



**The Town of Clayton
Town Council Work Session Meeting Agenda
Tuesday, January 16, 2018 @ 6:30 PM
Council Chambers**

1. CALL TO ORDER

Pledge of Allegiance and Invocation

2. ADJUSTMENT OF 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. Draft Minutes:

- January 2, 2018

[January 2, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

a. Warranty Acceptance

- Bristol @ Cobblestone - Phase 3
- Bristol Subdivision - Phase 1

[Cover - Warranty Acceptance](#)

[Bristol @ Cobblestone Phase 3](#)

[Bristol Subdivision Phase I](#)

POTENTIAL ACTION: Place on February 5, 2018 Consent Agenda

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

a. Proclamation Request - The Woman's Club of Clayton - 100 Years of Service

Presenter: Betsy Grannis, Woman's Club of Clayton President

[Proclamation - Woman's Club of Clayton](#)

POTENTIAL ACTION: Place on February 5, 2018 Consent Agenda

b. Fire Services Study

Presenter: Lee Barbee, Fire Chief & Dennis Rubin, VFIS ETC Group

[Cover - Fire Services Study](#)

[Proposed Fire Stations](#)

[Claytex Map](#)

[Final Study - Clayton NC Fire Services Study](#)

POTENTIAL ACTION: None - Informational Only

- c. "Welcome to Clayton" Town Limit Signage
Presenter: Stacy Beard, Public Information Officer
[Cover - Welcome-Town Limit Signs Request to NCDOT](#)
[Letter to NCDOT Requesting Welcome-TownLimit Signs](#)
[Map - Proposed Welcome-Town Limit Signage Locations](#)
[Welcome-Town Limit Sign](#)
[Resolution - Welcome Town Limit Signage](#)

POTENTIAL ACTION: Place on February 5, 2018 Consent Agenda

6. ITEMS SCHEDULED FOR THE REGULAR MEETING

- a. Engineering Fees Modified
Presenter: Rich Cappola, Inspections & Engineering Director

[Cover - New Engineering Planning Fees Request](#)
[Memo -New Engineering Fees Request](#)
[New Fees Comparison](#)
[Small Wireless Fees Proposed](#)
[Ordinance - Engineering Planning Fees](#)

POTENTIAL ACTION: Place on February 5, 2018 Consent Agenda

- b. 2017-177-SD - Coopers Meadow Subdivision
Presenter: Planning Department
[Cover - 2017-177-SD - Coopers Meadow Subdivision](#)
[Application 2017-177-SD Cooper Meadows](#)
[Staff Report - 2017-177-SD Cooper Meadows](#)
[Map 2017-177-SD Cooper Meadows](#)
[Waiver Justification 2017-177-SD Cooper Meadows](#)
[Site Plan 2017-177-SD Cooper Meadows](#)
[Neighborhood Meeting Materials 2017-177-SD Cooper Meadows](#)
[Adj Property Owner Ltr - Coopers Meadow 2017-177-SD](#)
[Planning Board Recommendation](#)
[Newspaper Ad -2017-177-SD - Coopers Meadow](#)

POTENTIAL ACTION: Set Public Hearing for February 5, 2018

- c. 2017-172-SUP - Goodson Tract
Presenter: Planning Department
[Cover - 2017-172-SUP Goodson Tract](#)
[Application 2017-172-SUP Goodson Tract](#)
[Staff Report 2017-172-SUP Goodson Tract](#)
[Map- 2017-172-SUP Goodson Tract](#)
[Site Plan 2017-171-SD Goodson Tract](#)
[Traffic Letter 2017-172-SUP Goodson Tract](#)
[Neighborhood Meeting Materials- 2017-171-SD & 2017-172-SUP - Goodson Tract](#)
[Adj prop letter- 2017-171-SD and 2017-172-SUP - Goodson Tract](#)
[Planning Board Recommendation - 2017-172-SUP - Goodson Tract](#)

[Newspaper Ad - 2017-172-SUP - Goodson Tract](#)

POTENTIAL ACTION: Set Public Hearing for February 5, 2018

- d. 2017-171-SD - Goodson Tract Townhomes
Presenter: Planning Department
[Cover - 2017-171-SD - Goodson Tract Townhomes](#)
[Application 2017-171-SD Goodson Tract](#)
[Staff Report- 2017-171-SD Goodson Tract](#)
[Map- 2017-171-SD Goodson Tract](#)
[Site Plan 2017-171-SD Goodson Tract](#)
[Traffic Letter 2017-171-SD Goodson Tract](#)
[Neighborhood Meeting Materials 2017-171-SD- Goodson Tract](#)
[Adj prop letter- 2017-171-SD and 2017-172-SUP - Goodson Tract](#)
[Planning Board Recommendation - 2017-171-SD - Goodson Tract Townhomes](#)
[Wastewater Allocation 2017-171-SD Goodson Tract](#)
[Newspaper Ad - 2017-171-SD - Goodson Tract Townhomes](#)

POTENTIAL ACTION: Set Public Hearing for February 5, 2018

- e. 2017-207-RZ - Town of Clayton Wastewater Pre Treatment Facility
Presenter: Planning Department
[Cover - 2017-207-RZ](#)
[Application - 2017-207-RZ](#)
[Staff Report - 2017-207-RZ](#)
[Map - 2017-207-RZ](#)
[Neighborhood Meeting Letter - 2017-207-RZ](#)
[Adj. Property Letter - 2017-207-RZ](#)
[Consistency Statement - 2017-207-RZ](#)
[Newspaper Ad - 2017-207-RZ](#)

POTENTIAL ACTION: Set Public Hearing for February 5, 2018

- f. 2018-2019 Budget - Public Input
Presenter: Adam Lindsay, Town Manager
[Newspaper Ad - 2018-2019 Budget Input](#)

POTENTIAL ACTION: Set Public Hearing for February 5, 2018

7. ITEMS CONTINGENT FOR THE REGULAR MEETING

8. ITEMS FOR DISCUSSION

9. ITEMS REQUIRING ACTION

(In order for any action to be taken during a Work Session, a motion must be made and seconded to suspend the rule to allow action to be taken.)

10. OLD BUSINESS

11. STAFF REPORTS

- a. Town Manager

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

12. OTHER BUSINESS

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

13. ADJOURNMENT



**The Town of Clayton
Regular Town Council Meeting Minutes
Tuesday, January 2, 2018 @ 6:30 PM
Council Chambers**

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Grannis
Council Member Lawter
Council Member Holder
Council Member Thompson
Council Member Bunn

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
David DeYoung, Economic & Community
Development Director
Rich Cappola, Town Engineer
Stacy Beard, Public Information Officer
John Hamlin, A/Public Information Officer

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:32 p.m. There was a moment of silence in memory of Doug McCormac, who had served Clayton for many years as both a Council Member and Mayor.

Mayor McLeod led everyone in the Pledge of Allegiance as well as offering the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) It was requested than an item be added as item 4a. A member of the Clayton Woman's Club was in attendance and the Mayor will present Proclamation.

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) Draft Minutes
November 20, 2017
December 4, 2017 (Regular)
December 4, 2017 (Closed)
December 18, 2017
- b) Warranty Acceptance
- Warrick Park Subdivision
- c) Proclamation Recognizing January 2018 as Youth Art Month

- d) RWAC Parcel Acceptance
- e) Archer Lodge Fire Department Contract - RWAC
- f) Appointment of Natasha Ellis Smith to Library Advisory Board
- g) ECIA Water & Wastewater Infrastructure Project Funding Request

ACTION: Approval of Consent Agenda as Presented

Motion: Council Member Holder
Second: Council Member Thompson
Vote: Unanimous

4 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Presentation of Proclamation Recognizing January 2018 as Youth Art Month
Presenter: Jody McLeod, Mayor

Mayor McLeod presented Brenda Hill, who is a member of the Clayton Woman's Club, with a Proclamation recognizing January 2018 as Youth Art Month.

5 PUBLIC HEARINGS

6 OLD BUSINESS

7 NEW BUSINESS

8 STAFF REPORTS

- a) Town Manager

Mr. Lindsay requested input from council regarding current schedule of regular and work session meetings. Mr. Lindsay stated that in 2007 procedures were adopted that created both a work session and a regular meeting. Currently action is not normally taken at a work session. Mr. Lindsay suggested possibly adopting policy that would allow action to be taken at both monthly council meetings. He further stated that the town is extremely busy and feels this might even out some of the agendas. He requested that council provide him with their thoughts and feedback.

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

9 OTHER BUSINESS

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

10 ADJOURNMENT

- a) With there being nothing further, the meeting was adjourned at 6:37 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Grannis

Second: Council Member Lawter

Vote: Unanimous

Duly adopted this the 16th day of January, 2018.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Administrative

Item Title

Warranty Acceptance

Click or tap here to enter text.

Presenter (*Name & Title*)

Chris Rowland, Construction Project Administrator

Summary/Description

Bristol @ Cobblestone Phase 3 - Warranty Acceptance request for subject public water, sewer and associated storm drainage utilities, all related utility easements and the asphalt pavement. Following acceptance, the public infrastructure will be subject to a one-year warranty period. Upon expiration of said warranty, a final inspection will be done and all deficient corrected by the developer prior to final acceptance.

Bristol Subdivision Phase 1 - Public water, sewer associated storm drainage utilities and all related utility easements. A final inspection was performed with all noted items corrected. Upon acceptance the Town will assume all operational and maintenance duties.

Requested Action

Place on Consent Agenda

Additional Documents To Be Included in Agenda Packet

Memorandum

Click or tap here to enter text.



Town of Clayton
Engineering Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

MEMORANDUM

To: Kimberly Moffett, Town Clerk

From: Chris Rowland, Construction Project Administrator *CR*

Copy: Para Smith, Development Services Coordinator
Danny Blackburn, Blackburn Consulting

Date: January 5, 2018

Subject: Bristol @ Cobblestone, Phase 3

Please place a warranty acceptance request for the subject public water, sewer, associated storm drainage utilities, all related utility easements, and the asphalt pavement on the next available agenda. Record drawings have been reviewed and accepted. Following acceptance, the aforementioned public infrastructure will be subject to a one-year warranty period. Upon expiration of said warranty, a final inspection will be done and all deficient items corrected by the developer prior to final acceptance.



Town of Clayton
Engineering Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

MEMORANDUM

To: Kimberly Moffett, Town Clerk

From: Chris Rowland, Construction Project Administrator *CR*

Copy: Para Smith, Development Services Coordinator
Danny Blackburn, Blackburn Consulting

Date: January 8, 2018

Subject: Bristol Subdivision, Phase 1

Please place a final acceptance request for the subject public water, sewer, associated storm drainage utilities, and all related utility easements on the next available agenda. A final inspection was performed with all noted items corrected. Upon acceptance, the Town will assume all operational and maintenance duties.

*P*roclamation

The Woman's Club of Clayton 100 Years of Service

WHEREAS, The Woman's Club of Clayton was organized under the name of The Twentieth Century Mother's Club on October 18, 1918 with eighteen members; and

WHEREAS, two years later on November 12, 1920, with a membership of twenty-seven, the club became a federated club of the General Federation of Woman's Clubs; and

WHEREAS, the interests of the club have always been focused on service to the community of Clayton; and

WHEREAS, programs of service include Arts, Conservation, Education, Home Life and Public Issues; and

WHEREAS, the club has contributed to numerous programs and projects over the years, to include the formation of the Hocutt-Ellington Memorial Library as well as the completion of the Clayton Center.

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Clayton that we honor The Woman's Club of Clayton for their

100 Years of Service

Duly adopted this 5th day of February, 2018.

Jody L. McLeod
Mayor



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Introductions & Special Presentations

Item Title

Fire Services Study

Presenter *(Name & Title)*

Lee Barbee, Fire Chief

Chief Dennis L. Rubin, VFIS ETC Group

Summary/Description

VFIS Education, Training and Consulting Group (VFIS ETC) was contracted with in 2016 to conduct a fire services study for the Town of Clayton Fire Department.

Requested Action

Informational Only

Additional Documents To Be Included in Agenda Packet

Fire Services Study

Claytex Map

Proposed Fire Stations 08242017



Proposed Fire Stations Map

Legend

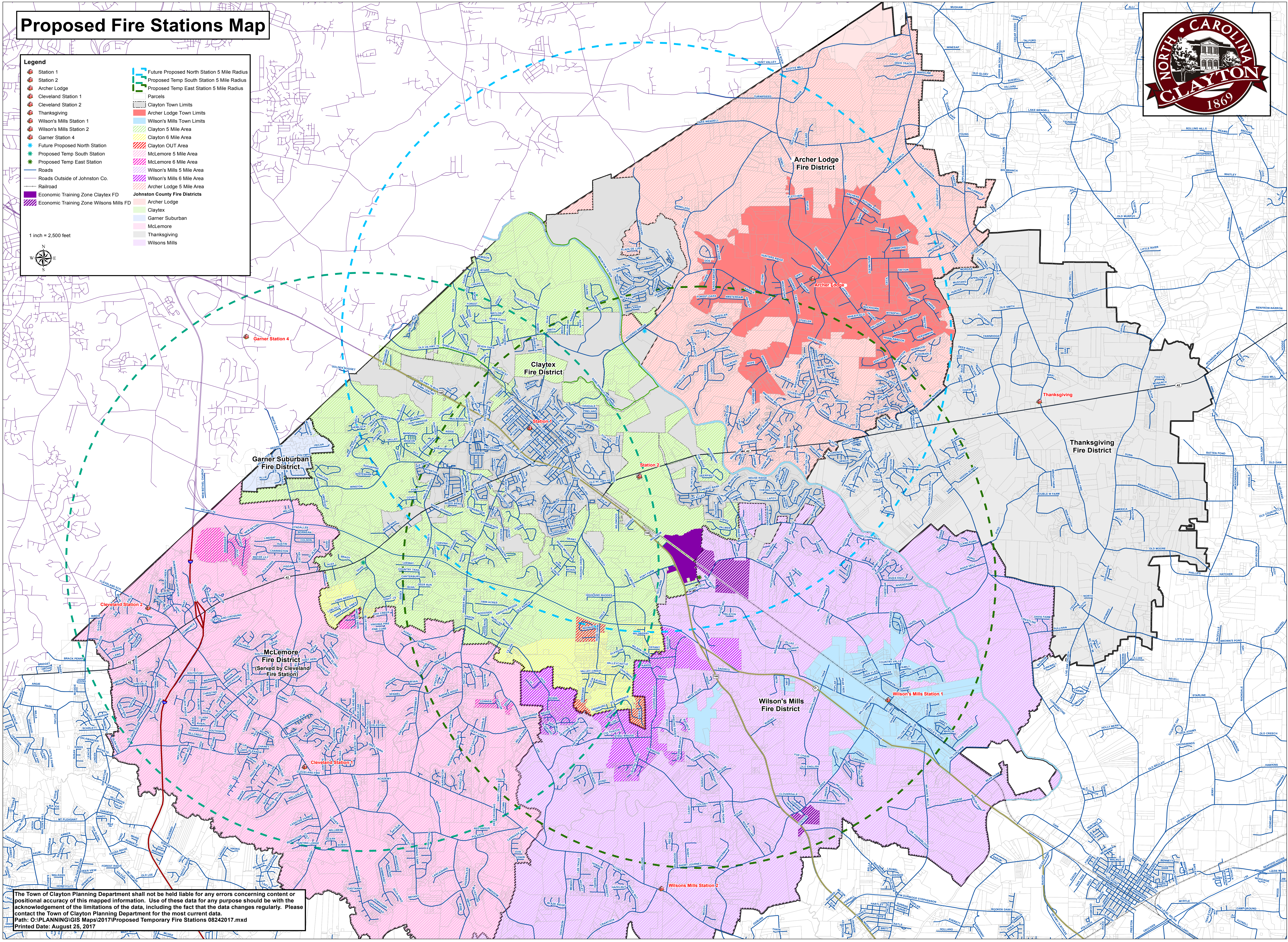
- Station 1
- Station 2
- Archer Lodge
- Cleveland Station 1
- Cleveland Station 2
- Thanksgiving
- Wilson's Mills Station 1
- Wilson's Mills Station 2
- Garner Station 4
- Future Proposed North Station
- Proposed Temp South Station
- Proposed Temp East Station
- Roads
- Roads Outside of Johnston Co.
- Railroad
- Economic Training Zone Claytex FD
- Economic Training Zone Wilsons Mills FD

Future Proposed North Station 5 Mile Radius
Proposed Temp South Station 5 Mile Radius
Proposed Temp East Station 5 Mile Radius
Parcels
Clayton Town Limits
Archer Lodge Town Limits
Wilson's Mills Town Limits
Clayton 5 Mile Area
Clayton 6 Mile Area
Clayton O/U Area
McLemore 5 Mile Area
McLemore 6 Mile Area
Wilson's Mills 5 Mile Area
Wilson's Mills 6 Mile Area
Archer Lodge 5 Mile Area

Johnston County Fire Districts

- Archer Lodge
- Claytex
- Garner Suburban
- McLemore
- Thanksgiving
- Wilson's Mills

1 inch = 2,500 feet



The Town of Clayton Planning Department shall not be held liable for any errors concerning content or positional accuracy of this mapped information. Use of these data for any purpose should be with the acknowledgement of the limitations of the data, including the fact that the data changes regularly. Please contact the Town of Clayton Planning Department for the most current data.
Path: O:\PLANNING\GIS Maps\2017\Proposed Temporary Fire Stations 08242017.mxd
Printed Date: August 25, 2017

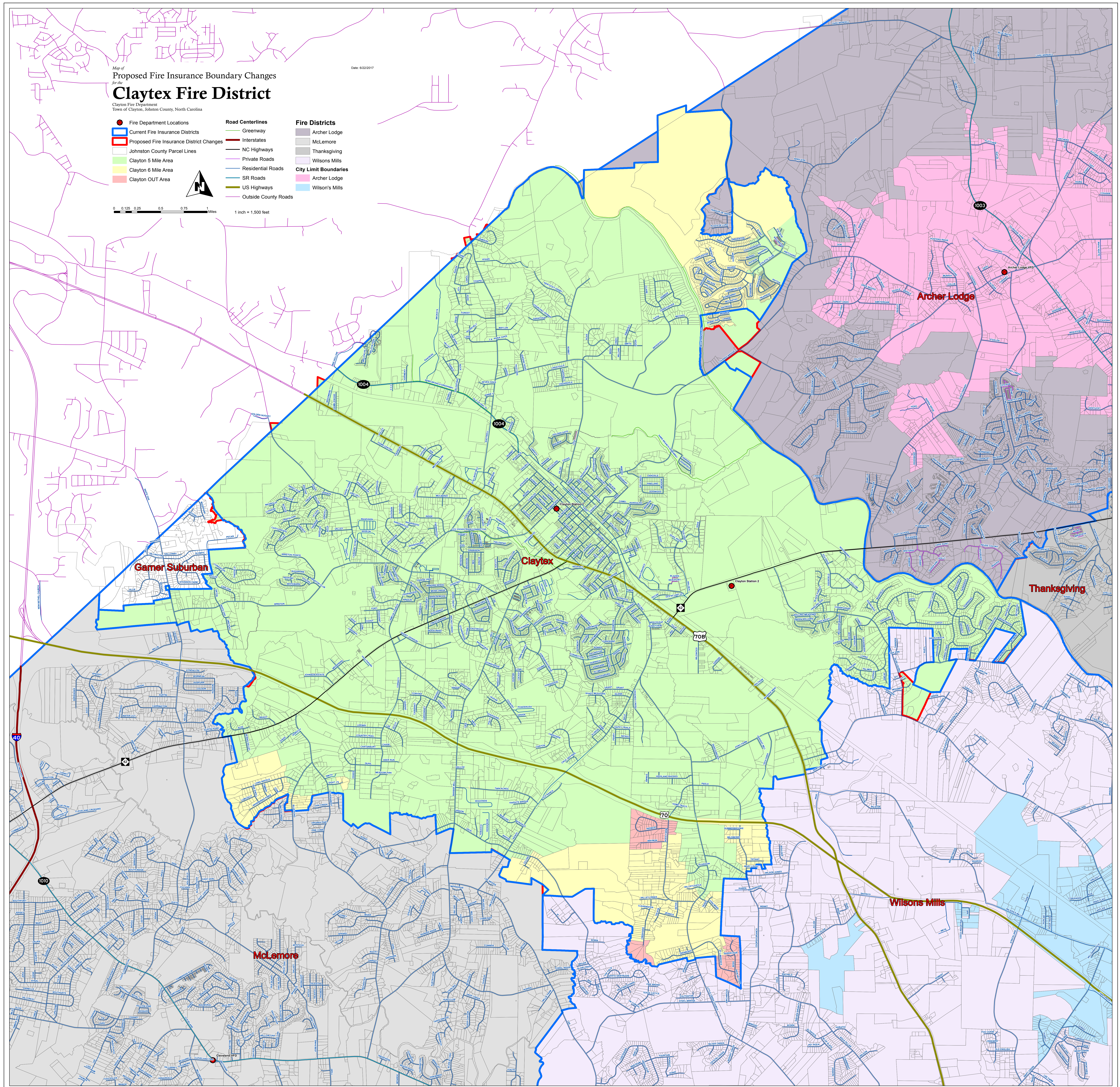
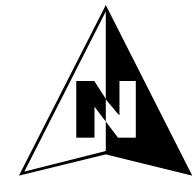
Map of
Proposed Fire Insurance Boundary Changes
for the
Claytex Fire District

Clayton Fire Department
Town of Clayton, Johnston County, North Carolina

Date: 6/22/2017

- | | | |
|---|---|---|
| <ul style="list-style-type: none">● Fire Department Locations■ Current Fire Insurance Districts■ Proposed Fire Insurance District Changes■ Johnston County Parcel Lines■ Clayton 5 Mile Area■ Clayton 6 Mile Area■ Clayton OUT Area | <p>Road Centerlines</p> <ul style="list-style-type: none">— Greenway— Interstates— NC Highways— Private Roads— Residential Roads— SR Roads— US Highways— Outside County Roads | <p>Fire Districts</p> <ul style="list-style-type: none">■ Archer Lodge■ McLemore■ Thanksgiving■ Wilsons Mills <p>City Limit Boundaries</p> <ul style="list-style-type: none">■ Archer Lodge■ Wilson's Mills |
|---|---|---|

0 0.125 0.25 0.5 0.75 1 Miles
1 inch = 1,500 feet



Fire Services Study

Town of Clayton & Claytex Fire District, North Carolina



January 2018

Conducted by:



EDUCATION | TRAINING | CONSULTING
183 Leader Heights Road York, PA 17402

Call: (800) 233-1957
Fax: (717) 747-7028
Web Site: www.vfis.com

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Executive Summary

VFIS Education, Training and Consulting Group (VFIS ETC) was contracted to conduct a fire services study for Clayton Fire Department. This project included completing significant research and data collection which occurred in the fall of 2016. The project team from VFIS-ETC conducted the necessary field work related to this project and subsequently completed this report. VFIS-ETC is pleased to submit this document to the Clayton Fire Department for use as a public safety-planning document that provides a comprehensive evaluation of the current status of and future guidance for the Department.

The leadership and members of the Clayton Fire Department should be commended for proactively requesting a fire services study. This action demonstrates the Department's commitment to continuous improvement while be focused on efficiency, effectiveness and the safety of the public.

Town Description - Clayton, North Carolina

The Town of Clayton is in Johnston County, North Carolina. Clayton is considered a satellite community just north of the Raleigh - Durham metropolitan area. As of 2010, Clayton's population was 16,116 people. The current population estimate is 19,304 in 2015, and speaks to the rapid population growth that Clayton is currently experiencing. Much of that growth can be attributed to the town's close proximity to the Research Triangle area as well as rapid industrial growth. Further, the town has convenient access to major highways such as Interstate 40, US Highway 70 and North Carolina State Highway 42, which makes Clayton a very attractive place to live and work.

Background

In 1883¹, the Clayton Fire Department opened its doors to “protect and serve” their great community. In preparing this Fire Services Study, the researchers felt obligated to mention the extraordinary work that the Clayton Fire Department has been performing for the past 134 years for their Town. Without a doubt, the Clayton Fire Department is widely respected by the entire state of North Carolina and throughout the nation. In fact, the Clayton Fire Department has some of the very best and brightest firefighters and fire officers in the business. In evidence to this fact, is the accomplishments listed on CFD's website. To be sure, it is an amazing body of work to be completed by any agency. Couple those accomplishments with the fact that the Fire Department responses to over 2,000 emergency calls per year for help while protecting more than 40,000 residents (inclusive response area) along with providing services for many daily visitors. It becomes clear that Clayton Fire Department is an outstanding organization. Therefore, this study should not be taken as a critical review, condescending in nature or lacking respect for any actions or work product that the Department had engaged in, past or present.

Rather, this document should be regarded by the members of the community and the department as a mechanism to ensure that CFD is upholding the finest and highest tradition of service delivery to the customers, while controlling taxpayer dollars spending to the best use possible. This study will assist the Clayton Fire Department to always be on the lookout for a better process, procedure, or a more efficient, effective and/or safer way to “raise the bar” in performing the duties of protecting and serving the citizens and visitors of the Town of Clayton, North Carolina.

¹ Reference - Wikipedia



The following recommendations will be outlined in the document:

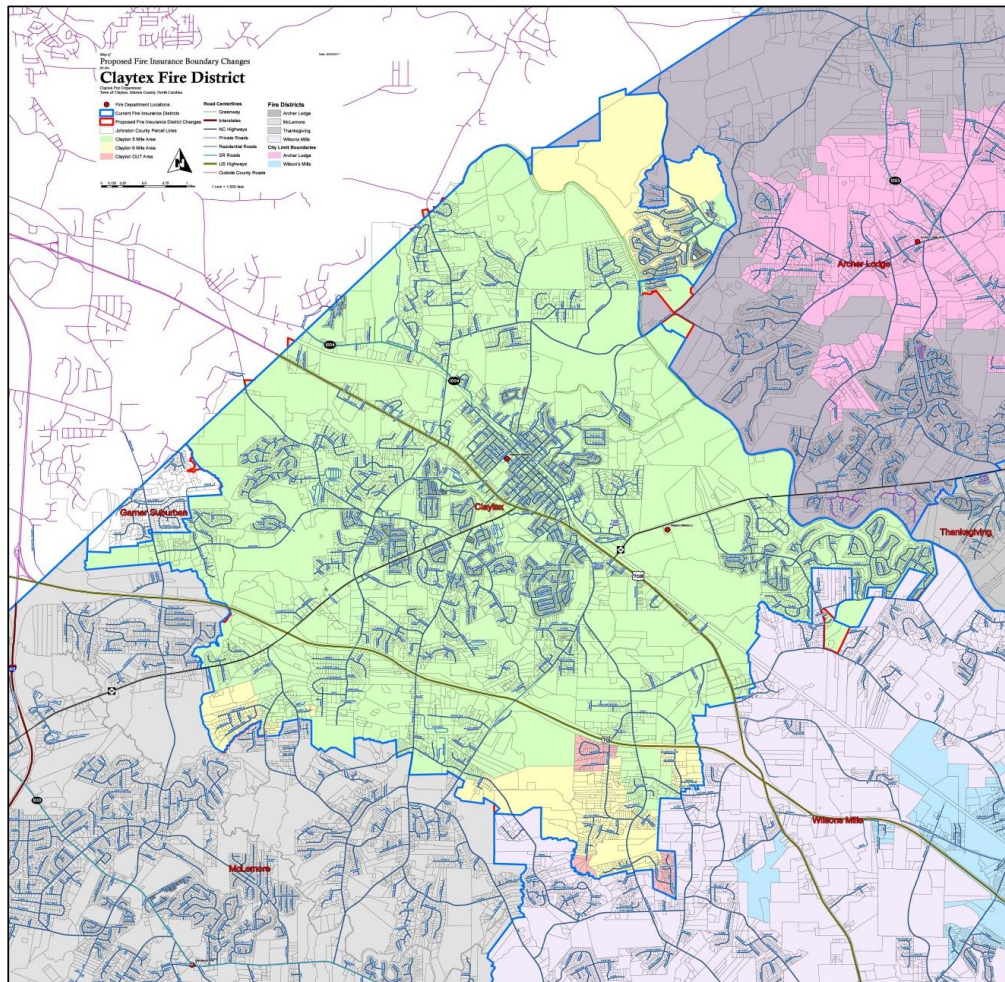
Recommendations Summary

Recommendations	Category	Priority	Timeline	Funding Options
Standard Operating Guidelines/Policy	Administrative	High	A	Not Applicable
Citizens Fire Academy	Community Risk Reduction	Medium	A	Not Applicable
Pumper/Tanker Fire Engine	Apparatus & Equipment	High	A	Claytex
Aerial Ladder Platform	Apparatus & Equipment	High	A	Clayton Claytex
Staffing for Heavy Rescue Company	Personnel	High	A	Clayton Claytex
Duty Chief Response Program	Operations	High	A	Not Applicable
Build Southside Fire Station - Clayton	Facilities, Apparatus, & Personnel	High	A	Clayton McLemore Claytex Johnston County EMS
Fire Inspector/Plans Reviewer (Captain)	Personnel	High	A	Clayton Claytex
Build Eastside Fire Station - Claytex	Facilities, Apparatus, & Personnel	High	B	Clayton Wilson's Mills Claytex Johnston County EMS
Deputy Chief - Administrative Services	Personnel	High	B	Clayton Claytex
Expand Emergency Medical Services Role	Operations	High	C	Johnston County
Construct City Wide Storage Facility	Facilities	Medium	C	Clayton Claytex
Improve Fire-Rescue Training Facility	Facilities	Low	C	Clayton Claytex
Build Northside Fire	Facilities, Apparatus, & Personnel	Medium	C	Clayton Claytex Archer Lodge Johnston County EMS
Public Fire Educator (Captain)	Personnel	Low	C	Clayton Claytex
Assistant Administrative Services (Captain)	Personnel	Low	C	Clayton Claytex

Town Demographics

According to the United States Census Bureau, the Town limits of Clayton have a total area of 13.5 square miles. It is important to highlight that the Clayton Fire Department is obligated by contract to protect the Claytex Fire Protection District, which is immediately adjacent to the Town Limits. This report will discuss and reference all response areas with their needs and impact of the Fire Department.

The request for assistance from the fire department was able to be collected in a way that breaks down the two separate communities listed above. The Clayton Fire Department has responsibility to provide fire protection and first response medical coverage of each area best known as Town and Claytex Fire District. This response to alarms data being broken down in this way will provide insight as to the response resources (stations, apparatus and personnel) that are needed to meet the service demands being generated in each of the response zones.



Town Demographics²

Town of Clayton	
Total Housing Units	6,648
Occupied	6,050
Vacant	598
Owner Occupied	3,959
Renter Occupied	2,091
Total Town Population	19,346

Claytex	
Garner Suburban District	626
Claytex Population	26,903
Total Claytex Population	27,529

Total Response Population	46,875
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² Data reflects the Town of Clayton only and was obtained from Clayton's Comprehensive Plan 2040 Report



Assumptions and Current Trends

Any conceptual planning project begins with a set of assumptions, followed by an analysis of current conditions and trends within the community. There were nine assumptions established prior to the assessment and development of a report for Clayton Fire Department.

For the purposes of preparing this report, the Clayton Fire Department assumptions include:

1. This Fire Services Study Report will cover a period of ten years of time
2. This Report will be a comprehensive view of the Department based on:
 - Customers' Needs
 - Members Needs
 - Apparatus & Equipment
 - Facilities
 - Technology
3. Provide a four minute fire department response to the response district
4. Lower the ISO Fire Insurance Rating Classification
5. Determine the most efficient way(s) to achieve the goals (lowest cost obtainable)
6. The response district will continue to enjoy strong, continuous population and economic growth
7. Revenue generation possibilities to defray potential costs should be pursued to lessen/defray the cost of the needed fire protection improvements to the taxpayers.
 - Service district revenues
 - Commercial zone and industrial revenues
 - State and Federal Grants
 - Multi-purpose use facilities (cost sharing)
8. Current emergency response workload is at about 2,100 alarms per year
9. Emergency workload will increase by about 6% per year

In addition, the Clayton Fire Department was compared to fire service agencies in similar sized communities around the United States. A national study was conducted by the National Fire Protection Association entitled "US Fire Department Profile through 2014", printed in 2016, measured service provision in several key areas. These are compared in the chart on the next page.³

³ Hylton J. G. Haynes, "U.S. Fire Department Profile Through 2014", NFPA, Quincy, MA, 2016, 37 pages.



Comparison of Clayton Fire Department to National Averages

Nationwide Area of Comparison 25,000 to 49,999 POPULATION	National Result*	Clayton
Percentage of communities between 25,000 and 49,999 population with all combination fire services	15%	100%
Number of stations per 1,000 population	.151	0.14
Number of pumpers per 1,000 population	.185	0.15
Number of aerial trucks per 1,000 population	.033	0.0
Number of other vehicles per 1,000 population	.139	0.05
% Departments in communities between 25,000 and 49,999 population with 2 Stations	24.1%	2 Fire Stations
% Departments in communities between 25,000 and 49,999 population with 5 Pumpers	42.8%	5 Pumpers
% Departments in communities between 25,000 and 49,999 population with 1 Aerial ladder	50.3%	0 Aerial Ladders
% Departments in communities between 25,000 and 49,999 population with 1 other suppression vehicles	20.9%	1 Brush Truck 1 Heavy Rescue 1 Haz Mat
% Departments in communities between 25,000 and 49,999 population where fire department provides EMS service	BLS – 37.3%	BLS 1 st Response
Clayton has less staffing and equipment in communities of comparable size.		

This data does not take square miles into account, only population. Given the high density of population, some distortion of % occurs.

2014 NFPA data indicates 3,558 fire departments protecting populations of 25,000 and 49,999

46.0 % all career
27.2% mostly career
21.0% mostly volunteer
5.9% all volunteer

The median number of full time career on-duty firefighters in the South is 1.01 career staff per 1,000 population.

Clayton Fire Department has by comparison:

Suppression Members: 25 career (full time) 0.62 per 1,000 population

Suppression Members: 24 career (part time) X .3 0.2 per 1,000 population

The conversion factor to blend full and part positions into a single percentage is a ratio of
3 PT = 1 FT Source NCISO.

Clayton has less staffing of equipment than communities of comparable size.



Fire – Rescue Services in Clayton

The Clayton Fire Department is the primary provider of fire and rescue services as well as emergency medical service first responders in the Town of Clayton and the Claytex Fire Protection District. The Fire Department is organized as one of the operating departments of the Town of Clayton. The Fire Chief reports directly to and is supervised by the Town Manager. The Town's elected body consists of a Mayor and a five (5) person Town Council responsible for policy decisions and the overall strategic direction of the municipality.

The Town's published goals for 2017-2018 are as follows:

- A. Grow the Local Economy
- B. Financially Responsible Town Government Providing Quality Service
- C. Manage Growth Producing Quality Developments
- D. Expand Leisure Opportunities and Arts Community
- E. Beautify the Town of Clayton and Create an Arts Community
- F. Think Downtown

The Mission Statement of the Clayton Fire Department is "Providing Prompt Professional Services with Pride! Ensuring that Everyone Goes Home!"⁴

The core values of the Department are: Honor-Integrity-Ownership-Family-Readiness⁵.

Administration

The department is led by the Fire Chief who is responsible for all aspects of fire-rescue administration including liaison with elected and appointed town officials, financial management, planning, human resources, and external relationships. There are two 40 hour a week Deputy Chiefs. One Deputy Chief serves as the Fire Marshal who is responsible for fire code enforcement, building plans review and community risk reduction efforts. Another Deputy Chief is in-charge of the field operations of the department to include firefighting, rescue, hazardous materials mitigation and basic life support emergency medical service responses. There are three Battalion Chiefs on rotating shifts to provide 24-hour supervision and oversight. The Battalion Chiefs are responsible for incident command and the department training program. Additionally, there is one full time administrative assistant who is responsible for all administrative office duties such as, serving as the receptionist, completing word processing, entering payroll information and all other administrative duties as assigned by the Fire Chief.

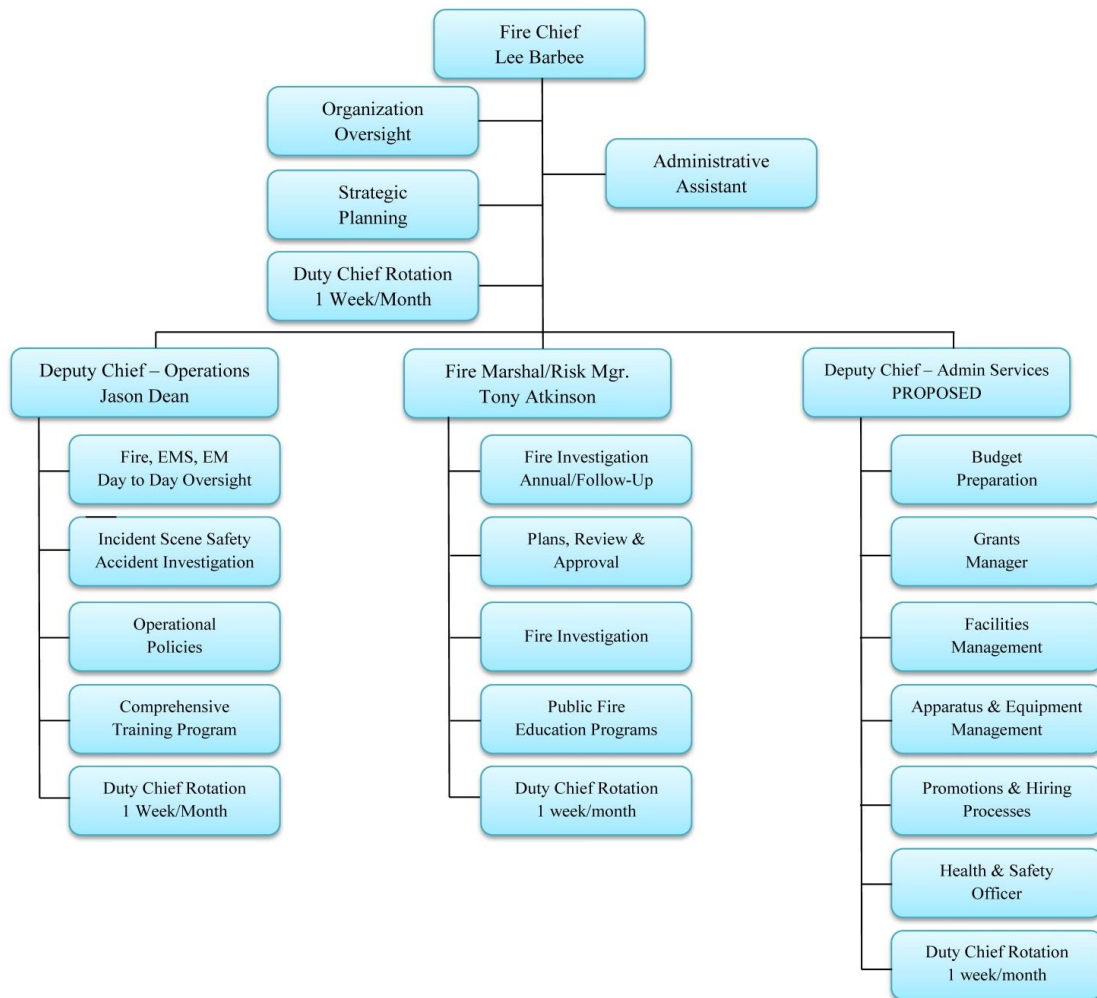
Each of the three operational shifts consists of one battalion chief (shift commander); two captains; three fire equipment operators; and three fire fighters. The on-duty members are distributed between Station 1 (Downtown Clayton) and Station 2 (42 East) to operate the fire and rescue apparatus to the respective stations. Staffing is supplemented by the addition of part time fire fighters coming on duty at 7 pm and working until 7 am the following day. The minimum number of on-duty fire response staffing is 11.

⁴ Source Clayton Fire Department Website

⁵ Source Clayton Fire Department Website

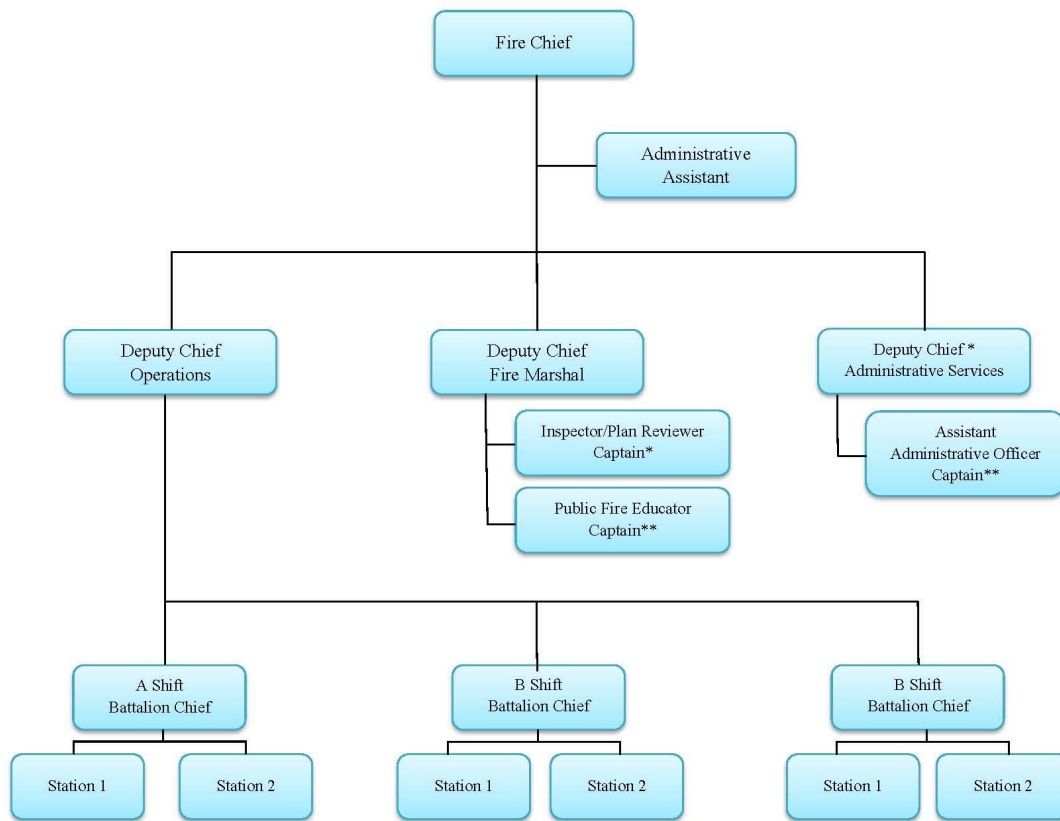
CLAYTON FIRE DEPARTMENT PROPOSED ORGANIZATION CHART

Fire Services Study, Prepared by VFIS



CLAYTON FIRE DEPARTMENT PROPOSED ORGANIZATION CHART

Fire Services Study, Prepared by VFIS



*Proposed ADD within 2 years

**Proposed ADD within 5 years



Community Risk Reduction

The Clayton Fire Department has an innovative and progressive community risk reduction (CRR) program. The CRR program includes members of the department that certified at various levels of Fire and Life Safety Educator, and Juvenile Fire Setter Prevention Technicians. The Community Risk Reduction programs include fire code enforcement inspections, building plans review, public fire education and fire prevention inspection component. Fire code enforcement and inspection programs include; adult day care and child care centers, places of assembly, business occupancies, social service group homes, NC Public Schools and educational facilities, and mercantile / storage occupancies. This program meets the requirements for code compliance for the State of North Carolina for periodic fire inspection intervals. Prevention programs include a proactive smoke alarm installation, juvenile fire setter prevention, and community CPR. It should be noted that each shift has trained members who provides various types of public fire prevention education.

Clayton Fire Department conducted the following Community Risk Reduction Programs:

2015	
Adult Educated	652
Children Educated	2260
Inspections Conducted	371
Issued Permits	25
Plans Reviewed	42

2016	
Adult Educated	360
Children Educated	1390*
Inspections Conducted	541
Issued Permits	37
Plans Reviewed	82

*Curriculum changed within the public school system.

Operations

Fire department operations division uses a combination of full time career and part time career firefighters. The full time career members shifts consists of a 9-day cycle where each team works one 24-hour shift, followed by 24 hours off duty, works another 24-hour shift, followed by 24 hours off duty, then works a final 24-hour shift, followed by four consecutive days off duty. On-duty staffing consists of the following:

Current On-Duty Personnel	Day Work 7 AM – 5 PM	Shift Work 7 AM – 7 AM	Nights & Weekends 7 PM - & AM
Fire Chief	1		
Deputy Chief	2		
Battalion Chief		1	
Captain		2	
Driver/Operator		3	
Firefighters		3*	
PT Firefighter			3
Totals	3	9	12

*One full-time and two part-time members

Fire apparatus for emergency response from Clayton Fire Department consists of two engine companies; one heavy rescue company; and/or one hazardous materials/environmental protection company. The heavy rescue and hazardous materials companies are crossed staffed using the same personnel for both response assignments. Clayton Fire Department uses automatic aid and mutual aid from neighboring fire departments to supplement their response, in an effort to meet minimum national standards (NFPA 1710). Aid partners include Archer Lodge Fire District; Thanksgiving Fire District; Wilson's Mills Fire District; McLemore Fire District; and Garner Suburban Fire District.

Incident Response Statistics Total Fire and EMS Calls

2014	2015	2016
960	1,740*	2,049

*2015 saw call numbers almost double – this was the year following the initiation of the Clayton Fire Department EMT Medical Responder Program



Incident Response Statistics Displayed by Town

	2014	2015	2016
Clayton	665	1219	1428
Claytex	293	521	621
Total	958	1740	2049

Incident Response Statistics Displayed by Clayton and Claytex

2014	Clayton Fire	Claytex Fire	Clayton EMS	Claytex EMS	2015	Clayton Fire	Claytex Fire	Clayton EMS	Claytex EMS
January	51	22	10	6	January	39	16	55	31
February	34	8	6	1	February	37	18	47	34
March	24	13	8	14	March	30	21	60	23
April	32	15	5	8	April	27	13	50	33
May	30	12	5	6	May	44	11	52	34
June	37	8	11	5	June	56	15	65	29
July	29	9	6	14	July	37	15	51	25
August	27	20	6	6	August	42	17	66	22
September	39	28	5	8	September	36	12	66	28
October	31	14	75	16	October	36	15	64	20
November	41	6	43	22	November	44	16	83	32
December	38	11	72	21	December	44	13	88	28
Totals	413	166	252	127	Totals	472	182	747	339

2016	Clayton Fire	Claytex Fire	Clayton EMS	Claytex EMS
January	50	36	60	41
February	36	17	74	36
March	36	13	79	38
April	38	14	65	53
May	26	14	73	38
June	43	15	91	29
July	47	16	72	28
August	60	14	79	34
September	38	15	90	35
October	55	11	86	29
November	38	13	74	33
December	30	20	88	29
Totals	497	198	931	423



Fire and EMS Calls by Day of Week

Day	2014	2015	2016
Monday	123	214	271
Tuesday	143	266	304
Wednesday	162	268	285
Thursday	157	242	259
Friday	140	287	266
Saturday	171	244	354
Sunday	153	243	310

Calls by Alarms Time

Time	2014	2015	2016
0:00	18	50	42
1:00	13	136	47
2:00	18	30	33
3:00	10	36	33
4:00	15	32	35
5:00	17	37	39
6:00	31	60	46
7:00	36	71	69
8:00	53	91	95
9:00	50	89	100
10:00	56	94	94
11:00	62	115	122

Time	2014	2015	2016
12:00	66	86	121
13:00	68	99	125
14:00	80	98	114
15:00	61	84	126
16:00	58	101	143
17:00	63	114	145
18:00	63	112	113
19:00	46	78	107
20:00	61	100	101
21:00	40	79	84
22:00	39	61	66
23:00	25	44	47



Incident Response Times

Listed by Station & District

Represents Item #6 Listed in Chart Below

	2014	2015	2016
Clayton Station 1	5:17	5:29	5:32
Claytex Station 1	7:13	7:21	7:41
Clayton Station 2	6:02	5:46	6:03
Claytex Station 2	6:45	7:45	8:05

National Response Time Model NFPA Standard 1221 & Standard 1710

1	2	3	4	5	6	7
Emergency Occurs 9-1-1 is Dialed	9-1-1 Call is Answered 15 Seconds	Call Processing 60 - 90 Seconds	Call Dispatched 30 Seconds	Turnout time 60-90 Seconds	Drive Time Based on 35 mph TBD	Impact Time Based on FD Ability TBD

Most often the discussion about response times only looks at the time it takes from call dispatch to drive to and arriving at an alarm. The stark reality is that the entire “picture” must be considered. A small “snap shot” of one of the seven response elements. Hence, the need to keep the “drive time” (typically perceived as response time) to a maximum of four minutes. More discussion about fire spread is found in the Fire Propagation Section of this Study.

Interestingly, the same timeline (4 minutes or less) has been established for the most effective time to intervene in a heart attack event to continue CPR and deliver a cardio-conversion shock, if indicated. Response time is critical in cases involving serious trauma. Timely (4 minutes or less) interventions such as controlling bleeding or support and maintaining a patient's airway are critical for survival. Delayed fire department response times will not be effective in most critical EMS cases, typically ending in negative patient outcome.

Target Hazards

This section of the Fire Services Study will point out a few of the actual Target Hazard properties that should be properly protected from fire and other disasters.



Fire Stations

Clayton Fire Department - Station 1
325 W. Horne Street, Clayton, NC 27530



Clayton Fire Department - Station 2
800 NC 42 Highway, Clayton, NC 27520



Apparatus

The Clayton Fire Department utilizes the following apparatus complement:

Vehicle	Number	Year	Manufacturer	Pump Size GPM	Water Tank Size in Gallons	Condition
Pumper Tanker	Reserve 100	1993	Emergency One	1500	1000	Fair
Pumper Tanker	Engine 1	2017	Pierce	1500	1000	New
Pumper	Engine 2	2000	Pierce	1500	500	Fair/Poor
Pumper Tanker	Engine 11	2006	Pierce	1500	1,000	Good
Pumper Tanker	Squad 2	2008	Pierce	1500	1000	Good
Heavy Rescue	Rescue 1	2015	Pierce	N/A	N/A	Excellent
Command Vehicle	Battalion 1	2009	F-250 Ford Pickup Truck	N/A	N/A	Good



Reserve 100



Engine 1



Engine 2



Engine 11



Squad 2



Rescue 1



Financial / Budget

The Clayton Fire Department utilizes a typical local government budgeting system. For the purposes of this report, we have separated salaries and benefits from department operations. Department operations line items include insurance, repairs and maintenance, and other general department expenditures. The primary source of revenue is municipal funding / tax dollars from either the Town of Clayton or Claytex Fire District.

	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual	FY 2018 Approved
Salaries and Benefits	\$1,476,693	\$1,686,997	\$1,769,509	\$1,976,322	\$2,307,148
Operations	\$489,699	\$538,986	\$544,248	\$582,850	\$589,569
Capital Outlay	\$7,159	\$284,289	\$347,157	\$593,636	
Total	\$1,973,552	\$2,510,272	\$2,660,914	\$3,152,808	\$2,896,717



North Carolina Department of Insurance Rating Survey Results

The Insurance Services Office (ISO) evaluates the public fire protection of a community and assigns a numerical classification from 1 to 10. Class 1 represents exemplary fire protection; Class 10 means less than minimal fire protection. This classification number is used by the property-casualty insurance industry as part of the makeup of fire insurance rates for individual properties within the community. There are three areas reviewed during the evaluation process a) emergency communications makes up 10%, b) water supply, 40% and c) fire department, 50%.

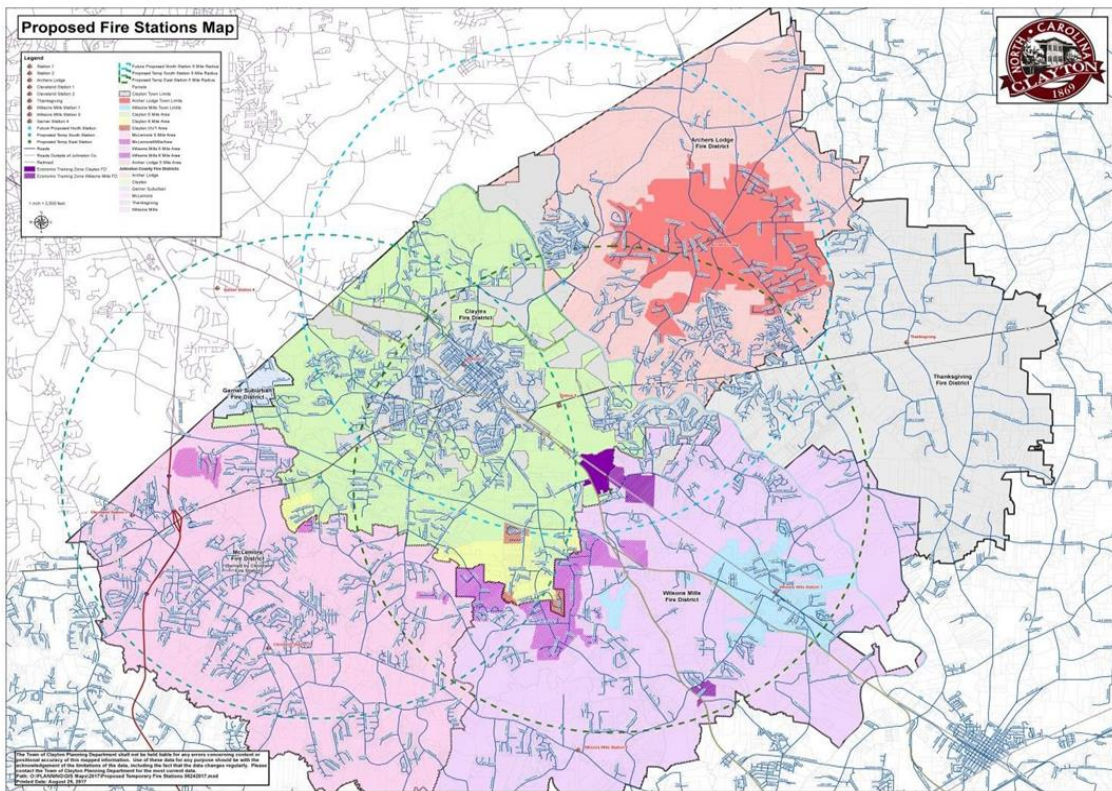
The leadership and members of the Clayton Fire Department must be congratulated on achieving the North Carolina Department of Insurance Office of the State Fire Marshal Office's Protection Class 4 for the Town of Clayton response area and Claytex Fire District was rated Class 4 in 2012. All areas of the community that exceed five miles distances from the stations or are without fire hydrant service have been rated Class 9E. ISO Class 4 is a significant accomplishment in the national fire service industry. The community will greatly benefit from the hard work and dedication shown by the members involved in obtaining this ISO rating.

Evaluated Items	Maximum Credit	Clayton Credit	Claytex Credit
Emergency Communications			
Emergency Reporting	2.00	1.90	1.90
Telecommunicates	3.00	3.00	3.00
Dispatch Circuits	5.00	4.85	4.85
Fire Department			
Engine Companies	10.00	9.44	9.59
Reserve Pumpers	1.00	0.93	0.63
Pump Capacity	5.00	5.00	5.00
Ladder Service	5.00	1.71	1.71
Reserve Ladder and Service Trucks	1.00	0.24	0.23
Deployment Analysis	4.00	1.34	1.12
Company Personnel	15.00+	4.00	4.85
Training	9.00	4.32	4.32
Section Total Score	50.00	26.98	27.45
Water Supply			
Supply System	30.00	27.95	17.72
Hydrants	2.00	2.00	2.00
Inspections and Flow Testing	3.00	2.91	3.00
Section Total Score	40.00	32.86	22.72
Divergence		-5.64	-3.84
Total ISO Score	100.00	63.95	59.54
ISO Rating	1-10	ISO 4	ISO 5
Credits for Next Class	1-10	6.05	0.46



For future planning the Clayton Fire Department may want to consider steps to improve the Public Fire Protection Classification. To achieve a Public Protection Classification 3, the Clayton Fire Department would need 6.05 additional ISO rating points. Further, the ISO Class 9E areas should be evaluated to determine the appropriate resolutions (fire station or water supply coverage) and a policy decision made to improve those areas to reach the ISO Class 3 mentioned above.

To accomplish this, additional fire stations, staffing and apparatus improvements are included later in Study in the Recommendations Sections. Improving the Department's deployment analysis will require additional stations located in the areas that are beyond the 1 ½ mile response districts for a first due engine company and the 2 ½ mile response districts for aerial ladder truck service.





Effective Response Force

According to the Commission on Fire Accreditation International an effective response force is assembling an adequate number of firefighters at the scene of an emergency within a specific period of time.

Special Risk Events

Special risks require a reinforced effective response force of twenty-seven to twenty-eight (27 to 28) firefighters. Time benchmarks specify the first engine arrival in five minutes, the second unit arriving in eight minutes, with the balance of the alarm arriving within 13 minutes 90% of the time.

An example of a special risk would be the churches, schools, day cares, nursing homes, and manufacturing facilities. *If aerial ladder is used.

High Rise Events

High risks require a reinforced effective response force of forty-two to forty-three (42 to 43)* firefighters. Time benchmarks specify the first engine arrival in five minutes, the second unit arriving in eight minutes, with the balance of the alarm arriving within 13 minutes 90% of the time.

To be classified as a high risk the building or property should be in a built-up area of substantial size with a high concentration of property presenting a substantial risk of loss of life, a severe financial impact on the community, or unusual potential damage to property in the event of fire. Examples include a) strip shopping areas, single or multi story property offering some type of degree of fire problem, b) concentration of hospital and medical facilities, c) concentration of older multi-story property having the potential for fire exposure and high fire loads beyond the reach of normal pre-connected hose lines, d) infrastructure facilities and e) industrial occupancies.

*with fire pump

Fire Department Performance Standards

To understand fire protection in the United States and to adequately assess system performance, you must first understand the standards and practices that govern practices. The recommended best practices are based upon fire service literature, journal articles, national standards, ISO ratings, and other various sources.

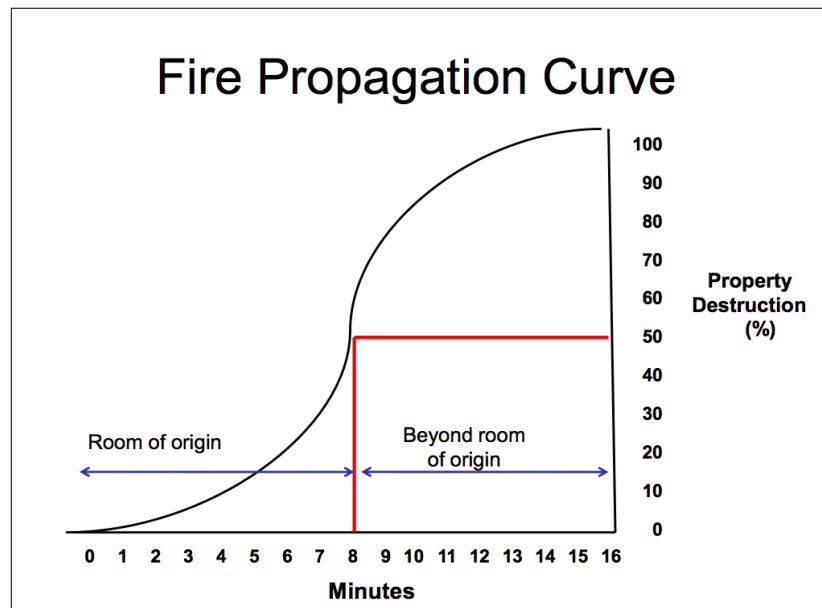
The National Response Standard - NFPA 1710

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 recommends response time criteria. The time standards are as follows: (a) one minute for turnout time – defined as when units acknowledge notification of the emergency to the beginning point of the response time, (b) four minutes or less for the arrival of the first arriving Engine Company at a fire suppression incident and/or 8 minutes or less for the complete first alarm assignment. Fire suppression is defined as activities involved in controlling and extinguishing fire. Standard 1710 provide recommendations that the fire department set criteria for the various types of fire suppression incidents to which the fire department is required to respond. Response time is defined as the travel time that begins when the units are en route to the emergency and ends when the units arrive at the scene. The standard states the fire department's suppression resources shall be deployed to provide for the arrival of an engine company within a 4-minute response time and/or the initial full alarm assignment within an 8-minute response time to 90 percent of the

incidents. The NFPA 1710 staffing standard states that on duty fire suppression personnel shall be of the numbers necessary for fire-fighting conditions. The numbers are defined by conducting a fire-fighting task analysis.

