



**Town of Clayton**  
**Regular Town Council Meeting Agenda**  
**Monday, December 18, 2023 at 6:00 PM**  
**Council Chambers, Town Hall**  
**111 E. Second Street**

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

**1. CALL TO ORDER**

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation

**2. ADJUSTMENT OF THE AGENDA**

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

**3. CONSENT AGENDA**

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

- a. Minutes
  - November 9, 2023 - Council Retreat
  - December 4, 2023 - Work Session
  - December 4, 2023 - Closed Session

*Presenter:* Heidi Holland

[November 9, 2023 - Retreat Minutes](#)

[December 4, 2023 - Work Session Minutes](#)
- b. Comprehensive List of Fees  
 *Presenter:* Robert McKie - Finance Director  
[Comprehensive List of Fees - Pdf](#)
- c. Amended Budget Ordinance (Section 8) and Compensation Plan Scales - CORRECTION  
[Amended Budget Ordinance \(Section 8\) and Compensation Plan Scales - CORRECTION](#)
- d. Resolution 2023-97 instructing the Clerk to check for sufficiency and to set a public hearing date for 2023-138-ANX Leland A. Blessl Barbour Annexation  
*Presenter:* Bruce Venable, Planner I  
[Resolution 2023-97 instructing the Clerk to check for sufficiency and to set a public hearing date for 2023-138-ANX Leland A. Blessl Barbour Annexation](#)
- e. RESOLUTION 2023-98 Directing the Clerk to check for sufficiency and set a public hearing date for 2023-161-ANX LAWSON GLEN ANNEXATION

[RESOLUTION 2023-98 Directing the Clerk to check for sufficiency and set a public hearing date for 2023-161-ANX LAWSON GLEN ANNEXATION](#)

- f. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 1 K  
[Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 1 K](#)
- g. Water and Wastewater Capacity Agreement - NovoNordisk  
*Presenter:* Joshua Baird, P.E. - Engineering Director, Acting Water Resources Director  
[Water and Wastewater Capacity Agreement - Novo Nordisk](#)

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

**4. ADMINISTRATIVE ITEMS**

- a. Advisory Board Appointments  
*Presenter:* Heidi Holland, Town Clerk  
[Advisory Board Appointments](#)

**POTENTIAL ACTION:** Approval of Recommendations

**5. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

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

**6. PUBLIC HEARINGS**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. STAFF REPORTS**

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

**System Development Fees (SDF) Update**

*Presenter:* Joshua Baird, Engineering Director/Interim Water Resources Director

**10. OTHER BUSINESS**

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

## **11. CLOSED SESSION**

- a. 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

## **12. ADJOURNMENT**

- a. Adjourn

**POTENTIAL ACTION:** Motion To Adjourn



**Town of Clayton**  
**Special Meeting - Clayton Town Council Minutes**  
**Thursday, November 9, 2023 at 9:00 AM**  
**Capital City Club, Raleigh, NC**

**Council Present:**

Mayor Jody McLeod  
Council Member Andria Archer  
Council Member Michael Sims  
Council Member Porter Casey

**Staff Present:**

Rich Cappola, Town Manager  
Jim Cauley, Town Attorney  
Heidi Holland, Town Clerk  
Dolores Gill, Deputy Town Manager  
Lee Barbee, Deputy Town Manager  
Greg Tart, Police Chief  
Robert McKie, Finance Director  
David Ranes, Fire Chief  
Kenya Walls, Human Resources Director  
Michelle Snyder, Executive Asst. to Town Manager  
Sam Johnson-Phillips, Deputy Town Clerk  
Conrad Olmedo, Planning Director

**Council Absent:**

Mayor Pro Tem Jason Thompson  
Council Member Avery Everett

**1 BREAKFAST**

- a) 8:15 a.m.  
Arrival and Breakfast

**2 CALL TO ORDER**

- a) Mayor McLeod called the meeting to order at 8:32 a.m.

**3 ITEMS FOR DISCUSSION**

- a) 8:30 - 8:45 a.m.  
Agenda and Document Review/Outcomes
- Review Documents - Quarter 1 Report, Master Plan Progress Spreadsheet, Budget Calendar, Current Major Initiatives, CIP (10), Current and Proposed Organization, Proposed Town-Wide Policies, True Colors Revisited, Advisory Board Policies, UDO 101

*Presenter:* Dolores Gill, Deputy Town Manager

Ms. Gill began conversation on this item. Shared were the outcomes of the day.

- Refine team relationships by examining our decision making as leaders.
- Receive Town of Clayton progress and updates.
- Receive key updates to Human Resources policies.

- Receive recruitment and retention recommendations.
- Review key navigation techniques and critical components of the proposed UDO based upon council priorities.
- Develop consensus through discussion and clarification of elements of the UDO.
- Discuss and reach consensus on critical decisions.
- Decide next steps based upon Town Manager recommendations.

Discussed was the first quarterly newsletter from Customer Service, this is linked to the website.

- b) 8:45 - 9:20 a.m.  
Town Manager and Executive Team Priorities  
*Presenter:* Rich Cappola, Town Manager

Mr. Cappola stated he would like to get this current Council to make some decisions. There was discussion on his Main priorities:

- Actively recruit for both current vacancies and proposed staffing needs within the Town of Clayton.
- Develop staff capacity to fulfill the completion of current initiatives, attend to growth, and promote leadership.
- Activity implement recruitment and retention strategies related to pay, market analysis, work environment and organizational alignment for effectiveness.
- Continue modernization initiatives for town efficiency and effectiveness which have lagged during rapid growth period.
- Develop a staffing and operational plan for Sam's Branch Water Reclamation Facility (FY25).
- Refine, plan, and implement key decisions for the General, Electric, and Water/Sewer Capital Improvement Plans.
- Focus on the finalization and delivery of identified goals, priorities and quarterly progress

#### **Priorities: A Closer Look**

1. Continue modernization initiatives for town efficiency and effectiveness which have fallen behind during rapid growth period.
  - Current Initiatives
  - Master Planning
2. Develop a staffing 24/7 operation plan for Sam's Branch WR Facility.
  - Current and Increased staffing for 24/7 Plant and hiring campaign.
  - Consultant to conduct assessment of current plant and transition to new plant.
3. Refine, plan, and implement key decisions for the Capital Improvement Plan.
  - Current Town Council Approved CIP
  - Current Progress-Library Design
  - FY24 CIP Process Review
4. Focus on the finalization and delivery of identified goals and priorities
5. Development of staff capacity related to the number of current initiatives. growth, and leadership.
  - True Colors Personal Success Training for all employees
  - Effective Meetings and Leadership Strategies Training (timelines,

- accountability)
- Personnel Management
- Capital Improvement Meetings

6. Staffing Needs

- Current Organization
- Proposed Organization
- Vacancies

7. Implement recruitment and retention strategies related to pay, market analysis, work environment and organization alignment for effectiveness.

Shared was the presentation of the CIP Process FY24 reviews (Capital Outlay Management Strategy)

**CIP**

- Improvement
- Specific initiative
- Defined costs and timeline
- Completion milestone

**CPP capital programs plan**

- Ongoing initiative
- Reoccurring costs each FY
- Repair and rehabilitation

**Recap**

- Prioritization
- Risk based framework
- MCDA (weightings)
- Programs

He stated right now department heads are submitting projects and next the engineering staff will review. Shared were the top 10 projects approved by Council in June.

There was discussion on focusing on goals and identifying where the Town is trying to go. There was discussion on staff needs, current organization, proposed organization, and vacancies.

c) 9:20 - 10:15 a.m.

Revised Town Wide Policies Overview

*Presenter:* Kenya Walls, Human Resources Director & Rich Cappola, Town Manager

Ms. Walls was present to speak on this.

Below are topics that were discussed:

- Expansion of the Human Resources Department.
  - Department Director
  - HR Analyst-Benefits/Onboarding
  - HR Analyst-Recruitment

- HR Analyst-Generalist
- Records Technician-Part Time
- Safety Officer
- Conversion to all modules of NeoGov.
- Revision of the policy manual (Salary, HR, Safety, New).
- Implementation of a comprehensive employee pay and classification study.
- Revision of all employee job descriptions.
- Update of the hiring process and structure.
- Selection of a new benefits provider.
- Conversion from P Drive to SharePoint
- Conversion of all employee records to digital format.
- Provide and support supervisors through training and development.

She discussed the revision of the policy manual (Salary, HR, Safety, New). She stated the last time the policies were updated was in 2000. She went into detail on the changes to the new policies. Proposed changes in the policies included Town Manager discretionary leave, donated leave, birthday leave, bereavement leave. She stated the compensation policy has not really changed. In the miscellaneous policy it covers background changes, secondary employment and covers a new dress code policy. All policies have been reviewed by the Executive Team. These will be electronic so employees will be able to access them anytime. These would also become part of the onboarding process.

She stated they have been working on revising all employee job descriptions, she has updated the hiring process and structure, selected a new benefits provider, converted all employee records to a digital format and provided and support supervisors through training and development.

She stated she would like for Council to approve the policies within the next couple meetings and to go live January 1, 2024 with the proposed policies.

- d) 10:15 - 10:25 a.m.  
Break

There was a break from 9:55 - 10:05 a.m.

- e) 10:25 - 10:45 a.m.  
Recommendations and Action Steps  
*Presenter:* Rich Cappola, Town Manager

Mr. Cappola discussed the Town Manager's recommendations for Recruitment and Retention.

#### **Town Manager Recommendations: Recruitment and Retention**

Proposed was the following:

- Increase 401 K town contributions from 4% to 5% for all employees in alignment to LEO and neighboring municipalities.
- Award merit increases at the rate of 2.5% for all employees at standard, 5% for above standard, and 7.5% for exemplary for the baseline performance merit goals beginning to begin on 1/24.

- Award merit bonuses for all employees for the baseline period of 7/1/23-12/1/23.
- Award a COLA to all employees effective 1/24.
- Approve salary administration and other Human Resources revised policies.
- Explore career ladders models for Public Safety and other related departments for consideration in the FY25 budget cycle.
- Provide status of current and Phase I organizational staffing changes.
- Provide associated training to staff in support and leadership.

He stated they looked at how we stack up against surrounding municipalities as far as salaries. Knightdale and Wendell are similar; Fuquay-Varina and Holly Springs are higher in the salary pay.

There was discussion on the salary of the elected officials; it was proposed to move them up a grade. Mr. Cappola stated in other municipalities the Mayor Pro Tem has a slightly higher salary. The would be fed into the FY2025 budget.

He stated new organizational changes would be shared in the next few weeks.

f) 10:45 a.m. - 12:00 p.m.

- Unified Development Ordinance 101
- UDO Questions/Clarification

*Presenter:* Rich Cappola, Town Manager & Conrad Olmedo, Planning Director

Mr. Olmedo spoke on this subject.

Shared were Council Priorities:

- Development/Architectural Standard
- Uses (Zoning/SUP)/Legislative
- Consistency
- Staff Level Approvals

and Council Input:

- Density housing options
- Standards for infill/redevelopment
- Lot size variability
- Public infrastructure (roads, bridges)
- Vegetation/Utilities (street trees etc.)
- Environmental Issues
- Tree protection
- Traffic Calming
- Small town character
- Recreation/Open Space
- 

Shared was the UDO Navigation and Layout:

- Every chapter begins with key changes
- Use Tables (Chapter 4, Section 4.2)
- Zoning (Chapter 4-Section 4.3 Land Use)
- Density (Chapter 3-Districts-3.2 and 3.3)

- Architectural Standards (Chapter 6.2 before applications)
- Definitions (focus on word usage-8.3)
- Appendix
- Principal uses-focus on items marked as C.
- Uses that are new permitted by right marked as P.
- Definitions-Connect Chapter 8 with Land Use Tables
- Role of future text amendments as document evolves

Ms. Gill stated she hoped to come out with a consensus today on a timeline. Mr. Cappola stated he would like to adopt this November 20, 2023 or worse case on December 4, 2023.

Mr. Olmedo brought up council's questions. He stated when the code becomes effective, he can make an effective date with a buffer to iron out last-minute issues for discussion. He stated if Council is comfortable with the document, staff would implement an effective date.

There was discussion on a cutoff date for developers to submit their application under a new code. It was suggested if adopted December 4, 2023, then have the effective date January 1, 2024.

Considerations for Council:

- Role of future text amendments as document evolves
- Alignment of the Comprehensive Land Use Plan and Downtown Master Plan.
- Role of education for both council, planning board and developers.
- Reorganization of the website to assist in information

#### **4 LUNCH**

- a) 12:00 - 12:45 p.m.  
Lunch  
Affordable Housing Bond Sale Presentation

There was discussion on the affordable housing bond sale and a presentation by Kristen Kirby. There was detailed discussion on this item.

#### **5 ITEMS FOR DISCUSSION**

- a) 12:45 - 1:15 p.m.  
Police and Fire Update  
*Presenter:* Chief Tart, Police Chief & Chief Ranes, Fire Chief

Shared were the key points of discussion for today for the Police Department:

- Calls for Service Continue to Rise
- 5 Year Strategic Planning
- Recruitment/Retention/Career Progression
- Accreditation

- Decentralization
- Becoming More Specialized/Future Needs
- Crime Concerns/Trends/Traffic
- Schools/SRO's

Chief Tart discussed police updates. He stated the number of calls for service was over 32,000 calls and continues to rise. He spoke with EMS Director with Johnston County; they made same amount of calls for the entire county. The crime rate has dropped 24.5% from last year and appears on the same path this year. He discussed adding more officers. He stated he has hired 34 employees in 3 years, 31 have been officers.

He started a new practice of hiring people who are not certified as an officer and send them to Basic Law Enforcement Training. He stated he has done this twice and it has worked out.

Discussed was decentralization – regarding where a building goes, should it be a fire/police combo building. There was discussion on the need for a full-time narcotic and drug detective as well as a warrant squad. There was discussion about the need to update ordinances and on being the only municipality that allows concealed carry.

He discussed frauds being the Town's number one crime. He stated all 8 schools have SRO's.

Chief Raney shared key points of the Fire Department:

- Vision
- Department Profile
- Response Data
- Performance
- Outcomes
- Future Needs
- Good, Fast, Cheap

Shared was information about staffing:

Profile of Fire Department

Two fire stations serving an estimated population of 39,000 and approximately 44.3 square miles (Clayton 16.5 sq.Mi and Claytex 27.8 sq Mi)

- 2 Engine companies
- 1 Ladder company
- 1 Rescue company
- 1 Battalion Chief

Staffing

- Engine 1 – Staffing of 4 minimum of 3
- Engine 2 – Staffing of 3 minimum of 3
- Ladder 1 – Staffing of 4 minimum of 4
- Rescue 2 – Staffing of 3 minimum of 2
- Battalion Chief – Staffing of 1 minimum of 1

Chief Raney stated the vision of the department is to be recognized in the region and to see where they want to be. He discussed the need to take care of employees and citizens. He stated the Town is competing with Cary and Raleigh as far as jobs and we must be able to compete with these surrounding municipalities.

Shared were stated of call times:

**CFD Established Performance Benchmarks**

- Call Processing 1:00
- Turnout 1:30
- Travel Time 5:00
- Response Time 6:30
- Total Response Time 7:30

**CFD Performance Baseline for the past 48 months at the 90th percentile**

- |                                  |       |           |
|----------------------------------|-------|-----------|
| • Call Processing                | 3:42  | Gap: 2:42 |
| • Turnout                        | 1:56  | Gap: :26  |
| • Travel Time                    | 6:59  | Gap: 1:59 |
| • Response Time                  | 8:19  | Gap: 1:49 |
| • Total Response Time (all risk) | 11:19 | Gap: 3:49 |
- Call processing time at the 90th percentile is 3:42 for the Johnston County 911 Center, meeting the goal of 1:00 on 8.69% of incidents. The trend is increasing, except for the past twelve months. This goal is prescribed by Clayton Fire Department and is industry best practice, but not necessarily agreed upon by Johnston County 911.
  - Turnout time at the 90th percentile is 1:56, meeting the goal of 1:30 on 76.42% of incidents. Turnout time has improved over the past 48 months.
  - Travel time at the 90th percentile is 6:59 for all risk, meeting the goal of 5:00 on 66.25% of incidents. Travel time performance has improved over the past 48 months.
  - Response time at the 90th percentile is 8:19 for the first arriving unit, meeting the goal of 6:30 on 69.89% of incidents.
  - Total response time at the 90th percentile for all risk is 11:59, meeting the goal of 7:30 on 46.17% of incidents. This has remained steady over the past 48 months.
  - Effective response force cannot be adequately evaluated against NFPA 1710 - Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. This is due to the current staffing levels of the department. NFPA 1710 recommends staffing of 16-17 firefighters for an ordinary risk structure fire and Clayton depends on mutual aid response to meet the recommendation. The staffing of the mutual aid departments has not

been captured in the past.

Shared was incident statistics from Jan. 1, 2023 – Oct. 31, 2023

- Total emergency incidents: 2,786
- Total Fire Incidents: 796
- Total EMS Incidents: 1,990
- Fire Station No. 1 Incidents: 1,988
- Fire Station No. 2 Incidents: 771
- Fire Administration: 2
- Auto/Mutuals Aid Given: 105
- Auto/Mutual Aid Received: 75

Shared were considerations/recommendations listed in order of priority.

1. Reclassify six firefighter positions on the rescue company to three captains and three engineers to ensure operational continuity and span of control.
2. Create a career ladder in the department for a more hierarchical organization and promotional opportunity. This can be accomplished by creating a firefighter II position and a master firefighter position which will serve as a relief driver when a fire engineer is absent or working up.
3. Bring staffing of Engine 2 and Rescue 2 up to four personnel each, creating a maximum shift staffing of 17 and minimum staffing of 15. This will require the hiring of 6 personnel and may be accomplished with a Staffing for Adequate Fire and Emergency Response (SAFER) grant in 2024, or through the budget process if the grant is not awarded.
4. Construction of two fire stations, one in south Clayton in the Hwy. 42/70 area and one in north Clayton, in Covered Bridge Road/Riverwood area. The addition of these stations will close the gap in response time, which is a result of a lack of distribution of resources. The addition of these stations will also require physical and human resources in the way of two engines and staffing. A total of 12 personnel per station, 24 in total, will be required to bring two new stations online. These additional resources will allow for improved service delivery, reduced response times, better concentration and distribution, and overall system performance.

b) 1:15 - 1:30 p.m.

Break

c) 1:30 - 2:15 p.m.

Exploring True Colors for Personal and Organizational Success

*Presenter:* Dolores Gill, Deputy Town Manager

This item was not discussed due to time.

d) 2:15 - 3:30 p.m.

Advisory Board Policies and Discussion

*Presenter:* Rich Cappola, Town Manager and Heidi Holland, Town Clerk

Ms. Holland spoke on this. She stated the ask is to approve the advisory board updated by-laws. Shared was a proposed attendance sheet.

Shared were the Major Proposed Changes to Boards (except BOA & Planning):

- Terms of Office – May serve no more than 2 terms; may reapply after one year
- Representation – Shall be as broad of a representation of the community as possible. In-town candidates shall have a preference over ETJ candidates.
- Absences – Can not miss more than 3 unexcused consecutive meetings or a total of four unexcused absences during a year
- Added Two Alternates
- Added Code of Conduct

It was consensus of Council to approve the representation of the by-laws as well as the absences. It was suggested to have all board members sign a contract stating that they have read and understand the by-laws. Ms. Holland stated in January, each clerk to the board would discuss these new changes with their board.

This item would be brought back at the December 4, 2023 work session.

- e) 3:30 - 4:00 p.m.
- Retreat Wrap-Up
  - Next Steps
  - Council Discussion

Ms. Gill asked Council what went well today and what did not. It was stated staff stayed on task. This was a very robust agenda, but a lot of ground was covered. It was stated Council would like the opportunity to bring up items; there needs to be unscripted time for Council for discussion.

## 6 ADJOURNMENT

- a) Adjournment

With nothing further, the meeting was adjourned at 4:08 p.m.

### Motion To Adjourn

|                  |                                               |
|------------------|-----------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED 3-0</b>                            |
| <b>MOVER:</b>    | Michael Sims                                  |
| <b>SECONDER:</b> | Andria Archer                                 |
| <b>YES:</b>      | Andria Archer, Michael Sims, and Porter Casey |
| <b>NO:</b>       | None                                          |
| <b>ABSENT:</b>   | Jason Thompson and Avery Everett              |

Duly adopted this the 18<sup>th</sup> day of December, 2023 while in regular session.

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Jody L. McLeod  
Mayor

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Heidi L. Holland, CMC, NCCMC  
Town Clerk

November 9, 2023  
Minutes



**Town of Clayton**  
**Town Council Work Session Minutes**  
**Monday, December 4, 2023 at 3:00 PM**  
**Rotary Room, Town Hall**  
**111 E. Second Street**

**Council Present:**

Mayor Jody McLeod  
Mayor Pro Tem Jason Thompson  
Council Member Andria Archer  
Council Member Michael Sims  
Council Member Porter Casey

**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  
Sam Johnson-Phillips, Deputy Town Clerk  
Patrick Pierce, Economic Development Director  
Lydia Davis, Economic Development Specialist  
Shannon Poole, Construction Project Administrator  
Tim Robbins, Public Works Director  
Joshua Baird, Engineering Director  
Steven Langston, Clayton Center Director

**1 CALL TO ORDER**

- a) Mayor McLeod called the meeting to order at 3:03 p.m.

**2 ADJUSTMENT OF THE AGENDA**

- a) There were no adjustments of the agenda.

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

**3 INTRODUCTIONS AND SPECIAL PRESENTATIONS**

- a) Employee Introductions (3:00 - 3:10 p.m.)
- Tim Robbins, Public Works Director

*Presenter:* Lee Barbee, Deputy Town Manager

Deputy Town Manager Barbee introduced Mr. Robbins as the new Public Works Director. He stated he has a background in local government and was with the State

for about 20 years. Mr. Robbins stated he is excited about his new role.

#### **4 ITEMS FOR DISCUSSION**

a) Signs Committee (3:10 - 3:30 p.m.)

*Presenter:* Patrick Pierce, Economic Development Director

Dolores Gill stated the signs committee took the feedback Council provided at the last meeting. Mr. Pierce shared current wayfinding sign locations as well as the downtown branding banners and public parking signage. At the last meeting, Council decided on option 2 for the monument sign.

Due to the budget, it is proposed to do 3 monument signs and 15 of the temporary wayfinding signs. There was discussion on the downtown core and whether to use the Town's seal.

Shared were four options on the signs. Mayor Pro Tem Thompson stated the colors are distracting on option #4. Mayor McLeod stated option #1 has too much going on, Council agreed.

