

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER



Bob Satterfield
R.S. "Butch" Lawter, Jr.
Art Holder
Jason Thompson
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

NOVEMBER 5, 2012

AGENDA

MAYOR AND TOWN COUNCIL

MAYOR JODY L. MCLEOD
MAYOR PRO TEM MICHAEL GRANNIS
COUNCILMAN BOB SATTERFIELD

COUNCILMAN ART HOLDER
COUNCILMAN R.S. "BUTCH" LAWTER, JR.
COUNCILMAN JASON THOMPSON

TOWN STAFF

STEVE BIGGS, TOWN MANAGER
SHERRY L. SCOGGINS, TOWN CLERK
BRUCE THOMPSON II, TOWN ATTORNEY

AGENDA
THE REGULAR MEETING OF THE CLAYTON TOWN COUNCIL

MONDAY, NOVEMBER 5, 2012
6:30 PM

THE CLAYTON CENTER
COUNCIL CHAMBERS

1. **CALL TO ORDER**
Pledge of Allegiance
Invocation – Mayor Jody L. McLeod
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 from the October 15, 2012, special meeting; October 15, 2012, work session meeting; October 15, 2012, closed session meeting; and July 16, 2012, closed session meeting.
 - b. Town of Clayton citizen advisory board appointments.
 - c. Municipal Record Retention and Disposition Schedule.
 - d. 2013 Council meeting schedule.
 - e. 2013 holiday schedule.
 - f. Supplement to the NCDOT project for Clayton Community Center pedestrian connector.
4. **INTRODUCTIONS AND SPECIAL PRESENTATIONS**
 - a. Presentation of Veterans’ Day Proclamation.
 - b. Presentations by Cooper Elementary PTA for Run for the Rockets.
5. **PUBLIC HEARINGS**
 - a. Evidentiary hearing for special use permit SUP 2012-79 submitted by Grifols requesting to exceed the maximum height requirements for a structure in the I-1 zoning district.
6. **OLD BUSINESS**
 - a. Demolition ordinance for 110 West Front Street; continued from the August 6, 2012, Council meeting at the request of the owner of the property.
 - b. Discussion of the Johnston County cardiac arrest program.
 - c. Discussion of the noise ordinance.
 - d. Discussion of inquiry regarding “yard parking” of vehicles.

7. **NEW BUSINESS**
 - a. Proclaiming November as Home Health Care and Hospice month.

8. **STAFF REPORTS**
 - a. Town Manager
 - b. Town Attorney
 - c. Town Clerk
 - Calendar of Events
 - d. Other Staff

9. **OTHER BUSINESS**
 - a. Informal Discussion & Public Comment.
 - b. Council Comments.

10. **ADJOURNMENT**

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3a

Meeting Date: 11/05/12

TITLE: DRAFT MINUTES FROM THE OCTOBER 15, 2012, SPECIAL MEETING; OCTOBER 15, 2012, WORK SESSION MEETING; OCTOBER 15, 2012, CLOSED SESSION, AND JULY 16, 2012, CLOSED SESSION MEETING.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|---|
| 11-05-12 | Approval. | DRAFT minutes from the 10/15/12 special meeting And 10/15/12 work session Meeting. **DRAFT minutes from the 10/15/12 closed session & 7/16/12 closed session Will be hand-delivered. |

**MINUTES OF SPECIAL MEETING:
NOISE MEASUREMENT DEMONSTRATION
CLAYTON TOWN COUNCIL
OCTOBER 15, 2012**

A special meeting of the Clayton Town Council for the purpose of a noise measurement demonstration by a Caterpillar sound engineer was held on Monday, October 15, 2012, at 5:30 PM at the Town Square, corner of Second and Fayetteville Streets.

PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield, Councilman R.S. "Butch" Lawter Jr., Councilman Art Holder and Councilman Jason Thompson.

STAFF PRESENT: Steve Biggs, Town Manager; Sherry Scoggins, Town Clerk; Stacy Beard, Public Information Officer (PIO); Glen Allen, Police Chief; Lee Barbee, Fire Chief; Larry Bailey, Parks & Recreation Director; Tim Simpson, Public Works & Utilities Director; Susie Paschal, Recreation Center Supervisor; Mike Beasley, Park Maintenance Technician; Danny Hales, Property Maintenance; Timothy Johnson, Property Maintenance

ALSO PRESENT: James Williams, corporate sound engineer and Ben Icenhower, corporate sound engineer

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 5:35 PM.

ITEM 2. NOISE MEASUREMENT DEMONSTRATION

Mr. James Williams and Mr. Ben Icenhower set up sound equipment on Town Square for the noise measurement demonstration.

Mr. Icenhower provided an overview of decibels and he explained the noise measurement equipment is measuring sound pressure.

Based upon question by Council, Mr. Icenhower stated the OSHA standard for noise level in the work place is 80 DBA for an eight hour limit.

The following items were used for noise measurement:

- Music from an amplifier
- Mower
- Leaf blower
- Mower and leaf blower in tandem

- Mower, leaf blower and music from amplifier in tandem

The leaf blower had a slightly higher DBA than the mower because of the tone.

With the mower, leaf blower and music from amplifier, the DBA reading was 94 DBA.

Mr. Icenhower stated sound comes down to perception; if it is tolerable it is sound and if it is intolerable it is noise.

ITEM 3. ADJOURNMENT

It was the consensus of the Council to adjourn the sound measurement demonstration.

Duly adopted by the Town Council this 5th day of November 2012, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**MINUTES
CLAYTON TOWN COUNCIL
OCTOBER 15, 2012**

The second regular meeting of the Clayton Town Council for the month of October was held on Monday, October 15, 2012, at 6:30 PM at Town Hall, 111 East Second Street.

PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield, Councilman R. S. "Butch" Lawter Jr., Councilman Art Holder, and Councilman Jason Thompson.

ALSO PRESENT: Steve Biggs, Town Manager; Katherine Ross, Town Attorney; Nancy Medlin, Deputy Town Manager; Sherry Scoggins, Town Clerk; Stacy Beard, Public Information Officer; David DeYoung, Planning Director; Lee Barbee, Fire Chief; Emily Beddingfield, Planner; Tommy Roy, Information Services Technician

ITEM 1. CALL TO ORDER

Mayor McLeod called the meeting to order at 6:33 PM. Mayor McLeod gave the invocation.

ITEM 2. ADJUSTMENT OF THE AGENDA

The following adjustment of the agenda was requested:

- Item 10c - Closed session to consult with the Town Attorney in accordance with NC GS 143-318.11 (a) (3).

It was the consensus of the Town Council to approve the agenda with the adjustment.

ITEM 3. ACTION AGENDA

Councilman Holder motioned to approve the action agenda as presented; Councilman Thompson seconded the motion. The motion carried unanimously with the following action agenda items approved at 6:34 PM:

- Item 3a. Draft minutes from the October 1, 2012, special meeting and the October 1, 2012, regular meeting.
- Item 3b. Public notice for evidentiary hearing for special use permit SUP 2012-79 submitted by Grifols requesting to exceed the maximum height requirement for a structure in the I-1 zoning district.

ITEM 4. INTRODUCTIONS & SPECIAL PRESENTATIONS

Item 4a. Introduction of new Town of Clayton employees.

The following new Town of Clayton employees were introduced:

- Emily Beddingfield, Planner

ITEM 5. ITEMS SCHEDULED FOR THE REGULAR MEETING AGENDA

Item 5a. Presentation of special use permit request SUP 2012-79 for Grifols Plasma Warehouse located on Business HWY 70 near Whisper Wind Road.

Planning Director David DeYoung provided the following PowerPoint for SUP 2012-79; herewith attached as Exhibit A, SUP 2012-79.

Planning Director David DeYoung provided the following overview:

- Request is to exceed the height allowance
- Located on north side of the railroad tracks
- Plasma warehouse will be primarily unmanned
- Access is internal to the Grifols site
- Displayed the elevation of the proposed plasma warehouse
- Letter from the Clayton Fire Marshall is included to address the fire concern raised during the Planning Board meeting
- Building will be screened and does not anticipate it negatively impacting the surrounding area
- Applicant addressed the findings of fact and it is included in the staff report as Exhibit A
- No objections raised at the neighborhood meeting

Based upon question by Council, Planning Director DeYoung stated the Grifols Plasma Warehouse request is taller than the Hospira site.

Mayor McLeod commented this is a good looking building and it is a good marketing visual for the Town of Clayton.

Mayor Pro Tem Grannis stated his appreciation for the documentation from the Clayton Fire Department.

Item 5b. Presentation of Town of Clayton citizen advisory board applications.

Town Clerk Sherry Scoggins stated included are the citizen advisory board applications. She added these have been reviewed by Council ex-officio and staff liaisons. She stated if this is acceptable there will be a vacancy on the DDA and Recreation Advisory Committee.

Mayor Pro Tem Grannis stated the vacancy will not negatively impact the DDA.

Councilman Lawter stated the vacancy will not negatively impact the Recreation Advisory Committee.

It was the consensus of the Council to place this item on the consent agenda.

Item 5c. Presentation of Municipal Record Retention and Disposition Schedule.

Town Clerk Sherry Scoggins stated this is an administrative item. She stated by adopting this item, it enables the Town to follow the Records Retention and Disposition Schedule.

It was the consensus of the Council to place this item on the consent agenda.

Item 5d. Presentation of 2013 Council meeting schedule.

It was the consensus of the Council to place this item on the consent agenda with the amendment of one meeting the month of July.

Item 5e. Presentation of 2013 holiday schedule.

It was the consensus of the Council to place this item on the consent agenda.

ITEM 6. ITEMS CONTINGENT FOR THE REGULAR MEETING

No items contingent for the regular meeting were presented.

ITEM 7. ITEMS FOR DISCUSSION

Item 7a. Discussion Johnston County cardiac arrest response.

Town Manager Steve Biggs stated a memorandum and proposed agreement with Johnston County are included as this is a new program for the Town of Clayton. He stated the program involves fire departments being dispatched to provide man power assistance for 9-1-1 calls received as code blue or cardiac arrest. He stated Johnston County has noted the higher level of success of saves for the response to these types of calls. He stated this does require certain certifications for the fire department personnel and the training is in place. He stated the training for the Town of Clayton is underway as there is a realization of value to the organization. He added the Council is aware the Town staff had correspondence with Johnston County relating to other matters of response and it is being reviewed on a regular basis. He stated this memorandum and proposed agreement are separate from the ongoing dialogue with Johnston County. He added in attendance is a member of the Johnston County EMS and Clayton Fire Chief Barbee.

Councilman Satterfield stated the fire department is currently automatically dispatched for code blue and questioned if the fire department is being requested when there is more than one unit responding from Clayton at the EMS station.

Josh Holloman of Johnston County EMS introduced himself.

Fire Chief Lee Barbee stated the fire department is being requested as mutual aid. He stated this has been ongoing for the past year. He stated this began as automatic dispatch to code blues.

Councilman Satterfield stated his point is one unit is dispatched while the other unit remains at the Clayton station. He questioned the number of units responding to a code blue.

Mr. Holloman stated a two-person ambulance and EMS supervisor and Clayton Fire Department respond.

Councilman Satterfield stated he is concerned that the Town is responsible whereas before the Town was assisting without an obligation. He stated he is in favor of saving lives. He stated he is concerned with the Clayton citizens being responsible where the County is responsible for this service. He stated this service is part of the taxes paid to Johnston County.

Councilman Thompson stated the nationwide trend is a team approach and it is proving valuable. He added if the engine company is automatically dispatched, they are doing the CPR before the ambulance arrives on the scene. He questioned the number of calls of this nature.

Mr. Holloman stated less than 10 percent.

Councilman Satterfield stated he is about serving the citizens of Clayton. He stated he has not heard how the Town is being compensated for this service.

Mayor McLeod stated he understands the financial aspect. He stated he also hears that by living in Clayton, part of his tax dollars go to this service. He stated if a resident of Walden has a heart attack, the fire department will be on the scene to being CPR. He stated the goal is to be the “Safest, Healthiest, Town in the Triangle.”

Councilman Satterfield stated the service is currently being provided for free. He stated the contract makes the Town responsible to maintain the services and being available for this service.

Councilman Thompson stated this happens in other communities. He stated the Town has an agreement for mutual aid. He added EMS would not contact the

Town until after on the scene, it would not be an automatic dispatch. He stated he would prefer to have an agreement and provide a better service and realize that there may not be compensation. He stated the consolation is the satisfaction of saving a life.

Councilman Satterfield stated he disagrees with Item C.

Mayor McLeod stated that “to the extent possible” is included.

Councilman Lawter questioned why roll out an engine.

Councilman Thompson stated if the firefighters respond in an SUV and received a fire call, it means the firefighters returning to the station to pick up the truck.

Town Manager Biggs stated the fire department is in the business of effectiveness. He stated the fire department has to be prepared. He stated it is no different than the fire personnel going to the grocery store and receiving a call. He stated the fire personnel would leave from the grocery store.

Councilman Thompson stated the best explanation to citizens is relating it back to what is seen on television. He stated on a show that has a code blue situation, people come from everywhere. He stated the team approach is working because it has a higher success rate.

Councilman Satterfield posed the following questions:

- Is there a concern with the current system in use?
- Who’s idea to have a written contract?
- What is the purpose of the contract compared to how things are being done?

Fire Chief Lee Barbee stated for the way business is being done, even before the merger the fire department was receiving requests from EMS. He stated this weekend there was a response with EMS after EMS had been on the call for 20 to 25 minutes. He stated the EMS personnel on scene had been working on the patient until they arrived and rotated personnel. He stated the goal is to have manpower on the scene as soon as possible. He stated, the document was a work in progress. He stated it was brought up to the manager as it related to service. He stated the request for the document was made because this is adding a service to the Town of Clayton.

Town Manager Biggs stated the staff perception is this is a change in policy and it would come before the Council. He stated change of procedure for emergency calls warrants written documentation.

Based upon question by Council about this being included in mutual aid, Town Manager Biggs stated there is a delay.

Fire Chief Barbee stated the fire mutual aid has been updated.

Town Manager Biggs stated a structure fire is a fire mutual aid. He stated this request is to assist EMS.

Fire Chief Barbee stated when there is a structure fire EMS is dispatched to assist with monitoring.

Councilman Thompson stated this is an instance when EMS is not compensated.

Councilman Satterfield questioned if EMS is an automatic dispatch to a structure fire why not an automatic dispatch of fire to code blue.

Town Manager Biggs stated that is a change to policy and it is before the Council so the Council may make a decision.

Mayor Pro Tem Grannis stated to have enough responders to a code blue is paramount. He posed the following questions:

- **How many calls per year?**
- **Cost per call?**
- **What are the delays in the mutual aid agreement?**
- **Is the mutual aid incorporated into the County budget?**

Councilman Holder questioned if the cost will change if the document is signed?

Fire Chief Barbee stated in the negative. He added there have been discussions with the fire chiefs about funding.

Councilman Holder stated his understanding is with this agreement the Town guarantees responding to a code blue. He stated without the agreement there are times when the fire department would not go.

Fire Chief Barbee stated EMS would have to request assistance and then the fire department would have to be dispatched.

Mayor McLeod stated he is hearing questions and the need for additional information by the next meeting.

Town Manager Biggs stated for this agreement, dispatch to a code blue becomes an automatic process. He stated the current process requires EMS to request assistance through Central and Central then dispatches.

Mayor Pro Tem Grannis stated that can vary from call to call. He added the other question of mutual aid is it part of the mutual aid agreement with budget.

Town Manager Biggs stated there is an understanding that mutual aid will be provided.

Mayor Pro Tem Grannis questioned if Johnston County budgets for that.

Town Manager Biggs stated there is not a separate line item for mutual aid.

Mayor Pro Tem Grannis questioned when Johnston County EMS assists the Town of Clayton if it is budgeted.

Town Manager Biggs stated there is no line item for mutual aid.

Mayor Pro Tem Grannis questioned if it is covered somewhere in the budget.

Town Manager Biggs stated not as mutual aid.

Mayor Pro Grannis questioned if there is some form of monies budgeted somewhere that does incorporate the mutual aid agreement.

Town Manager Biggs stated he is unable to answer.

Mayor Pro Tem Grannis stated if there is money, there is a possibility of money sharing. He stated in moving forward then it may be something the Town entertains.

Councilman Holder stating he is hearing the mutual aid is built into the budget as an operation and it is not identified as mutual aid.

Councilman Lawter questioned for the present mutual aid if EMS is automatically dispatched to a fire, then why can't the mutual aid be amended? He questioned the need for two documents.

