



**Town of Clayton**  
**Downtown Development Association Advisory Board Agenda**  
**Monday, February 14, 2022 @ 6:00 PM**  
**BB&T - Town Hall**

**1. CALL TO ORDER**

**2. ADJUSTMENT OF THE AGENDA**

**3. APPROVAL OF MINUTES**

a. DRAFT MINUTES

January 10, 2022

[Downtown Development Association Advisory Board - 10 Jan 2022 - Minutes - Pdf](#)

**POTENTIAL ACTION:** Adoption of Minutes

**4. STAFF REPORTS**

**5. OLD BUSINESS**

a. Ransom on the Roof 2022 feasibility

Presenter: Lydia Davis, Economic Development Specialist

**POTENTIAL ACTION:** Discussion

**6. NEW BUSINESS**

a. New Member Introductions - Lila Reiber and Stephanie Matos

**POTENTIAL ACTION:** Informational Only

b. Facade Grant - Clayton Mart Parking Lot

Presenter: David Millican, Design Committee Chair

[Clayton Mart Parking Lot Facade Grant Packet](#)

**POTENTIAL ACTION:** Approval of Façade Grant

c. Facade Grant: 215 W Main (Currently Moveology)

Presenter: David Millican, Design Committee Chair

[215 W Main Facade Grant Packet](#)

**POTENTIAL ACTION:** Approval of Façade Grant

**7. COMMITTEE REPORTS**

a. Design Committee

Presenter: David Millican, Chair

[Design Committee MINUTES\\_Jan 25, 2022](#)

- b. Organization Committee Report  
Presenter: Erin Belcher, Chair  
[Organization Committee MINUTES Jan 25, 2022](#)
- c. Promotions Committee Report  
Presenter: Erin Belcher, Chair
  - Sponsorship update
  - Food Trucks signup  
[Promotion Committee MINUTES Jan 25, 2022](#)
- d. Economic Vitality Committee Report  
Presenter: Christi Thompson, Chair
  - DDA Merch Tent Set up for Markets and Events[Economic Vitality Committe Minutes Jan 26, 2022](#)

**8. PUBLIC COMMENTS**

**9. ADJOURN**



**Town of Clayton  
Downtown Development Association Advisory Board  
Minutes  
Monday, January 10, 2022 @ 6:00 PM  
BB&T - Town Hall**

**BOARD MEMBERS PRESENT:**

Christi Thompson  
Erin Belcher  
David Millican  
Paul Auclair  
Jasmeen Calhoun  
Jacob Parente  
Matthew Kagel

**STAFF PRESENT:**

Patrick Pierce  
Lydia Davis

**MEMBERS ABSENT:**

Heidi Peach  
Laura Johnson  
Shannon Austin

**1 CALL TO ORDER**

Meeting was called to order by Chair, Erin Belcher, at 6:07pm

**2 ADJUSTMENT OF THE AGENDA**

**3 APPROVAL OF MINUTES**

- a) DRAFT MINUTES  
December 13, 2021

**ACTION:** POTENTIAL ACTION: Adoption of Minutes  
December 2021 Minutes were adopted

Motion: Board Member Christi Thompson  
Second: Board Member David Millican  
Vote: Unanimous

**4 STAFF REPORTS**

- a) Downtown Parking Taskforce Update  
Presenter: Patrick Pierce, Economic Development Director

Pierce gave an update on the Downtown Parking Taskforce stating that the taskforce met on 1/5 and will be doing a presentation to Town Council on 1/18. Goal of presentation to council is to inform them of the process of the taskforce

so far, and to further explore the feasibility and outcomes of potential public/private partnerships for parking.

## **5 OLD BUSINESS**

- a) **Downtown Shopping Guide Update**  
Presenter: Lydia Davis, Economic Development Specialist

Davis gave an update on the Shopping Guide, which launched on Small Business Saturday and will be updated quarterly moving forward. Next update will be in the Spring (March). Process for updates is sending the JotForm out to businesses again, asking them to use the form to upload new items/photos/links, etc.