Shared was a sample of the sidewalk sticker for pedestrian wayfinding. Mr. Pierce stated he worked with Parks and Rec. on this. Shared were the places these stickers would go. He stated this is a pilot project and there are 15 being proposed. There was discussion on how long these would last, Lydia Davis stated depending on traffic they could last up to six months.

Mayor McLeod discussed the painting on the sidewalks. He stated if we start to do this, what other groups would want to do something like this? Mayor McLeod stated we need to let our citizens know this is a pilot program. It was consensus of Council to move forward with the sidewalk stickers.

It was consensus of the Council to go with option #2 on the signs and option B on the wayfinding signs.

b) LAPP Discussion (3:30 - 4:00 p.m.)

*Presenter:* Joshua Baird, Engineering Director

Joshua Baird recapped where the Town is at with this project. He discussed the spots and locations for parking. He stated he could get 10 additional spots formalized.

He stated they are currently working on a design curb line into the street. He stated staff is currently working with the property owner to formalize more parking. There was discussion on adding more parking around Compton, but it would not be recommendation. He stated there is only 25' feet of roadway there, concerned about adding spaces; it would be too tight and could be a hazardous situation for emergency services. Another option is the Town owns property across from Durham Street but doesn't seem worth committing at this time.

He stated they have made significant progress and are ready to continue design with the easement acquisition. Today's goal is to get consensus from Council to move forward and also asking for consensus from Council to move into easement

acquisition. There was discussion on the timing and not jeopardizing the funding. There was discussion on planning for a pedestrian crossing at Durham Street and Compton.

Council Member Archer stated she would like this to be on the record that this took a lot of staff time and hours and staff came up with a plan to help a business owner that was upset. Mr. Cappola stated we could do a staff report to educate the citizens on this.

It was consensus of Council to move forward.

c) Fees (4:00 - 4:30 p.m.)

*Presenter:* Steven Langston, Clayton Center Director

Steven Langston stated his department looked at the budget to see if improvements could be made and how to get more events. He stated the easiest way is to get more promoters. He discussed the decision to offer promotion-based events. Shared were what rates have been and what is being proposed. The last rate increase was in 2011 and the last staffing rate increase was 2021. He stated the biggest change is he added promoting and included community-based group (which are groups grandfathered typed things).

He stated this is the first time being included in comprehensive fee list. Shared was benchmarking that was completed. Mayor McLeod asked how this compares to what Johnston Community College does? Mr. Langston stated they are a little different, they have 4 times the stage space.

There was discussion on how the promoters would get the majority of the increase. He stated in a year and half he would look at everything and pull the rates up slowly. He stated the rates increase would be effective in January 2024. Mr. Langston discussed seeing an increase in programming and reaching a greater variance of promoters.

d) Advisory Board By-Laws Follow Up (4:30 - 5:00 p.m.)

Ms. Holland provided an update from the information received from Council at the November 9, 2023 retreat. Shared was an updated code of conduct and a contract that is for board members to sign stating they have read the by-laws and understand them fully. Mr. Holland stated the by-laws are on tonight's regular meeting consent agenda but would be pulled off at the Council's discretion.

There was discussion on the code of conduct. Attorney Cauley went into detail about suggested changes that could be made on this. He stated he would look at this. Ms. Holland stated all clerks to the boards would go over the new by-laws and attendance with each board at their January meetings.

It was consensus of Council to move forward with the adoption of the by-laws at tonight's regular meeting.

## 5 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 4:35 p.m.

**Motion To Adjourn**

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

Duly adopted this the 18<sup>th</sup> 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

December 18, 2023

### Agenda Location

CONSENT AGENDA

### Item Title

Comprehensive List of Fees

### Presenter(s)

Robert McKie - Finance Director

### 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 Comprehensive List of Fees is being updated to reflect the correct tax rate for the Claytex Fire District, which was approved by the Johnston County Board of Commissioners, and the inclusion of the fee schedule for The Clayton Center.

### Recommendation

The Executive Team recommends approval of the updated Comprehensive List of Fees.

### Funding Source

N/A

### Corresponding Documentation

[Final Comprehensive List of Fees and Charges FY 2024 December 18, 2023](#)

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**Submitted By:** Robert McKie, Finance Department

**Reviewed By:**

Robert McKie, Finance Director

Approved - Dec 13 2023

Rich Cappola, Town Manager

Approved - Dec 13 2023

Heidi Holland, Town Clerk

Approved - Dec 13 2023

# Comprehensive List of Fees and Charges

Effective July 1, 2023



## Taxes & Fees

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

## Document/Copy/Administrative Fees

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

## Cemetery Fees

|                                              |         |
|----------------------------------------------|---------|
| Lot Purchase - including footstone           | \$1,200 |
| Interment - Monday through Saturday          | \$900   |
| Interment - Sundays and Holidays*            | \$1,200 |
| Footstone Marker and Installation            | \$200   |
| Cremains Interment - Monday through Saturday | \$600   |
| Cremains Interment - Sundays and Holidays*   | \$900   |

\*Excludes New Year's Day, Good Friday, Easter Sunday, Thanksgiving Day, Christmas Eve, and Christmas Day

## Customer Deposits

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

## Customer Fees

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

## Solid Waste Fees

|                        |                   |
|------------------------|-------------------|
| Solid Waste Collection | \$24.00 per month |
| Extra Garbage Cart     | \$4.18 / month    |
| Extra Recycling Cart   | \$3.17 / month    |

| Water & Sewer Utility Rates        |            |             |
|------------------------------------|------------|-------------|
| Water                              |            |             |
| Base Rates                         |            |             |
| Meter Size:                        | In Town    | Out of Town |
| 5/8" Meter                         | \$21.01    | \$25.76     |
| 3/4" Meter                         | \$30.52    | \$37.64     |
| 1" Meter                           | \$49.54    | \$61.42     |
| 1.5" Meter                         | \$97.06    | \$120.83    |
| 2" Meter                           | \$154.10   | \$192.12    |
| 3" Meter                           | \$287.19   | \$358.48    |
| 4" Meter                           | \$477.30   | \$596.12    |
| 6" Meter                           | \$952.60   | \$1,190.25  |
| 8" Meter                           | \$1,522.95 | \$1,903.19  |
| 10" Meter                          | \$2,188.37 | \$2,734.96  |
| Non-Irrigation                     |            |             |
| Commodity Rates                    |            |             |
| Residential:                       | In Town    | Out of Town |
| Block 1: 0 - 2,000 Gallons         | \$4.95     | \$6.20      |
| Block 2: 2,001 - 4,000 Gallons     | \$5.21     | \$6.51      |
| Block 3: 4,001 - 6,000 Gallons     | \$5.46     | \$6.82      |
| Block 4: All Gallons > 6,000       | \$5.96     | \$7.44      |
| Commercial:                        |            |             |
| Block 1: 0 - 100,000 Gallons       | \$5.54     | \$6.93      |
| Block 2: All Gallons > 100,000     | \$6.37     | \$7.96      |
| Industrial:                        |            |             |
| Block 1: 0 - 100,000 Gallons       | \$5.63     | \$7.02      |
| Block 2: All Gallons > 100,000     | \$6.47     | \$8.08      |
| Irrigation                         |            |             |
| Commodity Rates                    |            |             |
| Residential:                       | In Town    | Out of Town |
| Block 1: 0 - 8,000 Gallons         | \$7.70     | \$7.70      |
| Block 2: 8,001 - 16,000 Gallons    | \$9.60     | \$9.60      |
| Block 3: All Gallons > 16,000      | \$11.81    | \$11.81     |
| Non-Residential                    |            |             |
| Block 1: 0 - 50,000 Gallons        | \$6.25     | \$6.25      |
| Block 2: 50,001 to 100,000 Gallons | \$8.62     | \$8.62      |
| Block 3: All Gallons > 100,000     | \$10.14    | \$10.14     |

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

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

| Electric Utility Rates        |                 |
|-------------------------------|-----------------|
| Residential                   |                 |
| <b>Monthly Base Charges:</b>  |                 |
| Single Phase Service          | \$20.50         |
| Three Phase Service           | \$23.50         |
| <b>Monthly Energy Charge:</b> | \$0.13040 / kWh |

| Institutional                 |                                        |
|-------------------------------|----------------------------------------|
| <b>Monthly Base Charge:</b>   | \$42.00                                |
| <b>Monthly Energy Charge:</b> | \$0.15110 / kWh for first 600 kWh      |
|                               | \$0.13130 / kWh for next 1,900 kWh     |
|                               | \$0.11450 / kWh for all additional kWh |

| Small General Service         |                                        |
|-------------------------------|----------------------------------------|
| <b>Monthly Base Charge:</b>   | \$32.00                                |
| <b>Monthly Demand Charge:</b> | \$0.14550 / kWh for the first 750 kWh* |
|                               | \$0.14550 / kWh for the next 2,000 kWh |
|                               | \$0.09740 / kWh for the additional kWh |

\*When the kW of billing demand exceeds 5kW, add into the first block 150 kWh for each additional kW of excess.

| Medium General Service         |                 |
|--------------------------------|-----------------|
| <b>Monthly Base Charges:</b>   | \$42.00         |
| <b>Monthly Demand Charges:</b> | \$11.41 / kW    |
| <b>Monthly Energy Charge:</b>  | \$0.08220 / kWh |

| Large General Service*               |                                    |
|--------------------------------------|------------------------------------|
| Monthly Base Charge:                 | \$240.00                           |
| Monthly Demand Charge:               |                                    |
| CP Demand                            | \$20.18 / CP kW                    |
| Excess Demand                        | \$1.685 / kW                       |
| Monthly Energy Charge:               | \$0.06070 / kWh                    |
| *No existing customers               |                                    |
| Coincident Peak (CP)                 |                                    |
| Monthly Base Charge:                 | \$240.00                           |
| Monthly Demand Charge:               |                                    |
| CP Demand                            | \$21.37 / CP kW                    |
| Excess Demand                        | \$5.15 / kW                        |
| Monthly Energy Charge:               | \$0.05740 / kWh                    |
| Town Facilities                      |                                    |
| Monthly Base Charge:                 | \$15.00                            |
| Monthly Energy Charge:               | \$0.09370 / kWh                    |
| Time Of Use                          |                                    |
| Monthly Base Charge:                 | \$240.00                           |
| Monthly Demand Charge:               | \$20.18 / kW                       |
| Monthly Energy Charge:               | \$0.06070 / kWh                    |
| Area Lighting                        |                                    |
| Monthly Rate Per Lighting Unit:      |                                    |
| Residential Unit                     | \$13.42                            |
| Small Commercial Unit                | \$17.81                            |
| Large Commercial Unit                | \$40.64                            |
| Underground Charge                   | \$5.40                             |
| Monthly Rate Per Pole Type:          |                                    |
| Wooden                               | \$3.37                             |
| Decorative                           | \$7.41                             |
| Monthly Energy Charge:               | \$0.09398 / kWh                    |
| Electric Department                  |                                    |
| Residential Electric Meter           | Cost of Meter + 10%                |
| Small Commercial Meter               | Cost of Meter + 10%                |
| Large Commercial Meter               | Cost of Meter + 10%                |
| Underground Electric Fee             | \$1,000 + \$5.00 per foot>120 feet |
| Solar Panel Permit Application       | \$250                              |
| Temporary Electrical Service Install | \$175                              |

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

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

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

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

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

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

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

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

| Building Inspections                                                 |                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------|
| Plan Review Fee - Initial Review                                     | Commercial Projects 0-25,000' = \$250, over 25,000' = \$500 |
| Plan Review Fee - Permit Cancelled or Not Picked up/Issued           | \$100                                                       |
| Plan Review Fee - Subsequent Reviews (ea)                            | \$150                                                       |
| <b>New Dwelling (Single):</b>                                        |                                                             |
| Up to 1,200 sq. ft.                                                  | \$600 / dwelling                                            |
| > 1,200 sq. ft.                                                      | \$600 + \$0.30 / sq. ft.                                    |
| <b>Residential - Additions/Remodel:</b>                              |                                                             |
| 0 - 400 sq. ft.                                                      | \$300                                                       |
| > 400 sq. ft.                                                        | \$300 + \$0.30/sq. ft.                                      |
| Additional per trade                                                 | \$75                                                        |
| <b>Multi-Family Dwelling Duplex/Triplex</b>                          |                                                             |
| Up to 3 units                                                        | \$600 + \$0.30/sq ft > 1,200 sq ft                          |
| Each additional unit                                                 | \$200                                                       |
| <b>Mobile Homes</b>                                                  |                                                             |
| Single-Wide (Building Only)                                          | \$250                                                       |
| Double - Wide (Building Only)                                        | \$275                                                       |
| Triple - Wide (Building Only)                                        | \$300                                                       |
| Quad - Wide (Building Only)                                          | \$325                                                       |
| Travel Trailers / Campers                                            | \$75                                                        |
| Poured Footing Inspection                                            | \$75                                                        |
| Mechanical Permit Fee                                                | \$75                                                        |
| Electrical Permit Fee                                                | \$75                                                        |
| Plumbing Permit Fee                                                  | \$75                                                        |
| <b>Dwelling Moved On</b>                                             |                                                             |
| Fee                                                                  | \$250                                                       |
| Trade Fee                                                            | \$75                                                        |
| <b>Residential Accessory Building (over 12'x12')</b>                 |                                                             |
| Storage Building                                                     | \$75                                                        |
| Garage / Carport                                                     | \$100                                                       |
| Deck / Porch/ Gazebo                                                 | \$75 + \$0.30/sf for > 144 sf                               |
| Additional trade                                                     | \$75                                                        |
| <b>Trade Inspections</b>                                             |                                                             |
| Building, Electrical, Plumbing and Mechanical                        | \$75                                                        |
| <b>Farm Buildings</b>                                                |                                                             |
| Qualified Farm Building                                              | \$0                                                         |
| Electrical Permit Fee                                                | \$75                                                        |
| <b>Permit Fee for Commercial Buildings (Based on cost per trade)</b> |                                                             |
| \$0 - \$2,500                                                        | Trade fee (Minimum \$75)                                    |
| \$2,501 - \$25,000                                                   | \$375                                                       |
| \$25,001 - \$50,000                                                  | \$675                                                       |
| \$50,001 - \$100,000                                                 | \$1,275                                                     |
| \$100,001 - \$200,000                                                | \$2,175                                                     |
| \$200,001 - \$350,000                                                | \$3,750                                                     |
| \$350,001 - \$500,000                                                | \$4,750                                                     |
| \$500,001 - \$750,000                                                | \$6,750                                                     |
| \$750,001 - \$1,000,000                                              | \$8,750                                                     |
| >\$1,000,000                                                         | \$8,750 + 0.2% for every dollar over \$1,000,000            |

|                                                                                                                                                                 |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Re-Inspection Fees</b>                                                                                                                                       |                                                                                        |
| First Re-Inspection                                                                                                                                             | \$75                                                                                   |
| Additional Re-Inspection of Same Item                                                                                                                           | \$150 2nd trip, \$225 3rd trip, \$300 4th trip (+\$75 each additional trip thereafter) |
| After Hours (Requires Special Approval)                                                                                                                         | \$200/hour (3 hour minimum)                                                            |
| Day Care Re-Certification                                                                                                                                       | \$100                                                                                  |
| ABC Permit Form                                                                                                                                                 | \$150                                                                                  |
| <b>Expired Permit Reissue</b>                                                                                                                                   |                                                                                        |
| Work Started / Code Changes                                                                                                                                     | Original fee x 50%                                                                     |
| No Work Started / No Code Changes                                                                                                                               | \$150                                                                                  |
| Re-Review, Lost Plans / Update                                                                                                                                  | \$150                                                                                  |
| <b>Service Pole Inspections</b>                                                                                                                                 |                                                                                        |
| Electrical (\$1 Building if no permit exists)                                                                                                                   | \$75                                                                                   |
| <b>Update for Permits</b>                                                                                                                                       |                                                                                        |
| Contractor Change (Ord. 2017-09-01)                                                                                                                             | \$50                                                                                   |
| <b>Service Change Inspections</b>                                                                                                                               |                                                                                        |
| Conditional Service (Ord. 2017-09-01)                                                                                                                           | \$75                                                                                   |
| Building                                                                                                                                                        | \$1                                                                                    |
| Electrical                                                                                                                                                      | \$75                                                                                   |
| <b>Sign</b>                                                                                                                                                     |                                                                                        |
| Building                                                                                                                                                        | \$75                                                                                   |
| Electrical                                                                                                                                                      | \$75                                                                                   |
| <b>Swimming Pools</b>                                                                                                                                           |                                                                                        |
| Building                                                                                                                                                        | \$75                                                                                   |
| Electrical                                                                                                                                                      | \$75                                                                                   |
| <b>Pedestals</b>                                                                                                                                                |                                                                                        |
| Building                                                                                                                                                        | \$1                                                                                    |
| Electrical                                                                                                                                                      | \$75                                                                                   |
| <b>LP Gas Tanks</b>                                                                                                                                             |                                                                                        |
| Building                                                                                                                                                        | \$50                                                                                   |
| Electrical                                                                                                                                                      | \$75                                                                                   |
| <b>Tents (Per Building over 240 sq. ft.)</b>                                                                                                                    | \$75                                                                                   |
| <b>ATM</b>                                                                                                                                                      | Commercial Rate                                                                        |
| <b>Conditional Power/Gas - Single Family</b>                                                                                                                    | \$75 each                                                                              |
| <b>90 Day Temp Power - New Construction Residential</b>                                                                                                         | \$75 each                                                                              |
| <b>Conditional Power/Gas - Multi Family</b>                                                                                                                     | \$75 first meter, \$50 each additional                                                 |
| <b>90 Day Temp Power - Commercial</b>                                                                                                                           | \$150                                                                                  |
| <b>Reconnect Power - Building</b>                                                                                                                               | \$1                                                                                    |
| <b>Reconnect Power - Electrical</b>                                                                                                                             | \$75                                                                                   |
| <b>Demolition - Residential</b>                                                                                                                                 | \$50 + asbestos report                                                                 |
| <b>Demolition - Commercial</b>                                                                                                                                  | \$150                                                                                  |
| <b>Sprinkler System</b>                                                                                                                                         | Commercial Rate                                                                        |
| <b>Penalty</b>                                                                                                                                                  |                                                                                        |
| For work started before proper permitting is obtained, a penalty of one-half the cost of the permit(s) that should have been obtained shall apply. GS 160A-414. |                                                                                        |
| <b>Irrigation of New Landscape</b>                                                                                                                              | \$75                                                                                   |
| <b>One Time Extension - Irrigation New Landscape</b>                                                                                                            | \$50                                                                                   |

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

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

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

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

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

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

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

| Recreation Department                                                                                       |                 |                          |
|-------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| Athletics                                                                                                   |                 |                          |
| (Base fees listed below are calculated using market comparisons)                                            |                 |                          |
| Youth Sports (Officiated - O, and Unofficiated - U)                                                         | Resident Fee    | Non-Resident Fee         |
| Winter Basketball (O)                                                                                       | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Spring Baseball (O)                                                                                         | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Spring Softball (O)                                                                                         | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Fall Volleyball (O)                                                                                         | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Fall Softball (O)                                                                                           | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Spring T-Ball (U)                                                                                           | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Fall Soccer (U)                                                                                             | Range \$30-\$80 | Range \$30-\$80 plus 50% |
| Adult Sports                                                                                                | Team Fee        | Non-Resident Fee         |
| Softball                                                                                                    | \$600           | \$25                     |
| Soccer                                                                                                      | \$600           | \$25                     |
| Basketball                                                                                                  | \$600           | \$25                     |
| Volleyball                                                                                                  | \$600           | \$25                     |
| Flag Football                                                                                               | \$600           | \$25                     |
| Resident's Fees included in Team Fees                                                                       |                 |                          |
| Programs                                                                                                    |                 |                          |
| Classes                                                                                                     | Resident Fee    | Non-Resident Fee         |
| Class fees vary according to the type of class, cost of the facility, instructor and number of participants | Range \$2-\$150 | Range \$2-\$150 plus 50% |
| Facility Rentals*                                                                                           |                 |                          |
| Community Center Gym                                                                                        | Resident Fee    | Non-Resident Fee         |
| Full Court                                                                                                  | \$60 / hour     | \$120 / hour             |
| Half Court                                                                                                  | \$35 / hour     | \$70 / hour              |
| Scoreboard                                                                                                  | \$10 / hour     | \$20 / hour              |
| Tennis Courts                                                                                               | \$5 / hour      | \$10 / hour              |
| Ballfields                                                                                                  |                 |                          |
| Community Park Field #1                                                                                     | \$20 / hour     | \$40 / hour              |
| Community Park Field #2                                                                                     | \$20 / hour     | \$40 / hour              |
| Community Park Field #3                                                                                     | \$20 / hour     | \$40 / hour              |
| Municipal Park                                                                                              | \$20 / hour     | \$40 / hour              |
| East Clayton Community Park Baseball Field                                                                  | \$25 / hour     | \$50 / hour              |
| East Clayton Community Park Soccer Field                                                                    | \$50 / hour     | \$100 / hour             |
| East Clayton Community Park Multipurpose – Field 1 or 2                                                     | \$75 / hour     | \$150 / hour             |
| East Clayton Community Park Multipurpose – Field 1 and 2                                                    | \$150 / hour    | \$300 / hour             |
| CHS Football - Artificial Turf                                                                              | \$100 / hour    | \$200 / hour             |
| CHS Soccer                                                                                                  | \$75 / hour     | \$150 / hour             |
| CHS Baseball                                                                                                | \$50 / hour     | \$100 / hour             |
| CHS Softball                                                                                                | \$40 / hour     | \$80 / hour              |
| Field Rental Add Ons                                                                                        |                 |                          |
| Lights (Community)                                                                                          | \$20 / hour     |                          |
| Lights (East Clayton Soccer & Baseball)                                                                     | \$20 / hour     |                          |
| Lights - CHS Softball                                                                                       | \$30 / hour     |                          |
| Lights - CHS Baseball                                                                                       | \$40 / hour     |                          |
| Lights - CHS Soccer                                                                                         | \$40 / hour     |                          |
| Lights - CHS Football                                                                                       | \$50 / hour     |                          |
| Baseball / Softball Field Prep (All Fields)                                                                 | \$30 / hour     |                          |
| East Clayton Soccer Field Paint - In Season                                                                 | Included        |                          |
| Soccer Field Paint - Off Season (Lacrosse/Rugby)                                                            | \$200           |                          |
| Football Field Paint                                                                                        | \$350           |                          |
| Seven vs. Seven Soccer or Smaller                                                                           | \$150           |                          |