Town Manager Biggs stated there can be an amendment to the mutual aid agreement.

Based upon Council comment, Town Manager Biggs strongly encouraged the dispatch to code blue and cardiac arrest be in writing.

Mayor McLeod stated this will be on the next agenda.

Item 7b. Discussion of supplement to NCDOT project for Clayton Community Center pedestrian connector.

Town Manager Steve Biggs stated this is a project funded through CAMPO. He stated there have been some amendments in the process. He stated this is a minor extension to the original agreement.

Councilman Lawter questioned if this is separate from the Cooper to Clayton Community Center project.

Town Manger Biggs stated the project has redefined the area in need of sidewalks.

It was the consensus of the Council to place this item on the consent agenda.

Item 7c. Discussion of draft noise ordinance amendment, data, and demonstration.

Town Manager Steve Biggs stated a noise measurement demonstration was held at the Town Square this evening. He stated about a week ago, the corporate sound engineer went around Town collecting readings on ambient sound levels in order to have a baseline. He stated the parameter of DBA is an average sound level in the atmosphere. He provided a PowerPoint presentation on noise measurement across Town; herewith attached and incorporated as Exhibit B, Noise Measurement.

Mayor Pro Tem Grannis stated this evening’s demonstration provided a very interesting observation. He stated he does believe a DB rating can be set with a plus and minus deviation. He stated this needs to be studied more and he does not know what other municipalities do.

Mayor McLeod stated he learned that sound becomes noise when it becomes annoying. He stated in response to what other Towns do, the response given is a noise ordinance can be questioned. He stated he did not take away that the Town has a noise problem. He stated he suggests tabling this item.

Councilman Holder stated he does not concur. He stated when the police are called citations are issued without objective criteria for measurement.

Councilman Satterfield questioned if the piece of equipment used for the demonstration would be used by the police and if there is required training.

Town Manager Biggs stated it is a much nicer instrument than the Town has budgeted. He stated there was discussion of training and it would most likely be an added expenditure. He stated he sees this as a program that is phased in so the equipment is shared by the department.

Councilman Lawter stated he has some experience with noise measurement from working at a concrete and asphalt plant. He stated the instrument used at his place of work is \$600 to \$800 and requires training. He stated the training comes into question when the equipment is not used that often. He stated he would like to know how many noise citations are written.

Sergeant Earp stated disturbing the peace usually involves alcohol and noise is usually handled through warnings.

Town Manager Biggs stated he will work with the network of support and develop an ordinance that takes into account the ambient sounds. He stated he believes more frequently the police will issue warnings.

Councilman Holder stated he would like a staff recommendation for Council review.

Mayor McLeod stated his understanding from the corporate noise engineer is that a noise ordinance is subjective.

Mayor Pro Tem Grannis stated he would like to see the volume of citations issued on an annual basis before spending a lot of money on a new ordinance.

Council directed the staff to bring back a report on the number of citations issued.

ITEM 8. OLD BUSINESS

Item 8a. Demolition ordinance for 110 West Front Street continued from the August 6, 2012, Council meeting at the request of the owner of the property is slated for the *November 5, 2012*, Council meeting – **TRACKING PURPOSES ONLY**.

ITEM 9. STAFF REPORTS

Item 9a. Town Manager

- Report on inquiry and complaint regarding “yard parking” and current activity underway to evaluate the issue.

Town Manager Steve Biggs stated an inquiry was received on the parking of vehicles in front yards because the number of vehicles exceeds the paved area. He stated this is not a nuisance violation. He stated this item is going to the management teams and will be brought back in the next month or so. He added this is being shared in the event the Council is approached by citizens.

Town Manager Biggs deferred to Public Information Officer Stacy Beard for a report on the e-recycling campaign.

Public Information Officer Stacy Beard stated this was a success and she heard appreciation from the residents. She stated the tractor trailer was filled. She

added Clayton High School students helped with unloading the vehicles for the residents.

Item 9b. Town Attorney

Town Attorney Katherine Ross stated no report.

Item 9c. Town Clerk

Town Clerk Sherry Scoggins stated no report.

Item 9d. Other Staff

- Report on address grid assignment for enhanced emergency response along the Mountains-to-Sea Trail (MST).

Chief Lee Barbee stated when the construction project was realized, he met with the contractor. He stated they tested to see where a call would be received in the event a worker was injured. He stated when he was on the south side of the river and made a 9-1-1 call, it addressed to a street in Riverwood. He stated when he was on the north side of the river and made a 9-1-1 call it went to the Wake County 9-1-1 Center and came up in a subdivision off of Mial Plantation Road.

Planning Director David DeYoung stated this effort was through multiple departments in team meetings to address the MST. He stated the address process began at the Wake County line to the turning point and switching directions from north side of the Neuse to the south side of the Neuse. He added the system is working.

Councilman Lawter questioned if there is signage for the trail.

Town Manager Biggs stated in the affirmative.

Councilman Lawter stated his thanks for the departments being proactive.

Mayor Pro Tem Grannis stated this is an example of inter-departmental cooperation.

Deputy Town Manager Nancy Medlin stated she is polling the Council for additional iPad training on November 5 beginning at 4:30 PM.

It was the consensus of the Council to host the training for those Council members who want additional training.

Councilman Satterfield questioned why the Town's IT Technician does not have an iPad.

Deputy Town Manager Medlin stated Mrs. Sybil Champion had a mild stroke and she is at Wake Med. She expressed no visitors or gifts at the hospital.

ITEM 10 OTHER BUSINESS

Item 10a. Informal Discussion & Public Comment.

Chairman of the Planning Board Frank Price stated the Council is reviewing a request for a height restriction. He requested the Council give consideration making differentiations in the UDC for protected buildings.

Councilman Satterfield stated he can concur with the request as long as it has a letter of support from the Fire Chief.

Item 10b. Council Comments.

Councilman Butch Lawter stated he attended a meeting today with DuPont , environmental consultant, Town Manager Biggs, and Planner Beddingfield for the Brown Fields program. He added he learned Planner Beddingfield has experience with Brown Fields program. He stated the meeting went well and this is part of the initial process.

Mayor McLeod stated his thanks to Clayton News Star Reporter Rebecca Putterman for her service in reporting community news. He stated he understands that she is taking a position in Chapel Hill as an editor. He stated she has been fair, honest, and candid in her reporting of the news of Clayton.

Item 10c. Closed Session to consult with the Town Attorney in accordance with NC GS 143-318.11(a) (3).

Councilman Satterfield motioned to go into closed session to consult with the Town Attorney in accordance with NC GS 143-318.11(a)(3); Councilman Lawter seconded the motion. Motion carried unanimously at 8:01 PM.

Councilman Lawter motioned to return to open session. Councilman Satterfield seconded the motion. Motion carried unanimously at 8:30 PM.

ITEM 11. ADJOURNMENT

With there being no further business brought before the Council, Councilman Holder motioned to adjourn; Councilman Lawter seconded the motion. Motion carried unanimously at 8:30 PM.

MINUTES – October 15, 2012

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**Duly adopted by the Clayton Town Council this _____ day of November 2012,
while in regular session.**

ATTEST:

**Jody L. McLeod,
Mayor**

**Sherry L. Scoggins, MMC
Town Clerk**

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3b

Meeting Date: 11/05/12

TITLE: TOWN OF CLAYTON CITIZEN ADVISORY BOARD APPOINTMENTS.

DESCRIPTION: Attached.

At its October 15, 2012, Council meeting, the Clayton Town Council approved the slate of appointments as presented.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|----------------------------|
| 10-15-12 | Presentation. | Memorandum & Applications. |
| 11-05-12 | Approval. | Memorandum. |



TO: Town Council

FROM: Sherry Scoggins, Town Clerk

DATE: November 5, 2012

SUBJECT: Appointments to Citizen Advisory Boards

Below is a listing of appointments to the Town of Clayton Citizen Advisory Boards with terms beginning January 1, 2013:

| BOARD | CANDIDATE | RESIDENCY | EXPIRATION OF TERM |
|--|-------------------------|------------------|---------------------------|
| Board of Adjustment | William (Bill) R Wenzel | ETJ* | 12/31/2015 |
| Board of Adjustment | Matthew (Matt) R Evans | In-Town | 12/31/2015 |
| Board of Adjustment | Gary Anthony Jewell | ETJ* | 12/31/2015 |
| DDA | Margaret K Lee | In-Town | 12/31/2015 |
| DDA | Betsy Grannis | In-Town | 12/31/2013 |
| DDA | Debra Austermuehle | Out-of-Town | 12/31/2015 |
| DDA | Laurie Partlo | In-Town | 12/31/2015 |
| DDA | Vincent Lanzolla | In-Town | 12/31/2015 |
| If the above slate of candidates is acceptable, the DDA will have one vacant position with a term expiring 12/31/2015. | | | |
| Fire Advisory Board | Karen Patterson | Clayton | 12/31/2016 |
| Library Board | Sybil Champion | In-Town | 12/31/2015 |
| Library Board | Belle B Allen | In-Town | 12/31/2015 |
| Library Board | Linda S Hester | Out-of-Town | 12/31/2015 |
| Library Board | Heather Ford | Out-of-Town | 12/31/2015 |
| Planning Board | Robert (Bob) J Ahlert | In-Town | 12/31/2015 |

| | | | |
|--|-----------------------|-------------|------------|
| Planning Board | Sarah R Brooks | In-Town | 12/31/2015 |
| Planning Board | George "Bucky" Coats | In-Town | 12/31/2015 |
| Planning Board | Dana W Pounds | ETJ* | 12/31/2015 |
| | | | |
| Recreation Adv Committee | Carrie A Ruhlman | Out-of-Town | 12/31/2015 |
| Recreation Adv Committee | H. Dean Penny | Out-of-Town | 12/31/2015 |
| Recreation Adv Committee | Karen Beatty-Phinazee | Out-of-Town | 12/31/2015 |
| If the above slate of candidates is acceptable, the Recreation Advisory Committee will have two vacancies – one term expiring 12/31/2013 and one term expiring 12/31/2015. | | | |

* ***ETJ recommendation(s) for the Board of Adjustment and/or the Planning and Zoning Board are sent to the Johnston County Board of Commissioners for appointment (NC GS 160A-362).***

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3c

Meeting Date: 11/05/12

TITLE: MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE.

DESCRIPTION: On June 15, 2009, the Town Council adopted the Municipal Records Retention and Disposition Schedule issued by NC Department of Cultural Resources Division of Archives and History. Approval of the Records Schedule enables the municipality to dispose of public records if the records no longer have value for official business, research, or reference within the respective retention periods specified. Through disposal of obsolete records, space is freed for future records and costs for storage and maintenance are reduced.

The NC Department of Cultural Resources recognizes that certain records have only brief administrative and reference value. The retention period for these records listed as when ***“administrative value ends.”*** The local government agency agrees that it will establish and enforce internal policies setting minimum retention periods. If it does not, then the records cannot be disposed. For the Town of Clayton, the series of records that may be disposed of when ***“administrative value ends”*** will be on file and available for inspection in the office of the Clayton Town Clerk.

*If a city opts to not sign the retention schedule, employees of that city may not purge any records (whatever format they may be in) without first providing a list of the records in question to NC Dept. of Cultural Resources (DCR) [N.C.G.S. 121-5].

It was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|--|
| 10-15-12 | Presentation. | Resolution. *New Records Schedule Available for inspection. |
| 11-05-12 | Approval. | Resolution. |

**MUNICIPAL
Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records including electronic records not listed in this schedule are not authorized to be destroyed.***

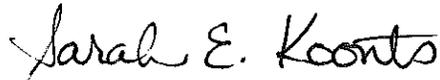
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Linda A. Carlisle, Secretary
Department of Cultural Resources

Municipality: _____

September 10, 2012

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3d

Meeting Date: 11/05/12

TITLE: 2013 COUNCIL MEETING SCHEDULE.

DESCRIPTION: Attached.

At its October 15, 2012, Council meeting, the Council requested the month of July reflect one meeting on July 15, 2012, and to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 10-15-12 | Presentation. | Resolution. |
| 11-05-12 | Approval. | Resolution. |

**TOWN OF CLAYTON
RESOLUTION – 2013 COUNCIL SCHEDULE**

WHEREAS, the Clayton Town Council exists to conduct the business of the people; and

WHEREAS, the Clayton Town Council meetings are held the first and third Monday of the month at 6:30 PM in the Council Chambers of the Town Hall, unless otherwise noted; and

WHEREAS, each meeting of the Clayton Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Clayton Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

| TOWN OF CLAYTON 2013 CALENDAR TOWN COUNCIL MEETINGS |
|---|
| January 7, 2013 & January 22, 2013 (<i>Tuesday</i>) |
| February 4, 2013 & February 18, 2013 |
| March 4, 2013 & March 18, 2013 |
| April 1, 2013 & April 15, 2013 |
| May 6, 2013 & May 20, 2013 |
| June 3, 2013 & June 17, 2013 |
| July 15, 2013 |
| August 5, 2013 & August 19, 2013 |
| September 3, 2013 (<i>Tuesday</i>) & September 16, 2013 |
| October 7, 2013 & October 21, 2013 <i>--NCLM Annual Conference October 22-22, 2013; Hickory, NC--</i> |
| November 4, 2013 & November 18, 2013 |
| December 2, 2013 & December 16, 2013 |

NOW THEREFORE, BE IT RESOLVED that the Town Council of Clayton hereby adopts the 2013 Clayton Town Council Schedule as presented.

Duly adopted this 5th of November 2012 while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3e

Meeting Date: 11/05/12

TITLE: 2013 HOLIDAY SCHEDULE.

DESCRIPTION: Attached.

It was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 10-15-12 | Presentation. | Resolution. |
| 11-05-12 | Approval. | Resolution. |

**TOWN OF CLAYTON
RESOLUTION - 2013 HOLIDAY SCHEDULE**

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2013 Holiday Schedule was retrieved from the State of North Carolina website <http://www.osp.state.nc.us/holsched.htm>..:

| 2013 Holiday Schedule | | |
|-----------------------------------|----------------------------|------------------------------|
| Holiday | Observance Date | Day of Week |
| New Year's Day | January 1, 2013 | Tuesday |
| Martin Luther King Jr.'s Birthday | January 21, 2013 | Monday |
| Good Friday | March 29, 2013 | Friday |
| Memorial Day | May 27, 2013 | Monday |
| Independence Day | July 4, 2013 | Thursday |
| Labor Day | September 2, 2013 | Monday |
| Veteran's Day | November 11, 2013 | Monday |
| Thanksgiving | November 28 & 29, 2013 | Thursday & Friday |
| Christmas | December 24, 25 & 26, 2013 | Tuesday, Wednesday, Thursday |

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Clayton hereby adopts the 2013 Holiday Schedule as presented.

Duly adopted this 5th day of November 2012 while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3f

Meeting Date: 11/05/12

**TITLE: SUPPLEMENT TO NCDOT AGREEMENT FOR CLAYTON
COMMUNITY CENTER PEDESTRIAN CONNECTOR.**

DESCRIPTION: The agreement is for a locally administered project with federal funds. The project will consist of planning, final design, and right of way acquisition of a pedestrian connector from the intersection of Shotwell Road with Amelia Church Road and along Amelia Church Road as a paved pathway, transitioning to a five-foot sidewalk, crossing US 70 and ending at Clayton High School. The project length is approximately 1.1 miles. The Town is slated to receive up to \$76,000 federal funds and the Town shall provide a local match of \$19,000. Costs exceeding the total estimated cost of \$95,000 are the responsibility of the Town. Activities eligible for funding reimbursement for this projects includes design, environmental documentation, and right of way acquisition. If the Council approves the agreement, the Town shall complete the project by June 30, 2012. At its August 1, 2011, Council meeting, the Clayton Town Council approved the agreement with NCDOT for the Clayton Community Center pedestrian connector as presented. Since the adoption of the agreement, the Town has requested an extension of time and a modification to the scope of the project.

