pounds or greater, the fall arrest system shall be modified to ensure a safety factor of at least two and to limit arresting forces to 1800 pounds or less. A qualified engineer should make this modification.

**Positioning Device Systems (Fall Restraint System)**

- A positioning device system must meet the following minimum requirements:
- Positioning devices must be rigged so that a worker cannot free fall more than two feet and be secured to an anchorage capable of supporting at least twice the potential impact load of the worker's fall or 3000 pounds, whichever is greater.
- Lanyards used for positioning must be commercially manufactured to meet ANSI Standards for either positioning or fall arrest and must be marked with the manufacturer's name and date of manufacturer.
- Connectors used on positioning devices must be of the locking type.
- Connecting assemblies must have a minimum tensile strength of 5000 pounds.
- Snap hooks must be sized and be compatible with the anchorage point.
- Positioning systems must be inspected prior to each use and any defects found corrected prior to use.
- Components shall only be used for worker protection and not to hoist materials.
- A qualified person must approve attachment points.

## Warning Line Systems

- Warning line systems, and their use, must meet the following minimum requirements:
- The warning line shall be erected around all sides of the roof work area.

- When mechanical equipment is not being used, the warning line shall be erected not less than six feet from the roof edge.
- If mechanical equipment is being used, the warning line shall be erected at least six feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge that is perpendicular to the direction of mechanical equipment operation.
- Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain, or other barricade shall be placed across the path at the point where the path intersects the warning line around the work area, or the path shall be offset to prevent a person from walking directly into the work area.
- Warning line systems shall consist of ropes, wires, or chains, and supporting stanchions flagged at not more than six-foot intervals with high visibility material.
- Warning lines must be rigged and supported in such a way that their lowest point is no less than 34 inches from the walking/working surface and their highest point is no more than 39 inches from the walking/working surface.
- Warning lines must be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the potential fall.
- The rope, wire, or chain must have a minimum tensile strength of 500 pounds.
- The line must be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- Workers are not allowed in the area between a roof edge and a warning line unless they must perform roofing work in that area.
- Mechanical equipment on roofs must be used or stored only in areas where workers are protected by a warning line system, guardrail system, or personal fall arrest system.

## Safety Monitoring Systems

- Safety monitoring systems shall never be used alone. When used in conjunction with other fall protection systems, they must meet the following minimum requirements:
- A Safety Monitor must be designated to monitor the safety of other workers.
- The Safety Monitor must be knowledgeable in all tasks to be performed and be able to recognize fall hazards.
- The Safety Monitor must be close enough to communicate orally with the worker performing the work and must remain on the same walking/working surface and within visual sighting distance of the worker being monitored.

- The Safety Monitor must have no other responsibilities that could take their attention from the monitoring function.
- The Safety Monitor must immediately warn the worker when they are unaware of a fall hazard or are acting in an unsafe manner.
- Mechanical equipment must not be used or stored in the area.
- No other workers, except those engaged in the roofing work and the safety monitor are to be allowed in the area.

## Covers

Covers must meet the following minimum requirements:

- Covers located in roadways and vehicular aisles shall be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross the cover.
- Covers located in locations other than roadways and vehicular aisles shall be capable of supporting at least twice the weight of workers, equipment, and materials that may be imposed on the cover at any one time.
- Covers shall be secured when installed so wind, equipment, or workers will not accidentally displace them.
- Covers shall be color-coded or marked with the word “HOLE” or “COVER” to provide warning of the hazard (does not apply to utility access hole covers).

## Protection from Falling Objects

- Falling object protection shall comply with the following provisions:
- Toe boards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect workers below.
- Toe boards shall be capable of withstanding a force of at least 50 pounds applied in any downward or outward direction at any point along the toe board.
- Toe boards shall be a minimum of 3 ½ inches in vertical height from their top edge to the level of the walking/working surface. They shall have not more than ¼ inch clearance above the walking/working surface and be solid or have openings not over one inch in greatest dimension.
- Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening shall be erected from the waling/working surface or toe board to the top of the guardrail system’s top rail or mid-rail, for a distance sufficient to protect workers below.
- If a guardrail system is used as falling object protection, it shall have openings small enough to prevent passage of potential falling objects.
- During overhand bricklaying and related work, no material and equipment except masonry and mortar shall be stored within four feet of the working edge and excess mortar and other materials and debris shall be kept clear from the work area by removal at regular intervals.

- During roofing work materials and equipment shall not be stored within six feet of the roof edge unless guardrails are erected at the edge and materials that are piled, grouped, or stacked near the roof edge shall be stable and self-supporting.
- If a canopy is used as falling object protection, it shall be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

## *SPECIFIC FALL PROTECTION REQUIREMENTS*

### Bucket Truck Operations

Operations from bucket trucks present fall hazards if the bucket lurches or if the occupant is knocked out of the bucket. For this reason, each person in the bucket requires a personal fall arrest or a fall restraint system. This shall include a body harness with lanyard appropriately attached to the center back of the harness and to a suitable attachment point on the bucket structure (approved and designed for attachment of fall arrest or fall restraint system). An adjustable lanyard shall be used and shall be adjusted to prevent the worker from falling out of or climbing out of the bucket.

### Ladder Operations

Fixed Ladders - Fall protection is required on fixed ladders over 22 feet tall. These same requirements apply if shorter fixed ladders are placed in ways that a fall from the shorter fixed ladder would expose a worker to a fall that would normally require fall protection. An example would be a short, fixed ladder at the top of a stair landing where the worker must climb above the level of the guardrail protecting against falls from the top of the landing. A standard ladder cage meets this requirement. However, a better protective feature is a safety climb device which consists of a vertical member mounted to the ladder and a sliding device mounted to an attachment point on the front of a safety harness. A fixed ladder higher than 22 feet that lacks either a cage or safety climb device may still be climbed by using a personal fall arrest or fall restraint system. In this case, at least two safety lanyards, one of which must always remain attached to the ladder, must be used. If a third lanyard (a position lanyard) is used, at least one safety lanyard must always remain attached.

### Man-lift Operations, Scissors Lifts, Simon Lifts, Etc.

Workers operating or riding in, scissor lifts, Simon lifts, and other similar lifts are subject to potential fall hazards if the lift lurches or if the occupant is knocked out of the lift. For this reason, each occupant in a lift requires a personal fall arrest system or fall restraint system. The lanyard shall be attached to an approved attachment point on the lift (never structure outside the lift) and to the approved harness attachment point at the occupant's upper back. An adjustable lanyard shall be used and shall be adjusted to prevent the worker from falling out of or climbing out of the device.

### Roof Inspections

The fall protection requirements do not apply to assessments of workplace conditions prior to the actual start of construction work or assessment of workplace conditions after all construction work has been completed.

Assessments (Not Involving Work) on Low Slope Roofs (Less Than or Equal to 4 in 12, Vertical to Horizontal)

- Fall arrest systems, positioning systems, or guardrail systems shall be used if possible. If there are no attachment points available, or the fabrication of temporary guardrails would provide a greater fall exposure to workers than a short-term inspection, the following precautions shall be taken:
- Exposure without fall protection shall be kept to a minimum.
- Workers shall not perform inspections alone (a safety monitor shall be used).
- Inspections shall not be performed within six feet of roof edges that present potential falls of 25 feet or more.

Assessments (Not Involving Work) on Steep Roofs (More Than 4 in 12, Vertical to Horizontal)

Personnel shall be protected by a fall arrest system, positioning system, or guardrail system, if they are inspecting an area of roof where a slip and resultant fall would result in a potential fall of six feet or more.

## Roof Work

Personnel engaged in roofing activities on low-slope roofs, with unprotected sides and edges six feet or more above lower levels shall be protected from falling by one of the following:

- Guardrail systems
- Warning line system and safety net system
- Warning line system and personal fall arrest system
- Warning line system and safety monitoring system.
- Each worker on a steep roof with unprotected sides and edges six feet or more above lower levels shall be protected from falling by one of the following:
- Guardrail systems with toe boards
- Safety net systems
- Personal fall arrest systems

## Walking/Working Surfaces Other Than Roofs

Personnel on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge that is six feet or more above a lower level shall be protected from falling by a guardrail system, a safety net system, or a personal fall arrest system.

- Workers constructing a leading edge six feet or more above lower levels shall be protected from falling by a guardrail system, a safety net system, or a personal fall arrest system. If the employer can demonstrate that this is infeasible or creates a greater hazard, then a written fall protection plan is allowed. However, OSHA “presumes” feasibility without a greater hazard and places the burden of proof on the employer. Therefore, the use of a fall protection plan is considered a last resort and should be approved by the site manager.
- Workers on a walking/working surface six feet or more above a lower level where leading edges are under construction, but who is not engaged in the leading-edge work, shall be protected by a

guardrail system, safety net system, or personal fall arrest system. If a guardrail system is used, and a controlled access zone has been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

- Workers on walking/working surfaces shall be protected from falling through holes, including skylights, more than six feet above lower levels by personal fall arrest systems, covers, or guardrail systems erected around the holes.
- Workers on walking/working surfaces shall be protected from tripping in or stepping into or through holes by covers and from objects falling through holes by covers.
- Workers on formwork and reinforcing steel shall be protected from falling six feet or more to lower levels by personal fall arrest systems, safety net systems, or position device systems.
- Workers on ramps, runways, and other walkways shall be protected from falling six feet or more to lower levels by guardrail systems.
- Workers working at the edge of excavations six feet or more in depth, where the excavation is not readily seen because of plant growth or other visual barriers, shall be protected from falling by guardrail systems, fences, or barricades.
- Workers at the edge of a well, pit, shaft, or similar excavation six feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.
- Workers less than six feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.
- Workers six feet or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.
- Workers working on, at, above, or near wall openings where the outside bottom edge of the wall opening is six feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by one of the following:
- Guardrail system
- Safety Net System
- Personal fall arrest system

If workers are exposed to falling objects, they shall wear a hard hat and at least one of the following additional measures shall be implemented:

- Erect toe-boards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure to keep potential falling objects far enough from the edge of the higher level so they would not go over the edge if they were accidentally displaced.

- Barricade the area to which objects could fall, prohibit workers from entering the barricaded area, and keep objects that, may fall far enough away from the higher-level edges so that they would not go over the edge if they were accidentally displaced.

## Fall Protection Equipment Inspections

All fall protection equipment shall be inspected for the following minimum items on a semi-annual basis (include any additional items recommended by the manufacturer of each piece of equipment):

- Inspect all pieces of equipment for cuts, abrasions, or damage.
- Check for worn parts or damage to any parts of buckles, D rings, or straps.
- Ensure that buckles are of the hook-and-eye type, except that locking bar type buckles are allowed on the leg straps only.
- Ensure that fall arrest lanyards are equipped with a deceleration device, and labeled for fall arrest use (plain ropes, wires, or straps without fall arrest devices shall not be used for fall arrest).
- Ensure positioning lanyards do not have a deceleration device and that manufacturer's name is clearly visible on the product.
- Ensure that all lanyard latch hooks are of the double locking snap hook design (lanyard hooks without a safety latch are not authorized) and that they function properly.
- Ensure that rope material used as lifelines or as a portion of lanyards is a minimum of ½ inch continuous filament nylon rope and that there are no cuts, nicks, or knots, or parted segments, variation in size or roundness, or evidence of deterioration.
- Ensure the total length of any fall arrest lanyard does not exceed six feet.
- Ensure that metal or polypropylene thimbles are used at both ends of the lanyard where the rope connects to the snap hooks or to the safety harnesses and that these thimbles are in good condition.
- Ensure that the snap hooks on the lanyards are metal and stamp forged or tested by the manufacturer.

Leather belts and lanyards are not allowed (leather padding is permitted).

A manufacturer's tag must be attached to all commercial equipment, including harnesses, both fall arrest and positioning lanyards, ladder climbing devices, and related hardware such as rope grabs. This manufacturer's tag serves to prove that the equipment meets ANSI specifications.

## Training Requirements

Town personnel shall not wear fall protection equipment unless they have been trained as outlined in this section.

# *RETURN TO WORK*

## Purpose

A Return-To-Work (RTW) Program allows the Town of Clayton to retain experienced employees who can continue to be productive and contributing while helping to minimize Workers' Compensation costs.

## General

Each division/department shall establish an RTW program for employees injured on-the-job. This program will not normally exceed an eight (8) week period (case dependent) and shall include light or modified duty, part-time duty, modification of the work site or equipment, or an alternate job within the capabilities of the injured worker.

When injured employees return to work, Superintendent/Superintendents/Supervisors must carefully monitor the employees work to ensure that all restrictions are enforced and adhered to. This supervision not only allows employees to continue working, but also serves to ensure that the employees do not suffer additional injuries due to their restrictions and that the original injury is not further aggravated.

## Job Analysis of Modified Duty Positions

Department Directors and Superintendents in conjunction with Human Resources shall develop job modification guidelines within their work areas to enable employees to return to work early. Jobs should be modified so that the employee is seen as an asset and a productive worker. Job modification possibilities include, but are not limited to:

- **On-Site Modification** – Modification of the injured employees' worksite or equipment so that it will not aggravate the injury, (i.e., lower a workbench, bring in a special chair, etc.)
- **Task Reassignment Modification** – A listing of positions throughout all departments the involve light duty work for which an injured employee can move with minimal or no retraining.
- **Relocation Modification** – Relocate the employees' pre-injury / illness task to a more convenient location, (i.e., no long distances to walk, stairs to climb, etc.).
- **Limited Work shift Modifications** – A listing of positions that involve light duty that may be done within a shortened workday, (i.e., 2 hours per day, mornings only, afternoons only, etc.).
- **Job Restructuring Modification** – Change the way the job is performed, (i.e., use of equipment for lifting or moving, etc.).

The return of an injured employee to any job, changed or otherwise, is contingent upon the consent of the healthcare provider, but shall be pursued by the Safety Officer.

**Modified jobs are temporary, NOT PERMANENT positions. Responsibilities Designated Physician**

Under North Carolina's' Workers' Compensation Law, the employer has the right to choose the authorized treating physician or medical provider. If an employee objects to the Town's choice of physician and requests another, then one must be provided; however, the choice of the alternate provider is also that of the Towns.'

**It should be noted that the Town of Clayton shall exercise its right to choose the health care provider. Under no circumstances shall the employee be given the choice of healthcare providers except when given the choice from a list of healthcare providers that has already been established and approved by the Town of Clayton.**

The Safety Officer will establish a list of healthcare providers. The list will include emergency room facilities for emergencies or after-hours purposes.

If it is necessary for an employee to seek medical attention after hours, then the employee must report the visit at the earliest possible time. The designated Emergency Room shall be used.

The Safety Officer in concert with the town's insurance carrier, will coordinate the services and responsibilities of the healthcare provider as they pertain to Workers' Compensation and the Towns' Return-To-Work Program. Those services and responsibilities will include:

- Review the Towns' RTW program philosophy and policies.
- Review the modified job duty descriptions for each injured employee.
- If necessary, schedule and complete a site visit for the modified duty.
- Help to establish a referral system for Specialists.
- The referral system should include among others: Osteopaths, Chiropractors, Podiatrists, Optometrists, Orthopedist, and Dentists.
- Review the Towns' RTW program philosophy and policies and the modified duty job descriptions with Specialists before referring employees.

## Insurance Carrier

It will be the responsibility of the Safety Officer to coordinate the RTW Program with the town's insurance carrier. This coordination shall include but not be limited to:

- Review the Towns' philosophy and policies about the RTW program.
- Coordinate and maintain communication with the healthcare providers, as established by the town.
- Establish a "checks and balance" that requires the TPA to notify the Towns' Safety Officer before deviating from the established referral system.
- When necessary, coordinate and schedule an annual site visit for accidents resulting in a claim.
- Coordinate and schedule an annual site visit especially of departments with high claims.

## Notifying Employees of the RTW Program

Department Directors and Superintendents/Supervisors shall ensure that information is shared with all employees. Additionally, RTW information will be posted on SharePoint.

Employee awareness will foster cooperation with the program and allow the program to operate efficiently.

## RTW Salary Schedule

North Carolina Workers' Compensation benefits cover 66 & 2/3% of the employees' pre-injury average weekly wage up to a maximum set by the State.

Under the Town of Clayton RTW program, once back on the job in any capacity, employees are eligible to receive their full wages less any wages or partial wages being paid under Workers' Compensation. (Example: If an employee is returned to light duty but can only work four hours per day instead of their normal eight hours, they would receive wages from the Town for four hours while the remaining four hours would be paid under Workers' Compensation).

It should be noted that any employee who refuses a modified job duty that has been approved by the healthcare professional may lose all workers' compensation benefits.

## RTW Program Recovery System

The Safety Officer in cooperation with Department Superintendent/Superintendents/Supervisors, may assign an injured employee to perform appropriate duties within the town. The assignment shall be based on the employees' capabilities and with the concurrence of the healthcare provider.

The Safety Officer shall contact the employee and notify them of the Towns' interest in their return-to-work and that there is a temporary position for them to fill.

The Supervisor shall closely monitor the progress of the injured employee who has returned to work.

Such supervision not only allows employees to continue working, but it also allows Superintendent/Superintendents/Supervisors to discover when work restrictions may be lifted with the concurrence of the healthcare provider.

Any suggested increases or decreases in duties should be referred to the Safety Officer.

The Safety Officer will notify the healthcare provider of the Superintendents/Supervisors' observations and suggestions.

It is the responsibility of the injured employee to establish, track, and keep scheduled Doctor appointments.

The injured employee will keep both his Supervisor and the Safety Officer informed of any doctors' appointments.

Failure to make and/or report Doctor appointments may result in disciplinary action.

It is in the best interest of the employee to give full participation and cooperation with the Towns' RTW Program.

Based on the case review, the healthcare provider shall make the appropriate recommendations to the injured employee and their Department Director regarding the workload of the injured employee.

## Monitoring and Evaluating the RTW Program

### Safety Officer Responsibilities

- Prompt and document feedback from employees, Superintendents/Supervisors, management, healthcare providers, and the insurance carrier.

- Assess employee morale; analyze productivity and document findings.
- Complete a comparison of lost time days prior to the implementation of the program, with similar statistics after the program has been in place for one quarter.
- Analyze the workers' Compensation costs before and after program implementation.
- Review loss run reports before and after the implementation of the RTW program.

### Safety Committee Responsibilities

- Assess and evaluate all information and reviews regarding the RTW program.
- Review and evaluate modified duty positions.
- As necessary, review individual cases and actions taken.
- Make specific and appropriate recommendations to resolve any problems or concerns.

## *ANNUAL REVIEW*

### Purpose

The Town of clayton Safety Manual will be reviewed every 12 months to ensure its relevance and effectiveness. Any necessary updates to the procedures will be made during this review, and all changes resulting from the annual review will be documented.

| Annual Review by: | Comments / Changes: | Date: |
|---|---|---|
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Date Safety Manual Approved: _____

Date Safety Manual Effective: _____

Resolution #2023-95

RESOLUTION OF THE TOWN OF CLAYTON
REGARDING PERSONNEL POLICIES

WHEREAS, the Town Council of the Town of Clayton wishes to establish reasonable personnel policies and regulations for the administration of its personnel; and

WHEREAS, the Town Council seeks to attract and maintain a workforce composed of well qualified, competent and dedicated employees; and

WHEREAS, the Town Council is dedicated to fostering, maintaining, and promoting equal employment opportunities; and

WHEREAS, the Town Council desires that employment with the Town of Clayton be administered by uniform and equitable plans of classification and compensation; and

WHEREAS, the Town Council desires that employment with the Town of Clayton at all times be and remain exclusively at-will employment.

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

Section 1. Purpose

It is the purpose of these policies to establish a centralized personnel system under the direction of the town manager by which all matters relating to personnel shall be administered. It is the intent of the council to establish an equitable and uniform system of personnel administration; to foster, maintain and promote equal employment opportunity; and to place municipal employment on a merit basis to the end that the best qualified persons available shall constitute the town service. The town manager may amend personnel policies as needed in his discretion to accomplish the purposes herein stated.

Section 2. Employment Policy

It is the policy of the town to foster, maintain and promote equal employment opportunity. The town shall select employees on the basis of applicant's qualifications and without regard to age, sex, race, color, creed, religion or national origin. Applicants with physical handicaps shall be given equal consideration with other applicants for positions in which their physical handicaps do not represent an unreasonable barrier to satisfactory performance of duties.

Section 3. Personnel Officer; Appointing Authority

The town manager shall be the chief personnel officer and shall appoint and remove all town employees, except those whose appointment is otherwise provided for by law.

Section 4. Qualifications for Appointment

(a) Appointments to positions within the town service shall be made on the basis of merit and fitness, and in accordance with the provisions of this article and any rules which may be established under its authority.
(b) The town manager may prescribe reasonable general and minimum qualification standards for all positions within the town service as well as specific occupationally related qualifications for any class of positions, and may use any such requirements as the basis for rejecting or refusing to examine an applicant.

(c) The town manager shall prescribe the form of application and the information to be contained thereon, and may utilize such valid tests, examinations and investigations as he deems necessary to determine the fitness of an applicant for a particular position.

Section 5. Classification Plan

The town manager shall establish, administer and maintain a current plan of classification of all positions in the classified service, and shall allocate and reallocate positions to classes on the basis of kind and level of duties and responsibilities.

Section 6. Compensation Plan

(a) The town manager shall establish, administer and maintain a current plan of compensation for all positions in the classified service, and shall assign and reassign positions and classes of positions to the pay ranges created by the compensation plan.
(b) Salaries or compensation of town officers and employees are hereby fixed in amounts with the positions and pay ranges established in the compensation plan or as the same may be amended. The annual budget adopted by the council and amendments thereto shall constitute the approval and control by the council of salaries or compensation.
(c) Each year with the submission of their budget recommendations, or at any other time, the department heads may recommend in writing those employees who in the opinion of the supervisor and the department head deserve performance increases, stating the reasons why the employee deserves the increase. Recommendations for performance increases will be reviewed by the personnel director and forwarded to the town manager with recommendations.
(d) The town council may, upon recommendation of the town manager, appropriate funds each fiscal year to be utilized at the discretion of the town manager to provide salary increases to individual employees on the basis of performance. Nothing in this section shall prevent the town manager from providing for regular salary increases for employees participating in apprenticeship and on-the-job training programs, and for other employees or groups of employees as the town manager shall see fit.

Section 7. Adoption of Specific Policies

The specific policies attached hereto are hereby ratified and approved.

Section 8. Effective Date

This resolution shall become effective immediately upon adoption.

DULY ADOPTED this the 4th day of December, 2023.

TOWN OF CLAYTON

By: _____
Jody McLeod, Mayor

ATTEST:

_____
Heidi L. Holland, Town Clerk

(SEAL)

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | ADMINISTRATIVE ITEMS |

**Item Title**

Town of Clayton Strategic Plan

**Suggested Action**

Information Only

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**If Approved, Will Document Require Recordation?** No

**Does This Item Require a Communication Plan?**

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

**Summary**

This proposed strategic plan for the Town of Clayton serves as a guiding document that not only shapes the town's future but also ensures that its growth and development are purposeful, inclusive, and sustainable. It acts as a tool for informed decision-making and effective utilization of resources to benefit the community as a whole. We have posted the RFQ, culled through applications, initiated interviews and have narrowed our search to the top contender.

## Funding Source

N/A

**Submitted By:** D'Arcy Aman, Administration

**Reviewed By:**

Heidi Holland, Town Clerk Approved - Nov 27 2023

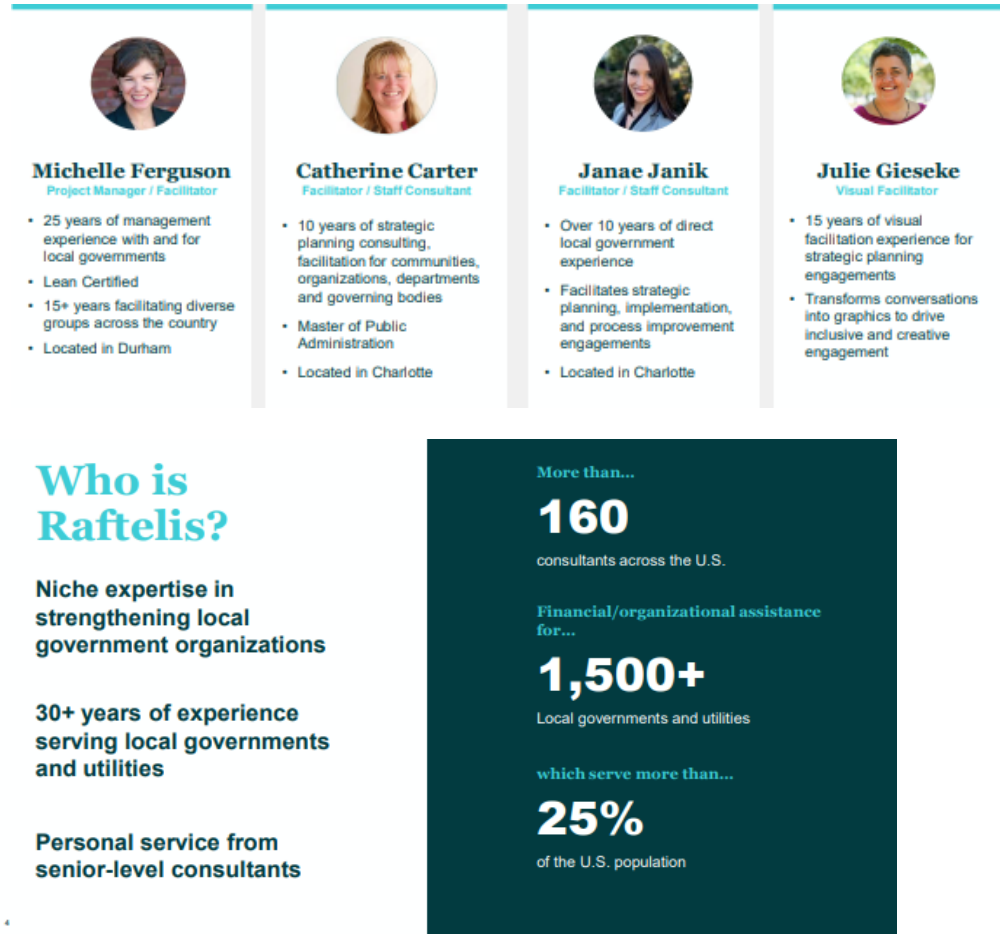
# Town of Clayton
# Strategic Plan

# Introduction

We are excited to propose the engagement of a consulting firm for the Town's Strategic Plan. This firm has extensive experience across North Carolina, specifically in towns mirroring our growth trajectory.

Michelle Ferguson and her team's vibrant energy stood out to our Strategic Planning committee. We believe their enthusiasm will bring the necessary drive to this project.

Their adeptness in addressing niche needs aligns perfectly with our vision for Clayton's future.



# Experience

With a proven track record in guiding communities experiencing similar growth patterns, this firm's tailored approach ensures a strategic plan that encapsulates our unique local nuances.

We are confident that their collaborative expertise will propel Clayton toward a prosperous and thriving future.

- Charlottesville, VA
- Elgin, IL
- Hilton Head, SC
- Raleigh, NC
- Rolesville, NC
- Salisbury, NC
- Virginia Beach, VA
- Wake County, NC
- Wake Forest, NC
- Winston-Salem, NC
- Zebulon, NC

- **Exceptional** service from professionals with decades of hands-on public sector experience
- **We listen** to understand the needs of your organization and community and help achieve consensus
- **Customized** results and implementation roadmap to communicate and assess progress
- **High quality** strategic plans and graphics to inform and tell your story

*ClaytonNC.org*

# Procurement

**As per town policy and procedures the town procured the consultant for this strategic plan as follows:**

**September:** RFQ Release, Pre-Proposal Meeting, and Deadline to Submit Questions
**October:** Addendum Release and Deadline for RFP Submissions
**November:** Evaluation of Proposals, Firm interviews and Proposal Negotiation

Following a comprehensive and thorough examination, Procurement, in conjunction with Town Council and select Town staff, meticulously evaluated numerous candidates. After a rigorous selection process involving interviews with multiple contenders, the consensus was that Raftelis demonstrated exceptional qualities, positioning it as the most outstanding choice among the options considered.

**These procedures ensured compliance with Town procurement policy for transparency and accountability**

*ClaytonNC.org*

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | OLD BUSINESS |

**Item Title**

Multifamily Housing Revenue Bonds Resolution

**Presenter(s)**

Robert McKie - Finance Director

**Suggested Action**

Adoption of Resolution

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**Applicable General Statute Number:** G.S. 157-9

**If Approved, Will Document Require Recordation?** No

**Does This Item Require a Communication Plan?**

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

☐ Social Media
☐ Special Mailing
☐ Survey
☒ None Required

## Summary

The Town was approached by its Bond Counsel, McGuireWoods, to act as a conduit debt issuer for an affordable housing project proposed for Clayton. Typically, affordable housing bonds are issued through a municipal or county housing authority, which does not exist in Johnston County. McGuireWoods is directly involved in the majority of affordable housing bonds in the State. Dominium Holdings is proposing a 200-unit new construction opportunity in Clayton, NC, specifically located off Pritchard Road and Swann Trail, which will be 100% affordable housing (i.e. incomes restricted to 60% of area median income), that will target seniors (age 55+).

The Town will have no obligation to repay the bonds and is only facilitating the issuance, which allows the bonds to be tax exempt and qualify for low-income housing tax credits per the Internal Revenue Code of 1986, as amended. The issuance of the bonds does not constitute a debt or a pledge of the faith and credit of the Town. The bonds will be payable solely from the revenues and other funds provided by Dominium Holdings. **Furthermore, the Town's willingness to act as the issuer of the bonds must not be construed as approval for this proposed affordable housing project for any other purpose including, but not limited to, zoning, land use, permitting or any other aspect of the project that may require approval by the Town or any department or agency of the Town.**

## Recommendation

The Executive Team recommends adoption of the resolution.

## Funding Source

N/A

## Corresponding Documentation

Dominium - Clayton NC

Clayton - Dominium - Inducement Resolution-181916117-v3

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**Submitted By:** Robert McKie, Finance Department

**Reviewed By:**

| | |
|---|---|
| Robert McKie, Finance Director | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

October 5, 2023 *VIA: Email*

Kristin Kirby
Partner
McGuireWoods LLP
kkirby@mguirewoods.com
501 Fayetteville Street
Suite 500
Raleigh, NC 27601

**RE: Clayton, NC – Affordable New Construction Project**

Dear Ms. Kirby,

Dominium is currently pursuing a 200-unit age-restricted, new construction opportunity in Clayton, NC, specifically located off Pritchard Road and Swann Trail. This development will be one of the multiple new construction projects Dominium is undertaking in the North Carolina market with the goal of providing high quality, affordable housing to the community of Clayton. This community will be funded through 4% tax-exempt bonds, housing credits, and traditional construction and permanent financing.

The site is currently located within a 2023 HUD-designated Difficult to Development Area ("DDA"); however, will be falling out of the DDA in 2024. To preserve this DDA, Dominium must identify the appropriate bond issuer and apply for tax-exempt bonds, in which the application will need to be deemed complete. The additional tax credit equity generated by the DDA is essential to the financial feasibility of the proposed project, particularly in today's financial climate.

**About Dominium**

Dominium is the nation's second largest affordable housing developer, owner, and manager with over 38,000 units across more than 20 states. Founded in 1972, Dominium prides itself on being long-term owners and operators of affordable housing and providing much needed housing to the nation's essential workers. Dominium maintains a strong track record amassed through a wide range of projects, including historic redevelopments, new construction, rehabilitation, acquisitions, and workout properties. Recently, Dominium closed its first new construction project in North Carolina, known as Creekridge on the Park, which is a 150-unit family new construction deal in Charlotte, North Carolina.

**Community Overview**

The proposed project will provide housing for seniors in Clayton and will set aside 100% of units at 60% of the Area Median Income. The site consists of roughly 8.31 acres and will include 80 one-bedroom/one-bath and 120 two-bedroom/two-bath rental units. As a four-story community, Dominium seeks to develop a senior-oriented living experience while creating a design that will improve neighborhood appeal.

An important part of our goal is to provide quality amenities to improve the lives of our residents. Included in our community will be a fitness center, covered picnic and barbeque area, indoor clubroom, and outdoor recreation space. Each unit will contain a private patio or balcony, fully-equipped kitchen, granite countertops, and optional washers and dryers.

An important part of our goal is to provide quality amenities to improve the lives of our residents. Included in our community will be a fitness center, covered picnic and barbeque area, indoor clubroom, and outdoor

recreation space. Each unit will contain a fully equipped kitchen, granite countertops, and optional washers and dryers. The vision for this development is to create a distinctive living experience, fostering a safe, healthy, and active lifestyle within an affordable community.

Thank you for your time and consideration, as Dominium strives to provide additional affordable housing to the City of Clayton.

Shaun Reinhardt

Vice President & Project Partner

**Addendum**

Exhibit A – Rendering of Clayton, NC Senior New Construction
Exhibit B – Preliminary Site Plan
Exhibit C – Sample Unit Interiors
Exhibit D – Sample Indoor Amenities
Exhibit E – Sample Outdoor Amenities
Exhibit F – Dominium Brochure
Exhibit G – Case Studies

DOMINIUM

**Exhibit A – Rendering of Clayton, NC Senior New Construction**

**Exhibit B – Preliminary Site Plan**
*Subject to change*

DOMINIUM

**Exhibit C – Sample Unit Interiors**

Grayson Ridge – Lawrenceville, GA

Covington Crossings – Covington, GA

**Exhibit D – Sample Indoor Amenities**

Stonepointe – Lithonia, GA

Preserve at Peachtree Shoals – Dacula, GA

**Exhibit E – Sample Outdoor Amenities**

Preserve at Peachtree Shoals – Dacula, GA

Stonepointe – Lithonia, GA

DOMINIUM

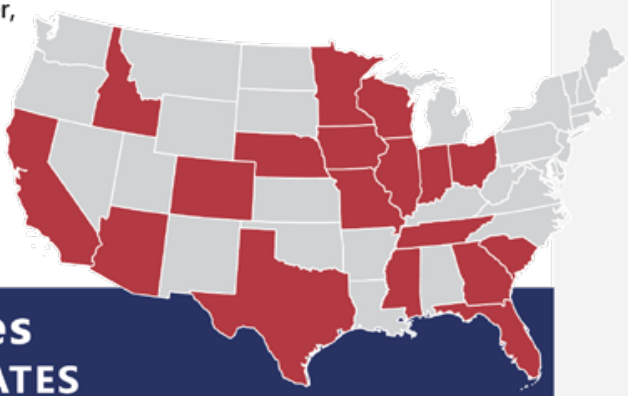
What we do hits HOME.

**Exhibit F - Dominium Brochure**

DOMINIUM

# WHO WE ARE

We are a national affordable housing developer, owner, and manager, providing high-quality homes for individuals and families.



**220+ PROPERTIES**

**38k+ Homes**
in nearly **20 STATES**

# WHO WE SERVE

Dominium serves diverse populations from individuals to working parents and from artists to seniors.

AVERAGE AGE **46** YEARS OLD

## HEAD OF HOUSEHOLD

**71%** WOMEN

**65%** SINGLE

**13%**

Residents that speak languages **other than English**

**$26,363** AVERAGE INCOME OF RESIDENT *(includes value of subsidy)*

**62%** EMPLOYED
**24%** UNEMPLOYED
**13%** RETIRED
**1%** HOMEMAKER

**43%** of residents have completed at least some **COLLEGE**

**35%** of residents **WORK** in skilled, office or government jobs

# OUR HOMES

Dominium's portfolio includes Section 42, Section 8, Senior, Artist and Market Rate homes. Most non-senior units are family homes with two or more bedrooms.

**SECTION 42**
units are rent restricted based on the area median income and residents qualify based on their income

**SECTION 8**
housing is for Dominium's lowest income residents who pay a portion of their rent with a voucher or subsidy

**SENIOR**
properties for residents ages 50, 55+ or 62+ are both income and age restricted

**ARTIST**
housing is Dominium's Section 42 homes reserved for those working in the arts

**MARKET RATE**
housing is not income restricted and is available in some of Dominium's portfolio

# What we do hits HOME.

DOMINIUM

## WHAT WE DO HITS HOME.

It's Dominium's promise, and we work hard every day to keep it. To us, **What we do hits HOME** means providing long-term value for our residents and employees, for the communities they live and work in, and for all our valued stakeholders.

Dominium brings excellence to the development and management of affordable housing communities across the United States. It is clear to us that our responsibility extends beyond completing deals and serving our residents; we have the responsibility to positively contribute to the communities where we operate. We strive to ensure all of Dominium's stakeholders are well-served:

- Residents gain places they are proud to call home;
- Financial and community stakeholders gain a solid partner dedicated to growth and community vitality along with economic development; and
- Dominium employees experience both an engaging place to work and the motivation to contribute to growth.

Access to quality, affordable housing is becoming increasingly important in every community across the country. It is critical infrastructure that allows families to succeed, businesses to grow and communities to flourish. Our residents and communities are at the heart of everything we do, and by developing quality homes that are as warm and welcoming as they are innovative, we create living spaces with long-term value that hits HOME.

## OUR RESIDENTS

Our residents represent an incredibly diverse set of individuals and families. They are seniors, both retired and working. They are working parents. They are young professionals. They live in cities, the suburbs and rural communities. They represent a wide variety of racial and ethnic backgrounds.

There is no one group that benefits from affordable housing – it benefits many different kinds of people at all different stages of life. When more people have access to high-quality affordable housing, our communities, workplaces and schools are stronger.

## DOMINIUM IS A FOR-PROFIT DEVELOPER OF AFFORDABLE HOUSING

We build value for our partners, investors and our communities by engaging in the development of affordable housing with the goal of returns over the long-term. This guides our approach to both development and management.

Unlike our non-profit counterparts, Dominium makes money on the properties we develop, own and manage. Because of our unique position as a mission-driven for-profit, Dominium can make a large difference in addressing the growing need for affordable housing. Dominium has the capacity and the strategic strength to evolve with market forces, helping by leading in the development of innovative projects that will meet the needs of growing communities across the U.S.

# Dominium Gives

DOMINIUM

Dominium strives to make a positive difference in the cities and neighborhoods we call home. We believe that corporate social responsibility means building vibrant neighborhoods around the country, empowering employees to engage in their communities and creating opportunities for our residents to thrive. As a leader in developing and managing affordable housing, we know that our responsibility extends beyond simply building homes.

**Dominium gives back to our communities in a number of ways:**

DONATES BUILDS ASSISTS VOLUNTEERS

## DONATES:

Through DOMINIUM and the DOMINIUM FOUNDATION we donate more than $1 million a year to community organizations that build stronger families and neighborhoods.

## BUILDS:

Through the DOMINIUM PRO BONO PROGRAM, we provide free development services to non-profit organizations that are addressing critical housing challenges. Through this program, 10% of our development efforts are provided free of charge.

### COMPLETED PROJECTS

Dorothy Day Place *(St. Paul, MN)* $72M Development
Exodus II *(Minneapolis, MN)* $70M Development

### UPCOMING/ONGOING PROJECTS IN PERMANENT SUPPORTIVE HOUSING

The Commons *(Colorado Springs, CO)* $20M Development
Rural Neighborhoods for Seniors *(Gainesville, FL)* $15M Development
Solid Ground Apartments *(Lakewood, CO)* $20M Development
DESC Burien *(Seattle area)* $38M Development

### OTHER OUTREACH OPPORTUNITIES

Texas | Nashville | Atlanta | Phoenix

To learn more, visit
DOMINIUMAPARTMENTS.COM/GIVES

DOROTHY DAY PLACE

# Dominium Gives *(continued)*

DOMINIUM

**ASSISTS:**

Serving and operating in locations nationwide, our employees live through the natural disasters that dominate headlines. Through the employee-supported DOMINIUM EMPLOYEE EMERGENCY FUND, we assist our employees financially in recovering from fires, floods, hurricanes and other uncontrollable life-altering events. We encourage all to donate to support each other in times of need.

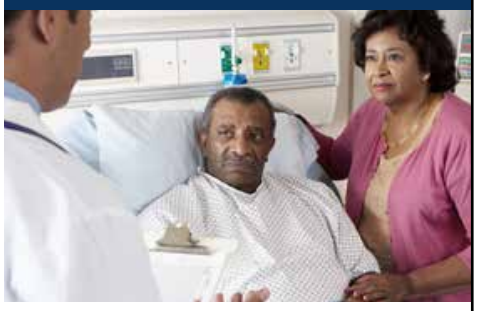
**VOLUNTEERS:**

Our employees and residents are instrumental to the success of our organization. Through the DOMINIUM VOLUNTEER PROGRAM, we empower employees to engage in volunteerism for causes important to them in their local communities.

We are committed to volunteerism across all levels of our organization, from top to bottom. Each year, Dominium employees volunteer thousands of hours and each one of those hours is matched with a financial contribution to multiply the positive impact our employees make in the communities they serve. We are proud to match company resources with employee passion and encourage and reward community service.

To learn more, visit
DOMINIUMAPARTMENTS.COM/GIVES

> “ It (EEF) truly is inspiring and I need you to know it is massively appreciated. ”



# Opportunity's Front Door

DOMINIUM

## Dominium's Resident and Employee Scholarship Program

### TALENT LIVES EVERYWHERE, OPPORTUNITY LIVES HERE.

Dominium is committed to providing safe and affordable housing, as well as improving the lives of the individuals and families in the communities we serve. In 2020, we launched our scholarship program, which aligns with our corporate giving initiative, Dominium Gives.

Opportunity's Front Door is Dominium's scholarship program for our residents, employees and their dependents. It is designed to help close the gap between potential and opportunity. Our goal is to help break down financial barriers and provide easier access to certification programs and higher learning. We believe that community fosters talent, and when talent gets a chance to shine, the future looks brighter for everyone.

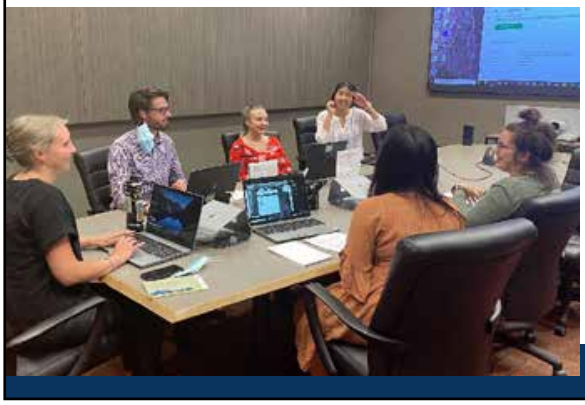
Providing safe and affordable housing is an essential part of building strong communities, but communities need more than just space to thrive. Dominium is committed to empowering those that we serve. We believe in creating opportunities for both our residents and employees to pursue their dreams and reach their full potential and we know that education can often be the first step to opening new doors.

**Now contributing $2 MILLION a year towards scholarships for any higher education or certificate programs, awarding our residents and employees or their dependents 400 SCHOLARSHIPS at $5,000 EACH.**

To learn more, visit:
DOMINIUMAPARTMENTS.COM/SCHOLARSHIP

# Internship Program

DOMINIUM



## Dominium's Internship Program

### PROVIDING EMPOWERING OPPORTUNITIES.

Dominium is committed to developing the promising talents of exceptional students through the experience gained through paid internships in all aspects of the company's operations. With the recognition that a significant number of Dominium's employees began their careers through college internships, the company understands that these positions not only provide opportunities for students, but also infuse the organization with a new generation of talent.

Now offering:

**DEVELOPMENT INTERNSHIPS**
**CORPORATE INTERNSHIPS**
**PROPERTY MANAGEMENT INTERNSHIPS**
**RESIDENT INTERNSHIPS**

> "During my senior year in high school, I will work at the property about 20 hours per week. I help answer phones, deliver notices to residents, check the grounds, and do filing and other tasks. I also get to work side-by-side with the maintenance manager, who's taught me a lot. I'm learning as I go. On top of that, it's a paid position and that helps out our family!" - Joseph, Resident

To learn more, visit:
DOMINIUMAPARTMENTS.COM/CAREERS/INTERNSHIPS

# Awards

DOMINIUM

## 2022 NATIONAL MULTIFAMILY HOUSING COUNCIL (NMHC) 50

The NMCH's authoritative ranking of the nation's Top 50 Apartment Owners and Top 50 Managers as well as the Top 25 Developers, Top 25 Builders and Top 10 Syndicators.

TOP 50
- LARGEST APARTMENT OWNERS: #30
- LARGEST APARTMENT MANAGERS: #46

TOP 25
- LARGEST BUILDERS: #17
- LARGEST DEVELOPERS - #18

## U.S. BEST MANAGED COMPANY BY DELOITTE

Recognizes excellence and honors private companies for their strategy, execution, culture and financials. This group joins hundreds of private companies around the world that have earned this designation in a rigorous and independent process that evaluates four key criteria in their management skills and practices - strategy, execution, culture and financials.

SELECTED AS A 2020 U.S. BEST MANAGED COMPANY HONOREE: DOMINIUM

## NATIONAL AFFORDABLE HOUSING MANAGEMENT ASSOCIATION (NAHMA) VANGUARD AWARDS

Celebrates success in the multifamily affordable housing industry by recognizing and benchmarking newly developed or significantly rehabbed affordable multifamily housing communities that showcase high quality design and resourceful financing.

2019 VANGUARD AWARD WINNERS
- NEW CONSTRUCTION: UNION FLATS
- MAJOR REHAB OF HISTORIC STRUCTURE: MILLWORKS LOFTS

## HOUSING COLORADO THE EAGLE AWARD

Established in 1990, the Eagle Award represents one of the highest achievements for the Colorado housing community. This prestigious award celebrates the extraordinary accomplishments and outstanding leadership in housing and support services. The award honors individuals, agencies, projects, and programs that soar to new heights in their work to ensure safe, fair, affordable housing for all Coloradans. Winners are chosen by an industry-diverse selection committee.

2019 PEOPLE'S CHOICE AWARD WINNER: NORTH RANGE CROSSINGS

## NATIONAL ASSOCIATION OF HOME BUILDERS (NAHB) PILLARS OF THE INDUSTRY

NAHB's Multifamily Pillars of the Industry Awards highlight creative development concepts, innovative financing strategies, great design, and superior management and marketing in the apartment and condo marketplace.

The Pillars awards are held in high esteem by top-level multifamily development companies, management firms and experts in the field. The annual competition is judged by a jury of knowledgeable peers, each having a proven record of success in various facets of the multifamily industry.

2017 MULTIFAMILY DEVELOPMENT FIRM OF THE YEAR: DOMINIUM

2019 BEST REDEVELOPMENT OF A MULTI-FAMILY COMMUNITY: LAKECREST VILLAGE

2018 BEST ADAPTIVE REUSE COMMUNITY: MILLWORKS LOFTS

# Endorsements

DOMINIUM

We want to make sure that every community has access to clean energy. We want to make sure every community has access to low-carbon, high-quality, affordable housing and affordable housing developers with their eye on the prize of sustainability. They are offering a huge opportunity for families and lower income communities to participate in this green energy revolution, this sustainability revolution. This is where America is going, this is where the market is going, and I give credit to affordable housing developers like Dominium for helping lead the way and helping set a vision that others can follow too.

MICHAEL NOBLE
*Executive Director | Fresh Energy*

Dominium has been an incredible partner for us over the years. They're a partner in affordable housing across the country. Right now, we have a huge housing crisis in this country and certainly in the Twin Cities. Without a focused effort, without all partners coming to the table to try to solve this problem, we're never going to get ahead of the curve. But we know if we put a family in a stable, safe, affordable house, their lives will be changed forever.

CHRIS COLEMAN
*President | Habitat For Humanity Twin Cities*

Aeon cannot do it's work without the community engaging. Folks like Dominium, bringing their expertise and their support, financial and otherwise, to the table is absolutely critical in our ability to get our work done.

ALAN ARTHUR
*President & CEO | Aeon*

I have to hand it to Dominium. They did an extraordinary job at bringing these different players and building the coalition necessary to create a really beautiful project. Everyone from the city to the financiers to the construction workers, this was a collaborative effort that is now complete with a wonderful community asset.

JACOB FREY
*Mayor | Minneapolis*

Right on the middle of what I would call St. Louis' living room, you had this hulking crumbling former gem of a building that was not only sad to walk by but was a momentum killer. There is no question that this was a gargantuan task. For someone like Dominium to be able to step into that and to pull the pieces together, pull so may parties together...to make it not only to get it done at some bare minimum level, but really to make it a shining example of what's possible when that kind of collaboration happens is really remarkable. To live in a vibrant place where innovation is embraced, downtown St. Louis ought to be...and I think the Arcade helps it become, a place where people of different ethnic, race and socio-economic backgrounds flourish.

ZACK BOYERS
*Chairman & CEO | US Bank Community Development Corporation*

Since Dominium came into the market, they've done a great job of really turning around the affordable market here in Florida.

DAVID LEON
*Partner | Nelson Mullins Riley & Scarborough LLP*

# Endorsements *(continued)*

DOMINIUM

Tenacity and courage would be an understatement. The brilliance of their work has shown through and they created a new paradigm for St Louis. They created a real sense of community. That's what downtown needs.

STEVEN STOGEL
*President | DFC Group*

I have to say that you all are very easy to work with. They really have their stuff together, Dominium. They make it really easy to partner with them to bring what is absolutely needed here in Covington. We have been growing like crazy. Our economic development people here are doing a fantastic job... The number of jobs available here has grown tremendously and we want to make sure that people who are working in these places have a place to live and people – as they are retiring – can still live in a place that they enjoy. They can be close to their grandkids, enjoy their community, and still be able to contribute to their community. So, we are certainly happy that you are here, and we look forward to more partnerships with you.

SHAMICA TUCKER
*Executive Director | City of Covington Housing Authority*

Dominium's impact has been profound on our organization. They are recognized not only as leaders in the affordable housing arena, but as civic leaders and people trust them.

LOUIS KING
*President & CEO | Summit Academy OIC*

DOMINIUM

Atlanta | Dallas | Minneapolis | Phoenix

DOMINIUMAPARTMENTS.COM

What we do hits H O M E.

Creekridge on the Park is located off Village Lake Drive in Mecklenburg County and marks Dominium's first new construction project in the state of North Carolina. Dominium closed on this project June 20, 2023 and will begin construction shortly after. Once completed, the property will provide 150 affordable multi-family homes in the Charlotte Metro area. The property is located next to McAlpine Greenway Creek Park, 5 minutes from E Independence Blvd and 15 minutes from Downtown Charlotte.

This community will consist of four, 3-story buildings and will be comprised of 18 one-bedroom, 66 two-bedroom, and 66 three-bedroom homes. These apartment homes will include 9 foot ceilings, vinyl wood-plank flooring with carpeting in the bedrooms, walk-in closets, washer and dryer, kitchen pantry and island, Energy Star rated appliances, and granite countertops. Residents will enjoy access to community amenities including a fitness center, business center, and on-site laundry. The property will also include an outdoor pool, grilling areas, playgrounds and general use greenspace.

This project was financed using Freddie Mac TEL serviced by JLL Real Estate Capital, a taxable and tax-exempt construction loan originated by Truist Bank, an equity investment in the 4% federal Low-Income Housing Tax Credits by Truist Bank, and an equity bridge loan originated by Minnwest Bank. Additionally Dominium received support from the North Carolina Housing & Finance Agency for Housing Tax Credits, INLIVAN tax-exemption private activity bonds and the Mecklenburg County ARPA loan.

Dominium is grateful these partnerships along with many others for their assistance on this project, continued commitment to providing affordable housing and ongoing partnership with Dominium.

DOMINIUM

Creekridge
ON THE PARK
APARTMENTS

NAME:
Creekridge on the Park
Charlotte, NC

TYPE OF PROJECT:
150 Luxury Multi-Family Apartments
100% affordable at 60% AMI

ARCHITECT:
Boarman Kroos Vogel Group, Inc.

CONSTRUCTION MANAGEMENT:
Weis Builders, Inc.

DOMINIUM'S RESPONSIBILITIES
Real Estate Development
Project Financing
Legal and Environmental Services
Design and Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:
Freddie Mac
JLL Real Estate Capital
Truist Bank
Minnwest Bank
North Carolina Housing & Finance Agency
INLIVAN
Mecklenburg County Housing Finance Authority

TOTAL DEVELOPMENT COST:
$60,000,000

SIZE: 8 Acres (Site)
159,450 Square Feet (Buildings)

COMPLETION DATE: May 2025

# GRAYSON RIDGE

55+ Senior Living

Grayson Ridge consists of 240 affordable senior (55+) apartment homes. Located in Lawrenceville, Georgia, Grayson Ridge provides quality affordable housing to seniors at 60% of the Area Median Income (AMI). Dominium closed on the financing for the project in June 2020 and construction was completed spring of 2022.

Within the four story apartment building there will be 124 one-bedroom, 100 two-bedroom and 16 three-bedroom apartment homes. Site amenities include a community room equipped with a fireplace and kitchen, fitness center, theater room, beauty salon, landscaped patio with a gazebo, koi pond, fire pit and grill stations. Apartments come equipped with an in-home washer and dryer, granite countertops, vinyl plank flooring and 9 foot ceilings.

Grayson Ridge's financing includes a Freddie Mac Forward TEL serviced by KeyBank, a tax-exempt construction loan and taxable equity bridge loan originated by KeyBank, an equity investment from Stratford Capital Group in the 4% federal Low Income Housing Tax Credits (LIHTCs), and an equity investment from Monarch Private Capital in the Georgia State LIHTCs. We would like to thank the Housing Authority of the City of Lawrenceville as the conduit issuer of the tax-exempt debt, the Georgia Department of Community Affairs for their issuance of the federal and state LIHTCs and the Beverly J. Searles Foundation, our JV Partner on this project.

NAME:
Grayson Ridge
Lawrenceville, GA

TYPE OF PROJECT:
240 Age-Restricted Apartments (55+)
100% affordable at 60% of AMI

ARCHITECT:
Martin Riley Associates

CONSTRUCTION MANAGEMENT:
H.J. Russell & Company

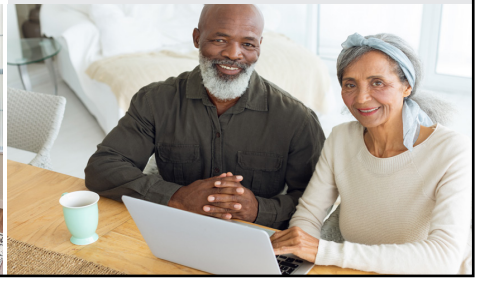
DOMINIUM'S RESPONSIBILITIES
Real Estate Development
Project Financing
Legal and Environmental Services
Design and Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:
KeyBank
Stratford Capital Group
Monarch Private Capital
Lawrenceville Housing Authority
Georgia Department of Community Affairs
Colliers Securities
U.S. Bank

TOTAL DEVELOPMENT COST:
$50,000,000

SIZE:
17.64 Acres (Site)
289,004 Square Feet (Building)

DOMINIUM



# OAKS LANDING

55+ SENIOR LIVING

Oaks Landing provides 204 age-restricted (55+) apartment homes. All of which are set aside for households earning at or below 60% area median income. Located at 700 7th Street NW, New Brighton, MN, these high-quality homes will meet the needs of the community by providing a diverse housing stock in the first ring suburb of nearby Minneapolis and St. Paul. The project was closed in December of 2020, and completed construction in Summer of 2022.

Oaks Landing is a four-story affordable housing community with both underground and surface parking. Within the buildings there is a mix of studio, one, two, and three bedroom homes. The project includes common areas, such as a clubroom, outdoor patio, fitness center, theater, beauty salon, outdoor green space and walking paths. In-home features include a washer/dryer, granite counters, LED lighting, and luxury vinyl-plank flooring.

This property was only possible through a partnership with the City of New Brighton to demolish and redevelop a former school, which they owned. The redevelopment includes adjacent for-sale townhomes by Pulte and a new workforce development across the street done by Dominium as well.

The financing includes a Freddie Mac Forward Tax-Exempt Loan serviced by Citibank, a taxable supplemental loan and a construction loan provided by Citibank, an equity bridge loan provided by Alliance Bank, an equity investment in the 4% Federal Low-Income Housing Tax Credits from WNC & Associates, Inc and Tax Increment Financing from the City of New Brighton. Additionally, we would like to sincerely thank our partners at Minnesota Housing for their determination of Federal Low-Income Housing Tax Credits, and the City of New Brighton, MN as the land seller and conduit issuer of tax-exempt debt.

NAME: Oaks Landing
New Brighton, MN

TYPE OF PROJECT:
204 Affordable Apartments
100% Affordable Homes (60% AMI)

ARCHITECT:
BKV Group

GENERAL CONTRACTOR:
Dominium

DOMINIUM'S RESPONSIBILITY:
Real Estate Development
Project Financing
Legal & Environmental Services
General Contractor
Design & Construction Management
Property Management
Section 42 Compliance

FINANCIAL PARTNERS:
Freddie Mac
CitiBank
Alliance Bank
WNC & Associates, Inc.
City of New Brighton
Minnesota Housing

TOTAL DEVELOPMENT COST:
$53,000,000

SIZE: 3.99 Acres (Site)
544,444 Square Feet (Building)

COMPLETION DATE:
Summer 2022

DOMINIUM

RESOLUTION #2023-88

‘RESOLUTION GIVING PRELIMINARY APPROVAL TO
ISSUANCE OF MULTIFAMILY HOUSING REVENUE BONDS

WHEREAS, the Town Council (the “Town Council”) of the Town of Clayton, North Carolina (the “Town”) met in Clayton, North Carolina at 6:00 p.m. on the 4th day of December, 2023; and

WHEREAS, pursuant to Section 160D-1311(b) of the General Statutes of North Carolina, the Town is granted the power to exercise directly the powers of a housing authority organized pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (collectively, the “Act”); and

WHEREAS, the Act in N.C.G.S. § 157-9 gives the Town, exercising the powers of a housing authority, the power “to provide for the construction, reconstruction, improvement, alteration or repair of any housing project” and “to borrow money upon its bonds, notes, debentures or other evidences of indebtedness and to secure the same by pledges of its revenues”; and

WHEREAS, Clayton Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership, or another affiliated or related entity of Dominium Holdings (the “Company”), intends to provide affordable housing in the Town; and

WHEREAS, the Company has applied to the Town for assistance in financing the acquisition, construction and equipping of an approximately 200-unit multifamily residential rental development for seniors to be constructed on land located in the jurisdiction of the Town (the “Development”); and

WHEREAS, the Company has described to the Town the benefits of the Development to the Town and the State of North Carolina and has requested the Town to agree to issue its multifamily housing revenue bonds in such amounts as may be necessary to finance the costs of acquiring, constructing and equipping the Development; and

WHEREAS, the Town would be acting as a “conduit” issuer for such bonds, and would have no liability whatsoever for any such bonds, which will not constitute a debt or a pledge of the faith and credit of the Town, but will be payable solely from the revenues and other funds provided by the Company; and

WHEREAS, the Town is of the opinion that the Development is a facility that can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

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

1. It is hereby found and determined that the Development will involve the acquisition, construction and equipping of a multifamily housing facility, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the Town agrees to assist the Company in every reasonable way to issue bonds to finance the acquisition, construction and equipping of the Development, and, in particular, to undertake the issuance of the Town’s multifamily housing revenue bonds (the “Bonds”) in an amount now estimated not to exceed Forty-Five Million Dollars ($45,000,000) to provide all or part of the cost of the Development.

2. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon between the Town and the Company. The Town and the

Company shall enter into a "financing agreement" pursuant to the Act for a term and providing for payments sufficient to pay the principal of, premium if any, and interest on the Bonds and to pay all of the expenses of the Town in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or security agreement between the Town and a trustee (the "Trustee") or the bondholder which will set forth the form and terms of the Bonds and will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the Town's rights to payments under the financing agreement, except the Town's right to payment of fees and expenses and indemnification. The Bonds will be private activity bonds issued under Section 142 of the Internal Revenue Code of 1986, as amended (the "Code"). The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the Town, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Company.

3. The Town intends that the adoption of this resolution be considered as "official action" toward the issuance of the Bonds within the meaning of the regulations issued by the Internal Revenue Service pursuant to Section 1.150-2 of the Treasury Regulations issued under the Code.

4. The Town hereby authorizes the Company to proceed, upon the prior advice, consent and approval of bond counsel and the Town's counsel, to obtain approvals in connection with the issuance and sale of the Bonds and to obtain an allocation of a sufficient amount of the State of North Carolina's "private activity bond limit", as required by Section 146 of the Code and as defined in Section 146 of the Code, for the Bonds.

5. It having been represented to the Town that it is desirable to proceed with the acquisition, construction and equipping of the Development, the Town agrees that the Company may proceed with plans for such acquisition, construction and equipping, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Company to obligate the Town without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the Town's adoption of this resolution. The Town agrees that the Company may be reimbursed from the proceeds of the Bonds, if and when issued, for all qualifying costs so incurred as permitted by Treasury Regulations Section 1.150-2.

6. All obligations hereunder of the Town are subject to the further agreement of the Town and the Company to terms for the issuance, sale and delivery of the Bonds and the execution of a financing agreement, indenture or security agreement and other documents and agreements necessary or desirable for the issuance of the Bonds. The Town has not authorized and does not authorize the expenditure of any funds or monies of the Town from any source other than the proceeds of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction and equipping of the Development, including the reasonable fees and expenses of the Town's counsel, bond counsel and the placement agent or underwriter for the sale of the Bonds, shall be paid from the proceeds of the Bonds or by the Company, but if for any reason the Bonds are not issued, all such expenses shall be paid by the Company and the Town shall have no responsibility therefor. It is understood and agreed by the Town and the Company that nothing contained in this resolution shall be construed or interpreted to create any personal liability of the officers or council members from time to time of the Town.

7. The Town's agreement to act as the issuer of the Bonds to finance the Development shall not be construed as approval of the Development for any other purpose including, but not limited to, zoning, land use, permitting or any other aspect of the Development that may require approval by the Town or any department or agency of the Town.

8. The officers of the Town are hereby authorized and directed to take all actions in furtherance of the resolution and the issuance of the Bonds.

9. The Town hereby approves McGuireWoods LLP, Raleigh, North Carolina, to act as bond counsel for the Bonds.

10. This resolution shall take effect immediately.

Council member _____ moved the passage of the foregoing resolution and Council member _____ seconded the motion, and the resolution was passed by the following vote:

Ayes:_____

Nays:_____

Not voting:_____

* * * * * * *

I, Heidi Holland, Town Clerk for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town of Clayton, North Carolina, at a regular meeting duly called and held on December 4, 2023, as it relates in any way to the resolution hereinabove set forth, and that such proceedings are recorded in the minutes of the Town Council.

WITNESS my hand and the seal of the Town Council of the Town of Clayton, North Carolina, this 4th day of December, 2023.

(SEAL)

_____
Heidi Holland, Town Clerk
Town of Clayton, North Carolina

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | OLD BUSINESS |

**Item Title**

General Obligation Bond Resolution Amendment

**Presenter(s)**

Robert McKie - Finance Director

**Suggested Action**

Adoption of Resolution

**Strategic Priorities Alignment**

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

**Public Hearing:** No

**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 General Obligation Bond Resolution is being amended to align with the payment schedule and 15 year maturity term of the bonds, which will be issued on January 23, 2024.

## Recommendation

The Executive Team recommends adoption of the amended bond resolution.

## Funding Source

N/A

## Corresponding Documentation

Clayton - 2023 GO Parks and Rec Bonds - Bond Resolution Amendment(182271977.1)

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**Submitted By:** Robert McKie, Finance Department

**Reviewed By:**

| | |
|---|---|
| Robert McKie, Finance Director | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

Resolution #2023-93

TOWN COUNCIL
OF
TOWN OF CLAYTON, NORTH CAROLINA

Excerpt of Minutes
of Meeting on
December 4, 2023

Present: Mayor Jody McLeod presiding, and Councilmen:_____

Absent: _____

* * * * * * * * * *

_____ introduced a resolution, the title of which is as follows and was read:

RESOLUTION AMENDING THE AMORTIZATION SCHEDULE FOR THE GENERAL OBLIGATION PARKS AND RECREATION BONDS, SERIES 2023 OF THE TOWN OF CLAYTON, NORTH CAROLINA

WHEREAS, on August 21, 2023, the Town Council (the "Council") of the Town of Clayton, North Carolina (the "Town") adopted a resolution (the "Original Bond Resolution") authorizing the issuance of its General Obligation Parks and Recreation Bonds, Series 2023 (the "Bonds") to finance, in part, the construction, installation, and equipping of parks and recreation facilities in the Town, to be issued pursuant to a Bond authorized and adopted by the Council on September 3, 2019; and

WHEREAS, the Original Bond Resolution provided for a maturity of the Bonds in 2043; and

WHEREAS, the Town Finance Director, in consultation with the North Carolina Local Government Commission and the Town's financial advisor, has determined to shorten the maturity of the Bonds from 2043 to 2038;

NOW, THEREFORE, the Town Council for the Town of Clayton, North Carolina, meeting in regular session in Clayton, North Carolina, does the following:

BE IT RESOLVED BY THE TOWN COUNCIL FOR TOWN OF CLAYTON, NORTH CAROLINA:

1. The first paragraph of Section 2 of the Original Bond Resolution and Exhibit A to the Original Bond Resolution are hereby deleted and replaced with the following:

> The Bonds shall be designated "General Obligation Parks and Recreation Bonds, Series 2024" and shall be dated the date of issuance. The Bonds shall mature in annual installments on August 1 in the years and amounts as set forth on Exhibit A,

subject to change as hereinafter described. Each Bond shall bear interest at such rate as shall be determined by the Town Finance Director, the Town Manager and the LGC, as hereafter defined, at the time of sale, provided that the true interest cost shall not exceed six percent (6.0%), payable on August 1, 2024, and semiannually thereafter on each February 1 and August 1.

2. The first paragraph of Section 3 of the Original Bond Resolution is hereby deleted and replaced with the following:

> The Bonds maturing on or before August 1, 2033, will not be subject to redemption prior to maturity. The Bonds maturing on or after August 1, 2034, will be subject to redemption prior to maturity, at the option of the Town, from any moneys that may be made available for such purpose, either in whole or in part (in multiples of $5,000 of principal amount) on any date not earlier than August 1, 2033, at the principal amount of the Bonds to be redeemed together with interest accrued thereon to the date fixed for redemption. If less than all of the Bonds of any one maturity shall be called for redemption, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Town in such manner as the Town may determine, provided that DTC and its participants shall determine which Bonds are to be redeemed by lot so long as a book-entry system with DTC is continued. The Mayor or the Town Manager and the Town Clerk are hereby authorized and directed to take all proper steps to have the Bonds prepared and, when they shall have been duly sold by the LGC, to execute the Bonds and to deliver the Bonds to the State Treasurer of North Carolina for delivery to the purchasers thereof.

3. Except as specifically amended by this resolution, the Original Bond Resolution remains in full force and effect.

4. The officers of the Town are hereby authorized and directed to execute such documents and take such actions as are in conformity with the purposes and intent of this resolution and in furtherance of the issuance of the Bonds in accordance with the terms of the Original Bond Resolution as amended hereby.

5. This resolution shall take effect immediately.

Councilman _____ moved the passage of the foregoing resolution and Councilman _____ seconded the motion, and the resolution was passed by the following vote:

Ayes: _____

Nays: _____

Not Voting: _____

* * * * * * * * * *

I, Heidi Holland, Clerk for the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town at a regular meeting duly called and held December 4, 2023, as it relates in any way to the resolution hereinabove referenced and that such proceedings are recorded in the minutes of the Council. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Town Council for the Town is on file in my office.

WITNESS my hand and the common seal of the Town, this ____ day of December, 2023.

(SEAL)

_____
Clerk, Town of Clayton, North Carolina

Exhibit A

Town of Clayton, North Carolina
General Obligation Parks and Recreation Bonds, Series 2023

Maturities

| Year | Amount |
|---|---|
| 08/01/2024 | $300,000 |
| 08/01/2025 | 300,000 |
| 08/01/2026 | 300,000 |
| 08/01/2027 | 300,000 |
| 08/01/2028 | 300,000 |
| 08/01/2029 | 300,000 |
| 08/01/2030 | 300,000 |
| 08/01/2031 | 300,000 |
| 08/01/2032 | 300,000 |
| 08/01/2033 | 300,000 |
| 08/01/2034 | 300,000 |
| 08/01/2035 | 300,000 |
| 08/01/2036 | 300,000 |
| 08/01/2037 | 300,000 |
| 08/01/2038* | 300,000 |
| | $4,500,000 |

*Final Maturity

# Regular Town Council Meeting
# Agenda Cover Sheet

| Meeting Date | Agenda Location |
|---|---|
| December 4, 2023 | OLD BUSINESS |

**Item Title**

2022-125-CZM: Summer Glen Conditional Zoning with Master Plan

**Presenter(s)**

Bruce Venable, Planner I

**Suggested Action**

Adoption of Ordinance

**Strategic Priorities Alignment**

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

**Public Hearing:** Yes - Legislative

**If Approved, Will Document Require Recordation?** Yes

**Does This Item Require a Communication Plan?**

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

Other/Special Instructions: Public notice signs placed at property.

## Updates Since Previous Presentation

**MEMO TO TOWN COUNCIL:**

Changes made to the project since its original meeting date include the following:

Condition of approval #7

The following standards shall apply to the Development:

- Maximum Residential Units: 138
- Maximum Density: 2.6 Dwelling Units per Acre
- Total Site Impervious Surface Area: 36%
- Minimum Lot Size: 7,000 Square Feet
    - 69 lots will be between 7,000 and 7,999 Square Feet
    - 40 lots will be between 8,000 and 8,999 Square Feet
    - 8 lots will be between 9,000 and 9,999 Square Feet
    - 21 lots will be greater than 10,000 Square Feet

(The Planning Director can adjust the variation of lot sizes by 5%)

- Minimum Building Setbacks:
    - Front Setback: 21.5 Feet
    - Setback from Sidewalk: 25 Feet
    - Side Setback: 6 Feet
    - Corner Side Setback: 10 Feet
    - Rear Setback: 15 Feet
- Maximum Building Height: 35 Feet

Conditions 11 & 12

11. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.

12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

**Planned Improvements By NCDOT/Others:**

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

**Planned Improvements By Developer:**

**Glen Laurel Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

**Vinson Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a

minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

Condition 13:

- 13. The following Architectural Standards shall be required to be met for the Single-Family Homes:
  - All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
  - Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
  - Siding elements base package will include premium vinyl siding and allow an upgrade option of Hardi, fiber cement siding, or equivalent including varying patterns such as lap siding, shake, and board and batten styles per architectural elevations.
  - All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
  - Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
  - Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
  - Side roof eaves to be a minimum 10" overhang.
  - All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
  - Architectural style shingles to be used.
  - Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

## Summary

The site is located off Glen Laurel Road and Vinson Road within the Town's ETJ. The applicant has requested to rezone the above referenced parcel from Residential-Estate Zoning (R-E) to Conditional Zoning-Residential Zoning District (CZ-R), which is approximately +/- 53.06 acres in size. The Conditional Zoning District would allow for up to 139 units, or a density of 2.60 units per acre. This site is located within the Watershed Protection Overlay District.

## Background/History

Originally scheduled for September 18th the public hearing was continued until the October 2nd Regular Town Council meeting.

## Funding Source

N/A

## Corresponding Documentation

1 Application & Neighborhood Meeting Summary 2022-125-CZM Summer Glen Subdivision

2 2022-125-CZM Summer Glen Master Plan Narrative 11-30-23 UPDATE

3 2022-125-CZM Summer Glen Master Plan UPDATE

2022-125-CZM Summer Glen Lot Lines with Areas Colored 11-30-23 UPDATE

4-2022-125-CZM Neighborhood Meeting Minutes and Questions

5 2022-125-CZM Summer Glen TIA

6 NCDOT TIA Review for Summer Glen Residential TIA (002)

7 TIA APPENDIX - Summer Glen

8 2022-125-Summer Glen SIGNED Summer Glen Conditional Zoning & Planning App 11-30-2023

8 2022-125-CZM Wastewater Allocation Policy and Request Form (PDF)

9 Staff Report Maps - 2022-125-CZM Summer Glen

11 2022-125-CZM Summer Glen Subdivision Conditional Zoning STAFF REPORT

OLD 2022-125-CZM Submittal Plan -Summer Glen Master Concept Plan

OLD 2022-125-CZM Master Plan Narrative

Town of Clayton - SIGNED Summer Glen Recommended Conditions Document 12-01-2023

Ordinance 2023-09-02 Dec 4

Wastewater Resolution_2022-125-CZM

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**Submitted By:** Bruce Venable, Planning

**Reviewed By:**

| | |
|---|---|
| Conrad Olmedo, Planning Director | Approved - Nov 30 2023 |
| Rich Cappola, Town Manager | Approved - Nov 30 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

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

# Conditional Zoning w/Master Plan Coversheet

Summer Glen Subdivision

**Name of Project:** Wakefield Assemblage **Date:** 5-23-2022

**Applicant Name:** Wakefield Development

***The following checklist to be completed by applicant:***

[☑] Pre-Application Meeting on: 4-12-2022
[☑] Review Fee
[☑] Completed Application
[☑] Owner's Consent Form
[☑] Adjacent Property Owner's List
[☑] Neighborhood Meeting Letter (one copy)
[☑] 2 sets of stamped, addressed, empty envelopes for adjacent property owner notification
[☑] Signed & sealed boundary survey
[☑] Copy of signed & sealed boundary survey in PDF on USB

[☑] Master Plan Set to include the following:
- Cover Sheet
- Survey
- Bubble Plan Outlining:
  a. Where and which uses or groups of uses will occur
  b. The proposed intensity/density of those uses
  c. General location of internal and external network of public right-of-way and public infrastructure
  d. All required elements for establishment of a zoning district including but not limited to dimensional standards, open space network, natural resource preservation, and landscaping or buffering

**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

# Conditional Zoning w/Master Plan Application

**Conditional Rezoning w/Associated Site Plan Fee: $1000 + $5.00 per acre**
**Advertising Fee: $200.00**

## SITE INFORMATION

**Name of Project:** Wakefield Assemblage

**Acreage of Property:** +/- 52.58 **Zoning District:** R-E

**County Tag #:** See Next Page **NC Pin #:** See Next Page

**Address/Location:** Intersection of Glen Laurel Rd. and Vinson Rd.

**Existing Zoning District:** RE **Proposed Zoning District:** CZM

## APPLICANT INFORMATION

**Applicant:** Wakefield Development

**Mailing Address:** 3100 Smoketree Ct Suite 210 Raleigh, NC 27604

**Phone Number:** 919.522.9837 **Fax:** 1.252.459.8197

**Contact Person:** ~~Matthew Danielson~~

**Email Address:** ~~Matthew@LMSSI.com~~

Copy Andrew Stocks - Astocks@stocksengineering.com and Bret Mangum Bret@lmssi.com and Mike Baust Mike@lmssi.com on all corespondences.

## PROPERTY OWNER INFORAMTION

**Name:** See Next Page

**Mailing Address:**

**Phone Number:** **Fax:**

**Email Address:**

## *OFFICE USE ONLY*

Date Received: Amount Paid: File Number: 2022-125-CZM

*January 2021*

*** DISCLAIMER ***

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

**Result 0**

**id:** 05I04010A
**Tag:** 05I04010A
**Owner Name 1:** TGS PROPERTIES LLC
**Owner Name 2:**
**Mail Address 1:** 514 DANIELS ST STE 414
**Mail Address 2:**
**Mail Address 3:** RALEIGH, NC 27605-0000
**Book:** 03962
**Page:** 0691

**Result 0**

**id:** 05I04203F
**Tag:** 05I04203F
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:**
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 01154
**Page:** 0409

**Result 0**

**id:** 05I04203G
**Tag:** 05I04203G
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:**
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 01154
**Page:** 0409

**Result 0**

**id:** 05I04200S
**Tag:** 05I04200S
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:** GORDON, ERIC B
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 04205
**Page:** 0161

**Result 0**

**id:** 05I04010
**Tag:** 05I04010
**Owner Name 1:** TGS PROPERTIES LLC
**Owner Name 2:**
**Mail Address 1:** 514 DANIELS ST STE 414
**Mail Address 2:**
**Mail Address 3:** RALEIGH, NC 27605-0000
**Book:** 03962
**Page:** 0691

**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:** Summer Glen **Address or PIN #:** 05I04010

**AGENT/APPLICANT INFORMATION:**

Wakefield Development
(Name - type, print clearly)

310 Smoketree Ct Suite 210
(Address)
Raleigh, NC 27604
(City, State, Zip)

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

Conditional Rezoning with Master Plan

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

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

**OWNER AUTHORIZATION:**

TGS Properties LLC
(Name - type, print clearly)

514 Daniels St. Suite 414
(Address)

, MANAGER, TGS Properties
(Owner's Signature)

Raleigh, NC 27605
(City, State, Zip)

**STATE OF** Virginia
**COUNTY OF** Virginia Beach

Sworn and subscribed before me Cynthia G. Shank, a Notary Public for the above State and County, this the 15 day of July, 2022.

Cynthia G. Shank
**Notary Public**

**SEAL**
Cynthia G. Shank
Notary Public
REG. # 213972
Commonwealth of Virginia
MY COMMISSION EXPIRES OCTOBER 31, 2024

**My Commission Expires:** 10/31/2024

*July 2018*

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

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**AGENT/APPLICANT INFORMATION:**

Wakefield Development
(Name - type, print clearly)

310 Smoketree Ct Suite 210
(Address)
Raleigh, NC 27604
(City, State, Zip)

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**OWNER AUTHORIZATION:**

TGS Properties LLC
(Name - type, print clearly)

514 Daniel St Suite 414
(Address)

[signature], Manager, TGS Partners
(Owner's Signature)

Raleigh, NC 27605
(City, State, Zip)

**STATE OF** Virginia
**COUNTY OF** Virginia Beach

Sworn and subscribed before me Cynthia G. Shank, a Notary Public for the above State and County, this the 15 day of July, 2022.

**SEAL**

Cynthia G. Shank
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*July 2018*

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Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

# OWNER'S CONSENT FORM

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**Project Name:** Summer Glen **Address or PIN #:** 05I04203G

**AGENT/APPLICANT INFORMATION:**

Wakefield Development
(Name - type, print clearly)

310 Smoketree Ct Suite 210
(Address)
Raleigh, NC 27604
(City, State, Zip)

---

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

Conditional Rezoning with Master Plan

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**OWNER AUTHORIZATION:**

Charles B Gordon Jr. Eric B Gordon
(Name - type, print clearly)

(Owner's Signature)

276 Benning Circle
(Address)

Clayton, NC 27527-5286
(City, State, Zip)

**STATE OF** NC
**COUNTY OF** Johnston

Sworn and subscribed before me Sandra Hughes, a Notary Public for the above State and County, this the 9th day of July, 20 24

SANDRA HUGHES NOTARY PUBLIC JOHNSTON COUNTY, NC

**SEAL**

Sandra Hughes
**Notary Public**

**My Commission Expires:** 7/31/26

*July 2018*

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

# OWNER'S CONSENT FORM

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**Project Name:** Summer Glen **Address or PIN #:** 05I04200S

**AGENT/APPLICANT INFORMATION:**

Wakefield Development
(Name - type, print clearly)

310 Smoketree Ct Suite 210
(Address)
Raleigh, NC 27604
(City, State, Zip)

---

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

Conditional Rezoning with Master Plan

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**OWNER AUTHORIZATION:**

Charles B Gordon Jr. Eric B Gordon
(Name - type, print clearly)

Eric B Gordon
(Owner's Signature)

276 Benning Circle
(Address)

Clayton, NC 27527-5286
(City, State, Zip)

**STATE OF** NC
**COUNTY OF** Johnston

Sworn and subscribed before me, Sandra Hughes, a Notary Public for the above State and County, this the 19th day of July 2018.

**SEAL**

SANDRA HUGHES NOTARY PUBLIC JOHNSTON COUNTY, NC

Sandra Hughes
**Notary Public**

**My Commission Expires:** 7/31/26

*July 2018*

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

# OWNER'S CONSENT FORM

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

**Project Name:** Summer Glen **Address or PIN #:** 05I04203F

**AGENT/APPLICANT INFORMATION:**

Wakefield Development
(Name - type, print clearly)

310 Smoketree Ct Suite 210
(Address)
Raleigh, NC 27604
(City, State, Zip)

---

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

Conditional Rezoning with Master Plan

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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:**

Charles B Gordon Jr. Eric B Gordon
(Name - type, print clearly)

276 Benning Circle
(Address)

Clayton, NC 27527-5286
(City, State, Zip)

Eric B Gordon
(Owner's Signature)

**STATE OF** NC
**COUNTY OF** Johnston

Sworn and subscribed before me Sandra Hughes, a Notary Public for the above State and County, this the 19th day of July, 20 22.

SANDRA HUGHES NOTARY PUBLIC JOHNSTON COUNTY, NC

**SEAL**

Sandra Hughes
**Notary Public**

**My Commission Expires:** 7/31/26

*July 2018*

## EXPLANATION OF PROJECT

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

Development of 5 parcels near the intersection of Glen Laurel Road and Vinson road into a subdivision.

## APPROVAL CRITERIA – REZONING

***All applications for a Conditional Rezoning must address the following Approval Criteria:***

1. Consistency with the adopted plans of the Town.

   The proposed development meets the Future Land Use Map which shows this area with a Low Density Residential Classification. The comprehensive 2045 Growth Plan classifies Low Density Residential as less than or equal to 3 units/acre, mostly single family, with a min of 25% open space.

2. Suitability of the subject property for uses permitted by the current vs. the proposed conditional district.

   The proposed development is not in conformance with the current zoning however the proposed CZM Zoning allows the development to comply with the comprehensive 2045 growth plan.

3. Whether the proposed change tends to improve the balance of uses, or meets specific demand in the Town.

   The proposed zoning change allows for low density residential option within the Town of Clayton. The applicant believes there is a demand for residential development with the Town.

4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities is available for the proposed conditional district.

   Any roadway improvements required by the TIA and deemed necessary by the NCDOT will be included in the project. The project is just down the road from E. Clayton Community park for public recreation. Preliminary investigation has been provided to and confirmed by Clayton Engineering that shows adequate capacity at the downstream sewer lift station. The sewer allocation sheet is also being submitted. Storm water systems will be designed to meet the criteria of the governing authorities.

5. It has been determined that the legal purposes for which zoning exists are not violated.

   None violated that the applicant is aware of.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

   It is our understanding that there will be no adverse effect upon adjoining property owners by this project.

7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

It is our understanding that this project produces no detriment to the general public.

## APPROVAL CRITERIA- MASTER PLAN

***All associated Master Plans must address the following Approval Criteria:***

1. Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.

The proposed master plan and subdivision design will comply with 155.203(L) and the other referenced sections.

2. Consistency with the Clayton General Design guidelines.

The Town of Clayton general design guidelines and details will be followed.

3. Conformance of the proposal with the stated purpose of the requested conditional zoning district.

The proposed CZM district works will for this project that does not easily fit into other zoning districts. The layout will demonstrate excellence in site design, circulation, use coordination, and compatibility with neighboring properties. See 155.200(C.1)

4. Compatibility of the proposed development with the adjacent community.

The project is compatible with other recent projects on Glen Laurel Rd.

5. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

The proposed layout presents a unified, cohesive environment within the project at full build out.

6. Compatible relationships between each component of the overall project.

The open space amenity uses (ie. Dog park and play ground) will be compatible with the proposed residential community.

7. Self-sufficiency of each phase of the overall project.

The connections to existing water and sewer will be in Phase One. Future phases will connect to Phase One.

8. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems.

A sanitary sewer analysis has been conducted and confirmed by Town of Clayton Engineering of the available sewer capacity.

9. The fiscal impact of the proposal and the proposed financing of required improvements.

The applicant believes that the towns tax base from the development will provide adequate funding for maintaining the required infrastructure.

10. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

The proposed development will provide sidewalks which will provide pedestrian connection to internal amenities there are no public greenways in close proximity to the development.

11. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

One stream crossing is proposed and wetland impacts will be avoided and minimized where possible.

## APPLICANT AFFIDAVIT

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

| Matthew Danielson | Matthew Danielson Digitally signed by Matthew Danielson Date: 2022.05.23 12:43:29 -04'00' | 5/23/22 |
|---|---|---|
| ***Print Name*** | ***Signature of Applicant*** | ***Date*** |

# NEIGHBORHOOD MEETING INFORMATION

**Purpose:**

The purpose of the Neighborhood Meeting is to inform the surrounding property owners of the nature of the proposed land use and/or development features, answer questions, respond to concerns, and solicit comments.

**Meeting Date:**

The neighborhood meeting must be held at least 10 days prior to the 1st scheduled public meeting date.

**Meeting Time & Location:**

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request. The meeting space must be able to comfortably accommodate everyone that receives an invitation.

**Meeting Notice Mailing requirements:**

a. The applicant must contact all adjacent property owners via first class mailing (see sample letter).

b. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the subject property. 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.

c. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the Neighborhood Meeting.

**Information required to be provided at the Neighborhood Meeting:**

At a minimum, the following materials must be present and discussed at a Neighborhood Meeting:

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

**Information provided to Planning Department:**

Alert the Planning Department once the date, location, and time of the Neighborhood Meeting are determined.

Deliver the following items to the Planning Department at least ten (10) calendar days prior to the 1st scheduled public meeting in electronic or hard copy format:

- [x] Adjacent Property Owner's List (aka "mailing list") *Should be submitted with original application packet*
- [x] Copy of the letter mailed *Should be submitted with original application packet*
- [x] Attendance Roster (aka "sign-in sheet") *Submit no later than 10 days prior to 1st public meeting date*
- [x] Neighborhood Meeting Summary Form with minutes (see below) *Submit 10 days prior to 1st public hearing*

*January 2021*

# ADJACENT PROPERTY OWNERS LIST

**Project Name:** Wakefield Assemblage

***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 |
|---|---|---|
| 05I04199M, Ava C Spence, 4579 C Barber Mill Rd. Clayton, NC 27520 | | |
| 05I04013X, Leslie and Michael Alan Sharp, 307 Snead Rd, Clayton, NC 27527-7544 | | |
| 05I04013T, Jodi and William D Bloom, 117 Palmer Dr. Clayton NC 27527 | | |
| 05I04013U, Margarito Fernandez Santos and Dismairy Florian-Cruz, 112 Palmer Dr. Clayton, NC 27527 | | |
| 05I04013S, Suzan and Rober Puttkamer, 113 Palmer Dr. Clayton, NC 27527-7540 | | |
| 05I04015J, Cemetery | | |
| 05104015K, Lillian and Andrew Kent Seaton, 109 Palmer Dr. Clayton, NC 27527-7540 | | |
| 05I01013W, Debra A Farmer, 305 Snead Dr. Clayton, NC 27527-7544 | | |
| 0504013V, Johnnie M McManus, 303 Snead Dr. Clayton, NC 27527 | | |
| 05I04058L, Toni and Johnny Robinson, 541 Wildlife Pkwy, Clayton, NC 27527-5139 | | |
| 05I04200J, Sharon S Whitley, 317 Hereford Dr. Clayton, NC 27520-8549 | | |
| 05E99015N, Kelly and Jon Authier, 958 Glen Laurel Rd. Clayton, NC 27527-6685 | | |
| 05E99014T, Alton Morgan Heirs, PO Box 28743 Raleigh, NC 27611 | | |
| 05E99014D, Pember and Patrick Matthew Wood, 972 Glen Laurel Rd. Clayton, NC 27527-6685 | | |
| 05E99014U, Longview Acre, LLC, 2405 Poole Rd. Raleigh, NC 27610-2748 | | |
| 05I04011I, Anne Marie and Francis Patrick Hunter, 3 Pinnacle Pt. Clayton, NC 27527-6635 | | |

# ADJACENT PROPERTY OWNERS LIST

**Project Name:** Wakefield Assemblage

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| PARCEL NUMBER | NAME | ADDRESS |
|---|---|---|
| 05I04013R, Glen Ridge Homeowners Association, PO Box 212 Clayton, NC 27520 | | |
| 05I04011J, Kimberly and Brandon Foster Roberts, 4 Pinnalcle Pt. Clayton, NC 27527-6635 | | |
| 05E99013L, Kristen and Mark J Zillioux, 830 Glen Laurel Rd. Clayton, NC 27527 | | |
| 05I04011Q, Christin Butler Murphy and Christoper D. Hopper, 909 Birkdale Dr. Clayton, NC 27527-6601 | | |
| 05E99023A, Deborah and Phillip James Kirby, 598 Glen Laurel Rd. Clayton, NC 27520 | | |
| 05I04203K, Diane Alford Strouse and Steve Kehne Strouse, 68 Tanners Way, Clayton, NC 27527-9504 | | |
| 05I04011O, Kelly and Leonard D Poole, 905 Birkdale Dr. Clayton, NC 27527 | | |
| 05I04203Q, Katie and Denis Canelo, 67 Tanners Way, Clayton, NC 27527-9504 | | |
| 05I04200U, Jamie and Roark Garth Stewart Jr., 100 Tanners Way, Clayton, NC 27527 | | |
| 05I04203N, Centennial and James Brent Gurganus, 26 Oak Cine Cir. Clayton, NC 27527-9503 | | |
| 05I04203O, Jacqueline and Michael Patrick Dunlop, 33 Tanners Way, Clayton, NC 27527-9504 | | |
| 05I04011R, Janice Cutinho and Justin Patrick Sullivan, 911 Birkdale Dr. Clayton, NC 27527-6601 | | |
| 05I04011P, Diane E Morris and Alan G Wood, 907 Birkdale Dr. Clayton, NC 27527-6601 | | |
| 05I04011Y, Neuse Country Club, LLC, 918 Birkdale Dr. Clayton, NC 27527-6600 | | |
| 05I04203L, Christy Lynn Harmon and Charles Chirstopher Sutton, 67 Oak Vine Cir. Clayton, NC 27527-9502 | | |
| 05I04203M, Brandy E. B. Creech, 64 Oak Vine Cir. Clayton, NC 27527-9503 | | |

# ADJACENT PROPERTY OWNERS LIST

**Project Name:** Wakefield Assemblage

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| PARCEL NUMBER | NAME | ADDRESS |
|---|---|---|
| 05I04203J, Andrea and Warrick L Jones, 34 Tanners Way, Clayton, NC 27527-9504 | | |
| 05I04009, Betty Sue Woodall, 484 Packing Plant Rd, Smithfield, NC 27577-7729 | | |
| 05J05003B, Geraldine B Byrd Life Estate, 3165 Vinson Rd. Clayton, NC 27527 | | |
| 05I04018I, Glen Laurel Tennis Courts Holdings, LLC, 204 Cherry Laurel Dr. Clayton, NC 27527-6639 | | |
| 05J05003, Stanley C Jones, PO Box 1345 Clayton, NC 27528 | | |
| 05J05003A, Debra and Stanley Cleveland Jones, PO Box 1345 Clayton, NC 27528-1345 | | |
| 05I04058M, Paulette and Marcus K Sanders, 557 Wildlife Pkwy Clayton, NC 27527-5139 | | |

| | | | | |
|---|---|---|---|---|
| 05I04010 | TGS PROPERTIES LLC | | 514 DANIELS ST STE 414 | RALEIGH, NC 27605-0000 |
| 05E99023A | KIRBY, PHILLIP JAMES | KIRBY, DEBORAH | 598 GLEN LAUREL RD | CLAYTON, NC 27520-0000 |
| 05J05003 | JONES, STANLEY C | | PO BOX 1345 | CLAYTON, NC 27528 |
| 05I04200S | GORDON, CHARLES B JR | GORDON, ERIC B | 276 BENNING CIR | CLAYTON, NC 27527-5286 |
| 05I04200J | WHITLEY, SHARON S | | 317 HEREFORD DR | CLAYTON, NC 27520-8549 |
| 05I04009 | WOODALL, BETTY SUE | | 484 PACKING PLANT RD | SMITHFIELD, NC 27577-7729 |
| 05I04058L | ROBINSON, JOHNNY | ROBINSON, TONI | 541 WILDLIFE PKWY | CLAYTON, NC 27527-5139 |
| 05J05003B | BYRD, GERALDINE B LIFE ESTATE | | 3165 VINSON RD | CLAYTON, NC 27527-0000 |
| 05I04058M | SANDERS, PAULETTE F. | SANDERS, MARCUS K. | 557 WILDLIFE PKWY | CLAYTON, NC 27527-5139 |
| 05I04018I | GLEN LAUREL TENNIS COURTS HOLDINGS, LLC | | 204 CHERRY LAUREL DR | CLAYTON, NC 27527-6639 |
| 05I04011Y | NEUSE COUNTRY CLUB, LLC | | 918 BIRKDALE DR | CLAYTON, NC 27527-6600 |
| 05I04011R | CUTINHO, JANICE | SULLIVAN, JUSTIN PATRI( | 911 BIRKDALE DR | CLAYTON, NC 27527-6601 |
| 05I04011Q | HOPPER, CHRISTOPHER D. JOINT TENANTS (WROS) | MURPHY, CHRISTIN BUTL | 909 BIRKDALE DR | CLAYTON, NC 27527-6601 |
| 05I04011P | MORRIS, DIANE E | WOOD, ALAN G | 907 BIRKDALE DR | CLAYTON, NC 27527-6601 |
| 05I04200U | STEWART, ROARK GARTH JR | STEWART, JAMIE W | 100 TANNER'S WAY | CLAYTON, NC 27527-0000 |
| 05I04203M | CREECH, BRANDY E. B. | | 64 OAK VINE CIR | CLAYTON, NC 27527-9503 |
| 05I04203L | SUTTON, CHARLES CHRISTOPHER | SUTTON, CHRISTY LYNN H | 67 OAK VINE CIR | CLAYTON, NC 27527-9502 |
| 05I04203J | JONES, WARRICK L. | JONES, ANDREA M. | 34 TANNERS WAY | CLAYTON, NC 27527-9504 |
| 05I04203K | SCHENCK, DAVID | SCHENCK, CYNTHIA | 68 TANNERS WAY | CLAYTON, NC 27527-9504 |
| 05I04203Q | CANELO, DENIS | CANELO, KATIE | 67 TANNERS WAY | CLAYTON, NC 27527-9504 |
| 05I04011O | POOLE, LEONARD D | POOLE, KELLY R | 905 BIRKDALE DRIVE | CLAYTON, NC 27527-0000 |
| 05I04011I | HUNTER, FRANCIS PATRICK | HUNTER, ANNE MARIE | 3 PINNACLE PT | CLAYTON, NC 27527-6635 |
| 05I04011J | ROBERTS, BRANDON FOSTER | ROBERTS, KIMBERLY A. | 4 PINNACLE PT | CLAYTON, NC 27527-6635 |
| 05I04013T | BLOOM, WILLIAM D | BLOOM, JODI D | 117 PALMER DR | CLAYTON, NC 27527-0000 |
| 05I04013U | SANTOS, MARGARITO FERNANDEZ | FLORIAN-CRUZ, DISMAIR | 121 PALMER DR | CLAYTON, NC 27527-7540 |
| 05I04013W | FARMER, DEBRA A | | 305 SNEAD DR | CLAYTON, NC 27527-7544 |
| 05I04015K | SEATON, ANDREW KENT | SEATON, LILLIAN A. | 109 PALMER DR | CLAYTON, NC 27527-7540 |
| 05I04013S | PUTTKAMER, ROBERT | PUTTKAMER, SUZAN | 113 PALMER DR | CLAYTON, NC 27527-7540 |
| 05I04013V | MCMANUS, JOHNNIE M | | 303 SNEAD DRIVE | CLAYTON, NC 27527-0000 |
| 05I04013X | SHARP, MICHAEL ALAN | SHARP, LESLIE MAXWELL | 307 SNEAD DR | CLAYTON, NC 27527-7544 |
| 05I04203N | GURGANUS, JAMES BRENT | GURGANUS, CENTENNIA | 26 OAK VINE CIR | CLAYTON, NC 27527-9503 |
| 05I04203O | DUNLOP, MICHAEL PATRICK | DUNLOP, JACQUELINE W | 33 TANNERS WAY | CLAYTON, NC 27527-9504 |
| 05I04199M | SPENCE, AVA C | | 4579 C BARBER MILL ROAD | CLAYTON, NC 27520-0000 |
| 05E99014D | WOOD, PATRICK MATTHEW | WOOD, PEMBER ROULEA | 972 GLEN LAUREL RD | CLAYTON, NC 27527-6685 |
| 05E99014U | LONGVIEW ACRE, LLC | | 2405 POOLE RD | RALEIGH, NC 27610-2748 |
| 05E99014T | MORGAN, ALTON HEIRS | | PO BOX 28743 | RALEIGH, NC 27611-0000 |
| 05E99015N | AUTHIER, KELLY | AUTHIER, JON | 958 GLEN LAUREL RD | CLAYTON, NC 27527-6685 |
| 05E99013L | ZILLIOUX, MARK J | ZILLIOUX, KRISTEN LAURI | 830 GLEN LAUREL RD | CLAYTON, NC 27527-0000 |
| 05I04013R | GLEN RIDGE HOMEOWNERS ASSOCIAT | | P O BOX 212 | CLAYTON, NC 27520-0000 |
| | | | | |
| | Town of Clayton Planning Department | Bryant, Lori Bridget | 111 E Second Street | Clayton, NC 27520 |
| | Stocks Engineering | Stocks, Andrew | 801 E Washington Street | Nashville, NC 27856 |

May 20, 2022

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 and 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 must be held to provide information to area residents about the proposal. Due to current social distancing resulting from COVID-19, the Town of Clayton has authorized temporary use of Virtual Neighborhood Meetings. This letter includes instructions on how to access the virtual neighborhood meeting for this application. A representative of the applicant will coordinate this meeting and explain the application, answer questions, and solicit comments.