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

| Picnic Shelters (Per 4-hour block)      | Resident Fee | Non-Resident Fee |
|-----------------------------------------|--------------|------------------|
| All Star Park                           | \$32         | \$64             |
| Community Park                          | \$40         | \$80             |
| East Clayton Community Park             | \$40         | \$80             |
| Municipal Park - Cypress                | \$50         | \$100            |
| Municipal Park - Birch                  | \$40         | \$80             |
| Municipal Park - Maple                  | \$40         | \$80             |
| Municipal Park Stage (Per 4-hour block) | Resident Fee | Non-Resident Fee |
| Up to 50 - includes shelter             | \$180        | \$360            |
| 51 to 150 - includes 2 shelters         | \$260        | \$520            |
| 151 to 499 - includes 3 shelters        | \$340        | \$680            |

**Community Center Memberships - Calendar Year Basis**

**Annual Memberships - Calendar Year Basis**

|                          |     |       |
|--------------------------|-----|-------|
| Individual               | \$0 | \$50  |
| Family with Dependents   | \$0 | \$100 |
| <b>Daily Memberships</b> | N/A | \$5   |
| <b>Lost Cards</b>        | \$5 | \$5   |

\*Johnston County non-profits are eligible to receive the Resident Fee for Facility Rentals. Does not impact tournament rentals or program registrations.

|                              |      |      |
|------------------------------|------|------|
| <b>Commercial Use Permit</b> | \$25 | \$25 |
|------------------------------|------|------|

**Hocutt Ellington Memorial Library**

| Library Cards                                    | Johnston County Resident | Non-Johnston County Residents |
|--------------------------------------------------|--------------------------|-------------------------------|
| Individual - Annual                              | \$0                      | \$25                          |
| Individual - Semi-Annual                         | \$0                      | \$15                          |
| Individual - Quarterly                           | \$0                      | \$10                          |
| Family - Annual                                  | \$0                      | \$50                          |
| Education Employee (All Johnston County with ID) | \$0                      | \$0                           |

**Internet Usage**

|                            |     |              |
|----------------------------|-----|--------------|
| With Valid Library Card    | \$0 | \$0          |
| Without Valid Library Card | \$0 | \$5 per hour |

**Library Fees**

|                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|
| Copy Machine or Computer Printouts | \$0.20/page B&W; \$0.25/page Color | \$0.20/page B&W; \$0.25/page Color |
| Lost Book                          | Replacement Cost                   | Replacement Cost                   |
| Library Card Replacement           | \$5                                | \$5                                |

**IT Technology Lending**

|                                                  |                                 |                                 |
|--------------------------------------------------|---------------------------------|---------------------------------|
| Return of Device Kit In "After Hours" Book Drop  | \$10 plus cost of any damage*   | \$10 plus cost of any damage*   |
| Device(s) Returned Late                          | \$5 per day / max \$25          | \$5 per day / max \$25          |
| Device(s) not Returned within 7 Days of Due Date | Full replacement cost*          | Full replacement cost*          |
| Lost or Damaged Technology or Accessories        | Cost as indicated on checklist* | Cost as indicated on checklist* |

\* These costs/fees will be included on fully executed lending agreement

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

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

| The Clayton Center                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |                                                                                                                                                                                                                |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Rental Fees - Location, Staffing, Miscellaneous                                                                                                                                                                                                                                                                                                                                                                   |                                                                      |                                                                                                                                                                                                                |            |
| Location Space                                                                                                                                                                                                                                                                                                                                                                                                    | Individual/Corporate/Promoter                                        | Community Based Group                                                                                                                                                                                          | Non-Profit |
| Auditorium                                                                                                                                                                                                                                                                                                                                                                                                        | \$150/hr.                                                            | \$115/hr.                                                                                                                                                                                                      | \$100/hr   |
| Council Chambers                                                                                                                                                                                                                                                                                                                                                                                                  | \$125/hr.                                                            | \$115/hr.                                                                                                                                                                                                      | \$100/hr   |
| Lobby Gallery                                                                                                                                                                                                                                                                                                                                                                                                     | \$150/hr.                                                            | \$115/hr.                                                                                                                                                                                                      | \$100/hr   |
| Large Classroom                                                                                                                                                                                                                                                                                                                                                                                                   | \$70/hr.                                                             | \$60/hr.                                                                                                                                                                                                       | \$60/hr    |
| Small Classrooms                                                                                                                                                                                                                                                                                                                                                                                                  | \$40/hr.                                                             | \$35/hr.                                                                                                                                                                                                       | \$35/hr    |
| *All spaces rented for a 2-hour minimum during the week. A 4-hour minimum applies to Friday evening, Saturday, and Sunday rentals. In order to qualify for non-profit rates, clients may be asked to provide a valid 501-C3 identification number. Security deposit of 50% of the estimated event fee (including space rental fees, staffing, and other value-added services) is due to guarantee space and date. |                                                                      |                                                                                                                                                                                                                |            |
| Additional Charges/Services                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |                                                                                                                                                                                                                |            |
| Lead Staff/House Manager                                                                                                                                                                                                                                                                                                                                                                                          | \$30/hr. per staff person                                            | Required for evening and weekend events and as determined by TCC management for other events                                                                                                                   |            |
| Support Staff/Usher                                                                                                                                                                                                                                                                                                                                                                                               | \$25/hr. per staff person                                            | As determined by TCC management                                                                                                                                                                                |            |
| Custodian                                                                                                                                                                                                                                                                                                                                                                                                         | \$135 flat fee                                                       | Additional fees may apply for rentals over 6 hours and/or events with large numbers of people in attendance                                                                                                    |            |
| Box Office Clerk                                                                                                                                                                                                                                                                                                                                                                                                  | \$30/hr. per technician                                              | Required for Auditorium rentals using house ticketing                                                                                                                                                          |            |
| Technical Lead Staff                                                                                                                                                                                                                                                                                                                                                                                              | \$35/hr. per technician                                              | Required for Auditorium rentals using house sound/lights/equipment and for events in other spaces requiring extensive IT support                                                                               |            |
| AV/IT Technician                                                                                                                                                                                                                                                                                                                                                                                                  | \$30/hr. per technician                                              | Required for Auditorium rentals using house sound/lights/equipment and for events in other spaces requiring extensive IT support                                                                               |            |
| Stage Crew/Spot Operator/Support                                                                                                                                                                                                                                                                                                                                                                                  | \$25/hr. per technician                                              | Required for Auditorium rentals using house sound/lights/equipment and for events in other spaces                                                                                                              |            |
| Box Office Ticketing Setup                                                                                                                                                                                                                                                                                                                                                                                        | \$75 flat fee                                                        | Box Office hours subject to change. Day of Box Office opens 1 hour before performance start time                                                                                                               |            |
| Piano Tuning                                                                                                                                                                                                                                                                                                                                                                                                      | \$225 flat fee                                                       | Arranged directly through TCC management with approved preferred vendor                                                                                                                                        |            |
| Dance Floor                                                                                                                                                                                                                                                                                                                                                                                                       | \$450 flat fee                                                       | (Any size up to 18' x 21')                                                                                                                                                                                     |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | \$275 flat fee                                                       | (Any size up to 12' x 15')                                                                                                                                                                                     |            |
| Chambers Upgrades                                                                                                                                                                                                                                                                                                                                                                                                 | \$250 flat fee for staging                                           | (Any size up to 8' x 12')                                                                                                                                                                                      |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | \$350 flat fee for simple audio                                      | (up to two mics & single input – no instruments or subs)                                                                                                                                                       |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | \$550 flat fee for full package + Technician Staffing hourly charges | (up to five mics & 8 total inputs including instruments & subs, includes basic lighting)                                                                                                                       |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | \$175 flat fee for armless banquet chairs                            | (not available last minute)                                                                                                                                                                                    |            |
| Damage Deposit                                                                                                                                                                                                                                                                                                                                                                                                    | \$300 flat fee (refundable)                                          | May be required for any rental as determined by TCC management. Deposit is refundable after the event date provided rental time frame is not exceeded and facility suffers no damage as a result of the event. |            |



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

CONSENT AGENDA

### Item Title

Amended Budget Ordinance (Section 8) and Compensation Plan Scales - CORRECTION

### 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

This is a technical correction to the item on the December 4, 2023, agenda titled "Amended Budget Ordinance (Section 8) and Compensation Plan Scales" to include the updated Budget Ordinance. The previously approved ordinance was attached but the revised ordinance was inadvertently left off. the Pay scales remain the same as previously approved on December 4th.

#### **Funding Source**

N/A

#### **Corresponding Documentation**

[FY 2023-2024 Adopted Budget Ordinance Amendment\\_Section 8\\_Amended Position Count\\_RevDEC2023](#)

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**Submitted By:** Robert McKie, Administration

**Reviewed By:**

Rich Cappola, Town Manager  
Heidi Holland, Town Clerk

Approved - Dec 13 2023  
Approved - Dec 13 2023

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; 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.

**Section 8 shall now read:** Section 8. **Authorized position totals for Fiscal Year 2023-2024 are as follows: 6 elected officials; 312 full-time; 20 permanent part-time; 1 full-time apprentice; 5 interns; 12 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 \_\_\_\_ day of \_\_\_\_\_, 2023 while in regular session.

\_\_\_\_\_  
Jody L. McLeod  
Mayor

Attest:

APPROVED AS TO FORM

\_\_\_\_\_  
Heidi L. Holland, CMC, NCCMC  
Town Clerk

\_\_\_\_\_  
Jim Cauley  
Town Attorney



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

CONSENT AGENDA

### Item Title

Resolution 2023-97 instructing the Clerk to check for sufficiency and to set a public hearing date for 2023-138-ANX Leland A. Blesl Barbour Annexation

### Presenter(s)

Bruce Venable, Planner I

### 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

Applicant is seeking to annex .43 acres of contiguous land into the Town of Clayton in order to receive Town services.

### Recommendation

Adoption of resolution

### Funding Source

N/A

### Corresponding Documentation

[1 TC 2023-138-ANX Staff Report Leland A & Blessl Barbour](#)

[2 Annexation PETITION, LEGAL DESCRIPTION, PLAT 2023-138-ANX Leland A & Blessl Barbour](#)

[3 2023-138-ANX Leland & Blessl Barbour Annexation - Resolution](#)

[4 Ordinance 2023-138-ANX Leland A and Blessl Barbour Annexation Contiguous](#)

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**Submitted By:** Bruce Venable, Planning

**Reviewed By:**

Conrad Olmedo, Planning Director

Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Dec 13 2023

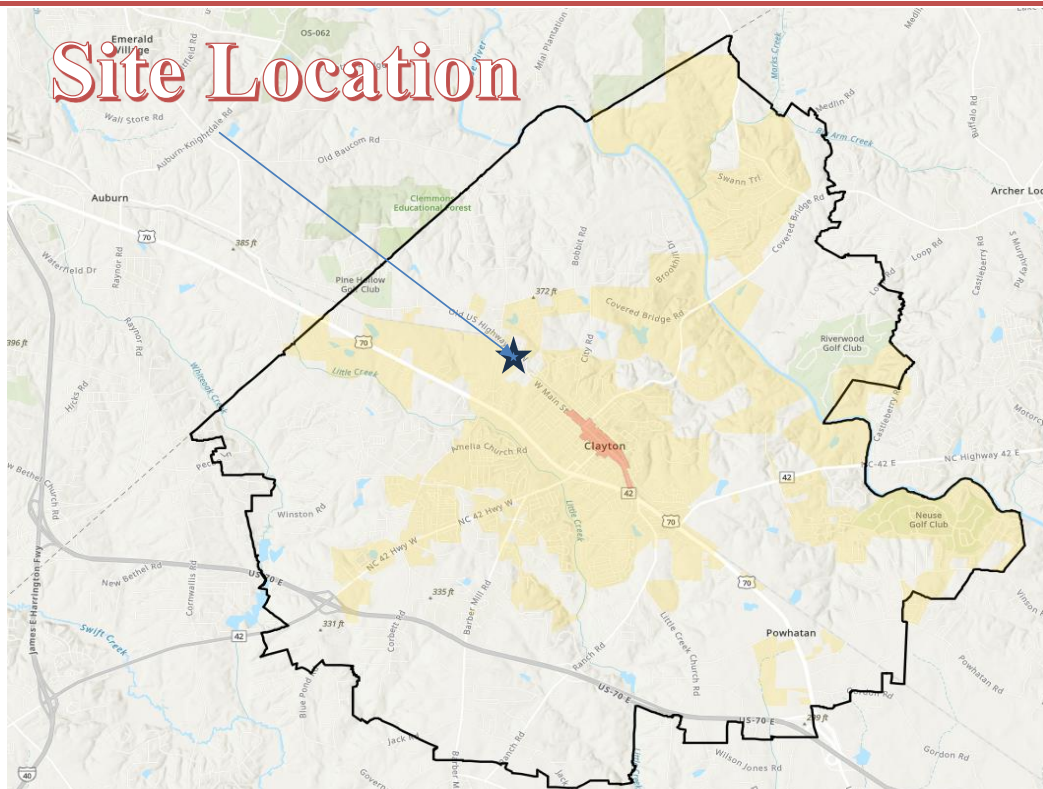
Approved - Dec 13 2023

Approved - Dec 13 2023



## LELAND & BLESSL BARBOUR ANNEXATION

|                        |                            |                      |                                                          |
|------------------------|----------------------------|----------------------|----------------------------------------------------------|
| <b>Project #:</b>      | 2023-138-ANX               | <b>Location:</b>     | Parcel is located along Old US HWY 70 W and Lakeside DR. |
| <b>Applicant:</b>      | Leland A. & Blessl Barbour | <b>Project Type:</b> | ANNEXATION                                               |
| <b>Property Owner:</b> | Leland A. & Blessl Barbour | <b>Proposed Use:</b> | Residential                                              |
| <b>Staff Planner:</b>  | Bruce Venable, Planner I   | <b>TAG #(s):</b>     | 05G01012D                                                |



### PROJECT SUMMARY

The site is located off Old US HWY 70 between Shotwell Rd and Lakeside Dr. and is within Clayton's ETJ. The applicant has petitioned the Town to be annexed into the corporate limits of the Town of Clayton. The applicant is seeking annexation in order to receive Town utilities.

The property is located within the Claytex Fire District.

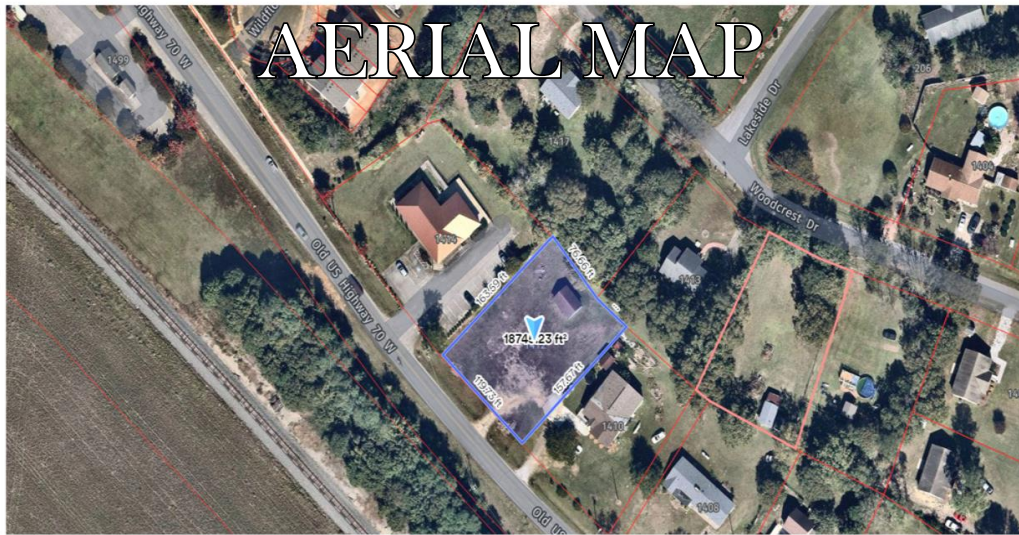
#### SITE DATA:

**Acreage:** +/- .43 acres  
**Existing Use:** Vacant

# FUTURE LAND USE MAP



# AERIAL MAP





**ATTACHMENTS:**

- 1) Staff Report
- 2) Petition for Annexation
- 3) Legal Description of Metes and Bounds
- 4) Annexation Plat
- 5) Annexation Ordinance



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

## PETITION FOR VOLUNTARY ANNEXATION

**VOLUNTARY ANNEXATION:** Upon receipt of a valid petition signed by all the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1.

Applications are accepted on a rolling basis and can be submitted to the Town of Clayton Planning Department.

**Application Review Fee: \$300**

### PROCESS:

**Review by Staff:** The Planning, Engineering and Public Works Departments review the annexation submission. Comments will be sent to the applicant. There is an initial 15 business day review cycle with 3 Council hearing meetings. Expect an estimated minimum of 2-3 months for review/approval.

**Annexation Plat and Legal Description (Metes & Bounds) Submission:** The plat and a legal description (metes and bounds) must be submitted with the application and review fee.

**Is the proposed land for annexation located outside the Claytex Fire District?** ☐ Yes ☒ No

*\*If the proposed land for annexation is located outside of the Claytex Fire District, the Fire District in which the land is located must be notified by the Town, and a payment from the applicant to the Town covering the proportional share of Fire District Debt of the land (as determined by the Fire District) will be required to be made. This process will increase the timeline for approval of these annexations.*

**Legal Advertisement:** A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

**Town Council Meeting:** The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved. These first two actions generally occur during the Consent Agenda item on 2 consecutive Town Council meetings.

**Public Hearing/Town Council Meeting:** The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Clayton. The Public Hearing is generally held during the 3<sup>rd</sup> Council meeting, following approval of the Certificated Sufficiency and Resolution setting the Public Hearing date.

**Recordation:** If the annexation is approved by the Town Council, the applicant is required to submit one (1) Mylar annexation plat to the Planning Department for signature. The Annexation Plat shall be recorded at the appropriate county Register of Deeds.

Revised July 2023

Name of Project: 1412 OLD HWY 70 W Date: SEPT. 1, 2023  
Applicant Name: LELAND A & BESSL BARBOUR Phone: (919) 427-1356 Email: besslrelampagos@yahoo.com

**Petition for Voluntary Annexation Application**

1. Application Type: ☒ Individual ☐ Corporation ☐ LLC ☐ Partnership
2. The proposed annexation will be: ☐ Contiguous Annexation ☐ Non-Contiguous Annexation

**Property Information**

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

1. I/We the undersigned owner(s)\* of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Clayton, North Carolina.

\*If the owner of real property is a corporation or religious entity, attach a copy of the articles of incorporation describing who is/are authorized to sign the petition.

2. The area to be annexed is ☒ contiguous, ☐ non-contiguous to the Town of Clayton, North Carolina and the boundaries of such territory are as provided in the boundary plat attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.
4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

Total Acreage to be annexed: 0.43 acres Existing Housing Units: 1

Population of acreage to be annexed: \_\_\_\_\_ Fire District: \_\_\_\_\_

Existing Zoning District\*: \_\_\_\_\_ Proposed Town Zoning District\*: \_\_\_\_\_

County Recorded Plat Book and Page #: BOOK 62, PAGE 361

Reason for petitioner to annex: ☒ Receive Town Services ☐ Other (please specify): \_\_\_\_\_

5. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in the termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate on the following page, and attach proof.)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Petition Number: \_\_\_\_\_

**\*This page must be notarized prior to submitting to the Town for review\***

**Complete ONLY if applying for an individual annexation and if property is owned by individual (s):**

Leland A. Barbou  
Please Print  
BLESS R. BARBOUR  
Please Print

Leland A. Barbou  
Signature  
B. Barbou  
Signature

**Complete ONLY if applying for a Corporation Annexation:**

**In witness whereof**, said corporation has caused this instrument to be executed by its President and attested by its secretary by order of its Board of Directors, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Attest: \_\_\_\_\_  
Secretary (Signature)

**Complete ONLY if applying for a Limited Liability Company Annexation:**

**In witness whereof**, \_\_\_\_\_ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Limited Liability Company: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Member/Manager

**Complete ONLY if applying for a Partnership Annexation:**

**In witness whereof**, \_\_\_\_\_ a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Partnership: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

**STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON**

Sworn and subscribed before me, \_\_\_\_\_, a Notary Public for the above State and County, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL

My Commission Expires: \_\_\_\_\_

### Voluntary Annexation Plat Checklist

| #   | Required Plat Items                                                                                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits. |
| 2.  | Any utility easements with metes and bounds.                                                                                                                                                                                                  |
| 3.  | Accurate locations and descriptions of all monuments, markers and control points.                                                                                                                                                             |
| 4.  | Ultimate right-of-way widths on all streets.                                                                                                                                                                                                  |
| 5.  | Entitle "ANNEXATION MAP FOR THE TOWN OF CLAYTON" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF CLAYTON," as appropriate.                                                                                                                       |
| 6.  | Name of property owner(s).                                                                                                                                                                                                                    |
| 7.  | Name, seal, and registration of Professionally Licensed Surveyor (PLS).                                                                                                                                                                       |
| 8.  | Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale; and declination.                                                           |
| 9.  | Names of the township, county, and state.                                                                                                                                                                                                     |
| 10. | A detailed vicinity map.                                                                                                                                                                                                                      |
| 11. | Include address of property if assigned.                                                                                                                                                                                                      |
| 12. | Show all contiguous or non-contiguous town limits.                                                                                                                                                                                            |
| 13. | Leave a 2-inch by 2-inch space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.                                                                        |

Filed in JOHNSTON COUNTY, NC CRAIG OLIVE, Register of Deeds Filed 01/02/2019 09:05:38 AM  
DEED BOOK: 5274 PAGE: 304-309 INSTRUMENT # 2019596814  
Real Estate Excise Tax: \$80.00 Deputy/Assistant Register of Deeds: LaWanda Neal

Prepared by and Hold for: Kristoff Law Offices, P.A.  
The property conveyed herein is not Grantor's principal residence

Revenue Stamps: \$80.00

NORTH CAROLINA  
JOHNSTON COUNTY

Parcel ID No.: 05G01012D

### GENERAL WARRANTY DEED

THIS DEED made this 11<sup>th</sup> day of December, 2018, by and between LELAND JERRY BARBOUR and wife, LECY NELL BARBOUR, JOHNNIE PARKER and wife, LINDA PARKER, JACKIE LYNN BARBOUR, a single person, MICKEY EDWARD TRUELOVE, a single person, and MIKE LYNN TRUELOVE, a single person, **Grantor**, whose address is 908 West Main Street, Clayton, North Carolina 27520; and LELAND ANTHONY BARBOUR and wife, BLESSL BARBOUR, **Grantee**, whose address is 3800 La Varra Drive, Clayton, North Carolina 27520 (the designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.);

#### WITNESSETH:

THAT the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does give, grant, bargain, and convey unto the Grantee, that certain lot or parcel of land situated in the Town of Clayton, Clayton Township, Johnston County, North Carolina and more particularly described as follows:

BEING all of that parcel of land containing 0.43 acre, more or less, as shown on map recorded in Plat Book 62, Page 361, Johnston County Registry, to which plat reference is hereby made for a full and complete description of said parcel of land.

