



Town of Clayton
Public Art Advisory Board Agenda
Tuesday, October 18, 2022 @ 5:00 PM
Wooten Room, Town Hall
111 E. Second Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Approval of Draft Minutes
 - September 28, 2022

[September 28, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. ACTION ITEMS

4. OLD BUSINESS

- a. School Art Project
Presenter: Kim Helmer & Raven Long
- b. Greenway Art
Presenter: Tammy Murray & Kim Helmeer
- c. Future PAAB Projects
Presenter: Sara Perricone

5. NEW BUSINESS

- a. By-Laws Amendment
Presenter: Sara Perricone
[PAAB By-Laws Adopted October 2022](#)
[PAAB By-Laws Adopted October 2022 CLEAN](#)

POTENTIAL ACTION: Approval of By-Laws Amendment

- b. 2023 Meeting Schedule
Presenter: Heidi Holland, Town Clerk
[Public Art Advisory Board 2023 Meetings](#)

POTENTIAL ACTION: Approval of 2023 Meeting Schedule

- c. Mural Application - 215 E. Main Street
Presenter: Sara Perricone, Board Chair
[Application](#)
[Images](#)
[Downtown Mural Program Guidelines FINAL](#)

POTENTIAL ACTION: Approval of Mural Application

- d. Communication Committee
Presenter: Sara Perricone, Board Chair

6. ADJOURNMENT

- a. Motion to Adjourn



Town of Clayton
Public Art Advisory Board Minutes
Wednesday, September 28, 2022 at 5:00 PM
Wooten Room - Clayton Town Hall
111 E. Second Street

Board Members Present:

Sara Perricone, Board Chair
Dane Martin
Tammy Murray
Kim Helmer
Raven Long
Howard Manning
Carrole Mulkey-Dayton
Kathleen Nobles
Clark Hipolito

Staff Present:

Mayor Jody McLeod
Mayor Pro Tem Thompson
Council Member Casey
Lee Barbee, Interim Deputy Town Manager
Heidi Holland, Town Clerk
Patrick Pierce, Economic Development Director
Joy Garretson, Library Director

Board Members Absent:

None

1 CALL TO ORDER

- a) Welcome Guests

Ms. Perricone welcomed the guests and thanked them for making time to fit this meeting into their busy schedules.

- b) Ms. Perricone called the meeting to order at 5:01 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- August 16, 2022 DRAFT Minutes

Approval of Draft Minutes

Mover: Board Member Helmer
Seconder: Board Member Murray

3 ACTION ITEMS

4 OLD BUSINESS

- a) Sculpture Trail 2023-2024
Presenter: Sara Perricone, Board Chair

Ms. Perricone stated she met with Jim Davis who will be consulting on the Sculpture Trail

again. She stated there would be two new locations in this trail this year, one placed at the beginning of Main Street and the other at Cooper Academy.

- b) Greenway Art Project
Presenter: Tammy Murray

Ms. Murray stated she and Ms. Helmer would go out tomorrow to access the flowers on the Greenway, she stated it may be time to take them down. She stated they plan on using the local community instead of going through the schools for the next round of artwork that would go up. They would continue to use FaceBook approach to get this message out to families. She stated she has consulted with local woodworkers to get discuss new strategies for the artwork to hold up longer than it has.

- c) School Art Project
Presenter: Kim Helmer and Raven Long

Ms. Perricone stated this is a pilot project that would begin in the schools in December. She stated 30 of these looms have already been ordered. In conjunction with the Library, schools would be able to check out the crates containing the looms, which would contain all materials. Also included would be resources and lesson plans that coincide with this project. One of the digital resources possibly available to the teachers would be a video tutorial on how to set up loom, how to weave the yarn, etc. Ms. Perricone stated Mr. Martin has his own media company and would be able to help with this video. It was stated this project would only be available to the Clayton schools in the city limits and to grades for K-5.

Ms. Garretson discussed the lending policy that would fit this project. This would actually be a MOU between the Library and the schools discussing guidelines on how to handle materials, etc. This policy is currently being developed.

5 NEW BUSINESS

- a) Open Discussion on New Projects

Chief Barbee discussed a new art project with our dump trucks. He stated Rusty Clawson (Street Maintenance Superintendent) had mentioned an idea of wrapping a truck with art. There was discussion about sponsorships with business owners to put all Clayton School logos on the wrap. These trucks could be shared at community events. Mr. Manning stated depending on the design, you are looking at roughly \$2,000 to do the sides and the back. It was discussed the idea is to get someone in the Town to sponsor this, to get support from the community. Mayor Pro Tem Thompson said this opens the door for other opportunities in the community.