It was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Expand Leisure Opportunities and Arts Community

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|--|
| 7-18-11 | Presentation. | Agreement. |
| 8-01-11 | Approval. | Agreement. |
| 10-15-12 | Presentation. | Supplement Agreement And Agreement (8/17/2011). |
| 11-05-12 | Approval. | Supplement Agreement. |

NORTH CAROLINA
JOHNSTON COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 9/20/2012

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: EL-5100 OB

AND

WBS ELEMENTS: PE 41821.1.33

TOWN OF CLAYTON

FEDERAL AID NUMBER:: STPDA-0406(5)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$0

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Clayton, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and Municipality on 8/17/2011, entered into a certain Locally Administered Project Agreement for the original scope: Planning, design, and construction of a pedestrian connector from the intersection of Shotwell Road with Amelia Church Road, along Amelia Church Road as a paved pathway, transitioning to five-foot sidewalk, crossing US 70 and ending at Clayton High School. The project length is approximately 1.1 miles, programmed under Project EL-5100 OB; and,

WHEREAS, the Municipality has requested an extension of time and a modification to the scope, and;

WHEREAS, the Department and the Municipality have agreed that Right of Way funds be re-allocated to cover increased design costs;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

SCOPE

The project will now consist of planning and final design of two specific improvements which facilitate the connection of the Clayton Community Center with several schools and downtown Clayton. The first improvement is a 1.2 mile multi-use pedestrian connector that ties into existing five-foot sidewalk at the Clayton Community Center, parallels Amelia Church Road, turns south and follows Little Creek and then transitions at Lombard St to a five-foot sidewalk, which continues to the intersection of Hamby St. The second improvement is an upgraded pedestrian crossing of the NC Railroad at its intersection with Church Street.

The Department's funding participation in the project shall be restricted to the following eligible items:

- Design
- Environmental Documentation

RESPONSIBILITIES

The Municipality shall complete the project by October 31, 2012.

TITLE VI

The Municipality shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs and activities of any recipient of Federal assistance.

Except as hereinabove provided, the Agreement heretofore executed by the North Carolina Department of Transportation and Town of Clayton on 8/17/2011, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the Municipality by authority duly given.

ATTEST: TOWN OF CLAYTON
BY: _____ BY: _____
TITLE: Town Clerk TITLE: Mayor
DATE: _____ DATE: _____

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

Approved by Clayton Town Council (Governing Board) of the Town of Clayton as attested to by the signature of Sherry L. Scoggins, Clerk of the Clayton Town Council (Governing Board) on _____ (Date)

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Clayton

PO BOX 879

Clayton, NC 27528-0879

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 4a

Meeting Date: 11/05/12

TITLE: PRESENTATIONS OF VETERANS' DAY PROCLAMATION.

DESCRIPTION: The Council wishes to recognize those who served our country and those who continue service to our community.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 11-05-12 | Presentation. | Proclamation. |

**TOWN OF CLAYTON
VETERANS' DAY PROCLAMATION**

WHEREAS, on Veterans' Day our Nation comes together to honor our veterans and commemorate the legacy of profound service and sacrifice they have upheld in pursuit of a more perfect Union; and

WHEREAS, through their steadfast defense of America's ideals, our service members have ensured our country still stands strong, our founding principles still shine, and nations around the world know the blessings of freedom; and

WHEREAS, the selflessness of our service members is unmatched, and they remind us that there are few things more fundamentally American than doing our utmost to make a difference in the lives of others; and

WHEREAS, just as our veterans stood watch on freedom's frontier, so have they safeguarded the prosperity of our Nation in our neighborhoods, our businesses, and our homes; and

WHEREAS, serving as teachers and engineers, parents and local government employees, these patriots have made contributions to civilian life that serve as a testament to their dedication to the welfare of our country; and

WHEREAS, the Honorable Mayor and Town Council wish to honor through recognition Town of Clayton employees who have served our country as veterans and continue serving our community as local government employees; and

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Clayton that all citizens observe the day with appropriate ceremonies in honor of those who have served to preserve the principles of Justice, Freedom and Democracy.

Proclaimed this the 5th day of November 2012.

Jody L. McLeod, Mayor

Michael Grannis, Mayor Pro Tem

Bob Satterfield, Councilman

R. S. "Butch" Lawter Jr., Councilman

Art Holder, Councilman

Jason Thompson, Councilman

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 4b

Meeting Date: 11/05/12

TITLE: PRESENTATIONS BY COOPER ELEMENTARY PTA FOR RUN FOR THE ROCKETS.

DESCRIPTION: This event is slated for Saturday, March 2, 2013, from 9 AM to 12 noon. The request is for the temporary closure of Town streets for the safety of those participating in this 5k event.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|--|
| 11-05-12 | Presentation. | Special Events Committee Report & Map. |



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-1545
Fax: 919-553-1720

SPECIAL EVENTS COMMITTEE REPORT

Application Number: 2012-1481
Event Name: Run for the Rockets
Event Date(s): March 2, 2013
Location: Cooper Elementary School

Downtown/Town Limits/ETJ: Downtown

Applicant: Cooper Elementary PTA

Contact: Heather Moser (919) 333-2682, hdmoser78@yahoo.com

Committee Meeting: October 25, 2012

Attendance: Steve Biggs, Town Manager; Dale Medlin, Director Electric Dept; Chief Lee Barbee, FD; Dede Bumgarner, Zoning Admin; Heidi Stump, The Clayton Center; Tim Simpson, Director Public Works; Steve Blasko, Public Works; Capt John Coley, CPD; Andy Jernigan, CPD; Kenneth Lunger, CPD; Jeffra Patton, Safety Officer; Stacy Beard, Public Information Officer; Bruce Naegelen, Downtown Development Coordinator

EVENT LOCATION: Based at Cooper Elementary School, 849 N Mial Street

EVENT DESCRIPTION: 9:00 am – 12:00 pm. 5k Run from Cooper School. The requested race route as follows: N Mial to Randolph Dr.; Camel St. to N Cooper; E Hinton to N Lombard – N Lombard to E Front St to Washington St to N Cooper. The E Front St section will be closed as needed. [See *Committee Analysis & Commentary*]

Estimated Attendees per day: 250

SERVICES REQUESTED:

- Street closures as described above

INFORMATION NEEDED:

- Street closure or use permission as described from Town Council
- Front Street closure, if necessary, from Town Council and NCDOT

COMMITTEE ANALYSIS AND COMMENTARY:**9/27/12 Committee Mtg:**

- Concern about requested race route from Mitchiner Hills Home-Owner Association
 - Closure of streets in development keeps residents from entering and exiting neighborhood
 - HOA would like to see different route, but would likely concede limited access
- Organizers are open to other routing recommendations, but need to maintain the 5k distance in order to become a sanctioned event, which they hope to do for the March 2013 event.
- Town Manager Steve Biggs and Police Captain Wayne Bridges will strategize about alternate routes and present them to organizers.
- Follow-up during October 25 Special Events Committee meeting

10/25/12 Committee Mtg:

- Alternate route was presented to committee
- Provides one-time through Mitchiner Hills for 5k
- Current plan for 1-mile run is up and back through Mitchiner Hills
 - Committee encouraged organizers to consider using Mial Street (up and back) as alternate
- PD will block one lane of Front Street during 5k

COMMITTEE CONDITIONS

- **Action Issues:**
 - Request Town Council to authorize organizers the use of Town Streets within the race route for event
 - Staff will schedule Request Presentation on November 5, 2012 Town Council Agenda
 - Organizers and staff will develop communication plan with residents affected along race route
 - Officer Andy Jernigan will communicate plan with Mitchiner Hills HOA president (John McFadden)
- Permit pending
 - Authorization from Town Council
 - Submission of Communication Plan

TOWN COUNCIL CONSIDERATIONS

- Authorize organizers the use of Town Streets within the race route for event on March 2, 2013

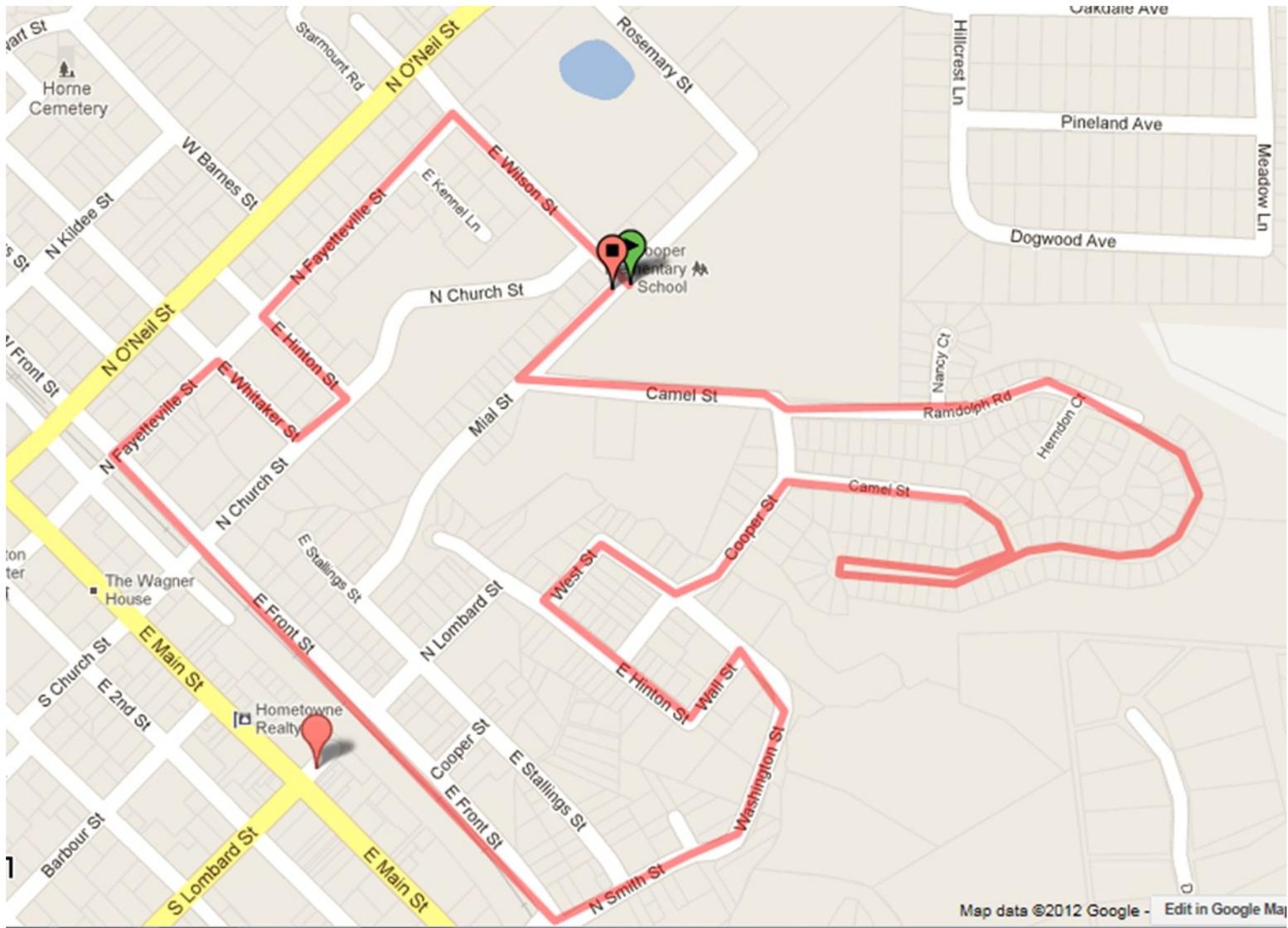
DOCUMENTATION:

- Special Event Application
- Site Map

ACTIONS:

-

POST EVENT REVIEW:



**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5a

Meeting Date: 11/05/12

TITLE: EVIDENTIARY HEARING FOR SPECIAL USE PERMIT SUP 2012-79 SUBMITTED BY GRIFOLS REQUESTING TO EXCEED THE MAXIMUM HEIGHT REQUIREMENTS FOR A STRUCTURE IN THE I-1 ZONING DISTRICT.

DESCRIPTION: The applicant, Jamie Loyack with HagerSmith Design PA, is requesting a special use permit to exceed the maximum building height of fifty feet in the I-1, light industrial, zoning district. The proposed use is a warehouse on the Grifols campus. The property is located in the ETJ of Clayton; parcel number 05I05001E.

This item was reviewed by the Planning Board at its September 24, 2012, meeting. During the meeting, a question arose about fire protection and a memo from the Clayton Fire Marshal is attached. The Planning Board recommended approval of SUP 2012-79.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------------|---|
| 10-15-12 | Presentation. | Application, Staff Report, Clayton Fire Marshal Memo, Aerial Map, Site/Elevation Drawings (7 pages). |
| 11-05-12 | Evidentiary Hearing. | SUP Procedures, Application, Staff Report, Clayton Fire Marshal Memo, Aerial Map, Site/Elevation Drawings (7 pages), & Motion Form. |

**Town of Clayton
Special Use Permit Application
Hearing Procedure**

1. **HEARING.** The Mayor shall call the hearing and announce the case.
2. **RULES OF PROCEDURE.** The procedure by which testimony may be given shall be announced by the Town Attorney. The Town Attorney shall be responsible for keeping all testimony within acceptable legal guidelines.
3. **OATHS.** Oaths shall be administered to all speakers. A statement of oath shall be signed by all persons taking the oath.
4. **STAFF REPORT.** The Staff shall give its report.
5. **APPLICANT TESTIMONY.** The applicant shall be called to present his case. The applicant has the burden to provide testimony and evidence in support of the request. If the applicant or his representative is not present to be sworn, the Mayor may call for a vote of the members present to continue the hearing until the next regular meeting or, in the absence of testimony supporting the application the Council may choose to deny the application. The applicant shall be notified of such action. The applicant and those speaking in support of the application shall be provided a maximum of fifteen minutes to present their case. The Town Clerk shall keep time. The Mayor shall be responsible for keeping the testimony relevant and factual. No questions shall be asked by the Town Council at this time.
6. **OPPOSITION TESTIMONY.** Those speaking in opposition to the application shall be called upon to present their case. Those in opposition to the application shall be provided a maximum of fifteen minutes. If the opposition has not chosen speakers on their behalf, they shall be called in the order of registration or the order in which the oath was signed. The Town Clerk shall keep time. The Mayor shall be responsible for keeping the testimony relevant and factual. No questions shall be asked by the Town Council at this time.
7. **APPLICANT REBUTTAL.** The applicant and/or those in support of the application shall be provided a maximum of five minutes to rebut testimony provided by the opposition. The Council may also ask questions of the applicant at this time.
8. **OPPOSITION REBUTTAL.** Those in opposition to the application shall be provided a maximum of five minutes to rebut testimony provided by

the applicant. The Council may also ask questions of the opposition at this time.

9. **COUNCIL INQUIRY.** The Council may ask any additional questions of the applicant, opposition, or staff at this time. There shall be no time limit except that the Mayor shall be responsible for keeping questions and responses relevant and factual.
10. **DELIBERATION.** The Mayor shall call the Council into deliberation. Once called into deliberation no person may address the Council and no questions may be asked by Council to the public.
11. **UTILITY ALLOCATION (WHEN APPLICABLE).** In the event of pending action on a utility allocation request related to the case and there being no additional testimony, the Council shall take action on a utility allocation in accordance with related policies and procedures.
12. **ACTION-FINDINGS FOR DECISION.** Once discussion of the evidence has been completed and action taken on the utility allocation (when applicable); each finding shall be discussed in turn and a motion, second and vote shall be made for each finding by selecting one of the three alternatives. A majority vote shall prevail. All four findings shall be addressed.
13. **ACTION-APPLICATION.** Once all four findings have been decided and based on the results of the evaluation and vote on those findings, the Council shall make a motion and vote to approve or deny the application.



Town of Clayton
 Planning Department
 111 E. Second Street, Clayton, NC 27520
 P.O. Box 879, Clayton, NC 27528
 Phone: 919-553-1545
 Fax: 919-553-1720

SPECIAL USE PERMIT 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 has the potential to create incompatibilities with adjacent uses.

Special Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fee is \$400.00. 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.

SITE INFORMATION:

Name of Project: Grifols Plasma Warehouse Acreage of Property: 54 Acres
 Parcel ID Number: 167800-33-1200 Tax ID: 05105001E
 Deed Book: 04016 Deed Page(s): 0306
 Address: 8368 US 70 West, Clayton, NC
 Location: Approximately 1000 linear feet north of the intersection of Business Hwy 70 and Whisper Wind Road. Just North of the Railroad tracks.
 Existing Use: Outdoor Storage/Warehouse Proposed Use: Warehouse
 Existing Zoning District: Light Industrial (I-1)
 Requested Zoning District N/A (This SUP is for a Building Height reprieve in I-1 Zone only. Applicant request a maximum building height of 110' for project)
 Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): Watershed Overlay District

FOR OFFICE USE ONLY

File Number: SUP 2012-79 Date Received: _____ Amount Paid: \$ 400.00

OWNER INFORMATION:

Name: Tim Hamm, Senior Director of Validation and Site Development, Grifols, Inc.