Meeting Date & Time: **June 7, 2022, 6-8pm**
Meeting Location: **virtual Zoom Meeting** (see link and information below to register)
Type of Application: **Conditional Re-Zoning**
Project/proposal property address: **584 & 700 Glen Laurel Rd** (see attached vicinity map)
Description of project/proposal: **Single-Family Development**

Upcoming public meetings for this application:
Planning Board: **June 27, 2022**

The following will be available for your review at the Neighborhood Meeting:

1. Aerial Image of Property
2. Current Zoning Map of Property
3. Copy of Application
4. Anticipated Public Meeting dates
5. Proposed Site Plan

If you have any questions prior to or after this meeting, you may contact us at (919) 484-8880 or email me at tony@tmtla.com.

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

Thank you,
Tony M. Tate, PLA
Principal
TMTLA Associates
P: (919) 484-8880
E: tony@tmtla.com

Cc: Town of Clayton Planning Department

TMTLA Associates
5011 Southpark Drive Suite 200 - Durham, NC 27713
p: (919) 484-8880 - e: info@tmtla.com

**How to Register for and Participate in the June 7th Neighborhood Meeting:**

To Register for Zoom meeting: if you would like the link emailed to you, please contact robin@tmtla.com or tony@tmtla.com
Use this link to register for the Neighborhood Meeting
https://us02web.zoom.us/meeting/register/tZAtduyhpzIqHNcJpt8QcyqaBKq7C6HxbIQQ

To Participate by PC, Mac, iPad, iPhone, or Android Device:
**NOTE: This meeting will require registration prior to attending if participating by video.**

- Go to the following website to attend the meeting: https://zoom.us/
- Click on the "Join A Meeting" link at the top of the website.
- Enter the following information where prompted:
  - Meeting ID: **840 1599 9063**
- Once you enter the Meeting ID and click "Join" you will be prompted to register for the meeting. Fill out the required information. After you register for the meeting, you will receive an email with a link to join the meeting.

To Participate by Phone:

- Dial the following number: **(929) 205-6099**
- Enter the following information when prompted:
  - Meeting ID: **840 1599 9063**
- After you enter the Meeting ID please press # to enter the meeting. There is no passcode for this meeting.
- If you are participating by phone all graphics to be discussed during the meeting can be mailed to you.

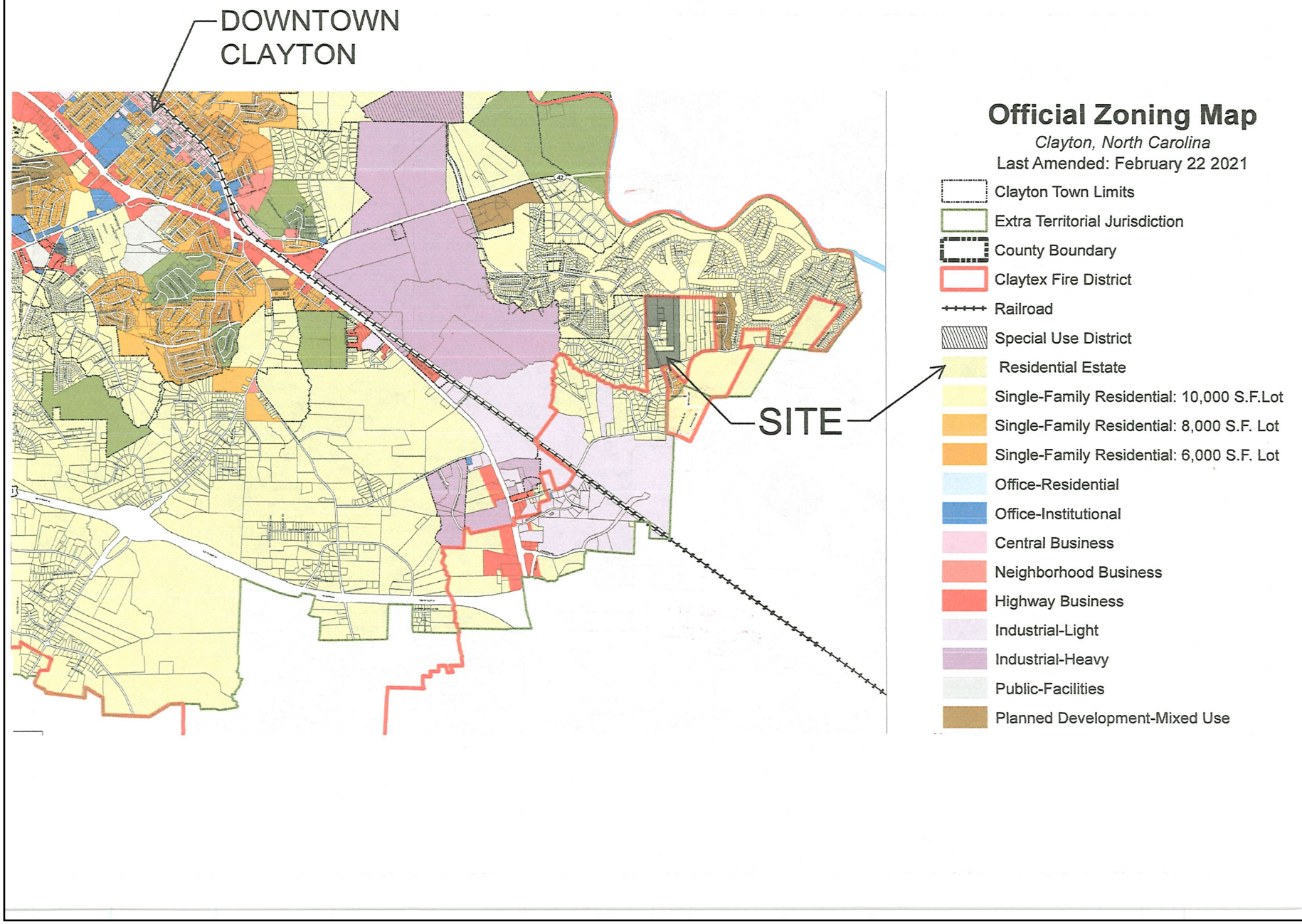
Once the meeting has started and attendance has been taken, all participants will be muted to allow for presentation by the meeting host. Please note that participants' video will be off by default, as well, so meeting host can display the below maps during the meeting. **Please note this meeting will be recorded.**

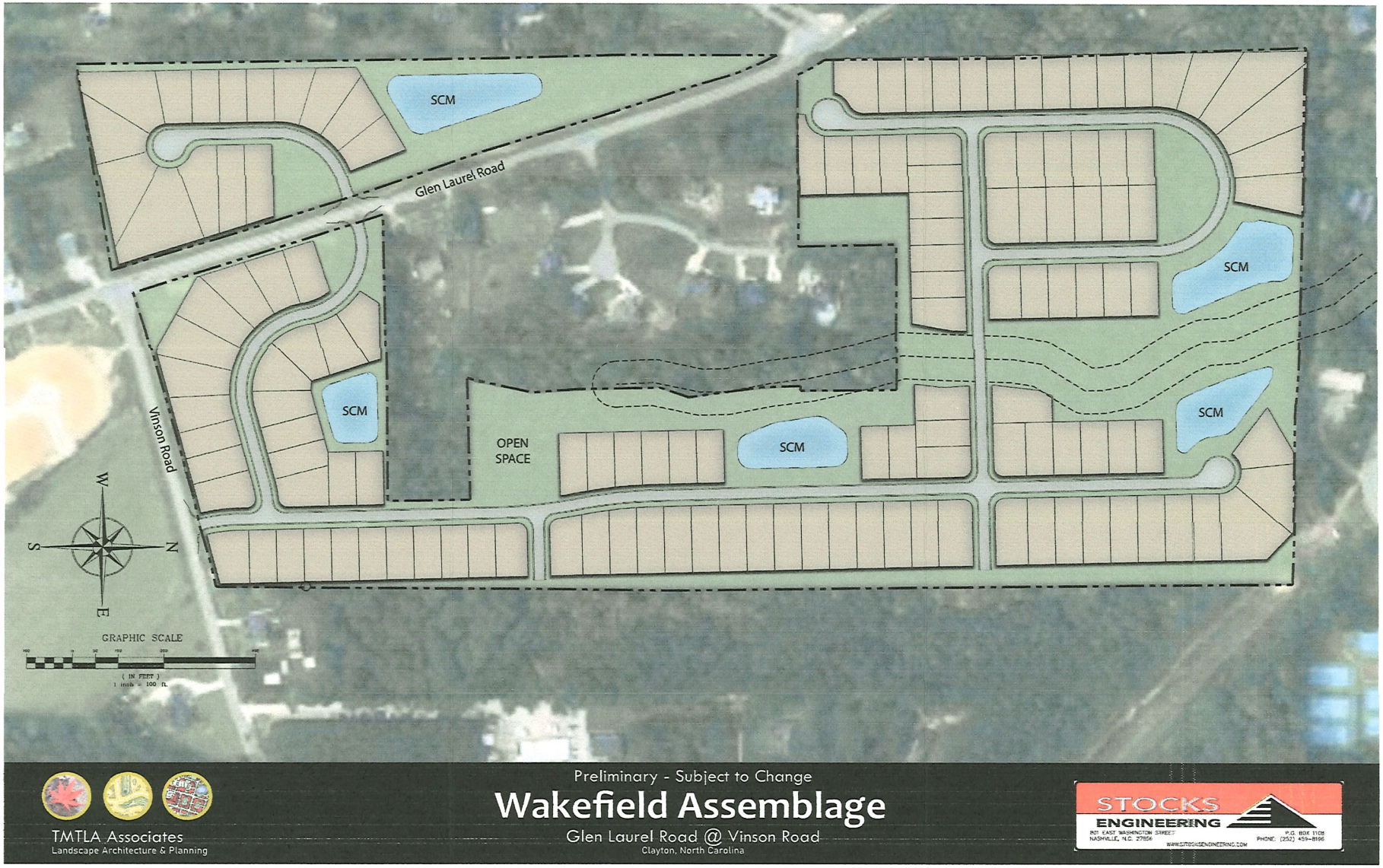
During the call attendees are asked to use the raise hand function to ask questions. This can be done by using the Raise Hand function if joining by video or by dialing *9 if joining by telephone.

We look forward to discussing our proposal with you.

TMTLA Associates
5011 Southpark Drive Suite 200 - Durham, NC 27713
p: (919) 484-8880 - e: info@tmtla.com

VICINITY MAP
SCALE: 1"=1,000'


DOWNTOWN
CLAYTON
SITE
Official Zoning Map
Clayton, North Carolina
Last Amended: February 22 2021
Clayton Town Limits
Extra Territorial Jurisdiction
County Boundary
Claytex Fire District
Railroad
Special Use District
Residential Estate
Single-Family Residential: 10,000 S.F.Lot
Single-Family Residential: 8,000 S.F. Lot
Single-Family Residential: 6,000 S.F. Lot
Office-Residential
Office-Institutional
Central Business
Neighborhood Business
Highway Business
Industrial-Light
Industrial-Heavy
Public-Facilities
Planned Development-Mixed Use




Preliminary - Subject to Change

# Wakefield Assemblage

Glen Laurel Road @ Vinson Road

Clayton, North Carolina

TMTLA Associates
Landscape Architecture & Planning

STOCKS ENGINEERING

# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

**Project:** _____

**Application:** _____

**Location/Date:** _____

| NAME | ADDRESS |
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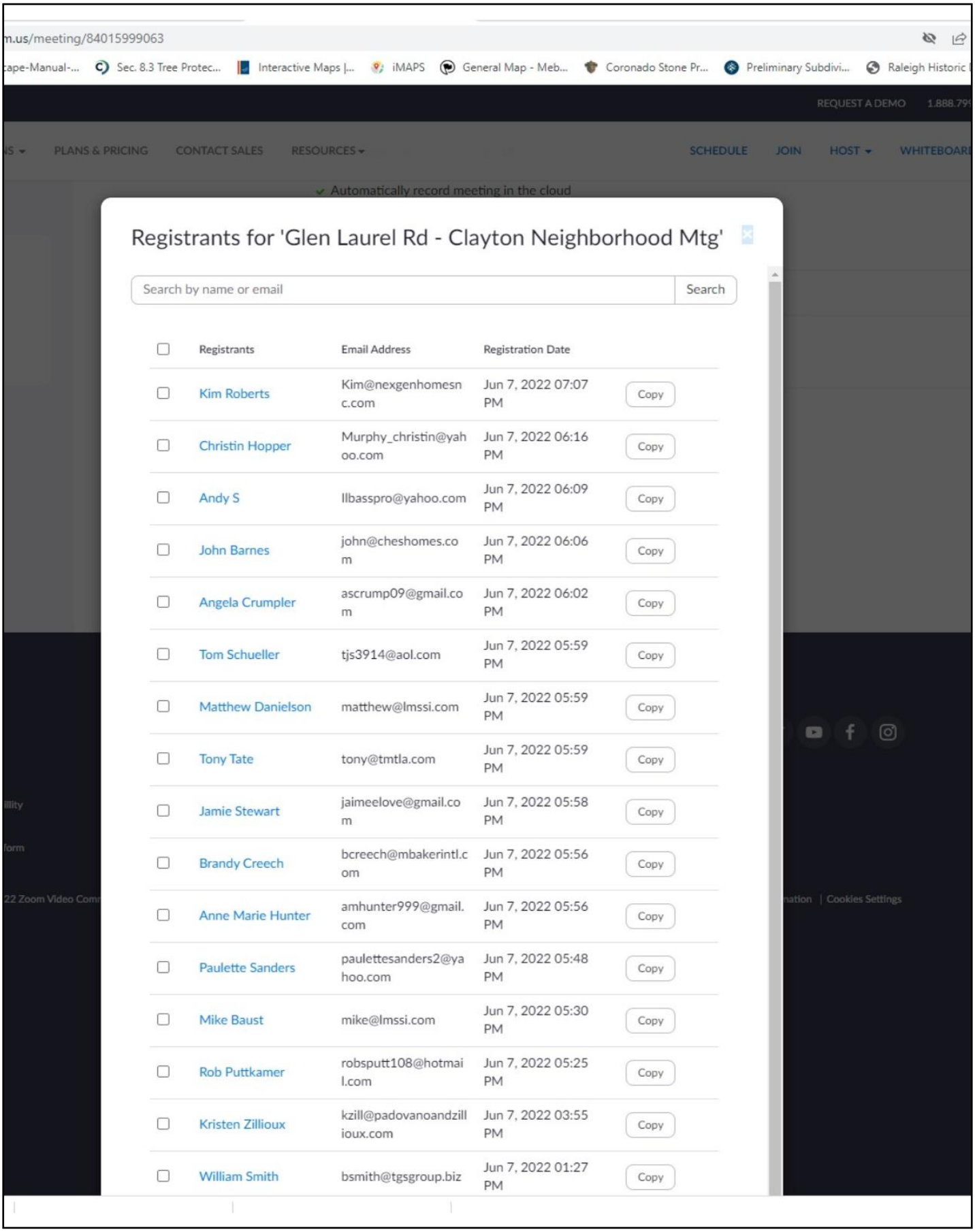
*January 2021*


m.us/meeting/84015999063
Sec. 8.3 Tree Protec...
Interactive Maps |...
iMAPS
General Map - Meb...
Coronado Stone Pr...
Preliminary Subdivi...
REQUEST A DEMO
PLANS & PRICING
CONTACT SALES
RESOURCES
SCHEDULE
JOIN
HOST
Automatically record meeting in the cloud
Registrants for 'Glen Laurel Rd - Clayton Neighborhood Mtg'
Search by name or email
Search
Registrants
Email Address
Registration Date
Kim Roberts
Kim@nexgenhomesnc.com
Jun 7, 2022 07:07 PM
Copy
Christin Hopper
Murphy_christin@yahoo.com
Jun 7, 2022 06:16 PM
Copy
Andy S
llbasspro@yahoo.com
Jun 7, 2022 06:09 PM
Copy
John Barnes
john@cheshomes.com
Jun 7, 2022 06:06 PM
Copy
Angela Crumpler
ascrump09@gmail.com
Jun 7, 2022 06:02 PM
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Tom Schueller
tjs3914@aol.com
Jun 7, 2022 05:59 PM
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Matthew Danielson
matthew@lmssi.com
Jun 7, 2022 05:59 PM
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Tony Tate
tony@tmtla.com
Jun 7, 2022 05:59 PM
Copy
Jamie Stewart
jaimeelove@gmail.com
Jun 7, 2022 05:58 PM
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Brandy Creech
bcreech@mbakerintl.com
Jun 7, 2022 05:56 PM
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Anne Marie Hunter
amhunter999@gmail.com
Jun 7, 2022 05:56 PM
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Paulette Sanders
paulettesanders2@yahoo.com
Jun 7, 2022 05:48 PM
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Mike Baust
mike@lmssi.com
Jun 7, 2022 05:30 PM
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Rob Puttkamer
robsputt108@hotmail.com
Jun 7, 2022 05:25 PM
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Kristen Zillioux
kzill@padovanoandzillioux.com
Jun 7, 2022 03:55 PM
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William Smith
bsmith@tgsgroup.biz
Jun 7, 2022 01:27 PM
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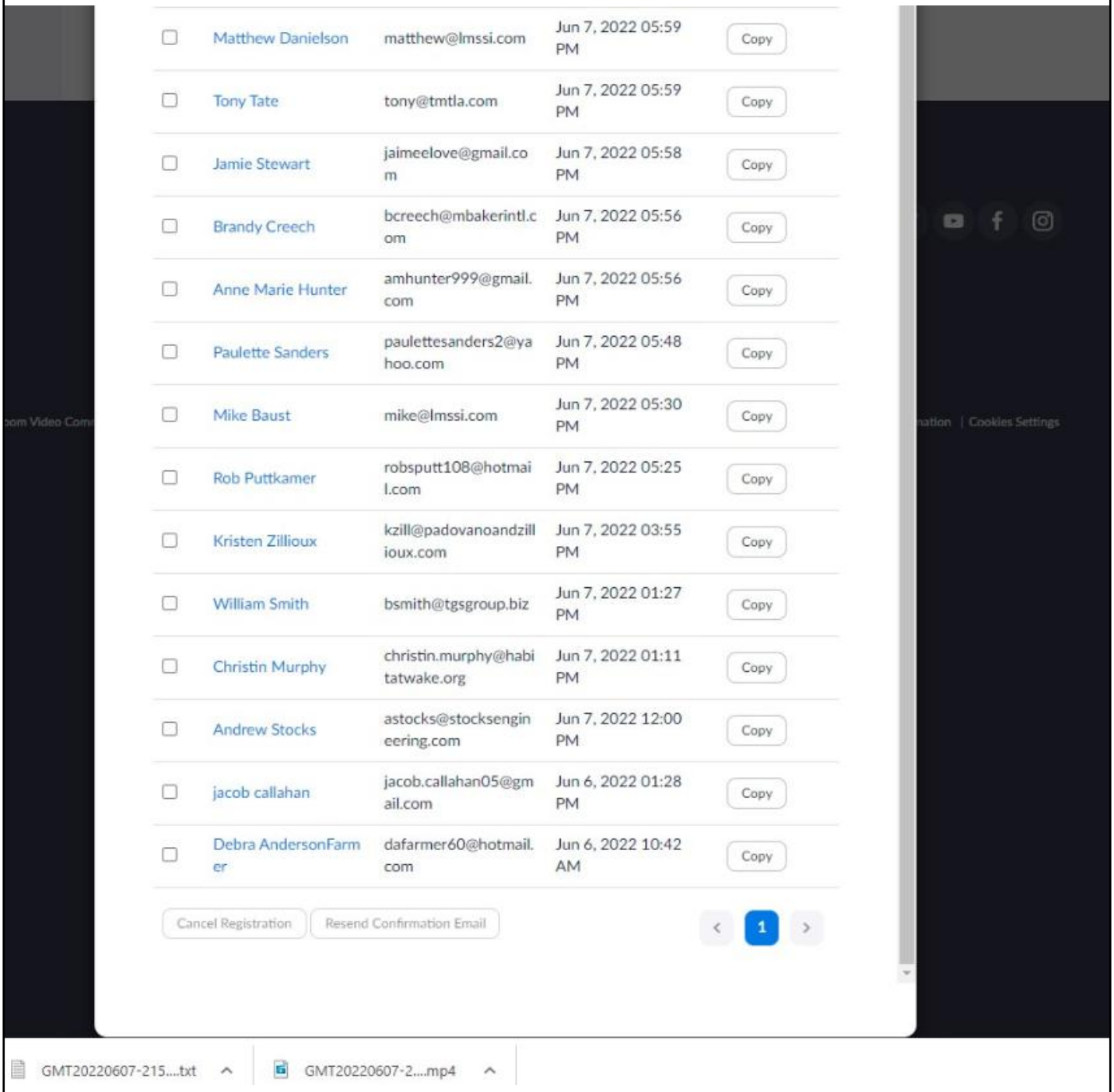

| | | | | |
|---|---|---|---|---|
| ☐ | Matthew Danielson | matthew@lmssi.com | Jun 7, 2022 05:59 PM | Copy |
| ☐ | Tony Tate | tony@tmtla.com | Jun 7, 2022 05:59 PM | Copy |
| ☐ | Jamie Stewart | jaimeelove@gmail.com | Jun 7, 2022 05:58 PM | Copy |
| ☐ | Brandy Creech | bcreech@mbakerintl.com | Jun 7, 2022 05:56 PM | Copy |
| ☐ | Anne Marie Hunter | amhunter999@gmail.com | Jun 7, 2022 05:56 PM | Copy |
| ☐ | Paulette Sanders | paulettesanders2@yahoo.com | Jun 7, 2022 05:48 PM | Copy |
| ☐ | Mike Baust | mike@lmssi.com | Jun 7, 2022 05:30 PM | Copy |
| ☐ | Rob Puttkamer | robsputt108@hotmail.com | Jun 7, 2022 05:25 PM | Copy |
| ☐ | Kristen Zillioux | kzill@padovanoandzillioux.com | Jun 7, 2022 03:55 PM | Copy |
| ☐ | William Smith | bsmith@tgsgroup.biz | Jun 7, 2022 01:27 PM | Copy |
| ☐ | Christin Murphy | christin.murphy@habitatwake.org | Jun 7, 2022 01:11 PM | Copy |
| ☐ | Andrew Stocks | astocks@stocksengineering.com | Jun 7, 2022 12:00 PM | Copy |
| ☐ | jacob callahan | jacob.callahan05@gmail.com | Jun 6, 2022 01:28 PM | Copy |
| ☐ | Debra AndersonFarmer | dafarmer60@hotmail.com | Jun 6, 2022 10:42 AM | Copy |

Cancel Registration | Resend Confirmation Email

‹ 1 ›

# NEIGHBORHOOD MEETING SUMMARY FORM

**FILL OUT THE FOLLOWING:**

Application:

Date of Mailing:

Date of Meeting: Time of Meeting:

Location of Meeting:

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached) ten days prior to the Neighborhood Meeting, and that all required information was presented at the Meeting:

Printed Name: Signature:

**Meeting Summary/Minutes**: *provide a summary of the discussion held at the meeting, including issues raised and any resolution discussed, and any changes made to the application as a result of the meeting.*

***Please write clearly (or submit a typed summary). Use additional sheets if necessary.***

WAKEFIELD DEVELOPMENT
GLEN LAUREL ASSEMBLAGE - NEIGHBORHOOD MTG.
QUESTIONS

- ☐ JACOB CALLAHAN GLEN RIDGE HOA PRESIDENT - CROSSING STREET
  - LEAVE AS NATURAL AS POSSIBLE
  - CONSIDERATION FOR CURRENT HOMES MARKET →
- ☐ PAULETTE SANDERS TRAFFIC, HOW MANY HOMES
- ☐ DEBBIE ANDERSON GLEN RIDGE - PRICE OF HOMES
  TRAFFIC ON GLEN LAUREL
- ☐ CRISTIN HOPPER - PEER REVIEW
  - WHEN WILL CONSTRUCTION START
- ☐ ANNIE MARIE HUNTER - SURROUNDING OAK GROVE
- ☐ GARTH STEWART - OAK GROVE OPEN SPACE
  - CAN SOMEONE PURCHASE LOTS FOR PRESERVATION
  - WETLANDS DISTANCE FROM ROAD TO PROPERTY AT CLOSEST
    - CONSTRUCTION START

BRANDCREEK - DENSITY
- TIA
- BUFFER ON STREAMS ?

AUGUST PLANNING BOARD →
TOWN COUNCIL →

KIM ROBERTS - WHO IS THE BUILDER

JAMIE STEWART - POND CONSTRUCTION & DESIGN

JUNE 7, 2022 18-19 PARTICIPANTS INCL. PROJ. TEAM
CLAYTON. GLEN LAUREL RD. -
WAKEFIELD DEVELOPMENT
WAKEFIELD ASSEMBLAGE

- INTRODUCTIONS

- DESCRIBES SITE
- DESCRIBE ZONING
- DESCRIBES PROPOSED DEVELOPMENT
- RESPOND TO QUESTIONS.

- MATHEW DANIELSON (WAKEFIELD DEVELOPMENT) DISCUSSED WHAT THE HOMES WILL LOOK LIKE

- ANDREW RESPONDED TO ADDITIONAL Q's.

- JOHN BARNES - DISCUSSED HOMES
3 BDR - 5 BDRM

LORI BRIDGET - CONTACT @ CLAYTON

Q & A:

- JACOB CALLAHAN:
GLEN RIDGE HOA OFFICER
CHALLENGES OF SPLITTING SUB ACROSS G.L. RD. -
ANDREW RESPONDS: THEY'LL HAVE THEIR OWN MAIL KIOSK BUT UNDER SAME HOA

J. CALLAHAN –

- WHAT WILL HAPPEN TO GRASSLAND – MAINTAINED AS GRASS OPEN SPACE

PAULETTE SANDERS –

- VINSON RD – LOTS OF TRAFFIC – HOW MANY HOUSES? 136 ON TOTAL SITE – 15 ON OTHER SIDE OF G.L. RD.
- NC DOT WILL DETERMINE TRAFFIC NEEDS – WE WILL MEET THOSE REQUIREMENTS.

DEBRA ANDERSON –

- WHAT IS PRICE PT? ~~OF~~ WILL VALUE GO DOWN? $400's to 500K – JOHN BARNES
- TRAFFIC IS ALREADY BAD – WON'T IT GET WORSE? PRONE TO ACCIDENTS
  WE WILL DO EVERYTHING WE CAN TO MEET TRAFFIC NEEDS.

CRISTIN HOPPER

REQUESTING A PEER REVIEW OF TRAFFIC STUDY –
WILL YOU PAY FOR IT?

BRANDT CLEECH –

WHERE ARE YOU AT IN TERMS OF TRAFFIC STUDY?

– EARLY PROCESS – ANDREW

MORE WILL OCCUR AFTER RE-ZONING

JASON CALLAHAN

– ~~IF THE~~ WHAT WILL THE ~~FARGEST~~ IMPACT TO THE SITE IF MARKET DOWNTURN

MATHEW – RALEIGH DOESN'T SUFFER ~~MUCH~~ MUCH

WE WILL NOT ABANDON THIS SITE

GARTH STEWART (JAMIE STEWART)

OAK GROVE – WHAT WILL HAPPEN AT END OF TANNER'S WAY. HOW WILL WE GET ACCESS TO THAT OPEN SPACE.

ANDREW – STILL DEVELOPING – PROBABLY FOREST. ACCESS – NOT SURE HOW IT WILL END UP. –

WILL LIKELY END UP WOODED

G. STEWART –

CAN SOMEONE BUY UNDEVELOPED LOT? UNLIKELY

BRANDY CREEK

3 OVERALL DENSITY? - LESS THAN 3 UNITS/ACRE - CURRENTLY SHOWN AT 2.5 UNITS/ACRE

MIKE BRUSH -

ANDREW PLEDGE SPEAK TO COMMUNITY ENGAGE.

IN PROCESS GOING FORWARD. & SCHEDULES

STAFF 1ST THEN PLANNING BD - REVIEW 1ST

TOWN COUNCIL.

ONCE FULL REVIEW IS IN PLACE THEN INFRASTRUCTURE WILL BE DESIGNED

THEN MORE REVIEW BY VARIOUS MUNICIPAL & UTILITY EXPERTS & ADVISORS

BRANDY CREEK

WHEN WILL TIA ACTUALLY BE COMPLETED?

EXPECTING TO COMPLETE BEFORE SCHOOL STARTS AGAIN.

CAN WE GET A COPY OF THE SITE PLAN?

STREAMS HAVE A BUFFER - WETLANDS DO NOT

GARTH STEWART -

IS THERE A DIMENSION RE: WETLANDS

&

ANDREW: 200' FROM LOT TO CULVERT

BRANDY:

RUN UTILITY UNDER THE STREET ALONG/ACROSS CULVERT

SEWER WILL FLOW TO NEUSE ~~BY GRAVITY~~ C.C. EXIST & SEWER

GARTH:

STORM WATER PONDS - WHAT DETERMINES THEIR LOCATIONS?

LOCATED IN LOW AREAS ON THE SITE - PIT EXIST. CHARACTERISTICS OF THE SITE

BRANDY -

WHEN WILL CLEARING BEGIN

A: PROB A YEAR

GARTH - WILL NEIGHBORHOOD BE DEV. IN PHASES?

A: WILL START W/ GRADING ACCESS FROM VINSON -

MIKE PAUST -
THANK YOU TO THE COMMUNITY

KIM - REQUESTED ADDL' INFO REGARDING HOMES / WHAT THEY WILL LOOK LIKE

GARTH STEWART -
ARE THE STRUCTURES SHOWN ON THE PLAN EXISTING?
A: YES

G STEWART -
WILL PONDS BE PLANTED?
POND DAMS WILL BE GRASS SEEDED -

G. STEWART -
WILL POND DISCHARGE TO STREAM? YES.

KRISTEN ZILLIOUX
ANGELA CRUMPLER
BILL SMITH
} REMAINING CREW ON THE CALL. -
NOT SURE THE WOMEN ARE EVEN STILL THERE

"ROCKY BRANCH RD" - WAS PREV. NAME OF GLEN LAUREL RD.

## Questions from Brandy Creech and Neighbors

- Define “Open Space” and its requirements
    - Will the green shaded areas remain wooded?

  The open space is all area that is not within the ROW or on proposed individual lots, the open space will be dedicated to the HOA for ownership and maintenance. The area will consist of amenity areas, perimeter buffers, the Stormwater Control Measures (SCMs), riparian buffers, etc. Portions of this space will remain wooded. The limit of disturbance have not been determined at this time but will be as construction drawings progress.

- SCM – is this a retention pond/water feature?

  SCM is an acronym for Stormwater Control Measure and yes would be a retention pond/water feature.

- Two proposed roads are shown tying into an adjacent property. Is there a current plan for the neighborhood to extend?

  There is no current plan for the neighborhood to be extended, these are required stubs by the Town of Clayton to meet block length criteria and interconnectivity to adjacent property however there are no current plans by Wakefield Development to further extend the subdivision.

- Size of Lots?

  Currently the minimum lot size is 6,900 sf, the typical lot size is 7,200 sf and the largest is 23,519 sf.

- Size of homes?

  The typical building pad will be 45’ x 55’ with options that alter this size. I will let John Barnes from Chesapeake Homes who will be the homebuilder add any additional information about the homes.

- Has an erosion control plan prepared?

  Not at this time, Erosion control plans will be a part of the construction drawing process after the rezoning process.

- Is there a plan to restore the creek/natural spring?
    - This is a loaded question.

  All environmental features were located by Sage Ecological and were included on the ALTA Survey. Sage will also be coordinating the impact permitting with USACE and NCDEQ. Out current plan is to minimize the proposed impacts and any requirements of the permitting process will be included in the scope of work.

- Will the developer request and participate in the improvement of Glen Laurel and/or Vinson Roads to minimize traffic congestion?

  A TIA is currently being performed by Exult Engineering. Any recommendations from the TIA, the Town of Clayton, and NCDOT will be incorporated into the improvements.

- Site Plan Request:
  - Plans to scale**
  - Include park, pool, community building/structures, etc
  - Show property lines (specifically Oak Grove neighborhood)**
  - Show wetland boundaries/all water surveys **

  Our current preliminary site plan has been included in the presentation. We would like to note that modifications are being made and the plan is not final until it has received approval from all jurisdictional authorities.

- Is Oak Grove at risk of being annexed because of this proposed development?

  No, State law has eliminated forced annexation Oak Grove. The developer cannot annex any land owned by a third party. Oak Grove would have to request voluntary annexation only if there was a desire to do so.

- Will Oak Grove be used as a construction entrance for the back side of the proposed neighborhood?
  - If so, how will the developer compensate Oak Grove residents for excessive wear and tear on our private street?

  Oak Grove will **not** be used as a construction entrance, during preliminary discussions with the Town of Clayton, the Engineering department has requested that we not provide a street connection to Tanners Way. This connection is not shown.

- Will neighborhood street creek crossings on the map be culverts or bridges?

  We will propose this as a pipe culvert crossing. This crossing will require the US Army Corp of Engineers and NCDEQ approval for stream/wetland impacts.

- Will vegetation be planted to define neighborhood boundaries?

  The Town of Clayton requires a perimeter landscape buffer between the proposed zoning and the adjacent property. Natural vegetation will remain where possible however if the natural vegetation is removed for any reason a buffer in accordance with the Towns UDO will be planted.

-

## Questions from Betty Woodall

- This tract was once her families farm and she asked if we located the slave cemetery that was on site.

  An ALTA Survey and an Environmental Phase One have been performed on the site and neither of those studies found documentation or evidence of any Cemeteries on this site. We do know there is a Cemetery adjacent to this site, inside of the Glen Ridge Subdivision. If any cemeteries are encountered the development team will handle in accordance with typical protocol to investigate concern.

- She also had questions about traffic and turn lanes.

  Addressed Above, however a TIA is currently being performed by Exult Engineering. Any recommendations from the TIA, the Town of Clayton, and NCDOT will be incorporated into the improvements.

-

## Questions from Christin Hopper

Our lot directly abuts several proposed at the northernmost portion of the property. The stream to be impacted flows through our front yard. Our concerns relate to stormwater management and forest clearing.

1: Would the project comply with the basic requirements of the town of Clayton or are more protective measures proposed?

The stream shared by existing residences and the proposed development, as evidenced by its excessive incision in the landscape, is subject to very flashy storm flows. This perennial feature should be provided more protections than the town of Clayton's basic standards.

The project will comply with all applicable requirements from various governing authorities. The stream has a 50' riparian buffer from the top of the stream bank and these buffers are regulated by Johnston County. Streams and wetlands are regulated by the US Army Corp of Engineers the NC Department of Environmental Quality. There are some proposed impacts to this stream and wetlands so the USACE and NCDEQ will be involved in permitting of this site and be aware of all construction activity.

2: we understand the need for mass balancing, but see no need to clear all the way to the property line. Wide forested buffers provide better living conditions for both existing and future residents. Would the applicant entertain preserving 50ft wooded buffer along property lines adjacent to existing residences?

The plan is to leave a 15' undisturbed buffer where existing vegetation exists. If there is no vegetation or the existing vegetation must be removed, then a Type C landscape buffer as described in the Towns development ordinance will be planted.

3: The dominant winds in our area are from the southwest. Windthrow is common in forests cleared for differing land uses. A wider buffer would reduce the potential for tress to be pushed across the power lines already in our backyard and would increase property values and attractiveness. Some trees along the property line could not be cleared without our approval. Several are tall enough to impact our home.

Care will be taken to keep the existing wooded area within 15' of the property line as the landscape buffer and to avoid any impacts to adjacent properties especially in areas where existing vegetation is to be removed.

4: If the applicant will not agree to preserving this wide forested buffer along property lines, we request that tall opaque, vegetated buffers be planted by the applicant.

If the existing trees are to be removed, the development will provide the Type C landscape buffer as required by the Town of Claytons development ordinance.

5: Will the applicant entertain allowing a native plant harvest to occur before the forests are cleared? We understand a waiver would need to be signed.

Please provide additional detail and present a more specific request. This can be discussed on a case-by-case basis. Any proposal presented will be reviewed by the developers.

6: The Town of Clayton and Johnston County in general, have done a very poor job of planning infrastructure to accommodate all the growth that is being approved. We request the town consider beginning a fund for all new homes that would be used to improve water and sewer, infrastructure, failing roadways, availability of schools, etc. Our standard of living steadily declines as more and more homes are approved without the most basic considerations for existing residents.

This is an item the Citizens of Clayton and Johnston County should bring to the attention of the elected officials. Typically, municipalities have tap fees and/or development fees to make connections to existing lines which are paid to the town for infrastructure improvements.

Master Plan Narrative

# Summer Glen

## Conditional Zoning

## Town of Clayton Project
## 2022-125-CZM

**July 15, 2022**

**REV. 10-28-22**
**REV. 2-27-23**
**REV. 6-20-23**
**REV. 7-20-23**
**REV. 8-29-23**
**REV. 11-29-23**


**Owner/Developer:**

WAKEFIELD DEVELOPMENT

**3100 Smoketree Ct. Suite 210**
**Raleigh, NC 27604**

STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM

**Town of Clayton**

**Conditional Zoning with Master Plan**

**For**

# Summer Glen

Applicant:

Wakefield Development

3100 Smoketree Court

Suite 210

Raleigh, NC 27604

~~July 15, 2022~~

~~REV. February 27, 2023~~

~~REV. June 19, 2023~~

~~REV. July 20, 2023~~

~~REV. August 29, 2023~~

REV. November 29, 2023

## Table of Contents


**Project Development Team…… 4**

**Overall Master Plan Summary……. 5**

**Exhibit A - Master Plan……..……. 7**

**Exhibit B – Site Data……...……. 8**

**Existing Conditions..…… 9**

**Exhibit C – Boundary Survey…….…… 10**

**Exhibit D – Current Zoning Map…….……. 11**

**Exhibit E – Aerial Image..…… 12**

**Approval Criteria Conditional Rezoning …… 13**

**Consistency with Unified Development Code……. 17**

**Public Utility Extension……. 18**

**Exhibit F – Existing Utility Map.……. 19**

**Exhibit G – Water and Wastewater Allocation Criteria..... 20**

**Exhibit H – Sanitary Sewer System Capacity Confirmation……. 21**

**Public Facilities…… 27**

**Exhibit I – Email from NCDOT…… 29**

**Elevations ….…….. 30**

**Architectural Standards….…… 38**

**General Zoning Conditions….…….…… 39**

## Project Development Team:

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Nashville, NC 27856

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astocks@stocksengineering.com

**Surveyor – Bateman Civil Survey Company, PC**

2524 Reliance Avenue
Apex, NC 27539

Contact: Steven Carson, PLS
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info@batemancivilsurvey.com

**Transportation Engineer – Exult Engineering**

PO Box 99277
Raleigh, NC 27624

Contact: Brittany Chase, PE
(984) 500-5428
brittany@exultengineering.com

**Environmental Consultant – Sage Ecological Services, Inc.**

3707 Swift Drive
Raleigh, NC 27606

Contact: Sean Clark
(919) 335-6757
sclark@sageecologigical.com

# Summer Glen Subdivision

## Overall Master Plan Summary:

The proposed Summer Glen Subdivision will be the recombination and subdivision of 5 parcels near the intersection of Glen Laurel Road and Vinson Road. The proposed project boundaries would be on each side of Glen Laurel Road and the properties surrounding the existing Oak Grove Subdivision. The parcel id numbers are 05I04010, 05I04010A, 05I04200S, 05I04203F, and 05I04203G. The combined total acreage of the project is approximately 53.06 Acres.

The site is currently in the Town of Clayton's ETJ and upon rezoning and prior to construction drawing approval would voluntarily annex into the Town of Clayton. This area is located within the limits of the 2045 Comprehensive Growth Plan but is also located in the Wilsons Mills Fire District. Additional time will be allotted in the schedule for annexation since this area this jurisdictional overlap.

The Town of Clayton's 2045 Comprehensive Growth Plan describes the plan for this area as Low-Density Residential. Low-Density Residential is defined with the following excerpt from the Plan:

LDR

### Low Density Residential (LDR)

Areas designated as Low-Density Residential are intended to remain predominantly suburban in character and provide for low-density, single-family residential development on smaller lots than those in Rural Residential areas. However, a mix of residential housing types may occur under a conditional zoning district to support conservation of open space, as long as a gross density of 3 units per acre is not exceeded.

- **Gross Residential Density*:** ≤3 units/acre
- **Unit Type:** Mostly single family detached homes, generally less than 25% attached units
- **Open Space:** Minimum of 25%**. Open space should be a mix of preserved natural features with passive recreation such as greenways and trails and more formal or developed open space such as common greens, playgrounds or sports fields.

**Gross Residential Density is defined as the number of dwelling units divided by the total project area without subtracting areas devoted to open space, road right-of-ways, parks or similar public use and infrastructure areas.*

***Open Space minimums suggested for new developments over a minimum size or number of units. Does not apply to existing development.*

[From Page 18 of the Clayton Comprehensive 2045 Growth Plan]

The proposed plan outlines a development that will be below the Low-Density Residential goals set by the Growth Plan at a density less than or equal to 3 units per acre and above the minimum required open space of 25%. A pre-application meeting was held for this proposed application on April 12, 2022. In that meeting the unique nature of this site was discussed specifically revolving around the proposed lot sizes and density. The recommendation following that meeting from staff was to submit a Conditional Zoning w/ Master Plan. The proposed plan only includes single family residential detached homes however the Conditional Zoning with Master Plan is being pursued due to the unique nature of the lot sizes, density, open space, and partnership with the Neuse Country Club for amenity access. The proposed lot sizes and setbacks also do not neatly fit into a conventional zoning district, so the Conditional Zoning with Master Plan is the best fit and procedure for this project moving forward.

The applicant understands the scale of this development and proposes that it will be completed in multiple phases and may take approximately 3 years to complete final build-out. Phase One of the proposed project will be driven by the connection to the Town of Clayton's sewer main located in Birkdale Drive at the Northern portion of the project area and by an entrance connecting to Vinson Road on the southern end of the project area. A TIA has been reviewed and approved for this site by NCDOT and any requirement from the NCDOT are described herein. Two comments generated during the initial review regarding the proposed sites connection to Glen Laurel Road and Tanners Way will also be discussed in the public facilities section of the Master Plan Narrative.

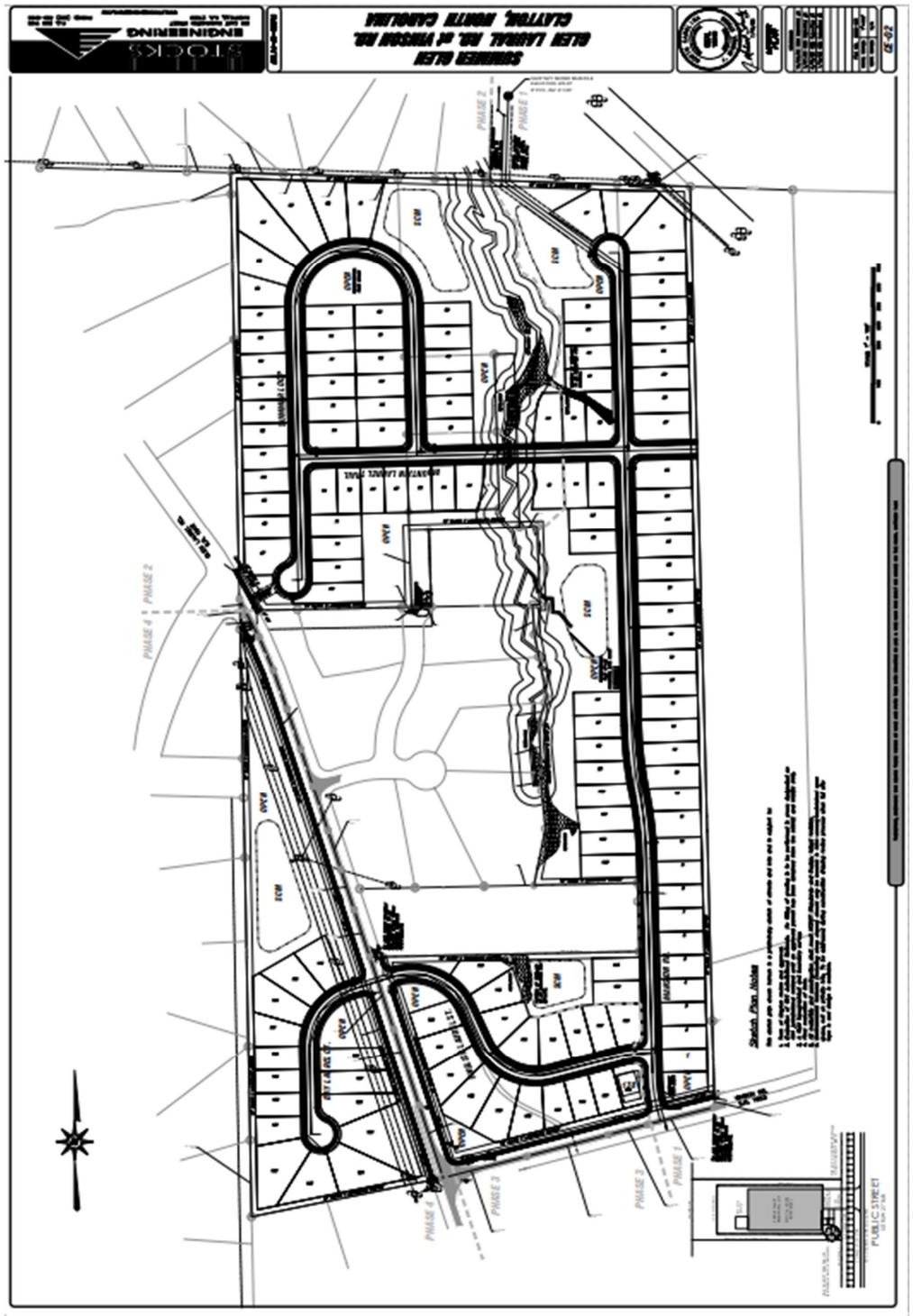
The number of units proposed for this development is 138 which is 2.60 units per acre. This site is within the watershed protection overlay district which would typically limit the density to 2 units per acre however UDO Sec. 155.501(E)(1) allows an exception to this criterion as a high-density site if the development remains below 36% impervious area for the entire project area. The current Master Plan Conceptual Subdivision Layout shows the general layout of the proposed development with anticipated use areas. Per UDO Sec. 155.400(i) and comment from the master plan review a stub road to an adjacent property has been added. During the neighborhood meeting and other public meetings neighbors requested that stub roads not be included in the design. The Plan also shows the general area of Stormwater Control Devices and Open Space Amenity Areas. As the plan is further developed, the actual locations of the proposed Stormwater Devices, Residential Product Types and Locations may vary to conform to the Construction Drawings. The final overall unit count may be less but will not exceed the specified maximum units specified above and the overall Open Space will not fall below 25% of the proposed development or 13.27 acres. The open space lots will include the landscape buffers, amenity area, and mail kiosk locations for the residents.

The open space requirement per the Town of Clayton Development Code Section 155.203.1.2.B is 1,245 SF per Lot. Which equates to 3.94 Acres of required open space for the 138 Lots. The current site layout provides approximately 17.9 Acres of the property that will be owned by the homeowner's association. Some of this area fits the criteria of Section 155.500 Resource Conservation Areas. These areas will not be accurately assessed until the site topographic survey is completed however using the Johnston County GIS topography as well as the boundary and environmental survey there are approximately 30,217 SF of Wetlands, 141,859 SF of Buffer, 13,475 SF of slopes greater than 25% and no 100-yr floodplain. Portions of the wetlands and steep slopes are located within the buffer so the summation of the three areas should provide an over estimation of the RCA's. These features sum to 158,601 SF (3.64 Acres). Subtracting the RCA from the overall area outside of the lots and ROW leaves the site with approximately 14.26 acres of open space which is well above the 3.94 Acres required by this section and above the 25% that is stated in the Comprehensive 2045 Growth Plan. The developers are currently proposing community open flex space amenity areas within the development as well as a joint venture for future residents to access the amenities located at Neuse Country Club.

Recreation/open space is required to be dedicated to the town and must be accepted by Town Council. If the open space is not accepted by the town the recreation/open space fee-in-lieu per lot will apply in accordance with UDC Section 155.206(I).

Assuming the Council finds this Master Plan favorable, the combined Site Plan and Construction Drawings will provide a much higher level of technical data and detail appropriate for review by the Technical Review Committee, NCDOT, and other agencies having jurisdiction.

# Exhibit A – Master Concept Plan



# Exhibit B – Site Data

## SITE INFORMATION

PROJECT NAME: ..... SUMMER GLEN SUBDIVISION
SITE LOCATION: ..... GLEN LAUREL RD AND VINSON RD CLAYTON, NORTH CAROLINA
PARID: ..... 05I04010A, 05I04203G, 05I04010 05004203F, 05I04200S
DEED BOOK/PAGE ..... 0691/03962, 0409/01154, 0691/03962, 0409/01154, 0161/04205
ZONE: ..... EX. – RESIDENTIAL ESTATE (RE)
PRO. – CONDITIONAL ZONING WITH MASTER PLAN (CZM)
USE: ..... EX. – AG./RES./VACANT
PRO. – SINGLE FAMILY RES.

TOTAL TRACK ACREAGE: ..... ±53.06 Ac.
NUMBER OF PROPOSED LOTS: ..... ±138 LOTS
PROPOSED DENSITY: ..... 2.6 per Acre (<3)
MINIMUM LOT SIZE: ..... 7,000 SF
(ALLOWED TO BE LESS THAN 1/3 AC. IF OPEN SPACE SUBDIVISION)
LINEAR FOOTAGE OF STREETS: ..... ±6,420 LF
AREA OF PROPOSED STREET R/W: ..... ±7.46 Ac.

MINIMUM BUILDING SETBACKS:
FRONT/ R/W: ..... 21.5'
(25' FROM SIDEWALK)
SIDE: ..... 6'
CORNER SIDE: ..... 10'
REAR: ..... 15'

PROPERTY IS WITHIN WATER SUPPLY WATERSHED OVERLAY DISTRICT.
RESOURCE CONSERVATION AREAS (RCA) (APPROX.):
WETLANDS: ..... 30,217 SF
BUFFERS: ..... 141,895 SF
STEEP SLOPES(>25%): ..... 13,475 SF
100-YR FLOODPLAIN: ..... 0 SF

REQ. OPEN SPACE (155.203.I.2.B) – 1,245 SF/LOT=171,810 SF(3.94 AC.)
OPEN SPACE COMMON AREA (155.501.E.1): ..... ±17.9 Ac. (±34%)

MAX. IMPERVIOUS AREA: ..... 36% (19.10 AC)
EST. IMPERVIOUS AREA: ..... 809,159 SF (±35%)
(155.501.E.1 MAX 2 UNITS PER ACRE OR 36% IMPERVIOUS)

WATER AND SEWER SERVICES PROVIDED BY THE TOWN ON CLAYTON
138 SEWER SERVICES WILL BE REQUIRED TO SERVE THIS DEVELOPMENT.
PROPOSED 141 – 1" DOMESTIC WATER METERS.

SITE PLAN AND CONSTRUCTION DRAWING APPROVAL IS REQUIRED FROM THE TOWN OF CLAYTON PRIOR TO ANY CONSTRUCTION ACTIVITY RELATED TO THIS PROJECT. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

PER DISCUSSION WITH THE TOWN OF CLAYTON STAFF WE PLAN TO DO A JOINT SITE PLAN AND CONSTRUCTION DRAWING REVIEW.

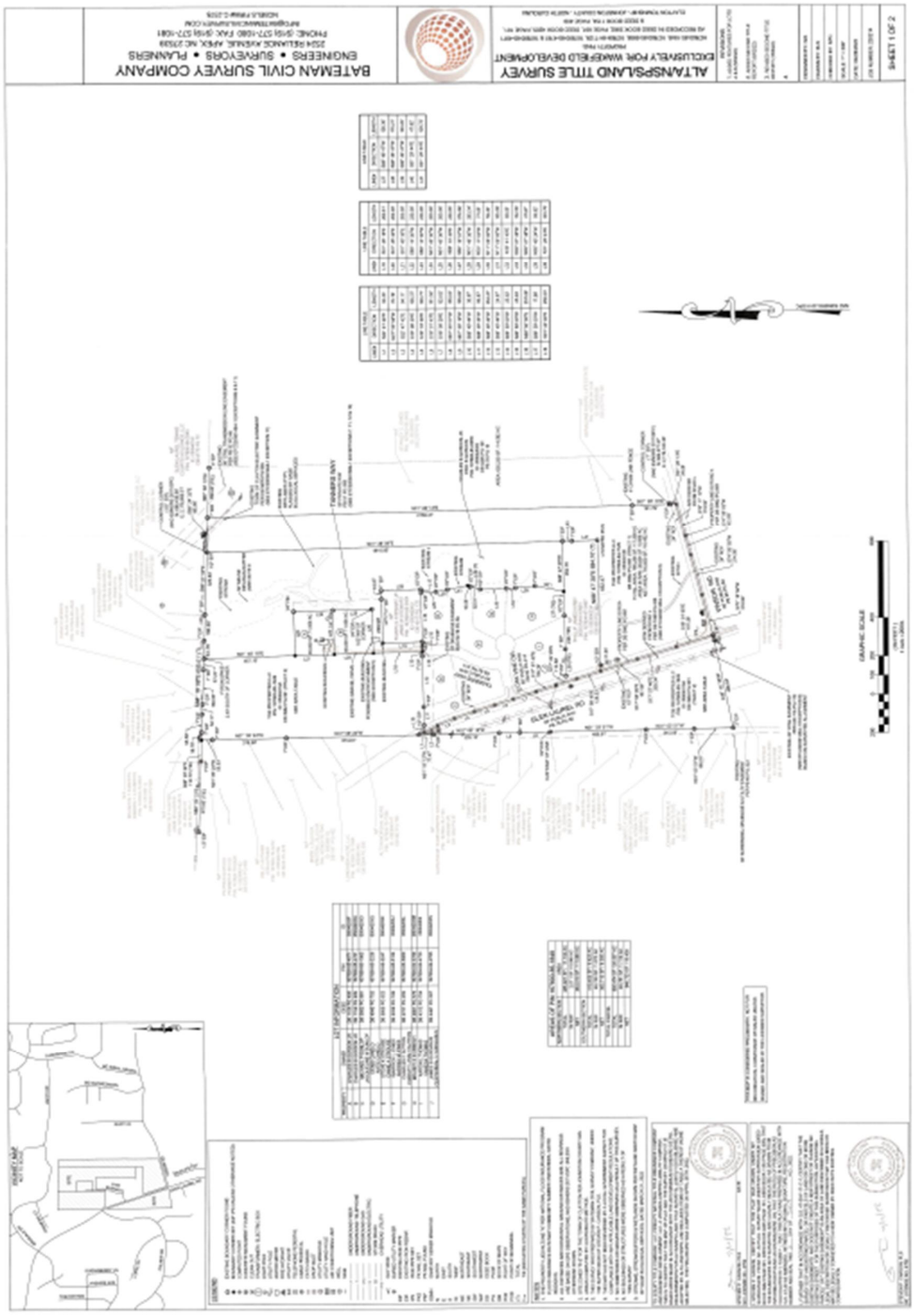
THIS PLAN IS SUBJECT TO MINOR REVISION THROUGHOUT THE CONSTRUCTION DRAWING APPROVAL PROCESS. REVISIONS TO THE APPROVED MASTER PLANS ARE LIMITED.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF CLAYTON ENGINEERING DESIGN STANDARDS, SPECIFICATIONS, AND DETAILS.

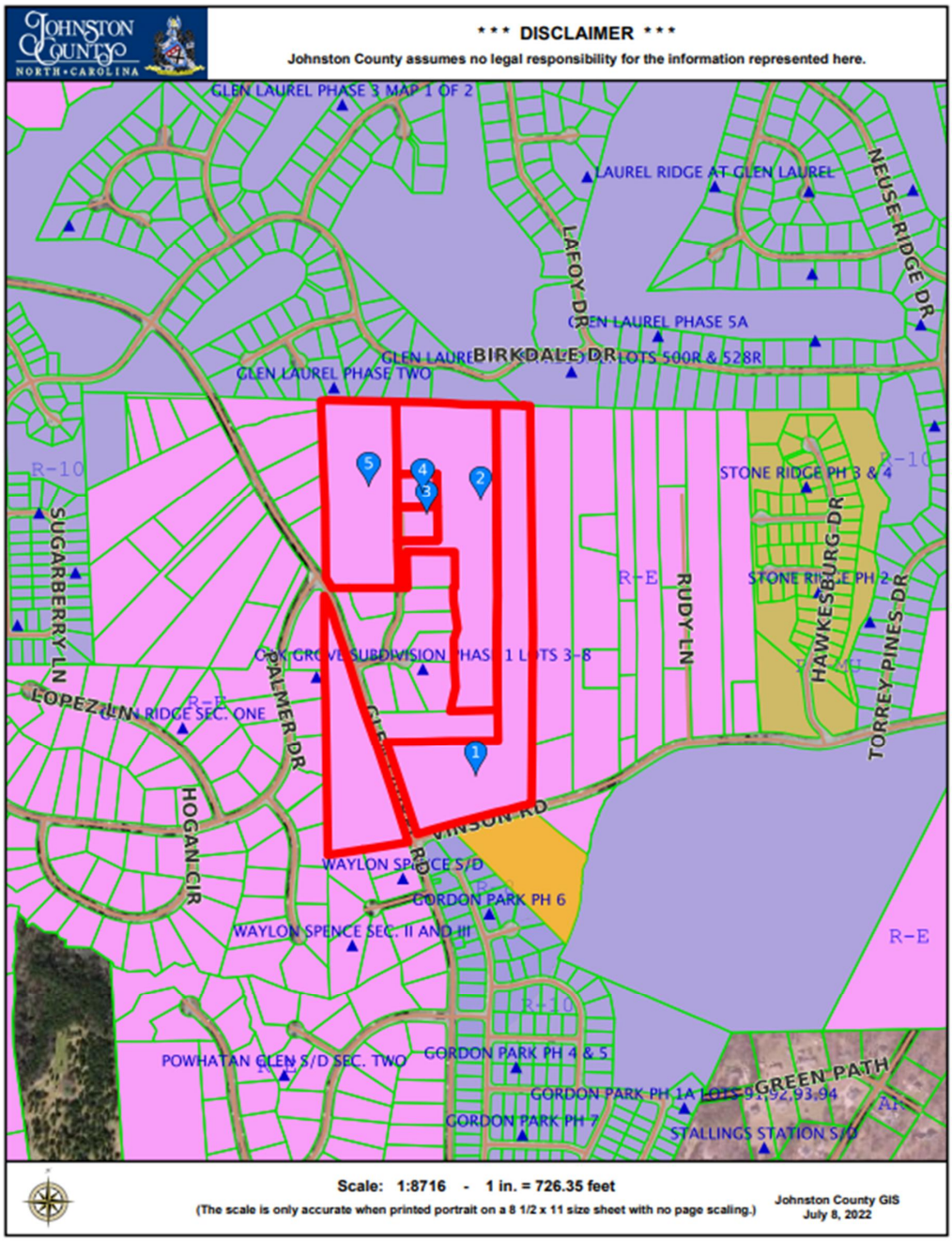
## Existing Conditions:

The site consists predominantly of wooded area (+/- 40 Acres) with a variety of evergreen and hardwood trees. The remainder of the property contains approximately 13 Acres of tillable agricultural land. There is one residential home site that will be removed by the seller prior to the purchase of the land by the developer. The property contains a buffered stream which is an unnamed tributary to the Neuse River and multiple wetland pockets. The environmental features have been located by Sage Ecological Services, Inc. and the flags located by Bateman Civil Survey Company. The existing properties are zoned Residential Estate and the proposed zoning is Conditional Zoning with Master Plan. The following exhibits include a copy of the Boundary Survey, the Current Zoning Map, and an Aerial Image.

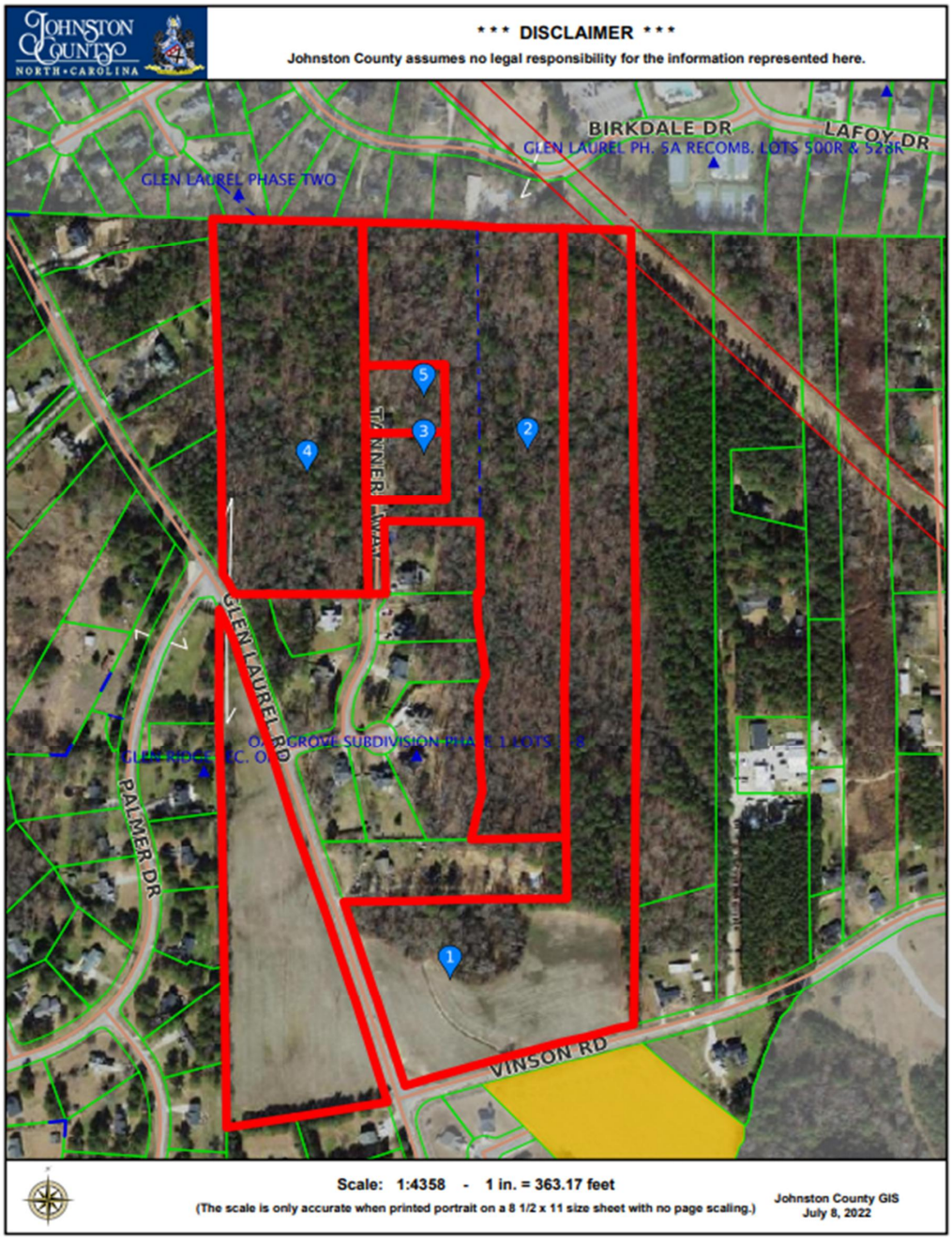
# Exhibit C – Boundary Survey



# Exhibit D – Current Zoning Map



# Exhibit E – Aerial Image



## Approval Criteria – Conditional Rezoning

1. Consistency with the adopted plans of the Town.

a. The Comprehensive 2045 Growth Plan Future Land Use Map labels this area as Low Density Residential (LDR), and the current zoning is Residential Estate (RE). The Growth Plan represents LDR as equal to or less than 3 units per acre and a minimum required open space of 25%. The proposed Summer Glen Project has a proposed density of 2.60 units per acre (138 Units/53.06 Ac.) which is achievable by conditional rezoning with master plan and will provide approximately 34% open space. This site is within the watershed which would typically limit the density to 2 units per acre however UDO Sec. 155.501(E)(1) allows an exception to this criterion as a high-density site if the development remains below 36% impervious area for the entire project area. The project will provide any required infrastructure/utility improvements to accommodate the development by extending water, sewer, electricity, public roads, and by following any recommendation from the TIA, the North Carolina Department of Transportation, and the Town of Clayton. The proposed rezoning meets the intent of the growth plan.

2. Suitability of the subject for uses permitted by the current vs. the proposed conditional district.

a. The proposed development consists of single family detached residential homes which are allowed in the current RE zoning. The approval of the conditional rezoning would allow a higher density than allowed in the current zoning, however, the use is consistent with the current zoning and the proposed density is consistent with the Comprehensive 2045 Growth Plan.

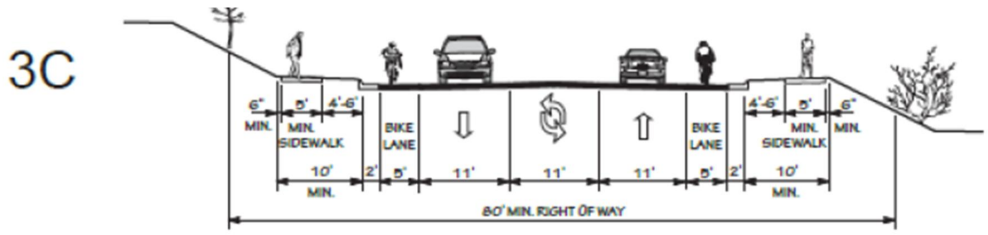
3. Whether the proposed change tends to improve the balance of uses or meets specific demand in the Town.

a. Being consistent with the 2045 Growth Plan the proposed development is cohesive with development in close proximity to the project area. There is high demand for residential development in and around the Town of Clayton and this project helps meet the demand within the Town and increases, improve, and expand the Town Limits, Towns Tax Base, and infrastructure network.

4. The capacity of adequate public facilities and services included schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities are available for the proposed conditional district.

a. Schools: The proposed development will be served by Powhatan Elementary School (<1 mile), Riverwood Middle School (8.8 miles), and Clayton High School (5.2 miles). Powhatan Elementary School was added to Johnston county Public Schools Capped Schools list for the 2022-2023 School year. Clayton High School has been on this list since 2020-2021 and Riverwood Middle School was removed from this list after the 2021-2022 School year. According to Johnston County Schools website, Capped Schools will continue to enroll students who live within the attendance area but may not accept students who live outside of that area.

b. Roads: A traffic impact analysis (TIA) has been performed by Exult Engineering and has been reviewed by the North Carolina Department of Transportation (NCDOT) to determine if there is adequate roadway infrastructure to serve the proposed development. The developer has agreed to construct any required road improvements resulting from the professional engineers TIA and subsequent review by NCDOT. The NCDOT Congestion Management Section has required left turn lanes with 100' of storage at each of the three intersections. The striping for the turn lanes that have been found to be what is required will fit within the Frontage Widening criteria of the Towns Ordinance. The frontage widening along Glen Laurel Rd. and Vinson Rd. are shown on the master concept plan. The frontage widening will meet the criteria of the 3C Cross Section per the Transportation Guidance Document. See Figure 3C Below.




c. Recreation Facilities: The proposed development will provide community flex open space and is located approximately 1.5 miles from East Clayton Community Park. The developers have also discussed with The Neuse Country Club the option of pursuing their facilities as an amenity to the residents. Negotiations regarding this agreement are currently underway.

d. Wastewater Treatment: The engineering design team has been working with the Town of Clayton Engineering Department and determined that the downstream sewer lift station in Glen Laurel Subdivision has adequate capacity for allocation of additional tributary flow from the proposed development. Communication with Staff regarding this lift station and the available capacity at the WWTP are ongoing and the current development schedule is set for after the opening of the WWTP expansion with the potential of bringing a few lots onboard prior to that time.

e. Water Supply: The proposed development has proposed connection to the Town of Claytons existing water in Birkdale Road and Vinson Road creating an additional loop in the water system.

f. Stormwater Drainage Facilities: The proposed development is within the Neuse River Basin and will require stormwater management for water quantity and quality before leaving the site. Stormwater runoff will be collected by street curb and gutters and above ground swales and will be directed into an underground pipe system that will route stormwater to proposed stormwater control facilities (SCM). Approximate locations of these facilities are included on the master plan. The final location, size, and detail of these devices will be provided during the construction drawing submittal process. All stormwater management will be designed to meet the requirements set by the Town of Clayton and the North Carolina Department of Environmental Quality.

5. It has been determined that the legal purposes for which zoning exists are not violated.

a. The applicant has followed the procedure as outlined in Section 155.203 Part 3 and 155.705. All Town of Clayton process and procedures have been and will be followed throughout the rezoning process.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

a. It is our understanding that there will be no adverse effect upon adjoining property owners by this project further the proposed development will be expanding the public utility system providing additional loops in the water system which has the potential to increase water quality in the water lines and increase water pressure.

7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

a. It is our understanding that this project produced no detriment to the general public and the public improvements will benefit the Town of Clayton and the adjacent property owners.

8. Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.

a. The proposed master plan and subsequent subdivision design will comply with 155.203(L) and the other referenced sections except for the deviations listed in the following section.

9. Consistency with the Clayton General Design Guidelines.

a. The Town of Clayton General Design guidelines and standard details for construction will be followed.

10. Conformance of the proposal with the stated purpose of the requested conditional zoning district.

a. The proposed CZM district works well for this project that does not easily fit into other zoning districts. A table of the differences is in the next section. The layout demonstrates excellence in site design, circulation, use coordination and compatibility with neighboring properties. See 155.200 (C.1).

11. Compatibility of the proposed development with the adjacent community.

a. The project is very similar to other development in the project area and will be compatible with the other recent projects on Glen Laurel Road.

12. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

a. The proposed layout presents a unified, cohesive environment within the project at full build-out.

13. Compatible relationships between each component of the overall project.

a. The open space amenity uses will be compatible with the proposed residential community. The developers are also pursuing a joint venture with the adjacent Neuse Country Club for access to additional amenities.

14. Self-sufficiency of each phase of the overall project.

a. The connections to existing water and sewer will be in Phase One. Future phases will connect to Phase One.

15. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed will not overtax the existing public infrastructure systems.

a. A sanitary sewer analysis has been performed by Stocks Engineering and reviewed and confirmed by the Town of Clayton Engineering that the downstream sewer has available capacity at the lift station. We are having ongoing discussions with the staff regarding the WWTP expansion timeline and its coordination with development.

16. The fiscal impact of the proposal and the proposed financing of required improvements.

a. The applicant believes that the towns tax base from the development will provide adequate funding for maintaining the required infrastructure.

17. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

a. The proposed development will provide sidewalks which will provide pedestrian connection to internal amenities. There are no public greenways in close proximity to the development however the frontage widening will provide sidewalks on our side of the property for the length of the frontage.

18. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

a. One stream crossing is proposed, and wetland impacts will be avoided and minimized where possible. All impact permitting will be performed by Sage Ecological with the support of the developer and Stocks Engineering.

## Consistency with Unified Development Code

The proposed subdivision concept is drawn with the intent to meet the requirements of the Town of Clayton Unified Development Code (UDC) where practical and applicable. During the Construction Drawing process and review by the Town Staff, considerable time will be spent to ensure the plans meet the intent of the Code and the following modifications to the code as requested herein.

Comparison for Proposed Lot Dimensional Standards for Open Space Subdivisions:

| | Current Zoning | | | Proposed Zoning |
|---|---|---|---|---|
| | R-E | R-10 | R-8 | CZM |
| Minimum Lot Size | 12,000 SF | 8,000 SF | 6,000 SF | 7,000 SF (Allowed in Open Space Sub.) |
| Minimum Lot Width | 48 FT | 50 FT | 42 FT | 60 FT |
| Maximum Lot Coverage | 35% | 35% | 35% | 70% |
| Maximum Impervious Area | 50% | 50% | 55% | 70% (per lot)<br>36% (full site) |
| Density (Units/Acre) | 3.7 | 5 | 7 | 2.6 |
| Front Setback | 25 | 25 | 25 | 21.5 |
| Side Setback | 9 | 6 | 6 | 6 |
| Side Street Setback | 15 | 15 | 10 | 10 |
| Rear Setback | 18 | 15 | 15 | 15 |

Landscape Buffer Criteria:

The proposed master plan includes a 15’ landscape buffer around the perimeter of the project boundary as required per 155.203.L.1.i. Existing vegetation may be used to satisfy the Class C buffer requirement. A Tree and Shrub study will be coordinated with Town Staff during construction to verify the remaining vegetation meets the criteria of the required buffer planting ratios for every 100’ of lineal buffer. If the existing vegetation does not meet the minimum planting requirements, then more plantings will be installed to supplement the existing vegetation. If there is no existing vegetation or grading activity that requires the existing vegetation to be removed, then a Class “C” – 15’ buffer will be planted. The existing vegetation may also provide the screening of the required wall, opaque fence, evergreen hedge, berm, or combination thereof. If the existing vegetation does not provide adequate screening, then supplemental plantings will be added to increase the screening. One of the goals of this development is to leave as much existing vegetation as possible within the 15’ buffer and to minimize the disturbed area however this may not be possible for entire perimeter buffer. During the construction process the site perimeter buffers will be evaluated and considered for potential areas to increase the landscape buffers. The buffers will meet the minimums as described in the ordinance. The planning director may grant an exception to the wall, opaque fence, evergreen hedge, berm, or combination thereof within the Class C buffer. Generally, if the topography or thickness of the existing mature vegetation functionally meets the 6’ screening requirement the installation of the fence, wall, berm, or hedge can be waived.

## Public Utility Extensions:

The project will connect to existing Town of Clayton Utilities that are on or within proximity of the project area. The Town has an 8" water line in Vinson Road as well as an 8" waterline in Birkdale Road. There is also a gravity sewer main in Birkdale that will be accessible by an easement from Neuse Country Club. The Water and Sewer that is in Birkdale Road is less than 300' from the development making this an "Infill Development" according to the Water and Wastewater Allocation Criteria. Johnston County has 6" water in Oak Grove Subdivision and 12" Water in Glen Laurel Road. The county also has a 16" Sanitary Sewer Force Main in Glen Laurel Road. The proposed project will connect to town water in both Birkdale Road and Vinson Road and will not connect to county utilities.

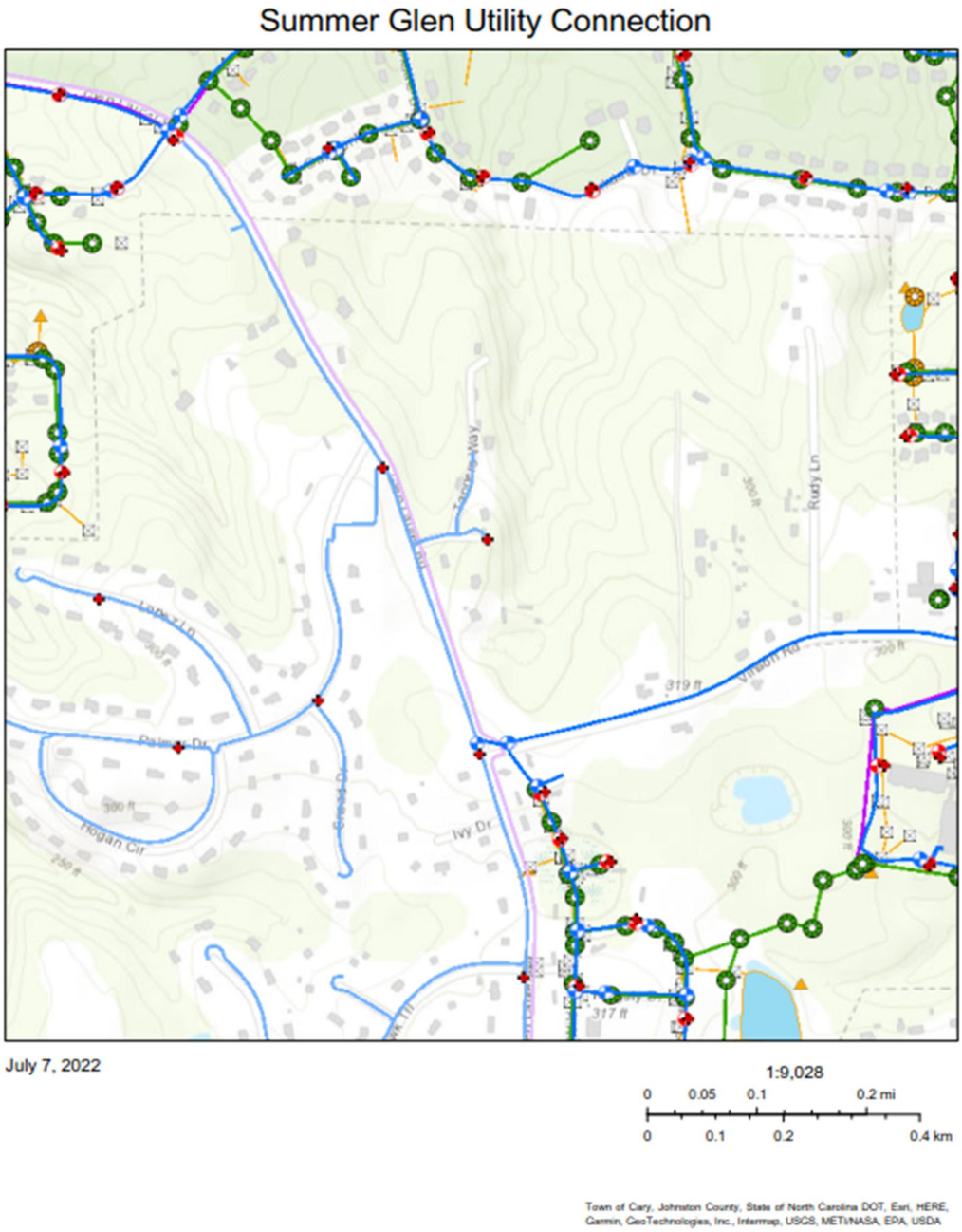
During the preconstruction meeting we were requested to analyze the sewer capacity of the lift station in Glen Laurel Subdivision. An analysis of this lift station was performed by Stocks Engineering based on current data provided by the Town of Clayton Public Utilities. The analysis was reviewed by the Engineering department, and they confirmed that the lift station had available capacity for the proposed development. A copy of the "Preliminary Pump Station Calcs" and the emails noting the Engineering Departments confirmation of the available capacity has been added as Exhibit H following the Water and Wastewater Allocation Criteria.

Actual allocation of water and sewer for the proposed development will come from Town Council after the submittal of the Water and Wastewater Allocation Criteria Request. This policy requires a project score a minimum of 50 points from the provided Allocation Criteria worksheet. The proposed project will exceed the 50-point minimum from a combination of being an infill development type (25 pts), a residential future tax status (5 pts), a town electric customer (20 pts) and by providing multiple car garages (5 pts) from the community benefit bonus points section. The proposed development will request allocation of 34,500 GPD of water and sewer from Town Council and the Water and Wastewater Allocation Request has been submitted to run parallel with this application. The bulk of this flow will not be available until the new WWTP comes online however there was some discussion with Engineering that would potentially allow for a small portion of the homes to be platted sooner if the flow was available at the time of platting.

The Town of Clayton also has Electricity adjacent to this property and the developer has been in communication with the Electric Department about being an electric customer.

Included in the next two exhibits are a map showing the approximate locations of the existing utilities and the Town of Clayton Water and Wastewater Allocation Criteria. The third Exhibit contains email confirmation and the pump station calculation showing the downstream sewer system has available capacity for this project.

# Exhibit F – Existing Utility Map



# Exhibit G – Water and Wastewater Allocation Criteria

## WATER & WASTEWATER ALLOCATION CRITERIA

TOTAL POINTS = 55 *MINIMUM 55 POINTS REQUIRED*

| | Category | Points | Calc. | Notes |
|---|---|---|---|---|
| DEVELOPER'S OPTION (Choose 1 from this category) | Government/Public Admin./Public Safety | 50 | | |
| | Non-residential (Commercial) - Retail & Restaurant | 30 | | |
| | Non-residential (Commercial) - Office | 20 | | |
| | Non-residential (Commercial) - Warehouse | 15 | | |
| | Non-residential (Commercial) - Medical | 25 | | |
| | Non-residential (Commercial) - Hotel/Motel | 35 | | |
| | Industrial/Manufacturing | 30 | | |
| | Institutional | 15 | | |
| | Residential Existing Lot- Single Family Detached | 40 | | Individual Existing Lot construction |
| | Residential Subdivision - Single Family Detached ( > 0.25 Acre Lots) | 20 | | Single Family Homes on Individual Lots greater than 0.25 acres |
| | Residential Subdivision - Single Family Detached ( < 0.25 Acre Lots) | 15 | | Single Family Homes on Individual Lots less than 0.25 Acres |
| | Residential Subd.- Single Family Attached ( > 1,500 SF Heated Space) | 10 | | Townhomes with heated square footage greater than 1,500 SF |
| | Residential Subd.- Single Family Attached ( < 1,500 SF Heated Space) | 5 | | Townhomes with heated square footage less than 1,500 SF |
| | Residential - Multifamily (Apartments) | 10 | | |
| | Mixed-Residential | 25 | | Mix of various lot sizes of Single-family, Townhomes, and Apartments |
| | Mixed-Use Commercial & Residential | 30 | | Mix of Residential and Non-residential (Commercial) uses |
| | Downtown Redevelopment | 30 | | |
| | Infill Development | 25 | 25 | Utilities already exist within 300 Feet of property |
| PUBLIC SERVICES (Choose 1 if needs assigned) | Exempt | 0 | | |
| | Residential | 5 | 5 | |
| | Non-residential | 10 | | |
| | Industrial | 10 | | |
| COMMUNITY BENEFIT BONUSES (Choose all that apply, less the exempt) | Cultural Arts/Entertainment for Public | 10 | | |
| | Sports/Recreation for Public | 10 | | |
| | Town Electric Customer | 20 | 20 | |
| | Expansion of existing non-residential use | 10 | | |
| | Re-development of an existing property | 5 | | Must result in increased property value |
| | Residential Subdivision - Additional amenities included | 5 - 15 | | Pool, Clubhouse, sports courts, etc. - 5 pts per, max 15 pts |
| | Job Creation - 10 to 25 new jobs | 5 | | |
| | Job Creation - 26 to 100 new jobs | 10 | | |
| | Job Creation - 100+ new jobs | 15 | | |
| | Job creation - Jobs created will have salaries at or above median income | 5 | | Must be greater than 50% of jobs added with documentation to confirm |
| | Residential - Multiple-Car Garages provided | 5 | 5 | |
| | Residential - Overflow Parking provided | 5 | | Subject to Planning and Engineering support |
| | Masonry Elements included in Building Construction | 10 | | |
| | Sustainable/High Efficiency Products and appliances used | 5 - 15 | | 5 pts per, max 15 pts |
| | Private trail connection to Public Greenway | 10 | | |

# Exhibit H – Sanitary Sewer System Capacity Confirmation

**Andrew Stocks**

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Wednesday, May 4, 2022 4:44 PM
**To:** Andrew Stocks
**Cc:** James Blalock; Joshua Baird; Gray Methven
**Subject:** Re: Glen Laurel 1

Andrew - sorry for the delays on our end, but I have been out of the office and unable to review. In looking at your data, I am comfortable with the available capacity. Your analysis assumed almost double per lot, as we have a reduced flow rate for single family of 250GPD.

This confirmation is separate from the actual allocation that will take place at the council level.

If you have any other questions, please let me know.

Thanks,

**Jonathan K. Jacobs, PE**
Town of Clayton
Assistant Town Engineer
111 E. Second Street
Clayton, NC 27520
(919) 359-1297
ClaytonNC.org

Sent from my iPhone

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**From:** Andrew Stocks <astocks@stocksengineering.com>
**Sent:** Wednesday, May 4, 2022 4:41:18 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** James Blalock <jblalock@townofclaytonnc.org>; Joshua Baird <jbaird@townofclaytonnc.org>; Gray Methven <gray@lmssi.com>
**Subject:** RE: Glen Laurel 1

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Josh, Jonathan, or James,

1

I have tried to reach all of you by phone this afternoon, Wakefield is looking for some agreement from the Town to the calculations that no improvements will be required to the lift station down stream of the Glen Laurel Project Area.
It is critical to the projects schedule to get traffic counts that are needed before the end of the school year. Wakefields officers are not allowing the traffic to be ordered until there is an answer on the sewer. If you could provide some feedback on the calculations or confirm that no improvements are needed at the lift station it would be greatly appreciated.
We look forward to a response.
Thanks,

"For such a time as this",
*J. Andrew Stocks*

J. Andrews Stocks, PE
**Stocks Engineering, PA**
801 East Washington Street
P.O. Box 1108
Nashville, NC 27856
252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)
www.stocksengineering.com

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**From:** Andrew Stocks
**Sent:** Monday, May 2, 2022 11:48 AM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** James Blalock <jblalock@townofclaytonnc.org>; Joshua Baird <jbaird@townofclaytonnc.org>; Gray Methven <gray@lmssi.com>
**Subject:** FW: Glen Laurel 1

Jonathan,
Have you had the opportunity to look at the attached pump station calcs to confirm on the Towns end that there is sewer capacity without any upgrades?
This is critical for Wakefields officers to be able to give the go ahead on the traffic count before school lets out so that those numbers are accurate.
Let us know if you have any questions.
Thanks,

"For such a time as this",
*J. Andrew Stocks*

J. Andrews Stocks, PE
**Stocks Engineering, PA**
801 East Washington Street
P.O. Box 1108
Nashville, NC 27856
252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)
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needs, but exceeding their expectations with a Strong commitment to moral, ethical and professional standards.

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**From:** Andrew Stocks
**Sent:** Monday, April 25, 2022 5:38 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>; James Blalock <jblalock@townofclaytonnc.org>
**Cc:** Gray Methven <gray@lmssi.com>
**Subject:** RE: Glen Laurel 1

Jonathan and James,
I plugged the data you provided into our pump station design worksheet along with the proposed flow from our development added to the average weekly run times from the excel sheet with a peaking factor of 2.5. I am not about the current elevation on the pump on and off elevations but the station appears to continue to operate with above 2 fps velocity in the force main, close to a 2 minute run time cycling a little more than 3.5 times per hour. Take a look and let me know if there is anything else that we will need to provide.
Gray's corporate officers are looking for some answers on sewer allocation before they will allow the project to proceed.
Thanks for your help!

"For such a time as this",
*J. Andrew Stocks*
J. Andrews Stocks, PE

**Stocks Engineering, PA**

801 East Washington Street
P.O. Box 1108
Nashville, NC 27856

252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)

www.stocksengineering.com

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---

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Friday, April 22, 2022 5:43 AM
**To:** Andrew Stocks <astocks@stocksengineering.com>
**Cc:** Gray Methven <gray@lmssi.com>
**Subject:** Fwd: Glen Laurel 1

**Jonathan K. Jacobs, PE**
Town of Clayton
Assistant Town Engineer
111 E. Second Street
Clayton, NC 27520
(919) 359-1297
ClaytonNC.org

3

Sent from my iPhone

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**From:** James Blalock <jblalock@townofclaytonnc.org>
**Sent:** Friday, April 22, 2022 5:42:32 AM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Subject:** RE: Glen Laurel 1

Jonathan,

Please see attached.

**James Blalock**
Maintenance Superintendent, Water Resources
PO Box 879
Clayton, NC 27528
ClaytonNC.org
O: 919-553-1530 x6524
C: 919-538-3320

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**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Thursday, April 21, 2022 4:08 PM
**To:** James Blalock <jblalock@townofclaytonnc.org>
**Subject:** Glen Laurel 1

James – Can you send me the latest data for GL PS #1?

Thanks!

**Jonathan K. Jacobs, PE**
Assistant Town Engineer
111 E. Second St.
Clayton, NC 27520
O: 919-553-5002 x6537
D: 919-359-1297
ClaytonNC.org

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5

# Pump Station Calculations Worksheet

**Project:** East School Road
**Location:** Flowers Plantation
**Date:** 4/25/2022
**Designer:** JAS

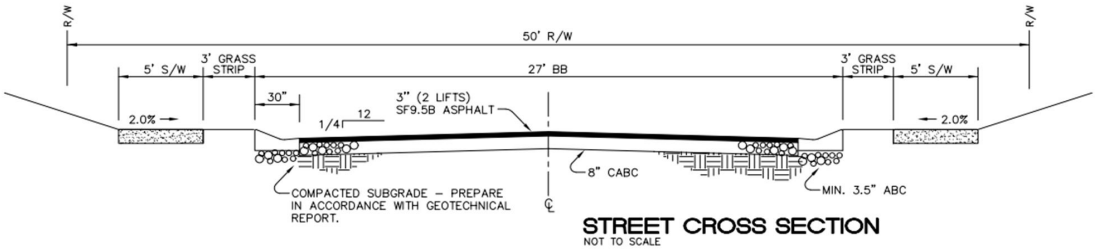
**Known/Assume**
**Calculated**
**From Pump Supplier**

**Design Data:**

| | | | | Proposed Subdivision | |
|---|---|---|---|---|---|
| Number of Lots: | | | | 139 | Lots |
| Proposed Flow from Lots: | @ | 480 | GPD | 66720 | GPD |
| Existing Flow | | | | 164,038 | |
| Pump Rate Selection (GPDx2.5PeakFactor/1,440min/day) | | | | 400.62 | GPM |
| Force Main Discharge Elevation (Peak Elevation) | | | | 292 | feet |
| Gravity Influent Elevation | | | | 135.70 | feet |
| Ground Elevation at Lift Station | | | | 156.50 | feet |
| Bottom of Wetwell | | | | 129.40 | feet |
| Force Main Type and Size | PVC | C=140 | | 8 | inch |
| Force Main Length | | | | 10000 | feet |
| Wetwell Diameter | | | | 8 | feet |
| Wetwell Surface Area | | | | 50.24 | sf |
| Gallons per vertical foot of Wetwell | | | | 375.80 | |
| Velocity in Force Main | V= | Design Flow (GPM) / [r^2*pi*7.48*60] | | 2.56 | fps |
| Total Dynamic Head (Provided by Town of Clayton) | | | | 160 | feet |
| Pump Selected | | | | | |
| Pump Capacity | | | | | |
| Pump Speed | | | | | |
| Pump Impeller Diameter | | | | | |
| Pump HP | | | | | |
| Voltage | | | | | |
| Hertz | | | | | |
| Phase | | | | | |
| Minimum Solid Size | | | | | |
| Pump On Elevation | | | | 133.50 | feet |
| Pump Off Elevation | | | | 131.70 | feet |
| Detention Volume (Area x (Pump On - Pump Off) x (7.48 gal/cf) | | | | 676.43 | gallons |
| Total Daily Flow (Q = Flow Projection/(24hours x 60 min.)) | | | | 46.33 | gpm |
| Pump On Time (Detention Volume/(Pump Capacity - Q) | | | | 1.91 | minutes |
| Run Time per Day (Pump On time x # of Cycles x 24 hours/day) | | | | 166.54123 | minutes |
| Pump Off Time (Detention Volume / Q) | | | | 14.60 | minutes |
| Pumping Cycle (Pump On + Pump Off) | | | | 16.51 | minutes |
| Cycles (60 min/hour / Pumping Cycle) | | | | 3.63 | cycles/hr |

## Public Facilities

Streets: The proposed master plan proposes 6 new public streets, 2 intersections with existing State Roads, 1 emergency access easement to Glen Laurel Road. Per UDO Sec. 155.400(i) and comment from the master plan review a stub road to an adjacent property has been added. During the neighborhood meeting and other public meetings neighbors requested that stub roads not be included in the design. Approximately 6,420 Linear Feet of street will be constructed and dedicated to the Town as Public Streets. A typical cross section of the proposed streets is provided below.




