



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, March 8, 2021 @ 6:00 PM
Remote Meeting

1. CALL TO ORDER

- a. Roll Call

Presenter: Laura Johnson, Chair

2. ADJUSTMENT OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Draft Minutes

- February 8, 2021 Minutes

[Minutes DDA Feb. 2021](#)

POTENTIAL ACTION: Adoption of Minutes

4. PUBLIC COMMENTS

Public Comments are Limited to 10 Minutes

5. OLD BUSINESS

6. STAFF REPORTS

- a. COVID-19 SWAT Team & Greenway Update

Presenters: Patrick Pierce & Jenn Gallimore

[COVID-19 SWAT Initiative breakdown infographic](#)

- b. Staff/Chair Meeting Update

Presenters: Patrick Pierce & Jenn Gallimore

7. COMMITTEE REPORTS

- a. Design Committee

Presenters: David Millican & Jenn Gallimore

- Facade Grant Application for 468 E Second St. - Jenn
- Committee Report - David
- Facade Grant Update - Jenn

[Design Committee Meeting Report Cover Agenda Item Cover Sheet March DDA](#)

[468 E 2nd St. Facade Grant Application](#)

[DDA Facade Grant Process and Tracking Post-Feb Design Committee Pre-March DDA 2021.docx \(1\)](#)

POTENTIAL ACTION: Approval/Denial of Facade Grant for 468 E Second St.

- b. Economic Vitality Committee
Presenters: Laura Johnson
 - Committee Report[Economic Vitality Committee Report Agenda Item Cover Sheet March 2021](#)
- c. Promotions Committee
Presenters: Erin Belcher
 - Committee Report[Promotions Committee Report Agenda Item Cover Sheet March 2021](#)
- d. Organization Committee
Presenters: Judy Ryan
 - Committee Report[Organization Committee Meeting Report Cover Sheet March DDA](#)

8. NEW BUSINESS

- a. Farmers' Market DDA Booth
Presenters: Jenn Gallimore
 - Committee Feedback
 - Occurrence & Schedule

POTENTIAL ACTION: Approval/Denial to Create a DDA Farmer's Market Schedule

*If approved, vote on recurrence of schedule
- b. DDA Business Meeting Discussion
Presenters: Laura Johnson Chair & Bernice Lopes
 - Economic Vitality Discussion Recap
 - Open Board Discussion

POTENTIAL ACTION: Approval/Denial of 2021 DDA Business Meeting Schedule

9. ADJOURN



Town of Clayton
Downtown Development Association Advisory Board Minutes
Monday, February 8, 2021 @ 6:00 PM
Remote Meeting

BOARD MEMBERS PRESENT:

Betsy Grannis
Neal Stancil
Erin Belcher
John David Millican
Christie Thompson
Judy Ryan
Heidi Peach
Shannon Austin
Bernice Lopes

STAFF PRESENT:

Patrick Pierce, Economic Development Director
Kimberly Moffett, Town Clerk
Bobby Bunn, Council Member
Samantha Wullenwaber, Planning Director

OTHERS PRESENT:

Dave DeYoung
Jake Petrosky

MEMBERS ABSENT:

Laura Johnson
Alison Kilpatrick

1 CALL TO ORDER

- a) Call to Order & Roll Call

Ms. Lopes called the meeting to order at 6:03 p.m. She completed Roll Call and it was noted that Laura Johnson and Alison Kilpatrick were absent.

2 ADJUSTMENT OF THE AGENDA

- a) Mr. Pierce requested that Clayton Growth Report be moved to the beginning of the agenda.

3 APPROVAL OF MINUTES

4 PUBLIC COMMENTS

Public Comments are Limited to 10 Minutes

5 OLD BUSINESS

6 NEW BUSINESS

- a) Clayton Growth Plan Presentation
Presenter: Samantha Wullenwaber, Planning Director & Jake Petrosky, Stewart Engineering
Ms. Wullenwaber provided an introduction and overview regarding the Growth Plan and

next steps.

Mr. Petrosky, Stewart Engineering, was present and shared details regarding the Growth Plan a/k/a Strategic Plan for the town. He stated there is a good portion of the plan that relates to downtown. Currently we are finishing up visioning portion and beginning to track recommendations and working with steering committee and planning staff. He stated the goal of the plan is to have it adopted at some point this summer. He further stated that an in-depth work session would be held to obtain feedback from the DDA regarding draft goals for the downtown space. He stated a community survey was completed and closed out a few weeks ago. This survey had excellent participation. Folks shared concerns, desires and vision. He stated concern was how to harness growth and benefit the community while minimizing effects of growth. He shared a link for an interactive map that will allow for folks to make comments.

Mr. Pierce suggested setting up a future work session for additional in-depth discussion and sharing of ideas.

PowerPoint presentation from Mr. Petrosky is attached to the minutes and made part of the official record.

7 STAFF REPORTS

a) Historic District Signage Update

Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce stated the scale of the Historic Signage was off a bit. He stated new larger signage has been ordered and will be installed shortly.

b) COVID SWAT Team Follow-Up

Presenter: Patrick Pierce, Economic Development Director

Mr. Pierce reported great meetings and good information for advocates to share with local businesses. He stated a good amount of activity is currently taking place behind the scenes on this project.

c) New Business

Mr. Pierce stated there was a new business called Three Pups Bakery and encouraged folks to visit.

8 COMMITTEE REPORTS

a) Design Committee

1. Committee Report - *David Millican*
2. Façade Grant Update - *Patrick Pierce*

Mr. Millican reported discussion took place regarding the COVID SWAT, Historic Signage and joint committee with Parks & Recreation.

No updates on façade grants. He stated there are no new applications to date.

- b) Economic Vitality Committee
 - 1. Committee Report - *Laura Johnson*

Mr. Stancil reports a new advocate has joined the committee and there was discussion regarding advocate assignments. He stated much more information would be provided at the next meeting. He stated new advocates are always welcome. Each advocate has 18-20 businesses assigned to them.

- c) Promotions Committee
 - 1. Committee Report - *Erin Belcher*

Ms. Belcher reported there are numerous items in the works for the committee and include website/shop site. She further stated there is a lot of work taking place behind the scenes.

- d) Organization Committee
 - 1. Committee Report - *Judy Ryan*

Ms. Ryan reported there are exciting plans underway for a fundraiser to take place in March or April to include "kidnapping" the Mayor, HS Principal, Fire Chief and Police Chief. These folks will have to solicit funds to be released. The funds will be donated to different organizations. No specific date has been set as of yet. Additional information will be available shortly.