Mailing Address: Grifols

Phone Number: (919)359-7251

Fax: (919) 359-5450

Email Address: tim.hamm@grifols.com

APPLICANT INFORMATION:

Applicant: Jamie Loyack, RLA, Vice-President, HagerSmith Design,PA

Mailing Address: 300 South Dawson Street, Raleigh,NC 27601

Phone Number: (919) 821-5547

Fax: (919) 828-4050

Contact Person: Jamie Loyack

Email Address: jloyack@hagersmith.com

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Special Use Permit application. This information is required to be present on all plans, except where otherwise noted:

MAJOR SITE PLAN APPLICATION TO BE SUBMITTED ONS SEPTEMBER 4,2012

- All required plans *(please see the plan requirements checklist)*. SEE ATTACHED EXHIBITS
- A signed and sealed traffic impact analysis. See attached TRAFFIC STATEMENT
- N/A Verification of wastewater allocation *(granted or requested)*. Part of Major Site Plan Submittal
- N/A Driveway permits *(Town of Clayton or NCDOT encroachment with associated documentation)*.
- Other applicable documentation: (Site Rendering/Context Aerial Map/Massing Elevation/Photos)

JUSTIFICATION STATEMENT

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

REFER TO ATTACHED EXHIBIT

REQUIRED FINDINGS OF FACT

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

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

REFER TO ATTACHED EXHIBIT

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

REFER TO ATTACHED EXHIBIT

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

REFER TO ATTACHED EXHIBIT

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

REFRE TO ATTACHED EXHIBIT

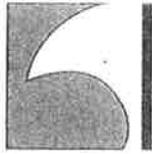
APPLICANT AFFIDAVIT

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.

James Loyack
Print Name


Signature of Applicant

8.1.12
Date



HagerSmith
DESIGN PA

**GRIFOLS PROPOSED PLASMA WAREHOUSE
SPECIAL USE PERMIT APPLICATION for HEIGHT INCREASE**

JUSTIFICATION STATEMENT:

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

The Plasma Warehouse facility will be the latest building addition at the Grifols facility on US 70 in Clayton, NC. The Clayton site was selected because of its large existing campus and its advantageous proximity to major thoroughfares up and down the east coast as well as ability to go west.

The total size of the facility is approximately 77,000 sf divided into two uses, warehouse and cold storage. The warehouse portion is approximately 60,000 sf and serves as a warehouse and distribution. It is two stories tall and approximately 40' in height. The other use is a 17,000 sf refrigerated warehouse, which is referred to as the ASRS (*Automated Storage and Retrieval System*) facility and is utilized for cold storage. This section of the building is unmanned and consists of automated stacking equipment. The height of this portion will be up to 110' in height. (See attached site plan, elevations and photographs)

The Grifols complex is zoned Light Industrial (I-1) with a maximum building height of 50'. The applicant is requesting up to an additional 60 feet in height through this Special Use Permit application to allow the ASRS portion of the proposed facility to reach a maximum height of 110'

This proposal and requested special use permit are consistent with the following findings of fact.

FINDINGS OF FACT:

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

Applicant Response: The additional height proposed for this site will not materially affect the health or safety of the public and will be developed to meet all other requirements set forth in the Town of Clayton's Code of Ordinances. The site is adjacent to the recently developed NFF building (Building B-310) on site which is approximately 75' in height. The review for this project received no opposition from the surrounding property owners. The proposed building will incorporate extensive landscape buffers, stormwater protection measures, dedicated wooded open space, and add jobs to the Clayton community. The additional 60' in height requested, will allow for density that is consistent with the existing Grifols complex, but with a smaller building footprint resulting in less impervious surface , less stormwater run-off and increased green space.

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

Applicant Response: The proposed application is in conformance with the requirements of the I-1 zoning district as stated in the town Code of Ordinances. The proposed project is an allowable use in the underlying (I-1) Light Industrial zone and consistent with the adjacent uses on the existing Grifols complex (see *Contextual Aerial Exhibit*). Other than the building height the project will meet all of the development criteria set forth in Clayton's Town Code of Ordinances. The proposed project will meet all landscape standards with extensive buffering of adjacent properties; meet Town and County stormwater control regulations; meet NCDENR land disturbance requirements preventing sedimentation and erosion impacts; meet all applicable off-street parking requirements.

Additional special requirements are not being sought beyond the request for an increase in height. The increase in height is in conformance with all special requirements applicable to the use. Approval of this special use permit for the additional building height will be in accordance with all applicable Town Code of Ordinance standards.

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

Applicant Response: The proposed facility will fully comply with all requirements mandated in the Town Code of Ordinances and therefore all noise, lighting, and traffic requirements are met on the site. There are no adverse effects on the nearby properties. The proposed use is very low impact with respect to, noise, lighting, and traffic.

The northwestern portion of the site is adjacent to a large tract that is currently zoned Heavy Industrial (I-2). Due to topographic challenges, a large undisturbed wooded buffer will screen the adjacent lot. The site shares 439 linear feet of property line with adjacent residential use in the northeastern portion of the site. The actual facility will be located no closer than 2000 linear feet to existing residential and is buffered by undisturbed forest area. The eastern and southern property boundaries are adjacent to Grifols properties that contain similar uses. The adjacent facilities are buffered by existing undisturbed vegetation on the eastern side and railroad tracks on the southern property boundary. The facility is located approximately 1,000 linear feet from Business US 70. (See *Contextual Aerial and Site Plan Exhibit*)

The existing facility has been at the current location for over 30 years and has been a valuable partner to the Town of Clayton. This is strongly evident in the growth that the Clayton community has seen in the past 15 years.

Therefore, by proposing to increase the height and by designing the site to be compatible with the surrounding existing uses (see *digitally enhanced Photo Exhibits*), the proposed building will be in harmony with the area and will not be injurious to the value of the properties in the general vicinity.

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

Applicant Response: The proposed project will be developed in conformance with the requirements of the I-1 zoning district as stated in the Clayton Town Code of Ordinances. The site plan has been designed to create a functional facility adjacent to existing like uses. Additional

special requirements are not being sought beyond the request for an increase in height. The increase in height is in conformance with all special requirements applicable to the use.

The project is consistent and compatible with the current zoning and uses in this area, as designated in the Town of Clayton's Land Use Plan.



**Town of Clayton
Planning Department**
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-1545
Fax: 919-553-1720

OWNER'S CONSENT FORM

Consent is required from the property owner(s) and if applicable, to an agent if the property owner(s) do not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. Attach copy of last recorded deed for subject property.

Project Name: Grifols Plasma Logistics Facility **Submittal Date:** 8-1-2012

I hereby give **CONSENT** to James Loyack (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. 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 ownership interest in the subject of this application. 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 INFORMATION: *(Corporations must submit verification that signatory has authorization to sign)*

Timothy Hamm, Grifols

(Name - type, print clearly)

8368 US 70 West

(Address)

 8/1/12

(Signature)

Clayton, NC 27520

(City, State, Zip)

AGENT INFORMATION:

James Loyack

(Name - type, print clearly)

300 South Dawson St

(Address)

 8.1.12

(Signature)

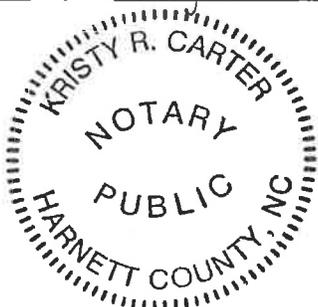
Raleigh, NC 27601

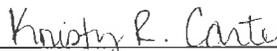
(City, State, Zip)

STATE OF North Carolina
COUNTY OF Johnston

Sworn and subscribed before me Kristy R. Carter, a Notary Public for the above State and County, this the 1st day of August, 2012.

SEAL




Notary Public

My Commission Expires: May 11, 2015



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-1545
Fax: 919-553-1720

STAFF REPORT

Application Number: SUP 2012-79
Project Name: Grifols Plasma Warehouse
NC PIN: 168700-33-1200
Town Limits/ETJ: ETJ
Applicant: Jamie Loyack, HagerSmith Design, PA
Owners: Grifols Therapeutics Inc.
Agent(s): Jamie Loyack, HagerSmith Design, PA

Neighborhood Meeting: To be held the week of October 8–12, 2012. One neighborhood meeting will be held for Special Use Permit and Site Plan approval.

PROJECT LOCATION: The project is located on the north side of the Grifols campus, adjacent to the new North Fractionation Facility (NFF).

REQUEST: The request is for a Special Use Permit to exceed the fifty foot maximum building height in the I-1 Zoning District.

SITE DATA:

Acreage: 54.00 acres
Present Zoning: I-1 (Light-Industrial) and WP (Watershed Protection Overlay)
Proposed Zoning: Same
Existing Use: Temporary Outdoor Storage/ Warehousing
Impervious Surface: NA

DEVELOPMENT DATA:

Proposed Use: Warehouse/Office/Automated Storage and Retrieval System (ASRS)
Buildings: 1 proposed (77,000 SF)
Number of Stories: Proposed 2 story (43' height) warehouse
Proposed ASRS facility – max. height of 110'
Required Parking: A minimum of 83 spaces (including 3 handicap spaces)
Proposed Parking: 112 including 5 handicap spaces (Final count and configuration will occur during the site plan approval process)

ENVIRONMENTAL: The subject facility is located within and meets the requirements of the Watershed Protection Overlay.

ADJACENT ZONING AND LAND USES:

| | | |
|--------|---------------|------------------------|
| North: | Zoning: | R-E Residential Estate |
| | Existing Use: | Residential |
| South: | Zoning: | I-1 Light Industrial |
| | Existing Use: | Natvar and Grifols |
| East: | Zoning: | I-1 Light Industrial |
| | Existing Use: | Grifols |
| West: | Zoning: | I-2 Heavy Industrial |
| | Existing Use: | Vacant |

STAFF ANALYSIS AND COMMENTARY:

The total size of the proposed Plasma Warehouse facility is approximately 77,000 square feet, which includes warehouse use, cold storage and office space. The warehouse portion is 60,000 square feet, two stories and 43 feet in height. Approximately 4,000 square feet of this area will be used for office space. The ASRS portion is a 17,000 square foot refrigerated warehouse that will be used for cold storage. The ASRS building is unmanned and consists of automated stacking equipment. The height of this portion of the warehouse will be up to 110 feet, thus requiring approval of a Special Use Permit from Council. The Site Plan will be presented to Planning Board for approval at the October 22, 2012 meeting.

- **Consistency with the Strategic Growth Plan**

The proposed use is consistent with the Strategic Growth Plan.

- **Consistency with the Unified Development Code**

The applicant is requesting a Special Use approval as required by Section 155.201 (F) (4) of the Unified Development Code. This section states the Town Council may grant a special use permit in accordance with Section 155.711 for structures exceeding the maximum height limits of any district.

- **Compatibility with Surrounding Land Uses**

The proposed use is compatible with the surrounding area.

- **Landscaping and Buffering**

The proposed use shall meet the minimum landscaping and buffering requirements of the Unified Development Code.

- **Signs**

The applicant has not requested signage at this time.

- **Architecture**

The architectural elevations are subject to Planning Board approval during the site plan approval process.

- **Waivers/Deviations/Variances from Code Requirements**

None requested.

OTHER:

FIRE PROTECTION: The Town of Clayton Fire Department will provide fire protection.

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA

ACCESS/STREETS: The proposed Plasma Warehouse will utilize the existing service road, Whisper Wind Road.

WATER/SEWER PROVIDER: Town of Clayton

ELECTRIC PROVIDER: Progress Energy

FINDINGS:

When considering a Special Use Permit application, The Town Council shall consider specific Findings of Fact. A Special Use which fails to meet any of these Findings shall be deemed adverse to the public interest and shall not be approved. The applicant has addressed the Findings expressly established by Chapter 155.711 (I) of the UDC. Please refer to Exhibit "A" for the applicant's response.

STAFF RECOMMENDATION: Staff is recommending approval.

CONDITIONS OF APPROVAL:

1. None.

PLANNING BOARD RECOMMENDATION:

The Planning Board recommended approval of SUP 2012-79 to Council, at the September 24, 2012 meeting.



TOWN OF CLAYTON FIRE DEPARTMENT

P.O. BOX 879 CLAYTON, NC 27520



ANTHONY ATKINSON
FIRE MARSHAL

PHONE: (919) 553-1577

FAX: (919) 553-1544

325 West Horne Street, P.O. Box 879 Clayton NC 27520

To: Clayton Town Council

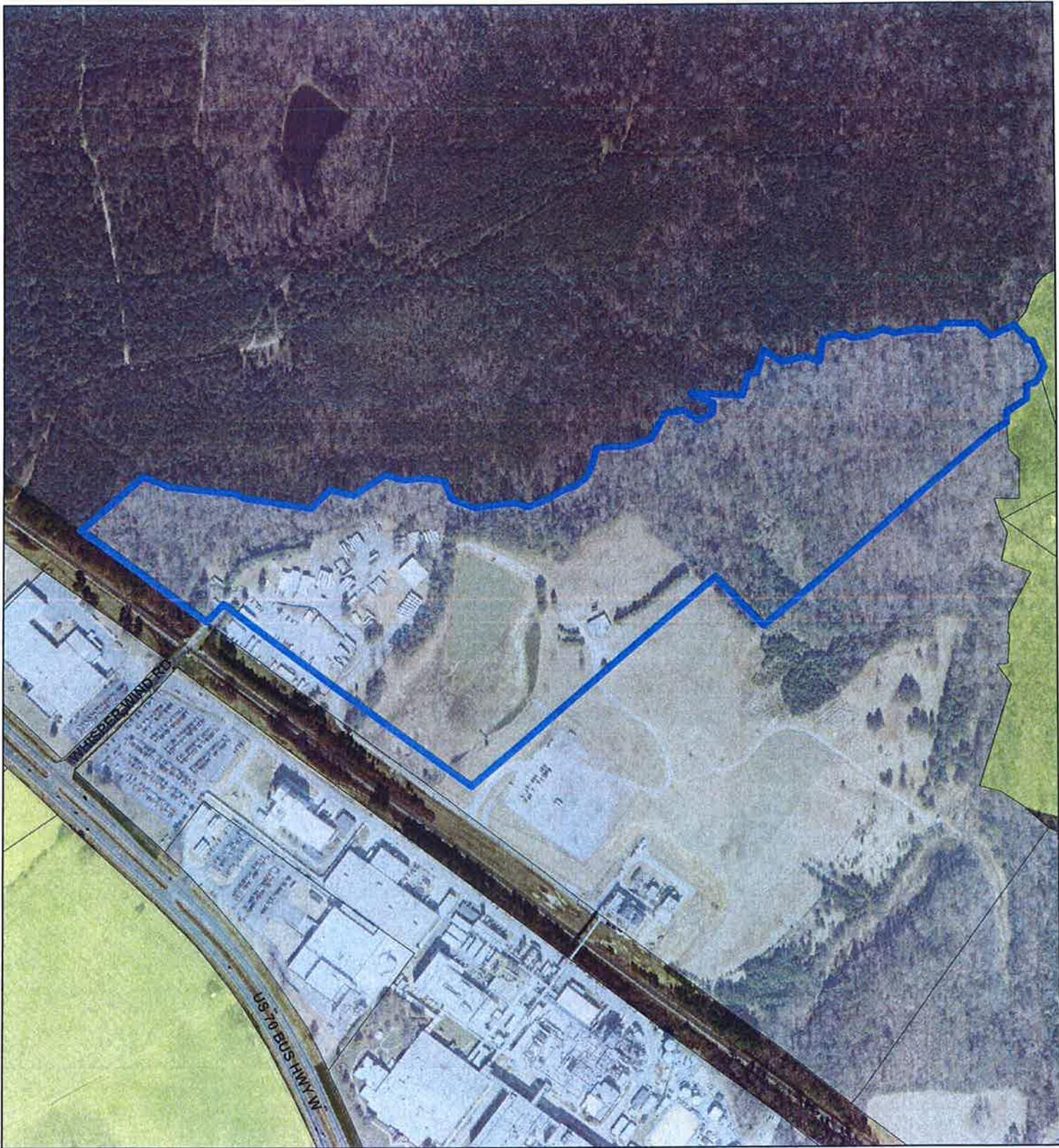
Re: Grifols Plasma Warehouse

This memo is in reference to the proposed Grifols ASRA, Automated Storage and Retrieval System. This proposed structure of 110 feet in height, which at present, the Clayton Fire Department, as well as the surrounding mutual aid departments have no apparatus with the capabilities to reach this height.

The proposed building is constructed of a metal siding, refrigerated to minus 22 degrees, "unmanned", with a quick response sprinkler system. The mechanical units located on the penthouse, will be completely enclosed and sprinkled also. With all these safety features in place, The Fire Marshal is in agreement with the proposed plans for this structure.