## **6 NEW BUSINESS**

- a) **"Doing Business in Clayton" Small Business Guide**  
Presenter: Lydia Davis, Economic Development Specialist

Davis showed on the screen the draft of the Doing Business in Clayton Guide, which is aimed to help small businesses looking to open in Clayton an overview of the process. Feedback was given by Board Member Thompson to find a way to incorporate a section for how to get involved in local happenings and events.

- b) **New Downtown Clayton Webpage**  
Presenter: Lydia Davis, Economic Development Specialist

The full group explored the Downtown Homepage section of the new website. All feedback was positive.  
Suggestion was made as it related to the Downtown Map to see if there was a way to display this that was easier to view/less overwhelming.

## **7 COMMITTEE REPORTS**

- a) **Promotions Committee**  
**2022 Sponsorship Guide**  
Presenter: Lydia Davis, Economic Development Specialist

Davis led discussion by showing the 2022 Sponsorship guide on screen, which includes sponsorship levels, benefits and prices of all sponsorships for 2022. The board members and promotions committee will be able to utilize this tool to assist in recruiting sponsors for 2022.

Comment was made by Board Member Kagel that prices for concert sponsorships seem a little low compared to the benefits received and number of people that attend. Davis mentioned that the structure of the sponsorships changed this year, so the price was increased for 2021, but not too much so previous sponsors could be involved. Goal is for sponsorship prices to continue increasing each year as more and more people attend the events.

- b) **Design Committee**  
**Facade Grants mid-year update**



**Presenter: Lydia Davis, Economic Development Specialist**

Davis gave an overview of YTD façade grants.

As of January 10, 2022:

\$7,500 has been completed

\$5,000 is pending

\$12,500 is remaining in façade grant budget.

**c) Organization Committee**

**Vacant Board Seat Update**

**Presenter: Lydia Davis, Economic Development Specialist**

Davis mentioned that the plan to fill the vacant board seat is in the works. Interviews will occur 1/12 and recommendations will be presented to council by 2/7. New DDA Board member should be seated by 2/14 meeting.

**d) Economic Vitality Committee**

Follow up from Dec discussion on Food Trucks for special events - tee up a conversation with business owners

**Presenter: Lydia Davis, Economic Development Specialist**

Board member Thompson, Chair of Economic Vitality Committee, said that having a conversation surrounding adding food trucks to more events (especially Christmas Village) is something they would work on having a conversation with local restaurants about.

**8 PUBLIC COMMENTS**

**9 ADJOURN**

**a) Meeting was adjourned at 7:15pm**

**Motion: Board Member Jacob Parente**

**Second: Board Member Jasmeen Calhoun**

**Vote: Unanimous**

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**Chair**

**ATTEST:**

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**Clerk to the Board**



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

## DOWNTOWN FAÇADE / SITE ELEMENT IMPROVEMENT GRANT

*The objective of the Downtown Façade/Site Element Improvement Grant is to aesthetically improve the facades of downtown buildings and/or enhance the appearance of downtown properties.*

*Improvement should be limited to those that are permanent and part of the building or property. Funds will be made available on a first-come-first-serve basis to projects that meet eligibility requirements.*

### PROJECT INFORMATION:

Name of Project: Clayton Mart Parking Lot Resurfacing

Building Address: 208 E Main Street Parcel Tag #: 05015006

Project Description (use additional sheets if needed): \_\_\_\_\_

Resurfacing project to resurface existing parking lot, which is currently in a state of unsightly disrepair. The resurfacing will not modify the parking lot layout at all - it will simply replace what is there currently. The improvements will greatly enhance the overall appearance of the site from Main Street.

### APPLICANT INFORMATION

Applicant: James Lipscomb (Hometown Investments LLC)

I am the: ☒ Property Owner ☐ Tenant

Mailing Address: PO Box 133, Clayton NC 27520

Phone Number: 919-422-4704 Fax: \_\_\_\_\_

Contact Person: Emily Beddingfield

Email Address: Emily@LipscombDevelopment.com 321-795-7413

Length of Time at Address: n/a Length of Time Remaining on Lease: n/a

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: (no fee required) \_\_\_\_\_ File Number: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name: James Lipscomb (Hometown Investments LLC)

Mailing Address: PO Box 133, Clayton NC 27520

Phone Number: 919-422-4704

Fax:

Email Address: James@myHTR.com

## REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany this application.

| To be completed by the applicant:                                                                                                                                                                                                                                                                                                                                                                                                                            | Provided? |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes       | N/A |
| 1. A pre-application conference was held with Town of Clayton staff. Date: <u>Email 11/1/21</u>                                                                                                                                                                                                                                                                                                                                                              | X         |     |
| 2. I understand <b>before</b> any work is begun on the project that this application <b>must</b> be reviewed and <b>approved</b> . <b>Projects may not receive funding if the work was done before the application was approved.</b>                                                                                                                                                                                                                         | X         |     |
| 3. Project plans, specifications or other appropriate design information. A professional architectural plan is not required.                                                                                                                                                                                                                                                                                                                                 |           | X   |
| 4. I have read the attached information regarding purpose, eligibility, and process, and my project meets all criteria.                                                                                                                                                                                                                                                                                                                                      | X         |     |
| 5. Photograph(s) of existing conditions of the property.                                                                                                                                                                                                                                                                                                                                                                                                     | X         |     |
| 6. Samples of paint and material colors to be used on improvements or signage.                                                                                                                                                                                                                                                                                                                                                                               |           | X   |
| 7. Cost estimates for the project (minimum of two estimates are preferred).                                                                                                                                                                                                                                                                                                                                                                                  | X         |     |
| 8. Owner's Consent Form (required if applicant is not the property owner).                                                                                                                                                                                                                                                                                                                                                                                   |           | X   |
| 9. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work.                                                                                                                                                                                                                                                                                                          | X         |     |
| 10. I understand the work must be completed within the required timeframes specified and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities.                                                                                                                                                                                                                     | X         |     |
| 11. I understand that I am responsible for the maintenance of improvements described here for a period of three (3) years from the date of project completion or until such time as the building is sold.                                                                                                                                                                                                                                                    | X         |     |
| 12. I understand the improvement grant must be used for the project described in this application. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.                                                                                                                                                                                                                                   | X         |     |
| 13. I acknowledge that the Town and CDDA are obligated only to administer the grant 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 principal/agent or employer/employee relationship between the Town, the CDDA, and the applicant and/or owner. | X         |     |

## APPLICANT / PROPERTY OWNER SIGNATURES

JAMES LIPSComb  
Applicant's Name (Print Name)

[Signature]  
Signature of Applicant

2-14-22  
Date



*McCoy Contracting, Inc*  
*PO Box 560*  
*Princeton, NC 27569*

11/05/21

James Lipscomb  
328 East Main St.  
Clayton, NC 27520

Re: Clayton Mart  
Paving

We propose to furnish all Necessary Labor, Materials, Equipment, Taxes and Insurance  
To perform site work as listed below at the above-mentioned site.

For the Lump Sum Price of **\$22,850.00** and with the following qualifications:

1. **Mobilization.....\$1,000.00**
2. **Patching;**
  - Install asphalt patching as needed for asphalt resurfacing**Total for Patching.....\$2,500.00**
3. **Paving;**
  - Install app 1800 sy of 1.5" S 9.5 B asphalt
  - Install striping and reset parking bumpers**Total for Base / Paving.....\$19,350.00**

*Please note the following exclusions:*

1. Bonds, permits, testing or fees
2. Undercut of unsuitable sub-grade
3. Construction Staking
4. Any other item not specifically mentioned above

McCoy Contracting, Inc.  
License # 47435

**Office;** 919-975-0220 **Mob;** 919-422-3015 **Fax;** 919-975-0220

Larry McCoy

Owner/Operator  
919-410-1491



Quotation #:  
Date:  
Customer ID:

| PROPOSAL SUBMITTED TO:  |                                            | PHONE             |
|-------------------------|--------------------------------------------|-------------------|
| STREET                  |                                            | TOTAL SQUARE FEET |
| CITY, STATE AND ZIPCODE |                                            |                   |
|                         | SCOOP OF WORK                              | NOTES             |
|                         | POWER CLEAN                                |                   |
|                         | FILL CRACKS                                |                   |
|                         | PATCH POTHoles (HOT ASPHALT OR COLD PATCH) |                   |
|                         | SEALCOAT ASPHALT( SEAL MASTER)             |                   |
|                         | PARKING LINES                              |                   |
|                         | REPAIR CONCRETE & BRICKWORK                |                   |
|                         | DRIVEWAYS                                  |                   |
|                         | PARKING LOTS                               |                   |
|                         | ROADWAYS                                   |                   |
|                         |                                            |                   |
|                         |                                            |                   |
|                         |                                            |                   |
|                         |                                            |                   |
|                         |                                            |                   |