Exult Engineering prepared a Traffic Impact Analysis (TIA) for the proposed development. As of the original submittal date the TIA had not been reviewed by the NCDOT. The NCDOT Congestion Management has completed their review and is requiring left turn lanes with 100’ of storage for each of the three entrances. The linework and striping for these turn lanes will be incorporated into the frontage widening which has been added to the master plan. Any recommendations or improvements to the existing road system found by the TIA and NCDOT congestion management will be included in the construction drawings for implementation. The developers request for a variance for the frontage widening has been denied therefore the frontage widening is shown on the master concept plan. This frontage widening will incorporate the recommendations from the TIA and NCDOT.

During the review process there were two street layout comments that are worth noting and discussing in this document, the emergency access from the cul-de-sac to Glen Laurel Road and a connection to Tanners Way. The layout was revised based on a meeting with the Engineering Department between the pre-application meeting and the first CZM submittal. It was recommended by Town of Clayton Engineering that any connection to Tanners Way be avoided, and a knox box gated emergency access connect the cul-de-sac to Glen Laurel Road.

The development team discussed eliminating the cul-de-sac and providing a connection to Glen Laurel across from Palmer Drive with NCDOT however this development does not own the land that would be required to properly align a new driveway with Palmer Drive. Since this would create an offset intersection on Glen Laurel NCDOT has denied a drive at this location due to safety concerns with the road alignments. In the place of a full drive the NCDOT will allow a knox box gated emergency access to be installed in this location if that is favorable to the Town.

Tanners Way was designed as a public street that would be dedicated to the NCDOT however NCDOT has not taken ownership of this road. Tanners way also has Johnston County water and avoiding this connection would also eliminate a connection to the County water system. During the neighborhood meeting the residents on Tanners Way expressed concern with additional traffic on their neighborhood streets and it was represented to them, as was to us from Engineering, that this connection would not

be made. Avoiding this connection helps satisfy the residents of Tanners Way that were otherwise in favor of the development.

Refuse Collection/Recycling: The proposed development will voluntarily annex into the Limits of the Town of Clayton and refuse and recycling will be provided by municipal waste collection with individual roll out bins for each lot.

Water and Fire Protection: The proposed development will connect to the Town of Clayton water system at two points. A fire flow analysis will be prepared on the proposed design to model the domestic and fire flow demand on the water system. A fire truck vehicle tracking has been included with the master plan. The proposed master plan includes approximately 6,800 Linear Foot of water line. The water will vary between 6" and 8" in size as well as PVC and DIP in material. The water will connect to the existing Town of Clayton Public Water in Vinson Road and Birkdale Road by easement from the Neuse Country Club.

Sewer: Public sewer is accessible to the site by an easement from the Neuse Country Club and is less than 300' from the project boundary. It is our understanding that the easement is currently being reviewed by the Town for dedication from the Neuse Country Club property. The existing downstream pump station and line has been analyzed by Stocks Engineering and Reviewed by the Town of Clayton Engineering Department. It was determined that the pump station has adequate capacity for the proposed development. The chain of emails where this was discussed is included in the following pages. We have also had discussions regarding the WWTP expansion and have adjusted the time schedule to better align with the completion of this project. An Allocation Request Application has been submitted to run in parallel with the conditional rezoning request.

Electricity: The Town of Clayton Electric Department has power easements on and adjacent to portions of the project's Northern boundary. The developer has initiated conversations with them to be a Town of Clayton Electric customer. Streetlights will be provided if required by the Town of Clayton's Unified Development Code.

# Exhibit I – Email from NCDOT

**Andrew Stocks**

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Tuesday, September 27, 2022 4:09 PM
**To:** Andrew Stocks
**Subject:** RE: [External] Summer Glen Subdivision - Town of Clayton

Andrews,

This access was already requested and denied during the TIA review by NCDOT. The offset intersection gives me safety concerns. I am not sure that three access is needed for this site, but the Town is requiring another access has Tanner Way been look into?

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**From:** Andrew Stocks <astocks@stocksengineering.com>
**Sent:** Monday, September 26, 2022 7:24 PM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Subject:** [External] Summer Glen Subdivision - Town of Clayton

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Sam,
Please reference the attached PDF of Summer Glen Subdivision. The Town of Clayton has requested that we eliminate the CDS and provide a connection to Glen Laurel Road. I expressed some concern about this to the Town since we do not own enough property to align with Palmer Drive, the entrance to Glen Ridge Subdivision, but wanted to get your thoughts on before we make any changes to the plans. Can you give us some direction from NCDOTs perspective? Feel free to call me to discuss (252-450-5140).
Thanks,

"For such a time as this",

**The Arietta (Model 850)**

**Conceptual Unit Elevations**

The Arietta
MODEL 850

| | |
|---|---|
| BEDROOMS: | 4 - 5 |
| BATHROOMS: | 2.5 - 4 |
| SQUARE FEET: | 3,351 |

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05/21

## The Arietta (Model 850)

## Picture from Highgate Subdivision

**The Concerto (Model 6260)**

**Conceptual Unit Elevations**

The Concerto
MODEL 6260

BEDROOMS: 4 - 5
BATHROOMS: 2.5 - 3
SQUARE FEET: 2,656

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**The Concerto (Model 6260)**

**Picture from Highgate Subdivision**

**The Melody (Model 6280)**

**Conceptual Unit Elevations**

The Melody
MODEL 6280

| | |
|---|---|
| BEDROOMS: | 3-4 |
| BATHROOMS: | 2.5-3.5 |
| SQUARE FEET: | 2,340 |

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NMLS #1930056
www.nmlsconsumeraccess.org

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**The Melody (Model 6280)**

**Picture from Highgate Subdivision**

**The Grace (Model 62900)**

**Conceptual Unit Elevations**

The Grace
MODEL 62900

| | |
|---|---|
| BEDROOMS: | 4-5 |
| BATHROOMS: | 2.5-3 |
| SQUARE FEET: | 2,454 |

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## The Grace (Model 62900)

## Picture from Highgate Subdivision

## Architectural Standards

1. All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
2. Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
3. Siding elements base package will include premium vinyl siding and allow an upgrade option of Hardi, fiber cement siding, or equivalent including varying patterns such as lap siding, shake, and board and batten styles per architectural elevations.
4. All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
5. Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
6. Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
7. Side roof eaves to be a minimum 10” overhang.
8. All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
9. Architectural style shingles to be used.
10. Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

## General Zoning Conditions

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The developer will be required to pay their portion of the Wilsons Mills Fire District Capital Dept prior to the time the annexation is effective.
4. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
5. All parcels subject to the rezoning and master plan shall be annexed into the Town prior to any additional development approvals.
6. Uses in the Development will be limited to single family residential homes, and any allowed accessory uses within the Town of Clayton UDC for residential development.
7. The following standards will apply to the Development:
    a. Maximum Number of units: 138
    b. Maximum Density: 2.6 Dwelling units per acre
    c. 36% Total Site Impervious Area
    d. Minimum Lot Size: 7,000 SF
        i. 69 lots will be between 7,000 and 7,999 SF
        ii. 40 lots will be between 8,000 and 8,999 SF
        iii. 8 lots will be between 9,000 and 9,999 SF
        iv. 21 lots will be greater than10,000 SF

        (The Planning Director can adjust the variation of lot sizes by 5%)
    e. Minimum Building Setbacks:
        i. Front Setback: 21.5 Feet
        ii. Setback form Sidewalk: 25 Feet
        iii. Side Setback: 6 Feet
        iv. Corner Side Setback: 10 Feet
        v. Rear Setback: 15 Feet
8. Must be a Town Electric Customer
9. Tree protection fence must be installed at the clearing limits to maximize preservation of existing vegetation.
10. A gated emergency access (w/ knox box meeting Town of Clayton Fire Dept. standards) connecting the cul-de-sac on Summer Loop to Glen Laurel Road.
11. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.
12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

    <u>Planned Improvements By NCDOT/Others:</u>

    · According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen

Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

Planned Improvements By Developer:

Glen Laurel Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100’ of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100’ full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

Vinson Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100’ of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100’ full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

# SUMMER GLEN

## GLEN LAUREL ROAD at VINSON ROAD

## CLAYTON, JOHNSTON COUNTY, NORTH CAROLINA

## TOWN OF CLAYTON PROJECT NO. 2022-125-CZM

CONDITIONAL REZONING WITH MASTER PLAN - JULY 15, 2022
REVISED ~~2-27-23 6-19-23 7-19-23~~ 11-29-23

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801 EAST WASHINGTON STREET
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P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM


BLN-C-1874

**SUMMER GLEN**
**GLEN LAURAL RD. at VINSON RD.**
**CLAYTON, NORTH CAROLINA**

### GOVERNING AGENCIES:

PLANNING:

*TOWN OF CLAYTON*
*PLANNING DEPARTMENT.*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: MR. BEN HOWELL, AICP, CZO*
*(919) 359-9364*
*BHOWELL@TOWNOFCLAYTONNC.ORG*

PUBLIC UTILITIES:

*TOWN OF CLAYTON*
*ENGINEERING*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: MR. JOSHUA BAIRD*
*(919) 359-1288*
*JBAIRD@TOWNOFCLAYTONNC.ORG*

NATURAL GAS

*PIEDMONT NATURAL GAS*
*250 FIVE POINTS ROAD*
*DUDLEY, NC 28333*

*CONTACT: MARCUS THOMPSON*
*(919) 920-0257*

ELECTRIC

*TOWN OF CLAYTON*
*653 NC HIGHWAY 42 W*
*CLAYTON, NC 27520*

*MR. ALLEN TURNAGE*
*(919) 553-1530*
*ATURNAGE@TOWNOFCLAYTONNC.ORG*

### UTILITY AGENCIES:

WATER & SEWER:

*TOWN OF CLAYTON*
*PUBLIC UTILITIES*
*111 E SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: (OFFICE)*
*919.553.5002*
*UTILITIES@TOWNOFCLAYTONNC.ORG*

EROSION CONTROL:

*TOWN OF CLAYTON*
*ENGINEERING*
*PO BOX 879*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: JONATHAN JACOBS*
*(919) 359-1297*
*JJACOBS@TOWNOFCLAYTONNC.ORG*

### SITE INFORMATION

PROJECT NAME: ..... SUMMER GLEN SUBDIVISION
SITE LOCATION: ..... GLEN LAUREL RD AND VINSON RD CLAYTON, NORTH CAROLINA

PARID: ..... 05I04010A, 05I04203G, 05I04010 05I04203F, 05I04200S

DEED BOOK/PAGE ..... 0691/03962, 0409/01154, 0691/03962, 0409/01154, 0161/04205

ZONE: ..... EX. – RESIDENTIAL ESTATE (RE) PRO. – CONDITIONAL ZONING WITH MASTER PLAN (CZM)

USE: ..... EX. – AG./RES./VACANT PRO. – SINGLE FAMILY RES.

TOTAL TRACK ACREAGE: ..... ±53.06 Ac.
NUMBER OF PROPOSED LOTS: ..... ±138 LOTS
PROPOSED DENSITY: ..... 2.6 per Acre (<3)
MINIMUM LOT SIZE: ..... 7,000 SF
(ALLOWED TO BE LESS THAN 1/3 AC. IF OPEN SPACE SUBDIVISION)
LINEAR FOOTAGE OF STREETS: ..... ±6,420 LF
AREA OF PROPOSED STREET R/W: ..... ±7.46 Ac.

MINIMUM BUILDING SETBACKS:
FRONT/ R/W: ..... 21.5' (25' FROM SIDEWALK)
SIDE: ..... 6'
CORNER SIDE: ..... 10'
REAR: ..... 15'

PROPERTY IS WITHIN WATER SUPPLY WATERSHED OVERLAY DISTRICT.
RESOURCE CONSERVATION AREAS (RCA) (APPROX.):
WETLANDS: ..... 30,217 SF
BUFFERS: ..... 141,895 SF
STEEP SLOPES(>25%): ..... 13,475 SF
100-YR FLOODPLAIN: ..... 0 SF

REQ. OPEN SPACE (155.203.I.2.B) – 1,245 SF/LOT=171,810 SF(3.94 AC.)
OPEN SPACE COMMON AREA (155.501.E.1.): ..... ±17.9 Ac. (±34%)

MAX. IMPERVIOUS AREA: ..... 36% (19.10 AC)
EST. IMPERVIOUS AREA: ..... 809,159 SF (±35%)
(155.501.E.1 MAX 2 UNITS PER ACRE OR 36% IMPERVIOUS)

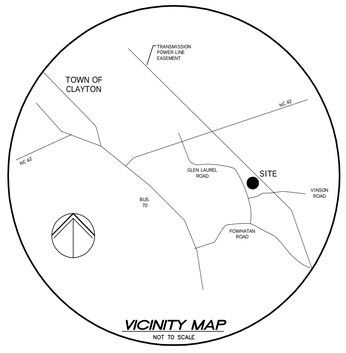
WATER AND SEWER SERVICES PROVIDED BY THE TOWN ON CLAYTON
138 SEWER SERVICES WILL BE REQUIRED TO SERVE THIS DEVELOPMENT.
PROPOSED 141 – 1" DOMESTIC WATER METERS.

SITE PLAN AND CONSTRUCTION DRAWING APPROVAL IS REQUIRED FROM THE TOWN OF CLAYTON PRIOR TO ANY CONSTRUCTION ACTIVITY RELATED TO THIS PROJECT. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

PER DISCUSSION WITH THE TOWN OF CLAYTON STAFF WE PLAN TO DO A JOINT SITE PLAN AND CONSTRUCTION DRAWING REVIEW.

THIS PLAN IS SUBJECT TO MINOR REVISION THROUGHOUT THE CONSTRUCTION DRAWING APPROVAL PROCESS. REVISIONS TO THE APPROVED MASTER PLANS ARE LIMITED.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF CLAYTON ENGINEERING DESIGN STANDARDS, SPECIFICATIONS, AND DETAILS.




VICINITY MAP
NOT TO SCALE

### INDEX


| | |
|---|---|
| COVER | COVER SHEET |
| CE-01.1 | BOUNDARY AND ALTA SURVEY |
| CE-01.2 | BOUNDARY AND ALTA SURVEY |
| CE-02 | MASTER PLAN |
| CE-03 | FIRE TRUCK VEHICLE TRACKING |


TOWN OF CLAYTON GENERAL ZONING CONDITIONS:

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The developer will be required to pay their portion of the Wilsons Mills Fire District Capital Dept prior to the time the annexation is effective.
4. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
5. All parcels subject to the rezoning and master plan shall be annexed into the Town prior to any additional development approvals.
6. Uses in the Development will be limited to single family residential homes, and any allowed accessory uses within the Town of Clayton UDC for residential development.
7. The following standards will apply to the Development:
   a. Maximum Number of units: 139
   b. Maximum Density: 2.6 Dwelling units per acre
   c. 36% Total Site Impervious Area
   d. Minimum Lot Size: 7,000 SF
      d.a. 69 lots will be between 7,000 and 7,999 SF
      d.b. 40 lots will be between 8,000 and 8,999 SF
      d.c. 8 lots will be between 9,000 and 9,999 SF
      d.d. 21 lots will be greater than10,000 SF
      (The Planning Director can adjust the variation of lot sizes by 5%)
   e. Minimum Building Setbacks:
      e.a. Front Setback: 21.5 Feet
      e.b. Setback form Sidewalk: 25 Feet
      e.c. Side Setback: 6 Feet
      e.d. Corner Side Setback: 10 Feet
      e.e. Rear Setback: 15 Feet
8. Must be a Town Electric Customer
9. Tree protection fence must be installed at the clearing limits to maximize preservation of existing vegetation.
10. A gated emergency access (w/ knox box meeting Town of Clayton Fire Dept. standards) connecting the cul-de-sac on Summer Loop to Glen Laurel Road.
11. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.
12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

Planned Improvements By NCDOT/Others:

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

Planned Improvements By Developer:

Glen Laurel Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

Vinson Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.


### Owner/Developer:

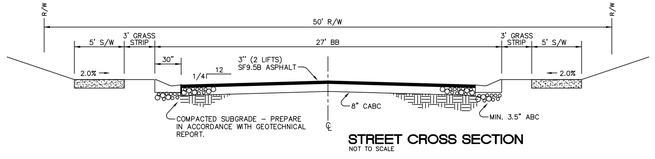
*Wakefield Development, LLC*
*448 Viking Drive, Suite 220*
*Virginia Beach, VA 23452*
*757.463.5000 (v)*
*Contact: Mike Baust*

### Civil Engineering:

*Stocks Engineering, PA*
*801 East Washington Street*
*Nashville, North Carolina 27856*
*252.459.8196 (v) 252.903.6891 (c)*
*Contact: Mike Stocks, PE*
*mstocks@stocksengineering.com*

### Surveying:

*Bateman Civil Survey Company*
*2524 Reliance Avenue*
*Apex, North Carolina 27539*
*919.577.1080 (v)*
*Contact: Josh Davidson, PLS*
*josh@batemancivilsurvey.com*


STREET CROSS SECTION
NOT TO SCALE

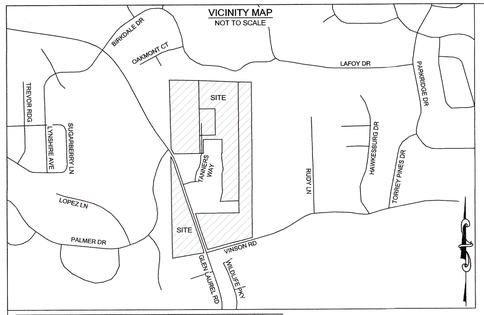
NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
Michael Stocks
7/15/22

COVER SHEET

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |
| |
| |
| |
| |
| FILE NO. 2022-031 |
| HORZ. SCALE: 1"=100' |
| VERT. SCALE: NONE |

COVER

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24




## LEGEND

- EXISTING BOUNDARY CORNER FOUND
- BOUNDARY CORNER SET (3/4" IPS UNLESS OTHERWISE NOTED)
- COMPUTED POINT
- CONCRETE MONUMENT FOUND
- CLEAN OUT
- TRANSFORMER / ELECTRIC BOX
- LIGHT POLE
- UTILITY POLE
- WATER METER
- FIRE HYDRANT
- UTILITY VALVE
- TELEPHONE PEDESTAL
- CABLE PEDESTAL
- CATCH BASIN
- DROP INLET
- UTILITY MANHOLE
- UTILITY HAND HOLE
- AIR CONDITIONING UNIT
- WELL
- SIGN
- F — UNDERGROUND FIBER
- T — UNDERGROUND TELEPHONE
- GAS — UNDERGROUND GAS
- E — UNDERGROUND ELECTRIC
- SD — STORM DRAIN
- OHE — OVERHEAD UTILITY
- GUY WIRE
- BURIED UTILITY MARKER

| | |
|---|---|
| EIP | EXISTING IRON PIPE |
| EIR | EXISTING IRON REBAR |
| IPS | IRON PIPE SET |
| PKS | PK NAIL SET |
| PKF | PK NAIL FOUND |
| SSMH | SANITARY SEWER MANHOLE |
| N | NORTH |
| E | EAST |
| S | SOUTH |
| W | WEST |
| NE | NORTHEAST |
| SE | SOUTHEAST |
| SW | SOUTHWEST |
| NW | NORTHWEST |
| DB | DEED BOOK |
| PG | PAGE |
| BM | BOOK OF MAPS |
| R/W | RIGHT OF WAY |
| POB | POINT OF BEGINNING |
| (T) | TOTAL |
| ~~~ | TIE (INDICATES 2 PARTS OF THE SAME PARCEL) |

## NOTES

1. THE PROPERTY LIES IN ZONE "X" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 3720167800K, DATED 06/20/2018.
2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES AND ALL BEARINGS ARE BASED ON GPS OBSERVATIONS, NAD 83/NSRS 2011/SPC UNLESS OTHERWISE SHOWN.
3. SITE ZONED "R-E" FOR THE TOWN OF CLAYTON PER JOHNSTON COUNTY GIS.
4. AREAS COMPUTED BY COORDINATE METHOD.
5. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY COMPANY, UNDER THE SUPERVISION OF STEVEN P. CARSON, PLS.
6. THIS MAP HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.
7. NO CEMETERIES OR GRAVES WERE OBSERVED AS A RESULT OF THIS SURVEY.
8. NO BUILDINGS OR STRUCTURES WERE OBSERVED AS A RESULT OF THIS SURVEY
9. STREAMS, STREAM BUFFERS & WETLANDS SHOWN PER WETLAND SKETCH MAP BY SAGE ECOLOGICAL SERVICES, DATED MARCH 21, 2022

TO: EQUITY TITLE COMPANY, LLC, FIDELITY NATIONAL TITLE INSURANCE COMPANY AND WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY.
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS OF TABLE A THEREOF (NONE SELECTED). THE FIELDWORK WAS COMPLETED ON APRIL 28TH, 2022.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LAND SURVEYOR STEVEN P. CARSON

7/11/22

STEVEN P. CARSON, PLS — DATE
NC LICENSE NO. 4752

I, STEVEN P. CARSON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED BOOK 3962 PAGE 691, DEED BOOK 4205 PAGE 161, DEED BOOK 1154 PAGE 409); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AS SHOWN HERE ON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000 + ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 11 DAY OF JULY, A.D., 2022.

I, FURTHER THAT IN ACCORDANCE WITH G.S. 47-30-F-11-C-1; CERTIFY THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR " EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LAND SURVEYOR STEVEN P. CARSON

7/11/22

STEVEN P. CARSON, PLS
NC LICENSE NO. 4752

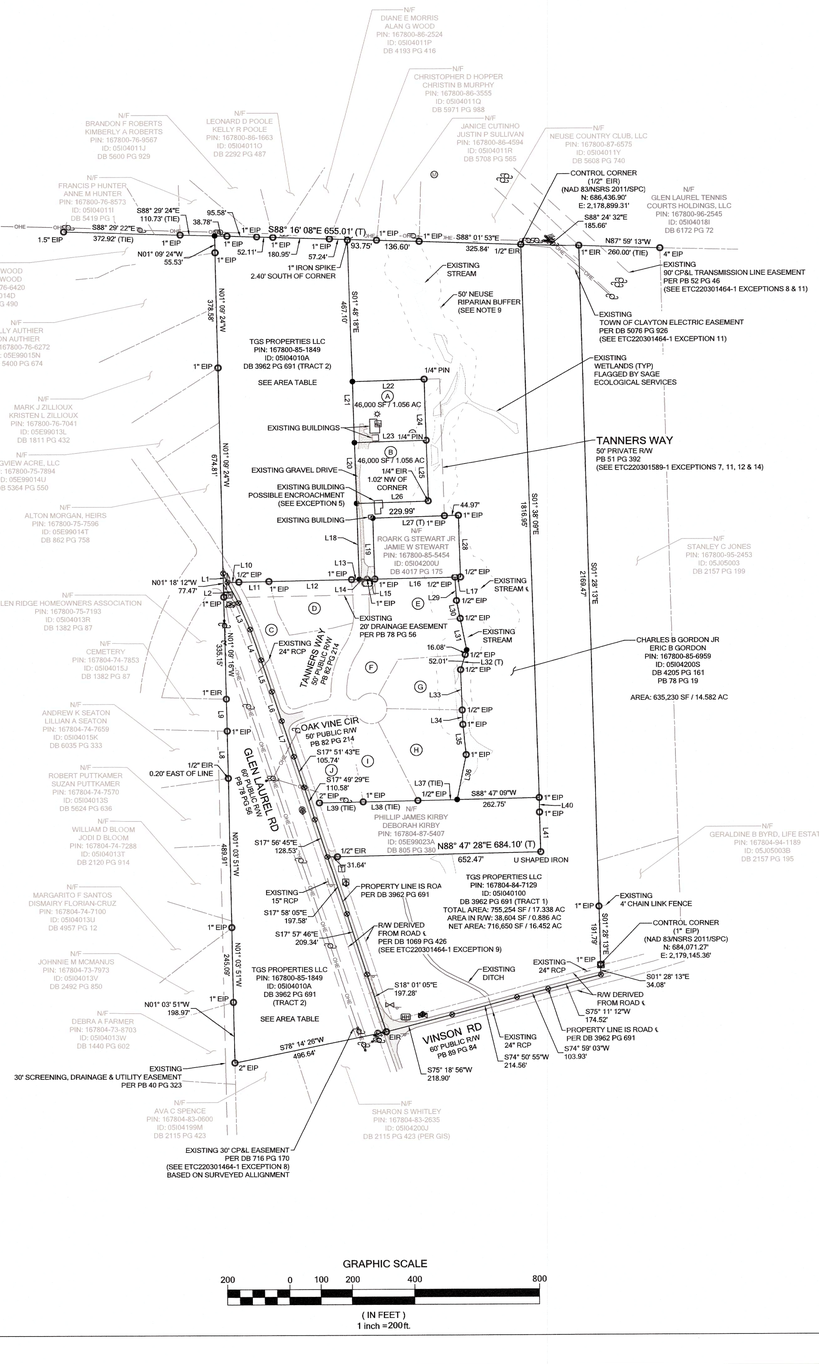
THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

### LOT INFORMATION

| PROPERTY | OWNER | DEED | PIN | ID |
|---|---|---|---|---|
| A | CHARLES B GORDON JR | DB 1154 PG 409 | 167800-85-4971 | 05I04203F |
| B | CHARLES B GORDON JR | DB 1154 PG 409 | 167800-85-4781 | 05I04203G |
| C | MICHAEL P DUNLOP<br>JACQUELINE W DUNLOP | DB 5952 PG 691 | 167800-85-1063 | 05I04203O |
| D | DENIS CANELO<br>KATIE CANELO | DB 4943 PG 703 | 167800-85-2226 | 05I04203Q |
| E | STEVE K STROUSE<br>DIANE A STROUSE | DB 5855 PG 522 | 167800-85-5247 | 05I04203K |
| F | WARRICK L JONES<br>ANDREA M JONES | DB 5039 PG 189 | 167800-85-5124 | 05I04203J |
| G | CHARLES C SUTTON<br>CHRISTY LYNN H SUTTON | DB 4721 PG 209 | 167800-85-5969 | 05I04203L |
| H | BRANDY E B CREECH | DB 4801 PG 579 | 167804-84-5766 | 05I04203M |
| I | AARON L THOMAS<br>VANESA THOMAS | DB 4312 PG 754 | 167804-84-4723 | 05I04203I |
| J | JAMES B GURGANUS<br>CENTENNIAL H GURGANUS | DB 4461 PG 357 | 167804-84-2765 | 05I04203N |

### AREAS OF PIN 167800-85-1849

| NORTHERN SECTION | AREA |
|---|---|
| TOTAL | 485,021 SF / 11.134 AC |
| IN R/W | 2,011 SF / 0.046 AC |
| NET | 483,010 SF / 11.088 AC |
| SOUTHERN SECTION | |
| TOTAL | 410,453 SF / 9.423 AC |
| IN R/W | 46,740 SF / 1.073 AC |
| NET | 363,713 SF / 8.350 AC |
| TOTAL PARCEL | |
| TOTAL | 895,474 SF / 20.557 AC |
| IN R/W | 48,751 SF / 1.119 AC |
| NET | 846,723 SF / 19.438 |




| LINE TABLE | | |
|---|---|---|
| LINE# | DIRECTION | LENGTH |
| L1 | S24° 41' 24"E | 32.33' |
| L2 | N27° 50' 58"W | 76.78' |
| L3 | S22° 47' 42"E | 94.11' |
| L4 | S19° 08' 39"E | 106.37' |
| L5 | S18° 18' 38"E | 109.77' |
| L6 | S18° 01' 43"E | 101.50' |
| L7 | S18° 00' 29"E | 123.02' |
| L8 | N01° 03' 51"W | 155.03' |
| L9 | N01° 09' 16"W | 105.00' |
| L10 | S88° 49' 44"W | 36.97' |
| L11 | S88° 49' 44"W | 96.87' |
| L12 | S88° 49' 44"W | 264.47' |
| L13 | S88° 49' 44"W | 24.97' |
| L14 | S88° 50' 00"W | 25.02' |
| L15 | S88° 50' 00"W | 25.04' |
| L16 | N88° 50' 00"E | 257.08' |
| L17 | S88° 50' 00"W | 17.98' |
| L18 | S01° 44' 46"E | 250.03' |

| LINE TABLE | | |
|---|---|---|
| LINE# | DIRECTION | LENGTH |
| L19 | S01° 45' 16"E | 200.61' |
| L20 | S01° 45' 30"E | 200.00' |
| L21 | S01° 45' 30"E | 200.00' |
| L22 | S88° 14' 30"W | 230.00' |
| L23 | S88° 14' 30"W | 230.00' |
| L24 | N01° 45' 30"W | 200.00' |
| L25 | N01° 45' 30"W | 200.00' |
| L26 | N88° 14' 30"E | 230.00' |
| L27 | S88° 15' 57"W | 274.96' |
| L28 | N01° 46' 36"W | 203.34' |
| L29 | N03° 17' 54"W | 77.05' |
| L30 | N11° 06' 00"W | 59.49' |
| L31 | N11° 06' 00"W | 105.09' |
| L32 | N16° 41' 40"E | 68.09' |
| L33 | N02° 07' 38"W | 132.30' |
| L34 | N02° 07' 38"W | 47.67' |
| L35 | N05° 45' 24"W | 99.82' |
| L36 | N11° 29' 43"E | 149.79' |

| LINE TABLE | | |
|---|---|---|
| LINE# | DIRECTION | LENGTH |
| L37 | S88° 46' 47"W | 126.36' |
| L38 | S88° 46' 47"W | 175.27' |
| L39 | S88° 46' 47"W | 140.20' |
| L40 | S01° 29' 44"E | 47.82' |
| L41 | S01° 29' 44"E | 129.73' |

# BATEMAN CIVIL SURVEY COMPANY
ENGINEERS ● SURVEYORS ● PLANNERS
2524 RELIANCE AVENUE, APEX, NC 27539
PHONE: (919) 577-1080 FAX: (919) 577-1081
INFO@BATEMANCIVILSURVEY.COM
NCBELS FIRM# C-2378

# ALTA/NSPS/LAND TITLE SURVEY
EXCLUSIVELY FOR: WAKEFIELD DEVELOPMENT
PROPERTY PINS:
167800-85-1849, 167800-85-6959, 167804-84-7129, 167800-85-4781 & 167800-85-4971
AS RECORDED IN: DEED BOOK 3962, PAGE 691, DEED BOOK 4205, PAGE 161, & DEED BOOK 1154, PAGE 409
CLAYTON TOWNSHIP - JOHNSTON COUNTY - NORTH CAROLINA

REVISIONS
1. ADDED FEATURES FOR LOTS A & B (5/02/22)
2. ADDED SECOND TITLE REPORT (6/02/22)
3. REVISED SECOND TITLE REPORT (7/06/22)
4.

DESIGNED BY: N/A
DRAWN BY: ELS
CHECKED BY: SPC
SCALE: 1" = 200'
DATE: 04/28/2022
JOB NUMBER: 220214

SHEET 1 OF 2

SURVEY COMMENTS
SURVEY MADE BY BATEMAN CIVIL SURVEY COMPANY
DATED 04/27/2022, JOB NO. 220214

SCHEDULE A

ISSUING AGENT: EQUITY TITLE COMPANY, LLC
ISSUING OFFICE: 200 GOLDEN OAK COURT, STE. 150, VIRGINIA BEACH, VA 23452
ISSUING OFFICE'S ALTA REGISTRY ID: 1117969
COMMITMENT NO.: ETC220301464-1
PROPERTY ADDRESS: 36.89 ACRES, MORE OR LESS, ON GLEN LAUREL RD, CLAYTON, NC 27527

1. COMMITMENT DATE: APRIL 1, 2022 AT 08:00 AM

2. POLICY TO BE ISSUED:
(A) ALTA OWNERS POLICY (06/17/06)
PROPOSED INSURED: WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY
POLICY AMOUNT: $1,660,050.00

3. THE ESTATE OR INTEREST IN THE LAND DESCRIBED OR REFERRED TO IN THIS COMMITMENT IS:
FEE SIMPLE.

4. TITLE TO THE FEE SIMPLE ESTATE OR INTEREST IN THE LAND IS, AT THE COMMITMENT DATE, VESTED IN:
TGS PROPERTIES, LLC, A NORTH CAROLINA LIMITED LIABILITY COMPANY

5. THE LAND IS DESCRIBED AS FOLLOWS:

TRACT 1:
BEGINNING AT A STAKE IN THE INTERSECTION OF STATE ROAD 1902 AND STATE ROAD 1903, CORNER OF LOT NOS. 1 AND 5, AND RUNNING THENCE WITH THE CENTER OF STATE ROAD 1902, NORTH 13 DEGREES 55 MINUTES WEST 607.75 FEET TO A STAKE IN THE CENTER OF THE ROAD, CORNER OF LOT NO. 4; THENCE WITH THE LINE OF LOT NO. 4 NORTH 86 DEGREES 45 MINUTES WEST 690 FEET TO A STAKE, CORNER OF LOT NO. 4; THENCE WITH THE LINE OF LOT NO. 4 NORTH 3 DEGREES 15 MINUTES EAST 2001 FEET TO A STAKE, CORNER OF LOT NO. 4; THENCE SOUTH 83 DEGREES 30 MINUTES EAST 205.25 FEET TO A STAKE; THENCE SOUTH 3 DEGREES 15 MINUTES WEST 2409 FEET TO A STAKE IN THE MIDDLE OF STATE ROAD 1903; CORNER OF LOT NO. 4-A; THENCE WITH THE CENTER OF STATE ROAD 1903 NORTH 79 DEGREES 25 MINUTES EAST 697.5 FEET TO THE POINT AND PLACE OF BEGINNING, AND CONTAINING 19.5 ACRES, MORE OR LESS.
SAID TRACT BEING LOT NO. 5 IN THE DIVISION OF THE LANDS OF AMANDA E. DAVIS, DECEASED, AND AS ALLOTTED THEREIN TO EMMA D. BENSON, DECEASED; SAID DIVISION BEING MADE IN SPECIAL PROCEEDING NO. 2372 AND CID #6909, OFFICE OF CLERK OF SUPERIOR COURT OF JOHNSTON COUNTY; AND SIMALL CORNER LOT INCLUDED IN LOT NO. 3-A CONVEYED TO VESTOR BENSON, DECEASED, AND WIFE, EMMA BENSON, DECEASED, BY DEED RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR JOHNSTON COUNTY IN BOOK NO. 638, PAGE 625; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THADDEUS A. SMITH AND SPOUSE, GRACE B. SMITH PURSUANT TO DEED RECORDED IN BOOK 870, PAGE 101, JOHNSTON COUNTY REGISTRY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THAD AND GRACE SMITH PROPERTIES, L.L.C., PURSUANT TO DEED RECORDED IN BOOK 1921, PAGE 351, JOHNSTON COUNTY REGISTRY.

TRACT 2:
BEGINNING AT A STAKE IN THE INTERSECTION OF THE POWHATAN ROAD AND A PUBLIC ROAD, CORNER OF LOT NOS. 1 AND 3-A AND RUNS THENCE WITH THE LINE OF LOT NO. 3-A, NORTH 86 DEGREES 45 MINUTES WEST 490.3 FEET TO A STAKE, CORNER OF LOT NO. 3-A; THENCE NORTH 3 DEGREES 15 MINUTES EAST 2628.2 FEET TO A STAKE; THENCE SOUTH 83 DEGREES 30 MINUTES EAST 420.25 FEET TO A STAKE, CORNER OF LOT NO. 2; THENCE WITH THE LINE OF LOT NO. 2, SOUTH 3 DEGREES 15 MINUTES WEST 1111.5 FEET TO A STAKE; THENCE NORTH 86 DEGREES 45 MINUTES WEST 418 FEET TO A STAKE IN THE CENTER OF THE POWHATAN ROAD; THENCE WITH THE CENTER OF SAID ROAD, SOUTH 13 DEGREES 55 MINUTES EAST 1557.75 FEET TO THE POINT AND PLACE OF BEGINNING, AND CONTAINING 19.6 ACRES, MORE OR LESS. SAID TRACT BEING LOT NO. 1 IN THE DIVISION OF THE LANDS OF AMANDA E. DAVIS, DECEASED, AND AS ALLOTTED THEREIN TO THE HEIRS-AT-LAW OF MYRTLE DAVIS BENSON, DECEASED; SAID DIVISION BEING MADE IN SPECIAL PROCEEDING NO. 2372 AND CID#6909, OFFICE OF CLERK OF SUPERIOR COURT OF JOHNSTON COUNTY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THADDEUS A. SMITH AND SPOUSE, GRACE B. SMITH PURSUANT TO DEED RECORDED IN BOOK 870, PAGE 102, JOHNSTON COUNTY REGISTRY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THAD AND GRACE SMITH PROPERTIES, L.L.C. PURSUANT TO DEED RECORDED IN BOOK 1921, PAGE 351, JOHNSTON COUNTY REGISTRY.

LESS AND EXCEPT THAT PORTION OF RIGHT-OF-WAY CONVEYED IN BOOK 1069, PAGE 426.

NOTE: DESCRIPTION FOR TRACT 1 ABOVE, AS SHOWN ON DEED INTO TGS PROPERTIES, LLC RECORDED IN BOOK 3692, PAGE 691 CONTAINS INCORRECT DIRECTIONS AT CALLS 2 AND 6. SAID CALLS MUST BE CORRECTED IN DEED REQUIRED HEREIN WITH NEW METES AND BOUNDS DESCRIPTION FOR THE INSURED PARCEL AS PROVIDED BY SURVEYOR.

COMMITMENT NO.: ETC220301464-1

SCHEDULE B, PART II
EXCEPTIONS

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

THE POLICY WILL NOT INSURE AGAINST LOSS OR DAMAGE RESULTING FROM THE TERMS AND PROVISIONS OF ANY LEASE OR EASEMENT IDENTIFIED IN SCHEDULE A, AND WILL INCLUDE THE FOLLOWING EXCEPTIONS UNLESS CLEARED TO THE SATISFACTION OF THE COMPANY:

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I - REQUIREMENTS ARE MET.
(NO MATTER OF SURVEY)

2. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION AND EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

3. ANY LIEN, CLAIM OR RIGHT TO A LIEN, FOR SERVICES, LABOR OR MATERIAL HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BY LAW AND NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

4. TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

NOTE: ITEMS 1, 2, 3 AND 4 ABOVE WILL NOT APPEAR ON THE FINAL MORTGAGEE TITLE POLICY PROVIDED THAT THE REQUIREMENTS APPEARING UNDER SCHEDULE B-SECTION I OF THIS COMMITMENT HAVE BEEN COMPLIED WITH.

5. ANY DISCREPANCY, CONFLICT, MATTER AFFECTING ACCESS, SHORTAGE IN AREA OR BOUNDARY LINES, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OVERLAP, SETBACK, EASEMENT OR CLAIMS OF EASEMENT, RIPARIAN RIGHT, AND TITLE TO LAND WITHIN ROADS, WAYS, RAILROADS, WATERCOURSES, BURIAL GROUNDS, MARSHES, DREDGED OR FILLED AREAS OR LAND BELOW THE MEAN HIGH-WATER MARK OR WITHIN THE BOUNDS OF ANY ADJOINING BODY OF WATER, OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY A CURRENT INSPECTION AND ACCURATE AND COMPLETE LAND SURVEY OF THE LAND.
(AS SHOWN HEREON)

6. THE LIEN FOR ALL TAXES FOR THE YEAR 2022 AND THEREAFTER, WHICH ARE NOT YET DUE AND PAYABLE.
(NO MATTER OF SURVEY)

7. ANY PRESENT, PAST OR FUTURE REAL ESTATE TAXES WHICH MAY BECOME DUE AND PAYABLE ON THE LAND UNDER THE LAND USE ORDINANCE OF THE COUNTY OF JOHNSTON, NC OR ANY OTHER ROLL BACK TAXES WHICH ARE NOT YET DUE AND PAYABLE BECAUSE OF THE CLASSIFICATION OR THE USE OF THE LAND.
(NO MATTER OF SURVEY)

8. EASEMENT IN FAVOR OF CAROLINA POWER AND LIGHT COMPANY AS RECORDED IN BOOK 646, PAGE 372 AND BOOK 716, PAGE 170.
(AS SHOWN HEREON)

9. RIGHT OF WAY AGREEMENT IN FAVOR OF NC DEPARTMENT OF TRANSPORTATION, AS RECORDED IN BOOK 1069, PAGE 426 (TRACT 2).
(AS SHOWN HEREON)

10. RIGHT OF WAY AND EASEMENT AGREEMENT IN FAVOR OF AMERICAN TELEPHONE AND TELEGRAPH COMPANY AS RECORDED IN BOOK 1109, PAGE 354.
(NO PLOTTABLE DESCRIPTION FOUND)

11. EASEMENT IN FAVOR OF TOWN OF CLAYTON AS RECORDED IN BOOK 5076, PAGE 926, AND AS SHOWN ON EXHIBIT THERETO, A 90' DUKE PROGRESS TRANSMISSION RIGHT OF WAY.
(AS SHOWN HEREON)

12. ANY RIGHT, EASEMENT, SETBACK, INTEREST, CLAIM, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATIONS OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE DISCLOSED BY PLAT(S) RECORDED IN BOOK OF MAPS 9, PAGE 3, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

13. REFERENCE TO QUANTITY OF ACREAGE IS FOR DESCRIPTIVE PURPOSES ONLY AND THE POLICY WILL NOT INSURE AS TO QUANTITY OF ACREAGE NOR TO THE ACCURACY OF THE COMPUTATION THEREOF.
(NO MATTER OF SURVEY)

14. TITLE TO THAT PORTION OF THE LAND WITHIN THE RIGHT-OF-WAY OF ANY PUBLIC ROAD.
(AS SHOWN HEREON)

THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LICENSED SURVEYOR STEVEN P. CARLSON

SURVEY COMMENTS
SURVEY MADE BY BATEMAN CIVIL SURVEY COMPANY
DATED 04/27/2022, JOB NO. 220214

SCHEDULE A

ISSUING AGENT: EQUITY TITLE COMPANY, LLC
ISSUING OFFICE: 200 GOLDEN OAK COURT, STE. 150, VIRGINIA BEACH, VA 23452
ISSUING OFFICE'S ALTA REGISTRY ID: 1117969
COMMITMENT NO.: ETC220301589-1
PROPERTY ADDRESS: TWO 1.06 ACRES TRACTS ON TANNERS WAY NEAR GLEN LAUREL DRIVE, CLAYTON, NC 27527
15.06 ACRES MORE OR LESS NEAR GLEN LAUREL DRIVE, CLAYTON, NC 27527
REVISION NO.: 2

1. COMMITMENT DATE: APRIL 22, 2022 AT 08:00 AM

2. POLICY TO BE ISSUED:
(A) ALTA OWNERS POLICY (06/17/06)
PROPOSED INSURED: WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY
POLICY AMOUNT: $793,100.00

3. THE ESTATE OR INTEREST IN THE LAND DESCRIBED OR REFERRED TO IN THIS COMMITMENT IS:
FEE SIMPLE AND THE APPURTENANT EASEMENT.

4. THE TITLE IS, AT THE COMMITMENT DATE, VESTED IN:
CHARLES B. GORDON, JR. (AS TO PARCEL ONE)
CHARLES B. GORDON, JR. AND ERIC B. GORDON (AS TO PARCEL TWO)

5. THE LAND IS DESCRIBED AS FOLLOWS:

PARCEL ONE:
ALL OF LOT 1, 1.056 ACRES AND ALL OF LOT 2, 1.056 ACRES AS SHOWN ON PLAT THEREOF RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY, REGISTRY.

TOGETHER WITH THAT CERTAIN 50' ACCESS EASEMENT AS INDICATED ON PLAT RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY, REGISTRY, LESS THAT PORTION OF THE 50' ACCESS EASEMENT EXTINGUISHED IN PLAT BOOK 77, PAGE 480 (SEE ALSO PLAT BOOK 51, PAGE 392 AND PLAT BOOK 8, PAGE 19, FOR FURTHER DEPICTIONS OF SAID EASEMENT)

PARCEL TWO:
BEGINNING AT AN EXISTING PK NAIL LOCATED IN THE CENTERLINE OF NCSR 1901 (GLEN LAUREL ROAD), SAID EXISTING PK NAIL BEING SOUTHWEST CORNER OF PROPERTY OWNED BY ERIC B. GORDON AND AMANDA DAVIS GARDNER (DEED BOOK 3150, PAGE 687) AND RUNNING THENCE ALONG THE CENTERLINE OF NCSR 1902 THE FOLLOWING COURSES AND DISTANCES: NORTH 14 DEGREES 34 MINUTES 56 SECONDS WEST 114.10 FEET, NORTH 13 DEGREES 58 MINUTES 07 SECONDS WEST 146.66 FEET, NORTH 14 DEGREES 53 MINUTES 02 SECONDS WEST 19.25 FEET, NORTH 13 DEGREES 16 MINUTES 02 SECONDS WEST 75.00 FEET, NORTH 15 DEGREES 38 MINUTES 35 SECONDS WEST 159.74 FEET, NORTH 14 DEGREES 53 MINUTES 05 SECONDS WEST 53.56 FEET, NORTH 16 DEGREES 31 MINUTES 45 SECONDS WEST 100.00 FEET, NORTH 20 DEGREES 28 MINUTES 13 SECONDS WEST 87.30 FEET, NORTH 35 DEGREES 01 MINUTE 01 SECOND WEST 15.91 FEET TO AN EXISTING PK NAIL, THENCE RUNNING SOUTH 87 DEGREES 17 MINUTES 53 SECONDS EAST 423.28 FEET TO AN EXISTING IRON PIPE; THENCE RUNNING NORTH 02 DEGREES 06 MINUTES 08 SECONDS EAST 1,116.36 FEET TO AND EXISTING IRON PIPE; THENCE RUNNING SOUTH 84 DEGREES 30 MINUTES 33 SECONDS EAST 556.50 FEET TO A POINT; THENCE RUNNING SOUTH 02 DEGREES 19 MINUTES 10 SECONDS WEST 1,664.31 FEET TO A POINT; THENCE RUNNING SOUTH 01 DEGREE 35 MINUTES 30 SECONDS WEST 54.26 FEET TO A POINT; THENCE RUNNING SOUTH 01 DEGREE 30 MINUTES 09 SECONDS WEST 100.08 FEET TO A POINT; THENCE RUNNING NORTH 87 DEGREES 20 MINUTES 05 SECONDS WEST 262.77 FEET TO AN EXISTING IRON PIPE; THENCE RUNNING NORTH 87 DEGREES 20 MINUTES 05 SECONDS WEST 473.01 FEET TO THE POINT AND PLACE OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING PARCELS OF LAND:
1. BEING ALL OF LOT 1, CONTAINING 1.275 ACRES, MORE OR LESS, AS SHOWN ON A MAP RECORDED IN PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

2. BEING ALL OF LOT 1, CONTAINING 1.056 ACRES, MORE OR LESS, AS SHOW ON A MAP RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

3. BEING ALL OF LOT 2, CONTAINING 1.056 ACRES, MORE OR LESS, AS SHOWN ON A MAP CORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

4. BEING ALL OF THAT 50' ACCESS EASEMENT WHICH IS SHOWN AS TANNER'S WAY ON THOSE MAPS RECORDED IN PLAT BOOK 44, PAGE 381 AND PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY.

THE ABOVE-DESCRIBED REAL PROPERTY IS NOW SHOWN ON THAT MAP RECORDED IN PLAT BOOK 78, PAGE 19, JOHNSTON COUNTY REGISTRY.

LESS AND EXCEPT THOSE PARCELS DEPICTED ON PLAT BOOK 78, PAGE 56 AND ON PLAT BOOK 82, PAGE 214, JOHNSTON COUNTY REGISTRY.

COMMITMENT NO.: ETC220301589-1

SCHEDULE B, PART II
EXCEPTIONS

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

THE POLICY WILL NOT INSURE AGAINST LOSS OR DAMAGE RESULTING FROM THE TERMS AND PROVISIONS OF ANY LEASE OR EASEMENT IDENTIFIED IN SCHEDULE A, AND WILL INCLUDE THE FOLLOWING EXCEPTIONS UNLESS CLEARED TO THE SATISFACTION OF THE COMPANY:

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I - REQUIREMENTS ARE MET.
(NO MATTER OF SURVEY)

2. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION AND EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

3. ANY LIEN, CLAIM OR RIGHT TO A LIEN, FOR SERVICES, LABOR OR MATERIAL HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BY LAW AND NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

4. TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

5. ANY DISCREPANCY, CONFLICT, MATTER AFFECTING ACCESS, SHORTAGE IN AREA OR BOUNDARY LINES, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OVERLAP, SETBACK, EASEMENT OR CLAIMS OF EASEMENT, RIPARIAN RIGHT, AND TITLE TO LAND WITHIN ROADS, WAYS, RAILROADS, WATERCOURSES, BURIAL GROUNDS, MARSHES, DREDGED OR FILLED AREAS OR LAND BELOW THE MEAN HIGH-WATER MARK OR WITHIN THE BOUNDS OF ANY ADJOINING BODY OF WATER, OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY A CURRENT INSPECTION AND ACCURATE AND COMPLETE LAND SURVEY OF THE LAND. (TO BE DELETED UPON RECEIPT OF REQUIREMENT NOTED UNDER SCHEDULE B, PART I, ITEM #7, HEREIN)
(AS SHOWN HEREON)

6. THE LIEN FOR ALL TAXES FOR THE YEAR 2022 , WHICH ARE NOT YET DUE AND PAYABLE, AND SUBSEQUENT YEARS.
(NO MATTER OF SURVEY)

7. DECLARATION OF RESTRICTIONS AND PROVISIONS FOR PRIVATE ROAD MAINTENANCE RECORDED IN BOOK 1683, PAGE 155, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

8. EASEMENTS IN FAVOR OF CAROLINA POWER & LIGHT COMPANY RECORDED IN BOOK 716, PAGE 171, BOOK 1045, PAGE 315, BOOK 1447, PAGE 695 AND BOOK 3995, PAGES 23, 25 AND 27, JOHNSTON COUNTY REGISTRY.
(EASEMENTS ARE BLANKET IN NATURE, UNABLE TO PLOT)

9. DELETED PER SURVEYOR

10. MEMORANDUM OF WATER USE AGREEMENT RECORDED IN BOOK 2373, PAGE 455, JOHNSTON COUNTY REGISTRY.
(NO MATTER OF SURVEY)

11. RIGHTS OF OTHERS IN AND TO TANNER'S WAY AND ACCESS EASEMENT ON PLAT BOOK 44, PAGE 381.
(AS SHOWN HEREON)

12. FIFTY (50) FOOT PRIVATE RIGHT OF WAY AS SHOWN ON PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

13. TITLE TO ANY HOUSE TRAILER, MOBILE HOME, OR MANUFACTURED HOME LOCATED ON THE LAND.
(NO MATTER OF SURVEY)

14. ANY RIGHT, EASEMENT, SETBACK, INTEREST, CLAIM, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATIONS OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE DISCLOSED BY PLAT(S) RECORDED IN PLAT BOOK 44, PAGE 381, PLAT BOOK 51, PAGE 392, PLAT BOOK 78, PAGE 19, PLAT BOOK 77, PAGE 480, PLAT BOOK 32, PAGE 343 AND PLAT BOOK 9, PAGE 3.
(AS SHOWN HEREON)

15. THE FOLLOWING MATTER(S) AS SHOWN ON PLAT OF SURVEY BY BATEMAN CIVIL SURVEY COMPANY, DATED APRIL 28, 2022 LAST REVISED JUNE 2, 2022, AND ANY EASEMENT(S) OR RIGHT(S)-OF-WAY ASSOCIATED THEREWITH, INCLUDING THE FOLLOWING:

A) EXISTING BUILDING ENCROACHMENTS AS SHOWN ON SURVEY;
B) 50' NEUSE RIPARIAN BUFFER; AND 50' RIPARIAN BUFFER SHOW ON PLAT BOOK 78, PAGE 56;
C) RIGHTS OF UPPER AND LOWER RIPARIAN OWNERS IN AND TO THE WATERS OF STREAM CROSSING OR ADJOINING THE LAND, AND THE NATURAL FLOW THEREOF, FREE FROM DIMINUTION OR POLLUTION;
D) 50' PRIVATE R/W AS SHOWN ON SURVEY;
E) ANY TITLE OR RIGHTS ASSERTED BY ANYONE, INCLUDING BUT NOT LIMITED TO, PERSONS, CORPORATION, GOVERNMENTS OR OTHER ENTITIES, TO WETLANDS AS ESTABLISHED OR CHANGED BY THE UNITED STATES GOVERNMENT OR WATERS RIGHTS, IF ANY.
(AS SHOWN HEREON)

AS-SURVEYED LEGAL DESCRIPTIONS
COMMITMENT NO.: ETC220301589-1

167800-85-4971
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AS DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 1 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-4971), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/4" IRON PIN FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 1 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 685,995.21' AND E= 2,178,588.01'; THENCE, FROM THE POINT OF BEGINNING, S01°45'30"E A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N88°14'30"E A DISTANCE OF 230.00 TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 46,000 SQUARE FEET OR 1.056 ACRES, MORE OR LESS.

167800-85-4781
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AS DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 2 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-4781), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/4" IRON PIN FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 2 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 685,795.35' AND E= 2,178,594.14'; THENCE, FROM THE POINT OF BEGINNING, S01°45'30"E A DISTANCE OF 200.00 FEET TO A COMPUTED POINT, SAID POINT BEING 1.02 FEET SOUTHEAST OF A 1/4" IRON REBAR FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N88°14'30"W A DISTANCE OF 230.00 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 46,000 SQUARE FEET OR 1.056 ACRES, MORE OR LESS.

167800-85-6959
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AND ERIC B GORDON AS DESCRIBED IN DEED BOOK 4205 AT PAGE 161 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-6959), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/2" IRON REBAR FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 4205 AT PAGE 161 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 686,436.90' AND E= 2,178,899.31'; THENCE, FROM THE POINT OF BEGINNING S01°38'09"E A DISTANCE OF 1,816.95 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°47'09"W A DISTANCE OF 262.75 FEET TO A 3/4" IRON PIPE SET; THENCE, N11°29'43"E A DISTANCE OF 149.79 FEET TO A 1" IRON PIPE FOUND; THENCE, N05°45'24"W A DISTANCE OF 99.82 FEET TO A 1" IRON PIPE FOUND; THENCE, N02°07'38"W A DISTANCE OF 47.67 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N02°07'38"W A DISTANCE OF 132.30 FEET TO A 1/2" IRON PIE FOUND; THENCE, N16°41'40"E A DISTANCE OF 52.01 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N16°41'40"E A DISTANCE OF 16.08 FEET TO A 3/4" IRON PIPE SET; THENCE, N11°06'00"W A DISTANCE OF 105.09 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N11°06'00"W A DISTANCE OF 59.49 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N03°17'54"W A DISTANCE OF 77.05 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N68°50'00"E A DISTANCE OF 17.98 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N01°46'36"W A DISTANCE OF 203.34 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°15'57"W A DISTANCE OF 44.97 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°15'57"W A DISTANCE OF 229.99 FEET TO A 3/4" IRON PIPE SET; THENCE, S01°45'16"E A DISTANCE OF 200.61 FEET TO A 1" IRON PIPE FOUND ON THE NORTHERN EDGE OF THE PUBLIC RIGHT OF WAY OF TANNERS WAY; THENCE, WITH SAID RIGHT OF WAY, S88°50'00"W A DISTANCE OF 25.04 FEET TO A 1" IRON PIPE FOUND; THENCE, CONTINUING WITH SAID RIGHT OF WAY, S88°50'00"W A DISTANCE OF 25.02 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°44'46"W A DISTANCE OF 250.03 FEET TO A 3/4" IRON PIPE SET; THENCE, N80°41'40"E A DISTANCE OF 230.00 FEET TO A COMPUTED POINT, SAID POINT BEING 1.02 FEET SOUTHEAST OF A 1/4" IRON REBAR FOUND; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°48'18"W A DISTANCE OF 467.10 FEET TO A COMPUTED POINT, SAID POINT BEING 2.40 FEET NORTH OF A 1" IRON SPIKE FOUND; THENCE, S88°16'08"E A DISTANCE OF 83.75 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°16'08"E A DISTANCE OF 136.60 FEET TO A 1" IRON PIPE FOUND; THENCE S88°01'53"E A DISTANCE OF 325.84 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 635,230 SQUARE FEET OR 14.582 ACRES, MORE OR LESS.

THE ABOVE DESCRIBED PARCELS BEING THE SAME AS THOSE DESCRIBED IN SCHEDULE C OF THE TITLE COMMITMENT CREATED BY EQUITY TITLE COMPANY, LLC, COMMITMENT NUMBER ETC220301589, DATED APRIL 22, 2002.


BATEMAN CIVIL SURVEY COMPANY
ENGINEERS • SURVEYORS • PLANNERS
2524 RELIANCE AVENUE, APEX, NC 27539
PHONE: (919) 577-1080 FAX: (919) 577-1081
INFO@BATEMANCIVILSURVEY.COM
NCBELS FIRM# C-2378


# ALTA/NSPS/LAND TITLE SURVEY

EXCLUSIVELY FOR: WAKEFIELD DEVELOPMENT

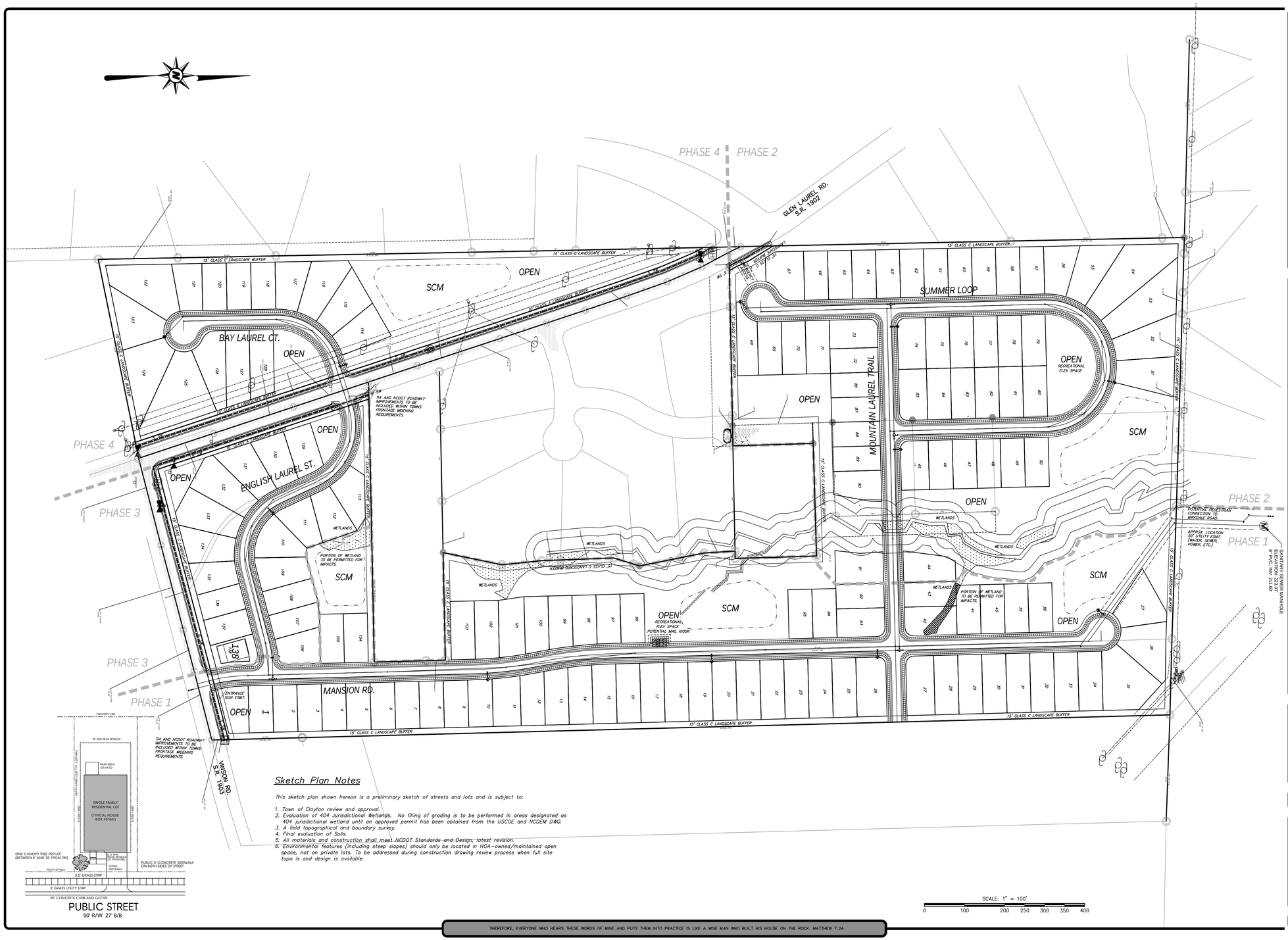
PROPERTY PINS:
167800-85-1849, 167800-85-6959, 167804-84-7129, 167800-85-4781 & 167800-85-4971
AS RECORDED IN: DEED BOOK 3992, PAGE 691, DEED BOOK 4205, PAGE 161, & DEED BOOK 1154, PAGE 409

CLAYTON TOWNSHIP - JOHNSTON COUNTY - NORTH CAROLINA

REVISIONS
1. ADDED FEATURES FOR LOTS A & B (5/02/22)
2. ADDED SECOND TITLE REPORT (6/02/22)
3. REVISED SECOND TITLE REPORT (7/06/22)
4.

DESIGNED BY: N/A
DRAWN BY: ELS
CHECKED BY: SPC
SCALE: 1" = 200'
DATE: 04/28/2022
JOB NUMBER: 220214

SHEET 2 OF 2




## Sketch Plan Notes

*This sketch plan shown hereon is a preliminary sketch of streets and lots and is subject to:*

1. *Town of Clayton review and approval.*
2. *Evaluation of 404 Jurisdictional Wetlands. No filling of grading is to be performed in areas designated as 404 jurisdictional wetland until an approved permit has been obtained from the USCOE and NCDEM DWQ.*
3. *A field topographical and boundary survey.*
4. *Final evaluation of Soils.*
5. *All materials and construction shall meet NCDOT Standards and Design; latest revision.*
6. *Environmental features (including steep slopes) should only be located in HOA-owned/maintained open space, not on private lots. To be addressed during construction drawing review process when full site topo is and design is available.*

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24

STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM

BLN-C-1874

# SUMMER GLEN
## GLEN LAURAL RD. at VINSON RD.
## CLAYTON, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
7/15/22

**MASTER PLAN**

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

| | |
|---|---|
| FILE NO. | 2022-031 |
| HORZ. SCALE: | 1"=100' |
| VERT. SCALE: | N/A |

CE-02

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24


STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM


BLN-C-1874

**SUMMER GLEN**
**GLEN LAURAL RD. at VINSON RD.**
**CLAYTON, NORTH CAROLINA**

NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
J. Michael Stocks
7/15/22

**FIRE TRUCK TRACKING**

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

| | |
|---|---|
| FILE NO. | 2022-031 |
| HORZ. SCALE: | 1"=100' |
| VERT. SCALE: | N/A |

CE-03

## LOT SIZE LEGEND

| | | | |
|---|---|---|---|
| 7000 - 7999 | = | BLUE | (69) |
| 8000 - 8900 | = | ORANGE | (40) |
| 9000 - 9999 | = | BROWN | (8) |
| 10000 + | = | PURPLE | (21) |

RE Zoning

RE Zoning

RE Zoning

R10 Zoning

R8 Zoning

RE Zoning

RE Zoning

R10 Zoning

RE Zoning

PHASE 4

PHASE 2

PHASE 3

PHASE 1

BAY LAUREL CT.

ENGLISH LAUREL ST.

MOUNTAIN LAUREL TRAIL

SUMMER LOOP

MANSION RD.

SCM

OPEN

OPEN RECREATIONAL FLEX SPACE

POTENTIAL MAIL KIOSK

WETLANDS

POTENTIAL PEDESTRIAN CONNECTION TO BRIDGALE ROAD

APPROX. LOCATION 50' UTILITY ESMT (WATER, SEWER, POWER, ETC.)

SANITARY SEWER MANHOLE 8" PVC INV= 211.60'

15' CLASS C LANDSCAPE BUFFER

TIA AND NCDOT ROADWAY IMPROVEMENTS TO BE INCLUDED WITHIN TOWNS FRONTAGE WIDENING REQUIREMENTS.

POTION OF WETLAND TO BE PERMITTED FOR IMPACTS.

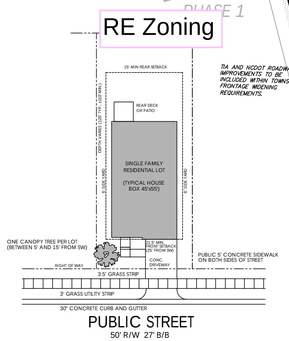
SCALE: 1" = 100'

0 100 200 250 300 350 400

### Sketch Plan Notes

*This sketch plan shown hereon is a preliminary sketch of streets and lots and is subject to:*

1. *Town of Clayton review and approval.*
2. *Evaluation of 404 Jurisdictional Wetlands. No filling of grading is to be performed in areas designated as 404 Jurisdictional wetland until an approved permit has been obtained from the USCOE and NCDEM DWQ.*
3. *A field topographical and boundary survey.*
4. *Final evaluation of Soils.*
5. *All materials and construction shall meet NCDOT Standards and Design, latest revision.*
6. *Environmental features (including steep slopes) should only be located in HOA-owned/maintained open space, not on private lots. To be addressed during construction drawing review process when full site topo is and design is available.*




THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24


STOCKS ENGINEERING
P.O. BOX 1108
PHONE: (252) 459-8196
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
WWW.STOCKSENGINEERING.COM


BLN=C-1874

# SUMMER GLEN
## GLEN LAURAL RD. at VINSON RD.
## CLAYTON, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 19643 J. MICHAEL STOCKS 7/15/22

MASTER PLAN

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

| | |
|---|---|
| FILE NO. | 2022-031 |
| HORZ. SCALE: | 1"=100' |
| VERT. SCALE: | N/A |

CE-02

## Wakefield Development Glen Laurel Assemblage

## Neighborhood Meeting Questions

- Jacob Callahan - Glen Ridge HOA President – Crossing Street
  -Leave as natural as possible
  -Consideration for current housing market
- Paulette Sanders – Traffic, how many homes
- Debra Anderson Glen Ridge – Price of homes, Traffic on Glen Laurel
- Cristin Hopper – Peer Review – When will construction start
- Anne Marie Hunter – Surrounding Oak .....
- Garth Stewart – Oak Grove open space
  -Can someone purchase lots for preservation

  -Wetlands distance from road to property at culvert

  -Construction start

- Brandy Creech
  -Density

  -TIA

  -Buffer on streams

- August Planning Board
- Town Council
- Kim Roberts – Who is the builder
- Jamie Stewart – Pond construction & design

## Clayton: June 7th, 2022 Wakefield Assemblage (18-19 Participants)

- Introductions
- Describe Site
- Describe Zoning
- Describe Proposed Development
- Respond to Questions
  Matthew Danielson, Wakefield Development, discussed what the homes will look like
  Andrew responded to additional questions
  John Barnes discussed houses 3BR – 5BR
  Lori Bridget – Contact @ Clayton

## Q&A

Jacob Callahan: Glen Ridge HOA Officer

-Challenges of splitting sub across G.L. Rd

Andrew responds: They'll have their own mail kiosk but under same HOA

J. Callahan:

What will happen to grassland Maintained as grass open space

Paulette Sanders Vinson Rd:

Lots of traffic, NCDOT will determine traffic needs – we will meet those requirements

how many houses 136 on total site – 15 on other side of GL Rd

Debra Anderson:

What is price pt, will value go down, John Barnes - $400's to 500K

Traffic is already bad. Won't it get worse? Prone to accidents… We will do everything we can to meet traffic needs.

Cristin Hopper:

Requesting a peer review of traffic study… Will you pay for it?

Brandy Creech:

Where are you in terms of traffic study? Andrew-early process

More will occur after zoning

Jacob Callahan:

What will be the impact to the site if market downturn? Matthew-Raleigh doesn't suffer much. We will not abandon the site

Garth Stewart (Jamie Stewart) Oak Grove

What will happen at end of Tanner's Way. How will we get access to that open space Andrew – Still developing – Probably best access – Not sure how it will end up. Will likely end up wooded.

Can someone buy undeveloped lot? Unclear

Brandy Creech:

Overall density? Less than 3 units/acre – currently shown at 2.5 units/acre

Mike Baust:

Andrew please speak to community …….. in process going forward and schedule Staff then planning board review, town council- One full review is in place then infrastructure will be designed. Then more review by various municipal & utility experts & advisors.

Brandy Creech:

When will TIA actually be completed Expecting to complete before school starts again

Can we get a copy of the site plan?

Streams have a buffer. Wetlands do not.

Garth Stewart:

Is there a dimension RE: Wetlands Andrew- 200' from lot to culvert

Brandy Creech:

Run utility under the street

Along/across culvert Sections will flow to Neuse cc exist…..

Garth Stewart:

Stormwater ponds – what determines their location Location in low areas on the site, fit exist characteristics of the site

Brandy Creech:

When will clearing begin Andrew-Probably a year

Garth Stewart:

Will neighborhood be developed in phases Yes, connection to Vinson Road to sewer connection and phases will grow from there

Mike Baust:

Thank you to the community.

Kim:

Requested additional info regarding homes/what will they look like

Garth Stewart:

Are the structures shown on the plan existing? Andrew-Yes

Will ponds be planted? Pond dam will be grass seeded.

Will pond discharge to stream? Yes

Kristen Zillioux, Angela Crumpler, Bill Smith Remaining crew on the call. Not sure Kristen and Angela are even still there tough their computer is logged in.

"Rocky Branch Rd" was previous name of Glen Laurel Rd.

## Questions from Brandy Creech and Neighbors

- Define "Open Space" and its requirements
    - Will the green shaded areas remain wooded?

  The open space is all area that is not within the ROW or on proposed individual lots, the open space will be dedicated to the HOA for ownership and maintenance. The area will consist of amenity areas, perimeter buffers, the Stormwater Control Measures (SCMs), riparian buffers, etc. Portions of this space will remain wooded. The limit of disturbance have not been determined at this time but will be as construction drawings progress.

- SCM – is this a retention pond/water feature?

  SCM is an acronym for Stormwater Control Measure and yes would be a retention pond/water feature.

- Two proposed roads are shown tying into an adjacent property. Is there a current plan for the neighborhood to extend?

  There is no current plan for the neighborhood to be extended, these are required stubs by the Town of Clayton to meet block length criteria and interconnectivity to adjacent property however there are no current plans by Wakefield Development to further extend the subdivision.

- Size of Lots?

  Currently the minimum lot size is 6,900 sf, the typical lot size is 7,200 sf and the largest is 23,519 sf.

- Size of homes?

  The typical building pad will be 45' x 55' with options that alter this size. I will let John Barnes from Chesapeake Homes who will be the homebuilder add any additional information about the homes.

- Has an erosion control plan prepared?

  Not at this time, Erosion control plans will be a part of the construction drawing process after the rezoning process.

- Is there a plan to restore the creek/natural spring?
    - This is a loaded question.

  All environmental features were located by Sage Ecological and were included on the ALTA Survey. Sage will also be coordinating the impact permitting with USACE and NCDEQ. Out current plan is to minimize the proposed impacts and any requirements of the permitting process will be included in the scope of work.

- Will the developer request and participate in the improvement of Glen Laurel and/or Vinson Roads to minimize traffic congestion?

  A TIA is currently being performed by Exult Engineering. Any recommendations from the TIA, the Town of Clayton, and NCDOT will be incorporated into the improvements.

- Site Plan Request:
  - Plans to scale**
  - Include park, pool, community building/structures, etc
  - Show property lines (specifically Oak Grove neighborhood)**
  - Show wetland boundaries/all water surveys **

  Our current preliminary site plan has been included in the presentation. We would like to note that modifications are being made and the plan is not final until it has received approval from all jurisdictional authorities.

- Is Oak Grove at risk of being annexed because of this proposed development?

  No, State law has eliminated forced annexation Oak Grove. The developer cannot annex any land owned by a third party. Oak Grove would have to request voluntary annexation only if there was a desire to do so.

- Will Oak Grove be used as a construction entrance for the back side of the proposed neighborhood?
  - If so, how will the developer compensate Oak Grove residents for excessive wear and tear on our private street?

  Oak Grove will not be used as a construction entrance, during preliminary discussions with the Town of Clayton, the Engineering department has requested that we not provide a street connection to Tanners Way. This connection is not shown.

- Will neighborhood street creek crossings on the map be culverts or bridges?

  We will propose this as a pipe culvert crossing. This crossing will require the US Army Corp of Engineers and NCDEQ approval for stream/wetland impacts.

- Will vegetation be planted to define neighborhood boundaries?

  The Town of Clayton requires a perimeter landscape buffer between the proposed zoning and the adjacent property. Natural vegetation will remain where possible however if the natural vegetation is removed for any reason a buffer in accordance with the Towns UDO will be planted.

-

## Questions from Betty Woodall

- This tract was once her families farm and she asked if we located the slave cemetery that was on site.

  An ALTA Survey and an Environmental Phase One have been performed on the site and neither of those studies found documentation or evidence of any Cemeteries on this site. We do know there is a Cemetery adjacent to this site, inside of the Glen Ridge Subdivision. If any cemeteries are encountered the development team will handle in accordance with typical protocol to investigate concern.

- She also had questions about traffic and turn lanes.

  Addressed Above, however a TIA is currently being performed by Exult Engineering. Any recommendations from the TIA, the Town of Clayton, and NCDOT will be incorporated into the improvements.

-

## Questions from Christin Hopper

Our lot directly abuts several proposed at the northernmost portion of the property. The stream to be impacted flows through our front yard. Our concerns relate to stormwater management and forest clearing.

1: Would the project comply with the basic requirements of the town of Clayton or are more protective measures proposed?

The stream shared by existing residences and the proposed development, as evidenced by its excessive incision in the landscape, is subject to very flashy storm flows. This perennial feature should be provided more protections than the town of Clayton's basic standards.

The project will comply with all applicable requirements from various governing authorities. The stream has a 50' riparian buffer from the top of the stream bank and these buffers are regulated by Johnston County. Streams and wetlands are regulated by the US Army Corp of Engineers the NC Department of Environmental Quality. There are some proposed impacts to this stream and wetlands so the USACE and NCDEQ will be involved in permitting of this site and be aware of all construction activity.

2: we understand the need for mass balancing, but see no need to clear all the way to the property line. Wide forested buffers provide better living conditions for both existing and future residents. Would the applicant entertain preserving 50ft wooded buffer along property lines adjacent to existing residences?

The plan is to leave a 15' undisturbed buffer where existing vegetation exists. If there is no vegetation or the existing vegetation must be removed, then a Type C landscape buffer as described in the Towns development ordinance will be planted.

3: The dominant winds in our area are from the southwest. Windthrow is common in forests cleared for differing land uses. A wider buffer would reduce the potential for tress to be pushed across the power lines already in our backyard and would increase property values and attractiveness. Some trees along the property line could not be cleared without our approval. Several are tall enough to impact our home.

Care will be taken to keep the existing wooded area within 15' of the property line as the landscape buffer and to avoid any impacts to adjacent properties especially in areas where existing vegetation is to be removed.

4: If the applicant will not agree to preserving this wide forested buffer along property lines, we request that tall opaque, vegetated buffers be planted by the applicant.

If the existing trees are to be removed, the development will provide the Type C landscape buffer as required by the Town of Claytons development ordinance.

5: Will the applicant entertain allowing a native plant harvest to occur before the forests are cleared? We understand a waiver would need to be signed.

Please provide additional detail and present a more specific request. This can be discussed on a case-by-case basis. Any proposal presented will be reviewed by the developers.

6: The Town of Clayton and Johnston County in general, have done a very poor job of planning infrastructure to accommodate all the growth that is being approved. We request the town consider beginning a fund for all new homes that would be used to improve water and sewer, infrastructure, failing roadways, availability of schools, etc. Our standard of living steadily declines as more and more homes are approved without the most basic considerations for existing residents.

This is an item the Citizens of Clayton and Johnston County should bring to the attention of the elected officials. Typically, municipalities have tap fees and/or development fees to make connections to existing lines which are paid to the town for infrastructure improvements.

July 2022

# SUMMER GLEN RESIDENTIAL

## Traffic Impact Analysis

LOCATED IN CLAYTON, NC

### Prepared for:

Wakefield Development, LLC
3100 Smoketree Court, Suite 210
Raleigh, North Carolina 27604

### Prepared by:

Exult Engineering, PC
P.O. Box 99277
Raleigh, NC 27624

EXULT ENGINEERING

This document entitled Summer Glen Residential Traffic Impact Analysis was prepared by Exult Engineering, PC for the account of Wakefield Development, LLC. The material in it reflects Exult Engineering's best judgement in light of the information available to them at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Exult Engineering, PC accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Summer Glen Residential Traffic Impact Analysis

Prepared by: _____ (sign)

Date: 7-14-22

**Brittany Chase, PE**

Reviewed by: _____ (sign)

Date: 7-14-22

**Lisa Lundeen, PE**

EXULT ENGINEERING

NORTH CAROLINA PROFESSIONAL SEAL 033825 ENGINEER BRITTANY L. W. CHASE

7-14-22

## TABLE OF CONTENTS

EXECUTIVE SUMMARY ..... 5
INTRODUCTION ..... 7
EXISTING CONDITIONS ..... 10
FUTURE CONDITIONS ..... 13
PROPOSED SITE ..... 16
CAPACITY ANALYSIS ..... 21
Glen Laurel Road at Vinson Road ..... 23
Glen Laurel Road at Powhatan Road ..... 25
Glen Laurel Road at Proposed Site Driveway ..... 26
Vinson Road at Proposed Site Driveway ..... 27
RECOMMENDATIONS ..... 28
APPENDIX ..... 30

## LIST OF FIGURES

Figure 1: Vicinity Map ..... 8
Figure 2: Site Plan ..... 9
Figure 3: Existing Lane Geometry ..... 11
Figure 4: Existing 2022 AM and PM Peak Hour Traffic Volumes ..... 12
Figure 5: 2025 AM Peak Hour No-Build Traffic ..... 14
Figure 6: 2025 PM Peak Hour No-Build Traffic ..... 15
Figure 7A: Site Traffic Distribution and Assignment ..... 17
Figure 7B: Site Traffic Distribution and Assignment ..... 18
Figure 8: 2025 AM Peak Hour Buildout Traffic ..... 19
Figure 9: 2025 PM Peak Hour Buildout Traffic ..... 20
Figure 10: Recommended Lane Geometry ..... 29

## LIST OF TABLES

Table 1: Trip Generation ..... 16
Table 2: Highway Capacity Manual (LOS and Delay) ..... 21
Table 3: Level-of-Service: Glen Laurel Road and Vinson Road (Unsignalized and Signalized) ..... 24
Table 4: Level-of-Service: Glen Laurel Road at Powhatan Road (Unsignalized) ..... 25
Table 5: Level-of-Service: Glen Laurel Road at Proposed Site Driveway (Unsignalized) ..... 26
Table 6: Level-of-Service: Vinson Road at Proposed Site Driveway (Unsignalized) ..... 27

## EXECUTIVE SUMMARY

The proposed 54.07-acre site is located on the east and west side of Glen Laurel Road, north of Vinson Road in Clayton, North Carolina. The property is currently zoned as Residential Estate (R-E). The proposed development consists of approximately 135 single family detached homes. The proposed site is to be developed within three years by the year 2025 and requires Conditional Zoning. The proposed development will be accessed by one full movement driveway on Glen Laurel Road and one full movement driveway on Vinson Road. The purpose of this Traffic Impact Analysis (TIA) is to analyze the potential traffic impacts of the proposed development on the surrounding roadway network and to identify any roadway improvements necessary to mitigate the impact of the project traffic.

The North Carolina Department of Transportation (NCDOT) TIA Scoping Checklist was prepared and submitted to the Town of Clayton and NCDOT. The NCDOT TIA Scoping Checklist and subsequent correspondence regarding the scope of the TIA is included in the Appendix of this report. The *NCDOT Congestion Management Capacity Analysis Guidelines* and the Town of Clayton's *Code of Ordinances* were referenced to perform this traffic study.

As determined by the Town and NCDOT, the study area includes:

1. Glen Laurel Road at Vinson Road
2. Glen Laurel Road at Powhatan Road
3. Glen Laurel Road at Proposed Site Driveway
4. Vinson Road at Proposed Site Driveway

The proposed development is expected to generate 1,370 daily trips, 101 AM peak hour trips (26 entering, 75 exiting), and 135 PM peak hour trips (85 entering, 50 exiting).

As justified by historical daily traffic volumes in the vicinity, a 3% annual growth rate was assumed as required by the Town. Approved developments are developments in the area of the proposed site that have been approved but not yet constructed. The traffic from these approved developments is expected to contribute to the no-build traffic volumes projected for the study intersections. According to the Town and NCDOT, there are no approved developments to consider in the study area. All adjacent development is expected to be accounted for in the annual growth rate.

To determine the traffic impacts of the proposed development, capacity analyses were performed at the study intersections under the following scenarios:

- Existing (2022) Traffic Conditions
- No-Build (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions with Recommended Improvements

As indicated by NCDOT, the following roadway improvement is committed to **by NCDOT** and included in the future year analysis scenarios:

*Glen Laurel Road at Vinson Road:*

- Install a traffic signal

Based on the capacity analysis presented herein, the following roadway improvements are recommended to be completed **by the developer** to accommodate project traffic:

*Glen Laurel Road at Proposed Site Driveway:*

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway.

*Vinson Road at Proposed Site Driveway:*

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway.

## INTRODUCTION

The proposed 54.07-acre site is located on the east and west side of Glen Laurel Road, north of Vinson Road in Clayton, North Carolina as shown on Figure 1. The property is currently zoned as Residential Estate (R-E). The proposed development consists of approximately 135 single family detached homes and requires Conditional Zoning. As shown on Figure 2, the proposed development will be accessed by one full movement driveway on Glen Laurel Road and one full movement driveway on Vinson Road. The proposed site is to be developed within three years by the year 2025.

The purpose of this TIA is to analyze the potential traffic impacts of the proposed development on the surrounding roadway network and to identify any roadway improvements necessary to mitigate the impact of the project traffic. This study includes the analysis of the following traffic scenarios:

- Existing (2022) Traffic Conditions
- No-Build (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions with Recommended Improvements

As justified by historical daily traffic volumes in the vicinity, a 3% annual growth rate was assumed as required by the Town. Approved developments are developments in the area of the proposed site that have been approved but not yet constructed. The traffic from these approved developments is expected to contribute to the no-build traffic volumes projected for the study intersections. According to the Town and NCDOT, there are no approved developments to consider in the study area. All adjacent development is expected to be accounted for in the annual growth rate.

# Summer Glen Residential TIA

## Vicinity Map

**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

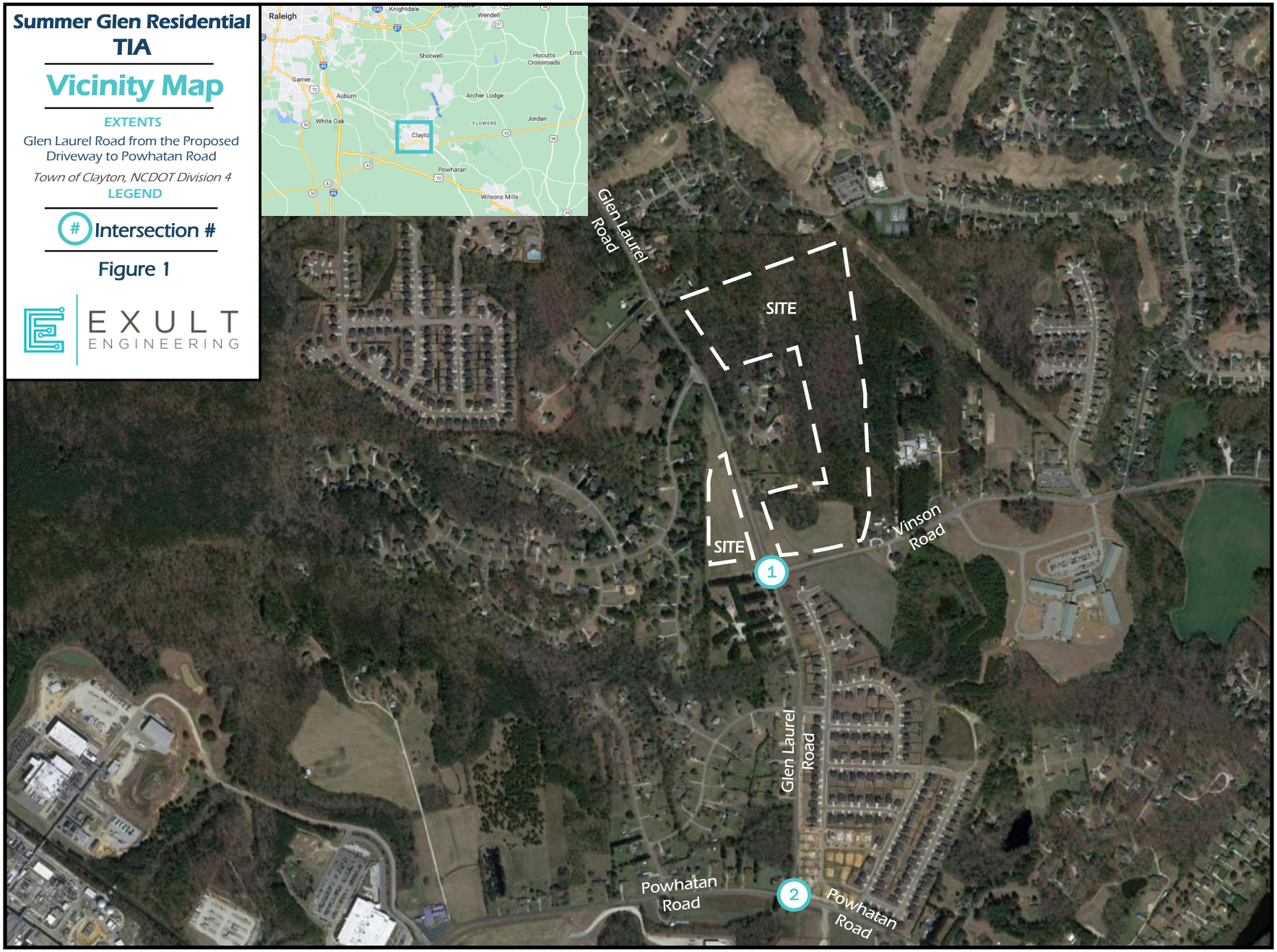
**LEGEND**

(#) Intersection #

Figure 1

EXULT ENGINEERING



**Summer Glen Residential TIA**

# Proposed Site Plan

Prepared by
TMTLA Associates

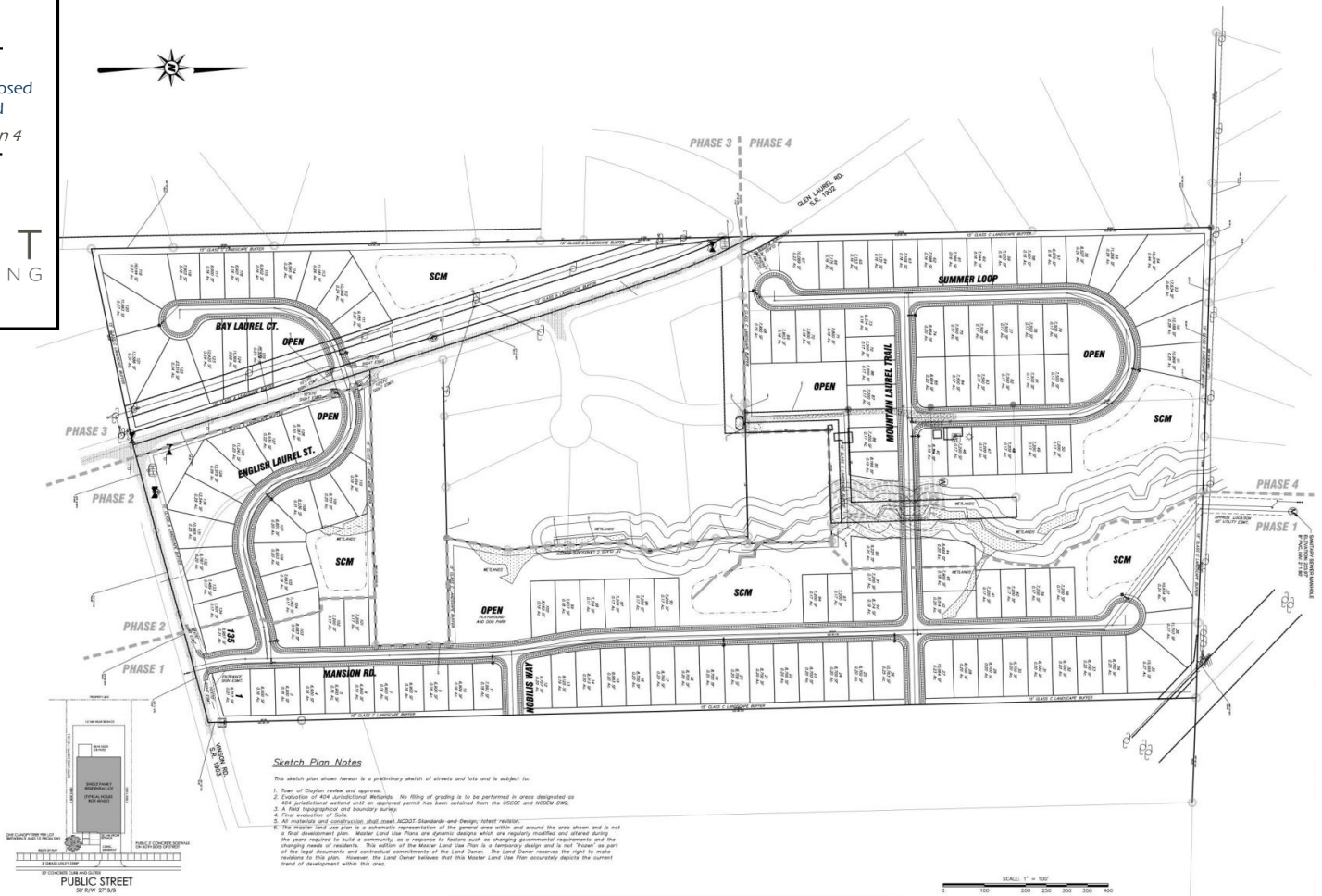
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 2

EXULT ENGINEERING



## EXISTING CONDITIONS

The proposed 54.07-acre site is located on the east and west side of Glen Laurel Road, north of Vinson Road in Clayton, North Carolina. The property is currently zoned as Residential Estate (R-E). Per the Town and NCDOT, the study area for the proposed development includes the following intersections:

1. Glen Laurel Road at Vinson Road
2. Glen Laurel Road at Powhatan Road
3. Glen Laurel Road at Proposed Site Driveway
4. Vinson Road at Proposed Site Driveway

A site visit was performed on Thursday, May 16, 2022 to observe existing field conditions, such as lane geometry, posted speed limits, and traffic operations. Figure 3 shows the Existing Lane Geometry at the above existing study intersections.

Peak-hour turning movement traffic counts were performed at the existing study intersections during the AM (7:00 – 9:00) and PM (3:45 – 6:00) peak periods on Thursday, May 12, 2022 while school was still in session. As required by NCDOT, the PM peak period began 15 minutes early to ensure school traffic volumes were captured. Traffic count data is included in the Appendix of this report. Any traffic imbalances were justified based on the number of access points and land uses located between study intersections. Figure 4 shows the 2022 AM and PM Peak Hour Existing Traffic Volumes for the study intersections.

Glen Laurel Road (SR-1902) is currently a 2-lane undivided roadway with a posted speed limit of 45 miles per hour in the project vicinity. Glen Laurel Road is classified as a Local Road on the *NCDOT Functional Class Map* and has a 2019 average annual daily traffic (AADT) volume of 4,400 vehicles per day on the *NCDOT Interactive Traffic Volume Map*.

Vinson Road (SR-1903) is currently a 2-lane undivided roadway with a posted speed limit of 45 miles per hour in the project vicinity with a 35 miles per hour school zone. Vinson Road is classified as a Local Road on the *NCDOT Functional Class Map*. Assuming the PM peak hour accounts for approximately 10% of the daily traffic volume, Vinson Road has an estimated 2022 annual daily traffic volume of 5,970 vehicles per day.