Council Member Casey shared pictures of art ideas. He shared Knit bombing, which is yarn wrapped around trees. He stated this could put be located where the concerts are held. It was stated the more mature the tree the better it looks. Ms. Garretson stated she has her knitting group at the library that could possibly get involved. Council Member Casey stated this could get more publicity for the Library's knitting group. It was mentioned to put a sign on the tree of who knitted it.

The next picture shared from Council Member Casey was sidewalk hopscotch. It was

stated this could be applied Downtown or on the Greenway. Ms. Long stated you could paint the outline permanently and let the kids color or draw the interior. Mayor Pro Tem Thompson stated each school could sponsor a sidewalk, this could encourage competition. There was discussion on using semi-permanent paint, something that would only last 2-3 months. Mr. Hipolito suggested to designate 20' feet of Greenway, paint it white, have different artists design on that area and then every few months repaint it white with a new design applied.

The next pictures Council Member Casey shared was murals on buildings. He shared different designs. It was discussed on the Greenway tunnel, people have already started to spray it with graffiti. It was stated we need a free expression tunnel. Ms. Perricone shared photos of artwork painted on vinyl that is stretched and hung on sides of the buildings. These could be moved throughout the Town so it's not a permanent fixture. It was discussed this could be a local contest for artist's, have a huge art show downtown and select the top three artists for their art to be displayed, like an outdoor art gallery. There was discussion that this process is a lot cheaper than painting a mural on a building. It was stated the artwork could be purchased afterwards.

It was discussed with all the cool stuff going on in Clayton, the community does not seem to know about it, it needs to get out to the community. Mayor McLeod stated we could also bring Communications Department in to help with this. It was stated to merge the Communications Department and Mr. Martin together, that would be a huge benefit. There was detailed discussion about getting the word out to the community and how a lot of events get missed because of the lack of marketing. Mr. Hipolito stated to get on this first before starting new projects. He stated the Town has the platforms, just need to feed them the content.

Ms. Perricone asked if any of these projects stood out to anyone? Ms. Perricone discussed the thought of having painted birdhouses throughout the Town. She stated to have citizens make and paint the birdhouses so there would not be a cost to the Town. It was stated the free expression tunnel would be easy, people could bring their own paint. It was stated the vinyl contest on the buildings is a great idea, the stretched panels would not be expensive. It was discussed to charge artist's a small entry fee for this project.

Ms. Perricone stated the priorities taken away from this meeting is to work on better communication between projects/events and the Town, the Knit Bomb project and the Vinyl Artwork project.

6 ADJOURNMENT

a) Adjournment

Ms. Perricone thanked everyone for their time and their inspiration.

With nothing further, the meeting was adjourned at 6:07 p.m.

Motion to Adjourn

Mover: Board Member Helmer
Second: Board Member Murray

Duly adopted this the 18th day of October, 2022.

Sara Perricone, Chair

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

September 28, 2022
Minutes

TOWN OF CLAYTON PUBLIC ART ADVISORY BOARD BY-LAWS

MISSION

The mission of the Public Art Advisory Board of the Town of Clayton is to

- Enhance public spaces and facilities through incorporation of art and artful design,
- Advise on the acquisition and collection of public artworks owned by the Town, and
- Annually report to the Town Council on all matters related to public art

Public art is defined as any form and medium of visual art in public space. Public art shall exclude architecture, landscapes and site design unless the Town of Clayton chooses to incorporate an artist or art concepts into the building or open space design. Public art in Clayton may be permanent or temporary, and may be the result of collaboration among artists and designers or artist-initiated projects.

PUBLIC ART ADVISORY BOARD ROLES AND RESPONSIBILITIES

1. Public Art Advisory Board: Defined by the Public Art Advisory Board resolution. The Board will advise on the acquisition, loan, placement, maintenance, display and disposal of public art and artworks contracted for, placed on, erected on property of the Town of Clayton, or become the property of the Town through acquisition or otherwise or in the custody of the Town by loan or otherwise. No public art or artworks shall be acquired, loaned, or installed nor shall existing public art or artworks be de-accessioned or removed from public places without a review by the Advisory Board.
2. Appointments: Members of the Public Art Advisory Board shall be appointed by the Clayton Town Council. Membership shall consist of ~~nine~~ eleven ~~((119))~~ regular members. The Mayor will appoint a staff member and/or member of the Town Council shall serve as ex-officio members of the Board with full rights of participation except authority to vote on matters before the board.
3. Terms: Terms for all members shall be for three (3) years and terms may be renewed; Initially three members shall be appointed to a one-year term, three members shall be appointed to a two-year term, and three members shall be appointed to a three-year term. All appointments thereafter shall be for three years. Terms will run on a calendar year.