9 NEW BUSINESS

- a) The Lofts at Wild District Presentation
Presenter: Dave DeYoung, Director of Development - RiverWild

Mr. DeYoung was present and shared details about some of new upcoming developments with River Wild to include Parking Lot, Event Center, Loft, and Courtyard. Parking Lot will hold up to 58 spaces, dependent upon an agreement with town and railroad. The event center will be at the back portion of the Paper Company with up to 400 seat event space. Also shared details about the courtyard project to provide seating outside. Wilders Market will be a farm to table marketplace. Everything will be locally sourced. Final project is The Lofts which is an apartment complex that will have a total of 8 units.

PowerPoint presentation from Mr. DeYoung is attached to these minutes and made part of the official record.

- b) Farmers' Market DDA Booth
Presenter: Patrick Pierce

Mr. Pierce stated Farmers' Market has reached out to determine if there was any interest in the DDA having a booth. He stated a volunteer list would need to be created to ensure the booth was staffed. Ms. Belcher stated she felt details regarding what the DDA wanted to achieve from having a booth needed to be discussed and determined. Ms. Thompson agreed and stated the advocate group might take this on and use this as an opportunity for folks to come to them. Mr. Stancil felt it needed to be discussed at a committee level and felt we need to have a plan of action. Mr. Pierce stated he would provide this

information to the appropriate committee.

Mr. Stancil shared his concerns about increased pedestrian traffic on O'Neil and possible sidewalk improvements.

Mr. DeYoung stated it might be a good thing for DDA to forward letter in support of the redevelopments projects in and around the paper company.

ACTION: Draft Letter to Town Council Regarding DDA Support of Redevelopment Projects In and Around the Old Paper Company Building

Motion: Board Member Stancil
Second: Board Member Grannis
Vote: Unanimous

10 ADJOURN

a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:13 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Grannis
Second: Board Member Stancil
Vote: Unanimous

Duly adopted this the 8th day of March, 2021.

Laura Johnson
Chair

ATTEST:

Kimberly Moffett, CMC, NCCMC
Town Clerk & Clerk to the Board

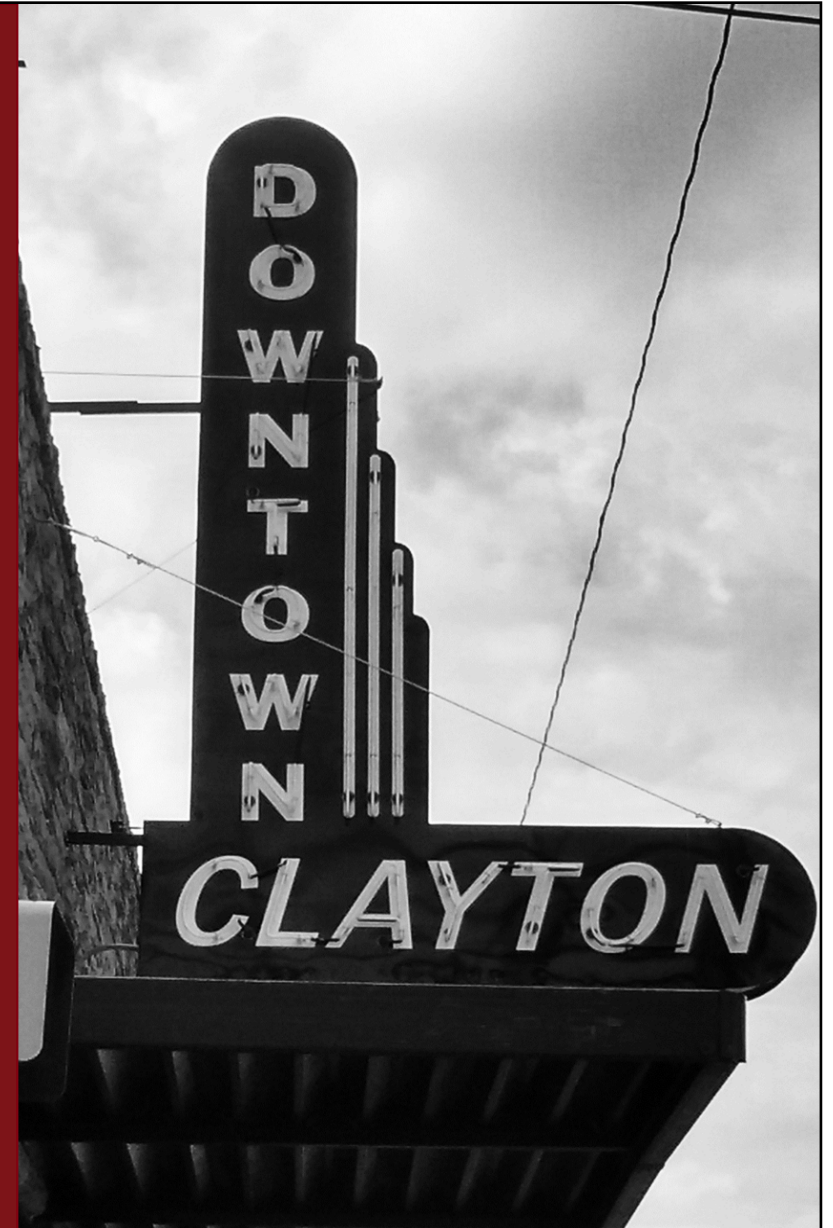
February 8, 2021
Minutes



Clayton Growth Plan Update

**Downtown Development
Association**

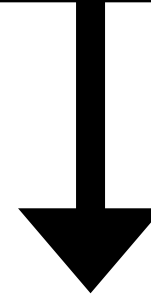
February 08, 2021



Draft Schedule



**We are
Here**



Public Engagement Update



Downtown Walking Tour



Downtown Walking Tour

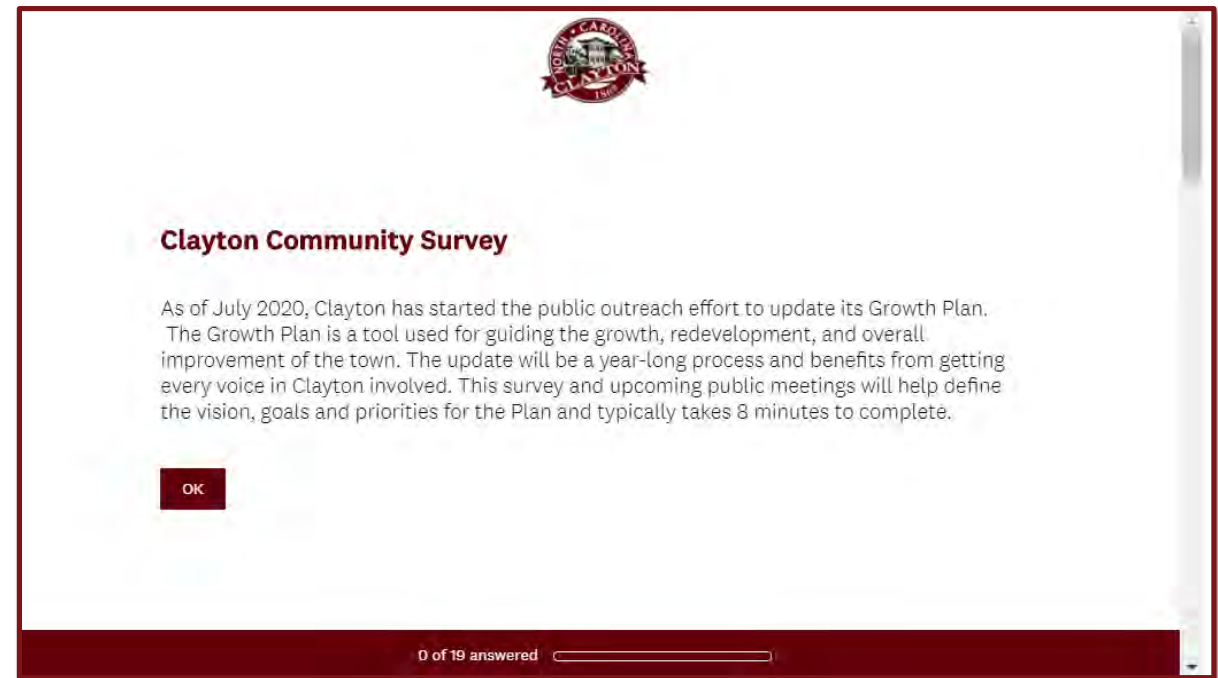


Survey Summary

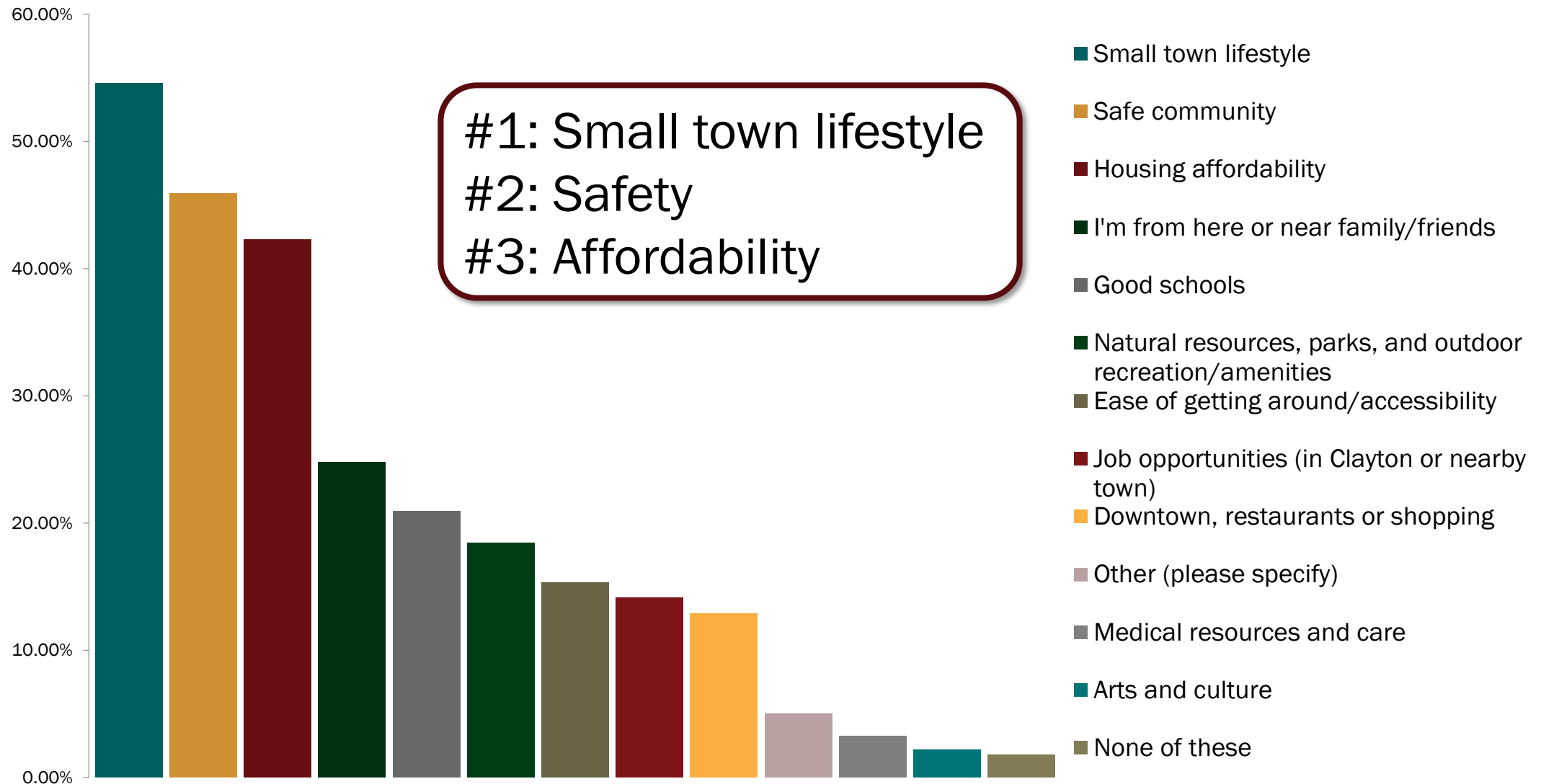


Survey

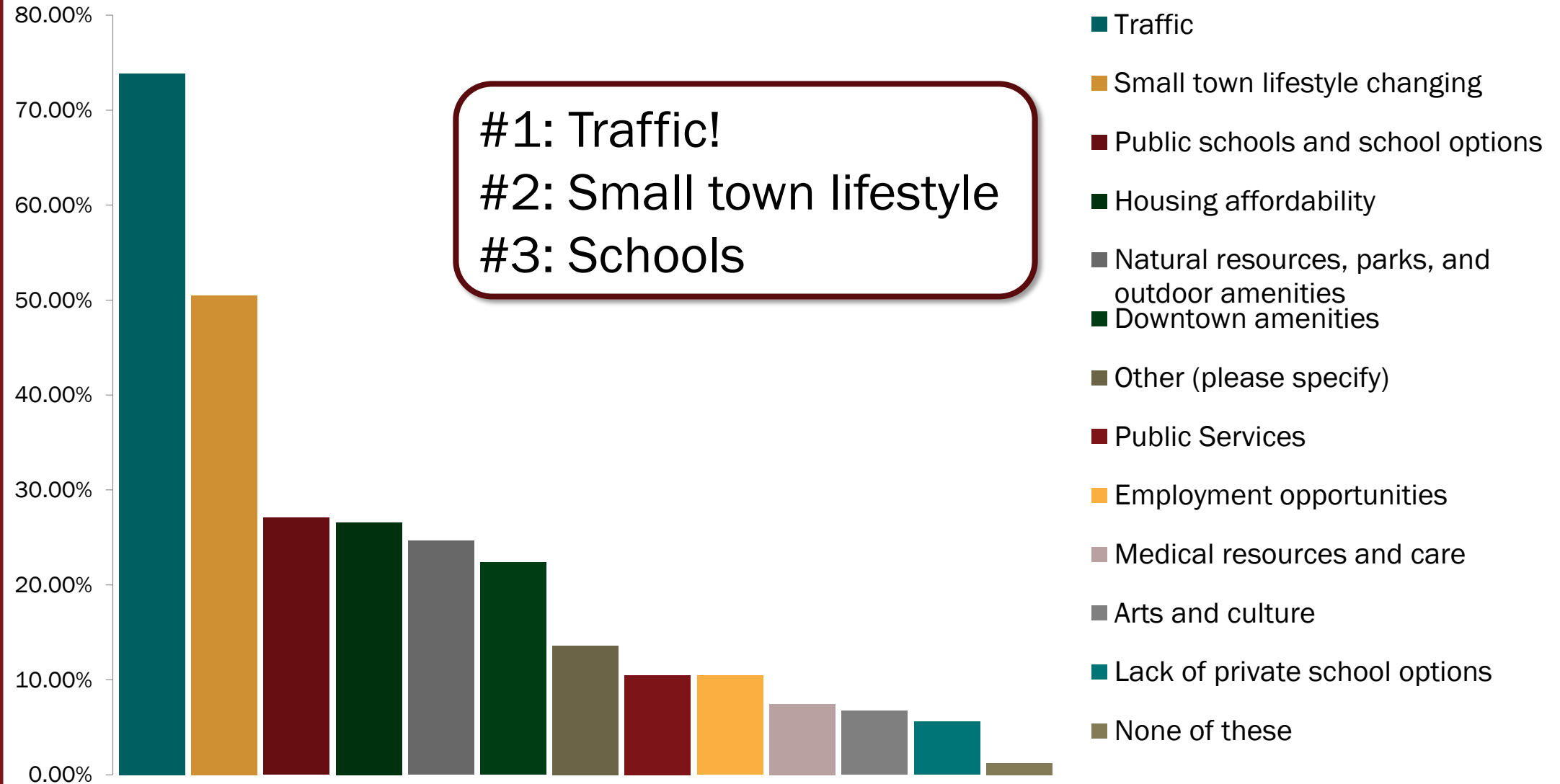
- 2,343 responses
- Closed Tuesday 1/19



2. What are your top three reasons for being in Clayton? (choose up to three)



3. What are your top three concerns for the future of Clayton?



What is your vision for Clayton?





Think Clayton.

Think Land Use.

Think Parks.

Think Downtown.

Think Nature.

Think Business.

Think Infrastructure.

Think Home.