Powhatan Road (SR-1901) is currently a 2-lane undivided roadway with a posted speed limit of 45 miles per hour to the west of Glen Laurel Road and 55 miles per hour to the east of Glen Laurel Road. Powhatan Road is classified as a Local Road on the *NCDOT Functional Class Map*. Assuming the PM peak hour accounts for approximately 10% of the daily traffic volume, Powhatan Road has an estimated 2022 annual daily traffic volume of 7,020 vehicles per day.

**Summer Glen Residential TIA**

# Existing Lane Geometry

**LEGEND**

Stop Control — Approach Lane

Speed Limit — Departure Lane

Signal Control — XX' — Intersection Spacing

XX' - Full Storage Length

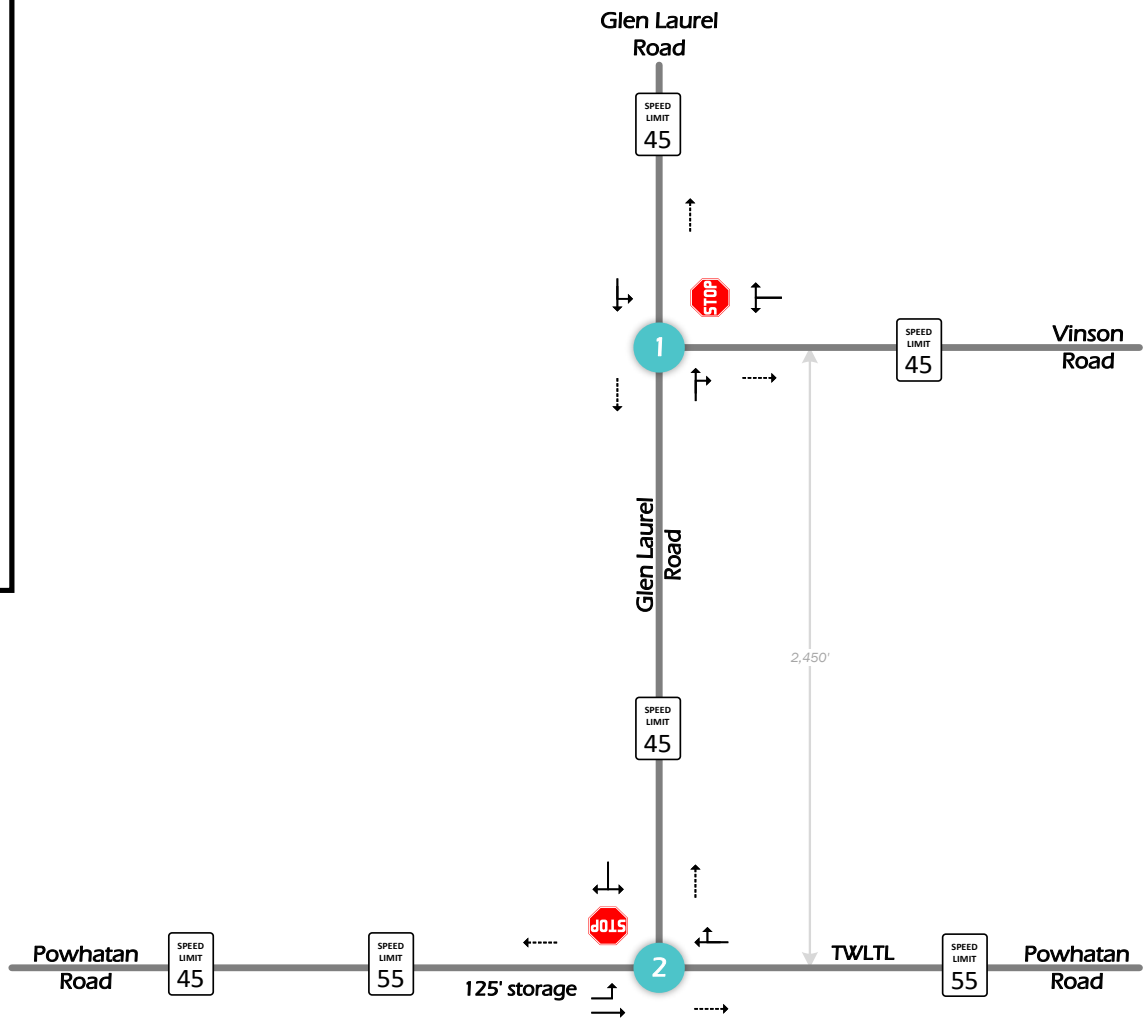
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 3

EXULT ENGINEERING



**Summer Glen Residential TIA**

# Existing 2022 AM and PM Traffic Volumes

**LEGEND**

(XX) XX – (PM) AM Traffic Volumes

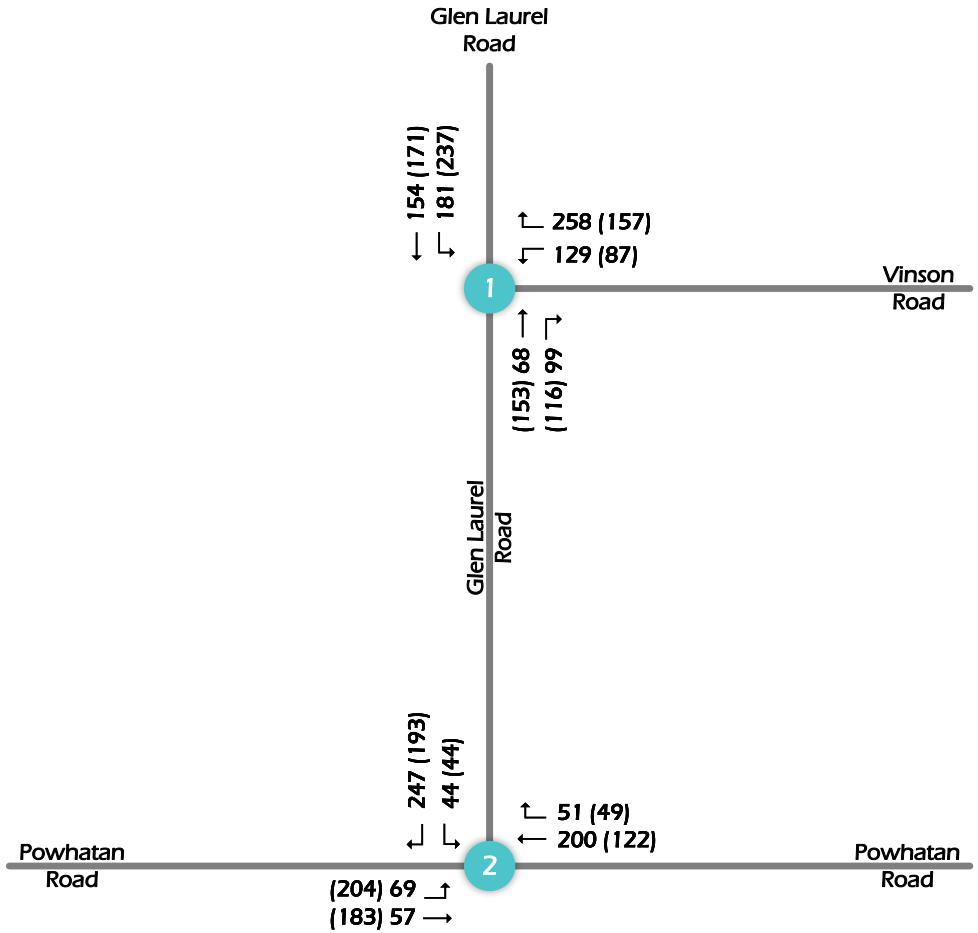
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 4

EXULT ENGINEERING



## FUTURE CONDITIONS

The proposed site is to be developed within three years by the year 2025. The projected 2025 no-build traffic volumes consist of existing 2022 traffic volumes plus background growth and approved development traffic.

As justified by historical daily traffic volumes in the vicinity, a 3% annual growth rate was assumed as required by the Town. Approved developments are developments in the area of the proposed site that have been approved but not yet constructed. The traffic from these approved developments is expected to contribute to the no-build traffic volumes projected for the study intersections. According to the Town and NCDOT, there are no approved developments to consider in the study area. All adjacent development is expected to be accounted for in the annual growth rate.

The projected no-build traffic volumes at the study intersections are shown in Figure 5 (2025 AM Peak Hour No-Build Traffic Volumes) and Figure 6 (2025 PM Peak Hour No-Build Traffic Volumes). Traffic volume calculations are also included in the Appendix of this report.

NCDOT indicated the following roadway improvement is committed to **by NCDOT** and is therefore included in the future year analysis scenarios:

*Glen Laurel Road at Vinson Road:*

- Install a traffic signal

**Summer Glen Residential TIA**

# 2025

## AM Peak Hour No-Build Traffic

**LEGEND**

XX – 2022 Existing Traffic
(XX) – Background Growth
[XX] – 2025 Total No-Build Traffic

XX + (XX) = [XX]

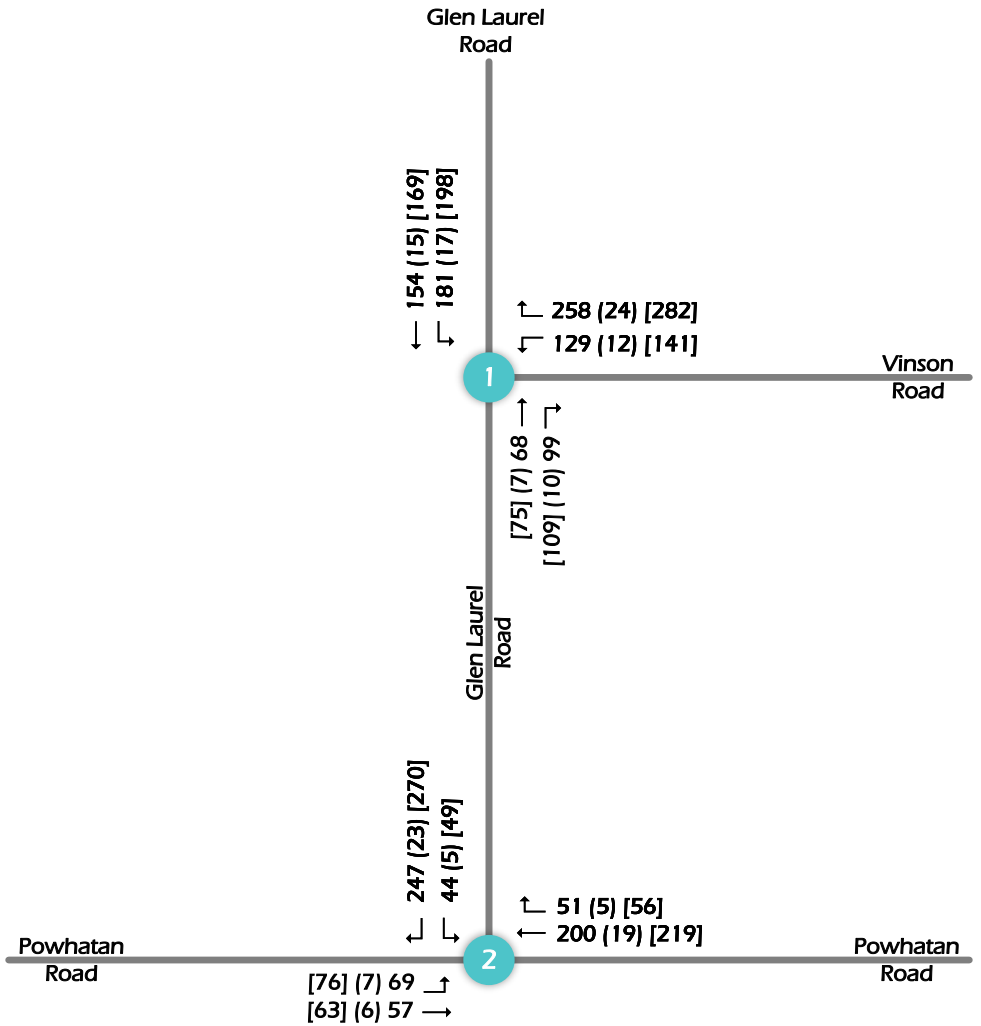
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 5

EXULT ENGINEERING



**Summer Glen Residential TIA**

# 2025
## PM Peak Hour No-Build Traffic

**LEGEND**

XX – 2022 Existing Traffic
(XX) – Background Growth
[XX] – 2025 Total No-Build Traffic

XX + (XX) = [XX]

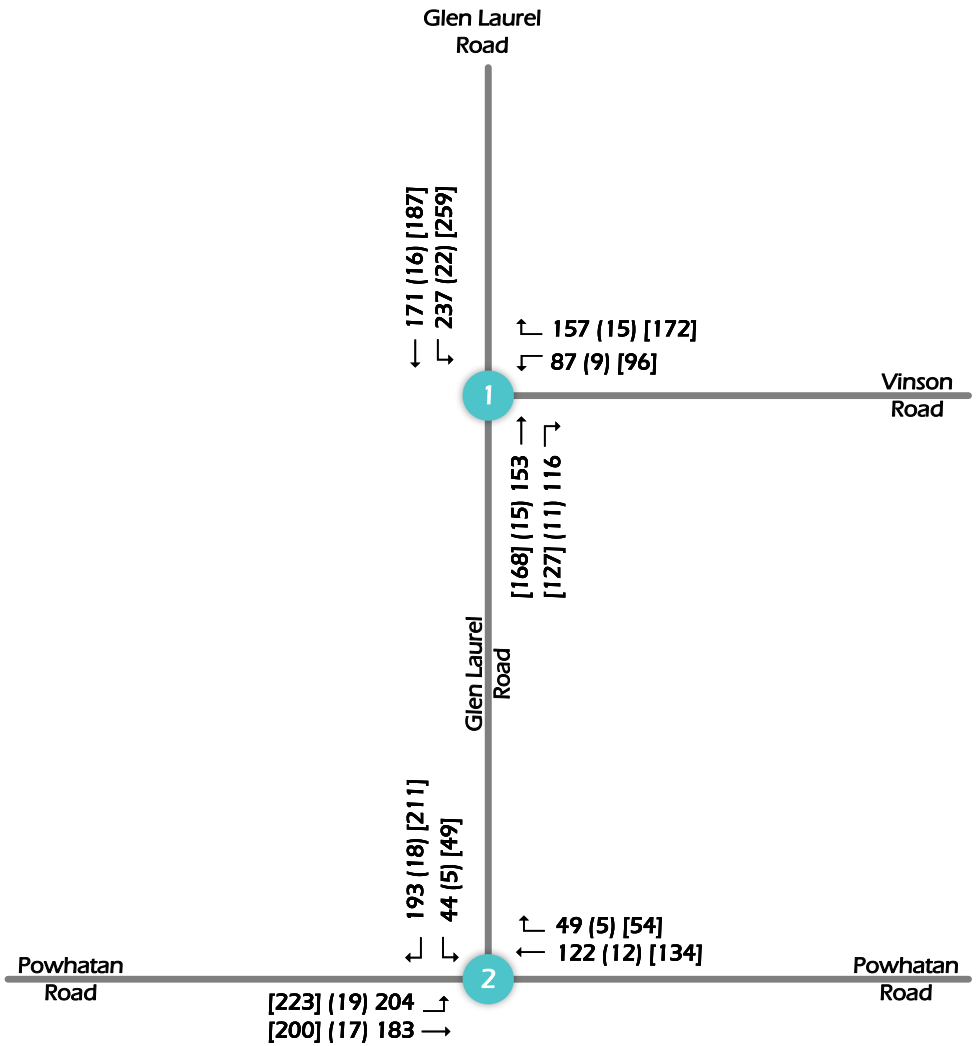
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 6

EXULT ENGINEERING



## PROPOSED SITE

The proposed 54.07-acre site is located on the east and west side of Glen Laurel Road, north of Vinson Road in Clayton, North Carolina. The property is currently zoned as Residential Estate (R-E). The proposed development consists of approximately 135 single family detached homes and requires Conditional Zoning. The proposed site is to be developed within three years by the year 2025. The proposed development will be accessed by one full movement driveway on Glen Laurel Road and one full movement driveway on Vinson Road.

Table 1 shows the projected trip generation for the proposed development. Trips were calculated for the portion of the site east of Glen Laurel Road (120 homes) and the portion of the site west of Glen Laurel Road (15 homes). The trip generation was based on rates published in the ITE *Trip Generation Manual,* 11th Edition. The proposed development is expected to generate 1,370 daily trips, 101 AM peak hour trips (26 entering, 75 exiting), and 135 PM peak hour trips (85 entering, 50 exiting).

**Table 1: Trip Generation**

| Land Use | | | Daily | AM Peak Hour | | | PM Peak Hour | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Total | Enter | Exit | Total | Enter | Exit |
| 210: Single-Family Detached Housing | 120 | d.u. | 1,194 | 88 | 23 | 65 | 118 | 74 | 44 |
| 210: Single-Family Detached Housing | 15 | d.u. | 176 | 13 | 3 | 10 | 17 | 11 | 6 |
| **Total Site Trips** | | | **1,370** | **101** | **26** | **75** | **135** | **85** | **50** |

References: *Trip Generation Manual*, 11th Edition, Institute of Transportation Engineers, September 2021

Based on the existing traffic patterns, surrounding opportunities to access retail and office developments, and access to commuter roadways, the proposed trip distribution for the site is as follows:

- 30% to/from the north on Glen Laurel Road
- 15% to/from the east on Vinson Road
- 15% to/from the east on Powhatan Road
- 40% to/from the west on Powhatan Road

The proposed site trip distributions were previously approved by the Town and NCDOT. Figure 7A shows the Site Traffic Distribution and Assignment at each of the study intersections for the Eastern Portion of the site. Figure 7B shows the Site Traffic Distribution and Assignment at each of the study intersections for the Western Portion of the site.

The trip assignment was applied to the trips generated for the proposed development to determine the projected AM and PM peak hour site traffic volumes. The projected AM and PM peak hour site traffic volumes were added to the 2025 no-build traffic volumes to determine the buildout traffic volumes at the study intersections. The projected buildout traffic volumes at the study intersections are shown in Figure 8 (2025 AM Peak Hour Buildout Traffic Volumes) and Figure 9 (2025 PM Peak Hour Buildout Traffic Volumes).

**Summer Glen Residential TIA**

# Eastern Portion: Site Traffic Distribution & Assignment

**LEGEND**

(XX%) – Outbound Site Traffic
XX% – Inbound Site Traffic

XX% – Overall Distribution

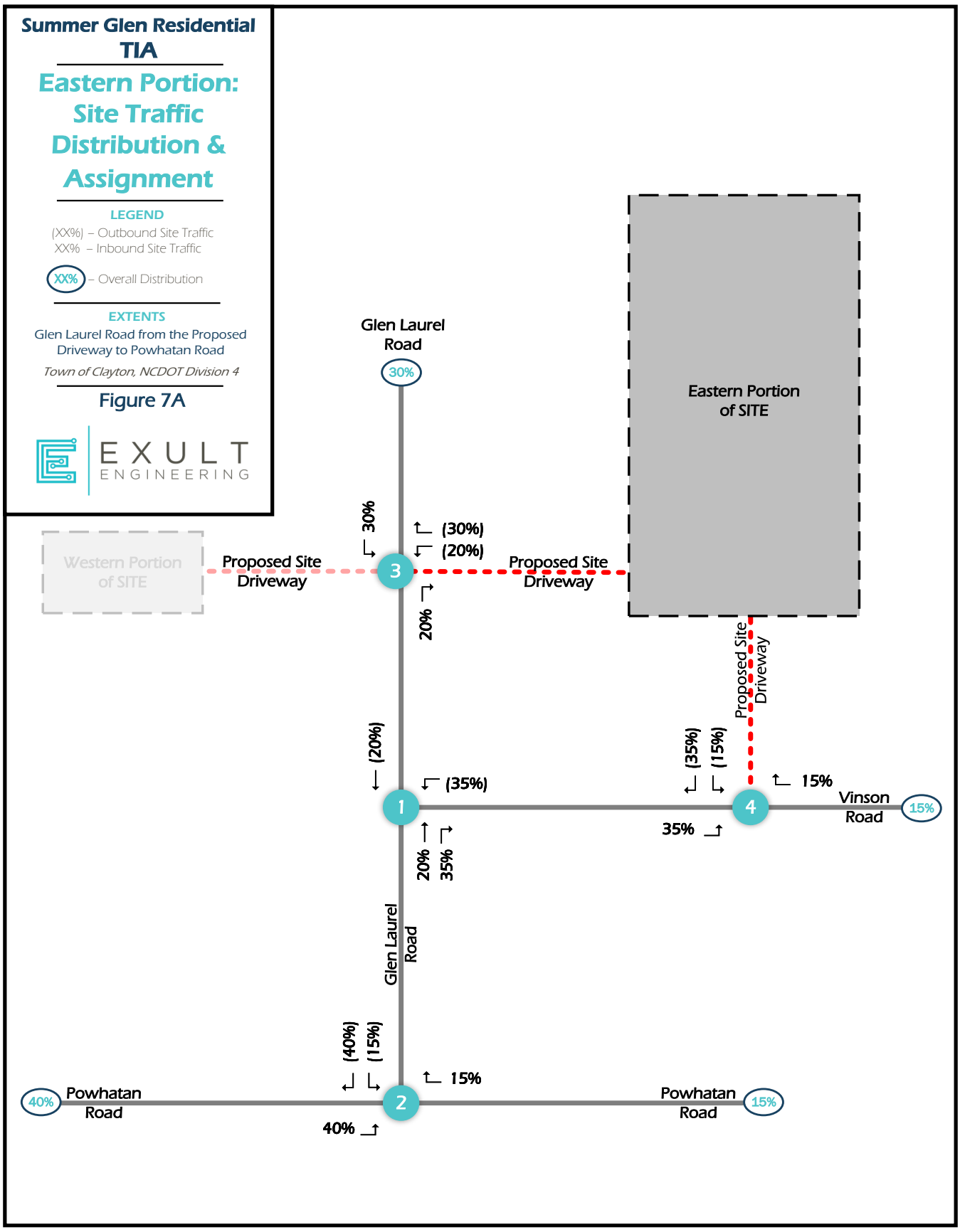
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

## Figure 7A

EXULT ENGINEERING



**Summer Glen Residential TIA**

# Western Portion: Site Traffic Distribution & Assignment

**LEGEND**

(XX%) – Outbound Site Traffic
XX% – Inbound Site Traffic

XX% – Overall Distribution

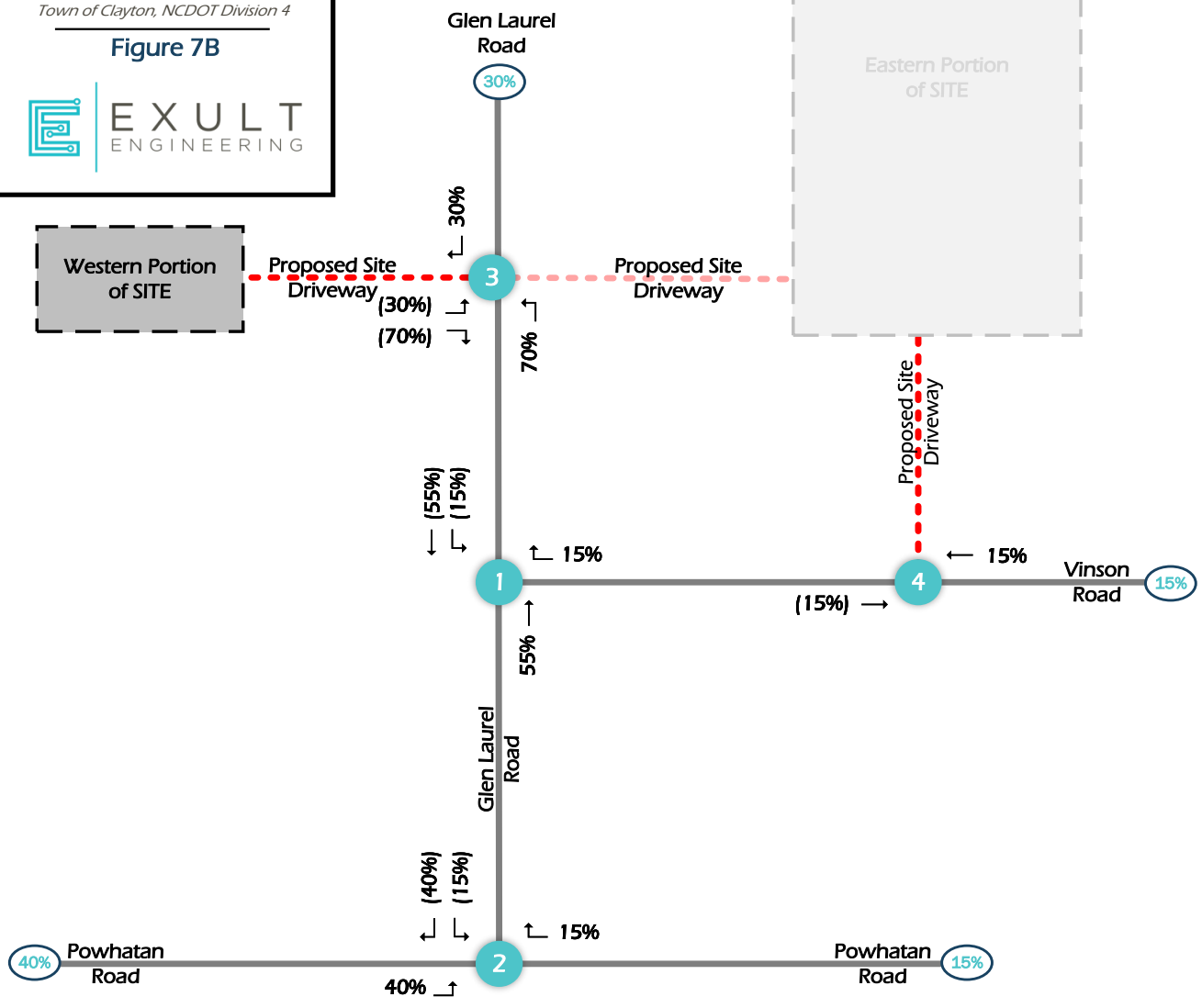
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

**Figure 7B**

EXULT ENGINEERING



**Summer Glen Residential TIA**

# 2025 AM Peak Hour Buildout Traffic

**LEGEND**

XX – No-Build Traffic
(XX) – Site Traffic
[XX] – Total Buildout Traffic

XX + (XX) = [XX]

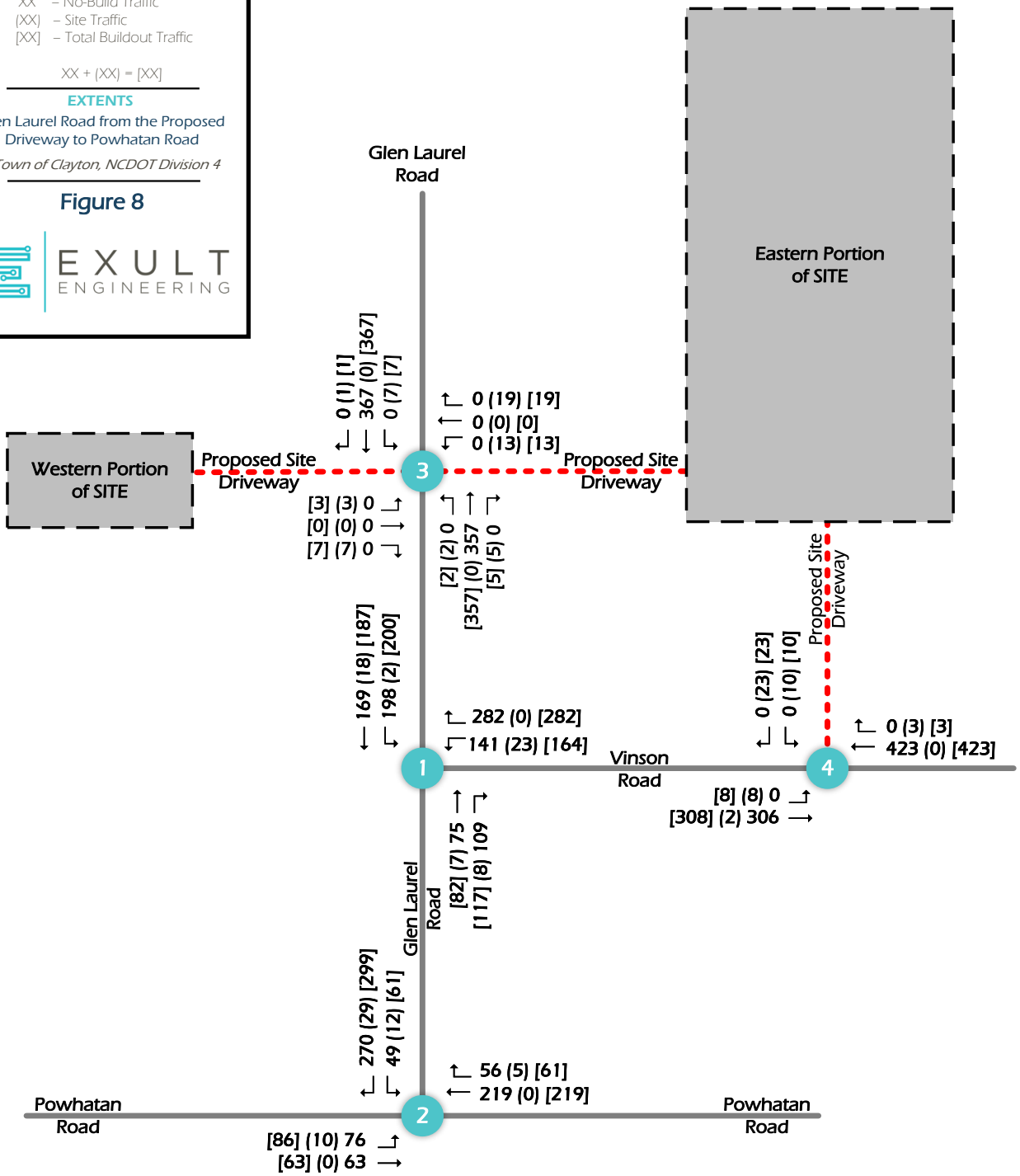
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 8

EXULT ENGINEERING



**Summer Glen Residential TIA**

# 2025

## PM Peak Hour Buildout Traffic

**LEGEND**

XX – No-Build Traffic
(XX) – Site Traffic
[XX] – Total Buildout Traffic

XX + (XX) = [XX]

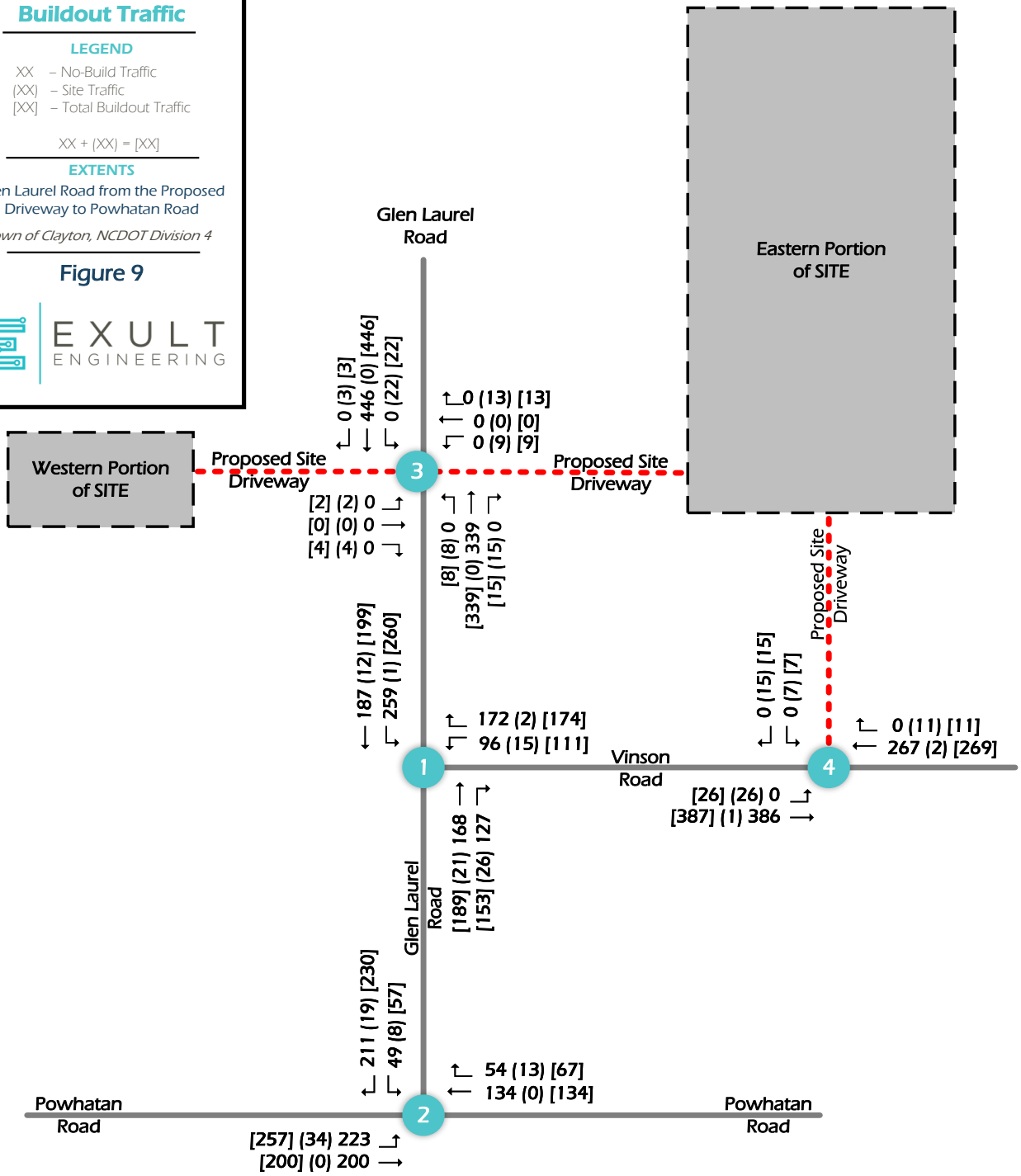
**EXTENTS**

Glen Laurel Road from the Proposed Driveway to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 9

EXULT ENGINEERING



## CAPACITY ANALYSIS

The intersections identified within the study area were analyzed under 2022 existing, 2025 no-build, and 2025 buildout conditions to identify the potential traffic impact of the proposed development on the roadway network. Necessary roadway improvements to mitigate the anticipated impact of the proposed site traffic were recommended based on the level-of-service (LOS) analysis results.

The proposed site is to be developed within three years by the year 2025. This study includes the analysis of the following traffic scenarios:

- Existing (2022) Traffic Conditions
- No-build (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions
- Buildout (2025) Traffic Conditions with Recommended Improvements

LOS is a qualitative measurement of traffic operations that is a measure of delay time. The Transportation Research Board's *Highway Capacity Manual* (HCM) defines six levels of service for intersections with LOS "A" representing the best operating condition and LOS "F" representing the worst. The following table summarizes the criteria for signalized intersections and stop-controlled intersections.

**Table 2: Highway Capacity Manual (LOS and Delay)**

| Signalized Intersection | | Stop-Controlled Intersection | |
|---|---|---|---|
| Level-of-Service (LOS) | Average Control Delay (Seconds per Vehicles) | Level-of-Service (LOS) | Average Control Delay (Seconds per Vehicle) |
| A | ≤ 10.0 | A | ≤ 10.0 |
| B | > 10.0 and ≤ 20.0 | B | > 10.0 and ≤ 15.0 |
| C | > 20.0 and ≤ 35.0 | C | > 15.0 and ≤ 25.0 |
| D | > 35.0 and ≤ 55.0 | D | > 25.0 and ≤ 35.0 |
| E | > 55.0 and ≤ 80.0 | E | > 35.0 and ≤ 50.0 |
| F | > 80.0 | F | > 50.0 |

Version 10.3 of Synchro Professional software was used to determine the LOS, delay, and expected queue length at the signalized and unsignalized intersections. SimTraffic was also used to determine the maximum queue length experienced at the study intersections. This software is based on the analysis procedures defined in the HCM. For unsignalized intersections, Synchro reports were created using the HCM 6$^{th}$ Edition option for unsignalized intersections. Queue lengths for the turn lanes are shown in the summary tables. Detailed Synchro and SimTraffic reports are included in the Appendix of this report.

LOS for a two-way stop-controlled (TWSC) intersection is determined by the control delay and is defined for the minor approaches. Control delay includes initial deceleration delay, queue move-up time, stopped

delay, and final acceleration delay. With respect to field measurements, this summation of control delay is defined as the total time elapsed from the time a vehicle stops at the end of the queue to the time the vehicle departs from the stop line. Capacity analysis results between LOS A and LOS C for the minor street stop-controlled approaches are assumed to represent short delays. Results between LOS D and LOS E for the minor street stop-controlled approaches are assumed to represent moderate delays, and LOS F for the minor street stop-controlled approaches is assumed to represent long delays. It is typical for minor street stop-controlled approaches and driveways intersecting major streets to experience long delays during peak hours, particularly for left-turn movements. However, the majority of the traffic moving through the intersection experiences little or no delay on the major street approaches.

Capacity Analysis Inputs

The following inputs were used for all intersections:

- Peak Hour Factor (PHF) was based on existing count data by intersection for existing scenarios. For no-build and buildout scenarios, a PHF of 0.90 was used to remain conservative.
- Heavy vehicle (HV%) percentages were based on existing count data by approach for existing scenarios. Heavy vehicle percentages were set to existing percentages for no-build and buildout scenarios to remain conservative and account for school buses.
- For allowable movements where zero (0), one (1), two (2), or three (3) volumes are projected, a value of four (4) was used in the Synchro capacity analysis model.
- For signalized intersections with movements without a detector, “none” was coded for the detector phase.
- For signals in future scenarios, cycle lengths were optimized separately for all future year scenarios following minimum and maximum cycle length guidelines.
- Right-turns on red were not permitted.
- Lost time set to 5 seconds, yellow time set to 5 seconds, and red time set to 2 seconds in future scenarios.

For unsignalized intersections, queue length for HCM from Synchro is given in terms of number of vehicles. To convert to queue length in feet, an estimated 25’/vehicle was applied.

The following subsections summarize the LOS and queue length results for the capacity analysis under 2022 existing, 2025 no-build, and 2025 buildout traffic scenarios for each study intersection.

Glen Laurel Road at Vinson Road

Glen Laurel Road at Vinson Road is currently a three-legged unsignalized intersection with the westbound Vinson Road minor street approach operating under stop control and the northbound and southbound major street approaches of Glen Laurel Road operating as free-flow.

**Southbound Approach of Glen Laurel Road at Vinson Road**

According to NCDOT, there are plans to install a traffic signal at the intersection. Therefore, a signal was assumed to be in place under future year analysis scenarios. For future no-build and buildout scenarios, the following input values were used in accordance with *NCDOT Congestion Management Capacity Analysis Guidelines:*

- Cycle lengths were optimized following minimum and maximum cycle length guidelines. Lead/lag phasing and splits were optimized.
- Minimum initial was set to 12 seconds for the major street through movements and 7 seconds for the major street left-turn and minor street movements.
- Left-turn treatment for exclusive left-turn movements was set to protected only.
- Default detector settings were used.

The capacity analysis results for the intersection are summarized in Table 3 below under 2022 existing, 2025 no-build, and 2025 buildout scenarios. As shown in Table 3 below, the intersection currently operates with moderate delays for the westbound minor street approach. Under future no-build conditions, with the signal in place, the intersection is expected to operate at LOS C during the AM and PM peak hour. The intersection is expected to continue to operate at an acceptable LOS C during the AM and PM peak hour under buildout conditions. As shown in Table 3, the proposed site has minimal impact on the operation of the intersection.

According to the guidelines published in NCDOT's *Policy on Street and Driveway Access to North Carolina Highways* (July 2003), mitigation improvements should be identified if the total average delay at the intersection increases by 25% or more with the addition of the proposed development site trips. The overall projected delay for the intersection and each approach under buildout conditions increases by less than 25% when compared to no-build conditions. Therefore, there are no roadway improvements recommended to be completed by the developer to accommodate site traffic.

**Table 3: Level-of-Service: Glen Laurel Road and Vinson Road (Unsignalized and Signalized)**

| Condition | AM Peak | | PM Peak | |
|---|---|---|---|---|
| | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) |
| 2022 Existing | WB – E (48.5)<br>SBL – A (8.2) | No Turn Lanes | WB – E (46.4)<br>SBL – A (8.8) | No Turn Lanes |
| 2025 No-Build (Signalized) | Overall – C (27.2)<br>WB – C (31.7)<br>NB – B (14.3)<br>SB – C (28.5) | No Turn Lanes | Overall – C (24.5)<br>WB – D (36.6)<br>NB – A (9.2)<br>SB – C (27.3) | No Turn Lanes |
| 2025 Buildout (Signalized) | Overall – C (30.6)<br>WB – C (34.2)<br>NB – B (15.2)<br>SB – C (34.2) | No Turn Lanes | Overall – C (28.3)<br>WB – D (43.7)<br>NB – A (9.3)<br>SB – C (32.8) | No Turn Lanes |

Glen Laurel Road at Powhatan Road

Glen Laurel Road at Powhatan Road is currently a three-legged unsignalized intersection with the southbound Glen Laurel Road approach operating under stop control and the eastbound and westbound major street approaches of Powhatan Road operating as free-flow.

**Westbound Approach of Powhatan Road at Glen Laurel Road**

The capacity analysis results for the intersection are summarized in Table 4 below under 2022 existing, 2025 no-build, and 2025 buildout scenarios. As shown in Table 4 below, the intersection currently operates with short delays for the southbound minor street approach. Under future no-build conditions, the intersection is expected to continue to operate with short delays for the minor street approach. The intersection is expected to continue to operate with short delays for the southbound minor street approach during the AM and PM peak hour under buildout conditions.

According to the guidelines published in NCDOT's *Policy on Street and Driveway Access to North Carolina Highways* (July 2003), mitigation improvements should be identified if the total average delay at the intersection increases by 25% or more with the addition of the proposed development site trips. The projected delay for each approach under buildout conditions increases by less than 25% when compared to no-build conditions. The intersection is expected to operate acceptably at project buildout and the site traffic has minimal impact on the operation of the intersection. Therefore, there are no roadway improvements recommended to be completed by the developer to accommodate site traffic.

**Table 4: Level-of-Service: Glen Laurel Road at Powhatan Road (Unsignalized)**

| Condition | AM Peak | | PM Peak | |
|---|---|---|---|---|
| | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) |
| 2022 Existing | EBL – A (8.0)<br>SB – B (13.5) | EBL – 5'/45' | EBL – A (8.1)<br>SB – B (12.7) | EBL – 15'/54' |
| 2025 No-Build | EBL – A (8.1)<br>SB – B (14.8) | EBL – 5'/46' | EBL – A (8.2)<br>SB – B (13.9) | EBL – 18'/61' |
| 2025 Buildout | EBL – A (8.1)<br>SB – C (16.5) | EBL – 8'/48' | EBL – A (8.4)<br>SB – C (15.6) | EBL – 20'/71' |

Glen Laurel Road at Proposed Site Driveway

The future intersection of Glen Laurel Road at Proposed Site Driveway is an unsignalized four-legged intersection. The eastbound and westbound (Proposed Site Driveway) minor street approaches will operate under stop control while the major street approaches (Glen Laurel Road) will operate as free-flow. The Proposed Site Driveway will serve as access for the portion of the development located west of Glen Laurel Road as well as east of Glen Laurel Road.

The capacity analysis results for the intersection are summarized in Table 5 below. The intersection of Glen Laurel Road at Proposed Site Driveway is expected to operate with short delays for the eastbound and westbound approaches (Proposed Site Driveway) during the AM and PM peak hours at project buildout.

According to the "Warrant for Left and Right-Turn Lanes" published in the NCDOT's *Policy On Street And Driveway Access to North Carolina Highways* (July 2003), the projected traffic volumes at the Proposed Site Driveway do not firmly support the need for turn lanes. Warrant information is included in the Appendix of this report. Furthermore, turn lanes are not needed based on Synchro and SimTraffic capacity analysis results. The following roadway improvements are recommended for the intersection of Glen Laurel Road at Proposed Site Driveway to accommodate the proposed site traffic:

- Provide one ingress and one egress lane on the eastbound and westbound approaches of Proposed Site Driveway.

**Table 5: Level-of-Service: Glen Laurel Road at Proposed Site Driveway (Unsignalized)**

| Condition | AM Peak | | PM Peak | |
|---|---|---|---|---|
| | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) |
| 2025 Buildout | NBL – A (8.2)<br>SBL – A (8.1)<br>EB – B (14.9)<br>WB – C (15.0) | No Turn Lanes | NBL – A (8.4)<br>SBL – A (8.2)<br>EB – C (18.0)<br>WB – C (16.4) | No Turn Lanes |

Vinson Road at Proposed Site Driveway

The future intersection of Vinson Road at Proposed Site Driveway is an unsignalized three-legged intersection. The southbound (Proposed Site Driveway) minor street approach will operate under stop control while the major street approaches (Vinson Road) will operate as free-flow.

The capacity analysis results for the intersection are summarized in Table 7 below. The intersection of Vinson Road at Proposed Site Driveway is expected to operate with short delays for the southbound approach (Proposed Site Driveway) during the AM and PM peak hours at project buildout.

According to the "Warrant for Left and Right-Turn Lanes" published in the NCDOT's *Policy On Street And Driveway Access to North Carolina Highways* (July 2003), the projected traffic volumes at the Proposed Site Driveway do not firmly support the need for turn lanes. Warrant information is included in the Appendix of this report. Furthermore, turn lanes are not needed based on Synchro and SimTraffic capacity analysis results. The following roadway improvements are recommended for the intersection of Vinson Road at Proposed Site Driveway to accommodate the proposed site traffic:

- Provide one ingress and one egress lane on the southbound approach of Proposed Site Driveway.

**Table 6: Level-of-Service: Vinson Road at Proposed Site Driveway (Unsignalized)**

| Condition | AM Peak | | PM Peak | |
|---|---|---|---|---|
| | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) | LOS and Delay (sec/veh) | Turn Lane Synchro 95% Queue Length (feet) |
| 2025 Buildout | EBL – A (8.3)<br>SB – B (13.1) | No Turn Lanes | EBL – A (8.0)<br>SB – B (12.0) | No Turn Lanes |

## RECOMMENDATIONS

The recommended lane geometry is shown on Figure 10.

As indicated by NCDOT, the following roadway improvement is committed to **by NCDOT** and included in the future year analysis scenarios:

*Glen Laurel Road at Vinson Road:*

- Install a traffic signal

Based on the capacity analysis presented herein, the following roadway improvements are recommended to be completed **by the developer** to accommodate project traffic:

*Glen Laurel Road at Proposed Site Driveway:*

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway.

*Vinson Road at Proposed Site Driveway:*

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway.

# Summer Glen Residential TIA

## Recommended Lane Geometry

**LEGEND**

- Stop Control
- Speed Limit XX
- Committed Signal Control by Others
- Existing Approach Lane
- Recommended Approach Lane (By Developer)
- Departure Lane
- XX' Intersection Spacing
- XX' - FULL STORAGE LENGTH

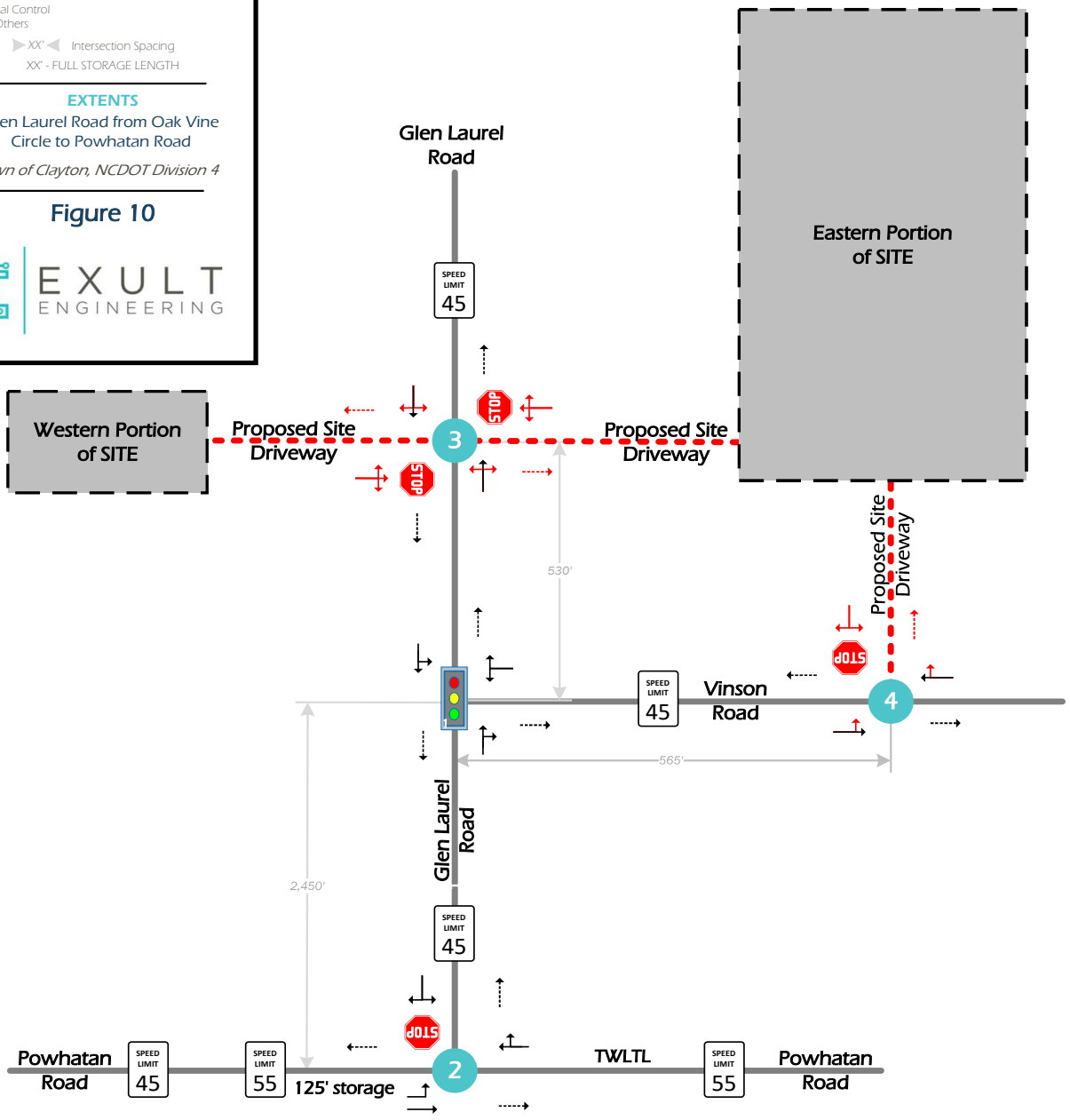
**EXTENTS**

Glen Laurel Road from Oak Vine Circle to Powhatan Road

*Town of Clayton, NCDOT Division 4*

Figure 10

EXULT ENGINEERING



STATE OF NORTH CAROLINA
# DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

**DELIVERY VIA EMAIL**

August 4, 2022

Jonathan K. Jacobs, PE
Assistant Town Engineer - Town of Clayton
111 E. Second Street
Clayton, NC 27528

COUNTY: Johnston

SUBJECT: **TIA Review of Proposed Summer Glen Residential TIA**

Dear Mr. Jacobs,

Highway Division Four (Division) has reviewed the Traffic Impact Analysis (TIA) for the subject development. Please accept this letter as concurrence with the TIA and the attached TIA Review Report performed by the Congestion Management Section of the Transportation Mobility and Safety Division of NCDOT. Any comments below are in addition to the requirements that are included in the actual TIA or Traffic Impact Analysis Review. All requirements or recommendations included herein are based off current Department and Division policies. This review should not be mistaken for approval of the driveway permit, design/construction plans, final plat, site plans, or access locations. A driveway permit must be obtained prior to construction and NCDOT will approve site plan and access locations during this review. All design aspects of any submitted plans shall comply with current NCDOT Standard Specifications for Roads and Structures and Policy on Street and Driveway Access to North Carolina Highways.

***GENERAL COMMENTS***

- Any roadway improvements and right-of-way dedication necessary to accommodate the road construction shall be the responsibility of the owner/developers. All required ROW shall be dedicated as public ROW in the final plat. Installation of right turn lanes will typically require at least 15' of dedication.
- Lane Closures for required improvement construction will only be permitted under restricted hours due to heavy traffic volumes in the vicinity of the proposed development. These restrictions will be determined during the driveway permitting application and approval.
- These conditions are based on current traffic volumes and projected growth for the study area. If the proposed build out year for this development, as stated in the TIA, varies more than one year an addendum or revised TIA may be required.

*Mailing Address:*
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS | DIV. 4 DIST. 3
2671 US 70 WEST
GOLDSBORO, NC 27530

*Telephone:* (919) 739-5300
*Fax:* (919) 731-2017
*Customer Service:* 1-877-368-4968
*Website:* www.ncdot.gov

*Location:*
2671 US 70 WEST
GOLDSBORO, NC 26730

- The installation of any improvements being identified by a TIA for an adjacent development does not dismiss or release this development from installation and/or participation of these improvements provided the other development does not move forward as intended. It is recommended that the Developers coordinate this installation with other committed developments. The Department will not participate in determining the value of each individual contribution to this roadway improvement.

**Additional Requirements**

- All driveways for this site on NCDOT ROW must be spaced 600'on secondary and 1,000' on primary routes. This is measured along the ROW line between the tangent projection of the inside edges of adjacent driveways apart measuring the distance between the radiuses of both driveways.
- Any additional improvements that are constructed by others and not shown on this TIA must be maintained while constructing the improvements required by this letter.
- All left and right turns installed on NCDOT ROW at will required a minimum of 100' of storage if located at a site driveway. If any left turn lane taper overlaps with any existing or proposed middle turn lane or taper, the entire section will need to be widened to three lanes.
- The analysis includes background improvements by others. If these improvements are not in place at the time of construction, the site should provide these improvements or analysis demonstrating mitigation is not necessary.

Feel free to contact me if you have any additional questions or concerns.

Sincerely,

Sam Lawhorn, PE
District Engineer

cc: Kevin Bowen, PE - Division Engineer
Paul Marak, PE - Division Traffic Engineer
Charles Sorrell - Congestion Management Engineer
Brittany Chase, P.E. – Exult Engineering
Driveway Permit File

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

**August 3, 2022**

# Summer Glen Residential

## Traffic Impact Analysis Review Report
## Congestion Management Section

TIA Project: SC-2022-249
Division: 4
County: Johnston

**Doumit Y. Ishak, Regional Engineer**
**Clarence B. Bunting, IV, P.E. Project Engineer**
**Charles Sorrell, Project Design Engineer**

*Mailing Address:*
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MOBILITY & SAFETY DIVISION
1561 MAIL SERVICE CENTER
RALEIGH, NC 27699-1561

*Telephone:* (919) 814-5000
*Fax:* (919) 771-2745
*Customer Service:* 1-877-368-4968

*Website:* www.ncdot.gov

*Location:*
750 N. GREENFIELD PARKWAY
GARNER, NC 27529

# Summer Glen Residential TIA

| SC-2022-249 | Clayton | Johnston County |
|---|---|---|

Per your request, the Congestion Management Section (CMS) of the Transportation Mobility and Safety Division has completed a review of the subject site. The comments and recommendations contained in this review are based on data for background conditions presented in the Traffic Impact Analysis (TIA) and are subject to the approval of the local District Engineer's Office and appropriate local authorities.

| | | | |
|---|---|---|---|
| Date Initially Received by CMS | 7/18/22 | Date of Site Plan | N/A |
| Date of Complete Information | 7/18/22 | Date of Sealed TIA | 7/14/22 |

## Proposed Development

The TIA assumes the development is to be completed by 2025 and consist of the following:

| Land Use | Land Use Code | Size |
|---|---|---|
| Single-Family Detached Housing | 210 | 120 units |
| Single-Family Detached Housing | 210 | 15 units |

**Trip Generation -** Unadjusted Volumes During a Typical Weekday

| | IN | OUT | TOTAL |
|---|---|---|---|
| **AM Peak Hour** | 26 | 75 | 101 |
| **PM Peak Hour** | 85 | 50 | 135 |
| **Daily Trips** | | | 1,370 |

## General Reference

For reference to various documents applicable to this review please reference the following link: *https://connect.ncdot.gov/resources/safety/Pages/Congestion-Management.aspx*

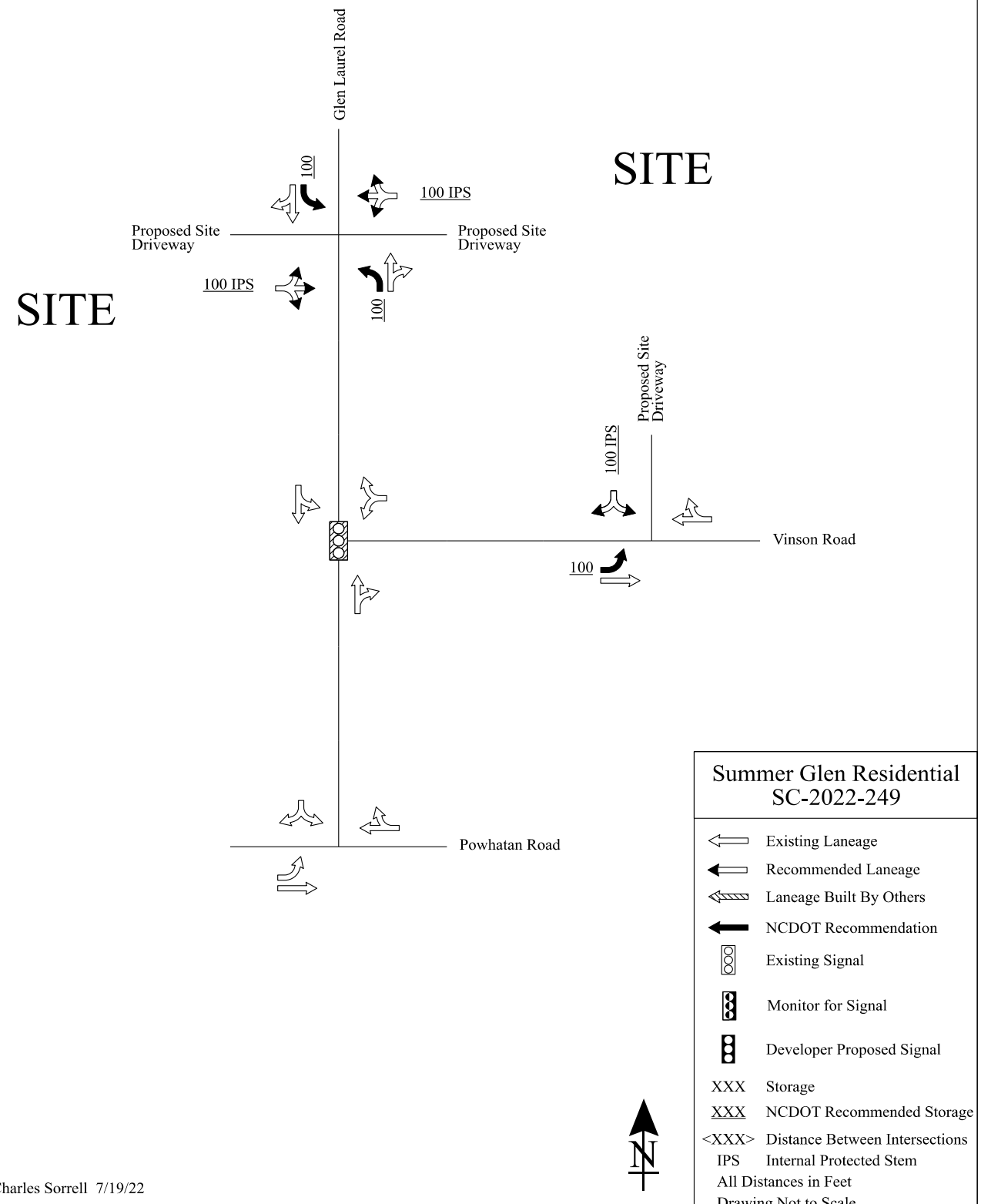
Once the driveway permit has been approved and issued, a copy of the final driveway permit requirements should be forwarded to this office. If we can provide further assistance, please contact the Congestion Management Section.

### Signalization

We defer to the District Engineer, the Division Traffic Engineer, and the Regional Traffic Engineer for final decisions regarding signalization.

### Improvements By Others

The analysis includes background improvements by others. If these improvements are not in place at the time of construction, the site should provide these improvements or analysis demonstrating mitigation is not necessary.


Glen Laurel Road
SITE
SITE
100
100 IPS
Proposed Site Driveway
Proposed Site Driveway
100 IPS
100
Proposed Site Driveway
100 IPS
Vinson Road
100
Powhatan Road
Summer Glen Residential
SC-2022-249
Existing Laneage
Recommended Laneage
Laneage Built By Others
NCDOT Recommendation
Existing Signal
Monitor for Signal
Developer Proposed Signal
XXX Storage
XXX NCDOT Recommended Storage
<XXX> Distance Between Intersections
IPS Internal Protected Stem
All Distances in Feet
Drawing Not to Scale
N
Charles Sorrell 7/19/22

# APPENDIX

**NCDOT TIA SCOPING CHECKLIST AND CORRESPONDENCE**

# NCDOT TIA Scoping Checklist

TIA Need Screening → TIA Scoping → TIA Submittal

**Project Name:** Glen Laurel Residential **TIA Scoping Date:** 5/5/2022

☐ **TIA Need Screening Forms are Attached.** Project Reference #: _____ Decision Date: _____

☒ **Site Plan and Access**

☒ Provide a site plan illustrating site access, internal and external roadways, buildings and land uses.
Refer to NCDOT's *Policy on Street and Driveway Access to North Carolina Highways* pages 14 and 15 for site plan requirements.

☒ Identify site access.

| New Access | On Road | Access Type | | Driveway Spacing | | |
|---|---|---|---|---|---|---|
| | Road Name | Permitted Movements | Traffic Control | Distance (ft) | Direction | Nearest Intersection / Access |
| Access A | Glen Laurel Road | Conventional Full-Mvmt | 2-Way Stop | 1100 | North | Vinson Road |
| Access B | Vinson Road | Conventional Full-Mvmt | 2-Way Stop | 1200 | East | Glen Laurel |
| Access C | | | | | | |
| Access D | | | | | | |
| Access E | | | | | | |
| Access F | | | | | | |
| Access G | | | | | | |
| Access H | | | | | | |

| Existing Access | Existing Intersection of | | Access Modification | Proposed Interconnectivity (If Applicable) | | |
|---|---|---|---|---|---|---|
| | Road A | Road B | | Connector # | Road Connected | Adjacent Development |
| Access 1 | ~~Oak Vine Circle~~ | ~~Glen Laurel~~ | ~~N/A~~ | Connector 1 | Tanners Way | |
| ~~Access 2~~ | | | | Connector 2 | | |
| Access 3 | | | | Connector 3 | | |
| Access 4 | | | | Connector 4 | | |

Removed per Town

☐ Additional access clarifications and provisions (e.g., proposed control-of-access or median breaks, modifications of existing access, loading/unloading area access, bike/pedestrian accommodation).

☐

**Proposed K-12 School Site**

☐ NCDOT MSTA School Traffic Calculator for Select School Type shall be used.

☐ Peak Hour Factors (PHFs) shall be adjusted/weighted for new school trips (0.5 PHF by default).

☐ Internal school circulation analysis is required, and should be submitted in advance or concurrent with the TIA submittal.

☐ Clarify traffic operation plans (e.g. traffic circulation pattern, pedestrian access, drop-off/pick-up zone location and configuration, queue storage area and, if applicable, staggered start times).

☒ **Trip Generation**

The TIA Consultant shall prepare trip generation estimates following the current *NCDOT Congestion Management Capacity Analysis Guidelines*, and submit the calculation sheets and supporting information to the District Engineer for approval prior to capacity analysis.

| ITE LUC | Proposed Land Use | Size | Unit | Daily Trips | Peak Hour Type | AM Peak Hour Trips | | | PM Peak Hour Trips | | | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Enter | Exit | Total | Enter | Exit | Total | |
| 210 | Single Fam Detach | 129 | d.u. | 1276 | Adj. Street | 24 | 70 | 94 | 80 | 47 | 127 | ITE Equation |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| Unadjusted Site Trips | | | | 1276 | | 24 | 70 | 94 | 80 | 47 | 127 | |
| Internal Capture Trips (Attach Calculation Sheets) | | | | | | | | | | | | Please Select |
| Internal Capture % of Unadjusted Site Trips | | | | % | | | % | | | % | | |
| LUC | Proposed Land Use | Any Internal Trips? | | Pass-By % of External Trips | | | | | | | | |
| | | Please Select | | % | | | % | | | % | | Please Select |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| Pass-By Trips (Attach Calculation Sheets) | | | | | | | | | | | | |
| Adjacent Street Volumes | | | | | | | | | | | | Please Select |
| Non-Pass-By Primary Trips | | | | | | | | | | | | |
| Diverted Trips, if Applicable and Justifiable | | | | | | | | | | | | Please Select |

**Explain local or other data sources, if used:

☐ Existing Site Trip Information for Redevelopment Projects (Attach separate sheets as needed)

| ITE LUC | Existing Land Use | Size | Unit | Daily Trips | Peak Hour Type | AM Peak Hour Trips | | | PM Peak Hour Trips | | | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Enter | Exit | Total | Enter | Exit | Total | |
| | | | | | Please Select | | | | | | | Please Select |
| | | | | | | | | | | | | |
| Total Existing Site Trips | | | | | | | | | | | | |

☒ **Trip Distribution**

☐ Trip distribution diagrams are submitted concurrently with this document (attach separate sheets).

☒ Trip distribution diagrams will be submitted separately, along with supporting information, to the District Engineer for review and approval prior to capacity analysis. The trip distribution shall be based on the current and anticipated traffic patterns, as well as instructions noted below.

Trip distribution will be determined and submitted for comment/approval once traffic volume data is collected.

If required by the District Engineer, the following additional diagrams shall also be submitted:

☐ Mixed-Use Developments (separate diagrams for residential, commercial, and office trips)

☐ Inter-Development Trips (if 'internal" trips cross public streets)

☐ Pass-By Trips

☐ Diverted Trips

☐ Each Analysis Period

☐ **Mode Split**

☐ Provide Data Source and Justification

| Mode / Period | Auto | | |
|---|---|---|---|
| AM Peak | % | % | % |
| PM Peak | % | % | % |
| Daily | % | % | % |
| | % | % | % |

☐ Identify proper infrastructure and accommodation for other modes of travel.

☒ **Analysis Peak Periods:**

☒ Weekday AM Peak 7-9 am

☒ Weekday PM Peak 4-6 pm

☐ Weekday Midday Peak _____

☐ Weekday PM School Peak _____

☐ Weekend _____ Peak _____

☐ Other _____

## ☒ Trip Generation

The TIA Consultant shall prepare trip generation estimates following the current *NCDOT Congestion Management Capacity Analysis Guidelines*, and submit the calculation sheets and supporting information to the District Engineer for approval prior to capacity analysis.

| ITE LUC | Proposed Land Use | Size | Unit | Daily Trips | Peak Hour Type | AM Peak Hour Trips | | | PM Peak Hour Trips | | | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Enter | Exit | Total | Enter | Exit | Total | |
| 210 | Single Fam Detach | 129 | d.u. | 1276 | Adj. Street | 24 | 70 | 94 | 80 | 47 | 127 | ITE Equation |
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| Unadjusted Site Trips | | | | 1276 | | 24 | 70 | 94 | 80 | 47 | 127 | |
| Internal Capture Trips (Attach Calculation Sheets) | | | | | | | | | | | | Please Select |
| Internal Capture % of Unadjusted Site Trips | | | | % | | | % | | | % | | |
| LUC | Proposed Land Use | Any Internal Trips? | | Pass-By % of External Trips | | | | | | | | |
| | | Please Select | | % | | | % | | | % | | Please Select |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| | | | | % | | | % | | | % | | |
| Pass-By Trips (Attach Calculation Sheets) | | | | | | | | | | | | |
| Adjacent Street Volumes | | | | | | | | | | | | Please Select |
| Non-Pass-By Primary Trips | | | | | | | | | | | | |
| Diverted Trips, if Applicable and Justifiable | | | | | | | | | | | | Please Select |

**Explain local or other data sources, if used:

☐ Existing Site Trip Information for Redevelopment Projects (Attach separate sheets as needed)

| ITE LUC | Existing Land Use | Size | Unit | Daily Trips | Peak Hour Type | AM Peak Hour Trips | | | PM Peak Hour Trips | | | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Enter | Exit | Total | Enter | Exit | Total | |
| | | | | | Please Select | | | | | | | Please Select |
| | | | | | | | | | | | | |
| Total Existing Site Trips | | | | | | | | | | | | |

☒ **Trip Distribution**

☐ Trip distribution diagrams are submitted concurrently with this document (attach separate sheets).

☒ Trip distribution diagrams will be submitted separately, along with supporting information, to the District Engineer for review and approval prior to capacity analysis. The trip distribution shall be based on the current and anticipated traffic patterns, as well as instructions noted below.

Trip distribution will be determined and submitted for comment/approval once traffic volume data is collected.

If required by the District Engineer, the following additional diagrams shall also be submitted:

☐ Mixed-Use Developments (separate diagrams for residential, commercial, and office trips)

☐ Inter-Development Trips (if 'internal" trips cross public streets)

☐ Pass-By Trips

☐ Diverted Trips

☐ Each Analysis Period

☐ **Mode Split**

☐ Provide Data Source and Justification

| Mode / Period | Auto | | |
|---|---|---|---|
| AM Peak | % | % | % |
| PM Peak | % | % | % |
| Daily | % | % | % |
| | % | % | % |

☐ Identify proper infrastructure and accommodation for other modes of travel.

☒ **Analysis Peak Periods:**

☒ Weekday AM Peak 7-9 am

☒ Weekday PM Peak 4-6 pm

☐ Weekday Midday Peak _____

☐ Weekday PM School Peak _____

☐ Weekend _____ Peak _____

☐ Other _____

## ☒ Study Area Intersections and Data Collection

The study area shall include the site access intersections (both new and existing) identified under "Site Plan and Access" on page 1, as well as the following external and, if applicable, internal intersections.

| External Intersection | Intersection of | | Traffic Control | Intersection Turning Movement Counts | | | Notes |
|---|---|---|---|---|---|---|---|
| | Road A | Road B | | New / Existing | Date of Counts | Growth Adjustment | |
| #1 | Glen Laurel Road | Vinson Road | 2-Way Stop | Require New Counts | | | |
| #2 | Glen Laurel Road | Powhatan Road | 2-Way Stop | Require New Counts | | | |
| #3 | | | | | | | |
| #4 | | | | | | | |
| #5 | | | | | | | |
| #6 | | | | | | | |
| #7 | | | | | | | |
| #8 | | | | | | | |
| #9 | | | | | | | |
| #10 | | | | | | | |
| #11 | | | | | | | |
| #12 | | | | | | | |

| Internal Intersection | Intersection of | | Access Type | | Intersection Spacing | | |
|---|---|---|---|---|---|---|---|
| | Road A | Road B | Traffic Control | Permitted Movements | Distance (ft) | Direction | Nearest Intersection |
| #101 | | | Please Select | Please Select | | Please Select | |
| #102 | | | | | | | |
| #103 | | | | | | | |
| #104 | | | | | | | |
| #105 | | | | | | | |

The following data will be collected:

☒ New traffic turning movement counts in ☒ 15-min intervals ☐ 5-min intervals (near schools)
Unless otherwise noted above, new traffic counts shall be collected at the existing study intersections during the analysis periods. Weekday counts shall avoid Mondays, Fridays, holidays, school breaks, road closures, and major weather events.

☐ To account for the impact of existing and/or proposed school traffic, PHFs will be adjusted for:

intersections numbered: _____

and access points numbered: _____

☐ Traffic Forecast Data for TIP: _____

☒ Roadway/Intersection Configuration & Traffic Control

☒ Traffic Signal Phasing & Timing Data

☐ Crash Data: _____ Period: _____

☐ Other:

☒ **Future Year Conditions**

☒ Project Build-Out Year: 2025

☒ Future Analysis Year(s): 2025

☒ Identify below any funded/committed future transportation improvements, as well as any approved but incomplete developments near the site.

| Funded STIP / Local CIP Project | Project Description | Year Complete |
|---|---|---|
| | Signal at Glen Laurel and Vinson (NCDOT) | |
| | | |
| | | |
| | | |

| Nearby Approved Development | Location | Future Land Use (exclude any completed phases) | Committed Improvements |
|---|---|---|---|
| Gordon Park | NE of Powhatan and Glen Laur | Residential | |
| | | | |
| | | | |
| | | | |

☒ Annual Growth Factor: 3 %

Justification/Data Source: Per the Town and historical growth on Glen Laurel Road

☐ **Local Comprehensive Transportation Plan Compliance**

☐ Identify Applicable Local Transportation Planning Documents

☐ Identify Applicable Roadways inside the Study Area

| Road Name | Classification | Speed Limit | Proposed Cross-Section | Proposed Right-of-Way | Compliance Requirements | Affect Study Intersection # |
|---|---|---|---|---|---|---|
| | | | | | | |
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☒ **Study Method**

The traffic analysis shall follow the current *NCDOT Congestion Management Capacity Analysis Guidelines*, *Policy on Street and Driveway Access to North Carolina Highways*, and use the current approved version of analysis software (e.g. Synchro/SimTraffic, HCS, Sidra Intersection, TransModeler).

The study shall include the following analysis scenarios for each analysis period.

1. Existing Conditions
2. Future No-Build Conditions (existing + background growth + approved developments + committed or funded improvements)
3. Future Build Conditions (future no-build + site trips)
4. Future Build with Improvements Conditions (future build traffic with improvements to mitigate the proposed development's impacts) and, if applicable:

☐ 5. TIP Design Year Analysis _____

☐ 6. Alternative Access Scenario (without proposed control-of-access or median break / modification)

The following additional analysis/outputs should be provided as warranted:

☐ Signal Warrant Analysis for accesses/intersections _____
☐ Multi-Modal Level of Service Analysis
☐ School Loading Zone Traffic Simulation
☐ Phasing Analysis (scope separately as needed)
☐ Safety/Crash Analysis
☐ Control-of-Access Modification Justification
☐ Median Break / Modification Justification
☐ Other _____

☒ **Submittals**

In addition to the hardcopies required below, the TIA Consultant shall provide the District Engineer and, if required, the local government an electronic copy of the study documents, including the latest site plan, figures and appendices, in searchable PDF files and the original traffic analysis files (e.g., Synchro, HCS). To expedite review, the NCDOT electronic submittals shall also be delivered concurrently to:

☐ Div. Traffic Engr ☐ Regional Traffic Engr ☐ Congestion Management ☐ Other _____

| Submittals | NCDOT | | Local Government | |
|---|---|---|---|---|
| | Electronic | Hardcopy | Electronic | Hardcopy |
| Trip Generation & Distribution | Required | | Please Select | |
| Draft TIA Report | Required | | | |
| Final Sealed TIA Report | Required | | | |

☐ **Additional Comments (**municipal TIA requirements, approved variations from NCDOT guidelines)

**Agreement by All Parties**

The undersigned agree to the contents and methodology described above for completing the required traffic impact analysis for the proposed development identified herein. Any changes to the above methodology contemplated by the Applicant or the TIA Consultant must be submitted to the District Engineer in writing. If approved by NCDOT, then such changes may be accepted for the TIA report. Subsequent revisions to the development plan (e.g. land use, density, site access, or schedule) may require additional scoping and analysis, and may modify the TIA requirements.

This agreement shall become effective on the date approved by NCDOT, and shall expire ____ months after the effective date or upon significant changes to the roadway network and/or development assumptions, whichever occurs first. Once expired, renewal or re-scoping will be required for subsequent TIA submittals.

**APPLICANT**

| _____ | Gray Methven | 5/13/2022 |
|---|---|---|
| Signature | Print Name | Date |

**TIA CONSULTANT**

| _____ | Brittany Chase | 5/13/2022 |
|---|---|---|
| Signature | Print Name | Date |

**LOCAL GOVERNMENT REPRESENTATIVE (If Applicable)**

| _____ | _____ | _____ |
|---|---|---|
| Signature | Print Name | Date |

Email concurrence may be used in lieu of the signature.

**NCDOT DISTRICT REPRESENTATIVE**

Reviewed and approved by the NCDOT Division ____District____ on _____.

| _____ | _____ |
|---|---|
| Signature | Print Name |

Email concurrence may be used in lieu of the signature.

No existing sewer to serve this parcel. Off-site extension will be required. There is existing gravity in Glen Laurel Subdivision and a pump station at Powatan Elementary School.

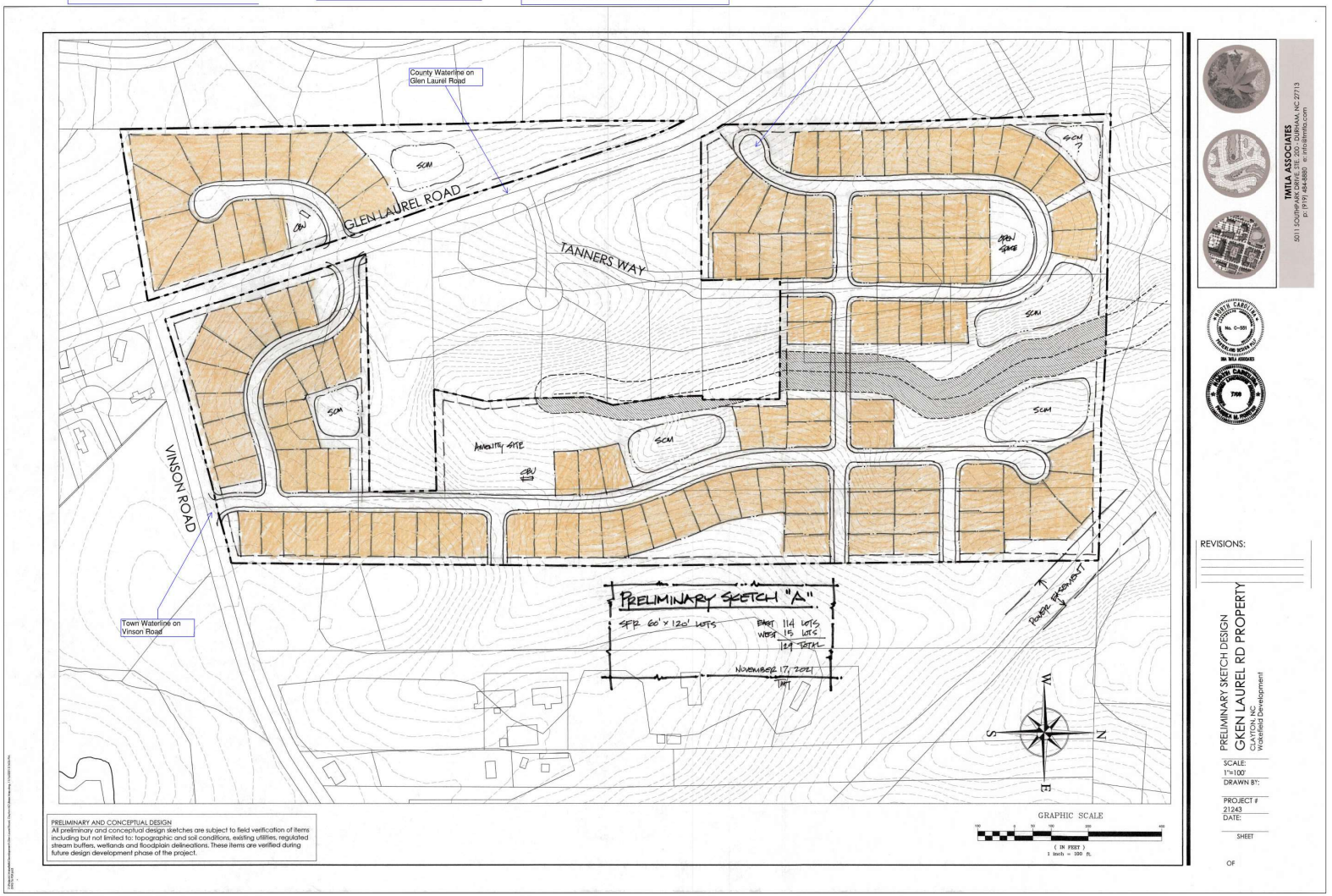
Glen Laurel and Vinson are NCDOT roads - will require driveway permits and encroachments

Project will be subject to system development fees and nutrient offset fees at time of building permits

TIA will be required. Coordinate with NCDOT and Town to get scoping set up. TIA will be required prior to acceptance of subdivision plans or any CZM.

Wastewater Allocation Policy and scoring is required for this project. Over 10,000 GPD will require Council action

Provide connection to Glen Lauren




PRELIMINARY AND CONCEPTUAL DESIGN
All preliminary and conceptual design sketches are subject to field verification of items including but not limited to: topographic and soil conditions, existing utilities, regulated stream buffers, wetlands and floodplain delineations. These items are verified during future design development phase of the project.


TMTLA ASSOCIATES
5011 SOUTHPARK DRIVE, STE 200 | DURHAM, NC 27713
p: (919) 484-8880 e: info@tmtla.com


REVISIONS:

PRELIMINARY SKETCH DESIGN
GKEN LAUREL RD PROPERTY
CARY, NC
Wakefield Development

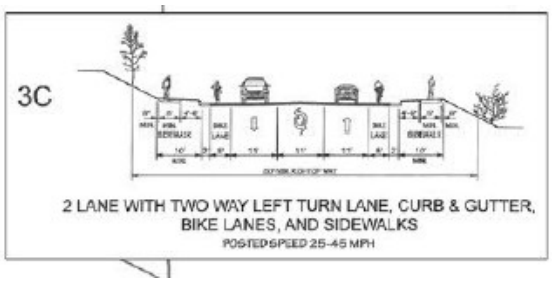
SCALE: 1"=100'
DRAWN BY:
PROJECT # 21243
DATE:
SHEET
OF

**Brittany Chase**

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Friday, June 3, 2022 8:34 AM
**To:** Brittany Chase
**Cc:** Lisa Lundeen; Chanlin Wong; Ben Howell; Lawhorn, Samuel C
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

Brittany – I am comfortable with your proposed distribution.

For Vinson Road, see the snippet below. Both Glen Lauren and Vinson are cross-section 3C, and half the ultimate section would be expected.




Gordon Park has 3-4 lots remaining, so I am comfortable with that being captured in your background growth. I did not realize it was that built out.

Let me know if you need anything else.

Thanks!

**Jonathan K. Jacobs, PE**
Assistant Town Engineer
111 E. Second St.
Clayton, NC 27520
O: 919-553-5002 x6537
D: 919-359-1297
ClaytonNC.org

*Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Wednesday, June 1, 2022 4:01 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>; Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

**Be Advised: This email originated from outside of the Town of Clayton's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Jonathan!

I hope you are doing well.

I wanted to close the loop with you on a few items as we are trying to finalize our analysis this week for Glen Laurel Residential:

1. Were you okay with the previously provided proposed distribution? Sam concurred, but I do not think we have record of the Town's response. I have re-attached for your quick reference.
2. Were you able to confirm the number of remaining lots in Gordon Park? You had mentioned it may be close to buildout and therefore we would assume remaining trips would be included in background growth.
3. Are there any frontage widening requirements for the proposed site along Glen Laurel or Vinson Road?

Thank you and have a great rest of your day!

EXULT
ENGINEERING

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Tuesday, May 24, 2022 4:00 PM

**To:** Brittany Chase <Brittany@ExultEngineering.com>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

Brittany,

I am still trying to shake this stuff, but thanks for asking. I am okay with distributions shown.

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

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---

**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Monday, May 23, 2022 8:32 PM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Hi Sam and Jonathan –

I hope you both are doing well and had a great weekend. Sam – I hope you are feeling better this week!

Please find attached proposed distribution for the Glen Laurel Residential site in Clayton. I have also attached a sketch of the existing traffic volumes collected for your reference. Please let us know if you have any comments or if you approve of the distribution.

Jonathan – have you been able to confirm the number of lots remaining for the Gordon Park development (potential approved development)?

Thank you both and have a great night!

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Monday, May 16, 2022 8:37 AM
**To:** Brittany Chase <Brittany@ExultEngineering.com>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

I am good with just starting the PM counts at 3:45.

Thanks,

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

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**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Friday, May 13, 2022 1:15 PM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Hi Sam –

Thank you for your response.

In regards to the weekday PM school traffic for Glen Laurel at Vinson:

- Is the backup concern related to vehicles leaving the school after pickup in the afternoon? I am assuming so with the westbound direction of Vinson Road being stop controlled at that intersection. The school dismissal (Powhatan Elementary) begins at 3:55 so those vehicles would most likely be captured in that count beginning at 4:00 pm. We could extend the count time by 15 minutes if you feel that is necessary. But, I am not sure a separate analysis is needed because of the school dismissal time pretty much aligning with our peak period. Please advise so I can let our counters know.
- Our client indicated that requested access is no longer required by the Town because of property ownership constraints.

Have a great rest of your afternoon!

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

---

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Friday, May 13, 2022 12:50 PM
**To:** Brittany Chase <Brittany@ExultEngineering.com>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

Brittany,

Jut one comment and one question.

- I would like to see the Weekday PM school traffic studied for just the intersection of Glen Laurel and Vinson. I have been told the traffic backs up significantly at this intersection and would like to just verify the traffic would not back up past the site driveway on Vinson rd.
- How is the requested access on Glen Lauren being dealt with? Having this as a public driveway would give me concerns with the offset of the adjacent subdivision roadway and distance from Oak Vine Circle.

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Friday, May 13, 2022 10:39 AM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Good morning Sam and Jonathan –

As discussed, we have prepared the NCDOT TIA Scoping Checklist for your records. Please let me know if you have any comments.

Sam – I wasn't sure on the construction year for the planned signal at Vinson and Glen Laurel, but would assume it would be completed by our buildout year.

Jonathan – Just let me know on the remaining lots for Gordon Park when you have a moment.

Thank you both and I hope you have a great weekend!

EXULT ENGINEERING

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Tuesday, May 10, 2022 3:18 PM
**To:** Brittany Chase <Brittany@ExultEngineering.com>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

I need the checklist as it saves so much time compared to reading different types of MOUs from every company.

**Sam Lawhorn, P.E.**
District 3 Engineer

Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

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**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Tuesday, May 10, 2022 12:08 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>; Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

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Thanks so much Jonathan – we appreciate the heads up related to the pedestrian concerns.

We will get these summarized in a TIA Scoping MOU for everyone's records. Sam – I have never asked you, but do you prefer the NCDOT TIA Scoping Checklist Form, or is it okay if we summarize these items using our own template?

EXULT ENGINEERING

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Tuesday, May 10, 2022 12:02 PM
**To:** Brittany Chase <Brittany@ExultEngineering.com>; Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>; Ben Howell <bhowell@townofclaytonnc.org>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

Brittany – I have responded below in Green.

Thanks!

**Jonathan K. Jacobs, PE**
Assistant Town Engineer
111 E. Second St.
Clayton, NC 27520
O: 919-553-5002 x6537
D: 919-359-1297
ClaytonNC.org

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**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Friday, May 6, 2022 2:45 PM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

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Thanks for your response Sam!

I will wait for input from Jonathan before preparing the MOU. Just for your records, the developer has informed us that the buildout year will be 2025 (not 2026 as indicated on the TIA Needs Screening form).

Thank you both and have a great weekend!

EXULT ENGINEERING

Brittany Chase, P.E.

**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
Website: www.ExultEngineering.com

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Friday, May 6, 2022 9:51 AM
**To:** Brittany Chase <Brittany@ExultEngineering.com>; Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>
**Subject:** RE: [External] Glen Laurel Residential - TIA Scoping Request

Since this study is already being completed and is in a busy area, I would like to review it as well. See below in red for my comments.

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

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**From:** Brittany Chase <Brittany@ExultEngineering.com>
**Sent:** Thursday, May 5, 2022 7:07 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>; Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Cc:** Lisa Lundeen <LisaL@ExultEngineering.com>; Chanlin Wong <ChanlinW@ExultEngineering.com>
**Subject:** [External] Glen Laurel Residential - TIA Scoping Request

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Hi Jonathan and Sam –

I hope you both are doing well.

We have been contracted by Wakefield Development to perform the TIA for the proposed Glen Laurel Residential development. Please see the attached concept sketch (with Town Pre-App Comments) and *NCDOT TIA Needs Screening* form. We understand the Town will require a TIA. Will NCDOT also require a TIA with the trip generation below the TIA threshold?

We would like to request the TIA scope from the Town and NCDOT (if applicable). I am still waiting on confirmation of buildout year from the developer. Do you prefer to set up a meeting to discuss or is scoping via email acceptable?

If scoping via email is acceptable, could you please provide feedback on the following items and I can summarize in the *NCDOT TIA Scoping Checklist* form:

1. Study area I would like to at least see the Glen Laurel and Vinson intersection, but the Town may want additional intersections. Additionally, please add Powhatan and Glen Laurel Road.
2. Growth rate: Historical ADT volumes show an annual growth rate of 2% in the area (please see attached). I am okay with this if the Town is. The Town has been utilizing a 3% growth rate which aligns more with Glen Laurel on your Growth Calculation sheet.
3. Approved Developments Gordon Park – this is close to built-out. Let me see how many units remain.
4. There may be TIP projects to consider, depending on the required study intersections. Are there any committed or planned improvements at the study area intersections? NCDOT is currently trying to secure funding for a signal at Glen Laurel and Vinson. This should be included in the study. There has been a lot of concern over the pedestrian safety at Powhatan Elementary. I don't expect the developer to make any additional improvements, but expect this to come up in any type of rezoning/public hearing discussion and want the developer to be prepared.

We do appreciate your attention to this request. As the school year is coming to a close, there is a rush to collect traffic count data in the next month!

Thank you!