Sincerely,

**Anthony Atkinson, Fire Marshal
Town of Clayton Fire Department**



Legend

| | | | | | |
|--|---------------------------|--|------|--|-------|
| | Clayton Town Limits | | R-6 | | PD-C |
| | Clayton ETJ | | PD-R | | I-1 |
| | R-E | | B-1 | | I-2 |
| | R-10 | | B-2 | | O-1 |
| | R-8 | | B-3 | | PD-MU |
| | Produced by: TOC Planning | | SUD | | |

Zoning/Aerial Map

Applicant(s): Jamie Loyack/HagerSmith Design, PA
 Property Owner(s): GrifolsTherapeutics Inc.
 Parcel Number(s) 05105001E
 File Number(s): SUP 2012-79 Grifols Plasma Warehouse

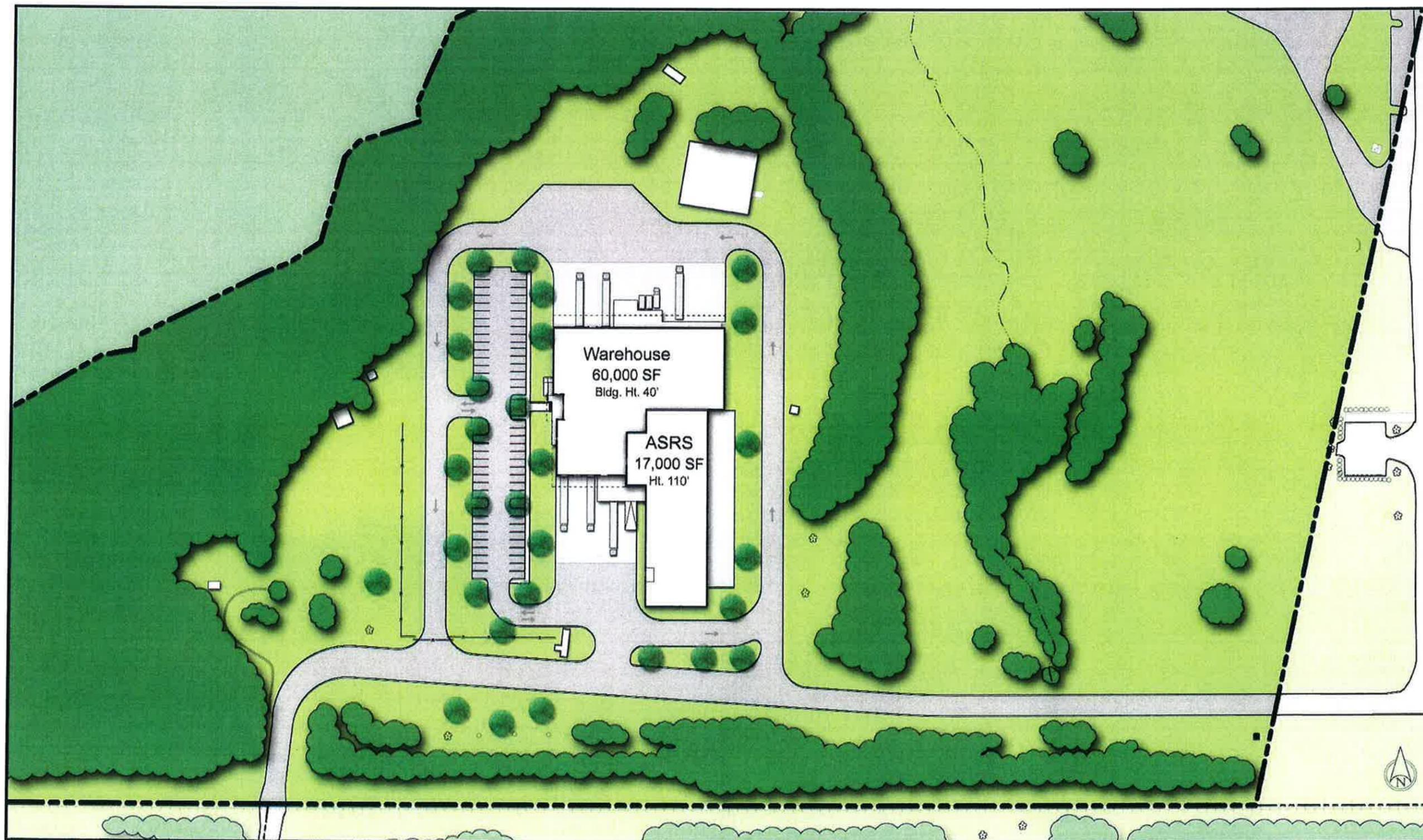


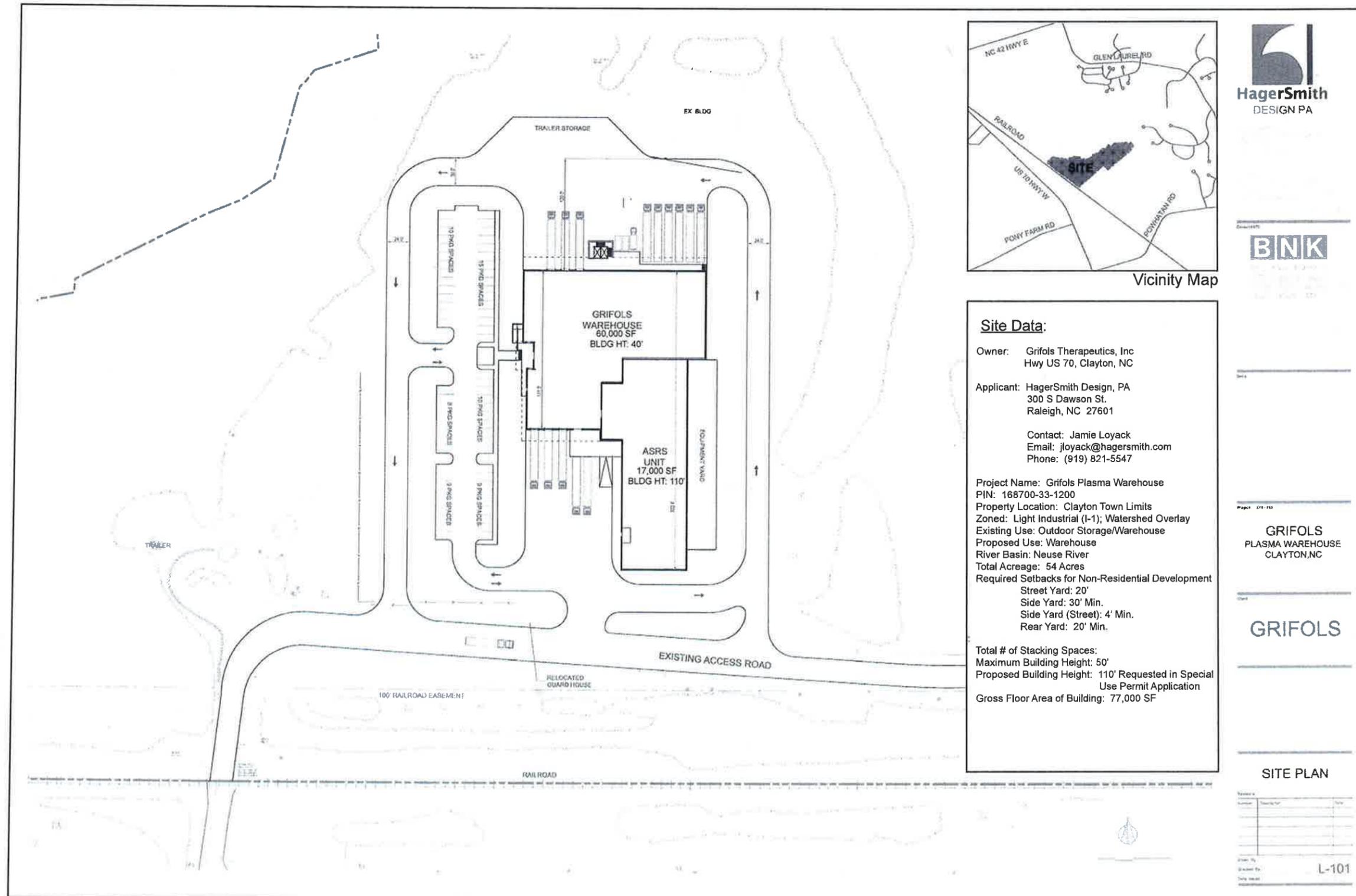
Disclaimer: Town of Clayton assumes no legal responsibility for the information represented here.





RECEIVED
07/12/22
Town of Cary
Planning Department





Site Data:

Owner: Grifols Therapeutics, Inc
Hwy US 70, Clayton, NC

Applicant: HagerSmith Design, PA
300 S Dawson St.
Raleigh, NC 27601

Contact: Jamie Loyack
Email: jloyack@hagersmith.com
Phone: (919) 821-5547

Project Name: Grifols Plasma Warehouse
PIN: 168700-33-1200
Property Location: Clayton Town Limits
Zoned: Light Industrial (I-1); Watershed Overlay
Existing Use: Outdoor Storage/Warehouse
Proposed Use: Warehouse
River Basin: Neuse River
Total Acreage: 54 Acres
Required Setbacks for Non-Residential Development
Street Yard: 20'
Side Yard: 30' Min.
Side Yard (Street): 4' Min.
Rear Yard: 20' Min.

Total # of Stacking Spaces:
Maximum Building Height: 50'
Proposed Building Height: 110' Requested in Special Use Permit Application
Gross Floor Area of Building: 77,000 SF

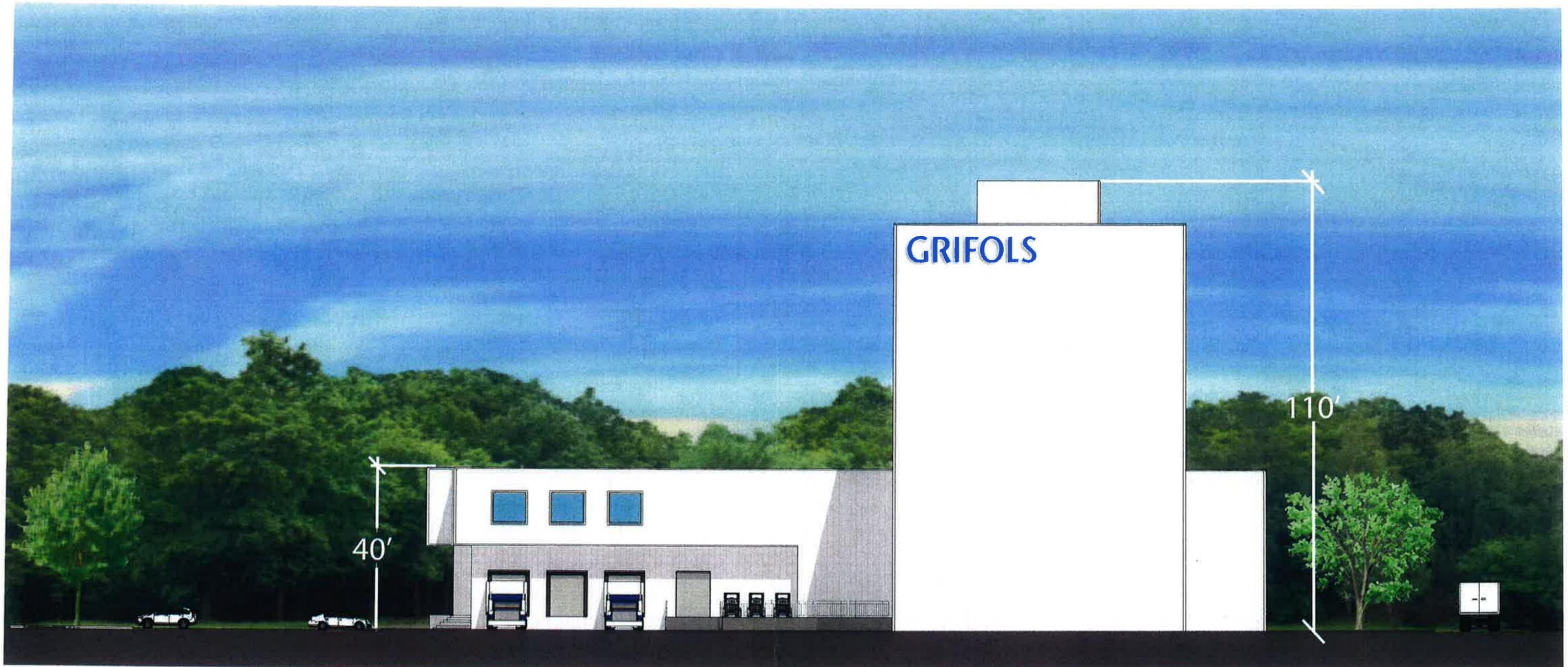


GRIFOLS
PLASMA WAREHOUSE
CLAYTON, NC

GRIFOLS

SITE PLAN

| | |
|--------------|-------|
| Project No. | |
| Revision No. | |
| Scale | |
| Date | |
| Drawn By | |
| Checked By | |
| Project No. | L-101 |



FRONT ELEVATION NEW WAREHOUSE FOR **GRIFOLS**



VIEW STRAIGHT ON FROM I-70

NEW WAREHOUSE FOR

GRIFOLS



VIEW FROM ENTRANCE DRIVE

NEW WAREHOUSE FOR

GRIFOLS



VIEW FROM I-70 APPROACHING THE SITE FROM THE WEST

NEW WAREHOUSE FOR

GRIFOLS

**Town of Clayton
Special Use Permit Application
Evaluation Form**

Application Number: SUP 2012-79

The Town Council shall decide the matter of Special Use Permit Application Number SUP 2012-79 by motion and vote on each of the following four findings of fact. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

Finding One of Four:

Circle One

- A. Based on the evidence presented it is the finding of the Council that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved. (Applicant meets the criteria for approval).**

- B. Based on the evidence presented it is the finding of the Council that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved with the following additional stated conditions: (Applicant meets the criteria for approval upon acceptance of the noted conditions.)**

- C. Based on the evidence presented it is the finding of the Council that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)**

Finding Two of Four:

Circle One

- A. Based on the evidence presented it is the finding of the Council that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Clayton Code of Ordinances, Zoning Code, Subdivision Regulations or other applicable regulations. (Applicant meets the criteria necessary for approval.)**

- B. Based on the evidence presented it is the finding of the Council that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Clayton Code of Ordinances, Zoning Code, Subdivision Regulations or other applicable regulations with the following additional stated conditions: (Applicant meets the criteria necessary for approval upon acceptance of the noted conditions.)**

- C. Based on the evidence presented it is the finding of the Council that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Clayton Code of Ordinances, Zoning Code, Subdivision Regulations or other applicable regulations in the following ways or for the following reasons: (Applicant fails to meet the criteria necessary for approval.)**

Finding Three of Four:

Circle One

- A. Based on the evidence presented it is the finding of the Council that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses. (Applicant meets the criteria necessary for approval.)

- B. Based on the evidence presented it is the finding of the Council that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses upon compliance with the following stated conditions: (Applicant meets the criteria necessary for approval upon acceptance of the noted conditions.)

- C. Based on the evidence presented it is the finding of the Council that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons. (Applicant fails to meet the criteria for approval.)

Finding Four of Four:

Circle One

- A. Based on the evidence presented it is the finding of the Council that the application, if approved, would not adversely affect the general plans for the development of the Town of Clayton nor violate the character or existing standards for development of the adjacent properties. (Applicant meets the criteria necessary for approval.)**

- B. Based on the evidence presented it is the finding of the Council that the application, if approved, would not adversely affect the general plans for the development of the Town of Clayton nor violate the character or existing standards for development of the adjacent properties upon compliance with the following stated conditions: (Applicant meets the criteria necessary for approval upon acceptance of the noted conditions.)**

- C. Based on the evidence presented it is the finding of the Council that the application, if approved, would adversely affect the general plans for the development of the Town of Clayton or violates the character or standards for the development of the adjacent properties in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)**

Once all findings have been decided one of the two following motions must be made:

Motion to Approve: Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein I move to approve Special Use Permit Application # _____.

Motion to Deny: Based upon failure to meet each of the above four stated findings and for reasons stated therein, I move to deny Special Use Permit Application # _____.

Record of Decision:

Based on a motion and majority vote of the Clayton Town Council Special Use Permit Application Number **SUP 2012-79** is hereby:

_____ approved upon acceptance and conformity with all stated conditions; or,

_____ denied for the noted reasons.

Decision made this ____ day of _____, 20__ while in regular session.