The Proposal hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:

dollars

Payment to be made as follows:

One half down at start of job. Balance to be paid upon completion

**ALL CHECKS PAYABLE TO:**

Contractor agrees to guarantee all work for one year.

**LICENSED, BONDED & INSURED**

All material is guarantee for one year. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. We do not guarantee grass or weeds growing through the asphalt.

TOTAL AMOUNT \$ 27,000.00  
DEPOSIT \$ \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

QUOTE VAILD FOR 28 DAYS

**Acceptance of Proposal** - The above prices, specifications and Conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_





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

## DOWNTOWN FAÇADE / SITE ELEMENT IMPROVEMENT GRANT

*The objective of the Downtown Façade/Site Element Improvement Grant is to aesthetically improve the facades of downtown buildings and/or enhance the appearance of downtown properties.*

*Improvement should be limited to those that are permanent and part of the building or property. Funds will be made available on a first-come-first-serve basis to projects that meet eligibility requirements.*

### PROJECT INFORMATION:

Name of Project: 215 W. MAIN STREET  
Building Address: SAME Parcel Tag #: 05015 029  
Project Description (use additional sheets if needed):  
New roof + metal masonry cap, Paint exterior,  
repair leaking windows, new awning, landscaping  
Fence repair or replacement (Not sure if this is included?)

### APPLICANT INFORMATION

Applicant: Michael Ford  
I am the: ☒ Property Owner ☐ Tenant  
Mailing Address: P O Box 9 Clayton 27528  
Phone Number: 919-669-2295 Fax: 919-553-0255  
Contact Person: SAME AS ABOVE  
Email Address: michael@hornsbyford.com  
Length of Time at Address: \_\_\_\_\_ Length of Time  
Remaining on Lease: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: (no fee required) File Number: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name: Michael Ford  
Mailing Address: P O Box 9, Clayton NC 27528  
Phone Number: 919-669-2295 Fax: \_\_\_\_\_  
Email Address: michael@homesbyford.com

## REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany this application.

| To be completed by the applicant:                                                                                                                                                                                                                                                                                                                                                                                                                            | Provided? |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes       | N/A |
| 1. A pre-application conference was held with Town of Clayton staff. Date: _____                                                                                                                                                                                                                                                                                                                                                                             |           |     |
| 2. I understand <b>before</b> any work is begun on the project that this application <b>must</b> be reviewed and <b>approved</b> . <b>Projects may not receive funding if the work was done before the application was approved.</b>                                                                                                                                                                                                                         | ✓         |     |
| 3. Project plans, specifications or other appropriate design information. A professional architectural plan is not required.                                                                                                                                                                                                                                                                                                                                 | ✓         |     |
| 4. I have read the attached information regarding purpose, eligibility, and process, and my project meets all criteria.                                                                                                                                                                                                                                                                                                                                      | ✓         |     |
| 5. Photograph(s) of existing conditions of the property.                                                                                                                                                                                                                                                                                                                                                                                                     | ✓         |     |
| 6. Samples of paint and material colors to be used on improvements or signage.                                                                                                                                                                                                                                                                                                                                                                               |           |     |
| 7. Cost estimates for the project (minimum of two estimates are preferred).                                                                                                                                                                                                                                                                                                                                                                                  | ✓         |     |
| 8. Owner's Consent Form (required if applicant is not the property owner).                                                                                                                                                                                                                                                                                                                                                                                   |           |     |
| 9. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work.                                                                                                                                                                                                                                                                                                          | ✓         |     |
| 10. I understand the work must be completed within the required timeframes specified and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities.                                                                                                                                                                                                                     | ✓         |     |
| 11. I understand that I am responsible for the maintenance of improvements described here for a period of three (3) years from the date of project completion or until such time as the building is sold.                                                                                                                                                                                                                                                    | ✓         |     |
| 12. I understand the improvement grant must be used for the project described in this application. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.                                                                                                                                                                                                                                   | ✓         |     |
| 13. I acknowledge that the Town and CDDA are obligated only to administer the grant 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 principal/agent or employer/employee relationship between the Town, the CDDA, and the applicant and/or owner. | ✓         |     |