EXULT ENGINEERING

Brittany Chase, P.E.
**Exult Engineering** | P.O. Box 99277, Raleigh, NC 27624
Office: 984-500-5428 | Mobile: 919-610-4444
Email: Brittany@ExultEngineering.com
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# 2022 TRAFFIC COUNT DATA

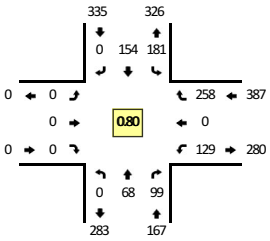
Type of peak hour being reported: Intersection Peak

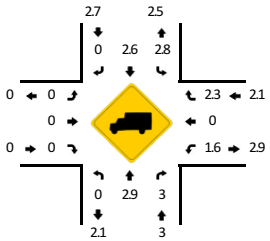
Method for determining peak hour: Total Entering Volume

**LOCATION:** Glen Laurel Rd -- Vinson Rd
**CITY/STATE:** Johnston, NC

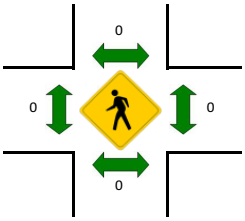
**QC JOB #:** 15821001
**DATE:** Thu, May 12 2022

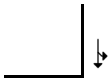
**Peak-Hour: 7:45 AM -- 8:45 AM**
**Peak 15-Min: 8:30 AM -- 8:45 AM**

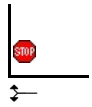


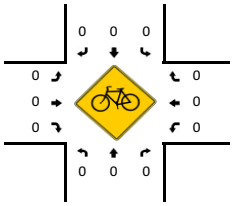



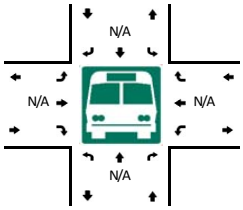

Quality Counts
DATA THAT DRIVES COMMUNITIES

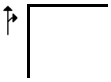


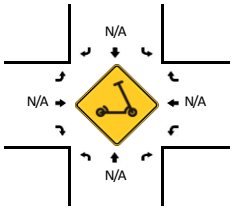










| 15-Min Count Period Beginning At | Glen Laurel Rd (Northbound) | | | | Glen Laurel Rd (Southbound) | | | | Vinson Rd (Eastbound) | | | | Vinson Rd (Westbound) | | | | Total | Hourly Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | | |
| 7:00 AM | 0 | 14 | 5 | 0 | 10 | 31 | 0 | 0 | 0 | 0 | 0 | 0 | 21 | 0 | 68 | 0 | 149 | |
| 7:15 AM | 0 | 25 | 19 | 0 | 24 | 41 | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 0 | 68 | 0 | 201 | |
| 7:30 AM | 0 | 16 | 19 | 0 | 27 | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 35 | 0 | 61 | 0 | 202 | |
| 7:45 AM | 0 | 21 | 15 | 0 | 29 | 49 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 0 | 53 | 0 | 200 | 752 |
| 8:00 AM | 0 | 14 | 21 | 0 | 49 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 29 | 0 | 56 | 0 | 204 | 807 |
| 8:15 AM | 0 | 17 | 25 | 0 | 48 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 | 57 | 0 | 208 | 814 |
| 8:30 AM | 0 | 16 | 38 | 0 | 55 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 0 | 92 | 0 | 277 | 889 |
| 8:45 AM | 0 | 19 | 24 | 0 | 44 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 32 | 0 | 63 | 0 | 195 | 884 |

| Peak 15-Min Flowrates | Northbound | | | | Southbound | | | | Eastbound | | | | Westbound | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | |
| All Vehicles | 0 | 64 | 152 | 0 | 220 | 140 | 0 | 0 | 0 | 0 | 0 | 0 | 164 | 0 | 368 | 0 | 1108 |
| Heavy Trucks | 0 | 0 | 8 | | 4 | 8 | 0 | | 0 | 0 | 0 | | 4 | 0 | 20 | | 44 |
| Buses | | | | | | | | | | | | | | | | | |
| Pedestrians | | 0 | | | | 0 | | | | 0 | | | | 0 | | | 0 |
| Bicycles | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 |
| Scooters | | | | | | | | | | | | | | | | | |

*Comments:*

Report generated on 5/18/2022 1:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

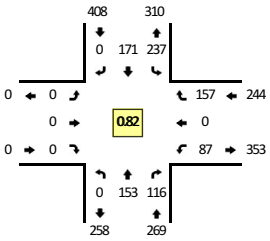
Type of peak hour being reported: Intersection Peak

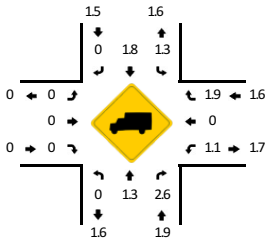
Method for determining peak hour: Total Entering Volume

**LOCATION:** Glen Laurel Rd -- Vinson Rd
**CITY/STATE:** Johnston, NC

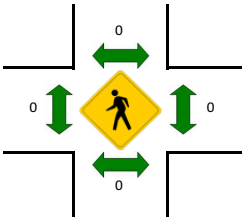
**QC JOB #:** 15821002
**DATE:** Thu, May 12 2022

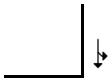
**Peak-Hour: 5:00 PM -- 6:00 PM**
**Peak 15-Min: 5:30 PM -- 5:45 PM**

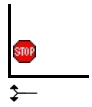


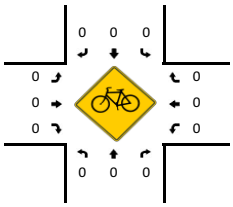



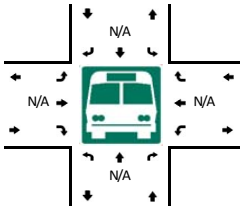

Quality Counts
DATA THAT DRIVES COMMUNITIES

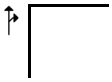


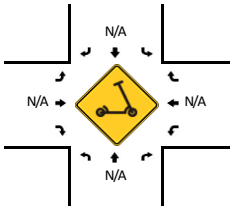










| 15-Min Count Period Beginning At | Glen Laurel Rd (Northbound) | | | | Glen Laurel Rd (Southbound) | | | | Vinson Rd (Eastbound) | | | | Vinson Rd (Westbound) | | | | Total | Hourly Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | | |
| 3:45 PM | 0 | 33 | 28 | 0 | 54 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 29 | 1 | 185 | |
| 4:00 PM | 0 | 46 | 43 | 0 | 62 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 44 | 0 | 58 | 0 | 272 | |
| 4:15 PM | 0 | 34 | 25 | 0 | 50 | 24 | 0 | 1 | 0 | 0 | 0 | 0 | 38 | 0 | 58 | 0 | 230 | |
| 4:30 PM | 0 | 45 | 18 | 0 | 54 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 49 | 0 | 219 | 906 |
| 4:45 PM | 0 | 38 | 19 | 0 | 52 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 30 | 0 | 185 | 906 |
| 5:00 PM | 0 | 43 | 30 | 0 | 59 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 28 | 0 | 211 | 845 |
| 5:15 PM | 0 | 42 | 32 | 0 | 60 | 41 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 37 | 0 | 232 | 847 |
| 5:30 PM | 0 | 39 | 32 | 0 | 71 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 36 | 0 | 56 | 0 | 280 | 908 |
| 5:45 PM | 0 | 29 | 22 | 0 | 47 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 36 | 0 | 198 | 921 |

| Peak 15-Min Flowrates | Northbound | | | | Southbound | | | | Eastbound | | | | Westbound | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | |
| All Vehicles | 0 | 156 | 128 | 0 | 284 | 184 | 0 | 0 | 0 | 0 | 0 | 0 | 144 | 0 | 224 | 0 | 1120 |
| Heavy Trucks | 0 | 0 | 0 | | 0 | 4 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 4 |
| Buses | | | | | | | | | | | | | | | | | |
| Pedestrians | | 0 | | | | 0 | | | | 0 | | | | 0 | | | 0 |
| Bicycles | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 |
| Scooters | | | | | | | | | | | | | | | | | |

*Comments:*

Report generated on 5/18/2022 1:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

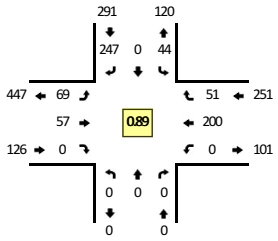
Type of peak hour being reported: Intersection Peak

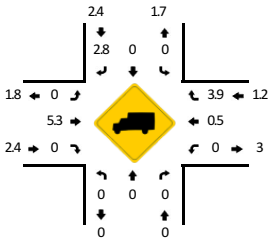
Method for determining peak hour: Total Entering Volume

**LOCATION:** Glen Laurel Rd -- Powhatan Rd
**CITY/STATE:** Johnston, NC

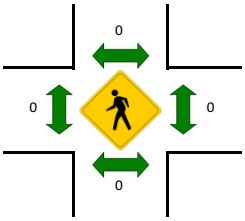
**QC JOB #:** 15821003
**DATE:** Thu, May 12 2022

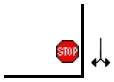
**Peak-Hour: 7:15 AM -- 8:15 AM**
**Peak 15-Min: 7:30 AM -- 7:45 AM**

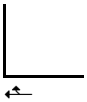


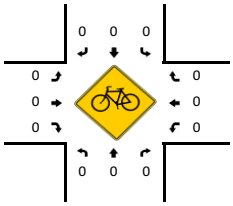



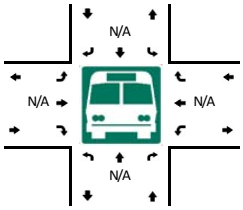

Quality Counts
DATA THAT DRIVES COMMUNITIES

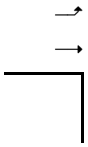


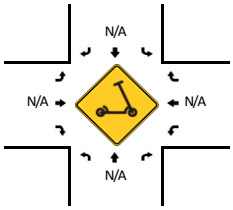








| 15-Min Count Period Beginning At | Glen Laurel Rd (Northbound) | | | | Glen Laurel Rd (Southbound) | | | | Powhatan Rd (Eastbound) | | | | Powhatan Rd (Westbound) | | | | Total | Hourly Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | | |
| 7:00 AM | 0 | 0 | 0 | 0 | 9 | 0 | 38 | 0 | 10 | 7 | 0 | 0 | 0 | 41 | 6 | 0 | 111 | |
| 7:15 AM | 0 | 0 | 0 | 0 | 14 | 0 | 53 | 0 | 18 | 14 | 0 | 0 | 0 | 54 | 14 | 0 | 167 | |
| 7:30 AM | 0 | 0 | 0 | 0 | 13 | 0 | 70 | 0 | 18 | 11 | 0 | 0 | 0 | 63 | 12 | 0 | 187 | |
| 7:45 AM | 0 | 0 | 0 | 0 | 8 | 0 | 64 | 0 | 21 | 14 | 0 | 0 | 0 | 50 | 14 | 0 | 171 | 636 |
| 8:00 AM | 0 | 0 | 0 | 0 | 9 | 0 | 60 | 0 | 12 | 18 | 0 | 0 | 0 | 33 | 11 | 0 | 143 | 668 |
| 8:15 AM | 0 | 0 | 0 | 0 | 9 | 0 | 50 | 0 | 26 | 15 | 0 | 0 | 0 | 25 | 11 | 0 | 136 | 637 |
| 8:30 AM | 0 | 0 | 0 | 0 | 12 | 0 | 55 | 0 | 25 | 5 | 0 | 0 | 0 | 29 | 16 | 0 | 142 | 592 |
| 8:45 AM | 0 | 0 | 0 | 0 | 7 | 0 | 38 | 0 | 27 | 14 | 0 | 0 | 0 | 20 | 11 | 0 | 117 | 538 |

| Peak 15-Min Flowrates | Northbound | | | | Southbound | | | | Eastbound | | | | Westbound | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | |
| All Vehicles | 0 | 0 | 0 | 0 | 52 | 0 | 280 | 0 | 72 | 44 | 0 | 0 | 0 | 252 | 48 | 0 | 748 |
| Heavy Trucks | 0 | 0 | 0 | | 0 | 0 | 8 | | 0 | 4 | 0 | | 0 | 4 | 0 | | 16 |
| Buses | | | | | | | | | | | | | | | | | |
| Pedestrians | | 0 | | | | 0 | | | | 0 | | | | 0 | | | 0 |
| Bicycles | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 |
| Scooters | | | | | | | | | | | | | | | | | |

*Comments:*

Report generated on 5/18/2022 1:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

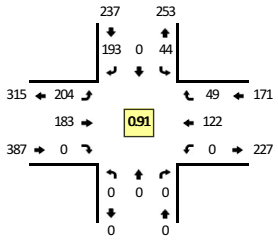
Type of peak hour being reported: Intersection Peak

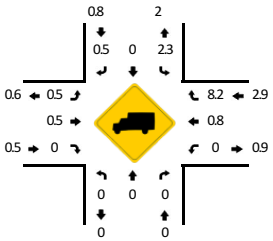
Method for determining peak hour: Total Entering Volume

**LOCATION:** Glen Laurel Rd -- Powhatan Rd
**CITY/STATE:** Johnston, NC

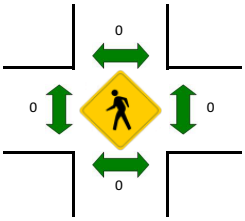
**QC JOB #:** 15821004
**DATE:** Thu, May 12 2022

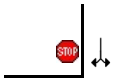
**Peak-Hour: 5:00 PM -- 6:00 PM**
**Peak 15-Min: 5:30 PM -- 5:45 PM**

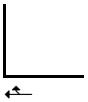


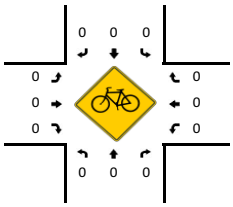



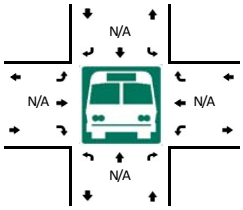

Quality Counts
DATA THAT DRIVES COMMUNITIES

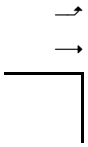


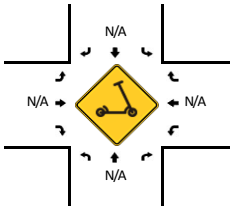








| 15-Min Count Period Beginning At | Glen Laurel Rd (Northbound) | | | | Glen Laurel Rd (Southbound) | | | | Powhatan Rd (Eastbound) | | | | Powhatan Rd (Westbound) | | | | Total | Hourly Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | | |
| 4:00 PM | 0 | 0 | 0 | 0 | 24 | 0 | 25 | 0 | 72 | 51 | 0 | 0 | 0 | 10 | 9 | 0 | 191 | |
| 4:15 PM | 0 | 0 | 0 | 0 | 16 | 0 | 36 | 0 | 47 | 42 | 0 | 0 | 0 | 20 | 11 | 0 | 172 | |
| 4:30 PM | 0 | 0 | 0 | 0 | 16 | 0 | 32 | 0 | 48 | 43 | 0 | 0 | 0 | 20 | 8 | 0 | 167 | |
| 4:45 PM | 0 | 0 | 0 | 0 | 16 | 0 | 25 | 0 | 47 | 48 | 0 | 0 | 0 | 23 | 12 | 0 | 171 | 701 |
| 5:00 PM | 0 | 0 | 0 | 0 | 13 | 0 | 30 | 0 | 53 | 55 | 0 | 0 | 0 | 29 | 12 | 0 | 192 | 702 |
| 5:15 PM | 0 | 0 | 0 | 0 | 10 | 0 | 41 | 0 | 51 | 50 | 0 | 0 | 0 | 30 | 16 | 0 | 198 | 728 |
| 5:30 PM | 0 | 0 | 0 | 0 | 14 | 0 | 65 | 0 | 61 | 44 | 0 | 0 | 0 | 24 | 11 | 0 | 219 | 780 |
| 5:45 PM | 0 | 0 | 0 | 0 | 7 | 0 | 57 | 0 | 39 | 34 | 0 | 0 | 0 | 39 | 10 | 0 | 186 | 795 |

| Peak 15-Min Flowrates | Northbound | | | | Southbound | | | | Eastbound | | | | Westbound | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | Left | Thru | Right | U | |
| All Vehicles | 0 | 0 | 0 | 0 | 56 | 0 | 260 | 0 | 244 | 176 | 0 | 0 | 0 | 96 | 44 | 0 | 876 |
| Heavy Trucks | 0 | 0 | 0 | | 0 | 0 | 4 | | 0 | 4 | 0 | | 0 | 0 | 0 | | 8 |
| Buses | | | | | | | | | | | | | | | | | |
| Pedestrians | | 0 | | | | 0 | | | | 0 | | | | 0 | | | 0 |
| Bicycles | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 |
| Scooters | | | | | | | | | | | | | | | | | |

*Comments:*

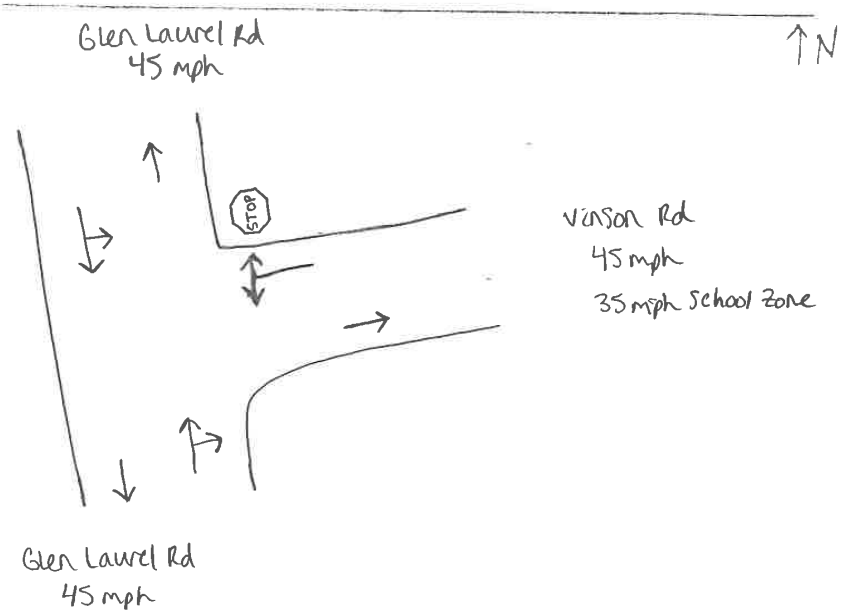
Report generated on 5/18/2022 1:31 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

# SITE VISIT DATA COLLECTION

Project: Glen Laurel Traffic Due Diligence
Date: 5/16/22
Initials: TB
Intersection: Glen Laurel Rd @ Vinson Rd

Sketch:



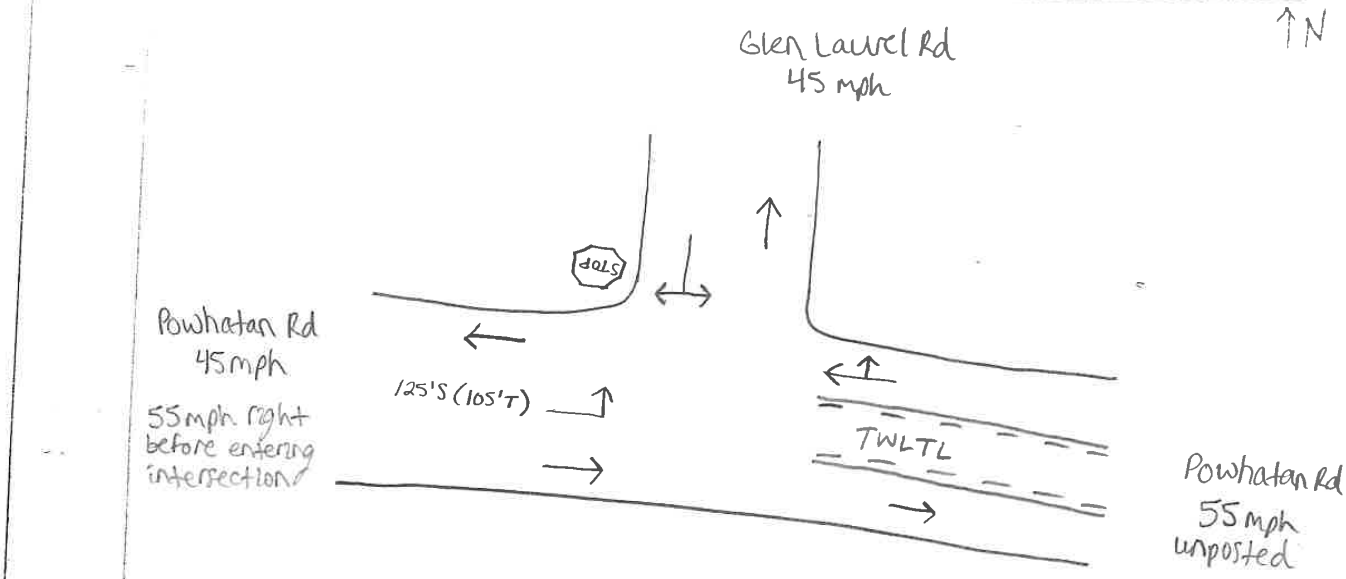

- Label: Street names, Storage lengths, taper lengths, Speed limits, lane geometry, driveways
- Photos of all approaches & departures
- Signal Head / Phasing Information:
  Northbound
  Southbound
  Eastbound
  Westbound

  Unsignalized

- Approximate cycle length:
- Problems Observed? Excessive Queues, etc.?

Project: Glen Laurel Traffic Due Diligence
Date: 5/16/22
Initials: TB
Intersection: Glen Laurel Rd @ Powhatan Rd

Sketch:




- Label: Street names, storage lengths, taper lengths, Speed limits, lane geometry, driveways
- Photos of all approaches & departures
- Signal Head / Phasing Information:
  Northbound
  Southbound
  Eastbound
  Westbound
  Unsignalized
- Approximate cycle length:
- Problems Observed? Excessive Queues, etc.?

# SITE TRAFFIC BALANCING

EXULT ENGINEERING

www.ExultEngineering.com

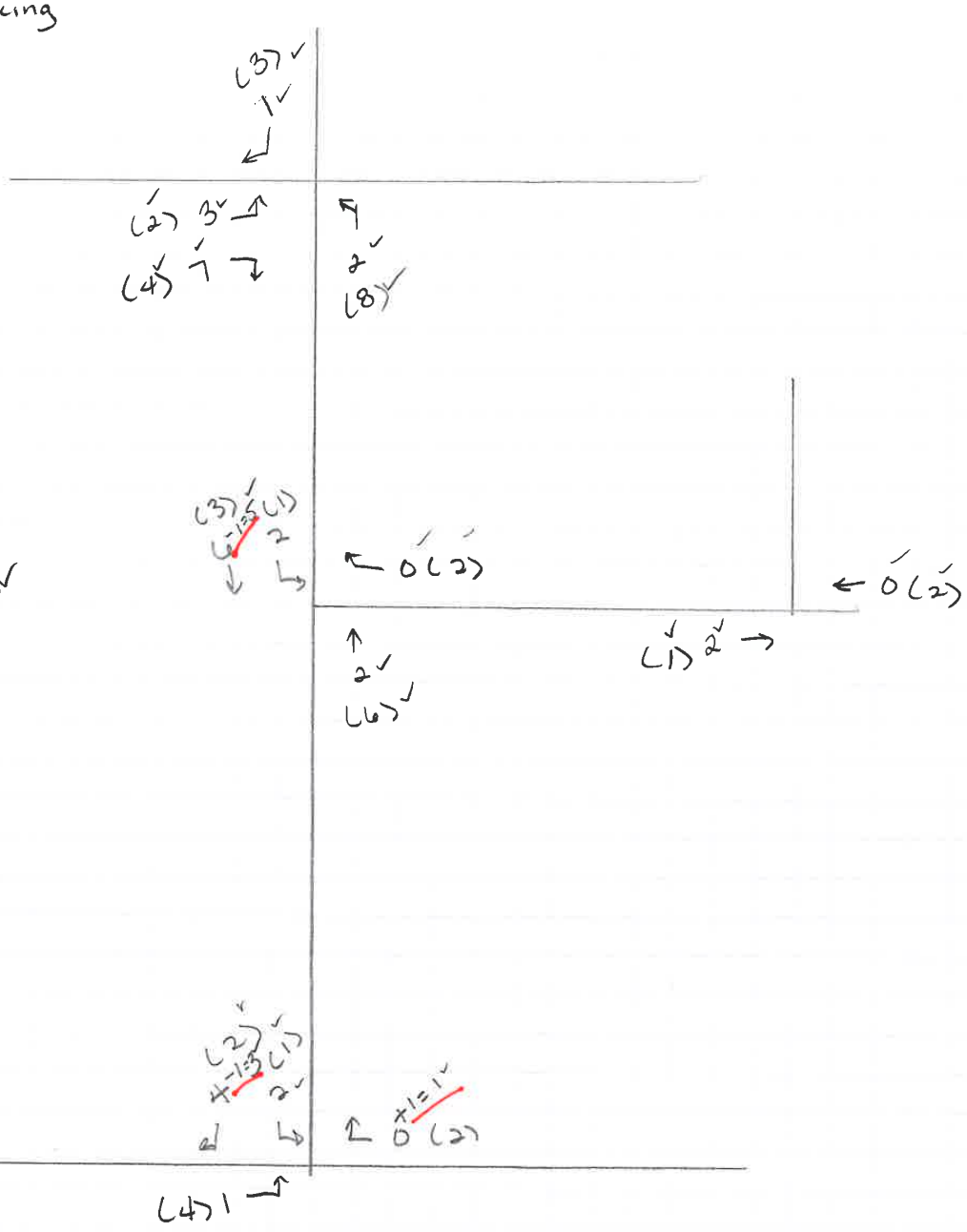
Date: 7-13-22 Sheet _____ of _____

Project: Summer Glen Task: _____

Engineer: _____

Serving our clients, communities, & team with excellence.

Western Portion
Site balancing




Am 3, 10
Pm 11, 6

@ driveways
Am - 3, 10
Pm - 11, 6

@ extents
Am - 2, 11
Pm 11, 6

EXULT ENGINEERING

www.ExultEngineering.com

Date: 7-13-22 Sheet _____ of _____

Project: Summer Glen Task: _____

Engineer: _____

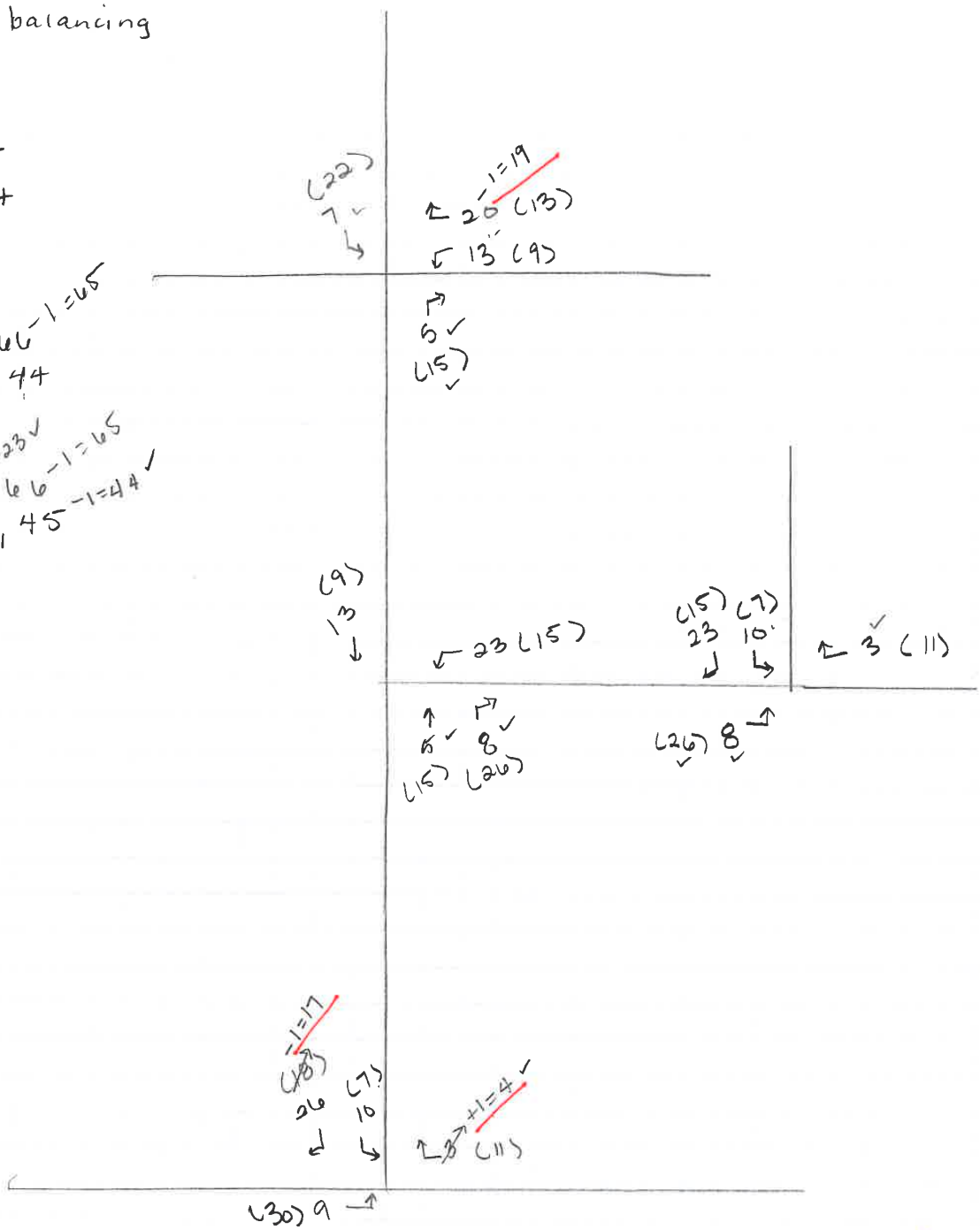
Serving our clients, communities, & team with excellence.

Eastern Portion
Site balancing

Am: 23, 65
Pm: 74, 44

@ driveways
Am - 23, 66 -1=65
Pm - 74, 44

@ extents
Am - 22+1=23 ✓, 66 -1=65
Pm - 74, 45 -1=44 ✓



# INTERSECTION VOLUME SPREADSHEETS

## Intersection Development Worksheet
## Intersection #1 - Glen Laurel Road at Vinson Road

### AM PEAK HOUR

| | Northbound Glen Laurel Road | | | | Southbound Glen Laurel Road | | | | Eastbound - | | | | Westbound Vinson Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count** | | 68 | 99 | | 181 | 154 | | | | | | | 129 | | 258 | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 68 | 99 | 0 | 181 | 154 | 0 | 0 | 0 | 0 | 0 | 0 | 129 | 0 | 258 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 7 | 10 | 0 | 17 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 24 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 75 | 109 | 0 | 198 | 168 | 0 | 0 | 0 | 0 | 0 | 0 | 141 | 0 | 282 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 75 | 109 | 0 | 198 | 169 | 0 | 0 | 0 | 0 | 0 | 0 | 141 | 0 | 282 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 20% | 0% | 0% | 0% | 0% | 0% | 0% | 35% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 23 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 20% | 35% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 5 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 5 | 8 | 0 | 0 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 23 | 0 | 0 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 55% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 55% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 2 | 0 | 0 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Project Traffic** | 0 | 7 | 8 | 0 | 2 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 23 | 0 | 0 | 0 |
| **2025 Buildout Volumes** | 0 | 82 | 117 | 0 | 200 | 187 | 0 | 0 | 0 | 0 | 0 | 0 | 164 | 0 | 282 | 0 |

### PM PEAK HOUR

| | Northbound Glen Laurel Road | | | | Southbound Glen Laurel Road | | | | Eastbound - | | | | Westbound Vinson Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count** | | 153 | 116 | | 237 | 171 | | | | | | | 87 | | 157 | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 153 | 116 | 0 | 237 | 171 | 0 | 0 | 0 | 0 | 0 | 0 | 87 | 0 | 157 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 15 | 11 | 0 | 22 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 15 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 168 | 127 | 0 | 259 | 187 | 0 | 0 | 0 | 0 | 0 | 0 | 96 | 0 | 172 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 168 | 127 | 0 | 259 | 187 | 0 | 0 | 0 | 0 | 0 | 0 | 96 | 0 | 172 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 20% | 0% | 0% | 0% | 0% | 0% | 0% | 35% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 20% | 35% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 15 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 15 | 26 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 55% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 55% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **Total Primary Site Trips** | 0 | 6 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **Total Project Traffic** | 0 | 21 | 26 | 0 | 1 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 0 | 2 | 0 |
| **2025 Buildout Volumes** | 0 | 189 | 153 | 0 | 260 | 199 | 0 | 0 | 0 | 0 | 0 | 0 | 111 | 0 | 174 | 0 |

## Intersection Development Worksheet
## Intersection #2 - Glen Laurel Road at Powhatan Road

### AM PEAK HOUR

| | Northbound - | | | | Southbound Glen Laurel Road | | | | Eastbound Powhatan Road | | | | Westbound Powhatan Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count*** | | | | | 44 | | 247 | | 69 | 57 | | | | 200 | 51 | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 0 | 0 | 0 | 44 | 0 | 247 | 0 | 69 | 57 | 0 | 0 | 0 | 200 | 51 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 0 | 0 | 0 | 5 | 0 | 23 | 0 | 7 | 6 | 0 | 0 | 0 | 19 | 5 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 0 | 0 | 0 | 49 | 0 | 270 | 0 | 76 | 63 | 0 | 0 | 0 | 219 | 56 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 0 | 0 | 0 | 49 | 0 | 270 | 0 | 76 | 63 | 0 | 0 | 0 | 219 | 56 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 10 | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 10 | 0 | 26 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 4 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **Total Project Traffic** | 0 | 0 | 0 | 0 | 12 | 0 | 29 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 5 | 0 |
| **2025 Buildout Volumes** | 0 | 0 | 0 | 0 | 61 | 0 | 299 | 0 | 86 | 63 | 0 | 0 | 0 | 219 | 61 | 0 |

### PM PEAK HOUR

| | Northbound - | | | | Southbound Glen Laurel Road | | | | Eastbound Powhatan Road | | | | Westbound Powhatan Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count*** | | | | | 44 | | 193 | | 204 | 183 | | | | 122 | 49 | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 0 | 0 | 0 | 44 | 0 | 193 | 0 | 204 | 183 | 0 | 0 | 0 | 122 | 49 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 0 | 0 | 0 | 5 | 0 | 18 | 0 | 19 | 17 | 0 | 0 | 0 | 12 | 5 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 0 | 0 | 0 | 49 | 0 | 211 | 0 | 223 | 200 | 0 | 0 | 0 | 134 | 54 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 0 | 0 | 0 | 49 | 0 | 211 | 0 | 223 | 200 | 0 | 0 | 0 | 134 | 54 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 7 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 0 | 0 | 0 | 0 | 0 | 11 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 7 | 0 | 17 | 0 | 30 | 0 | 0 | 0 | 0 | 0 | 11 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 40% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **Total Project Traffic** | 0 | 0 | 0 | 0 | 8 | 0 | 19 | 0 | 34 | 0 | 0 | 0 | 0 | 0 | 13 | 0 |
| **2025 Buildout Volumes** | 0 | 0 | 0 | 0 | 57 | 0 | 230 | 0 | 257 | 200 | 0 | 0 | 0 | 134 | 67 | 0 |

## Intersection Development Worksheet
## Intersection #3 - Glen Laurel Road at Proposed Full Movement Driveway

### AM PEAK HOUR

| | Northbound Glen Laurel Road | | | | Southbound Glen Laurel Road | | | | Eastbound Proposed Full Movement | | | | Westbound Proposed Full Movement Driveway | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count** | | 326 | | | | 335 | | | | | | | | | | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 326 | 0 | 0 | 0 | 335 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 31 | 0 | 0 | 0 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 357 | 0 | 0 | 0 | 367 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 357 | 0 | 0 | 0 | 367 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 20% | 0% | 30% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 19 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 20% | 0% | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 5 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 5 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 0 | 19 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 30% | 0% | 70% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 70% | 0% | 0% | 0% | 0% | 0% | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| **Total Project Traffic** | 2 | 0 | 5 | 0 | 7 | 0 | 1 | 0 | 3 | 0 | 7 | 0 | 13 | 0 | 19 | 0 |
| **2025 Buildout Volumes** | 2 | 357 | 5 | 0 | 7 | 367 | 1 | 0 | 3 | 0 | 7 | 0 | 13 | 0 | 19 | 0 |

### PM PEAK HOUR

| | Northbound Glen Laurel Road | | | | Southbound Glen Laurel Road | | | | Eastbound Proposed Full Movement | | | | Westbound Proposed Full Movement Driveway | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count** | | 310 | | | | 408 | | | | | | | | | | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 310 | 0 | 0 | 0 | 408 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 29 | 0 | 0 | 0 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 339 | 0 | 0 | 0 | 446 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 339 | 0 | 0 | 0 | 446 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 20% | 0% | 30% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 13 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 20% | 0% | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 15 | 0 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 15 | 0 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 13 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 30% | 0% | 70% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 70% | 0% | 0% | 0% | 0% | 0% | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Inbound Primary Site Trips* | 8 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 8 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| **Total Project Traffic** | 8 | 0 | 15 | 0 | 22 | 0 | 3 | 0 | 2 | 0 | 4 | 0 | 9 | 0 | 13 | 0 |
| **2025 Buildout Volumes** | 8 | 339 | 15 | 0 | 22 | 446 | 3 | 0 | 2 | 0 | 4 | 0 | 9 | 0 | 13 | 0 |

## Intersection Development Worksheet
## Intersection #4 - Vinson Road at Proposed Full Movement Driveway

### AM PEAK HOUR

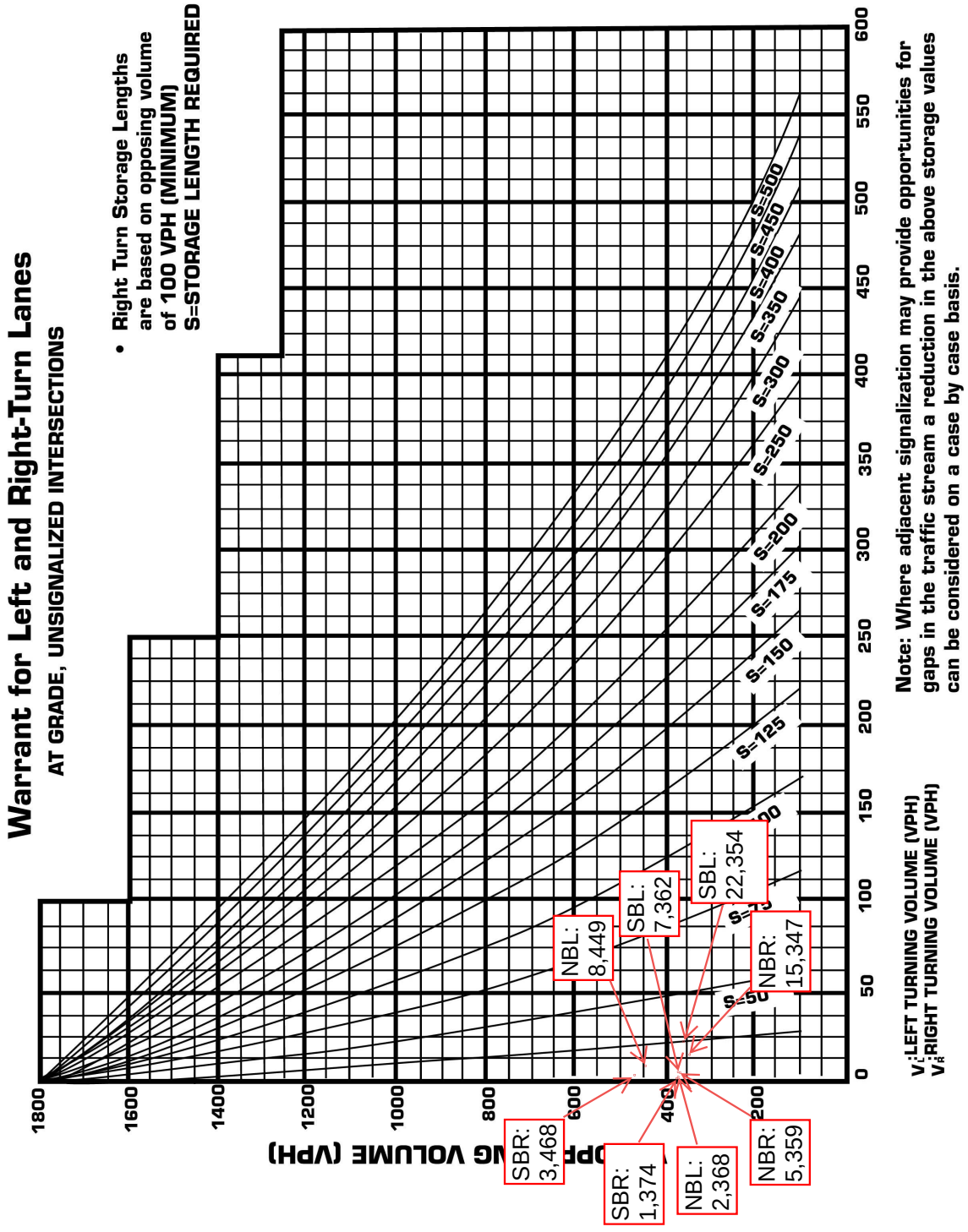
| | Northbound - | | | | Southbound Proposed Full Movement Driveway | | | | Eastbound Vinson Road | | | | Westbound Vinson Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count** | | | | | | | | | | 280 | | | | 387 | | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 280 | 0 | 0 | 0 | 387 | 0 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 | 0 | 0 | 36 | 0 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 306 | 0 | 0 | 0 | 423 | 0 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 306 | 0 | 0 | 0 | 423 | 0 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 35% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 10 | 0 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 35% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 3 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 10 | 0 | 23 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 3 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Project Traffic** | 0 | 0 | 0 | 0 | 10 | 0 | 23 | 0 | 8 | 2 | 0 | 0 | 0 | 0 | 3 | 0 |
| **2025 Buildout Volumes** | 0 | 0 | 0 | 0 | 10 | 0 | 23 | 0 | 8 | 308 | 0 | 0 | 0 | 423 | 3 | 0 |

### PM PEAK HOUR

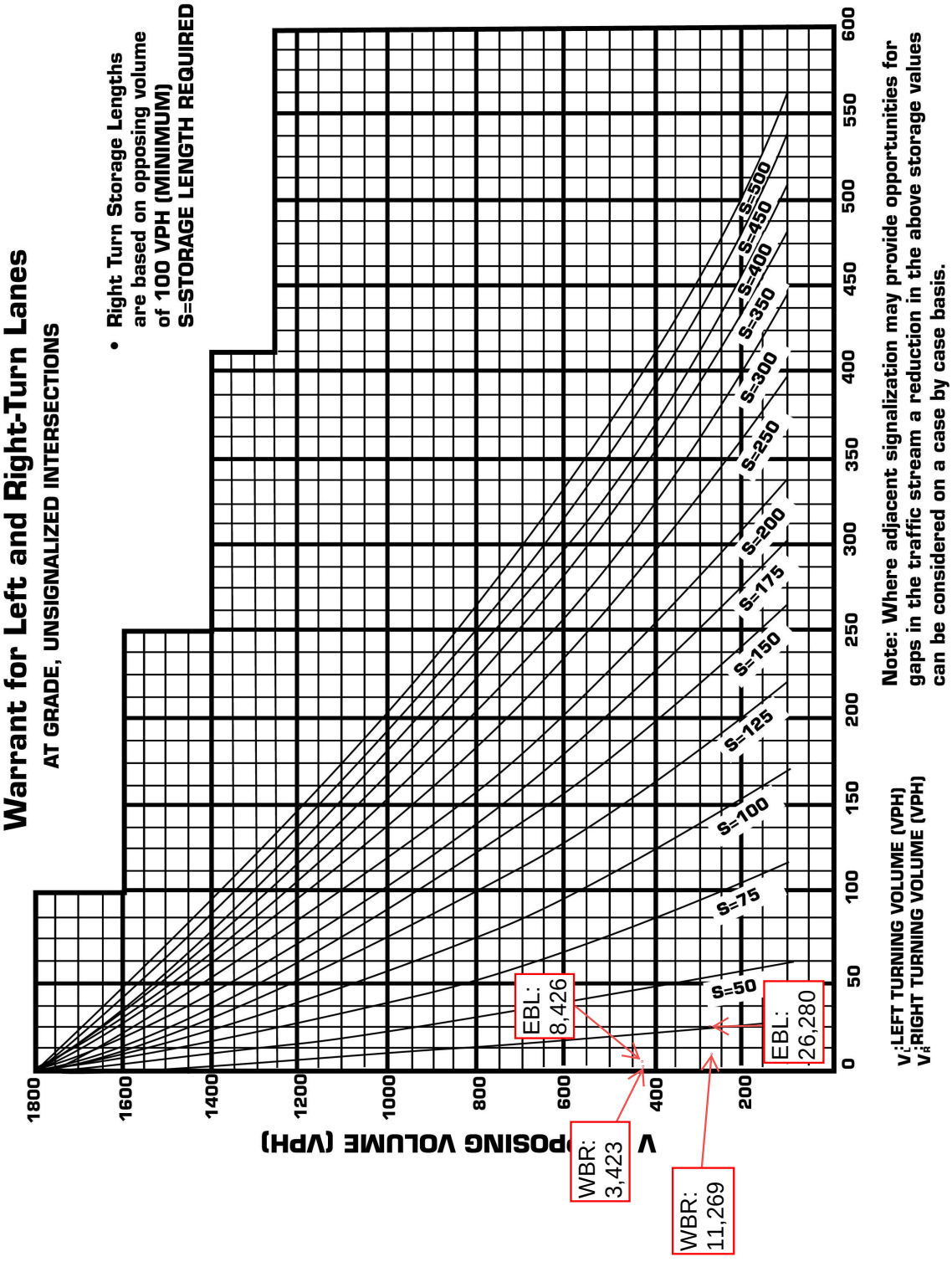
| | Northbound - | | | | Southbound Proposed Full Movement Driveway | | | | Eastbound Vinson Road | | | | Westbound Vinson Road | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn | Left | Through | Right | U-Turn |
| ***2022 Existing Traffic*** | | | | | | | | | | | | | | | | |
| **2022 Traffic Count*** | | | | | | | | | | 353 | | | | 244 | | |
| *Balancing* | | | | | | | | | | | | | | | | |
| **2022 Existing Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 353 | 0 | 0 | 0 | 244 | 0 | 0 |
| ***Background Growth Calculation*** | | | | | | | | | | | | | | | | |
| Growth Factor | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 | 0.09 |
| **2025 Background Growth** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 0 | 0 | 0 | 23 | 0 | 0 |
| **2025 Background Traffic Due to Growth Factor** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 386 | 0 | 0 | 0 | 267 | 0 | 0 |
| ***Approved Developments*** | | | | | | | | | | | | | | | | |
| **Total Approved Development Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Final Background Growth*** | | | | | | | | | | | | | | | | |
| Background Growth Total | | | | | | | | | | | | | | | | |
| **2025 No-Build Traffic** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 386 | 0 | 0 | 0 | 267 | 0 | 0 |
| ***Trip Assignment - Eastern Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 15% | 0% | 35% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 7 | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 35% | 0% | 0% | 0% | 0% | 0% | 15% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 11 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 7 | 0 | 15 | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 11 | 0 |
| ***Trip Assignment - Western Portion*** | | | | | | | | | | | | | | | | |
| *Outbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% | 0% | 0% | 0% | 0% | 0% |
| *Outbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Inbound Assigned Percentage* | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15% | 0% | 0% |
| *Inbound Primary Site Trips* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| **Total Primary Site Trips** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 |
| **Total Project Traffic** | 0 | 0 | 0 | 0 | 7 | 0 | 15 | 0 | 26 | 1 | 0 | 0 | 0 | 2 | 11 | 0 |
| **2025 Buildout Volumes** | 0 | 0 | 0 | 0 | 7 | 0 | 15 | 0 | 26 | 387 | 0 | 0 | 0 | 269 | 11 | 0 |

# TURN LANE WARRANT INFORMATION

Glen Laurel at Proposed Site Driveway



Vinson Road at Proposed Site Driveway



**SYNCHRO REPORT PRINTOUTS**

## 2022 EXISTING AM PEAK HOUR

| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 129 | 258 | 68 | 99 | 181 | 154 |
| Future Volume (vph) | 129 | 258 | 68 | 99 | 181 | 154 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Satd. Flow (prot) | 1668 | 0 | 1697 | 0 | 0 | 1797 |
| Flt Permitted | 0.984 | | | | | 0.974 |
| Satd. Flow (perm) | 1668 | 0 | 1697 | 0 | 0 | 1797 |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 1029 | | 2524 | | | 1067 |
| Travel Time (s) | 15.6 | | 38.2 | | | 16.2 |
| Peak Hour Factor | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 3% | 3% |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 484 | 0 | 209 | 0 | 0 | 419 |
| Enter Blocked Intersection | 1 veh | 1 veh | No | No | No | No |
| Lane Alignment | Left | Right | Left | Right | Left | Left |
| Median Width(ft) | 12 | | 0 | | | 0 |
| Link Offset(ft) | 0 | | 0 | | | 0 |
| Crosswalk Width(ft) | 16 | | 16 | | | 16 |
| Two way Left Turn Lane | | | | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | 9 | | 9 | 15 | |
| Sign Control | Stop | | Free | | | Free |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 60.8% | | ICU Level of Service B | |
| Analysis Period (min) 15 | | | |

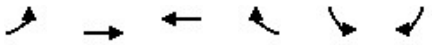
| Intersection | |
|---|---|
| Int Delay, s/veh | 22.8 |

| Movement | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 129 | 258 | 68 | 99 | 181 | 154 |
| Future Vol, veh/h | 129 | 258 | 68 | 99 | 181 | 154 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Stop | Stop | Free | Free | Free | Free |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 0 | - | - | - | - | - |
| Veh in Median Storage, # | 0 | - | 0 | - | - | 0 |
| Grade, % | 0 | - | 0 | - | - | 0 |
| Peak Hour Factor | 80 | 80 | 80 | 80 | 80 | 80 |
| Heavy Vehicles, % | 2 | 2 | 3 | 3 | 3 | 3 |
| Mvmt Flow | 161 | 323 | 85 | 124 | 226 | 193 |

| Major/Minor | Minor1 | | Major1 | | Major2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 792 | 147 | 0 | 0 | 209 | 0 |
| Stage 1 | 147 | - | - | - | - | - |
| Stage 2 | 645 | - | - | - | - | - |
| Critical Hdwy | 6.42 | 6.22 | - | - | 4.13 | - |
| Critical Hdwy Stg 1 | 5.42 | - | - | - | - | - |
| Critical Hdwy Stg 2 | 5.42 | - | - | - | - | - |
| Follow-up Hdwy | 3.518 | 3.318 | - | - | 2.227 | - |
| Pot Cap-1 Maneuver | 358 | 900 | - | - | 1356 | - |
| Stage 1 | 880 | - | - | - | - | - |
| Stage 2 | 522 | - | - | - | - | - |
| Platoon blocked, % | | | - | - | | - |
| Mov Cap-1 Maneuver | 291 | 900 | - | - | 1356 | - |
| Mov Cap-2 Maneuver | 291 | - | - | - | - | - |
| Stage 1 | 880 | - | - | - | - | - |
| Stage 2 | 424 | - | - | - | - | - |

| Approach | WB | NB | SB |
|---|---|---|---|
| HCM Control Delay, s | 48.5 | 0 | 4.4 |
| HCM LOS | E | | |

| Minor Lane/Major Mvmt | NBT | NBR | WBLn1 | SBL | SBT |
|---|---|---|---|---|---|
| Capacity (veh/h) | - | - | 530 | 1356 | - |
| HCM Lane V/C Ratio | - | - | 0.913 | 0.167 | - |
| HCM Control Delay (s) | - | - | 48.5 | 8.2 | 0 |
| HCM Lane LOS | - | - | E | A | A |
| HCM 95th %tile Q(veh) | - | - | 10.9 | 0.6 | - |



| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 69 | 57 | 200 | 51 | 44 | 247 |
| Future Volume (vph) | 69 | 57 | 200 | 51 | 44 | 247 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Satd. Flow (prot) | 1770 | 1863 | 1812 | 0 | 1637 | 0 |
| Flt Permitted | 0.950 | | | | 0.993 | |
| Satd. Flow (perm) | 1770 | 1863 | 1812 | 0 | 1637 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 78 | 64 | 282 | 0 | 327 | 0 |
| Enter Blocked Intersection | No | No | No | No | 1 veh | 1 veh |
| Lane Alignment | Left | Left | Left | Right | Left | Right |
| Median Width(ft) | | 12 | 12 | | 12 | |
| Link Offset(ft) | | 0 | 0 | | 0 | |
| Crosswalk Width(ft) | | 16 | 16 | | 16 | |
| Two way Left Turn Lane | | | Yes | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | | | 9 | 15 | 9 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 45.1% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 6.7 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 69 | 57 | 200 | 51 | 44 | 247 |
| Future Vol, veh/h | 69 | 57 | 200 | 51 | 44 | 247 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 89 | 89 | 89 | 89 | 89 | 89 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 78 | 64 | 225 | 57 | 49 | 278 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 282 | 0 | - | 0 | 474 | 254 |
| Stage 1 | - | - | - | - | 254 | - |
| Stage 2 | - | - | - | - | 220 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1280 | - | - | - | 549 | 785 |
| Stage 1 | - | - | - | - | 788 | - |
| Stage 2 | - | - | - | - | 817 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1280 | - | - | - | 516 | 785 |
| Mov Cap-2 Maneuver | - | - | - | - | 588 | - |
| Stage 1 | - | - | - | - | 740 | - |
| Stage 2 | - | - | - | - | 817 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.4 | 0 | 13.5 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1280 | - | - | - | 747 |
| HCM Lane V/C Ratio | 0.061 | - | - | - | 0.438 |
| HCM Control Delay (s) | 8 | - | - | - | 13.5 |
| HCM Lane LOS | A | - | - | - | B |
| HCM 95th %tile Q(veh) | 0.2 | - | - | - | 2.2 |

## 2022 EXISTING PM PEAK HOUR

| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 87 | 157 | 153 | 116 | 237 | 171 |
| Future Volume (vph) | 87 | 157 | 153 | 116 | 237 | 171 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Satd. Flow (prot) | 1670 | 0 | 1755 | 0 | 0 | 1811 |
| Flt Permitted | 0.982 | | | | | 0.972 |
| Satd. Flow (perm) | 1670 | 0 | 1755 | 0 | 0 | 1811 |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 1029 | | 2524 | | | 1070 |
| Travel Time (s) | 15.6 | | 38.2 | | | 16.2 |
| Peak Hour Factor | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 297 | 0 | 328 | 0 | 0 | 498 |
| Enter Blocked Intersection | 1 veh | 1 veh | No | No | No | No |
| Lane Alignment | Left | Right | Left | Right | Left | Left |
| Median Width(ft) | 12 | | 0 | | | 0 |
| Link Offset(ft) | 0 | | 0 | | | 0 |
| Crosswalk Width(ft) | 16 | | 16 | | | 16 |
| Two way Left Turn Lane | | | | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | 9 | | 9 | 15 | |
| Sign Control | Stop | | Free | | | Free |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization | 61.7% | ICU Level of Service | B |
| Analysis Period (min) | 15 | | |

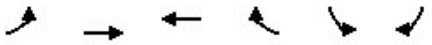
| Intersection | |
|---|---|
| Int Delay, s/veh | 14.6 |

| Movement | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 87 | 157 | 153 | 116 | 237 | 171 |
| Future Vol, veh/h | 87 | 157 | 153 | 116 | 237 | 171 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Stop | Stop | Free | Free | Free | Free |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 0 | - | - | - | - | - |
| Veh in Median Storage, # | 0 | - | 0 | - | - | 0 |
| Grade, % | 0 | - | 0 | - | - | 0 |
| Peak Hour Factor | 82 | 82 | 82 | 82 | 82 | 82 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 106 | 191 | 187 | 141 | 289 | 209 |

| Major/Minor | Minor1 | | Major1 | | Major2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 1045 | 258 | 0 | 0 | 328 | 0 |
| Stage 1 | 258 | - | - | - | - | - |
| Stage 2 | 787 | - | - | - | - | - |
| Critical Hdwy | 6.42 | 6.22 | - | - | 4.12 | - |
| Critical Hdwy Stg 1 | 5.42 | - | - | - | - | - |
| Critical Hdwy Stg 2 | 5.42 | - | - | - | - | - |
| Follow-up Hdwy | 3.518 | 3.318 | - | - | 2.218 | - |
| Pot Cap-1 Maneuver | 253 | 781 | - | - | 1232 | - |
| Stage 1 | 785 | - | - | - | - | - |
| Stage 2 | 449 | - | - | - | - | - |
| Platoon blocked, % | | | - | - | | - |
| Mov Cap-1 Maneuver | 186 | 781 | - | - | 1232 | - |
| Mov Cap-2 Maneuver | 186 | - | - | - | - | - |
| Stage 1 | 785 | - | - | - | - | - |
| Stage 2 | 330 | - | - | - | - | - |

| Approach | WB | NB | SB |
|---|---|---|---|
| HCM Control Delay, s | 46.4 | 0 | 5.1 |
| HCM LOS | E | | |

| Minor Lane/Major Mvmt | NBT | NBR | WBLn1 | SBL | SBT |
|---|---|---|---|---|---|
| Capacity (veh/h) | - | - | 365 | 1232 | - |
| HCM Lane V/C Ratio | - | - | 0.815 | 0.235 | - |
| HCM Control Delay (s) | - | - | 46.4 | 8.8 | 0 |
| HCM Lane LOS | - | - | E | A | A |
| HCM 95th %tile Q(veh) | - | - | 7.2 | 0.9 | - |



| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 204 | 183 | 122 | 49 | 44 | 193 |
| Future Volume (vph) | 204 | 183 | 122 | 49 | 44 | 193 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Satd. Flow (prot) | 1770 | 1863 | 1773 | 0 | 1643 | 0 |
| Flt Permitted | 0.950 | | | | 0.991 | |
| Satd. Flow (perm) | 1770 | 1863 | 1773 | 0 | 1643 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.91 | 0.91 | 0.91 | 0.91 | 0.91 | 0.91 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 2% | 2% |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 224 | 201 | 188 | 0 | 260 | 0 |
| Enter Blocked Intersection | No | No | No | No | 1 veh | 1 veh |
| Lane Alignment | Left | Left | Left | Right | Left | Right |
| Median Width(ft) | | 12 | 12 | | 12 | |
| Link Offset(ft) | | 0 | 0 | | 0 | |
| Crosswalk Width(ft) | | 16 | 16 | | 16 | |
| Two way Left Turn Lane | | | Yes | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | | | 9 | 15 | 9 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization | 45.0% | ICU Level of Service | A |
| Analysis Period (min) | 15 | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 5.9 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 204 | 183 | 122 | 49 | 44 | 193 |
| Future Vol, veh/h | 204 | 183 | 122 | 49 | 44 | 193 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 91 | 91 | 91 | 91 | 91 | 91 |
| Heavy Vehicles, % | 2 | 2 | 3 | 3 | 2 | 2 |
| Mvmt Flow | 224 | 201 | 134 | 54 | 48 | 212 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 188 | 0 | - | 0 | 810 | 161 |
| Stage 1 | - | - | - | - | 161 | - |
| Stage 2 | - | - | - | - | 649 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1386 | - | - | - | 349 | 884 |
| Stage 1 | - | - | - | - | 868 | - |
| Stage 2 | - | - | - | - | 520 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1386 | - | - | - | 292 | 884 |
| Mov Cap-2 Maneuver | - | - | - | - | 403 | - |
| Stage 1 | - | - | - | - | 727 | - |
| Stage 2 | - | - | - | - | 520 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.3 | 0 | 12.7 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1386 | - | - | - | 724 |
| HCM Lane V/C Ratio | 0.162 | - | - | - | 0.36 |
| HCM Control Delay (s) | 8.1 | - | - | - | 12.7 |
| HCM Lane LOS | A | - | - | - | B |
| HCM 95th %tile Q(veh) | 0.6 | - | - | - | 1.6 |

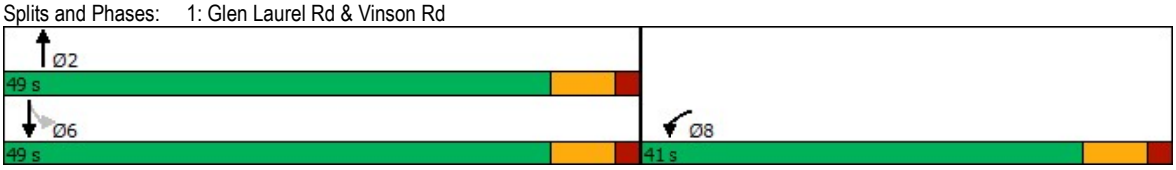
## 2025 NO-BUILD AM PEAK HOUR

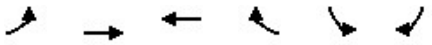
| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 141 | 282 | 75 | 109 | 198 | 169 |
| Future Volume (vph) | 141 | 282 | 75 | 109 | 198 | 169 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Satd. Flow (prot) | 1668 | 0 | 1697 | 0 | 0 | 1797 |
| Flt Permitted | 0.984 | | | | | 0.695 |
| Satd. Flow (perm) | 1668 | 0 | 1697 | 0 | 0 | 1282 |
| Right Turn on Red | | No | | No | | |
| Satd. Flow (RTOR) | | | | | | |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 1029 | | 2524 | | | 1071 |
| Travel Time (s) | 15.6 | | 38.2 | | | 16.2 |
| Peak Hour Factor | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 3% | 3% |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 529 | 0 | 230 | 0 | 0 | 459 |
| Enter Blocked Intersection | No | No | No | No | No | No |
| Lane Alignment | Left | Right | Left | Right | Left | Left |
| Median Width(ft) | 12 | | 0 | | | 0 |
| Link Offset(ft) | 0 | | 0 | | | 0 |
| Crosswalk Width(ft) | 16 | | 16 | | | 16 |
| Two way Left Turn Lane | | | | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | 9 | | 9 | 15 | |
| Number of Detectors | 1 | | 2 | | 1 | 2 |
| Detector Template | Left | | Thru | | Left | Thru |
| Leading Detector (ft) | 20 | | 100 | | 20 | 100 |
| Trailing Detector (ft) | 0 | | 0 | | 0 | 0 |
| Detector 1 Position(ft) | 0 | | 0 | | 0 | 0 |
| Detector 1 Size(ft) | 20 | | 6 | | 20 | 6 |
| Detector 1 Type | Cl+Ex | | Cl+Ex | | Cl+Ex | Cl+Ex |
| Detector 1 Channel | | | | | | |
| Detector 1 Extend (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 1 Queue (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 1 Delay (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 2 Position(ft) | | | 94 | | | 94 |
| Detector 2 Size(ft) | | | 6 | | | 6 |
| Detector 2 Type | | | Cl+Ex | | | Cl+Ex |
| Detector 2 Channel | | | | | | |
| Detector 2 Extend (s) | | | 0.0 | | | 0.0 |
| Turn Type | Prot | | NA | | Perm | NA |
| Protected Phases | 8 | | 2 | | | 6 |
| Permitted Phases | | | | | 6 | |
| Detector Phase | 8 | | 2 | | 6 | 6 |
| Switch Phase | | | | | | |
| Minimum Initial (s) | 7.0 | | 12.0 | | 12.0 | 12.0 |
| Minimum Split (s) | 14.0 | | 19.0 | | 19.0 | 19.0 |
| Total Split (s) | 41.0 | | 49.0 | | 49.0 | 49.0 |
| Total Split (%) | 45.6% | | 54.4% | | 54.4% | 54.4% |

| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Maximum Green (s) | 34.0 | | 42.0 | | 42.0 | 42.0 |
| Yellow Time (s) | 5.0 | | 5.0 | | 5.0 | 5.0 |
| All-Red Time (s) | 2.0 | | 2.0 | | 2.0 | 2.0 |
| Lost Time Adjust (s) | -2.0 | | -2.0 | | | -2.0 |
| Total Lost Time (s) | 5.0 | | 5.0 | | | 5.0 |
| Lead/Lag | | | | | | |
| Lead-Lag Optimize? | | | | | | |
| Vehicle Extension (s) | 3.0 | | 3.0 | | 3.0 | 3.0 |
| Recall Mode | None | | Min | | Min | Min |
| Act Effct Green (s) | 29.3 | | 33.7 | | | 33.7 |
| Actuated g/C Ratio | 0.40 | | 0.46 | | | 0.46 |
| v/c Ratio | 0.80 | | 0.30 | | | 0.78 |
| Control Delay | 31.7 | | 14.3 | | | 28.5 |
| Queue Delay | 0.0 | | 0.0 | | | 0.0 |
| Total Delay | 31.7 | | 14.3 | | | 28.5 |
| LOS | C | | B | | | C |
| Approach Delay | 31.7 | | 14.3 | | | 28.5 |
| Approach LOS | C | | B | | | C |
| Queue Length 50th (ft) | 218 | | 67 | | | 180 |
| Queue Length 95th (ft) | 324 | | 105 | | | 264 |
| Internal Link Dist (ft) | 949 | | 2444 | | | 991 |
| Turn Bay Length (ft) | | | | | | |
| Base Capacity (vph) | 866 | | 1077 | | | 813 |
| Starvation Cap Reductn | 0 | | 0 | | | 0 |
| Spillback Cap Reductn | 0 | | 0 | | | 0 |
| Storage Cap Reductn | 0 | | 0 | | | 0 |
| Reduced v/c Ratio | 0.61 | | 0.21 | | | 0.56 |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Cycle Length: 90 | | | |
| Actuated Cycle Length: 73.7 | | | |
| Natural Cycle: 60 | | | |
| Control Type: Actuated-Uncoordinated | | | |
| Maximum v/c Ratio: 0.80 | | | |
| Intersection Signal Delay: 27.2 | | Intersection LOS: C | |
| Intersection Capacity Utilization 68.1% | | ICU Level of Service C | |
| Analysis Period (min) 15 | | | |

Splits and Phases: 1: Glen Laurel Rd & Vinson Rd





| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 76 | 63 | 219 | 56 | 49 | 270 |
| Future Volume (vph) | 76 | 63 | 219 | 56 | 49 | 270 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Satd. Flow (prot) | 1770 | 1863 | 1811 | 0 | 1637 | 0 |
| Flt Permitted | 0.950 | | | | 0.992 | |
| Satd. Flow (perm) | 1770 | 1863 | 1811 | 0 | 1637 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 85 | 71 | 309 | 0 | 358 | 0 |
| Enter Blocked Intersection | No | No | No | No | 1 veh | 1 veh |
| Lane Alignment | Left | Left | Left | Right | Left | Right |
| Median Width(ft) | | 12 | 12 | | 12 | |
| Link Offset(ft) | | 0 | 0 | | 0 | |
| Crosswalk Width(ft) | | 16 | 16 | | 16 | |
| Two way Left Turn Lane | | | Yes | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | | | 9 | 15 | 9 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 48.5% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 7.3 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 76 | 63 | 219 | 56 | 49 | 270 |
| Future Vol, veh/h | 76 | 63 | 219 | 56 | 49 | 270 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 89 | 89 | 89 | 89 | 89 | 89 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 85 | 71 | 246 | 63 | 55 | 303 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 309 | 0 | - | 0 | 519 | 278 |
| Stage 1 | - | - | - | - | 278 | - |
| Stage 2 | - | - | - | - | 241 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1252 | - | - | - | 517 | 761 |
| Stage 1 | - | - | - | - | 769 | - |
| Stage 2 | - | - | - | - | 799 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1252 | - | - | - | 482 | 761 |
| Mov Cap-2 Maneuver | - | - | - | - | 563 | - |
| Stage 1 | - | - | - | - | 717 | - |
| Stage 2 | - | - | - | - | 799 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.4 | 0 | 14.8 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1252 | - | - | - | 722 |
| HCM Lane V/C Ratio | 0.068 | - | - | - | 0.496 |
| HCM Control Delay (s) | 8.1 | - | - | - | 14.8 |
| HCM Lane LOS | A | - | - | - | B |
| HCM 95th %tile Q(veh) | 0.2 | - | - | - | 2.8 |

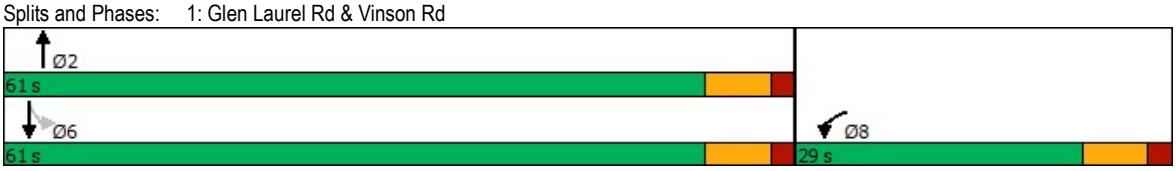
## 2025 NO-BUILD PM PEAK HOUR

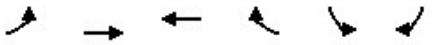
| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 96 | 172 | 168 | 127 | 259 | 187 |
| Future Volume (vph) | 96 | 172 | 168 | 127 | 259 | 187 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Satd. Flow (prot) | 1670 | 0 | 1755 | 0 | 0 | 1811 |
| Flt Permitted | 0.982 | | | | | 0.595 |
| Satd. Flow (perm) | 1670 | 0 | 1755 | 0 | 0 | 1108 |
| Right Turn on Red | | No | | No | | |
| Satd. Flow (RTOR) | | | | | | |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 1029 | | 2524 | | | 1071 |
| Travel Time (s) | 15.6 | | 38.2 | | | 16.2 |
| Peak Hour Factor | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 327 | 0 | 360 | 0 | 0 | 544 |
| Enter Blocked Intersection | No | No | No | No | No | No |
| Lane Alignment | Left | Right | Left | Right | Left | Left |
| Median Width(ft) | 12 | | 0 | | | 0 |
| Link Offset(ft) | 0 | | 0 | | | 0 |
| Crosswalk Width(ft) | 16 | | 16 | | | 16 |
| Two way Left Turn Lane | | | | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | 9 | | 9 | 15 | |
| Number of Detectors | 1 | | 2 | | 1 | 2 |
| Detector Template | Left | | Thru | | Left | Thru |
| Leading Detector (ft) | 20 | | 100 | | 20 | 100 |
| Trailing Detector (ft) | 0 | | 0 | | 0 | 0 |
| Detector 1 Position(ft) | 0 | | 0 | | 0 | 0 |
| Detector 1 Size(ft) | 20 | | 6 | | 20 | 6 |
| Detector 1 Type | Cl+Ex | | Cl+Ex | | Cl+Ex | Cl+Ex |
| Detector 1 Channel | | | | | | |
| Detector 1 Extend (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 1 Queue (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 1 Delay (s) | 0.0 | | 0.0 | | 0.0 | 0.0 |
| Detector 2 Position(ft) | | | 94 | | | 94 |
| Detector 2 Size(ft) | | | 6 | | | 6 |
| Detector 2 Type | | | Cl+Ex | | | Cl+Ex |
| Detector 2 Channel | | | | | | |
| Detector 2 Extend (s) | | | 0.0 | | | 0.0 |
| Turn Type | Prot | | NA | | Perm | NA |
| Protected Phases | 8 | | 2 | | | 6 |
| Permitted Phases | | | | | 6 | |
| Detector Phase | 8 | | 2 | | 6 | 6 |
| Switch Phase | | | | | | |
| Minimum Initial (s) | 7.0 | | 12.0 | | 12.0 | 12.0 |
| Minimum Split (s) | 14.0 | | 19.0 | | 19.0 | 19.0 |
| Total Split (s) | 29.0 | | 61.0 | | 61.0 | 61.0 |
| Total Split (%) | 32.2% | | 67.8% | | 67.8% | 67.8% |
| Maximum Green (s) | 22.0 | | 54.0 | | 54.0 | 54.0 |

| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Yellow Time (s) | 5.0 | | 5.0 | | 5.0 | 5.0 |
| All-Red Time (s) | 2.0 | | 2.0 | | 2.0 | 2.0 |
| Lost Time Adjust (s) | -2.0 | | -2.0 | | | -2.0 |
| Total Lost Time (s) | 5.0 | | 5.0 | | | 5.0 |
| Lead/Lag | | | | | | |
| Lead-Lag Optimize? | | | | | | |
| Vehicle Extension (s) | 3.0 | | 3.0 | | 3.0 | 3.0 |
| Recall Mode | None | | Min | | Min | Min |
| Act Effct Green (s) | 20.4 | | 42.8 | | | 42.8 |
| Actuated g/C Ratio | 0.28 | | 0.58 | | | 0.58 |
| v/c Ratio | 0.71 | | 0.35 | | | 0.85 |
| Control Delay | 36.6 | | 9.2 | | | 27.3 |
| Queue Delay | 0.0 | | 0.0 | | | 0.0 |
| Total Delay | 36.6 | | 9.2 | | | 27.3 |
| LOS | D | | A | | | C |
| Approach Delay | 36.6 | | 9.2 | | | 27.3 |
| Approach LOS | D | | A | | | C |
| Queue Length 50th (ft) | 143 | | 84 | | | 199 |
| Queue Length 95th (ft) | 236 | | 120 | | | 300 |
| Internal Link Dist (ft) | 949 | | 2444 | | | 991 |
| Turn Bay Length (ft) | | | | | | |
| Base Capacity (vph) | 578 | | 1347 | | | 850 |
| Starvation Cap Reductn | 0 | | 0 | | | 0 |
| Spillback Cap Reductn | 0 | | 0 | | | 0 |
| Storage Cap Reductn | 0 | | 0 | | | 0 |
| Reduced v/c Ratio | 0.57 | | 0.27 | | | 0.64 |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Cycle Length: 90 | | | |
| Actuated Cycle Length: 73.8 | | | |
| Natural Cycle: 60 | | | |
| Control Type: Actuated-Uncoordinated | | | |
| Maximum v/c Ratio: 0.85 | | | |
| Intersection Signal Delay: 24.5 | | Intersection LOS: C | |
| Intersection Capacity Utilization 69.2% | | ICU Level of Service C | |
| Analysis Period (min) 15 | | | |

Splits and Phases: 1: Glen Laurel Rd & Vinson Rd





| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 223 | 200 | 134 | 54 | 49 | 211 |
| Future Volume (vph) | 223 | 200 | 134 | 54 | 49 | 211 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Satd. Flow (prot) | 1770 | 1863 | 1773 | 0 | 1643 | 0 |
| Flt Permitted | 0.950 | | | | 0.991 | |
| Satd. Flow (perm) | 1770 | 1863 | 1773 | 0 | 1643 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 2% | 2% |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 248 | 222 | 209 | 0 | 288 | 0 |
| Enter Blocked Intersection | No | No | No | No | 1 veh | 1 veh |
| Lane Alignment | Left | Left | Left | Right | Left | Right |
| Median Width(ft) | | 12 | 12 | | 12 | |
| Link Offset(ft) | | 0 | 0 | | 0 | |
| Crosswalk Width(ft) | | 16 | 16 | | 16 | |
| Two way Left Turn Lane | | | Yes | | | |
| Headway Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Turning Speed (mph) | 15 | | | 9 | 15 | 9 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization | 48.4% | ICU Level of Service | A |
| Analysis Period (min) | 15 | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 6.2 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 223 | 200 | 134 | 54 | 49 | 211 |
| Future Vol, veh/h | 223 | 200 | 134 | 54 | 49 | 211 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 3 | 3 | 2 | 2 |
| Mvmt Flow | 248 | 222 | 149 | 60 | 54 | 234 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 209 | 0 | - | 0 | 897 | 179 |
| Stage 1 | - | - | - | - | 179 | - |
| Stage 2 | - | - | - | - | 718 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1362 | - | - | - | 310 | 864 |
| Stage 1 | - | - | - | - | 852 | - |
| Stage 2 | - | - | - | - | 483 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1362 | - | - | - | 254 | 864 |
| Mov Cap-2 Maneuver | - | - | - | - | 370 | - |
| Stage 1 | - | - | - | - | 697 | - |
| Stage 2 | - | - | - | - | 483 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.3 | 0 | 13.9 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1362 | - | - | - | 690 |
| HCM Lane V/C Ratio | 0.182 | - | - | - | 0.419 |
| HCM Control Delay (s) | 8.2 | - | - | - | 13.9 |
| HCM Lane LOS | A | - | - | - | B |
| HCM 95th %tile Q(veh) | 0.7 | - | - | - | 2.1 |

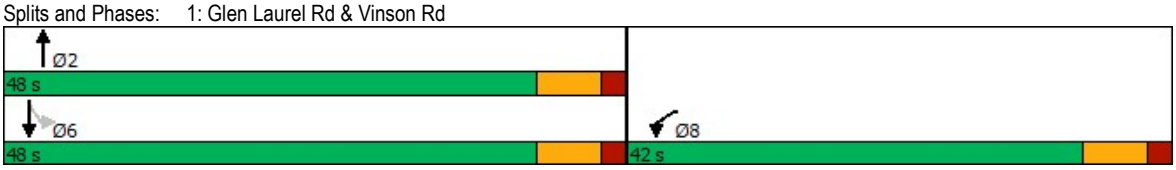
## 2025 BUILDOUT AM PEAK HOUR

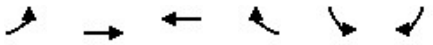
| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 164 | 282 | 82 | 117 | 200 | 187 |
| Future Volume (vph) | 164 | 282 | 82 | 117 | 200 | 187 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | 0.915 | | 0.921 | | | |
| Flt Protected | 0.982 | | | | | 0.975 |
| Satd. Flow (prot) | 1674 | 0 | 1699 | 0 | 0 | 1799 |
| Flt Permitted | 0.982 | | | | | 0.678 |
| Satd. Flow (perm) | 1674 | 0 | 1699 | 0 | 0 | 1251 |
| Right Turn on Red | | No | | No | | |
| Satd. Flow (RTOR) | | | | | | |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 523 | | 2524 | | | 533 |
| Travel Time (s) | 7.9 | | 38.2 | | | 8.1 |
| Peak Hour Factor | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 3% | 3% |
| Adj. Flow (vph) | 205 | 353 | 103 | 146 | 250 | 234 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 558 | 0 | 249 | 0 | 0 | 484 |
| Turn Type | Prot | | NA | | Perm | NA |
| Protected Phases | 8 | | 2 | | | 6 |
| Permitted Phases | | | | | 6 | |
| Detector Phase | 8 | | 2 | | 6 | 6 |
| Switch Phase | | | | | | |
| Minimum Initial (s) | 7.0 | | 12.0 | | 12.0 | 12.0 |
| Minimum Split (s) | 14.0 | | 19.0 | | 19.0 | 19.0 |
| Total Split (s) | 42.0 | | 48.0 | | 48.0 | 48.0 |
| Total Split (%) | 46.7% | | 53.3% | | 53.3% | 53.3% |
| Maximum Green (s) | 35.0 | | 41.0 | | 41.0 | 41.0 |
| Yellow Time (s) | 5.0 | | 5.0 | | 5.0 | 5.0 |
| All-Red Time (s) | 2.0 | | 2.0 | | 2.0 | 2.0 |
| Lost Time Adjust (s) | -2.0 | | -2.0 | | | -2.0 |
| Total Lost Time (s) | 5.0 | | 5.0 | | | 5.0 |
| Lead/Lag | | | | | | |
| Lead-Lag Optimize? | | | | | | |
| Vehicle Extension (s) | 3.0 | | 3.0 | | 3.0 | 3.0 |
| Recall Mode | None | | Min | | Min | Min |
| Act Effct Green (s) | 31.7 | | 36.4 | | | 36.4 |
| Actuated g/C Ratio | 0.40 | | 0.46 | | | 0.46 |
| v/c Ratio | 0.83 | | 0.32 | | | 0.84 |
| Control Delay | 34.2 | | 15.2 | | | 34.2 |
| Queue Delay | 0.0 | | 0.0 | | | 0.0 |
| Total Delay | 34.2 | | 15.2 | | | 34.2 |
| LOS | C | | B | | | C |
| Approach Delay | 34.2 | | 15.2 | | | 34.2 |
| Approach LOS | C | | B | | | C |
| Queue Length 50th (ft) | 273 | | 83 | | | 225 |
| Queue Length 95th (ft) | 341 | | 117 | | | 298 |

| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Internal Link Dist (ft) | 443 | | 2444 | | | 453 |
| Turn Bay Length (ft) | | | | | | |
| Base Capacity (vph) | 825 | | 973 | | | 716 |
| Starvation Cap Reductn | 0 | | 0 | | | 0 |
| Spillback Cap Reductn | 0 | | 0 | | | 0 |
| Storage Cap Reductn | 0 | | 0 | | | 0 |
| Reduced v/c Ratio | 0.68 | | 0.26 | | | 0.68 |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Cycle Length: 90 | | | |
| Actuated Cycle Length: 78.6 | | | |
| Natural Cycle: 60 | | | |
| Control Type: Actuated-Uncoordinated | | | |
| Maximum v/c Ratio: 0.84 | | | |
| Intersection Signal Delay: 30.6 | | Intersection LOS: C | |
| Intersection Capacity Utilization 71.3% | | ICU Level of Service C | |
| Analysis Period (min) 15 | | | |

Splits and Phases: 1: Glen Laurel Rd & Vinson Rd





| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 86 | 63 | 219 | 61 | 61 | 299 |
| Future Volume (vph) | 86 | 63 | 219 | 61 | 61 | 299 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | | 0.970 | | 0.888 | |
| Flt Protected | 0.950 | | | | 0.992 | |
| Satd. Flow (prot) | 1770 | 1863 | 1807 | 0 | 1641 | 0 |
| Flt Permitted | 0.950 | | | | 0.992 | |
| Satd. Flow (perm) | 1770 | 1863 | 1807 | 0 | 1641 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 |
| Adj. Flow (vph) | 97 | 71 | 246 | 69 | 69 | 336 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 97 | 71 | 315 | 0 | 405 | 0 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 51.8% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

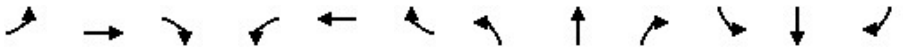
| Intersection | |
|---|---|
| Int Delay, s/veh | 8.4 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 86 | 63 | 219 | 61 | 61 | 299 |
| Future Vol, veh/h | 86 | 63 | 219 | 61 | 61 | 299 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 89 | 89 | 89 | 89 | 89 | 89 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 97 | 71 | 246 | 69 | 69 | 336 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 315 | 0 | - | 0 | 546 | 281 |
| Stage 1 | - | - | - | - | 281 | - |
| Stage 2 | - | - | - | - | 265 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1245 | - | - | - | 499 | 758 |
| Stage 1 | - | - | - | - | 767 | - |
| Stage 2 | - | - | - | - | 779 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1245 | - | - | - | 460 | 758 |
| Mov Cap-2 Maneuver | - | - | - | - | 547 | - |
| Stage 1 | - | - | - | - | 707 | - |
| Stage 2 | - | - | - | - | 779 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.7 | 0 | 16.5 |
| HCM LOS | | | C |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1245 | - | - | - | 711 |
| HCM Lane V/C Ratio | 0.078 | - | - | - | 0.569 |
| HCM Control Delay (s) | 8.1 | - | - | - | 16.5 |
| HCM Lane LOS | A | - | - | - | C |
| HCM 95th %tile Q(veh) | 0.3 | - | - | - | 3.6 |



| Lane Group | EBL | EBT | EBR | WBL | WBT | WBR | NBL | NBT | NBR | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | | | | | | | |
| Traffic Volume (vph) | 4 | 4 | 7 | 13 | 4 | 19 | 4 | 357 | 5 | 7 | 367 | 4 |
| Future Volume (vph) | 4 | 4 | 7 | 13 | 4 | 19 | 4 | 357 | 5 | 7 | 367 | 4 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | 0.932 | | | 0.927 | | | 0.998 | | | 0.999 | |
| Flt Protected | | 0.988 | | | 0.982 | | | | | | 0.999 | |
| Satd. Flow (prot) | 0 | 1715 | 0 | 0 | 1696 | 0 | 0 | 1859 | 0 | 0 | 1859 | 0 |
| Flt Permitted | | 0.988 | | | 0.982 | | | | | | 0.999 | |
| Satd. Flow (perm) | 0 | 1715 | 0 | 0 | 1696 | 0 | 0 | 1859 | 0 | 0 | 1859 | 0 |
| Link Speed (mph) | | 25 | | | 25 | | | 45 | | | 45 | |
| Link Distance (ft) | | 415 | | | 452 | | | 533 | | | 541 | |
| Travel Time (s) | | 11.3 | | | 12.3 | | | 8.1 | | | 8.2 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Adj. Flow (vph) | 4 | 4 | 8 | 14 | 4 | 21 | 4 | 397 | 6 | 8 | 408 | 4 |
| Shared Lane Traffic (%) | | | | | | | | | | | | |
| Lane Group Flow (vph) | 0 | 16 | 0 | 0 | 39 | 0 | 0 | 407 | 0 | 0 | 420 | 0 |
| Sign Control | | Stop | | | Stop | | | Free | | | Free | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 33.8% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

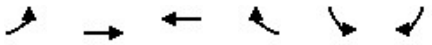
| Intersection | |
|---|---|
| Int Delay, s/veh | 1.1 |

| Movement | EBL | EBT | EBR | WBL | WBT | WBR | NBL | NBT | NBR | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lane Configurations | | ↕ | | | ↕ | | | ↕ | | | ↕ | |
| Traffic Vol, veh/h | 4 | 4 | 7 | 13 | 4 | 19 | 4 | 357 | 5 | 7 | 367 | 4 |
| Future Vol, veh/h | 4 | 4 | 7 | 13 | 4 | 19 | 4 | 357 | 5 | 7 | 367 | 4 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Stop | Stop | Stop | Stop | Stop | Stop | Free | Free | Free | Free | Free | Free |
| RT Channelized | - | - | None | - | - | None | - | - | None | - | - | None |
| Storage Length | - | - | - | - | - | - | - | - | - | - | - | - |
| Veh in Median Storage, # | - | 0 | - | - | 0 | - | - | 0 | - | - | 0 | - |
| Grade, % | - | 0 | - | - | 0 | - | - | 0 | - | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 4 | 4 | 8 | 14 | 4 | 21 | 4 | 397 | 6 | 8 | 408 | 4 |

| Major/Minor | Minor2 | | | Minor1 | | | Major1 | | | Major2 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Conflicting Flow All | 847 | 837 | 410 | 840 | 836 | 400 | 412 | 0 | 0 | 403 | 0 | 0 |
| Stage 1 | 426 | 426 | - | 408 | 408 | - | - | - | - | - | - | - |
| Stage 2 | 421 | 411 | - | 432 | 428 | - | - | - | - | - | - | - |
| Critical Hdwy | 7.12 | 6.52 | 6.22 | 7.12 | 6.52 | 6.22 | 4.12 | - | - | 4.12 | - | - |
| Critical Hdwy Stg 1 | 6.12 | 5.52 | - | 6.12 | 5.52 | - | - | - | - | - | - | - |
| Critical Hdwy Stg 2 | 6.12 | 5.52 | - | 6.12 | 5.52 | - | - | - | - | - | - | - |
| Follow-up Hdwy | 3.518 | 4.018 | 3.318 | 3.518 | 4.018 | 3.318 | 2.218 | - | - | 2.218 | - | - |
| Pot Cap-1 Maneuver | 282 | 303 | 642 | 285 | 303 | 650 | 1147 | - | - | 1156 | - | - |
| Stage 1 | 606 | 586 | - | 620 | 597 | - | - | - | - | - | - | - |
| Stage 2 | 610 | 595 | - | 602 | 585 | - | - | - | - | - | - | - |
| Platoon blocked, % | | | | | | | | - | - | | - | - |
| Mov Cap-1 Maneuver | 267 | 299 | 642 | 276 | 299 | 650 | 1147 | - | - | 1156 | - | - |
| Mov Cap-2 Maneuver | 267 | 299 | - | 276 | 299 | - | - | - | - | - | - | - |
| Stage 1 | 604 | 581 | - | 618 | 595 | - | - | - | - | - | - | - |
| Stage 2 | 583 | 593 | - | 585 | 580 | - | - | - | - | - | - | - |

| Approach | EB | WB | NB | SB |
|---|---|---|---|---|
| HCM Control Delay, s | 14.9 | 15 | 0.1 | 0.2 |
| HCM LOS | B | C | | |

| Minor Lane/Major Mvmt | NBL | NBT | NBR | EBLn1 | WBLn1 | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|
| Capacity (veh/h) | 1147 | - | - | 382 | 401 | 1156 | - | - |
| HCM Lane V/C Ratio | 0.004 | - | - | 0.044 | 0.1 | 0.007 | - | - |
| HCM Control Delay (s) | 8.2 | 0 | - | 14.9 | 15 | 8.1 | 0 | - |
| HCM Lane LOS | A | A | - | B | C | A | A | - |
| HCM 95th %tile Q(veh) | 0 | - | - | 0.1 | 0.3 | 0 | - | - |



| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 8 | 308 | 423 | 4 | 10 | 23 |
| Future Volume (vph) | 8 | 308 | 423 | 4 | 10 | 23 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | | 0.999 | | 0.905 | |
| Flt Protected | | 0.999 | | | 0.985 | |
| Satd. Flow (prot) | 0 | 1861 | 1861 | 0 | 1660 | 0 |
| Flt Permitted | | 0.999 | | | 0.985 | |
| Satd. Flow (perm) | 0 | 1861 | 1861 | 0 | 1660 | 0 |
| Link Speed (mph) | | 45 | 45 | | 25 | |
| Link Distance (ft) | | 523 | 514 | | 296 | |
| Travel Time (s) | | 7.9 | 7.8 | | 8.1 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Adj. Flow (vph) | 9 | 342 | 470 | 4 | 11 | 26 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 0 | 351 | 474 | 0 | 37 | 0 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 32.6% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 0.6 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 8 | 308 | 423 | 4 | 10 | 23 |
| Future Vol, veh/h | 8 | 308 | 423 | 4 | 10 | 23 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | - | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 9 | 342 | 470 | 4 | 11 | 26 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 474 | 0 | - | 0 | 832 | 472 |
| Stage 1 | - | - | - | - | 472 | - |
| Stage 2 | - | - | - | - | 360 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1088 | - | - | - | 339 | 592 |
| Stage 1 | - | - | - | - | 628 | - |
| Stage 2 | - | - | - | - | 706 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1088 | - | - | - | 336 | 592 |
| Mov Cap-2 Maneuver | - | - | - | - | 336 | - |
| Stage 1 | - | - | - | - | 622 | - |
| Stage 2 | - | - | - | - | 706 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 0.2 | 0 | 13.1 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1088 | - | - | - | 481 |
| HCM Lane V/C Ratio | 0.008 | - | - | - | 0.076 |
| HCM Control Delay (s) | 8.3 | 0 | - | - | 13.1 |
| HCM Lane LOS | A | A | - | - | B |
| HCM 95th %tile Q(veh) | 0 | - | - | - | 0.2 |

# 2025 BUILDOUT PM PEAK HOUR

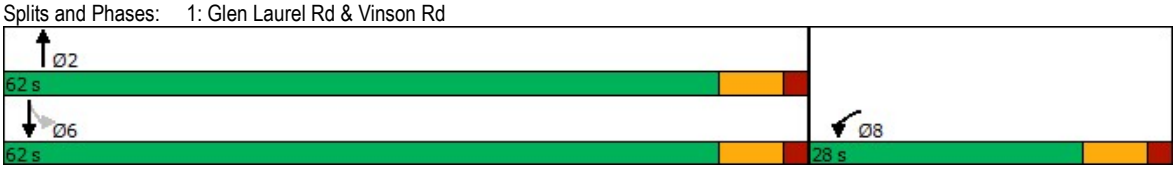
| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 111 | 174 | 189 | 153 | 260 | 199 |
| Future Volume (vph) | 111 | 174 | 189 | 153 | 260 | 199 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | 0.918 | | 0.939 | | | |
| Flt Protected | 0.981 | | | | | 0.972 |
| Satd. Flow (prot) | 1678 | 0 | 1749 | 0 | 0 | 1811 |
| Flt Permitted | 0.981 | | | | | 0.557 |
| Satd. Flow (perm) | 1678 | 0 | 1749 | 0 | 0 | 1038 |
| Right Turn on Red | | No | | No | | |
| Satd. Flow (RTOR) | | | | | | |
| Link Speed (mph) | 45 | | 45 | | | 45 |
| Link Distance (ft) | 523 | | 2524 | | | 533 |
| Travel Time (s) | 7.9 | | 38.2 | | | 8.1 |
| Peak Hour Factor | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 | 0.82 |
| Adj. Flow (vph) | 135 | 212 | 230 | 187 | 317 | 243 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 347 | 0 | 417 | 0 | 0 | 560 |
| Turn Type | Prot | | NA | | Perm | NA |
| Protected Phases | 8 | | 2 | | | 6 |
| Permitted Phases | | | | | 6 | |
| Detector Phase | 8 | | 2 | | 6 | 6 |
| Switch Phase | | | | | | |
| Minimum Initial (s) | 7.0 | | 12.0 | | 12.0 | 12.0 |
| Minimum Split (s) | 14.0 | | 19.0 | | 19.0 | 19.0 |
| Total Split (s) | 28.0 | | 62.0 | | 62.0 | 62.0 |
| Total Split (%) | 31.1% | | 68.9% | | 68.9% | 68.9% |
| Maximum Green (s) | 21.0 | | 55.0 | | 55.0 | 55.0 |
| Yellow Time (s) | 5.0 | | 5.0 | | 5.0 | 5.0 |
| All-Red Time (s) | 2.0 | | 2.0 | | 2.0 | 2.0 |
| Lost Time Adjust (s) | -2.0 | | -2.0 | | | -2.0 |
| Total Lost Time (s) | 5.0 | | 5.0 | | | 5.0 |
| Lead/Lag | | | | | | |
| Lead-Lag Optimize? | | | | | | |
| Vehicle Extension (s) | 3.0 | | 3.0 | | 3.0 | 3.0 |
| Recall Mode | None | | Min | | Min | Min |
| Act Effct Green (s) | 20.9 | | 48.0 | | | 48.0 |
| Actuated g/C Ratio | 0.26 | | 0.60 | | | 0.60 |
| v/c Ratio | 0.79 | | 0.39 | | | 0.89 |
| Control Delay | 43.7 | | 9.3 | | | 32.8 |
| Queue Delay | 0.0 | | 0.0 | | | 0.0 |
| Total Delay | 43.7 | | 9.3 | | | 32.8 |
| LOS | D | | A | | | C |
| Approach Delay | 43.7 | | 9.3 | | | 32.8 |
| Approach LOS | D | | A | | | C |
| Queue Length 50th (ft) | 184 | | 103 | | | 229 |
| Queue Length 95th (ft) | #274 | | 137 | | | #347 |
| Internal Link Dist (ft) | 443 | | 2444 | | | 453 |

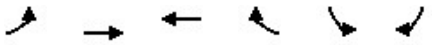
| Lane Group | WBL | WBR | NBT | NBR | SBL | SBT |
|---|---|---|---|---|---|---|
| Turn Bay Length (ft) | | | | | | |
| Base Capacity (vph) | 506 | | 1284 | | | 762 |
| Starvation Cap Reductn | 0 | | 0 | | | 0 |
| Spillback Cap Reductn | 0 | | 0 | | | 0 |
| Storage Cap Reductn | 0 | | 0 | | | 0 |
| Reduced v/c Ratio | 0.69 | | 0.32 | | | 0.73 |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Cycle Length: 90 | | | |
| Actuated Cycle Length: 79.4 | | | |
| Natural Cycle: 65 | | | |
| Control Type: Actuated-Uncoordinated | | | |
| Maximum v/c Ratio: 0.89 | | | |
| Intersection Signal Delay: 28.3 | | Intersection LOS: C | |
| Intersection Capacity Utilization 73.5% | | ICU Level of Service D | |
| Analysis Period (min) 15 | | | |

\# 95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 1: Glen Laurel Rd & Vinson Rd





| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 257 | 200 | 134 | 67 | 57 | 230 |
| Future Volume (vph) | 257 | 200 | 134 | 67 | 57 | 230 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Storage Length (ft) | 125 | | | 0 | 0 | 0 |
| Storage Lanes | 1 | | | 0 | 1 | 0 |
| Taper Length (ft) | 105 | | | | 25 | |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | | 0.955 | | 0.892 | |
| Flt Protected | 0.950 | | | | 0.990 | |
| Satd. Flow (prot) | 1770 | 1863 | 1762 | 0 | 1645 | 0 |
| Flt Permitted | 0.950 | | | | 0.990 | |
| Satd. Flow (perm) | 1770 | 1863 | 1762 | 0 | 1645 | 0 |
| Link Speed (mph) | | 55 | 55 | | 45 | |
| Link Distance (ft) | | 1328 | 1366 | | 2524 | |
| Travel Time (s) | | 16.5 | 16.9 | | 38.2 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Heavy Vehicles (%) | 2% | 2% | 3% | 3% | 2% | 2% |
| Adj. Flow (vph) | 286 | 222 | 149 | 74 | 63 | 256 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 286 | 222 | 223 | 0 | 319 | 0 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 52.7% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