Growth Plan Vision Ideas



“Clayton is.... a place to live, create, shop and eat; with a destination downtown; growing businesses; greenways and parks that connect people to nature; quality neighborhoods with a variety of living options and places to call home.



Growth Plan Framework



Land Use & Housing



Downtown

Arts & Culture



Economic Growth



Transportation & Mobility



Parks & Natural Resources



Services & Infrastructure





Downtown Themes from Walking Tour

Identity

- Creating an identity
- Historic preservation
- Defining downtown extents
- Residential options

Progress

- Public open space improvements
- Encouraging new businesses
- Redevelopment process

Access

- Pedestrian and intersection improvements
- Parking
- Traffic calming
- Signage and wayfinding

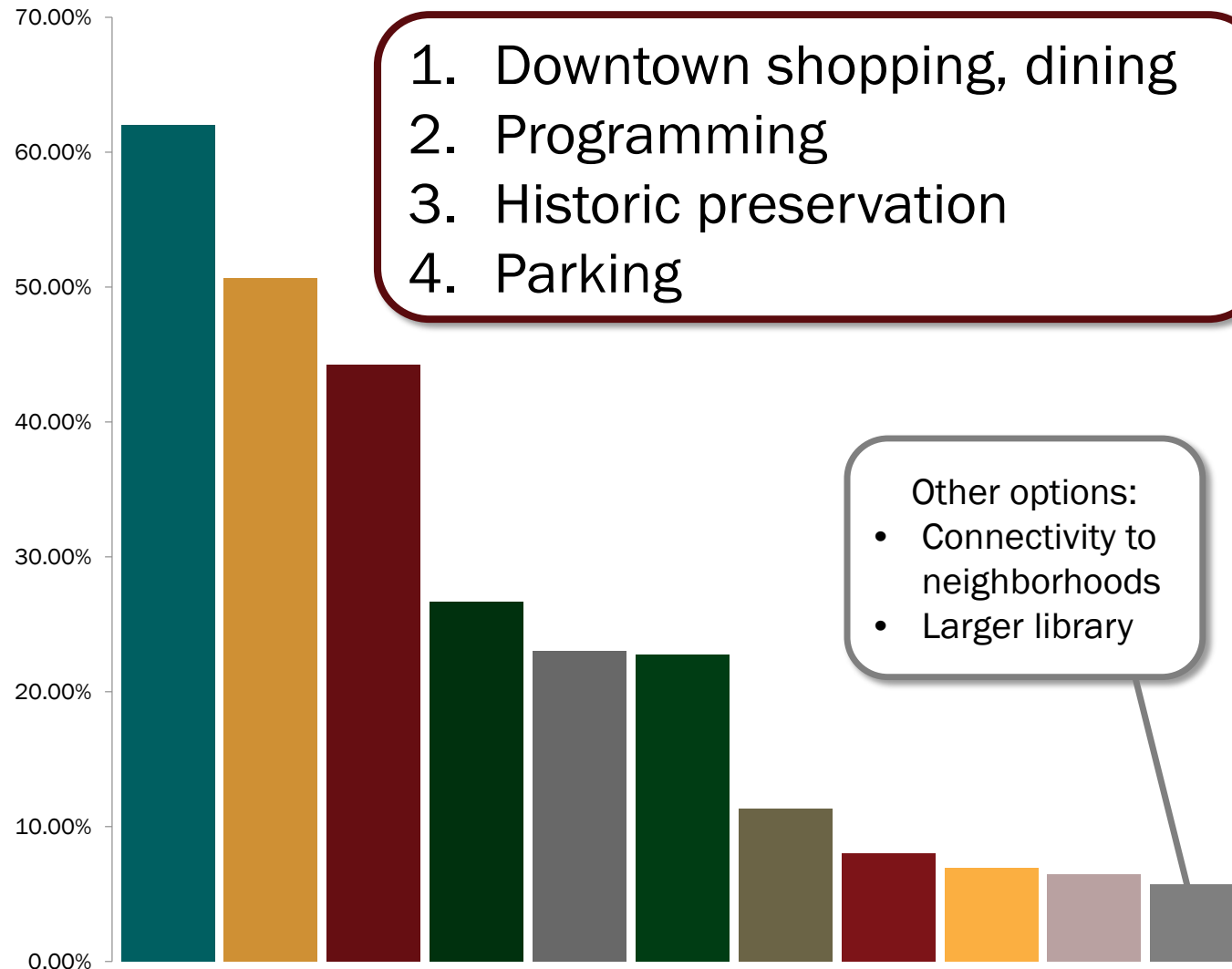
14. What are your top priorities for Downtown? (choose three)