## APPLICANT / PROPERTY OWNER SIGNATURES

Michael Ford  
Applicant's Name (Print Name)

[Signature]  
Signature of Applicant

11/16/2021  
Date



*Property Owner's Name (Print)*

*Signature of Property Owner*

*Date*

Please return completed application to the Town of Clayton, Attn. Economic Development, PO Box 879, Clayton, NC 27528, or in person at the Economic Development office at 111 E. 2<sup>nd</sup> St, 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:

**Downtown Development Association (DDA) Design Committee:**

Committee Review: \_\_\_\_\_ ☐ Approved ☐ Denied  
*Date*

**DDA Design Committee Chair:**

*Name (print)* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Comments/Conditions:



**Town of Clayton  
Planning Department**

111 E. Second Street, Clayton, NC 27520

P.O. Box 879, Clayton, NC 27528

Phone: 919-553-5002

Fax: 919-553-1720

## OWNER'S CONSENT FORM

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

Project Name: 215 W. Main Street Address or PIN #: 166913-02-8587

**AGENT/APPLICANT INFORMATION:**

Michael Ford  
(Name - type, print clearly)

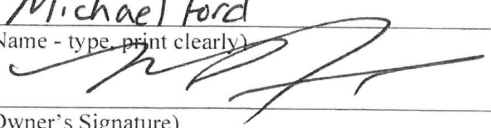
P O Box 9  
(Address)  
Clayton NC 27528  
(City, State, Zip)

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:**

Michael Ford  
(Name - type, print clearly)  
  
(Owner's Signature)

P O Box 9  
(Address)  
Clayton NC 27528  
(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: \_\_\_\_\_



**Daniel Bautista  
Riveros**  
Residential & Commercial  
Interior & Exterior

147 Waymon Way • Clayton, NC 27520  
919-631-2831

| INVOICE NUMBER | INVOICE DATE |
|----------------|--------------|
|                | 10/8/21      |

BILL TO

MICHAEL FORD

ATTN:

SHIP TO:

(Estimate)

215 East Main St

Clayton NC

| ACCOUNT NUMBER | CUSTOMER'S PHONE | CUSTOMER CONTACT | PURCHASE ORDER # | REPRESENTATIVE |
|----------------|------------------|------------------|------------------|----------------|
|                | ( ) -            |                  |                  |                |
| QUANTITY       | DESCRIPTION      |                  |                  | TOTAL          |

Exterior pressure wash

Exterior paint

Material and labor

\$1000.00

\$1000.00



## Proposal

Page 1 of 1 pages

PROPOSAL SUBMITTED TO

Homes By Ford

ADDRESS

215 W MAIN ST  
CLAYTON N.C.

PHONE #

FAX #

YOUR NAME

YOUR #

JOB LOCATION

DATE

2/11/21

DATE OF PLANS

ARCHITECT

We hereby submit specifications and estimates for:

Apply .060 TPO System fully Adhered To roof and wall Areas

Apply metal 24 gauge cap To Top walls

Apply Tapered crickets as needed

Apply 1/2 HD Board over Roof and walls

Furnish all materials and labor

Clean up and dispose all materials and debris

We propose hereby to furnish material and labor to complete in accordance with the above specifications for the sum of:

\$

14,450.00

Dollars

with payments to be made as follows:

upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge upon and above the estimate. All payments contingent upon delays, accidents, or delays beyond our control.