Said parcel of land is conveyed subject to that Boundary Line Agreement which is recorded in Deed Book 4240, Page 941, Johnston County Registry. Said Agreement affected the western property line of the subject property only.

For chain of title, see Deed Book 2581, Page 715, 488, Page 354, Johnston County Registry and 17 E 694, Johnston County Clerk of Superior Court.

Submitted electronically by "Kristoff Law Offices, PA"  
in compliance with North Carolina statutes governing recordable documents  
and the terms of the submitter agreement with the Johnston County Register of Deeds.

SUBJECT, HOWEVER, to the following Exceptions:

1. Ad Valorem taxes for the year 2018 and thereafter;
2. Easements, Restrictions, Rights-of-Way, and other appurtenances of record in the Johnston County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

AND THE GRANTOR covenants with the Grantee, that the Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions stated herein.

IN WITNESS WHEREOF, the Grantor has hereunto set their hands and seals, or if corporate, has caused this instrument to be signed in the corporate name by its duly authorized officers and its seal to be hereunto affixed by the authority of its Board of Directors, the day and year first above written.

Leland Jerry Barbour (SEAL)  
LELAND JERRY BARBOUR

Lecy Nell Barbour (SEAL)  
LECY NELL BARBOUR

STATE OF NORTH CAROLINA

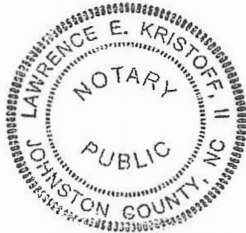
COUNTY OF Johnston

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Leland Jerry Barbour and Lecy Nell Barbour.

Date: 12/31/18

Print Name: Lawrence E. Kristoff

My Commission Expires: 3/29/2020



Johnnie Parker (SEAL)  
JOHNNIE PARKER

Linda Parker (SEAL)  
LINDA PARKER

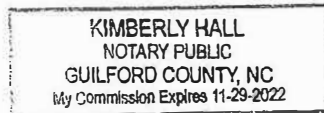
STATE OF NORTH CAROLINA

COUNTY OF Guilford

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Johnnie Parker and Linda Parker.

Date: 12/13/18

Kimberly Hall



Print Name: Kimberly Hall

My Commission Expires: 11/29/22

Jackie Lynn Barbour (SEAL)  
JACKIE LYNN BARBOUR

STATE OF NORTH CAROLINA

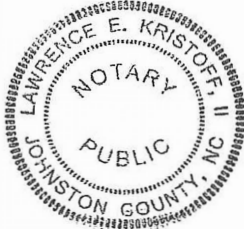
COUNTY OF Johnston

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Jackie Lynn Barbour.

Date: 12/31/18

Lawrence E. Kristoff II  
Print Name: Lawrence E. Kristoff II

My Commission Expires: 3/29/2020



Mickey Edward Truelove (SEAL)  
MICKEY EDWARD TRUELOVE

STATE OF NORTH CAROLINA

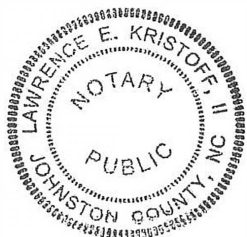
COUNTY OF Johnston

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Mickey Edward Truelove.

Date: 12/31/18

Print Name: Laurence E. Kristoff

My Commission Expires: 3/29/2020



Mike Lynn TrueLove (SEAL)  
MIKE LYNN TRUELOVE

STATE OF NORTH CAROLINA

COUNTY OF Johnston

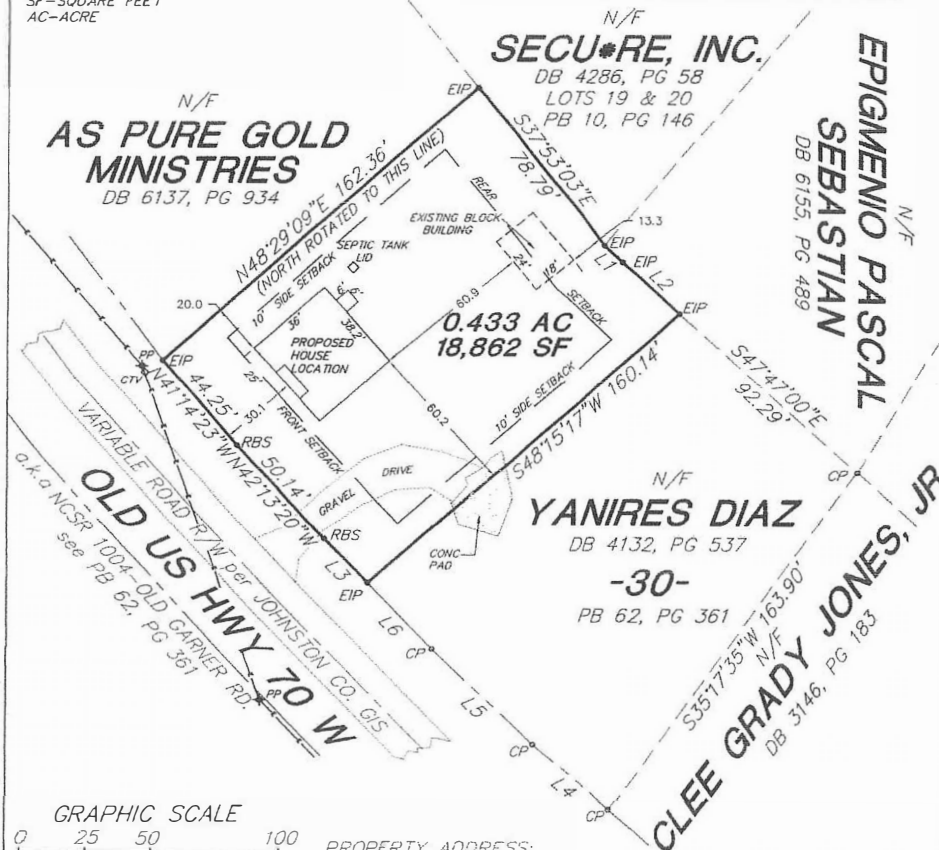
I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Mike Lynn TrueLove.

Date: 1/31/16Print Name: Lawrence KristoffMy Commission Expires: 3/29/2020

[illegible]

**VICINITY MAP**  
(NOT TO SCALE)

| LINE TABLE DATA |             |          |
|-----------------|-------------|----------|
| LINE            | BEARING     | DISTANCE |
| L1              | S47°01'16"E | 9.59'    |
| L2              | S47°47'00"E | 29.91'   |
| L3              | N43°54'17"W | 24.19'   |
| L4              | N49°01'56"W | 39.30'   |
| L5              | N45°46'47"W | 53.93'   |
| L6              | N43°53'57"W | 35.79'   |



GRAPHIC SCALE

A horizontal scale bar with four segments. The segments are labeled 0, 25, 50, and 100 from left to right. The bar is divided into four equal parts by vertical lines at the 25, 50, and 100 marks.

PROPERTY ADDRESS:  
1412 OLD US HWY 70 W  
CLAYTON, NC 27520

**PROPOSED SITE PLAN FOR:  
LELAND ANTHONY BARBOUR  
and BLESSL BARBOUR**

I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Deed Book 5274, Page 304 or other referenced source PB 62, PG 361; that the ratio of precision or positional accuracy is 1:10,000; and that this map meets the requirements of THE STANDARDS OF PRACTICE for LAND SURVEYING in North Carolina, (29 NCAC 56. 1600) This 14th day of \_\_\_\_\_, 2008.

|                 |
|-----------------|
| DEED REFERENCE  |
| DB 5274, PG 304 |
| PARCEL ID NO.   |
| 05G01012D       |
| SURVEYED BY     |
| ET              |
| FIELD BOOK      |
| SEE FILE        |
| DATE            |
| 6-6-23          |
| DRAWN BY        |
| CSL             |
| SCALE           |
| 1"=50'          |
| DWG NO.         |
| 23-231          |

AS RECORDED IN: PLAT BOOK 62, PAGE 361

CLAYTON TWP. JOHNSTON COUNTY NC

**JIMMY BARBOUR SURVEYING, PA**

JIMMY C. BARBOUR, PLS, GSI

C-3109

213 South Second Street  
P. O. BOX 28  
SHARPLES, N.C. 27577

(919) 989-6642 PHONE FAX [jbarbour@worldnet.att.net](mailto:jbarbour@worldnet.att.net)


  
 Jimmy C. Barbour, Professional Land Surveyor  
 North Carolina License Number 1-2855

SHOTWELL ROAD  
LAKESIDE DRIVE  
RR TRACK  
MAIN ST.

THIS MAP IS A RECOMMENDATION OF EXISTING PARCELS OF LAND AND NOT SUBJECT TO THE SUBDIVISION REGULATIONS OF THE TOWN OF CLAYTON

DATE: June 27, 03

REVIEW OFFICER OF JOHNSTON COUNTY, CERTIFY THAT THE MAP IS CORRECT TO THE BEST OF HIS KNOWLEDGE AND MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING

DATE: June 30, 2003

STATE OF NORTH CAROLINA, JOHNSTON CO. FILED FOR REGISTRATION AT 1.001 M

REGISTERED IN BOOK 62 PAGE 361

BY: Dan B. Plouman, Deputy

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE JURISDICTION OF THE TOWN OF CLAYTON AND THAT I HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY FREE CONSENT, ESTABLISHED MINIMUM SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, PARKS, AND OTHER SITES AND BASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I DEDICATE ALL ELECTRICAL SYSTEMS AND ALL SEWER AND WATER LINES TO THE TOWN OF CLAYTON.

DATE: June 27, 2003 OWNER: Alsey J. Gilbert

DATE: June 27, 2003 OWNER: Alsey J. Gilbert

I, ALSEY J. GILBERT, PLS. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (and as shown recorded in BOOK 62 PAGE 361) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DEDICATED PROPORTION FOUND IN BOOK 62 PAGE 361 THAT THE RATIO OF PRECISION IS 1:20,000 THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 41-20 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE AND REGISTRATION NUMBER AND SEAL THIS 27 DAY OF June AD 2003

ALSEY J. GILBERT, PLS.

REG. NO. 3721

DATE: 1/15/03

THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND TO THE TOWN OF CLAYTON OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND

THIS SURVEY IS OF ANOTHER CATEGORY SUCH AS THE RECOMMENDATION OF AN EXISTING PARCELS, OR PARCELS OF LAND, A COURT ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION

THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET

LEGEND  
 EIP EXISTING IRON PIPE  
 IPS IRON PIPE SET  
 EIS EXISTING IRON STAKE  
 ISS IRON STAKE SET  
 RMW RIGHT OF WAY  
 PML PARKER PALM NAG  
 ECM EXISTING CONC. MONUMENT  
 CMS CONCRETE MONUMENT SET  
 AREA BY COORDINATE METHOD  
 TITLE BY LAWYER  
 PROPERTY SUBJECT TO EASEMENT OF RECORD  
 THIS PROPERTY IS NOT WITHIN A 100 YEAR FLOOD PLAIN ACCORDING TO PANEL NO. \_\_\_\_\_

NCSR 1004  
OLD GARNER ROAD  
60' PUBLIC RW

POINT IN CENTER OF  
NEAR TOWN AND LAKESIDE  
DRIVE

RECOMMENDATION FOR:  
VANDORIS ADAMS AND MARGARET PEARCE  
CLAYTON TWP. JOHNSTON COUNTY NC  
SCALE 1"=60'  
DATE 1/6/03

OWNER: VANDORIS ADAMS  
1418 70A W  
CLAYTON NC 27320

OWNER: MARGARET PEARCE  
1412 70A W  
CLAYTON NC 27320

ALSEY J. GILBERT PLS.  
113 NORTH COURSE ST.  
CLAYTON NC 27320  
PHONE 919-585-1004  
FAX 919-585-1005

# SINGLE FAMILY HOME

**RESOLUTION 2023-97 DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER NC G.S. 160A-31 AND SETTING THE DATE OF A PUBLIC HEARING  
ON THE QUESTION OF ANNEXATION, 2023-138-ANX Leland A. Blessl Barbour  
Annexation**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received by the Town of Clayton; and

**WHEREAS**, NC G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Clayton deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

**WHEREAS**, the area proposed for annexation is described as follows:

BEING all of that parcel of land containing 0.43 acre, more or less, as shown on map recorded in Plat Book 62, Page 36 I, Johnston County Registry, to which plat reference is hereby made for a full and complete description of said parcel of land.

Said parcel of land is conveyed subject to that Boundary Line Agreement which is recorded in Deed Book 4240, Page 941, Johnston County Registry. Said Agreement affected the western property line of the subject property only.

For chain of title, see Deed Book 2581, Page 715, 488, Page 354, Johnston County Registry and 17 E 694, Johnston County Clerk of Superior Court.

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

**Section 1.** The Town Clerk is hereby directed to investigate the sufficiency of the below described petition and to certify as soon as possible to the Town of Clayton Town Council the result of her investigation.

**Section 2.** Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 111 E. Second Street, at 6:00PM (or as soon thereafter as is practical) on Tuesday, January 2, 2024.

**Section 3.** Notice of the public hearing shall be published in the Johnstonian News newspapers, having general circulation in the Town of Clayton, at least ten (10) days prior to the public hearing.

Duly adopted this 18<sup>th</sup> day of December 2023, while in regular session.

ATTEST:

\_\_\_\_\_  
Jody L. McLeod  
Mayor

\_\_\_\_\_  
Heidi Holland, CMC, NCCMC  
Town Clerk

**DESCRIPTION/ADDRESS:**  
**Pin #: 165907-58-9136**  
**Contiguous; 0.43 acres**

Ordinance # #2023-12-02

Annexation Petition 2023-138-ANX  
Leland A. & Blessl Barbour  
Location: 05G01012D  
Contiguous; .4330 acres

**TOWN OF CLAYTON  
ORDINANCE TO EXTEND THE CORPORATE LIMITS**

1. WHEREAS, the Clayton Town Council has been petitioned under NC GS 160A-31.  
to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on  
the question of this annexation was held at Clayton Town Hall, 111 E Second Street at 6 p.m. on  
December 18, 2023, where the Town Council meeting occurring on January 2, 2024, after due  
notice by publication in the Johnstonian on December 20th, 2023; and

WHEREAS, the Clayton Town Council finds that the petition meets the requirements of NC GS  
160A-31;

NOW THEREFORE, BE IT ORDAINED by the Clayton Town Council of the Town of  
Clayton, North Carolina that:

1. **SECTION 1** By virtue of the authority granted by NC GS 160A-31., the following  
described territory is hereby annexed and made part of the Town of Clayton as of January  
2, 2024:

BEING all of that parcel of land containing 0.43 acre, more or less, as shown on map  
recorded in  
Plat Book 62, Page 36 I, Johnston County Registry, to which plat reference is hereby made  
for a

full and complete description of said parcel of land.  
Said parcel of land is conveyed subject to that Boundary Line Agreement which is recorded in Deed Book 4240, Page 941, Johnston County Registry. Said Agreement affected the western property line of the subject property only.  
For chain of title, see Deed Book 2581, Page 715, 488, Page 354, Johnston County Registry and 17 E 694, Johnston County Clerk of Superior Court.

**SECTION 2** Upon and after January 2, 2024, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Clayton and shall be entitled to the same privileges and benefits as other parts of the Town of Clayton. Said territory shall be subject to municipal taxes in according to NC GS 160A-58.10.

**SECTION 3** The Mayor of the Town of Clayton shall cause to be recorded in the office of the Register of Deeds of (COUNTY), and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in SECTION 1 above, together with a duly certified copy of the ordinance. Such a map shall also be delivered to the County Board of Elections, as required by NC GS 163-288.1.

ADOPTED this 2nd day of January 2024.

-----  
Jody L. McLeod  
Mayor

ATTEST:

APPROVED AS TO FORM:

-----  
Heidi Holland, CMC, NCCMC  
Town Clerk

-----  
Jim Cauley  
Town Attorney

.....

**NORTH CAROLINA**  
**JOHNSTON COUNTY**

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared before me Heidi Holland, Clerk of the Town of Clayton, who, being duly sworn by me, says that she knows the common seal of the Town of Clayton and is acquainted with Jody L. McLeod, who is the Mayor and presiding member of said municipal corporation; and that she saw the said Mayor sign the foregoing instrument and saw the said common seal of said municipal corporation affixed to said instrument by said Mayor, and that she, the said Heidi Holland, signed her name in attestation of said instrument in the presence of said Mayor.

Witness my hand and notarial seal, this the day and year first above written.

\_\_\_\_\_  
Notary Public - Signature

\_\_\_\_\_  
Notary Public - Printed Name

Commission Expires: \_\_\_\_\_

County of Commission: \_\_\_\_\_



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

CONSENT AGENDA

### Item Title

RESOLUTION 2023-98 Directing the Clerk to check for sufficiency and set a public hearing date for 2023-161-ANX LAWSON GLEN ANNEXATION

### 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

Resolution for the Clerk to check for sufficiency for the annexation of 27.300 acres of real land. This parcel is the site of the previously approved Lawson Glen Subdivision.

**Funding Source**

N/A

**Corresponding Documentation**

- [TC 2023-161-ANX Staff Report Lawson Glen](#)
- [2 Annexation Application 2023-161-ANX Lawson Glen](#)
- [3 Annexation Plat 2023-161-ANX Lawson Glen](#)
- [4 Legal Description 2023-161-ANX Lawson Glen](#)
- [5 Ordinance 2023-161-ANX Lawson Glen Contiguous](#)
- [2023-161-ANX Lawson Glen - Resolution](#)

**Submitted By:** Bruce Venable, Planning

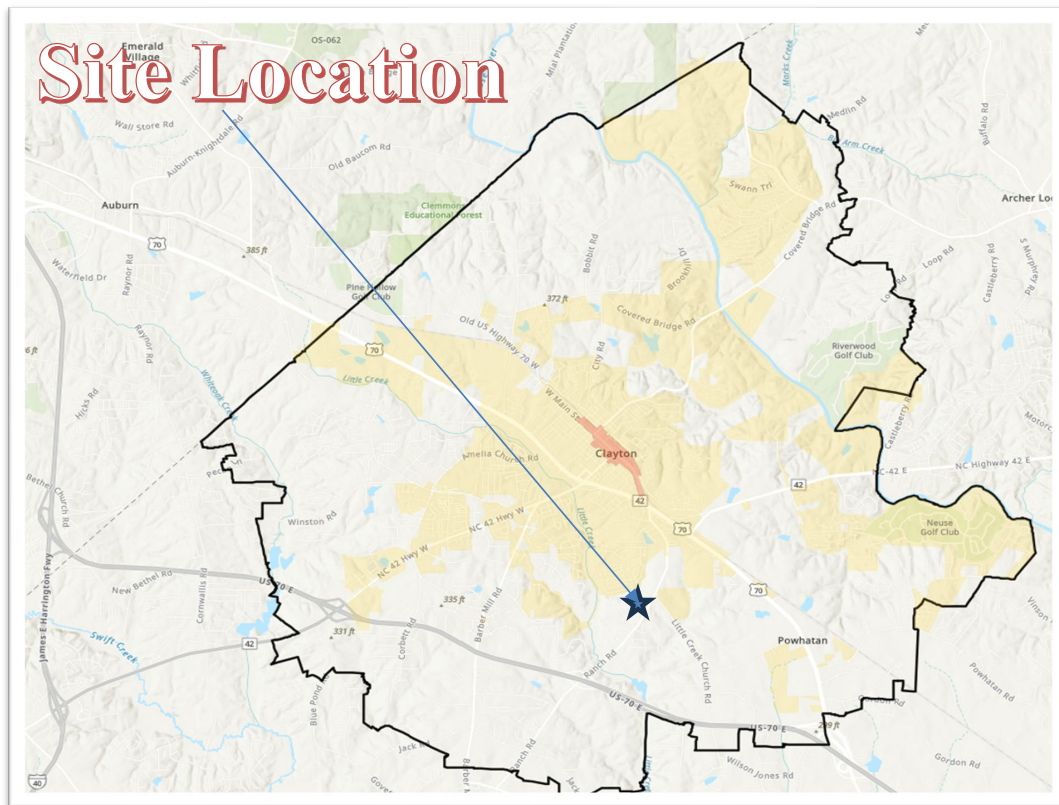
**Reviewed By:**

|                                  |                        |
|----------------------------------|------------------------|
| Conrad Olmedo, Planning Director | Approved - Dec 13 2023 |
| Rich Cappola, Town Manager       | Approved - Dec 13 2023 |
| Heidi Holland, Town Clerk        | Approved - Dec 13 2023 |



# LAWSON GLEN ANNEXATION

|                        |                          |                      |                                                                  |
|------------------------|--------------------------|----------------------|------------------------------------------------------------------|
| <b>Project #:</b>      | 2023-161-ANX             | <b>Location:</b>     | Parcel is located along Little Creek Church Road and Ranch Road. |
| <b>Applicant:</b>      | D.R. Horton, Inc         | <b>Project Type:</b> | ANNEXATION                                                       |
| <b>Property Owner:</b> | D.R. Horton, Inc         | <b>Proposed Use:</b> | Residential                                                      |
| <b>Staff Planner:</b>  | Bruce Venable, Planner I | <b>TAG #(s):</b>     | 05H04031D                                                        |



## PROJECT SUMMARY

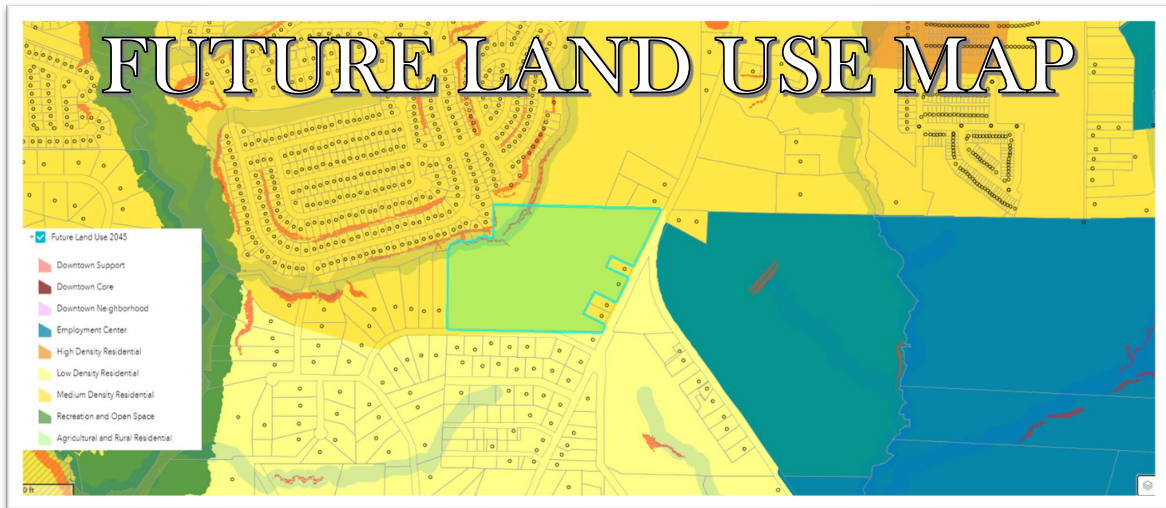
The site is located off Little Creek Church Road and Ranch Road and is within Clayton's ETJ. The applicant has petitioned the Town to be annexed into the corporate limits of the Town of Clayton. Annexation into the Town is required to obtain Town utilities.