1. Downtown shopping, dining
2. Programming
3. Historic preservation
4. Parking

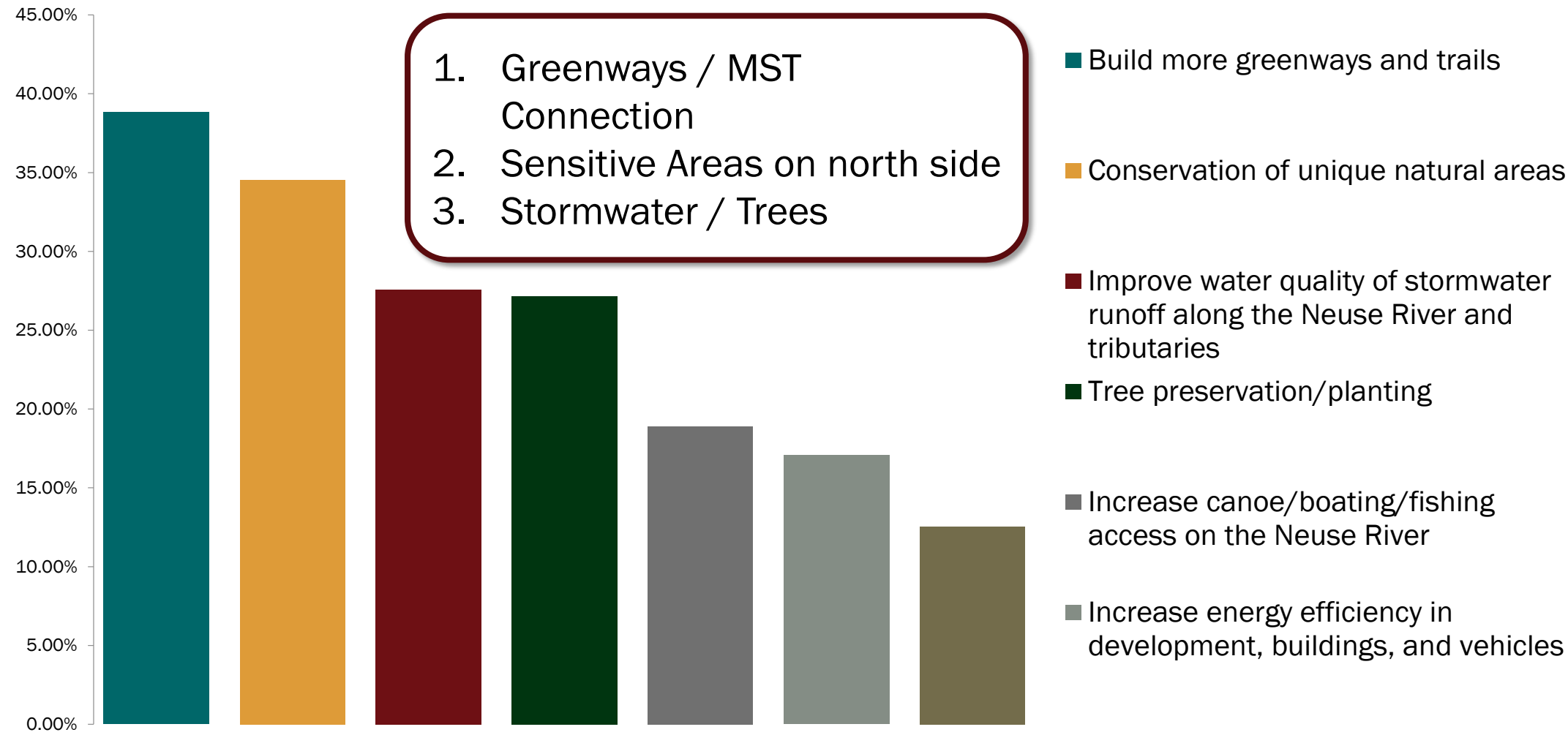
Other options:

- Connectivity to neighborhoods
- Larger library

- Support development of more places to shop and/or dine Downtown
- Support more festivals, events, and programs Downtown
- Preserve/rehabilitate Downtown historic buildings and neighborhoods
- Develop/upgrade/manage public parking Downtown
- Landscape and streetscape improvements
- Increase/enhance sidewalk connectivity
- Renovate public spaces (Horne Square and Town Square)
- Support development of more housing and residential options Downtown
- Increase public art Downtown
- Support development of more professional offices Downtown
- Other (please specify)



10. Environmental Priorities: "I would be willing to dedicate more taxes and public fees to..." (choose up to 2)



Downtown Goals



- Improve **design and aesthetics**
- Improve **public parks and open spaces**
- **Reinforce the civic and cultural heart** of Clayton
- Most 2040 Plan goals and recs are relevant, but new plan will reorganize and introduce specificity

Draft Downtown Goals

- Improve the **aesthetics (visual appeal) and functionality** of downtown streets and public spaces.
- Promote projects that **enhance economy and reinforce Downtown** as the civic and cultural center of Town.