Respectfully  
submitted

ADAM J. CORTS

Note: This proposal may be withdrawn by us if not accepted within

days

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date of Acceptance

Signature

# PROPOSAL

DATE 1/31/22



5750 NC 50 N  
Benson, NC 27504  
Ph: (919) 894-9904  
Fax: (919) 894-8830

|                           |       |     |                                       |                     |
|---------------------------|-------|-----|---------------------------------------|---------------------|
| PROPOSAL SUBMITTED TO:    |       |     | DAYTIME PHONE                         | EVENING PHONE       |
| NAME <u>Homes By Ford</u> |       |     | JOB NAME <u>Main St. Office Bldg.</u> |                     |
| STREET                    |       |     | JOB LOCATION <u>215 W. Main St.</u>   |                     |
| CITY                      | STATE | ZIP | CITY <u>Clayton</u>                   | STATE <u>NC</u> ZIP |

Price Increase on Commercial Roofing:  
Note: Will have to put 1/2 O.S.B. on top -  
Cannot get 1/2" H.D. Board - its not being  
produced at this time or near future.  
Install .060. T.P.O. system fully adhered  
to roof & walls.

Note: Coping on separate proposal

SUBMITTED BY: Ronnie Roberts DATE 1/31/22  
AUTHORIZED ESTIMATOR

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
PROPERTY OWNER  
ORIGINAL - CLIENT YELLOW - OFFICE COPY

|                   |                     |
|-------------------|---------------------|
| TOTAL PRICE       | <u>\$ 19,800.00</u> |
| PRICE VALID UNTIL | <u>30 days</u>      |

# PROPOSAL

DATE 1/31/22



5750 NC 50 N  
Benson, NC 27504  
Ph: (919) 894-9904  
Fax: (919) 894-8830

|                                      |       |     |                                       |                     |
|--------------------------------------|-------|-----|---------------------------------------|---------------------|
| PROPOSAL SUBMITTED TO:               |       |     | DAYTIME<br>PHONE                      | EVENING<br>PHONE    |
| NAME <u>Mike Ford. Homes By Ford</u> |       |     | JOB NAME <u>Main St. Office Bldg.</u> |                     |
| STREET                               |       |     | JOB LOCATION <u>215 W. Main St.</u>   |                     |
| CITY                                 | STATE | ZIP | CITY <u>Clyton</u>                    | STATE <u>NC</u> ZIP |

We will furnish all materials &  
labor to complete:

24 Ga. Galvalume metal Coping

\$ 2125.00

## NOTE:

Window Wood will have to be determined  
at time of job - will take pictures

SUBMITTED BY: Ronnie Roberts DATE 1/31/22  
AUTHORIZED ESTIMATOR

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
PROPERTY OWNER  
ORIGINAL - CLIENT YELLOW - OFFICE COPY

TOTAL PRICE \$ 2125.00  
PRICE VALID UNTIL 30 days

## Michael Ford

---

**From:** signs@signandawning.net  
**Sent:** Friday, September 03, 2021 12:23 PM  
**To:** michael@homesbyford.com  
**Cc:** signs@signandawning.net  
**Subject:** RE: awning quote

Michael,

Thanks for the request for quote. Unfortunately, the existing frame cannot be recovered by us as it is not our system. We staple our fabric to the frame instead of lacing it onto the frame. We will make new frames and staple the fabric onto the frame. The fabric or vinyl can be replaced later if needed. The price and details are below. Please let me know if there are any questions.

### **New Awning**

48" height x 36" projection x 21' length concave awning with 6" valance (overall height of 54")

- All aluminum frame, mill finish
- Covered in solid black Sunbrella fabric

Price = \$2365 + tax

### **Remove Old and Install New Awning**

Price = \$500 + tax

***Jason Honeycutt***

***Sign & Awning Systems, Inc.***

*2785 US Hwy 301 N.*

*Dunn, NC 28334*

*910.892.5900 ph*

*910.892.2140 fx*

*signs@signandawning.net*

Acoustical Ceilings  
Acoustical Wall Panels  
Carpet



**SOUTHEASTERN  
INTERIORS**  
P 910.893.8486 | F 910.814.0036  
PO Box 4200 Buies Creek, NC 27506  
www.southeasterninteriors.com