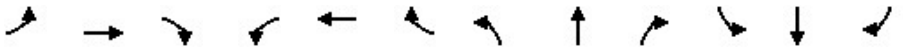
| Intersection | |
|---|---|
| Int Delay, s/veh | 7 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 257 | 200 | 134 | 67 | 57 | 230 |
| Future Vol, veh/h | 257 | 200 | 134 | 67 | 57 | 230 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | 125 | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 3 | 3 | 2 | 2 |
| Mvmt Flow | 286 | 222 | 149 | 74 | 63 | 256 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 223 | 0 | - | 0 | 980 | 186 |
| Stage 1 | - | - | - | - | 186 | - |
| Stage 2 | - | - | - | - | 794 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1346 | - | - | - | 277 | 856 |
| Stage 1 | - | - | - | - | 846 | - |
| Stage 2 | - | - | - | - | 445 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1346 | - | - | - | 218 | 856 |
| Mov Cap-2 Maneuver | - | - | - | - | 337 | - |
| Stage 1 | - | - | - | - | 667 | - |
| Stage 2 | - | - | - | - | 445 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 4.7 | 0 | 15.6 |
| HCM LOS | | | C |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1346 | - | - | - | 656 |
| HCM Lane V/C Ratio | 0.212 | - | - | - | 0.486 |
| HCM Control Delay (s) | 8.4 | - | - | - | 15.6 |
| HCM Lane LOS | A | - | - | - | C |
| HCM 95th %tile Q(veh) | 0.8 | - | - | - | 2.7 |



| Lane Group | EBL | EBT | EBR | WBL | WBT | WBR | NBL | NBT | NBR | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | | | | | | | |
| Traffic Volume (vph) | 4 | 4 | 4 | 9 | 4 | 13 | 8 | 339 | 15 | 22 | 446 | 4 |
| Future Volume (vph) | 4 | 4 | 4 | 9 | 4 | 13 | 8 | 339 | 15 | 22 | 446 | 4 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | 0.955 | | | 0.932 | | | 0.994 | | | 0.999 | |
| Flt Protected | | 0.984 | | | 0.982 | | | 0.999 | | | 0.998 | |
| Satd. Flow (prot) | 0 | 1750 | 0 | 0 | 1705 | 0 | 0 | 1850 | 0 | 0 | 1857 | 0 |
| Flt Permitted | | 0.984 | | | 0.982 | | | 0.999 | | | 0.998 | |
| Satd. Flow (perm) | 0 | 1750 | 0 | 0 | 1705 | 0 | 0 | 1850 | 0 | 0 | 1857 | 0 |
| Link Speed (mph) | | 25 | | | 25 | | | 45 | | | 45 | |
| Link Distance (ft) | | 415 | | | 452 | | | 533 | | | 541 | |
| Travel Time (s) | | 11.3 | | | 12.3 | | | 8.1 | | | 8.2 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Adj. Flow (vph) | 4 | 4 | 4 | 10 | 4 | 14 | 9 | 377 | 17 | 24 | 496 | 4 |
| Shared Lane Traffic (%) | | | | | | | | | | | | |
| Lane Group Flow (vph) | 0 | 12 | 0 | 0 | 28 | 0 | 0 | 403 | 0 | 0 | 524 | 0 |
| Sign Control | | Stop | | | Stop | | | Free | | | Free | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 44.7% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

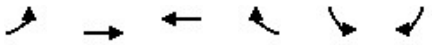
| Intersection | |
|---|---|
| Int Delay, s/veh | 1 |

| Movement | EBL | EBT | EBR | WBL | WBT | WBR | NBL | NBT | NBR | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lane Configurations | | ↕ | | | ↕ | | | ↕ | | | ↕ | |
| Traffic Vol, veh/h | 4 | 4 | 4 | 9 | 4 | 13 | 8 | 339 | 15 | 22 | 446 | 4 |
| Future Vol, veh/h | 4 | 4 | 4 | 9 | 4 | 13 | 8 | 339 | 15 | 22 | 446 | 4 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Stop | Stop | Stop | Stop | Stop | Stop | Free | Free | Free | Free | Free | Free |
| RT Channelized | - | - | None | - | - | None | - | - | None | - | - | None |
| Storage Length | - | - | - | - | - | - | - | - | - | - | - | - |
| Veh in Median Storage, # | - | 0 | - | - | 0 | - | - | 0 | - | - | 0 | - |
| Grade, % | - | 0 | - | - | 0 | - | - | 0 | - | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 4 | 4 | 4 | 10 | 4 | 14 | 9 | 377 | 17 | 24 | 496 | 4 |

| Major/Minor | Minor2 | | | Minor1 | | | Major1 | | | Major2 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Conflicting Flow All | 959 | 958 | 498 | 954 | 952 | 386 | 500 | 0 | 0 | 394 | 0 | 0 |
| Stage 1 | 546 | 546 | - | 404 | 404 | - | - | - | - | - | - | - |
| Stage 2 | 413 | 412 | - | 550 | 548 | - | - | - | - | - | - | - |
| Critical Hdwy | 7.12 | 6.52 | 6.22 | 7.12 | 6.52 | 6.22 | 4.12 | - | - | 4.12 | - | - |
| Critical Hdwy Stg 1 | 6.12 | 5.52 | - | 6.12 | 5.52 | - | - | - | - | - | - | - |
| Critical Hdwy Stg 2 | 6.12 | 5.52 | - | 6.12 | 5.52 | - | - | - | - | - | - | - |
| Follow-up Hdwy | 3.518 | 4.018 | 3.318 | 3.518 | 4.018 | 3.318 | 2.218 | - | - | 2.218 | - | - |
| Pot Cap-1 Maneuver | 237 | 257 | 572 | 238 | 259 | 662 | 1064 | - | - | 1165 | - | - |
| Stage 1 | 522 | 518 | - | 623 | 599 | - | - | - | - | - | - | - |
| Stage 2 | 616 | 594 | - | 519 | 517 | - | - | - | - | - | - | - |
| Platoon blocked, % | | | | | | | | - | - | | - | - |
| Mov Cap-1 Maneuver | 222 | 247 | 572 | 226 | 249 | 662 | 1064 | - | - | 1165 | - | - |
| Mov Cap-2 Maneuver | 222 | 247 | - | 226 | 249 | - | - | - | - | - | - | - |
| Stage 1 | 516 | 503 | - | 616 | 592 | - | - | - | - | - | - | - |
| Stage 2 | 591 | 587 | - | 496 | 502 | - | - | - | - | - | - | - |

| Approach | EB | WB | NB | SB |
|---|---|---|---|---|
| HCM Control Delay, s | 18 | 16.4 | 0.2 | 0.4 |
| HCM LOS | C | C | | |

| Minor Lane/Major Mvmt | NBL | NBT | NBR | EBLn1 | WBLn1 | SBL | SBT | SBR |
|---|---|---|---|---|---|---|---|---|
| Capacity (veh/h) | 1064 | - | - | 291 | 344 | 1165 | - | - |
| HCM Lane V/C Ratio | 0.008 | - | - | 0.046 | 0.084 | 0.021 | - | - |
| HCM Control Delay (s) | 8.4 | 0 | - | 18 | 16.4 | 8.2 | 0 | - |
| HCM Lane LOS | A | A | - | C | C | A | A | - |
| HCM 95th %tile Q(veh) | 0 | - | - | 0.1 | 0.3 | 0.1 | - | - |



| Lane Group | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Volume (vph) | 26 | 387 | 269 | 11 | 7 | 15 |
| Future Volume (vph) | 26 | 387 | 269 | 11 | 7 | 15 |
| Ideal Flow (vphpl) | 1900 | 1900 | 1900 | 1900 | 1900 | 1900 |
| Lane Util. Factor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Frt | | | 0.995 | | 0.908 | |
| Flt Protected | | 0.997 | | | 0.984 | |
| Satd. Flow (prot) | 0 | 1857 | 1853 | 0 | 1664 | 0 |
| Flt Permitted | | 0.997 | | | 0.984 | |
| Satd. Flow (perm) | 0 | 1857 | 1853 | 0 | 1664 | 0 |
| Link Speed (mph) | | 45 | 45 | | 25 | |
| Link Distance (ft) | | 523 | 514 | | 296 | |
| Travel Time (s) | | 7.9 | 7.8 | | 8.1 | |
| Peak Hour Factor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Adj. Flow (vph) | 29 | 430 | 299 | 12 | 8 | 17 |
| Shared Lane Traffic (%) | | | | | | |
| Lane Group Flow (vph) | 0 | 459 | 311 | 0 | 25 | 0 |
| Sign Control | | Free | Free | | Stop | |

| Intersection Summary | | | |
|---|---|---|---|
| Area Type: | Other | | |
| Control Type: Unsignalized | | | |
| Intersection Capacity Utilization 50.0% | | ICU Level of Service A | |
| Analysis Period (min) 15 | | | |

| Intersection | |
|---|---|
| Int Delay, s/veh | 0.7 |

| Movement | EBL | EBT | WBT | WBR | SBL | SBR |
|---|---|---|---|---|---|---|
| Lane Configurations | | | | | | |
| Traffic Vol, veh/h | 26 | 387 | 269 | 11 | 7 | 15 |
| Future Vol, veh/h | 26 | 387 | 269 | 11 | 7 | 15 |
| Conflicting Peds, #/hr | 0 | 0 | 0 | 0 | 0 | 0 |
| Sign Control | Free | Free | Free | Free | Stop | Stop |
| RT Channelized | - | None | - | None | - | None |
| Storage Length | - | - | - | - | 0 | - |
| Veh in Median Storage, # | - | 0 | 0 | - | 0 | - |
| Grade, % | - | 0 | 0 | - | 0 | - |
| Peak Hour Factor | 90 | 90 | 90 | 90 | 90 | 90 |
| Heavy Vehicles, % | 2 | 2 | 2 | 2 | 2 | 2 |
| Mvmt Flow | 29 | 430 | 299 | 12 | 8 | 17 |

| Major/Minor | Major1 | | Major2 | | Minor2 | |
|---|---|---|---|---|---|---|
| Conflicting Flow All | 311 | 0 | - | 0 | 793 | 305 |
| Stage 1 | - | - | - | - | 305 | - |
| Stage 2 | - | - | - | - | 488 | - |
| Critical Hdwy | 4.12 | - | - | - | 6.42 | 6.22 |
| Critical Hdwy Stg 1 | - | - | - | - | 5.42 | - |
| Critical Hdwy Stg 2 | - | - | - | - | 5.42 | - |
| Follow-up Hdwy | 2.218 | - | - | - | 3.518 | 3.318 |
| Pot Cap-1 Maneuver | 1249 | - | - | - | 358 | 735 |
| Stage 1 | - | - | - | - | 748 | - |
| Stage 2 | - | - | - | - | 617 | - |
| Platoon blocked, % | | | - | - | - | |
| Mov Cap-1 Maneuver | 1249 | - | - | - | 347 | 735 |
| Mov Cap-2 Maneuver | - | - | - | - | 347 | - |
| Stage 1 | - | - | - | - | 725 | - |
| Stage 2 | - | - | - | - | 617 | - |

| Approach | EB | WB | SB |
|---|---|---|---|
| HCM Control Delay, s | 0.5 | 0 | 12 |
| HCM LOS | | | B |

| Minor Lane/Major Mvmt | EBL | EBT | WBT | WBR | SBLn1 |
|---|---|---|---|---|---|
| Capacity (veh/h) | 1249 | - | - | - | 542 |
| HCM Lane V/C Ratio | 0.023 | - | - | - | 0.045 |
| HCM Control Delay (s) | 8 | 0 | - | - | 12 |
| HCM Lane LOS | A | A | - | - | B |
| HCM 95th %tile Q(veh) | 0.1 | - | - | - | 0.1 |

**SIMTRAFFIC PRINTOUTS**

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1131 | 1199 | 1167 | 1166 | 1144 | 1144 | 1144 |
| Vehs Exited | 1138 | 1197 | 1167 | 1169 | 1136 | 1150 | 1140 |
| Starting Vehs | 31 | 24 | 25 | 31 | 22 | 25 | 22 |
| Ending Vehs | 24 | 26 | 25 | 28 | 30 | 19 | 26 |
| Travel Distance (mi) | 828 | 868 | 868 | 851 | 829 | 831 | 825 |
| Travel Time (hr) | 24.4 | 25.4 | 25.0 | 24.6 | 23.9 | 24.1 | 23.4 |
| Total Delay (hr) | 3.0 | 2.9 | 2.7 | 2.7 | 2.5 | 2.7 | 2.2 |
| Total Stops | 778 | 767 | 743 | 757 | 707 | 733 | 701 |
| Fuel Used (gal) | 28.1 | 29.0 | 29.1 | 28.8 | 28.0 | 28.0 | 27.6 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1224 | 1135 | 1139 | 1159 |
| Vehs Exited | 1216 | 1134 | 1146 | 1160 |
| Starting Vehs | 20 | 22 | 38 | 26 |
| Ending Vehs | 28 | 23 | 31 | 23 |
| Travel Distance (mi) | 891 | 846 | 838 | 847 |
| Travel Time (hr) | 26.2 | 24.4 | 24.2 | 24.6 |
| Total Delay (hr) | 3.1 | 2.7 | 2.7 | 2.7 |
| Total Stops | 795 | 765 | 733 | 746 |
| Fuel Used (gal) | 30.4 | 28.5 | 28.1 | 28.6 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 6:50 |
| End Time | 7:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1131 | 1199 | 1167 | 1166 | 1144 | 1144 | 1144 |
| Vehs Exited | 1138 | 1197 | 1167 | 1169 | 1136 | 1150 | 1140 |
| Starting Vehs | 31 | 24 | 25 | 31 | 22 | 25 | 22 |
| Ending Vehs | 24 | 26 | 25 | 28 | 30 | 19 | 26 |
| Travel Distance (mi) | 828 | 868 | 868 | 851 | 829 | 831 | 825 |
| Travel Time (hr) | 24.4 | 25.4 | 25.0 | 24.6 | 23.9 | 24.1 | 23.4 |
| Total Delay (hr) | 3.0 | 2.9 | 2.7 | 2.7 | 2.5 | 2.7 | 2.2 |
| Total Stops | 778 | 767 | 743 | 757 | 707 | 733 | 701 |
| Fuel Used (gal) | 28.1 | 29.0 | 29.1 | 28.8 | 28.0 | 28.0 | 27.6 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1224 | 1135 | 1139 | 1159 |
| Vehs Exited | 1216 | 1134 | 1146 | 1160 |
| Starting Vehs | 20 | 22 | 38 | 26 |
| Ending Vehs | 28 | 23 | 31 | 23 |
| Travel Distance (mi) | 891 | 846 | 838 | 847 |
| Travel Time (hr) | 26.2 | 24.4 | 24.2 | 24.6 |
| Total Delay (hr) | 3.1 | 2.7 | 2.7 | 2.7 |
| Total Stops | 795 | 765 | 733 | 746 |
| Fuel Used (gal) | 30.4 | 28.5 | 28.1 | 28.6 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 175 | 15 | 64 |
| Average Queue (ft) | 76 | 1 | 24 |
| 95th Queue (ft) | 135 | 7 | 58 |
| Link Distance (ft) | 995 | 2443 | 1017 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 45 | 4 | 103 |
| Average Queue (ft) | 12 | 0 | 51 |
| 95th Queue (ft) | 36 | 3 | 83 |
| Link Distance (ft) | | 1337 | 2443 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Network Summary

Network wide Queuing Penalty: 0

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1185 | 1227 | 1292 | 1267 | 1182 | 1226 | 1237 |
| Vehs Exited | 1191 | 1227 | 1284 | 1269 | 1179 | 1229 | 1234 |
| Starting Vehs | 32 | 30 | 21 | 25 | 27 | 32 | 28 |
| Ending Vehs | 26 | 30 | 29 | 23 | 30 | 29 | 31 |
| Travel Distance (mi) | 890 | 933 | 974 | 956 | 899 | 940 | 934 |
| Travel Time (hr) | 24.7 | 26.7 | 27.7 | 26.7 | 25.4 | 26.9 | 26.2 |
| Total Delay (hr) | 2.4 | 3.1 | 3.1 | 2.8 | 2.6 | 3.1 | 2.8 |
| Total Stops | 563 | 642 | 621 | 608 | 584 | 662 | 580 |
| Fuel Used (gal) | 29.8 | 30.7 | 32.6 | 32.2 | 30.1 | 31.6 | 31.1 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1245 | 1249 | 1274 | 1239 |
| Vehs Exited | 1242 | 1254 | 1275 | 1239 |
| Starting Vehs | 24 | 24 | 27 | 28 |
| Ending Vehs | 27 | 19 | 26 | 26 |
| Travel Distance (mi) | 948 | 946 | 956 | 937 |
| Travel Time (hr) | 27.0 | 26.9 | 26.9 | 26.5 |
| Total Delay (hr) | 3.1 | 3.1 | 2.9 | 2.9 |
| Total Stops | 654 | 607 | 597 | 611 |
| Fuel Used (gal) | 32.2 | 31.3 | 32.1 | 31.4 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 4:50 |
| End Time | 5:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1185 | 1227 | 1292 | 1267 | 1182 | 1226 | 1237 |
| Vehs Exited | 1191 | 1227 | 1284 | 1269 | 1179 | 1229 | 1234 |
| Starting Vehs | 32 | 30 | 21 | 25 | 27 | 32 | 28 |
| Ending Vehs | 26 | 30 | 29 | 23 | 30 | 29 | 31 |
| Travel Distance (mi) | 890 | 933 | 974 | 956 | 899 | 940 | 934 |
| Travel Time (hr) | 24.7 | 26.7 | 27.7 | 26.7 | 25.4 | 26.9 | 26.2 |
| Total Delay (hr) | 2.4 | 3.1 | 3.1 | 2.8 | 2.6 | 3.1 | 2.8 |
| Total Stops | 563 | 642 | 621 | 608 | 584 | 662 | 580 |
| Fuel Used (gal) | 29.8 | 30.7 | 32.6 | 32.2 | 30.1 | 31.6 | 31.1 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1245 | 1249 | 1274 | 1239 |
| Vehs Exited | 1242 | 1254 | 1275 | 1239 |
| Starting Vehs | 24 | 24 | 27 | 28 |
| Ending Vehs | 27 | 19 | 26 | 26 |
| Travel Distance (mi) | 948 | 946 | 956 | 937 |
| Travel Time (hr) | 27.0 | 26.9 | 26.9 | 26.5 |
| Total Delay (hr) | 3.1 | 3.1 | 2.9 | 2.9 |
| Total Stops | 654 | 607 | 597 | 611 |
| Fuel Used (gal) | 32.2 | 31.3 | 32.1 | 31.4 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 171 | 26 | 115 |
| Average Queue (ft) | 61 | 1 | 44 |
| 95th Queue (ft) | 121 | 12 | 86 |
| Link Distance (ft) | 995 | 2443 | 1020 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 54 | 7 | 109 |
| Average Queue (ft) | 21 | 0 | 48 |
| 95th Queue (ft) | 47 | 4 | 85 |
| Link Distance (ft) | | 1337 | 2443 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Network Summary

Network wide Queuing Penalty: 0

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1257 | 1281 | 1281 | 1248 | 1266 | 1187 | 1305 |
| Vehs Exited | 1279 | 1276 | 1269 | 1251 | 1261 | 1197 | 1288 |
| Starting Vehs | 47 | 31 | 26 | 35 | 31 | 37 | 21 |
| Ending Vehs | 25 | 36 | 38 | 32 | 36 | 27 | 38 |
| Travel Distance (mi) | 914 | 925 | 927 | 906 | 916 | 854 | 943 |
| Travel Time (hr) | 30.3 | 30.6 | 31.0 | 29.7 | 30.4 | 28.2 | 31.4 |
| Total Delay (hr) | 6.8 | 6.7 | 7.1 | 6.4 | 6.8 | 6.2 | 7.1 |
| Total Stops | 981 | 976 | 1025 | 959 | 1001 | 906 | 1032 |
| Fuel Used (gal) | 32.3 | 32.3 | 32.8 | 31.9 | 32.4 | 30.1 | 33.3 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1317 | 1252 | 1295 | 1271 |
| Vehs Exited | 1313 | 1251 | 1299 | 1269 |
| Starting Vehs | 25 | 30 | 39 | 32 |
| Ending Vehs | 29 | 31 | 35 | 32 |
| Travel Distance (mi) | 935 | 916 | 947 | 918 |
| Travel Time (hr) | 31.6 | 30.6 | 31.9 | 30.6 |
| Total Delay (hr) | 7.3 | 6.8 | 7.2 | 6.8 |
| Total Stops | 1022 | 983 | 1042 | 993 |
| Fuel Used (gal) | 33.3 | 32.3 | 33.3 | 32.4 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 6:50 |
| End Time | 7:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1257 | 1281 | 1281 | 1248 | 1266 | 1187 | 1305 |
| Vehs Exited | 1279 | 1276 | 1269 | 1251 | 1261 | 1197 | 1288 |
| Starting Vehs | 47 | 31 | 26 | 35 | 31 | 37 | 21 |
| Ending Vehs | 25 | 36 | 38 | 32 | 36 | 27 | 38 |
| Travel Distance (mi) | 914 | 925 | 927 | 906 | 916 | 854 | 943 |
| Travel Time (hr) | 30.3 | 30.6 | 31.0 | 29.7 | 30.4 | 28.2 | 31.4 |
| Total Delay (hr) | 6.8 | 6.7 | 7.1 | 6.4 | 6.8 | 6.2 | 7.1 |
| Total Stops | 981 | 976 | 1025 | 959 | 1001 | 906 | 1032 |
| Fuel Used (gal) | 32.3 | 32.3 | 32.8 | 31.9 | 32.4 | 30.1 | 33.3 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1317 | 1252 | 1295 | 1271 |
| Vehs Exited | 1313 | 1251 | 1299 | 1269 |
| Starting Vehs | 25 | 30 | 39 | 32 |
| Ending Vehs | 29 | 31 | 35 | 32 |
| Travel Distance (mi) | 935 | 916 | 947 | 918 |
| Travel Time (hr) | 31.6 | 30.6 | 31.9 | 30.6 |
| Total Delay (hr) | 7.3 | 6.8 | 7.2 | 6.8 |
| Total Stops | 1022 | 983 | 1042 | 993 |
| Fuel Used (gal) | 33.3 | 32.3 | 33.3 | 32.4 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 273 | 136 | 237 |
| Average Queue (ft) | 148 | 59 | 122 |
| 95th Queue (ft) | 241 | 107 | 202 |
| Link Distance (ft) | 995 | 2443 | 1022 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 46 | 2 | 119 |
| Average Queue (ft) | 15 | 0 | 59 |
| 95th Queue (ft) | 39 | 2 | 98 |
| Link Distance (ft) | | 1337 | 2443 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Network Summary

Network wide Queuing Penalty: 0

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1324 | 1385 | 1436 | 1412 | 1310 | 1344 | 1336 |
| Vehs Exited | 1329 | 1382 | 1433 | 1411 | 1321 | 1331 | 1329 |
| Starting Vehs | 38 | 33 | 32 | 30 | 43 | 34 | 29 |
| Ending Vehs | 33 | 36 | 35 | 31 | 32 | 47 | 36 |
| Travel Distance (mi) | 994 | 1040 | 1085 | 1056 | 994 | 1003 | 999 |
| Travel Time (hr) | 31.8 | 33.5 | 36.1 | 34.1 | 31.5 | 32.4 | 31.7 |
| Total Delay (hr) | 6.7 | 7.3 | 8.7 | 7.6 | 6.3 | 6.9 | 6.5 |
| Total Stops | 917 | 980 | 1085 | 1018 | 934 | 970 | 924 |
| Fuel Used (gal) | 35.0 | 36.3 | 38.1 | 37.4 | 34.9 | 35.0 | 35.0 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1351 | 1403 | 1322 | 1363 |
| Vehs Exited | 1355 | 1407 | 1325 | 1363 |
| Starting Vehs | 39 | 30 | 32 | 34 |
| Ending Vehs | 35 | 26 | 29 | 35 |
| Travel Distance (mi) | 1029 | 1047 | 1003 | 1025 |
| Travel Time (hr) | 33.6 | 34.2 | 31.9 | 33.1 |
| Total Delay (hr) | 7.4 | 7.8 | 6.8 | 7.2 |
| Total Stops | 1024 | 996 | 926 | 975 |
| Fuel Used (gal) | 36.3 | 36.5 | 35.2 | 36.0 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 4:50 |
| End Time | 5:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1324 | 1385 | 1436 | 1412 | 1310 | 1344 | 1336 |
| Vehs Exited | 1329 | 1382 | 1433 | 1411 | 1321 | 1331 | 1329 |
| Starting Vehs | 38 | 33 | 32 | 30 | 43 | 34 | 29 |
| Ending Vehs | 33 | 36 | 35 | 31 | 32 | 47 | 36 |
| Travel Distance (mi) | 994 | 1040 | 1085 | 1056 | 994 | 1003 | 999 |
| Travel Time (hr) | 31.8 | 33.5 | 36.1 | 34.1 | 31.5 | 32.4 | 31.7 |
| Total Delay (hr) | 6.7 | 7.3 | 8.7 | 7.6 | 6.3 | 6.9 | 6.5 |
| Total Stops | 917 | 980 | 1085 | 1018 | 934 | 970 | 924 |
| Fuel Used (gal) | 35.0 | 36.3 | 38.1 | 37.4 | 34.9 | 35.0 | 35.0 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1351 | 1403 | 1322 | 1363 |
| Vehs Exited | 1355 | 1407 | 1325 | 1363 |
| Starting Vehs | 39 | 30 | 32 | 34 |
| Ending Vehs | 35 | 26 | 29 | 35 |
| Travel Distance (mi) | 1029 | 1047 | 1003 | 1025 |
| Travel Time (hr) | 33.6 | 34.2 | 31.9 | 33.1 |
| Total Delay (hr) | 7.4 | 7.8 | 6.8 | 7.2 |
| Total Stops | 1024 | 996 | 926 | 975 |
| Fuel Used (gal) | 36.3 | 36.5 | 35.2 | 36.0 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 237 | 152 | 289 |
| Average Queue (ft) | 113 | 71 | 137 |
| 95th Queue (ft) | 200 | 125 | 235 |
| Link Distance (ft) | 995 | 2443 | 1022 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 61 | 7 | 99 |
| Average Queue (ft) | 25 | 0 | 50 |
| 95th Queue (ft) | 52 | 4 | 83 |
| Link Distance (ft) | | 1337 | 2443 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Network Summary

Network wide Queuing Penalty: 0

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1383 | 1426 | 1429 | 1415 | 1345 | 1416 | 1418 |
| Vehs Exited | 1392 | 1428 | 1422 | 1407 | 1335 | 1408 | 1411 |
| Starting Vehs | 40 | 37 | 25 | 31 | 21 | 25 | 31 |
| Ending Vehs | 31 | 35 | 32 | 39 | 31 | 33 | 38 |
| Travel Distance (mi) | 951 | 993 | 987 | 957 | 910 | 964 | 973 |
| Travel Time (hr) | 32.1 | 34.0 | 33.5 | 32.1 | 30.6 | 34.1 | 34.7 |
| Total Delay (hr) | 7.7 | 8.6 | 8.2 | 7.5 | 7.2 | 9.1 | 9.5 |
| Total Stops | 1178 | 1192 | 1215 | 1133 | 1096 | 1242 | 1245 |
| Fuel Used (gal) | 34.9 | 36.7 | 36.3 | 34.9 | 33.4 | 35.7 | 36.3 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 6:50 | 6:50 | 6:50 | 6:50 |
| End Time | 8:00 | 8:00 | 8:00 | 8:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1383 | 1415 | 1328 | 1396 |
| Vehs Exited | 1378 | 1434 | 1320 | 1394 |
| Starting Vehs | 33 | 42 | 29 | 31 |
| Ending Vehs | 38 | 23 | 37 | 32 |
| Travel Distance (mi) | 935 | 982 | 911 | 956 |
| Travel Time (hr) | 32.0 | 33.9 | 30.7 | 32.8 |
| Total Delay (hr) | 8.0 | 8.7 | 7.2 | 8.2 |
| Total Stops | 1174 | 1253 | 1109 | 1183 |
| Fuel Used (gal) | 34.4 | 35.9 | 33.3 | 35.2 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 6:50 |
| End Time | 7:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1383 | 1426 | 1429 | 1415 | 1345 | 1416 | 1418 |
| Vehs Exited | 1392 | 1428 | 1422 | 1407 | 1335 | 1408 | 1411 |
| Starting Vehs | 40 | 37 | 25 | 31 | 21 | 25 | 31 |
| Ending Vehs | 31 | 35 | 32 | 39 | 31 | 33 | 38 |
| Travel Distance (mi) | 951 | 993 | 987 | 957 | 910 | 964 | 973 |
| Travel Time (hr) | 32.1 | 34.0 | 33.5 | 32.1 | 30.6 | 34.1 | 34.7 |
| Total Delay (hr) | 7.7 | 8.6 | 8.2 | 7.5 | 7.2 | 9.1 | 9.5 |
| Total Stops | 1178 | 1192 | 1215 | 1133 | 1096 | 1242 | 1245 |
| Fuel Used (gal) | 34.9 | 36.7 | 36.3 | 34.9 | 33.4 | 35.7 | 36.3 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 7:00 |
| End Time | 8:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1383 | 1415 | 1328 | 1396 |
| Vehs Exited | 1378 | 1434 | 1320 | 1394 |
| Starting Vehs | 33 | 42 | 29 | 31 |
| Ending Vehs | 38 | 23 | 37 | 32 |
| Travel Distance (mi) | 935 | 982 | 911 | 956 |
| Travel Time (hr) | 32.0 | 33.9 | 30.7 | 32.8 |
| Total Delay (hr) | 8.0 | 8.7 | 7.2 | 8.2 |
| Total Stops | 1174 | 1253 | 1109 | 1183 |
| Fuel Used (gal) | 34.4 | 35.9 | 33.3 | 35.2 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 310 | 153 | 294 |
| Average Queue (ft) | 157 | 65 | 144 |
| 95th Queue (ft) | 257 | 122 | 239 |
| Link Distance (ft) | 467 | 2444 | 483 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 48 | 2 | 159 |
| Average Queue (ft) | 16 | 0 | 70 |
| 95th Queue (ft) | 42 | 2 | 121 |
| Link Distance (ft) | | 1337 | 2444 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 3: Glen Laurel Rd & Proposed Site Driveway

| Movement | EB | WB | NB | SB |
|---|---|---|---|---|
| Directions Served | LTR | LTR | LTR | LTR |
| Maximum Queue (ft) | 36 | 49 | 32 | 41 |
| Average Queue (ft) | 13 | 22 | 1 | 2 |
| 95th Queue (ft) | 38 | 47 | 14 | 18 |
| Link Distance (ft) | 386 | 424 | 483 | 485 |
| Upstream Blk Time (%) | | | | |
| Queuing Penalty (veh) | | | | |
| Storage Bay Dist (ft) | | | | |
| Storage Blk Time (%) | | | | |
| Queuing Penalty (veh) | | | | |

## Intersection: 4: Vinson Rd & Proposed Site Driveway

| Movement | EB | SB |
|---|---|---|
| Directions Served | LT | LR |
| Maximum Queue (ft) | 44 | 46 |
| Average Queue (ft) | 4 | 22 |
| 95th Queue (ft) | 26 | 47 |
| Link Distance (ft) | 467 | 267 |
| Upstream Blk Time (%) | | |
| Queuing Penalty (veh) | | |
| Storage Bay Dist (ft) | | |
| Storage Blk Time (%) | | |
| Queuing Penalty (veh) | | |

## Network Summary

Network wide Queuing Penalty: 0

## Summary of All Intervals

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Vehs Entered | 1440 | 1482 | 1561 | 1484 | 1494 | 1446 | 1473 |
| Vehs Exited | 1425 | 1466 | 1564 | 1478 | 1497 | 1456 | 1482 |
| Starting Vehs | 30 | 33 | 32 | 32 | 48 | 51 | 39 |
| Ending Vehs | 45 | 49 | 29 | 38 | 45 | 41 | 30 |
| Travel Distance (mi) | 1027 | 1055 | 1118 | 1061 | 1094 | 1035 | 1050 |
| Travel Time (hr) | 34.2 | 35.3 | 38.3 | 34.6 | 36.3 | 34.4 | 34.8 |
| Total Delay (hr) | 8.1 | 8.8 | 10.3 | 8.1 | 8.8 | 8.2 | 8.2 |
| Total Stops | 1139 | 1134 | 1231 | 1136 | 1173 | 1103 | 1139 |
| Fuel Used (gal) | 38.0 | 38.5 | 41.5 | 39.1 | 40.0 | 38.1 | 38.6 |

## Summary of All Intervals

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Start Time | 4:50 | 4:50 | 4:50 | 4:50 |
| End Time | 6:00 | 6:00 | 6:00 | 6:00 |
| Total Time (min) | 70 | 70 | 70 | 70 |
| Time Recorded (min) | 60 | 60 | 60 | 60 |
| # of Intervals | 2 | 2 | 2 | 2 |
| # of Recorded Intervals | 1 | 1 | 1 | 1 |
| Vehs Entered | 1463 | 1483 | 1436 | 1478 |
| Vehs Exited | 1445 | 1475 | 1447 | 1473 |
| Starting Vehs | 22 | 38 | 47 | 39 |
| Ending Vehs | 40 | 46 | 36 | 37 |
| Travel Distance (mi) | 1048 | 1075 | 1041 | 1060 |
| Travel Time (hr) | 34.4 | 35.5 | 33.8 | 35.2 |
| Total Delay (hr) | 8.1 | 8.3 | 7.6 | 8.4 |
| Total Stops | 1053 | 1182 | 1142 | 1145 |
| Fuel Used (gal) | 37.9 | 39.6 | 37.8 | 38.9 |

## Interval #0 Information Seeding

| | |
|---|---|
| Start Time | 4:50 |
| End Time | 5:00 |
| Total Time (min) | 10 |

Volumes adjusted by Growth Factors.
No data recorded this interval.

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 1 | 10 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Vehs Entered | 1440 | 1482 | 1561 | 1484 | 1494 | 1446 | 1473 |
| Vehs Exited | 1425 | 1466 | 1564 | 1478 | 1497 | 1456 | 1482 |
| Starting Vehs | 30 | 33 | 32 | 32 | 48 | 51 | 39 |
| Ending Vehs | 45 | 49 | 29 | 38 | 45 | 41 | 30 |
| Travel Distance (mi) | 1027 | 1055 | 1118 | 1061 | 1094 | 1035 | 1050 |
| Travel Time (hr) | 34.2 | 35.3 | 38.3 | 34.6 | 36.3 | 34.4 | 34.8 |
| Total Delay (hr) | 8.1 | 8.8 | 10.3 | 8.1 | 8.8 | 8.2 | 8.2 |
| Total Stops | 1139 | 1134 | 1231 | 1136 | 1173 | 1103 | 1139 |
| Fuel Used (gal) | 38.0 | 38.5 | 41.5 | 39.1 | 40.0 | 38.1 | 38.6 |

## Interval #1 Information Recording

| | |
|---|---|
| Start Time | 5:00 |
| End Time | 6:00 |
| Total Time (min) | 60 |

Volumes adjusted by Growth Factors.

| Run Number | 7 | 8 | 9 | Avg |
|---|---|---|---|---|
| Vehs Entered | 1463 | 1483 | 1436 | 1478 |
| Vehs Exited | 1445 | 1475 | 1447 | 1473 |
| Starting Vehs | 22 | 38 | 47 | 39 |
| Ending Vehs | 40 | 46 | 36 | 37 |
| Travel Distance (mi) | 1048 | 1075 | 1041 | 1060 |
| Travel Time (hr) | 34.4 | 35.5 | 33.8 | 35.2 |
| Total Delay (hr) | 8.1 | 8.3 | 7.6 | 8.4 |
| Total Stops | 1053 | 1182 | 1142 | 1145 |
| Fuel Used (gal) | 37.9 | 39.6 | 37.8 | 38.9 |

## Intersection: 1: Glen Laurel Rd & Vinson Rd

| Movement | WB | NB | SB |
|---|---|---|---|
| Directions Served | LR | TR | LT |
| Maximum Queue (ft) | 263 | 166 | 312 |
| Average Queue (ft) | 123 | 82 | 148 |
| 95th Queue (ft) | 212 | 145 | 254 |
| Link Distance (ft) | 467 | 2444 | 483 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | | | |
| Storage Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |

## Intersection: 2: Powhatan Rd & Glen Laurel Rd

| Movement | EB | WB | SB |
|---|---|---|---|
| Directions Served | L | TR | LR |
| Maximum Queue (ft) | 71 | 15 | 149 |
| Average Queue (ft) | 29 | 1 | 59 |
| 95th Queue (ft) | 58 | 9 | 110 |
| Link Distance (ft) | | 1337 | 2444 |
| Upstream Blk Time (%) | | | |
| Queuing Penalty (veh) | | | |
| Storage Bay Dist (ft) | 125 | | |
| Storage Blk Time (%) | 0 | | |
| Queuing Penalty (veh) | 0 | | |

## Intersection: 3: Glen Laurel Rd & Proposed Site Driveway

| Movement | EB | WB | NB | SB |
|---|---|---|---|---|
| Directions Served | LTR | LTR | LTR | LTR |
| Maximum Queue (ft) | 42 | 39 | 48 | 59 |
| Average Queue (ft) | 11 | 18 | 4 | 6 |
| 95th Queue (ft) | 36 | 43 | 24 | 33 |
| Link Distance (ft) | 386 | 424 | 483 | 485 |
| Upstream Blk Time (%) | | | | |
| Queuing Penalty (veh) | | | | |
| Storage Bay Dist (ft) | | | | |
| Storage Blk Time (%) | | | | |
| Queuing Penalty (veh) | | | | |

## Intersection: 4: Vinson Rd & Proposed Site Driveway

| Movement | EB | SB |
|---|---|---|
| Directions Served | LT | LR |
| Maximum Queue (ft) | 55 | 40 |
| Average Queue (ft) | 7 | 15 |
| 95th Queue (ft) | 33 | 41 |
| Link Distance (ft) | 467 | 267 |
| Upstream Blk Time (%) | | |
| Queuing Penalty (veh) | | |
| Storage Bay Dist (ft) | | |
| Storage Blk Time (%) | | |
| Queuing Penalty (veh) | | |

## Network Summary

Network wide Queuing Penalty: 0

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

November 30, 2023

Wakefield Development
Attn: Bret Mangum;
Mike Baust
3100 Smoktree Court
Suite 210
Raleigh, NC 27604
bret@lmssi.com

**Re:** 2022-125-CZM Summer Glen Conditional Zoning District and Master Plan

To Whom It May Concern,

The Town of Clayton Planning staff is recommending to the Planning Board and Town Council that conditions of approval be placed upon the above referenced application, which proceeds to the Planning Board on August 28, 2023 and Town Council (dependent on outcome of Planning Board meeting) on September 18, 2023, November 6, 2023 and December 4, 2023. These recommended conditions of approval are outlined on the back of this letter.

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

Thank you.

Sincerely,

Conrad Olmedo, AICP, CZO
Planning Director

**Recommend Conditions of Approval (2022-125-CZM, Summer Glen Conditional Zoning District and Master Plan):**

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
4. All parcels subject to the Conditional Zoning and Master Plan shall be annexed into the Town prior to any subsequent development approvals.
5. The developer will be required to pay their proportional share of the Wilsons Mills Fire District Capital Debt to the Town prior to the effective date of the Annexation.
6. Uses in the development shall be limited to single-family detached residential homes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. The following standards shall apply to the Development:
    - Maximum Residential Units: 138
    - Maximum Density: 2.6 Dwelling Units per Acre
    - Total Site Impervious Surface Area: 36%
    - Minimum Lot Size: 7,000 Square Feet
        - 69 lots will be between 7,000 and 7,999 Square Feet
        - 40 lots will be between 8,000 and 8,999 Square Feet
        - 8 lots will be between 9,000 and 9,999 Square Feet
        - 21 lots will be greater than 10,000 Square Feet

    (The Planning Director can adjust the variation of lot sizes by 5%)
    - Minimum Building Setbacks:
        - Front Setback: 21.5 Feet
        - Setback from Sidewalk: 25 Feet
        - Side Setback: 6 Feet
        - Corner Side Setback: 10 Feet
        - Rear Setback: 15 Feet
    - Maximum Building Height: 35 Feet
8. The Town of Clayton shall be the electric provided for this project.

9. Tree protection fencing must be installed at the clearing limits to maximize preservation of existing vegetation.

10. A gated emergency access with a Knox Box meeting Town of Clayton Fire Department standards connecting the Cul-De-Sac on Summer Loop to Glen Laurel Road shall be provided.

11. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.

12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

**Planned Improvements By NCDOT/Others:**

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

**Planned Improvements By Developer:**

**Glen Laurel Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

**Vinson Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

13. The following Architectural Standards shall be required to be met for the Single-Family Homes:

    - All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
    - Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
    - Siding elements base package will include premium vinyl siding and allow an upgrade option of Hardi, fiber cement siding, or equivalent including varying patterns such as lap siding, shake, and board and batten styles per architectural elevations.
    - All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
    - Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
    - Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
    - Side roof eaves to be a minimum 10" overhang.
    - All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).

- Architectural style shingles to be used.
- Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

14. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do 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.*

**Wakefield Development, LLC**
By: TMPR, LLC, its Manager

| Raymond L. Gottlieb, Manager, TMPR, LLC | | 11/30/2023 |
|---|---|---|
| *Print Name* | *Signature of Applicant* | *Date* |

| | | |
|---|---|---|
| | **TOWN OF CLAYTON POLICY** | |
| | **Department:**<br>Public Services | **Effective:**<br>January 21, 2020 |
| **Policy Title:**<br>Water & Wastewater Allocation Policy<br><br>Version #02 (V.02) | | **Supersedes:** TC Action 2010-026 |
| | | **Prepared By:**<br>Richard D. Cappola Jr., PE<br>Public Services Director |
| | | **Approved By:**<br>Town Council<br>**Date: January 21,2020** |

## I. Purpose

The Town of Clayton has invested substantial capital in the infrastructure necessary to support a growing, prosperous, and healthy community. Water supply and wastewater treatment capacities are among the most important elements of this infrastructure. The intent of this policy is to provide for the judicious allocation of these resources in conformity with adopted goals and priorities in an effort to shape the community consistent with the articulated vision to become the "Premier Community for Active Families." This policy is intended to manage the remaining capacity available until additional capacity is developed through construction of a new Water Reclamation Facility, and should be reviewed periodically to ensure it is achieving the intended purpose.

## II. Scope

The Town Council for the Town of Clayton has adopted the Comprehensive Plan 2040 which is a useful tool to successfully evaluate applications for allocation of public resources so that the character of the community shall be consistent with its vision, values, and plans. In accordance with the "Town of Clayton Strategic Growth Plan", utility allocation reservations should support and maximize the concept of increasing the Town's property tax based revenues by the expansion and improvement of higher valued land use development, emphasizing a balance of Residential, commercial, and industrial uses.

## III. Policy

The Town of Clayton seeks to grant utility allocations such that the existing character of the Town's utility customer base does not become more residential than is practical to achieve the intent of the Strategic Growth Plan, and seeks to increase the diversity of the customer base by increasing the percentage of resources devoted to industrial, commercial, and mixed use development.

The total amount of available capacity and each incremental increase in capacity should generally be allocated based on the following parameters:

- No more than fifty percent (50%) of the total available capacity may be allocated to projects that include solely residential development.
- At least thirty percent (30%) of the total available capacity shall be reserved for allocation to commercial/industrial projects.
- Projects encompassing mixed use (residential and commercial) elements may be considered for allocation even if such an allocation will exceed the limit established above for residential use. Note: These percentages may be reviewed and adjusted by the Town Council at their discretion.

Due to weather related factors, the regulatory environment, and the dynamic nature of wastewater flow and treatment, accounting of available utility capacity is, by its very nature, inexact. The Town of Clayton shall track allocation reservations granted and the amount of capacity available. Such reports do not constitute a policy statement, commitment or guarantee on the amount of capacity available for allocation.

The following hierarchy shall apply to evaluation of utility allocation requests:

- Commercial properties with quality development projects
- Development projects with a mixed-use element
- Industrial projects and other major employer entities
- Additional phases attached to residential projects with a proven record of quality product and economic success
- Residential projects that include tangible, high quality community amenities
- Residential projects that include diverse products and opportunities
- Residential projects not otherwise described above

Evaluation of projects will be based on the scoring rubric attached hereto as Exhibit A, which is incorporated in this Agreement by reference. A project must meet or exceed 50 points to receive an allocation. Proposed projects can gain BONUS POINTS by the applicant offering to provide items listed on the rubric as part of their development proposal. Examples of these items may include such things as additional amenities (fire pits, community gardens, etc.) or offering to provide "Minimum of 25% of building façades will be made of masonry materials."

The Town of Clayton may allocate utility service capacity to competing projects based on a demonstrated intent and ability of the applicant to meet adopted Town goals and plans for character and quality of development. The Town of Clayton reserves the right to deny a utility allocation request if the applicant fails to adequately demonstrate that the project meets adopted Town goals or plans, or in the case that the project is deemed to be less supportive of Town goals or plans of a competing project.

## IV. Procedure

The owner or developer of any project requiring water or wastewater utility service from the Town of Clayton shall submit a written application, in the application form provided by Town Staff, for an allocation reservation. The application shall include detailed information on the amount of capacity necessary to serve the project, the nature of the project, project schedule in relation to demand of utility capacity, and other supporting information demonstrating how the project serves the needs and interests of the Town of Clayton. In the case of Industrial flows, additional information associated with the constituents shall be required and may be subject to other ordinances or policies of the Town.

- The Town Council shall review for approval all allocations which require or may require a daily flow allocation of ten thousand gallons or more ( > 10,000 GPD)
    - The Town Council shall incorporate the evaluation of utility allocation requests into the decision-making process associated with Subdivisions, Mixed-use Planned Developments, and Special Use Permits. The criteria contained herein for evaluation of utility allocation requests shall be included as elements within the review processes for the accompanying land use application with regard to conformity with Town of Clayton policies and ordinances, planning practices, and consistency with adopted long-range and strategic plans.
    - For allocations requiring Town Council approval, but which do not require other land use regulatory reviews or approvals, the applicant shall provide a full description of how their project supports the goals and priorities established within this and related policies and plans in their application for allocation reservation.

- The Town Manager or their designee shall review for approval all applications for utility capacity which require a daily flow allocation of less than ten thousand gallons ( < 10,000 GPD).
    - In addition to the scoring rubric, the Town Manager or their designee shall consider the goals articulated by this and related Town policies when reviewing applications for utility allocations. If an application is denied, the Town Manager or their designee shall state in writing the reasons for denial of the request.

## V. General Conditions

- This policy shall replace any previous policies on water and wastewater allocations adopted by the Town Council.
- An allocation will expire if a project has not progressed in construction plan approval, building permit approval, or on-site construction within 12 months of award of the allocation.
- Upon request by the applicant and at the discretion of the Town Engineer, an allocation may be extended for one twelve (12) month period.
- If a project is unsuccessful in obtaining any required Federal, State, or local government permit or approval the reservation shall be retracted. The Town of Clayton shall bear no liability for any costs incurred by the applicant, nor bare further responsibility in the matter.
- Granting of a utility allocation does not imply or confer approval of any other applications or reviews as may be required by Town Ordinance or policy and does not imply or create any vested right.
- Public water may be utilized for irrigation purposes so long as the Primary Use associated with the site has previously gained a water allocation through the Town.
- This policy shall be reviewed annually and, when appropriate, readjusted by the Town Council. The Town's overall progress on policy goals will be considered and the multipliers and/or point thresholds readjusted accordingly.

## V. Appeals Process

- Appeal of any provision of this policy shall be made to the Town Council.
- Appeal of any decision on a utility allocation by the Town Manager or their designee shall be made to the Town Council for final decision. Any such appeal shall be placed on the agenda of a regularly scheduled Town Council meeting.

# WATER & WASTEWATER ALLOCATION CRITERIA

TOTAL POINTS = 55 *MINIMUM 50 POINTS REQUIRED*

| | Category | Points | Calc. | Notes |
|---|---|---|---|---|
| DEVELOPMENT TYPE[1] (Choose 1 from this category) | Government/Public Admin./Public Safety | 50 | | |
| | Non-residential (Commercial) - Retail & Restaurant | 30 | | |
| | Non-residential (Commercial) - Office | 20 | | |
| | Non-residential (Commercial) - Warehouse | 15 | | |
| | Non-residential (Commercial) - Medical | 25 | | |
| | Non-residential (Commercial) - Hotel/Motel | 35 | | |
| | Industrial/Manufacturing | 30 | | |
| | Institutional | 15 | | |
| | Residential Existing Lot- Single Family Detached | 40 | | Individual Existing Lot construction |
| | Residential Subdivision - Single Family Detached ( > 0.25 Acre Lots) | 20 | | Single Family Homes on Individual Lots greater than 0.25 acres |
| | Residential Subdivision - Single Family Detached ( < 0.25 Acre Lots) | 15 | | Single Family Homes on Individual Lots less than 0.25 Acres |
| | Residential Subd.- Single Family Attached ( > 1,500 SF Heated Space) | 10 | | Townhomes with heated square-footage greater than 1,500 SF |
| | Residential Subd.- Single Family Attached ( < 1,500 SF Heated Space) | 5 | | Townhomes with heated square-footage less than 1,500 SF |
| | Residential - Multifamily (Apartments) | 10 | | |
| | Mixed-Residential | 25 | | Mix of various lot sizes of Single-family, Townhomes, and Apartments |
| | Mixed-Use Commercial & Residential | 30 | | Mix of Residential and Non-residential (Commercial) uses |
| | Downtown Redevelopment | 30 | | |
| | Infill Development | 25 | 25 | Utilities already exist within 300 Feet of property |
| FUTURE TAX STATUS (Choose 1 from this category) | Exempt | 0 | | |
| | Residential | 5 | 5 | |
| | Non-residential | 10 | | |
| | Industrial | 10 | | |
| COMMUNITY BENEFIT BONUS POINTS (Choose All that apply from this category) | Cultural Arts/Entertainment for Public | 10 | | |
| | Sports/Recreation for Public | 10 | | |
| | Town Electric Customer | 20 | 20 | |
| | Expansion of existing non-residential use | 10 | | |
| | Re-development of an existing property | 5 | | Must result in increased property value |
| | Residential Subdivision - Additional amenities included | 5 - 15 | | Pool, Clubhouse, sports courts, etc. - 5 pts per, max 15 pts |
| | Job Creation - 10 to 25 new jobs | 5 | | |
| | Job Creation - 26 to 100 new jobs | 10 | | |
| | Job Creation - 100+ new jobs | 15 | | |
| | Job creation - Jobs created will have salaries at or above median income | 5 | | Must be greater than 50% of jobs added with documentation to confirm |
| | Residential - Multiple-Car Garages provided | 5 | 5 | |
| | Residential - Overflow Parking provided | 5 | | Subject to Planning and Engineering support |
| | Masonry Elements included in Building Construction | 10 | | |
| | Sustainable/High Efficiency Products and appliances used | 5 - 15 | | 5 pts per, max 15 pts |
| | Private trail connection to Public Greenway | 10 | | |
| COMMUNITY IMPACT DEDUCT POINTS (Choose All that apply from this category) | Pump Station Improvements required[2] | -10 | | Subject to Town policy and standards |
| | New Pump Station Required[2] | -20 | | Subject to Town policy and standards |
| | Out-of Town Status (After construction) | -10 | | |
| | Outside Fire District | -5 | | |
| | Inconsistent with Comp Plan | -5 | | |

CLARIFICATIONS

1 Any Development Type Category not listed is subject to Town Council discretion with staff recommendation.

2 The Town Engineer may waive these deductions if the improvments are consistent with Future utility service plans, replace/offline an aging station, or are in the best interest of the Town.

TOWN OF CLAYTON
Engineering & Inspections Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

# WASTEWATER ALLOCATION REQUEST

The Town of Clayton, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

**Wastewater Allocation Request Review Fee: $50**

**Application MUST be completed and sealed by a registered engineer unless otherwise approved by staff.**

## SITE INFORMATION

**Name of Project:** Wakefield Assemblage **Acreage of Property:** 53.06

**County Tag Number:** Multiple, See Next Page. **NC PIN:** Multiple, See Next Page.

**Address/Location:** 584 Glen Laurel Road
Clayton, NC 27527

**Zoning District:** Proposed CZM

**Town Limits / ETJ:** ☐ Town Limits ■ ETJ (Extra-Territorial Jurisdiction)

## APPLICANT INFORMATION – Applicant must be a registered engineer unless otherwise approved by Town Engineer

**Applicant:** Stocks Engineering PA for Wakefield Development

**Mailing Address:** PO Box 1108 Nashville, NC 27856

**Phone Number:** 252.459.8196 **Fax:** 252.459.8197

**Contact Person:** Andrew Stocks, PE

**Email Address:** astocks@stocksengineering.com

## PROPERTY OWNER INFORMATION

**Name:** Multiple, See Next Page

**Mailing Address:** _____

**Phone Number:** _____ **Fax:** _____

**Email Address:** _____

## *FOR OFFICE USE ONLY*

Date Received: _____ File Number: _____ Associated Project Number: _____

*** DISCLAIMER ***

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

**Result 0**

**id:** 05I04010A
**Tag:** 05I04010A
**Owner Name 1:** TGS PROPERTIES LLC
**Owner Name 2:**
**Mail Address 1:** 514 DANIELS ST STE 414
**Mail Address 2:**
**Mail Address 3:** RALEIGH, NC 27605-0000
**Book:** 03962
**Page:** 0691

**Result 0**

**id:** 05I04203F
**Tag:** 05I04203F
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:**
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 01154
**Page:** 0409

**Result 0**

**id:** 05I04203G
**Tag:** 05I04203G
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:**
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 01154
**Page:** 0409

**Result 0**

**id:** 05I04200S
**Tag:** 05I04200S
**Owner Name 1:** GORDON, CHARLES B JR
**Owner Name 2:** GORDON, ERIC B
**Mail Address 1:** 276 BENNING CIR
**Mail Address 2:**
**Mail Address 3:** CLAYTON, NC 27527-5286
**Book:** 04205
**Page:** 0161

**Result 0**

**id:** 05I04010
**Tag:** 05I04010
**Owner Name 1:** TGS PROPERTIES LLC
**Owner Name 2:**
**Mail Address 1:** 514 DANIELS ST STE 414
**Mail Address 2:**
**Mail Address 3:** RALEIGH, NC 27605-0000
**Book:** 03962
**Page:** 0691

## PROJECT INFORMATION

**Use:** ☒ **New** ☐ **Expanded** ☐ **Change** **Use Type:** ☒ **Residential** ☐ **Non-Residential**

**Proposed Use(s):** Residential **Existing Use(s):** Vacant/Agriculture

*Invoice shall be mailed to the following:*

**Developer Name:** Wakefield Development (Matthew Danielson)

**Mailing Address:** 3100 Smoketree Ct. Suite 210 Raleigh, NC 27604

**Phone Number:** 919.556.4310 **Fax Number:**

**Email Address:** matthew@lmssi.com

## ALLOCATION REQUEST

**The following is required:**

- **For non-residential construction, submit a floor plan of proposed building.**
- **Use additional sheets if necessary.**
- **Provide any documentation supporting/justifying the request as an attachment (using a comparable use is recommended).**
- **If a phasing / take-down schedule is proposed, include as an attachment.**

**Residential:**

**Gross Acreage:** 53.06

| Single Family | # of Units | GPD per Unit | Total Requested GPD |
|---|---|---|---|
| 1-2 Bedroom Units | | | |
| 3 Bedroom Units | | | |
| >3 Bedroom Units | 138 | 250 | 34,500 |
| **Total** | | ------ | 34,500 |

| Multi-Family | # of Units | GPD per Unit | Total Requested GPD |
|---|---|---|---|
| 1-2 Bedroom Units | | | |
| 3 Bedroom Units | | | |
| >3 Bedroom Units | | | |
| **Total** | | ------ | |

**Non-Residential:** ***(Design Flow Guideline provided as Appendix A)****

**If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

**Gross Acreage:**

| Use | Measurement Unit | # of Units | GPD per Unit | Total Requested GPD |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| **Total** | | | ------ | |

**TOTAL REQUESTED GALLONS PER DAY:** 34,500

***NOTE TO APPLICANT:***

**Invoicing:**
Invoices are generated on the following schedule:

Non-Residential:
Generated with the application for a Zoning Compliance Permit.

Residential:
Multi-Family / Apartments:
Generated with the application for a Zoning Compliance Permit.

Subdivision / Subdivided Lots:
Generated at Final Plat submittal.

**Fee Development:**
Development Fees are calculated and invoiced based on the Town of Clayton adopted Comprehensive List of Fees and Charges. Invoiced fees include acreage fees, capacity fees, nutrient offset fees, recreation fees, fees-in-lieu, and electric department lot deposit. Please speak with Town staff with questions.

**Approval:**
Requests over 10,000 GPD are approved by the Town Council, by resolution. All other requests are approved by the Town Manager.

## APPLICANT AFFIDAVIT

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

J. Andrew Stocks — *Print Name*

*Signature of Applicant*

7-6-22 — *Date*

**Engineer Seal:**

## TOWN OF CLAYTON OFFICE USE ONLY:

Approved by: ☐ Town Manager

☐ Town Council (*requests of 10,000 GPD or more require Council approval by resolution)*

The **Town Manager / Town Council (circle one)** has authorized the allocation of _____

gallons per day for project # _____.

Date of Approval: _____

Signed:

_____
Town Manager

*If approved by Town Council:*
Attach a copy of the resolution and any associated documentation.

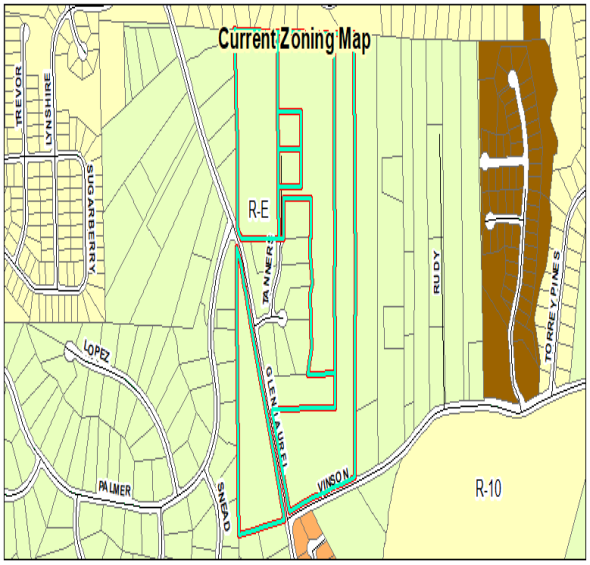
# APPENDIX A: DESIGN FLOW RATES

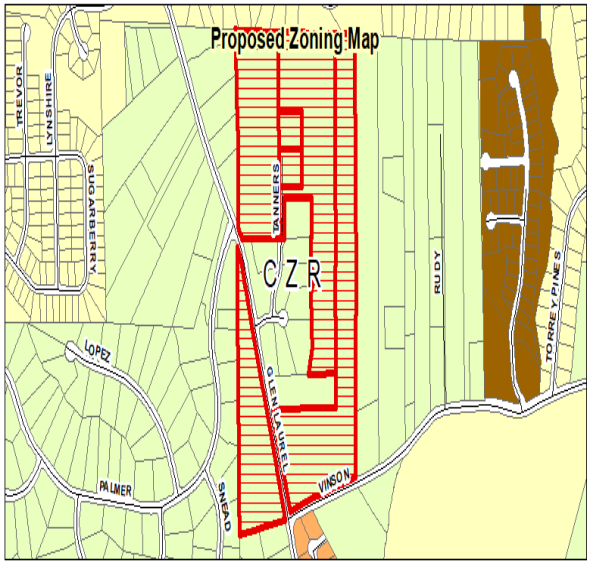
The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

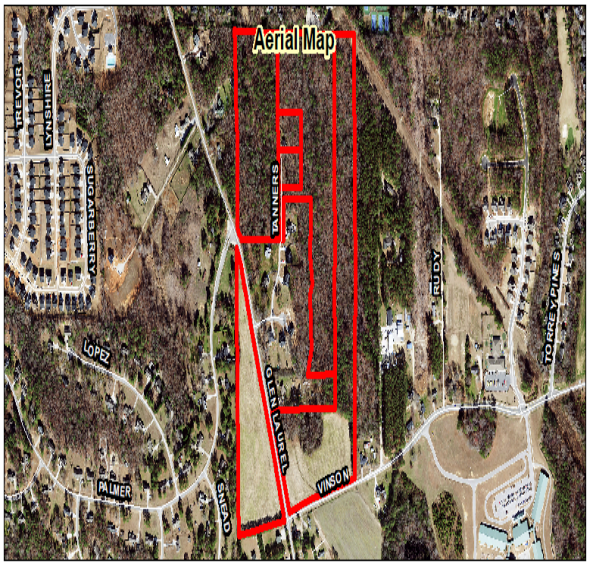
| Establishment Type | Daily Flow Rate |
|---|---|
| **Barber and Beauty Shops** | |
| Barber Shops | 50 gal/chair |
| Beauty Shops | 125 gal/booth or bowl |
| **Businesses, Offices and Factories** | |
| General business and office facilities | 25 gal/employee/shift |
| Factories, excluding industrial waste | 25 gal/employee/shift |
| Factories or businesses with showers or food preparation | 35 gal/employee/shift |
| Warehouse | 100 gal/loading bay |
| Warehouse – self storage (not including caretaker residence) | 1 gal/unit |
| **Churches** | |
| Churches without kitchens, day care or camps | 3 gal/seat |
| Churches with kitchen | 5 gal/seat |
| Churches providing day care or camps | 25 gal/person (child & employee) |
| **Fire, Rescue and Emergency Response** | |
| Fire or rescue stations without on-site staff | 25 gal/person |
| Fire or rescue stations with on-site staff | 50 gal/person/shift |
| **Food and Drink Facilities** | |
| Banquet, dining hall | 30 gal/seat |
| Bars, cocktail lounges | 20 gal/seat |
| Caterers | 50 gal/100 sq. ft. floor space |
| Restaurant, full Service | 40 gal/seat |
| Restaurant, single service articles | 20 gal/seat |
| Restaurant, drive-in | 50 gal/car space |
| Restaurant, carry out only | 50 gal/100 sq. ft. floor space |
| Institutions, dining halls | 5 gal/meal |
| Deli | 40 gal/100 sq. ft. floor space |
| Bakery | 10 gal/100 sq. ft. floor space |
| Meat department, butcher shop or fish market | 75 gal/100 sq. ft. floor space |
| Specialty food stand or kiosk | 50 gal/100 sq. ft. floor space |
| **Hotels and Motels** | |
| Hotels, motels and bed & breakfast facilities, without in-room cooking facilities | 120 gal/room |
| Hotels and motels, with in-room cooking facilities | 175 gal/room |
| Resort hotels | 200 gal/room |
| Cottages, cabins | 200 gal/unit |
| Self-service laundry facilities | 500 gal/machine |
| **Medical, Dental and Veterinary Facilities** | |
| Medical or dental offices | 250 gal/practitioner/shift |
| Veterinary offices (not including boarding) | 250 gal/practitioner/shift |
| Veterinary hospitals, kennels, animal boarding facilities | 20 gal/pen, cage, kennel or stall |
| Hospitals, medical | 300 gal/bed |
| Hospitals, mental | 150 gal/bed |
| Convalescent, nursing, rest homes without laundry facilities | 60 gal/bed |
| Convalescent, nursing, rest homes with laundry facilities | 120 gal/bed |
| Residential care facilities | 60 gal/person |
| **Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities** | |
| Campgrounds with comfort station, without water or sewer hookups | 75 gal/campsite |

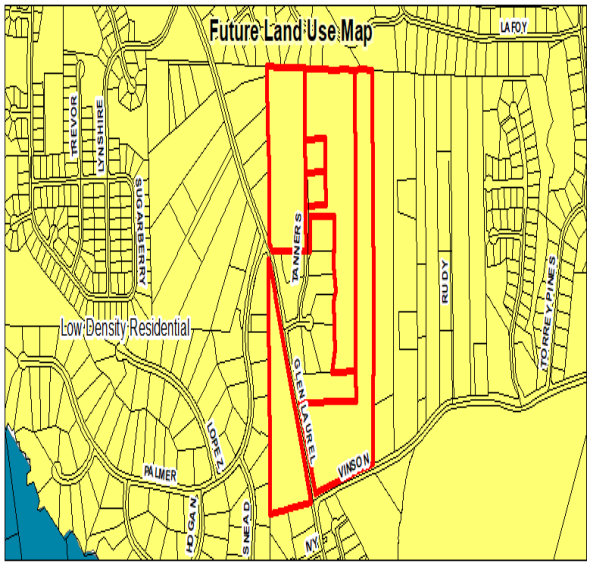
| Establishment Type | Daily Flow Rate |
|---|---|
| Campgrounds with water and sewer hookups | 100 gal/campsite |
| Campground dump station facility | 50 gal/space |
| Construction, hunting or work camps with flush toilets | 60 gal/person |
| Construction, hunting or work camps with chemical or portable toilets | 40 gal/person |
| Parks with restroom facilities | 250 gal/plumbing fixture |
| Summer camps without food preparation or laundry facilities | 30 gal/person |
| Summer camps with food preparation and laundry facilities | 60 gal/person |
| Swimming pools, bathhouses and spas | 10 gal/person |
| Public access restrooms | 325 gal/plumbing fixture |
| **Schools, Pre-school and Day Care** | |
| Day care and preschool facilities | 25 gal/person (child & employee) |
| Schools with cafeteria, gym and showers | 15 gal/student |
| Schools with cafeteria | 12 gal/student |
| Schools without cafeteria, gym or showers | 10 gal/student |
| Boarding schools | 60 gal/person (student & employee) |
| **Service Stations and Car Wash Facilities** | |
| Service stations, gas stations | 250 gal/plumbing fixture |
| Car wash facilities | 1200 gal/bay |
| **Sports Centers** | |
| Bowling center | 50 gal/lane |
| Fitness, exercise, karate or dance center | 50 gal/100 sq. ft. |
| Tennis, racquet ball | 50 gal/court |
| Gymnasium | 50 gal/100 sq. ft. |
| Golf course with only minimal food service | 250 gal/plumbing fixture |
| Country clubs | 60 gal/member or patron |
| Mini golf, putt-putt | 250 gal/plumbing fixture |
| Go-kart, motocross | 250 gal/plumbing fixture |
| Batting cages, driving ranges | 250 gal/plumbing fixture |
| Marinas without bathhouse | 10 gal/slip |
| Marinas with bathhouse | 30 gal/slip |
| Video game arcades, pool halls | 250 gal/plumbing fixture |
| Stadiums, auditoriums, theaters, community centers | 5 gal/seat |
| **Stores, Shopping Centers, Malls and Flea Markets** | |
| Auto, boat, recreational vehicle dealerships/showrooms with restrooms | 125 gal/plumbing fixture |
| Convenience stores, with food preparation | 60 gal/100 sq. ft. |
| Convenience stores, without food preparation | 250 gal/plumbing fixture |
| Flea markets | 30 gal/stall |
| Shopping centers and malls with food service | 130 gal/1000 sq. ft. |
| Stores and shopping centers without food service | 100 gal/1000 sq. ft. |
| **Transportation Terminals** | |
| Air, bus, train, ferry, port and dock | 5 gal/passenger |

*Source: North Carolina Administrative Code 02T.0114, January 1, 2007*




**Request: Rezoning from R-E to CZ-R**
**Project Name: SUMMRE GLEN**
**Project Number: 2022-125-CZM**

Applicant: WAKEFIELD DEVELOPMENT
Property Owner: WAKEFIELD DEVELOPMENT
Tag #: 05I04010, 05I04010A, 05I04200S, 05I04203F, and 05I04203G

SITE
Conditional Zoning-Residential

N

0 0.275 0.55 Miles

**Staff Report Map**
**Prepared by: TOC Planning Department**
**AUGUST 23, 2023**

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

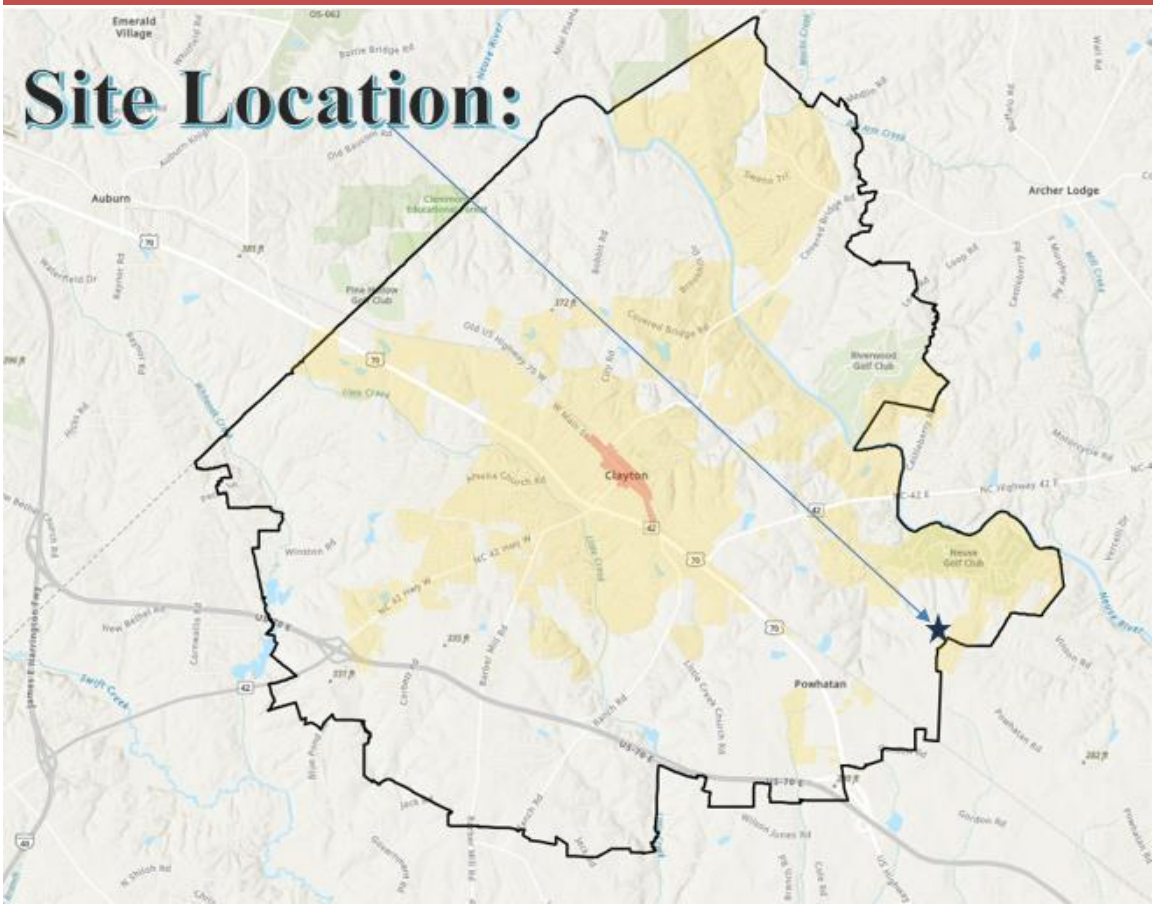
Document Path: C:\Users\bvenable\Town of Clayton, NC\Planning - Development Projects\Conditional Zoning with Master Plan\2022\2022-125-CZM Summer Glen Subdivision\Staff Report Map\Staff Report Maps - 2022-125-CZM Summer Glen.mxd

PLANNING DEPARTMENT

TOWN COUNCIL STAFF REPORT
SEPTEMBER 18, 2023

# SUMMER GLEN CZM

| | | | |
|---|---|---|---|
| **Project #:** | 2022-125-CZM | **Location:** | Glen Laurel Road and Vinson Road |
| **Applicant:** | Wakefield Development | **Project Type:** | Conditional Zoning with Master Plan |
| **Property Owner:** | Wakefield Development | **Proposed Use:** | Residential |
| **Staff Planner:** | Bruce Venable, Planner I | **TAG #(s):** | 05I04010, 05I04010A, 05I04200S, 05I04203F, and 05I04203G |



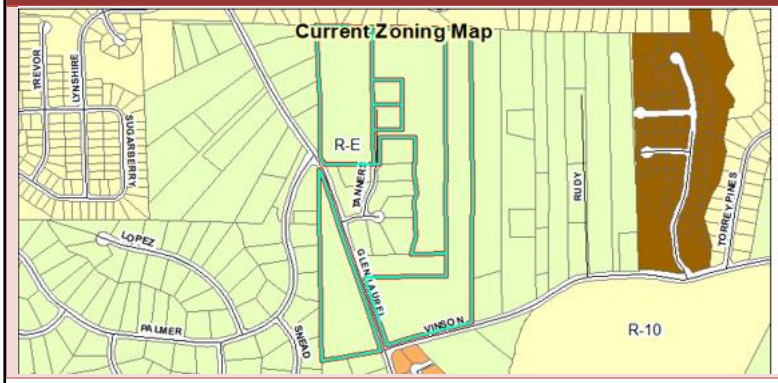

## PROJECT SUMMARY

The site is located off Glen Laurel Road and Vinson Road within the Town's ETJ. The applicant has requested to rezone the above referenced parcel from Residential-Estate Zoning (R-E) to Conditional Zoning-Residential Zoning District (CZ-R), which is approximately +/- 53.06 acres in size. The Conditional Zoning District would allow for up to 139 units, or a density of 2.60 units per acre. This site is located within the Watershed Protection Overlay District.

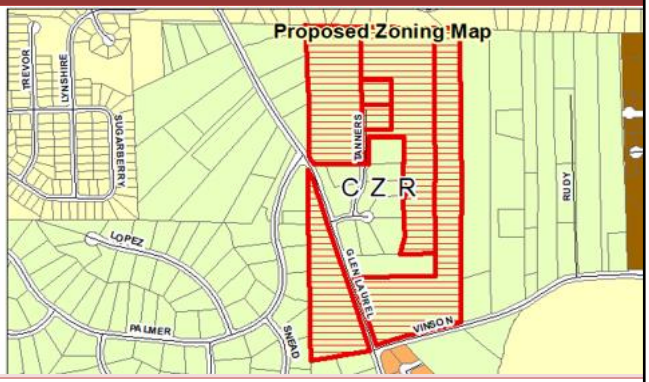
# LAND USE REVIEW

**SITE DATA:**
**Acreage:** +/- 53.06 acres
**Existing Use:** Residential/Vacant

## CURRENT ZONING MAP



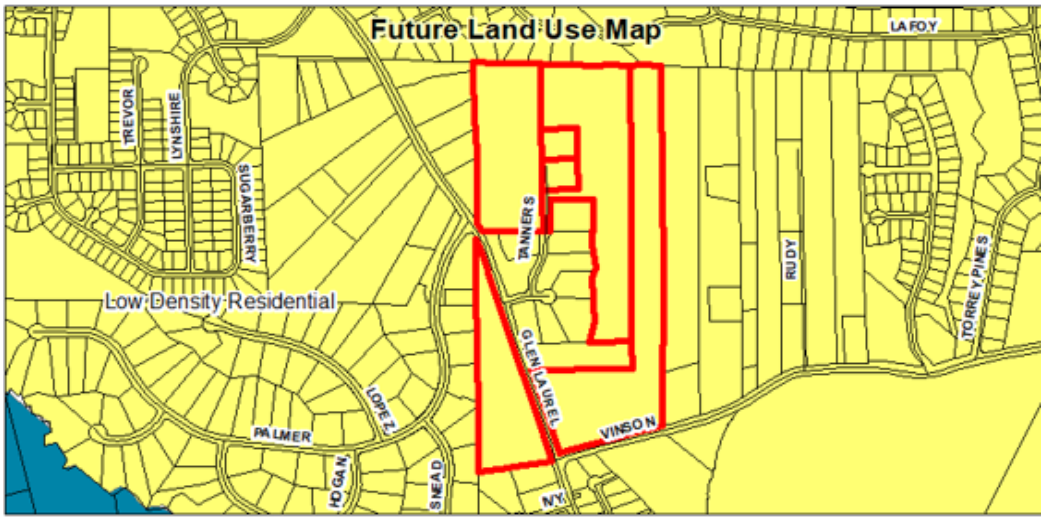

## PROPOSED ZONING MAP




# AERIAL MAP

| TABLE 1: COMPARISON OF SURROUNDING PROPERTIES | | |
|---|---|---|
| Direction | Zoning | Existing Use |
| North | R-E (Residential-Estate) | Residential |
| South | R-E (Residential-Estate) | Residential |
| East | R-E (Residential-Estate) | Residential |
| West | R-E (Residential-Estate) | Residential. |

## Consistency with the 2045 Comprehensive Growth Plan




## Future Land Use

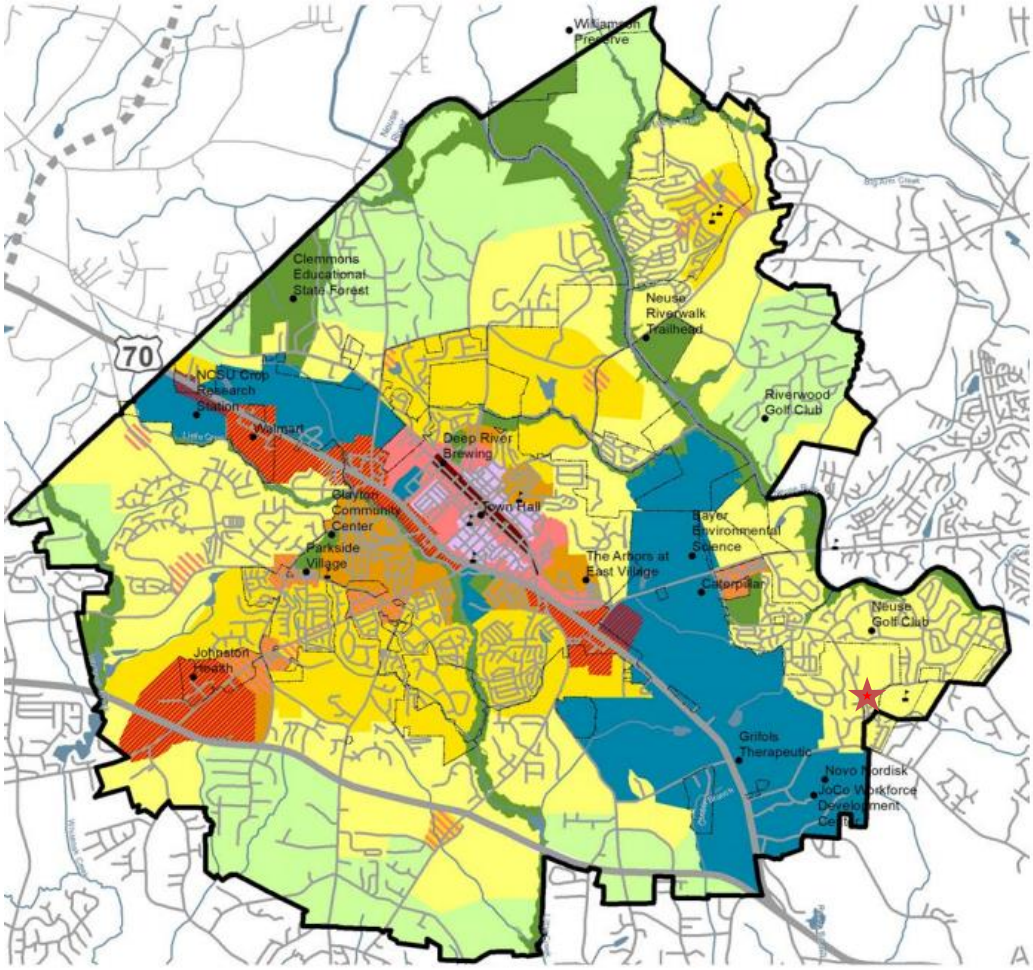
The Future Land Use Map identifies this area as "Low Density Residential" (see map above). The condition rezoning request would be consistent with the Low Density Residential future land use designation.

LDR

**Low Density Residential (LDR)**

Areas designated as Low-Density Residential are intended to remain predominantly suburban in character and provide for low-density, single-family residential development on smaller lots than those in Rural Residential areas. However, a mix of residential housing types may occur under a conditional zoning district to support conservation of open space, as long as a gross density of 3 units per acre is not exceeded.

- **Gross Residential Density*:** ≤3 units/acre
- **Unit Type:** Mostly single family detached homes, generally less than 25% attached units
- **Open Space:** Minimum of 25%**. Open space should be a mix of preserved natural features with passive recreation such as greenways and trails and more formal or developed open space such as common greens, playgrounds or sports fields.




## DEVELOPMENT DATA:

| | |
|---|---|
| Proposed Uses: | Residential (single-family homes) |
| Proposed Density: | Up to 139 units are proposed at an overall proposed residential density of 2.6 units/acre for the development. |
| Fire Protection: | Wilson Mills (Current) |
| Access/Streets: | 3 Access points will be provided from along Glen Laurel Rd (1) and Vinson Rd (1) and 1 emergency access point located off of Glen Laural |
| Water/Sewer Provider: | Town of Clayton |
| Electric Provider: | Town of Clayton |

## Lot Dimensional Standards:

| | Current Zoning | | | Proposed Zoning |
|---|---|---|---|---|
| | R-E | R-10 | R-8 | CZM |
| Minimum Lot Size | 12,000 SF | 8,000 SF | 6,000 SF | 6,500 SF (Allowed in Open Space Sub.) |
| Minimum Lot Width | 48 FT | 50 FT | 42 FT | 60 FT |
| Maximum Lot Coverage | 35% | 35% | 35% | 70% |
| Maximum Impervious Area | 50% | 50% | 55% | 70% (per lot)<br>36% (full site) |
| Density (Units/Acre) | 3.7 | 5 | 7 | 2.6 |
| Front Setback | 25 | 25 | 25 | 21.5 |
| Side Setback | 9 | 6 | 6 | 6 |
| Side Street Setback | 15 | 15 | 10 | 10 |
| Rear Setback | 18 | 15 | 15 | 15 |

## Landscape Buffer Requirement:

The proposed master plan includes a 15' landscape buffer around the perimeter of the project boundary as required per 155.203.L.1.i. Existing vegetation may be used to satisfy the Class C buffer requirement. Tree and Shrub study will be coordinated with Town Staff during construction to verify the remaining vegetation meets the criteria of the required buffer planting ratios for every 100' of lineal buffer. If the existing vegetation does not meet the minimum planting requirements, more plantings will be installed to supplement the existing vegetation. If there is no existing vegetation or grading activity that requires the existing vegetation to be removed, then a Class "C" – 15' buffer will be planted. The existing vegetation may also provide the screening of the required wall, opaque fence, evergreen hedge, berm, or combination thereof. If the existing vegetation does not provide adequate screening, then supplemental plantings will be added to increase the screening. One of the goals of this development is to leave as much existing vegetation as possible within the 15' buffer and to minimize the disturbed area, however, this may not be possible for entire perimeter buffer. During the construction process, the site perimeter buffers will be evaluated and considered for potential areas to increase the landscape buffers. The buffers will meet the minimums as described in the ordinance.

## Transportation Improvements:

The proposed site is to be developed within three years by the year 2025. The proposed development will be accessed by one full-movement driveway on each side of Glen Laurel Road and one full-movement driveway on Vinson Road. Table 1 shows the projected trip generation for the proposed development. Trips were calculated for the portion of the site east of Glen Laurel Road (120 homes) and the portion of the site west of Glen Laurel Road (15 homes). The trip generation was based on rates published in the ITE Trip Generation Manual, 11th Edition.

Table 1: Trip Generation

| Land Use | | | Daily | AM Peak Hour | | | PM Peak Hour | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Total | Enter | Exit | Total | Enter | Exit |
| 210: Single-Family Detached Housing | 120 | d.u. | 1,194 | 88 | 23 | 65 | 118 | 74 | 44 |
| 210: Single-Family Detached Housing | 15 | d.u. | 176 | 13 | 3 | 10 | 17 | 11 | 6 |
| **Total Site Trips** | | | **1,370** | **101** | **26** | **75** | **135** | **85** | **50** |

References: *Trip Generation Manual*, 11th Edition, Institute of Transportation Engineers, September 2021

Based on the existing traffic patterns, surrounding opportunities to access retail and office developments, and access to commuter roadways, the proposed trip distribution for the site is as follows:

- 30% to/from the north on Glen Laurel Road
- 15% to/from the east on Vinson Road
- 15% to/from the east on Powhatan Road
- 40% to/from the west on Powhatan Road

## Required Transportation Improvements:

**Glen Laurel Road at Vinson Road:**

- Install a traffic signal (Currently committed by NCDOT)
  *If the traffic signal is not constructed and in operation at the time of construction, the applicant will be required to construct the traffic signal.*

**Glen Laurel Road at Proposed Site Driveways:**

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway.
- Provide a dedicated left-turn lane, one for each proposed site driveway, providing a minimum of 100' full-width storage with appropriate deceleration lane and tapers.

**Vinson Road at Proposed Site Driveway:**

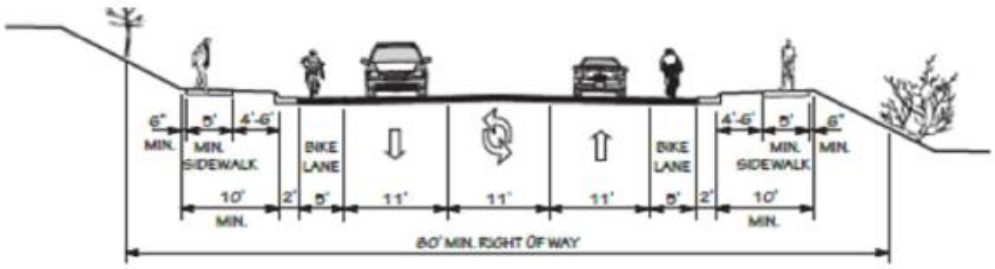
- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway.
- Provide a dedicated east-bound left-turn lane, providing a minimum of 100' full-width storage with appropriate deceleration lane and tapers.

**Other Improvements and Notes by NCDOT:**

- All driveways for this site on NCDOT ROW must be spaced 600'on secondary and 1,000' on primary routes. This is measured along the ROW line between the tangent projection of the inside edges of adjacent driveways apart measuring the distance between the radiuses of both driveways.
- If there are any turn lane overlaps with any existing or proposed middle-turn lanes, or tapers, the entire roadway section shall be widened to three-full lanes, with the middle-lane as a two-way left-turn lane.

**Frontage Improvements:**

- The applicant is responsible for the construction and right-of-way dedication of ½ the roadway typical section for Glen Laurel Road and Vinson Road as identified on the Transportation Plan (shown below) along all frontages along the public right-of-way.




# Public Utilities:

The project will connect to the existing Town of Clayton Utility System which exists within the proximity of the project area. The Town has an existing 8" waterline in Vinson Road as well as a 10" waterline maintained by Johnston County (within the Town's service area) located on Glen Laurel Road. Public Sewer will be accessed through an offsite sewer extension to tie into the existing Town of Clayton Utility System along Birkdale Drive.

As required by the Engineering Department, a preliminary analysis of the Glen Laurel #1 Pump Station and Summerlyn Pump Stations was performed by Stocks Engineering utilizing data provided by the Town. A copy of the "Preliminary Pump Station Calcs" and the emails noting the Engineering Departments confirmation of the available capacity has been added as Exhibit H following the Water and Wastewater Allocation Criteria.

Allocation of wastewater for the proposed development will come from Town Council action following consideration of the Conditional Zoning District. The Wastewater Allocation Policy requires a project score of a minimum of 50 points from the provided Allocation Criteria worksheet. The proposed project will exceed the 50-point minimum from a combination of being an infill development type (25 pts), a residential future tax status (5 pts), a Town Electric customer (20 pts) and by providing multiple car garages (5 pts) from the community benefit bonus points section.

The proposed development will request consideration of a total wastewater allocation of 34,500 GPD from Town Council and the Water and Wastewater Allocation Request has been submitted to run parallel with this application. This flow will not be available until the new Sam's Branch Water Reclamation Facility comes online in 2025.

The Town of Clayton also has Electricity adjacent to this property and the developer has been in communication with the Electric Department about being an electric customer. Included in the next two exhibits are a map showing the approximate locations of the existing utilities and the Town of Clayton Water and Wastewater Allocation Criteria.

## Streets:

The proposed master plan proposes six (6) new public streets, two (2) intersections with existing State Roads, and one (1) emergency access easement to Glen Laurel Road. Per UDO Sec. 155.400(i) and comment from the master plan review, a stub road to an adjacent property has been added. Approximately 6,420 Linear Feet of new streets will be constructed and dedicated to the Town as Public Streets. A typical cross section of the proposed streets is provided below.

During the TRC review process, there were two street layout comments worth noting and discussing in this document: the emergency access from the cul-de-sac to Glen Laurel Road and a connection to Tanners Way. The layout was revised based on a meeting with the Engineering Department between the pre-application meeting and the first CZM submittal. It was recommended by Town of Clayton Engineering that any connection to Tanners Way be avoided due to Tanners Way being a private street, and a knox box gated emergency access connect the cul-de-sac to Glen Laurel Road. The development team discussed eliminating the cul-de-sac and providing a connection to Glen Laurel Road across from Palmer Drive with Town staff and NCDOT however this development does not own the land that would be required to properly align a new driveway with Palmer Drive. Since this would create an offset intersection on Glen Laurel, NCDOT was unsupportive of a driveway at this location due to safety concerns with the road alignments. In the place of a full drive the NCDOT will allow gated emergency access with knox box to be installed in this location.

## Architectural Standards:

1. All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
2. Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
3. Siding elements to include a mix of premium vinyl siding with varying patterns such as lap siding, shake, and board and batten materials per architectural elevations.
4. All building facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
5. Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
6. Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
7. Side roof eaves to be a minimum 10" overhang.
8. All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
9. Architectural style shingles to be used.
10. Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

*Renderings of the Architectural Elevations can be found pgs. 30-37 of the Summer Glen Master Plan Narrative Document include in this packet.

# Conditional Rezoning Approval Criteria:

*See Master Plan Narrative for Applicant Responses.*

In connection with its legislative decision on a conditional zoning district request, the Town Council may consider factors including, but not limited, to the following:

1. **Consistency with the adopted plans of the Town.**

*Staff Commentary:* The 2045 Comprehensive Growth Plan Future Land Use Map labels this area as Low Density Residential (LDR), and the current zoning is Residential Estate (R-E). The Growth Plan represents LDR as equal to or less than 3 units per acre and a minimum required open space of 25%. The proposed Summer Glen Project has a proposed density of 2.6 units per acre which is achievable by conditional rezoning with master plan and will provide approximately 34% open space. The project will provide any required infrastructure/utility improvements to accommodate the development by extending water, sewer, electricity, public roads, and by following any recommendation from the TIA and the North Carolina Department of Transportation. The proposed rezoning meets the intent of the growth plan.

2. **Suitability of the subject for uses permitted by the current vs. the proposed conditional district.**

*Staff Commentary:* The proposed development consists of single-family detached residential homes which are allowed in the current R-E zoning. The approval of the conditional rezoning would allow a higher density than allowed in the current zoning, however, the use is consistent with the current zoning and the proposed density is consistent with the 2045 Comprehensive Growth Plan.

3. **Whether the proposed change tends to improve the balance of uses or meets specific demand in the Town.**

*Staff Commentary:* Being consistent with the 2045 Comprehensive Growth Plan, the proposed development is cohesive with development in close proximity to the project area. There is a high demand for residential development in and around the Town of Clayton and this project helps meet the demand within the Town and increases the Town Limits.

4. **The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities are available for the proposed conditional district.**

*Staff Commentary:*
Schools: The proposed development will be served by Powhatan Elementary School (<1 mile), Riverwood Middle School (8.8 miles), and Clayton High School (5.2 miles).

Roads: A traffic impact analysis (TIA) has been performed by Exult Engineering and has been reviewed by Town staff and the North Carolina Department of Transportation (NCDOT) to determine if there is adequate roadway infrastructure to serve the proposed development. The developer will be required to construct any required road improvements resulting from the TIA and subsequent review by NCDOT.

Recreation Facilities: The proposed development will provide community flex open space and is located approximately 1.5 miles from East Clayton Community Park. The developers have also discussed with The Neuse Country Club the option of pursuing their facilities as an amenity to the residents. Negotiations regarding this agreement are currently underway.

Wastewater: The applicant has been working with the Town of Clayton Engineering Department and determined that the downstream sewer lift station in Glen Laurel Subdivision has adequate capacity for allocation of additional tributary flow from the proposed development.

Water Supply: The proposed development has proposed connection to the Town of Claytons existing water on Glen Laurel Road and Vinson Road creating an additional loop in the water system.

Stormwater Drainage Facilities: The proposed development is within the Neuse River Basin and will require stormwater management for water quantity and quality before leaving the site. Stormwater runoff will be collected by street curb and gutter and above ground swales and will be directed into an underground pipe system that will route stormwater to proposed stormwater control facilities (SCM). Approximate locations of these facilities are included on the master plan. The final location, size, and detail of these devices will be provided during the construction drawing submittal process. All stormwater management will be designed to meet the requirements set by the Town of Clayton Stormwater Ordinance and the North Carolina Department of Environmental Quality (NCDEQ).

**5. It has been determined that the legal purposes for which zoning exists are not violated.**

*Staff Commentary:* The applicant has followed the procedure as outlined in Section 155.203 Part 3 and 155.705. All Town of Clayton process and procedures have been and will be followed throughout the rezoning process.

**6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.**

*Staff Commentary:* It is our understanding that there will be no adverse effect upon adjoining property owners by this project further the proposed development will be expanding the public utility system providing additional loops in the water system which has the potential to increase water quality in the water lines and increase water pressure.

**7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.**

*Staff Commentary:* It is our understanding that this project produced no detriment to the general public and the public improvements will benefit the Town of Clayton and the adjacent property owners.

## Master Plan Approval Criteria

The master plan shall include, and the applicant shall be responsible for successfully addressing the following:

- Compliance with § 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter;
- Consistency with the Clayton General Design Guidelines;
- Conformance of the proposal with the stated purpose of the requested conditional zoning district;
- Compatibility of the proposed development with the adjacent community;

- The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out;
- Compatible relationships between each component of the overall project;
- Self-sufficiency of each phase of the overall project;
- The fiscal impact of the proposal and the proposed financing of required improvements;
- The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community; and
- The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

*Staff Commentary:* The applicant has provided a Master Plan Narrative providing details of the proposal. Through the Master Plan, Narrative and proposed conditions, staff believes that the applicant has successfully met the criteria.