Future Land Use Map

Adopted FLU Map shows two character areas

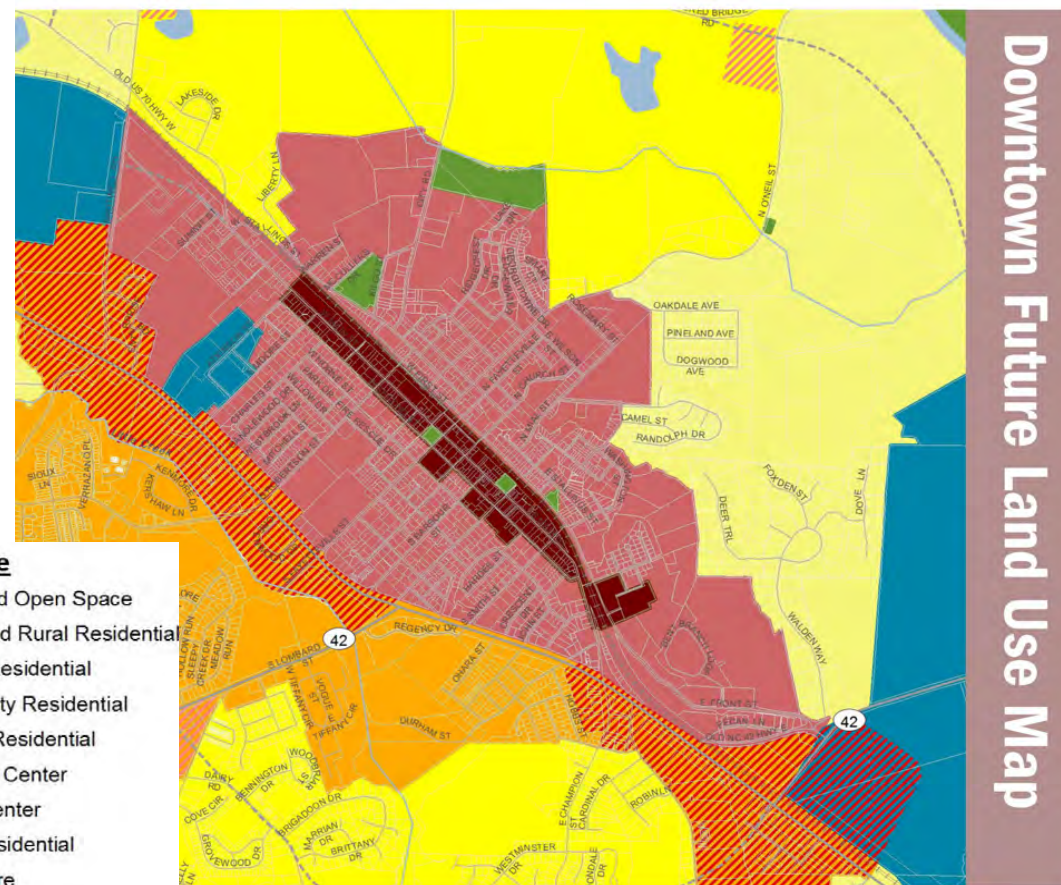
1. Downtown Core
2. Downtown Residential

Need to better define intent of land use recommendations

1. Shop-front / Core
2. Infill and redevelopment
3. Neighborhood / historical preservation

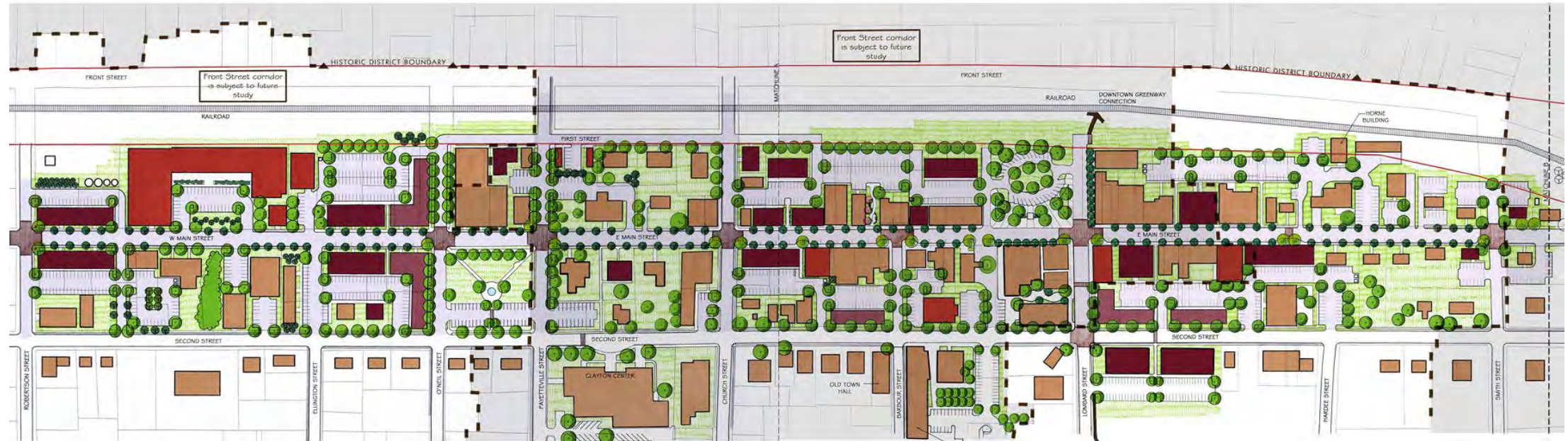
Future Land Use

	Recreation and Open Space
	Agricultural and Rural Residential
	Low Density Residential
	Medium Density Residential
	High Density Residential
	Neighborhood Center
	Community Center
	Downtown Residential
	Downtown Core
	Employment Center



Comprehensive Plan 2040 - 59

Downtown Plan (2010)



LEGEND



EXISTING BUILDING: USE TO REMAIN

THIS DESIGNATION REFERS TO A STRUCTURE WHICH IS CURRENTLY HOME TO A VIABLE AND CONTRIBUTING BUSINESS OR A RESIDENT. MANY OF THESE BUILDINGS ALSO HAVE POTENTIAL FOR ADAPTIVE REUSE.