Understanding the Importance of Fire Propagation

The Fire Protection Handbook, 20th Edition Volume 2 reviewed the importance of response time stating that time is the critical element when an emergency is reported. Fire growth can expand at a rate of many times its volume per-minute. Time is the critical factor for the search and rescue of occupants and the application of water to minimize loss. The time segment between fire ignition and the start of fire suppression has a direct relationship to fire loss. This concept has been highlighted by the use of the fire propagation curve. The fire propagation curve outlines the progression of time and increases in temperature and how the fire progresses from the smoldering stage to the incipient open burning stage, and finally to flashover. Flashover is very significant because it marks a critical change in conditions when everything in a room breaks into open flame and the ability to control the fire beyond the room of origin is limited.



Commission on Fire Accreditation International

The Fifth Edition of the Commission on Fire Accreditation International (CFSI) Standard of Cover manual outlined the fact that as communities grow, fire service leaders struggle to define appropriate levels of service. Defining how many fire stations, how much fire apparatus and how many firefighters are needed for specific situations are essential to protect firefighters from injury or death and save lives and property. Differences in the fire service have determined that can be no one size fits all solution. If resources arrive too late or lack sufficient capabilities, the emergency will continue to escalate, drawing more of the agency's resources into a losing battle. What emergency response companies must do, if they are to save lives and limit property damage, is to arrive in a short period of time with sufficient resources



to do the job. Matching arrival of resources with a specific point of fire growth or medical problem is one of the greatest challenges currently facing fire professionals. The CFSI Standard of Cover manual also outlines the concept of performance measurement. For many years the fire service has used average response times to determine system performance. The CFSI research determined using the average was not an accurate and true measure of performance because abnormally high or low times can skew the average. The use of fractal goals is more relevant because they define an expected response measure. A measure of 80 percent of whatever goal period of time specified by local policy clearly defines what the expected response time is. The Standard of Cover manual discourages the use of an average response time because fractal goals present a more accurate picture of fire rescue system performance. An overall systems approach to response time is categorized into four basic areas: (a) distribution, (b) concentration, (c) reliability, and (d) comparability. Distribution or location of fire stations describes the first due arrival of resources capable for an all risk intervention including fire attack. Distribution measures area, road miles, population, and dwelling units in a fire station response area. Fire station catchment areas are defined by reviewing travel time. Another goal of distribution is to strive for an equitable level of outcome in that everyone in the community is within the same distance of a fire station. The benchmark for measuring distribution is the first suppression unit arrival time. The next performance study is called concentration - the arrangement of multiple resources (fire stations) close to one another to ensure that an effective response force can arrive with enough firefighters to perform critical firefighting tasks. The arrival sequencing of fire apparatus with adequately trained staff is a key measure of what can be done to limit destruction. Reliability involves a review and evaluation of the current fire rescue system performance. It answers the question, can the system maintain its function in routine circumstances (when all first due units are in service) and as well when units are committed to other calls or fail to respond due to inadequate staffing? Comparability is a measure that compares one fire rescue system with another fire rescue system of similar size, configuration, and demand. Reviewing the first due response times in similar size townships with similar suburban characteristics can be used to evaluate performance and research methods for improvement.

Another key discussion of staffing has to do with Critical Task Analysis. Section Three from the CFAI Standard of Cover manual discusses the need to determine the specific fire ground tasks required within an appropriate time-frame to successfully mitigate the emergency. In suburban communities the most common emergency would be a fire in a single family dwelling. When determining the task analysis it is important to detail all operations associated with a coordinated interior fire attack. The tasks must focus on the things that need to be accomplished prior to entry into the structure. Establishment of a command structure, a sustained water supply, stretching a 1 ¾ attack line, and ensuring that the 2-in/2-out standard is met is essential. An effective response force is defined as the number of firefighting personnel necessary to complete all of the identified tasks within the prescribed timeframe. For example at a moderate risk structure fire the number of firefighters for an effective response force is 15, two on the attack line, one pump operator, one for water supply, two on a back-up line, two for rapid intervention, one for command and safety, two for search and rescue, two for ventilation, and finally two for utility control and exposures. This level of resources demonstrates the ability to set up and handle all of the tasks simultaneously. If there are fewer firefighters or equipment available or there is a longer response time, the chances of the fire extending beyond the room of origin are great. The accreditation manual stresses the important fact that individual fire agencies should conduct an appropriate task analysis and review the results. It is very clear that training on set up times must be a consistent firefighter competency. The time from when the wheels stop turning on the engine and the time the fire suppression begins is critical.

There are critical tasks that are required at each working structure fire. These tasks performed in sequence can ensure the best possible outcome at a fire.



Critical Fire Ground Tasks

Critical Task	Function on Fire Ground	Staffing	Unit Order
Command Officer	Incident command	1	Chief Officer
Attack Line	Fire attack with hose line	3	1 st Engine
Pump Operator	Operates pump of attack engine	1	1 st Engine
Pump Operator	Operates pump of attaché engine	1	1 st Engine
Back up line	Second hose line for fire attack	3	2 nd Engine
Water Supply	Attaches hose to hydrant	1	2 nd Engine
RIT	Standby Crew	4	3 rd Engine
Search/Rescue/Ventilation	Search for Victims	3	1 st Truck
Aerial Operator	Operates aerial device	1	1 st Truck
Safety Officer	Supervision at fire scene	1	Assigned
Command Aid	Supervision at fire scene	1	Assigned
Total		19	

United States Fire Administration

The U.S. Fire Administration's National Fire Data Center published a Topical Fire Research paper titled Structure Fire Response Times. The paper provided a fire service definition of response time indicating total time measured from the time of call is received by the emergency communications center to the arrival of the first apparatus on the scene. The paper also defines response time components as (a) fire ignition when oxygen, fuel, and heat combine to produce a flame, (b) combustion a self-sustaining chemical reaction yielding energy and other conditions, (c) discovery occurs when someone becomes aware of the fire and takes steps to mitigate the situation, (d) processing and dispatch is the time it takes for the 911 operator identify the location and dispatch the appropriate resources, (e) turnout time is the time from when the alarm is received by firefighting personnel until the apparatus leaves the station and is actually driving to the scene, (f) drive time is the time it takes to get from the fire station to the curbside of the address, (g) setup time begins once the apparatus arrives on the scene and ends after personnel establish a water supply and set up necessary equipment, and (h) combat time the period of time required to completely extinguish the fire and mark control. The study also identified a baseline definition for response time data. The National Fire Incident Reporting System (NIFRS) 5.0 for the years 2001 and 2002 were used for the study. Responses included all NIFRS incident codes 110 through 112 and 120 through 123. The findings of the study showed that regardless of region in the United States; season if the year, or time of day, structure fire response times are generally less than five minutes half of the time. The nationwide 90th percentile response time to structure fires is less than 11 minutes. That means only 10 percent of structure fire response times are greater than 11 minutes. Structure fires in the Northeast have the lowest response times while those in the West have the highest. Average structure fire response times show a relationship between flame spread and longer response times, but only after flames have spread beyond the room of origin.



National Institute of Standards and Technology – Fire Ground Field Experiments

The National Institute of Standards and Technology in collaboration with the CFAI, International Association of Fire Chiefs, the International Association of Firefighters, and Worcester Polytechnic Institute conducted a study to quantify fire service lifesaving and firefighting operations for a low-hazard residential structure including the effects of changes in crew size, arrival time, and stagger on rescue and suppression effectiveness. The study included 60 controlled fire experiments. The overall results of the study show that the number of fire service crew members in each company responding to a fire in a 2000 square-foot, two-story structure has a substantial effect on the crew's ability to protect lives and property. The three key findings related to firefighter performance included: a) four- and five-person crews were able to complete 22 essential firefighting and rescue tasks in a residential setting 30 percent faster than two-person crews and 25 percent faster than three person crews, b) five-person crews were able to apply water to the fire 22 percent faster than two-person crews, and four-person crews were able to apply water to the fire 16 percent faster than two-person and 6 percent faster than three-person crews, c) during the victim search and rescue simulations in a medium-growth fire, two-person crews would not be expected to complete essential tasks before an at risk person would be incapacitated. Three, four, and five-person crews show that they would likely be able to locate and rescue an occupant before incapacitation. The experiments were conducted with career firefighters responding with three engines, one truck, and one battalion chief and aid.

Community Service Level Objectives

Community service level objectives must be established to objectively evaluate fire department performance. Measurement of performance can assist decision makers during planning sessions. Increasingly, fire departments must justify why they need a particular type apparatus or specialized equipment. More importantly is response time and having adequate staffing. The public can be critical of a slow response or mismanaged incident scene. A critical element of measuring performance is creating and monitoring standards of cover. Standards of cover are defined as those written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization. Based on risk and anticipated workload, a policy should be established that defines the service level objective for fire and rescue calls in each municipality.

Interviews and Feedback

As part of this comprehensive fire service assessment, the Project Team met with the fire department leadership, town administration, and on duty firefighters to gain further insight and understanding of the department. In the initial meeting with the department leadership, they stated the overarching goal of the department is the continuous pursuit of excellence, with the focus becoming the best fire department in the state of North Carolina. The purpose of the interviews was to identify department strengths, weaknesses, opportunities, and threats. All of the information in this section has been listed in no order of priority.

Strengths

- Community risk reduction programs/Fire prevention inspections
- Full service - all hazard fire department
- Emergency Medical Services delivery
- Skilled and dedicated firefighters
- Shift schedule and use of part time employees
- ISO Class 4 rating for most of the community
- Good facilities, apparatus and equipment to perform duties

Weaknesses

- Educational opportunities for department members - more training
- Public apathy - Community doesn't have an understanding of the value of the Department
- Cultural issues to change behavior from the suppression mindset to the prevention mindset.
- Need a career development plan for employees
- The department has stretched service delivery with limited resources.
- Difficult to keep pace with the residential and commercial growth

Opportunities

- Improve overall ISO Class rating for entire response area
- Provide better response times adding more facilities
- Manage community growth and rapidly rising response workload
- Develop a cost share plan for the needed facilities
- Identify and implement new revenue generation strategies to defray costs

Threats

- Rapid growth causing new and more complicated fire problems
- Financial resources needed to keep pace with the growth
- Without system improvements higher ISO Class rating
- Insufficient staffing to provide quality organization oversight; to conduct timely fire prevention inspections; and conduct effective public fire education programs

Staffing

The principal job of a fire department is to respond to emergency calls for help and resolve serious and immediate problems. No matter what improvements in technology occur, firefighting and emergency medical work will require manual labor during stressful, dangerous and demanding situations.

Based on the Critical Task Analysis recommended by the Commission on Fire Accreditation International and the National Institute of Standards and Technology – Fire Ground Field Experiments the Clayton Fire Department would benefit greatly with the addition of more firefighters arriving at alarms.

Based on the community target hazards, the initial response force has limited capabilities to perform the required duties to resolve a developing disaster. For instance, when faced with multiple fire operations challenges to including, forcible entry; initial fire attack; water supply; search and rescue; exposure protection; back up water supply; products of combustion ventilation; rapid intervention team; and incident command and control, the initial arriving firefighters will be forced to skip some steps and combine tasks, thereby take dangerous shortcuts that will likely jeopardize the safety of the citizens and firefighters.

The Typical Citizen's View of Emergency Services when a Disaster Strikes

“Mr. and Mrs. Smith” lives or rents in the Town of Clayton, they may have lived in Clayton since birth or for just a few months. Most Clayton families have children or grandchildren or they may live as a couple. When the Smith's dial 9-1-1 to summoned the fire department, they are having the worst day of their lives. The worst day might be burnt food on the stove, a medical emergency, trees down in the back yard or the bedroom could be on fire.

Based on extensive research conducted by the Phoenix, Arizona Fire Department and validated by most fire chiefs, the Smith Family has three expectations of the fire department when disaster strikes. Those three mission critical performance items for that family are:

1. Government Help Fast (rapid response time) in minutes.
2. Resolve the emergency (put out the fire, stop the bleeding, prevent more harm)
3. The firefighters to look and act professional, while be nice and showing respect.

The Clayton Fire Department is all hazards response agency. The Department focuses their efforts on meeting the Smith's expectations in their hour of need. Being preparing for all types of situations and when that situation occurs as well as flawlessly execute tasks to solve the emergent problem. The three expectations mentioned above are defined in the fire service terms as:

Response Time (Getting Help Fast)

Communities are served by different types of fire departments. Career fire departments have full time firefighters staffing fire stations and apparatus ready for immediate response. Usually career fire departments have strategically placed fire stations around a community and have reasonable response times. Generally, as communities grow and target hazards increase, the workload of fire departments increase exponentially, thereby requiring more resources to allocate to the Department by the governing body the need to maintain a rapid response time is critically important to have successful outcomes at significant emergency events.



Training of Firefighters (Flawlessly perform duties under difficult conditions)

Firefighter training requires significant initial and ongoing and never ending efforts. Gone are the days when training was on the job, hoping for the best outcome. It takes years to acquire the knowledge, skills, and abilities to adequately and safely perform at emergency incidents. Training requires time, personnel and financial resources to be effective. Because the fire service has evolved into an all hazard response agency, training beyond firefighting is necessary. This training includes emergency medical care and specialized rescue courses to name just a few additional topics.

Professionalism and Empathy (Be Nice)

The Smith's final wish – responders to be nice during interaction requires something deeper and is human relations related. Empathy is a learned behavior and can be difficult to acquire. Firefighters must act quickly to successfully resolve emergency situations. Comforting words must always be included in the rapid deployment action plan. The leadership of a fire department must ensure and work towards having a culture of caring during community interactions. Someone is generally being harmed when the fire department arrives to help. So, being nice during the tough times simply helps to reduce stress and harm to the customers. This effort requires crafting values that are more than just words on paper. Leadership must “walk the talk”, ensuring that all hands have those values instill.

It is in the opinion of the Project Team, that one of the greatest benefits of the Clayton Fire Department is the 24 hours / 7days per week on-duty staffing that is always willing to help those in need. This staffing directly relates and understands the need for rapid response times. In a fire or other emergency response, the ability to get to the incident scene and begin operations is critical. As well, CFD members can resolve emergencies while being **nice** to the customer.

Recommendations Summary

Recommendations	Category	Priority	Timeline	Funding Options
Standard Operating Guidelines/Policy	Administrative	High	A	Not Applicable
Citizens Fire Academy	Community Risk Reduction	Medium	A	Not Applicable
Pumper/Tanker Fire Engine	Apparatus & Equipment	High	A	Claytex
Aerial Ladder Platform	Apparatus & Equipment	High	A	Clayton Claytex
Staffing for Heavy Rescue Company	Personnel	High	A	Clayton Claytex
Duty Chief Response Program	Operations	High	A	Not Applicable
Build Southside Fire Station - Clayton	Facilities, Apparatus, & Personnel	High	A	Clayton McLemore Claytex Johnston County EMS
Fire Inspector/Plans Reviewer (Captain)	Personnel	High	A	Clayton Claytex
Build Eastside Fire Station - Claytex	Facilities, Apparatus, & Personnel	High	B	Clayton Wilson's Mills Claytex Johnston County EMS
Deputy Chief - Administrative Services	Personnel	High	B	Clayton Claytex
Expand Emergency Medical Services Role	Operations	High	C	Johnston County
Construct City Wide Storage Facility	Facilities	Medium	C	Clayton Claytex
Improve Fire-Rescue Training Facility	Facilities	Low	C	Clayton Claytex
Build Northside Fire	Facilities, Apparatus, & Personnel	Medium	C	Clayton Claytex Archer Lodge Johnston County EMS
Public Fire Educator (Captain)	Personnel	Low	C	Clayton Claytex
Assistant Administrative Services (Captain)	Personnel	Low	C	Clayton Claytex



CATEGORY:

Administrative

PRIORITY:

High

TIMELINE:

A

RECOMMENDATION:

Update Standard Operating Guideline/Procedures

The Clayton Fire Department maintains a comprehensive Standard Operating Procedure Manual with 70 separate standard operating guidelines/policies. This document can always be improved and several updates are recommended in the “Steps to Meet Recommendation Section.”

REASONS FOR RECOMMENDATION:

This mission critical information is already available to all members in both electronic and printed versions for easy access and quick reference. The purpose of these recommendations is to point out opportunities for continuous improvement. These recommendations should not be viewed as anything other than improving on a very good set of existing procedures.

STEPS TO MEET RECOMMENDATION:

1. Re-Number Policies: The numbering system could be confusing by having two sections numbered the same (Operations and Special Operations). This recommendation is to re-number the policies as follows: A.001 – Administration, B. 002 – Operations, C. 003 - Special Operations, D. 004 - Risk Management/Safety, E. 005 - Support Services
2. The Occupational Safety and Health Administration (OSHA) require employers to have a written comprehensive “Respiratory Protection Program”. The required elements of this program are readily accessible on the OSHA website.
3. To comply with the Federal Whistleblower Act (Public Law 101-12), the Department should have a written policy addressing protections that are offered to and how “Whistleblowers” can report issues of concern without fear of retaliation. This policy may be one of the policies that are covered in the Administrative Section 001 Policy 02 - Town of Clayton Personnel Policy. However, if this specific policy is not included in the Town’s Policy manual, a VFIS sample policy is included in Appendix A of this Study.
4. To comply with the Federal Equal Employment Opportunity Commission (Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; and the Americans with Disabilities Act of 1990), the Department should have a written policy addressing zero tolerance for discrimination, harassment and hazing. This policy may be one of the policies that are covered in the Administrative Section 001 Policy 02 - Town of Clayton Personnel Policy. However, if this specific policy is not included in the Town’s Policy manual, a sample is included in Appendix B of this Study.
5. A policy should be developed that describes the initial and on-going (continuous) training program that will be afforded to all members covering the Clayton Fire Department Standard Operating Guideline / Policies and the Town of Clayton Personnel Policy Manual. Members must be well trained by the Department (initially and on-going) in the contents of both documents. Accurate documentation of this required training must be maintained by the Department.

FUNDING OPTIONS:

Not Applicable



CATEGORY:
Community Risk Reduction

PRIORITY:
Medium

TIMELINE:
A

RECOMMENDATION:
Citizens Fire Academy

Clayton Fire Department should begin to offer a Citizens Fire-Rescue Academy to help meet the goal of Community Risk Reduction.

The goals and objectives of a Citizens Fire-Rescue Academy include:

- Provide a basic understanding of the tactics and strategies used in firefighting and rescue operations.
- Provide a greater understanding of the services delivered and a “behind-the-scene” look into the operations of the Clayton Fire Department.
- Encourage Academy participants to share their experiences with family and neighbors, which will result in a safety conscious and informed community.
- Provide an enjoyable, interactive atmosphere in which the fire department members and citizens can share information and concerns while learning lifesaving information.

REASONS FOR RECOMMENDATION:

Prevention of emergencies should be the primary mission of any emergency response agency. The Clayton Fire Department has been proactive in this aspect, as noted previously in this study.

The Citizens Fire-Rescue Academy could demonstrate to the community, the governing body, and town officials the inner workings and a “behind the scenes” look of department operations. Secondly, the Citizens Fire-Rescue Academy “graduates” will likely become community advocates for the Clayton Fire Department. Community advocates can assist the department with many issues to include public relations efforts.

STEPS TO MEET RECOMMENDATION:

The Clayton Fire Department would offer the Citizens Fire-Rescue Academy annually to the citizens of the Town of Clayton and the Claytex Fire District over a six-week period.. Curriculum for these once-a-week evening classes could easily be adapted from other Fire-Rescue Citizen Academy throughout the state. Participants in the Academy will learn about the equipment, services, and duties of the fire department, as well as how it serves the residents of Clayton. Each class includes a different topic as well as hands-on activities or demonstrations. During the course, participants will also be given the opportunity to participate in hands-on training with Clayton firefighters. There would be a maximum of 20 students per class. An annual recruit process would be by application, which would include a background, and criminal records check by the Town of Clayton. Fire Instructors will be contracted by Johnston Community College and our on duty staff would participate in the presentation of the program. A graduation ceremony will be held at the completion of the Academy to recognize student participation.



An example of a Citizens Fire-Rescue Academy Schedule

Day	Date	Time	Topics
Thursday	2-Apr	6:30 PM to 9:00 PM	Introduction to the Fire Rescue Services
			Firefighter Safety / Protective Clothing
			Fire Apparatus Orientation
Thursday	9-Apr	6:30 PM to 9:00 PM	Engine Company Operations
			Methods of Fire Attack
			Water Supply, Fire Hose and Nozzles
Thursday	16-Apr	6:30 PM to 9:00 PM	Aerial Ladder Operations
			Search and Rescue
			Citizens CPR
Thursday	23-Apr	6:30 PM to 9:00 PM	Rescue / HazMat Operations
			Vehicle Rescue scenarios
			Haz Mat / Environmental Protection
			Basic First Aid
Thursday	30-Apr	6:30 PM – 9:00 PM	Practical Exercises – “Stump the Stars”
			Disaster Preparedness Kit Demonstration
			Graduation/Recognition Ceremony

FUNDING OPTIONS:

Town of Clayton/Claytex: An estimated cost of materials would be about \$750, which would include the application process, a golf shirt and printed certificate for each Citizens Fire-Rescue graduate.



CATEGORY:
Apparatus & Equipment

PRIORITY:
High

TIMELINE:
A

RECOMMENDATION:
Pumper/Tanker Fire Engine

A 2018 Pierce Pumper/Tanker is needed to replace a 2000 Pierce pumper due to age.

REASONS FOR RECOMMENDATION:

This apparatus is essential for adequate service to the Claytex Fire District for water transport and, according to the North Carolina Department of Insurance; it is required to maintain the current fire insurance rating.

The North Carolina Department of Insurance conducted its Rating Classification inspection in the summer of 2012. Much of the Claytex Fire District has private water systems and therefore does not meet 85% rule for fire hydrants. Therefore, in order to receive an ISO of 4 rating within town limits and a split 5/9E rating (5 in the five-mile area & a 9 in the extended (E) six-mile area) for the Claytex District – the Clayton Fire Department had the option of conducting a “water shuttle” to improve (meaning lower) the rating. That “water shuttle” was successful and could NOT have been completed without Clayton’s Pumper/Tankers.

This apparatus is essential for adequate service to the Claytex Fire District for water tanker transport. The current Pierce pumper is a 2000 model, putting that apparatus at 18 years of service with no tanker capabilities. Due to the growth of the Town of Clayton and the Claytex Fire District, it accumulating miles/hours and becoming costly to maintain due to its age.

It is consistent with the agreement with the Johnston County Commissioners approval of the FY 17-18 Claytex Fire District 2-cent tax increase.

STEPS TO MEET RECOMMENDATION:

The Fire Department should follow the Town of Clayton Purchasing Policy and Procedures and can utilize the H-GAC as they have done with other apparatus purchases. (H-GAC Cooperative Purchasing Program assists local governments in reducing costs through this government-to-government procurement service available nationwide.) The Town of Clayton can take advantage of pre-paying options with vendors to help reduce the total apparatus cost.

The Fire Department action steps required for this fleet replacement are: develop design specifications that meet Clayton’s needs, competitively bid (HGAC), construction, inspection and delivery, training and orientation, vehicle placed in-service.

FUNDING OPTIONS:

Claytex Fire District - The estimated cost is \$597,000 for the FY17-18 budget year. However, a substantial cost savings for the Claytex Fire District can be realized if a full pre-pay is done for the vehicle upon placing the order.



CATEGORY:
Apparatus & Equipment

PRIORITY:
High

TIMELINE:
A

RECOMMENDATION:
Aerial Ladder Platform

As the Town of Clayton and Claytex Fire Protection District continues to grow and develop, consideration should be given to the outlying satellite fire stations using quint fire engine-ladder truck combination to supplement the aerial ladder service at a reduced cost.

Based on the community's critical fire operational factors, a rear mount 100 foot aerial ladder platform that can delivery 2,000 gallons of firefighting water at full extension, would provide the most appropriate service for the longest duration. To add this type of vehicle to the fleet will take approximately 18 to 24 months to accomplish.

REASONS FOR RECOMMENDATION:

There is a significant need for the Clayton Fire Department to add an aerial ladder truck to its inventory of fire apparatus and equipment. The town limits along with the balance of the Fire Department's response area has been enjoying a rapid and continuous population growth. Along with the prosperity of new residential and commercial occupancies, comes the responsibility to improve the community's infrastructure. Included in the needed community improvements, is public safety services and resources to meet the inevitable increasing demands for more services. Further, the existing building stock in the response area is beyond reach of the current fire department apparatus and equipment. As the Town of Clayton continues to develop and expand, building heights well continue to grow taller.

One of the identified operational weaknesses expressed by the North Carolina Department of Insurance Office of the State Fire Marshal Office is the need for aerial ladder coverage throughout the response area. The minimal standard of cover for aerial ladder service for a community is 2.5 miles response district radius. Using the ISO/NCSFMO standards, the Town is overdue to add this level of fire protection coverage.

STEPS TO MEET RECOMMENDATION:

The Clayton Fire Department staff will need to determine where the ladder truck will be housed, based primarily on response, with consideration should be given to information relating to the insurance rating classification and inspections.

Staffing of a five-man Ladder Company would consist of a Captain, Fire Equipment Operator and three Firefighters per shift. In an effort to maximize the human resources assigned to the Fire Department, the concept of "cross staffing" could be considered from the existing Rescue Company to the ladder truck for truck company and ladder operations.

The Fire Department action steps required for this fleet addition are: develop design specifications that meet Clayton's needs, competitively bid, construction, inspection and delivery, training and orientation, vehicle placed in-service.



FUNDING OPTIONS:

Town of Clayton/Claytex Fire District - The projected cost is approximately \$1,000,000 to \$1,300,000. Staffing of a five-person Ladder Company is estimated to cost an additional \$926,000 annually, including salary and benefits.

The cost of this vehicle should be shared with Claytex Fire District at one-half purchase price paid by each community. During the discussion to purchase a ladder truck, consideration should be given to work in partnership with Cleveland Fire Department to have access /use of an aerial if it we housed at the same station.

Funding for the ladder truck could be considered in two budget cycles. However, most fire apparatus manufactures do provide a substantial cost saving for paying in full for the vehicle upon placing the order. This savings calculation should be made by the Town's Finance Officer to determine the best value for the Town.

The Fire Department should follow the Town of Clayton Purchasing Policy and Procedures and can utilize the H-GAC as they have done with other apparatus purchases. H-GAC Cooperative Purchasing Program assists local governments in reducing costs through this government-to-government procurement service available nationwide. The Town of Clayton can take advantage of pre-paying options with vendors to help reduce the total apparatus cost.



CATEGORY:
Personnel

PRIORITY:
High

TIMELINE:
A

RECOMMENDATION:
Staffing For Heavy Rescue Company

Clayton Fire Department should continue to request to complete the staffing plan for the heavy and tactical rescue company in future budgets. The Department submitted a plan to increase the staffing for the heavy and tactical rescue company to a total of four on-duty members. In FY 16-17, staffing was approved for a Fire Equipment Operator and a Firefighter to be on duty on each shift.

REASONS FOR RECOMMENDATION:

Based on the community emergency response needs (such as automobile accidents; mass casualty incidents; or active shooter events) and with the potential for natural and manmade disasters such as hurricanes and floods, this is a good investment for the community's protection and security.

Staffing and operational readiness for incident responses have changed over the years. The Fire Department staff has monitored these changes and to meet inspection rating requirements as well as operational needs to eliminate no responses of the "rescue company it is evident that full time staffing is essential. To eliminate a "no response" for the rescue to any structure fire incident full time staffing is now essential for the firefighter safety and maintaining the NC Department of Insurance Rating Classification.

STEPS TO MEET RECOMMENDATION:

Additional staffing in next year's budget request for a Captain and Firefighter should be added for each shift.

In an effort to maximize the human resources assigned to the Fire Department, the concept of "cross staffing" could be considered from the existing Rescue Company to the future ladder truck for truck company and ladder operations.

The Fire Department process for approved budgeted positions is to work with the Town of Clayton Human Resources Department to advertise the open position. Interested candidates will complete a TOC Employment application and submit a North Carolina Department of Motor Vehicle driving record. The process consist of a physical agility test, interviews, a background check, a medical physical and blood work, pre-employment drug screening, TOC/FD orientation training, SCBA mask fit testing and complete a six month introductory period after date of hire.

FUNDING OPTIONS:

Town of Clayton/Claytex Fire District - To add a Captain and Firefighter to each shift to the rescue company, the additional cost including salary and benefits would be approximately \$397,000.



CATEGORY:
Operations

PRIORITY:
High

TIMELINE:
A

RECOMMENDATION:
Duty Chief Response Program

The Clayton Fire Department should formalize a policy in line with current practice. A formal “Duty Chief” response protocol would add a second command officer at significant alarms by paging out (notifying) one of the current three Administrative Officers (a suggested fourth administrative officer can be found in the Recommendations of this report).

REASONS FOR RECOMMENDATION:

Emergency response services are becoming increasingly more complicated and require a high level of supervision to ensure effective, efficient and safe operations. The January 1, 2017, addition of the on-duty battalion chief to perform the responsibilities of the shift commander was a necessary step forward to provide the correct level of supervision both in the fire stations and at emergency response scenes. However, more command level support is needed at significant emergency events. Most large scale emergency events and disasters occur infrequently in a community. Hence the need to develop a “Command Team” to strengthen the critical decision making and incident oversight.

Based on the low frequency of disastrous situations, the “Duty Chief” concept will fit the operational needs of the Clayton Fire Department in a cost effective manner.

The concept is that a structured “Duty Chief” response list is kept that covers severe incident responses 24/7. The Chief and his staff will need to determine the rules that will be used to fairly govern this program. The plan should be formalized into a Standard Operating Guideline for the entire department to be informed about and understand the “Duty Chief” program. Issues such as when does the second chief respond; the schedule of the “Duty Chief”; notification process for the “Duty Chief”; are among the issues that will need to be determined and documented.

STEPS TO MEET RECOMMENDATION:

This recommendation is a high priority to the Department. The Chief Officers will review current procedures and develop a written Standard Operating Guideline for the Clayton Fire Department.

FUNDING OPTIONS:
Not Applicable



CATEGORY:

Facilities, Apparatus & Personnel

PRIORITY:

High

TIMELINE:

A

RECOMMENDATION:

Build the Southside Fire Station

Based on the number of buildings that pose a high to extreme fire and/or chemical release hazard in the community or are planned in the Southside area, a third fire station should be constructed in the general vicinity of NC 42 West/ Highway 70 Bypass. The selected fire station site should be approximately 3 acres with as much major road frontage as possible. When constructing a new fire station, staffing, fire apparatus and equipment must be considered.

REASONS FOR RECOMMENDATION:

Based on the overall continuous community growth (residential, commercial and industrial), it is time for the Town of Clayton to plan, design and construct additional fire stations. The US Fire Administration's "Safety and Health Consideration for the Design of Fire and Emergency Medical Services Stations" report, as well as the National Fire Protection Association, are well-respected independent resources that can be used for measuring fire station locations and the number of fire stations needed in a community. The Insurance Services Office Public Fire Protection Classification indicates that engine companies (pumper trucks with water and fire hose) should be placed at 1.5-mile intervals, allowing a single engine to cover a 3-mile radius response area focusing on reaching emergencies within the four minutes described earlier in this study. The same organization has indicated that ladder truck service has a 2.5-mile radius protecting a 5-mile response district.

A southern station in the Claytex Fire District will reduce the longer response times to residential and commercial structures on the Southside. Not only will it mean faster response, it will mean improved insurance rates for many of these residents in these Claytex and McLemore Fire districts. Currently many of those residents reside outside the 5-mile area because of their distance from in-town stations – those residents will be able to realize significantly lower insurance premiums due to reduced ratings. Those now residing in the 6-mile area can currently be denied insurance outright or are charged extremely high premiums for very limited coverage. A new southern station would make fire insurance affordable for the first time for many of these families and businesses.

STEPS TO MEET RECOMMENDATION:

Consideration needs to be given to incorporate a temporary fire station in the Southside area. The Clayton Fire Department had used this strategy successfully in the past. All USFA and NFPA specifications for fire station construction should be followed as closely as possible.

Twelve employees will be needed to staff this station. One fire captain, one fire equipment operator and two firefighters working three rotating shifts. Assigned to this fire station should be one existing fire engine (pumper/tanker) relocated from Fire Station #1.



FUNDING OPTIONS:

Town of Clayton/Claytex Fire District/McLemore Fire District & Cleveland Fire Department, Inc. -

The projected cost is approximately \$2,754,000 for this entire project. The cost breakdown: \$2,000,000 for the land and station construction; \$754,000 for staffing and benefits (12 employees).

Consideration of cost sharing of the fire-rescue system improvements for Station 3 could be with the Town of Clayton, Claytex Fire District, McLemore Fire District and Johnston County EMS. Additional significant savings for Fire Station 3 could be realized if it is designed to incorporate these public safety departments. Johnston County EMS would consider placing one or two ambulances and Cleveland Fire Department would consider placing apparatus at this facility, the cost of initial construction and annual maintenance could be bore by four parties rather than two, leveraging one building to meet many community emergency response needs.



CATEGORY:
Personnel

PRIORITY:
High

TIMELINE:
A

RECOMMENDATION:
Fire Inspector/Plans Reviewer (New Position)

The Town of Clayton is encouraged to consider hiring a Fire Inspector/Plans Review Officer at the rank of Fire Captain as soon as possible.

REASONS FOR RECOMMENDATION:

As the fire department continues to grow in size and scope, it is evident that additional support staff personnel are needed to perform the administrative work of the department. Proposed organizational charts are included on pages 47 and 48 of this Study. The first chart focuses on titles and reporting relationships. The second chart describes the proposed duties and responsibilities of each position (both existing and proposed positions).

The best fire that the Town of Clayton will ever respond to and effectively manage is the one that is prevented and never occurs. Most municipalities undervalue the plans review process, fire prevention programs and fire enforcement activities provided by their Fire Department. Among the reasons why this devaluation occurs is that it is impossible to determine the fires that were prevented or minimized by proactively leveraging fire marshaling human resources to prevent harm in the community.

Clayton's exponential growth has had a significant impact on the department's Fire Inspections program during recent years. A full-service hospital has opened, now surrounded by numerous associated medical/health buildings and businesses. Residential housing has exploded, including several high-rise apartment complexes. Johnston County's largest private employer, Grifols, initiated a multi-million dollar expansion, including two high-rise fractionation plants and a three story office building. Novo Nordisk, another pharmaceutical industry in Clayton, announced the largest manufacturing investment in NC history, with a \$2 billion expansion of their industrial/pharmaceutical facilities. This incredible industrial/business growth, coupled with population growth, has made it more evident than ever that the Town of Clayton Fire Marshal is in need of assistance. Currently, the Fire Marshall handles all building plan reviews, revisions and approvals in addition to the initial fire inspections. This position also handles all reoccurring fire inspections (1, 2, and 3 year). Those inspections often require follow-up re-inspections. The Fire Marshal also prepares the Town of Clayton's annual service contracts for alarm systems at all Town owned facilities. The position is also responsible for hydrant testing, lock box installation and changes, sprinkler system/alarm systems tests, and for all seasonal and special code enforcement requirements related to public events, the numbers of which are on the rise in this active community. This position has no back up for the above-mentioned duties. Upon review, that workload is well beyond the capacity of a single Fire and Life Safety Code Enforcement Official, in this instance the Fire Marshall.

A Level 1 Fire Inspector would help to undertake these duties while simultaneously earning his/her certifications to achieve Level 2 and Level 3. It would take a minimum of three years to reach Level 3 Fire Inspector, the level equivalent to the Fire Marshal's current inspection abilities. The importance of this hire is magnified by the future retirement of the Town of Clayton Fire Marshal Tony Atkinson's anticipated, although not immediate, retirement.



STEPS TO MEET RECOMMENDATION:

The Fire Department process for approved budgeted positions is to work with the Town of Clayton Human Resources Department to advertise the open position. Interested candidates will complete a TOC Employment application and submit a North Carolina Department of Motor Vehicle driving record. The process consists of a physical agility test, interviews, a background check, a medical physical and bloodwork, pre-employment drug screening, TOC/FD orientation training and complete a six month introductory period after date of hire.

FUNDING OPTIONS:

Town of Clayton/Claytex- 2017 Grade 19 Range \$45,885 to \$72,697



CATEGORY:

Facilities, Apparatus & Personnel

PRIORITY:

High

TIMELINE:

B

RECOMMENDATION:

Build Eastside Fire Station

Based on the number of existing buildings that pose a high to extreme fire and/or chemical release hazard in the Industrial Park or are planned in the area, the fourth fire station should be constructed in the general vicinity the eastern Claytex Fire District. The selected fire station site should be approximately 3 acres with as much major road frontage as possible. When constructing a new fire station, staffing, fire apparatus and equipment must be considered.

REASONS FOR RECOMMENDATION:

Based on the overall continuous community growth (residential, commercial and industrial), it is time for the Town of Clayton to plan, design and construct additional fire stations. The US Fire Administration's "Safety and Health Consideration for the Design of Fire and Emergency Medical Services Stations" report, as well as the National Fire Protection Association, are well-respected independent resources which can assist in measuring fire station locations and the number of fire stations needed in a community. The Insurance Services Office Public Fire Protection Classification indicates that engine companies (pumper trucks with water and fire hose) should be placed at 1.5-mile intervals allowing for a single engine to cover a 3-mile radius response area focusing on reaching emergencies within the four minutes described earlier in this study. The same organization has indicated that ladder truck service has a 2.5-mile radius protecting a 5-mile response district.

A eastern station in the Claytex Fire District will reduce the longer response times to residential and commercial structures on the east side. Not only will it mean faster response, it will mean improved insurance rates for many of these residents in these Claytex and Wilson's Mills Fire districts. Currently many of those residents reside outside the 5-mile area because of their distance from in-town stations – those residents will be able to realize significantly lower insurance premiums due to reduced ratings. Those now residing in the 6-mile area can currently be denied insurance outright or are charged extremely high premiums for very limited coverage. A new eastern station would make insurance affordable for the first time for many of these families and businesses.

STEPS TO MEET RECOMMENDATION:

Consideration needs to be given to incorporate a temporary fire station in the Eastside area of the Claytex Fire District. The Clayton Fire Department had used this strategy successfully in the past. All USFA and NFPA specifications for fire station construction should be followed as closely as possible.

Twelve employees will be needed to staff this station. One fire captain, one fire equipment operator, and two firefighters working three rotating shifts. Assigned to this fire station should be one existing fire engine (pumper/tanker) relocated from Fire Station #1 also would be due for replacement (age and mileage). A new replacement fire engine at a cost of \$600,000 in today's dollars will be required.



FUNDING OPTIONS:

Town of Clayton/Claytex Fire District/Wilson's Mill's Fire District and Wilson's Mills Fire Department, Inc.- The projected cost is approximately \$3,354,000 dollars for this entire project. Approximate cost breakdown is as follows: \$2,000,000 for the land and fire station construction; \$754,000 staffing and benefits (12 employees) and \$600,000 for a new fire engine. (TOC owns land that could be used for a temporary fire station site).

Consideration of cost sharing of the fire-rescue system improvements for Station 4 could be with the Town of Clayton, Claytex Fire District, Wilson's Mills Fire District and Johnston County EMS. Additional significant saving for Fire Station 4 could be realized if it is designed to incorporate these public safety departments. If Johnston County EMS would consider placing one or two ambulances and Wilson's Mills Fire Department would consider placing apparatus at this facility, the cost of initial construction and annual maintenance could be bore by four parties rather than two, leveraging one building to meet many community emergency response needs.



CATEGORY:

Personnel

PRIORITY:

High

TIMELINE:

B

RECOMMENDATION:

Deputy Chief- Administrative Services (New Position)

As the Fire Department continues to grow in size and scope, it is evident that an additional deputy chief is needed to command the administrative division of the department. Proposed organizational charts are included on pages 47 and 48 of this Study. The first chart focuses on titles and reporting relationships. The second chart describes the proposed duties and responsibilities of each position (both existing and proposed positions).

REASONS FOR RECOMMENDATION:

To align with recognized management and organizational principles such as unity of command, span of control and accountability, the Town of Clayton needs to consider expanding the senior leadership positions within the fire department. The current organizational structure is detailed earlier in the study, and is expressed as the current organizational chart. Some important responsibilities are either deferred until staff time is available or not being addressed at all. As the Town of Clayton and the Fire Department continues to grow, the gap between staff time available required duties will continue to widen. Based on the current administrative workload, little to no time is allotted for future planning to management the growth of the Fire Department.

STEPS TO MEET RECOMMENDATION:

This recommendation is a high priority. Adding the Administrative Division Deputy Chief will provide a more efficient and effective ran Department limiting the liabilities that face the Department.

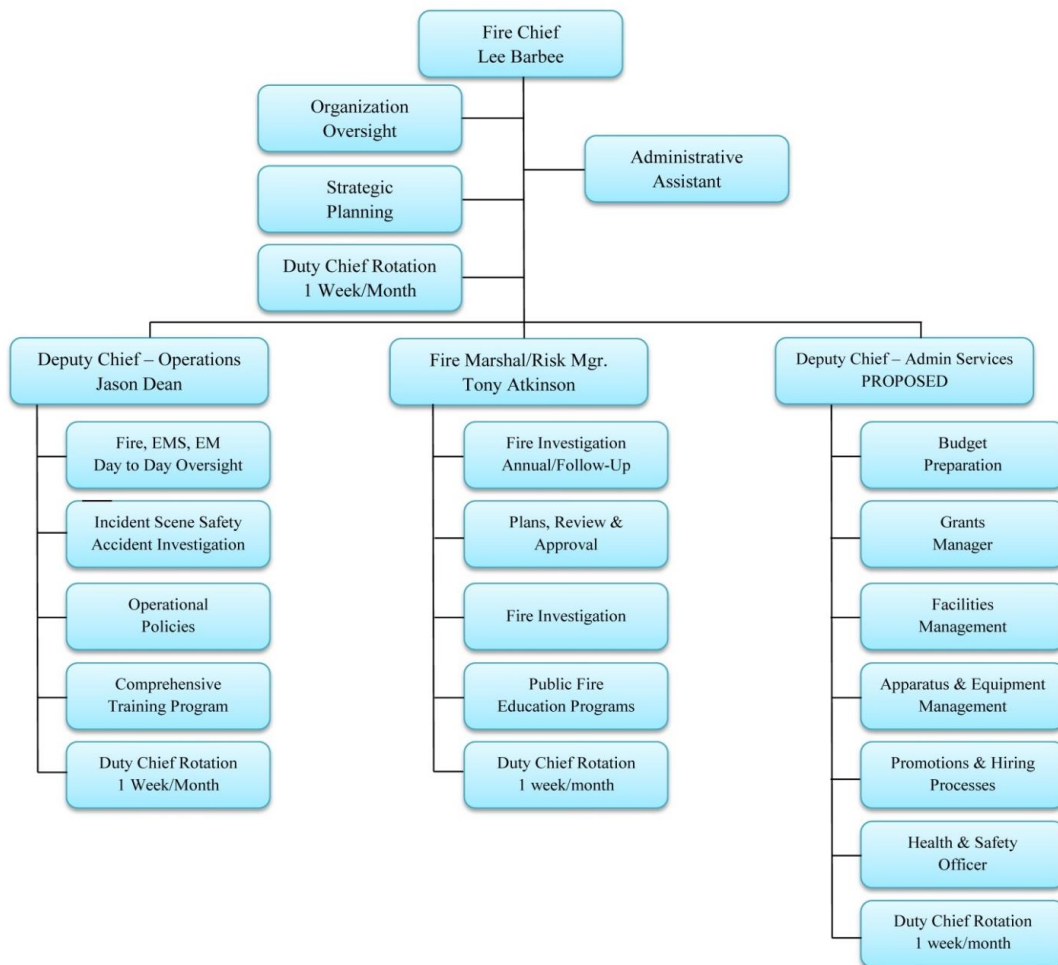
The Fire Department process for approved budgeted positions are to work with the Town of Clayton Human Resources Department to advertise the open position. Interested candidates will complete a TOC Employment application and submit a North Carolina Department of Motor Vehicle driving record. The process consist of a physical agility test, interviews, a background check, a medical physical and blood work, pre-employment drug screening, TOC/FD orientation training and complete a six month introductory period after date of hire.

FUNDING OPTIONS:

Town of Clayton/Claytex- 2017-Grade 23 Range \$55,773 to \$88,365, not including benefits. This position would possibly be a future promotion for a current Fire Department Captain. An additional support vehicle would be needed at an approximate cost of \$50,000.

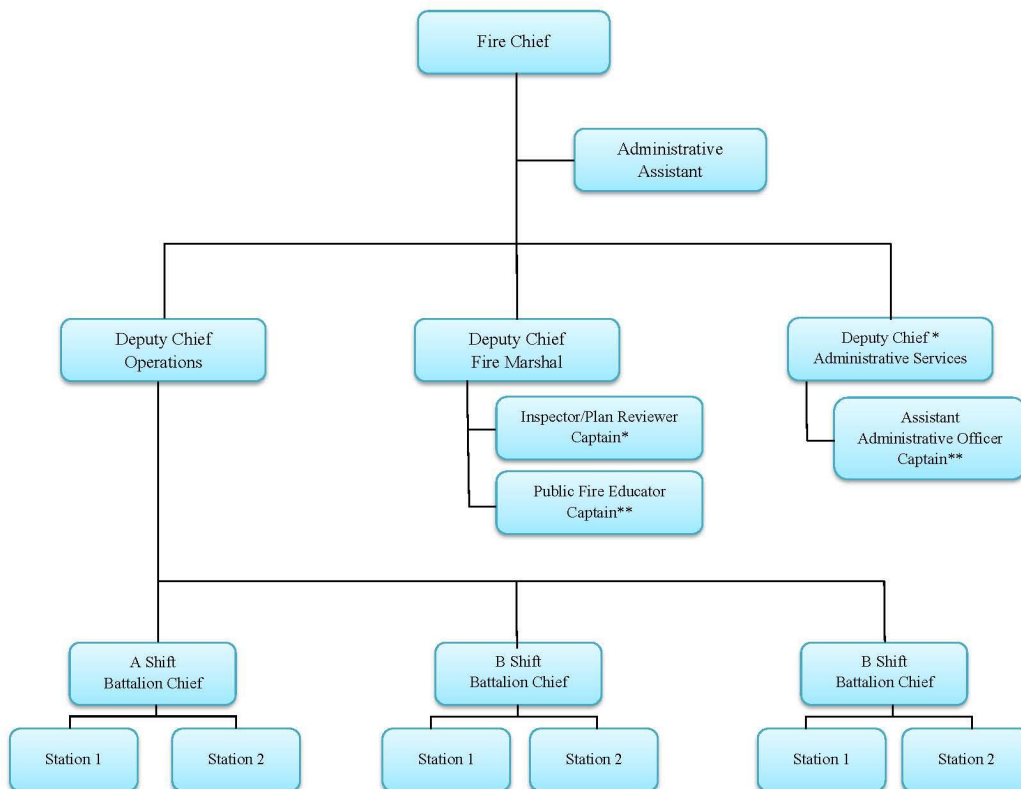
CLAYTON FIRE DEPARTMENT PROPOSED ORGANIZATION CHART

Fire Services Study, Prepared by VFIS



CLAYTON FIRE DEPARTMENT PROPOSED ORGANIZATION CHART

Fire Services Study, Prepared by VFIS



*Proposed ADD within 2 years

**Proposed ADD within 5 years



CATEGORY:
Operations

PRIORITY:
High

TIMELINE:
C

RECOMMENDATION:
Expand Emergency Medical Services

Because of the need for rapid assistance, the recommendation is that the Clayton Fire Department should be dispatched and respond to all “Charlie”, “Delta”, and “Echo” calls and when there is no ambulance available to respond. The response coding used here comes from the county’s medical director as part of the operations guideline established by the Medical Responder Program.

REASONS FOR RECOMMENDATION:

Based on capabilities, locations and staffing, the Clayton Fire Department should expand their emergency medical response role within the community. As mentioned earlier in this Study, response time to serious medical alarms have a direct correlation in determining the patient's outcome. According to scientific based-medicine, a timely emergency response (within four minutes) followed by proper on-scene pre-hospital treatment, coupled with rapid transportation to a definitive care facility (appropriate hospital), provides the best opportunity for a positive patient outcome.

STEPS TO MEET RECOMMENDATION:

Additional fire stations in the response district will help reduce long response times from current fire stations.

FUNDING OPTIONS:

Johnston County – Funding Option: Equitable funding for this pre-hospitable service should be shared by all emergency medical care services.



CATEGORY:
Facilities

PRIORITY:
Medium

TIMELINE:
C

RECOMMENDATION:
Construct Town Wide Storage Facility

The proposed Fire Department plan incorporates a Type II (steel Butler style) low-cost building with only maintenance heating required to maintain a temperature of 40 degrees Fahrenheit during colder months. The Town already owns the land behind Fire Station 2 and it is already zoned for commercial use.

REASONS FOR RECOMMENDATION:

Based on the rapid growth of the Department as well as a wide variety of required specialized vehicles and equipment, the Clayton Fire Department has exceeded the existing storage space at the fire stations. All mission critical vehicles and supporting equipment should be stored indoors and not exposed to the elements. It is imperative that infrequently used equipment be properly stored and secured if it is expected to be ready for immediate use to resolve emergency issues. The International Association of Fire Chiefs has published a report on protecting our homeland assets and infrastructure. One of the recommendations found in this report indicates that all public safety vehicles and related support equipment should be secured under lock and key. The reason for this action is to deter the theft and subsequent abuse (potential for misrepresentation as well) of a safety sensitive equipment.

The additional personnel that have been recently assigned to work at Station 1 have exacerbated the limited storage space at this facility. As the Department grows, evolving issues such as embracing diversity in the work place will present themselves for successful resolution. Expanding sleep quarters and restroom facilities are on the horizon to support these positive changes generated by community growth. Yet again, this growth will shrink the available storage space at the stations.

In discussions with the Fire Department's executive staff, the concept of a Town-wide Storage Facility to be located at Fire Station 2 was discussed. This plan has a lot of merit for the Fire Department. This Study was limited to the Fire Department; no work effort was directed at determining the other Town Department's storage needs. However, most busy, growing local governments generally need more resources. There are many advantages to constructing this facility from safety and security to inventory control and accountability.

STEPS TO MEET RECOMMENDATION:

The Fire Department has four metal shipping containers to use for firefighter training, but two have been transformed into temporary storage buildings. Other Town departments are using metal storage containers for storage on this site as well.

FUNDING OPTIONS:

Town of Clayton/Claytex Fire District - The projected cost is approximately \$50.00 to \$75.00 per finished square feet of building constructed. The building footprint should be somewhere between 2,000 to 3,000 square feet. The price range is from \$100,000 to \$225,000. If additional bays were included as, new fire stations are built the size and cost of this project could be reduced.



CATEGORY:
Facilities

PRIORITY:
Low

TIMELINE:
C

RECOMMENDATION:
Improve Fire-Rescue Training Facility

Training Center improvements should be started and continue in the near future.

REASONS FOR RECOMMENDATION:

Training is one of the core values of the Department. The only way to be prepared to handle such a wide variety of emergencies is through aggressive and effective training. Properly conducted and well-documented training is needed to be able to respond to all types of emergencies and is required by various laws, regulations and industry standards. The Department has a very modest training ground located at Fire Station 2. This training area is in need of updating and expanding to keep up with the types and kinds of training that are required to be able to do the type of work that the community needs.

There are some significant benefits to having a modern and updated training facility beyond being prepared to respond and complying with various laws. A significant portion of training costs are incorporated into travel to remote locations and not being able to respond to emergency events inside the community. Another issue is the availability of a remote facility. In other words, the visiting department must work around the needs of the host department.

STEPS TO MEET RECOMMENDATION:

As part of this recommendation, the training facility should always be “under construction” trying to incorporate the expanding and changing needs of emergency response requirements to keep the community safe.

Some training facilities could become a revenue generator by offering training for a fee to other fire departments and local industries.

FUNDING OPTIONS:

Town of Clayton/Claytex - Phase 1 should be funded at \$25,000 with an additional \$25,000 allotted for the years to follow until all of the training resources are built to support all training needs. Efforts should be directed at obtaining grant funding for this most worthy project.



CATEGORY:

Facilities, Apparatus & Personnel

PRIORITY:

Medium

TIMELINE:

C

RECOMMENDATION:

Build Northside Fire Station

Due to the growth and annexations north of the Neuse River, the Town of Clayton has been contracting with the Archer Lodge Fire Department. The contract has worked well for both parties, however, with the substantial growth that has taken place, it is time to consider using the contract funding for permanent facilities for the Town of Clayton. The selected fire station site should be approximately 3 acres with as much major road frontage as possible. When constructing a new fire station, staffing, fire apparatus and equipment must be considered.

REASONS FOR RECOMMENDATION:

Based on the overall continuous community growth (residential, commercial and industrial), it is time for the Town of Clayton to plan, design and construct additional fire stations. The US Fire Administration's "Safety and Health Consideration for the Design of Fire and Emergency Medical Services Stations" report, as well as the National Fire Protection Association, are well-respected independent resources that can assist in measuring fire station locations and the number of fire stations needed in a community. The Insurance Services Office Public Fire Protection Classification indicates that engine companies (pumper trucks with water and fire hose) should be placed at 1.5-mile intervals allowing for a single engine to cover a 3-mile radius response area focusing on reaching emergencies within the four minutes described earlier in this study. The same organization has indicated that ladder truck service has a 2.5-mile radius protecting a 5-mile response district.

STEPS TO MEET RECOMMENDATION:

Twelve employees will be needed to staff this station. One fire captain, one fire equipment operator and two firefighters working three rotating shifts. Assigned to this fire station should be at least one engine (pumper/tanker).

FUNDING OPTIONS:

Town of Clayton/Claytex Fire District/Archer Lodge Fire District/Archer Lodge Fire Department -

The projected cost is approximately \$3,354,000 dollars for this entire project. Approximate cost breakdown is as follows: \$2,000,000 for the land and fire station construction; \$754,000 staffing and benefits (12 employees) and \$600,000 for a new fire engine. (TOC owns land at Covered Bridge and Loop Road, which could reduce cost).

Consideration of cost sharing of the fire-rescue system improvements for Station 5 could be with the Town of Clayton, Claytex Fire District, Archer Lodge Fire District and Johnston County EMS. Additional significant saving for Fire Station 5 could be realized if it is designed to incorporate these public safety departments. If Johnston County EMS would consider placing one or two ambulances and Archer Lodge Fire Department would place apparatus at this facility, the cost of initial construction, annual maintenance and upkeep could be bore by four parties rather than two, leveraging one building to meet many community emergency response needs.



CATEGORY:
Personnel

PRIORITY:
Low

TIMELINE:
C

RECOMMENDATION:
Public Fire Educator (Captain) New Position

The Town of Clayton is encouraged to consider hiring a Public Fire Education Officer at the rank of Fire Captain.

Based on the number of public fire prevention educational programs, which include

1. Civic fire awareness presentations
2. Smoke alarm installation blitzes
3. Elementary school visits
4. Fire prevention week and EMS week activities
5. In addition, the suggested citizens fire academy,
6. Citizens CPR and AED Academy

REASONS FOR RECOMMENDATION:

The best fire or accident that the Town of Clayton will ever respond to and effectively manage is the one that is prevented and never occurs. Most municipalities undervalue the public education the process. Among the reasons why this devaluation occurs is that it is impossible to determine the fires and accidents that were prevented or minimized by proactively leveraging public fire education human resources to prevent harm in the community.

As the Fire Department continues to grow in size and scope, it is evident that additional support staff personnel are needed to perform the administrative work of the department. Proposed organizational charts are included on pages 47 and 48 of this Study. The first chart focuses on titles and reporting relationships. The second chart describes the proposed duties and responsibilities of each position (both existing and proposed positions).

STEPS TO MEET RECOMMENDATION:

The Fire Department process for approved budgeted positions is to work with the Town of Clayton Human Resources Department to advertise the open position. Interested candidates will complete a TOC Employment application and submit a North Carolina Department of Motor Vehicle driving record. The process consist of a physical agility test, interviews, a background check, a medical physical and bloodwork, pre-employment drug screening, TOC/FD orientation training, SCBA mask fit testing and complete a six month introductory period after date of hire.

FUNDING OPTIONS:

Town of Clayton/Claytex - 2017 Grade 19 Range \$45,885 to \$72,697



CATEGORY:
Personnel

PRIORITY:
Low

TIMELINE:
C

RECOMMENDATION:
Assistant Administrative Services (Captain) New Position

As the fire department continues to grow in size and scope, it is evident that additional support staff personnel are needed to perform the administrative work of the department.

REASONS FOR RECOMMENDATION:
Proposed organizational charts are included on pages 47 and 48 of this Study. The first chart focuses on titles and reporting relationships. The second chart describes the proposed duties and responsibilities of each position (both existing and proposed positions).

The duties and responsibilities of the Administrative Division will continue to significantly expanding over time. Some of these duties are:

1. Apparatus and equipment specification development and acceptance testing
2. Fire Station construction planning and management
3. Facilities preventative maintenance and repair
4. Vehicle preventative maintenance and repair
5. Equipment preventative maintenance and repair
6. Audits and inventories to ensure performance
7. Policy and procedure development and maintenance
8. Staffing, promotional and disciplinary processes

STEPS TO MEET RECOMMENDATION:
The Fire Department process for approved budgeted positions is to work with the Town of Clayton Human Resources Department to advertise the open position. Interested candidates will complete a TOC Employment application and submit a North Carolina Department of Motor Vehicle driving record. The process consist of a physical agility test, interviews, a background check, a medical physical and blood work, pre-employment drug screening, TOC/FD orientation training, SCBA mask fit testing and complete a six month introductory period after date of hire.

FUNDING OPTIONS:
Town of Clayton/Claytex - 2017 Grade 19 Range \$45,885 to \$72,697.



VFIS Project Team

Dennis L. Rubin

Chief Dennis L. Rubin's experience in fire and rescue service spans more than 35 years. He has served as a fire fighter, company officer; command level officer; and fire chief in several major cities including Dothan, Alabama; Norfolk, Virginia; Atlanta, Georgia and Washington, DC. In 1994, Rubin served as the President of the State Fire Chiefs Association of Virginia. Rubin was the host Fire Chief for the 1999 Southeastern Fire Chiefs Association conference held in Dothan, Alabama. He served on several committees with the International Association of Fire Chiefs, including a two-year term as the Health and Safety Committee Chair. Chief Rubin was the host Fire Chief for the "Wingspread IV, V and VI" conferences held in 1996, 2006 and 2016. Chief Rubin's educational accomplishments include a Bachelor of Science Degree in Fire Administration from the University of Maryland and Associates in Applied Science Degree in Fire Science Management from the Northern Virginia Community College.

Chief Rubin is a graduate of the National Fire Academy's Executive Fire Officers Program (EFOP). Rubin is a Certified Emergency Manager (CEM); and a certified Incident Safety Officer as well has obtained the Chief Fire Officer Designation (CFOD) and Chief Medical Officer Designation (CMO) presented by the Center for Public Safety Excellence. In 2010, Chief Rubin graduated from the Monterey, California based Naval Post Graduate School's Executive Leadership in Homeland Security Course.

Rubin's teaching credentials are significant. They include a field instructorship with the University of Maryland Fire & Rescue Institute and Associate Instructorships with the Virginia Commonwealth University in Richmond, Virginia and Rio Salado Community College in Mesa, Arizona. Rubin has been an adjunct faculty member of the National Fire Academy since 1983. At the National Fire Academy he instructs, as well as develops, many courses. Rubin is a popular speaker and lecturer at the local, state, national and international levels. Rubin is the author of several non-fiction books, *Rube's Rules for Survival*, *Rube's Rules for Leadership* and *DC Fire*. Rubin contributes to several fire-rescue service publications and has written more than 200 technical articles relating to fire department operations, administration, training, and safety.

William F. Jenaway, Ph.D., CFO, CFPS,

Dr. William F. Jenaway, CFO, CFPS will serve as Project Manager for this engagement. Dr. Jenaway is the CEO of VFIS-ETC responsible for training, education and consulting services provided to client of VFIS and VFIS-ETC. His organization provides training to over 20,000 fire/EMS personnel annually and provides technical guidance and consultation to over 200 agencies annually. He has served as Chief and Fire Marshal of the East Bethlehem Township, Pennsylvania Volunteer Fire Department; and as Chief and President of the King of Prussia, Pennsylvania; Volunteer Fire Company, as well as being Chairman of the municipality's Fire and Rescue Services Board. Under Chief Jenaway's leadership, the department became the first all-volunteer Accredited Fire Service Agency in the US. Fire Chief Magazine named him the "Volunteer Fire Chief of the Year" in 2001. Bill's background includes 30-plus years of volunteer fire and EMS experience.

In 2004 he was named to Chair the Pennsylvania Senate Resolution 60 Commission to evaluate and provide recommendations to the Pennsylvania legislature and fire service on strategic approaches to the state's fire and EMS delivery system.