The property is located within the Claytex Fire District.

### SITE DATA:

**Acreage:** +/- 27.300 acres  
**Existing Use:** Single-Family Detached

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**ATTACHMENTS:**

- 1) Staff Report
- 2) Petition for Annexation
- 3) Legal Description of Metes and Bounds
- 4) Annexation Plat
- 5) Annexation Ordinance



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

## PETITION FOR VOLUNTARY ANNEXATION

**VOLUNTARY ANNEXATION:** Upon receipt of a valid petition signed by all the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1.

Applications are accepted on a rolling basis and can be submitted to the Town of Clayton Planning Department.

**Application Review Fee: \$300**

### PROCESS:

**Review by Staff:** The Planning, Engineering and Public Works Departments review the annexation submission. Comments will be sent to the applicant. There is an initial 15 business day review cycle with 3 Council hearing meetings. Expect an estimated minimum of 2-3 months for review/approval.

**Annexation Plat and Legal Description (Metes & Bounds) Submission:** The plat and a legal description (metes and bounds) must be submitted with the application and review fee.

**Is the proposed land for annexation located outside the Claytex Fire District?** \_\_\_\_ Yes ☒ No

*\*If the proposed land for annexation is located outside of the Claytex Fire District, the Fire District in which the land is located must be notified by the Town, and a payment from the applicant to the Town covering the proportional share of Fire District Debt of the land (as determined by the Fire District) will be required to be made. This process will increase the timeline for approval of these annexations.*

**Legal Advertisement:** A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

**Town Council Meeting:** The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved. These first two actions generally occur during the Consent Agenda item on 2 consecutive Town Council meetings.

**Public Hearing/Town Council Meeting:** The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Clayton. The Public Hearing is generally held during the 3<sup>rd</sup> Council meeting, following approval of the Certificated Sufficiency and Resolution setting the Public Hearing date.

**Recordation:** If the annexation is approved by the Town Council, the applicant is required to submit one (1) Mylar annexation plat to the Planning Department for signature. The Annexation Plat shall be recorded at the appropriate county Register of Deeds.

Name of Project: Lawson Glen Date: 10.05.2023  
Applicant Name: D.R. Horton, Inc. Phone: 919-971-2126 Email: aboakley@drhorton.com

**Petition for Voluntary Annexation Application**

1. Application Type: ☐ Individual ☒ Corporation ☐ LLC ☐ Partnership
2. The proposed annexation will be: ☒ Contiguous Annexation ☐ Non-Contiguous Annexation

**Property Information**

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

1. I/We the undersigned owner(s)\* of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Clayton, North Carolina.

\*If the owner of real property is a corporation or religious entity, attach a copy of the articles of incorporation describing who is/are authorized to sign the petition.

2. The area to be annexed is ☒ contiguous, ☐ non-contiguous to the Town of Clayton, North Carolina and the boundaries of such territory are as provided in the boundary plat attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.
4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

Total Acreage to be annexed: 27.3 Existing Housing Units: 0

Population of acreage to be annexed: 0 Fire District: Claytex Fire District

Existing Zoning District\*: R-8 Proposed Town Zoning District\*: R-8

County Recorded Plat Book and Page #: DB 6240 PG 814 - Johnston County

Reason for petitioner to annex: ☒ Receive Town Services ☐ Other (please specify): \_\_\_\_\_

5. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in the termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate on the following page, and attach proof.)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Petition Number: \_\_\_\_\_

\*This page must be notarized prior to submitting to the Town for review\*

**Complete ONLY if applying for an individual annexation and if property is owned by individual (s):**

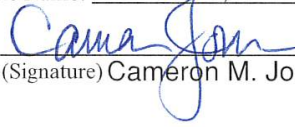
|                       |                    |
|-----------------------|--------------------|
| _____<br>Please Print | _____<br>Signature |
| _____<br>Please Print | _____<br>Signature |

**Complete ONLY if applying for a Corporation Annexation:**

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its secretary by order of its Board of Directors, this 6<sup>th</sup> day of November, 20 23.

SEAL

Corporate Name: D.R. Horton, Inc.

By:   
(Signature) Cameron M. Jones

Attest: \_\_\_\_\_  
Secretary (Signature)

**Complete ONLY if applying for a Limited Liability Company Annexation:**

In witness whereof, \_\_\_\_\_ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name of Limited Liability Company: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Member/Manager

**Complete ONLY if applying for a Partnership Annexation:**

In witness whereof, \_\_\_\_\_ a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name of Partnership: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF ~~JOHNSTON~~ WAKE

Sworn and subscribed before me, Anne B. Oakley, a Notary Public for the above State and County, this 6<sup>th</sup> day of November, 20 23.

SEAL



  
Notary Public

My Commission Expires: November 14, 2026

Revised July 2023

### Voluntary Annexation Plat Checklist

| #   | Required Plat Items                                                                                                                                                                                                                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits. |
| 2.  | Any utility easements with metes and bounds.                                                                                                                                                                                                  |
| 3.  | Accurate locations and descriptions of all monuments, markers and control points.                                                                                                                                                             |
| 4.  | Ultimate right-of-way widths on all streets.                                                                                                                                                                                                  |
| 5.  | Entitle "ANNEXATION MAP FOR THE TOWN OF CLAYTON" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF CLAYTON," as appropriate.                                                                                                                       |
| 6.  | Name of property owner(s).                                                                                                                                                                                                                    |
| 7.  | Name, seal, and registration of Professionally Licensed Surveyor (PLS).                                                                                                                                                                       |
| 8.  | Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 of NAD 27) or deed; graphic scale; and declination.                                                           |
| 9.  | Names of the township, county, and state.                                                                                                                                                                                                     |
| 10. | A detailed vicinity map.                                                                                                                                                                                                                      |
| 11. | Include address of property if assigned.                                                                                                                                                                                                      |
| 12. | Show all contiguous or non-contiguous town limits.                                                                                                                                                                                            |
| 13. | Leave a 2-inch by 2-inch space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.                                                                        |

THE FIRM HAS REVIEWED THE INFORMATION FURNISHED BY THE CLAIMANT REGARDING THE INSURANCE COMPANY TITLE COMMITMENT 163101030936; DATED MARCH 27, 2020 AT 8:31 AM AND IN THE PRESENCE OF THE CLAIMANT AND THE FIRM'S REPRESENTATIVE. THE FIRM IS NOT RESPONSIBLE FOR ANY OTHER DESCRIPTION NOT DISCLOSED BY THE REFERENCED TITLE COMMITMENT.

2. AREAS COMPUTED BY COORDINATE METHOD

3. PROPERTY SHOWN HEREIN IS SUBJECT TO ALL RIGHTS-OWNERS' EASEMENTS AND RESTRICTIONS OF RECORD.

4. ALL DISTANCES SHOWN ON SURVEY ARE HORIZONTAL, GROUND DISTANCES UNLESS OTHERWISE NOTED.

5. RIGHTS-OF-WAY INFORMATION IS BASED ON DEEDS AND MAPS OF RECORD.

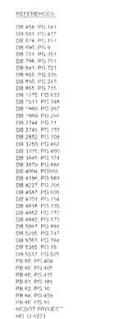
6. NO GRID COORDINATES (NAD83) OBTAINED BY USING GPS. THE FOR MOVIES WITH GRID.

7. BASIS OF BEARING SHOWN HEREIN IS NG DATUM 83 AND NG 8300.2010.

8. PROPERTY SHOWN HEREIN HAS LOCATED IN FLOODZONE "ZONE X" AREA OF MINIMAL FLOODING. PER FLOOD INFORMATION MAP 372614MMAH, PANEL 88 EFFECTIVE DATE JUNE 28, 2015.



☐ FCM  
☐ IPF  
☐ IRT  
☐ PPF  
☐ AXF  
☐ IRS



I, THOMAS E. TEABO, PLS. HEREBY CERTIFY THAT THIS PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM DEED AND MAP REFERENCES AS NOTED ON SAID MAP, THAT THE BOUNDARY'S NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FROM DEEDS AND MAP REFERENCES AT

(1) CLASS OF SURVEY "CLASS A"

THAT THE SURVIVORS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

Downloaded from <http://ajph.org/> at University of California, San Diego on May 11, 2015

| CURVE TABLE |           |         |               |         |            |         |
|-------------|-----------|---------|---------------|---------|------------|---------|
| CURVE       | RADIUS    | LENGTH  | CHORD BEARING | CHORD   | DELTA      | TANGENT |
| C1          | 30911.85' | 440.67' | S26°07'43"W   | 440.66' | 009°49'00" | 220.34' |
| C2          | 30045.00' | 22.65'  | S25°41'34"W   | 22.65'  | 030°02'35" | 11.30'  |



ANNE KATON MAP  
 FGP  
 THE TOWN OF CLAYTON  
 PIN: 166814-33 0328  
 SITE ADDRESS: 60 RANCH RD  
 DB 2745, PG 233  
 PB 64, PG 458  
 TOWN OF CLAYTON  
 CLAYTON TOWNSHIP  
 JOHNSTON COUNTY, NORTH CAROLINA

[illegible]

|            |     |    |        |     |      |        |
|------------|-----|----|--------|-----|------|--------|
| 05/20/2022 | RJA | AM | TET/ST | TET | 1-HR | 1 OF 1 |
|------------|-----|----|--------|-----|------|--------|

Date: September 25<sup>th</sup>, 2023

**Legal Description of a  
26.408 Acre Area  
To Be Annexed  
PIN: 166814-33-0328  
(DB 6240, PG 814)  
Clayton, NC**

Subject property being located in Johnston County, North Carolina:

BEGINNING at an iron rebar found, said point being the westerly edge of Ranch Road and also being the northeasterly property corner of now or formerly Michael M. & Lisa Cotton (DB 3879, PG 886), thence leaving the westerly right-of-way of Ranch Road N 89° 01' 21" W 1,191.53' to a pinched pipe found;  
Thence N 01° 41' 40" E 599.40' to a bent iron pipe found;  
Thence N 20° 16' 46" E 37.51' to a computed point;  
Thence N 58° 48' 43" E 65.68' to a computed point;  
Thence S 63° 09' 25" E 52.15' to an iron pipe found;  
Thence N 74° 36' 07" E 88.76' to an iron pipe found;  
Thence N 33° 44' 25" E 25.34' to an iron pipe found;  
Thence N 88° 50' 38" E 41.23' to an iron pipe found;  
Thence N 35° 02' 18" E 17.33' to a computed point;  
Thence S 85° 35' 17" E 10.48' to an iron pipe found;  
Thence S 18° 26' 16" E 22.15' to a bent iron pipe found;  
Thence S 76° 05' 44" E 20.12' to an iron pipe found;  
Thence N 74° 28' 27" E 31.10' to a computed point;  
Thence N 00° 16' 24" E 58.10' to an iron pipe found;  
Thence N 00° 16' 24" E 191.69' to an iron rebar found;  
Thence S 88° 42' 43" E 833.43' to a bent iron pipe found;  
Thence S 88° 42' 43" E 160.87' to an iron pipe;  
Thence S 88° 42' 43" E 287.91' to a computed point;  
Thence S 88° 42' 43" E 4.63' to an existing concrete monument, said concrete monument being on the westerly right-of-way of Little Creek Church Road and also the southeasterly corner of now or formerly Mark Edward Parker & Lisa W. Parker's property (DB 1511, PG 348);  
Thence S 89° 07' 32" E 33.39' to an iron rebar found;  
Thence S 89° 07' 32" E 4.99' to a computed point, said point also being the center of Little Creek Church Road;  
Thence with the center of Little Creek Church Road the following courses and distances:  
S 27° 33' 18" W 49.93' to a computed point;  
S 26° 09' 58" W 52.21' to a computed point;

S 26° 28' 29" W 392.21' to a computed point;  
Thence leaving the center of Little Creek Church Road N 65° 14' 56" W 32.44' to a  
pinched pipe found, said pipe also being on the westerly right-of-way of Little Creek  
Road;  
Thence leaving the right-of-way of Little Creek Road N 65° 14' 56" W 12.53' to a  
computed point;  
Thence N 65° 14' 56" W 187.50' to an axel found;  
Thence S 24° 49' 42" W 99.40' to a bent iron pipe found;  
Thence S 64° 59' 56" E 186.17' to a computed point;  
Thence S 64° 59' 56" E 13.71' to an iron pipe found, said pipe also being on the westerly  
right-of-way of Ranch Road;  
Thence S 64° 59' 56" E 30.08' to a computed point, said point also being the center of  
Ranch Road;  
Thence with the center of Ranch Road the following courses and distances:  
S 24° 57' 39" W 99.79' to a computed point;  
S 27° 15' 55" W 100.71' to a computed point;  
Thence leaving the center of Ranch Road N 64° 17' 48" W 26.75' to a computed point,  
said point also being on the westerly right-of-way of Ranch Road;  
Thence leaving the westerly right-of-way of Ranch road N 64° 17' 48" W 15.05' to a  
computed point;  
Thence N 64° 17' 48" W 185.22' to a pinched pipe found;  
Thence S 25° 23' 10" W 200.47' to an iron pipe found;  
Thence S 64° 31' 15" E 184.64' to a computed point;  
Thence S 64° 31' 15" E 15.11' to an iron pipe found, said iron pipe also being on the  
westerly right-of-way of Ranch Road;  
Thence S 64° 31' 15" E 29.94' to a computed point, said point being in the center of  
Ranch Road;  
Thence with the centerline of Ranch road S 25° 40' 19" W 39.46' to a computed point;  
Thence, N 85° 25' 29" W 32.16' to an iron rebar found, said point also being THE  
POINT AND PLACE OF BEGINNING of the northwestern portion of the now or  
formerly Devra S. Massey Trust & Devra S. Massey Trustee property(DB 2745, PG 733)  
being 1,153,465 square feet or 26.480 acres.

PRELIMINARY – NOT FOR SALES OR CONVEYANCES

Ordinance # #2023-12-03

Annexation Petition 2023-161-ANX  
D.R. Horton, INC.  
Location: 05G01012D  
Contiguous; 27.300 acres

**TOWN OF CLAYTON  
ORDINANCE TO EXTEND THE CORPORATE LIMITS**

1. WHEREAS, the Clayton Town Council has been petitioned under NC GS 160A-31.  
to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on  
the question of this annexation was held at Clayton Town Hall, 111 E Second Street at 6 p.m. on  
December 18, 2023, where the Town Council meeting occurring on January 2, 2024, after due  
notice by publication in the Johnstonian on December 20th, 2023; and

WHEREAS, the Clayton Town Council finds that the petition meets the requirements of NC GS  
160A-31;

NOW THEREFORE, BE IT ORDAINED by the Clayton Town Council of the Town of  
Clayton, North Carolina that:

1. **SECTION 1** By virtue of the authority granted by NC GS 160A-31., the following  
described territory is hereby annexed and made part of the Town of Clayton as of January  
2, 2024:

BEGINNING at an iron rebar found, said point being the westerly edge of Ranch  
Road and also being the northeasterly property corner of now or formerly Michael M.  
& Lisa Cotton (DB 3879, PG 886), thence leaving the westerly right-of-way of Ranch  
Road N 89° 01' 21" W 1,191.53' to a pinched pipe found;

Thence N 01° 41' 40" E 599.40' to a bent iron pipe found;  
 Thence N 20° 16' 46" E 37.51' to a computed point; Thence N 58° 48' 43" E 65.68' to a  
 computed point; Thence S 63° 09' 25" E 52.15' to an iron pipe found;  
 Thence N 74° 36' 07" E 88.76' to an iron pipe found; Thence N 33° 44' 25" E 25.34' to  
 an iron pipe found; Thence N 88° 50' 38" E 41.23' to an iron pipe found; Thence N  
 35° 02' 18" E 17.33' to a computed point;  
 Thence S 85° 35' 17" E 10.48' to an iron pipe found;  
 Thence S 18° 26' 16" E 22.15' to a bent iron pipe found;  
 Thence S 76° 05' 44" E 20.12' to an iron pipe found;  
 Thence N 74° 28' 27" E 31.10' to a computed point;  
 Thence N 00° 16' 24" E 58.10' to an iron pipe found;  
 Thence N 00° 16' 24" E 191.69' to an iron rebar found;  
 Thence S 88° 42' 43" E 833.43' to a bent iron pipe found;  
 Thence S 88° 42' 43" E 160.87' to an iron pipe;  
 Thence S 88° 42' 43" E 287.91' to a computed point;  
 Thence S 88° 42' 43" E 4.63' to an existing concrete monument, said concrete  
 monument being on the westerly right-of-way of Little Creek Church Road and also the  
 southeasterly corner of now or formerly Mark Edward Parker & Lisa W. Parker's  
 property(DB 1511, PG 348);  
 Thence S 89° 07' 32" E 33.39' to an iron rebar found;  
 Thence S 89° 07' 32" E 4.99' to a computed point, said point also being the center of  
 Little Creek Church Road;  
 Thence with the center of Little Creek Church Road the following courses and  
 distances: S 27° 33' 18" W 49.93' to a computed point;  
 S 26° 09' 58" W 52.21' to a computed point; S 26° 28' 29" W 392.21' to a computed  
 point;  
 Thence leaving the center of Little Creek Church Road N 65° 14' 56" W 32.44' to a  
 pinched pipe found, said pipe also being on the westerly right-of-way of Little Creek  
 Road;  
 Thence leaving the right-of-way of Little Creek Road N 65° 14' 56" W 12.53' to a  
 computed point;  
 Thence N 65° 14' 56" W 87.50' to an axe! found;  
 Thence S 24° 49' 42" W 99.40' to a bent iron pipe found;

Thence S 64° 59' 56" E 186.17' to a computed point;  
 Thence S 64° 59' 56" E 13.71' to an iron pipe found, said pipe also being on the  
 westerly right-of-way of Ranch Road;  
 Thence S 64° 59' 56" E 30.08' to a computed point, said point also being the center of  
 Ranch Road;  
 Thence with the center of Ranch Road the following courses and distances:  
 S 24° 57' 39" W 99.79' to a computed point;  
 S 27° 15' 55" W 100.71' to a computed point;  
 Thence leaving the center of Ranch Road N 64° 17' 48" W 26.75' to a computed point,  
 said point also being on the westerly right-of-way of Ranch Road;  
 Thence leaving the westerly right-of-way of Ranch road N 64° 17' 48" W 15.05' to a  
 computed point;  
 Thence N 64° 17' 48" W 185.22' to a pinched pipe found;  
 Thence S 25° 23' 1 0" W 200.47' to an iron pipe found;  
 Thence S 64° 31' 15" E 184.64' to a computed point;  
 Thence S 64° 31' 15" E I 5.11' to an iron pipe found, said iron pipe also being on the  
 westerly right-of-way of Ranch Road;  
 Thence S 64° 31' 15" E 29.94' to a computed point, said point being in the center of  
 Ranch Road;  
 Thence with the centerline of Ranch road S 25° 40' 19" W 39.46' to a computed point;  
 Thence, N 85° 25' 29" W 32.16' to an iron rebar found, said point also being THE  
 POINT AND PLACE OF BEGINNING of the northwestern portion of the now or  
 formerly Devra S. Massey Trust & Devra S. Massey Trustee property (DB 2745, PG  
 733) being 1,153,465 square feet or 26.480 acres.

**SECTION 2** Upon and after January 2, 2024, the above-described territory and its citizens and  
 property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of  
 Clayton and shall be entitled to the same privileges and benefits as other parts of the Town of  
 Clayton. Said territory shall be subject to municipal taxes in according to NC GS 160A-58.10.

**SECTION 3** The Mayor of the Town of Clayton shall cause to be recorded in the office of the Register of Deeds of (COUNTY), and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in SECTION 1 above, together with a duly certified copy of the ordinance. Such a map shall also be delivered to the County Board of Elections, as required by NC GS 163-288.1.

ADOPTED this 2nd day of January 2024.

\_\_\_\_\_  
Jody L. McLeod  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Heidi Holland, CMC, NCCMC  
Town Clerk

\_\_\_\_\_  
Jim Cauley  
Town Attorney

.....  
**NORTH CAROLINA  
JOHNSTON COUNTY**

This the \_\_\_\_\_ day of \_\_\_\_\_, 2024, personally appeared before me Heidi Holland, Clerk of the Town of Clayton, who, being duly sworn by me, says that she knows the common seal of the Town of Clayton and is acquainted with Jody L. McLeod, who is the Mayor and presiding member of said municipal corporation; and that she saw the said Mayor sign the foregoing instrument and saw the said common seal of said municipal corporation affixed to said instrument by said Mayor, and that she, the said Heidi Holland, signed her name in attestation of said instrument in the presence of said Mayor.

Witness my hand and notarial seal, this the day and year first above written.