EXISTING BUILDING: ADAPTIVE REUSE

THIS DESIGNATION REFERS TO A STRUCTURE WHICH IS CURRENTLY VACANT AND/OR TO HAVE SIGNIFICANT POTENTIAL FOR ADAPTIVE REUSE. MANY OF THESE STRUCTURES ARE HISTORIC IN CHARACTER.



PROPOSED BUILDING: HOUSING

THIS DESIGNATION REFERS TO STRUCTURES WHICH ARE PRIMARILY RESIDENTIAL.



PROPOSED BUILDING: MULTI - USE

THIS DESIGNATION REFERS TO PROPOSED STRUCTURES WHICH COULD INCLUDE COMMERCIAL AND/OR OFFICE USE. THEY COULD ALSO INCLUDE RESIDENTIAL.



HISTORIC DISTRICT BOUNDARY

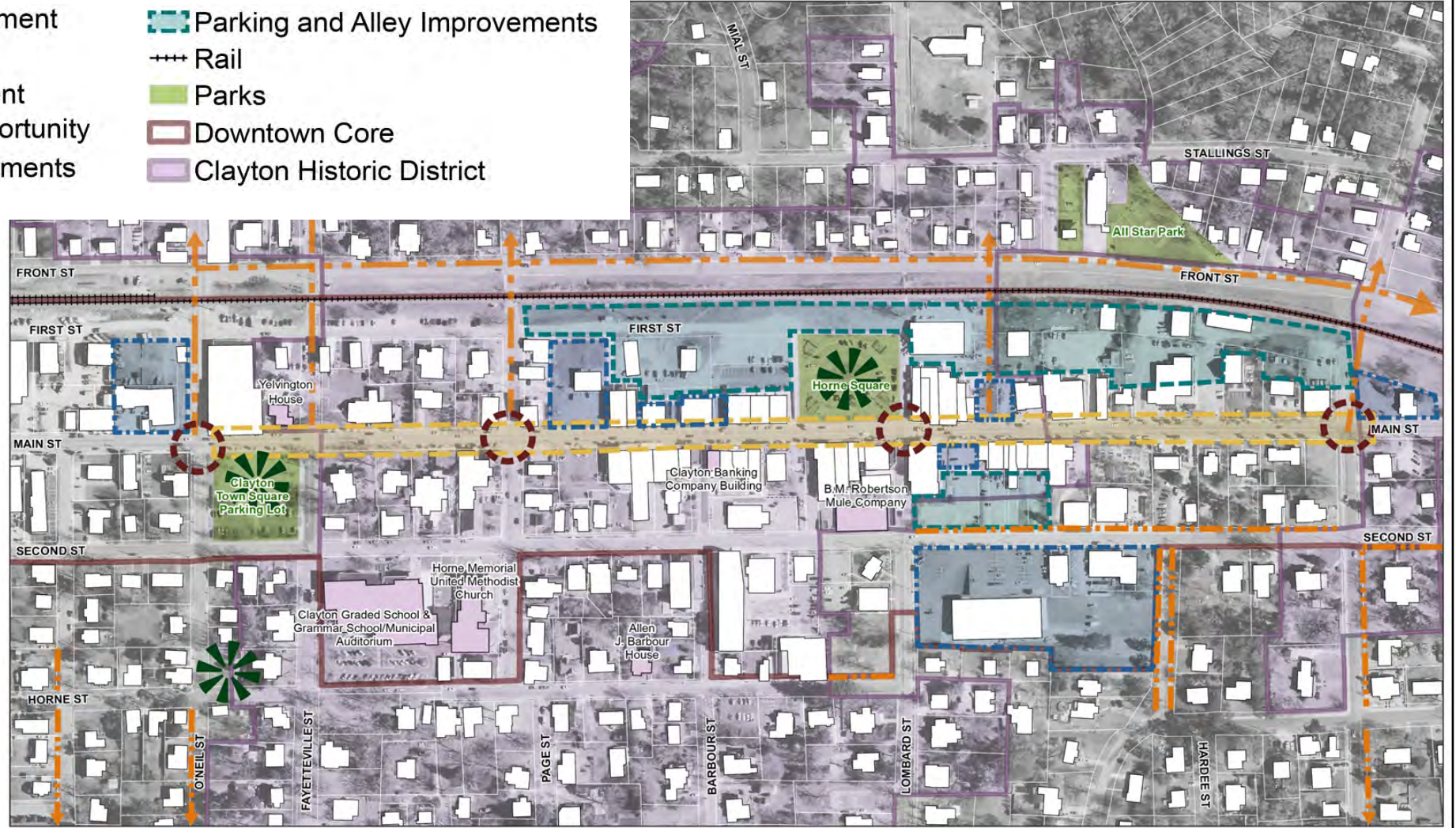


RAILROAD RIGHT OF WAY

Downtown Opportunities



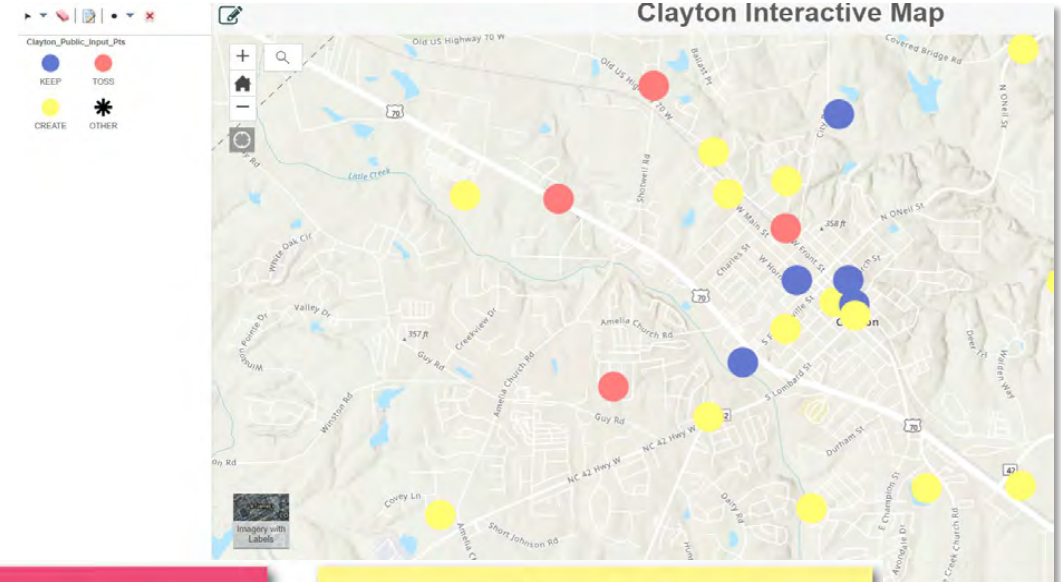
- Intersection Improvement
- Park Improvement
- Bike/Ped Improvement
- Redevelopment Opportunity
- Streetscape Improvements
- Parking and Alley Improvements
- Rail
- Parks
- Downtown Core
- Clayton Historic District



Interactive Map



**Submit your comments
on the interactive map**
<https://tinyurl.com/ClaytonInputMap>



KEEP

What should stay?
What do you love?
What adds value to
the community?