Over the years, Bill has authored over 200 articles, seven texts and provided over 100 speeches on fire and life safety issues. He holds Certified Fire Protection Specialist and Certified Fire Officer designations as well. In 1999 he was named to the Presidential/Congressional Commission known as the "Advisory Panel



to Assess preparedness for Terroristic Acts Involving Weapons of Mass Destruction” (a/k/a Gilmore Commission). Dr. Jenaway also serves as President of the Congressional Fire Services Institute and is Past President of the Pennsylvania Fire Services Institute. He serves on the National Fire Protection Association Committees of Emergency Services Risk Management; Providing Emergency Services to the Public; Fire Department Apparatus, and Fire Service Training. Dr. Jenaway is in his second, three-year term as a Commissioner on the Commission on Fire Department Accreditation.

Bill serves as an adjunct faculty member in the Graduate School of Public Safety at St. Joseph’s University in Philadelphia (Risk Analysis, Strategic Planning & Disaster Preparedness) and the Graduate School of Legal Studies at California University of Pennsylvania (Terrorism Threat Assessment)

Bill is an elected official – Township Supervisor – in Upper Merion Township, Montgomery County, Pennsylvania.

Jerry Ozog, Education Specialist – VFIS Education, Training, and Consulting

Jerry is a professional educator and program manager dedicated to administrative and operational excellence in emergency services. He is an innovative emergency services leader responsible for preparedness, response, and recovery from emergency and disaster situations. He is passionate about teaching, research, analysis, and breaking down problems so better decisions can be made in crisis situations. Jerry has developed several innovative educational programs and courses designed to improve organizational operations. The programs are also designed to meet the needs of working adults.

Jerry has been serving in the volunteer and career emergency service sectors for the past 30 years. He is currently the Deputy Fire Chief for the Hampden Township Volunteer Fire Company and a member of the Command and General Staff for the South Central Task Force All Hazards Incident Management Team and the Commonwealth of Pennsylvania Incident Management Team. Jerry currently serves as an Education Specialist for VFIS Education, Training, and Consulting in York, Pennsylvania. He previously served as a Director for a Community College Public Safety Training Center, Executive Director for a Regional EMS Council and Paramedic Coordinator for a Community Hospital. Jerry is also an Adjunct Instructor in the Integrated Emergency Management Program at FEMA’s Emergency Management Institute.

Jerry is a graduate of the prestigious Executive Fire Officer Program at the National Fire Academy and the Master Exercise Practitioner Program at the Emergency Management Institute. He is a nationally certified Firefighter 2, Fire Officer 3, Fire Instructor 2 and Pennsylvania Emergency Medical Technician. Jerry has earned a Bachelor’s Degree in Organizational Management and a Master’s Degree in Public Administration. In 2004, Jerry graduated from Leadership Harrisburg Area, which is a community leadership-training program. In 2012, Jerry was awarded the Platinum Award for Servant Leadership from Leadership Harrisburg Area.



References

Center for Public Safety Excellence, Fifth Edition Standards of Cover Manual, CPSE, Chantilly, VA. 2007

National Fire Protection Association, NFPA 1201 Standard for Providing Emergency Services to the Public, NFPA, Quincy, Massachusetts, 2004

National Fire Protection Association, NFPA 1720 Standard for the Organization and Deployment of Fire Suppression, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, NFPA, Quincy, Massachusetts, 2004

National Fire Protection Association, NFPA 1710 Standard for the Organization and Deployment of Fire Suppression, Emergency Medical Operations, and Special Operations to the Public by Fire Departments, NFPA, Quincy, Massachusetts, 2004

National Institute of Standards and Technology, Report on Residential Fireground Field Experiments, NIST, Washington, DC, 2010

North Carolina Department of Insurance Office of State Fire Marshal, Public Protection Classification Summary Report Town of Clayton and Claytex Fire District

United States Fire Administration, Structure Fire Response Times, Emmitsburg, MD 2007



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Introductions & Special Presentations

Item Title

Welcome/Town Limit Sign Request for the NC Department of Transportation

Presenter

Stacy Beard, Public Information Officer

Summary/Description

The Town of Clayton continues to grow, not only in population, but in size. NCDOT approved town limit signs not only help us welcome people as they drive into town, but serve as a visual reminder of where important services like electricity or town police end. Working collaboratively, Public Works, Engineering, Planning and Public Information Office staff have worked together on a plan to install six branded town limit signs in strategic locations at our entryways. In order to begin this process, NCDOT requires a resolution in support of the signs and locations. Once their approval is received, town staff can move forward with adding these new welcome/town limit signs.

Requested Action

Place on Consent Agenda

Additional Documents To Be Included in Agenda Packet

Resolution Requesting NCDOT Approval
Map of proposed sign locations
Draft of welcome/town limit

MAYOR
Jody L. McLeod

TOWN MANAGER
Adam Lindsay

TOWN ATTORNEY
Parker Poe



MAYOR PRO TEM
Michael Grannis

COUNCIL MEMBERS
R.S. "Butch" Lawter, Jr.
Art Holder
Jason Thompson
Bobby Bunn

Mr. Andy Brown,
PE Division Traffic Engineer
NC Department of Transportation
PO Box 3165
Wilson, NC 27895-3165

SUBJECT: "Welcome to Clayton" Town Limit Signs

Dear Mr. Brown:

The Town of Clayton is pursuing the installation of "Welcome to Clayton" Town Limit signs at or near our municipal limits. Each "Welcome to Clayton" Town Limit sign assembly will have the town logo (see attached).

It is our understanding that the Town of Clayton will be responsible for all costs associated with administration, design, fabrication, installation, inspection, and maintenance of the signs. This is to request that NCDOT provide a municipal agreement for the "Welcome to Clayton" signs.

Attached is a resolution from the Town of Clayton in support of the "Welcome to Clayton" town limit signs. Also attached are a spreadsheet and maps of the proposed town limit sign locations.

We appreciate your efforts. If you need additional information, please let me know.

Sincerely,

Stacy Beard
Public Information Officer
Town of Clayton
919-358-0348
sbeard@TownofClaytonNC.org

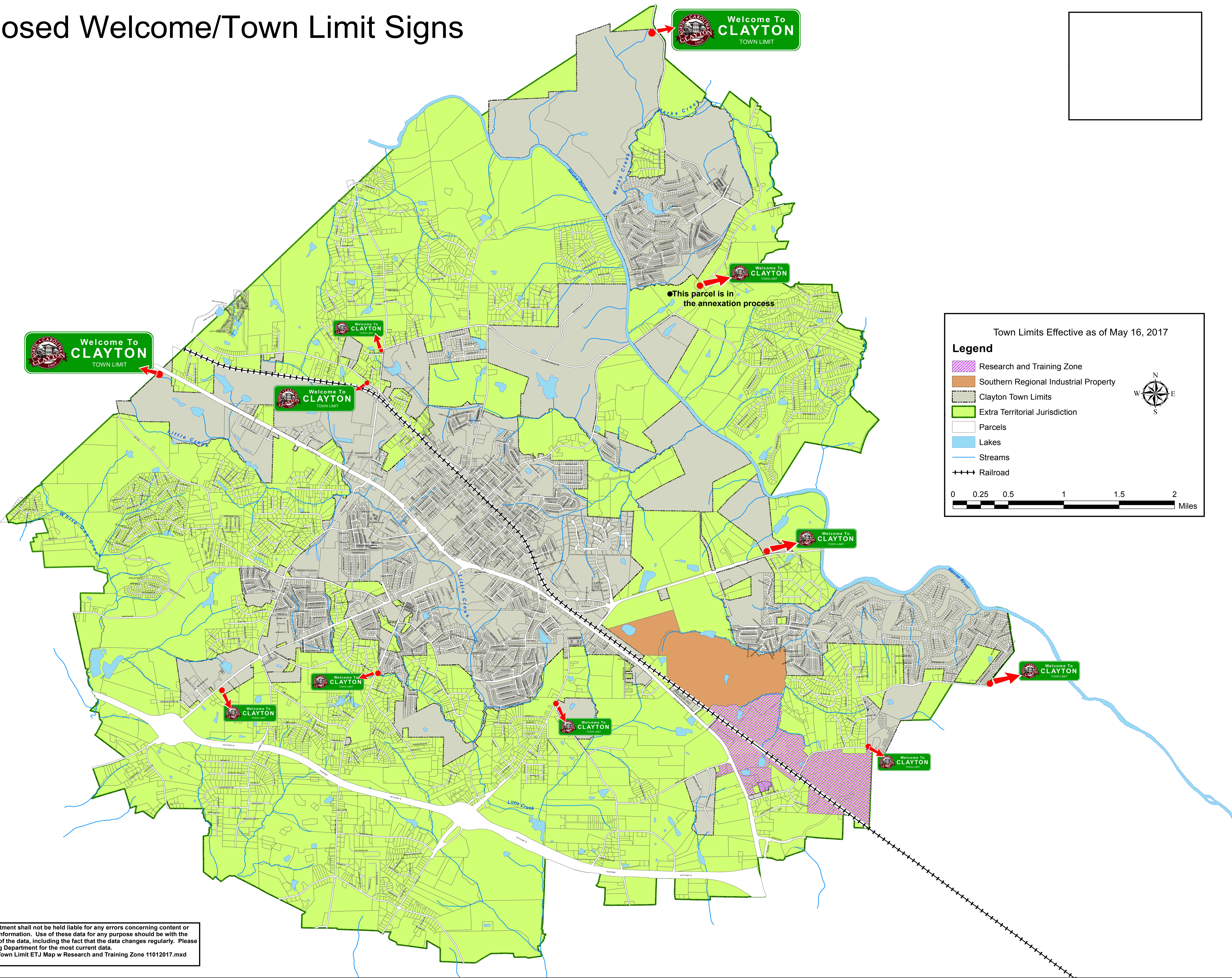
cc: Rich Cappola, Director of Engineering & Inspections
Dave DeYoung, Director of Economic & Community Development
Jay McLeod, Senior Planner
Steve Blasko, Superintendent of Streets

PO Box 879 • Clayton, NC, 27528 • 919-553-5002



Fax 919-553-8919 • TownofClaytonNC.org

Proposed Welcome/Town Limit Signs





Welcome To
CLAYTON

TOWN LIMIT

**RESOLUTION ENDORSING "WELCOME TO
CLAYTON" TOWN LIMIT SIGNS
BY THE CLAYTON TOWN COUNCIL**

WHEREAS, the Town Council of the Town of Clayton supports the installation of "Welcome to Clayton" town limit signs at or near our municipal limits; and

WHEREAS, the Town of Clayton supports that the town logo be included on the signs; and

WHEREAS, the Town of Clayton understands that all costs associated with administration, designing, fabricating, erecting, inspection, and maintenance of the signs is the responsibility of the Town of Clayton.

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

1. That the Town of Clayton does hereby support the proposed "Welcome to Clayton" town limit signs; and
2. That the Town of Clayton requests that the NC Department of Transportation prepare an agreement for the proposed "Welcome to Clayton" town limit signs.

Duly adopted this the 5th day of February, 2018 while in regular session.

Jody McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Items Scheduled for the Regular Meeting

Item Title

New Engineering & Planning Fees

Presenter *(Name & Title)*

Rich Cappola, P.E. – Director of Engineering & Inspections

Dave DeYoung, AICP – Economic & Community Development Director

Summary/Description

Requested Action

Place on Consent Agenda

Additional Documents To Be Included in Agenda Packet

- Memo to Manager
- Fee List Markup

Engineering & Inspections

111 East Second Street
Clayton, North Carolina 27520



The Premier Community

For Active Families

MEMORANDUM

TO: Adam Lindsay – Town Manager

CC: Kimberly Moffat – Town Clerk

FROM: Rich Cappola, P.E. – Director of Engineering & Inspections
Dave DeYoung, AICP – Economic & Community Development Director

DATE: January 8, 2018

SUBJECT: New Engineering & Planning Department Fees request

Engineering Fees

In reviewing the current processes and fees for the Engineering function staff has identified several services provided that do not currently require fees which we are recommending establishing. Land Developers frequently undertake construction activities within the Town's public right-of-way or construct new infrastructure for servicing development intended for the Town to accept upon completion. It is the policy of the Town to require a review of Construction Documents (CDs) which include engineered plans, details, specifications, calculations, etc. related to all new infrastructure associated with Site Plan and Subdivision applications. The purpose of the CD Approval Process is to confirm infrastructure proposed to be owned, operated, and maintained by the town in perpetuity meets our standards for acceptance, and provide a permanent record for long-term use.

Staff within the Engineering & Inspections Department review materials submitted by the applicant for compliance with the Town's specifications prior to construction of the facilities. The review of the documents used to build a project, and post-construction verification and certification, ensure the Town only accepts quality infrastructure built to the Town's minimum standards. The Engineering Department does not currently charge any fees associated with the document review and approval services provided, however substantial resources, primarily staff time, are dedicated to this effort. Many other jurisdictions in the region charge fees associated with the services provided to recapture some of the cost associated. Revenue could also be utilized for hiring of professional services to assist in workload management during times of high volume (currently done at a direct cost to the Town), purchasing or replacement of equipment needed for review and inspection of infrastructure, and updating of standards and specifications on a regular basis to ensure the Town stays up to date with current practices and products.

P.O. Box 879 • Clayton, North Carolina 27528 • Office (919)553-5002 • Fax (919)553-8919

www.townofclaytonnc.org

Planning Fees

Site inspections for zoning compliance items, including landscaping and hardscape, are currently conducted by the Planning Department, without fees or cost recovery. The zoning site/landscape inspection includes, but is not necessarily limited to, sidewalks, parking areas, bicycle parking, focal points, lighting, architectural materials, street trees, landscaping buffers, parking lot landscaping, screening of mechanicals and service areas, dumpster enclosures, and other Code-required landscaping and site elements. These inspections ensure that landscaping and site elements are installed as depicted on approved site and subdivision plans. New fees are proposed to recapture some of the staff time and resources that are currently being used to cover these services.

Recent legislation (N.C. House Bill 310) by the N.C. General Assembly has also necessitated the addition of an additional category of development applications for small cellular wireless facilities. These fees (and the extents of the review powers of local governments) have been limited by the enabling legislation, and as such, those fees are proposed for addition to the current suite of development review applications.

Recommendation:

Staff is proposing the adoption of the fees attached to provide a revenue source to offset some of the expenditures associated with the review and approval of CDs and zoning site/landscape inspections, as well as the small cellular wireless facilities.

Engineering Construction Document Review Fees					
Fee Type	F-V	Holly Springs	Apex	RECOMMENDED	NOTES
Residential Subdivision	\$500 + \$5/lot	\$500 + \$50/lot	\$500 + \$10/lot	\$250 + \$10/lot	
Residential Re-review		\$450	1/2 initial fee	\$100.00	
Non-residential	\$500 + \$5/lot	\$850, \$1250, \$1550	\$500 + \$15/sheet	\$250 + \$25/acre	
Non-residential Re-review		\$450	1/2 initial fee	\$100.00	
Infrastrucutre Only (Road/ Sewer/ Water extension)		\$1,500		\$250.00	
Construction Plan Amendment/revision to approved Plans	\$400	\$450/review	\$50/sheet	\$50 + \$5/sheet	
Pump Station Review - CDs		\$1,000	\$2,500	\$500.00	*May require 3rd party review with applicant required to pay fees associated with hiring consultant
Pump Station Review - re-review		\$400		\$250.00	*May require 3rd party review with applicant required to pay fees associated with hiring consultant
Special Study (Flood Study, TIA, etc.)		Actual Plus \$350		\$250.00	*May require 3rd party review with applicant required to pay fees associated with hiring consultant
Floodplain MGMT Document Review (LOMR, CLOMR, etc.)				\$50 / per application	
Construction As-Built Review		\$200		\$200.00	
Construction As-Built Re-review				\$50.00	
Performance Guarantee (non-cash) - initial		\$350		\$100.00	
Performance Guarantee (non-cash) - renewal or reduction		\$300		\$50.00	
Performance Guarantee (cash)		No Charge		No Charge	
Performance Guarantee (non-cash) Reduction				\$50.00	
Landscaping Performance Guarantee (Res)				TBD	
Landscaping Performance Guarantee (Non-res/MF)		\$100		\$100.00	
Encroachment Agreement			\$150	\$50.00	
Late Submittal Fee			\$300	TBD	
Water Extension Permit Application			\$200	\$100.00	
Sewer Extension Permit Application			\$200	\$100.00	
Wastewater Allocation Requests				\$50.00	
Planning Department - Landscape / Site Inspections: for Nonresidential and Multi-family (per building site); for Residential (per phase of development); all sites measured in gross acreage					
Zoning Site Inspection				\$50 (for the first acre) + \$20 per acre	Parking, sidewalks, focal points, wheel stops, overhang, curbing, signage, site-related conditions of approval.
Zoning Landscape Inspection				\$50 (for the first acre) + \$20 per acre	Landscaping, open space and community areas, signage-related landscaping
Reinspection				Same as building permit reinspection fee	
Landscape or site plan violation and enforcement				Same as initial inspection type	
Partial release of landscaping or site improvement bond				Same as initial inspection type	

PLANNING DEPARTMENT FEE SCHEDULE

<u>Small Wireless Facility Consultant Review¹</u>	<u>\$500</u>
<u>Small Wireless Facility Application (up to 25 facilities can be submitted under one application)¹</u>	<u>\$100 per facility (first five facilities only) + \$50 for each additional facility (up to 25 total facilities)</u>
<u>Notes:</u>	
<u>¹ As allowed by N.C. House Bill 310.</u>	

Town of Clayton
Amendment to the Comprehensive
List of Fees and Charges

BE IT HEREBY APPROVED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA, THAT THE FOLLOWING SHALL BE AMENDED TO ITS COMPREHENSIVE LIST OF FEES AND CHARGES:

Engineering & Planning Department:

Residential Subdivision	\$250.00 + \$10/lot
Residential Re-review	\$100.00
Non-residential	\$250.00 + \$25/acre
Non-residential Re-review	\$100.00
Infrastructure Only (Road/ Sewer/ Water extension)	\$250.00
Construction Plan Amendment/revision to approved Plans	\$50.00 + \$5/sheet
Pump Station Review - CDs	\$500.00
Pump Station Review - re-review	\$250.00
Special Study (Flood Study, TIA, etc.)	\$250.00
Floodplain MGMT Document Review (LOMR, CLOMR, etc.)	\$50.00 / per application
Construction As-Built Review	\$200.00
Construction As-Built Re-review	\$50.00
Performance Guarantee (non-cash) - initial	\$100.00
Performance Guarantee (non-cash) - renewal or reduction	\$50.00
Performance Guarantee (cash)	No Charge
Performance Guarantee (non-cash) Reduction	\$50.00
Landscaping Performance Guarantee (Res)	TBD
Landscaping Performance Guarantee (Non-res/MF)	\$100.00
Encroachment Agreement	\$50.00
Late Submittal Fee	TBD
Water Extension Permit Application	\$100.00
Sewer Extension Permit Application	\$100.00
Wastewater Allocation Requests	\$50.00
Zoning Site Inspection:	\$50.00 (for first acre) \$20.00 per acre
<i>Parking, sidewalks, focal points, wheel stops, overhang, curbing, signage, site-related conditions of approval.</i>	
Zoning Landscape Inspection:	\$50.00 (for first acre) \$20.00 per acre
<i>Landscaping, open space and community areas, signage-related landscaping</i>	
Re-inspection	Same as building permit re-inspection fee
Landscape or site plan violation and enforcement	Same as initial inspection type
Partial release of landscaping or site improvement bond	Same as initial inspection type

Small Wireless Facility Consultant Review¹
Small Wireless Facility Application
up to 25 facilities can be submitted under one application¹

\$500

\$100 per facility (first five facilities only) + \$50 for each additional facility (up to 25 total facilities)

Notes:

¹ As allowed by N.C. House Bill 310.

Duly adopted this 5th day of February 2018 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

New Business

Item Title

2017-177-SD Coopers Meadow residential subdivision

Presenter *(Name & Title)*

Jay McLeod, Senior Planner

Summary/Description

Request to subdivide into 17 residential lots, with public water and private septic.

Requested Action

Set Public Hearing

Additional Documents Included in Agenda Packet

Staff Report
Application
Staff Report Maps
Neighborhood Meeting Materials
Preliminary Plat
Waiver Request
Adjacent Property Owner Notification Letter
Newspaper Ad
Planning Board Recommendation



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

SUBDIVISION: MAJOR SUBDIVISION (Preliminary Subdivision Plat)

Pursuant to Article 7, §155.706 of the Unified Development Code (UDC), an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town of Clayton to approve a subdivision of land. Please complete all fields in this application and submit to the Planning Department with all required materials.

Application Fees: **Major Preliminary Subdivision Plat Fee: \$400.00 + \$5.00 per lot**
Advertisement Fee: \$100.00
Modifications to Approved Plans Fee:
Major Modification: \$400.00 + \$5.00 per lot modified
Minor Modification: \$200.00 + \$5.00 per lot modified

*See §155.706(F) of the UDC for a definition of Major vs. Minor Subdivisions.
See §155.706(I) for Preliminary Plat approval (major subdivision) process/approval information.
See §155.203(F), (G), and (H) for information on Conventional vs. Open Space Subdivisions.
See §155.706(N) for information on minor and major modifications.
See UDC Article 6 for Subdivision Standards.*

SITE INFORMATION

☒ New Major Subdivision
Conventional: ☒ Open Space: ☐
☐ New Subdivision Master Plan
☐ Modification to Approved Preliminary Plat
Major: ☐ Minor: ☐

Name of Project: Coopers Meadow Subdivision Acreage of Property: 11.91 ac

Tag #: 05105056 NC PIN: 166704-94-8640

Location: On the East side of Cooper Branch Road, at the intersection of Cooper Branch Road and Summerbrooke Court.

Number of Lots (existing): 0 (Proposed) 17 Min Lot Size: 25,000 s.f.

Zoning District: R - E Electric Provider: Duke Energy - Progress

Wastewater: ☒ Septic ☐ Sewer (check one) Water: ☐ Well ☒ Public/Private Water (check one)

Recreation/Open Space Requirement: ☒ Fee in lieu ☐ Land Dedication – Acreage:

FOR OFFICE USE ONLY

Date Received: Amount Paid: File Number: 2017-177-510

01/06/2016 01/01/2017

Page 1 of 17

PROPERTY OWNER INFORMATION

Name: Vast Real Estate and Development, Inc.

Mailing Address: Post Office Box 189 Clayton, North Carolina 27528

Phone Number: (919) 201 - 2626

Fax: (919) 359 - 0386

Email Address: jrcox14@live.com

APPLICANT INFORMATION

Applicant: Dalton Engineering and Associates, P.A.

Mailing Address: Post Office Box 426 Clayton, North Carolina 27528

Phone Number: (919) 550 - 4740

Fax: (919) 550 - 4741

Contact Person: Jerry Dalton

Email Address: jdalton@daltonengineering.com

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany the application:

To be completed by the applicant:			To be completed by staff:		
<i>Submit 9 copies of all materials unless otherwise noted or directed by staff</i>	Yes	N/A	Yes	No	N/A
1. A pre-application meeting was held with Town Staff. Date: <u>10/23/17</u>	☒				
2. Completed Application	☒				
3. Review Fee and Advertisement Fee	☒				
4. Findings of Fact, signed <i>Not required for minor modifications. Form is included in this packet.</i>	☒	☐			
5. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>	☒	☐			
6. Preliminary Plat Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>	☒				
7. Plat sheet(s) meeting requirements of the Requirements Checklist	☒	☐			
8. If subdivision waivers are requested, applicant must attach a separate typed document requesting the waivers. The document must specifically list the waivers requested, including Code references, and must address the 4 considerations outlined in §155.706(l)(7).	☐	☒			
9. Adjacent Property Owners List	☒	☐			
10. Road Name Application <i>Included in this packet</i>	☒	☐			
11. Wastewater allocation request OR verification of wastewater allocation <i>Letter format, to the attention of the Town Manager.</i>	☐	☒			

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12. A signed and sealed Traffic Impact Analysis (required for projects which generate at least 100 vehicle trips at peak hour. See §155.708 of the UDC)	☐	☒			
13. Neighborhood Meeting Notice Letter* (1 copy) See sample letter and meeting requirement, included in this packet. *Not required for minor modifications or subdivisions *Not required for subdivisions that are part of an approved planned development	☒	☐			
14. Neighborhood Meeting summary form* Included in this packet – NOT submitted with application. *Not required for minor modifications or subdivisions *Not required for subdivisions that are part of an approved planned development		☐	Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.		
15. Stamped, addressed, empty envelopes with no return address, using the adjacent property owner list. *Not required for minor modifications This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.	☐				

EXPLANATION OF PROJECT

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

The Owner is requesting approval to develop subject property as a conventional residential subdivision. The subdivision consists of a 11.91 acre parcel which would be subdivided into 17 residential lots with a minimum size of 25,000 square feet per lot. Access to the development would be provided by Cooper Branch Road (SR 1571). Improvements within the project include subdivision streets designed to N.C.D.O.T. standards, a water system extension designed to Johnston County Public Utilities standards, and conventional on-site septic tanks.

Due to the location of the project and the N.C.D.O.T. design criteria for subdivision streets, Waivers for the following two items are part of the Coopers Meadow Subdivision Application :

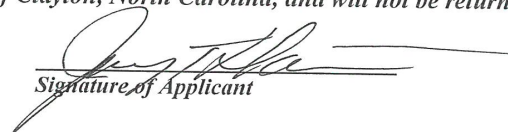
1. The elimination of curb and gutter from the subdivision street standard detail.
2. The elimination of sidewalk from the subdivision street standard detail.

APPLICANT AFFIDAVIT

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

Jerry Dalton
Print Name

01/06/2016


Signature of Applicant

11/1/17
Date

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FINDINGS OF FACT

Section 155.706(I)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:

- (1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.

The subject property is currently zoned R - E. The proposed use of the property, lot size, minimum building setbacks and landscape / buffer requirements shown in the Town of Clayton's Unified Development Code are met with the attached Preliminary Subdivision Plans. Due to the location of the project and the Owner requesting to use N.C.D.O.T.'s design standards for the subdivision streets, Waivers for two items (elimination of the curb and gutter and elimination of the sidewalk adjacent to the proposed subdivision streets) are considered part of the Coopers Meadow Subdivision Application.

- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.

The subject project will compliment the surrounding properties and is consistent with the surrounding development. Single-family residential development is currently located directly adjacent to the proposed subdivision, on the West side of Cooper Branch Road. The location of the subject parcel in relation to downtown Clayton will encourage continued residential growth and development of the surrounding properties.

- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.

The subject project will provide proper distribution of traffic to avoid congestion to the public in the immediate area. The project meets the Town's requirements for the number of ingress / egress points, and the parcel for the proposed project is located at the end of a dead-end road (Cooper Branch Road). The project will utilize the extension of Johnston County's existing water system infrastructure to provide service to the public that is desired and would not be an endangerment to the environment or the public.

- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

The proposed development of the subject property is consistent with the overall development plan of the Town of Clayton. The requirements set by the Town of Clayton regarding lot size, housing / unit density, etc. are met with the attached Preliminary Subdivision Plans. The proposed use for the parcel is consistent with the current zoning of the parcel (R - E). A Special Use Application is not required for the use being proposed for the development.

Project Name: Coopers Meadow Subdivision

Jerry Dalton
Print Name


Signature of Applicant

11/1/17
Date

01/06/2016

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MAJOR SUBDIVISION – PRELIMINARY PLAT REQUIREMENTS CHECKLIST

The applicant is responsible for completing this checklist. Please sign and submit with the completed application.

To be completed by the applicant:			Staff:
	Yes	N/A	
GENERAL (ALL SHEETS):			
1. Plans are a maximum of 24" x 36", folded to an 8.5" x 11" format, with a scale no smaller than 1 inch = 100 feet (scale of 1" = 20' to 60' preferred).	☒	☐	
2. Separate sheets for each: Subdivision Plan, Preliminary Engineering Plan, Existing Conditions. Information in this checklist should be placed on the appropriate sheet. (Additional sheets may be required depending on scope of the project).	☒	☐	
3. Multiple sheets are consecutively numbered (e.g. Sheet 1 of 4).			
4. Engineer/Surveyor Logo Box (name, address, phone number, fax, and e-mail, if applicable)	☒	☐	
5. Name of subdivision (including phase numbers if applicable) and plan type (Subdivision, Final Plat, Exempt Plat, or Recombination).	☒	☐	
6. Revision Date	☐	☒	
PRELIMINARY PLAN SHEET:			
7. Name of township, county, and state in which the property is located.	☒	☐	
8. Vicinity sketch/map.	☒	☐	
9. Surveyor or professional engineer's name and seal.	☒	☐	
10. Date of survey and plat preparation.	☐	☒	
11. Provide the following project data in <u>Tabular</u> form:			
- Area of tract in square feet and acres	☒	☐	
- Parcel Identification # (and/or Tag #)	☒	☐	
- Owner's name and address	☒	☐	
- Within Town limits or ETJ	☒	☐	
- Zoning District	☒	☐	
- Overlay District (if applicable)	☒	☐	
- Indicate if the site is within a Watershed Protection Overlay	☒	☐	
- Total Number of Lots	☒	☐	
- Number of lots per acre (density)	☒	☐	
- Acreage in Resource Conservation Areas (UDC §155.500)	☐	☒	
- Annexation # (if applicable)	☐	☒	
- FEMA designated flood plain and floodway (include FIRM panel reference number and effective date) or certification that no flood plain exists within the subdivision.	☒	☐	
- Electric Provider	☒	☐	
- Water Provider (or indicate if well)	☒	☐	

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To be completed by the applicant:			Staff:
	Yes	N/A	
- Sewer Provider (or indicate if septic)	☒	☐	
- Impervious (existing and proposed, square feet and %) – provide impervious for overall development and per lot	☒	☐	
- Maximum allowed impervious	☒	☐	
- Existing Use	☒	☐	
- Proposed Use	☒	☐	
12. An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated.	☒	☐	
13. The exact course and distance of every boundary line of the tract to be subdivided, fully dimensioned (metes and bounds) along with the location of intersecting boundary lines of adjoining lands in accordance with the North Carolina General Statutes § 47-30 – Plats and subdivisions; mapping requirements.	☒	☐	
14. Accurate location and description of all monuments, markers and control points.	☐	☒	
15. Show the 100 year flood plain, riparian buffer, wetlands, and any Resource Conservation Areas on all sheets.	☐	☒	
16. Blocks numbered consecutively throughout entire subdivision with lots numbered consecutively in each block. Lot numbers shall be placed in a circle or labeled "Lot ___".	☒	☐	
17. Phase lines. Phases are clearly labeled.	☐	☒	
18. The name and location of all adjoining subdivisions and adjoining lot property lines drawn with dotted lines at the same scale. Include the names of adjacent landowners.	☒	☐	
19. Location and width of all existing and proposed rights-of-way, Resource Conservation Areas, easements and areas dedicated to public use with the purpose of each stated.	☒	☐	
20. Location of safe sight triangles at project ingress/egress points, or as required.	☒	☐	
21. Minimum building setbacks /envelope are noted.	☒	☐	
22. All dimensional standards are shown in table format. Dimensional standards shall include: min. lot size, min. lot width, max building coverage, max impervious surface (entire subdivision), max impervious surface (per lot, in %), density, max height, and min dwelling unit size.	☒	☐	
23. Location of all existing and proposed easements, labeled as "public" or "private" and labeled with easement type.	☒	☐	
24. Width and type of any buffers and easements.	☒	☐	
25. Indicate the boundaries of any utility or greenway easements dedicated to the Town of Clayton and label "To Be Dedicated to the Town of Clayton."	☐	☒	
26. Proposed streets are labeled, named and dimensioned. Correct street cross	☒	☐	

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To be completed by the applicant:			Staff:
	Yes	N/A	
section detail provided. Label street type based on definitions in §155.602(D). If streets are private:			
- All private streets shall be maintained by a designated responsible party. The party shall be noted on the plat.	☐	☒	
- Streets are labeled "Private Streets – No Town Maintenance."	☐	☒	
Street names must be approved by Town of Clayton via a Road Name Application.			
27. Lengths of all cul-de-sacs.	☒	☐	
28. Identify proposed traffic control signs and striping.	☐	☒	
29. Location, purpose and dimensions of non-residential areas (such as parks, playgrounds, open space, churches, school sites, etc.)	☐	☒	
- All open space, parks, and similar common areas shall be maintained by a designated responsible party. The party shall be noted on the plat.			
30. Resource Conservation Areas must be shown and dimensioned on the plat. The following note must also be provided: "The Resource Conservation Area shown hereon is provided per the requirements of Article 5 of the Town of Clayton's Unified Development Code. This Resource Conservation Area must be preserved in perpetuity per the standards of the Unified Development Code"	☐	☒	
31. Proposed stormwater retention/detention features and dimensions. If fenced, include fence location.	☐	☒	
32. Existing and proposed sidewalk system, access ramps, and crosswalks.	☐	☒	
33. Identify alternative modes of transportation including school stops, pedestrian connections, bicycle paths and bicycle racks.	☐	☒	
34. Show how streets are connected to property lines ("stub-out" streets) to provide for cross-connectivity and development on adjacent parcels. Show cross-access easements.	☒	☐	
35. Location of clustered mailboxes.	☒	☐	
36. Location and orientation of freestanding signs (signage is permitted separately).	☒	☐	
LANDSCAPING PLAN SHEET (See §155.402 for Landscaping Requirements)			
37. Show location, width, and type of all landscape buffers.	☒	☐	
38. Provide a plant list summary table which includes:			
- A planting key identifying the various planting elements			
- The quantity of each type of plant material proposed	☒	☐	
- The size, height, caliper and spacing of plant material proposed			
- The Botanical and common names of plant material proposed			
39. If common landscaped areas are provided, provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor." (If irrigation will not be utilized, drought-tolerant	☐	☒	

01/06/2016

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To be completed by the applicant:			Staff:
	Yes	N/A	
species must be used).			
40. Location, species, and caliper of any existing trees that will remain on site. If used to meet planting requirements, make note of what requirements are fulfilled by the preserved trees.	☐	☒	
EXISTING CONDITIONS SHEET:			
41. On the existing conditions sheet, provide topography with two-foot contour intervals, showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features.	☒	☐	
42. Location of all existing buildings and structures, water/sewer/gas infrastructure, underground structures, easements, or other existing features.	☒	☐	
43. Existing structures, existing streets and roadway improvements, and existing utilities within 100 feet of the site.	☒	☐	
44. Label adjacent property acreage, owners, and zoning districts.	☒	☐	
45. Label subject parcel property owner, acreage, and zoning.	☒	☐	
PRELIMINARY ENGINEERING PLAN SHEET:			
46. Show subdivision layout, streets, and all pertinent information from subdivision plat sheet.	☒	☐	
47. Identify curb radii for all internal and external vehicular use areas.	☒	☐	
48. Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).	☒	☐	
49. Location of all existing and proposed drainage structures.	☒	☐	
50. Location of all existing and proposed fire hydrants.	☒	☐	
51. Location of all existing and proposed easements, labeled as "public" or "private."	☒	☐	
52. Show street cross-sections.	☒	☐	
53. Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.	☐	☒	
54. Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.	☐	☒	
OTHER			
55. If subdivision includes townhomes, include architectural elevations sheet, noting construction materials, finishes and colors, height, and number of stories.	☐	☒	
56. Any other information considered by either the applicant or the Town to be pertinent to the review.	☐	☒	

Signed by Applicant:



Date:

11/1/17

01/06/2016

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**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

OWNER'S CONSENT FORM

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

Project Name: Coopers Meadow Subdivision **Address or PIN #:** 166704-94-8640

AGENT/APPLICANT INFORMATION:

Dalton Engineering and Associates, P.A.

(Name - type, print clearly)

446 East Main Street

(Address)

Clayton, North Carolina 27520

(City, State, Zip)

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

Major Subdivision Application

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

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

OWNER AUTHORIZATION:

Vast Real Estate and Development, Inc.

(Name - type, print clearly)

Post Office Box 189

(Address)

Clayton, North Carolina 27528

(City, State, Zip)

STATE OF

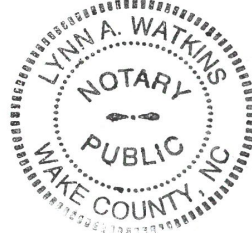
North Carolina

COUNTY OF

Wake

Sworn and subscribed before me Lynn A. Watkins, a Notary Public for the above State and County, this the 1 day of November, 2017.

SEAL



01/06/2016

Lynn A. Watkins
Notary Public

**My Commission
Expires:**

12-7-2021

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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

Dec. 12, 2017

STAFF REPORT

Application Number: 2017-177-SD
Project Name: Cooper Meadows, Preliminary Plat

NC PIN / Tag #: 166704-94-8640 / 05i05056
Town Limits/ETJ: ETJ
Overlay: Scenic Highway Overlay District
Applicant: Dalton Engineering, c/o Jerry Dalton
Owner: Cooper Branch LLC; represented by Vast Real Estate and Development, Inc.
Location: Northeast of the intersection of Cooper Branch Road and Wildberry Court, bounded by US 70 Bypass on the north.

Public Noticing:

- Neighborhood meeting December 5, 2017
- Sign posted December 8, 2017
- Letters mailed prior to January 25, 2018
- Newspaper ad posted prior to January 26, 2018

REQUEST: Preliminary plat for 17-lot residential subdivision on public water and private septic.



Page 1 of 4

SITE DATA:

Acreage: 11.91 acres
Existing Use: Agriculture

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	Residential-Estate (R-E)	US 70 Bypass, Agricultural, Large lot single family residential
South	County Agricultural Residential (AR)	Residential subdivision (Edinburgh)
West	County Agricultural Residential (AR)	Large lot single family residential
East	Residential-Estate (R-E)	Agricultural, vacant, large lot single family residential

DEVELOPMENT DATA:

Proposed Uses: Single family residential
Lots: 17
Number of Stories: Maximum height of 35 feet
Impervious Surface: 50%
Required Parking: 2 spaces per unit
Proposed Parking: 2 spaces per unit
Fire Protection: The Town of Clayton Fire Department will provide fire protection.
Access/Streets: One access point will be provided via a new driveway off of Cooper Branch Road, with stub out to the east. Two lots will front on Cooper Branch Road.
Water/Sewer Provider: Johnston County water; private septic systems
Electric Provider: Duke Energy

STAFF ANALYSIS:

Overview

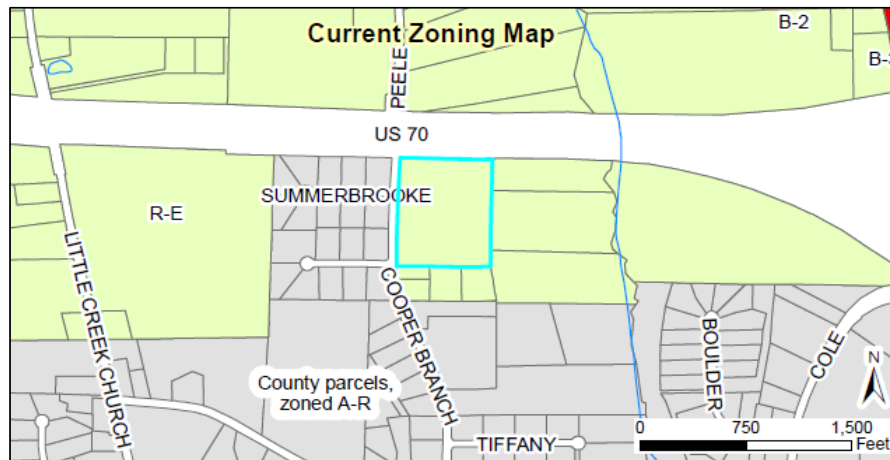
The applicant is requesting preliminary subdivision plat approval for a 17-lot single family residential subdivision, using County water and private septic systems.

Consistency with Adopted Plans:

- **Comprehensive Plan**
The request is consistent with the Comprehensive Plan.

- Unified Development Code**

The proposed development is consistent with and meets the applicable requirements of the Unified Development Code (UDC), pending granting of the waiver for relief from constructing curb-and-gutter and sidewalks on the new roads.



Compatibility with Surrounding Land Uses

The proposed development is consistent with neighboring parcels, which are single family residential on either public water or private wells.

Scenic Highway Overlay District, Landscaping and Buffering

The 50' setback from US 70 Bypass is provided to comply with the Scenic Highway Overlay District. A Class "A" Landscape Buffer is provided along Us 70 Bypass, since it is a thoroughfare. Street trees are provided at the rate specified in the UDC.

Recreation and Open Space

None required.

Environmental

None identified.

Access/Streets

Access from Cooper Branch Road, with two lots fronting on Cooper Branch Road. Technically speaking, the entirety of Cooper Branch Road north of Wilson Jones Road is a cul-de-sac. This is a relic of the County's subdivision standards as well as the 70-Bypass construction, which eliminated the connection to Peele Road to the north. In the future, if a connection is ever made to the east over to Cole Road, there would be two access points to this subdivision.

Multi-Modal Access

No sidewalks or other pedestrian infrastructure is proposed.

Traffic Impact Analysis

None required.

Garbage / Recycling

Roll-outs.

Architecture/Design

The Town cannot regulate single family residential architecture.

Waivers/Deviations/Variations from Code Requirements

Waiver requested from curb-and-gutter and from sidewalks. These roads are intended for dedication to NCDOT. NCDOT does not maintain sidewalks. No Town infrastructure is proposed.

CONSIDERATIONS:

- A waiver from curb-and-gutter is requested.
-

FINDINGS:

The applicant has addressed the Major Subdivision Approval Criteria outlined in UDC Section 155.706. The applicant's Findings of Fact are incorporated into the record as an attachment to the Staff Report.

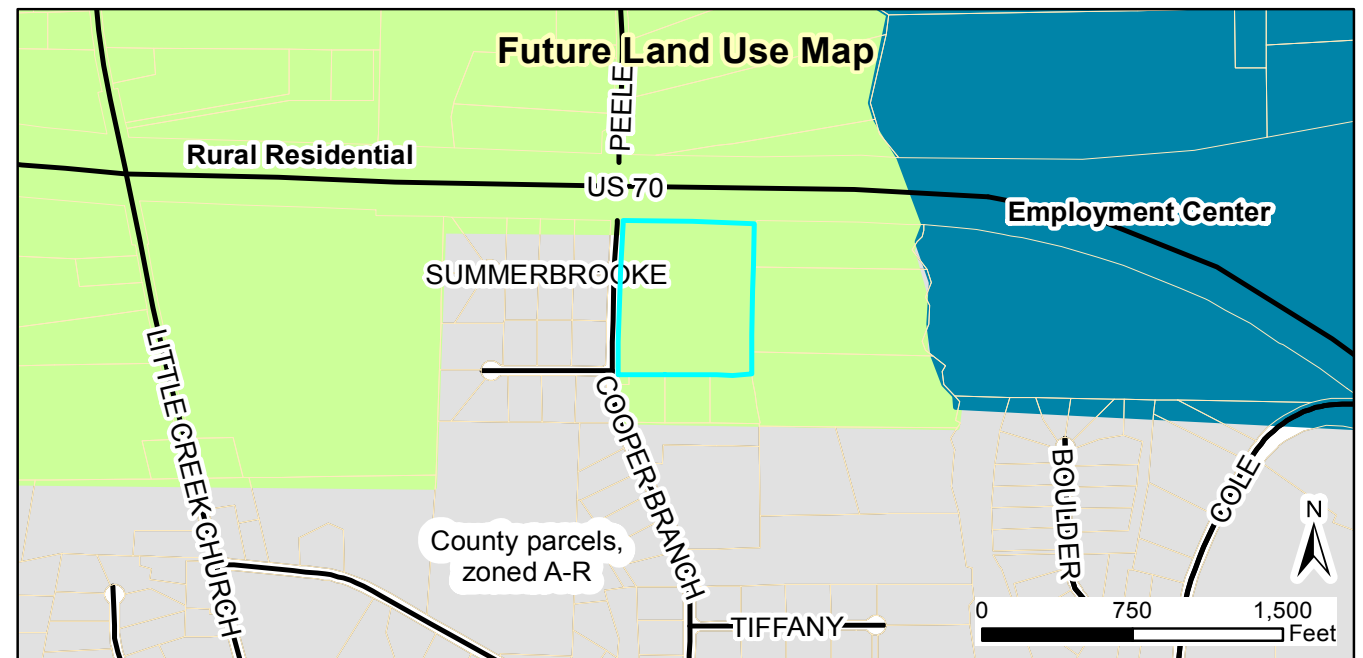
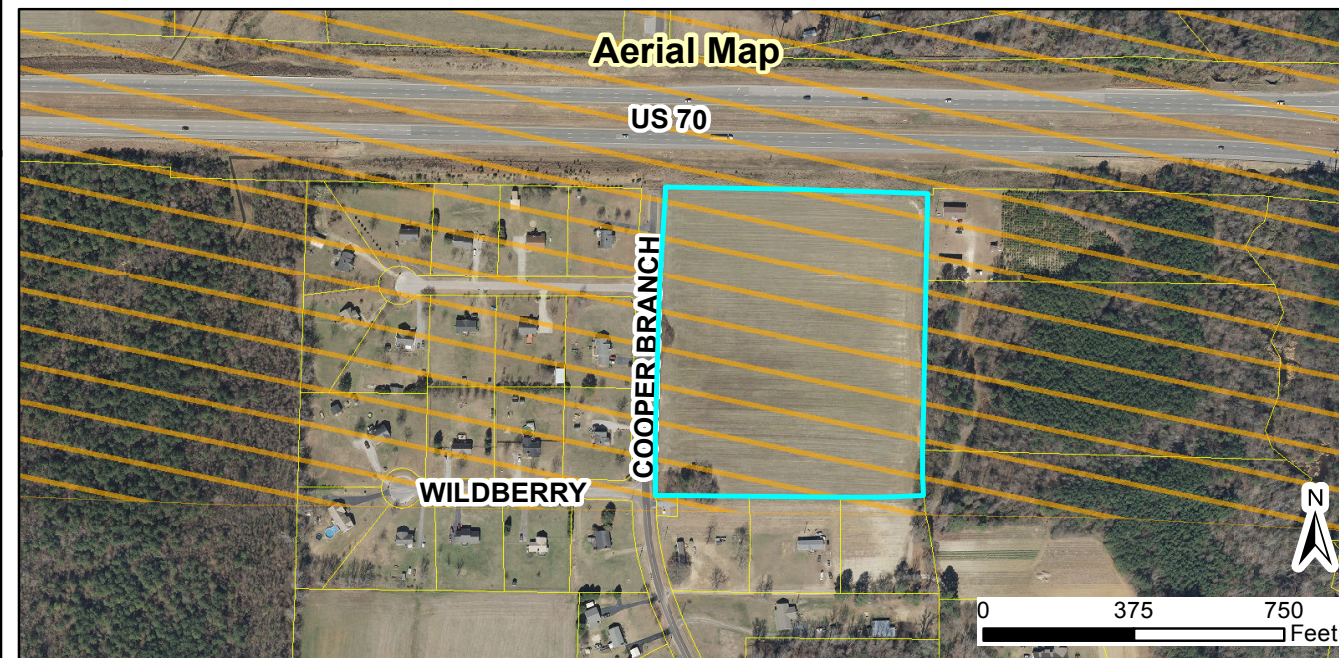
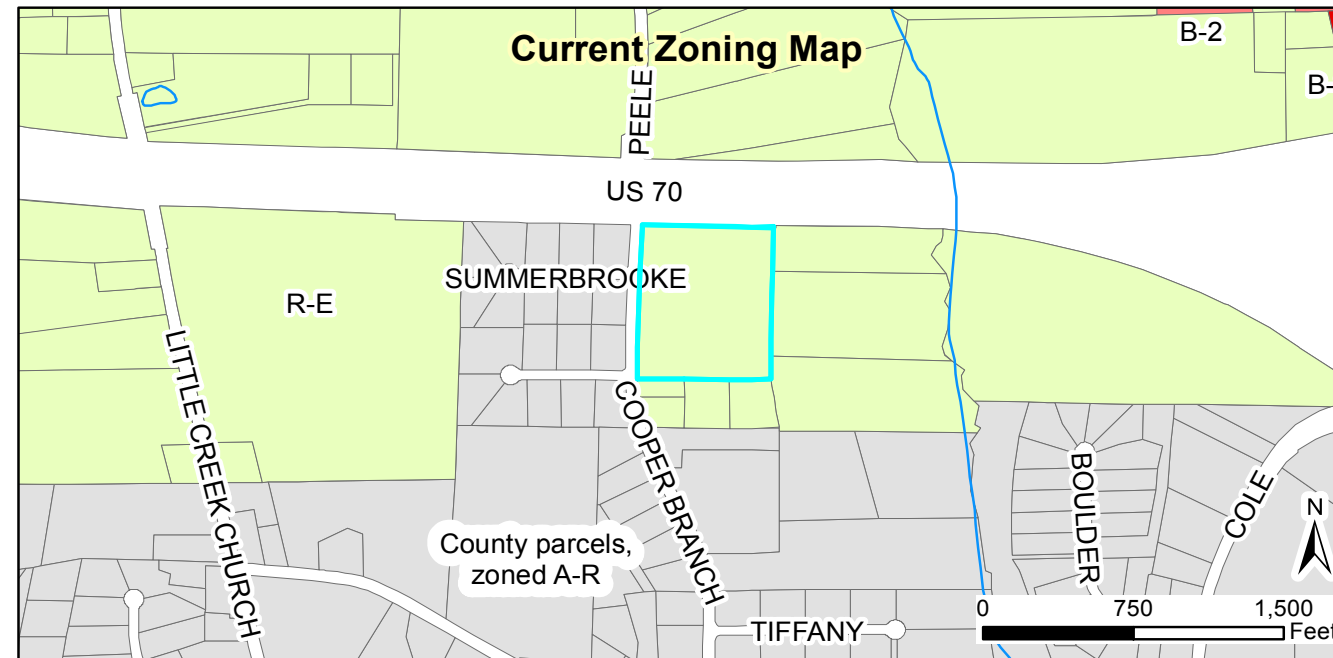
CONDITIONS:

If approved, the following conditions of approval are recommended:

1. Any and all roads that are to be dedicated to either the Town or NCDOT shall be accepted by the appropriate entity on or before the 75th percentile unit is issued a Certificate of Occupancy on that road.
-

ATTACHMENTS:

- 1) Staff report map
- 2) Application
- 3) Neighborhood Meeting Materials
- 4) Justification of waiver from curb-and-gutter
- 5) Preliminary plat plan sheets



Request:
2017-177-SD, Cooper Meadows residential subdivision,
17 septic lots in the R-E zoning district.

Applicant: Dalton Engineering and Assoc., PA
 Property Owners: Vast Real Estate and Development, Inc.
 Parcel ID: 166704-94-8640
 Tag #: 05i05056

Staff Report Map



Document Path: O:\PLANNING\SUBDIVISIONS\MAJOR SUBDIVISIONS\2017\2017-177-SD Cooper Meadows\Map\Map - Cooper Meadows subdiv - 2017-177-SD.mxd

Legend

- 100-yr Flood Zone
- Thoroughfare Overlay
- Scenic Highway Overlay
- Watershed Protection Overlay
- Site

12/11/2017
 Produced by: TOC Planning
 Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Dalton Engineering

and Associates, P.A.



12/08/17

To: Town of Clayton
Planning Department
111 East Second Street
Clayton, North Carolina 27570

Sub: Coopers Meadow Subdivision
Waivers : Curb-and-Gutter and Sidewalk
Statement of Justification

Attn: Jay McLeod

The Developer of Coopers Meadow Subdivision is requesting two Waivers be granted by the Town of Clayton for the proposed development. The Waivers being requested are in regards to the following items :

1. Curb-and-gutter installation adjacent to the subdivision streets.
2. Sidewalk installation adjacent to the subdivision streets.

The Waivers that are being requested are due to the N.C.D.O.T. subdivision roadway section that is being proposed to be utilized for the design of the project's subdivision streets. The N.C.D.O.T. subdivision roadway section is comprised of a 20' wide asphalt street with graded and grassed roadside shoulders and ditches. The roadway section does not utilize curb-and-gutter or sidewalks.

The N.C.D.O.T. roadway section is widely used within subdivisions throughout Johnston County, including Summerbrooke Subdivision and Tiffanys Way Subdivision. Summerbrooke Subdivision is located directly adjacent to the Coopers Meadow site, on the West side of Cooper Branch Road (SR 1571). Tiffanys Way Subdivision is also located on Cooper Branch Road, South of the project site.

The N.C.D.O.T. subdivision roadway section being proposed for Coopers Meadow is consistent with the existing residential developments in the immediate area.

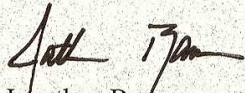
Existing service providers for the subdivision's parcel include Johnston County and Duke Energy - Progress. Water service for the proposed development would be provided by Johnston County Public Utilities and electrical service would be provided by Duke Energy - Progress. Sanitary sewer service would be provided by a conventional on-site septic tank located on each residential lot.

The Town of Clayton does not currently provide the services listed above to the project site. There are currently no plans for Town of Clayton infrastructure to be installed within the subdivision or the subdivision streets' rights-of-way.

It is the Developer's intention to submit construction plans, designed to N.C.D.O.T. standards, to N.C.D.O.T. for review and approval. Following plan approval, a copy of the N.C.D.O.T. subdivision design letter of approval would be submitted to the Town of Clayton Planning and Engineering Departments for their use. At the appropriate time of occupancy, it is the Developer's intention to petition N.C.D.O.T. to take over maintenance of the subdivision streets.

N.C.D.O.T. District Engineer, Jiles P. Harrell, P.E., has been informed of the proposed development and is aware that the project is located within the Town of Clayton E.T.J. Based on the feedback provided by Mr. Harrell, our office is unaware of any issues with submitting the subdivision to N.C.D.O.T. for review and approval.

If you have additional questions, please call.



Jonathan Barnes

PRELIMINARY SUBDIVISION PLANS
FOR
COOPERS MEADOW SUBDIVISION
TOWN OF CLAYTON - JOHNSTON COUNTY, NC

INDEX TO DRAWINGS

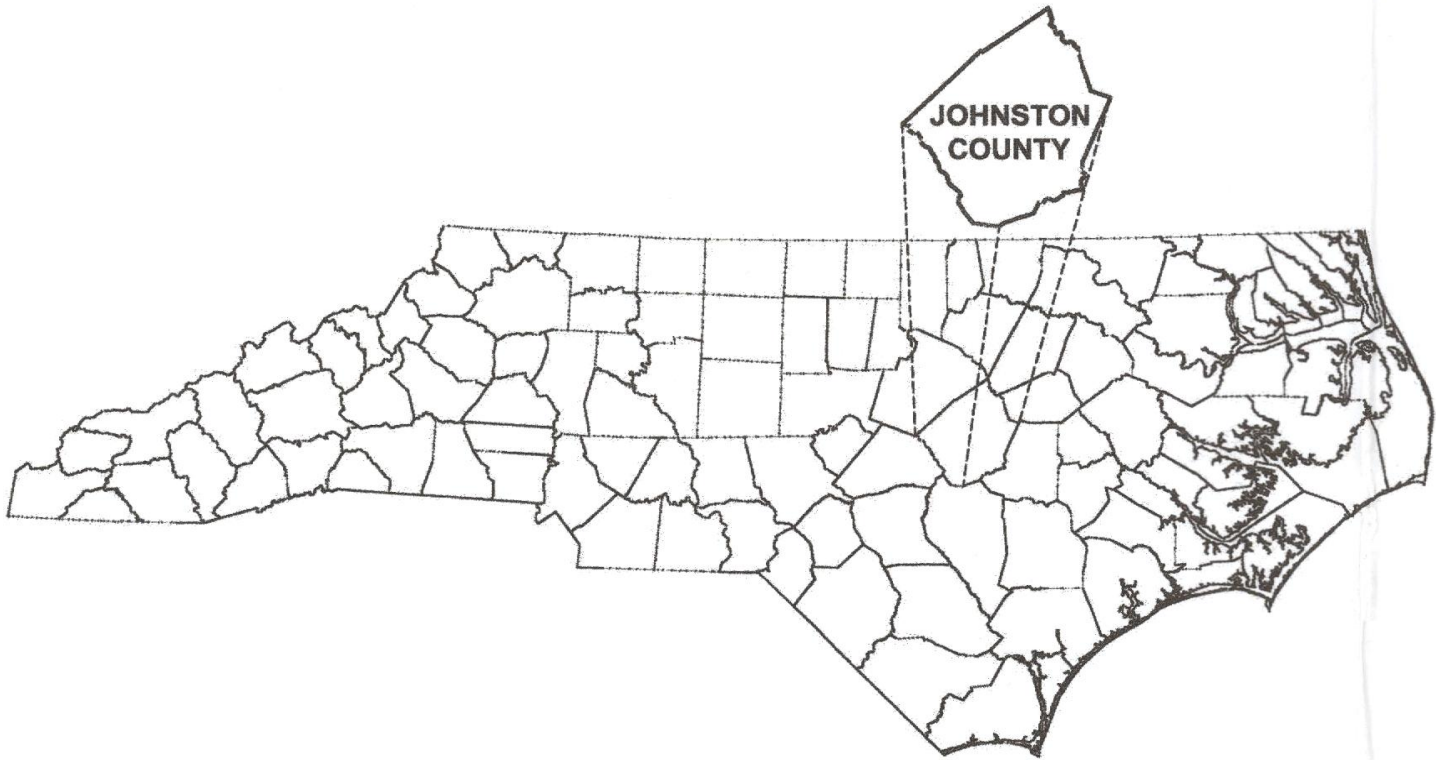
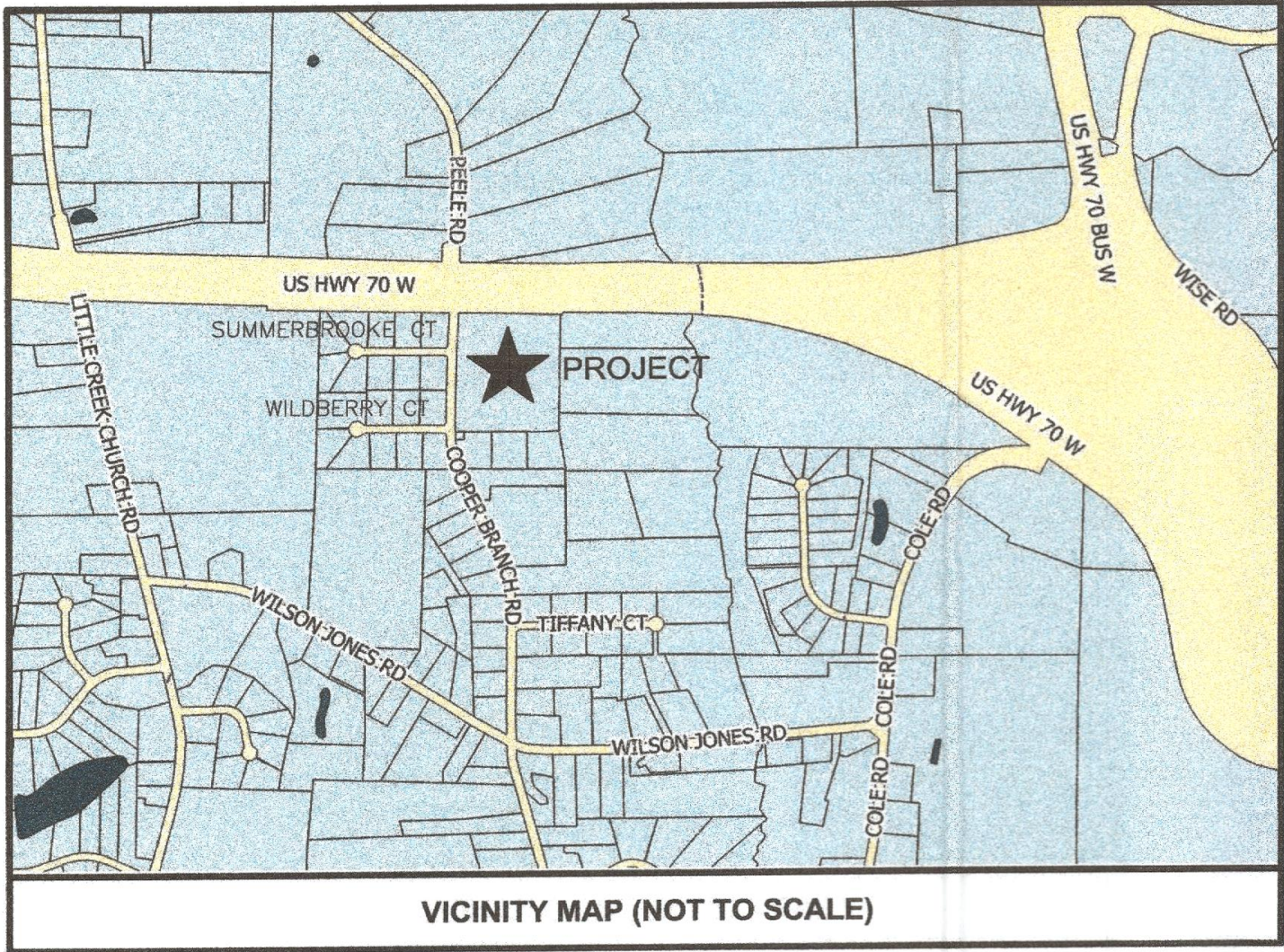
- SHEET 1..... COVER SHEET
SHEET 2..... EXISTING CONDITIONS SHEET
SHEET 3..... PRELIMINARY SITE PLAN
SHEET 4..... PRELIMINARY UTILITY PLAN

ENGINEER

DALTON ENGINEERING AND ASSOCIATES, P. A.
446 EAST MAIN STREET P. O. BOX 426
CLAYTON, NC 27520 CLAYTON, NC 27528
(919) 550-4740 - FAX (919) 550-4741

OWNER

VAST REAL ESTATE AND DEVELOPMENT, INC.
P. O. BOX 189
CLAYTON, NC 27528
(919) 201-2626



REVIEW ONLY
NOT FOR CONSTRUCTION



- NOTES:
- ALL OPEN END CROSS PIPES IN NON C.A.M.A. COUNTIES WILL BE 20% OF THEIR DIAMETER UP TO A MAXIMUM OF ONE FOOT AS THE CONDITIONS ALLOW.
 - HEADWALLS ARE USED ON PIPES ABOVE OR EQUAL TO 36" IN DIAMETER USUALLY ON BOTH ENDS BUT ALWAYS ON THE INLET. FLARED END SECTIONS ARE USED ON SMALLER PIPES.
 - ALL DRAINAGE STRUCTURES INCLUDING OUTFALL DITCHES OUTSIDE PROPOSED RIGHT OF WAY ARE TO BE ENCLOSED WITHIN A PERMANENT PUBLIC DRAINAGE EASEMENT.
 - ALL ROADWAY DITCHES MUST BE STABLE BEFORE ACCEPTANCE UNDER THE STATE SYSTEM FOR MAINTENANCE.
 - ALL SURVEY INFORMATION/DATA SHOWN, AND/OR REPRESENTED, IN THESE CONSTRUCTION DRAWINGS HAS BEEN PROVIDED BY A PROFESSIONAL SURVEYOR AND IS NOT THE WORK OF DALTON ENGINEERING AND ASSOCIATES, P.A.
 - AERIAL PHOTO FROM NC ONEMAP
 - IT IS THE RESPONSIBILITY OF THE OWNER/DEVELOPER TO PROVIDE DRAWINGS TO THE VARIOUS UTILITY PROVIDERS, SUCH AS DUKE ENERGY, CENTURYLINK, SPECTRUM, PIEDMONT GAS, ETC.