-----  
Notary Public - Signature

-----  
Notary Public - Printed Name

Commission Expires: -----

County of Commission: -----

**RESOLUTION 2023-98 DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER NC G.S. 160A-31 AND SETTING THE DATE OF A PUBLIC HEARING  
ON THE QUESTION OF ANNEXATION, 2023-161-ANX Lawson Glen Annexation**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received by the Town of Clayton; and

**WHEREAS**, NC G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Clayton deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

**WHEREAS**, the area proposed for annexation is described as follows:

BEGINNING at an iron rebar found, said point being the westerly edge of Ranch Road and also being the northeasterly property corner of now or formerly Michael M. & Lisa Cotton (DB 3879, PG 886), thence leaving the westerly right-of-way of Ranch Road N 89° 01' 21" W 1,191.53' to a pinched pipe found;  
Thence N 01° 41' 40" E 599.40' to a bent iron pipe found;  
Thence N 20° 16' 46" E 37.51' to a computed point; Thence N 58° 48' 43" E 65.68' to a computed point; Thence S 63° 09' 25" E 52.15' to an iron pipe found;  
Thence N 74° 36' 07" E 88.76' to an iron pipe found; Thence N 33° 44' 25" E 25.34' to an iron pipe found; Thence N 88° 50' 3 8" E 41.23' to an iron pipe found; Thence N 35° 02' 18" E 17.33' to a computed point;  
Thence S 85° 35' 17" E 10.48' to an iron pipe found;  
Thence S 18° 26' 16" E 22.15' to a bent iron pipe found;  
Thence S 76° 05' 44" E 20.12' to an iron pipe found;  
Thence N 74° 28' 27" E 31.10' to a computed point;  
Thence N 00° 16' 24" E 58.1 0' to an iron pipe found;  
Thence N 00° 16' 24" E 191.69' to an iron rebar found;  
Thence S 88° 42' 43" E 833.43' to a bent iron pipe found;  
Thence S 88° 42' 43" E 160.87' to an iron pipe;  
Thence S 88° 42' 43" E 287.91' to a computed point;  
Thence S 88° 42' 43" E 4.63' to an existing concrete monument, said concrete monument being on the westerly right-of-way of Little Creek Church Road and also the southeasterly corner of now or formerly Mark Edward Parker & Lisa W. Parker's property(DB 1511, PG 348);  
Thence S 89° 07' 32" E 33.39' to an iron rebar found;  
Thence S 89° 07' 32" E 4.99' to a computed point, said point also being the center of Little Creek Church Road;

Thence with the center of Little Creek Church Road the following courses and distances: S 27° 33' 18" W 49.93' to a computed point;  
 S 26° 09' 58" W 52.21' to a computed point; S 26° 28' 29" W 392.21' to a computed point;  
 Thence leaving the center of Little Creek Church Road N 65° 14' 56" \V 32.44' to a pinched pipe found, said pipe also being on the westerly right-of-way of Little Creek Road;  
 Thence leaving the right-of-way of Little Creek Road N 65° 14' 56" W 12.53' to a computed point;  
 Thence N 65° 14' 56" W I 87.50' to an axe! found;  
 Thence S 24° 49' 42" W 99.40' to a bent iron pipe found;  
 Thence S 64° 59' 56" E 186.17' to a computed point;  
 Thence S 64° 59' 56" E 13.71' to an iron pipe found, said pipe also being on the westerly right-of-way of Ranch Road;  
 Thence S 64° 59' 56" E 30.08' to a computed point, said point also being the center of Ranch Road;  
 Thence with the center of Ranch Road the following courses and distances:  
 S 24° 57' 39" W 99.79' to a computed point;  
 S 27° 15' 55" W 100.71' to a computed point;  
 Thence leaving the center of Ranch Road N 64° 17' 48" W 26.75' to a computed point, said point also being on the westerly right-of-way of Ranch Road;  
 Thence leaving the westerly right-of-way of Ranch road N 64° 17' 48" W 15.05' to a computed point;  
 Thence N 64° 17' 48" W 185.22' to a pinched pipe found;  
 Thence S 25° 23' 1 0" W 200.47' to an iron pipe found;  
 Thence S 64° 31' 15" E 184.64' to a computed point;  
 Thence S 64° 31' 15" E I 5.11' to an iron pipe found, said iron pipe also being on the westerly right-of-way of Ranch Road;  
 Thence S 64° 31' 15" E 29.94' to a computed point, said point being in the center of Ranch Road;  
 Thence with the centerline of Ranch road S 25° 40' 19" W 39.46' to a computed point;  
 Thence, N 85° 25' 29" W 32.16' to an iron rebar found, said point also being THE POINT AND PLACE OF BEGINNING of the northwestern portion of the now or formerly Devra S. Massey Trust & Devra S. Massey Trustee property (DB 2745, PG 733) being 1,153,465 square feet or 26.480 acres

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

**Section 1.** The Town Clerk is hereby directed to investigate the sufficiency of the below described petition and to certify as soon as possible to the Town of Clayton Town Council the result of her investigation.

**Section 2.** Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 111 E. Second Street, at 6:00PM (or as soon thereafter as is practical) on Tuesday, January 2, 2024.

**Section 3.** Notice of the public hearing shall be published in the Johnstonian News newspapers, having general circulation in the Town of Clayton, at least ten (10) days prior to the public hearing.

Duly adopted this 18<sup>th</sup> day of December 2023, while in regular session.

ATTEST:

\_\_\_\_\_  
Jody L. McLeod  
Mayor

\_\_\_\_\_  
Heidi Holland, CMC, NCCMC  
Town Clerk

**DESCRIPTION/ADDRESS:**  
**Pin #: 166814-33-0328**  
**Contiguous; 27.300 acres**



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

ADJUSTMENT OF THE AGENDA

### Item Title

Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance  
– Carolina Overlook Phase 1 K

### 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?

- |                                                            |                                                                |
|------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Public Hearing (Required by GS)   | <input type="checkbox"/> Public Hearing (Not Required by GS)   |
| <input type="checkbox"/> Newspaper Notice (Required by GS) | <input type="checkbox"/> Newspaper Notice (Not Required by GS) |
| <input type="checkbox"/> Public Forum/Input Session        | <input type="checkbox"/> Press Release                         |
| <input type="checkbox"/> E-News Distribution               | <input type="checkbox"/> Website                               |
| <input type="checkbox"/> Social Media                      | <input type="checkbox"/> Survey                                |
| <input type="checkbox"/> Special Mailing                   | <input type="checkbox"/> 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**

[UtilityAcceptanceResolution\\_Carolina Overlook phase 1 K](#)

**Submitted By:** Michael Worner, Engineering

**Reviewed By:**

|                                         |                        |
|-----------------------------------------|------------------------|
| Joshua Baird, Engineering Director      | Approved - Dec 13 2023 |
| Sam Johnson-Phillips, Deputy Town Clerk | Approved - Dec 13 2023 |
| Heidi Holland, Town Clerk               | Approved - Dec 13 2023 |

**Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for  
Maintenance – Carolina Overlook Phase 1 K**

**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 December 1, 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 December 18, 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    |
|-------------------|----------------------|-----------------------|-----------|
| Carolina Overlook | Sewer Easement       | 8" Sanitary Sewer     | 253.00 LF |
| Carolina Overlook | Whirlaway Street     | 8" Sanitary Sewer     | 53.00LF   |
| Carolina Overlook | Whirlaway Street     | 8" Waterline          | 294.00LF  |
| Carolina Overlook | Shadowbrook Trl.     | 8" Sanitary Sewer     | 587.00 LF |
| Carolina Overlook | Shadowbrook Trl.     | 8" Waterline          | 619.00LF  |
| Total:            |                      |                       | 1806.00LF |

Duly adopted this on the 18th day of December 2023.

\_\_\_\_\_  
Jody McLeod  
Mayor

ATTEST:

\_\_\_\_\_  
Heidi L. Holland, NCCMC  
Deputy Town Clerk



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

CONSENT AGENDA

### Item Title

Water and Wastewater Capacity Agreement - NovoNordisk

### Presenter(s)

Joshua Baird, P.E. - Engineering Director, Acting Water Resources Director

### Suggested Action

Approval of Agreement

### Strategic Priorities Alignment



☐  
Think Clayton  
(Administrative)



☐  
Think Arts &  
Culture



☐  
Think  
Downtown



☐  
Think  
Economic  
Development



☐  
Think Land  
Use &  
Housing



☐  
Think  
Mobility



☐  
Think Parks,  
Recreation  
& Natural  
Resources



☒  
Think Public  
Services &  
Infrastructure

**Public Hearing:** No

**If Approved, Will Document Require Recordation?** 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 currently serves water and wastewater to the existing Novo Nordisk IFP and API facilities on property located in Johnston County's Research and Training Zone and outside the Town of Clayton, namely 3611 and 3612 Powhatan Rd. Novo Nordisk staff have requested additional water and wastewater capacity to support its existing manufacturing operations and achieve compliance with Town permits. To date, there has been no additional capacity available in the East Clayton Industrial Area (ECIA), however, staff have worked with a consultant to develop a plan to shift additional wastewater flows from the Town's existing Little Creek Reclamation Facility to the Clayton-Raleigh Pump station which conveys flows to the City of Raleigh per the existing agreement and open up additional capacity at Little Creek Reclamation Facility. There are several infrastructure projects within the Town's system that are required to open up the additional capacity at Little Creek for Novo Nordisk. The projects include Clayton-Raleigh pump station expansion, Starmount pump station abandonment, Arbors pump station abandonment, Liberty pump station abandonment, and West Main pump station abandonment with total costs of approximately \$6 million. Novo Nordisk has collaborated for the Town of Clayton to be awarded a direct appropriation from the state of \$6 million for the infrastructure improvements.

The proposed capacity agreement is for a total of 210,000 gallons per day of additional water and 175,000 gallons per day of additional wastewater. Further, the proposed agreement outlines timing and phasing of the capacity, capacity and nutrient payment terms, and additional terms regarding the Town's direct appropriation from the state. Staff request Town Council approve the capacity agreement and authorize the Town Manager or designee to execute the agreement. Formal acceptance of the state direct appropriation will be forthcoming.

## Funding Source

N/A

## Corresponding Documentation

[TM W-WW Capacity Evaluation for NN 2023-10-06 Final](#)

[Sewer Services Agreement - Novo](#)

[EXHIBIT A - Allocated Capacity](#)

[EXHIBIT B - 2023-11-08\\_NovoAPI\\_175SDFWorksheet](#)

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**Submitted By:** Joshua Baird, Engineering

**Reviewed By:**

Joshua Baird, Engineering Director

Rich Cappola, Town Manager

Heidi Holland, Town Clerk

Approved - Dec 13 2023

Approved - Dec 13 2023

Approved - Dec 13 2023

# Review of Novo Nordisk Additional Capacity Request

## Technical Memorandum

Town of Clayton

*Clayton, North Carolina*

May 22, 2023

Rev. October 6, 2023

## Contents

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## Revision History

| Date            | Removed<br>(description, page #) | Replaced/Inserted<br>(description, page #)                                                                                                                                                                                                                                                        |
|-----------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 6, 2023 | n/a                              | <p>Updated project schedule based on contract award date for Clayton to Raleigh Pump Station Improvements, pages 9 and 10</p> <p>Replaced Clayton to Raleigh Pump Station Improvements estimated cost with actual bid price and 10% contingency, page 11</p> <p>Update dates in text, page 12</p> |
|                 |                                  |                                                                                                                                                                                                                                                                                                   |

# 1 Introduction

The Town of Clayton (Town) provides water and wastewater services to industrial customer Novo Nordisk (NN), which has requested the Town provide additional water supply and wastewater capacity to meet its growing needs. The request includes:

- An additional 0.175 MGD wastewater capacity, up from its current 0.5 MGD allocation.
- An increase of 0.175 MGD in addition to current water demands was assumed, to correspond with the wastewater capacity increase.

HDR performed a water and wastewater capacity management analysis to identify pathways for the Town of Clayton to accommodate these capacity increases. This is a high-level analysis to determine conditions for acceptance of these increased demand and flows over the next 2 years until the Town completes long-term wastewater system improvements currently in progress, such as its new Sam's Branch Water Reclamation Facility (SBWRF) and ECIA Pump Station, force main and Front Street gravity sewer (ECIA). This analysis is intended to provide guidance to the Town on capacity-related facility improvements that must be considered in decision making related to acceptance of this additional flow. This evaluation focuses on identifying pathways to meeting this request in the next 2 years prior to completion of the SBWRF and related conveyance projects.

## 2 Water Service Requirements

### 2.1 Existing Conditions

HDR performed a high-level modeling evaluation of the Town's water distribution system to determine its ability to support a 0.175 MGD increase in NN's water demand to the DAPI site from the current water demand to a new maximum of 0.675 MGD. NN's 2022 average daily demand (ADD) was approximately 0.49 MGD based upon Town water demand records. This increase would result in an immediate increase to 0.665 MGD and was used as a conservative initial modeling demand. Figure 1 illustrates both public and NN water distribution infrastructure that was included in the model. This evaluation only looked for deficiencies in the Town-owned water distribution infrastructure.

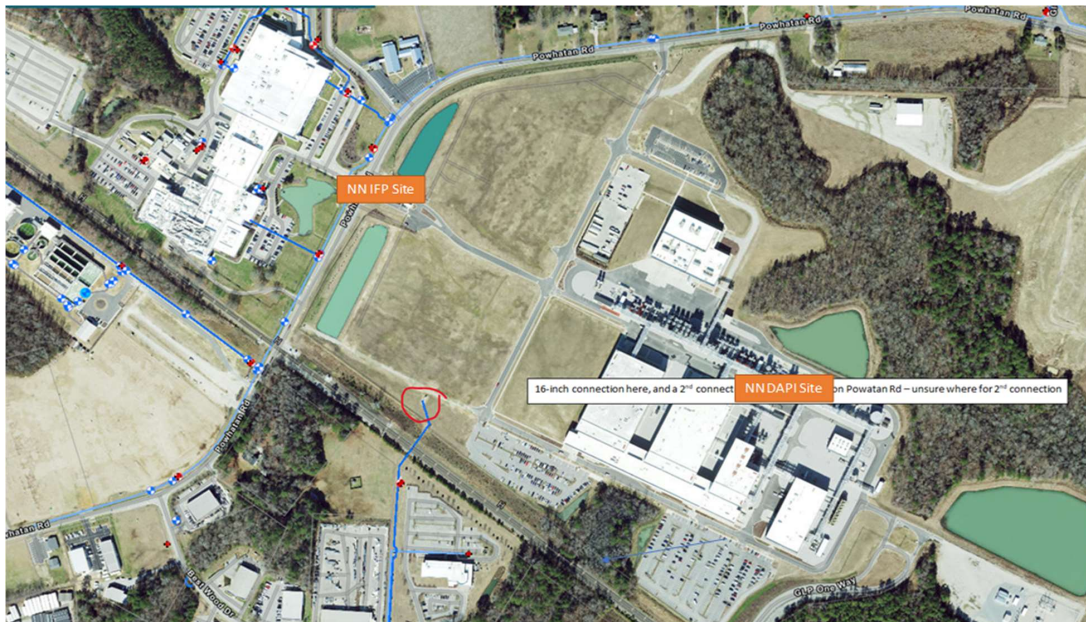


Figure 1 - Water System Infrastructure Serving Novo Nordisk

## 2.2 Required Modifications

HDR performed an extended period simulation with the 2022 demands plus an additional 0.175 MGD demand at the node highlighted in Figure 1, looking to identify any service deficiencies in the Town-owned infrastructure. Figure 2 shows the system pressure results of modelling with the increased demand indicating that pressures would be decreased by only 1 or 2 psi from current conditions. From this high-level analysis, HDR's conclusion is that the increased water demand requested by NN does not create any pressure or service disruptions in the Town-owned water distribution system over the next 2-year period.

It should be noted that during the upcoming Water Distribution System Master Plan, updates to the water service configuration in the model for the NN DAPI site will need to be updated and the demand allocation split appropriately between the NN IFP and DAPI sites. This evaluation only pertains to the performance of the water distribution system. The Town will need to work with Johnston County to obtain additional water supply capacity to meet this request.

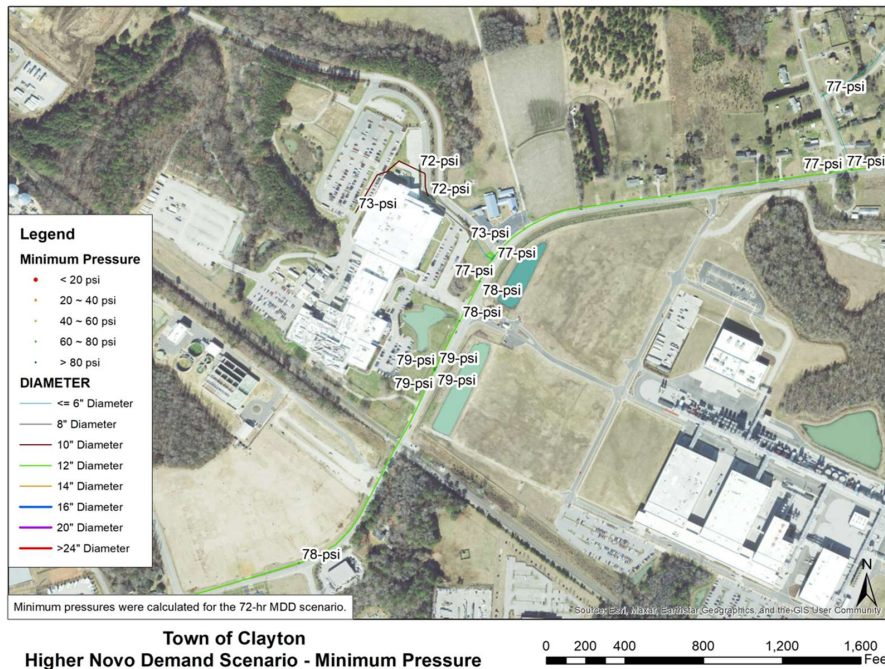


Figure 2 - Minimum System Pressure Near the NN IFP and DAPI Sites

## 3 Wastewater Service Requirements

### 3.1 Existing Conditions

The routing of NN IFP and DAPI domestic sanitary flows (non-process wastewater) is currently routed from its sources to the ECIA Pump Station where it is directed to Johnston County for treatment. In addition, NN has an industrial flow allocation of 0.5 MGD, which is associated with process wastewater flow routed to the Biggs Pretreatment Facility and then to the ECIA Pump Station where it is directed to Johnston County for treatment. Table 1 shows current average sanitary flow from NN IFP and DAPI, per Town of Clayton billing records; in recent months the process wastewater flows from the Biggs Pretreatment Facility has been approximately 0.352MGD for a combined total (sanitary and process wastewater flow) of 0.544 MGD of flow currently being generated by NN IFP and DAPI. Wastewater flows throughout this technical memorandum are expressed in terms of maximum month average daily flow (MMADF) to correspond to permitted capacities, unless noted otherwise.

**Table 1 – NN IFP and DAPI Average Sanitary Flow (12 months ending March 2023)**

|              | Novo IFP Sanitary<br>(GPD) | Novo DAPI Sanitary<br>(GPD) | Total Sanitary Flow<br>(GPD) | WWPTF<br>(GPD) |
|--------------|----------------------------|-----------------------------|------------------------------|----------------|
| <b>ADF</b>   | 92,000                     | 69,000                      | 161,000                      | 266,000        |
| <b>MMADF</b> | 104,000                    | 88,000                      | 192,000                      | 352,000        |

Flows from the ECIA Pump Station will be diverted to the new SBWRF once it is completed, currently anticipated for late 2025. Until that time, the Little Creek WRF (LCWRF) would have to receive any increased wastewater flow generated within the ECIA, routed to the LCWRF via the Grifols Pump Station.

Overall wastewater system capacity allocation is within the total permitted and contract treatment capacity, but there are currently limitations on routing flows to end treatment locations to balance allocations until facilities like the Little Creek Pump Station (LCPS) comes online. LCWRF remaining capacity has been previously reserved through other commitments by Town Council so that the acceptance of additional flow to this facility necessitates that existing and already-planned LCWRF tributary flows must be diverted to other treatment facilities. The Town's current treatment capacity availability is summarized in Table 2, which represents all Council-approved capacity allocations, and includes assumed future transfers, but does not represent the phasing plans for permitting the flow from the planned developments.

**Table 2 - Treatment Plant/Contracted Capacity Availability – Full Capacity Assurance Tool Accounting**

| WRF                     | Permitted/<br>Contract<br>Capacity<br>(MGD) | Tributary Flow<br>(MGD) (Based on<br>Rolling 12- month<br>avg) | Total Obligated NYT<br>Flows<br>(Industrial Contract<br>Remaining + Current<br>and Historical FTSE<br>Records) | Total<br>Tributary and<br>Obligated<br>NYT Flows | Available<br>Capacity |
|-------------------------|---------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------|
| <b>Little Creek WRF</b> | 2.50 <sup>1</sup>                           | 1.64                                                           | 1.45                                                                                                           | 3.09                                             | -0.59                 |
| <b>Johnston County</b>  | 1.44                                        | 1.01                                                           | 0.57                                                                                                           | 1.58                                             | -0.14                 |
| <b>Raleigh</b>          | 1.75                                        | 0.32                                                           | 0.60                                                                                                           | 0.92                                             | 0.83                  |
| <b>Total System</b>     | <b>5.69</b>                                 | <b>2.97</b>                                                    | <b>2.62</b>                                                                                                    | <b>5.59</b>                                      | <b>0.10</b>           |

<sup>1</sup> Functional WRF Capacity is 2.1 MGD - Ref: "Engineering Report for Wastewater Treatment System Capacity Study and Improvements" (Wooten, 2018)

Table 3 presents that same information as Table 2, with a consideration of the phased development plans and subsequent permitting of flows through the second quarter of 2025, after which the SBWRF will be online. Until then, flows coming to the LCWRF will have to be managed within the LCWRF capacity and the ability for them to be routed to the Clayton-Raleigh Pump Station (CRPS), via the LCPS, and then to Raleigh for treatment.

**Table 3 - Treatment Plant/Contracted Capacity Availability – Developments with Planned Flow before Q2 2025**

| WRF                 | Permitted/<br>Contract<br>Capacity<br>(MGD) | Tributary Flow<br>(MGD) (Based on<br>Rolling 12-month<br>avg) | Total Obligated NYT<br>Flows<br>( <i>Industrial Contract<br/>Remaining + Current and<br/>Historical FTSE Records</i> ) | Total Tributary<br>and Obligated<br>NYT Flows | Available<br>Capacity |
|---------------------|---------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------|
| Little Creek WRF    | 2.50 <sup>1</sup>                           | 1.64                                                          | 0.98                                                                                                                   | 2.62                                          | -0.12                 |
| Johnston County     | 1.44                                        | 1.01                                                          | 0.52                                                                                                                   | 1.53                                          | -0.09                 |
| Raleigh             | 1.75                                        | 0.32                                                          | 0.60                                                                                                                   | 0.92                                          | 0.83                  |
| <b>Total System</b> | <b>5.69</b>                                 | <b>2.97</b>                                                   | <b>2.10</b>                                                                                                            | <b>5.07</b>                                   | <b>0.62</b>           |

<sup>1</sup> Functional WRF Capacity is 2.1 MGD - Ref: "Engineering Report for Wastewater Treatment System Capacity Study and Improvements" (Wooten, 2018)

The Town currently has two options for treatment capacity besides the LCWRF: 1) conveyance to the City of Raleigh through the CRPS located adjacent to the under-construction SBWRF, and 2) conveyance to Johnston County through the ECIA Pump Station. Restrictions on acceptance of industrial flows by both the City of Raleigh and Johnston County, and limitations on capabilities of existing infrastructure, lead to the only option of diverting other domestic wastewater flows to the CRPS for treatment by the City of Raleigh, thus freeing up treatment capacity at the LCWRF for the additional NN flow request. Nearly two-thirds of the treatment capacity available in Town's contract with Raleigh is currently uncommitted. Barring the ability to divert the requested additional NN flow to Johnston County, which staff from Johnston County have indicated is not possible, capacity must be found within the Town's collection system, where it can be diverted to the City of Raleigh through the CRPS.