PAAB BY LAWS AMENDED 202~~21~~

4. Election of Officers: Officers terms will run on a calendar year, with election of Officers taking place each year at the Board's November meeting or at another time when necessitated by vacancy. The following Officers shall be appointed upon majority vote of the membership present at an official meeting: Chair and Co-Chair. Members should state their desire to run for office at the October meeting. Officers may succeed themselves.
5. Duties of Officers:
 - 1) Chair: The Chair shall preside at meetings and shall retain full voting rights. The Chair shall make appointments to special and standing committees of the Board. The Chair may call a special meeting with a minimum of 48 hours notice to the membership in accordance with NCGS (North Carolina General Statute) 143.318.12. The Chair shall serve as ex-officio member of all standing committees. The Chair, in conjunction with ex-officio Town officials and/or the Communications Director shall serve as exclusive spokespersons on behalf of the Board for all contact with the media.
 - 2) Co-Chair: The Co-Chair will serve in the absence of the Chair with all the same authority/rights of the Chair.
6. Qualifications of Members: Members may be individuals who have special knowledge, interest or experience in the arts, key business leaders, design professionals, educators and civic and community activists.
7. Meetings and Reporting: The Public Art Advisory Board will meet monthly according to an adopted calendar. In the event that no business is pending and no agenda developed a meeting may be cancelled except that no more than 2 consecutive meetings may be cancelled. Special meetings may be called by the chair or upon written request from the majority of the body in accordance with applicable rules and guidelines.
Meeting minutes will be provided to the board for approval and will be retained in the office of the Town Clerk.

The Board shall make periodic reports to the Council on its activities, goals, and accomplishments at least once per calendar year.

All members are expected to attend regular and special meetings. Failure to attend three consecutive meetings without prior notice of absence may result in removal from the Board and shall require no action beyond notification to the Town Council of the need for appointment to an unexpired term.

Business of the Board shall only take place in the course of an official meeting. An official meeting shall only take place in the presence of a quorum at regular scheduled or properly called special meetings.

8. Resignation and Removal: Resignation of Board members must be provided in writing. Board members may be removed by unanimous vote of remaining members or by Council action.
9. Quorum: A quorum is defined as ~~6~~5 or more regular members present at one time.
10. Changes to By-laws: With majority vote of the membership, proposed changes to the by-laws shall be submitted to the Clayton Town Council for review and consent.
11. Establishment of Special Committees: The Chair may, as needed, establish standing or special committees without necessity of revision to or amendment of the by-laws.
12. Conflicts of Interest: Any conduct that creates an appearance of impropriety or may otherwise impair a Board member's judgment in the selection of a project site, finalist, or artist is prohibited. The Chair and/or Town Council may ask a member to relinquish his/her position should a member engage in such conduct.

In addition, anyone in a position to receive financial gain from the selection of artists will be ineligible to serve on a selection panel. Panelists must declare any conflict of interest and excuse themselves from discussion of said project if a conflict of interest arises.

Members will declare any conflicts of interest at any point during the public art selection process and refrain from discussing or voting on any component of the process in which they may have a conflict of interest.

13. Other topics: The Town of Clayton Public Art Advisory Board is established by and serves as an advisory board to the Town of Clayton. The Board shall continue to serve and exist unless and until official action is taken by the Town Council to abolish or modify the Board. No action other than majority vote of the Clayton Town Council shall have the effect of abolishing or otherwise ending the purposes, duties, responsibilities, or authorities of the Board.

PAAB BY LAWS AMENDED 202~~2~~1

PAAB BY LAWS AMENDED 202~~2~~¹

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PAAB BY LAWS AMENDED 2022

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PAAB BY LAWS AMENDED 2022

**TOWN OF CLAYTON
PUBLIC ART ADVISORY BOARD
2023 MEETINGS**



January 24, 2023 *

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 27, 2023 *

July 2023 – No Meeting*

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 2023 – No Meeting*

*Meetings are held on the THIRD Tuesday of the month at 5:00 p.m. in the BB&T Room in Town Hall located at 111 East Second Street, unless otherwise noted.**

*In accordance with NCGS § 143-318.10,
this is an official meeting of the board and is open to the public.*

ADOPTED BY TOWN OF CLAYTON PUBLIC ART ADVISORY BOARD:

WWW.TOWNOFCLAYTONNC.ORG



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

DOWNTOWN MURAL APPLICATION

The Mural Program is designed to enhance Downtown Clayton's unique identity and cultural cohesiveness.