NOTES:

DALTON ENGINEERING AND ASSOCIATES, P.A. OWNS, AND HAS THE RIGHT TO THE DIGITAL INFORMATION (DWG) CONTAINED IN THESE CONSTRUCTION DRAWINGS. INFORMATION MAY BE SHARED WITH THE OWNER, SURVEYOR, CONTRACTOR, OR OTHER DIRECTLY INVOLVED WITH THIS PROJECT, FOR THE PURPOSE OF WORK RELATED TO ONLY THIS PROJECT. THAT INFORMATION SHALL NOT BE SHARED WITH ANY OTHER PERSON AND/OR FIRM, WITHOUT THE WRITTEN CONSENT OF DALTON ENGINEERING AND ASSOCIATES, P.A.

Dalton Engineering
and Associates, P. A.

REVISION 002: ADDRESS TOWN OF CLAYTON COMMENTS - 12/12/17
REVISION 001: ADDRESS TOWN OF CLAYTON COMMENTS - 11/22/17
Job: 17055 Date: 11/01/17 Revision: 0
File: 17055-PRELU Drawn: RVM Sheet: 0

F:\PROJECTS\17055\DRAWINGS\17055-PRELIM\DWG\ROBERT.M\12/12/2017 3:03 PM

CALL BEFORE YOU DIG!
NORTH CAROLINA LAW REQUIRES NOTIFICATION OF THE UNDERGROUND FACILITY OWNER NOT LESS THAN TWO (2) BUT NO MORE THAN TEN (10) WORKING DAYS PRIOR TO EXCAVATION OR DEMOLITION

North Carolina One-Call Center, Inc.
www.ncocc.org
1-800-632-4949

SUMMERBROOKE CT. - 50' PUBLIC R/W

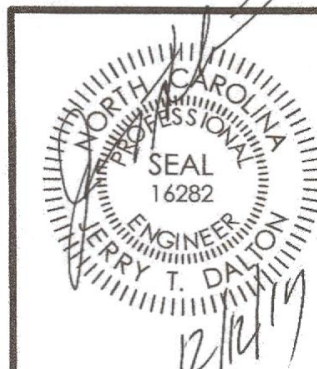
WILDBERRY CT. - 50' PUBLIC R/W



SCALE: 1" = 50'
0 25 50 100

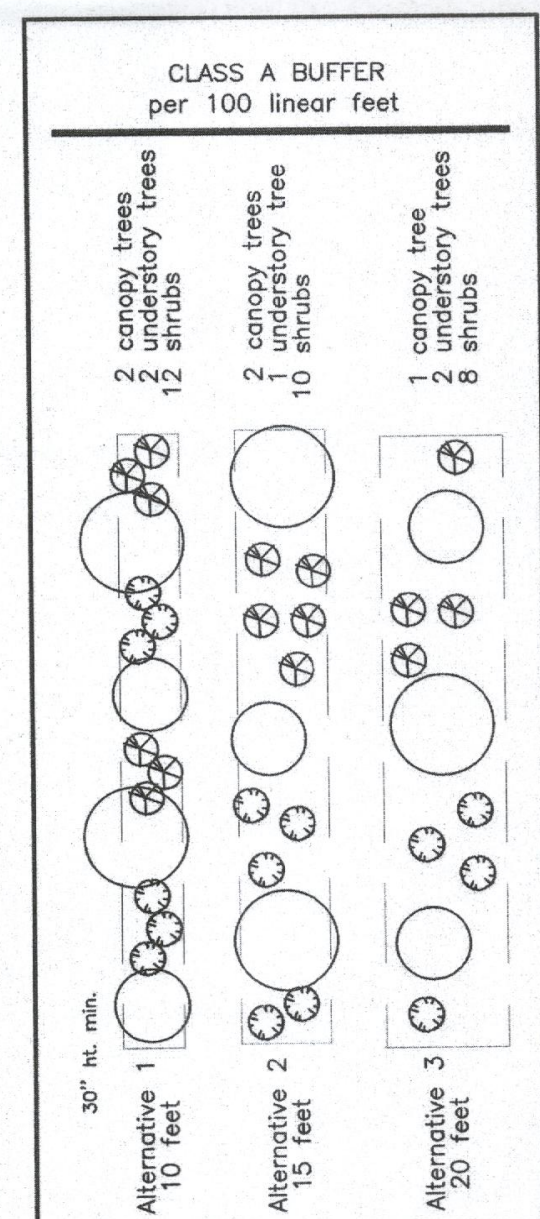
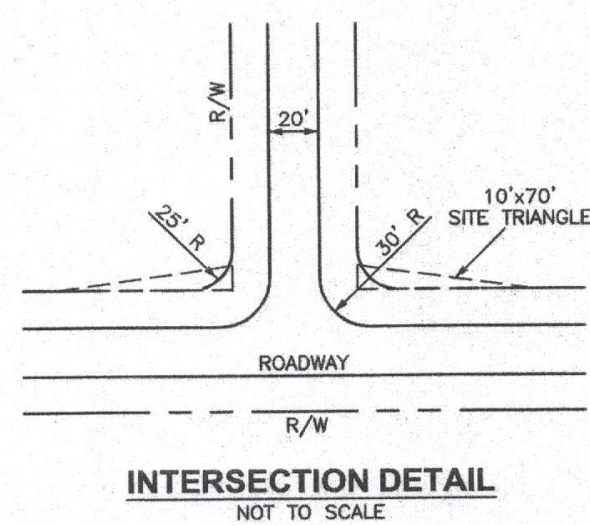
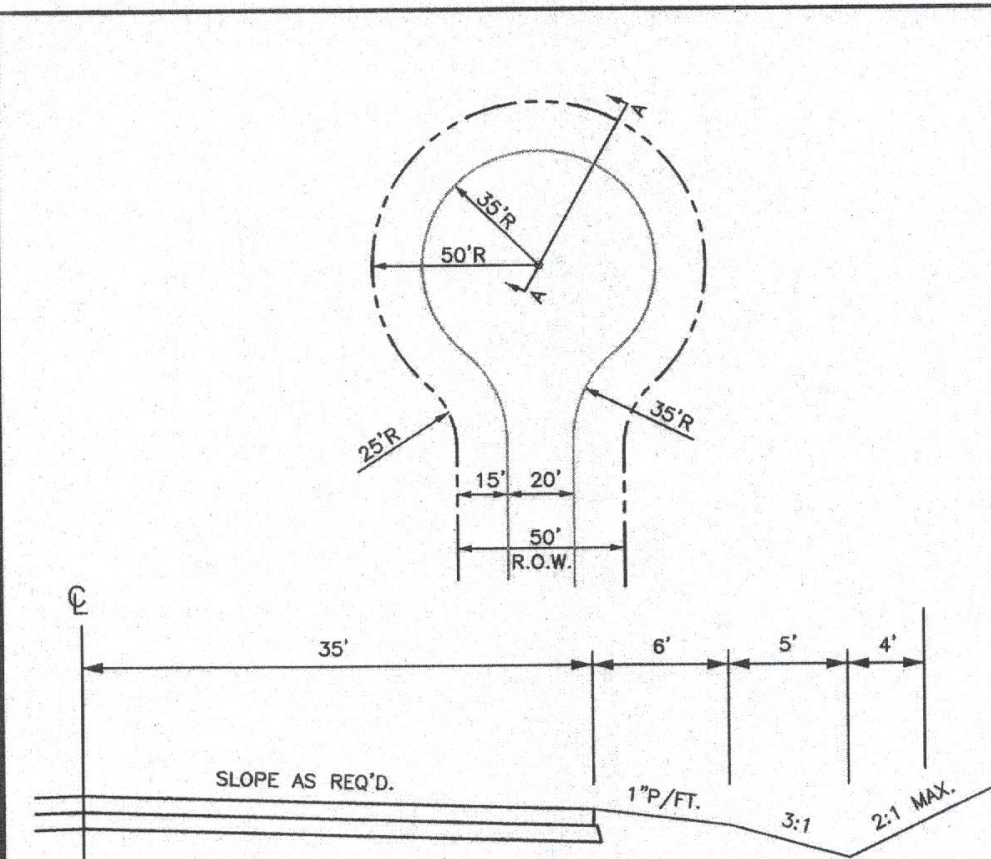
REVIEW ONLY
NOT FOR CONSTRUCTION

EXISTING CONDITIONS
FOR
COOPERS MEADOW SU
CLAYTON TOWNSHIP - JOHNSTON



Dalton Engineering and Associates, P. A.
446 East Main Street
P.O. Box 426
Clayton, NC 27520
Job: 17055 Date: 11/01
File: 17055-PRELIM Drawn: RVI

REVISION 001: ADDRESS TOWN OF CLAYTON COMMENTS - 12/12/17



CALL BEFORE YOU DIG!
NORTH CAROLINA LAW REQUIRES NOTIFICATION OF THE UNDERGROUND FACILITY OWNER NOT LESS THAN TWO (2) BUT NO MORE THAN TEN (10) WORKING DAYS PRIOR TO EXCAVATION OR DEMOLITION.
North Carolina One-Call Center, Inc.
www.ncoc.org
1-800-632-4949

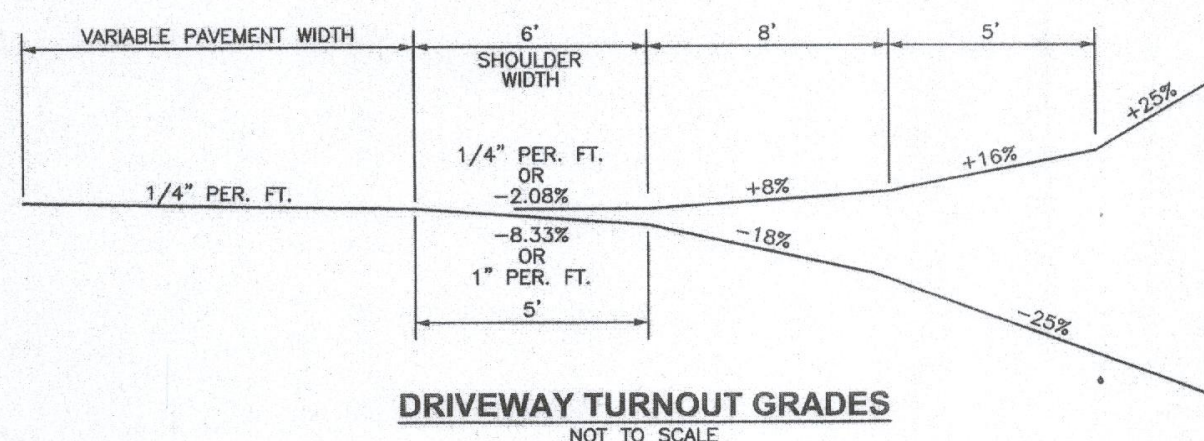
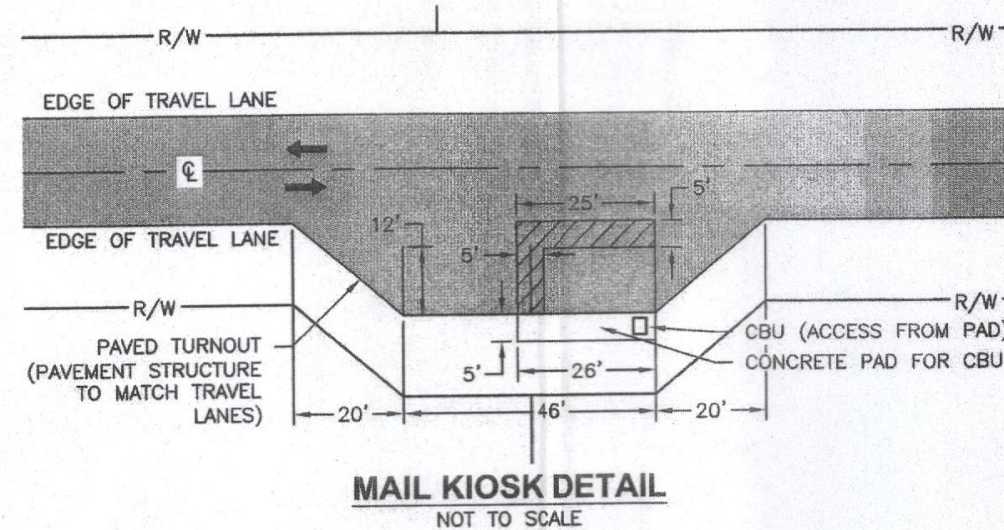
KEY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE	HEIGHT
1	34	Quercus phellos	Willow Oak	2" B&B	10'-12'

N/F
PARKS, JAMES D
PARKS, GEORGE BENYON
PIN#: 166704-94-2892
ZONING: AR

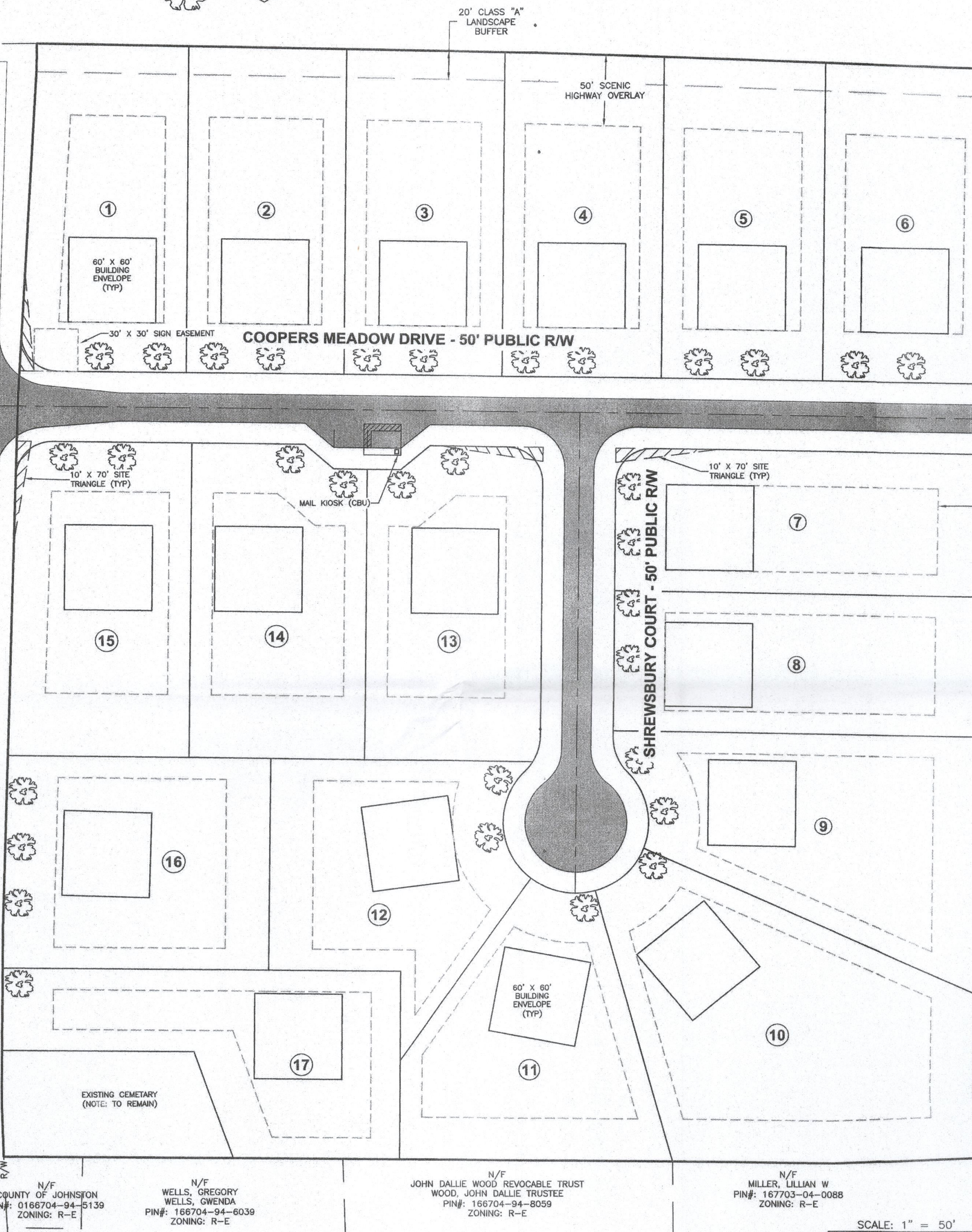
N/F
JARMAN, THOMAS J
PIN#: 166704-94-3504
ZONING: AR

N/F
DUNLAP, JAMES
DUNLAP, GLENDA
PIN#: 166704-94-2372
ZONING: AR

WILDBERRY CT. - 50' PUBLIC R/W



70 BYPASS



N/F
COUNTY OF JOHNSTON
PIN#: 0166704-94-5139
ZONING: R-E

N/F
WELLS, GREGORY
WELLS, GWENDA
PIN#: 166704-94-6039
ZONING: R-E

N/F
JOHN DALLIE WOOD REVOCABLE TRUST
WOOD, JOHN DALLIE TRUSTEE
PIN#: 166704-94-8059
ZONING: R-E

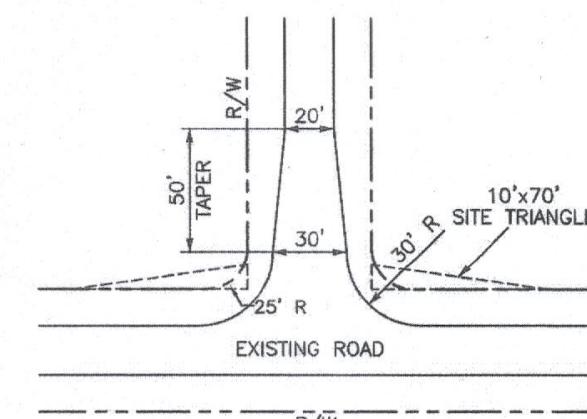
N/F
MILLER, LILLIAN W
PIN#: 167703-04-0088
ZONING: R-E

N/F
WOOD, JOHN DALLIE & ANN U.
PIN#: 167703-04-5082
ZONING: R-E

SCALE: 1" = 50'

TYPICAL STREET SECTION
NOT TO SCALE

REVISION 002: ADDRESS TOWN OF CLAYTON COMMENTS - 12/12/17
REVISION 001: ADDRESS TOWN OF CLAYTON COMMENTS - 11/22/17



ROAD CONNECTION AT SR 1571
NOT TO SCALE

SITE DATA TABLE:

DEVELOPMENT NAME: COOPERS MEADOW SUBDIVISION

OWNER / APPLICANT:
VAST REAL ESTATE AND DEVELOPMENT, INC.
P.O. BOX 189
CLAYTON, N.C. 27528

PROPERTY INFORMATION
TOWNSHIP: TOWN OF CLAYTON
NC PIN: 166704-94-8640
E.L.I.: TOWN OF CLAYTON
ZONING: R-E
SITE ACREAGE: 11.91 A.C. (PROVIDED BY G.I.S.)
EXISTING USE: FARMING
SCENIC HIGHWAY OVERLAY: YES
IS THE PROPERTY ANNEXED IN TO THE TOWN: NO
NO FLOOD PLAIN ON SITE: PANEL 1667,1677
WATERSHED PROTECTION AREA: NO
INSIDE CITY LIMITS: NO

SINGLE FAMILY LOT INFORMATION
TOTAL NUMBER OF SINGLE FAMILY LOTS: 17
PROPOSED USE: SINGLE FAMILY SUBDIVISION
FRONT: 35'
SIDE: 15'
SIDE STREET: 25'
REAR: 30'
70 BYPASS: 50'
MAX. BUILDING HEIGHT: 35'
MAX. BUILDING LOT COVERAGE: 35%
MAX IMPERVIOUS PER LOT: 50%
MINIMUM LOT SIZE: 25,000SF (0.57 AC.)
LOT DENSITY: 1.43 : 1
LINER FEET OF STREETS: 1,018LF
ELECTRIC PROVIDER: DUKE ENERGY
SANITARY SEWER PROVIDER: SEPTIC
WATER PROVIDER: JOHNSTON COUNTY PUBLIC UTILITIES

Parcel #	Area
1	25,044 SF
2	25,001 SF
3	25,000 SF
4	25,045 SF
5	25,031 SF
6	25,001 SF
7	25,086 SF
8	25,041 SF
9	30,583 SF
10	40,221 SF
11	25,660 SF
12	25,510 SF
13	26,246 SF
14	26,298 SF
15	27,082 SF
16	27,130 SF
17	25,386 SF

NOTE:
1. A MINIMUM LOT AREA OF 25,000 SF IS REQUIRED.

NOTES:

- CONSTRUCTION DRAWINGS ARE TO BE SUBMITTED TO THE TOWN OF CLAYTON PUBLIC WORKS ENGINEERING DIVISION FOR REVIEW AND APPROVAL.
- N.C.D.O.T. DRIVEWAY PERMIT APPROVAL IS REQUIRED FOR ROADWAY CONNECTION TO COOPER BRANCH RD.
- THE 10'X70' SIGHT TRIANGLES SHALL TAKE PRECEDENCE OVER ANY SIGN EASEMENT.
- THE FINAL PLAT WILL ENSURE THAT ALL DRAINAGE EASEMENTS INTERSECT THE PUBLIC RIGHT-OF-WAY ALONG A LOT LINE. DRAINAGE EASEMENTS WITHIN THE INTERIOR OF THE PROJECT MAY OR MAY NOT COMPLETELY CENTER ALONG A LOT LINE.
- ALL ACCESS TO UTILITY EASEMENTS ALONG THE OUTFALL LINE SHALL HAVE A MAXIMUM SLOPE OF 4:1 (H:V) AND A MAXIMUM CROSS SLOPE OF 4%.
- THE APPROVAL OF A MAIL KIOSK IN THIS PRELIMINARY SITE PLAN DOES NOT EXEMPT THE KIOSK AREA FROM MEETING ALL APPLICABLE NC BUILDING CODE REGULATIONS.
- T.O.C. ELECTRIC WILL NOT SERVE THIS AREA. A LIGHTING PLAN WILL BE SUBMITTED TO TOWN OF CLAYTON WITH THE CONSTRUCTION PLAN SUBMITTAL.
- N.C.D.O.T. HAS AGREED TO ALLOW LOTS 16 AND 17 INDIVIDUAL ACCESS GIVEN THEY ARE AT THE END OF SR. 1571 AND IT IS A DEAD END CONDITION.
- SUBDIVISION DESIGN NEEDS TO MEET N.C.D.O.T. SUBDIVISION SPECIFICATIONS IF IT IS NOT INTENDED TO BECOME A TOWN MAINTAINED STREET AND IS TO BE ADDED TO THE STATE HIGHWAY SYSTEM.

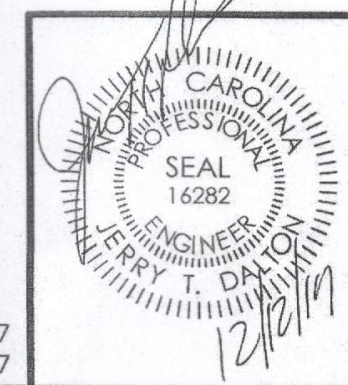
TOTAL SITE DATA AND IMPERVIOUS AREA CALCULATIONS

	TOTAL AREA (ACRES)	PERCENTAGE OF TOTAL SITE	IMPERVIOUS AREA (ACRES)	PERCENTAGE IMPERVIOUS SURFACE
RESIDENTIAL LOTS	10.68	90%	1.93	18.07%
RIGHT-OF-WAY (INCLUDES STREETS)	1.23	10%	0.54	43.90%
TOTAL AREA	11.91	100%	2.47	20.74%

PRELIMINARY SITE PLAN FOR

COOPERS MEADOW SUBDIVISION

REVIEW ONLY
NOT FOR CONSTRUCTION

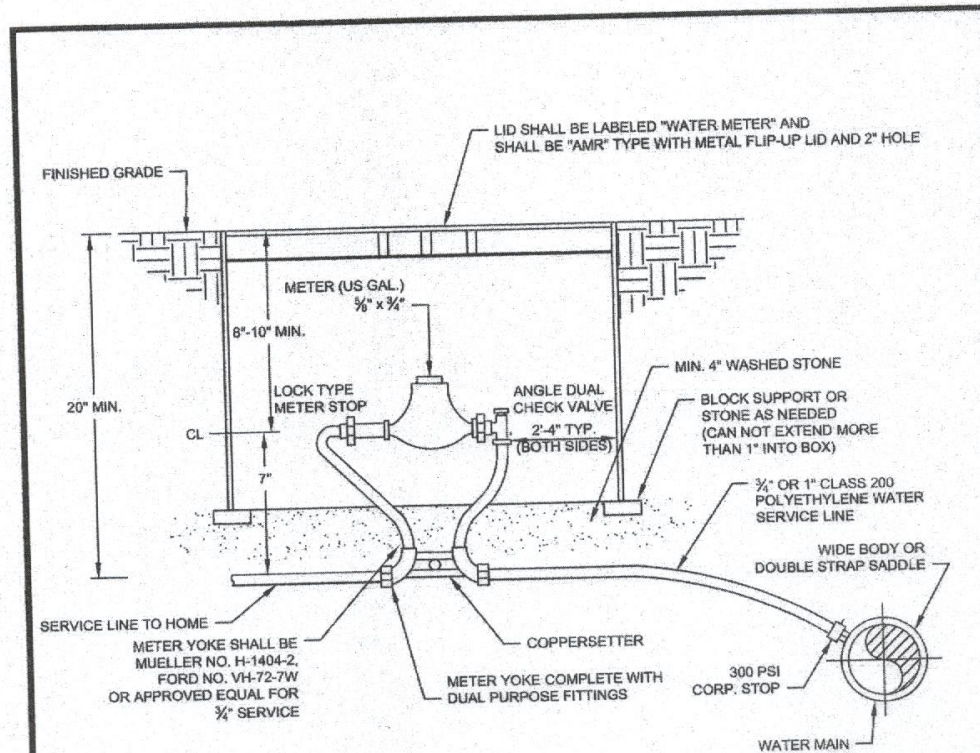


Dalton Engineering and Associates, P. A.

446 East Main Street
P.O. Box 426
Clayton, NC 27520

(919)550-4740
Fax (919) 550-4741

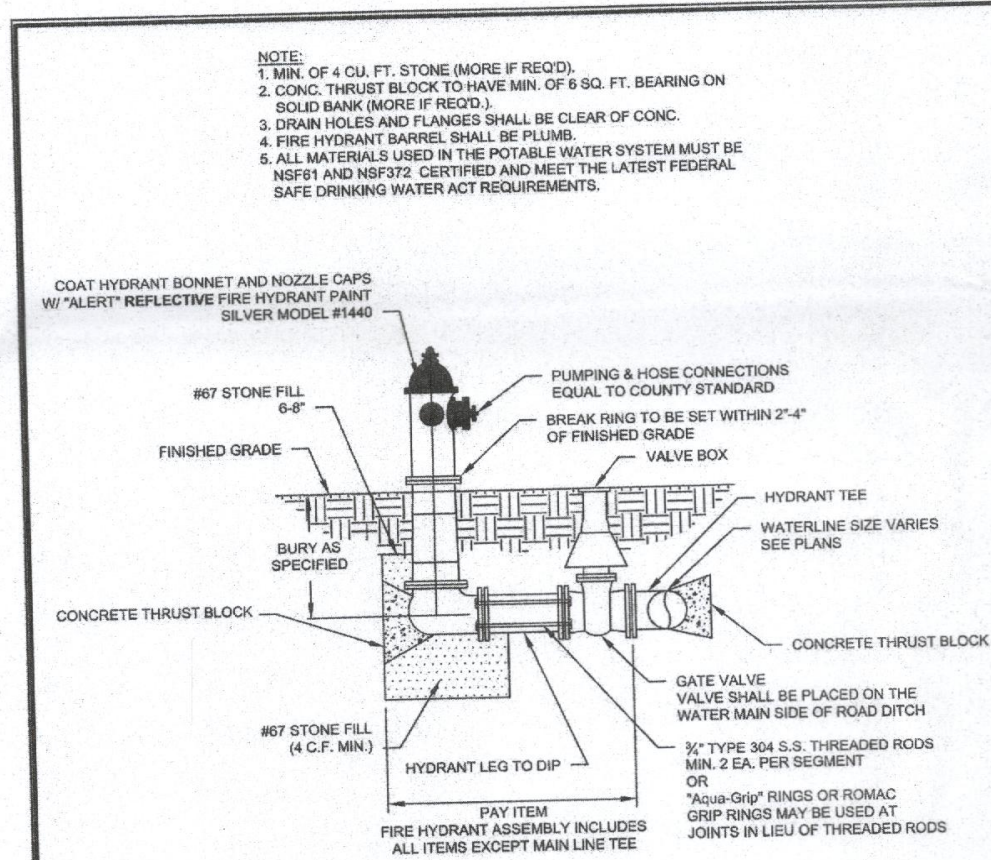
Job: 17055	Date: 11/01/17	Revision: 002
File: 17055-PRELIM	Drawn: RVM	Sheet: 3 OF 4



- NOTE:**
- CONTRACTOR SHALL PLACE METER BOX IN NON TRAFFIC AREA ONLY, OUTSIDE FENCED AREAS.
 - PLASTIC METER BOX SHALL BE CERTIFIED 40% KIDNAP, 40% KIDNAP, OR APPROVED EQUAL.
 - CONTRACTOR SHALL CENTER METER YOKES IN METER BOX.
 - METER YOKES TO METER BOX SHALL BE 1/2" DIA. FOR 1/2" YOKES OR APPROVED EQUAL.
 - METER TO MEET ANNA-CARD STDS. AND SPECS.
 - METER YOKES TO BE PROVIDED AND SET BY JOHNSTON COUNTY. METER WILL NOT BE INSTALLED IF THE SETTER IS NOT CENTERED IN THE BOX. THE SETTER HAS BEEN PULLED UP ON ONE END, THE SETTER IS NOT CENTERED IN THE BOX. THE SETTER IS TO BE PULLED UP TO THE OTHER END, THE SETTER IS NOT CENTERED IN THE BOX. THE SETTER IS TO BE PULLED UP TO THE OTHER END, THE SETTER IS NOT CENTERED IN THE BOX.
 - THE 3/4" GATE VALVE HAS NOT BEEN INSTALLED WITHIN 12 INCHES OF THE METER BOX.
 - ALL MATERIALS USED IN THE POTABLE WATER SYSTEM MUST BE MEET AND MEET THE LATEST FEDERAL SAFE DRINKING WATER ACT REQUIREMENTS.
 - SERVICE LINE TO HOME MUST PASS PLUMBING INSPECTION PRIOR TO SETTING METER.

3/4" & 1" WATER METER SERVICE DETAIL
NOT TO SCALE

Drawn By:	Name:	Date:
Checked By:	Name:	Date:
Approved By:	Name:	Date:
Scale:	1" = 10'	
Job:	17055-CLAYTON	
Sheet:	4	



FIRE HYDRANT ASSEMBLY
NOT TO SCALE

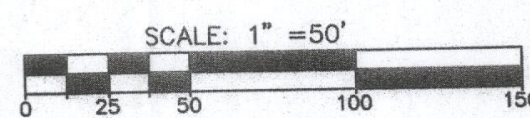
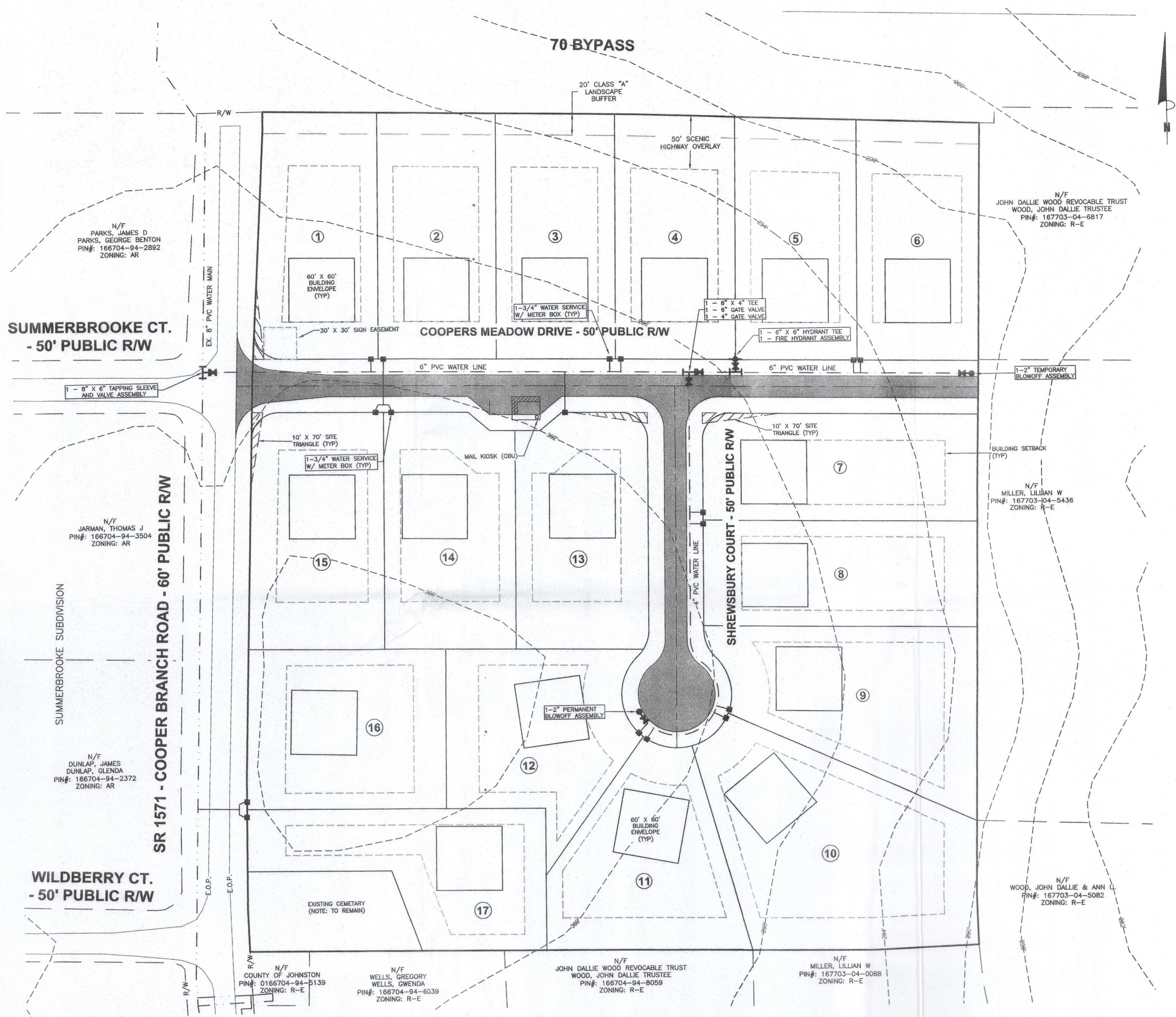
"FIRE HYDRANTS INSTALLED ON EXISTING 6" WATER MAINS, MUST BE INSTALLED USING A 6"x6" TEE CUT INTO THE EXISTING WATER MAIN. FIRE HYDRANTS INSTALLED ON EXISTING WATER MAINS LARGER THAN 6", CAN BE INSTALLED USING A TAPPING SLEEVE AND VALVE ON THE EXISTING WATER MAIN.

Drawn By:	Name:	Date:
Checked By:	Name:	Date:
Approved By:	Name:	Date:
Scale:	1" = 10'	
Job:	17055-CLAYTON	
Sheet:	4	

CALL BEFORE YOU DIG!

NORTH CAROLINA LAW REQUIRES NOTIFICATION OF THE UNDERGROUND FACILITY OWNER NOT LESS THAN TWO (2) BUT NO MORE THAN TEN (10) WORKING DAYS PRIOR TO EXCAVATION OR DEMOLITION.

North Carolina One-Call Center, Inc.
www.ncocc.org
1-800-632-4949

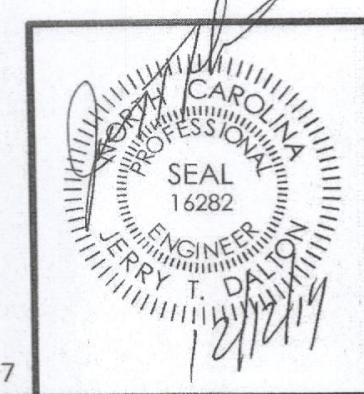


- NOTES:**
- N.C.D.O.T. WILL REVIEW AND APPROVE ROADWAY IMPROVEMENTS.
 - CONSTRUCTION/UTILITY PLANS TO BE REVIEWED AND APPROVED BY THE ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.
 - INFRASTRUCTURE RELATED CONSTRUCTION WILL BE REVIEWED BY THE ENGINEERING DIVISION OF PUBLIC WORKS.
 - STRUCTURE RELATED DRAWINGS WILL BE PERMITTED, REVIEWED AND INSPECTED IN ACCORDANCE WITH NORTH CAROLINA BUILDING CODE BY THE TOWN OF CLAYTON BUILDING INSPECTIONS.

**PRELIMINARY UTILITY PLAN
FOR
COOPERS MEADOW SUBDIVISION
CLAYTON TOWNSHIP - JOHNSTON COUNTY, N.C.**

REVISION 001: ADDRESS TOWN OF CLAYTON COMMENTS - 12/12/17

**REVIEW ONLY
NOT FOR CONSTRUCTION**



Dalton Engineering and Associates, P. A.

446 East Main Street
P.O. Box 426
Clayton, NC 27520

(919) 550-4740
Fax (919) 550-4741

Job: 17055	Date: 11/01/17	Revision: 001
File: 17055-PRELIM	Drawn: RVM	Sheet: 4 OF 4

Dalton Engineering

and Associates, P.A.



November 15, 2017

John D. & Ann U. Wood
286 Little Creek Church Rd
Clayton, NC 27520
166703-04-5082

Dear Mr. and Mrs. Wood:

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

Meeting Date: Tuesday, December 5, 2017 Meeting Time: 6:30 PM

Meeting Location: Dalton Engineering and Associates, P.A.
446 East Main Street
Clayton, NC 27520

Type of Application: Major Subdivision Application

Project/proposal property address: The project is located directly adjacent to and North of 2300 Cooper Branch Road, Clayton, NC 27520. The project site is located east of the existing Summerbrooke Subdivision.

Description of project/proposal: The Developer of the subject project has submitted a Major Subdivision Application to the Town due to an interest in developing the parcel into a subdivision containing 17 single-family residential lots.

Upcoming public meetings for this application (Planning Board and/or Town Council):
Planning Board and Town Council

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

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

446 East Main Street ▲ P.O. Box 426 ▲ Clayton, NC 27528 ▲ (919) 550-4740/Fax (919) 550-4741

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

If you have any questions prior to or after this meeting, you may contact our office at 919-550-4740. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Barnes".

Jonathan Barnes
Dalton Engineering and Associates, P.A.

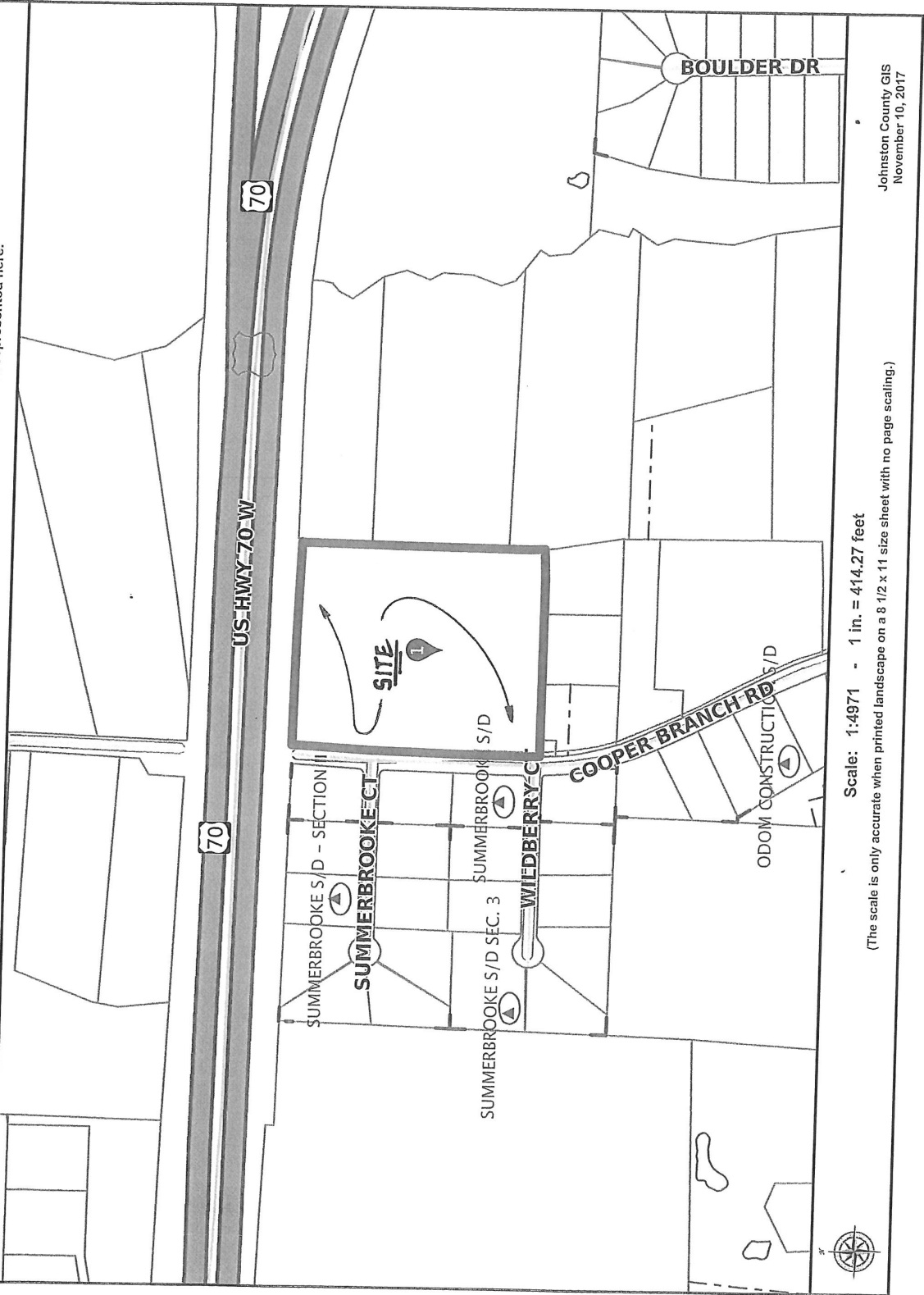
Cc: Town of Clayton Planning Dept.

COOPERS MEADOW SUBDIVISION



*** DISCLAIMER ***

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



Scale: 1:4971 - 1 in. = 414.27 feet

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

Johnston County GIS
November 10, 2017

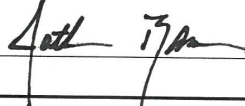
NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Date of Mailing: November 16, 2017

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached):

Printed Name: Jonathan Barnes

Signature: 

Date of Meeting: Tuesday, December 5, 2017 Time of Meeting: 6:30 p.m.

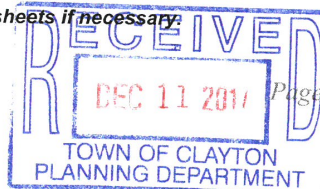
Location of Meeting: Dalton Engineering and Associates, P.A. 446 East Main Street Clayton, NC 27520

Meeting Summary/Minutes: *provide a summary of the discussion held at the meeting, including issues raised and any changes made by the applicant as a result of the meeting.*

There were a total of six Participants that attended the Neighborhood Meeting held for subject project, including one Representative of the Applicant. A general overview of the project was provided to the Participants, as well as the meeting dates and location of the upcoming public hearings. Issues that were raised during the Neighborhood Meeting included the location of a graveyard located on the parcel proposed to be developed, the concern of stormwater runoff onto adjacent properties, and the concern of traffic movement during Contractor mobilization and the site construction efforts. At the conclusion of the Neighborhood Meeting, each family that attended was provided a blank Summary Form in order to write down their comments and concerns. As of the end of the business day on 12/11/17, our office has not received any of the family's Summary Forms. Two other adjacent Property Owners (Dallie and Ann Wood) stopped by our office during the early afternoon of 12/5/17 to view the subdivision lot layout and street alignment. At the conclusion of their office visit, they did not voice any concerns or comments. One change that has been made to the Preliminary Lot Layout Sheet has been the addition of the area which contains the graveyard, as well as the configuration of some of the lot lines adjacent to the graveyard area. Jonathan Barnes - Dalton Engineering and Associates, P.A. (Applicant)

Please write clearly (or submit a typed summary), and use additional sheets if necessary.

01/06/2016



Page 6 of 17

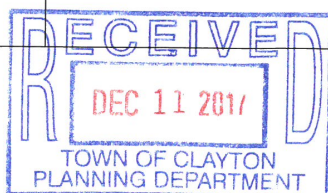
NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant: Dalton Engineering & Associates, P.A.

Location/Date: Dalton Engineering & Associates, P.A. 446 East Main Street Clayton, NC 27520 12/5/17

	NAME	ADDRESS
1	JONATHAN BARNES	446 EAST MAIN ST. CLAYTON, NC
2	Lucretia Wells	2270 Cooper Branch Rd Clayton NC
3	Collette P...	2252 Cooper Branch Rd Clayton NC
4	Melanie Rice	2252 Cooper Branch Rd., Clayton NC.
5	Thomas Jarman	2377 Cooper Branch Rd Clayton NC
6	<u>NOTE: MRS. THOMAS JARMAN WAS ALSO PRESENT</u>	
7	<u>DURING THE NEIGHBORHOOD MEETING.</u> JWB 12/5/17	
8		
9		
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15		
16		
17		
18		
19		
20		

01/06/2016



Page 9 of 17

NEIGHBORHOOD MEETING SUMMARY FORM

FILL OUT THE FOLLOWING:

Date of Mailing: November 16, 2017

I hereby attest that letters were mailed to the addresses listed on the Adjacent Property Owners List (attached):

Printed Name: Jonathan Barnes

Signature: *Turna Wills*

Date of Meeting: Tuesday December 5, 2017 Time of Meeting: 6:30

Location of Meeting: Dalton Engineering & Associates, P.A. 446 East Main St Clayton, NC 27520

Meeting Summary/Minutes: *provide a summary of the discussion held at the meeting, including issues raised and any changes made by the applicant as a result of the meeting.*

*Graveyard - headstones, and graves without headstones
if they will have Homeowner Association
of Jt. of Homes*

Please write clearly (or submit a typed summary), and use additional sheets if necessary.

01/06/2016

Page 6 of 17



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

January 17, 2018

RE: Project # 2017-177-SD, Cooper's Meadow residential subdivision

Dear Clayton Area Property Owner:

The Clayton Town Council will hold an evidentiary hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider a request to develop 11.9 acres into a 17-lot single family residential subdivision. The property is located off of Cooper Branch Road, just south of US Hwy 70 Bypass. Please see the map on the back of this letter. The present zoning is Residential-Estate (R-E) and the property is located within the Town's extraterritorial jurisdiction. Parcel number 166704-94-8640.

Based upon records in the Johnston County Tax Office, you are the owner of property that is within 100 feet of this request. You are invited to attend this meeting and express your opinions on this request to Council. During an evidentiary hearing, the Clayton Town Council must decide findings of fact based solely upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath. This is an open meeting and the public is invited to attend.

If you should need additional assistance or information, please contact the Planning Department at (919) 553-5002 or jwmcleod@townofclaytonnc.org.

Sincerely,

Jay McLeod, AICP
Senior Planner

cc: File folder: 2017-177-SD, Cooper's Meadow residential subdivision



**TOWN OF CLAYTON
PLANNING BOARD WRITTEN RECOMMENDATION
PRELIMINARY SUBDIVISION PLAT:**

**Cooper Meadows – Major Subdivision
2017-177-SD**

On December 19, 2017 the Planning Board heard the above-referenced request and made the following vote:

Recommendation to the Town Council to

☐ approve the request;

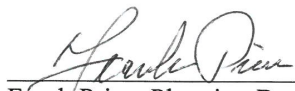
☒ approve the request with the following modified or added conditions:

with condition to be modified.

☐ deny the request.

Recommendation(s) made this 19th day of December 2017 while in regular session.

Signed:



Frank Price, Planning Board Chair

PUBLIC NOTICE

In accordance with NC GS 160A-364 the Clayton Town Council will hold an evidentiary hearing on February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider preliminary plat (major subdivision) request 2017-177-SD, Cooper's Meadow requesting to develop a 17-lot residential subdivision. The property is bounded by Cooper Branch Road to the west and US Hwy 70 Bypass to the north; parcel tag number 05i05056.

During an evidentiary hearing, the Clayton Town Council must make findings of fact based upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath.

This is an open meeting and the public is invited to attend.

Jay McLeod, Planner
919-553-5002

The Clayton News Star

Please advertise on the following dates:
Jan. 26 & Feb. 2, 2018

Affidavit of publication required.



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Items Scheduled for the Regular Meeting

Item Title

2017-172-SUP Goodson Tract Townhomes Special Use Permit

Presenter *(Name & Title)*

Planning Department

Summary/Description

Special Use request to develop 64 townhomes on 7 acres of land, zoned Residential-10.

Requested Action

Set Public Hearing

Additional Documents To Be Included in Agenda Packet

Staff Report Maps
Application
Neighborhood Meeting Materials
Associated Site Plan
Wastewater Allocation Request
Traffic Letter
NCDOT Email
Adjacent Property Letter
Newspaper Ad
Planning Board Recommendation



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

SPECIAL USE APPLICATION

Pursuant to Article 7, Section 155.711 of the Unified Development Code, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Special Use. Special Uses are uses that may be appropriate in a particular district, but have the potential to create incompatibilities with adjacent uses.

Application Fee: \$400.00.

Advertisement Fee: \$100.00.

All fees are due when the application is submitted.

Please note that Section 155.702(B) of the Unified Development Code requires a Neighborhood Meeting for all Special Use Permit applications.

APPLICATION TYPE

☒ New Special Use Permit

☐ Major Modification to an approved SUP

Permit Modified: _____

SITE INFORMATION

Name of Project: Goodson Tract Acreage of Property: 7

Parcel ID Number: 05402020 Tax ID: 4710390

Deed Book: 04938 Deed Page(s): 0100

Address/Location: Off of City Rd.

Existing Use: Vacant Proposed Use: R-10-SUP

Is project within a Planned Development? ☒ No ☐ Yes

Planned Development District (if applicable): _____

Is project within an Overlay District: ☒ No ☐ Yes

Overlay District (if applicable): _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: \$ 500 - Permit Number: 2017-172-SUP

version 01/06/2016

Page 1 of 9

PROPERTY OWNER INFORMATION

Name: Sam's Branch, LLC
 Mailing Address: 114 W. Main St. Suite 102 Clayton, NC 27520
 Phone Number: 919-763-7278 Fax: N/A
 Email Address: donnie@adamsandhodge.com

APPLICANT INFORMATION

Applicant: Adams & Hodge Engineering, PC
 Mailing Address: 335 Athletic Club Blvd.
 Phone Number: 919-763-7278 Fax: N/A
 Contact Person: Donnie Adams
 Email Address: donnie@adamsandhodge.com

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany a Conditional Use Permit (CUP) application.

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
1. A pre-application conference was held with Town of Clayton staff. Date: _____	☒	☐			
2. Review Fee (\$400) and Application Fee (\$100)	☒	☐			
3. Completed application (9 copies)	☒	☐			
4. Owner's Consent Form (9 copies)	☐	☒			
5. Adjacent property owners list (9 copies)	☒	☐			
6. Wastewater allocation request OR verification of wastewater allocation (9 copies)	☒	☐			
7. Signed and sealed traffic impact analysis (2 copies)	☐	☒			
8. If applicant is concurrently applying for site plan approval, a copy of the proposed site plan.	☒	☐			
9. Neighborhood meeting notice letter (9 copies) <i>See sample letter and meeting requirements included in this packet</i>	May be provided at time of submittal if meeting date is known – otherwise must be submitted by email or mail on date the letter is mailed out.				
10. Set of stamped, addressed envelopes using the adjacent property owners list	May be provided at time of submittal OR no later than 25 days prior to the Town Council meeting.				
11. Neighborhood meeting summary form (9 copies) <i>Form is included in this packet</i>	Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.				

Note: More information may be requested by the Planning Department depending on the project

FINDINGS OF FACT

Section 155.706(I)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:

- (1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.
This subdivision meets all applicable regulations and conforms to the UDC.
- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.
The subdivision design is such that it will be beneficial to orderly development on adjacent tracts.
- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.
The subdivision is designed to provide proper traffic flow within the neighborhood and provides appropriate points of connection to the existing street system for safe ingress and egress.
- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.
This subdivision is consistent with the orderly growth and development pattern of the town.

Project Name: Goodson Tract

Donnie Adams
Print Name

[Signature]
Signature of Applicant

11-1-17
Date

01-06-2016

Page 4 of 17

EXPLANATION OF PROJECT

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

64 Townhome units

APPLICANT AFFIDAVIT

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

Donnie Adams
Print Name


Signature of Applicant

11-1-17
Date



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

*Planning Board
December 19, 2017*

STAFF REPORT

Application Number: 2017-172-SUP
Project Name: Goodson Tract Special Use Permit

NC PIN / Tag #: 166909-06-4838/ 05H02020
Town Limits/ETJ: Town Limits
Applicant: Adams & Hodge Engineering
Owner: Sam's Branch, LLC
Location: Off City Road, south of Legend Park

Public Noticing:

- Neighborhood meeting held on December 5, 2017
- Sign posted prior to December 8, 2017
- Letters mailed prior to January 26, 2018
- Newspaper published January 26, 2018 and February 2, 2018

REQUEST: The applicant is requesting a Special Use Permit to allow 64 townhomes to be developed on the subject property, which is zoned Residential-10 (R-10). A preliminary plat (major subdivision) application is running concurrently with this request (2017-171-SD).

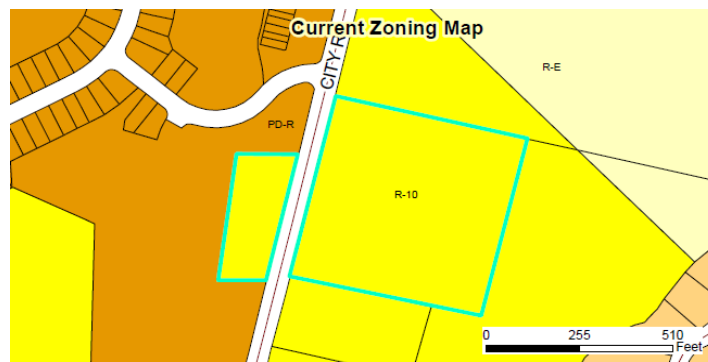


SITE DATA:

Acreage: 7 acres
Existing Use: Vacant

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	Residential-10	Legend Park
South	Residential-10	Single-Family Residential
East	Residential-10	Vacant
West	Planned Development-Residential (PD-R)	Single-Family Residential (Parkview)

**DEVELOPMENT DATA:**

Proposed Uses: Townhomes (64 units)
Buildings: 9 buildings
Density/Intensity: 9.14 units/acre
Impervious Surface: maximum 75% per lot
Required Parking: 144 spaces (2 spaces per unit, plus 1 guest space per 4 units)
Proposed Parking: 160 spaces
Access/Streets: The applicant is proposing the main entrance to be located off Street "A", located to the North. A stub-out is proposed to the South, which will serve as a secondary access if the properties to the south are redeveloped in the future.

STAFF ANALYSIS:

Overview

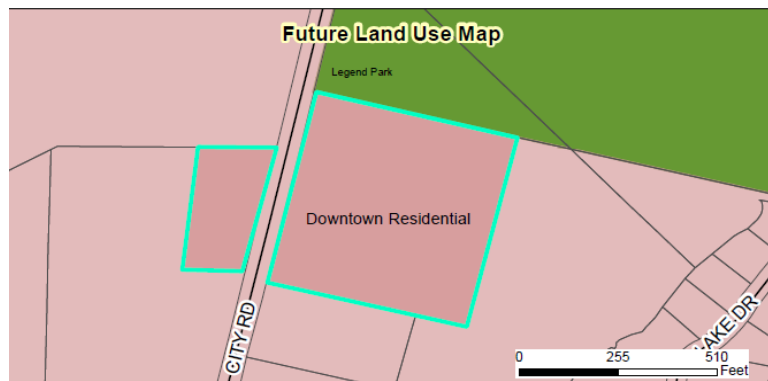
The applicant is requesting a Special Use Permit to allow townhomes on the subject property, which is zoned R-10. A preliminary plat (major subdivision) application is running concurrently with this request (2017-171-SD). As shown within the associated subdivision plan, the property is split into two pieces located east and west of City Road. The portion located to the west will not have any townhomes located on it, and instead will be utilized as passive open space needed to meet the minimum open space requirements for the development. This portion will include a greenway along City Road, connecting to existing greenway. The portion of the development located to the east of City Road is proposed to be developed with 64 total units, located within 9 buildings.

Associated Site Plan

Pursuant to §155.711(D)(1), concurrent with a request for a special use permit, an applicant shall submit a site plan for review and approval. This site plan is processed as any other site plan (in this case as a Preliminary Plat application: 2017-171-SD) with a final decision made by the applicable reviewing body. The details of the site/subdivision plan are outlined partially herein, and in their entirety in the staff report for the associated Preliminary Plat application 2017-171-SD.

Consistency with Adopted Plans

- **Comprehensive Plan 2040**
The future land use map designates this property as “Downtown Residential”. This request is consistent with this designation, which calls for higher-density developments of up to 12 units/acre.
- **Unified Development Code**
The proposed development is consistent with and meets the applicable requirements of the Unified Development Code (UDC).



Compatibility with Surrounding Land Uses

The proposed use is a residential subdivision and is compatible with the surrounding land uses, which consist of single-family residential including some higher densities to the west.

Landscaping and Buffering

Based on the zoning district, no landscape buffer is required along adjacent properties since they are all zoned Residential-10 as well. However, the applicant is required to provide a Class "A" landscape buffer along City Road, in order to meet the street buffer requirements of the Unified Development Code. The applicant is also proposing landscaping throughout the site, in order to meet the street tree requirements and 20% interior landscape requirement of the UDC. The portion of the property across City Road, which serves as passive open space for the development, is proposed to remain wooded.