The current contractual capacity with the City of Raleigh is 1.0 MGD. A project is currently in design and permitting to expand the firm capacity of the CRPS to allow the utilization of the full treatment contract of 1.75 MGD, however, no construction contract has been executed. This project will increase peak firm capacity from 2.5 MGD to 4.5 MGD. Much of the current CRPS capacity is already allocated to manage current and already-planned flows, so acceptance of additional flows requires the CRPS expansion be completed. Flows will reach the CRPS by two primary means: 1) flow into the gravity system tributary to the CRPS, and 2) flow into the gravity system tributary to the new LCPS being constructed on the LCWRF site to divert flows currently tributary to the LCWRF over the ridge line to the new SBWRF once it is placed in service and the LCWRF is decommissioned. The LCPS is expected to be completed in November 2023.

Starting in 2024, the Town plans to start diverting flows tributary to the LCWRF, in excess of LCWRF's functional capacity, to the LCPS and then to the CRPS for conveyance to Raleigh for treatment. This timing is dependent upon the completed construction of the LCPS (scheduled completion is November 2023) and the CRPS capacity expansion (project completion by March 2024).

### 3.2 Required Modifications

The acceptance of additional flow from NN will require the Town to divert a portion of current and already allocated flows to other treatment locations to ensure that the increased flow can be routed to the LCWRF. These diversions include completion of the LCPS, completion of the CRPS expansion, and diversion of a number of existing wastewater pump stations to the SBWRF/CRPS drainage basin by extending new gravity sewer. Fabrication and installation of a modified diversion weir structure and gate is required to implement and control this diversion.

The Town is also currently planning to complete several projects to eliminate neighborhood and area pump stations that will consolidate and divert flows to gravity sewer lines that drain toward the new SBWRF. Prior to completion of SBWRF, these flows can be routed to the CRPS for treatment by the City of Raleigh. However, the Town has not secured the required funding and these projects are currently on hold. Completion and acceleration of these improvements has been identified as an expedient and cost-effective means of releasing capacity at the LCWRF to accommodate the increase requested by NN. Existing flows used in this evaluation are based upon about two years of Town of Clayton flow records from 2022 to early 2022. Table 4 summarizes these changes to system capacities.

**Table 4 – Existing Pump Station Flows (2022)**

| Pump Station    | Current Associated WWTP | Reroute WWTP | Average ADF (GPD) | Notes                                                              |
|-----------------|-------------------------|--------------|-------------------|--------------------------------------------------------------------|
| ARBORS          | Little Creek WRF        | Raleigh      | 27,950            | Designed and in permitting                                         |
| CITY ROAD       | Little Creek WRF        | Raleigh      | 9,350             | Completed April 2023                                               |
| LIBERTY         | Little Creek WRF        | Raleigh      | 6,900             | Upstream of West Main PS                                           |
| STARMOUNT       | Little Creek WRF        | Raleigh      | 15,000            | Ready for permitting                                               |
| WEST MAIN       | Little Creek WRF        | Raleigh      | 12,280            | Ready for permitting, awaiting one additional easement             |
| <b>SUBTOTAL</b> |                         |              | <b>64,580</b>     | <b>Discounted for Liberty PS flows routed through West Main PS</b> |
| SUMMERLYN       | Little Creek WRF        | Raleigh      | 284,800           |                                                                    |
| <b>TOTAL</b>    |                         |              | <b>349,400</b>    |                                                                    |

Figure 3 shows the relative locations of these pump stations, as well as the LCWRF, in the collection system.

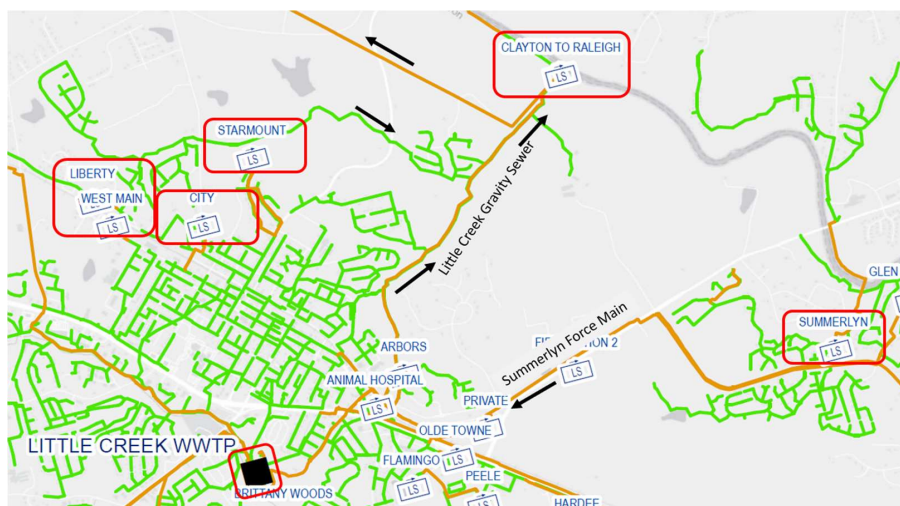


**Figure 3 – Reference Pump Station Locations**

The City Road Pump Station has already been diverted to the CRPS service area. Decommissioning of this and the Arbors, Starmount, West Main, and Liberty Pump Stations in all yields approximately 64,580 GPD, or approximately one-third of the needed capacity. Only diversion of the Summerlyn Pump Station to the CRPS will release sufficient flow in the LCWRF to accommodate the new NN flow request.

Diversion of the Summerlyn Pump Station flows to the new Little Creek Gravity Sewer flowing to the SBWRF site has been planned. A permanent diversion is included in the design of the new ECIA force main and Front Street gravity sewer. Diversion of the existing 8-inch PVC Summerlyn Pump Station force main to the new Little Creek Gravity Sewer will immediately create the needed NN capacity in the LCWRF system. However, it is unlikely that a diversion of the Summerlyn Pump Station outside of the ECIA scope can be completed prior to completion of the LCPS and CRPS projects. The new LCPS and expanded CRPS are expected to be completed by early 2024 and will provide the needed flow management well in advance of the estimated 2025 completion of the Summerlyn Pump Station diversion.

Figure 4 illustrates projected LCWRF influent flows prior to startup of the new SBWRF, including a step increase representing the new flow request by NN being initiated after the LCPS is completed after November 2023. This figure includes a LCWRF phased flow projection consisting of 0.10 MGD NN allocation in 3Q 2023 and an increase to the full 0.175 MGD after completion of the CRPS, as well as phasing of other anticipated development, to help the Town

stay within its facility capacities. Completion of the LCPS is required prior to any additional LCWRF flow acceptance.

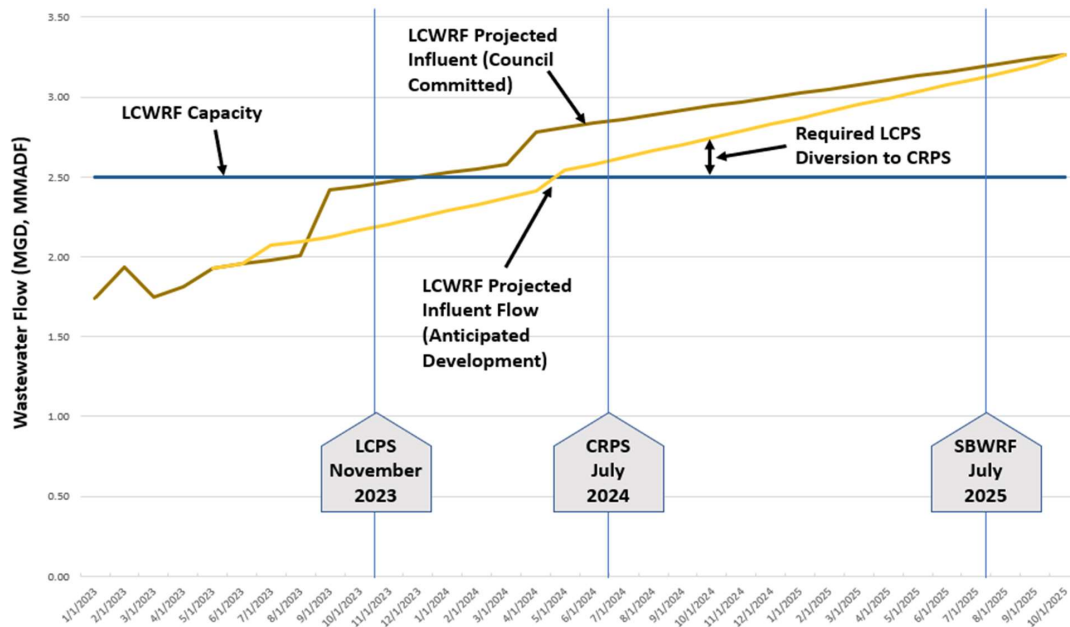


**Figure 4 – Projected LCWRF-LCPS Flows versus Capacity**

Figure 5 illustrates flows to the CRPS over the same time period as that in Figure 4. Obligated flows to the CRPS basin are expected to reach the pump station capacity near the time of completion of the pump station capacity expansion, in the summer of 2024. Completion of the CRPS is required before additional flows can be diverted from the LCWRF-LCPS to the City of Raleigh.

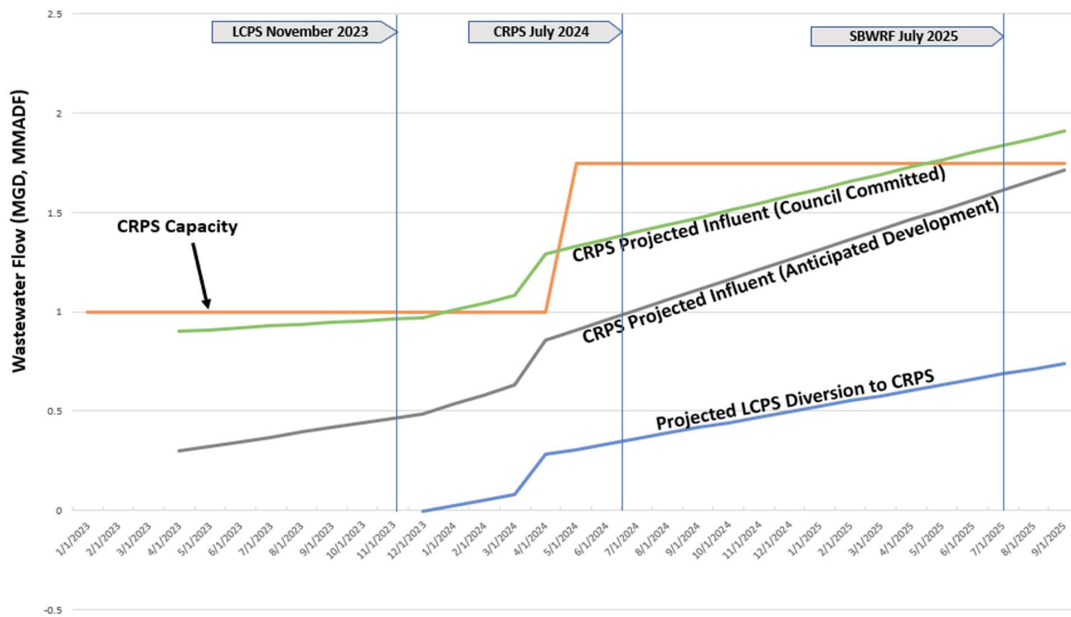


**Figure 5 – CRPS Flows versus City of Raleigh Treatment Contract Capacity**

Note: The increase in treatment contract capacity is linked the CRPS capacity expansion, the Town currently has a treatment contract with Raleigh for 1.75 MGD but cannot route that flow volume to Raleigh's treatment facility.

Figure 6 illustrates the relative timing of the various wastewater collection system projects described in this technical memorandum. It indicates that Summer 2024 is the anticipated earliest time that the Town can accept additional flow after completing various system improvements.

| System Improvement                                         | Status                 | 2023 |    | 2024 |    |     |    | 2025 |    |    |    | 2026               |    |    |    |
|------------------------------------------------------------|------------------------|------|----|------|----|-----|----|------|----|----|----|--------------------|----|----|----|
|                                                            |                        | 3Q   | 4Q | 1Q   | 2Q | 3Q  | 4Q | 1Q   | 2Q | 3Q | 4Q | 1Q                 | 2Q | 3Q | 4Q |
| Sam's Branch WRF Construction                              |                        |      |    |      |    |     |    |      |    |    |    | ★ SBWRF Completion |    |    |    |
| Little Creek PS Construction                               | Construction           |      |    |      |    |     |    |      |    |    |    |                    |    |    |    |
| Clayton-Raleigh PS Construction                            | Permitting/Procurement |      |    |      |    |     |    |      |    |    |    |                    |    |    |    |
| Starmount PS Decommissioning                               | Design                 |      |    |      |    | TBD |    |      |    |    |    |                    |    |    |    |
| Liberty-Main Street PS Decommissioning                     | Design                 |      |    |      |    | TBD |    |      |    |    |    |                    |    |    |    |
| Arbors PS Decommissioning                                  | Design                 |      |    |      |    | TBD |    |      |    |    |    |                    |    |    |    |
| Summerlyn Force Main Diversion                             | ECIA PS and FM Design  |      |    |      |    |     |    |      |    |    |    |                    |    |    |    |
| Earliest Availability of Additional NN Wastewater Capacity |                        |      |    |      |    |     | ★  |      |    |    |    |                    |    |    |    |

**Figure 6 – Project Timeline**



Table 5 summarizes the schedules and costs of these required improvements to create sufficient capacity to accept additional NN wastewater flow at the LCWRF, before the SBWRF comes online.

**Table 5 – Schedule and Cost Summary**

| Improvement                                         | Expected Completion Date         | Cost                     |
|-----------------------------------------------------|----------------------------------|--------------------------|
| Arbors                                              | TBD, Design Complete, Permitting | \$410,000 <sup>1</sup>   |
| Starmount                                           | TBD, Design Complete             | \$1,400,000 <sup>2</sup> |
| Liberty-West Main Street                            | TBD, Design Complete             | \$1,500,000 <sup>3</sup> |
| LCWRF/LCPS Diversion weir and gate modifications    | November 2023                    | \$5,000 (est.)           |
| Clayton to Raleigh Pump Station (CRPS) Improvements | July 2024                        | \$2,217,919 <sup>4</sup> |
| CRPS Contingency (10%)                              | -                                | \$221,792                |
| Capacity Purchase Costs                             | -                                | \$4,116,875 <sup>5</sup> |
| <b>Total Estimated Cost</b>                         |                                  | <b>\$9,871,586</b>       |

<sup>1</sup> Withers Ravenel OPCC (May 2023)

<sup>2</sup> Timmons Group OPCC (August 2022, plus 5% escalation)

<sup>3</sup> Timmons Group OPCC (May 2023)

<sup>4</sup> Contract awarded by Town of Clayton, October 2, 2023

<sup>5</sup> Based on current County bulk capacity and Town system development fees for water, sewer and nutrient capacity

The Town has an agreement with Johnston County to send up to 1.44 MGD of wastewater for treatment by the County. Current 12-month rolling average tributary flow is 1.09 MGD, but obligated/not-yet-tributary flow is an additional 0.49 MGD, 0.31 of which is remaining industrial capacity. All NN and industrial flows are routed to the ECIA Pump Station, from where this flow would be need to routed down the gravity line to the Grifols PS, and subsequently to the LCWRF, to offload flows sent to the County. But even diverting all of this flow does not create the needed 0.175 MGD offload of flow routed to the County and will require the redirection of a portion of pre-treated industrial process flows to the Grifols PS and then to LCWRF. It is expected that NN will be responsible for permitting and costs required to shift flows from the ECIA area.

## 4 Summary of Recommendations

### 4.1 Water Service

There are no anticipated detrimental impacts to the Town's water distribution system related to NN's request for additional water supply. No related water line improvements are recommended. However, the Town will need to purchase additional capacity from Johnston County.

## 4.2 Wastewater Service

Diversion of existing and already-planned wastewater flows to the City of Raleigh for treatment will be required prior to the Town having the ability to accept 0.175 MGD of additional flow from NN into its LCWRF. It is recommended that flow acceptance be contingent upon completion of the under-construction LCPS, with an anticipated completion in November 2023, and completion of the CRPS improvements, expected to be completed in the Summer of 2024. It is also recommended that the Town complete the decommissioning of the Starmount, Liberty, Main Street and Arbors Pump Stations by completing gravity sewer extension that will divert these flows to the CRPS prior to accepting any additional NN flow. All of these improvements will provide the needed capacity availability at the LCWRF, prior to commissioning of the new SBWRF. The Town will incur costs in excess of \$9.87 million to complete these improvements. It is feasible that they can all be completed by Summer 2024.



555 Fayetteville Street, Suite 900  
Raleigh, NC 27601-3034  
919.232.6600

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NORTH CAROLINA  
TOWN OF CLAYTON

AGREEMENT  
FOR PROVISION OF ADDITIONAL  
WATER AND WASTEWATER SERVICES

**THIS AGREEMENT FOR PROVISION OF ADDITIONAL WATER AND WASTEWATER SERVICES** (hereinafter referred to as "Agreement") is made and entered into this the \_\_\_\_ day of \_\_\_\_\_ 2023 (hereinafter referred to as "Effective Date") by and between **NOVO NORDISK PHARMACEUTICAL INDUSTRIES, LP**, a Delaware limited partnership (hereinafter referred to as "Customer") and **TOWN OF CLAYTON**, North Carolina, a body politic and corporate of the state of North Carolina (hereinafter referred to as "Town").

**WITNESSETH:**

**WHEREAS**, Customer has requested additional water and wastewater treatment capacity to support its existing manufacturing operations on property located in Johnston County's Research and Training Zone and outside the Town of Clayton, namely 3611 and 3612 Powhatan Rd, Clayton, NC 27527 (hereinafter collectively referred to as the "Properties");

**WHEREAS**, Customer is currently a water and wastewater customer of the Town and desires for the Town to increase its allocated water and wastewater flow and treatment capacity for Customer via the Town's water and sanitary sewer systems beyond the service capacity currently available at the Properties;

**WHEREAS**, in order to provide the additional capacity requested by Customer, the Town will have to make significant upgrades and improvements to its wastewater system and Customer has agreed to contribute to the costs of said upgrades and improvements as set forth herein;

**WHEREAS**, the parties have determined that the Town is the best and most reasonable option to provide water and wastewater flow and treatment capacity desired by Customer to accommodate the support of its existing manufacturing facilities;

**WHEREAS**, to facilitate the continued growth of the Customer's business and employment opportunities for citizens of the Town, and to enable Customer to maintain compliance with permits, the Town desires to provide the additional water and wastewater flow and treatment capacity to the Customer and allow Customer to continue to utilize the Town's water and sanitary sewer systems

subject to payment by Customer of the costs of the necessary upgrades and improvements and under the terms and conditions as set forth herein.

**NOW THEREFORE**, the parties hereby agree to the following terms and conditions.

1. Term; Alternate Providers:

- a. This Agreement shall be binding on both parties for a period of ten (10) years from the Effective Date (hereinafter referred to as “Initial Term”). Customer may terminate this Agreement, for any reason or no reason at all, upon providing the Town with twelve (12) months prior written notice.
- b. Twelve (12) months prior to termination of the Initial Term, the Town shall review with the Customer the consumption and treatment totals in relation to purchased allocation. An additional agreement at an agreed term not to exceed ten (10) years shall be executed at no additional cost provided allocation needs as shown in Exhibit A remain the same. Any additional allocations will be negotiated between Town and Customer with availability and cost applicable at the time of execution of another agreement.
- c. This Agreement does not preclude Customer from entering into an agreement with any third party for additional or alternate water and wastewater flow and treatment capacity, including for such flow and capacity to be used for the Properties or Customer’s other then-existing manufacturing operations or properties, whether within or outside of the Town of Clayton.

2. Project Improvements and Estimated Costs: In order for Town to provide the additional wastewater capacity as contemplated herein, Town agrees that it will undertake the following specific projects on the timetable and at the estimated costs as shown:

- a. Clayton-Raleigh Pump Station improvements; bid awarded, to be completed by December, 2024 at an estimated cost of \$2,300,000;
  - b. Arbors Pump Station improvements; bid awarded, to be completed by July, 2024 at an estimated cost of \$410,000; and
  - c. Starmount/Liberty/Main Projects; to be bid by March, 2024 and anticipated to be completed by January, 2025 at an estimated cost of \$2,900,000.
3. Additional Water and Wastewater Capacity: Customer is currently allocated

water and wastewater capacity as shown on Exhibit A. Subject to payment by Customer as set forth herein, the Town will provide to Customer an additional 210,000 gallons of potable treated water effective January 2, 2024 and wastewater treatment capacity as shown on Exhibit A and more particularly set forth as follows: (i) 100,000 gallons per day of wastewater capacity effective January 1, 2024 and (ii) an additional 75,000 gallons per day of wastewater capacity within thirty (30) days following final completion and placement in service of the Clayton-Raleigh Pump Station improvements. All wastewater discharges shall strictly comply with the terms and conditions of Customer's Industrial User Pretreatment (IUP) Permit or any mutually agreeable amendments thereto.

4. Quality and Quantity. The Town agrees, subject to availability of supply from Johnston County, to furnish the water at the current point of delivery or any mutually agreeable new points of delivery, during the term of this Agreement or any renewal or extension thereof. The water supplied shall be potable treated water meeting applicable purity standards of the State of North Carolina in such quantity as may be required by the Customer but not to exceed per day capacity allocated under this or prior agreements.

5. Pressure. The parties agree that the water purchased hereunder will be furnished at reasonably constant pressure (hereinafter referred to as "Available Pressure"). If Customer requires greater pressure than that of the Available Pressure, the cost of providing such greater pressure shall be borne by the Customer. Emergency failures of pressure or supply due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophe shall excuse the Town from this provision for such reasonable period of time as may be necessary to restore service.