# Considerations:

- The Town Council shall consider the recommendation of the Planning Board and the Interim Planning Director.
- The Town Council shall approve, approve with conditions, or disapprove the conditional zoning district. Any additional, revised, or deleted conditions from those below must be signed or declined by the applicant prior to the Council rendering a decision.
- Concurrently with adopting, denying or remanding any conditional zoning district, the Town Council shall adopt a statement describing whether its action is consistent with the adopted plans and policies of the Town and explaining why the Town Council considers the action taken to be reasonable and in the public interest.
- If the conditional zoning district is not consistent with the 2045 Comprehensive Growth Plan and is approved, the 2045 Comprehensive Growth Plan Future Land Use Map will be considered amended to match the proposed conditional zoning district.
- If approved, the conditional zoning district, master plan and narrative will be recorded with the Johnston County Register of Deeds and shall guide future development for this land. The conditional zoning district, master plan, and narrative shall not expire, and will run with the land.

# Staff Recommendation

Staff recommends that the Planning Board recommend approval of the Conditional Zoning District, subject to the 14 conditions listed below to the Town Council.

### PLANNING BOARD RECOMMENDATION:

The Planning Board held a Public Meeting Session on August 28, 2023, for the project. The Planning Board unanimously voted to recommend approval of the Conditional Zoning District subject to the 14 Conditions included below and the provided Statement of Reasonableness and Consistency.

**Recommended Conditions of Approval (2022-125-CZM, Summer Glen, Conditional Zoning and Master Plan):**

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
4. All parcels subject to the Conditional Zoning and Master Plan shall be annexed into the Town prior to any subsequent development approvals.
5. The developer will be required to pay their proportional share of the Wilsons Mills Fire District Capital Debt to the Town prior to the effective date of the Annexation.
6. Uses in the development shall be limited to single-family detached residential homes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. The following standards shall apply to the Development:
    - Maximum Residential Units: 139
    - Maximum Density: 2.6 Dwelling Units per Acre
    - Total Site Impervious Surface Area: 36%
    - Minimum Lot Size: 6,500 Square Feet
    - Minimum Building Setbacks:
        - Front Setback: 21.5 Feet
        - Setback from Sidewalk: 25 Feet
        - Side Setback: 6 Feet
        - Corner Side Setback: 10 Feet
        - Rear Setback: 15 Feet
    - Maximum Building Height: 35 Feet
8. The Town of Clayton shall be the electric provider for this project.
9. Tree protection fencing must be installed at the clearing limits to maximize preservation of existing vegetation.
10. A gated emergency access with a Knox Box meeting Town of Clayton Fire Department standards connecting the Cul-De-Sac on Summer Loop to Glen Laurel Road shall be provided.

11. Required frontage improvements along Glen Laurel Road and Vinson Road will be made in phases that correlate with the driveway connections to those existing roadways in the respective phase.

12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the final plat for the first phase of the development:

    **Glen Laurel and Vinson Road Intersection**

    - According to NCDOT Congestion Management Section, the signal improvement at this intersection will be completed by NCDOT. The development team will discuss the timing of these improvements with NCDOT.

    **Glen Laurel Road at Proposed Site Driveway:**

    - Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100 feet of internal protected stems and northbound and southbound left-turn lanes on Glen Laurel Road consisting of a minimum of 100-feet full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

    **Vinson Road and Proposed Site Driveway:**

    - Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100 feet of internal protected stems and an eastbound left-turn lane on Vinson Road consisting of a minimum of 100-feet full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

13. The following Architectural Standards shall be required to be met for the Single-Family Homes:

    - All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
    - Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
    - Siding elements to include a mix of premium vinyl siding with varying patterns such as lap siding, shake, and board and batten materials per architectural elevations.
    - All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
    - Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
    - Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
    - Side roof eaves to be a minimum 10" overhang.
    - All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
    - Architectural style shingles to be used.
    - Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

14. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

1) Application
2) Master Plan Narrative
3) Master Plan
4) Neighborhood Meeting Materials
5) Transportation Impact Analysis (TIA)
6) NCDOT TIA Review
7) TIA APPENDIX
8) Conditions of Approval – Signed (*8/23/2023*)
9) Wastewater Allocation Request
10) Staff Report Map
11) Staff Report

# SUMMER GLEN

## GLEN LAUREL ROAD at VINSON ROAD
## CLAYTON, JOHNSTON COUNTY, NORTH CAROLINA
## TOWN OF CLAYTON PROJECT NO. 2022-125-CZM

CONDITIONAL REZONING WITH MASTER PLAN - JULY 15, 2022
REVISED ~~2-27-23~~ ~~6-19-23~~ 7-19-23

BEFORE YOU DIG, CALL 811
NORTH CAROLINA ONE CALL CENTER
www.ncocc.org


STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM


BLN-C-1874

### GOVERNING AGENCIES:

PLANNING:

*TOWN OF CLAYTON*
*PLANNING DEPARTMENT.*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: MR. BEN HOWELL, AICP, CZO*
*(919) 359-9364*
*BHOWELL@TOWNOFCLAYTONNC.ORG*

PUBLIC UTILITIES:

*TOWN OF CLAYTON*
*ENGINEERING*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: MR. JOSHUA BAIRD*
*(919) 359-1288*
*JBAIRD@TOWNOFCLAYTONNC.ORG*

NATURAL GAS

*PIEDMONT NATURAL GAS*
*250 FIVE POINTS ROAD*
*DUDLEY, NC 28333*

*CONTACT: MARCUS THOMPSON*
*(919) 920-0257*

ELECTRIC

*TOWN OF CLAYTON*
*653 NC HIGHWAY 42 W*
*CLAYTON, NC 27520*

*MR. ALLEN TURNAGE*
*(919) 553-1530*
*ATURNAGE@TOWNOFCLAYTONNC.ORG*

### UTILITY AGENCIES:

WATER & SEWER:

*TOWN OF CLAYTON*
*PUBLIC UTILITIES*
*111 E SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: (OFFICE)*
*919.553.5002*
*UTILITIES@TOWNOFCLAYTONNC.ORG*

EROSION CONTROL:

*TOWN OF CLAYTON*
*ENGINEERING*
*PO BOX 879*
*111 E. SECOND STREET*
*CLAYTON, NC 27520*

*CONTACT: JONATHAN JACOBS*
*(919) 359-1297*
*JJACOBS@TOWNOFCLAYTONNC.ORG*

### SITE INFORMATION

PROJECT NAME: ..... SUMMER GLEN SUBDIVISION
SITE LOCATION: ..... GLEN LAUREL RD AND VINSON RD CLAYTON, NORTH CAROLINA

PARID: ..... 05I04010A, 05I04203G, 05I04010 05I04203F, 05I04200S

DEED BOOK/PAGE ..... 0691/03962, 0409/01154, 0691/03962, 0409/01154, 0161/04205

ZONE: ..... EX. – RESIDENTIAL ESTATE (RE)
PRO. – CONDITIONAL ZONING WITH MASTER PLAN (CZM)

USE: ..... EX. – AG./RES./VACANT
PRO. – SINGLE FAMILY RES.

TOTAL TRACK ACREAGE: ..... ±53.06 Ac.
NUMBER OF PROPOSED LOTS: ..... ±138 LOTS
PROPOSED DENSITY: ..... 2.6 per Acre (<3)
MINIMUM LOT SIZE: ..... 6,500 SF
(ALLOWED TO BE LESS THAN 1/3 AC. IF OPEN SPACE SUBDIVISION)
LINEAR FOOTAGE OF STREETS: ..... ±6,420 LF
AREA OF PROPOSED STREET R/W: ..... ±7.46 Ac.

MINIMUM BUILDING SETBACKS:
FRONT/ R/W: ..... 21.5'
(25' FROM SIDEWALK)
SIDE: ..... 6'
CORNER SIDE: ..... 10'
REAR: ..... 15'

PROPERTY IS WITHIN WATER SUPPLY WATERSHED OVERLAY DISTRICT.
RESOURCE CONSERVATION AREAS (RCA) (APPROX.):
WETLANDS: ..... 30,217 SF
BUFFERS: ..... 141,895 SF
STEEP SLOPES(>25%): ..... 13,475 SF
100-YR FLOODPLAIN: ..... 0 SF

REQ. OPEN SPACE (155.203.I.2.B) – 1,245 SF/LOT=171,810 SF(3.94 AC.)
OPEN SPACE COMMON AREA (155.501.E.1.): ..... ±17.9 Ac. (±34%)

MAX. IMPERVIOUS AREA: ..... 36% (19.10 AC)
EST. IMPERVIOUS AREA: ..... 809,159 SF (±35%)
(155.501.E.1 MAX 2 UNITS PER ACRE OR 36% IMPERVIOUS)

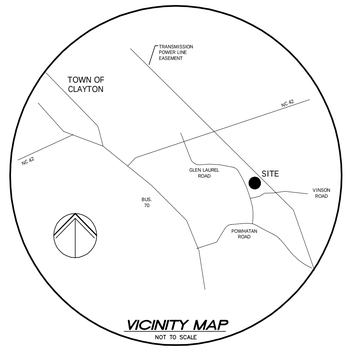
WATER AND SEWER SERVICES PROVIDED BY THE TOWN ON CLAYTON
138 SEWER SERVICES WILL BE REQUIRED TO SERVE THIS DEVELOPMENT.
PROPOSED 140 – 1" DOMESTIC WATER METERS.

SITE PLAN AND CONSTRUCTION DRAWING APPROVAL IS REQUIRED FROM THE TOWN OF CLAYTON PRIOR TO ANY CONSTRUCTION ACTIVITY RELATED TO THIS PROJECT. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

PER DISCUSSION WITH THE TOWN OF CLAYTON STAFF WE PLAN TO DO A JOINT SITE PLAN AND CONSTRUCTION DRAWING REVIEW.

THIS PLAN IS SUBJECT TO MINOR REVISION THROUGHOUT THE CONSTRUCTION DRAWING APPROVAL PROCESS. REVISIONS TO THE APPROVED MASTER PLANS ARE LIMITED.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF CLAYTON ENGINEERING DESIGN STANDARDS, SPECIFICATIONS, AND DETAILS.




VICINITY MAP
NOT TO SCALE

### INDEX


COVER COVER SHEET
CE-01.1 BOUNDARY AND ALTA SURVEY
CE-01.2 BOUNDARY AND ALTA SURVEY
CE-02 MASTER PLAN
CE-03 FIRE TRUCK VEHICLE TRACKING


TOWN OF CLAYTON GENERAL ZONING CONDITIONS:

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The developer will be required to pay their portion of the Wilsons Mills Fire District Capital Dept prior to the time the annexation is effective.
4. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
5. All parcels subject to the rezoning and master plan shall be annexed into the Town prior to any additional development approvals.
6. Uses in the Development will be limited to single family residential homes, and any allowed accessory uses within the Town of Clayton UDC for residential development.
7. The following standards will apply to the Development:
   a. Maximum Number of units: 139
   b. Maximum Density: 2.6 Dwelling units per acre and 36% Total Site Impervious Area
   c. Lot Dimensional Standards as specified on the Master Plan
   d. Must be a Town Electric Customer
   e. Tree protection fence must be installed at the clearing limits to maximize preservation of existing vegetation.
8. A gated emergency access (w/ knox box meeting Town of Clayton Fire Dept. standards) connecting the cul-de-sac on Summer Loop to Glen Laurel Road.
9. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.
10. TIA/NCDOT Requirements:

Planned Improvements By NCDOT/Others:

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

Planned Improvements By Developer:

Glen Laurel Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

Vinson Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

### Owner/Developer:

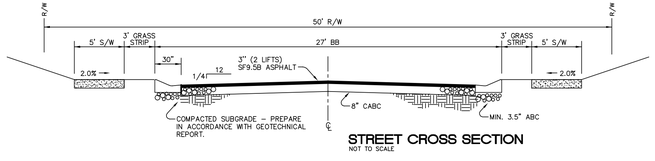
*Wakefield Development, LLC*
*448 Viking Drive, Suite 220*
*Virginia Beach, VA 23452*
*757.463.5000 (v)*
*Contact: Mike Baust*

### Civil Engineering:

*Stocks Engineering, PA*
*801 East Washington Street*
*Nashville, North Carolina 27856*
*252.459.8196 (v) 252.903.6891 (c)*
*Contact: Mike Stocks, PE*
*mstocks@stocksengineering.com*

### Surveying:

*Bateman Civil Survey Company*
*2524 Reliance Avenue*
*Apex, North Carolina 27539*
*919.577.1080 (v)*
*Contact: Josh Davidson, PLS*
*josh@batemancivilsurvey.com*




STREET CROSS SECTION
NOT TO SCALE

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24

**SUMMER GLEN**
**GLEN LAURAL RD. at VINSON RD.**
**CLAYTON, NORTH CAROLINA**

NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
7/15/22

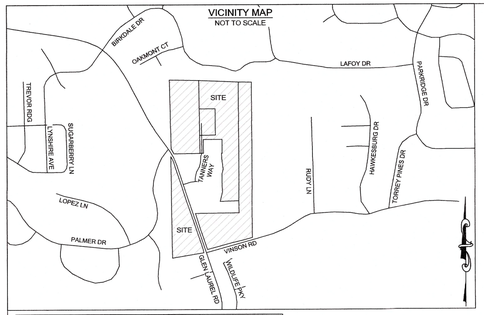
COVER SHEET

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

FILE NO. 2022-031
HORZ. SCALE: 1"=100'
VERT. SCALE: NONE

COVER

## VICINITY MAP
NOT TO SCALE




## LEGEND

- EXISTING BOUNDARY CORNER FOUND
- BOUNDARY CORNER SET (3/4" IPS UNLESS OTHERWISE NOTED)
- COMPUTED POINT
- CONCRETE MONUMENT FOUND
- CLEAN OUT
- TRANSFORMER / ELECTRIC BOX
- LIGHT POLE
- UTILITY POLE
- WATER METER
- FIRE HYDRANT
- UTILITY VALVE
- TELEPHONE PEDESTAL
- CABLE PEDESTAL
- CATCH BASIN
- DROP INLET
- UTILITY MANHOLE
- UTILITY HAND HOLE
- AIR CONDITIONING UNIT
- WELL
- SIGN
- F — UNDERGROUND FIBER
- T — UNDERGROUND TELEPHONE
- GAS — UNDERGROUND GAS
- E — UNDERGROUND ELECTRIC
- SD — STORM DRAIN
- OHE — OVERHEAD UTILITY
- GUY WIRE
- BURIED UTILITY MARKER

| | |
|---|---|
| EIP | EXISTING IRON PIPE |
| EIR | EXISTING IRON REBAR |
| IPS | IRON PIPE SET |
| PKS | PK NAIL SET |
| PKF | PK NAIL FOUND |
| SSMH | SANITARY SEWER MANHOLE |
| N | NORTH |
| E | EAST |
| S | SOUTH |
| W | WEST |
| NE | NORTHEAST |
| SE | SOUTHEAST |
| SW | SOUTHWEST |
| NW | NORTHWEST |
| DB | DEED BOOK |
| PG | PAGE |
| BM | BOOK OF MAPS |
| R/W | RIGHT OF WAY |
| POB | POINT OF BEGINNING |
| (T) | TOTAL |
| | TIE (INDICATES 2 PARTS OF THE SAME PARCEL) |

## NOTES

1. THE PROPERTY LIES IN ZONE "X" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 3720167800K, DATED 06/20/2018.
2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES AND ALL BEARINGS ARE BASED ON GPS OBSERVATIONS, NAD 83/NSRS 2011/SPC UNLESS OTHERWISE SHOWN.
3. SITE ZONED "R-E" FOR THE TOWN OF CLAYTON PER JOHNSTON COUNTY GIS.
4. AREAS COMPUTED BY COORDINATE METHOD.
5. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY COMPANY, UNDER THE SUPERVISION OF STEVEN P. CARSON, PLS.
6. THIS MAP HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.
7. NO CEMETERIES OR GRAVES WERE OBSERVED AS A RESULT OF THIS SURVEY.
8. NO BUILDINGS OR STRUCTURES WERE OBSERVED AS A RESULT OF THIS SURVEY
9. STREAMS, STREAM BUFFERS & WETLANDS SHOWN PER WETLAND SKETCH MAP BY SAGE ECOLOGICAL SERVICES, DATED MARCH 21, 2022

TO: EQUITY TITLE COMPANY, LLC, FIDELITY NATIONAL TITLE INSURANCE COMPANY AND WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY,
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS OF TABLE A THEREOF (NONE SELECTED). THE FIELDWORK WAS COMPLETED ON APRIL 28TH, 2022.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LAND SURVEYOR STEVEN P. CARSON

7/11/22

STEVEN P. CARSON, PLS — DATE
NC LICENSE NO. 4752

I, STEVEN P. CARSON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED BOOK 3962 PAGE 691, DEED BOOK 4205 PAGE 161, DEED BOOK 1154 PAGE 409); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AS SHOWN HERE ON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000 + ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 11 DAY OF JULY, A.D., 2022.

I, FURTHER THAT IN ACCORDANCE WITH G.S. 47-30-F-11-C-1; CERTIFY THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR " EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LAND SURVEYOR STEVEN P. CARSON

7/11/22

STEVEN P. CARSON, PLS
NC LICENSE NO. 4752

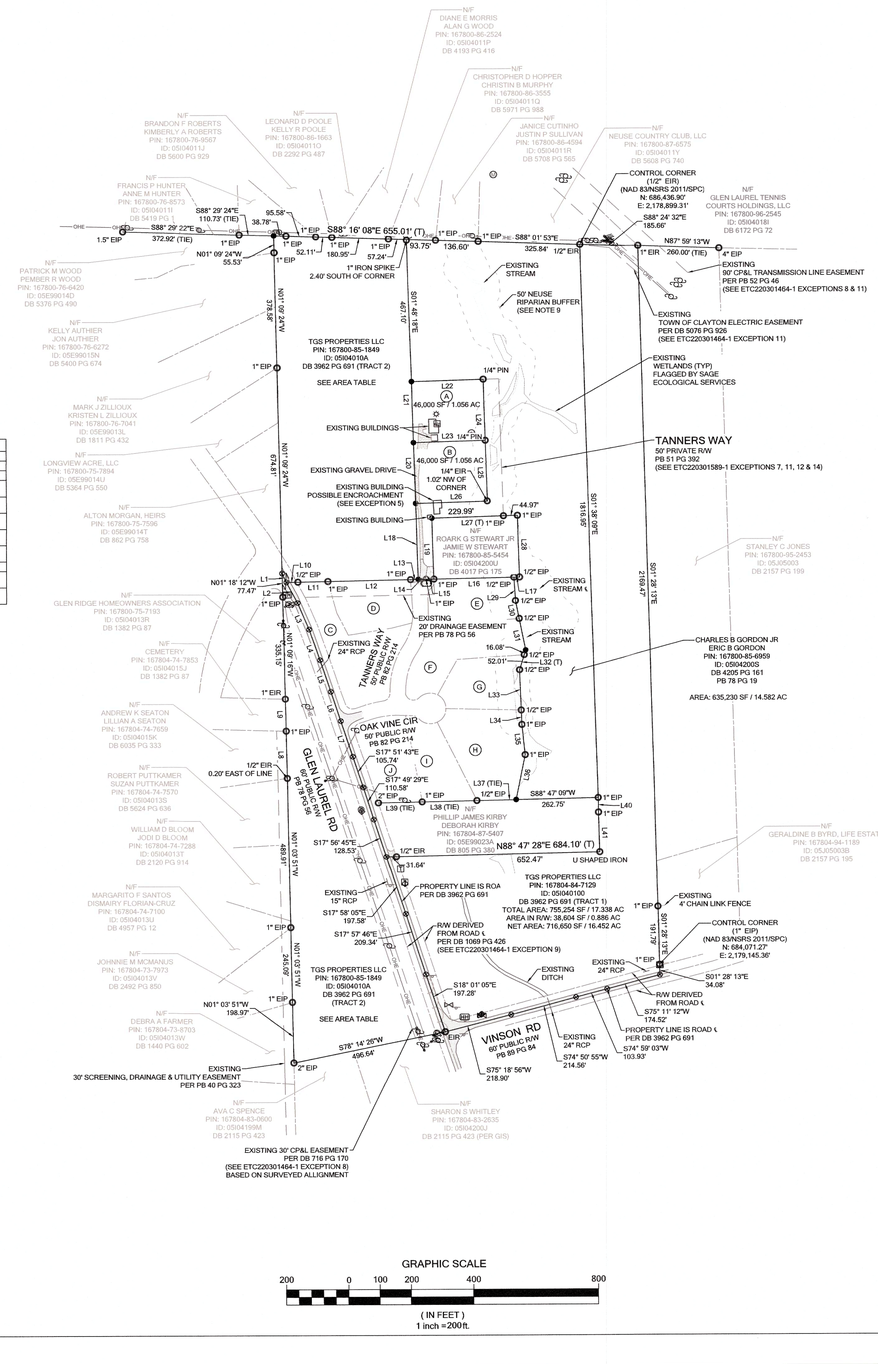
THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

### LOT INFORMATION

| PROPERTY | OWNER | DEED | PIN | ID |
|---|---|---|---|---|
| A | CHARLES B GORDON JR | DB 1154 PG 409 | 167800-85-4971 | 0510420 3F |
| B | CHARLES B GORDON JR | DB 1154 PG 409 | 167800-85-4781 | 0510420 3G |
| C | MICHAEL P DUNLOP JACQUELINE W DUNLOP | DB 5952 PG 691 | 167800-85-1063 | 0510420 3O |
| D | DENIS CANELO KATIE CANELO | DB 4943 PG 703 | 167800-85-2226 | 0510420 3Q |
| E | STEVE K STROUSE DIANE A STROUSE | DB 5855 PG 522 | 167800-85-5247 | 0510420 3K |
| F | WARRICK L JONES ANDREA M JONES | DB 5039 PG 189 | 167800-85-5124 | 0510420 3J |
| G | CHARLES C SUTTON CHRISTY LYNN H SUTTON | DB 4721 PG 209 | 167800-85-5969 | 0510420 3L |
| H | BRANDY E B CREECH | DB 4801 PG 579 | 167804-84-5766 | 0510420 3M |
| I | AARON L THOMAS VANESA THOMAS | DB 4312 PG 754 | 167804-84-4723 | 0510420 3I |
| J | JAMES B GURGANUS CENTENNIAL H GURGANUS | DB 4461 PG 357 | 167804-84-2765 | 0510420 3N |

### AREAS OF PIN 167800-85-1849

| NORTHERN SECTION | AREA |
|---|---|
| TOTAL | 485,021 SF / 11.134 AC |
| IN R/W | 2,011 SF / 0.046 AC |
| NET | 483,010 SF / 11.088 AC |
| SOUTHERN SECTION | |
| TOTAL | 410,453 SF / 9.423 AC |
| IN R/W | 46,740 SF / 1.073 AC |
| NET | 363,713 SF / 8.350 AC |
| TOTAL PARCEL | |
| TOTAL | 895,474 SF / 20.557 AC |
| IN R/W | 48,751 SF / 1.119 AC |
| NET | 846,723 SF / 19.438 |


N/F DIANE E MORRIS ALAN G WOOD PIN: 167800-86-2524 ID: 0510401 1P DB 4193 PG 416
N/F CHRISTOPHER D HOPPER CHRISTIN B MURPHY PIN: 167800-86-3555 ID: 0510401 1Q DB 5971 PG 988
N/F BRANDON F ROBERTS KIMBERLY A ROBERTS PIN: 167800-76-9567 ID: 0510401 1J DB 5600 PG 929
N/F LEONARD D POOLE KELLY R POOLE PIN: 167800-86-1663 ID: 0510401 1O DB 2292 PG 487
N/F JANICE CUTINNO JUSTIN P SULLIVAN PIN: 167800-86-4594 ID: 0510401 1R DB 5708 PG 565
N/F NEUSE COUNTRY CLUB, LLC PIN: 167800-87-6575 ID: 0510401 1Y DB 5608 PG 740
N/F FRANCIS P HUNTER ANNE M HUNTER PIN: 167800-76-8573 ID: 0510401 1I DB 5419 PG 1
N/F GLEN LAUREL TENNIS COURTS HOLDINGS, LLC PIN: 167800-96-2545 ID: 0509401 8I DB 6172 PG 72
CONTROL CORNER (1/2" EIR) (NAD 83/NSRS 2011/SPC) N: 686,436.90' E: 2,178,899.31'
S88° 24' 32"E 185.66'
N87° 59' 13"W 260.00' (TIE)
4" EIP
EXISTING 90' CP&L TRANSMISSION LINE EASEMENT PER PB 52 PG 46 (SEE ETC220301464-1 EXCEPTIONS 8 & 11)
S88° 16' 08"E 655.01' (T)
S88° 01' 53"E 325.84'
1/2" EIR
S88° 29' 24"E 110.73' (TIE)
S88° 29' 22"E 372.92' (TIE)
95.58'
38.78'
1.5" EIP
1" EIP
52.11'
180.95'
57.24'
93.75'
136.60'
N01° 09' 24"W 55.53'
1" IRON SPIKE 2.40' SOUTH OF CORNER
EXISTING STREAM
50' NEUSE RIPARIAN BUFFER (SEE NOTE 9
EXISTING TOWN OF CLAYTON ELECTRIC EASEMENT PER DB 5076 PG 926 (SEE ETC220301464-1 EXCEPTION 11)
EXISTING WETLANDS (TYP) FLAGGED BY SAGE ECOLOGICAL SERVICES
N/F PATRICK M WOOD PEMBER R WOOD PIN: 167800-76-6420 ID: 05E990140 DB 5376 PG 490
N/F KELLY AUTHIER JON AUTHIER PIN: 167800-76-6272 ID: 05E990150 DB 5400 PG 674
N/F MARK J ZILLIOUX KRISTEN L ZILLIOUX PIN: 167800-76-7041 ID: 05E990130 DB 1811 PG 432
N/F LONGVIEW ACRE, LLC PIN: 167800-75-7894 ID: 05E990140 DB 5364 PG 550
N/F ALTON MORGAN, HEIRS PIN: 167800-75-7596 ID: 05E990140 DB 862 PG 758
N/F GLEN RIDGE HOMEOWNERS ASSOCIATION PIN: 167800-75-7193 ID: 0510401 3R DB 1382 PG 87
N/F CEMETERY PIN: 167804-74-7853 ID: 0510401 5J DB 1382 PG 87
N/F ANDREW K SEATON LILLIAN A SEATON PIN: 167804-74-7659 ID: 0510401 5K DB 6035 PG 333
N/F ROBERT PUTTKAMER SUZAN PUTTKAMER PIN: 167804-74-7570 ID: 0510401 3S DB 5624 PG 636
N/F WILLIAM D BLOOM JODI D BLOOM PIN: 167804-74-7288 ID: 0510401 3T DB 2120 PG 914
N/F MARGARITO F SANTOS DISMARY FLORIAN-CRUZ PIN: 167804-74-7100 ID: 0510401 3U DB 4957 PG 12
N/F JOHNNIE M MCMANUS PIN: 167804-73-7973 ID: 0510401 3V DB 2492 PG 850
N/F DEBRA A FARMER PIN: 167804-73-8703 ID: 0510401 3W DB 1440 PG 602
N/F AVA C SPENCE PIN: 167804-83-0600 ID: 0510419 9M DB 2115 PG 423
N/F SHARON S WHITLEY PIN: 167804-83-2635 ID: 0510420 0J DB 2115 PG 423 (PER GIS)
N/F STANLEY C JONES PIN: 167800-95-2453 ID: 05J05003 DB 2157 PG 199
N/F GERALDINE B BYRD, LIFE ESTATE PIN: 167804-94-1189 ID: 05J050038 DB 2157 PG 195
TGS PROPERTIES LLC PIN: 167800-85-1849 ID: 0510401 0A DB 3962 PG 691 (TRACT 2)
SEE AREA TABLE
TGS PROPERTIES LLC PIN: 167800-84-7129 ID: 0510401 00 DB 3962 PG 691 (TRACT 1)
TOTAL AREA: 755,254 SF / 17.338 AC
AREA IN R/W: 38,604 SF / 0.886 AC
NET AREA: 716,650 SF / 16.452 AC
PROPERTY LINE IS ROA PER DB 3962 PG 691
R/W DERIVED FROM ROAD L PER DB 1069 PG 426 (SEE ETC220301464-1 EXCEPTION 9)
TGS PROPERTIES LLC PIN: 167800-85-1849 ID: 0510401 0A DB 3962 PG 691 (TRACT 2)
SEE AREA TABLE
1/4" PIN
46,000 SF / 1.056 AC
EXISTING BUILDINGS
EXISTING GRAVEL DRIVE
EXISTING BUILDING POSSIBLE ENCROACHMENT (SEE EXCEPTION 5)
1/4" EIR 1.02' NW OF CORNER
229.99'
44.97'
EXISTING BUILDING
ROARK G STEWART JR JAMIE W STEWART PIN: 167800-85-5454 ID: 0510420 0U DB 4013 PG 175
TANNERS WAY 50' PRIVATE R/W PB 51 PG 392 (SEE ETC220301589-1 EXCEPTIONS 7, 11, 12 & 14)
CHARLES B GORDON JR ERIC B GORDON PIN: 167800-85-6959 ID: 0510420 0S DB 4205 PG 161 PB 78 PG 19
AREA: 635,230 SF / 14.582 AC
"OAK VINE CIR 50' PUBLIC R/W PB 52 PG 214
GLEN LAUREL RD 60' PUBLIC R/W PB 78 PG 19
TANNERS WAY 50' PUBLIC R/W PB 51 PG 214
EXISTING 24" RCP
EXISTING 20' DRAINAGE EASEMENT PER PB 78 PG 56
EXISTING STREAM
EXISTING STREAM
EXISTING 30' SCREENING, DRAINAGE & UTILITY EASEMENT PER PB 40 PG 323
EXISTING 30' CP&L EASEMENT PER DB 716 PG 170 (SEE ETC220301464-1 EXCEPTION 8) BASED ON SURVEYED ALLIGNMENT
S17° 51' 43"E 105.74'
S17° 49' 29"E 110.58'
S17° 56' 45"E 128.53'
S17° 58' 05"E 197.58'
S17° 57' 46"E 209.34'
S18° 01' 05"E 197.28'
S78° 14' 26"W 496.64'
S88° 47' 09"W 262.75'
N88° 47' 28"E 684.10' (T)
652.47'
U SHAPED IRON
31.64'
EXISTING 24" RCP
EXISTING DITCH
EXISTING 4' CHAIN LINK FENCE
CONTROL CORNER (1" EIP) (NAD 83/NSRS 2011/SPC) N: 684,071.27' E: 2,179,145.36'
S01° 28' 13"E 34.08'
R/W DERIVED FROM ROAD L
S75° 11' 12"W 174.52'
PROPERTY LINE IS ROAD L PER DB 3962 PG 691
S74° 59' 03"W 103.93'
S74° 50' 55"W 214.56'
S75° 18' 56"W 218.90'
VINSON RD 60' PUBLIC R/W PB 85 PG 84
EXISTING 24" RCP
S01° 28' 13"E 197.28'
S01° 28' 13"E 198.49'
N01° 18' 12"W 77.47'
N01° 03' 51"W 198.97'
N01° 09' 16"W 654.81'
N01° 15' 01"W 249.60'
N01° 09' 24"W 378.43'
N01° 05' 31"W 489.68'
N01° 03' 51"W 155.03'
S88° 49' 44"W 1318.47'
S88° 50' 00"W 1318.49

SURVEY COMMENTS
SURVEY MADE BY BATEMAN CIVIL SURVEY COMPANY
DATED 04/27/2022, JOB NO. 220214

SCHEDULE A

ISSUING AGENT: EQUITY TITLE COMPANY, LLC
ISSUING OFFICE: 200 GOLDEN OAK COURT, STE. 150, VIRGINIA BEACH, VA 23452
ISSUING OFFICE'S ALTA REGISTRY ID: 1117969
COMMITMENT NO.: ETC220301464-1
PROPERTY ADDRESS: 36.89 ACRES, MORE OR LESS, ON GLEN LAUREL RD, CLAYTON, NC 27527

1. COMMITMENT DATE: APRIL 1, 2022 AT 08:00 AM

2. POLICY TO BE ISSUED:
(A) ALTA OWNERS POLICY (06/17/06)
PROPOSED INSURED: WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY
POLICY AMOUNT: $1,660,050.00

3. THE ESTATE OR INTEREST IN THE LAND DESCRIBED OR REFERRED TO IN THIS COMMITMENT IS:
FEE SIMPLE.

4. TITLE TO THE FEE SIMPLE ESTATE OR INTEREST IN THE LAND IS, AT THE COMMITMENT DATE, VESTED IN:
TGS PROPERTIES, LLC, A NORTH CAROLINA LIMITED LIABILITY COMPANY

5. THE LAND IS DESCRIBED AS FOLLOWS:

TRACT 1:
BEGINNING AT A STAKE IN THE INTERSECTION OF STATE ROAD 1902 AND STATE ROAD 1903, CORNER OF LOT NOS. 1 AND 5, AND RUNNING THENCE WITH THE CENTER OF STATE ROAD 1902, NORTH 13 DEGREES 55 MINUTES WEST 607.75 FEET TO A STAKE IN THE CENTER OF THE ROAD, CORNER OF LOT NO. 4; THENCE WITH THE LINE OF LOT NO. 4 NORTH 86 DEGREES 45 MINUTES WEST 690 FEET TO A STAKE, CORNER OF LOT NO. 4; THENCE WITH THE LINE OF LOT NO. 4 NORTH 3 DEGREES 15 MINUTES EAST 2001 FEET TO A STAKE, CORNER OF LOT NO. 4; THENCE SOUTH 83 DEGREES 30 MINUTES EAST 205.25 FEET TO A STAKE; THENCE SOUTH 3 DEGREES 15 MINUTES WEST 2409 FEET TO A STAKE IN THE MIDDLE OF STATE ROAD 1903; CORNER OF LOT NO. 4-A; THENCE WITH THE CENTER OF STATE ROAD 1903 NORTH 79 DEGREES 25 MINUTES EAST 697.5 FEET TO THE POINT AND PLACE OF BEGINNING, AND CONTAINING 19.5 ACRES, MORE OR LESS.
SAID TRACT BEING LOT NO. 5 IN THE DIVISION OF THE LANDS OF AMANDA E. DAVIS, DECEASED, AND AS ALLOTTED THEREIN TO EMMA D. BENSON, DECEASED; SAID DIVISION BEING MADE IN SPECIAL PROCEEDING NO. 2372 AND CID #6909, OFFICE OF CLERK OF SUPERIOR COURT OF JOHNSTON COUNTY; AND SIMALL CORNER LOT INCLUDED IN LOT NO. 3-A CONVEYED TO VESTOR BENSON, DECEASED, AND WIFE, EMMA BENSON, DECEASED, BY DEED RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR JOHNSTON COUNTY IN BOOK NO. 638, PAGE 625; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THADDEUS A. SMITH AND SPOUSE, GRACE B. SMITH PURSUANT TO DEED RECORDED IN BOOK 870, PAGE 101, JOHNSTON COUNTY REGISTRY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THAD AND GRACE SMITH PROPERTIES, L.L.C., PURSUANT TO DEED RECORDED IN BOOK 1921, PAGE 351, JOHNSTON COUNTY REGISTRY.

TRACT 2:
BEGINNING AT A STAKE IN THE INTERSECTION OF THE POWHATAN ROAD AND A PUBLIC ROAD, CORNER OF LOT NOS. 1 AND 3-A AND RUNS THENCE WITH THE LINE OF LOT NO. 3-A, NORTH 86 DEGREES 45 MINUTES WEST 490.3 FEET TO A STAKE, CORNER OF LOT NO. 3-A; THENCE NORTH 3 DEGREES 15 MINUTES EAST 2628.2 FEET TO A STAKE; THENCE SOUTH 83 DEGREES 30 MINUTES EAST 420.25 FEET TO A STAKE, CORNER OF LOT NO. 2; THENCE WITH THE LINE OF LOT NO. 2, SOUTH 3 DEGREES 15 MINUTES WEST 1111.5 FEET TO A STAKE; THENCE NORTH 86 DEGREES 45 MINUTES WEST 418 FEET TO A STAKE IN THE CENTER OF THE POWHATAN ROAD; THENCE WITH THE CENTER OF SAID ROAD, SOUTH 13 DEGREES 55 MINUTES EAST 1557.75 FEET TO THE POINT AND PLACE OF BEGINNING, AND CONTAINING 19.6 ACRES, MORE OR LESS. SAID TRACT BEING LOT NO. 1 IN THE DIVISION OF THE LANDS OF AMANDA E. DAVIS, DECEASED, AND AS ALLOTTED THEREIN TO THE HEIRS-AT-LAW OF MYRTLE DAVIS BENSON, DECEASED; SAID DIVISION BEING MADE IN SPECIAL PROCEEDING NO. 2372 AND CID#6909, OFFICE OF CLERK OF SUPERIOR COURT OF JOHNSTON COUNTY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THADDEUS A. SMITH AND SPOUSE, GRACE B. SMITH PURSUANT TO DEED RECORDED IN BOOK 870, PAGE 102, JOHNSTON COUNTY REGISTRY; AND BEING ALL OF THAT PROPERTY ACQUIRED BY THAD AND GRACE SMITH PROPERTIES, L.L.C. PURSUANT TO DEED RECORDED IN BOOK 1921, PAGE 351, JOHNSTON COUNTY REGISTRY.

LESS AND EXCEPT THAT PORTION OF RIGHT-OF-WAY CONVEYED IN BOOK 1069, PAGE 426.

NOTE: DESCRIPTION FOR TRACT 1 ABOVE, AS SHOWN ON DEED INTO TGS PROPERTIES, LLC RECORDED IN BOOK 3692, PAGE 691 CONTAINS INCORRECT DIRECTIONS AT CALLS 2 AND 6. SAID CALLS MUST BE CORRECTED IN DEED REQUIRED HEREIN WITH NEW METES AND BOUNDS DESCRIPTION FOR THE INSURED PARCEL AS PROVIDED BY SURVEYOR.

COMMITMENT NO.: ETC220301464-1

SCHEDULE B, PART II
EXCEPTIONS

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

THE POLICY WILL NOT INSURE AGAINST LOSS OR DAMAGE RESULTING FROM THE TERMS AND PROVISIONS OF ANY LEASE OR EASEMENT IDENTIFIED IN SCHEDULE A, AND WILL INCLUDE THE FOLLOWING EXCEPTIONS UNLESS CLEARED TO THE SATISFACTION OF THE COMPANY:

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I - REQUIREMENTS ARE MET.
(NO MATTER OF SURVEY)

2. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION AND EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

3. ANY LIEN, CLAIM OR RIGHT TO A LIEN, FOR SERVICES, LABOR OR MATERIAL HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BY LAW AND NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

4. TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

NOTE: ITEMS 1, 2, 3 AND 4 ABOVE WILL NOT APPEAR ON THE FINAL MORTGAGEE TITLE POLICY PROVIDED THAT THE REQUIREMENTS APPEARING UNDER SCHEDULE B-SECTION I OF THIS COMMITMENT HAVE BEEN COMPLIED WITH.

5. ANY DISCREPANCY, CONFLICT, MATTER AFFECTING ACCESS, SHORTAGE IN AREA OR BOUNDARY LINES, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OVERLAP, SETBACK, EASEMENT OR CLAIMS OF EASEMENT, RIPARIAN RIGHT, AND TITLE TO LAND WITHIN ROADS, WAYS, RAILROADS, WATERCOURSES, BURIAL GROUNDS, MARSHES, DREDGED OR FILLED AREAS OR LAND BELOW THE MEAN HIGH-WATER MARK OR WITHIN THE BOUNDS OF ANY ADJOINING BODY OF WATER, OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY A CURRENT INSPECTION AND ACCURATE AND COMPLETE LAND SURVEY OF THE LAND.
(AS SHOWN HEREON)

6. THE LIEN FOR ALL TAXES FOR THE YEAR 2022 AND THEREAFTER, WHICH ARE NOT YET DUE AND PAYABLE.
(NO MATTER OF SURVEY)

7. ANY PRESENT, PAST OR FUTURE REAL ESTATE TAXES WHICH MAY BECOME DUE AND PAYABLE ON THE LAND UNDER THE LAND USE ORDINANCE OF THE COUNTY OF JOHNSTON, NC OR ANY OTHER ROLL BACK TAXES WHICH ARE NOT YET DUE AND PAYABLE BECAUSE OF THE CLASSIFICATION OR THE USE OF THE LAND.
(NO MATTER OF SURVEY)

8. EASEMENT IN FAVOR OF CAROLINA POWER AND LIGHT COMPANY AS RECORDED IN BOOK 646, PAGE 372 AND BOOK 716, PAGE 170.
(AS SHOWN HEREON)

9. RIGHT OF WAY AGREEMENT IN FAVOR OF NC DEPARTMENT OF TRANSPORTATION, AS RECORDED IN BOOK 1069, PAGE 426 (TRACT 2).
(AS SHOWN HEREON)

10. RIGHT OF WAY AND EASEMENT AGREEMENT IN FAVOR OF AMERICAN TELEPHONE AND TELEGRAPH COMPANY AS RECORDED IN BOOK 1109, PAGE 354.
(NO PLOTTABLE DESCRIPTION FOUND)

11. EASEMENT IN FAVOR OF TOWN OF CLAYTON AS RECORDED IN BOOK 5076, PAGE 926, AND AS SHOWN ON EXHIBIT THERETO, A 90' DUKE PROGRESS TRANSMISSION RIGHT OF WAY.
(AS SHOWN HEREON)

12. ANY RIGHT, EASEMENT, SETBACK, INTEREST, CLAIM, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATIONS OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE DISCLOSED BY PLAT(S) RECORDED IN BOOK OF MAPS 9, PAGE 3, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

13. REFERENCE TO QUANTITY OF ACREAGE IS FOR DESCRIPTIVE PURPOSES ONLY AND THE POLICY WILL NOT INSURE AS TO QUANTITY OF ACREAGE NOR TO THE ACCURACY OF THE COMPUTATION THEREOF.
(NO MATTER OF SURVEY)

14. TITLE TO THAT PORTION OF THE LAND WITHIN THE RIGHT-OF-WAY OF ANY PUBLIC ROAD.
(AS SHOWN HEREON)

THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

NORTH CAROLINA PROFESSIONAL SEAL L-4752 LAND SURVEYOR STEVEN P. CARLSON

SURVEY COMMENTS
SURVEY MADE BY BATEMAN CIVIL SURVEY COMPANY
DATED 04/27/2022, JOB NO. 220214

SCHEDULE A

ISSUING AGENT: EQUITY TITLE COMPANY, LLC
ISSUING OFFICE: 200 GOLDEN OAK COURT, STE. 150, VIRGINIA BEACH, VA 23452
ISSUING OFFICE'S ALTA REGISTRY ID: 1117969
COMMITMENT NO.: ETC220301589-1
PROPERTY ADDRESS: TWO 1.06 ACRES TRACTS ON TANNERS WAY NEAR GLEN LAUREL DRIVE, CLAYTON, NC 27527
15.06 ACRES MORE OR LESS NEAR GLEN LAUREL DRIVE, CLAYTON, NC 27527
REVISION NO.: 2

1. COMMITMENT DATE: APRIL 22, 2022 AT 08:00 AM

2. POLICY TO BE ISSUED:
(A) ALTA OWNERS POLICY (06/17/06)
PROPOSED INSURED: WAKEFIELD DEVELOPMENT, LLC, A VIRGINIA LIMITED LIABILITY COMPANY
POLICY AMOUNT: $793,100.00

3. THE ESTATE OR INTEREST IN THE LAND DESCRIBED OR REFERRED TO IN THIS COMMITMENT IS:
FEE SIMPLE AND THE APPURTENANT EASEMENT.

4. THE TITLE IS, AT THE COMMITMENT DATE, VESTED IN:
CHARLES B. GORDON, JR. (AS TO PARCEL ONE)
CHARLES B. GORDON, JR. AND ERIC B. GORDON (AS TO PARCEL TWO)

5. THE LAND IS DESCRIBED AS FOLLOWS:

PARCEL ONE:
ALL OF LOT 1, 1.056 ACRES AND ALL OF LOT 2, 1.056 ACRES AS SHOWN ON PLAT THEREOF RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY, REGISTRY.

TOGETHER WITH THAT CERTAIN 50' ACCESS EASEMENT AS INDICATED ON PLAT RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY, REGISTRY, LESS THAT PORTION OF THE 50' ACCESS EASEMENT EXTINGUISHED IN PLAT BOOK 77, PAGE 480 (SEE ALSO PLAT BOOK 51, PAGE 392 AND PLAT BOOK 8, PAGE 19, FOR FURTHER DEPICTIONS OF SAID EASEMENT)

PARCEL TWO:
BEGINNING AT AN EXISTING PK NAIL LOCATED IN THE CENTERLINE OF NCSR 1901 (GLEN LAUREL ROAD), SAID EXISTING PK NAIL BEING SOUTHWEST CORNER OF PROPERTY OWNED BY ERIC B. GORDON AND AMANDA DAVIS GARDNER (DEED BOOK 3150, PAGE 687) AND RUNNING THENCE ALONG THE CENTERLINE OF NCSR 1902 THE FOLLOWING COURSES AND DISTANCES: NORTH 14 DEGREES 34 MINUTES 56 SECONDS WEST 114.10 FEET, NORTH 13 DEGREES 58 MINUTES 07 SECONDS WEST 146.66 FEET, NORTH 14 DEGREES 53 MINUTES 02 SECONDS WEST 19.25 FEET, NORTH 13 DEGREES 16 MINUTES 02 SECONDS WEST 75.00 FEET, NORTH 15 DEGREES 38 MINUTES 35 SECONDS WEST 159.74 FEET, NORTH 14 DEGREES 53 MINUTES 05 SECONDS WEST 53.56 FEET, NORTH 16 DEGREES 31 MINUTES 45 SECONDS WEST 100.00 FEET, NORTH 20 DEGREES 28 MINUTES 13 SECONDS WEST 87.30 FEET, NORTH 35 DEGREES 01 MINUTE 01 SECOND WEST 15.91 FEET TO AN EXISTING PK NAIL, THENCE RUNNING SOUTH 87 DEGREES 17 MINUTES 53 SECONDS EAST 423.28 FEET TO AN EXISTING IRON PIPE; THENCE RUNNING NORTH 02 DEGREES 06 MINUTES 08 SECONDS EAST 1,116.36 FEET TO AND EXISTING IRON PIPE; THENCE RUNNING SOUTH 84 DEGREES 30 MINUTES 33 SECONDS EAST 556.50 FEET TO A POINT; THENCE RUNNING SOUTH 02 DEGREES 19 MINUTES 10 SECONDS WEST 1,664.31 FEET TO A POINT; THENCE RUNNING SOUTH 01 DEGREE 35 MINUTES 30 SECONDS WEST 54.26 FEET TO A POINT; THENCE RUNNING SOUTH 01 DEGREE 30 MINUTES 09 SECONDS WEST 100.08 FEET TO A POINT; THENCE RUNNING NORTH 87 DEGREES 20 MINUTES 05 SECONDS WEST 262.77 FEET TO AN EXISTING IRON PIPE; THENCE RUNNING NORTH 87 DEGREES 20 MINUTES 05 SECONDS WEST 473.01 FEET TO THE POINT AND PLACE OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING PARCELS OF LAND:
1. BEING ALL OF LOT 1, CONTAINING 1.275 ACRES, MORE OR LESS, AS SHOWN ON A MAP RECORDED IN PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

2. BEING ALL OF LOT 1, CONTAINING 1.056 ACRES, MORE OR LESS, AS SHOW ON A MAP RECORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

3. BEING ALL OF LOT 2, CONTAINING 1.056 ACRES, MORE OR LESS, AS SHOWN ON A MAP CORDED IN PLAT BOOK 44, PAGE 381, JOHNSTON COUNTY REGISTRY, TO WHICH PLAT REFERENCE IS HEREBY MADE FOR A FULL AND COMPLETE DESCRIPTION OF SAID LOT.

4. BEING ALL OF THAT 50' ACCESS EASEMENT WHICH IS SHOWN AS TANNER'S WAY ON THOSE MAPS RECORDED IN PLAT BOOK 44, PAGE 381 AND PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY.

THE ABOVE-DESCRIBED REAL PROPERTY IS NOW SHOWN ON THAT MAP RECORDED IN PLAT BOOK 78, PAGE 19, JOHNSTON COUNTY REGISTRY.

LESS AND EXCEPT THOSE PARCELS DEPICTED ON PLAT BOOK 78, PAGE 56 AND ON PLAT BOOK 82, PAGE 214, JOHNSTON COUNTY REGISTRY.

COMMITMENT NO.: ETC220301589-1

SCHEDULE B, PART II
EXCEPTIONS

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

THE POLICY WILL NOT INSURE AGAINST LOSS OR DAMAGE RESULTING FROM THE TERMS AND PROVISIONS OF ANY LEASE OR EASEMENT IDENTIFIED IN SCHEDULE A, AND WILL INCLUDE THE FOLLOWING EXCEPTIONS UNLESS CLEARED TO THE SATISFACTION OF THE COMPANY:

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I - REQUIREMENTS ARE MET.
(NO MATTER OF SURVEY)

2. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION AND EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

3. ANY LIEN, CLAIM OR RIGHT TO A LIEN, FOR SERVICES, LABOR OR MATERIAL HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BY LAW AND NOT SHOWN BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

4. TAXES OR SPECIAL ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS BY THE PUBLIC RECORDS.
(NO MATTER OF SURVEY)

5. ANY DISCREPANCY, CONFLICT, MATTER AFFECTING ACCESS, SHORTAGE IN AREA OR BOUNDARY LINES, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OVERLAP, SETBACK, EASEMENT OR CLAIMS OF EASEMENT, RIPARIAN RIGHT, AND TITLE TO LAND WITHIN ROADS, WAYS, RAILROADS, WATERCOURSES, BURIAL GROUNDS, MARSHES, DREDGED OR FILLED AREAS OR LAND BELOW THE MEAN HIGH-WATER MARK OR WITHIN THE BOUNDS OF ANY ADJOINING BODY OF WATER, OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY A CURRENT INSPECTION AND ACCURATE AND COMPLETE LAND SURVEY OF THE LAND. (TO BE DELETED UPON RECEIPT OF REQUIREMENT NOTED UNDER SCHEDULE B, PART I, ITEM #7, HEREIN)
(AS SHOWN HEREON)

6. THE LIEN FOR ALL TAXES FOR THE YEAR 2022 , WHICH ARE NOT YET DUE AND PAYABLE, AND SUBSEQUENT YEARS.
(NO MATTER OF SURVEY)

7. DECLARATION OF RESTRICTIONS AND PROVISIONS FOR PRIVATE ROAD MAINTENANCE RECORDED IN BOOK 1683, PAGE 155, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

8. EASEMENTS IN FAVOR OF CAROLINA POWER & LIGHT COMPANY RECORDED IN BOOK 716, PAGE 171, BOOK 1045, PAGE 315, BOOK 1447, PAGE 695 AND BOOK 3995, PAGES 23, 25 AND 27, JOHNSTON COUNTY REGISTRY.
(EASEMENTS ARE BLANKET IN NATURE, UNABLE TO PLOT)

9. DELETED PER SURVEYOR

10. MEMORANDUM OF WATER USE AGREEMENT RECORDED IN BOOK 2373, PAGE 455, JOHNSTON COUNTY REGISTRY.
(NO MATTER OF SURVEY)

11. RIGHTS OF OTHERS IN AND TO TANNER'S WAY AND ACCESS EASEMENT ON PLAT BOOK 44, PAGE 381.
(AS SHOWN HEREON)

12. FIFTY (50) FOOT PRIVATE RIGHT OF WAY AS SHOWN ON PLAT BOOK 51, PAGE 392, JOHNSTON COUNTY REGISTRY.
(AS SHOWN HEREON)

13. TITLE TO ANY HOUSE TRAILER, MOBILE HOME, OR MANUFACTURED HOME LOCATED ON THE LAND.
(NO MATTER OF SURVEY)

14. ANY RIGHT, EASEMENT, SETBACK, INTEREST, CLAIM, ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATIONS OR OTHER ADVERSE CIRCUMSTANCE AFFECTING THE TITLE DISCLOSED BY PLAT(S) RECORDED IN PLAT BOOK 44, PAGE 381, PLAT BOOK 51, PAGE 392, PLAT BOOK 78, PAGE 19, PLAT BOOK 77, PAGE 480, PLAT BOOK 32, PAGE 343 AND PLAT BOOK 9, PAGE 3.
(AS SHOWN HEREON)

15. THE FOLLOWING MATTER(S) AS SHOWN ON PLAT OF SURVEY BY BATEMAN CIVIL SURVEY COMPANY, DATED APRIL 28, 2022 LAST REVISED JUNE 2, 2022, AND ANY EASEMENT(S) OR RIGHT(S)-OF-WAY ASSOCIATED THEREWITH, INCLUDING THE FOLLOWING:

A) EXISTING BUILDING ENCROACHMENTS AS SHOWN ON SURVEY;
B) 50' NEUSE RIPARIAN BUFFER; AND 50' RIPARIAN BUFFER SHOW ON PLAT BOOK 78, PAGE 56;
C) RIGHTS OF UPPER AND LOWER RIPARIAN OWNERS IN AND TO THE WATERS OF STREAM CROSSING OR ADJOINING THE LAND, AND THE NATURAL FLOW THEREOF, FREE FROM DIMINUTION OR POLLUTION;
D) 50' PRIVATE R/W AS SHOWN ON SURVEY;
E) ANY TITLE OR RIGHTS ASSERTED BY ANYONE, INCLUDING BUT NOT LIMITED TO, PERSONS, CORPORATION, GOVERNMENTS OR OTHER ENTITIES, TO WETLANDS AS ESTABLISHED OR CHANGED BY THE UNITED STATES GOVERNMENT OR WATERS RIGHTS, IF ANY.
(AS SHOWN HEREON)

AS-SURVEYED LEGAL DESCRIPTIONS
COMMITMENT NO.: ETC220301589-1

167800-85-4971
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AS DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 1 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-4971), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/4" IRON PIN FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 1 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 685,995.21' AND E= 2,178,588.01'; THENCE, FROM THE POINT OF BEGINNING, S01°45'30"E A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N88°14'30"E A DISTANCE OF 230.00 TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 46,000 SQUARE FEET OR 1.056 ACRES, MORE OR LESS.

167800-85-4781
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AS DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 2 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-4781), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/4" IRON PIN FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 1154 AT PAGE 409 AND FURTHER DESCRIBED AS LOT 2 IN PLAT BOOK 44, PAGE 381 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 685,795.35' AND E= 2,178,594.14'; THENCE, FROM THE POINT OF BEGINNING, S01°45'30"E A DISTANCE OF 200.00 FEET TO A COMPUTED POINT, SAID POINT BEING 1.02 FEET SOUTHEAST OF A 1/4" IRON REBAR FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N88°14'30"W A DISTANCE OF 230.00 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 46,000 SQUARE FEET OR 1.056 ACRES, MORE OR LESS.

167800-85-6959
BEING ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND NOW OR FORMERLY OF CHARLES B GORDON JR AND ERIC B GORDON AS DESCRIBED IN DEED BOOK 4205 AT PAGE 161 OF THE JOHNSTON COUNTY REGISTER OF DEEDS (PIN: 167800-85-6959), SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A 1/2" IRON REBAR FOUND ON THE NORTHEASTERN CORNER OF THE PARCEL DESCRIBED IN DEED BOOK 4205 AT PAGE 161 OF THE JOHNSTON COUNTY REGISTER OF DEEDS, SAID IRON BEING THE TRUE POINT OF BEGINNING AND HAVING NORTH CAROLINA STATE PLAIN COORDINATES OF N= 686,436.90' AND E= 2,178,899.31'; THENCE, FROM THE POINT OF BEGINNING S01°38'09"E A DISTANCE OF 1,816.95 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°47'09"W A DISTANCE OF 262.75 FEET TO A 3/4" IRON PIPE SET; THENCE, N11°29'43"E A DISTANCE OF 149.79 FEET TO A 1" IRON PIPE FOUND; THENCE, N05°45'24"W A DISTANCE OF 99.82 FEET TO A 1" IRON PIPE FOUND; THENCE, N02°07'38"W A DISTANCE OF 47.67 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N02°07'38"W A DISTANCE OF 132.30 FEET TO A 1/2" IRON PIE FOUND; THENCE, N16°41'40"E A DISTANCE OF 52.01 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N16°41'40"E A DISTANCE OF 16.08 FEET TO A 3/4" IRON PIPE SET; THENCE, N11°06'00"W A DISTANCE OF 105.09 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N11°06'00"W A DISTANCE OF 59.49 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N03°17'54"W A DISTANCE OF 77.05 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N68°50'00"E A DISTANCE OF 17.98 FEET TO A 1/2" IRON PIPE FOUND; THENCE, N01°46'36"W A DISTANCE OF 203.34 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°15'57"W A DISTANCE OF 44.97 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°15'57"W A DISTANCE OF 229.99 FEET TO A 3/4" IRON PIPE SET; THENCE, S01°45'16"E A DISTANCE OF 200.61 FEET TO A 1" IRON PIPE FOUND ON THE NORTHERN EDGE OF THE PUBLIC RIGHT OF WAY OF TANNERS WAY; THENCE, WITH SAID RIGHT OF WAY, S88°50'00"W A DISTANCE OF 25.04 FEET TO A 1" IRON PIPE FOUND; THENCE, CONTINUING WITH SAID RIGHT OF WAY, S88°50'00"W A DISTANCE OF 25.02 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°44'46"W A DISTANCE OF 250.03 FEET TO A 3/4" IRON PIPE SET; THENCE, N89°41'40"E A DISTANCE OF 230.00 FEET TO A COMPUTED POINT, SAID POINT BEING 1.62 FEET SOUTHEAST OF A 1/4" IRON REBAR FOUND; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, N01°45'30"W A DISTANCE OF 200.00 FEET TO A 1/4" IRON PIN FOUND; THENCE, S88°14'30"W A DISTANCE OF 230.00 FEET TO A 3/4" IRON PIPE SET; THENCE, N01°48'18"W A DISTANCE OF 467.10 FEET TO A COMPUTED POINT, SAID POINT BEING 2.40 FEET NORTH OF A 1" IRON SPIKE FOUND; THENCE, S88°16'08"E A DISTANCE OF 83.75 FEET TO A 1" IRON PIPE FOUND; THENCE, S88°16'08"E A DISTANCE OF 136.60 FEET TO A 1" IRON PIPE FOUND; THENCE S88°01'53"E A DISTANCE OF 325.84 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINING 635,230 SQUARE FEET OR 14.582 ACRES, MORE OR LESS.

THE ABOVE DESCRIBED PARCELS BEING THE SAME AS THOSE DESCRIBED IN SCHEDULE C OF THE TITLE COMMITMENT CREATED BY EQUITY TITLE COMPANY, LLC, COMMITMENT NUMBER ETC220301589, DATED APRIL 22, 2002.

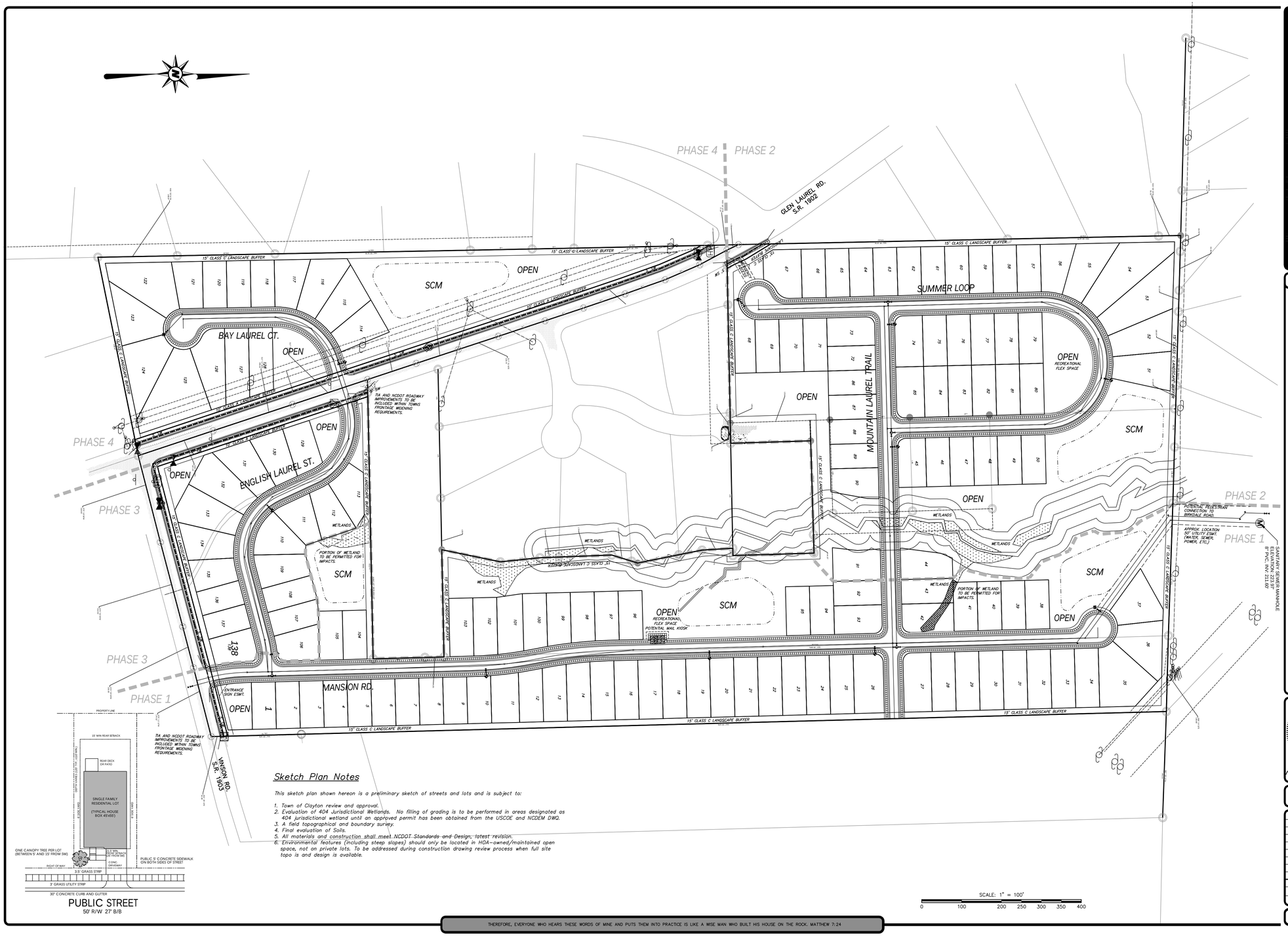

BATEMAN CIVIL SURVEY COMPANY
ENGINEERS • SURVEYORS • PLANNERS
2524 RELIANCE AVENUE, APEX, NC 27539
PHONE: (919) 577-1080 FAX: (919) 577-1081
INFO@BATEMANCIVILSURVEY.COM
NCBELS FIRM# C-2378


# ALTA/NSPS/LAND TITLE SURVEY
EXCLUSIVELY FOR: WAKEFIELD DEVELOPMENT
PROPERTY PINS:
167800-85-1849, 167800-85-6959, 167804-84-7129, 167800-85-4781 & 167800-85-4971
AS RECORDED IN: DEED BOOK 3992, PAGE 691, DEED BOOK 4205, PAGE 161, & DEED BOOK 1154, PAGE 409
CLAYTON TOWNSHIP - JOHNSTON COUNTY - NORTH CAROLINA

REVISIONS
1. ADDED FEATURES FOR LOTS A & B (5/02/22)
2. ADDED SECOND TITLE REPORT (6/02/22)
3. REVISED SECOND TITLE REPORT (7/06/22)
4.

DESIGNED BY: N/A
DRAWN BY: ELS
CHECKED BY: SPC
SCALE: 1" = 200'
DATE: 04/28/2022
JOB NUMBER: 220214

SHEET 2 OF 2




## Sketch Plan Notes

*This sketch plan shown hereon is a preliminary sketch of streets and lots and is subject to:*

1. *Town of Clayton review and approval.*
2. *Evaluation of 404 Jurisdictional Wetlands. No filling of grading is to be performed in areas designated as 404 jurisdictional wetland until an approved permit has been obtained from the USCOE and NCDEM DWQ.*
3. *A field topographical and boundary survey.*
4. *Final evaluation of Soils.*
5. *All materials and construction shall meet NCDOT Standards and Design; latest revision.*
6. *Environmental features (including steep slopes) should only be located in HOA-owned/maintained open space, not on private lots. To be addressed during construction drawing review process when full site topo is and design is available.*

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24

STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM

BLN-C-1874

# SUMMER GLEN
## GLEN LAURAL RD. at VINSON RD.
## CLAYTON, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
7/15/22

**MASTER PLAN**

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

| | |
|---|---|
| FILE NO. | 2022-031 |
| HORZ. SCALE: | 1"=100' |
| VERT. SCALE: | N/A |

CE-02

THEREFORE, EVERYONE WHO HEARS THESE WORDS OF MINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24


STOCKS ENGINEERING
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BLN-C-1874

# SUMMER GLEN
## GLEN LAURAL RD. at VINSON RD.
## CLAYTON, NORTH CAROLINA

NORTH CAROLINA PROFESSIONAL SEAL 19843 ENGINEER MICHAEL STOCKS
7/15/22

FIRE TRUCK TRACKING

| REVISIONS |
|---|
| 10/28/22 CZM Submittal #2 |
| 2/27/23 CZM Submittal #3 |
| 6/19/23 CZM Submittal #4 |
| 7/19/23 CZM Submittal #5 |

| | |
|---|---|
| FILE NO. | 2022-031 |
| HORZ. SCALE: | 1"=100' |
| VERT. SCALE: | N/A |

CE-03

Master Plan Narrative

# Summer Glen

## Conditional Zoning

## Town of Clayton Project
## 2022-125-CZM

**July 15, 2022**

**REV. 10-28-22**
**REV. 2-27-23**
**REV. 6-20-23**
**REV. 7-20-23**
**REV. 8-29-23**


**Owner/Developer:**

WAKEFIELD DEVELOPMENT

**3100 Smoketree Ct. Suite 210**
**Raleigh, NC 27604**

STOCKS ENGINEERING
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
P.O. BOX 1108
PHONE: (252) 459-8196
WWW.STOCKSENGINEERING.COM

**Town of Clayton**

**Conditional Zoning with Master Plan**

**For**

# Summer Glen

Applicant:

Wakefield Development

3100 Smoketree Court

Suite 210

Raleigh, NC 27604

~~July 15, 2022~~

~~REV. February 27, 2023~~

~~REV. June 19, 2023~~

~~REV. July 20, 2023~~

REV. August 29, 2023

## Table of Contents


**Project Development Team…… 4**

**Overall Master Plan Summary……. 5**

**Exhibit A - Master Plan……..……. 7**

**Exhibit B – Site Data……...……. 8**

**Existing Conditions..…… 9**

**Exhibit C – Boundary Survey…….…… 10**

**Exhibit D – Current Zoning Map…….……. 11**

**Exhibit E – Aerial Image..…… 12**

**Approval Criteria Conditional Rezoning …… 13**

**Consistency with Unified Development Code……. 17**

**Public Utility Extension……. 18**

**Exhibit F – Existing Utility Map.……. 19**

**Exhibit G – Water and Wastewater Allocation Criteria..... 20**

**Exhibit H – Sanitary Sewer System Capacity Confirmation……. 21**

**Public Facilities…… 27**

**Exhibit I – Email from NCDOT…… 29**

**Elevations ….…….. 30**

**Architectural Standards….…… 38**

**General Zoning Conditions….…….…… 39**

## Project Development Team:

**Civil Engineer – Stocks Engineering, PA**

801 East Washington Street
Nashville, NC 27856

Contact: Andrew Stocks, PE
(252) 459-8196
astocks@stocksengineering.com

**Surveyor – Bateman Civil Survey Company, PC**

2524 Reliance Avenue
Apex, NC 27539

Contact: Steven Carson, PLS
(919) 577-1080
info@batemancivilsurvey.com

**Transportation Engineer – Exult Engineering**

PO Box 99277
Raleigh, NC 27624

Contact: Brittany Chase, PE
(984) 500-5428
brittany@exultengineering.com

**Environmental Consultant – Sage Ecological Services, Inc.**

3707 Swift Drive
Raleigh, NC 27606

Contact: Sean Clark
(919) 335-6757
sclark@sageecologigical.com

# Summer Glen Subdivision

## Overall Master Plan Summary:

The proposed Summer Glen Subdivision will be the recombination and subdivision of 5 parcels near the intersection of Glen Laurel Road and Vinson Road. The proposed project boundaries would be on each side of Glen Laurel Road and the properties surrounding the existing Oak Grove Subdivision. The parcel id numbers are 05I04010, 05I04010A, 05I04200S, 05I04203F, and 05I04203G. The combined total acreage of the project is approximately 53.06 Acres.

The site is currently in the Town of Clayton's ETJ and upon rezoning and prior to construction drawing approval would voluntarily annex into the Town of Clayton. This area is located within the limits of the 2045 Comprehensive Growth Plan but is also located in the Wilsons Mills Fire District. Additional time will be allotted in the schedule for annexation since this area this jurisdictional overlap.

The Town of Clayton's 2045 Comprehensive Growth Plan describes the plan for this area as Low-Density Residential. Low-Density Residential is defined with the following excerpt from the Plan:

LDR

### Low Density Residential (LDR)

Areas designated as Low-Density Residential are intended to remain predominantly suburban in character and provide for low-density, single-family residential development on smaller lots than those in Rural Residential areas. However, a mix of residential housing types may occur under a conditional zoning district to support conservation of open space, as long as a gross density of 3 units per acre is not exceeded.

- **Gross Residential Density*:** ≤3 units/acre
- **Unit Type:** Mostly single family detached homes, generally less than 25% attached units
- **Open Space:** Minimum of 25%**. Open space should be a mix of preserved natural features with passive recreation such as greenways and trails and more formal or developed open space such as common greens, playgrounds or sports fields.

**Gross Residential Density is defined as the number of dwelling units divided by the total project area without subtracting areas devoted to open space, road right-of-ways, parks or similar public use and infrastructure areas.*

***Open Space minimums suggested for new developments over a minimum size or number of units. Does not apply to existing development.*

[From Page 18 of the Clayton Comprehensive 2045 Growth Plan]

The proposed plan outlines a development that will be below the Low-Density Residential goals set by the Growth Plan at a density less than or equal to 3 units per acre and above the minimum required open space of 25%. A pre-application meeting was held for this proposed application on April 12, 2022. In that meeting the unique nature of this site was discussed specifically revolving around the proposed lot sizes and density. The recommendation following that meeting from staff was to submit a Conditional Zoning w/ Master Plan. The proposed plan only includes single family residential detached homes however the Conditional Zoning with Master Plan is being pursued due to the unique nature of the lot sizes, density, open space, and partnership with the Neuse Country Club for amenity access. The proposed lot sizes and setbacks also do not neatly fit into a conventional zoning district, so the Conditional Zoning with Master Plan is the best fit and procedure for this project moving forward.

The applicant understands the scale of this development and proposes that it will be completed in multiple phases and may take approximately 3 years to complete final build-out. Phase One of the proposed project will be driven by the connection to the Town of Clayton's sewer main located in Birkdale Drive at the Northern portion of the project area and by an entrance connecting to Vinson Road on the southern end of the project area. A TIA has been reviewed and approved for this site by NCDOT and any requirement from the NCDOT are described herein. Two comments generated during the initial review regarding the proposed sites connection to Glen Laurel Road and Tanners Way will also be discussed in the public facilities section of the Master Plan Narrative.

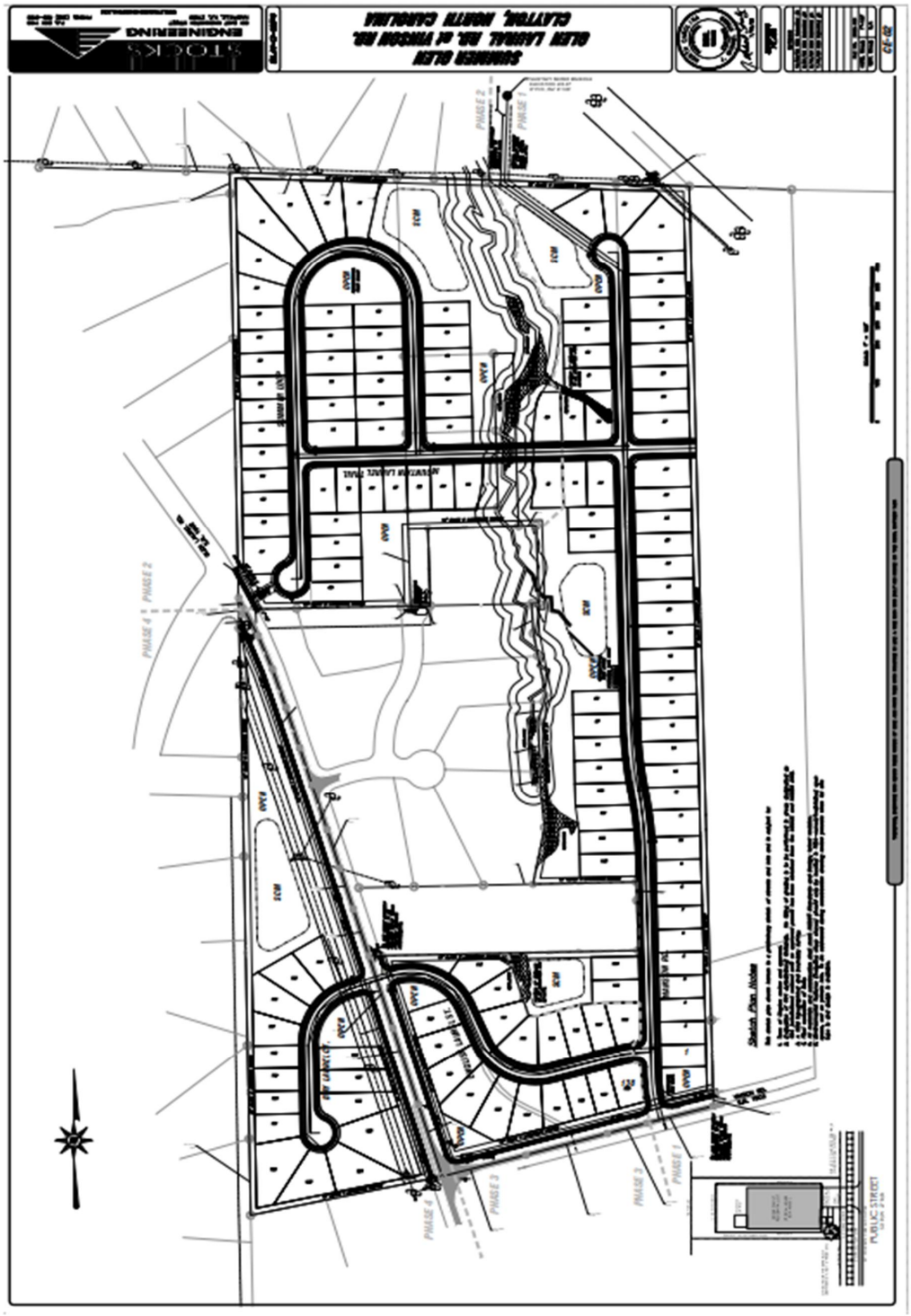
The number of units proposed for this development is 138 which is 2.60 units per acre. This site is within the watershed protection overlay district which would typically limit the density to 2 units per acre however UDO Sec. 155.501(E)(1) allows an exception to this criterion as a high-density site if the development remains below 36% impervious area for the entire project area. The current Master Plan Conceptual Subdivision Layout shows the general layout of the proposed development with anticipated use areas. Per UDO Sec. 155.400(i) and comment from the master plan review a stub road to an adjacent property has been added. During the neighborhood meeting and other public meetings neighbors requested that stub roads not be included in the design. The Plan also shows the general area of Stormwater Control Devices and Open Space Amenity Areas. As the plan is further developed, the actual locations of the proposed Stormwater Devices, Residential Product Types and Locations may vary to conform to the Construction Drawings. The final overall unit count may be less but will not exceed the specified maximum units specified above and the overall Open Space will not fall below 25% of the proposed development or 13.27 acres. The open space lots will include the landscape buffers, amenity area, and mail kiosk locations for the residents.

The open space requirement per the Town of Clayton Development Code Section 155.203.1.2.B is 1,245 SF per Lot. Which equates to 3.94 Acres of required open space for the 138 Lots. The current site layout provides approximately 17.9 Acres of the property that will be owned by the homeowner's association. Some of this area fits the criteria of Section 155.500 Resource Conservation Areas. These areas will not be accurately assessed until the site topographic survey is completed however using the Johnston County GIS topography as well as the boundary and environmental survey there are approximately 30,217 SF of Wetlands, 141,859 SF of Buffer, 13,475 SF of slopes greater than 25% and no 100-yr floodplain. Portions of the wetlands and steep slopes are located within the buffer so the summation of the three areas should provide an over estimation of the RCA's. These features sum to 158,601 SF (3.64 Acres). Subtracting the RCA from the overall area outside of the lots and ROW leaves the site with approximately 14.26 acres of open space which is well above the 3.94 Acres required by this section and above the 25% that is stated in the Comprehensive 2045 Growth Plan. The developers are currently proposing community open flex space amenity areas within the development as well as a joint venture for future residents to access the amenities located at Neuse Country Club.

Recreation/open space is required to be dedicated to the town and must be accepted by Town Council. If the open space is not accepted by the town the recreation/open space fee-in-lieu per lot will apply in accordance with UDC Section 155.206(I).

Assuming the Council finds this Master Plan favorable, the combined Site Plan and Construction Drawings will provide a much higher level of technical data and detail appropriate for review by the Technical Review Committee, NCDOT, and other agencies having jurisdiction.

# Exhibit A – Master Concept Plan



# Exhibit B – Site Data

## SITE INFORMATION

PROJECT NAME: ..... SUMMER GLEN SUBDIVISION
SITE LOCATION: ..... GLEN LAUREL RD AND VINSON RD CLAYTON, NORTH CAROLINA
PARID: ..... 05I04010A, 05I04203G, 05I04010 05004203F, 05I04200S
DEED BOOK/PAGE ..... 0691/03962, 0409/01154, 0691/03962, 0409/01154, 0161/04205
ZONE: ..... EX. – RESIDENTIAL ESTATE (RE)
PRO. – CONDITIONAL ZONING WITH MASTER PLAN (CZM)
USE: ..... EX. – AG./RES./VACANT
PRO. – SINGLE FAMILY RES.

TOTAL TRACK ACREAGE: ..... ±53.06 Ac.
NUMBER OF PROPOSED LOTS: ..... ±138 LOTS
PROPOSED DENSITY: ..... 2.6 per Acre (<3)
MINIMUM LOT SIZE: ..... 6,500 SF
(ALLOWED TO BE LESS THAN 1/3 AC. IF OPEN SPACE SUBDIVISION)
LINEAR FOOTAGE OF STREETS: ..... ±6,420 LF
AREA OF PROPOSED STREET R/W: ..... ±7.46 Ac.

MINIMUM BUILDING SETBACKS:
FRONT/ R/W: ..... 21.5'
(25' FROM SIDEWALK)
SIDE: ..... 6'
CORNER SIDE: ..... 10'
REAR: ..... 15'

PROPERTY IS WITHIN WATER SUPPLY WATERSHED OVERLAY DISTRICT.
RESOURCE CONSERVATION AREAS (RCA) (APPROX.):
WETLANDS: ..... 30,217 SF
BUFFERS: ..... 141,895 SF
STEEP SLOPES(>25%): ..... 13,475 SF
100-YR FLOODPLAIN: ..... 0 SF

REQ. OPEN SPACE (155.203.I.2.B) – 1,245 SF/LOT=171,810 SF(3.94 AC.)
OPEN SPACE COMMON AREA (155.501.E.1): ..... ±17.9 Ac. (±34%)

MAX. IMPERVIOUS AREA: ..... 36% (19.10 AC)
EST. IMPERVIOUS AREA: ..... 809,159 SF (±35%)
(155.501.E.1 MAX 2 UNITS PER ACRE OR 36% IMPERVIOUS)

WATER AND SEWER SERVICES PROVIDED BY THE TOWN ON CLAYTON
138 SEWER SERVICES WILL BE REQUIRED TO SERVE THIS DEVELOPMENT.
PROPOSED 140 – 1" DOMESTIC WATER METERS.

SITE PLAN AND CONSTRUCTION DRAWING APPROVAL IS REQUIRED FROM THE TOWN OF CLAYTON PRIOR TO ANY CONSTRUCTION ACTIVITY RELATED TO THIS PROJECT. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

PER DISCUSSION WITH THE TOWN OF CLAYTON STAFF WE PLAN TO DO A JOINT SITE PLAN AND CONSTRUCTION DRAWING REVIEW.

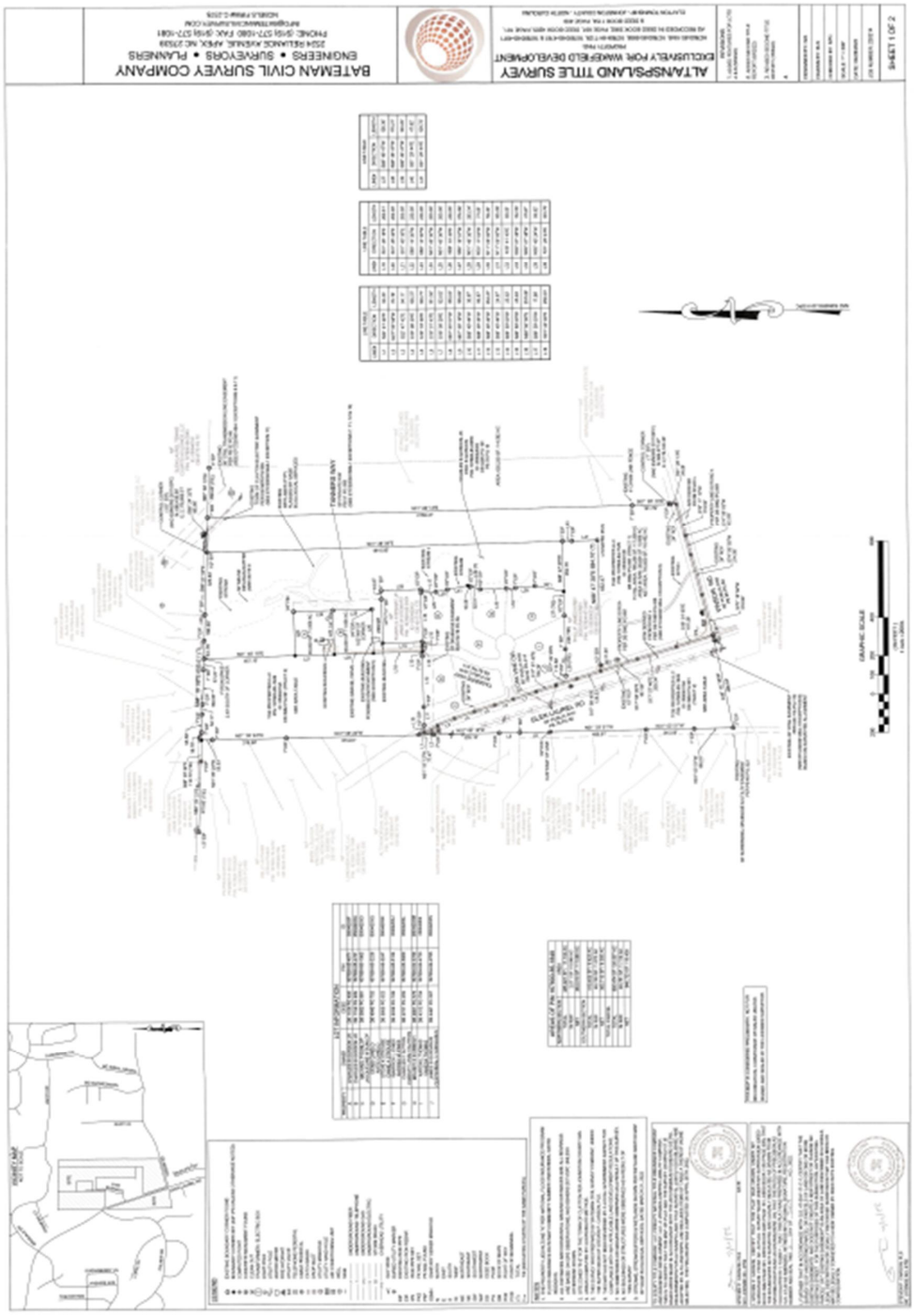
THIS PLAN IS SUBJECT TO MINOR REVISION THROUGHOUT THE CONSTRUCTION DRAWING APPROVAL PROCESS. REVISIONS TO THE APPROVED MASTER PLANS ARE LIMITED.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF CLAYTON ENGINEERING DESIGN STANDARDS, SPECIFICATIONS, AND DETAILS.

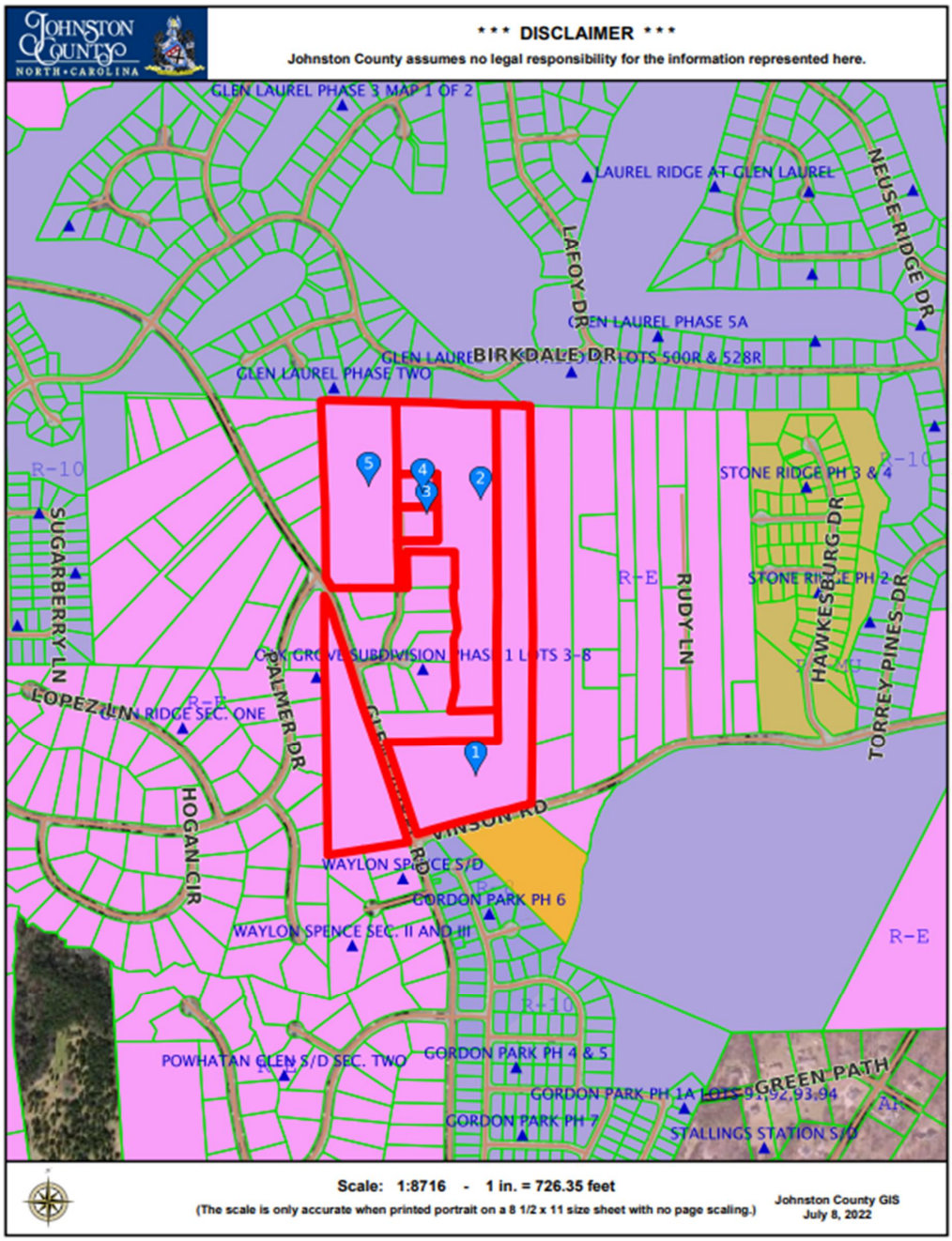
## Existing Conditions:

The site consists predominantly of wooded area (+/- 40 Acres) with a variety of evergreen and hardwood trees. The remainder of the property contains approximately 13 Acres of tillable agricultural land. There is one residential home site that will be removed by the seller prior to the purchase of the land by the developer. The property contains a buffered stream which is an unnamed tributary to the Neuse River and multiple wetland pockets. The environmental features have been located by Sage Ecological Services, Inc. and the flags located by Bateman Civil Survey Company. The existing properties are zoned Residential Estate and the proposed zoning is Conditional Zoning with Master Plan. The following exhibits include a copy of the Boundary Survey, the Current Zoning Map, and an Aerial Image.

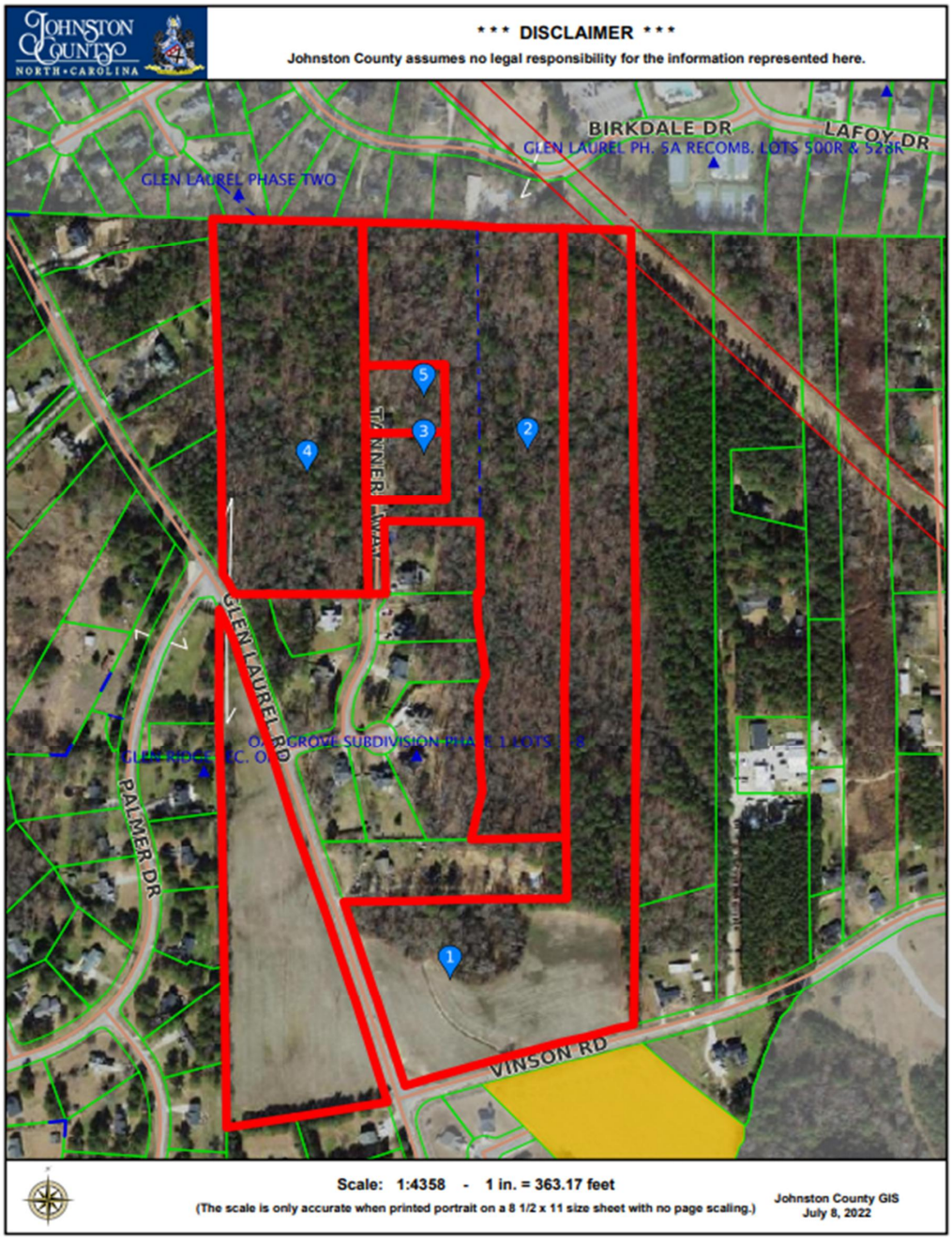
# Exhibit C – Boundary Survey



# Exhibit D – Current Zoning Map



# Exhibit E – Aerial Image



## Approval Criteria – Conditional Rezoning

1. Consistency with the adopted plans of the Town.

a. The Comprehensive 2045 Growth Plan Future Land Use Map labels this area as Low Density Residential (LDR), and the current zoning is Residential Estate (RE). The Growth Plan represents LDR as equal to or less than 3 units per acre and a minimum required open space of 25%. The proposed Summer Glen Project has a proposed density of 2.60 units per acre (138 Units/53.06 Ac.) which is achievable by conditional rezoning with master plan and will provide approximately 34% open space. This site is within the watershed which would typically limit the density to 2 units per acre however UDO Sec. 155.501(E)(1) allows an exception to this criterion as a high-density site if the development remains below 36% impervious area for the entire project area. The project will provide any required infrastructure/utility improvements to accommodate the development by extending water, sewer, electricity, public roads, and by following any recommendation from the TIA, the North Carolina Department of Transportation, and the Town of Clayton. The proposed rezoning meets the intent of the growth plan.