Mayor

ATTEST:

Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6a

Meeting Date: 11/05/12

TITLE: DEMOLITION ORDINANCE FOR 110 WEST FRONT STREET CONTINUED FROM THE AUGUST 6, 2012, COUNCIL MEETING AT THE REQUEST OF THE OWNER OF THE PROPERTY IS SLATED FOR THE NOVEMBER 5, 2012, COUNCIL MEETING.

DESCRIPTION: Discussion.

At the July 16, 2012, Council work session, it was the consensus of the Council that staff draft the ordinance authorizing the building inspector to have the property demolished in the event Town does not see work initiated within the specified timeframe.

At its August 6, 2012, Council meeting, it was the consensus of the Council to continue this item for 90 days.

**RELATED GOAL: Think Downtown & Administrative
ITEM SUMMARY:**

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|------------------|--|
| 7-16-12 | Discussion. | Ordinance. |
| 8-06-12 | Discussion. | Ordinance, map, NC GS 160A-439, and Town Code Of Ordinances section 153.027. |
| 10-15-12 | None – Tracking. | Ordinance, map, NC GS 160A-439, and Town Code Of Ordinances section 153.027. |
| 11-05-12 | Discussion. | Ordinance, map, NC GS 160A-439, and Town Code Of Ordinances section 153.027. |

**TOWN OF CLAYTON, NORTH CAROLINA
ORDINANCE DIRECTING THE ENFORCEMENT OFFICER TO REMOVE
OR DEMOLISH THE NONRESIDENTIAL BUILDING OR STRUCTURE
LOCATED AT 110 W. FRONT STREET**

WHEREAS, pursuant to the enforcement of the Nonresidential Building or Structure Code contained in Chapter 153 of the Town of Clayton Code of Ordinances, as authorized by the provisions of North Carolina General Statute 160A-439, the owner of the nonresidential building or structure described below has failed to comply with an Order of the Building Inspector to either (i) repair, alter or improve the nonresidential building or structure to bring it into compliance with the minimum standards established by the Nonresidential Building or Structure Code or (ii) remove or demolish the nonresidential building or structure;

WHEREAS, the Town Council of the Town of Clayton, North Carolina does hereby find and determine that the owner of the nonresidential building or structure described below has been given a reasonable opportunity to bring the nonresidential building or structure in conformity with the minimum standards established by the Nonresidential Building or Structure Code contained in Chapter 153 of the Code of Ordinances for Clayton, North Carolina; and

WHEREAS, North Carolina General Statute 160A-439(f) and Section 153.027 of the Code of Ordinances for the Town of Clayton, North Carolina empower the Town Council to enact this ordinance to authorize and direct the Enforcement Officer to remove or demolish a nonresidential building or structure when the owner has failed to comply with an Order of the Enforcement Officer issued pursuant to the provisions of the Nonresidential Building or Structure Code;

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

Section 1. The Enforcement Officer is hereby authorized and directed to proceed to demolish and remove the nonresidential building or structure located at 111 W. Front Street in the Town of Clayton, North Carolina, and owned by Robert W. Bryant Sr. and Patricia H. Bryant as listed with the Tax Office for the County of Johnston and as described in DB 3214 Page 136 Johnston County Register of Deeds.

Section 2. The cost of demolition and removal shall constitute a lien against the real property described above. The lien shall be filed, have the same priority, and be enforced and the costs collected in the same manner as the lien for special assessment established by Article 10 of Chapter 160A of the North Carolina General Statutes. The amount of the costs shall also be a lien on any other real property of the owner located within the corporate limits of the Town of Clayton except for the owner's primary residence, said additional lien to be inferior to all prior liens and shall be collected as a money judgment.

Section 3. Any recoverable materials of the building or structure demolished or removed and any personal property, fixtures, or appurtenances found in or attached to the building or structure shall be offered for sale by the Enforcement Officer and the proceeds shall be credited against the cost of removal or demolition and any balance remaining shall be deposited in superior court where it shall be secured and disbursed in the manner provided by North Carolina General Statute 160A-439 (i)(3).

Section 4. This ordinance shall be recorded in the Office of the Register of Deeds of Johnston County and shall be indexed in the name of the property owner in the grantor index.

Section 5. This ordinance shall become effective upon its adoption.

[Remainder of page intentionally left blank.]

Duly adopted this the 5th day of November 2012 while in regular session.

(SEAL)

Jody L. McLeod,
Mayor

ATTEST:

APPROVED AS TO FORM:

Sherry L. Scoggins, MMC
Town Clerk

Katherine Ross,
Town Attorney

**NORTH CAROLINA
JOHNSTON COUNTY**

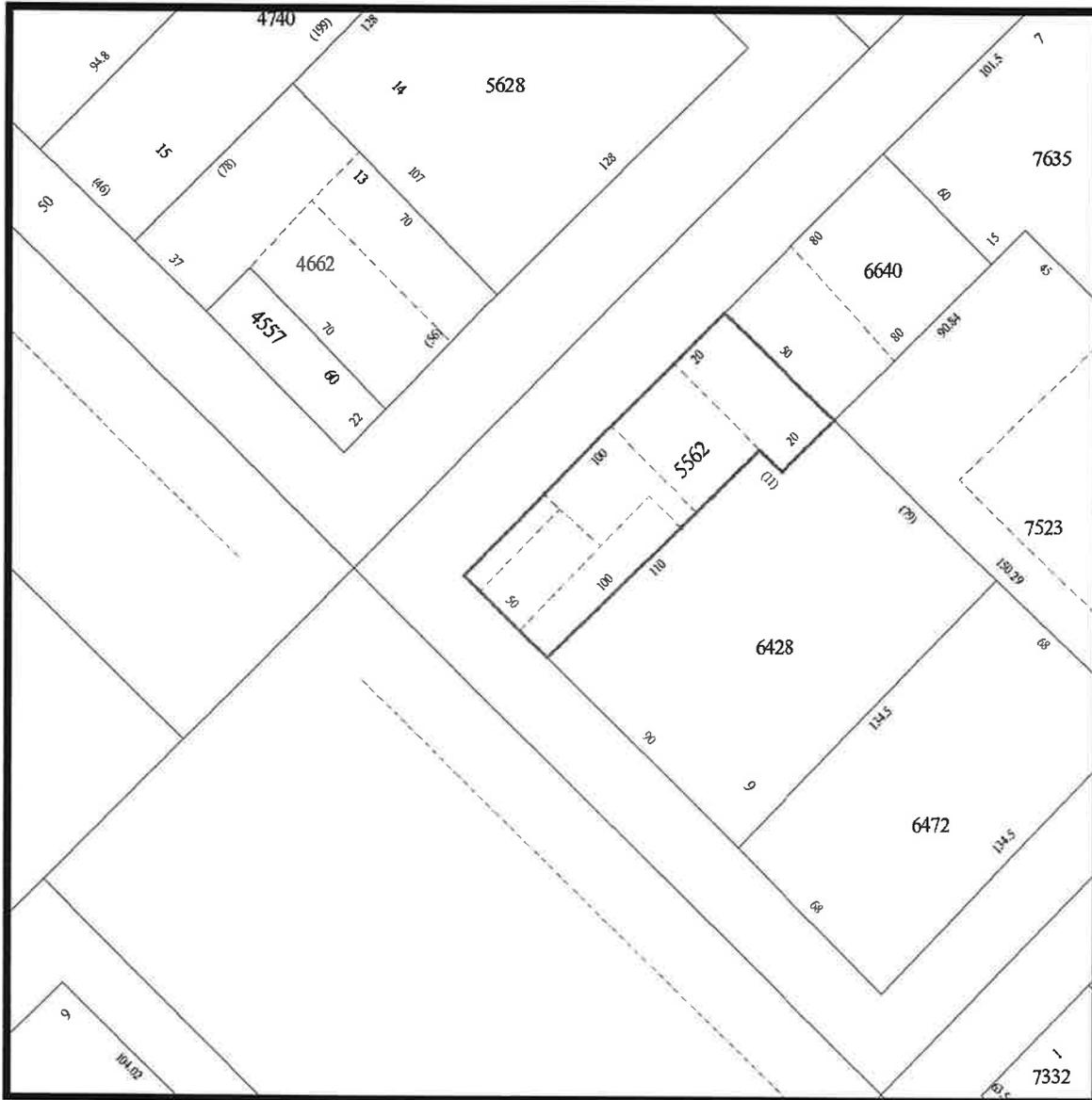
I, _____, a Notary Public, do hereby certify that Sherry L. Scoggins personally came before me this day and acknowledged that she is Town Clerk of the Town of Clayton and that by authority duly given and as the act of the Town the foregoing instrument was signed in its name by Jody L. McLeod, Mayor of the Town of Clayton.

Witness my hand and notarial seal this the _____ day of _____ 2012.

(SEAL)

Notary Public

Commission Expires



*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information.

Query Parcel 1

Tag: 05031012
 NCPin: 166913-03-5562
 Mapsheet No: 166913
 Owner Name1: BRYANT, ROBERT W SR
 Owner Name2: BRYANT, PATRICIA H
 Mail Address1: 230 W WHITAKER ST
 Mail Address2:
 Mail Address3: CLAYTON NC 27520-0000
 Site Address1: Not Available
 Site Address2: Not Available
 Book: 03214
 Page: 0136
 Market Value: 112010
 Assessed Acreage: 0.13
 Calc Acreage: 0.13
 Sale Price: 155500
 Sale Date: 2006-10-10



1 inch = 60 feet

(The scale is only accurate when printed landscape on a 8.5x11in size sheet with page scaling set to none.)

Date July 30, 2012

(f) Action by Governing Body Upon Failure to Comply With Order.

(1) If the owner fails to comply with an order to repair, alter, or improve or to vacate and close the nonresidential building or structure, the governing body may adopt an ordinance ordering the public officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the public officer found to be jeopardizing the health or safety of its occupants or members of the general public. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the public officer may cause the building or structure to be repaired, altered, or improved or to be vacated and closed. The public officer may cause to be posted on the main entrance of any nonresidential building or structure so closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a Class 3 misdemeanor.

(2) If the owner fails to comply with an order to remove or demolish the nonresidential building or structure, the governing body may adopt an ordinance ordering the public officer to proceed to effectuate the purpose of this section with respect to the particular property or properties that the public officer found to be jeopardizing the health or safety of its occupants or members of the general public. No ordinance shall be adopted to require demolition of a nonresidential building or structure until the owner has first been given a reasonable opportunity to bring it into conformity with the minimum standards established by the governing body. The property or properties shall be described in the ordinance. The ordinance shall be recorded in the office of the register of deeds and shall be indexed in the name of the property owner or owners in the grantor index. Following adoption of an ordinance, the public officer may cause the building or structure to be removed or demolished.

(g) Action by Governing Body Upon Abandonment of Intent to Repair. If the governing body has adopted an ordinance or the public officer has issued an order requiring the building or structure to be repaired or vacated and closed and the building or structure has been vacated and closed for a period of two years pursuant to the ordinance or order, the governing body may make findings that the owner has abandoned the intent and purpose to repair, alter, or improve the building or structure and that the continuation of the building or structure in its vacated and closed status would be inimical to the health, safety, and welfare of the municipality in that it would continue to deteriorate, would create a fire or safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, or would cause or contribute to blight and the deterioration of property values in the area. Upon such findings, the governing body may, after the expiration of the two-year period, enact an ordinance and serve such ordinance on the owner, setting forth the following:

(1) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards is less than or equal to fifty percent (50%) of its then current value, the ordinance shall require that the owner either repair or demolish and remove the building or structure within 90 days; or

(2) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards exceeds fifty percent (50%) of its then current value, the ordinance shall require the owner to demolish and remove the building or structure within 90 days.

In the case of vacant manufacturing facilities or vacant industrial warehouse facilities, the building or structure must have been vacated and closed pursuant to an order or ordinance for a period of five years before the governing body may take action under this subsection. The ordinance shall be recorded in the office of the register of deeds in the county wherein the property or properties are located and shall be indexed in the name of the property owner in the grantor index. If the owner fails to comply with the ordinance, the public officer shall effectuate the purpose of the ordinance.

§ 153.027 IN REM ACTION BY THE INSPECTOR.

After failure of an owner of a nonresidential building or structure to comply with an order of the Inspector issued pursuant to the provisions of this chapter and upon adoption by the Town Council of an ordinance authorizing and directing the owner to do so, as provided by G.S. § 160A-439(f) and § 153.022(D), the Inspector shall proceed to cause such nonresidential building or structure to be repaired, altered, or improved to comply with the minimum standards established by this chapter, or to be vacated and closed or to be removed or demolished, as directed by the ordinance of the Town Council. The Inspector may cause to be posted on the main entrance of any nonresidential building or structure which is to be vacated and closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a Class 3 misdemeanor.

(Ord. 2008-09-02, passed 9-2-08)

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6b

Meeting Date: 11/05/12

TITLE: DISCUSSION OF JOHNSTON COUNTY CARDIAC ARREST RESPONSE.

DESCRIPTION: Attached.

At its October 15, 2012, work session, Council discussed the proposed Cardiac Arrest Response. Council requested information on call volume and cost of service.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|---|
| 10-15-12 | Presentation. | Memorandum & Resolution. |
| 11-05-12 | Discussion. | Resolution; Fire SOGs 003-008, 003-009 & 005-05; and email of fire Department estimated cost. |

**JOINT RESOLUTION REGARDING
TOWN of CLAYTON AND JOHNSTON COUNTY
CARDIAC ARREST EMERGENCY RESPONSE**

WHEREAS, Johnston County and all emergency service providers desire to promote better care for its constituency; and,

WHEREAS, that in cases of cardiac arrest, the intervention of trained personnel at the earliest possible time can greatly enhance the chances of recovery by the victim; and,

WHEREAS, the Clayton Fire Department is currently under contract with Johnston County to provide fire protection and emergency services and is a participant in the Johnston County Mutual Aid Agreement; and,

WHEREAS, the Clayton Fire Department voluntarily agrees to accept additional emergency duties for its designated geographic area; and,

NOW THEREFORE, let it be resolved that Town of Clayton and Clayton Fire Department agree to be dispatched to and to provide personnel for assistance with management of cardiac arrest emergencies. **AND THEREFORE**, let it be resolved that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Clayton Fire Department will maintain equipment necessary to provide effective response to cardiac arrest emergencies consistent with CFD Standard Operating Guidelines Section 005-05, Emergency Tools & Equipment..
- B. The Clayton Fire Department will ensure that personal dispatched for call cardiac arrest emergencies are properly trained and certified in accordance with CFD Standard Operating Guidelines Section 003-09 Training and Education and CFD Standard Operating Guidelines Section 003-08 Medical and First Aid, specifically including certification in providing cardio-pulmonary resuscitation and blood borne pathogens.
- C. The Fire Department will be available for response twenty-four hours daily to the extent possible, realizing that the number of responders may be limited.

This Agreement will be in effect from the date of adoption until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Adopted this the _____ day of November 2012, while in regular session. .

Jody L. McLeod
Mayor,
Town of Clayton, North Carolina

Chief,
Johnston County Emergency Services

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| STANDARD OPERATING GUIDELINE | | CLAYTON FIRE DEPARTMENT | |
| Medical and First Aid | | | |
| Revised By: Jason Dean | | Revised Date: Oct 1, 2010 | Effective Date: Dec 12 2010 |
| Review Period: Oct 1-Dec 12 2010 | | Assignment/Number: Training/Safety 003-08 | |
| Approved By: Lee Barbee Fire Chief | | Approval Date: Dec 12, 2010 | |

1. PURPOSE

1.1 In the interest of department member's health and safety, this document is established for the understanding of the policies and guidelines concerning Medical care and First Aid training.

2. REFERENCES

2.1 North Carolina Fire and Rescue Commission Department Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart K, Medical and First Aid.

3. OSHA REQUIREMENTS

3.1 The employer shall ensure the ready availability of medical personnel for advice and consultation on matters of health.

3.2 In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies approved by the consulting physician shall be readily available.