Resilient Floors  
Hardwood Flooring  
Ceramic Tiles

Proposal Submitted To:  
**Michael Ford**

Job Name:  
**215 East Main St, Awning**

Date of Proposal:  
**23-Sep-21**

Street:  
**215 East Main St**

Job Address:  
**215 East Main St**

City, State, Zip:  
**Clayton, NC**

City, State, Zip:  
**Clayton, NC**

Attention: Phone:  
**Michael Ford 919-669-2295**

Date of Plans:  
**Site Visit**

Fax:  
**Email**

We hereby submit specifications and estimates for:  
**Acoustical Ceiling:**

Price for Acoustical Ceilings: **\$0**

**Canopy**

**New Awning**

67" height x 36" projection x 21' length concave awning with 6" valance (overall height of 73")  
All aluminum frame, mill finish  
Covered in solid color Sunbrella fabric, (fabric color, valance style, and trim color TBD)

Price for Canopy: **\$4,732**

**Drywall:**

Furnish and install 5/8 drywall on all wood frame offices and Insulation in walls.

Price for Drywall: **\$0**

**Notes:**

No Waxing or Floor Protection Included in Proposal  
No Demo Included in Proposal  
No major floor repairs such as Grinding, Bead Blasting, Scarifying, Moisture Mitigation or Poured Leveling Included...  
Wire Supports for Electrical and H.V.A.C. Equipment to be Installed By Each Responsible Tradesmen  
Trash to go into General Contractor's Dumpster

We propose hereby to furnish material and labor-complete in accordance  
with above specifications, for the sum of:

**\$4,732**

Payment to be made as follows: Accounts over 30 days will accrue interest at the rate of 1 1/2% per month (18% APR)

Authorized Representative:

**BEN GREEN**  
Ben@si-nc.com

Note: This proposal may be withdrawn by us  
if not accepted by : \_\_\_\_\_

**PROPOSAL ACCEPTANCE**

The above prices, specifications, and conditions are satisfactory and are hereby  
accepted. Southeastern Interiors is authorized to do the work as specified.  
Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

215 East Main St Awning



**DDA Design Committee**

Tuesday, January 25, 2022 6:00pm – 7:00pm

**Microsoft Teams****Attendees:**

☒ David Millican, Committee Chair and DDA Board Vice Chair

☒ Heidi Peach, DDA Board and Committee Member

☐ Jacob Parente, DDA Board and Committee Member

☒ Lydia Davis, Town of Clayton

☒ Patrick Pierce, Town of Clayton\*

*\*Indicates Optional Attendance*

**AGENDA****1. Façade Grants****a. Moveology**

i. Lydia will follow up on questions related to roof cap, fencing requirements, and colors/pictures of examples

ii. Approved pending further exploration of items above (will end up being around \$3,000)

**b. Clayton Mart Parking lot**

i. Approved as is on application (\$2,500)

c. Pending approval for these two grants discussed, there will be approximately \$7,000 remaining in façade grant budget.

### **DDA Organization Committee**

Tuesday, January 25, 2022 9:30am – 10:30am

#### **Microsoft Teams**

#### **Attendees:**

\_\_\_Judy Ryan, Committee Chair  
\_\_\_Laura Johnson, Committee Member  
\_x\_Matt Kagel, DDA Board & Committee Member  
\_\_\_Betsy Grannis, Committee Member  
\_\_\_Alison Kilpatrick, Committee Member  
\_x\_Erin Belcher, DDA Board Chair\*  
\_x\_Patrick Pierce, Town of Clayton\* - arrived late  
\_x\_Lydia Davis, Town of Clayton

*\*Indicates Optional Attendance*

#### **AGENDA**

1. Update on Vacant Board Seat(s)
  - a. Discusses the two recommendations for the DDA Board, potentially coming on in Feb:
    - i. Lila Reiber, Downtown Resident that loves historic preservation
    - ii. Stephanie Matos, Business owner in the Launch JoCo class, wants to be more involved downtown, has event planning experience
2. Succession planning for terms that end in June (4)
  - a. Terms that end in June are:
    - i. David Millican
    - ii. Erin Belcher
    - iii. Heidi Peach
    - iv. Laura Johnson
  - b. Group discussed opportunities to raise awareness about what DDA is and that people are welcome to apply
    - i. Social Media
    - ii. Website
    - iii. One pager/info to give out at Community Markets on Saturdays, at Spring events, with other groups.