PROJECT INFORMATION

Name of Project: ~~NEUSE RIVER TRAIL MURAL~~ / 215 E. MAIN MURAL
Building Address: 215 E. MAIN STREET
Property PIN #: 05015029
Project Description (use additional sheets if needed and include mural plans/sketches): ELECTRONIC RENDERING PROVIDED

APPLICANT INFORMATION (or simply write "SAME AS ABOVE")

Applicant: LAURA JOHNSON - MOVEOLOGY
I am the: ☐ Property Owner ☒ Tenant
Mailing Address: 415 N. KILDEE ST
CLAYTON, NC 27520
Phone Number: 919-796-0310 Fax: _____
Contact Person: LAURA JOHNSON
Email Address: LAURA@MOVEOLOGYNC.COM
Length of Time at Address: 1 YEAR Length of Time Remaining on Lease: 2 YEARS

PROPERTY OWNER INFORMATION

Name: MICHAEL FORD
Mailing Address: 215 E. MAIN ST.
Phone Number: 919-553-1055 Fax: _____
Email Address: MICHAEL@HOMESBYFORD.COM

ARTIST INFORMATION

Name: BUFFY TAYLOR WWW.COPEAESTHETICDESIGN.COM
Mailing Address: 204 SHAMBLEY MEADOWS DR; PITTSBORO, NC 27312
Phone Number: 919-903-6199 Fax: _____
Email Address: BUFFY@COPEAESTHETIC.COM

REQUIRED INFORMATION (to be submitted with the application)

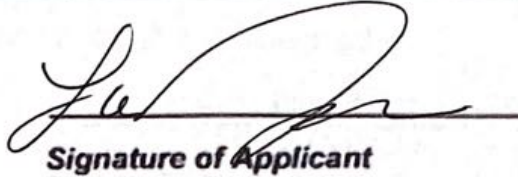
The following items must accompany this application:

All parties should initial next to each item to show completion & concurrence:	INITIAL BELOW:
1. I understand <u>before</u> any work is started that this application <u>must</u> be approved.	LT/
2. Project plans, specifications, sketches, sizing, colors, materials or other design information has been included with this application.	LT/
3. Photograph(s) of existing conditions of the property have been included.	LT/
4. Cost of project has been agreed upon between building owner, client and artist. A binding contract must be signed by all parties.	LT/
5. Owner's Consent Form signed (<i>required even if applicant is not the property owner</i>)	LT/
6. After the form is filled out, I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit and Building Permit, prior to beginning work if applicable to the situation.	LT/
7. I understand the work must be completed within <i>one calendar year</i> from the date of approval and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities (unless other arrangements have been made and agreed upon by all parties). Artist must provide a project timeline.	LT/
8. I understand that I am responsible for ongoing maintenance of improvements described here from the date of project completion until such time the building is sold.	LT/
9. The artist(s) agrees to waive all rights to attribution and integrity with respect to the mural and any claims that may arise under the Visual Artists Rights Act of 1990. Refer to CRITERIA 4.	LT/
10. I acknowledge that the Town and PAAB are obligated only to administer the program procedures and are not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner. There is no	LT/
11. <i>I have read the attached information regarding purpose, eligibility and process, and my project meets all criteria.</i>	LT/

APPLICANT / PROPERTY OWNER SIGNATURES

LAURA JOHNSON

Applicant's Name (Print)



Signature of Applicant

10/7/22

Date

Property Owner's Name
(Print)

Signature of Property Owner

Date

Buffy Taylor (@buffy)

Artist's Name (Print)



Signature of Artist

10.7.22

Date

Please return completed application by mail to:

Town of Clayton
ATTN: Economic Development Department
PO Box 879
Clayton, NC 27528

or in person at:

Town of Clayton – Town Hall
Economic Development Department
111 E. 2nd Street
Clayton, NC 27520

STAFF REVIEW *(the applicant should leave this section blank)*

This application has been reviewed by the following:

**Economic Development
Staff:**

Name (print) *Signature* *Date*

Comments/Conditions:

Planning Department: Zoning Compliance Review:

Name (print) *Signature* *Date*

Comments/Conditions:

Building Department: Inspector Review (if applicable):

Name (print) *Signature* *Date*

Comments/Conditions:

Public Art Advisory Board:

Committee Review: _____
Date

☐ Approved

☐ Denied

Comments/Conditions:



**Town of Clayton
Economic Development Department**

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

OWNER'S CONSENT FORM

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

PROJECT NAME: 215 E. MAIN MURAL **ADDRESS or PIN #:** 215 E. MAIN ST.