3.3 Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

3.4 The standard in 1910.151 Subpart K

4. REQUIRED EQUIPMENT

4.1 North Carolina Fire and Rescue Commission Department Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart K.

4.2 First Aid Supplies

4.3 Facilities for quick drenching or flushing of the eyes and body.

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5. PROCEDURE

- 5.1 All department members will receive training on the use and care of facilities for quick drenching or flushing of the eyes and body.
- 5.2 All department members will receive training on First Aid of injured members.
- 5.3 All medical and first aid supplies will be checked at least once a week and any equipment not usable or missing will be replaced and reported immediately to on-duty personnel and the request for replacement will be forwarded to the Fire Department Training/Safety Officer. The Town of Clayton Safety Officer is the point of contact for requesting first aid kits, supplies, etc.
- 5.4 Flushing or drenching facilities will be inspected monthly to ensure they are in good working order at all times. Proper terminology should be documented and records kept.
- 5.5 Any injuries to any member will be reported to officer in charge immediately. The Fire Department Safety Officer shall be notified immediately (refer to Recording and Reporting Injuries and Illnesses Guideline)

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| STANDARD OPERATING GUIDELINE | | CLAYTON FIRE DEPARTMENT | |
| Training and Education | | | |
| Revised By: Jason Dean | | Revised Date: Jan 3, 2012 | Effective Date: Jan 3, 2012 |
| Review Period: Admin Update Jan 3, 2012 | | Assignment/Number: Training/Safety 003-09 | |
| Approved By: Lee Barbee Fire Chief | | Approval Date: Jan 3, 2012 | |

1. PURPOSE

- 1.1 In the interest of department members training and education, this document is established to ensure that they are offered and understand the training and education programs of their organization.

2. REFERENCES

- 2.1 North Carolina Fire and Rescue Commission Department Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart L, 1910.156 Fire Protection, Chapter 3 Training and Education, 3-1 through 3-5.
- 2.2 Current edition of the National Fire Protection Association's 1001, Standard for Fire Fighting Professional Qualifications.
- 2.3 Current edition of the National Fire Protection Association's 1041, Standard for Fire Service Instructor Professional Qualification.
- 2.4 Current edition of the National Fire Protection Association's 1003, Standard for Airport Fire Fighter Professional Qualifications.
- 2.5 Current edition of the National Fire Protection Association's 1403, Standard on Live Fire Training Evolutions in Structures.
- 2.6 Current edition of the National Fire Protection Association's 1231, Standard for Rural and Urban Water Supplies.
- 2.7 Current edition of the National Fire Protection Association's 1021, Standard for Fire Officer Professional Qualifications.
- 2.8 Current edition of the National Fire Protection Association's 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

3. OSHA REQUIREMENTS

- 3.1 The department shall provide members with proper training and education in the accordance with OSHA 1910.156, Training and Education.

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4. PROCEDURE

- 4.1 Training and education will be provided on the basis of duties and functions that a member is expected to perform.
- 4.2 The department will establish and maintain a training and education program based on Departmental, NCDOI, NFPA, and OSHA guidelines.
 - 4.2.1 Members of the department will attend required and educational programs pertaining to the performance of their duties and responsibilities before being permitted to engage in emergency operations.
 - 4.2.2 Training will be made available via various methods:
 - A. Regular Shift Scheduled Training
 - B. Regular Departmental Training
 - C. Company Level Training
 - D. Specialty Training
 - E. Certification Training
 - F. External Training
 - G. Distance Training
 (each method explained "Training Methods" section of this guideline)
 - 4.2.3 An annual calendar is available to all personnel (FireManager-Events Calendar) that includes all training topics but is subject to change for specialty classes such as acquired structure training, mutual aid training, etc. Quarterly notices will also be posted at each station as well as other sources of training (JCC, Conferences, Weekend Schools, etc) as made available.
 - 4.2.4 Personnel must not have 4 or more unexcused training absences from regular scheduled shift, department, or other required training sessions. If this occurs, disciplinary measures up to and including dismissal can occur. In order to get excused from a training meeting, a member must contact their assigned officer. If he/she cannot be contacted, the Division Chief of Training/Safety should be contacted.

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4.2.5 All part-time personnel are required to attend at least one-hundred (100) hours of annual training and education with one-hundred twenty hours (120) hours preferred. All fulltime personnel and new recruits are required to attend at least two-hundred forty (240) hours of annual training and education.

- A. The goals of 10 hours a month for part-time and 20 hours a month for fulltime will suffice annual hours
- B. Personnel will be informed on a monthly basis on their status of acquired training hours. Updates will also be forwarded to assigned Officer.
- C. The below quarterly hours are required to meet the annual required hours. If personnel do not meet quarterly hours, they are subject to disciplinary actions.

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|-------------------------------------|-----------------|------------------|
| 1 st Quarter (Part-time) | 25hrs Required | 30hrs Preferred |
| 1 st Quarter (Fulltime) | 60hrs Required | |
| 2 nd Quarter (Part-time) | 50hrs Required | 60hrs Preferred |
| 2 nd Quarter (Fulltime) | 120hrs Required | |
| 3 rd Quarter (Part-time) | 75hrs Required | 90hrs Preferred |
| 3 rd Quarter (Fulltime) | 180hrs Required | |
| 4 th Quarter (Part-time) | 100hrs Required | 120hrs Preferred |
| 4 th Quarter (Fulltime) | 240hrs Required | |

4.2.6 It shall be the responsibility of each person to sign his/her name on the CFD Training Report. Personnel that do not sign their name will not receive credit for the training. In the event the training sheet is not signed by personnel due to unforeseen conditions (incident response, personal emergency, etc) all efforts must be made to contact appropriate personnel to get credit for the training. These efforts may involve the student or instructor. See "Training Sheet Info" section of this guideline for details.

4.2.7 The training officer of the department will maintain accurate record keeping of training and/or educational programs

4.2.8 Whenever changes in procedures or technology are introduced, or new hazards are identified in the work environment, appropriate training and education will be provided for all personnel.

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4.2.9 All training will be conducted in a safe manner, and all personnel will abide by all safety regulations during training sessions

- A. The training program(s) for all personnel engaged in emergency operations will include procedures for the safe exit from a dangerous area in the event of equipment failure or sudden changes in conditions
- B. Accountability will be conducted at all training events. The extent accountability will differ depending upon level of training. At a minimum, a headcount at the beginning of each session, after each break, and at the conclusion should be done. For practical based sessions, headcount/personnel confirmation must be done after each team rotation
- C. Certified or Qualified Instructors will deliver all training and educational programs. A non-certified or non-qualified person may assist in instructing a class but it shall be done under the direction and supervision of a certified or qualified instructor. If a certified or qualified instructor is not available for a training session, contact must be made to the Division Chief of Training/Safety.

4.2.10 The Lead Instructor for live burn training shall be a Live Burn Qualified Instructor

- A. All training involving live fire fighting exercises will be conducted in compliance with NFPA 1403; Standard on Live Fire Training Evolution's in Structures, as adopted by the North Carolina Fire and Rescue Commission.
- B. An Incident Management System will be used at all Live Burn training exercises.
- C. Water supply for all Live Burn exercises will be in accordance with NFPA 1142, Standard for Rural and Urban Water Supplies
- D. Personnel who have not met the Clayton Fire Department requirements of NFPA 1403 will not be allowed to participate in exercises involving a hazardous atmosphere

4.2.11 If personnel are responsible for non-structural fire fighting operations, including but not limited to wild land or other exterior fires, the fire department will provide training in these fire-fighting operations.

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4.2.12 Training in emergency operations will be based on standard operating procedures and/or guidelines. These procedures and/or guidelines will be maintained in written form and should address emergency scene operations.

4.2.13 Smoke generating devices that produce a hazardous atmosphere will not be used in training exercises, except when done by an Instructor qualified in that area, and the trainees are equipped with all necessary protective equipment

4.3 Special and advanced training and education will be provided to members who engage in special operations.

4.3.1 All members who are likely to be involved in hazardous materials response will be trained to the appropriate level in accordance with NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents, the Fire and Rescue Commission's Haz-Mat Certification Program, OSHA 1910.120 or a recognized equivalent.

- A. Levels of training within the Hazardous Materials standard will be commensurate with the duties the members are expected to perform.
- B. The Town of Clayton Fire Department will function at the Hazardous Materials Level I (Operations) level.

4.3.2 All members who are likely to be involved in a Confined Space Rescue/Recovery response will be trained to the appropriate level in accordance with OSHA 1910.146, Permit-Required Confined Spaces, and other applicable standards or guidelines including but not limited to NFPA 1006, Standard for Technical Rescuer Professional Qualifications and NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. All fire department personnel shall maintain a minimum of Confined Space Rescue/Recovery Awareness.

4.3.3 All members who are likely to be involved in a Trench Rescue/Recovery response will be trained to the appropriate level in accordance with OSHA 1926.650-652, Excavation and Trench Collapse, and other applicable standards or guidelines including but not limited to NFPA

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1006, Standard for Technical Rescuer Professional Qualifications and NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. All fire department personnel shall maintain a minimum of Trench/Collapse Rescue/Recovery Awareness.

4.3.4 All members who are likely to be involved in a Rope Rescue/Recovery response will be trained to the appropriate level in accordance with departmental guidelines including but not limited to NFPA 1006, Standard for Technical Rescuer Professional Qualifications and NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. All fire department personnel shall maintain a minimum of Rope Rescue/Recovery Awareness.

4.3.5 All members who are likely to be involved in a Vehicle or Machinery Extrication response will be trained to the appropriate level in accordance with departmental guidelines including but not limited to NFPA 1006, Standard for Technical Rescuer Professional Qualifications and NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. All fire department personnel shall maintain a minimum of Vehicle/Machinery Rescue/Recovery Awareness.

4.4 All fire officers will work to meet the requirements for Fire Officer I as specified in NFPA 1021, Standard for Fire Officer Professional Qualifications, and requirements for Instructor certification(s) as specified in NFPA 104, Standard for Fire Service Instructor Professional Qualifications.

4.5 To ensure credit for classes through the NC Community College System and NC Office of State Fire Marshal, the Division Chief of Training and Safety will forward required information of department personnel to the Johnston Community College Fire/Rescue Services Director or designate. This information includes official name (first and last), current rank, last 4 of social security number, and date of birth. If an employee takes a class/course outside of Johnston Community College, and the delivery agency requires a "Proof of Membership", this can be obtained from the Training/Safety Division.

4.6 A lesson plan, syllabus, or other explanatory information on training topics will be available for training sessions. These can be prepared by the instructor, Training Officer, or other approved agency (NC OSFM, NFA, Delivery Agency, Training Company, etc)

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5. REQUIRED TRAINING

- 5.1 Required training topics consist of the following but are not limited to:
- Annual Blood borne
 - Annual Hazardous Communications (HazCom)
 - Annual Respiratory Protection & Fit Testing
 - Annual CPR/AED
 - Annual physical (for fire operations clearance)
 - Annual HazMat Operations Refresher
 - Annual Ladder/Fall Protection (included in FGO or Special Ops)
 - Officer/Supervisory (for Officers) (12 hours)
 - Driving Hours (for Drivers) (12 hours) (See Driver SOG for other hours)
 - Emergency Vehicle Driving
 - Highway Safety practices
 - Rapid Intervention Team/FF Safety/Survival
 - Special Operations/Tech Rescue (hours vary depending upon personnel classification/certification level)
- 5.2 Compensation for training is explained in the “Compensation Policy” in this SOP listing.

6. FIREFIGHTER TRAINEE TRAINING

- 6.1 All Firefighter Trainee’s will be tasked with acquiring the training necessary to function safely as a Firefighter.
- 6.2 This will include training provided by:
- The Department
 - The NC Community College System
 - Office of the State Fire Marshal
 - National Firefighter’s Association
 - Any other training approved by the CFD Training/Safety Division
- 6.3 While outside training may teach necessary skills required to function as a Firefighter, it is imperative that the Firefighter Trainee learn how Clayton Fire Department functions, where tools and equipment are located, and how to work with the other members of the department.
- 6.4 Firefighting is best learning through a “hands-on” approach and all Firefighter Trainees will be expected to actively participate in all training activities.

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6.5 Trainee Period

6.5.1 The trainee period will be at least six months, but will vary for each Firefighter Trainee as the following will be required before a Firefighter Trainee will be promoted to the title of Firefighter:

- A. Will be required to demonstrate to the Officers competence on calls for service, training, and station duties.
- B. Will have actively participated in live fire training exercises, including interior fire attack in structural situations and LPG leak and fire control.
- C. Will complete NIMS training.
- D. Will complete Blood Borne Pathogen and Haz Comm Training.
- E. Will obtain certification in AHA CPR/AED.
- F. Complete CFD Rookie Class (Intro to NFPA 1403) Note: CFD Trainees that are already FFII are encouraged to attend due to specific CFD operational aspects covered in the training.
- G. Obtain NC Firefighter II certification within 18 months from hire date. This training also includes HazMat Level I certification. The Chief may grant up to a six month extension for hardships in the following areas: medical, family, military, and job related. If certification is not obtained in the predefined period, trainee may be subject to disciplinary measures up to an including dismissal.
Special Note: FF Trainees whom have NC FFII or HazMat certification by solely taking online courses will still have to attend the certification classes but will not have to take the written tests for each class.
- H. Obtain certification in Emergency Vehicle Driver training
- I. Trainee must successfully complete practical and written examination. The trainee will be notified on the information needed and content of the examination.

6.5.2 Firefighter Trainees will have a review of their trainee period with their Captain, Battalion Chief, and Training Officer.

6.5.3 Upon completion of the above trainee period the trainee will receive a black Firefighter's helmet and shield and be promoted to the title of Firefighter.

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7. TRAINING METHODS

- 7.1 Regular Shift Scheduled Training – This training will be scheduled during the 2nd and 4th weeks of each month, on specific shifts. The exception to this is if the shift falls on a holiday or Friday and for this, the training will be scheduled the week before or after depending upon current events. The FireManager Events calendar will note all regular shift training. A Daytime shift training session will also be scheduled during the same week, during daytime hours for daytime personnel. It is preferred that personnel train on their assigned shift however if work schedule, sickness, etc prevent this, he/she may attend during another shift session. Contact must be made to assigned Officer if training cannot be attended on assigned shift session. If assigned Officer cannot be contacted, the Training Officer can be contacted. This training can be considered multi-company drills if various operational aspects are covered. This training will be conducted or overseen by a minimum NC Level I Instructor unless the regular training requires specific qualifications and therefore a Level II Qualified Instructor will oversee the session.
- 7.2 Regular Departmental Training – This training is designed to bring all shifts together for departmental, multi-company drills. The schedule for this training will be minimally every quarter (1st Saturday of each quarter month-Mar, Jun, Sept, Dec). Other departmental drills may be added depending upon logistics and availability of resources such as acquired structures. This training will be conducted or overseen by a minimum NC Level I Instructor unless the regular training requires specific qualifications and therefore a Level II Qualified Instructor will oversee the session.
- 7.3 Company Level Training – This training is done as non-scheduled, during assigned work shifts. Topics and time frames can vary depending upon company needs. During company level training, if operational readiness is affected, contact must be made with another in-service company. The option of using the Reserve Engine is available. This training will be considered “No Pay” due to personnel being compensated for working an assigned work shift. Personnel that are not working the shift may attend but are not required to attend, therefore will also be considered as “No Pay”. Example being, if A-shift, Station 2 personnel decide to do “Ground Ladder” training while working, and Firefighter Doe stops by the station during the session and decides to participate, Firefighter Doe will not receive compensation for the training. This training will be conducted or overseen by a minimum NC Level I Instructor.

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- 7.4 Specialty Training – This training encompasses several disciplines and may be delivered in various options. This training may or may not be compensable depending upon requirement status. This training will be conducted or overseen by a minimum NC Level I Instructor unless the regular training requires specific qualifications and therefore a Level II Qualified Instructor will oversee the session.
- A. The FireManager Events calendar has specific required specialty training topics listed.
 - B. Personnel working shifts on Saturday’s will conduct specialty training and each month has a specified topic which rotates quarterly. The specific session can be determined by the working company and/or the Training Officer. This training may be modified to conduct regular scheduled training. Personnel not working Saturdays are not required to attend these specialty training topics.
 - January, April, July, October topic = Firefighter Specialty-RIT/MAYDAY/Truck Ops/ICS, etc
 - February, May, August, November = Driver/Operator
 - March, June, September, December = Technical Rescue/Special Ops-Extrication, Ropes/Rigging, Confined Space, Trench, Water, etc
- 7.5 Certification Training – This training will be pre-scheduled depending upon departmental needs and personnel request. Hours, objectives, and attendance for this training will follow applicable agency requirements (NC OSFM, NC Community College Systems, etc). This training will be conducted by a Level II Qualified Instructor, qualified in the area of certification being conducted.
- 7.6 External Training – This training is considered any topic delivered outside of Clayton Fire Department. Personnel are encouraged to attend external training topics such as conferences, specialty schools, etc. For compensation purposes, approval must be obtained from the Training/Safety Division. External training may be included in personnel training hours, however the hours from the external training will be flagged as external hours. Personnel that work at other emergency services agency(s) may be asked to turn in training hours from that agency to supplement their training file.