Access/Streets

The main access to the site will be located off Street "A" located to the North. This street is proposed to be a public street and will also serve as an entrance to Legend Park. The streets within the development are proposed to be private. A stub-out will connect to the property to the South, which will serve as a required secondary access in the future. Staff is recommending a condition of approval requiring the stub-out to be constructed to the property line, prior to issuance of the 30th certificate of occupancy, as a part of the associated Major Subdivision application (2017-171-SD).

Traffic

Based on the peak hour trip generation, a full traffic study was not required. The applicant has provided a traffic letter (included as an attachment to this staff report) which indicates the future left turn onto proposed Street "A" will satisfy peak hour demands. NCDOT has reviewed the letter submitted by the applicant, and concurs with its findings.

Multi-Modal Access

Interior sidewalks are located throughout the development, connecting to the future Sam's Branch Greenway that will be located along Street "A". Greenway is also provided across City Road, along the portion of the property that is designated as passive open space. This greenway will connect to the existing greenway along City Road, developed as a part of the Parkview development.

Garbage / Recycling

Two dumpster units will be provided within the development. These will be located in the center of the development, with sidewalk connections for pedestrian accessibility. The dumpster enclosures will be brick and 8' in height to meet UDC requirements.

Architecture/Design

The applicant is proposing 9 buildings, which will have a minimum 20' building separation. These buildings will consist of vinyl siding, and will contain 2 bedroom/2 bathroom units.

CONSIDERATIONS:

- This plan is subject to final approval by Town Council.

FINDINGS:

The applicant has addressed the Special Use Major Subdivision Approval Criteria outlined in UDC Section 155.711. The applicant's Findings of Fact are incorporated into the record as an attachment to the Staff Report.

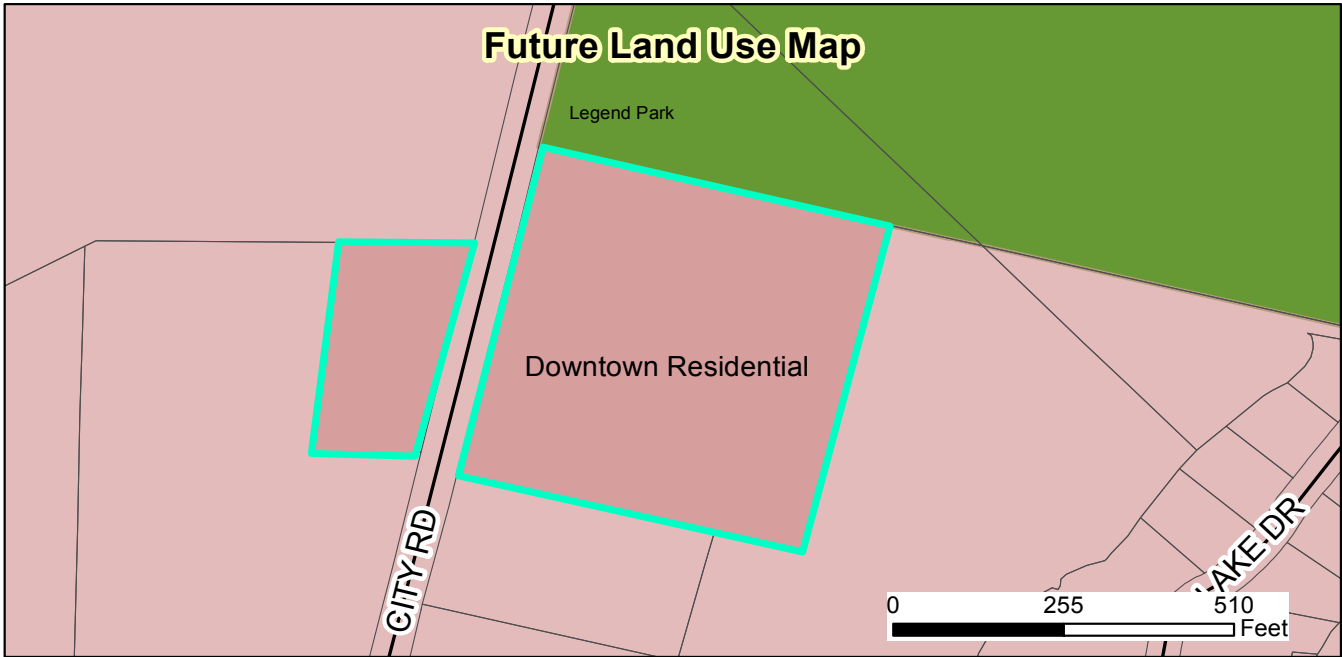
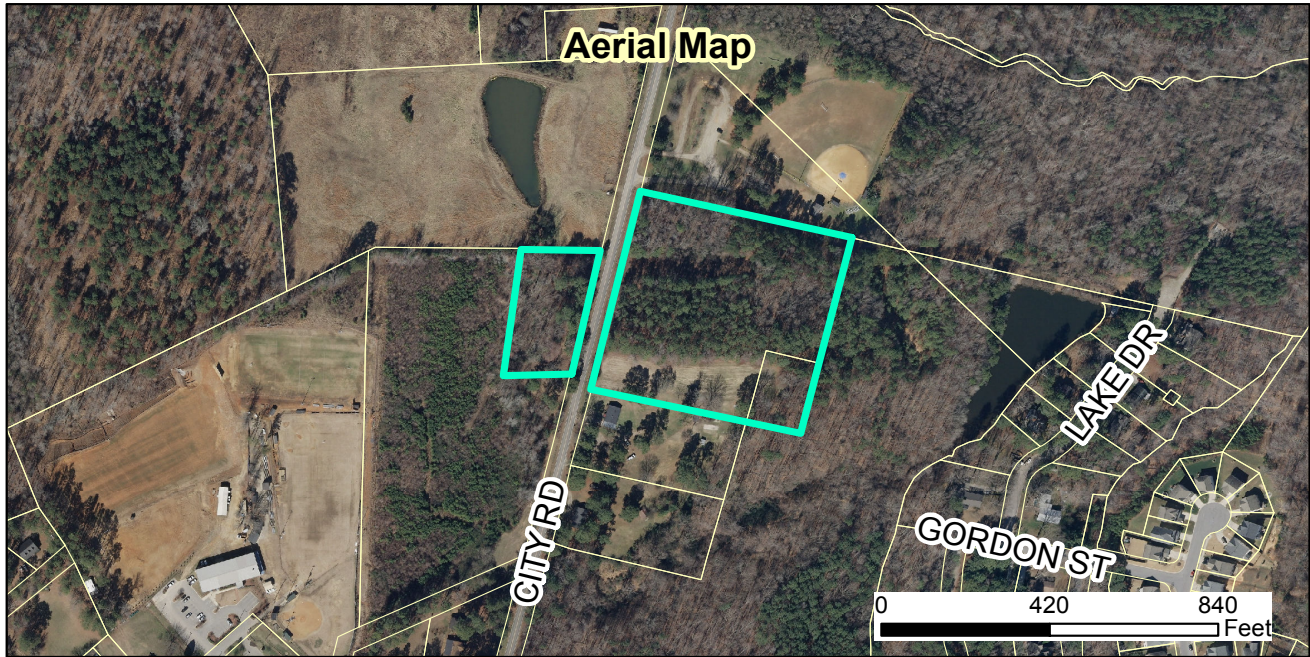
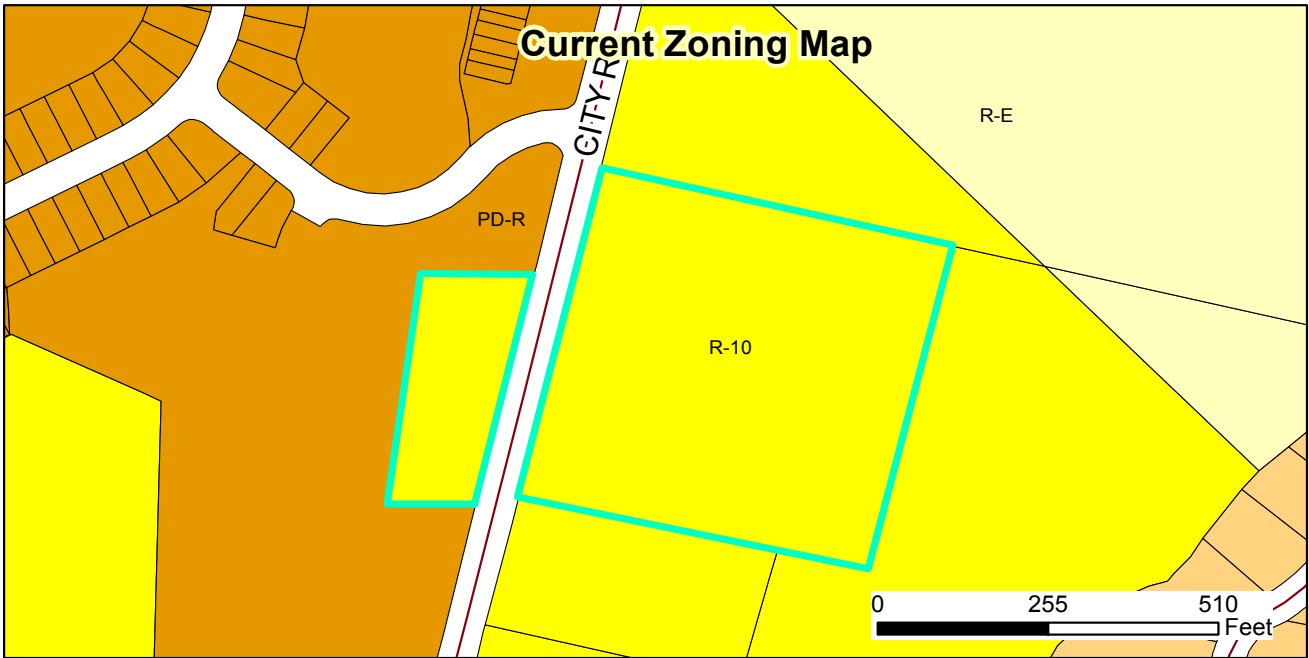
CONDITIONS:

If approved, staff recommends the following conditions be applied to the approval of the Special Use Permit:

1. These Conditions of Approval, and any others associated with the Preliminary Plat (2017-171-SD) shall be recorded upon the final plan set, which will be delivered to the Planning Department for review and final approval.
2. The final plat and subsequent development of the site shall be consistent with the specifications of the associated approved Preliminary Subdivision Plan (2017-171-SD). Modifications may require additional approvals pursuant to Section 155.706 of the Unified Development Code.

ATTACHMENTS:

- 1.) Staff Report Maps
- 2.) Application
- 3.) Neighborhood Meeting Materials
- 4.) Associated Site Plan
- 5.) Wastewater Allocation Request
- 6.) Traffic Letter
- 7.) NCDOT Email

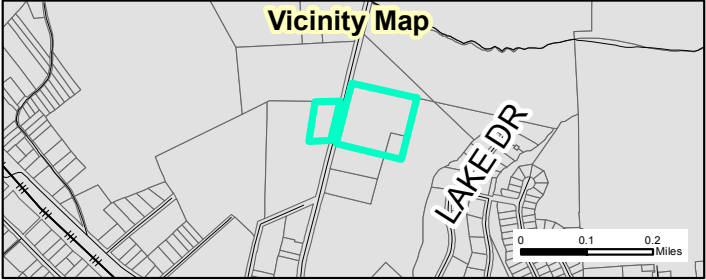


2017-172-SD Goodson Tract Townhomes Special Use Permit
Request: To develop 64 townhomes on property zoned R-10

Applicant: Adams & Hodge Engineering
 Property Owners: Sam's Branch LLC
 Parcel ID: 166909-06-4838
 Tag #: 05H02020



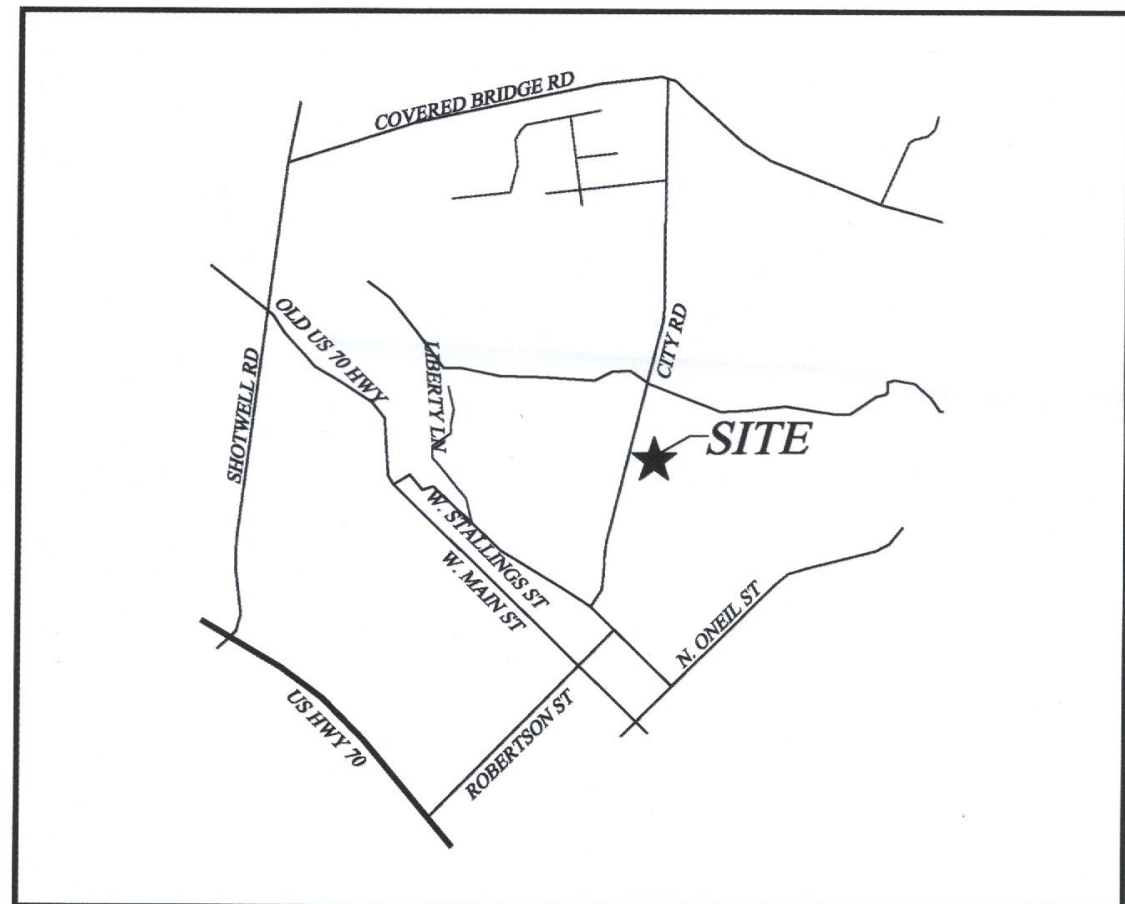
Document Path: O:\PLANNING\SPECIAL USE\2017\2017-172-SUP Goodson Tract Townhomes\Staff Report Maps\Staff Report Map- 2017-172-SUP Goodson SUP.mxd



12/11/17
 Produced by: TOC Planning
 Disclaimer: Town of Clayton assumes no legal
 responsibility for the information represented here.

PRELIMINARY SUBDIVISION PLAN

GOODSON TRACT IN TOWN OF CLAYTON



SITE VICINITY MAP
NOT TO SCALE

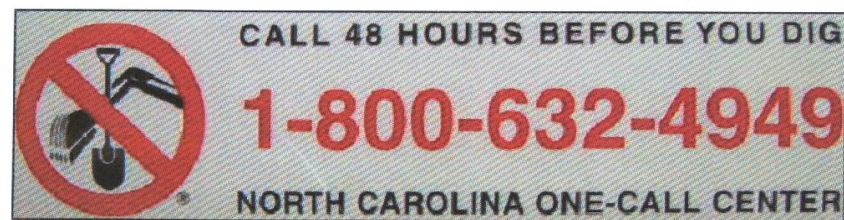
SHEET INDEX

SHEET TITLE	SHEET No.
EXISTING CONDITIONS.....	EC1
SITE PLAN.....	SP1
LANDSCAPE PLAN.....	SP2
UTILITY PLAN.....	UT1
GRADING PLAN.....	GR1
REGULATORY STANDARDS.....	RS1

DEVELOPER/APPLICANT:

SAM'S BRANCH, LLC
114 W. MAIN ST
CLAYTON, NC 27520

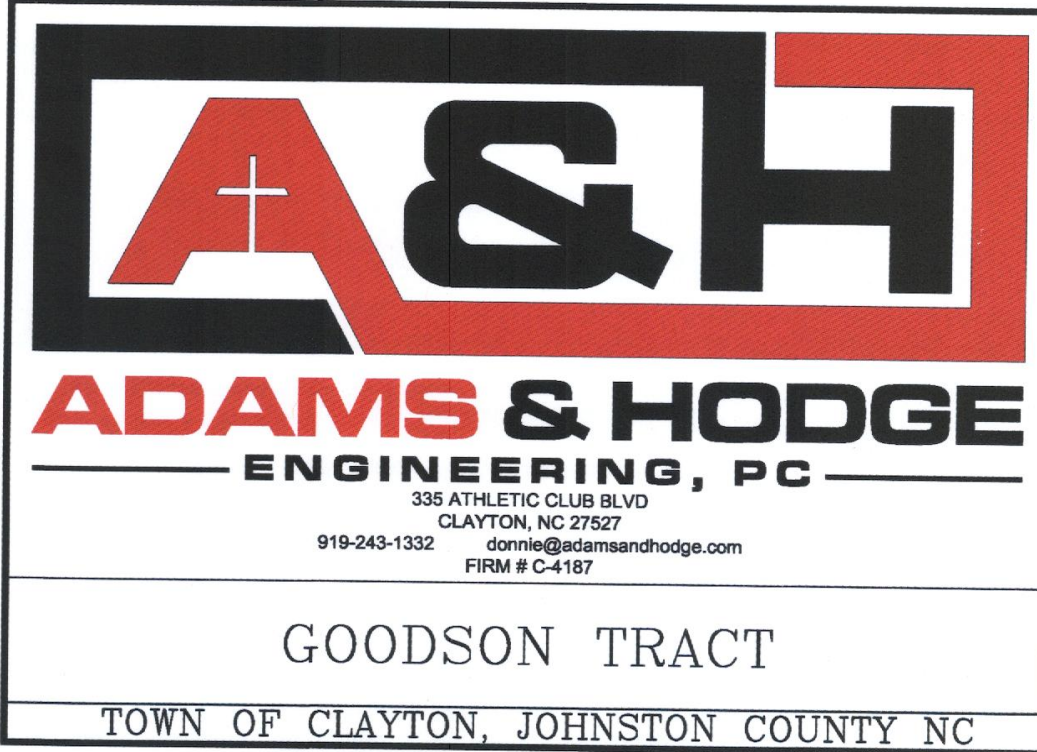
CONTACT/AGENT: DONNIE C. ADAMS, PE
919 763-7278



NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



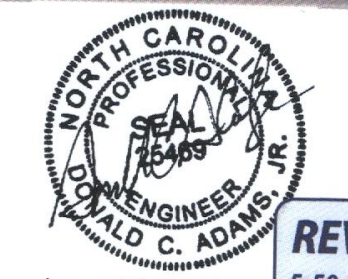
OCTOBER 31, 2017
DECEMBER 4, 2017 AS PER TOC



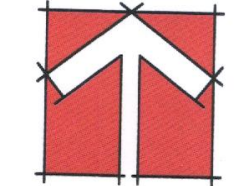
2017-171-SD GOODSON TOWNHOMES MAJOR SUBDIVISION



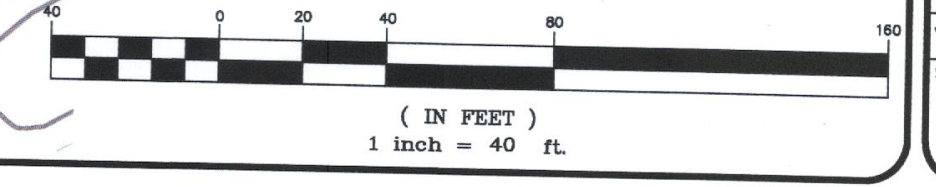
NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



GRAPHIC SCALE



ADAMS & HODGE ENGINEERING, PC	GOODSON TRACT	DESIGN: DCA/ADS
	TOWN OF CLAYTON, NC 27520	DRAWN: ADS
EXISTING CONDITIONS		CHECKED: DCA
		HORIZONTAL SCALE: SEE DRAWING SCALE
		VERTICAL SCALE: N/A
		DATE: 10/31/2017
	JOB NO: AH-	SHEET
	EC1	

REVISIONS:
335 ATHLETIC CLUB BLVD
CLAYTON, NC 27527
dca@adams-hodge.com
919-241-1132
FIRM # C-187

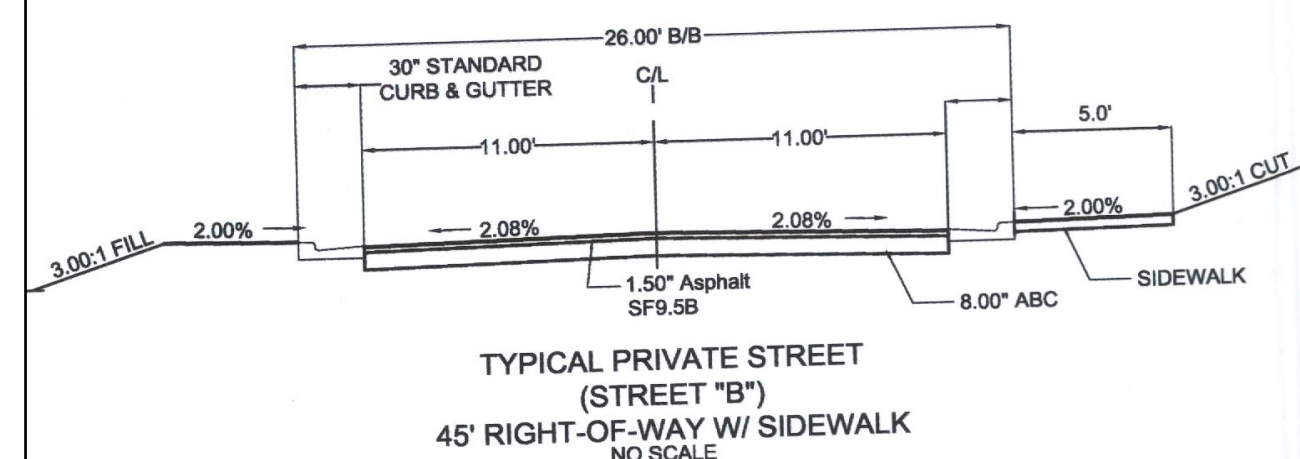
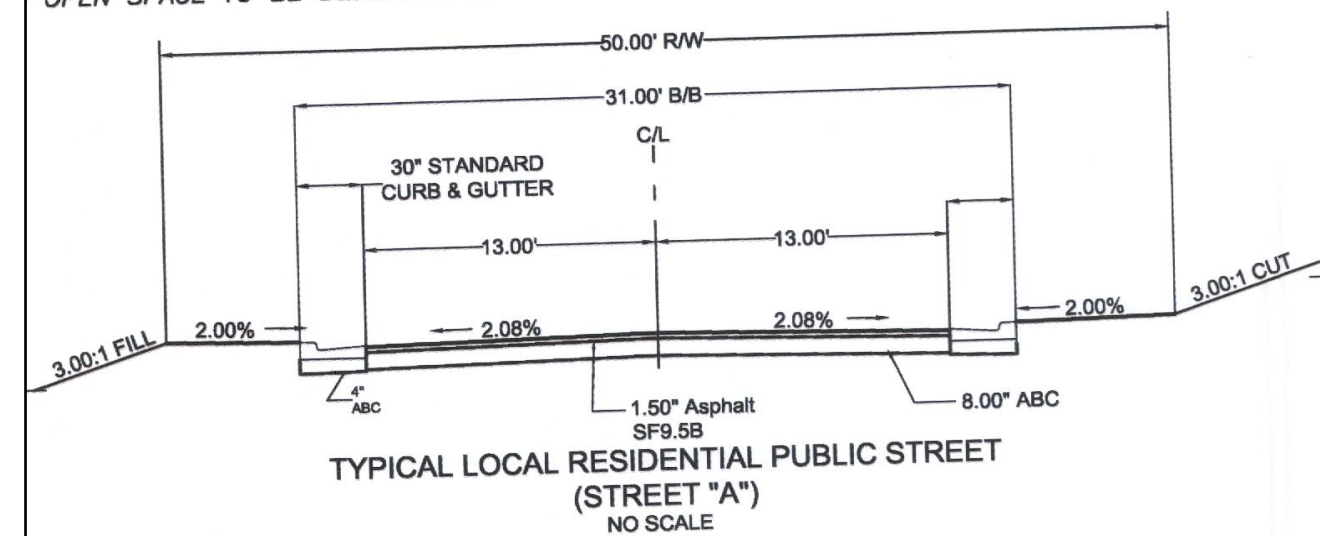


VICINITY MAP
(NO SCALE)

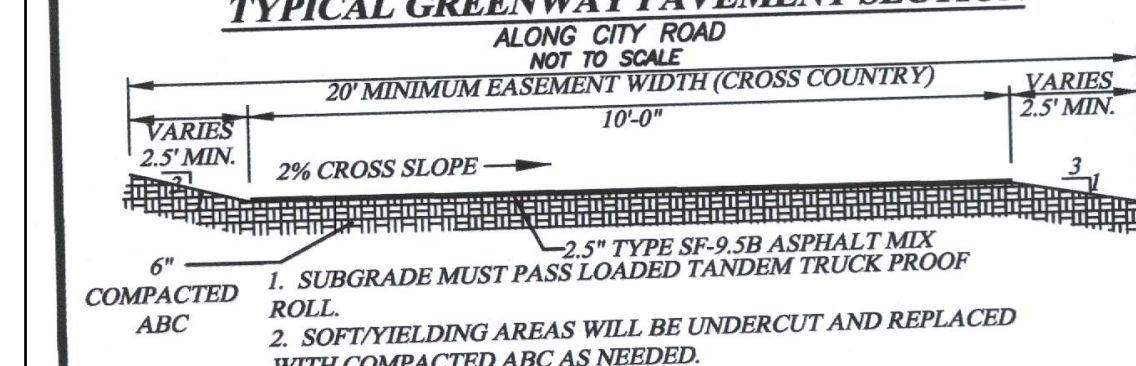
AN INFORMATION:

AN INFORMATION:		SAW'S BRANCH, LLC, 114 W. MAIN STREET, SUITE 102, CLAYTON, NC 27520
TIFICATION NUMBER:		05H02020
IR:		166909-06-4838
		4710390
ZE (SF):		304,814 SF/7.00 ACS
SPACE (SF):		129,378.66 SF/2.91 ACS
LOCATION:		INSIDE TOWN LIMITS
PROPOSED ZONING:		R-10/R-10
USE:		VACANT
UNITS/LOTS:		RESIDENTIAL SINGLE-FAMILY TOWNHOME UNITS
DENSITY:		64
DENSITY:		9.14 UNITS PER ACRE
SIZE:		N/A
BACK		1250 SF
SETBACK		12'
SETBACK		5'
SETBACK		ZERO LOT LINE
PARATION		10'
INTENSITY (GROSS FLOOR AREA):		5'
AVERAGE (AS % OF TOTAL SITE):		20'
PERVIOUS AREA:		53,760 SF (6,720 SF/FLOOR)
IMPERVIOUS AREA PER LOT:		30%
IGHT (NUMBER OF STORIES & FEET):		60%
PROPOSED PARKING:		75%
PROPOSED ACCESSIBLE PARKING:		2 STORY BLDGS / -35'-0"
ROUNDER:		144 SPACES/160 SPACES (2 SPACES PER UNIT, 1 GUEST SPACE PER 4 UNITS)
IDER:		6 8 ACCESSIBLE SPACES
DAILY WASTEWATER FLOW:		TOWN OF CLAYTON
		TOWN OF CLAYTON
		TOWN OF CLAYTON
		64 UNITS @ 250 GPD/UNIT = 16,000 GPD (SUBJECT TO TOC APPROVAL)

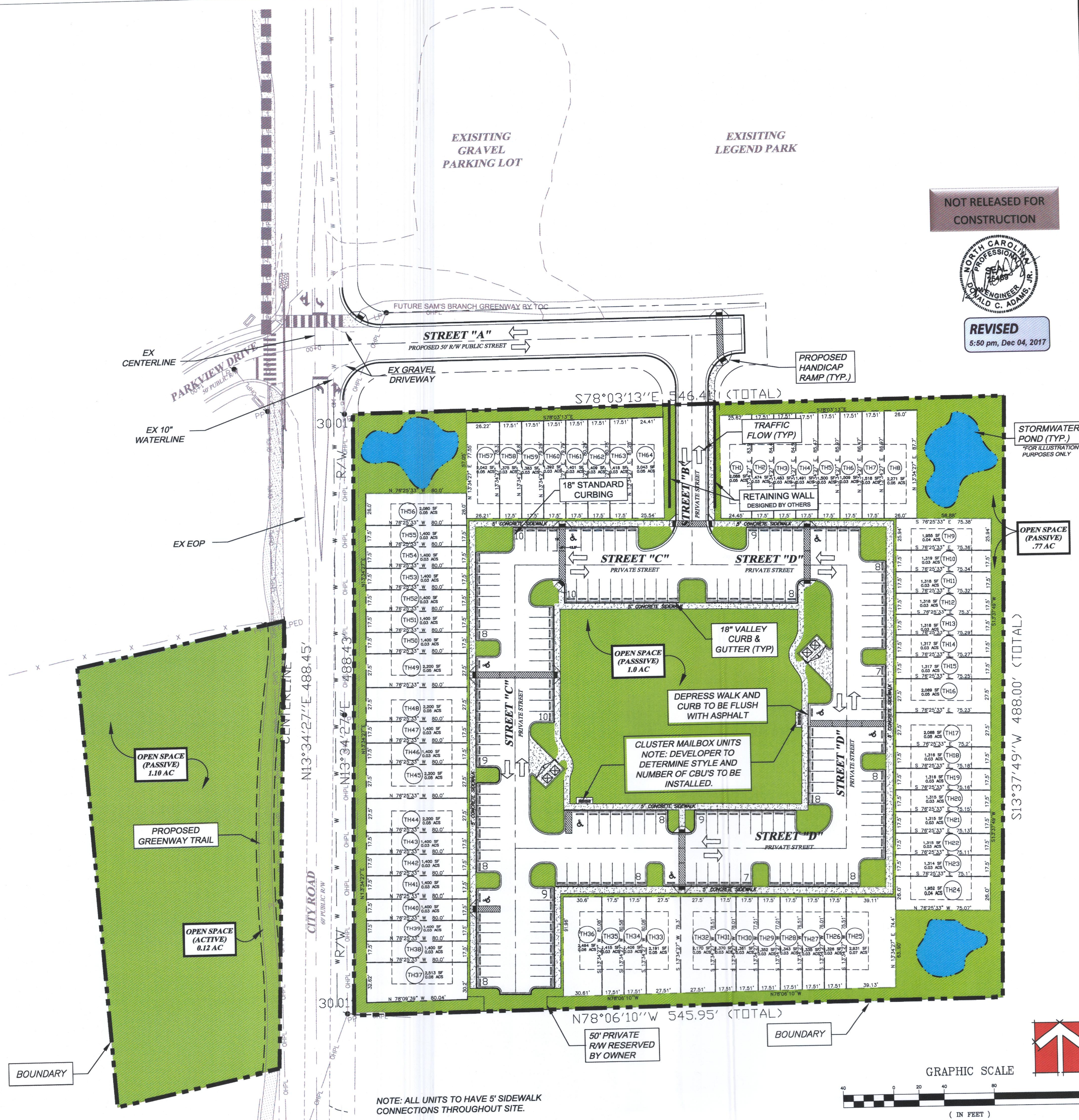
DAILY WASTEWATER FLOW: 64 UNITS @ 250 GPD/UNIT = 16,000 GPD
OPER WILL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY DAMAGED TREES WITHIN AND LAND USE BUFFER.
ROCK CONSERVATION AREA.
PLAIN EXISTS AS PER FEMA FIRM PANEL 3720165900J & 3720166900J DATE 12/02/2015.
LANDSCAPE BUFFERS TO BE MAINTAINED BY HOA.
OPEN SPACE TO BE DEDICATED TO HOA.



TYPICAL GREENWAY PAVEMENT SECTION



NOTE:
1. TOWN OF CLAYTON GREENWAY TRAIL ALONG SAMS
BRANCH AND CITY ROAD TO BE CONSTRUCTED TO TOWN
OF CLAYTON TYPICAL BIKEWAY/GREENWAY PAVEMENT
SECTION STANDARDS REFER TO DETAIL 401.03 FOR SPECIFICS
2. HOA GREENWAY TRAIL SPECIFICATIONS MAY VARY FROM
TOWN OF CLAYTON STANDARDS.



NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 1

335 ATHLETIC CLUB BLVD
CLAYTON, NC 27527
donnie@adamsandhodge.com
919-243-1332
FIRM # C-4187

ADAMS & HODGE
ENGINEERING, PC

GOODSON TRACT

TOWN OF CLAYTON, NC 27520

SITE PLAN

DESIGN	DCA/ADS
DRAWN	ADS
CHECKED	DCA
HORIZONTAL SCALE	SEE GRAPHIC SCALE
VERTICAL SCALE	N/A
DATE	10/31/2017
JOB NO.	AH-

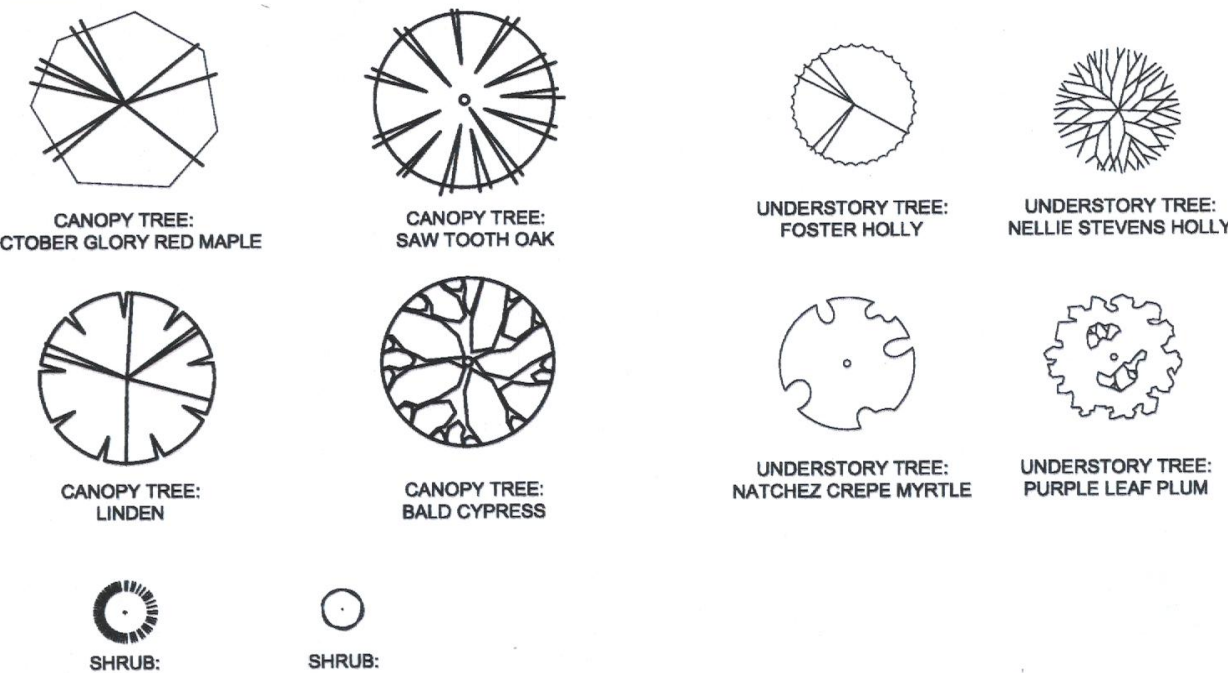
SP1

Plant List

PLANT LIST							
ALIAS	QTY.	BOTANICAL NAME	COMMON NAME	CALIPER	HEIGHT	WIDTH	ROOT
AROG	33	ACER RUBRUM "OCTOBER GLORY"	OCTOBER GLORY RED MAPLE	2.5"	10'-12" MIN.	-	B&B
QA	21	QUERCUS ACUTISSIMA	SAW TOOTH OAK	2.5"	10'-12" MIN.	-	B&B
TD	19	TAXODIUM DISTICHUM	BALD CYPRRESS	2.5"	10'-12" MIN.	-	B&B
YCF	23	TILIA CORDATUM "GREENSPIRE"	LINDEN	2.5"	10'-12" MIN.	-	B&B
UAG	63	ILEX ATTENUATA FOSTERI	FOSTER HOLLY	2"	6'-8" MIN.	-	B&B/ITS GAL
INS	19	ILEX 'NELLIE R. STEVENS'	NELLIE STEVENS HOLLY	2"	6'-8" MIN.	-	B&B/ITS GAL
LN	23	LAGERSTROEMIA INDICA 'NATCHEZ'	NATCHEZ CREPE MYRTLE	2"	6'-8" MIN.	-	B&B/ITS GAL
PCP	16	PRUNUS CERASIFERA 'PURPLE PONY'	PURPLE LEAF PLUM	2"	6'-8" MIN.	-	B&B/ITS GAL
CJ	30	CAEMELLIA JAPONICA	CAEMELLIA	-	24"-30" MIN.	-	7GAL
CP	54	CHAMAECYPARIS PISIFERA "GOLD MOPS"	GOLD MOPS CYPRRESS	-	24"-30" MIN.	-	7GAL
IC	60	ILEX CORNUTA 'BURFORDI'	GLOSSY PRIVET	-	24"-30" MIN.	-	7GAL
LJ	30	LIGUSTRUM JAPONICA	CHALZHO LORPETALUM	-	24"-30" MIN.	-	7GAL
LC	62	LOROPETALUM CHINESE RUBRUM 'ZHIZHOU'	ZHIZHOU LORPETALUM	-	24"-30" MIN.	-	7GAL
AG	30	ABELIA GRANDIFLORA 'LITTLE RHIZO'	ABELIA	-	15'-18" MIN.	-	3GAL
BT	17	BERBERIS THUNBERGIATROPURPUREA "CRIMSON PIGMY"	BAR BERRY	-	15'-18" MIN.	-	3GAL
CH	53	ILEX CORNUTA 'CARRISSA'	CARRISSA HOLLY	-	15'-18" MIN.	-	3GAL
IG	34	ILEX GLABRA	INKBERRY	-	15'-18" MIN.	-	3GAL
JR	48	JUNIPERUS HORIZONTALIS "YOUNGSTOWN"	ANDORRA JUNIPEN	-	-	15'-18" MIN	3GAL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1. ALL PLANTS AND INSTALLATION SHALL BE IN ACCORDANCE WITH TOWN OF CLAYTON RULES, REGULATIONS AND REQUIREMENTS AND, AT THE LEAST, MEET THE TOWN'S MINIMUM REQUIREMENTS FOR PLANTING AND MAINTENANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING PLANT QUANTITIES AND IS TO NOTIFY THE CONTRACTOR ASAP OF ANY DISCREPANCIES BETWEEN THE PLANT LIST AND THE PLAN. 2. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING PLANT QUANTITIES AND IS TO NOTIFY THE CONTRACTOR ASAP OF ANY DISCREPANCIES BETWEEN THE PLANT LIST AND THE PLAN. 3. THE LANDSCAPE CONTRACTOR SHALL ADJUST ANY BUFFER PLANTING AS NEEDED TO MAINTAIN REQUIRED CLEARANCES AROUND TRANSFORMERS, GENERATORS AND OTHER UTILITIES THAT REQUIRE CLEARANCES FOR ACCESS																																																																																																			

Plant Symbol Key



Landscape Data

LANDSCAPE REQUIREMENTS

TOTAL AREA OF LOT:	251,812.71 SQ.FT.	
20% OF LOT AREA:	50,362.54 SQ.FT.	
PLANTINGS REQUIRED:	50.36 CANOPY TREES	PLANTINGS PROVIDED: 50 CANOPY TREES
	100.72 UNDERSTORY TREES	50 UNDERSTORY TREES
	100.72 SHRUBS	101 SHRUBS

STREET TREE PLANTINGS REQUIRED: (4.625) AT 40' O.C. [5 PROVIDED]*
PARKING LOT TREES REQUIRED: (16) [20 PROVIDED]
BUFFER PROVIDED: PROPERTY LINES (2008.79 L.F. OF BUFFER)
BUFFER TYPE: CLASS "A" ALTERNATIVE 3 (10' WIDE)
REMARKS: REZONING REQUIRED 100' LINES OF "A" BUFFER

(2) CANOPY TREES [41 TOTAL] / 41 PROVIDED
(2) UNDERSTORY TREE [41 TOTAL] / 61 PROVIDED
(12) SHRUBS [242 TOTAL] / 242 PROVIDED

*REQUESTING ALTERNATE MEANS OF COMPLIANCE DUE TO AN OVERHEAD POWER LINE LOCATED WITHIN THE BUFFER FOR SAN'S BRANCH ACCESS ROAD ONLY. IT IS ASSUMED THAT STREET TREE PLANTINGS WILL NOT BE REQUIRED ADJACENT TO CITY ROAD DUE TO EXISTING OVERHEAD POWER LINES (OPL).

LANDSCAPE CALCULATION*				
TOTAL AREA OF LOT:	251,812.71 SQ.FT.	PLANT TYPE	REQUIRED**	PROPOSED
20% OF LOT AREA:	50,362.54 SQ.FT.	CANOPY TREE	50	50
REQUIRED LANDSCAPE AREA:	50,362.54 SQ.FT.	UNDERSTORY TREE	50	50
PROPOSED LANDSCAPE AREA:	±100,000 SQ.FT.***	SHRUBS	101	101

* AS PER SECTION 155 402 (D) OF THE UNIFIED DEVELOPMENT CODE

*** PER 1,000 SQ.FT. OF REQUIRED LANDSCAPE AREA

*** INCLUDES THE OPEN SPACE FOR THIS PROJECT

STREET YARD TREES

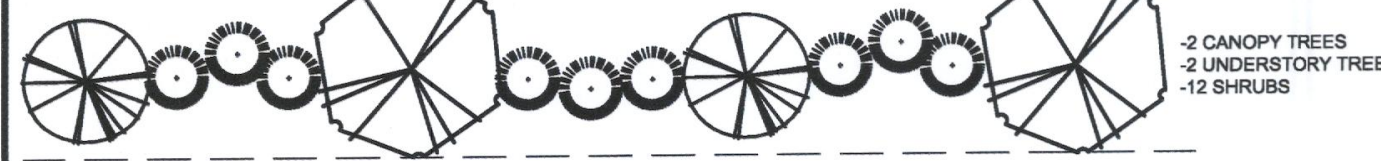
1. STREET YARD TREES SHALL BE REQUIRED ALONG ALL RIGHTS OF WAY AT THE RATE OF ONE CANOPY TREE FOR EVERY 40 LINEAR FT. (SPACE A MAXIMUM OF 50 FT. APART).

2. ALL STREET YARD TREES SHALL BE A MINIMUM OF TWO AND ONE-HALF CALIPER INCHES AT TIME OF PLANTING AND SHALL BE PLANTED IN THE TREE STRIP NO LESS THAN FIVE FT. OR MORE THAN 15 FT. FROM THE BACK OF THE SIDEWALK.

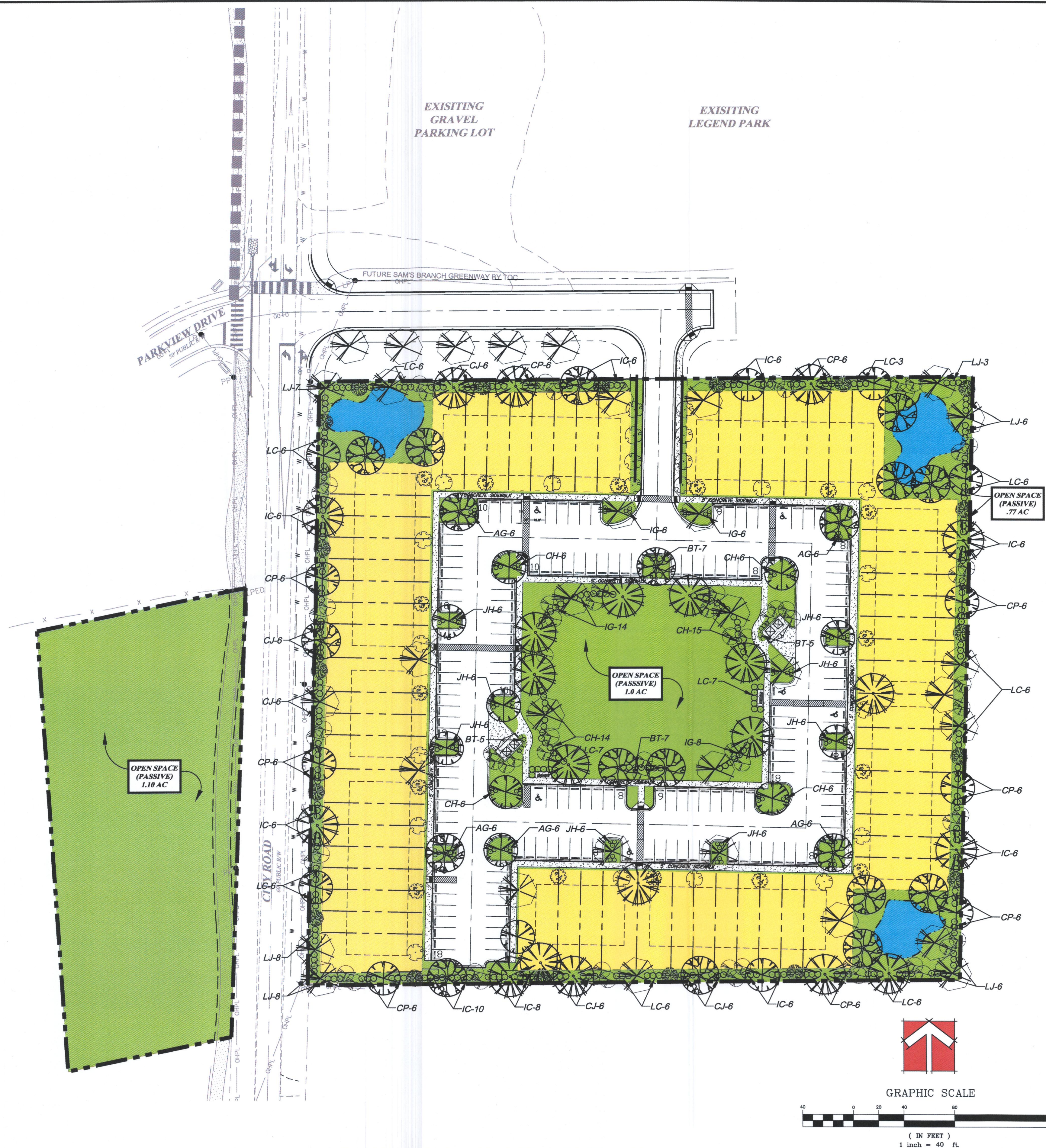
*REQUIRED LANDSCAPE BUFFERS TO BE MAINTAINED BY HOA.
*PROPOSED OPEN SPACE TO BE DEDICATED TO HOA.

CLASS A BUFFER DETAIL

(PLANTS PER 100 LF) ALTERNATE 1, 10' WIDE BUFFER
NOTE: PLANT LAYOUT IS FOR ILLUSTRATIVE PURPOSES ONLY - ACTUALLY LAYOUT MAY VARY



NOTE EXISTING TREES SHALL BE PRESERVED TO THE GREATEST EXTENT POSSIBLE (REQUIRED BY UDC.)



335 ATHLETIC CLUB BLVD CLAYTON, NC 27527 donnie@adamsandhodge.com 919-243-1332 FIRM # C-4187	REVISIONS: 1) 12/04/17 REVERSE PER TOC COMMENTS
--	---

ADAMS & HODGE
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27520

LANDSCAPE PLAN

DESIGN	DCA/ADS
DRAWN	ADS
CHECKED	DCA
HORIZONTAL SCALE	SEE GRAPHIC SCALE
VERTICAL SCALE	N/A
DATE	10/31/2017
JOB NO.	AH-
SHEET	

SP2

1. THERE ARE 64 SINGLE FAMILY TOWNHOME LOTS SERVED BY THIS WATER SYSTEM EXTENSION.
2. THE LENGTHS AND SIZES OF WATER MAIN EXTENSIONS ARE AS FOLLOWS:
±1623 LF OF 6" PVC MAIN

1. THERE ARE 64 SINGLE FAMILY TOWNHOME LOTS SERVED BY THIS GRAVITY SEWER SYSTEM EXTENSION.
2. THE LENGTHS AND SIZES OF SEWER MAIN EXTENSIONS ARE AS FOLLOWS:
± 2 LF OF 8" PVC MAIN

1. THE TOTAL LINEAR OF STREETS:
±1623 LF

1. ALL PUBLIC WATER AND SEWER UTILITY MATERIALS & METHODS OF INSTALLATION TO BE IN ACCORDANCE WITH TOWN OF CLAYTON SPECIFICATIONS AND REQUIREMENTS AND MEET ALL CITY OF CLAYTON SPECIFICATIONS AND REQUIREMENTS.

2. CONTRACTOR SHALL CALL NO. 311 AT 1-800-832-4849 TO VERIFY LOCATION OF EXISTING SERVICES BEFORE BEGINNING.

3. CONTRACTOR SHALL REPAIR ALL AREAS DISTURBED TO THEIR ORIGINAL CONDITIONS. THIS INCLUDES ANY EXISTING UTILITY DAMAGE AND REPAIR OF ANY PAVEMENT, WALKWAYS, DRIVEWAYS, SIDEWALKS, OR INCLUDING BUT NOT LIMITED TO: WATER, SEWER, ELECTRIC, GAS, IRRIGATION, CAVT, FIBER OPTIC, TELEPHONE, LANDSCAPING, PAVEMENT, SIDEWALKS AND CURB & GUTTER.

4. INTERNAL SIDEWALKS TO BE INSTALLED BY BUILDER

5. ALL ACCESS TO OUTFALL WATER AND SEWER EASEMENTS SHALL HAVE A MAXIMUM SLOPE OF 4:1 (H/V) AND A MAXIMUM CROSS SECTION OF 36" DIA.

6. OWNERSHIP AND MAINTENANCE FOR PERMANENT STORM WATER FACILITIES TO BE IN ACCORDANCE WITH JOHNSTON COUNTY AND TOWN OF CLAYTON SPECIFICATIONS.

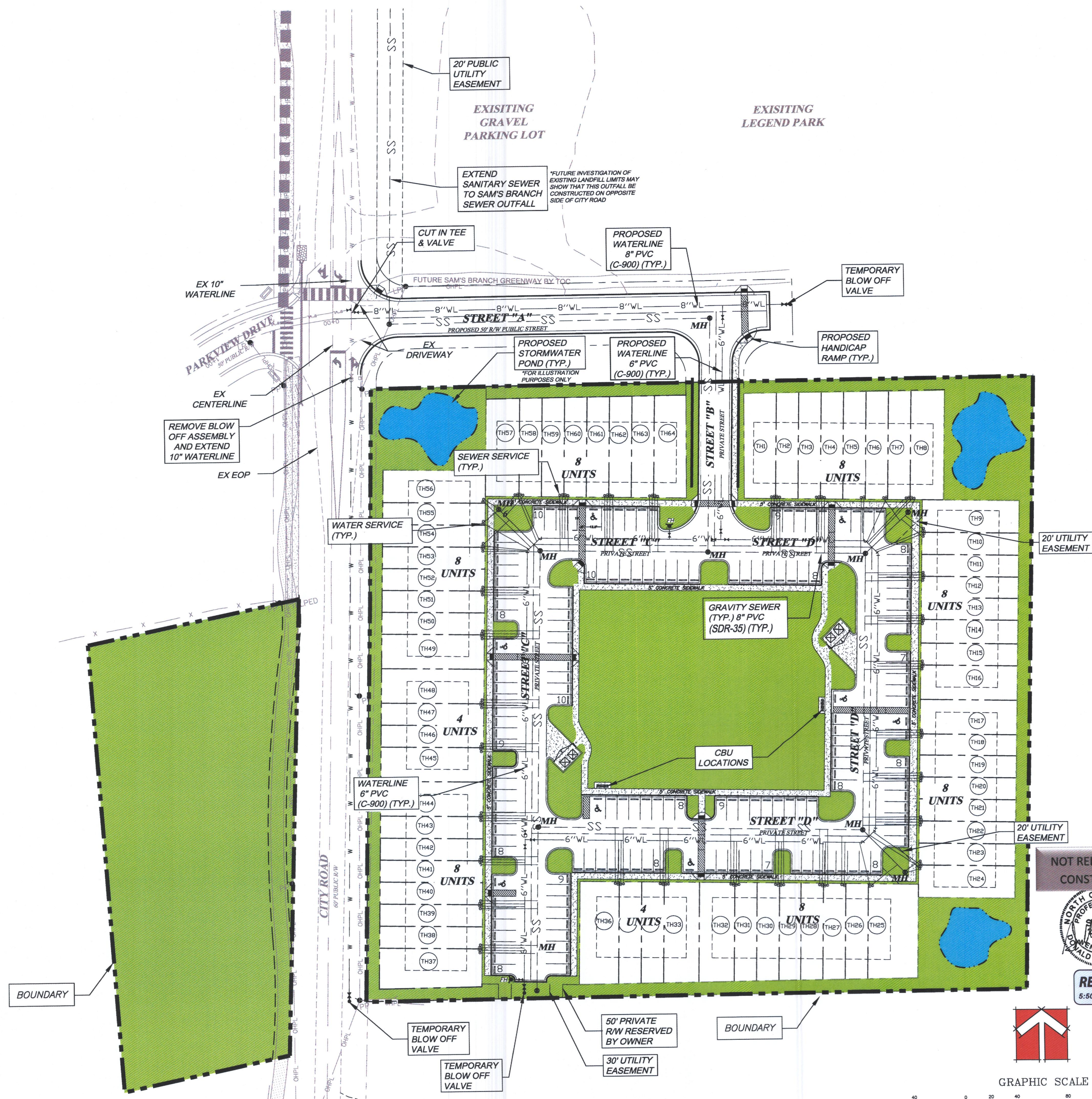
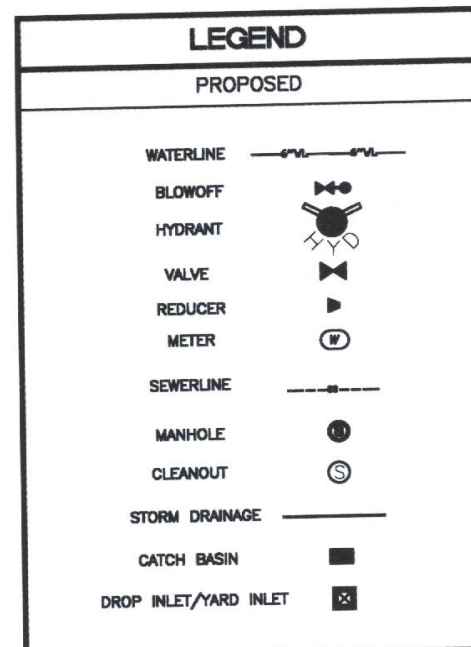
7. ALL 4" DIA. OR LARGER MANHOLES SHOWN IN PLANS SHALL REQUIRE AN EXTENDED BASE SERVICE.

8. ALL 4" SANITARY SEWER SECTIONS EQUAL TO OR GREATER THAN 4" DIA. SHALL BE CONCRETE THROUGH LIMITS OF KIOSK AREA SHALL BE A MINIMUM OF 8" THICK.

THE TOWN OF CLAYTON AND/OR
JOHNSON COUNTY RESERVE THE
RIGHT TO MODIFY THE EROSION
AND SEDIMENTATION CONTROL
PLAN IF THE EXISTING PLAN OR ITS
IMPLEMENTATION PROVE TO BE
INADEQUATE.

NOTE:
A COMPLETE SET OF CONSTRUCTION
DRAWINGS FOR WATER, SEWER,
EROSION CONTROL, GRADING AND
STREET EXTENSION TO BE SUBMITTED
TO AND APPROVED BY TOWN'S
ENGINEERING DEPARTMENT PRIOR TO
CONSTRUCTION.

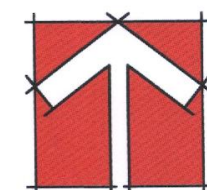
PER CHANGE IN THE NORTH CAROLINA GERNERAL STATUTES (NCGS 87-121(g)), UNDERGROUND UTILITIES ARE TO BE LOCATED BY ELECTRONIC MEANS. SIMILAR TO OTHER DETAILS, GRAVITY SEWER MAINS NOW REQUIRE A #12 AWG INSULATED (GREEN) SOLID COPPER WIRE TO BE PLACED WITH THE GRAVITY SEWER MAIN. IF THE SEWER MAIN DEPTH IS GREATER THAN 8 FT. FROM FINAL SURFACE ELEVATION, PLACE THE WIRE AT A DEPTH BETWEEN 7 AND 8 FT. BELOW FINAL SURFACE ELEVATION. THE TOWN IS PREPARING A DETAIL.



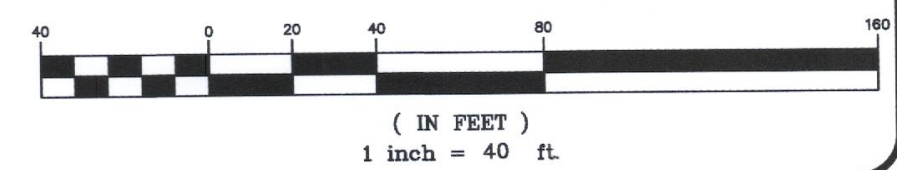
NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



GRAPHIC SCALE



335 ATHLETIC CLUB BLVD
CLAYTON, NC 27527
donnie@adamsmndhodge.com
919-243-1332
FIRM # C-4187

ADAMS & HODGE
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27520

UTILITY PLAN

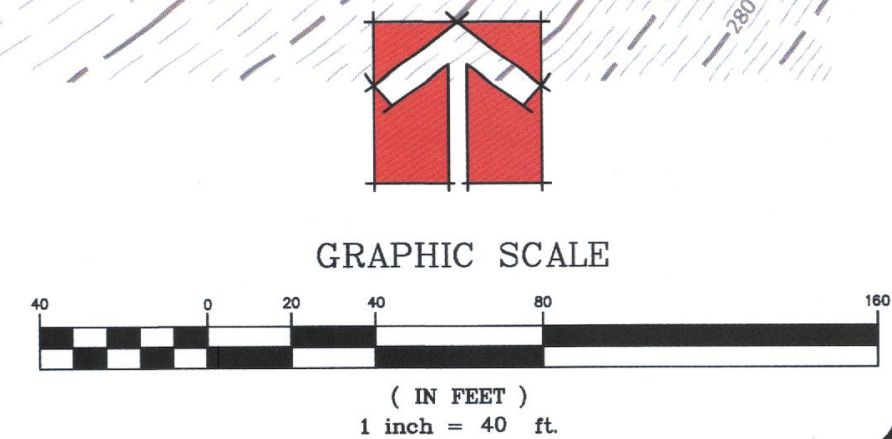
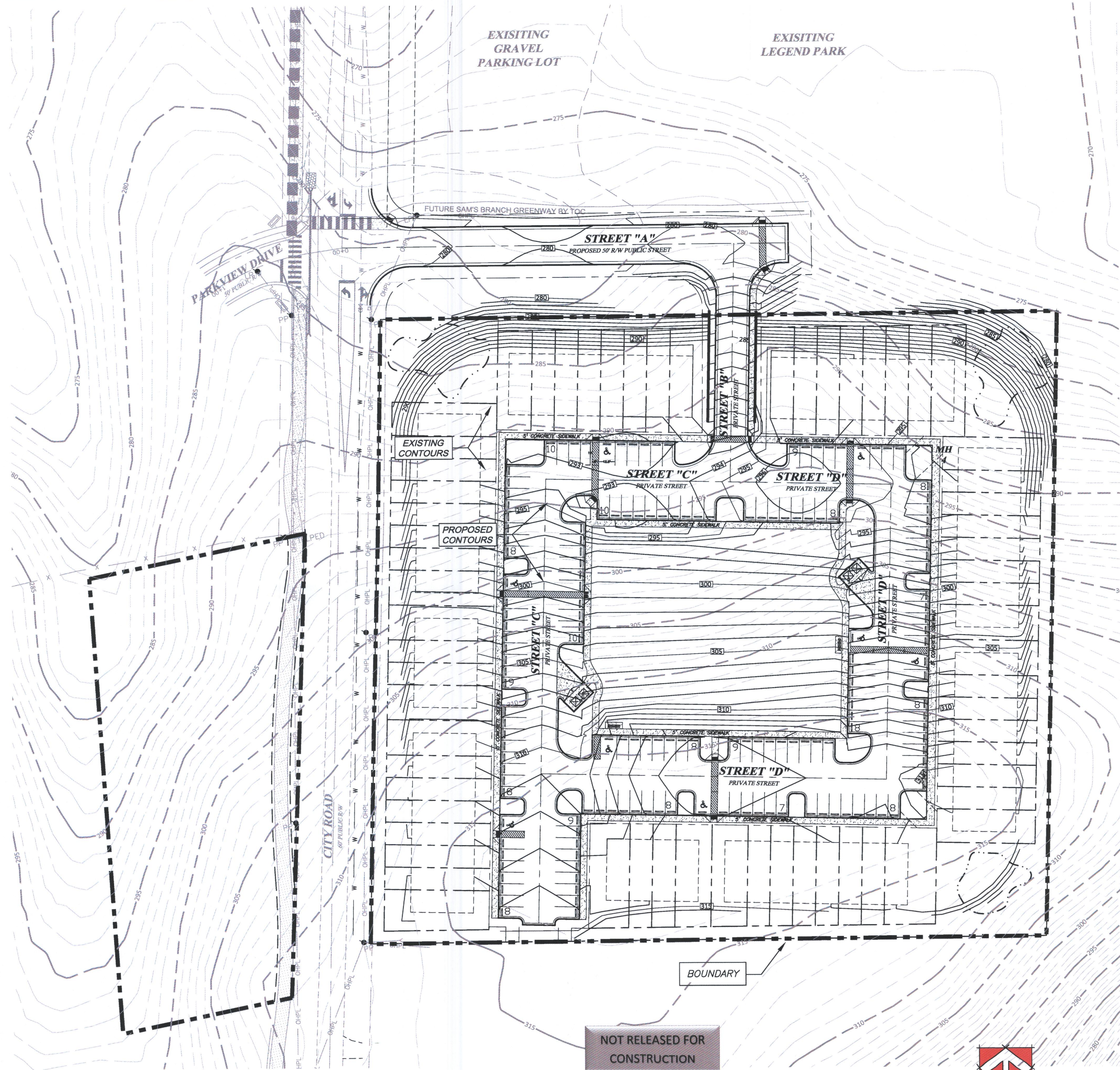
DESIGN	DCA/ADS
DRAWN	ADS
CHECKED	DCA
HORIZONTAL SCALE	SEE GRAPHIC SCALE
VERTICAL SCALE	N/A
DATE	09/26/2017
JOB NO.	AH--
SHIFT	

UT1

ALL DITCHES/SWALES ARE TO BE
LINED USING NAG S150 OR SOD
UNLESS UNLESS OTHERWISE
SPECIFIED.