AGENT/APPLICANT INFORMATION:

LAURA JOHNSON / MOVEOLOGY
(Name - type, print clearly)

215 E. MAIN ST
(Address)
CLAYTON, NC 27520
(City, State, Zip)

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

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

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

OWNER AUTHORIZATION:

(Name - type, print clearly)

(Address)

(Owner's Signature)

(City, State, Zip)

STATE OF _____

COUNTY OF _____

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

SEAL

Notary Public

My Commission Expires: _____







DOWNTOWN MURAL PROGRAM

Public Art Advisory Board

Eligibility, Guidelines, and Criteria

PURPOSE

Mural projects are an investment in cultural capital that goes far beyond tourism, improved aesthetics, better business traffic, increase in building occupancy, or eradication of blight. Murals are an investment in a town's unique identity, its cultural cohesiveness and sense of place.

Town Council has appointed the Town of Clayton Public Art Advisory Board (PAAB) with oversight responsibility pertaining to the creation, review and approval of mural requests on privately-owned non- residential buildings in the Economic Development Downtown District using the criteria and processes set forth below.

Applications for mural designs on privately-owned buildings in the Town of Clayton must be approved through the Town of Clayton mural application approval process.

DEFINITION OF MURAL

Any mosaic, painting, or graphic art or combination thereof which is applied to a building and not interpreted to be advertising by the Planning Director or their designee. Murals that contain any brand name, product name, letters of the alphabet spelling or abbreviating the name of any product, company, profession, or business, or any logo, trademark, trade name, or other commercial message are considered advertising signs and must meet the requirements of the Town of Clayton's Unified Development Code.

ELIGIBILITY

1. The applicant must be the owner/tenant of a building/property located within the boundaries of the mural program, which is identified as the "Downtown Core" on the Town's adopted Future Land Use Map.
2. If the applicant is a tenant, they must have the owner's written permission with the application.
3. The property shall be classified as non-residential in Zoning and Use.

GUIDELINES

1. Improvements must conform to the Town of Clayton's Unified Development Code, North Carolina Building Code and other applicable plans and policies of the Town.
2. Artist must provide original artwork images for review and samples of completed work to be presented to the Public Art Advisory Board (PAAB).
3. Murals must:
 - a. reflect the character, culture and/or history of Downtown Clayton;

- b. be appropriate thematic and other relationships to the surrounding environment;
 - c. be readable and have appropriateness of scale;
 - d. not be contain content that would be considered signage or contain subject matter that could be construed as advertising or political messages.
4. Artist must submit materials to be used for review.
 5. The building owner, applicant, and artist agree to allow images and video of the completed murals to be placed on the Town of Clayton's web pages, social media, publications/videos and local media.

CRITERIA

1. The property owner must agree to complete the work within one calendar year from the date of approval (unless other arrangements have been made and agreed upon by all parties) and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities.
2. Once the mural is complete, an anti-graffiti coating shall be applied to protect it. Artist must follow mural guidelines.
3. The property owner must agree to maintain the mural and make any needed improvements set forth in the application. Maintenance shall include, but is not limited to, re-painting/touch-up painting to keep the art looking current and vibrant as determined by the Public Art Advisory Board. Owner maintenance does not include painting over, destroying, obscuring, or altering the mural. This provision may be waived if the building owner can demonstrate a hardship which requires the removal of the mural.
4. The artist(s) must agree to waive all rights to attribution and integrity with respect to the mural work and any claims that may arise under the Visual Artists Rights Act of 1990, 17 U.S.C. §106A and 113(d) ("VARA") with respect to the mural, its display, removal from display, exhibition, installation, conservation, storage, study, alteration and any other activities conducted by the property owner, his or her officers, employees, agents, contractors, licensees, or successors at the direction of the Town of Clayton or the Public Art Advisory Board.