2. Suitability of the subject for uses permitted by the current vs. the proposed conditional district.

a. The proposed development consists of single family detached residential homes which are allowed in the current RE zoning. The approval of the conditional rezoning would allow a higher density than allowed in the current zoning, however, the use is consistent with the current zoning and the proposed density is consistent with the Comprehensive 2045 Growth Plan.

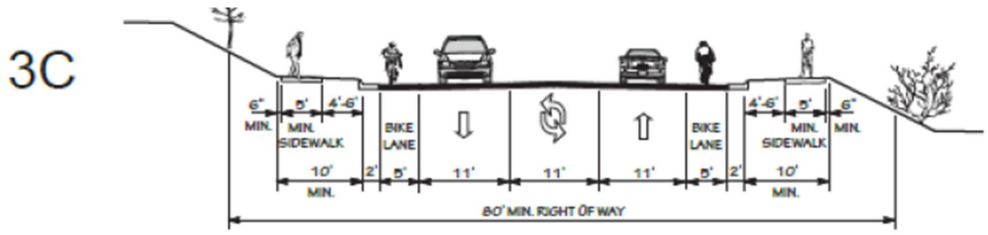
3. Whether the proposed change tends to improve the balance of uses or meets specific demand in the Town.

a. Being consistent with the 2045 Growth Plan the proposed development is cohesive with development in close proximity to the project area. There is high demand for residential development in and around the Town of Clayton and this project helps meet the demand within the Town and increases, improve, and expand the Town Limits, Towns Tax Base, and infrastructure network.

4. The capacity of adequate public facilities and services included schools, roads, recreation facilities, wastewater treatment, water supply facilities and stormwater drainage facilities are available for the proposed conditional district.

a. Schools: The proposed development will be served by Powhatan Elementary School (<1 mile), Riverwood Middle School (8.8 miles), and Clayton High School (5.2 miles). Powhatan Elementary School was added to Johnston county Public Schools Capped Schools list for the 2022-2023 School year. Clayton High School has been on this list since 2020-2021 and Riverwood Middle School was removed from this list after the 2021-2022 School year. According to Johnston County Schools website, Capped Schools will continue to enroll students who live within the attendance area but may not accept students who live outside of that area.

b. Roads: A traffic impact analysis (TIA) has been performed by Exult Engineering and has been reviewed by the North Carolina Department of Transportation (NCDOT) to determine if there is adequate roadway infrastructure to serve the proposed development. The developer has agreed to construct any required road improvements resulting from the professional engineers TIA and subsequent review by NCDOT. The NCDOT Congestion Management Section has required left turn lanes with 100' of storage at each of the three intersections. The striping for the turn lanes that have been found to be what is required will fit within the Frontage Widening criteria of the Towns Ordinance. The frontage widening along Glen Laurel Rd. and Vinson Rd. are shown on the master concept plan. The frontage widening will meet the criteria of the 3C Cross Section per the Transportation Guidance Document. See Figure 3C Below.




c. Recreation Facilities: The proposed development will provide community flex open space and is located approximately 1.5 miles from East Clayton Community Park. The developers have also discussed with The Neuse Country Club the option of pursuing their facilities as an amenity to the residents. Negotiations regarding this agreement are currently underway.

d. Wastewater Treatment: The engineering design team has been working with the Town of Clayton Engineering Department and determined that the downstream sewer lift station in Glen Laurel Subdivision has adequate capacity for allocation of additional tributary flow from the proposed development. Communication with Staff regarding this lift station and the available capacity at the WWTP are ongoing and the current development schedule is set for after the opening of the WWTP expansion with the potential of bringing a few lots onboard prior to that time.

e. Water Supply: The proposed development has proposed connection to the Town of Claytons existing water in Birkdale Road and Vinson Road creating an additional loop in the water system.

f. Stormwater Drainage Facilities: The proposed development is within the Neuse River Basin and will require stormwater management for water quantity and quality before leaving the site. Stormwater runoff will be collected by street curb and gutters and above ground swales and will be directed into an underground pipe system that will route stormwater to proposed stormwater control facilities (SCM). Approximate locations of these facilities are included on the master plan. The final location, size, and detail of these devices will be provided during the construction drawing submittal process. All stormwater management will be designed to meet the requirements set by the Town of Clayton and the North Carolina Department of Environmental Quality.

5. It has been determined that the legal purposes for which zoning exists are not violated.

a. The applicant has followed the procedure as outlined in Section 155.203 Part 3 and 155.705. All Town of Clayton process and procedures have been and will be followed throughout the rezoning process.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

a. It is our understanding that there will be no adverse effect upon adjoining property owners by this project further the proposed development will be expanding the public utility system providing additional loops in the water system which has the potential to increase water quality in the water lines and increase water pressure.

7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

a. It is our understanding that this project produced no detriment to the general public and the public improvements will benefit the Town of Clayton and the adjacent property owners.

8. Compliance with code section 155.203(L) and all other applicable requirements of this chapter, or analysis and justification if it deviates from the requirements of this chapter.

a. The proposed master plan and subsequent subdivision design will comply with 155.203(L) and the other referenced sections except for the deviations listed in the following section.

9. Consistency with the Clayton General Design Guidelines.

a. The Town of Clayton General Design guidelines and standard details for construction will be followed.

10. Conformance of the proposal with the stated purpose of the requested conditional zoning district.

a. The proposed CZM district works well for this project that does not easily fit into other zoning districts. A table of the differences is in the next section. The layout demonstrates excellence in site design, circulation, use coordination and compatibility with neighboring properties. See 155.200 (C.1).

11. Compatibility of the proposed development with the adjacent community.

a. The project is very similar to other development in the project area and will be compatible with the other recent projects on Glen Laurel Road.

12. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out.

a. The proposed layout presents a unified, cohesive environment within the project at full build-out.

13. Compatible relationships between each component of the overall project.

a. The open space amenity uses will be compatible with the proposed residential community. The developers are also pursuing a joint venture with the adjacent Neuse Country Club for access to additional amenities.

14. Self-sufficiency of each phase of the overall project.

a. The connections to existing water and sewer will be in Phase One. Future phases will connect to Phase One.

15. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed will not overtax the existing public infrastructure systems.

a. A sanitary sewer analysis has been performed by Stocks Engineering and reviewed and confirmed by the Town of Clayton Engineering that the downstream sewer has available capacity at the lift station. We are having ongoing discussions with the staff regarding the WWTP expansion timeline and its coordination with development.

16. The fiscal impact of the proposal and the proposed financing of required improvements.

a. The applicant believes that the towns tax base from the development will provide adequate funding for maintaining the required infrastructure.

17. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community.

a. The proposed development will provide sidewalks which will provide pedestrian connection to internal amenities. There are no public greenways in close proximity to the development however the frontage widening will provide sidewalks on our side of the property for the length of the frontage.

18. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

a. One stream crossing is proposed, and wetland impacts will be avoided and minimized where possible. All impact permitting will be performed by Sage Ecological with the support of the developer and Stocks Engineering.

## Consistency with Unified Development Code

The proposed subdivision concept is drawn with the intent to meet the requirements of the Town of Clayton Unified Development Code (UDC) where practical and applicable. During the Construction Drawing process and review by the Town Staff, considerable time will be spent to ensure the plans meet the intent of the Code and the following modifications to the code as requested herein.

Comparison for Proposed Lot Dimensional Standards for Open Space Subdivisions:

| | Current Zoning | | | Proposed Zoning |
|---|---|---|---|---|
| | R-E | R-10 | R-8 | CZM |
| Minimum Lot Size | 12,000 SF | 8,000 SF | 6,000 SF | 6,500 SF (Allowed in Open Space Sub.) |
| Minimum Lot Width | 48 FT | 50 FT | 42 FT | 60 FT |
| Maximum Lot Coverage | 35% | 35% | 35% | 70% |
| Maximum Impervious Area | 50% | 50% | 55% | 70% (per lot)<br>36% (full site) |
| Density (Units/Acre) | 3.7 | 5 | 7 | 2.6 |
| Front Setback | 25 | 25 | 25 | 21.5 |
| Side Setback | 9 | 6 | 6 | 6 |
| Side Street Setback | 15 | 15 | 10 | 10 |
| Rear Setback | 18 | 15 | 15 | 15 |

Landscape Buffer Criteria:

The proposed master plan includes a 15’ landscape buffer around the perimeter of the project boundary as required per 155.203.L.1.i. Existing vegetation may be used to satisfy the Class C buffer requirement. A Tree and Shrub study will be coordinated with Town Staff during construction to verify the remaining vegetation meets the criteria of the required buffer planting ratios for every 100’ of lineal buffer. If the existing vegetation does not meet the minimum planting requirements, then more plantings will be installed to supplement the existing vegetation. If there is no existing vegetation or grading activity that requires the existing vegetation to be removed, then a Class “C” – 15’ buffer will be planted. The existing vegetation may also provide the screening of the required wall, opaque fence, evergreen hedge, berm, or combination thereof. If the existing vegetation does not provide adequate screening, then supplemental plantings will be added to increase the screening. One of the goals of this development is to leave as much existing vegetation as possible within the 15’ buffer and to minimize the disturbed area however this may not be possible for entire perimeter buffer. During the construction process the site perimeter buffers will be evaluated and considered for potential areas to increase the landscape buffers. The buffers will meet the minimums as described in the ordinance. The planning director may grant an exception to the wall, opaque fence, evergreen hedge, berm, or combination thereof within the Class C buffer. Generally, if the topography or thickness of the existing mature vegetation functionally meets the 6’ screening requirement the installation of the fence, wall, berm, or hedge can be waived.

## Public Utility Extensions:

The project will connect to existing Town of Clayton Utilities that are on or within proximity of the project area. The Town has an 8" water line in Vinson Road as well as an 8" waterline in Birkdale Road. There is also a gravity sewer main in Birkdale that will be accessible by an easement from Neuse Country Club. The Water and Sewer that is in Birkdale Road is less than 300' from the development making this an "Infill Development" according to the Water and Wastewater Allocation Criteria. Johnston County has 6" water in Oak Grove Subdivision and 12" Water in Glen Laurel Road. The county also has a 16" Sanitary Sewer Force Main in Glen Laurel Road. The proposed project will connect to town water in both Birkdale Road and Vinson Road and will not connect to county utilities.

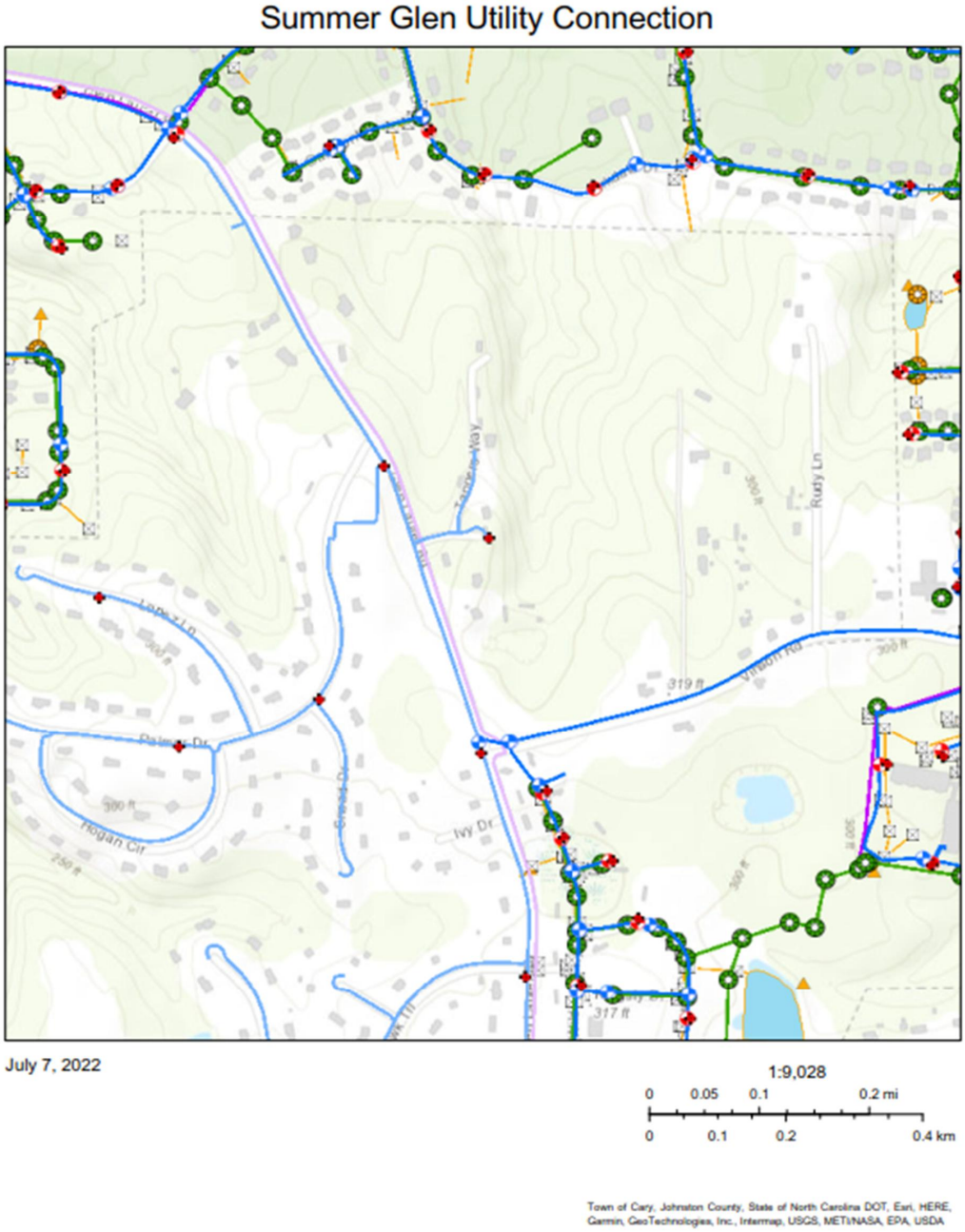
During the preconstruction meeting we were requested to analyze the sewer capacity of the lift station in Glen Laurel Subdivision. An analysis of this lift station was performed by Stocks Engineering based on current data provided by the Town of Clayton Public Utilities. The analysis was reviewed by the Engineering department, and they confirmed that the lift station had available capacity for the proposed development. A copy of the "Preliminary Pump Station Calcs" and the emails noting the Engineering Departments confirmation of the available capacity has been added as Exhibit H following the Water and Wastewater Allocation Criteria.

Actual allocation of water and sewer for the proposed development will come from Town Council after the submittal of the Water and Wastewater Allocation Criteria Request. This policy requires a project score a minimum of 50 points from the provided Allocation Criteria worksheet. The proposed project will exceed the 50-point minimum from a combination of being an infill development type (25 pts), a residential future tax status (5 pts), a town electric customer (20 pts) and by providing multiple car garages (5 pts) from the community benefit bonus points section. The proposed development will request allocation of 34,500 GPD of water and sewer from Town Council and the Water and Wastewater Allocation Request has been submitted to run parallel with this application. The bulk of this flow will not be available until the new WWTP comes online however there was some discussion with Engineering that would potentially allow for a small portion of the homes to be platted sooner if the flow was available at the time of platting.

The Town of Clayton also has Electricity adjacent to this property and the developer has been in communication with the Electric Department about being an electric customer.

Included in the next two exhibits are a map showing the approximate locations of the existing utilities and the Town of Clayton Water and Wastewater Allocation Criteria. The third Exhibit contains email confirmation and the pump station calculation showing the downstream sewer system has available capacity for this project.

# Exhibit F – Existing Utility Map



# Exhibit G – Water and Wastewater Allocation Criteria

## WATER & WASTEWATER ALLOCATION CRITERIA

TOTAL POINTS = 55 *MINIMUM 55 POINTS REQUIRED*

| | Category | Points | Calc. | Notes |
|---|---|---|---|---|
| DEVELOPMENT TYPE (Choose 1 from this category) | Government/Public Admin./Public Safety | 50 | | |
| | Non-residential (Commercial) - Retail & Restaurant | 30 | | |
| | Non-residential (Commercial) - Office | 20 | | |
| | Non-residential (Commercial) - Warehouse | 15 | | |
| | Non-residential (Commercial) - Medical | 25 | | |
| | Non-residential (Commercial) - Hotel/Motel | 35 | | |
| | Industrial/Manufacturing | 30 | | |
| | Institutional | 15 | | |
| | Residential Existing Lot- Single Family Detached | 40 | | Individual Existing Lot construction |
| | Residential Subdivision - Single Family Detached ( > 0.25 Acre Lots) | 20 | | Single Family Homes on Individual Lots greater than 0.25 acres |
| | Residential Subdivision - Single Family Detached ( < 0.25 Acre Lots) | 15 | | Single Family Homes on Individual Lots less than 0.25 Acres |
| | Residential Subd.- Single Family Attached ( > 1,500 SF Heated Space) | 10 | | Townhomes with heated square footage greater than 1,500 SF |
| | Residential Subd.- Single Family Attached ( < 1,500 SF Heated Space) | 5 | | Townhomes with heated square footage less than 1,500 SF |
| | Residential - Multifamily (Apartments) | 10 | | |
| | Mixed-Residential | 25 | | Mix of various lot sizes of Single-family, Townhomes, and Apartments |
| | Mixed-Use Commercial & Residential | 30 | | Mix of Residential and Non-residential (Commercial) uses |
| | Downtown Redevelopment | 30 | | |
| | Infill Development | 25 | 25 | Utilities already exist within 300 Feet of property |
| PUBLIC SUPPLY (Choose 1 if needs assigned) | Exempt | 0 | | |
| | Residential | 5 | 5 | |
| | Non-residential | 10 | | |
| | Industrial | 10 | | |
| COMMUNITY BENEFIT BONUSES (Choose all that apply, less for exempt) | Cultural Arts/Entertainment for Public | 10 | | |
| | Sports/Recreation for Public | 10 | | |
| | Town Electric Customer | 20 | 20 | |
| | Expansion of existing non-residential use | 10 | | |
| | Re-development of an existing property | 5 | | Must result in increased property value |
| | Residential Subdivision - Additional amenities included | 5 - 15 | | Pool, Clubhouse, sports courts, etc. - 5 pts per, max 15 pts |
| | Job Creation - 10 to 25 new jobs | 5 | | |
| | Job Creation - 26 to 100 new jobs | 10 | | |
| | Job Creation - 100+ new jobs | 15 | | |
| | Job creation - Jobs created will have salaries at or above median income | 5 | | Must be greater than 50% of jobs added with documentation to confirm |
| | Residential - Multiple-Car Garages provided | 5 | 5 | |
| | Residential - Overflow Parking provided | 5 | | Subject to Planning and Engineering support |
| | Masonry Elements included in Building Construction | 10 | | |
| | Sustainable/High Efficiency Products and appliances used | 5 - 15 | | 5 pts per, max 15 pts |
| | Private trail connection to Public Greenway | 10 | | |

# Exhibit H – Sanitary Sewer System Capacity Confirmation

**Andrew Stocks**

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Wednesday, May 4, 2022 4:44 PM
**To:** Andrew Stocks
**Cc:** James Blalock; Joshua Baird; Gray Methven
**Subject:** Re: Glen Laurel 1

Andrew - sorry for the delays on our end, but I have been out of the office and unable to review. In looking at your data, I am comfortable with the available capacity. Your analysis assumed almost double per lot, as we have a reduced flow rate for single family of 250GPD.

This confirmation is separate from the actual allocation that will take place at the council level.

If you have any other questions, please let me know.

Thanks,

**Jonathan K. Jacobs, PE**
Town of Clayton
Assistant Town Engineer
111 E. Second Street
Clayton, NC 27520
(919) 359-1297
ClaytonNC.org

Sent from my iPhone

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**From:** Andrew Stocks <astocks@stocksengineering.com>
**Sent:** Wednesday, May 4, 2022 4:41:18 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** James Blalock <jblalock@townofclaytonnc.org>; Joshua Baird <jbaird@townofclaytonnc.org>; Gray Methven <gray@lmssi.com>
**Subject:** RE: Glen Laurel 1

**Be Advised: This email originated from outside of the Town of Clayton's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Josh, Jonathan, or James,

1

I have tried to reach all of you by phone this afternoon, Wakefield is looking for some agreement from the Town to the calculations that no improvements will be required to the lift station down stream of the Glen Laurel Project Area.
It is critical to the projects schedule to get traffic counts that are needed before the end of the school year. Wakefields officers are not allowing the traffic to be ordered until there is an answer on the sewer. If you could provide some feedback on the calculations or confirm that no improvements are needed at the lift station it would be greatly appreciated.
We look forward to a response.
Thanks,

"For such a time as this",
*J. Andrew Stocks*

J. Andrews Stocks, PE
**Stocks Engineering, PA**
801 East Washington Street
P.O. Box 1108
Nashville, NC 27856
252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)
www.stocksengineering.com

"Designing the Future – Today" - We remain dedicated to providing innovative Cost-efficient engineering solutions. We value clients, and we are not only Committed to meeting their needs, but exceeding their expectations with a Strong commitment to moral, ethical and professional standards.

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**From:** Andrew Stocks
**Sent:** Monday, May 2, 2022 11:48 AM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Cc:** James Blalock <jblalock@townofclaytonnc.org>; Joshua Baird <jbaird@townofclaytonnc.org>; Gray Methven <gray@lmssi.com>
**Subject:** FW: Glen Laurel 1

Jonathan,
Have you had the opportunity to look at the attached pump station calcs to confirm on the Towns end that there is sewer capacity without any upgrades?
This is critical for Wakefields officers to be able to give the go ahead on the traffic count before school lets out so that those numbers are accurate.
Let us know if you have any questions.
Thanks,

"For such a time as this",
*J. Andrew Stocks*

J. Andrews Stocks, PE
**Stocks Engineering, PA**
801 East Washington Street
P.O. Box 1108
Nashville, NC 27856
252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)
www.stocksengineering.com

"Designing the Future – Today" - We remain dedicated to providing innovative Cost-efficient engineering solutions. We value clients, and we are not only Committed to meeting their

needs, but exceeding their expectations with a Strong commitment to moral, ethical and professional standards.

---

**From:** Andrew Stocks
**Sent:** Monday, April 25, 2022 5:38 PM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>; James Blalock <jblalock@townofclaytonnc.org>
**Cc:** Gray Methven <gray@lmssi.com>
**Subject:** RE: Glen Laurel 1

Jonathan and James,
I plugged the data you provided into our pump station design worksheet along with the proposed flow from our development added to the average weekly run times from the excel sheet with a peaking factor of 2.5. I am not about the current elevation on the pump on and off elevations but the station appears to continue to operate with above 2 fps velocity in the force main, close to a 2 minute run time cycling a little more than 3.5 times per hour. Take a look and let me know if there is anything else that we will need to provide.
Gray's corporate officers are looking for some answers on sewer allocation before they will allow the project to proceed.
Thanks for your help!

"For such a time as this",
*J. Andrew Stocks*
J. Andrews Stocks, PE

**Stocks Engineering, PA**

801 East Washington Street
P.O. Box 1108
Nashville, NC 27856

252.459.8196 (voice)
252.459.8197 (fax)
252.450.5140 (cell)

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**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Friday, April 22, 2022 5:43 AM
**To:** Andrew Stocks <astocks@stocksengineering.com>
**Cc:** Gray Methven <gray@lmssi.com>
**Subject:** Fwd: Glen Laurel 1

**Jonathan K. Jacobs, PE**
Town of Clayton
Assistant Town Engineer
111 E. Second Street
Clayton, NC 27520
(919) 359-1297
ClaytonNC.org

3

Sent from my iPhone

---

**From:** James Blalock <jblalock@townofclaytonnc.org>
**Sent:** Friday, April 22, 2022 5:42:32 AM
**To:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Subject:** RE: Glen Laurel 1

Jonathan,

Please see attached.

**James Blalock**
Maintenance Superintendent, Water Resources
PO Box 879
Clayton, NC 27528
ClaytonNC.org
O: 919-553-1530 x6524
C: 919-538-3320

*Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

---

**From:** Jonathan Jacobs <jjacobs@townofclaytonnc.org>
**Sent:** Thursday, April 21, 2022 4:08 PM
**To:** James Blalock <jblalock@townofclaytonnc.org>
**Subject:** Glen Laurel 1

James – Can you send me the latest data for GL PS #1?

Thanks!

**Jonathan K. Jacobs, PE**
Assistant Town Engineer
111 E. Second St.
Clayton, NC 27520
O: 919-553-5002 x6537
D: 919-359-1297
ClaytonNC.org

*Please note that email sent to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

5

# Pump Station Calculations Worksheet

**Project:** East School Road
**Location:** Flowers Plantation
**Date:** 4/25/2022
**Designer:** JAS

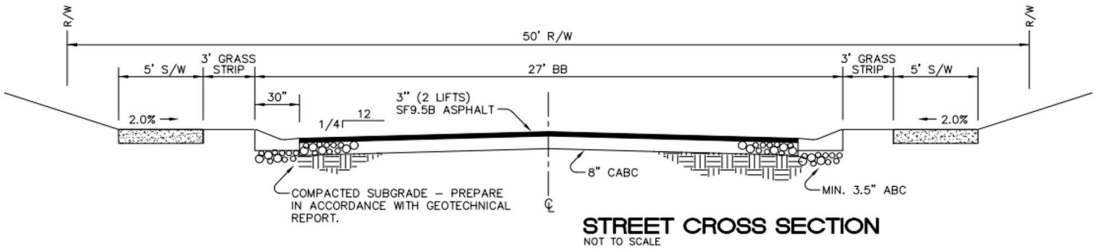
**Known/Assume**
**Calculated**
**From Pump Supplier**

**Design Data:**

| | | | | Proposed Subdivision | |
|---|---|---|---|---|---|
| Number of Lots: | | | | 139 | Lots |
| Proposed Flow from Lots: | @ | 480 | GPD | 66720 | GPD |
| Existing Flow | | | | 164,038 | |
| Pump Rate Selection (GPDx2.5PeakFactor/1,440min/day) | | | | 400.62 | GPM |
| Force Main Discharge Elevation (Peak Elevation) | | | | 292 | feet |
| Gravity Influent Elevation | | | | 135.70 | feet |
| Ground Elevation at Lift Station | | | | 156.50 | feet |
| Bottom of Wetwell | | | | 129.40 | feet |
| Force Main Type and Size | PVC | C=140 | | 8 | inch |
| Force Main Length | | | | 10000 | feet |
| Wetwell Diameter | | | | 8 | feet |
| Wetwell Surface Area | | | | 50.24 | sf |
| Gallons per vertical foot of Wetwell | | | | 375.80 | |
| Velocity in Force Main | V= | Design Flow (GPM) / [r^2*pi*7.48*60] | | 2.56 | fps |
| Total Dynamic Head (Provided by Town of Clayton) | | | | 160 | feet |
| Pump Selected | | | | | |
| Pump Capacity | | | | | |
| Pump Speed | | | | | |
| Pump Impeller Diameter | | | | | |
| Pump HP | | | | | |
| Voltage | | | | | |
| Hertz | | | | | |
| Phase | | | | | |
| Minimum Solid Size | | | | | |
| Pump On Elevation | | | | 133.50 | feet |
| Pump Off Elevation | | | | 131.70 | feet |
| Detention Volume (Area x (Pump On - Pump Off) x (7.48 gal/cf) | | | | 676.43 | gallons |
| Total Daily Flow (Q = Flow Projection/(24hours x 60 min.)) | | | | 46.33 | gpm |
| Pump On Time (Detention Volume/(Pump Capacity - Q) | | | | 1.91 | minutes |
| Run Time per Day (Pump On time x # of Cycles x 24 hours/day) | | | | 166.54123 | minutes |
| Pump Off Time (Detention Volume / Q) | | | | 14.60 | minutes |
| Pumping Cycle (Pump On + Pump Off) | | | | 16.51 | minutes |
| Cycles (60 min/hour / Pumping Cycle) | | | | 3.63 | cycles/hr |

## Public Facilities

Streets: The proposed master plan proposes 6 new public streets, 2 intersections with existing State Roads, 1 emergency access easement to Glen Laurel Road. Per UDO Sec. 155.400(i) and comment from the master plan review a stub road to an adjacent property has been added. During the neighborhood meeting and other public meetings neighbors requested that stub roads not be included in the design. Approximately 6,420 Linear Feet of street will be constructed and dedicated to the Town as Public Streets. A typical cross section of the proposed streets is provided below.




Exult Engineering prepared a Traffic Impact Analysis (TIA) for the proposed development. As of the original submittal date the TIA had not been reviewed by the NCDOT. The NCDOT Congestion Management has completed their review and is requiring left turn lanes with 100' of storage for each of the three entrances. The linework and striping for these turn lanes will be incorporated into the frontage widening which has been added to the master plan. Any recommendations or improvements to the existing road system found by the TIA and NCDOT congestion management will be included in the construction drawings for implementation. The developers request for a variance for the frontage widening has been denied therefore the frontage widening is shown on the master concept plan. This frontage widening will incorporate the recommendations from the TIA and NCDOT.

During the review process there were two street layout comments that are worth noting and discussing in this document, the emergency access from the cul-de-sac to Glen Laurel Road and a connection to Tanners Way. The layout was revised based on a meeting with the Engineering Department between the pre-application meeting and the first CZM submittal. It was recommended by Town of Clayton Engineering that any connection to Tanners Way be avoided, and a knox box gated emergency access connect the cul-de-sac to Glen Laurel Road.

The development team discussed eliminating the cul-de-sac and providing a connection to Glen Laurel across from Palmer Drive with NCDOT however this development does not own the land that would be required to properly align a new driveway with Palmer Drive. Since this would create an offset intersection on Glen Laurel NCDOT has denied a drive at this location due to safety concerns with the road alignments. In the place of a full drive the NCDOT will allow a knox box gated emergency access to be installed in this location if that is favorable to the Town.

Tanners Way was designed as a public street that would be dedicated to the NCDOT however NCDOT has not taken ownership of this road. Tanners way also has Johnston County water and avoiding this connection would also eliminate a connection to the County water system. During the neighborhood meeting the residents on Tanners Way expressed concern with additional traffic on their neighborhood streets and it was represented to them, as was to us from Engineering, that this connection would not

be made. Avoiding this connection helps satisfy the residents of Tanners Way that were otherwise in favor of the development.

Refuse Collection/Recycling: The proposed development will voluntarily annex into the Limits of the Town of Clayton and refuse and recycling will be provided by municipal waste collection with individual roll out bins for each lot.

Water and Fire Protection: The proposed development will connect to the Town of Clayton water system at two points. A fire flow analysis will be prepared on the proposed design to model the domestic and fire flow demand on the water system. A fire truck vehicle tracking has been included with the master plan. The proposed master plan includes approximately 6,800 Linear Foot of water line. The water will vary between 6" and 8" in size as well as PVC and DIP in material. The water will connect to the existing Town of Clayton Public Water in Vinson Road and Birkdale Road by easement from the Neuse Country Club.

Sewer: Public sewer is accessible to the site by an easement from the Neuse Country Club and is less than 300' from the project boundary. It is our understanding that the easement is currently being reviewed by the Town for dedication from the Neuse Country Club property. The existing downstream pump station and line has been analyzed by Stocks Engineering and Reviewed by the Town of Clayton Engineering Department. It was determined that the pump station has adequate capacity for the proposed development. The chain of emails where this was discussed is included in the following pages. We have also had discussions regarding the WWTP expansion and have adjusted the time schedule to better align with the completion of this project. An Allocation Request Application has been submitted to run in parallel with the conditional rezoning request.

Electricity: The Town of Clayton Electric Department has power easements on and adjacent to portions of the project's Northern boundary. The developer has initiated conversations with them to be a Town of Clayton Electric customer. Streetlights will be provided if required by the Town of Clayton's Unified Development Code.

# Exhibit I – Email from NCDOT

**Andrew Stocks**

**From:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Sent:** Tuesday, September 27, 2022 4:09 PM
**To:** Andrew Stocks
**Subject:** RE: [External] Summer Glen Subdivision - Town of Clayton

Andrews,

This access was already requested and denied during the TIA review by NCDOT. The offset intersection gives me safety concerns. I am not sure that three access is needed for this site, but the Town is requiring another access has Tanner Way been look into?

**Sam Lawhorn, P.E.**
District 3 Engineer
Highway Division 4
North Carolina Department of Transportation

919-739-5300
sclawhorn@ncdot.gov

2671 US 70 West
Goldsboro, NC 27530

*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**From:** Andrew Stocks <astocks@stocksengineering.com>
**Sent:** Monday, September 26, 2022 7:24 PM
**To:** Lawhorn, Samuel C <sclawhorn@ncdot.gov>
**Subject:** [External] Summer Glen Subdivision - Town of Clayton

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Sam,
Please reference the attached PDF of Summer Glen Subdivision. The Town of Clayton has requested that we eliminate the CDS and provide a connection to Glen Laurel Road. I expressed some concern about this to the Town since we do not own enough property to align with Palmer Drive, the entrance to Glen Ridge Subdivision, but wanted to get your thoughts on before we make any changes to the plans. Can you give us some direction from NCDOTs perspective? Feel free to call me to discuss (252-450-5140).
Thanks,

"For such a time as this",

**The Arietta (Model 850)**

**Conceptual Unit Elevations**

The Arietta
MODEL 850

| | |
|---|---|
| BEDROOMS: | 4 - 5 |
| BATHROOMS: | 2.5 - 4 |
| SQUARE FEET: | 3,351 |

CHESAPEAKE HOMES
Welcome Home!
cheshomes.com
919.813.6678

TODAY HOMES — REALTY NC —
ecoSelect
Tidewater Mortgage Services, Inc.

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05/21

## The Arietta (Model 850)

## Picture from Highgate Subdivision

**The Concerto (Model 6260)**

**Conceptual Unit Elevations**

The Concerto
MODEL 6260

BEDROOMS: 4 - 5
BATHROOMS: 2.5 - 3
SQUARE FEET: 2,656

CHESAPEAKE HOMES
Welcome Home!
cheshomes.com
919.813.6678

TODAY HOMES — REALTY NC —
ecoSelect
Tidewater Mortgage Services, Inc.

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**The Concerto (Model 6260)**

**Picture from Highgate Subdivision**

**The Melody (Model 6280)**

**Conceptual Unit Elevations**

**The Melody (Model 6280)**

**Picture from Highgate Subdivision**

**The Grace (Model 62900)**

**Conceptual Unit Elevations**

The Grace
MODEL 62900

BEDROOMS: 4-5
BATHROOMS: 2.5-3
SQUARE FEET: 2,454

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cheshomes.com
919.813.6678

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Tidewater Mortgage Services, Inc.

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## The Grace (Model 62900)

## Picture from Highgate Subdivision

## Architectural Standards

1. All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
2. Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
3. Siding elements to include a mix of premium vinyl siding with varying patterns such as lap siding, shake, and board and batten materials per architectural elevations.
4. All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
5. Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
6. Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
7. Side roof eaves to be a minimum 10” overhang.
8. All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
9. Architectural style shingles to be used.
10. Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

## General Zoning Conditions

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The developer will be required to pay their portion of the Wilsons Mills Fire District Capital Dept prior to the time the annexation is effective.
4. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
5. All parcels subject to the rezoning and master plan shall be annexed into the Town prior to any additional development approvals.
6. Uses in the Development will be limited to single family residential homes, and any allowed accessory uses within the Town of Clayton UDC for residential development.
7. The following standards will apply to the Development:
    a. Maximum Number of units: 139
    b. Maximum Density: 2.6 Dwelling units per acre and 36% Total Site Impervious Area
    c. Lot Dimensional Standards as specified on the Master Plan
    d. Must be a Town Electric Customer
    e. Tree protection fence must be installed at the clearing limits to maximize preservation of existing vegetation.
8. A gated emergency access (w/ knox box meeting Town of Clayton Fire Dept. standards) connecting the cul-de-sac on Summer Loop to Glen Laurel Road.
9. Frontage widening improvements will be made in phases that correlate with the driveway connections to the existing roadways in the respective phase.
10. TIA/NCDOT Requirements:

    Planned Improvements By NCDOT/Others:

    · According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

    Planned Improvements By Developer:

    Glen Laurel Road at Proposed Site Driveway:

    - Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100’ of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100’ full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

    Vinson Road at Proposed Site Driveway:

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100’ of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100’ full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

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

December 1, 2023

Wakefield Development
Attn: Bret Mangum;
Mike Baust
3100 Smoktree Court
Suite 210
Raleigh, NC 27604
bret@lmssi.com

**Re:** 2022-125-CZM Summer Glen Conditional Zoning District and Master Plan

To Whom It May Concern,

The Town of Clayton Planning staff is recommending to the Planning Board and Town Council that conditions of approval be placed upon the above referenced application, which proceeds to the Planning Board on August 28, 2023 and Town Council (dependent on outcome of Planning Board meeting) on September 18, 2023, November 6, 2023 and December 4, 2023. These recommended conditions of approval are outlined on the back of this letter.

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

Thank you.

Sincerely,

Conrad Olmedo, AICP, CZO
Planning Director

**Recommend Conditions of Approval (2022-125-CZM, Summer Glen Conditional Zoning District and Master Plan):**

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
4. All parcels subject to the Conditional Zoning and Master Plan shall be annexed into the Town prior to any subsequent development approvals.
5. The developer will be required to pay their proportional share of the Wilsons Mills Fire District Capital Debt to the Town prior to the effective date of the Annexation.
6. Uses in the development shall be limited to single-family detached residential homes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. The following standards shall apply to the Development:
    - Maximum Residential Units: 138
    - Maximum Density: 2.6 Dwelling Units per Acre
    - Total Site Impervious Surface Area: 36%
    - Minimum Lot Size: 7,000 Square Feet
        - 69 lots will be between 7,000 and 7,999 Square Feet
        - 40 lots will be between 8,000 and 8,999 Square Feet
        - 8 lots will be between 9,000 and 9,999 Square Feet
        - 21 lots will be greater than 10,000 Square Feet

      (No variation of lot size will be allowed less than 7,000 SF)
    - Minimum Building Setbacks:
        - Front Setback: 21.5 Feet
        - Setback from Sidewalk: 25 Feet
        - Side Setback: 6 Feet
        - Corner Side Setback: 10 Feet

- Rear Setback: 15 Feet

- Maximum Building Height: 35 Feet

8. The Town of Clayton shall be the electric provided for this project.
9. Tree protection fencing must be installed at the clearing limits to maximize preservation of existing vegetation.
10. A gated emergency access with a Knox Box meeting Town of Clayton Fire Department standards connecting the Cul-De-Sac on Summer Loop to Glen Laurel Road shall be provided.
11. Frontage widening improvements shall be constructed prior to the approval of the plat for the corresponding phase of the development.
12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

**Planned Improvements By NCDOT/Others:**

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

**Planned Improvements By Developer:**

**Glen Laurel Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

**Vinson Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

13. The following Architectural Standards shall be required to be met for the Single-Family Homes:

- All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.

- Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.
- Siding elements base package will include premium vinyl siding and allow an upgrade option of Hardi, fiber cement siding, or equivalent including varying patterns such as lap siding, shake, and board and batten styles per architectural elevations.
- All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
- Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
- Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
- Side roof eaves to be a minimum 10" overhang.
- All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
- Architectural style shingles to be used.
- Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

14. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

**APPLICANT AFFIDAVIT**

***I/We, the undersigned, do 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.***

**Wakefield Development, LLC**
By: TMPR, LLC, its Manager

| Raymond L. Gottlieb, Manager, TMPR, LLC | | 12/01/2023 |
|---|---|---|
| *Print Name* | *Signature of Applicant* | *Date* |

Ordinance #2023-09-02

**AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE TOWN OF CLAYTON, NORTH CAROLINA**

**WHEREAS** a petition has been filed with the Town Council of the Town of Clayton requesting an amendment to the Zoning Ordinance and Zoning Map of the Town of Clayton to include in the Conditional Zoning – Residential (CZ-R) zone the property described below, said property formerly being zoned Residential-Estate (R-E); and

**WHEREAS** said property is owned by Wakefield Development; and

**WHEREAS** the Planning Board of the Town of Clayton has reviewed the proposed change(s) and made a recommendation thereupon; and

**WHEREAS** the requested Zoning Map Amendment was advertised in accordance with all requirements of the law; and

**WHEREAS** a notice of the proposed zoning classification action was mailed to the owner(s) of the parcel(s) of land involved, as shown on the County Tax Listings, and to the owners of all parcels of land abutting that (those) parcel(s) of land and within 100 feet of the subject parcel(s) of land, as shown on the County Tax Listings, by depositing a copy of the same in the United States Mail, first class postage paid, as required by Section 155.702(D) of the Zoning Ordinance of the Town of Clayton and by Section 160D-602 of the General Statutes; and

**WHEREAS** the said public hearing was actually conducted at 6:00 p.m. on September 18, 2023, where the public hearing was continued by Town Council to the Town Council meeting occurring on November 6, 2023, where the public hearing was continued by Town Council to the Town Council meeting occurring on December 4, 2023, wherein a reasonable opportunity was given to all those in attendance to speak either in favor or against the said change or to make relevant comments; and

**THEREFORE,** after duly considering the matter, THE TOWN COUNCIL OF THE TOWN OF CLAYTON DOES

HEREBY ORDAIN:

**SECTION 1**. That the Unified Development Code of the Town of Clayton is hereby amended to include in the Conditional Zoning – Residential (CZ-R) zone the following described property:

General Description:
Land is located at the intersection of Glen Laurel Road and Vinson Road.

Specific Description:
NC Parcel TAG Numbers: 05I04010, 05I04010A, 05I04200S, 05I04203F, and 05I04203G

**SECTION 2**. That the official Town of Clayton Zoning Map is hereby amended to include in the Conditional Zoning – Residential (CZ-R) zone the above-described property and will be so marked.

**SECTION 3**. That if any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4.** The applicant is requesting these recommended Conditions of Approval (2022-125-CZM, Summer Glen, Conditional Zoning and Master Plan):

1. Following Town Council approval, an electronic copy of the Master Plan and Narrative including the Conditions of Approval shall be submitted to the Planning Department for final approval.
2. The Development shall meet all adopted Town of Clayton Unified Development Code (UDC) requirements, Town of Clayton Engineering and Stormwater design standards, and the North Carolina Fire Code and NFPA Fire standards, except where specifically modified by the approved master plan.
3. The Development shall be constructed in substantial conformance with the Master Plan and Master Plan Narrative as approved by the Clayton Town Council.
4. All parcels subject to the Conditional Zoning and Master Plan shall be annexed into the Town prior to any subsequent development approvals.
5. The developer will be required to pay their proportional share of the Wilsons Mills Fire District Capital Debt to the Town prior to the effective date of the Annexation.
6. Uses in the development shall be limited to single-family detached residential homes, and any allowed residential accessory uses within the Town of Clayton Unified Development Code.
7. The following standards shall apply to the Development:
    - Maximum Residential Units: 138
    - Maximum Density: 2.6 Dwelling Units per Acre
    - Total Site Impervious Surface Area: 36%
    - Minimum Lot Size: 7,000 Square Feet
        - 69 lots will be between 7,000 and 7,999 Square Feet
        - 40 lots will be between 8,000 and 8,999 Square Feet
        - 8 lots will be between 9,000 and 9,999 Square Feet
        - 21 lots will be greater than 10,000 Square Feet

    (No variation of lot size will be allowed less than 7,000 SF)

- Minimum Building Setbacks:
    - Front Setback: 21.5 Feet
    - Setback from Sidewalk: 25 Feet
    - Side Setback: 6 Feet
    - Corner Side Setback: 10 Feet
    - Rear Setback: 15 Feet
- Maximum Building Height: 35 Feet

8. The Town of Clayton shall be the electric provided for this project.
9. Tree protection fencing must be installed at the clearing limits to maximize preservation of existing vegetation.
10. A gated emergency access with a Knox Box meeting Town of Clayton Fire Department standards connecting the Cul-De-Sac on Summer Loop to Glen Laurel Road shall be provided.
11. Frontage widening improvements shall be constructed prior to the approval of the plat for the corresponding phase of the development.
12. The following transportation improvements, in accordance with the recommendation in the TIA and approval by NCDOT, shall be constructed prior to the approval of the plat for the corresponding phase of the development:

**Planned Improvements By NCDOT/Others:**

- According to the NCDOT Congestion Management Sections comments on the TIA, The NCDOT Signal Improvements by others are planned for the intersection of Glen Laurel Road and Vinson Road. The development team will discuss the timing of these improvements with the NCDOT.

**Planned Improvements By Developer:**

**Glen Laurel Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the eastbound and westbound approaches of the Proposed Site Driveway with 100' of internal protected stems and a northbound and southbound left turn lane on Glen Laurel Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

**Vinson Road at Proposed Site Driveway:**

- Provide one ingress and one egress lane on the southbound approach of the Proposed Site Driveway with 100' of internal protected stem and a eastbound left turn lane on Vinson Road consisting of a minimum of 100' full width storage and the appropriate deceleration and taper lengths as prescribed by the NCDOT Geometric Turn Lane detail 12.0.

13. The following Architectural Standards shall be required to be met for the Single-Family Homes:
    - All units to be 1 and 2 story with a variety of Craftsman, Colonial and Transitional themed elevations. Home plans of the same elevation shall not be side by side or directly across from one another.
    - Exterior color packages will enhance variety of color throughout the neighborhood and will not be duplicated side by side.

- Siding elements base package will include premium vinyl siding and allow an upgrade option of Hardi, fiber cement siding, or equivalent including varying patterns such as lap siding, shake, and board and batten styles per architectural elevations.
- All build facades to include a variety of craftsman columns with masonry, square and round columns per elevation.
- Each home will have either a front porch or covered stoop element with a front lead walk that connects to the driveway.
- Four vehicular parking spaces to be provided on each lot, two-car front loaded garage spaces (decorative garage door with glass windows and carriage details) with two parking spaces on the driveway.
- Side roof eaves to be a minimum 10" overhang.
- All front building facades to require a goal of 25% masonry elements such as Stone/brick accents of the portion of the house excluding the garage door(s).
- Architectural style shingles to be used.
- Side or rear patios to be provided on all units for outdoor living as well as optional covered porches available per plan.

14. To the extent of any conflict between the Master Plan, Master Plan Narrative and these conditions, these conditions shall control.

**SECTION 5.** That this ordinance shall become effective immediately upon its adoption.

Duly adopted this 4th day of December 2023, while in regular session.

_____
Jody L. McLeod
Mayor

ATTEST:

_____
Heidi L. Holland, CMC and NCCMC
Town Clerk

APPROVED AS TO FORM:

_____
Jim Cauley
Town Attorney

Resolution #2023-70

**APPROVAL OF A RESOLUTION GRANTING WASTEWATER TREATMENT CAPACITY 2022-125-CZM: SUMMER GLEN**

**WHEREAS**, the Town of Clayton operates a wastewater treatment plant known and permitted as the "Little Creek Water Reclamation Facility"; and,

**WHEREAS,** said facility is permitted to treat a maximum average of 2.5 million gallons daily; and,

**WHEREAS**, the Town of Clayton holds several interlocal agreements which secure additional wastewater treatment capacity from other available sources; and,

**WHEREAS,** the Town of Clayton is constructing a new wastewater treatment facility (Sam's Branch Water Reclamation Facility) permitted to treat up to 6 million gallons daily and expected to be completed in 2025; and

**WHEREAS**, the North Carolina Department of Environment Quality (NCDEQ) regulates, reviews, and permits flow tributary to newly extended or installed wastewater treatment collection facilities tributary to the Town of Clayton system; and,

**WHEREAS**, flow from sanitary sewer customers tributary to existing lines owned and operated as part of the Town of Clayton is bound to abide by the permitted average daily flow at the Little Creek Water Reclamation Facility, or Sam's Branch Water Reclamation Facility, in conjunction with other available sources and consistent with interlocal agreements regarding wastewater treatment.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON** that the following is found:

1. The Town of Clayton has, according to the most recent accounting, sufficient excess, and unallocated treatment capacity to approve additional allocation subject to the completion the Sam's Branch Wastewater Reclamation Facility.

2. Such available capacity may be made available to users in accordance with regulatory and legal parameters established to ensure satisfactory treatment plant operation.

3. A total allocation for wastewater treatment capacity is granted in the amount of 34,750 gallons per day (GPD) to Summer Glen (2022-125-CZM).

4. The allocation for wastewater treatment capacity **will not be immediately available.** The Town of Clayton will not consider the public utility system for Summer Glen for acceptance or maintenance, or any portion thereof, until November 1, 2024.

5. The Town Council will only consider acceptance of the public utility system at the recommendation of the Engineering Director, or their designee, following a satisfactory

inspection, certification by the applicable regulatory agencies, and approval of as-built drawings.

6. No public utility system shall be put into service prior to acceptance by the Town Council and any applicable regulatory requirements.

7. Allocation for wastewater treatment capacity will be allotted accordingly unless otherwise modified by the Engineering Director due to treatment capacity availability and regulatory requirements at time of request for public utility acceptance. In the event treatment capacity is unavailable at time of request for public utility acceptance, the Engineering Director will make a good faith effort to execute the project as soon as capacity is available.

8. Said allocation is approved subject to and conditioned upon review and approval of all required regulatory processes.

9. Said allocation is non-transferable, non-assignable, and made for the projects as described and for the noted location unless explicitly approved by the Town of Clayton.

10. Said allocation may be revoked or reclaimed in accordance with the policies of the Town of Clayton as adopted or amended now or in the future. No property right is conferred with the granting of an allocation except as otherwise explicitly allowed by policy, ordinance, or action of the Town of Clayton.

11. Said allocation is subject to payment of applicable fees in accordance with adopted ordinances, policies, and fee schedules of the Town of Clayton.

12. Said allocation is subject to expiration if the project has not progressed in construction plan approval, building permit approval, or on-site construction within 12 months of award of the allocation. Upon request of the applicant and at the discretion of the Engineering Director, an allocation may be extended for one twelve (12) month period.

Duly adopted this 4th day of December 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 |
|---|---|
| December 4, 2023 | NEW BUSINESS |

**Item Title**

Memorandum of Agreement: Triangle Water Supply Partnership Agreement

**Presenter(s)**

Joshua Baird - Engineering Director

**Suggested Action**

Approval of Agreement - Approve it in its substantial form.

**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 Town of Clayton has been accepted into the Triangle Water Supply Partnership. Staff request that the Memorandum of Agreement be approved in its substantial form and authorization for Town Manager or designee to execute the agreement.

## Background/History

Since its infancy the Triangle Water Supply Partnership has proven to be a collaborative and cooperative partnership between our neighboring communities. It is the Town of Clayton's goal to ensure our residents and businesses have every opportunity for sustainable growth and reliable water supply. A top priority is to bolster water supply planning to sustain the Town of Clayton's growth while ensuring the well-being of our customers and the environment. We believe that our partnership with the Triangle Water Supply Partnership will be a pivotal step in achieving these goals. Staff request that the Memorandum of Agreement be approved in its substantial form and authorization for Town Manager or designee to execute the agreement.

## Funding Source

N/A

## Corresponding Documentation

TWP_MOA_FVandClayton

2023-10-27-LTR Clayton Triangle Water Supply Partnership Request

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**Submitted By:** Michelle Snyder, Engineering

**Reviewed By:**

| | |
|---|---|
| Joshua Baird, Engineering Director | Approved - Nov 28 2023 |
| Rich Cappola, Town Manager | Approved - Nov 29 2023 |
| Heidi Holland, Town Clerk | Approved - Nov 30 2023 |

**MEMORANDUM OF AGREEMENT**
**CREATING AND DEFINING OPERATIONS OF THE TRIANGLE WATER SUPPLY PARTNERSHIP**

WHEREAS, for the purposes of this Memorandum of Agreement ("Agreement"), the Triangle Water Supply Planning Region ("Triangle Region") is defined as the geographic area encompassing Chatham, Durham, Harnett, Johnston, Orange, and Wake Counties; and

WHEREAS, the Triangle Region of North Carolina continues to grow and serve as the premier economic engine for North Carolina; and

WHEREAS, the local government jurisdictions in the Triangle Region have responsible and thoughtful land use plans to accommodate projected growth; and

WHEREAS, water resources are a regional asset, and the sustained availability of water supply for the Triangle Region will benefit from a comprehensive and collaborative approach; and

WHEREAS, the Triangle Region of North Carolina has experienced multiple significant droughts in recent decades; and

WHEREAS, the local government jurisdictions and their constituent water supply authorities are responsible for providing for the publicly owned water supply that has been a critical ingredient in the economic development of the Triangle Region; and

WHEREAS, the local government jurisdictions and their constituent water supply authorities support the conservation and stewardship of water resources; and

WHEREAS, the Jordan Lake Partnership was established in 2009 to plan for secure and sustainable water supply for the Triangle Region, with participation by most of the parties to this Agreement, and has:

- developed a 50-year regional water supply plan that was endorsed by the elected Boards of all of its members;
- developed a comprehensive hydraulic model of the regional water system, now being used to improve cooperation among local water utilities;
- been recognized at the state and national level as a model for effective local government collaboration;
- expanded its membership and focus to include water supply planning for the entire Triangle Region; and

WHEREAS, the parties to this Agreement desire to continue and build upon the valuable water supply planning work and collaborative efforts begun by the Jordan Lake Partnership; and

WHEREAS, the benefits of such planning and collaborative efforts include:

- Improved cooperation between local water utilities and ease of regulatory oversight;
- Reduced unit costs for projects through economies of scale;
- Increased flexibility and reliability of local water supplies, especially during droughts and other dynamic events;
- Enhanced ability to comply with federal and state drinking water standards;
- Sustainable use of regional drinking water resources; and

WHEREAS, the parties to this Agreement will maintain local ownership and control of their water resources, but are committing in this document to collaborate about water supply planning, cooperation, sustainability, and helping each other through drought or other emergency events and moving toward a more sustainable future; and

WHEREAS, this Agreement is authorized by North Carolina General Statute (NCGS) 143-355.8 and/or 160A-20.1.

THEREFORE, BE IT RESOLVED, that the signatories to this Agreement ("Participants" or "Parties") pledge to work together as part of a Triangle Water Supply Partnership ("Partnership"), as a regional water supply planning organization as authorized by NCGS 143-355.8; and,

BE IT FURTHER RESOLVED, that the individual units named as Participants will collaborate through the Partnership for regional water supply planning, to plan, maintain, implement and otherwise cooperate in providing long-term, sustainable, safe and secure regional water supplies for the Triangle Region; and,

BE IT FURTHER RESOLVED, that the Partnership will be guided by the principles of collaboration, sustainable water supply, environmental stewardship, mutual and collective benefit, shared responsibility, equal representation, and financial stability, but such collaboration is not intended and shall not be deemed to constitute a "partnership" as defined in NCGS Chapter 59.

NOW, THEREFORE, for and in consideration of the recitals and the mutual promises and covenants contained in this Agreement, the parties agree as follows:

1) **Purpose; Recitals:** The purpose of this Agreement is to collaborate in various activities related to a regional partnership for water supply. The Recitals are true and are incorporated into this Agreement and further explain the Purpose.

2) **Definitions**: In addition to the following defined terms, additional terms are defined elsewhere in this Agreement.

   a) Annual Budget – means the Annual Budget adopted with the 5-Year Project and Funding Plan.

b) Consensus – means a Partnership decision made by unanimous vote in favor of a proposed action by all the Representatives (or Alternate Representatives) present and voting at a meeting.

c) Dues – means Initial Dues, Annual Dues, and Special Projects Dues.

d) Fiscal Year – means July 1 through June 30.

e) Large Project – means a Project that is funded as a separate line item in the Annual Budget.

f) Partnership Operating Fund ("Fund") – means the Fund managed by the Fiscal Agent, consisting of revenue from Annual Dues and Special Project Dues, and interest thereon, and from which funds are disbursed to satisfy contractual obligations related to the Partnership's activities.

g) Project – means a Project included in the Annual Budget. Includes Small Projects, Large Projects, and Special Projects.

h) Project Lead Agency – means the Participant responsible for contracting and managing each Project.

i) Quorum – means more than one half of Participants have a Representative (or Alternate Representative) in attendance at a meeting.

j) Partnership Management – means management of the Partnership by the Administrative Agency including but not limited to meeting notices, arrangements, facilitation, and summaries; other communications; records retention.

k) Simple Majority Vote – means a Partnership decision made by vote of more than one-half of the total number of Representatives (or Alternate Representatives). For example, if there are 15 Members (and therefore 15 Representatives), 8 must affirmatively vote for a proposed action to pass by Simple Majority vote, regardless of how many Members may have a Representative in attendance at a meeting.

l) Small Project – means a Project that is funded from the single Small Projects line item in the Annual Budget.

m) Special Project – means a Project approved and funded (with additional dues) by a subset of Participants (this can also be a single Participant; e.g. when a task is added to a Project contract for work specific to that Participant).

n) Special Project Consensus – means a Partnership decision regarding a Special Project made by unanimous vote in favor of a proposed action by all the Representatives (or Alternate Representatives) of those Participants participating in the Special Project, present at a meeting at which a Special Project Quorum is present. For example, if 6 members are participating in a Special Project, at least

4 must be present for a quorum, and all those present must vote affirmatively for a proposed action to pass.

o) Special Project Quorum – means more than one half of the Participants in that Special Project have a Representative (or Alternate Representative) in attendance at a meeting.

p) Super Majority Vote – means a Partnership decision made by vote of at least three quarters of the total number of Representatives (or Alternate Representatives). For example, if there are 15 Members (and therefore 15 Representatives), 12 must vote affirmatively for a proposed action to pass by Super Majority Vote.

3) **Participants**:

a) All parties to this Agreement are Participants in the Partnership. The original parties to this Agreement are:

i) Town of Apex,

ii) Town of Cary,

iii) Chatham County,

iv) City of Durham,

v) Harnett County,

vi) Town of Hillsborough,

vii) Town of Holly Springs,

viii) Johnston County,

ix) Town of Morrisville,

x) Orange County,

xi) Orange Water and Sewer Authority,

xii) Town of Pittsboro, and

xiii) City of Raleigh.

b) Eligibility. Governmental entities, water and/or sewer authorities, public water utilities, regulated utilities which own and operate water supply reservoirs, reservoir operators providing water supply-related service within the Triangle Region, and any other entities authorized to participate by NCGS 143-355.8, and in the Neuse or Cape Fear River Basins, are eligible to become Participants ("Eligible Participants"). Notwithstanding this general definition, the Participants shall determine eligibility for any specific entity.

c) Addition of Participants. Eligible Participants may request to join the Partnership by submitting a request in writing to the Chair ("New Participant Request"). The New Participant Request must include acknowledgement and agreement that the Eligible Participant will be bound by the terms of this Agreement. A Super Majority Vote of the Partnership is required to add an Eligible Participant as a party. The Chair will notify existing Participants of a New Participant Request pursuant to paragraph 17(n) herein. The Chair will notify the Eligible Participant within 30 days following the Partnership's decision on the New Participant Request and of the amount of Initial Dues, if applicable. Addition of an Eligible Participant as a party becomes effective upon the Eligible Participant's execution of this Agreement and payment of Initial Dues.

d) Withdrawal of Participants. Participants may withdraw from this Agreement with 30 days written notice to all Participants, provided that any residual financial obligations pursuant to paragraph 14 herein shall survive such withdrawal until satisfied. Residual financial obligations will include any outstanding invoices for Dues as well as the withdrawing Participant's share of any Special Project contractual obligations existing at the time of withdrawal. To the extent possible, the scope and cost associated with any such Special Project contractual obligations will be reduced to address the withdrawal of the Participant, with a proportional reduction in the withdrawing Participant's financial obligation related to such Special Projects. No Dues refunds will be made.

e) Withdrawal Due to Nonpayment. Any Participant that fails to pay its Dues pursuant to paragraph 14 herein by October 31 is automatically deemed to have withdrawn from the Partnership on November 1 unless 1) the Chair receives a written request from the Participant prior to October 31 explaining the extenuating circumstances that justify the extension of time, and 2) the Partnership decides in a vote occurring before the automatic withdrawal date, to permit an additional 90-day grace period but not extending beyond January 29.

4) **Representatives**:

a) Each Participant's Manager, or designee, shall act for the Participant on matters related to the Partnership. Participants are encouraged to have three professional staff Representatives - the Representative, and First and Second Alternate Representatives - with said Alternate Representatives designated by the Manager, and eligible to vote only when the Representative is not present.

b) Representatives and Alternates are expected to stay informed about and to represent their Participant's interests. Each Representative or, when applicable, Alternate Representative, is expected to attend and fully participate in Partnership meetings and calls. Materials presented for discussion should be distributed at least 5 business days in advance of a meeting or earlier, as practical.

5) **Officers**: At the first official meeting of the Partnership after execution of this Agreement, and then each year at the annual meeting of the Partnership, the Participants shall elect a Representative or Alternate Representative to serve as Chair

and a Representative or Alternate Representative to serve as Vice Chair, both by Simple Majority Vote. The Vice Chair will perform the Chair's responsibilities when the Chair is unable to do so. The Chair or Vice Chair shall convene Partnership meetings, establish the meeting agendas, and preside at meetings. If neither the Chair or Vice Chair will be present for a meeting, the Chair will appoint a person to preside at that meeting. The Chair and Vice Chair shall have no additional power or authority over the Partnership. While there are no term limits established for the Chair or Vice Chair, it is the intention that the Chair and Vice Chair positions rotate among Participants.

6) **Meetings**:

a) The Participants shall meet as often as required, but no less than annually. Annual Meetings shall be scheduled by the Chair and noticed to all Representatives no less than 30 days in advance. Any matter may be voted on at an Annual Meeting. The Annual Meeting will be held toward the end of each calendar year and include budget adoption, in order to allow for Participants to adequately plan for their upcoming fiscal year budget.

b) Meetings will generally be held for the purposes of discussing the activities of the Partnership, planning for future activities, adopting the budget, and providing guidance and direction to the Administrative Agent, Fiscal Agent, and/or project managers, regarding ongoing Partnership activities and Projects.

c) The Chair, Vice Chair, or 25 percent of the Participants may call a meeting by providing notice to all Participants ("Called Meeting"). Notice may be made pursuant to paragraph 17(n) or may be delivered by electronic mail. No Called Meeting may be held with less than five business days' notice. No matter may be voted on at a Called Meeting that was not noticed at the time the notice of Called Meeting is sent to the Participants. All meetings shall be open to the public and conducted in facilities that would accommodate the public. Meeting times, dates, and locations will be noted on the Partnership's website in a location accessible by the public. Notices of meetings will also be publicly posted on the principal bulletin board of the Administrative Agent, or if the Administrative Agent is not a Member, the entity represented by the Chair.

d) Representatives (or Alternative Representatives) may participate in Called or Annual Meetings either in person or by teleconference.

7) **Voting**:

a) A majority of the Participants must be represented by either their Representative or Alternative Representative to constitute a quorum for the transaction of business at any meeting of the Partnership.

b) Each Participant will have one vote on all matters coming before the Partnership for consideration and the vote of each Participant will be counted equally.

c) If a Participant is not current in paying Dues but is within the allowed grace period and therefore has not been deemed to have withdrawn from the Partnership, then the vote of such Participant's Representative will be counted. If a Participant is not current in paying dues and is not within the grace period for such payment, the Participant shall not participate in any vote, and any vote by such Participant shall be null and void.

d) Representatives or Alternate Representatives may participate, including voting, in meetings by any means of communication by which all participating may simultaneously hear each other during the meeting.

e) Voting on any matter may occur outside of the Annual Meeting or a Called Meeting only upon the following terms. Any Participant may request a vote of the Partnership in writing with at least 2 business days' notice to all Participants. Votes taken pursuant to this section require a written affirmative vote (either electronic or hard copy) by the Representative (or Alternative Representative) for each Participant within thirty (30) days of the notice. If any Participant fails to provide an affirmative vote, the requested vote fails. Records of the requested vote, and each Participant's response, shall be retained as records of the Partnership.

f) No proxy voting will be permitted; that is, only the Representative or, if the Representative is not present, the Alternate Representative, may vote on behalf of a Participant.

8) **Decisions**:

a) While it will always be the goal of the Partnership to make decisions by Consensus, this section describes the decision process if Consensus cannot be reached.

b) Unless otherwise specified in this Agreement, a Simple Majority Vote shall be used for all matters before the Partnership.

c) Super Majority Votes are required for:

i) Establishing or changing the Fund's Annual Target Amount (if Super Majority Vote cannot be reached, the Fund's Annual Target Amount will be the previous year's amount); and

ii) Establishing or changing the dues allocation basis (if Super Majority Vote cannot be reached, the dues allocation basis will be the same as the previous year; however, any changes to a Member's Tier based on number of accounts will be made); and

iii) Approving a New Participant Request and establishing the new Participant's Initial Dues.

9) **Administrative Agent:**

a) Administrative Agent responsibilities include Partnership Management activities such as maintaining the official roster of Representatives and Alternates, preparing meeting agendas, sending notices for meetings, meeting facilitation and summaries, internal and external communication, technical and administrative document development and review, record retention, and website management. Administrative Agent responsibilities also include serving as or overseeing the Fiscal Agent.

b) The Administrative Agent, with approval and direction from the Partnership, may contract for:

i) Partnership management support
ii) Fiscal Agent services
iii) Small Project services
iv) Large Project services
v) Special Project services

c) The Participants hereby authorize the City of Durham to act as the Administrative Agent for the Partnership and recognize and appreciate the willingness of the City of Durham to do so.

d) The City of Durham's actions as the Administrative Agent for the Partnership's General Activities are performed on behalf of the Partnership and not as an instrument of joint agency.

e) The Partnership will advise the Administrative Agent regarding financial management and direction of the General Activities under this Agreement. The Administrative Agent will conform with the laws of North Carolina applicable to local governments in the selection of entities to provide services for all Projects and in contracting for such services.

f) The Partnership may appoint another Participant, or contract with another organization, to serve as Administrative Agent, upon Simple Majority Vote.

10) **Fiscal Agent**:

a) The Participants hereby authorize the City of Durham to act as the Fiscal Agent for the Partnership and recognize and appreciate the willingness of the City of Durham to do so.

b) The Partnership may appoint another Participant, or contract with another organization, to serve as Fiscal Agent, upon Simple Majority Vote.

c) The Fiscal Agent for the Partnership shall:

i) Administer and manage the Partnership Operating Fund, including carrying out its legal, contractual, fiscal, and fiduciary duties.

ii) Invoice Members for Dues by June 1 each year for the upcoming fiscal year.

iii) Receive Dues and notify the Chair monthly of any nonpayment issues.

iv) Hold Partnership Operating Fund monies ("Funds") in a restricted account, to be used solely at the request of the Partnership, for the Partnership's activities.

v) Disburse Funds only as specifically budgeted in support of the Partnership's General Activities, Projects, and Special Projects.

vi) Provide balance and disbursement summaries for the Partnership's account(s) at least annually or at more frequent intervals as requested by the Chair or by any Representative.

vii) Maintain such books, records, and systems of accounts so that the expenditures of Funds are accounted for as expended on the Partnership's General Activities, Projects, and Special Projects as budgeted and reported in the Partnership Operating Funds and shall provide same to any Participant within thirty (30) days of request.

viii) If the source of funds for any Project Contract is federal funds, comply with the following federal provisions pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable), unless a more stringent state or local law or regulation is applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324).

11) **Partnership Activities**:

a) The Partnership's General Activities will include, but not be limited to:

i) Identifying and implementing Projects that further the Partnership's objectives;

ii) Overseeing a Partnership Operating Fund to help implement Projects;

iii) Developing and maintaining a 5-Year Project and Funding Plan which includes a running 5-year plan of Projects including annual target Fund balances, annual spending and revenue amounts, and a Participant dues contribution schedule to fund Projects;

iv) Managing Projects through appropriate contractual agreements;

v) Coordinating with appropriate resource agencies and other interested parties; and

vi) Providing periodic reports and status updates to Participants.

b) Projects:

i) Small Projects: An amount will be budgeted annually to be used for any Small Projects that may come up during the year; this may include individual technical projects that support the mission of the Partnership, outreach, regulatory or legislative assessments, or data summaries, for example.

ii) Large Projects: Once approved and created as a Large Project by the Partnership, all anticipated costs for a Large Project shall be included and accounted for in the 5-Year Project and Funding Plan (Exhibit 1) as an individual line item.

iii) Special Projects: The Participants may seek additional opportunities to cooperate on mutually beneficial planning and capital projects related to water supply resources in the Triangle Region. Participation in a Special Project is at the discretion of each Participant. Such projects are created and defined as described in paragraph 12 below. Once created, Special Projects are included as individual line items in the 5-Year Project and Funding Plan (Exhibit 1).

**12) Project and Budget Determination:**

a) Project Development: Votes to create any Project will include approval of a Project Lead Agency, Project Scope, Project Schedule, Project Budget, list of Participants (for Special Projects), and any other information needed to define the Project.

i) If any single Project under consideration would be anticipated to increase any Member's Annual Dues in a single year by an amount equal or greater than the Member's projected Annual Dues in any year of the current 5-Year Project and Funding Plan, then upon request of that Member, the Project will be considered a Special Project and as such must be created per Paragraph 12 (a) (iii) below.

ii) Small Projects and Large Projects will be created and approved, and can be modified, upon Simple Majority Vote. Participants' Cost Shares will be as defined or amended per Paragraph 14 for Annual Dues.

iii) Each Special Project will be created and approved by affirmative vote of all Participants who choose to participate in that Special Project. Participants' Cost Shares will be as defined and approved by the Participants in the Special Project. Modification of a Special Project scope or budget also requires affirmative vote of all Participants in that Special Project. Other Special Project decisions may be made by Special Project Consensus vote.

b) Project Recommendations: Project recommendations may be submitted by individual Participants or solicited from interested third parties. Third parties may also present Project recommendations to the Partnership for consideration.

c) 5-Year Project and Funding Plan: Each year the Partnership will develop a 5-Year Project and Funding Plan including a current-year Annual Budget. The 5-Year Project and Funding Plan will include the associated dues contribution schedule required to provide funds to support Partnership Management and regular and ongoing projects, as well as to accumulate money reserved for Projects that may require several years of accumulated funds to accomplish, and to maintain a minimum balance of approximately $50,000 in the Partnership Operating Fund. Exhibit 1, attached hereto and incorporated herein by reference, contains the Partnership's initial 5-Year Project and Funding Plan.

d) Cost-Shared Funding: Participants should give special consideration to projects that can take advantage of cost-shared funding from outside partners to leverage the Partnership Operating Fund's budgets.

e) Project Financial Restrictions: The Partnership does not intend to take on debt or financial liabilities. Projects will be funded only to levels that do not exceed the Dues collected in any year plus money from previous year collections reserved for Projects that may require several years of accumulated funds to accomplish. Multi-year Project contracts will include a per-year not-to exceed requirement that is consistent with the portion of the existing Partnership Operating Fund set aside for that Project.

**13) Project Management:**

a) Distribution of Funds - Any Participant may serve as the Project Lead Agency for any Project. The Partnership may fund Projects by authorizing the Fiscal Agent to make grants to the Project Lead Agency in installments, lump sum, or as may be appropriate for the Project.

b) Project Manager (PM) – A PM will be approved for each Small or Large Project by Simple Majority Vote. A PM will be approved for each Special Project PM by affirmative vote of all participants in that Special Project. PM approval will be based on such factors as interest, capability, geographical location relative to the Project, size of the effort, and providing project management opportunities to all Participants. The PM will provide opportunities for the Participants to shape the scope of work, seek advice and counsel on proposals received and vendor selection, and provide regular status reports to the Participants.

c) At a minimum, Project contracts shall include:

i) A detailed scope of work statement

ii) Schedules for completion of work and disbursement of funds

iii) Funding requirement necessary and available to complete the scope of work

iv) A per-year not-to-exceed requirement that is consistent with the portion of the existing Partnership Operating Fund appropriated to that project for the current year

v) Procedures and conditions for amending, modifying or terminating the contract.

**14) Dues:**

a) Each Member will support the Partnership Operating Fund by payment of Annual Dues to the Fiscal Agent.

b) After invoices are received, Annual Dues are due as of July 1 each fiscal year and are considered timely if paid by July 31 of that fiscal year.

c) Annual Funding Target for Partnership Operating Fund:

i) The total amount to be collected in Annual Dues each fiscal year will be based on the amount needed to meet the Partnership Operating Fund annual target for the beginning of the fiscal year as shown in the 5-Year Project and Funding Plan adopted by the Partnership at its annual meeting the previous fiscal year.

ii) Exhibit 1 shows the initial 5-Year Project and Funding Plan including the Fiscal Year 2019 Annual Funding Target for the Partnership Operating Fund.

d) Cost Allocation Basis:

i) Annual Dues will be allocated according to a three-tiered dues structure based on each Participants' number of water connections at the time of budget adoption:

(1) Tier 1: 0-9,999 water connections - pays Base Rate
(2) Tier 2: 10,000-49,999 water connections - pays 2 times Base Rate
(3) Tier 3: 50,000+ water connections - pays 3 times Base Rate

ii) The Partnership may alter this basis for allocation of Annual Dues by Super Majority Vote without the need to revise this Agreement. For example, the Partnership may need to alter the cost allocation basis to accommodate a new Participant such as a reservoir operator that does not provide or plan for water connections. The 5-Year Project and Funding Plan adopted each year will include the current cost allocation basis.

iii) Allocation of Annual Dues will be done each year at the Partnership Annual Meeting, for the next fiscal year, to provide input for Participant budget planning.

iv) Additional costs to individual Participants for Special Projects (Special Projects Dues) will be included in appropriate Participant's dues as approved by the subset(s) of Participants participating in each Special Project.

e) Initial Dues:

i) Initial Dues for fiscal year 2019, shown in Exhibit 1, for each Member, are due the later of 60 days after the effective date of this Agreement, or 60 days after the Member executes the Agreement.

ii) For new Participants added after Initial Dues for fiscal year 2019 are adopted, Initial Dues will be based on the date of membership approval and will be the sum of the Participant's share of 1) the current fiscal year Annual Dues, 2) previous years' (up to 4 years maximum) Annual Dues for any ongoing Projects or upcoming Projects for which funding is being collected ahead of contracting, and 3) any Special Projects Dues for Special Projects in which that Participant wishes to participate. The exact amount of Initial Dues for a new Participant will be determined by the Partnership at the time of New Participant Request approval. New Participant Initial Dues will be allocated appropriately toward funding for Projects by the Fiscal Agent and taken into account by the Partnership during development of the following year's Annual Budget.

f) Final Dues: For any Participant that withdraws, Final Dues will be calculated and invoiced to the Participant based on unpaid Dues for the current fiscal year and ongoing Special Projects that include the withdrawing Participant.

g) All Dues payments are non-refundable.

h) Five-year Planning: For the first five years after this Agreement is effective, Annual Dues are projected to be slightly higher in the first two years to provide for initial planned Projects; the following three years' Annual Dues are slightly lower. It is the Participants' intention that future budgets will be planned with the goal to keep Annual Dues constant during each five-year period; however, changes to planned Projects may require some variation in Annual Dues within five-year periods and the actual amount of Annual Dues will be as adopted each year by the Partnership as part of adoption of the 5-Year Project and Funding Plan.

**15) Duration, Automatic Renewal, Amendment and Termination:**

a) The term of this Agreement shall begin upon the date it is properly authorized and executed by two Participants (Effective Date) and shall end on June 30, 2028 (Initial Term End Date). Thereafter, this Agreement shall become binding on each Participant only after approval and execution of the Agreement by a duly authorized representative of the Participant.

b) After the Initial Term End Date, the term of this Agreement shall be extended automatically for a period of five years unless all but one Participant has given thirty (30) days prior written notice of withdrawal.

c) This Agreement may be terminated by a Super Majority Vote of the Participants.

d) Any Participant may be removed from the Partnership by a Super Majority Vote of the Participants. For any Participant who is removed pursuant to this provision, Final Dues will be calculated and invoiced to the Participant as described in paragraph 14 (f).

e) This Agreement constitutes the entire agreement between the Parties with respect to its general subject matter. This Agreement may not be changed except in writing signed by all the Parties.

**16) Additional agreements:** It is understood that no party is obligated to participate in future separate agreements beyond this initial Agreement.

**17) Miscellaneous Provisions:**

a) The Parties each represent, covenant and warrant for the other's benefit as follows:

i) Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and this Agreement has been authorized by Resolution spread upon the minutes of each Party's governing body. This Agreement is a valid and binding obligation of each Party.

ii) Neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which either Party is now a party or by which either is bound or constitutes a default under any of the foregoing.

iii) To the knowledge of each Party, there is no litigation or other court, or administrative proceeding pending or threatened against such Party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

b) The singular of terms used in this Agreement shall include the plural, and the masculine shall include the feminine, and vice versa.

c) A signed copy of this Agreement shall be considered as an original.

d) The parties intend that this Agreement be governed by the law of the State of North Carolina. In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such

dispute, or any other claims, disputes or other controversies arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction.

e) If any part of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. If one or more paragraphs, sections sentences, clauses, or phrases shall be declared void, invalid or otherwise unenforceable for any reason by the valid, final judgment or decree of any court of competent jurisdiction, such judgment or decree shall not affect the remaining provisions of this Agreement and the same shall continue to be fully effective and enforceable on the basis that said remaining provisions would have been agreed to by the Parties without the incorporation of such void, invalid or otherwise unenforceable paragraph, section, sentence, clause or phrase.

f) In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

g) No provision of this Agreement shall be deemed to have been waived by any party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any party hereto at any time to require strict performance by the other of any provision hereof shall in no way affect the right of the other party to thereafter enforce the same. In addition, no waiver or acquiescence by a party hereto of any breach of any provision hereof by another party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

h) There are no third-party beneficiaries to this Agreement.

i) No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

j) The Parties, and all subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes.

k) Nothing in this Agreement shall be construed to mandate purchase of insurance by any Party pursuant to N.C.G.S. 153A-435 or N.C.G.S. 160A-485; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

l) No officer, agent or employee of any party will be subject to any personal liability or accountability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents or employees will be deemed to execute such documents in their official capacities only, and not in their individual capacities. This section will not relieve

any such officer, agent or employee from the performance of any official duty provided by law.

m) This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Either Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

n) Unless otherwise stated herein, all notices provided for herein shall be in writing and shall be sent properly by first-class mail to the parties at the addresses shown below, or to such other person or address as said party may provide in writing from time to time. Any such notice mailed to such address shall be effective upon the date received as shown by the return receipt or otherwise. All notices shall be effective three (3) days after having been deposited, properly addressed and postage prepaid, in the US Postal Service.

TOWN OF APEX
Marty Stone, Water Resources Director
PO Box 250
Apex, NC 27502-0250
marty.stone@apexnc.org

TOWN OF CARY
Sarah Braman, Water Resources Engineer
PO Box 8005
Cary, NC 27512-8005
sarah.braman@townofcary.org

CHATHAM COUNTY
Dan LaMontagne, Asst. County Manager & Director, Public Works & Utilities
PO Box 1550
Pittsboro, NC 27312
dan.lamontagne@chathamnc.org

CITY OF DURHAM
Vicki Westbrook, Deputy Director
Department of Water Management
101 City Hall Plaza
Durham, NC 27701
vicki.westbrook@durhamnc.gov

HARNETT COUNTY
Steve Ward, Director, Public Utilities
P. O. Box 1119
Lillington, NC, 27546
sward@harnett.org

TOWN OF HILLSBOROUGH
Julie Laws, Utilities Analyst
101 E. Orange St.
Hillsborough, NC 27278
Julie.Laws@hillsboroughnc.gov

TOWN OF HOLLY SPRINGS
Kendra Parrish, P.E., Director of Engineering
Town of Holly Springs
PO Box 8
Holly Springs, NC 27540
kendra.parrish@hollyspringsnc.us

JOHNSTON COUNTY
Chandra Coats, Public Utilities Director
PO Box 1049
Smithfield, NC 27577
chandra.coats@johnstonnc.com

TOWN OF MORRISVILLE
Kent Jackson, P.E., Town Engineer
100 Town Hall Drive
Morrisville, NC 27560
kjackson@townofmorrisville.org

ORANGE COUNTY
Howard Fleming, Jr., Engineering/Stormwater Division Supervisor
PO Box 8181
Hillsborough, NC 27278
hfleming@orangecountync.gov

ORANGE WATER AND SEWER AUTHORITY
Ruth Rouse, Planning and Development Manager
400 Jones Ferry Road
Carrboro, NC 27510
RRouse@owasa.org

TOWN OF PITTSBORO
Jeff Jones, Planning Director
PO Box 759
Pittsboro, NC 27312
jjones@pittsboronc.gov

CITY OF RALEIGH
Kenneth Waldroup, Assistant Public Utilities Director
PO Box 590
Raleigh, NC 27602
kenneth.waldroup@raleighnc.gov

(o) The Town of Cary shall not discriminate on any basis prohibited by law with reference to Cary's obligations under this Agreement. In the discharge of its duties and responsibilities under this Agreement, the City of Raleigh and its employees will abide by the policy of nondiscrimination as set forth in Raleigh City Code § 4-1004. Orange County and its employees will abide by Orange County Non-Discrimination Policy General Government and Administration Policy 11.0. All other parties to this Agreement will comply with the non-discrimination policies approved by their respective elected officials or boards.

IN TESTIMONY WHEREOF, the Parties, pursuant to resolutions of their respective governing boards spread upon their minutes, have caused this Agreement to be executed and attested by their duly authorized officers and their official seals affixed, the day and year written below.

(Signature) _____
Drew Havens, Town Manager
Town of Apex

DATE: 08/23/2018

ATTEST: _____

APEX 1873 NORTH CAROLINA

"this Instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."

_____
8/22/18

(Signature) _____
Sean Stegall, Town Manager,
Town of Cary

DATE: 10/5/18

ATTEST: Virginia H. Johnson

**Certificate of Town of Cary Finance Officer**

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

Shawn Kiel
Deputy Finance Officer

10/4/18
Date

(Signature) Renee Paschal
Renee Paschal, County Manager
Chatham County

DATE: 9/6/18

ATTEST: Lindsay K. Ray

(Signature)
Thomas J. Bonfield, City Manager
City of Durham

DATE: November 27, 2018

Attest:

ATTEST:

Dianalynn Schreiber
City Clerk – Durham, NC

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

Keith R. Herrmann, Finance Officer

(Signature) Paul K Stewart
Paula Stewart, County Manager
County of Harnett

DATE: 8-31-18

ATTEST: Margaret Regina Wheeler
Margaret Regina Wheeler, Clerk
Harnett County Board of Commissioners

THIS INSTRUMENT HAS BEEN
PREAUDITED IN THE MANNER REQUIRED
BY THE LOCAL GOVERNMENT BUDGET
AND FISCAL CONTROL ACT
HARNETT COUNTY FINANCE
Kimberly Brewer
8/22/18

(Signature) Margaret A. Hauk
Eric Peterson, Town Manager
Town of Hillsborough

DATE: September 5, 2018

ATTEST: Katherine M. Cathey

TOWN OF HILLSBOROUGH
Town of Hillsborough
NORTH CAROLINA

**Memorandum of Agreement**
**Triangle Water Supply Partnership**

(Signature) _____
~~Charlie Simmons, Town Manager~~ Randy Harrington, Town Manager /kps
Town of Holly Springs

DATE: 9/5/18

ATTEST: Linda Harper

**Memorandum of Agreement**
**Triangle Water Supply Partnership**

(Signature) _____
Rick Hester, County Manager
Johnston County

DATE: 9-5-18

ATTEST: Paula G. Woodard, Clerk to Board

(Signature) MTh Paige
Martha Paige, Town Manager
Town of Morrisville

DATE: 9/10/16

ATTEST: Erin Y Hudson

TOWN OF MORRISVILLE 1852 NORTH CAROLINA

**Memorandum of Agreement**
**Triangle Water Supply Partnership**

Orange County's Contract Number 2018-739

(Signature) _____
Bonnie Hammersley, County Manager
Orange County

DATE: 11/15/18

ATTEST: Melissa S. Allison
Melissa S. Allison, Executive Assistant

**Memorandum of Agreement**
**Triangle Water Supply Partnership**

(Signature) _____
Ed Kerwin, Executive Director
Orange Water and Sewer Authority

DATE: 9/5/13

ATTEST: _____

ORANGE WATER AND SEWER AUTHORITY CORPORATE 1975 SEAL ORANGE COUNTY, N.C.

(Signature) _____
Bryan Gruesbeck, Town Manager
Town of Pittsboro

DATE: 9/25/2018

ATTEST: Alice F. Lloyd

(Signature) _____
Ruffin Hall, City Manager
City of Raleigh

DATE: 10-19-18

ATTEST: _____

CITY OF RALEIGH NORTH CAROLINA

THIS INSTRUMENT APPROVED AS TO FORM

_____
CITY ATTORNEY

**Memorandum of Agreement**
**Triangle Water Supply Partnership**

**Exhibit 1**
**Fiscal Year 2019 5-Year Project and Funding Plan**

**Cost Allocation Basis**

Annual Dues will be allocated according to a three-tiered dues structure based on each Participant's number of water connections at the time of budget adoption:

a) Tier 1: 0-9,999 water connections - pays Base Rate
b) Tier 2: 10,000-49,999 water connections - pays 2 times Base Rate
c) Tier 3: 50,000+ water connections - pays 3 times Base Rate

**Large Projects**

- **Regional Water Shortage and Response Planning**: This project will support regional reliability, resiliency and redundancy, using the Interconnection Model developed by the Jordan Lake Partnership, and the North Carolina Division of Water Resources' OASIS model of the Neuse/Cape Fear Basins, to further understand the capabilities and limits of the Triangle Region's present water supply network. The goal will be to estimate infrastructure investments needed to meet future needs – at both the regional and local scale – during sustained or short-term shortages or constraints such as short-term or longer-term infrastructure issues, water quality issues, or long-term regional drought.

- **Triangle Regional Water Supply Plan:** This Plan will be much more than a simple update of the Jordan Lake Partnership's Plan. This new plan will include the larger Triangle Water Supply Partnership membership and a comprehensive evaluation of potential water sources.

- **Emergency Spill Response and Mitigation Plan Coordination**: Develop an appreciation for how each supplier's responses rely on coordination with others, and lay the ground work for that coordination & pre-planning by: assessing potential types, sources, and risks of sudden contamination of raw water supplies; e.g., tanker spill, airline crash, petroleum pipeline release, etc.; identify how consequences and responses to such incidents would differ according to the water supplies affected; e.g., regional sources, such as Falls/Jordan Lakes, or more local supplies, such as University Lake; possible project elements might include a regional inventory of local response plans & capabilities, opportunities to collaborate, suggestions on best practices, etc.

- **Interconnections Model Maintenance:** The Interconnections Model will be updated about every five years. The Regional Water Shortage and Response Planning Project will effectively update the Jordan Lake Partnership's Interconnections Model so the first anticipated occurrence of this project is FY24.

**Memorandum of Agreement**
**Triangle Water Supply Partnership**
**Exhibit 1**
**Fiscal Year 2019 5-Year Project and Funding Plan**

**Table 1: Triangle Water Supply Partnership 5-Year Project and Funding Plan**

| | Budgeted Expenses | | | | |
|---|---|---|---|---|---|
| | FY19 | FY20 | FY21 | FY22 | FY23 |
| A. Partnership Management | | | | | |
| Partnership Management Support | $ 75,000 | $ 75,000 | $ 78,000 | $ 78,000 | $ 81,000 |
| B. Small Projects | | | | | |
| Data summaries, regulatory evaluation, outreach, etc. | $ 24,000 | $ 36,000 | $ 30,000 | $ 30,000 | $ 30,000 |
| C. Large Projects | | | | | |
| 1. Regional Water Shortage and Response Planning | $ 150,000 | | | | |
| 2. Interconnection Model Maintenance (FY24) | | | | | |
| 3. Triangle Regional Water Supply Plan | | | $ 250,000 | | |
| 4. Emergency Spill Response and Mitigation Plan Coordination | | | | | $ 150,000 |
| Total Annual Expenditures | $ 249,000 | $ 111,000 | $ 358,000 | $ 108,000 | $ 261,000 |
| Total Dues | $ 249,600 | $ 300,000 | $ 216,000 | $ 216,000 | $ 216,000 |
| **Partnership Operating Fund Target (beginning of year)** | **$ 249,600** | **$ 300,600** | **$ 405,600** | **$ 263,600** | **$ 371,600** |
| Expected End-of-Year Fund Balance (carry over to next year) | $ 600 | $ 189,600 | $ 47,600 | $ 155,600 | $ 110,600 |

**Memorandum of Agreement**
**Triangle Water Supply Partnership**
**Exhibit 1**
**Fiscal Year 2019 5-Year Project and Funding Plan**

**Table 2: Triangle Water Supply Partnership Initial Dues and Planned Annual Dues**

| | | | Initial Dues | Planned Annual Dues | | | |
|---|---|---|---|---|---|---|---|
| Member | Metered Connections | Tier | FY19 | FY20 | FY21 | FY22 | FY23 |
| Town of Apex | 15,000+ | 2 | $20,800 | $25,000 | $18,000 | $18,000 | $18,000 |
| Town of Cary | 64,000+ | 3 | $31,200 | $37,500 | $27,000 | $27,000 | $27,000 |
| Chatham County | 8,000+ | 1 | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |
| City of Durham | 85,000+ | 3 | $31,200 | $37,500 | $27,000 | $27,000 | $27,000 |
| Harnett County | 37,000+ | 2 | $20,800 | $25,000 | $18,000 | $18,000 | $18,000 |
| Town of Hillsborough | 5,000+ | 1 | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |
| Town of Holly Springs | 13,000+ | 2 | $20,800 | $25,000 | $18,000 | $18,000 | $18,000 |
| Johnston County | 29,000+ | 2 | $20,800 | $25,000 | $18,000 | $18,000 | $18,000 |
| Town of Morrisville | 0 | 1 | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |
| Orange County | 0 | 1 | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |
| OWASA | 18,000+ | 2 | $20,800 | $25,000 | $18,000 | $18,000 | $18,000 |
| Town of Pittsboro | < 10,000 | 1 | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |
| City of Raleigh | 168,000+ | 3 | $31,200 | $37,500 | $27,000 | $27,000 | $27,000 |
| TOTAL DUES | | | $249,600 | $300,000 | $216,000 | $216,000 | $216,000 |
| Base Rate | | | $10,400 | $12,500 | $9,000 | $9,000 | $9,000 |

3-tiered dues based on # of connections:

0-9,999 Connection= Base Rate

10,000-49,999= 2x Base Rate

50,000- up= 3x Base Rate

THIS INSTRUMENT HAS BEEN
PREAUDITED IN THE MANNER REQUIRED
BY THE LOCAL GOVERNMENT BUDGET
AND FISCAL CONTROL ACT
HARNETT COUNTY FINANCE
8/22/18

**Table 3: Triangle Water Supply Partnership FY19 Annual Budget**

| | FY19 Annual Budget |
|---|---|
| Carry Over from Previous Year | $0 |
| Total Dues | $ 249,600 |
| **Partnership Operating Fund Target (beginning of year)** | **$ 249,600** |
| | |
| **Expenditures** | |
| A. Partnership Management | |
| Partnership Management Support | $ 75,000 |
| B. Small Projects | |
| Data summaries, regulatory evaluation, outreach, etc. | $ 24,000 |
| C. Large Projects | |
| 1. Regional Water Shortage and Response Planning | $ 150,000 |
| **Total Annual Expenditures** | **$ 249,000** |
| | |
| Expected End-of-Year Fund Balance (carry over to next year) | $ 600 |

**Memorandum of Agreement**
**Triangle Water Supply Partnership**
**Membership Approved by Supermajority of Membership on October 6, 2023**

(Signature)_____
Adam Mitchell, Town Manager
Town of Fuquay Varina

DATE_____

ATTEST_____

**Memorandum of Agreement**
**Triangle Water Supply Partnership**
**Membership Approved by Supermajority of Membership on October 6, 2023**

(Signature)_____
Rich Cappola, Town Manager
Town of Clayton

DATE_____

ATTEST_____

**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

October 27, 2023

Triangle Water Supply Partnership
Attn: Whit Wheeler, PE (Chair)
Whit Wheeler, Director – Raleigh Water
PO Box 590
Raleigh, NC 27602

Re: New Participant Request

Mr. Wheeler,

In my capacity as the Town Manager of Clayton, North Carolina, one of my foremost goals is to ensure that our residents and businesses have every opportunity for sustainable growth and a reliable water supply. We have seen and admired the collaborative efforts proven by the Triangle Water Supply Partnership with our neighboring communities and, with utmost respect, we earnestly request to be considered for membership in this alliance. We believe that this collaborative initiative will bring significant benefits to our town, and Clayton, in turn will contribute substantial value to the Triangle Water Supply Partnership.

Clayton, the fastest-growing community in Johnston County, understands that growth is instrumental in enhancing the quality of life for both long-time residents and newcomers. Over the past two decades, our population has surged by an astounding 277% since the year 2000. The Capital Area Metropolitan Planning Organization predicts this growth trend will persist, with the possibility of Clayton doubling in size over the next 30 years. Our utility currently distributes almost 4 million gallons of water each day through approximately 13,000 connections. Demand forecasts estimate the need for 9 million gallons per day in 2030 and 16 million gallons per day by 2050.

Given this context, it is imperative for Clayton to be recognized as an integral member of such a collaborative alliance of like-minded communities. Our town is committed to working hand in hand with other partners to strengthen the invaluable water supply planning efforts within our community and the surrounding regions.

In essence, our top priority is to bolster water supply planning to sustain our growth while ensuring the well-being of our customers and the environment. We believe that our partnership with the Triangle Water Supply Partnership will be a pivotal step in achieving these goals.

Clayton stands ready to bring its resources to enhance the collective capabilities of the partnership. We are committed to the success of this collaboration and the greater good it can achieve for all its members, making us a valuable addition.

Thank you in advance for your consideration.

Sincerely,

Richard D. Cappola Jr., PE
Town Manager
Clayton, NC