THE TOWN OF CLAYTON AND/OR
JOHNSTON COUNTY RESERVE THE
RIGHT TO MODIFY THE EROSION
AND SEDIMENTATION CONTROL
PLAN IF THE EXISTING PLAN OR ITS
IMPLEMENTATION PROVE TO BE
INADEQUATE.

NOTE:
A COMPLETE SET OF CONSTRUCTION
DRAWINGS FOR WATER, SEWER,
EROSION CONTROL, GRADING AND
STREET EXTENSION TO BE SUBMITTED
TO AND APPROVED BY TOWN'S
ENGINEERING DEPARTMENT PRIOR TO
CONSTRUCTION.



335 ATHLETIC CLUB BLVD
CLAYTON, NC 27527
919-245-1132
adamsh@adamshodge.com
PRN # C-187

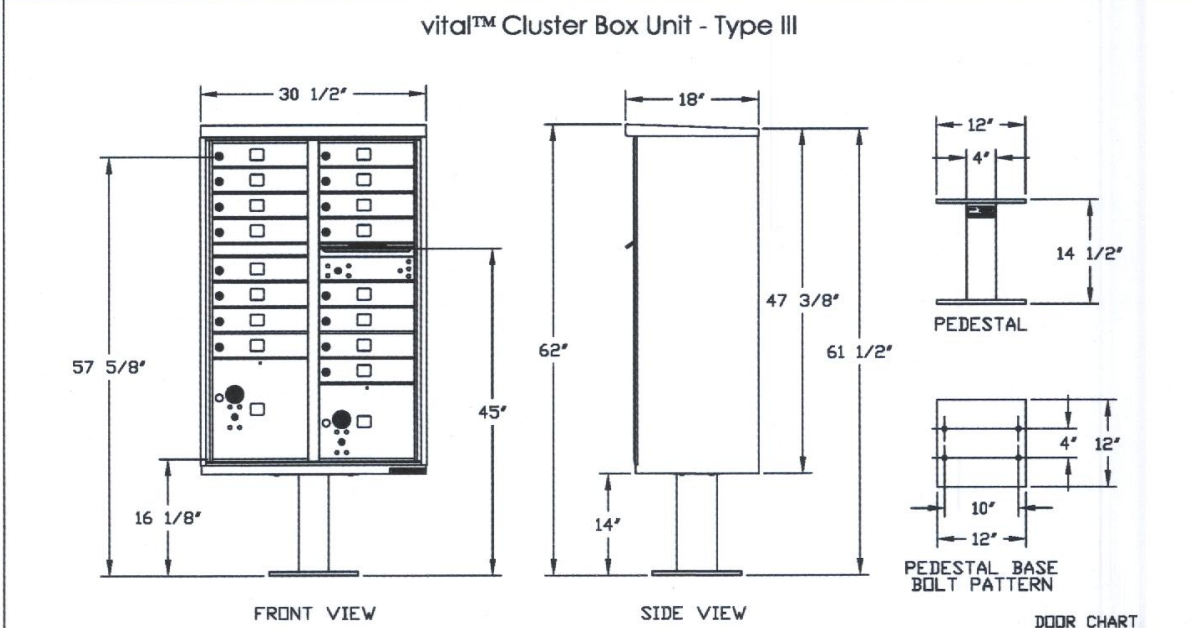
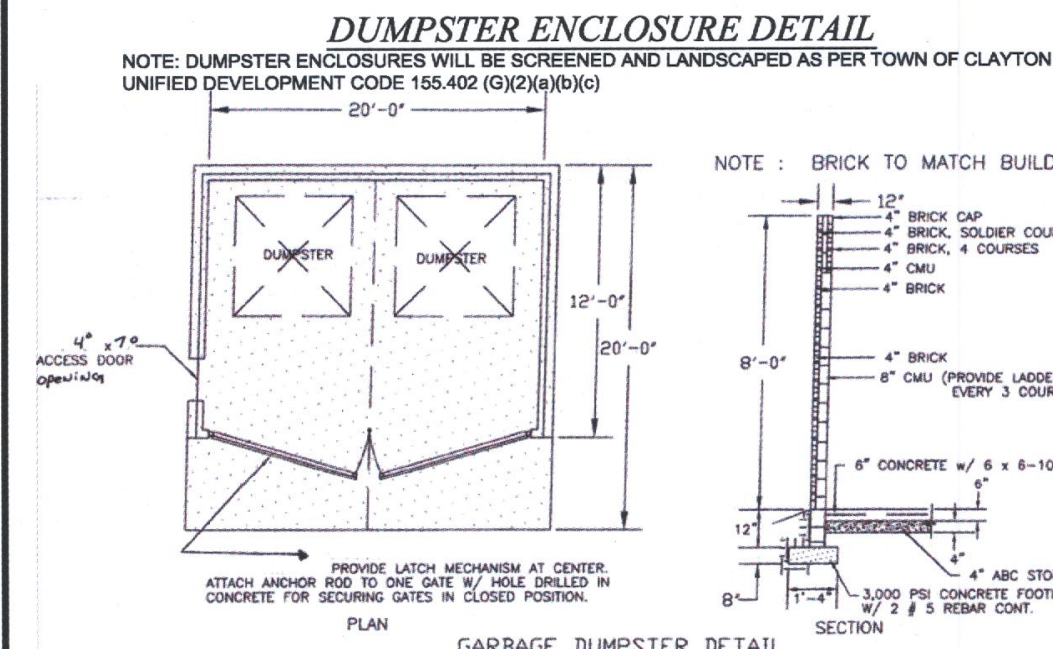
A&H **ADAMS & HODGE**
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27520

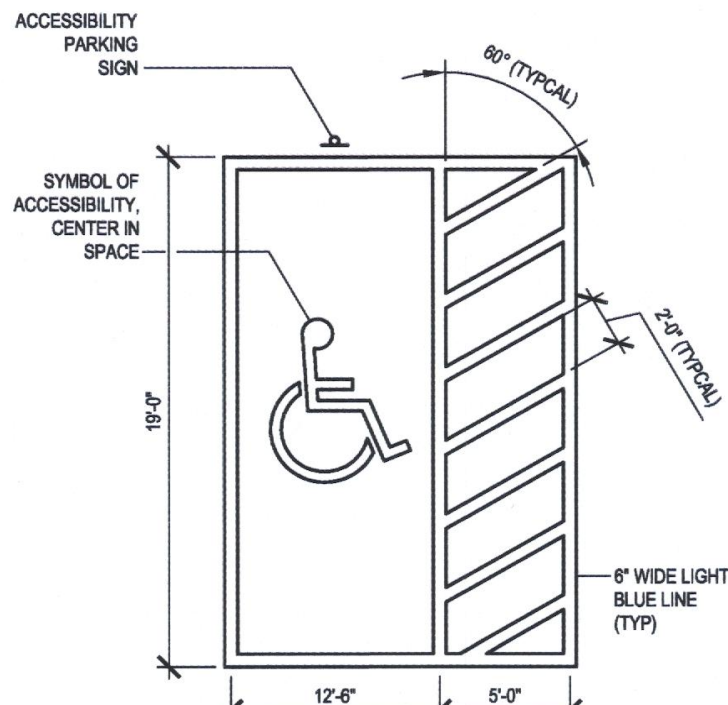
GRADING PLAN

DESIGN: DCA/ADS
DRAWN: ADS
CHECKED: DCA
HORIZONTAL SCALE: N/A
VERTICAL SCALE: N/A
DATE: 09/26/2017
JOB NO.: AH-
SHEET:

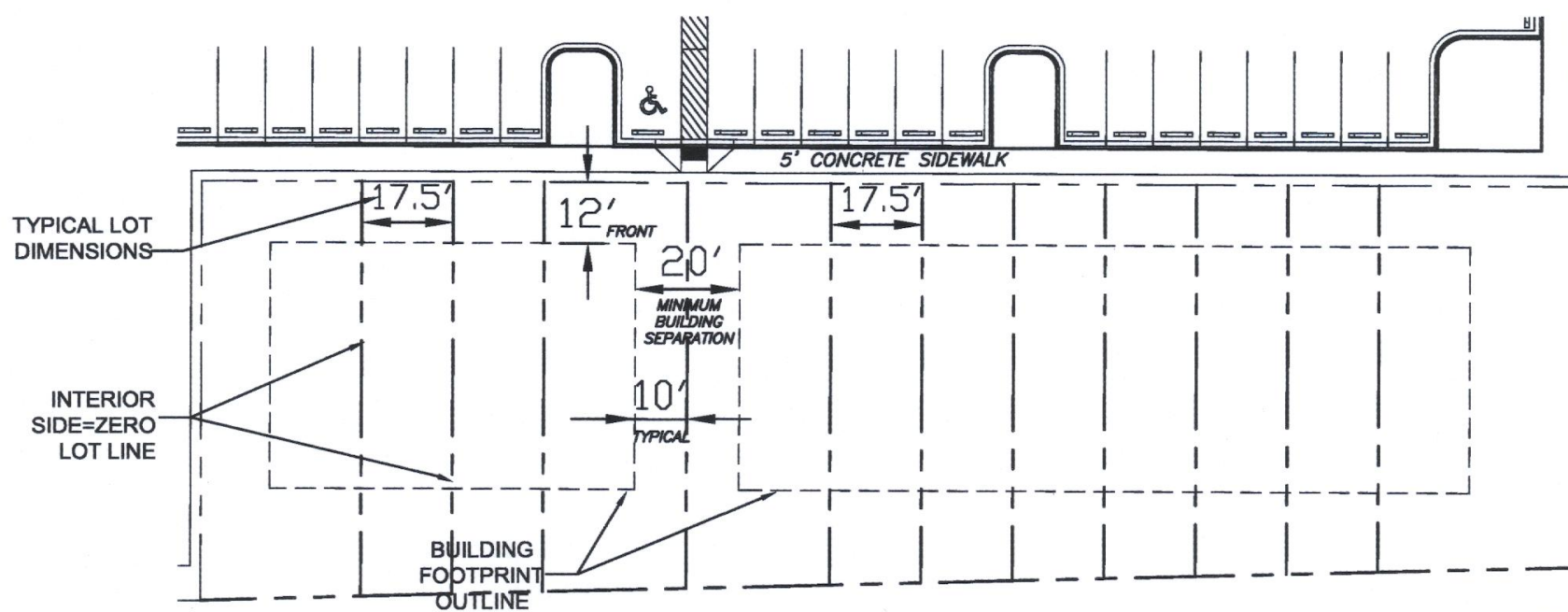
GR1



NOT TO SCALE



ACCESSIBLE PARKING DETAIL
AS PER 155.401(C)(3)(b) OF THE
TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE



FRONT ELEVATION (8 UNITS)
NOT TO SCALE
*ALL UNITS ARE 2 BEDROOMS/ 2 BATHS

1. SETBACKS AS SHOWN ARE TYPICAL
2. MAXIMUM BUILDING HEIGHT = 35'
3. MAXIMUM IMPERVIOUS ARE PER LOT = 75%
4. MAXIMUM LOT COVERAGE = 50%
5. MINIMUM LOT SIZE = 1250 SF

DIMENSIONAL INFORMATION

- NOTE:**
MINIMUM LOT WIDTH = 17.5'
MINIMUM LOT DEPTH = 75'

- MINIMUM BUILDING SETBACKS**
FRONT = 12'
SIDE = 5'
INTERIOR SIDE = ZERO LOT LINE
REAR = 10'
STREET SIDE = 5'
BUILDING SEPARATION = 20'

NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 20

335 ATHLETIC CLUB BLVD
CLAYTON, NC 27527
donnie@adamsandhodge.com
919-243-1332
FIRM # C-4187

ADAMS & HODGE
— ENGINEERING, PC —

GOODSON TRACT
TOWN OF CLAYTON NC 27520

REGULATORY
'STANDARDS'

DESIGN	DCA/ADS
DRAWN	ADS
CHECKED	DCA
HORIZONTAL SCALE	SEE GRAPHIC SCALE
VERTICAL SCALE	N/A
DATE	10/31/2017
JOB NO.	AH-
SHEET	

RG1

December 12, 2017

Haley Hogg
Planning and Development Department
Town of Clayton
111 East Second Street | PO Box 879 | Clayton, NC 27528
hhogg@townofclaytonnc.org

Subject: **Trip Generation Letter**
Goodson Tract
Clayton, North Carolina

Dear Ms. Hogg:

This letter provides an estimate of the trip generation for the proposed residential development located along City Road in Clayton, North Carolina.

The proposed development is anticipated to consist of 64 townhomes and access will be provided off of the Legend Park driveway (Street "A" on the attached site plan), which aligns with Parkview Drive to the west. It should be noted that both Parkview Drive and the park driveway will have exclusive left-turn lanes along City Road.

According to the ordinance, the Town of Clayton (Town) requires a traffic study if a proposed development is expected to generate one-hundred or more vehicular trips (100) during the weekday AM or PM peak hours.

Trip Generation

Average weekday AM and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE *Trip Generation Manual*, 9th Edition. Table 1 provides a summary of the trip generation potential for the site based on the LUC 230 (Residential Condominium/Townhouse) rates.

Table 1: Site Trip Generation Based on LUC 230

Land Use (ITE Code)	Intensity	Daily Trips (veh.)	AM Peak Hour Trips (vph)		PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Residential Condominium/Townhouse (230)	64 units	400	5	23	22	11

As shown in Table 1, based on the ITE *Trip Generation Manual*, 9th Edition, it is estimated the site is expected to generate 400 daily trips; with 28 trips (5 entering and 23 exiting) during the weekday AM peak hour and 33 total trips (22 entering and 11 exiting) are expected to occur during the weekday PM peak hour. It should be noted that the proposed land use is not expected to have peak periods coinciding with the existing baseball field, with which it shares access.

Findings and Summary

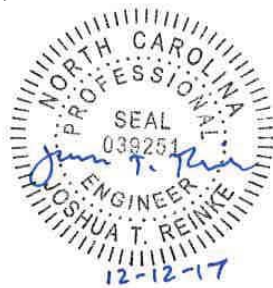
The calculations provided in this letter are estimations of the trip generation potential for the site based on both ITE *Trip Generation Manual*, 9th Edition data and also local data. Based on the trip generation results, it is expected that the proposed Goodson Tract development will have minimal impact on the surrounding roadway network and is expected to be well below the traffic study threshold, as identified in the Town's ordinance.

If you should have any questions, please feel free to contact me at (919) 872-5115.

Sincerely,

RAMEY KEMP & ASSOCIATES, INC.

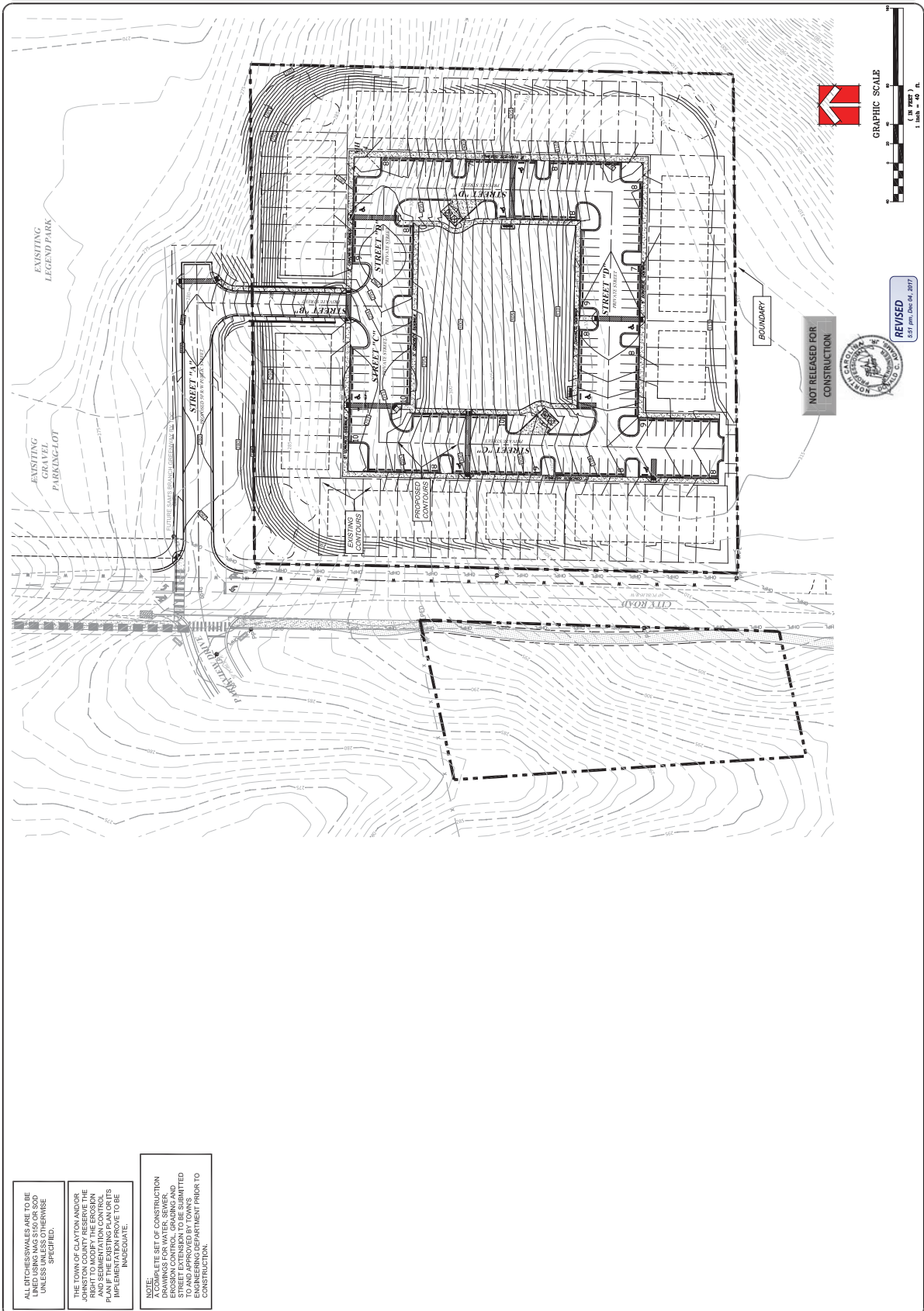
Joshua Reinke, P.E.
Transportation Manager
NC Corporate License # C-0910



cc: Donnie Adams (Adams & Hodge Engineering, PC)

Attachments: Proposed Site Plan





ALL DITCHES/VALES ARE TO BE UNLESS OTHERWISE SPECIFIED.

THE TOWN OF CLAYTON AND/OR ITS ENGINEER HAS THE RIGHT TO MODIFY THE EROSION CONTROL AND SEDIMENTATION CONTROL IMPLEMENTATION PROVE TO BE INADEQUATE.

NOTE: COMPLETE SET OF CONSTRUCTION DRAWINGS FOR WATER, SEWER, EROSION CONTROL, AND EROSION CONTROL STREET EXTENSION TO BE SUBMITTED TO AND APPROVED BY TOWN'S ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.

GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.

NOT RELEASED FOR
CONSTRUCTION

REVISED
05/17 Dec 04, 2017



November 21, 2017

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of a neighborhood meeting that will be held to provide information to adjacent property owners about the proposed Goodson Tract residential project. A representative of the applicant will be present to share details about the project as well as answer questions, and solicit comments.

Meeting Date: **December 5, 2017**

Location: **114 West Main St.
Clayton, NC 27520**

Time: **6:30 PM**

Type of Application: Major Subdivision Plan

General Description: The applicant is requesting a Major Subdivision approval.

A vicinity map of the property is attached.

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

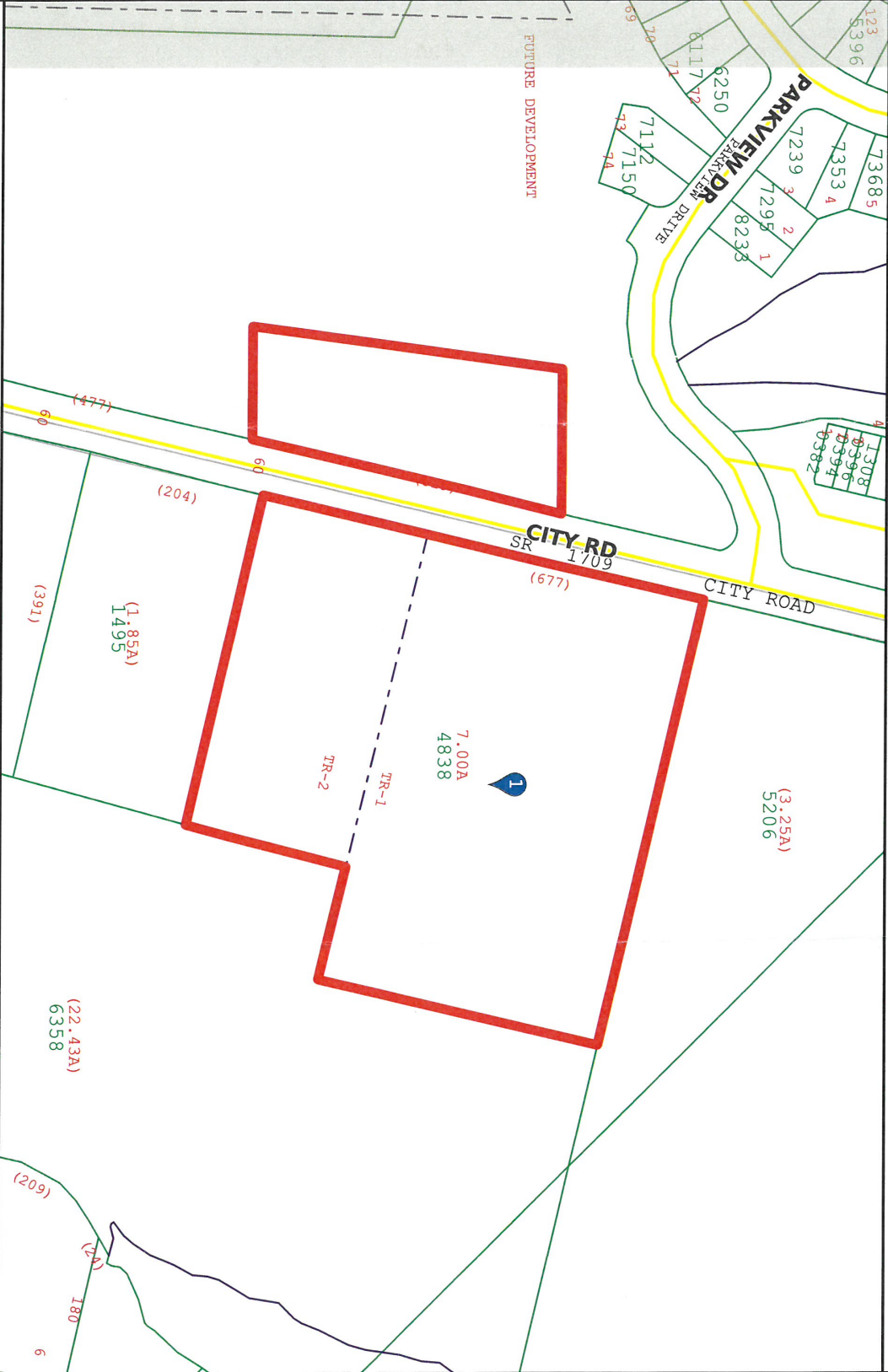
Sincerely,

Donald C. Adams, Jr., PE

Cc: Town of Clayton Planning



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



Scale: 1:1932 - 1 in. = 160.99 feet
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS
November 21, 2017



Project: Goodson Tract

Date of Meeting: December 5, 2017

Location of Meeting: 114 West Main St. Clayton, NC 27520 (NC PAPER CO)

Time of Meeting: 6:30 pm

In Attendance: Donnie Adams, Holland Adams, Jaclyn Smith

Meeting Summary/Minutes:

Donnie waited until 6:45pm to begin the meeting giving more time for those invited to show up.

Donnie had the Major Subdivision plan displayed on the TV for all to view, ready to discuss the project.

At 6:50 pm we concluded the meeting because no adjacent property owners showed up.

*Donald Macus Johnson who is an adjacent property owner called Donnie to let him know that he had to work and would not be able to attend the meeting, but wanted to talk to someone to discuss his adjacent property. James Lipscomb reached out to Donald Macus Johnson on December 6, 2017 by phone.



November 21, 2017

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of a neighborhood meeting that will be held to provide information to adjacent property owners about the proposed Goodson Tract residential project. A representative of the applicant will be present to share details about the project as well as answer questions, and solicit comments.

Meeting Date: **December 5, 2017**

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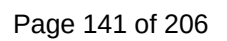
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If you have any questions prior to or after this meeting, you may contact us at 919-763-7278.

Sincerely,

Donald C. Adams, Jr., PE

Cc: Town of Clayton Planning





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Result 1

id: 05E99027Q
Tag: 05E99027Q
Tax Unique Id: 4710389
NCPin: 166909-07-5206
Mapsheets No: 166909
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 777
Mail Address 3: CLAYTON, NC 27528-0777
Site Address 1: 551 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book:
Page:
Market Value: 56830
Assessed Acreage: 3.25
Calc. Acreage: 3.25
Sales Price: 0
Sale Date:

Result 2

id: 05029021
Tag: 05029021
Tax Unique Id: 4680292
NCPin: 166909-06-6358
Mapsheets No: 166909
Owner Name 1: GORDON, HARVEY B
Owner Name 2: GORDON, MILDRED S
Mail Address 1: 133 PLANTATION CIR S
Mail Address 2:
Mail Address 3: PONTE VEDRA BEACH, FL
32082-0000
Site Address 1:
Site Address 2:
Book:
Page:
Market Value: 119210
Assessed Acreage: 22.43
Calc. Acreage: 22.429
Sales Price: 0
Sale Date:

Result 3

id: 05H02199C
Tag: 05H02199C
Tax Unique Id: 4713639
NCPin: 166909-06-1495
Mapsheets No: 166909
Owner Name 1: JOHNSON, MACUS DONALD
Owner Name 2:
Mail Address 1: 352 CITY RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-5903
Site Address 1: 352 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book: 04702
Page: 0956
Market Value: 94030
Assessed Acreage: 1.85
Calc. Acreage: 1.848
Sales Price: 104000
Sale Date: 2015-12-31

Result 4

id: 05030069
Tag: 05030069
Tax Unique Id: 4772351
NCPin: 165908-97-7935
Mapsheets No: 165908
Owner Name 1: CITY ROAD LLC
Owner Name 2:
Mail Address 1: 114 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2321
Site Address 1:
Site Address 2:
Book: 04557
Page: 0814
Market Value: 123160
Assessed Acreage: 22.35
Calc. Acreage: 22.4
Sales Price: 425000
Sale Date: 2015-02-13

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant: Adams & Hodge Engineering, PC

Location/Date: 114 W Main St. Clayton, NC Suite 102 / 12-5-17

	NAME	ADDRESS
1	Donnie Adams	335 Athletic Club Blvd. Clayton
2	Holland Adams	" "
3	Jaclyn Smith	Parkview Townhomes Ph. 1
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



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Result 1

id: 05E99027Q
Tag: 05E99027Q
Tax Unique Id: 4710389
NCPin: 166909-07-5206
Mapsheet No: 166909
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 777
Mail Address 3: CLAYTON, NC 27528-0777
Site Address 1: 551 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book:
Page:
Market Value: 56830
Assessed Acreage: 3.25
Calc. Acreage: 3.25
Sales Price: 0
Sale Date:

Result 2

id: 05029021
Tag: 05029021
Tax Unique Id: 4680292
NCPin: 166909-06-6358
Mapsheet No: 166909
Owner Name 1: GORDON, HARVEY B
Owner Name 2: GORDON, MILDRED S
Mail Address 1: 133 PLANTATION CIR S
Mail Address 2:
Mail Address 3: PONTE VEDRA BEACH, FL
32082-0000
Site Address 1:
Site Address 2:
Book:
Page:
Market Value: 119210
Assessed Acreage: 22.43
Calc. Acreage: 22.429
Sales Price: 0
Sale Date:

Result 3

id: 05H02199C
Tag: 05H02199C
Tax Unique Id: 4713639
NCPin: 166909-06-1495
Mapsheet No: 166909
Owner Name 1: JOHNSON, MACUS DONALD
Owner Name 2:
Mail Address 1: 352 CITY RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-5903
Site Address 1: 352 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book: 04702
Page: 0956
Market Value: 94030
Assessed Acreage: 1.85
Calc. Acreage: 1.848
Sales Price: 104000
Sale Date: 2015-12-31

Result 4

id: 05030069
Tag: 05030069
Tax Unique Id: 4772351
NCPin: 165908-97-7935
Mapsheet No: 165908
Owner Name 1: CITY ROAD LLC
Owner Name 2:
Mail Address 1: 114 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2321
Site Address 1:
Site Address 2:
Book: 04557
Page: 0814
Market Value: 123160
Assessed Acreage: 22.35
Calc. Acreage: 22.4
Sales Price: 425000
Sale Date: 2015-02-13



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

January 22, 2018

RE: 2017-171-SD Goodson Tract Townhomes Preliminary Plat (Major Subdivision)
2017-172-SUP Goodson Tract Townhomes Special Use Permit

Dear Clayton Area Property Owner:

The Clayton Town Council will hold an evidentiary hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider the above referenced applications requesting to create a 64 unit townhome subdivision on 7 acres of land, zoned Residential-10 (R-10). The property is located off City Road, south and adjacent to Legend Park. Parcel Number 166909-06-4838. Please see the map on the back of this letter.

Based upon records in the Johnston County Tax Office, you are the owner of property that is within 100 feet of this request, which is why you are receiving this letter of notification. You are invited to attend this meeting and express your opinions on these requests. During an evidentiary hearing, the Clayton Town Council must make findings of fact based upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath. This is an open meeting and the public is invited to attend.

If you should need additional assistance or information, please contact the Planning Department at (919) 553-5002 or hhogg@townofclaytonnc.org.

Sincerely,

Haley Hogg, CZO
Planner

**TOWN OF CLAYTON
PLANNING BOARD WRITTEN RECOMMENDATION
SPECIAL USE PERMIT:**

**Goodson Tract Townhomes
2017-172-SUP**

On December 19, 2017, the Planning Board heard the above-referenced request and made the following vote:

Recommendation to the Town Council to

☐ approve the request;

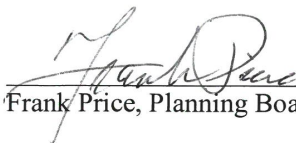
☒ approve the request with the following modified or added conditions:

per staff report.

☐ deny the request.

Recommendation(s) made this 19th day of December 2017 while in regular session.

Signed:



Frank Price, Planning Board Chair

PUBLIC NOTICE

In accordance with NC GS 160A-364, the Clayton Town Council will hold an evidentiary hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider the following applications:

- 2017-171-SD Goodson Tract Townhomes Preliminary Plat (Major Subdivision); Request for preliminary plat approval to develop 64 townhome units on 7 acres of land. Parcel Number: 166909-06-4838.
- 2017-172-SUP Goodson Tract Townhomes Special Use Permit; request for special use approval to develop the use of townhomes on 7 acres of land zoned Residential-10. Parcel Number: 166909-06-4838

During an evidentiary hearing, the Clayton Town Council must make findings of fact based upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath.

This is an open meeting and the public is invited to attend.

Haley Hogg, Planner
919-553-5002

The Clayton News Star

Please advertise on the following dates:
January 26, 2018
February 2, 2018

Affidavit of publication required.



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Items Scheduled for the Regular Meeting

Item Title

2017-171-SD Goodson Tract Townhomes Preliminary Plat

Presenter *(Name & Title)*

Planning Department

Summary/Description

Request to develop 64 townhome units on 7 acres of land. This request is running concurrently with an associated Special Use Permit (2017-172-SUP) to allow the use of townhomes on the subject property, which is zoned Residential-10.

Requested Action

Set Public Hearing

Additional Documents To Be Included in Agenda Packet

Staff Report Maps
Application
Neighborhood Meeting Materials
Site Plan
Wastewater Allocation Request
Traffic Letter
Adjacent Property Letter
Newspaper Ad
Planning Board Recommendation



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

SUBDIVISION: MAJOR SUBDIVISION (Preliminary Subdivision Plat)

Pursuant to Article 7, §155.706 of the Unified Development Code (UDC), an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town of Clayton to approve a subdivision of land. Please complete all fields in this application and submit to the Planning Department with all required materials.

Application Fees: Major Preliminary Subdivision Plat Fee: \$400.00 + \$5.00 per lot
Advertisement Fee: \$100.00
Modifications to Approved Plans Fee:
Major Modification: \$400.00 + \$5.00 per lot modified
Minor Modification: \$200.00 + \$5.00 per lot modified

See §155.706(F) of the UDC for a definition of Major vs. Minor Subdivisions.
See §155.706(I) for Preliminary Plat approval (major subdivision) process/approval information.
See §155.203(F), (G), and (H) for information on Conventional vs. Open Space Subdivisions.
See §155.706(N) for information on minor and major modifications.
See UDC Article 6 for Subdivision Standards.

SITE INFORMATION

☒ New Major Subdivision
Conventional: _____ Open Space: ☒
☐ New Subdivision Master Plan
☐ Modification to Approved Preliminary Plat
Major: _____ Minor: _____

Name of Project: Goodson Tract Acreage of Property: 7 acres
Tag #: 4710390 (tax #) NC PIN: 1666909-06-4838
Location: Off of City Road
Number of Lots (existing): No (Proposed) 64 Min Lot Size: _____
Zoning District: R-10-SUP Electric Provider: Town of Clayton
Wastewater: ☐ Septic ☒ Sewer (check one) Water: ☐ Well ☒ Public/Private Water (check one)
Recreation/Open Space Requirement: ☐ Fee in lieu ☒ Land Dedication - Acreage: 2.97

FOR OFFICE USE ONLY

Date Received: 01/06/2017 Amount Paid: \$720 File Number: 2017-171-5D
2017-171-5D

01/06/2016

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PROPERTY OWNER INFORMATION

Name: Sam's Branch, LLC
 Mailing Address: 114 W. Main St. Suite 102 Clayton, NC 27520
 Phone Number: 919-763-7278 Fax: N/A
 Email Address: donnie@adamsandhodge.com

APPLICANT INFORMATION

Applicant: Adams & Hodge Engineering, PC
 Mailing Address: 335 Athletic Club Blvd.
 Phone Number: 919-763-7278 Fax: N/A
 Contact Person: Donnie Adams
 Email Address: donnie@adamsandhodge.com

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany the application:

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
Submit 9 copies of all materials unless otherwise noted or directed by staff					
1. A pre-application meeting was held with Town Staff. Date: _____	☒				
2. Completed Application	☒				
3. Review Fee and Advertisement Fee	☒				
4. Findings of Fact, signed <i>Not required for minor modifications. Form is included in this packet.</i>	☐	☒			
5. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>	☐	☒			
6. Preliminary Plat Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>	☒				
7. Plat sheet(s) meeting requirements of the Requirements Checklist	☐	☒			
8. If subdivision waivers are requested, applicant must attach a separate typed document requesting the waivers. The document must specifically list the waivers requested, including Code references, and must address the 4 considerations outlined in §155.706(1)(7).	☐	☒			
9. Adjacent Property Owners List	☒	☐			
10. Road Name Application <i>Included in this packet</i>	☐	☒			
11. Wastewater allocation request OR verification of wastewater allocation <i>Letter format, to the attention of the Town Manager.</i>	☒	☐			

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FINDINGS OF FACT

Section 155.706(1)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:

- (1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.

This subdivision meets all applicable regulations
and conforms to the UDC.

- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.

The subdivision design is such that it will be
beneficial to orderly development on adjacent tracts.

- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.

The subdivision is designed to provide proper
traffic flow within the neighborhood and provides
appropriate points of connection to the existing
street system for safe ingress and egress.

- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

This subdivision is consistent with the orderly growth
and development pattern of the town.

Project Name: Goodson Tract

Donnie Adams
Print Name


Signature of Applicant

11-1-17
Date

01-06-2016

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12. A signed and sealed Traffic Impact Analysis (required for projects which generate at least 100 vehicle trips at peak hour. See §155.708 of the UDC)	☐	☒			
13. Neighborhood Meeting Notice Letter* (1 copy) See sample letter and meeting requirement, included in this packet. *Not required for minor modifications or subdivisions *Not required for subdivisions that are part of an approved planned development	☒	☐	at proper time		
14. Neighborhood Meeting summary form* Included in this packet – NOT submitted with application. *Not required for minor modifications or subdivisions *Not required for subdivisions that are part of an approved planned development		☐	Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.		
15. Stamped, addressed, empty envelopes with no return address, using the adjacent property owner list. *Not required for minor modifications This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.	☒		at proper time		

EXPLANATION OF PROJECT

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

64 Townhome units

APPLICANT AFFIDAVIT

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

Donnie Adams
Print Name


Signature of Applicant

11-1-17
Date

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MAJOR SUBDIVISION – PRELIMINARY PLAT REQUIREMENTS CHECKLIST

The applicant is responsible for completing this checklist. Please sign and submit with the completed application.

To be completed by the applicant:			Staff:
	Yes	N/A	
GENERAL (ALL SHEETS):			
1. Plans are a maximum of 24" x 36", folded to an 8.5" x 11" format, with a scale no smaller than 1 inch = 100 feet (scale of 1" = 20' to 60' preferred).	☒	☐	
2. Separate sheets for each : Subdivision Plan, Preliminary Engineering Plan, Existing Conditions. Information in this checklist should be placed on the appropriate sheet. (Additional sheets may be required depending on scope of the project).	☒	☐	
3. Multiple sheets are consecutively numbered (e.g. Sheet 1 of 4).			
4. Engineer/Surveyor Logo Box (name, address, phone number, fax, and e-mail, if applicable)	☒	☐	
5. Name of subdivision (including phase numbers if applicable) and plan type (Subdivision, Final Plat, Exempt Plat, or Recombination).	☒	☐	
6. Revision Date	☒	☐	
PRELIMINARY PLAN SHEET:			
7. Name of township, county, and state in which the property is located.	☒	☐	
8. Vicinity sketch/map.	☒	☐	
9. Surveyor or professional engineer's name and seal.	☒	☐	
10. Date of survey and plat preparation.	☒	☐	
11. Provide the following project data in <u>Tabular</u> form:			
- Area of tract in square feet and acres	☒	☐	
- Parcel Identification # (and/or Tag #)	☒	☐	
- Owner's name and address	☒	☐	
- Within Town limits or ETJ	☒	☐	
- Zoning District	☒	☐	
- Overlay District (if applicable)	☒	☐	
- Indicate if the site is within a Watershed Protection Overlay	☒	☒	
- Total Number of Lots	☐	☒	
- Number of lots per acre (density)	☒	☐	
- Acreage in Resource Conservation Areas (UDC §155.500)	☒	☐	
- Annexation # (if applicable)	☐	☒	
- FEMA designated flood plain and floodway (include FIRM panel reference number and effective date) or certification that no flood plain exists within the subdivision.	☐	☒	
- Electric Provider			
- Water Provider (or indicate if well)	☒	☐	

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To be completed by the applicant:			Staff:
	Yes	N/A	
- Sewer Provider (or indicate if septic)	☒	☐	
- Impervious (existing and proposed, square feet and %) – provide impervious for overall development and per lot	☒	☐	
- Maximum allowed impervious	☒	☐	
- Existing Use	☒	☐	
- Proposed Use	☒	☐	
12. An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated.	☒	☐	
13. The exact course and distance of every boundary line of the tract to be subdivided, fully dimensioned (metes and bounds) along with the location of intersecting boundary lines of adjoining lands in accordance with the North Carolina General Statutes § 47-30 – Plats and subdivisions; mapping requirements.	☒	☐	
14. Accurate location and description of all monuments, markers and control points.	☒	☐	
15. Show the 100 year flood plain, riparian buffer, wetlands, and any Resource Conservation Areas on all sheets.	☐	☒	
16. Blocks numbered consecutively throughout entire subdivision with lots numbered consecutively in each block. Lot numbers shall be placed in a circle or labeled "Lot __".	☒	☐	
17. Phase lines. Phases are clearly labeled.	☐	☒	
18. The name and location of all adjoining subdivisions and adjoining lot property lines drawn with dotted lines at the same scale. Include the names of adjacent landowners.	☒	☐	
19. Location and width of all existing and proposed rights-of-way, Resource Conservation Areas, easements and areas dedicated to public use with the purpose of each stated.	☒	☐	
20. Location of safe sight triangles at project ingress/egress points, or as required.	☒	☐	
21. Minimum building setbacks /envelope are noted.	☒	☐	
22. All dimensional standards are shown in table format. Dimensional standards shall include: min. lot size, min. lot width, max building coverage, max impervious surface (entire subdivision), max impervious surface (per lot, in %), density, max height, and min dwelling unit size.	☒	☐	
23. Location of all existing and proposed easements, labeled as "public" or "private" and labeled with easement type.	☒	☐	
24. Width and type of any buffers and easements.	☒	☐	
25. Indicate the boundaries of any utility or greenway easements dedicated to the Town of Clayton and label "To Be Dedicated to the Town of Clayton."	☒	☐	
26. Proposed streets are labeled, named and dimensioned. Correct street cross	☒	☐	

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To be completed by the applicant:			Staff:
	Yes	N/A	
section detail provided. Label street type based on definitions in §155.602(D). If streets are private: - All private streets shall be maintained by a designated responsible party. The party shall be noted on the plat. - Streets are labeled "Private Streets – No Town Maintenance." Street names must be approved by Town of Clayton via a Road Name Application.	☒ ☒	☐ ☐	
27. Lengths of all cul-de-sacs.	☐	☒	
28. Identify proposed traffic control signs and striping.	☒	☐	
29. Location, purpose and dimensions of non-residential areas (such as parks, playgrounds, open space, churches, school sites, etc.) - All open space, parks, and similar common areas shall be maintained by a designated responsible party. The party shall be noted on the plat.	☒	☐	
30. Resource Conservation Areas must be shown and dimensioned on the plat. The following note must also be provided: "The Resource Conservation Area shown hereon is provided per the requirements of Article 5 of the Town of Clayton's Unified Development Code. This Resource Conservation Area must be preserved in perpetuity per the standards of the Unified Development Code"	☐	☒	
31. Proposed stormwater retention/detention features and dimensions. If fenced, include fence location.	☒	☐	
32. Existing and proposed sidewalk system, access ramps, and crosswalks.	☒	☐	
33. Identify alternative modes of transportation including school stops, pedestrian connections, bicycle paths and bicycle racks.	☐	☒	
34. Show how streets are connected to property lines ("stub-out" streets) to provide for cross-connectivity and development on adjacent parcels. Show cross-access easements.	☒	☐	
35. Location of clustered mailboxes.	☐	☒	
36. Location and orientation of freestanding signs (signage is permitted separately).	☐	☒	
LANDSCAPING PLAN SHEET (See §155.402 for Landscaping Requirements)			
37. Show location, width, and type of all landscape buffers.	☒	☐	
38. Provide a plant list summary table which includes: - A planting key identifying the various planting elements - The quantity of each type of plant material proposed - The size, height, caliper and spacing of plant material proposed - The Botanical and common names of plant material proposed	☒	☐	
39. If common landscaped areas are provided, provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor." (If irrigation will not be utilized, drought-tolerant	☒	☐	

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To be completed by the applicant:			Staff:
	Yes	N/A	
species must be used).			
40. Location, species, and caliper of any existing trees that will remain on site. If used to meet planting requirements, make note of what requirements are fulfilled by the preserved trees.	☒	☐	
EXISTING CONDITIONS SHEET:			
41. On the existing conditions sheet, provide topography with two-foot contour intervals, showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features.	☒	☐	
42. Location of all existing buildings and structures, water/sewer/gas infrastructure, underground structures, easements, or other existing features.	☒	☐	
43. Existing structures, existing streets and roadway improvements, and existing utilities within 100 feet of the site.	☒	☐	
44. Label adjacent property acreage, owners, and zoning districts.	☒	☐	
45. Label subject parcel property owner, acreage, and zoning.	☒	☐	
PRELIMINARY ENGINEERING PLAN SHEET:			
46. Show subdivision layout, streets, and all pertinent information from subdivision plat sheet.	☒	☐	
47. Identify curb radii for all internal and external vehicular use areas.	☒	☐	
48. Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).	☒	☐	
49. Location of all existing and proposed drainage structures.	☒	☐	
50. Location of all existing and proposed fire hydrants.	☒	☐	
51. Location of all existing and proposed easements, labeled as "public" or "private."	☒	☐	
52. Show street cross-sections.	☒	☐	
53. Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.	☒	☐	
54. Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.	☒	☐	
OTHER			
55. If subdivision includes townhomes, include architectural elevations sheet, noting construction materials, finishes and colors, height, and number of stories.	☒	☐	
56. Any other information considered by either the applicant or the Town to be pertinent to the review.	☒	☐	

Signed by Applicant:



Date: 11-1-17

01/06/2016

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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

*Planning Board
December 19, 2017*

STAFF REPORT

Application Number: 2017-171-SD

Project Name: Goodson Tract Preliminary Subdivision (Major Subdivision)

NC PIN / Tag #: 166909-06-4838/ 05H02020
Town Limits/ETJ: Town Limits
Applicant: Adams & Hodge Engineering
Owner: Sam's Branch, LLC
Location: Off City Road, south of Legend Park

Public Noticing:

- Neighborhood meeting held on December 5, 2017
- Sign posted prior to December 8, 2017
- Letters mailed prior to January 26, 2018
- Newspaper published January 26, 2018 and February 2, 2018

REQUEST: The applicant is requesting preliminary plat approval to develop 64 townhome units on 7 acres of land located off City Road. This request is running concurrently with a Special Use Permit request to develop townhomes (2017-172-SUP).

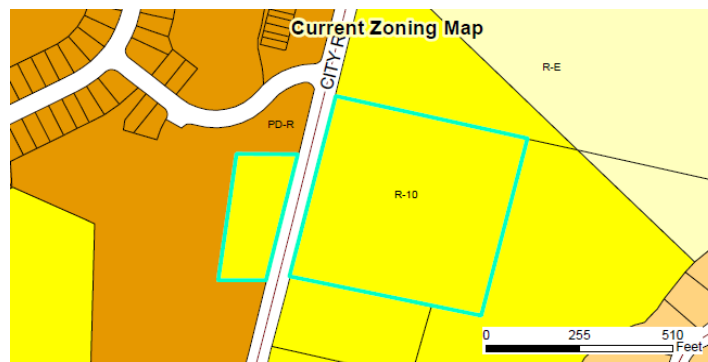


SITE DATA:

Acreage: 7 acres
Existing Use: Vacant

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	Residential-10	Legend Park
South	Residential-10	Single-Family Residential
East	Residential-10	Vacant
West	Planned Development-Residential (PD-R)	Single-Family Residential (Parkview)

**DEVELOPMENT DATA:**

Proposed Uses: Townhomes (64 units)

Buildings: 9 buildings, with each unit on its own lot; no clubhouse is proposed

Density/Intensity: 9.14 units/acre

Impervious Surface: maximum 75% per lot

Required Parking: 144 spaces (2 spaces per unit, plus 1 guest space per 4 units)

Proposed Parking: 160 spaces

Access/Streets: The applicant is proposing the main entrance to be located off Street "A", located to the North. A stub-out is proposed to the South, which will serve as a required secondary access if the properties to the south are redeveloped in the future.

STAFF ANALYSIS:

Overview

The applicant is requesting preliminary subdivision approval to develop 64 townhome units on 7 acres of land, zoned R-10. The subject property is located off City Road, south of and adjacent to Legend Park, and east of Parkview subdivision. Running concurrently with this request is a Special Use Permit (2017-172-SUP), to allow the use of townhomes on the subject property. In the R-10 zoning district, townhomes are permitted through the issuance of a Special Use Permit.

The property is located on both sides of City Road. The portion located on the western side of City Road will not have any townhomes located on it. Instead, it will be utilized as passive open space, which is needed to meet the minimum open space requirements for the subdivision. Additionally, this portion of the property will have a greenway located on it (Sam's Branch Phase 3), which will connect to existing greenway along City Road.

The portion of the property located on the eastern side of City Road is where the townhomes will be located. The townhomes will be accessed off a proposed street to the north that will be paved and serve as an entrance to this development, as well as Legend Park (Street "A"). The townhomes will be located around the outermost portions of the property, with the center containing passive open space, mail kiosks, and dumpsters for the development.

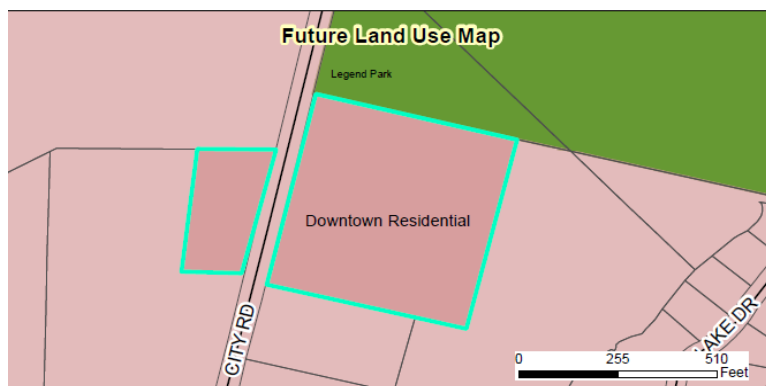
Consistency with Adopted Plans

- **Comprehensive Plan 2040**

The future land use map designates this property as "Downtown Residential". This request is consistent with this designation, which calls for higher-density developments of up to 12 units/acre.

- **Unified Development Code**

The proposed development is consistent with and meets the applicable requirements of the Unified Development Code (UDC).



Compatibility with Surrounding Land Uses

The proposed use is a residential subdivision and is compatible with the surrounding land uses, which consist of single-family residential including a higher density development (Parkview) to the west.

Landscaping and Buffering

Based on the zoning district, no landscape buffer is required along adjacent properties since they are all zoned Residential-10 as well. However, the applicant is required to provide a Class "A" landscape buffer along City Road, in order to meet the street buffer requirements of the Unified Development Code. The applicant is also proposing landscaping throughout the site, in order to meet the street tree requirements and 20% interior landscape requirement of the UDC. The portion of the property across City Road, which serves as passive open space for the development, is proposed to remain wooded.

Access/Streets

The main access to the site will be located off Street "A" located to the North. This street is proposed to be a public street and will also serve as an entrance to Legend Park. The streets within the development are proposed to be private. A stub-out will connect to the property to the South, which will serve as a required secondary access in the future. Staff is recommending a condition of approval requiring the stub-out to be constructed to the property line, prior to issuance of the 30th certificate of occupancy.

Traffic

Based on the peak hour trip generation, a full traffic study was not required. The applicant has provided a traffic letter (included as an attachment to this staff report) which indicates the future left turn onto proposed Street "A" will satisfy peak hour demands. NCDOT has reviewed the letter submitted by the applicant, and concurs with its findings.

Multi-Modal Access

Interior sidewalks are located throughout the development, connecting to the future Sam's Branch Greenway that will be located along Street "A". Greenway is also provided across City Road, along the portion of the property that is designated as passive open space. This greenway will connect to the existing greenway along City Road, developed as a part of the Parkview development.

Garbage / Recycling

Two dumpster units will be provided within the development. These will be located in the center of the development, with sidewalk connections for pedestrian accessibility. The dumpster enclosures will be brick and 8' in height.

Architecture/Design

The applicant is proposing 9 buildings, which will have a minimum 20' building separation. These buildings will consist of vinyl siding, and will contain 2 bedroom/2 bathroom units.

CONSIDERATIONS:

- This plan is subject to final approval by Town Council.
- This approval is subject to approval of 2017-172-SUP

FINDINGS:

The applicant has addressed the Major Subdivision Approval Criteria outlined in UDC Section 155.706. The applicant's Findings of Fact are incorporated into the record as an attachment to the Staff Report.

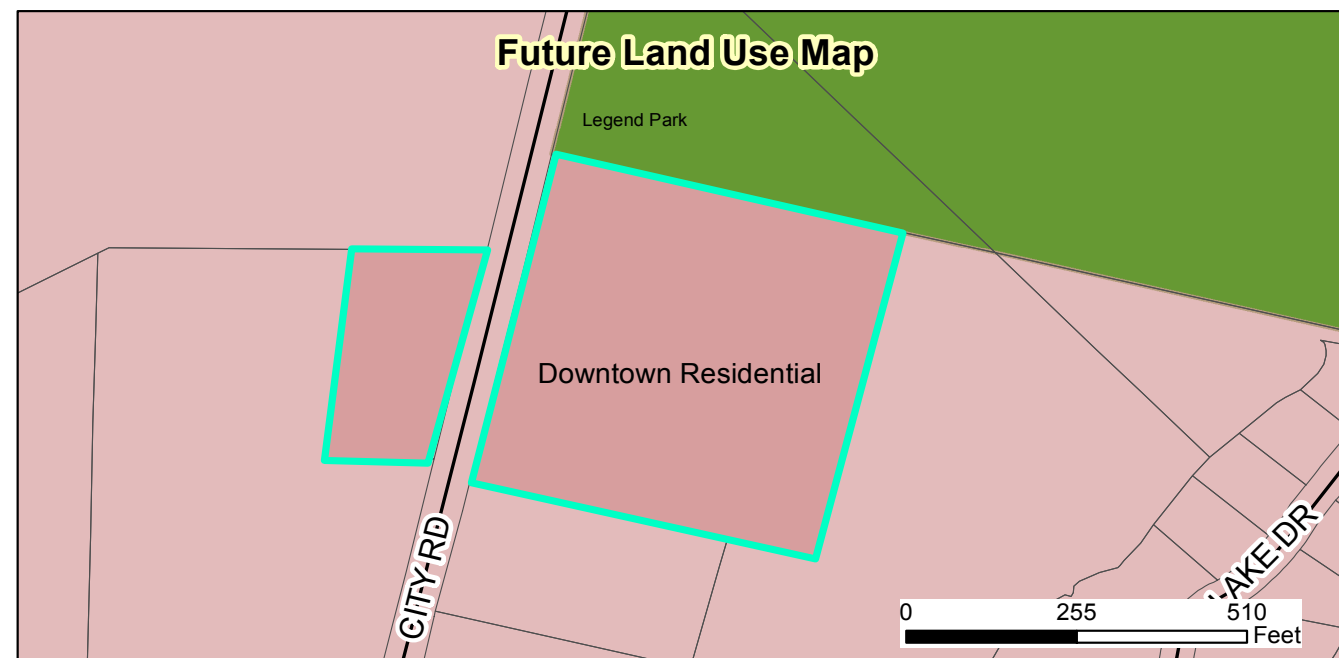
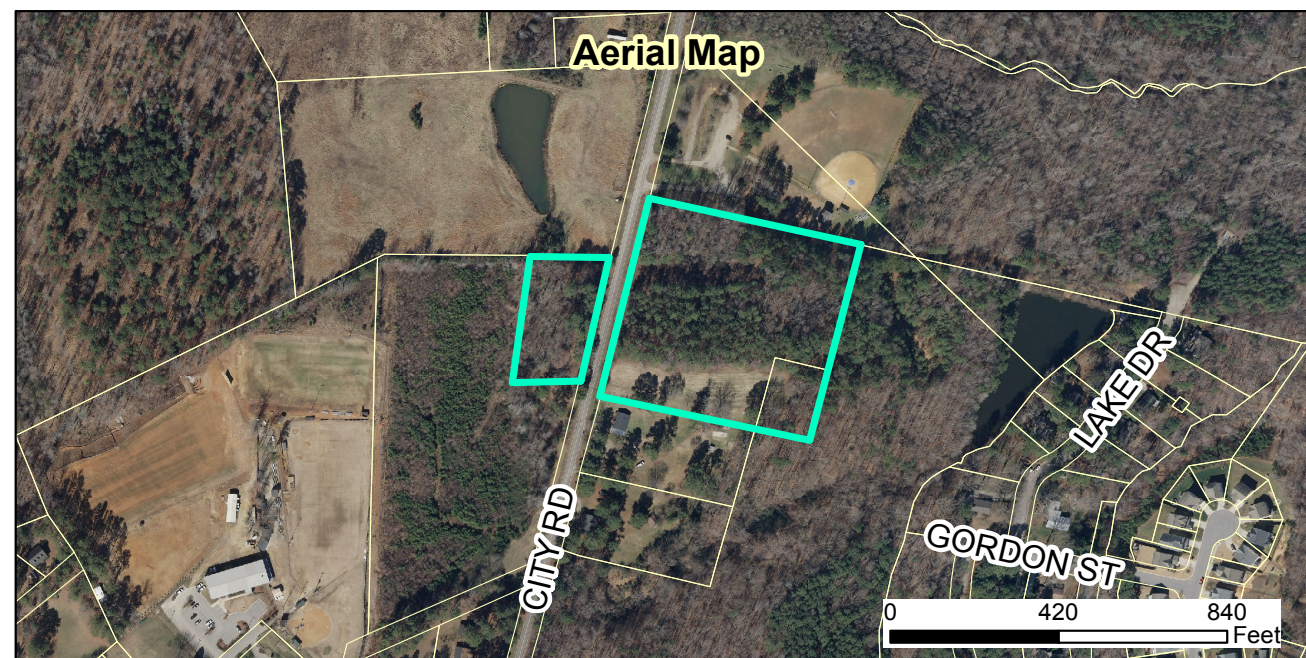
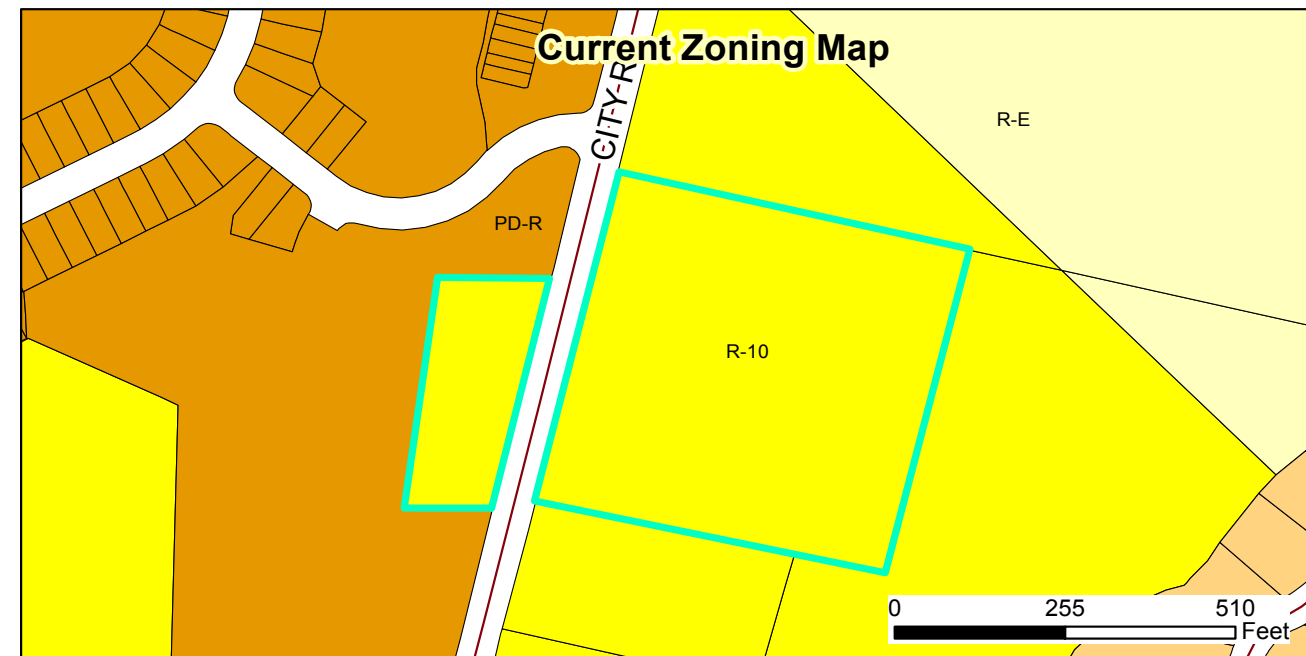
CONDITIONS:

If approved, staff recommends the following conditions be applied to the approval of the preliminary subdivision:

1. Following board approvals, three copies of the final preliminary subdivision plan meeting the Conditions of Approval shall be submitted to the Planning Department for final approval. The conditions of approval shall be recorded on the plans before final approval is granted.
2. All off-site roadway improvements shall be installed prior to the issuance of the first certificate of occupancy.
3. The required stub-out connecting to the south (including sidewalks) shall be constructed and maintained to the property line, prior to issuance of the 30th Certificate of Occupancy.
4. All dead underbrush and debris within designated open space shall be removed and these areas maintained by the Homeowner's Association.
5. The Class "A" landscape buffer along City Road shall be installed prior to issuance of the first Certificate of Occupancy.
6. All interior landscape islands shall contain a minimum of one tree with a minimum caliper of 2.5", as required within 155.402(D)(2)(b)(1).
7. The design of all street cross-sections are conceptual and shall be approved by the Engineering and Inspections Department prior to installation.
8. The final plat and subsequent development of the site shall be consistent with the specifications of the approved Preliminary Subdivision Plan. Modifications shall require additional approvals pursuant to Section 155.706 of the Unified Development Code.