6. Billing Procedure and Payment Date. Town shall furnish the Customer, not later than the 10<sup>th</sup> day of each month, with an itemized statement of the amount of water furnished the Customer during the preceding month. Customer shall pay the Town, not later than twenty (20) days following issuance of the itemized statement. In the event that Customer fails to pay any amounts due under this Agreement, or any other rates, fees or charges due for water or services provided by Town, then Town may shut off the supply of water until such time as payment is received from Customer upon providing Customer with five (5) days prior notice.

7. Rates and Capacity Charges to Customer:

- a. The Town's current schedule of rates shall apply, provided that, effective July 1, 2024, and at any time thereafter, Town may, in its sole discretion, modify the

rates charged hereunder at any time it modifies or raises its rates to its other customers. The Town shall provide public notice of any rate changes subject to the requirements of the North Carolina General Statutes.

- b. Customer shall pay for a minimum quantity of eighty percent (80%) of allocated capacity calculated based upon Customer's purchased annualized average daily flow basis for the previous Town fiscal year, as provided by Customer to Town on or before September 1 of each calendar year during the term of this Agreement.
- c. Not later than December 31, 2023, Customer shall pay to the Town the sum of Four Million Three Hundred Thirty-Three Thousand, One Hundred Seventy-Five US Dollars (\$4,333,175.00) for the additional capacity to be provided under this Agreement. This sum is in addition to commodity charges under subsections 7.a. and 7.b. above and is calculated as shown on Exhibit B attached hereto.
- d. The parties acknowledge that the Town has recently been awarded grant funding from the State of North Carolina in the sum of Six Million Dollars (\$6,000,000.00) (hereinafter referred to as "State-approved Grant Funding") to be used solely for the projects listed in section 2. above, but that said funds have not yet been received by the Town. Town shall use its best efforts to comply with any and all requirements of the State-approved Grant Funding to avoid any delays in connection with the State of North Carolina's disbursement, and the Town's receipt, of the State-approved Grant Funding. Upon not less than sixty (60) days advance notice by the Town to Customer, Customer agrees to advance the amount of the State-approved Grant Funding to the Town as needed by the Town in its reasonable discretion in order to maintain the schedules shown for the projects in section 2. Upon receipt by Town of the State-approved Grant funding from the State of North Carolina, Town will immediately, but no later than sixty (60) days of receipt, reimburse any funds paid by Customer to Town under this section 7.d. While any costs remain unreimbursed to the Customer, the Town agrees that it will not use, and will not pledge, encumber or further allocate the State-approved Grant Funding for or to any other purpose other than reimbursement to the Customer or to complete the project improvements listed in Section 2. In addition, if the Town fails to receive State-approved Grant Funding, any funds paid by

Customer to Town under this section 7.d shall be deemed as a prepayment of the fees and charges owed by Customer to Town under 7.b. and the Town agrees to credit such funds paid by Customer to Town under this section 7.d towards any fees or charges owed by Customer to Town under section 7.b.

8. Metering Equipment. Town agrees to maintain and operate such metering equipment as needed to measure the volume of water delivered and wastewater received under this Agreement. Town will calibrate such metering equipment whenever requested by the Customer but not more frequently than once every twelve (12) months. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the two (2) months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Town and Customer shall agree upon a different amount. The metering equipment shall be read by Town on or before the last day of each month.

9. Failure to Deliver Water. The Town will, at all times, operate and maintain its water and wastewater system in an efficient manner and will take such action as may be necessary to furnish the Customer with quantities of water set forth in Exhibit A. Temporary or partial failures to deliver water shall be remedied with all possible dispatch. In the event of an extended shortage of water, or the supply of water available to the Town is otherwise diminished over an extended period of time, the supply of water to Customer shall be reduced or diminished in the same ratio or proportion as the supply to Town's other customers is reduced or diminished.

10. Modification. Except for the provisions of this Agreement pertaining to the schedule of rates to be paid by the Customer for water delivered, which may be modified in the sole discretion of Town at any time, the provisions of this Agreement may not be modified or altered except by mutual agreement.

11. Regulatory Agencies. Except as otherwise provided herein, this Agreement is subject to such rules, regulations, or laws as may be applicable to similar agreements in this State of North Carolina and the Town and Customer will collaborate in obtaining permits, certificates, or the like, as may be required to comply therewith.

12. Severability; Integrated Contract. The terms of this Agreement are not severable. Each of the terms and conditions hereof are mutually dependent and this Agreement has been

negotiated by the parties as an interdependent contract. If any term hereof should fail or be determined to be unenforceable, this Agreement shall be void in its entirety.

13. Successor to the Customer. In the event of any occurrence rendering the Customer incapable of performing under this Agreement, any successor of the Customer, whether the result of legal process, assignment, or otherwise, shall succeed to the rights, duties, and obligations of the Customer hereunder.

14. Indemnity. It is understood and agreed by and between Town and Customer that Town shall not be liable for any failure of the water supply distribution system or wastewater treatment systems of Customer. Customer hereby agrees to indemnify Town against any loss, costs, expenses, causes of action and judgments in connection with any such failure; provided, however, Customer is not obligated to indemnify against any claim if such claim or corresponding loss, costs, expenses, causes of action, or judgments arise out of or result from, in whole or in part, Town's fraudulent, grossly negligent or more culpable (including any recklessness or willful misconduct) act or omission in providing water and wastewater flow and treatment capacity or promptly repairing the water or wastewater system.

15. Notices. All notices, requests, demands and other communications hereunder must be in writing and shall be deemed to have been duly given when delivered or when placed in the United States Mail and forwarded by Registered or Certified Mail, return receipt requested, postage prepaid, addressed to the party to whom such notice is being given at the following addresses:

IF TO TOWN: Town Manager  
Town of Clayton  
111 East Second Street  
Clayton, North Carolina 27520

IF TO CUSTOMER: Jeremy Keltner, EHS Manager  
Novo Nordisk Pharmaceutical Industries, LP  
3611 Powhatan Rd  
Clayton, NC 27527

With copy to:  
Li-Ling Wilford, US Product Supply Attorney  
3611 Powhatan Rd  
Clayton, NC 27527

Any party may change the address to which notices to it are to be sent by giving the notice of such change to the other parties in accordance with this paragraph.

16. Applicable Law. This Agreement shall be interpreted in accordance with the laws of the State of North Carolina and in accordance with the regulations and rules of the North Carolina Department of Environmental Quality and the Town's Code of Ordinances. Specifically, but not limited hereby, Customer shall comply with all applicable discharge requirements for industrial users of the Town's wastewater system.

17. Waiver. No delay or omission of any party hereto in the exercise of any right accruing upon any default hereunder on the part of any party hereto shall impair such right or be construed to be a waiver thereof, and every such right may be exercised at any time during the continuance of such default. A waiver by a party hereto of a breach of, or a default in, any of the terms and conditions of this Agreement by any other party hereto shall not be construed to be a waiver of any subsequent breach of or default in the same or any other provision of this Agreement.

18. Entire Agreement: This Agreement constitutes the entire agreement between the parties and neither of the parties shall be bound by any written or oral promises, representations, or agreements except as are herein expressly set forth.

[Signatures on the following page]

**IN WITNESS WHEREOF**, Customer and Town have duly executed this Agreement as of the day and year first written.

TOWN:  
**TOWN OF CLAYTON**

BY: \_\_\_\_\_

CUSTOMER  
**NOVO NORDISK PHARMACEUTICAL INDUSTRIES, LP,**

BY: \_\_\_\_\_  
Niels Nielson, President

EXHIBIT A

INSERT TABLE SHOWING EXISTING CAPACITY ALLOCATIONS PRE-AGREEMENT

**EXHIBIT B**  
Insert Worksheet Showing Calculation of Capacity Charges

Ex A

|                  | Water (GPD)       |                |                    | Wastewater (GPD)  |                |                    |
|------------------|-------------------|----------------|--------------------|-------------------|----------------|--------------------|
|                  | Existing Capacity | Purchase       | New Total Capacity | Existing Capacity | Purchase       | New Total Capacity |
| IFP (ratio ~1.2) | 210,000           | 0              | 210,000            | 175,000           | 0              | 175,000            |
| API (ratio ~1.2) | 615,000           | 210,000        | 825,000            | 540,000           | 175,000        | 715,000            |
| <b>Total</b>     | <b>825,000</b>    | <b>210,000</b> | <b>1,035,000</b>   | <b>715,000</b>    | <b>175,000</b> | <b>890,000</b>     |



Clear

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

## > 2" SDF WORKSHEET

Use: ☐ New ☒ Expanded ☐ Change Use Type: ☐ Residential ☒ Non-Residential

Business/Project Name: Novo Nordisk DAPI-US Planning Number: 2015-82-SP  
 Gross Acreage: \_\_\_\_\_ NC PIN#: 167800-70-2011  
 Proposed Residential Units: \_\_\_\_\_ Proposed Non-Residential Square Footage: \_\_\_\_\_  
 Committed to Date  
 Approved Allocation (GPD): 715,000 (GPD): 540,000  
 Developer Name: Jeremy Keltner - NOVO NORDISK PHARM IND  
 Mailing Address: 3612 POWHATAN RD, CLAYTON, NC 27527  
 Phone Number: 919-550-2200 Fax Number: \_\_\_\_\_  
 Email Address: jrkt@novonordisk.com

### >2" METER SYSTEM DEVELOPMENT FEE (SDF)

| Meter Size<br>(in) | Water Demand<br>GPD | Water SDF Unit Cost<br>\$/GPD | Water SDF Unit Cost<br>\$ | Sewer Demand<br>GPD | Sewer SDF Unit Cost<br>\$/GPD | Sewer SDF Total<br>\$ | Total                  |
|--------------------|---------------------|-------------------------------|---------------------------|---------------------|-------------------------------|-----------------------|------------------------|
|                    | 210000              | \$6.18                        | \$ 1,297,800.00           | 175,000             | \$15.52                       | \$ 2,716,000.00       | \$ 4,013,800.00        |
|                    |                     | \$6.18                        | \$ 0.00                   |                     | \$15.52                       | \$ 0.00               | \$ 0.00                |
|                    |                     | \$6.18                        | \$ 0.00                   |                     | \$15.52                       | \$ 0.00               | \$ 0.00                |
|                    |                     | \$6.18                        | \$ 0.00                   |                     | \$15.52                       | \$ 0.00               | \$ 0.00                |
|                    |                     | \$6.18                        | \$ 0.00                   |                     | \$15.52                       | \$ 0.00               | \$ 0.00                |
| <b>Total</b>       |                     |                               |                           |                     |                               |                       | <b>\$ 4,013,800.00</b> |

### NUTRIENT OFFSET FEE

| Residential         |                   |                | Non-Residential          |              |                      |
|---------------------|-------------------|----------------|--------------------------|--------------|----------------------|
| Fee                 | # of Units (taps) | \$             | Fee                      | # of Gallons | \$                   |
| \$450/unit (4" tap) |                   | \$ 0.00        | \$0.005/gallons per year | 63,875,000   | \$ 319,375.00        |
| <b>Total</b>        |                   | <b>\$ 0.00</b> | <b>Total</b>             |              | <b>\$ 319,375.00</b> |

NUTRIENT OFFSET FEE TOTAL: **\$ 319,375.00**

|                                 |
|---------------------------------|
| Nutrient Offset Fee Notes:      |
| 175,000 GPD * 365 days per year |

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This worksheet does not constitute an invoice and is based on current fees which are subject to change. Actual amount due determined using fees in effect at time of invoicing or Building Permit issuance. LAST REVISED 07-2020.

**WATER/WASTEWATER FEE SUMMARY**

| <b>FEE</b>                   | <b>TOTAL \$</b> |
|------------------------------|-----------------|
| System Development Fee Total | \$ 4,013,800.00 |
| Nutrient Offset Fee          | \$ 319,375.00   |

Notes:

**DEVELOPMENT FEE WORKSHEET TOTAL**

\$ 4,333,175.00

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## 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                  | # of Units | Total Flow |
|-----------------------------------------------------------------------------------|----------------------------------|------------|------------|
| <b>Barber and Beauty Shops</b>                                                    |                                  |            |            |
| Barber Shops                                                                      | 50 gal/chair                     |            | 0          |
| Beauty Shops                                                                      | 125 gal/booth or bowl            |            | 0          |
| <b>Businesses, Offices and Factories</b>                                          |                                  |            |            |
| General business and office facilities                                            | 25 gal/employee/shift            |            | 0          |
| Factories, excluding industrial waste                                             | 25 gal/employee/shift            |            | 0          |
| Factories or businesses with showers or food preparation                          | 35 gal/employee/shift            |            | 0          |
| Warehouse                                                                         | 100 gal/loading bay              |            | 0          |
| Warehouse – self storage (not including caretaker residence)                      | 1 gal/unit                       |            | 0          |
| <b>Churches</b>                                                                   |                                  |            |            |
| Churches without kitchens, day care or camps                                      | 3 gal/seat                       |            | 0          |
| Churches with kitchen                                                             | 5 gal/seat                       |            | 0          |
| Churches providing day care or camps                                              | 25 gal/person (child & employee) |            | 0          |
| <b>Fire, Rescue and Emergency Response</b>                                        |                                  |            |            |
| Fire or rescue stations without on-site staff                                     | 25 gal/person                    |            | 0          |
| Fire or rescue stations with on-site staff                                        | 50 gal/person/shift              |            | 0          |
| <b>Food and Drink Facilities</b>                                                  |                                  |            |            |
| Banquet, dining hall                                                              | 30 gal/seat                      |            | 0          |
| Bars, cocktail lounges                                                            | 20 gal/seat                      |            | 0          |
| Caterers                                                                          | 50 gal/100 sq. ft. floor space   |            | 0          |
| Restaurant, full Service                                                          | 40 gal/seat                      |            | 0          |
| Restaurant, single service articles                                               | 20 gal/seat                      |            | 0          |
| Restaurant, drive-in                                                              | 50 gal/car space                 |            | 0          |
| Restaurant, carry out only                                                        | 50 gal/100 sq. ft. floor space   |            | 0          |
| Institutions, dining halls                                                        | 5 gal/meal                       |            | 0          |
| Deli                                                                              | 40 gal/100 sq. ft. floor space   |            | 0          |
| Bakery                                                                            | 10 gal/100 sq. ft. floor space   |            | 0          |
| Meat department, butcher shop or fish market                                      | 75 gal/100 sq. ft. floor space   |            | 0          |
| Specialty food stand or kiosk                                                     | 50 gal/100 sq. ft. floor space   |            | 0          |
| <b>Hotels and Motels</b>                                                          |                                  |            |            |
| Hotels, motels and bed & breakfast facilities, without in-room cooking facilities | 120 gal/room                     |            | 0          |
| Hotels and motels, with in-room cooking facilities                                | 175 gal/room                     |            | 0          |
| Resort hotels                                                                     | 200 gal/room                     |            | 0          |
| Cottages, cabins                                                                  | 200 gal/unit                     |            | 0          |
| Self-service laundry facilities                                                   | 500 gal/machine                  |            | 0          |
| <b>Medical, Dental and Veterinary Facilities</b>                                  |                                  |            |            |
| Medical or dental offices                                                         | 250 gal/practitioner/shift       |            | 0          |
| Veterinary offices (not including boarding)                                       | 250 gal/practitioner/shift       |            | 0          |

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| Establishment Type                                                                      | Daily Flow Rate                    | # of Units | Total Flow |
|-----------------------------------------------------------------------------------------|------------------------------------|------------|------------|
| Veterinary hospitals, kennels, animal boarding facilities                               | 20 gal/pen, cage, kennel or stall  |            | 0          |
| Hospitals, medical                                                                      | 300 gal/bed                        |            | 0          |
| Hospitals, mental                                                                       | 150 gal/bed                        |            | 0          |
| Convalescent, nursing, rest homes without laundry facilities                            | 60 gal/bed                         |            | 0          |
| Convalescent, nursing, rest homes with laundry facilities                               | 120 gal/bed                        |            | 0          |
| Residential care facilities                                                             | 60 gal/person                      |            | 0          |
| <b>Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities</b> |                                    |            |            |
| Campgrounds with comfort station, without water or sewer hookups                        | 75 gal/campsite                    |            | 0          |
| Campgrounds with water and sewer hookups                                                | 100 gal/campsite                   |            | 0          |
| Campground dump station facility                                                        | 50 gal/space                       |            | 0          |
| Construction, hunting or work camps with flush toilets                                  | 60 gal/person                      |            | 0          |
| Construction, hunting or work camps with chemical or portable toilets                   | 40 gal/person                      |            | 0          |
| Parks with restroom facilities                                                          | 250 gal/plumbing fixture           |            | 0          |
| Summer camps without food preparation or laundry facilities                             | 30 gal/person                      |            | 0          |
| Summer camps with food preparation and laundry facilities                               | 60 gal/person                      |            | 0          |
| Swimming pools, bathhouses and spas                                                     | 10 gal/person                      |            | 0          |
| Public access restrooms                                                                 | 325 gal/plumbing fixture           |            | 0          |
| <b>Schools, Pre-school and Day Care</b>                                                 |                                    |            |            |
| Day care and preschool facilities                                                       | 25 gal/person (child & employee)   |            | 0          |
| Schools with cafeteria, gym and showers                                                 | 15 gal/student                     |            | 0          |
| Schools with cafeteria                                                                  | 12 gal/student                     |            | 0          |
| Schools without cafeteria, gym or showers                                               | 10 gal/student                     |            | 0          |
| Boarding schools                                                                        | 60 gal/person (student & employee) |            | 0          |
| <b>Service Stations and Car Wash Facilities</b>                                         |                                    |            |            |
| Service stations, gas stations                                                          | 250 gal/plumbing fixture           |            | 0          |
| Car wash facilities                                                                     | 1200 gal/bay                       |            | 0          |
| <b>Sports Centers</b>                                                                   |                                    |            |            |
| Bowling center                                                                          | 50 gal/lane                        |            | 0          |
| Fitness, exercise, karate or dance center                                               | 50 gal/100 sq. ft.                 |            | 0          |
| Tennis, racquet ball                                                                    | 50 gal/court                       |            | 0          |
| Gymnasium                                                                               | 50 gal/100 sq. ft.                 |            | 0          |
| Golf course with only minimal food service                                              | 250 gal/plumbing fixture           |            | 0          |
| Country clubs                                                                           | 60 gal/member or patron            |            | 0          |
| Mini golf, putt-putt                                                                    | 250 gal/plumbing fixture           |            | 0          |
| Go-kart, motocross                                                                      | 250 gal/plumbing fixture           |            | 0          |
| Batting cages, driving ranges                                                           | 250 gal/plumbing fixture           |            | 0          |
| Marinas without bathhouse                                                               | 10 gal/slip                        |            | 0          |
| Marinas with bathhouse                                                                  | 30 gal/slip                        |            | 0          |
| Video game arcades, pool halls                                                          | 250 gal/plumbing fixture           |            | 0          |
| Stadiums, auditoriums, theaters, community centers                                      | 5 gal/seat                         |            | 0          |
| <b>Stores, Shopping Centers, Malls and Flea Markets</b>                                 |                                    |            |            |
| Auto, boat, recreational vehicle dealerships/showrooms with restrooms                   | 125 gal/plumbing fixture           |            | 0          |
| Convenience stores, with food preparation                                               | 60 gal/100 sq. ft.                 |            | 0          |
| Convenience stores, without food preparation                                            | 250 gal/plumbing fixture           |            | 0          |
| Flea markets                                                                            | 30 gal/stall                       |            | 0          |

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| Establishment Type                               | Daily Flow Rate      | # of Units | Total Flow |
|--------------------------------------------------|----------------------|------------|------------|
| Shopping centers and malls with food service     | 130 gal/1000 sq. ft. |            | 0          |
| Stores and shopping centers without food service | 100 gal/1000 sq. ft. |            | 0          |
| <b>Transportation Terminals</b>                  |                      |            |            |
| Air, bus, train, ferry, port and dock            | 5 gal/passenger      |            | 0          |
| <b>Other</b>                                     |                      |            |            |
|                                                  |                      |            |            |
|                                                  |                      |            |            |
|                                                  |                      |            |            |
|                                                  |                      |            |            |
|                                                  |                      |            |            |
| <b>GRAND TOTAL</b>                               |                      |            | <b>0</b>   |

Source: North Carolina Administrative Code 02T.0114, January 1, 2007



## Regular Town Council Meeting Agenda Cover Sheet

### Meeting Date

December 18, 2023

### Agenda Location

ADMINISTRATIVE ITEMS

### Item Title

Advisory Board Appointments

### Presenter(s)

Heidi Holland, Town Clerk

### Suggested Action

Approval of Recommended Appointments

### Strategic Priorities Alignment



☐  
Think Clayton  
(Administrative)



☐  
Think Arts &  
Culture



☐  
Think  
Downtown



☐  
Think  
Economic  
Development



☐  
Think Land  
Use &  
Housing



☐  
Think  
Mobility



☐  
Think Parks,  
Recreation  
& Natural  
Resources



☐  
Think Public  
Services &  
Infrastructure

**Public Hearing:** No

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

### Does This Item Require a Communication Plan?

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

- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey
- ☐ None Required

## **Summary**

All boards, excluding DDA, had upcoming expiring December terms. The by-laws for each board, except for BOA, were also amended to include 2 alternates to the membership. These vacancies were advertised, applications were received, and interviews were held. Below are the recommendations for appointment:

### **Fire Advisory Board:**

Jeffrey Stallings  
Joel Gates  
Jason Thompson  
Daryle Harris  
Chris Carter  
Karen Patterson  
Alternate - Stacey Turner  
Alternate - Kristy Dean

### **Planning Board**

Daniel Gleason  
Mike Surasky  
Anita Bland  
Alternate - Jeffrey Spence

### **Library Advisory Board**

Beth Inman  
Jill King  
Katie Tompkins  
Eugene Wheeler  
Julia Curran  
Makayla Walden

### **Parks and Recreation Advisory Board**

Carol Houston  
Rebecca Bradford  
Kuanyu Chen  
Austin Cross  
Alternate - Omar Mincey

### **Public Art Advisory Board**

Kim Helmer  
Tammy Murray  
Clark Hipolito  
Tamara Smallwood  
Joanne Thomas  
Alternate - Jess Stambaugh

**Board of Adjustment**

Jim Perricone

Joseph Warta

**Funding Source**

N/A

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**Submitted By:** Heidi Holland, Clerks

**Reviewed By:**

Heidi Holland, Town Clerk

Approved - Dec 13 2023

Sam Johnson-Phillips, Deputy Town  
Clerk

Approved - Dec 13 2023