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7.7 Distance Training – This training will be considered any topic conducted via internet or make-up packet sessions. Certain topics may be set-up as initial distance training. All CFD personnel have access to the internet via a town owned computer at either fire station. Specific hours for compensation will be set-up for required distance training. CFD Distance Training topics will be added to the FireManager Library/Company Folder with specific instructions on the completion process. For any distance training, the Division Chief of Training/Safety or designate will be readily available for questions. Availability will vary from in-person or public service (phone). The appropriate point of contact will be depending upon topic and contact means will be defined in completion process instructions.

8. TRAINING SHEET INFORMATION

- 8.1 The CFD Training Report will be available to all personnel via hardcopy or electronic version. A copy of the current report will be maintained by the Training Officer and placed on the Fire Department shared network drive-CFD Network, “R-Drive”.
- 8.2 The report can be filled out electronically or by hand. If completing electronically, the form fields are “Tabbed” to and if applicable, a choice from the pre-set drop down listing will be chosen or marking a pre-determined choice. If a needed choice isn’t available, choose “Other” and explain (A request for adding the topic can be sent to the Training Officer).
- 8.2 For the explanation of training and objectives sections, specific information is needed for auditing purposes. If the area is not big enough for explanation, a “See Attached” comment can be added and pertinent attachments can be turned in with the training report. For certification classes, the verbiage of “training conducted per NCDOL/OSFM approved objectives” is acceptable.
- 8.3 A copy training report (front page) has been included in this guideline for referencing.
- 8.4 When personnel sign the training report, he/she can indicate a specific assignment to receive specific training credit. Example is if training session is Fire Ground Operations – Basic Skills and Firefighter Doe drove to/from/during training, noting –“Driver training”, credit will be given as such

STANDARD OPERATING GUIDELINE

CLAYTON FIRE DEPARTMENT

Training and Education

Revised By: Jason Dean

Revised Date:
Jan 3, 2012

Effective Date:
Jan 3, 2012

Review Period: Admin Update
Jan 3, 2012

Assignment/Number: Training/Safety 003-09

Approved By: Lee Barbee
Fire Chief

Approval Date:
Jan 3, 2012



Town of Clayton Fire Department
Training Report



(Turn in completed form to Training Safety Division)

Note: If filling out electronically, use TAB key to move from field to field box to box or just click on each section. Some fields have drop down choices. If choice not listed in drop down, contact Training Division to modify.

| | |
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| Report completed by: [] | Date(s): [] |
| Times (use military time) Begin [] | End [] Total Hours [] |
| Delivery Agency: JCC <input type="checkbox"/> DOI/OSFM <input type="checkbox"/> In-House <input type="checkbox"/> Other <input type="checkbox"/> Specify below (Check one) Specify: [] | |
| Class / Course Title: [] | |
| Certification Class/Course? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Type of Training: (check all that apply) Fire <input type="checkbox"/> Rescue <input type="checkbox"/> EMS <input type="checkbox"/> OSHA <input type="checkbox"/> TOC <input type="checkbox"/> Other: [] | |
| Class Location: [] If other location, specify: [] | |
| Instructor(s): [] Instructor Signature: [] | |
| Drill Yes <input type="checkbox"/> No <input type="checkbox"/> Multi-Comp. Yes <input type="checkbox"/> No <input type="checkbox"/> Mutual Aid Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list below | |
| Night Drill Yes <input type="checkbox"/> No <input type="checkbox"/> Mutual Aid Dept(s): [] | |
| Equipment used (check all that apply): SCBA <input type="checkbox"/> Ladders <input type="checkbox"/> Extinguishers <input type="checkbox"/> PPV Fan <input type="checkbox"/> Generator <input type="checkbox"/> Thermal Image Camera <input type="checkbox"/> Hand Tools <input type="checkbox"/> Power Tools <input type="checkbox"/> Salvage Covers <input type="checkbox"/> Dump tanks <input type="checkbox"/> Lifting airbags <input type="checkbox"/> Air fill systems <input type="checkbox"/> Extrication Stabilization <input type="checkbox"/> Ropes-Lifelines <input type="checkbox"/> Utility <input type="checkbox"/> Harnesses Hardware <input type="checkbox"/> Confined Space <input type="checkbox"/> Trench Collapse <input type="checkbox"/> Water <input type="checkbox"/> Other (specify): [] | |
| Apparatus used: [] If other, specify: [] | |
| Facilities used: [] | |
| Training aids used: [] | |
| Water use: Hydrant Supply Yes <input type="checkbox"/> No <input type="checkbox"/> Hoses used Yes <input type="checkbox"/> No <input type="checkbox"/> Size [] | |
| Master Streams used Yes <input type="checkbox"/> No <input type="checkbox"/> Max flow from pump(s) [] gpm | |
| Duration of flow: [] Tanker/Shuttle Operation Yes <input type="checkbox"/> No <input type="checkbox"/> Total hauled: [] | |
| Training Objectives: [] | |
| Description of Training Conducted: [] | |
| Objectives met: Yes <input type="checkbox"/> No <input type="checkbox"/> Why not: [] | |
| Training conducted during regular/previous scheduled times? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, training must be pre-approved through Training Division to receive compensation. Use Pre-approval form. Date of Pre-approval: [] | |

Signature/Assignment Times on back attached to this report Date entered in FH _____

| | | | |
|---|--|--|---------------------------------------|
| STANDARD OPERATING GUIDELINE | | CLAYTON FIRE DEPARTMENT | |
| Training and Education | | | |
| Revised By: Jason Dean | | Revised Date: Jan 3, 2012 | Effective Date: Jan 3, 2012 |
| Review Period: Admin Update Jan 3, 2012 | | Assignment/Number: Training/Safety 003-09 | |
| Approved By: Lee Barbee Fire Chief | | Approval Date: Jan 3, 2012 | |

9. TRAINING ENTRY INTO FIREHOUSE

- 9.1 When training sheets are turned into the Training/Safety Division, they shall be entered into the FireHouse database. When entering same, the following steps are taken:
- A. Choose start date of training
 - B. Choose Category of training topic from drop down listing
 - C. Choose end date of training and start/end times
 - D. Choose Location from drop down listing
 - E. Choose Agency providing training from drop down listing
 - F. Choose Instructor(s) from drop down listing
 - G. For the default value, delete the Station assignment (same will be added back after personnel are entered)
 - H. Choose training type(s)
 - I. For Payroll calculation, if training conducted was during a work shift or if the training is a non-compensated class, change the "Hours Paid" to 0.00 (defaults to amount of hours entered from dates and start/end times). If training is conducted during a whole day and the class took an meal break, subtract the meal break time from the hours. If training was a mixture of paid and non-paid, leave the hours paid as the number of hours for pay and the personnel that receive no-pay will be modified when personnel are entered
 - J. Click "Add Group", "Staff Group Select", "Staff Master" (or select from saved groups) to enter personnel
 - K. Choose appropriate personnel to add to the class (multiple names can be chosen by pressing the "ctrl" key while selecting names), click OK, confirm entry, and click OK again.
 - L. To modify a specific person, choose from listing, double click their name, edit their information, then click "Save", then "Close"
 - M. Click "Rating Bureau" tab and choose specific training types applicable to the training, click "Save"
 - N. Any explanations for the training need to be entered into the "Notes" tab and clicking "Save"
 - O. When entry is complete, choose default value. Station 1 if it's a regular training topic or other training done at Station 1 and Station 2 if the training was specific to Station 2

| | | | |
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| STANDARD OPERATING GUIDELINE | | CLAYTON FIRE DEPARTMENT | |
| Emergency Tools and Equipment | | | |
| Revised By: Steve Benson | | Revised Date: Jan 3, 2012 | Effective Date: Jan 3, 2012 |
| Review Period: Admin Update | | Assignment/Number: Support/Services 005-05 | |
| Approved By: Lee Barbee Fire Chief | | Approval Date: Jan 3, 2012 | |

1. PURPOSE

1.1 This document is established to provide guidelines for the acquisition, operation, maintenance, inspection, repair, and safe use of department emergency tools and equipment.

2. REFERENCES

2.1 North Carolina Fire and Rescue Commission's Occupational Safety and Health Standard for Fire Departments and Rescue Squads, Section 1910.156, Chapter 4 - 5, Tools and Equipment.

2.2 Current edition of the National Fire Protection Association's 1931 Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.

2.3 Current edition of the National Fire Protection Association's 1932 Standard on Use, Maintenance, and Service Testing of Ground Ladders.

2.4 Current edition of the National Fire Protection Association's 1961 Standard on Fire Hose.

2.5 Current edition of the National Fire Protection Association's 1962 Standard For the Care, Use, and Maintenance of Fire Hose Including Couplings and Nozzles.

2.6 Current edition of the National Fire Protection Association's 1964 Standard for Spray Nozzles (Shut-off and Tip).

2.7 Current edition of the National Fire Protection Association's 10 Portable Fire Extinguishers.

2.8 Current edition of the National Fire Protection Association's 1901 Standard for Automotive Fire Apparatus.

3. OSHA REQUIREMENTS

3.1 The department shall develop and implement guidelines for the acquisition, operation, maintenance, inspection, repair, and record keeping of department tools and equipment in accordance with OSHA 4 - 5, Tools, and Equipment.

| | | | |
|--|--|---|---------------------------------------|
| STANDARD OPERATING GUIDELINE | | CLAYTON FIRE DEPARTMENT | |
| Emergency Tools and Equipment | | | |
| Revised By: Steve Benson | | Revised Date: Jan 3, 2012 | Effective Date: Jan 3, 2012 |
| Review Period: Admin Update | | Assignment/Number: Support/Services 005-05 | |
| Approved By: Lee Barbee Fire Chief | | Approval Date: Jan 3, 2012 | |

4. PROCEDURE

- 4.1 The manufacturer's recommendations on operating guidelines, safety, and protective clothing shall be adhered to when operating all emergency tools and equipment.
- 4.2 All equipment utilized for firefighting and/or rescue operations shall be specifically designed for this type of use.
- 4.3 All equipment carried on department apparatus, or designated for training shall be inspected weekly and after each use.
- 4.4 Inventory and maintenance records shall be maintained on all emergency tools and equipment carried on department apparatus, or designated for training.
- 4.5 Inventory sheets are kept on all apparatus and weekly check-offs are conducted. Any discrepancies shall be noted on the check-sheet, on the Daily Activity Form for forwarding to Support/Services Manager, noted on available means at each station (dry erase board, memo, etc), and the "in-charge" on-duty person must also be notified.
 - 4.5.1 For follow-up purposes, when the discrepancy is handled, the person making the correction, repair, etc, shall note same on Daily Activity Form and on the apparatus check-off sheet with name and date of note and note on "CFD Repairs and Tasks" form located on the R-drive
 - 4.5.2 Certain tools and equipment is considered safety sensitive and the operational readiness at each shift change is required. Examples of safety sensitive equipment include but not limited to:
 - A. SCBA (Full = 4500psi) / Assigned SCBA mask / PASS
 - B. AED (Automatic External Defibrillator)
 - C. Thermal Imaging Camera
 - D. Multi-gas / Air monitor
 - E. Portable radios
 - F. Mobile Computer Terminal (MCT)

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6c **Meeting Date:** 11/05/12
TITLE: DISCUSSION OF THE NOISE ORDINANCE.

DESCRIPTION: At its May 7, 2012, Council meeting, a spreadsheet comparing noise ordinances was presented to the Town Council.
The purpose of the discussion is to receive Council feedback and direction on this item.
At the September 17, 2012, Council meeting, Town Manager Biggs stated he spoke with personnel at Caterpillar and requested they obtain noise readings from around Town and to include Horne Square, neighborhoods, and the vicinity of Clayton High School in the evening hours.

On October 15, 2012, the Council held a special meeting on the Town Square for the purpose of a noise measurement demonstration.

During the October 15, 2012, work session, it was the consensus of the Council to receive information on the number of citations for noise complaints.

Police Chief Glen Allen submitted the following:
From October 1, 2011 through September 30, 2012 there were two (2) people cited for noise ordinance violations. During that span there were 236 calls for service related to noise, but that includes all sources (cars, explosions, music, parties, dogs barking, heavy equipment, etc.) .

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 5-21-12 | Discussion. | Spreadsheet. |
| 6-04-12 | Tracking. | None. |
| 7-19-12 | Discussion. | |
| 8-06-12 | Discussion. | N/A. |
| 8-20-12 | Discussion. | |
| 9-04-12 | Discussion. | |
| 9-17-12 | Discussion. | |
| 10-01-12 | Discussion. | |
| 10-15-12 | Discussion. | |
| 11-05-12 | Discussion. | |

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6d

Meeting Date: 11/05/12

TITLE: DISCUSSION OF INQUIRY REGARDING “YARD PARKING” OF VEHICLES.

DESCRIPTION: Report on inquiry and complaint regarding “yard parking” and current activity underway to evaluate the issue.

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 10-15-12 | Presentation. | |
| 11-05-12 | | |

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 7a

Meeting Date: 11/05/12

TITLE: PROCLAIMING NOVEMBER AS HOME HEALTH CARE AND HOSPICE MONTH.

DESCRIPTION: Ms. Rhonda Jewell of United Hospice of Eastern North Carolina is requesting the Clayton Town Council recognize the month of November as “Home Health Care and Hospice Month.”

RELATED GOAL: Administrative

ITEM SUMMARY:

| <u>Date:</u> | <u>Action:</u> | <u>Info. Provided:</u> |
|--------------|----------------|------------------------|
| 11-05-12 | Adoption. | Proclamation. |

TOWN OF CLAYTON
PROCLAIMING NOVEMBER AS HOME HEALTH CARE AND HOSPICE MONTH

Whereas, home care and hospice services provide for an individual's health and social needs across the continuum of life-compassionate care which serves expectant mothers, infants, children, adults, the disabled and the elderly – and also provides love, comfort and support at the end of life; and

Whereas, home care and hospice agencies provided for the health and social needs of numerous Clayton citizens in their homes last year; and

Whereas, home care and hospice services enable Clayton's citizens to receive quality health and social services in their home, surrounded by family and friends; and

Whereas, home and hospice services strengthen the family bond and support families as they care for their loved ones at home, lessening caregiver burnout and unnecessary placement in more costly institutional settings; and

Whereas, home care and hospice services build upon a strong tradition of care and compassion, striving to keep families together while preserving an individual's independence and dignity in the setting of their choice... home; and

Whereas, Beverly Eaves Purdue, Governor of the State of North Carolina, has proclaimed November, 2012, as "Home Care and Hospice Month" in North Carolina and commended said observance to citizens of the State of North Carolina.

Now, therefore, let it be proclaimed that the Honorable Mayor and the Town Council of the Town of Clayton do hereby proclaim November 2012, as "**Home Care and Hospice Month**" in Clayton, North Carolina, and urge all citizens to join in the observance of this month.

Duly proclaimed this 5th day of November 2012 while in regular session.

Jody L. McLeod
Mayor

TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Item: 8c

Meeting Date: 11/05/12

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Halloween Parade on Main Street – Wednesday, October 31, 2012; 2 PM to 4 PM
- Council Mtg – Monday, November 5, 2012 @ 6:30 PM
- **ELECTION DAY** – Tuesday, November 6, 2012
- Veterans Day Holiday – Monday, November 12, 2012
- Council Mtg – Monday, November 19, 2012 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, November 21, 2012 @ 6 PM
- Thanksgiving Day Holiday – Thursday, November 22, 2012 & Friday, November 23, 2012
- Planning Board Mtg – Monday, November 26, 2012 @ 6 PM
- Clayton Downtown Christmas Village & Tree Lighting Ceremony – Thursday, November 29, 2012
- 10 Year Anniversary Gala of the Clayton Center – Saturday, December 1, 2012
- Council Mtg – Monday, December 3, 2012 @ 6:30 PM
- Clayton Christmas Parade – Saturday, December 8, 2012, 3 PM – 5 PM
- Council Mtg – Monday, December 17, 2012 @ 6:30 PM
- Board of Adjustment Mtg – Wednesday, December 19, 2012 @ 6 PM
- Christmas Holiday – Monday, December 24, 2012; Tuesday, December 25, 2012; & Wednesday, December 26, 2012
- Planning Board Mtg – **THURSDAY**, December 27, 2012 @ 6 PM
- New Year’s Day Holiday – Tuesday, January 1, 2013

Date:
11-05-12

Action:
N/A.

Info. Provided:
Calendar of Events.