ATTACHMENTS:

- 1.) Staff Report Maps
- 2.) Application
- 3.) Neighborhood Meeting Materials
- 4.) Site Plan
- 5.) Wastewater Allocation Request
- 6.) Traffic Letter
- 7.) NCDOT Email



2017-171-SD Goodson Tract Townhomes Major Subdivision

Request: To develop 64 townhome units

Applicant: Adams & Hodge Engineering

Property Owners: Sam's Branch LLC

Parcel ID: 166909-06-4838

Tag #: 05H02020

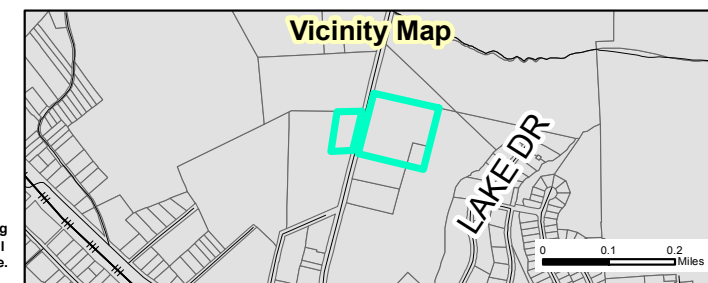


12/11/17

Produced by: TOC Planning

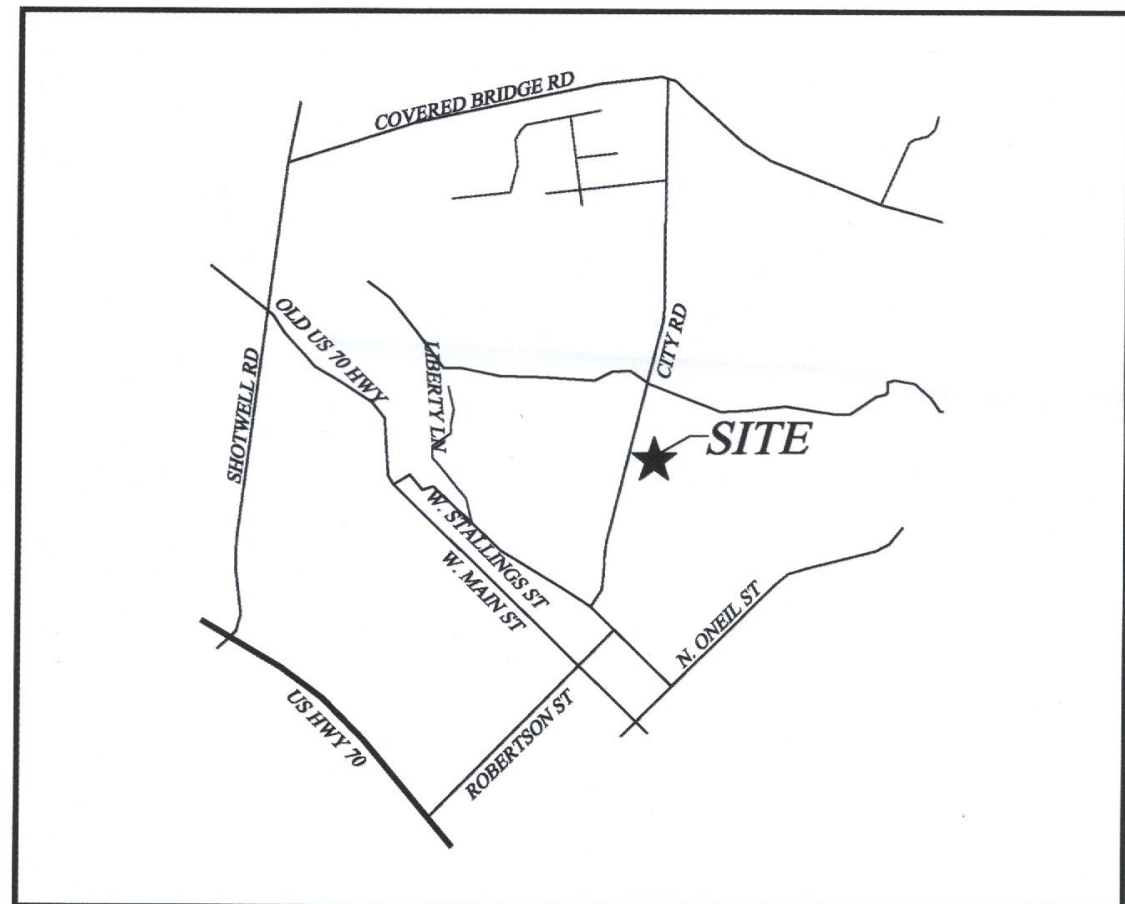
Disclaimer: Town of Clayton assumes no legal responsibility for the information represented here.

Document Path: O:\PLANNING\SUBDIVISIONS\MAJOR SUBDIVISIONS\2017\2017-171-SD Goodson Tract townhomes\Maps\Staff Report Map- 2017-171-SD Goodson Subdivision.mxd



PRELIMINARY SUBDIVISION PLAN

GOODSON TRACT IN TOWN OF CLAYTON



SITE VICINITY MAP
NOT TO SCALE

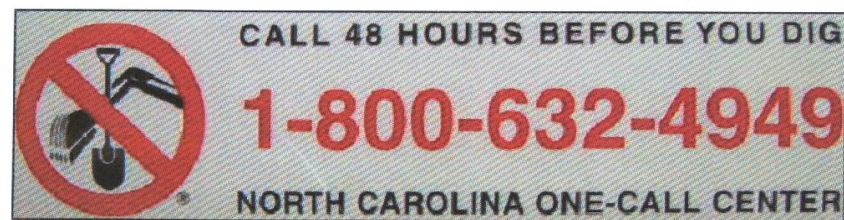
SHEET INDEX

<u>SHEET TITLE</u>	<u>SHEET No.</u>
EXISTING CONDITIONS.....	EC1
SITE PLAN.....	SP1
LANDSCAPE PLAN.....	SP2
UTILITY PLAN.....	UT1
GRADING PLAN.....	GR1
REGULATORY STANDARDS.....	RS1

DEVELOPER/APPLICANT:

SAM'S BRANCH, LLC
114 W. MAIN ST
CLAYTON, NC 27520

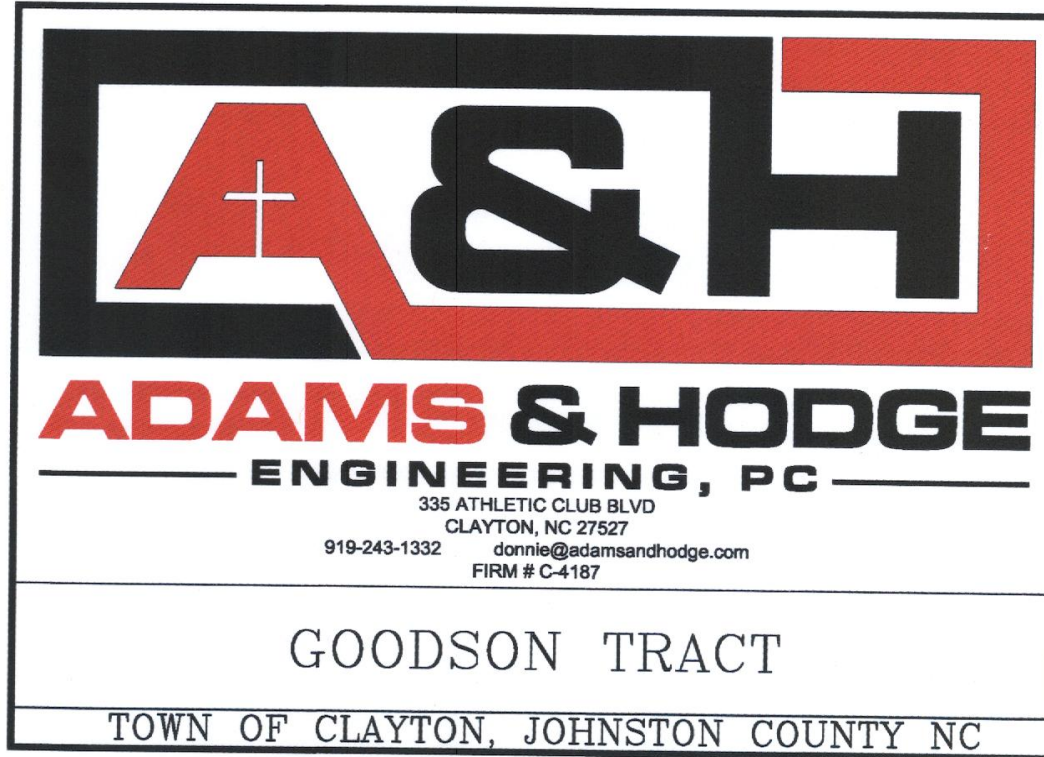
CONTACT/AGENT: DONNIE C. ADAMS, PE
919 763-7278



NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



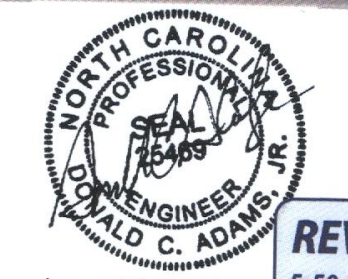
OCTOBER 31, 2017
DECEMBER 4, 2017 AS PER TOC



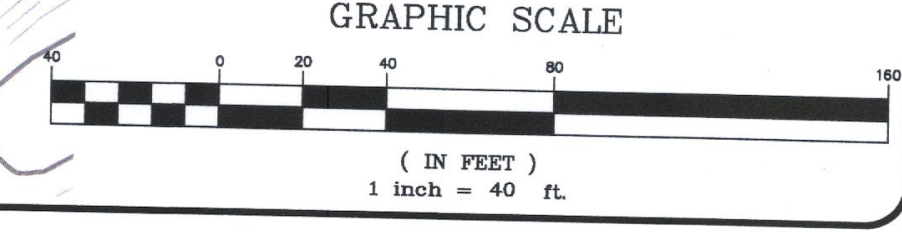
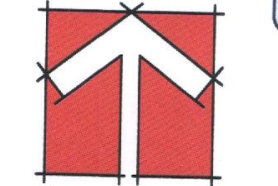
2017-171-SD GOODSON TOWNHOMES MAJOR SUBDIVISION



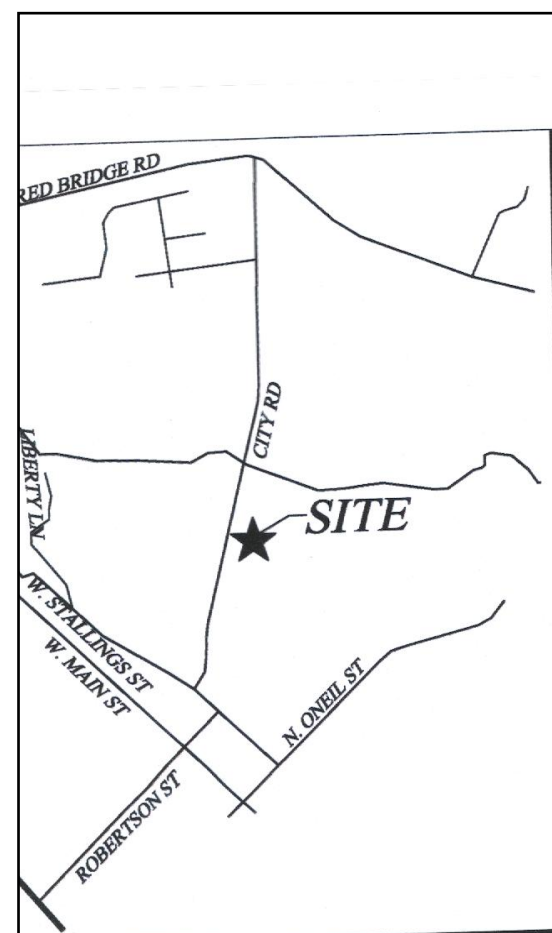
NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



REVISIONS: 335 ATHLETIC CLUB BLVD CLAYTON, NC 27527 dadam@adams-inc.com 919-241-1132 FIRM # C-4187	
GOODSON TRACT TOWN OF CLAYTON, NC 27520	
EXISTING CONDITIONS	ADAMS & HODGE ENGINEERING, PC
DESIGN: DCA/ADS DRAWN: ADS CHECKED: DCA HORIZONTAL SCALE: SEE GRAPHIC SCALE VERTICAL SCALE: N/A DATE: 10/31/2017 JOB NO: AH- SHEET: EC1	



DEVELOPER/APPLICANT:
SAM'S BRANCH, LLC
114 W. MAIN ST
CLAYTON, NC 27520

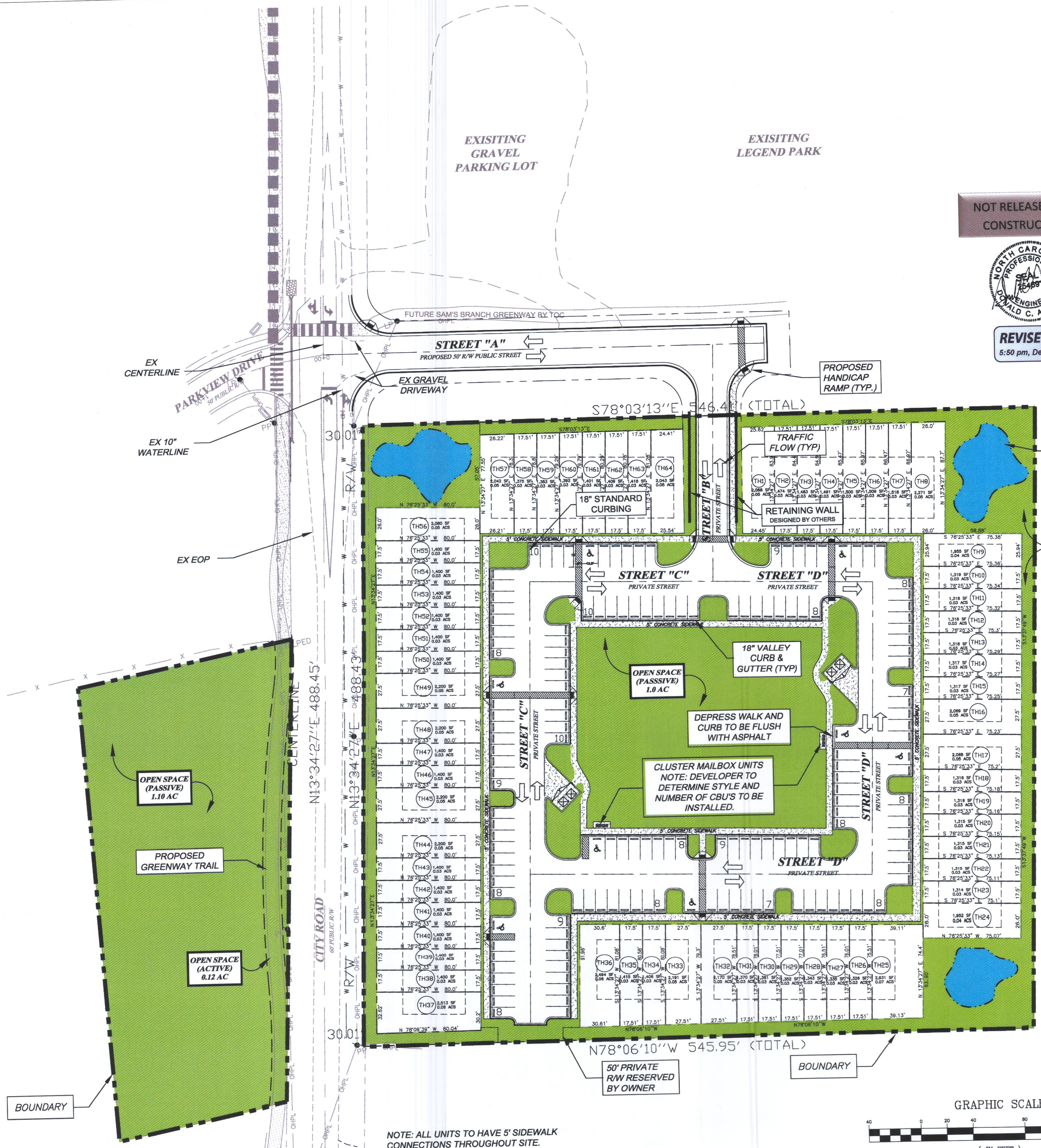
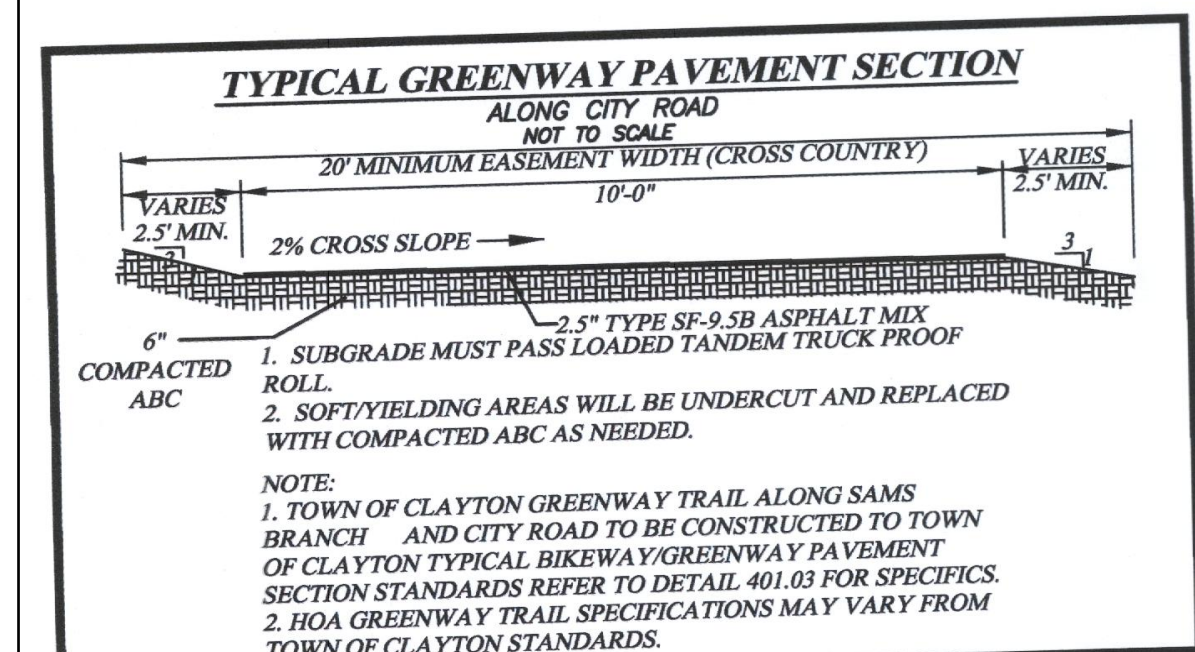
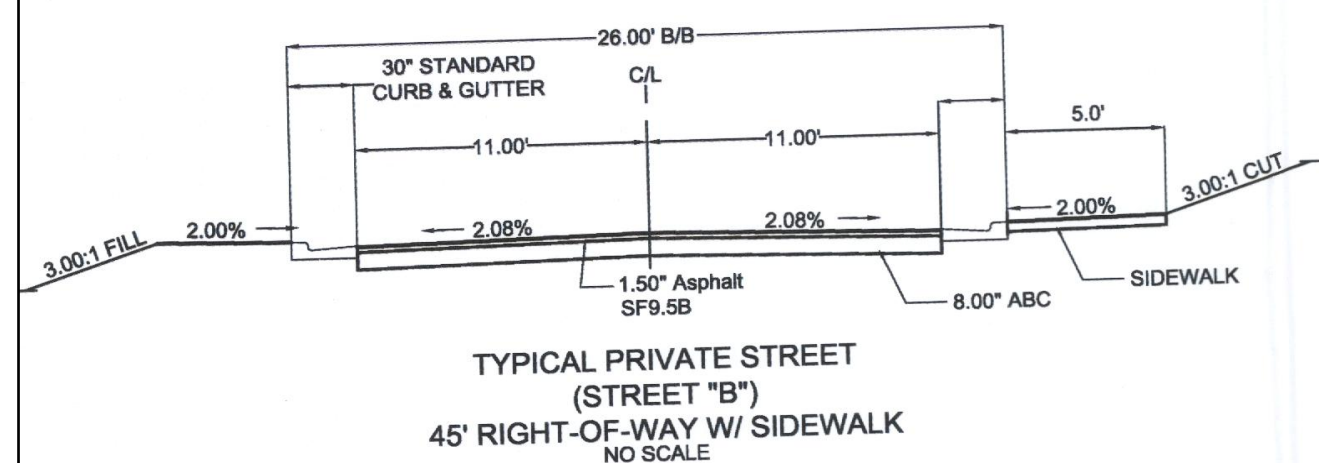
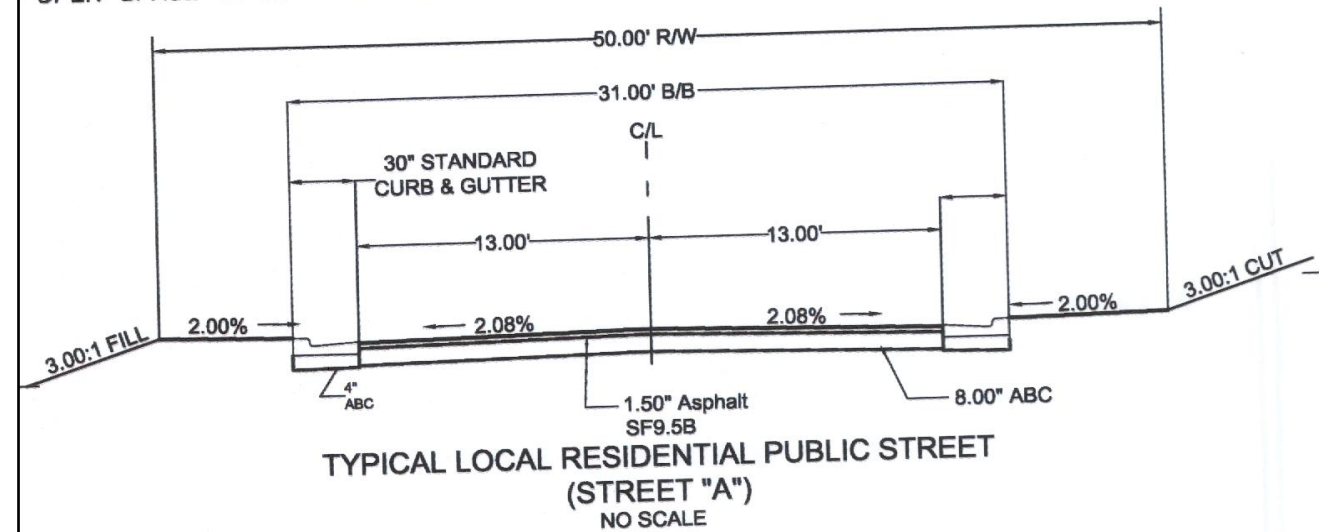
CONTACT/AGENT: DONNIE C. ADAMS, PE
919 763-7278

VICINITY MAP
(NO SCALE)

AN INFORMATION:

PROJECT NUMBER:	SAM'S BRANCH, LLC, 114 W. MAIN STREET, SUITE 102, CLAYTON, NC 27520
PERMIT NUMBER:	05H02020
DATE:	166909-06-4838
AREA (SF):	4710390
SPACE (SF):	304,814 SF/7.00 ACS
LOCATION:	129,378.66 SF/2.99 ACS
PROPOSED ZONING:	INSIDE TOWN LIMITS
SE:	R-10/R-10
UNITS/LOTS:	VACANT
DENSITY:	RESIDENTIAL SINGLE-FAMILY TOWNHOME UNITS
SIZE:	64
LOT:	9.14 UNITS PER ACRE
SETBACK:	N/A
PERCENTAGE:	1250 SF
PERCENTAGE:	12'
PERCENTAGE:	5'
PERCENTAGE:	ZERO LOT LINE
PERCENTAGE:	10'
PERCENTAGE:	20'
PERCENTAGE:	53,760 SF (6,720 SF/FLOOR)
PERCENTAGE:	30%
PERCENTAGE:	60%
PERCENTAGE:	75%
PERCENTAGE:	2 STORY BLDGS / -35'-0"
PERCENTAGE:	144 SPACES/160 SPACES (2 SPACES PER UNIT, 1 GUEST SPACE PER 4 UNITS)
PERCENTAGE:	678 ACCESSIBLE SPACES
PERCENTAGE:	TOWN OF CLAYTON
PERCENTAGE:	TOWN OF CLAYTON
PERCENTAGE:	64 UNITS @ 250 GPD/UNIT = 16,000 GPD (SUBJECT TO TOC APPROVAL)
PERCENTAGE:	DAILY WASTEWATER FLOW:

OPER WILL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY DAMAGED TREES WITHIN AND LAND USE BUFFER.
RCE CONSERVATION AREA.
PLAN EXISTS AS PER FEMA FIRM PANEL 3720165900J & 3720166900J DATE 12/02/2015.
LANDSCAPE BUFFERS TO BE MAINTAINED BY HOA.
OPEN SPACE TO BE DEDICATED TO HOA.



NOT RELEASED FOR
CONSTRUCTION

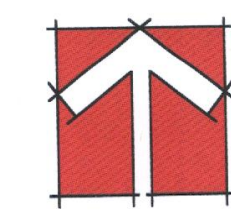


REVISED
5:50 pm, Dec 04, 2017

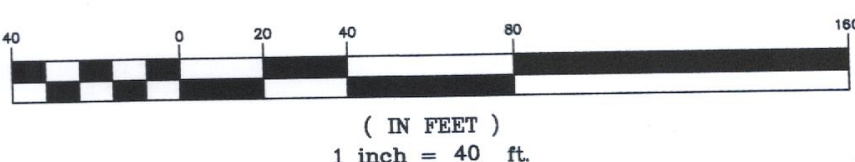
STORMWATER
POND (TYP.)
FOR ILLUSTRATION
PURPOSES ONLY

OPEN SPACE
(PASSIVE)
.77 AC

S13°37'49\"/>



GRAPHIC SCALE



NOTE: ALL UNITS TO HAVE 5' SIDEWALK
CONNECTIONS THROUGHOUT SITE.

335 ATLANTIC CLUB BLVD
CLAYTON, NC 27527
donnie@adamshodge.com
919-243-1332
P18M P14187

ADAMS & HODGE
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27520

SITE PLAN

DESIGN: DCA/ADS
DRAWN: ADS
CHECKED: DCA
HORIZONTAL SCALE: SEE GRAPHIC SCALE
VERTICAL SCALE: N/A
DATE: 10/31/2017
JOB NO.: 44-
SHEET: SP1

Plant List

PLANT LIST							
ALIAS	QTY.	BOTANICAL NAME	COMMON NAME	CALIPER	HEIGHT	WIDTH	ROOT
AQO	33	ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY RED MAPLE	2.5"	10'-12" MIN.	-	B&B
ARO	21	QUERCUS ACUTISSIMA	SAW TOOTH OAK	2.5"	10'-12" MIN.	-	B&B
TD	18	TAXODIUM DISTICHUM	BALD CYPRESS	2.5"	10'-12" MIN.	-	B&B
TG	23	TILIA CORDATUM 'GREENSPIRE'	LINDEN	2.5"	10'-12" MIN.	-	B&B
INF	63	LEX ATTENUATA 'FOSTERI'	FOSTER HOLLY	2"	6'-8" MIN.	-	B&B/15 GAL
INB	18	LEX NELLIE R. STEVENS'	NELLIE STEVENS HOLLY	2"	6'-8" MIN.	-	B&B/15 GAL
LIN	23	LAGERSTROEMIA INDICA 'MATCHZ'	MATCHZ CREPE MYRTLE	2"	6'-8" MIN.	-	B&B/15 GAL
PCP	18	PRUNUS CERASIFERA 'PURPLE PONY'	PURPLE LEAF PLUM	2"	6'-8" MIN.	-	B&B/15 GAL
CP	30	CAMELLIA JAPONICA	CAMELLIA	-	24"-30" MIN.	7GAL	-
CP	54	CHAMAECYPARIS PISIFERA 'GOLD MOPS'	GOLD MOPS CYPRESS	-	24"-30" MIN.	7GAL	-
IC	60	LEX CORNUTA 'BURFORDI'	-	-	24"-30" MIN.	7GAL	-
LJ	30	LIGUSTRUM JAPONICA	GLOSSY PRIVET	-	24"-30" MIN.	7GAL	-
LC	62	LORETALUM CHINESE RUBRUM 'ZHUZHOU'	ZHUZHOU LORETALUM	-	24"-30" MIN.	7GAL	-
AG	30	ABELIA GRANDIFOLIA 'LITTLE RICHARD'	ABELIA	-	15'-18" MIN.	3GAL	-
RT	17	BERBERIS THUMBICORATIOPURPUREA 'CRIMSON PIGMY'	BAR BERRY	-	15'-18" MIN.	3GAL	-
GH	53	LEX CORNUTA 'CARRISSA'	CARISSA HOLLY	-	15'-18" MIN.	3GAL	-
IG	34	LEX GLABRA	INKBERRY HOLLY	-	15'-18" MIN.	3GAL	-
JA	48	JUNIPERUS HORIZONTALIS 'YOUNGSTOWN'	ANDORRA JUNIPEN	-	-	18'-18" MIN	3GAL

1. ALL PLANTS AND INSTALLATION SHALL BE IN ACCORDANCE WITH TOWN OF CLAYTON RULES, REGULATIONS AND REQUIREMENTS AND, AT THE LEAST, MEET THE TOWN'S MINIMUM REQUIREMENTS FOR CODE COMPLIANCE.
2. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING PLANT QUANTITIES AND IS TO NOTIFY THE CONTRACTOR ASAP OF ANY DISCREPANCIES BETWEEN THE PLANT LIST AND THE PLAN.
3. THE LANDSCAPE CONTRACTOR SHALL ADJUST ANY BUFFER PLANTING AS NEEDED TO MAINTAIN REQUIRED CLEARANCES AROUND TRANSFORMERS, GENERATORS AND OTHER UTILITIES THAT REQUIRE CLEARANCES FOR ACCESS

Plant Symbol Key



LANDSCAPE REQUIREMENTS

20% OF LOT AREA:	50,362.34 SQ.FT.		
PLANTINGS REQUIRED:	50.36 CANOPY TREES	PLANTINGS PROVIDED:	50 CANOPY TREES
	50.36 UNDERSTORY TREES		50 UNDERSTORY TREES
	100.72 SHRUBS		101 SHRUBS

STREET TREE PLANTINGS REQUIRED: (4.625) AT 40' O.C. [5 PROVIDED]*
 PARKING LOT TREES REQUIRED: (16) [20 PROVIDED]
 BUFFER PROVIDED: PROPERTY LINES (2008.79 L.F. OF BUFFER)
 BUFFER TYPE: CLASS "A" ALTERNATIVE 3 (10' WIDE)
 REQUIRED PLANTINGS PER 100 LN FT OF "A" BUFFER:
 (2) CANOPY TREES [41 TOTAL] / 41 PROVIDED
 (2) UNDERSTORY TREE [41 TOTAL] / 61 PROVIDED
 (12) SHRUBS [242 TOTAL] / 242 PROVIDED

*REQUESTING ALTERNATE MEANS OF COMPLIANCE DUE TO AN OVERHEAD POWER LINE LOCATED WITHIN THE BUFFER FOR SAM'S BRANCH ACCESS ROAD ONLY. IT IS ASSUMED THAT STREET TREE PLANTINGS WILL NOT BE REQUIRED ADJACENT TO CITY ROAD DUE TO EXISTING OVERHEAD POWER LINES (OPL).

LANDSCAPE CALCULATION*				
TOTAL AREA OF LOT:	251,812.71 SQ.FT.	PLANT TYPE	REQUIRED**	PROPOSED
20% OF LOT AREA:	50,362.54 SQ.FT.	CANOPY TREE	50	50
REQUIRED LANDSCAPE AREA:	50,362.54 SQ.FT.	UNDERSTORY TREE	50	50
PROPOSED LANDSCAPE AREA:	±100,000 SQ.FT.***	SHRUBS	101	101

PER 1,000 SQ.FT. OF REQUIRED LANDSCAPE AREA

STREET YARD TREES

STREET YARD TREES

1. STREET YARD TREES SHALL BE REQUIRED ALONG ALL RIGHTS OF WAY AT THE RATE OF ONE CANOPY TREE FOR EVERY 40 LINEAR FT. (SPACE A MAXIMUM OF 50 FT. APART).

2. ALL STREET YARD TREES SHALL BE A MINIMUM OF TWO AND ONE-HALF CALIPER INCHES AT TIME OF PLANTING AND SHALL BE PLANTED IN THE TREE STRIP NO LESS THAN FIVE FT. OR MORE THAN 15 FT. FROM THE BACK OF THE SIDEWALK.

*REQUIRED LANDSCAPE BUFFERS TO BE MAINTAINED BY HOA.
*PROPOSED OPEN SPACE TO BE DEDICATED TO HOA.

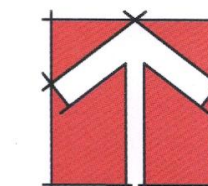
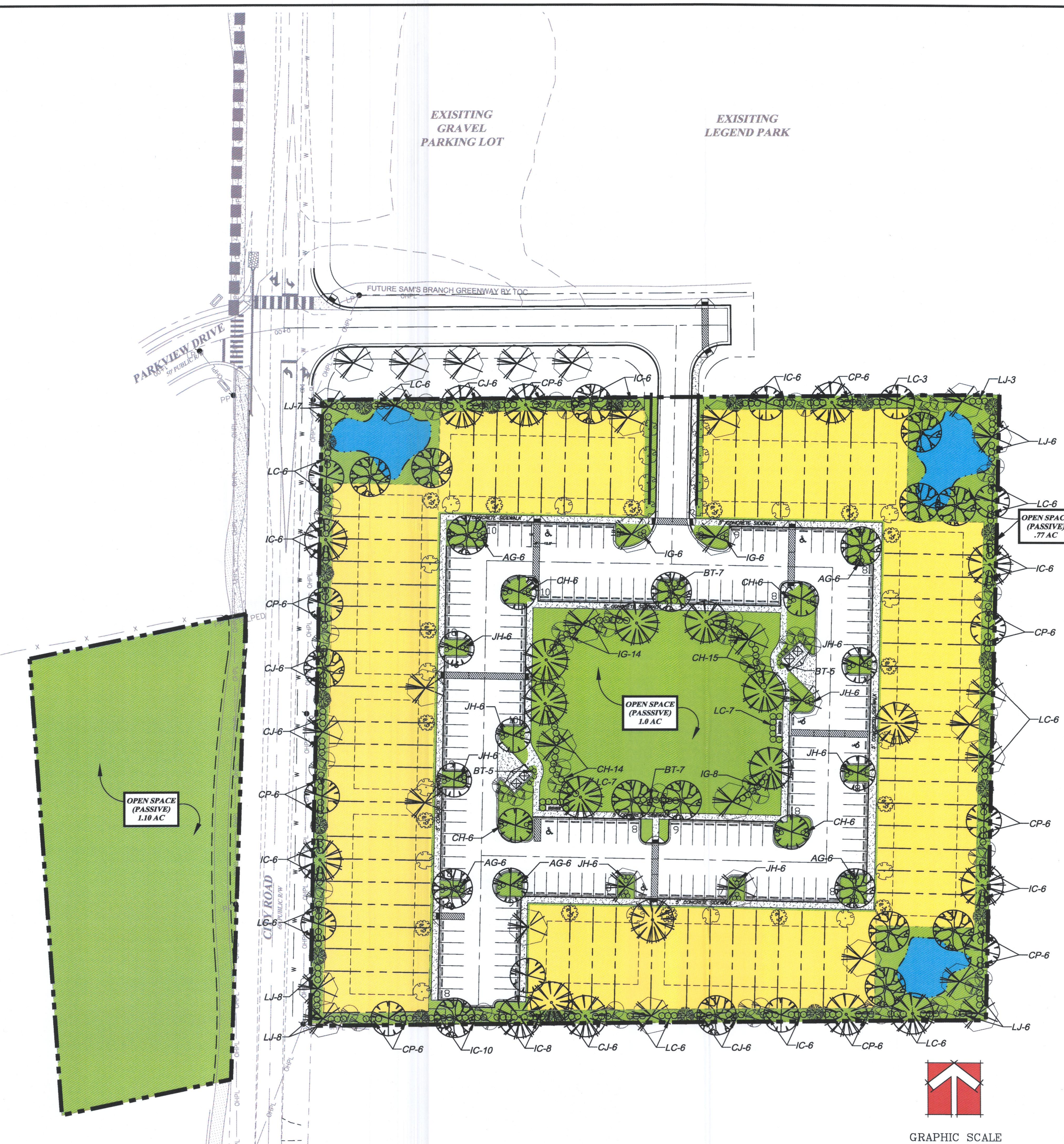
CLASS A BUFFER DETAIL
(PLANTS PER 100 L.F.) ALTERNATE 1. 10' WIDE BUFFER

CLASS A BUFFER DETAIL
(PLANTS PER 100 LF) ALTERNATE 1, 10' WIDE BUFFER
UT IS FOR ILLUSTRATIVE PURPOSES ONLY - ACTUALLY LAYOUT MAY VARY

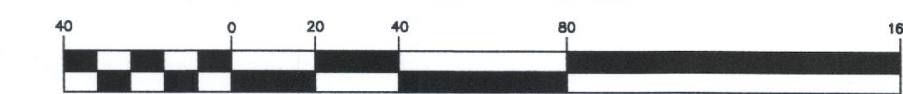
NOTE: PLANT LAYOUT IS FOR ILLUSTRATIVE PURPOSES ONLY - ACTUALLY LAYOUT MAY VARY

- 2 CANOPY TREES
- 2 UNDERSTORY TREE
- 12 SHRUBS

NOTE EXISTING TREES SHALL BE PRESERVED TO THE GREATEST EXTENT POSSIBLE (REQUIRED BY UDC.)



GRAPHIC SCALE



(IN FEET)

15 ATHLETIC CLUB BLVD CLAYTON, NC 27527 omnie@adamshodge.com 919-243-1332 FIRM # C-4187	REVISIONS: 1) 12/04/17 REVISED PER TOC COMMENTS
---	---

ADAMS & HODGE
ENGINEERING, PC

WOODSON TRACT
TOWN OF CLAYTON, NC 27520

LANDSCAPE PLAN

DESIGN	DCA/ADS
DRAWN	ADS
CHECKED	DCA
HORIZONTAL SCALE	SEE GRAPHIC SCALE
VERTICAL SCALE	N/A
DATE	10/31/2017
JOB NO.	AH-
SHEET	

SP2

WATER SYSTEM PROJECT SUMMARY:

1. THERE ARE 64 SINGLE FAMILY TOWNHOME LOTS SERVED BY THIS WATER SYSTEM EXTENSION.
2. THE LENGTHS AND SIZES OF WATER MAIN EXTENSIONS ARE AS FOLLOWS:
±1623 LF OF 6" PVC MAIN

SEWER SYSTEM PROJECT SUMMARY:

1. THERE ARE 64 SINGLE FAMILY TOWNHOME LOTS SERVED BY THIS GRAVITY SEWER SYSTEM EXTENSION.
2. THE LENGTHS AND SIZES OF SEWER MAIN EXTENSIONS ARE AS FOLLOWS:
± 7LF OF 8" PVC MAIN

STREET SUMMARY:

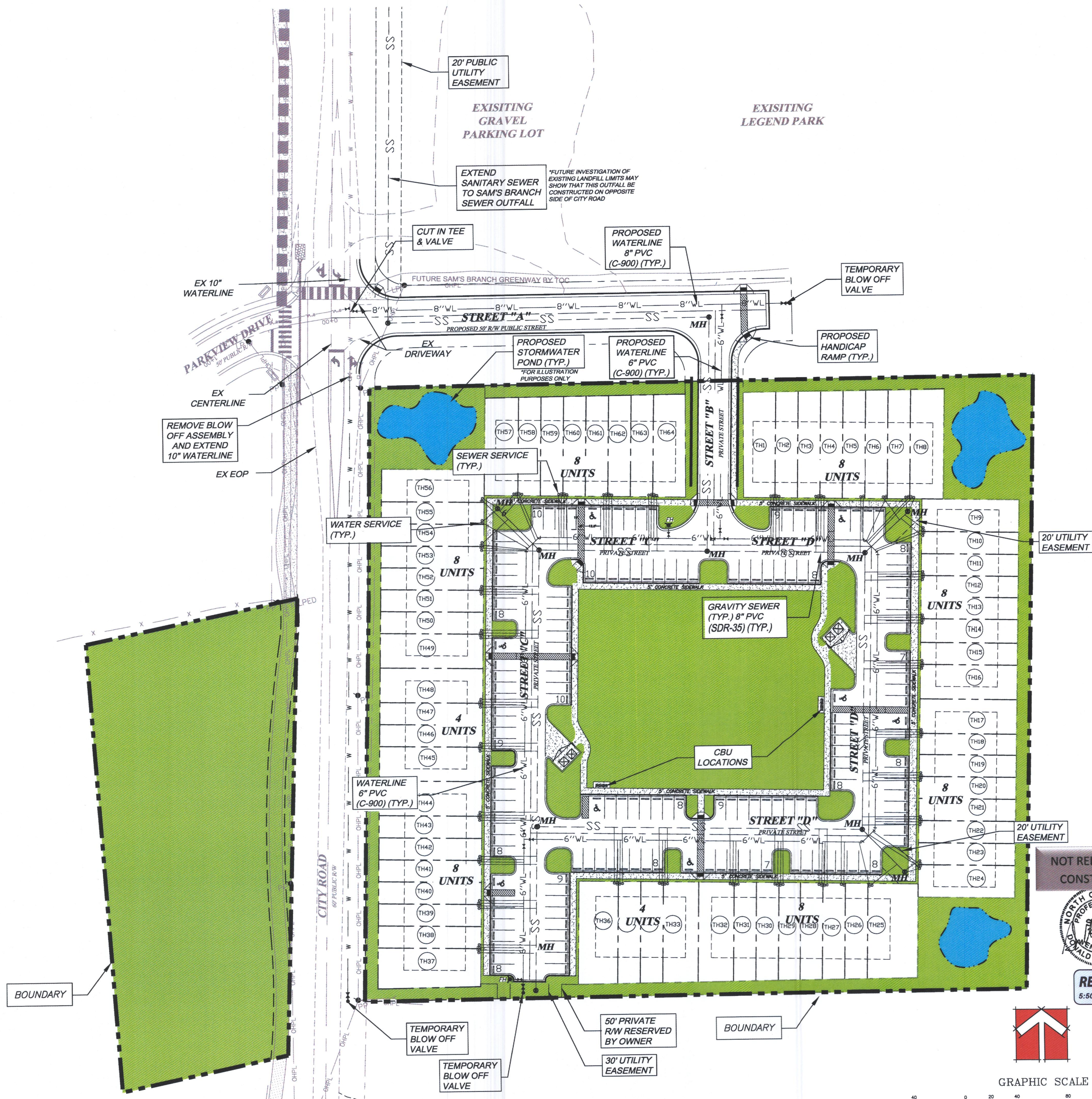
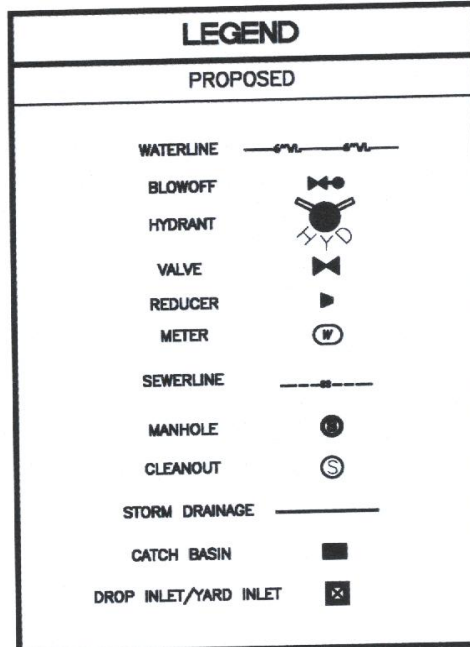
1. THE TOTAL LINEAR OF STREETS:
±1623 LF

- NOTES:
1. ALL PUBLIC WATER AND SEWER UTILITY MATERIALS AND METHODS OF INSTALLATION TO BE IN ACCORDANCE WITH TOWN OF CLAYTON STANDARDS AND SPECIFICATIONS AND MEET APPLICABLE NC PLUMBING CODES.
 2. CONTRACTOR SHALL CALL NC CALL ONE AT 1-800-632-4949 TO VERIFY LOCATION OF EXISTING SERVICES BEFORE BEGINNING CONSTRUCTION.
 3. CONTRACTOR SHALL REPAIR ALL AREAS DISTURBED TO THEIR ORIGINAL CONDITIONS. THIS INCLUDES ANY EXISTING UTILITY DAMAGE AND REPAIR OF ANY PAVEMENT, WALKWAYS, OR STRUCTURAL ITEMS, INCLUDING BUT NOT LIMITED TO: WATER, SEWER, ELECTRIC, GAS, IRRIGATION, CATV, FIBER OPTIC, TELEPHONE, LANDSCAPING, PAVEMENT, SIDEWALKS AND CURB & GUTTER.
 4. INTERNAL SIDEWALKS TO BE INSTALLED BY BUILDER.
 5. ALL ACCESS TO OUTFALL WATER AND SEWER EASEMENTS SHALL HAVE A MAXIMUM SLOPE OF 4:1(H:V) AND A MAXIMUM CROSS SLOPE OF 4%.
 6. OWNERSHIP AND MAINTENANCE FOR PERMANENT STORM WATER FACILITIES TO BE IN ACCORDANCE WITH JOHNSTON COUNTY AND TOWN OF CLAYTON REQUIREMENTS.
 7. ALL 8" DIAMETER MANHOLES SHOWN IN PLANS SHALL REQUIRE AN EXTENDED BASE SECTION.
 8. ALL 4" SANITARY SEWER SERVICES EQUAL TO OR GREATER THAN 12" DEEP SHALL BE 4" 401 LINED DIP.
 9. ALL CONCRETE THROUGH LIMITS OF KIOSK AREA SHALL BE A MINIMUM OF 6" THICK.

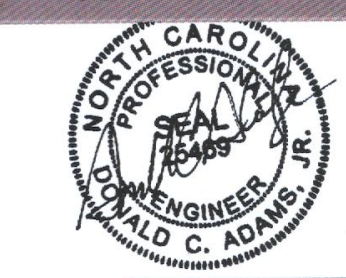
THE TOWN OF CLAYTON AND/OR JOHNSTON COUNTY RESERVE THE RIGHT TO MODIFY THE EROSION AND SEDIMENTATION CONTROL PLAN IF THE EXISTING PLAN OR ITS IMPLEMENTATION PROVE TO BE INADEQUATE.

NOTE:
A COMPLETE SET OF CONSTRUCTION DRAWINGS FOR WATER, SEWER, EROSION CONTROL, GRADING AND STREET EXTENSION TO BE SUBMITTED TO AND APPROVED BY TOWN'S ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.

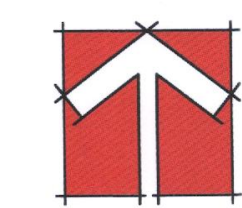
PER CHANGE IN THE NORTH CAROLINA GERNERAL STATUTES (NCGS 87-121(g)), UNDERGROUND UTILITIES ARE TO BE LOCATED BY ELECTRONIC MEANS. SIMILAR TO OTHER DETAILS, GRAVITY SEWER MAINS NOW REQUIRE A #12 AWG INSULATED (GREEN) SOLID COPPER WIRE TO BE PLACED WITH THE GRAVITY SEWER MAIN. IF THE SEWER MAIN DEPTH IS GREATER THAN 8 FT. FROM FINAL SURFACE ELEVATION, PLACE THE WIRE AT A DEPTH BETWEEN 7 AND 8 FT. BELOW FINAL SURFACE ELEVATION. THE TOWN IS PREPARING A DETAIL.



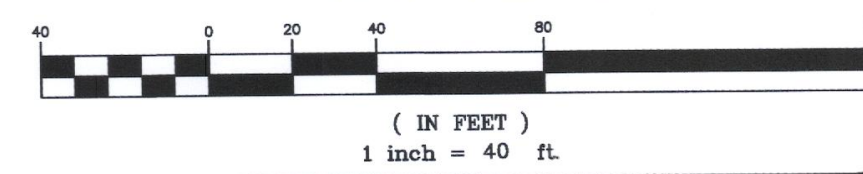
NOT RELEASED FOR
CONSTRUCTION



REVISED
5:50 pm, Dec 04, 2017



GRAPHIC SCALE



335 ATLANTIC CLUB BLVD
CLAYTON, NC 27027
919-243-1332
dom@adamsandhodge.com
FIRM # C-4187

ADAMS & HODGE
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27020

UTILITY PLAN

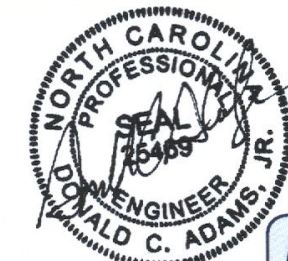
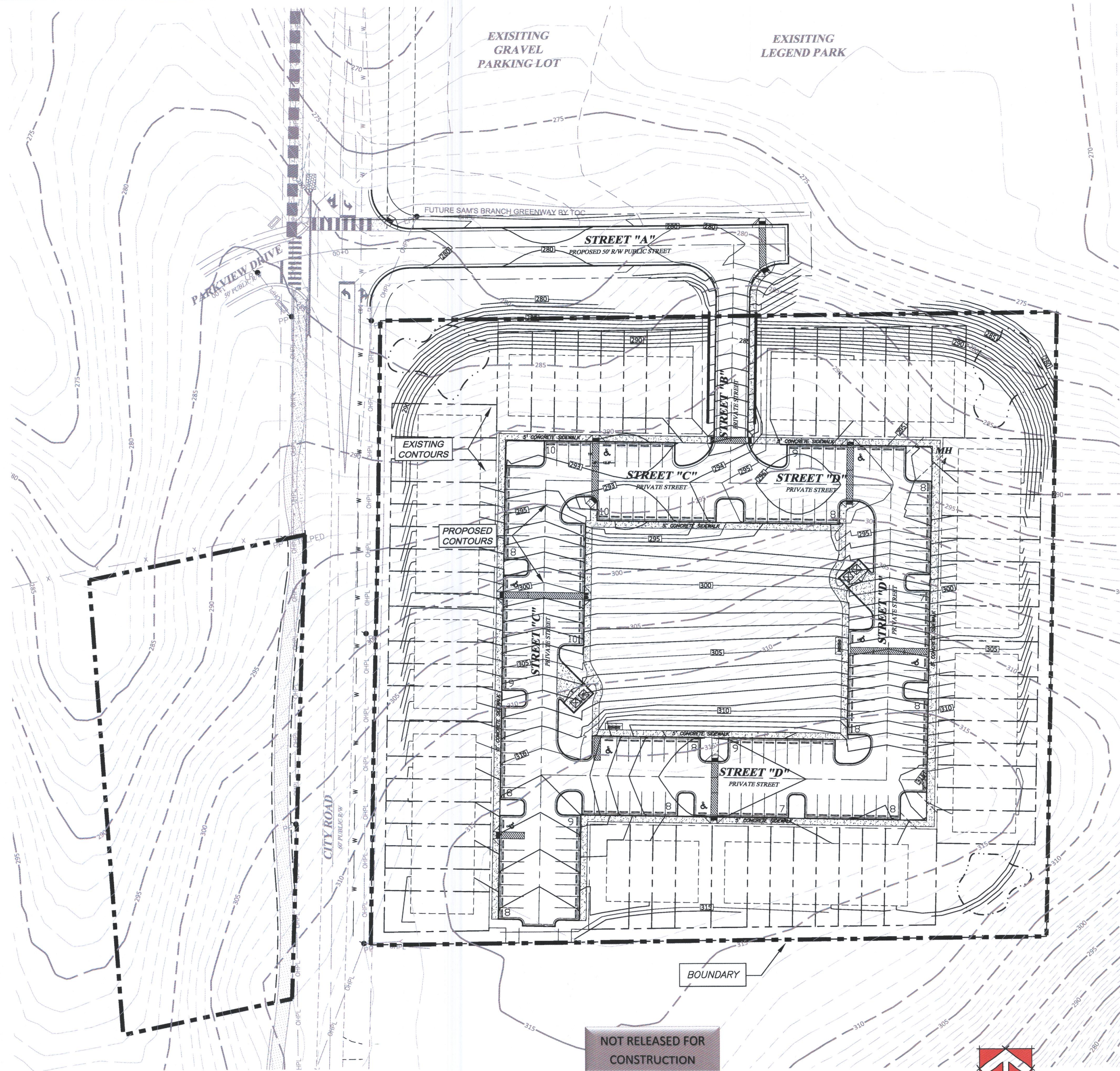
DESIGN: DCA/ADS
DRAWN: ADS
CHECKED: DCA
HORIZONTAL SCALE: SEE GRAPHIC SCALE
VERTICAL SCALE: N/A
DATE: 09/26/2017
JOB NO.: 14111
SHEET: 1

UT1

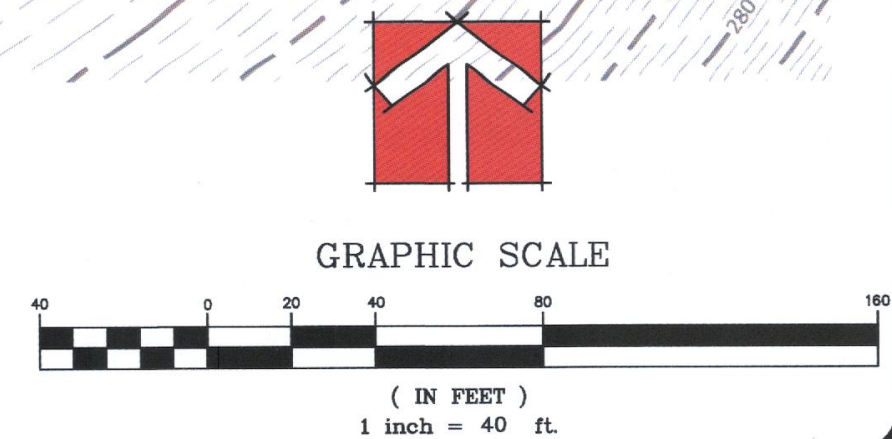
ALL DITCHES/SWALES ARE TO BE LINED USING NAG S150 OR SOD UNLESS UNLESS OTHERWISE SPECIFIED.

THE TOWN OF CLAYTON AND/OR JOHNSTON COUNTY RESERVE THE RIGHT TO MODIFY THE EROSION AND SEDIMENTATION CONTROL PLAN IF THE EXISTING PLAN OR ITS IMPLEMENTATION PROVE TO BE INADEQUATE.

NOTE:
A COMPLETE SET OF CONSTRUCTION DRAWINGS FOR WATER, SEWER, EROSION CONTROL, GRADING AND STREET EXTENSION TO BE SUBMITTED TO AND APPROVED BY TOWN'S ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.