APPLICATION PROCESS

1. Applications are submitted to Economic Development Department for initial review of appropriateness and completeness.
2. Upon completing review by Economic Development Department, the application will be forwarded to Public Art Advisory Board (PAAB) and placed on next available PAAB agenda. The Downtown Development Advisory Board (DDA Board) and the DDA Board Design Committee will also forward the application materials and made aware of when the application will be reviewed by PAAB.
3. Applicants, including the artist and building owner, will present at the PAAB meeting when their application is being considered for approval. Full color drawings of the project are required by PAAB to recommend approval.
4. If approved by PAAB, the application will be fully reviewed by relevant Town Departments (e.g. Economic Development, Planning, Building Inspections).

5. If substantive changes to the project are made as a result of Town staff review, the application will need to be reapproved by PAAB before going to Town Council.
6. If approved by Town staff, the application is placed on next available Town Council as an information item. PAAB members, Town staff present to Town Council. The artists, building owner and DDA can participate, if desired.
7. After the Town Council presentation, the Economic Development Department will send the applicant an approval letter. The applicant then has 12 months to complete the project from the date of the letter.
8. Once project is complete, the applicant must inform the Economic Development Staff and schedule a meeting to verify that the project was completed as stated in the application.
9. Planning/Code Enforcement will ensure compliance by the applicants with ongoing maintenance as stated in application.



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

DOWNTOWN MURAL APPLICATION

The Mural Program is designed to enhance Downtown Clayton's unique identity and cultural cohesiveness.

PROJECT INFORMATION

Name of Project: _____

Building Address: _____

Property PIN #: _____

Project Description (use additional sheets if needed and include mural plans/sketches): _____

APPLICANT INFORMATION (or simply write "SAME AS ABOVE")

Applicant: _____

I am the: ☐ Property Owner ☐ Tenant

Mailing Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Email Address: _____

Length of Time at Address: _____ Length of Time
Remaining on Lease: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

ARTIST INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany this application:

All parties should initial next to each item to show completion & concurrence:	INITIAL BELOW:
1. I understand <i>before</i> any work is started that this application <i>must</i> be approved.	
2. Project plans, specifications, sketches, sizing, colors, materials or other design information has been included with this application.	
3. Photograph(s) of existing conditions of the property have been included.	
4. Cost of project has been agreed upon between building owner, client and artist. A binding contract must be signed by all parties.	
5. Owner's Consent Form signed (<i>required even if applicant is not the property owner</i>)	
6. After the form is filled out, I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit and Building Permit, prior to beginning work if applicable to the situation.	
7. I understand the work must be completed within <i>one calendar year</i> from the date of approval and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities (unless other arrangements have been made and agreed upon by all parties). Artist must provide a project timeline.	
8. I understand that I am responsible for ongoing maintenance of improvements described here from the date of project completion until such time the building is sold.	
9. The artist(s) agrees to waive all rights to attribution and integrity with respect to the mural and any claims that may arise under the Visual Artists Rights Act of 1990. Refer to CRITERIA 4.	
10. I acknowledge that the Town and Public Art Advisory Board (PAAB) are obligated only to administer the program procedures and are not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.	
11. <i>I have read the attached information regarding purpose, eligibility and process, and my project meets all criteria.</i>	

APPLICANT / PROPERTY OWNER SIGNATURES

Applicant's Name (Print)

Signature of Applicant

Date

***Property Owner's Name
(Print)***

Signature of Property Owner

Date

Artist's Name (Print)

Signature of Artist

Date

Please return completed application by mail to:

**Town of Clayton
ATTN: Economic Development Department
PO Box 879
Clayton, NC 27528**

or in person at:

**Town of Clayton – Town Hall
Economic Development Department
111 E. 2nd Street
Clayton, NC 27520**

STAFF REVIEW *(the applicant should leave this section blank)*

This application has been reviewed by the following:

**Economic Development
Staff:**

Name (print)

Signature

Date

Comments/Conditions:

Planning Department: Zoning Compliance Review:

Name (print)

Signature

Date

Comments/Conditions:

Building Department: Inspector Review (if applicable):

Name (print)

Signature

Date

Comments/Conditions:

Public Art Advisory Board:

Committee Review: _____
Date

☐ Approved

☐ Denied

Comments/Conditions:



**Town of Clayton
Economic Development Department**

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

OWNER'S CONSENT FORM

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

PROJECT NAME: _____ **ADDRESS or PIN #:** _____

AGENT/APPLICANT INFORMATION:

(Name - type, print clearly)

(Address)

(City, State, Zip)

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

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

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

OWNER AUTHORIZATION:

(Name - type, print clearly)

(Address)

(Owner's Signature)

(City, State, Zip)

STATE OF _____

COUNTY OF _____

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

SEAL

Notary Public

My Commission Expires: _____