### **DDA Promotion Committee**

Tuesday, January 25, 2022 11:00am – 12:00pm

#### **Microsoft Teams**

#### **Attendees:**

- ☒ Erin Belcher, Committee Chair and DDA Board Chair
- ☒ Jasmeen Calhoun, DDA Board and Committee Member
- ☒ Gabriella Terry, Committee Member
- ☒ Heather Madden, Committee Member
- ☒ Ana Garcia, Committee Member
- ☒ Sadie Brown, Committee Member
- ☒ Lydia Davis, Town of Clayton
- ☒ Patrick Pierce, Town of Clayton\*

*\*Indicates Optional Attendance*

#### **AGENDA**

1. Final Sponsorship Guide
  - a. Guide was sent prior to meeting and group reviewed the guide in the meeting – no changes were identified. Guide will be live by end of January.
  - b. Deep River has verbally committed to a Presenting Sponsorship. Leak Locators has verbally committed to a supporting sponsorship.
2. Sponsorship Strategy/Deadlines
  - a. All deadlines are listed on Sponsorship guide. These are in place to allow enough time to solidify marketing materials/signage/social media posts, etc.
  - b. Strategy – anyone can help sell by passing along the guide (PDF) via email. All links to purchase will be in the guide. Everything is first come first serve.
3. Spring Events
  - a. April 7 – Concert (Cascada de Flores)
    - i. Sign up genius will be coming for volunteers to sign up to sell beer and wine
    - ii. Christi/Three Little Birds is designing new swag – committee should pass along any ideas for new items. Currently the best sellers are t-shirts, hats, tumblers.
  - b. April 30 – Family night
    - i. Group discussed ideas for activities – bounce house, face painters, balloons, food trucks
  - c. May 12 – Concert (The Breakfast Club)
    - d. Ransom on the Roof still being discussed as a possibility
4. Food Trucks were discussed
  - a. Goal is to have 4 plus 1 desert truck at each concert/family night
  - b. Cost is \$250 for truck that serves meals/\$50 for treats/deserts
  - c. Group decided that a Downtown Business with a truck can receive \$75 off making it \$175 to participate.

### **DDA Economic Vitality Committee**

Wednesday, January 26, 2022 6:00pm – 7:00pm

#### **First Street Tavern**

#### **Attendees:**

- ☒ Christi Thompson, Committee Chair and DDA Board member
- ☒ Paul Auclair, DDA Board and Committee Member
- ☒ Timpla Stewart, Committee Member
- ☒ Michael Budziszewski, Committee Member
- ☒ Katie Spalding, Committee Member
- ☒ Lydia Davis, Town of Clayton
- ☒ Patrick Pierce, Town of Clayton\*

*\*Indicates Optional Attendance*

#### **AGENDA**

1. Review the downtown map and shopping guide for suggested edits (linked [here](#))
  - a. Paul and Timpla Will be working to find other cities/town with similar maps that provide more interactive features/a less overwhelming view of the map
  - b. Comments were made related to adding logos/additional business information and potentially monetizing the map
  - c. Need to explore ways to make the map and Shopping Guide work together
2. Social Media page directed at engagement, events and highlighting downtown businesses
  - a. Katie and Christi exploring options here (example given was the Dallas Love List Instagram)....How does a platform like this look for DT Clayton? How is content curated and posted? What is the branding and “feel” of the page? How does this interact with other platforms or pages (i.e. “Clayton is Growing” Instagram, Crazy for Clayton FB page, etc.)? Can the current DT Clayton instagam be transformed into a more sophisticated page with this type of content?
3. Potential revenue generating opportunities for DDA (Merchandise, Beer Garden, etc)
  - a. Christi is working up new merch with Buda
  - b. EV committee will be taking on setting up and selling merchandise at Saturday Markets, Last Friday Night Markets, etc. (and/or finding volunteers to help with this, but it was mentioned that the booth cannot be run without at least 1 DDA Board member there)
4. Food Trucks at events (specifically Christmas Village)
  - a. Was determined that this was probably a good idea and would be welcomed by DT businesses – to be explored more.