REVISED
5:51 pm, Dec 04, 2017



335 ATHLETIC CLUB BLVD
CLAYTON, NC 27327
dominic@adamsandhodge.com
919-245-1132
FROM C-187

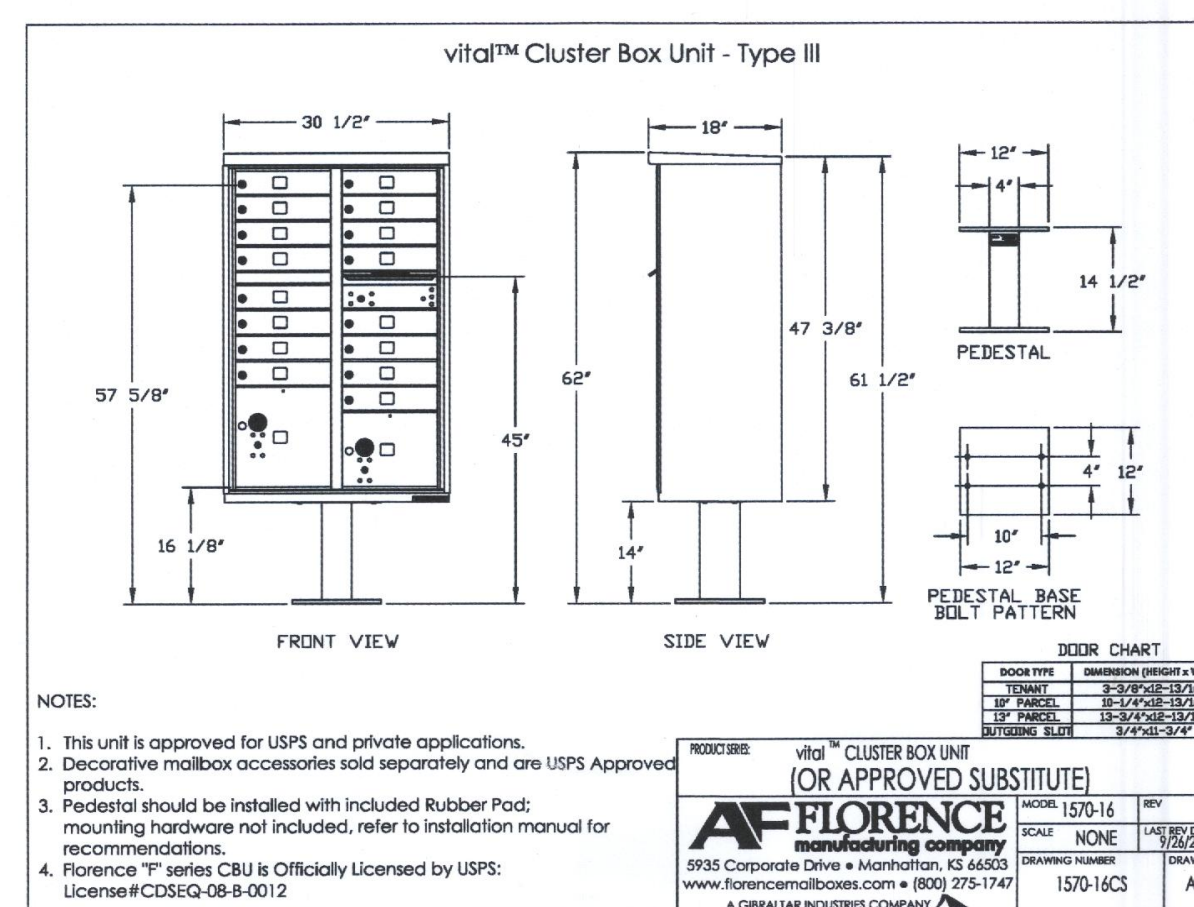
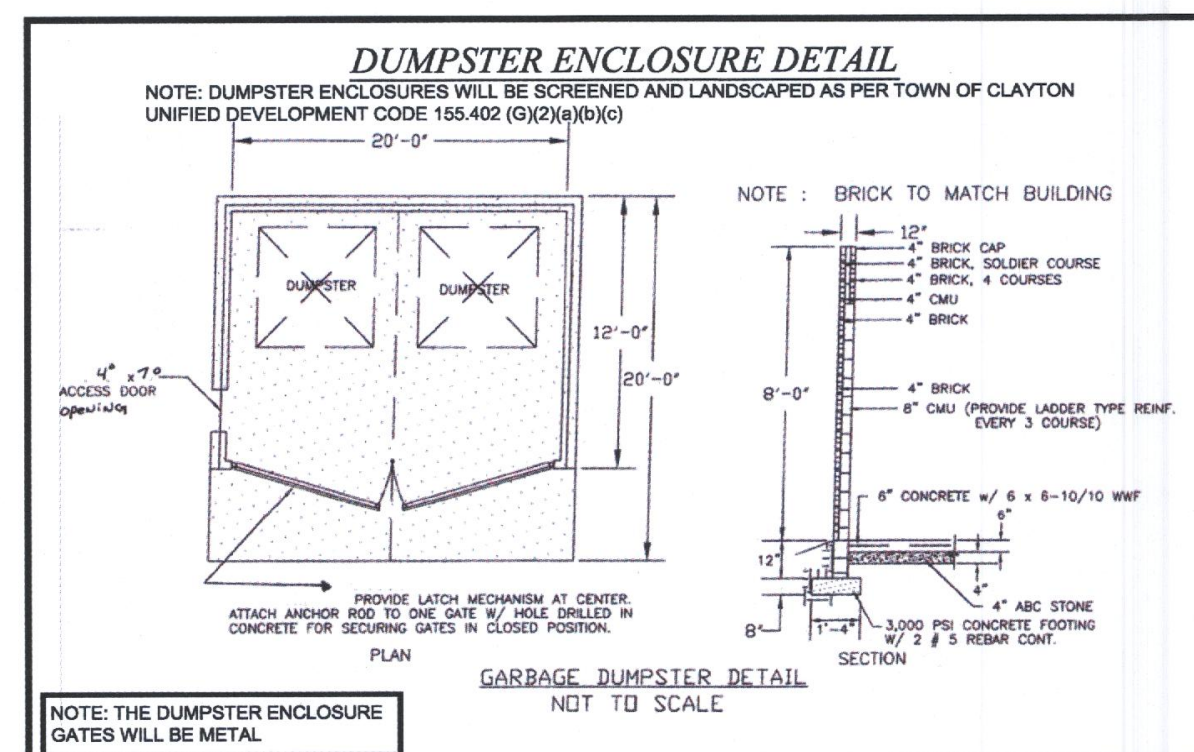
A&H **ADAMS & HODGE**
ENGINEERING, PC

GOODSON TRACT
TOWN OF CLAYTON, NC 27520

GRADING PLAN

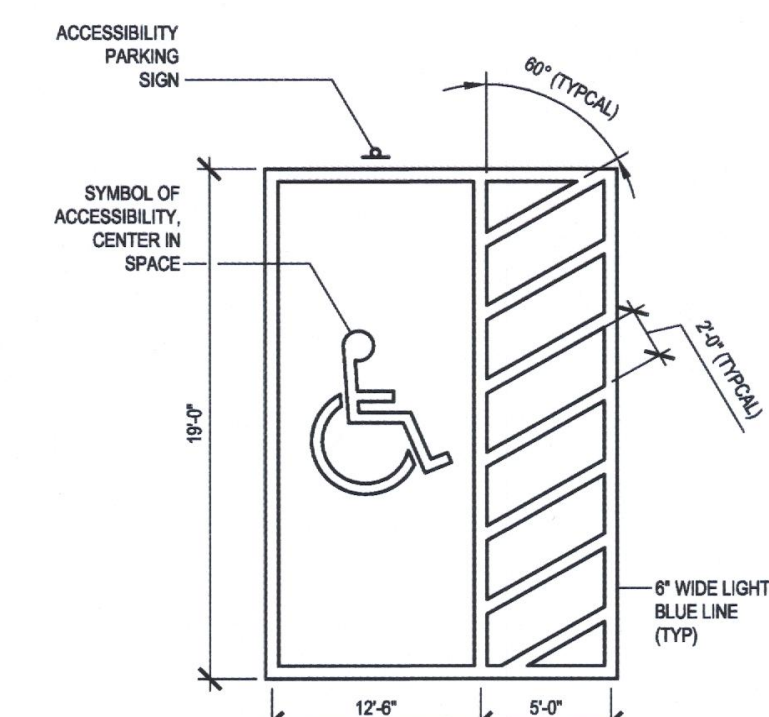
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VERTICAL SCALE: N/A
DATE: 09/26/2017
JOB NO.: AH-
SHEET:

GR1

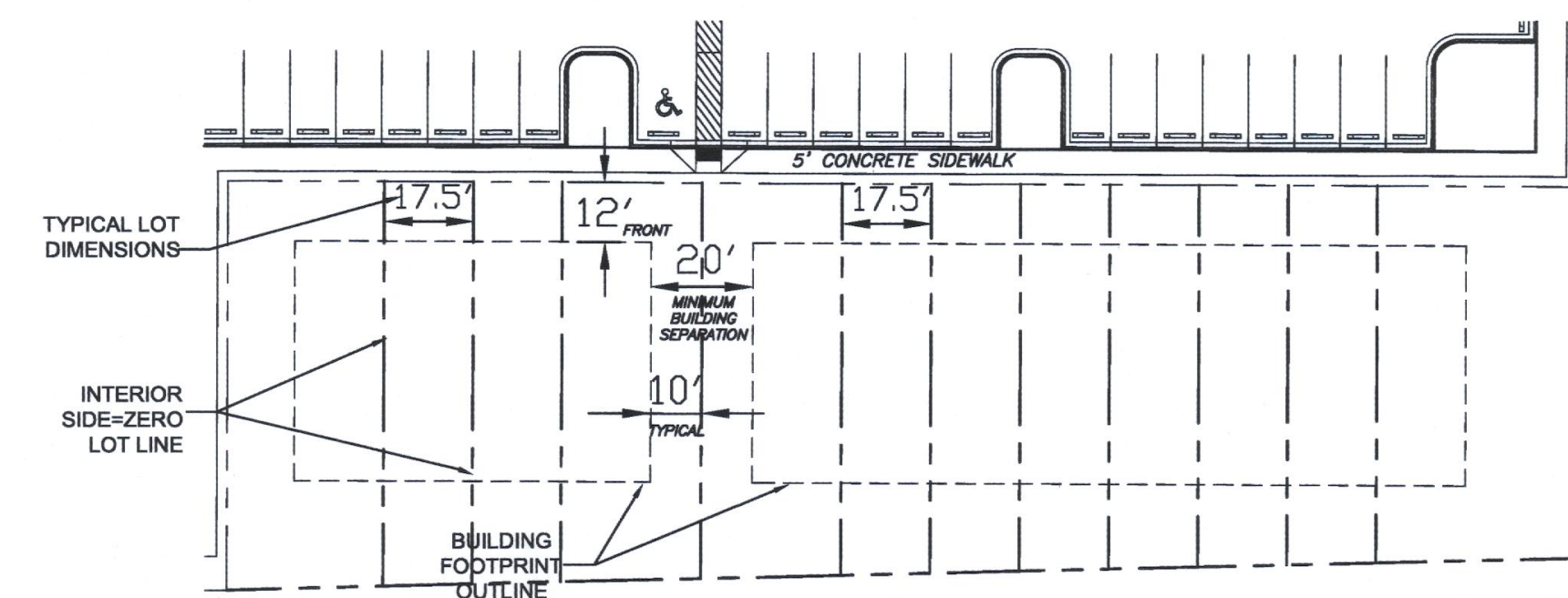


CLUSTER MAILBOX UNIT

NOT TO SCALE



ACCESSIBLE PARKING DETAIL
AS PER 155.401(C)(3)(b) OF THE
TOWN OF CLAYTON UNIFIED DEVELOPMENT CODE



December 12, 2017

Haley Hogg
Planning and Development Department
Town of Clayton
111 East Second Street | PO Box 879 | Clayton, NC 27528
hhogg@townofclaytonnc.org

Subject: **Trip Generation Letter**
Goodson Tract
Clayton, North Carolina

Dear Ms. Hogg:

This letter provides an estimate of the trip generation for the proposed residential development located along City Road in Clayton, North Carolina.

The proposed development is anticipated to consist of 64 townhomes and access will be provided off of the Legend Park driveway (Street "A" on the attached site plan), which aligns with Parkview Drive to the west. It should be noted that both Parkview Drive and the park driveway will have exclusive left-turn lanes along City Road.

According to the ordinance, the Town of Clayton (Town) requires a traffic study if a proposed development is expected to generate one-hundred or more vehicular trips (100) during the weekday AM or PM peak hours.

Trip Generation

Average weekday AM and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE *Trip Generation Manual*, 9th Edition. Table 1 provides a summary of the trip generation potential for the site based on the LUC 230 (Residential Condominium/Townhouse) rates.

Table 1: Site Trip Generation Based on LUC 230

Land Use (ITE Code)	Intensity	Daily Trips (veh.)	AM Peak Hour Trips (vph)		PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Residential Condominium/Townhouse (230)	64 units	400	5	23	22	11

As shown in Table 1, based on the ITE *Trip Generation Manual*, 9th Edition, it is estimated the site is expected to generate 400 daily trips; with 28 trips (5 entering and 23 exiting) during the weekday AM peak hour and 33 total trips (22 entering and 11 exiting) are expected to occur during the weekday PM peak hour. It should be noted that the proposed land use is not expected to have peak periods coinciding with the existing baseball field, with which it shares access.

Findings and Summary

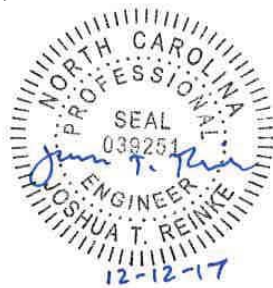
The calculations provided in this letter are estimations of the trip generation potential for the site based on both ITE *Trip Generation Manual*, 9th Edition data and also local data. Based on the trip generation results, it is expected that the proposed Goodson Tract development will have minimal impact on the surrounding roadway network and is expected to be well below the traffic study threshold, as identified in the Town's ordinance.

If you should have any questions, please feel free to contact me at (919) 872-5115.

Sincerely,

RAMEY KEMP & ASSOCIATES, INC.

Joshua Reinke, P.E.
Transportation Manager
NC Corporate License # C-0910



cc: Donnie Adams (Adams & Hodge Engineering, PC)

Attachments: Proposed Site Plan





November 21, 2017

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of a neighborhood meeting that will be held to provide information to adjacent property owners about the proposed Goodson Tract residential project. A representative of the applicant will be present to share details about the project as well as answer questions, and solicit comments.

Meeting Date: **December 5, 2017**

Location: **114 West Main St.
Clayton, NC 27520**

Time: **6:30 PM**

Type of Application: Major Subdivision Plan

General Description: The applicant is requesting a Major Subdivision approval.

A vicinity map of the property is attached.

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

Sincerely,

Donald C. Adams, Jr., PE

Cc: Town of Clayton Planning



Scale: 1:1932 - 1 in. = 160.99 feet

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

Johnston County GIS
November 21, 2017



Project: Goodson Tract

Date of Meeting: December 5, 2017

Location of Meeting: 114 West Main St. Clayton, NC 27520 (NC PAPER CO)

Time of Meeting: 6:30 pm

In Attendance: Donnie Adams, Holland Adams, Jaclyn Smith

Meeting Summary/Minutes:

Donnie waited until 6:45pm to begin the meeting giving more time for those invited to show up.

Donnie had the Major Subdivision plan displayed on the TV for all to view, ready to discuss the project.

At 6:50 pm we concluded the meeting because no adjacent property owners showed up.

*Donald Macus Johnson who is an adjacent property owner called Donnie to let him know that he had to work and would not be able to attend the meeting, but wanted to talk to someone to discuss his adjacent property. James Lipscomb reached out to Donald Macus Johnson on December 6, 2017 by phone.



November 21, 2017

Dear Clayton Area Property Owner:

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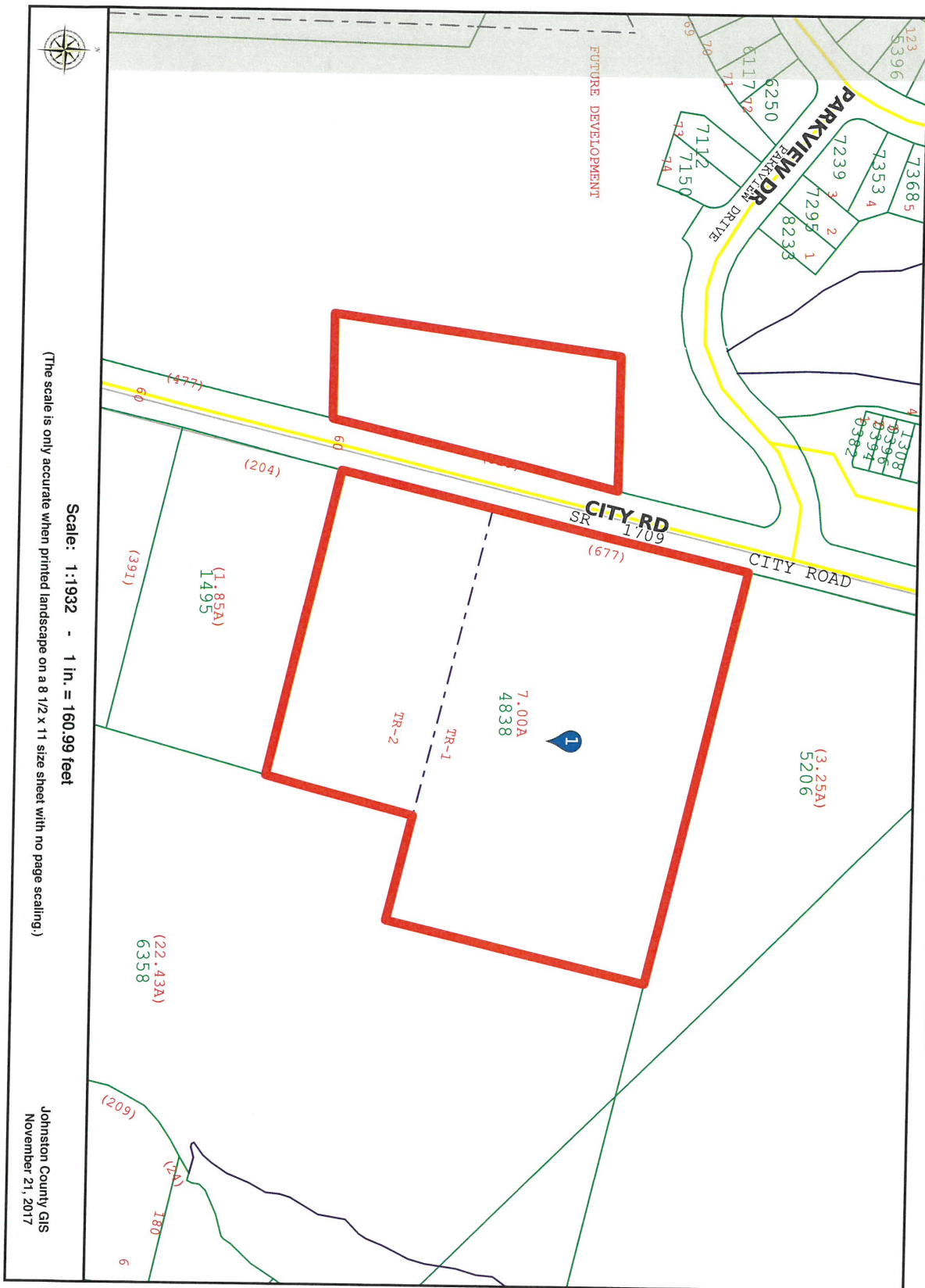
Sincerely,

Donald C. Adams, Jr., PE

Cc: Town of Clayton Planning



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





*** DISCLAIMER ***

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

Result 1

id: 05E99027Q
Tag: 05E99027Q
Tax Unique Id: 4710389
NCPin: 166909-07-5206
Mapsheets No: 166909
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 777
Mail Address 3: CLAYTON, NC 27528-0777
Site Address 1: 551 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book:
Page:
Market Value: 56830
Assessed Acreage: 3.25
Calc. Acreage: 3.25
Sales Price: 0
Sale Date:

Result 2

id: 05029021
Tag: 05029021
Tax Unique Id: 4680292
NCPin: 166909-06-6358
Mapsheets No: 166909
Owner Name 1: GORDON, HARVEY B
Owner Name 2: GORDON, MILDRED S
Mail Address 1: 133 PLANTATION CIR S
Mail Address 2:
Mail Address 3: PONTE VEDRA BEACH, FL
32082-0000
Site Address 1:
Site Address 2:
Book:
Page:
Market Value: 119210
Assessed Acreage: 22.43
Calc. Acreage: 22.429
Sales Price: 0
Sale Date:

Result 3

id: 05H02199C
Tag: 05H02199C
Tax Unique Id: 4713639
NCPin: 166909-06-1495
Mapsheets No: 166909
Owner Name 1: JOHNSON, MACUS DONALD
Owner Name 2:
Mail Address 1: 352 CITY RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-5903
Site Address 1: 352 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book: 04702
Page: 0956
Market Value: 94030
Assessed Acreage: 1.85
Calc. Acreage: 1.848
Sales Price: 104000
Sale Date: 2015-12-31

Result 4

id: 05030069
Tag: 05030069
Tax Unique Id: 4772351
NCPin: 165908-97-7935
Mapsheets No: 165908
Owner Name 1: CITY ROAD LLC
Owner Name 2:
Mail Address 1: 114 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2321
Site Address 1:
Site Address 2:
Book: 04557
Page: 0814
Market Value: 123160
Assessed Acreage: 22.35
Calc. Acreage: 22.4
Sales Price: 425000
Sale Date: 2015-02-13

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant: Adams & Hodge Engineering, PC

Location/Date: 114 W Main St. Clayton, NC Suite 102 / 12-5-17

	NAME	ADDRESS
1	Donnie Adams	335 Athletic Club Blvd. Clayton
2	Holland Adams	" "
3	Jaclyn Smith	Parkview Townhomes Ph. 1
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



*** DISCLAIMER ***

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

Result 1

id: 05E99027Q
Tag: 05E99027Q
Tax Unique Id: 4710389
NCPin: 166909-07-5206
Mapsheet No: 166909
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: PO BOX 777
Mail Address 3: CLAYTON, NC 27528-0777
Site Address 1: 551 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book:
Page:
Market Value: 56830
Assessed Acreage: 3.25
Calc. Acreage: 3.25
Sales Price: 0
Sale Date:

Result 2

id: 05029021
Tag: 05029021
Tax Unique Id: 4680292
NCPin: 166909-06-6358
Mapsheet No: 166909
Owner Name 1: GORDON, HARVEY B
Owner Name 2: GORDON, MILDRED S
Mail Address 1: 133 PLANTATION CIR S
Mail Address 2:
Mail Address 3: PONTE VEDRA BEACH, FL
32082-0000
Site Address 1:
Site Address 2:
Book:
Page:
Market Value: 119210
Assessed Acreage: 22.43
Calc. Acreage: 22.429
Sales Price: 0
Sale Date:

Result 3

id: 05H02199C
Tag: 05H02199C
Tax Unique Id: 4713639
NCPin: 166909-06-1495
Mapsheet No: 166909
Owner Name 1: JOHNSON, MACUS DONALD
Owner Name 2:
Mail Address 1: 352 CITY RD
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-5903
Site Address 1: 352 CITY RD
Site Address 2: CLAYTON, NC 27520-
Book: 04702
Page: 0956
Market Value: 94030
Assessed Acreage: 1.85
Calc. Acreage: 1.848
Sales Price: 104000
Sale Date: 2015-12-31

Result 4

id: 05030069
Tag: 05030069
Tax Unique Id: 4772351
NCPin: 165908-97-7935
Mapsheet No: 165908
Owner Name 1: CITY ROAD LLC
Owner Name 2:
Mail Address 1: 114 W MAIN ST STE 102
Mail Address 2:
Mail Address 3: CLAYTON, NC 27520-2321
Site Address 1:
Site Address 2:
Book: 04557
Page: 0814
Market Value: 123160
Assessed Acreage: 22.35
Calc. Acreage: 22.4
Sales Price: 425000
Sale Date: 2015-02-13



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

January 22, 2018

RE: 2017-171-SD Goodson Tract Townhomes Preliminary Plat (Major Subdivision)
2017-172-SUP Goodson Tract Townhomes Special Use Permit

Dear Clayton Area Property Owner:

The Clayton Town Council will hold an evidentiary hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider the above referenced applications requesting to create a 64 unit townhome subdivision on 7 acres of land, zoned Residential-10 (R-10). The property is located off City Road, south and adjacent to Legend Park. Parcel Number 166909-06-4838. Please see the map on the back of this letter.

Based upon records in the Johnston County Tax Office, you are the owner of property that is within 100 feet of this request, which is why you are receiving this letter of notification. You are invited to attend this meeting and express your opinions on these requests. During an evidentiary hearing, the Clayton Town Council must make findings of fact based upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath. This is an open meeting and the public is invited to attend.

If you should need additional assistance or information, please contact the Planning Department at (919) 553-5002 or hhogg@townofclaytonnc.org.

Sincerely,

Haley Hogg, CZO
Planner

**TOWN OF CLAYTON
PLANNING BOARD WRITTEN RECOMMENDATION
PRELIMINARY SUBDIVISION PLAT:**

**Goodson Townhomes – Major Subdivision
2017-171-SD**

On December 19, 2017 the Planning Board heard the above-referenced request and made the following vote:

Recommendation to the Town Council to

☐ approve the request;

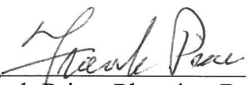
☒ approve the request with the following modified or added conditions:

per staff report.

☐ deny the request.

Recommendation(s) made this 19th day of December 2017 while in regular session.

Signed:



Frank Price, Planning Board Chair



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

Wastewater Allocation Request

The Town of Clayton, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation.

Application MUST be completed and sealed by a registered engineer unless otherwise approved by staff.

SITE INFORMATION

Name of Project: Goodson Tract Acreage of Property: 7.00 acres
County Tag Number: 4710390 NC PIN: 166909-06-4838
Address/Location: Off of City Rd

Zoning District: R-10-SUP
Town Limits / ETJ: ☒ Town Limits ☐ ETJ (Extra-Territorial Jurisdiction)

APPLICANT INFORMATION – Applicant must be a registered engineer unless otherwise approved by Town Engineer

Applicant: Adams & Hodge Engineering, PC
Mailing Address: 335 Athletic Club Blvd, Clayton
Phone Number: 919-763-7278 Fax: _____
Contact Person: Donnie Adams
Email Address: dennie@adamsandhodge.com

PROPERTY OWNER INFORMATION

Name: Sam's Branch, LLC
Mailing Address: 114 W. Main St, Clayton, NC 27520
Phone Number: 919-763-7278 Fax: _____
Email Address: dennie@adamsandhodge.com

FOR OFFICE USE ONLY

Date Received: _____ File Number: _____ Associated Project Number: _____

June 2015

Page 1 of 6

PROJECT INFORMATIONUse: ☒ New ☐ Expanded ☐ ChangeUse Type: ☒ Residential ☐ Non-Residential

Proposed Use(s): Residential Townhomes Existing Use(s): Vacant

Invoice shall be mailed to the following:

Developer Name: Sam's Branch, LLC

Mailing Address: 114 W. Main St, Clayton, NC 27520

Phone Number: 919-763-7278

Fax Number:

Email Address: donnie@adamsandhodge.com

ALLOCATION REQUEST

- Use additional sheets if necessary.
- Provide any documentation supporting/justifying the request as an attachment.
- If a phasing / take-down schedule is proposed, include as an attachment.

Residential:

Gross Acreage: 7.0

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	64	250	16,000
3 Bedroom Units			
>3 Bedroom Units			
Total		-----	

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
Total		-----	

Non-Residential: (Design Flow Guideline provided as Appendix A)*

*If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.

Gross Acreage: _____

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
Total			-----	

TOTAL REQUESTED GALLONS PER DAY: 16,000

NOTE TO APPLICANT:

Invoicing:

Invoices are generated on the following schedule:

Non-Residential:

Generated with the application for a Zoning Compliance Permit.

Residential:

Multi-Family / Apartments:

Generated with the application for a Zoning Compliance Permit.

Subdivision / Subdivided Lots:

Generated at Final Plat submittal.

Fee Development:

Development Fees are calculated and invoiced based on the Town of Clayton adopted Comprehensive List of Fees and Charges. Invoiced fees include acreage fees, capacity fees, nutrient offset fees, recreation fees, fees-in-lieu, and electric department lot deposit. Please speak with Town staff with questions.

Approval:

Requests over 10,000 GPD are approved by the Town Council, by resolution. All other requests are approved by the Town Manager.

APPLICANT AFFIDAVIT

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

Donnie Adams, PE

Print Name



Signature of Applicant

11/1/2017

Date

Engineer Seal:



TOWN OF CLAYTON OFFICE USE ONLY:

Approved by: ☐ Town Manager

☐ Town Council (*requests of 10,000 GPD or more require Council approval by resolution*)

The **Town Manager / Town Council (circle one)** has authorized the allocation of _____

gallons per day for project # _____.

Date of Approval: _____

Signed:

Town Manager

If approved by Town Council:

Attach a copy of the resolution and any associated documentation.

PUBLIC NOTICE

In accordance with NC GS 160A-364, the Clayton Town Council will hold an evidentiary hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider the following applications:

- 2017-171-SD Goodson Tract Townhomes Preliminary Plat (Major Subdivision); Request for preliminary plat approval to develop 64 townhome units on 7 acres of land. Parcel Number: 166909-06-4838.
- 2017-172-SUP Goodson Tract Townhomes Special Use Permit; request for special use approval to develop the use of townhomes on 7 acres of land zoned Residential-10. Parcel Number: 166909-06-4838

During an evidentiary hearing, the Clayton Town Council must make findings of fact based upon sworn testimony and other credible evidence. Citizens may give testimony in an evidentiary hearing after they have taken an oath.

This is an open meeting and the public is invited to attend.

Haley Hogg, Planner
919-553-5002

The Clayton News Star

Please advertise on the following dates:
January 26, 2018
February 2, 2018

Affidavit of publication required.



Town Council Agenda Cover Sheet

Meeting Date

January 16, 2018

Agenda Location

Items Scheduled for the Regular Meeting

Item Title

2017-207-RZ TOC WWPTF Rezoning

Presenter *(Name & Title)*

Planning Department

Summary/Description

Request to rezone a portion of the subject property from Residential-Estate (R-E) to Industrial-Light (I-1). The remainder of the property is already zoned Industrial-Light (I-1).

Requested Action

Set Public Hearing

Additional Documents To Be Included in Agenda Packet

Staff Report Maps
Application
Public Notice- newspaper ad
Public Notice- adjacent property letter
Neighborhood Meeting Letter
Consistency & Reasonableness Statement



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

REZONING APPLICATION

Pursuant to Article 7, Section 155.704 of the Unified Development Code, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to amend the Official Zoning Map.

Application Fees: **Standard Rezoning Fee: \$500.00**
Rezoning to Planned Development District Fee: \$1,000.00 + \$5.00 acre
Advertisement Fee: \$100.00
All fees are due when the application is submitted.

Note on Planned Developments: Requests to rezone to a Planned Development District must be accompanied by a Master Plan submittal. Master Plans are approved as Preliminary Subdivision Plats – please submit a concurrent Preliminary Subdivision Plat application and Master Plan.

SITE INFORMATION

Name of Project: TOC WWPTF Rezoning Acreage of Property: 22
County Tag Number: 05I05019E NC PIN: 167800-40-6031
Address/Location: 3798 Powhatan Road
Existing Zoning District: Industrial-light (I-1) and Residential-Estate (R-E)
Proposed Zoning District: Industrial-Light (I-1)

APPLICANT INFORMATION

Applicant: Town of Clayton
Mailing Address: 111 E Second Street Clayton, NC 27528
Phone Number: 919-553-5002 Fax: _____
Contact Person: Haley Hogg (Planner)
Email Address: hhogg@townofclaytonnc.org

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: N/A File Number: _____

October 2017

Page 1 of 10

PROPERTY OWNER INFORMATION

Name: Town of Clayton

Mailing Address: PO Box 879 Clayton, NC 27528

Phone Number: 919-553-5002

Fax:

Email Address: hhogg@townofclaytonnc.org

EXPLANATION OF PROJECT

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

Request to rezone a portion of the subject property from R-E to I-1, in order to become consistent with the remainder of the site which is zoned I-1, and to be consistent with the existing use (major utility) and surrounding zoning districts.

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany a Rezoning application.

To be completed by the applicant:			For staff use only:		
Submit 9 copies of all materials unless otherwise noted or directed by staff	Yes	N/A	Yes	No	N/A
1. A pre-application conference was held with Town of Clayton staff. Date: _____		•			
2. Review Fee (\$500 for standard rezoning <u>OR</u> \$1,000 + \$5.00/acre for Planned Developments) and Advertisement Fee (\$100)		•			
3. Completed application	•				
4. Owner's Consent Form <i>Required if applicant is not property owner.</i>		•			
5. A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department).		•			
6. If property to be rezoned is a <u>portion</u> of a parcel: - Property legal description typed (10 pt. font or greater, and also submitted electronically in MS Word format.) - Plat showing property to be rezoned, matching legal description.	•				
7. Adjacent property owners list	•				
8. Neighborhood meeting notice letter (1 copy) <i>See sample letter and meeting requirements included in this packet</i>	•				
9. Neighborhood meeting summary form (1 copy) <i>Included in this packet</i>	Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.				
10. Stamped, addressed, empty envelopes with no return address, using the adjacent property owner list (1 set) <i>This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.</i>	•				

APPROVAL CRITERIA

All applications for a Rezoning must address the following findings:

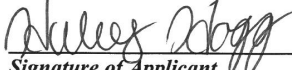
1. Consistency with the adopted plans of the Town.
The request is consistent with the adopted plans of the Town. The request is consistent with the future land use map, which designates this land as "Employment Center". This designation typically consists of Industrial-light and Industrial-heavy zoning designations.
2. Suitability of the subject property for uses permitted by the current vs. the proposed district.
The current use of the subject property is "major utility". The existing zoning is not compatible with the existing use on the subject property. Rezoning this portion of the property to I-1 would make it compatible with the remainder of the site's zoning district, and the existing use.
3. Whether the proposed change tends to improve the balance of uses, or meets specific demand in the Town.
The requested zoning will unify the subject property as I-1, which permits the existing use of the property and improves the balance of potential uses of the subject property.
4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, potable water supply and stormwater drainage facilities is available for the proposed use.
There is adequate public facilities to serve this site. This site serves as a major utility for the Town, and therefore does not require the services of schools, recreation facilities, etc.
5. It has been determined that the legal purposes for which zoning exists are not violated.
This request does not violate the legal purposes for which zoning exists.
6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.
There will be no adverse effect upon adjoining property owners. The exiting use of the site is already a major utility, and all adjacent properties are zoned Industrial-Light as well.
7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.
No one property owner or small group of property owners will benefit materially from the requested zoning change.

APPLICANT AFFIDAVIT

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

Haley Hogg

Print Name


Signature of Applicant

12-18-17

Date



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

*Town Council
January 16, 2018*

STAFF REPORT

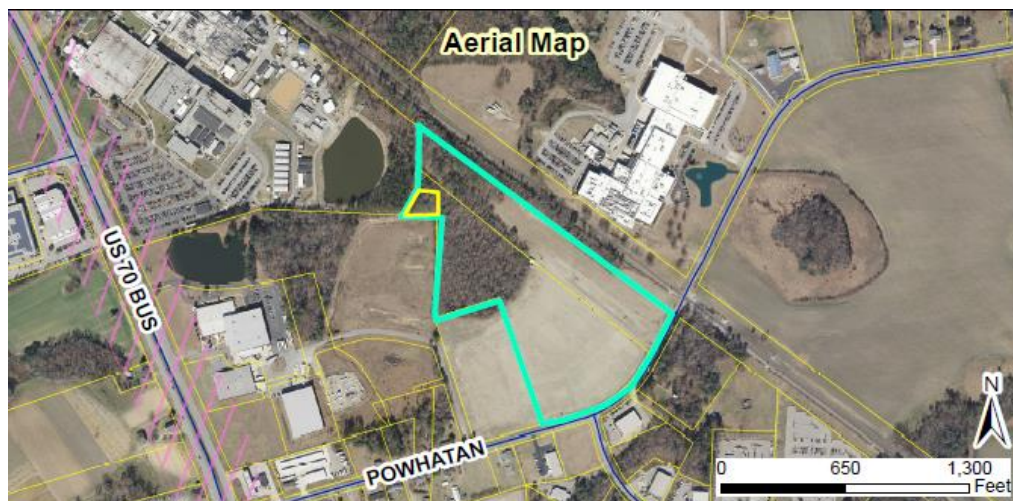
Application Number: 2017-207-RZ
Project Name: TOC WWPTF Rezoning

NC PIN / Tag #: 167800-40-6031 / 05I05019E
Town Limits/ETJ: ETJ
Applicant: Town of Clayton
Owner: Town of Clayton
Location: 3798 Powhatan Road

Public Noticing:

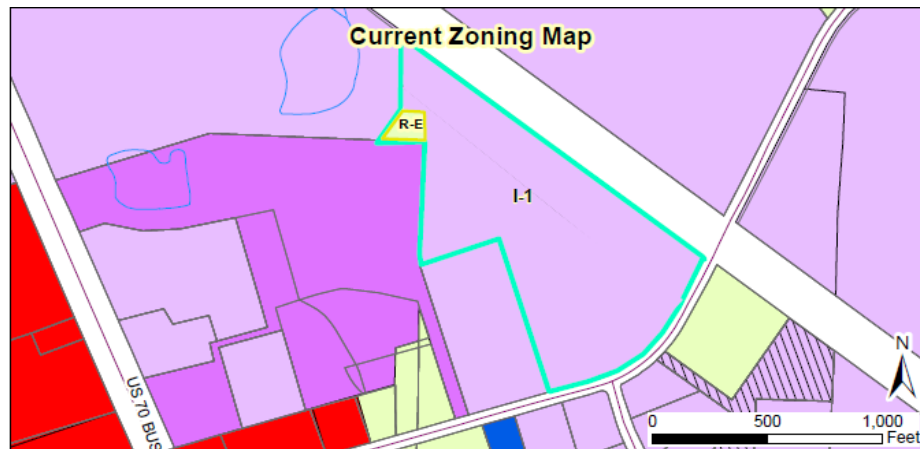
- Neighborhood meeting held on January 11, 2018
- Signs Posted prior to January 12, 2018
- Letters mailed prior to January 26, 2018
- Newspaper ad published January 26, 2018 and February 2, 2018

REQUEST: Request to rezone a portion of the subject property from Residential-Estate (R-E) to Industrial-Light (I-1). The portion to be rezoned is outlined in yellow in the aerial map below.



SITE DATA:**Acreage:** .45 acres of 22 total acres**Existing Uses:** Vacant (portion of property approved for EICA Pump Station)**ADJACENT ZONING AND LAND USES:**

Direction	Zoning	Existing Use
North	Industrial-Light (I-1)	Grifols Pharmaceutical & Novo Nordisk Pharmaceutical
South	Industrial-Light (I-1) and Residential-Estate (R-E)	Single-Family Residence & Indoor Entertainment
East	Industrial-Light (I-1)	Novo Nordisk Pharmaceutical
West	Industrial-Heavy (I-2) and Industrial-Light (I-1)	Outdoor Entertainment & Grifols Pharmaceutical

**STAFF ANALYSIS AND COMMENTARY:****Overview**

The Town of Clayton is requesting to rezone a portion of the subject property from Residential-Estate (R-E) to Industrial-Light (I-1). The remainder of the property is already zoned Industrial-Light (I-1). In 2017, the Town purchased three separate parcels of land that were ultimately recombined to create the subject property. One of these parcels was zoned R-E, and led to the new parcel being split-zoned once recombined. The Town is now requesting to rezone this portion in order to create consistency with the remainder of the property and the zoning of the surrounding adjacent properties.

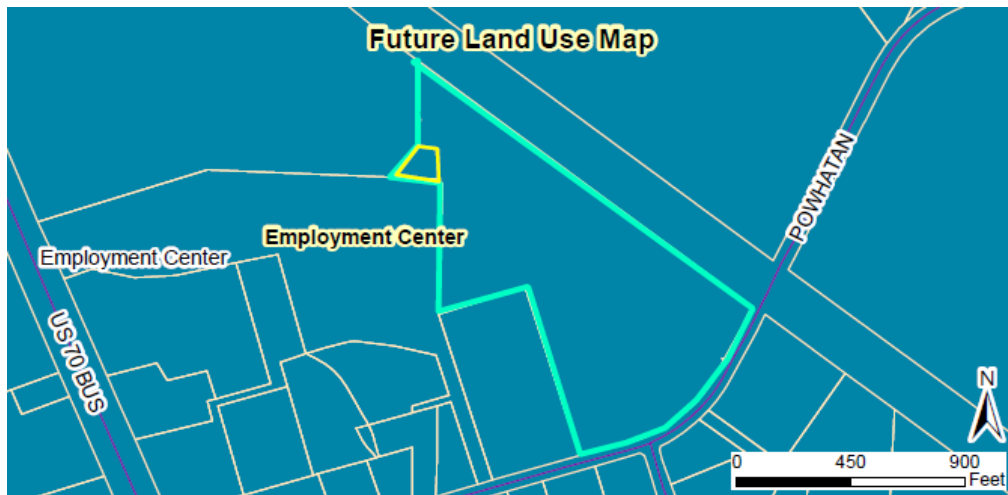
In 2017, a major site plan application (2017-05-SP) was approved to develop a new ECIA pump station on a portion of the property. A major site plan application (2017-190-SP) has also been submitted to develop a Wastewater Pre-treatment Facility on the subject property. This major site plan application will proceed to Planning Board on January 22, 2018.

Compatibility with Surrounding Land Uses

The proposed rezoning is compatible with surrounding land uses, which are Industrial uses.

Consistency with the 2040 Comprehensive Plan

The proposed rezoning is compatible with the 2040 Comprehensive Plan and Future Land Use Map, which designates this land as “Employment Center”. This designation encourages industrial uses, as well as industrial zoning categories.



CONSIDERATIONS:

- Rezoning is decided by the Town Council. The Planning Board shall make a recommendation to the Town Council.
- When adopting or rejecting the rezoning, the Town Council shall approve a statement describing whether its action is consistent with adopted plans and/or policies of the Town and explaining why the Council considers the action taken to be reasonable and in the public interest.
- If approved, this rezoning will result in a modification to amend the official zoning map for The Town of Clayton.

APPROVAL CRITERIA:

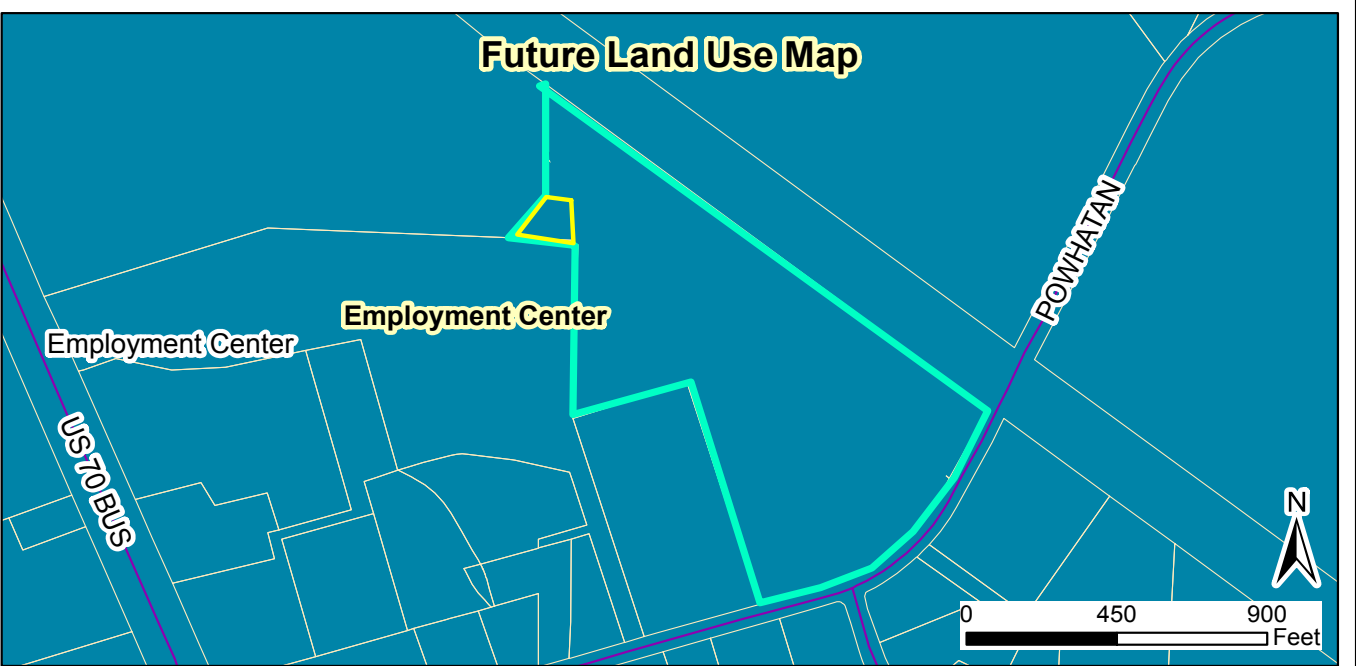
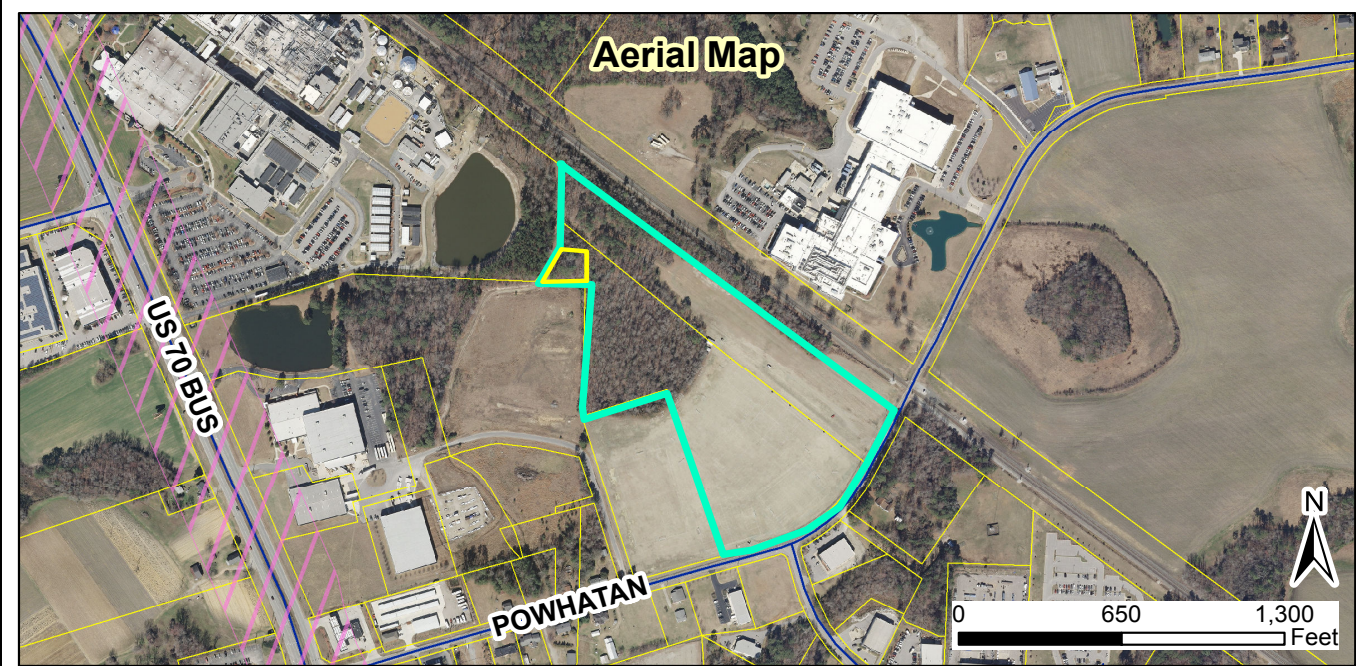
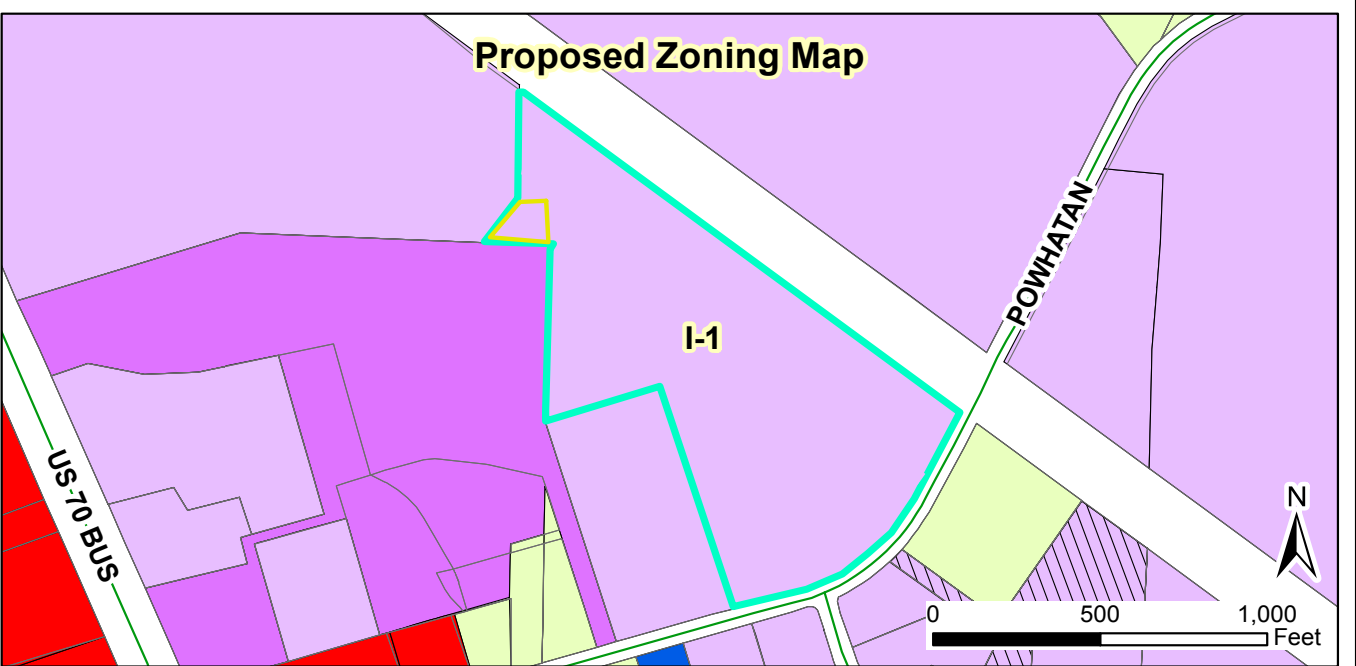
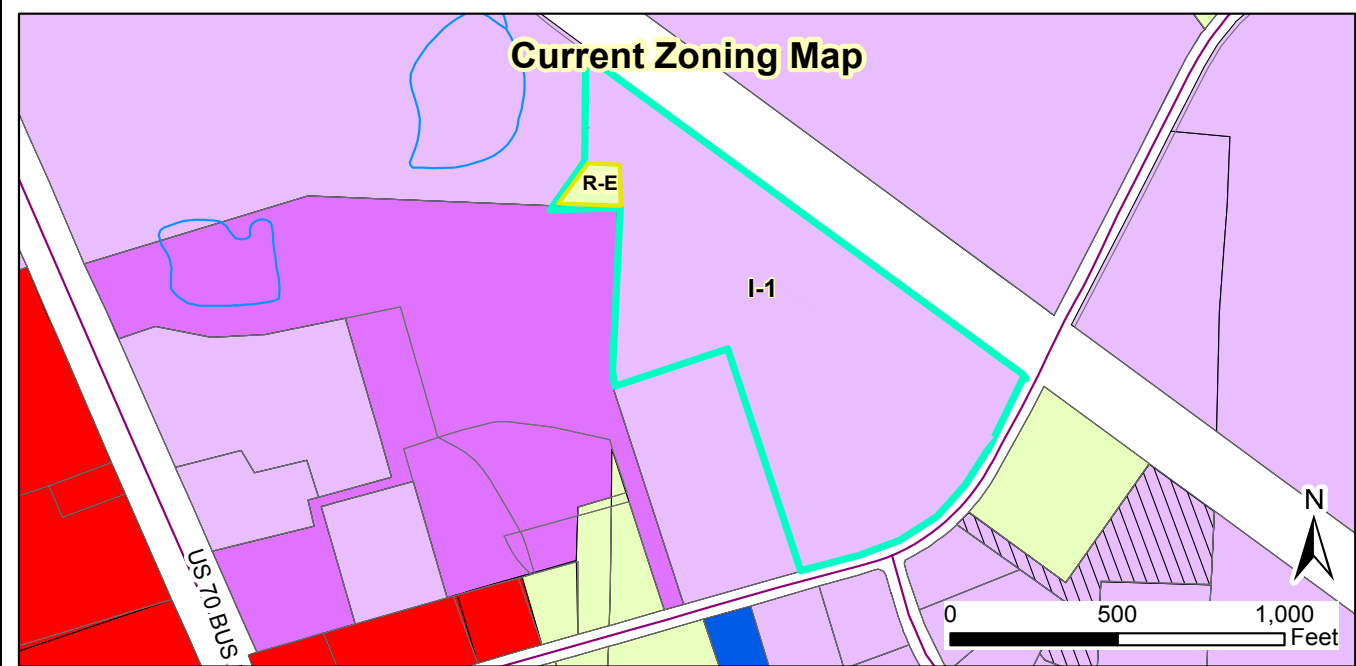
The applicant has addressed the Rezoning Approval Criteria outlined in §155.704. The applicant's responses are incorporated as an attachment to the Staff Report.

STAFF RECOMMENDATION:

Staff is recommending approval of the rezoning of the subject parcel.

ATTACHMENTS:

- 1) Staff Report Maps
- 2) Application
- 3) Public Notice- Newspaper Ad
- 4) Public Notice- Adjacent Property Letter
- 5) Neighborhood Meeting Letter
- 6) Consistency & Reasonableness Statement



2017-207-RZ TOC WWPTF Rezoning
Request: Request to rezone a portion of the property from R-E to I-1
 Applicant: Town of Clayton
 Property Owners: Town of Clayton
 Parcel ID: 167800-40-6031
 Tag #: 05105019E



01/02/2018
 Produced by: TOC Planning
 Disclaimer: Town of Clayton assumes no legal responsibility for the quality of the data represented here.

Legend

- 100-yr Flood Zone
- Thoroughfare Overlay
- Scenic Highway Overlay
- Site

Document Path: O:\PLANNING\REZONING\Rezoning\2017\2017-207-RZ TOC WWPTF Rezoning\Maps\2017-207-RZ Staff Report Map.mxd

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Adam Lindsay
TOWN MANAGER

The Premier Community



For Active Families

Bobby Bunn
Art Holder
Jason Thompson
R.S. "Butch" Lawter, Jr.
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

December 18, 2017

Dear Clayton Area Property Owner:

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

Meeting Date: January 11, 2018

Location: Clayton Center Lobby, Clayton Town Hall 111 E. Second Street, Clayton, NC 27520

Time: 6:00pm

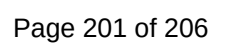
Type of Application: Rezoning

General Description: Rezoning the subject property (Parcel ID: 167800-40-6031) from Residential-Estate (R-E) and Industrial-Light (I-1) to Industrial-Light (I-1). The property is located off Powhatan Road. Please see the attached map.

If you have any questions prior to or after this meeting, you may contact me at 919-553-5002.

Sincerely,

Haley Hogg, CZO
Planner
Town of Clayton





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

January 22, 2018

NOTICE

SUBJECT: **Project #:** 2017-207-RZ TOC WWPTF Rezoning
 PIN #: 167800-40-6031
 TAG #: 05I05019E
 Applicant: Town of Clayton

Dear Clayton Area Property Owner:

Notice is hereby given that the Clayton Town Council will hold a public hearing on Monday, February 5, 2018 at 6:30 PM at Town Hall, 111 E Second Street, to consider 2017-207-RZ, requesting to rezone a portion of the above referenced subject property from Residential-Estate (R-E) to Industrial-Light (I-1). The remainder of the property is already zoned Industrial-Light (I-1). The property is located off Powhatan Road. Please see the map on the back of this letter.

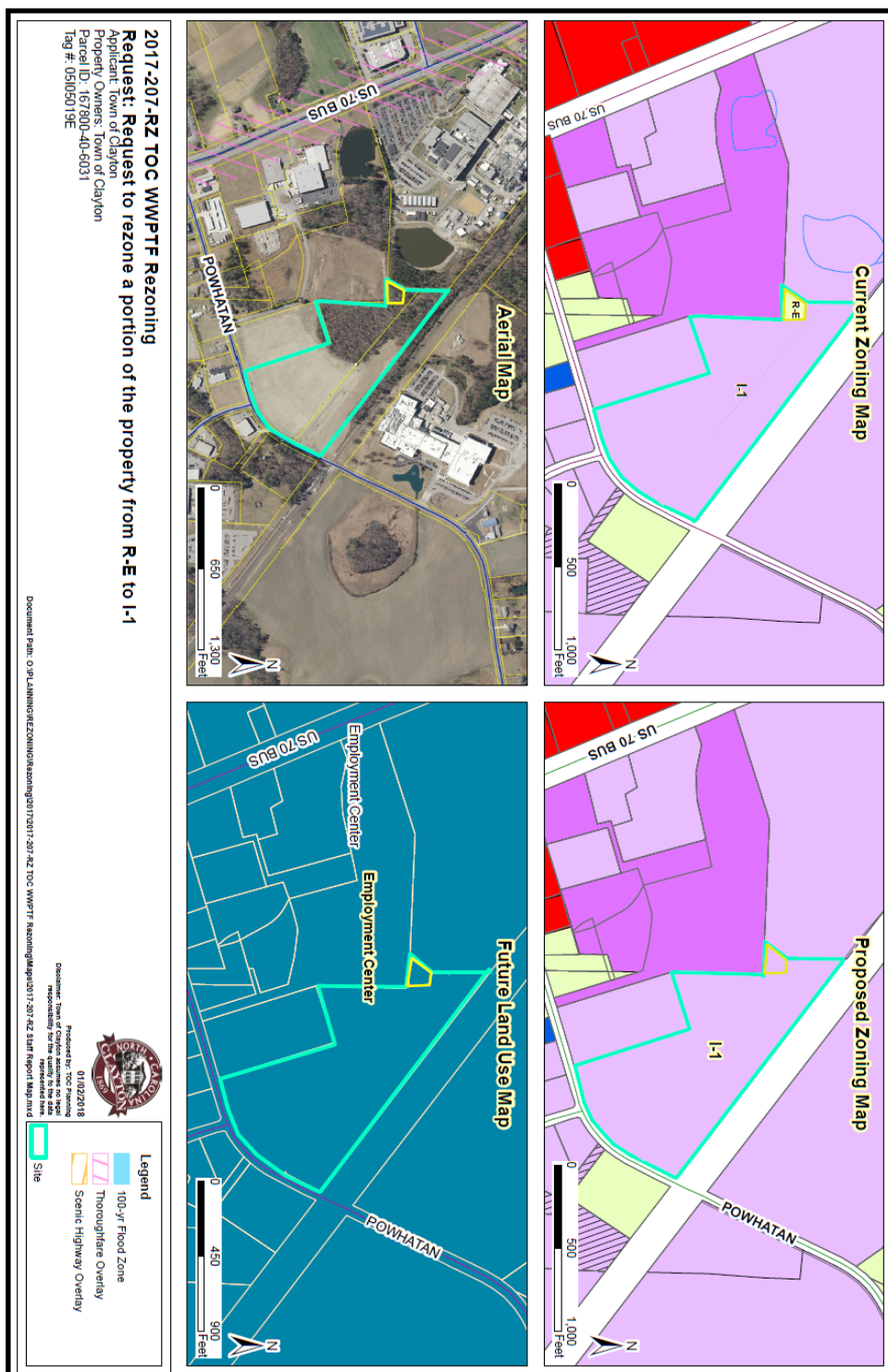
Based upon records in the Johnston County Tax Office, you are the owner of property that is within 100 feet of this proposed rezoning request. You are invited to attend this meeting and express your opinions on this request to Council.

If you should need additional assistance or information, please contact Haley Hogg, Planner with the Town Planning Department at (919) 359-2102 or email at hhogg@townofclaytonnc.org.

Sincerely,

Haley Hogg, CZO
Planner

cc: 2017-207-RZ TOC WWPTF Rezoning File
 Kimberly Moffett, CMC, Town Clerk



TOWN OF CLAYTON
ZONING AMENDMENT
CONSISTENCY AND REASONABLENESS STATEMENT
[2017-207-RZ TOC WWPTF Rezoning]

The Town Council of the Town of Clayton hereby states:

Section 1: The above referenced zoning amendment IS APPROVED.

Section 2: The above referenced zoning amendment IS CONSISTENT with:

The Town of Clayton's Comprehensive Plan 2040, specifically:

- Objective U2.2 Plan for adequate future water and wastewater needs

Description of zoning amendment's consistency with the above plan objective:

The requested rezoning is consistent with the above referenced objective within the Comprehensive Plan 2040. The subject property was originally made up of three separate parcels, and once recombined, the property became split-zoned. Rezoning the subject property will create consistency with the remainder of the property and surrounding land uses, and prepare the property to serve as a future Wastewater Pre-treatment Facility for the Town.

Section 3: Based upon information presented at the public hearings and by the applicant, and based upon the recommendations and detailed information developed by staff and the Planning Board contained in the staff report, and considering the criteria applicable sections of the Unified Development Code of the Town of Clayton, specifically

that the rezoning will create consistency with the remainder of the property and surrounding land uses, and prepare the property to serve as a future Wastewater Pre-treatment Facility to serve the Town,

the above referenced zoning amendment is reasonable and in the public interest.

PUBLIC NOTICE

In accordance with NC GS 160A-384, the Clayton Town Council will hold a public hearing on Monday, February 5, 2018, at 6:30 PM at Town Hall, 111 East Second Street, to consider rezoning request 2017-207-RZ TOC WWPTF Rezoning for parcel number(s) 167800-40-6031. The requested change is to rezone a portion of the property from Residential-Estate (R-E) to Industrial-Light (I-1).

The Clayton Town Council reserves the right to approve the request as presented or any portion of the request without necessity of withdrawal or modification of the application or additional public hearing on the matter. Likewise, the Town Council may designate approval to the district requested or another district or districts without modification of the request or additional public hearing.

This is an open meeting and the public is invited to attend.

Haley Hogg, Planner
919-553-5002

News & Observer (Clayton Area)

Please advertise on the following dates:

January 26, 2018

February 2, 2018

Affidavit of publication required.

The Clayton Town Council will hold a Public Hearing on Monday, February 5, 2018 at 6:30 p.m. at Town Hall, 111 East Second Street, to receive public input on the upcoming 2018-2019 fiscal year budget for the Town of Clayton.

This is an open meeting and citizens are invited to attend.

Kimberly A. Moffett, CMC, NCCMC – Town Clerk
919-553-5002

Please Advertise: January 26, 2018

Affidavit of Publication Required