TOSS

What don't you like?
What causes
problems or should be
gotten rid of?

CREATE

What do we need
more of?
What would you
add or make?

Next Steps



- **January**

- SC #4

- **February**

- Deliver set of draft recommendations for SC Review
- SC #5

- **March/April**

- Draft Plan
- SC #6
- Public Meeting

Contacts

Samantha Wullenwaber

Planning Director

swullenwaber@townofclaytonnc.org

(919)359-9364

Jake Petrosky

Project Manager, Stewart

jpetrosky@stewartinc.com

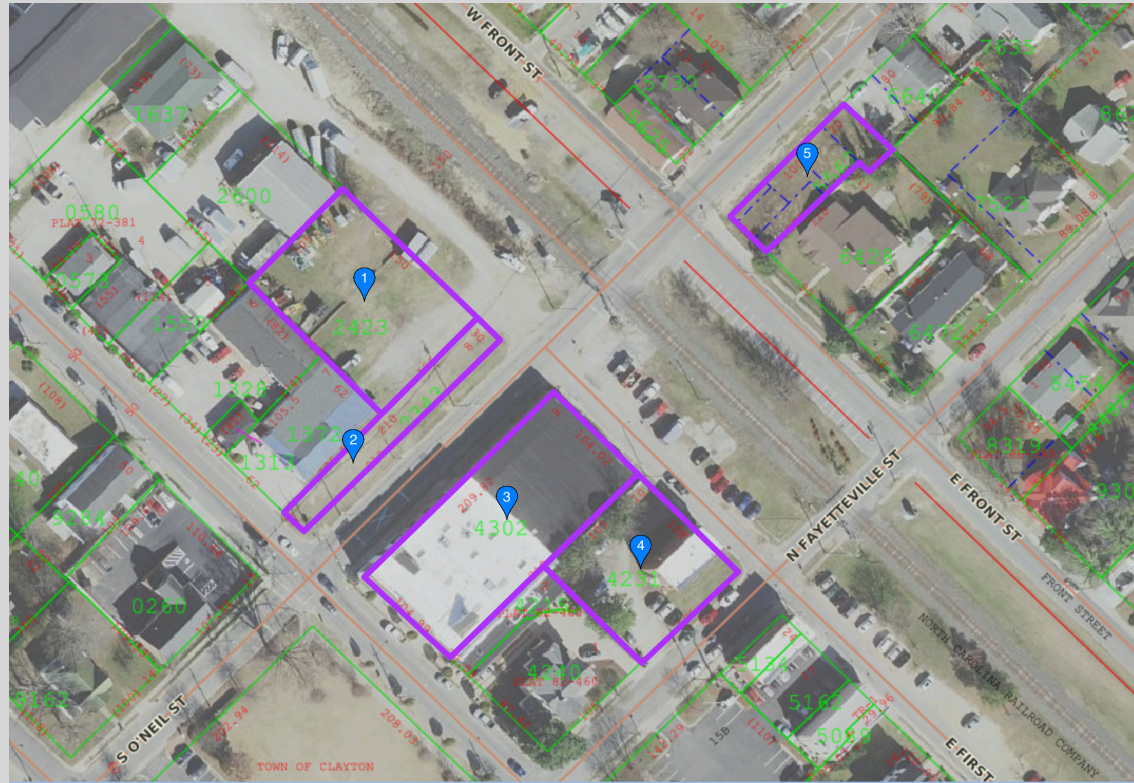
919-866-4812

RIVER WILD

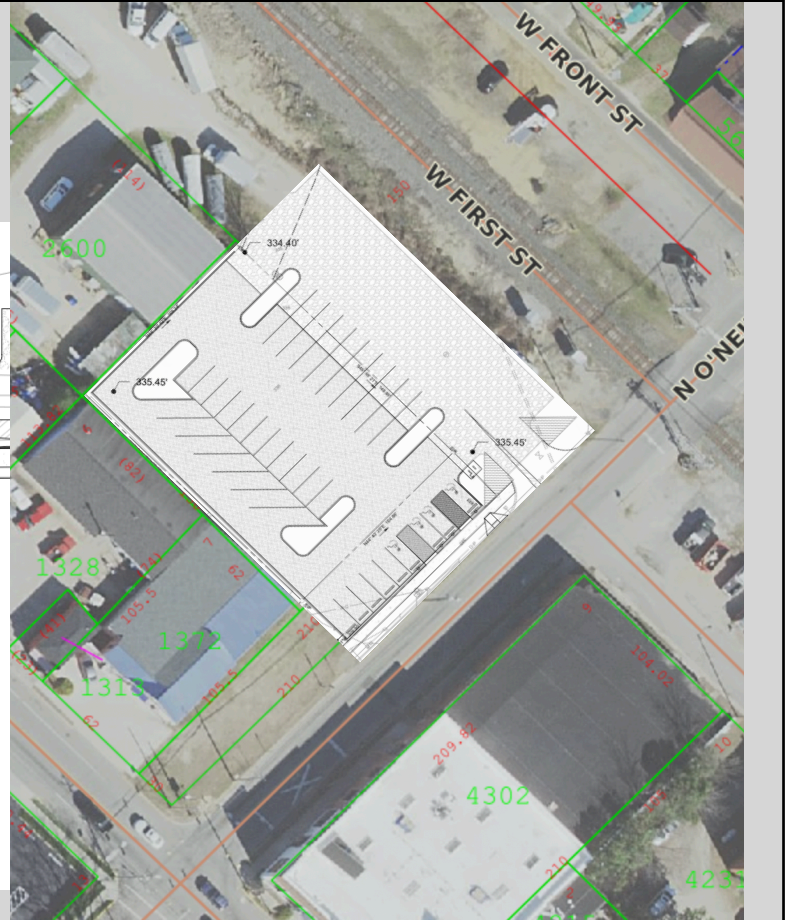
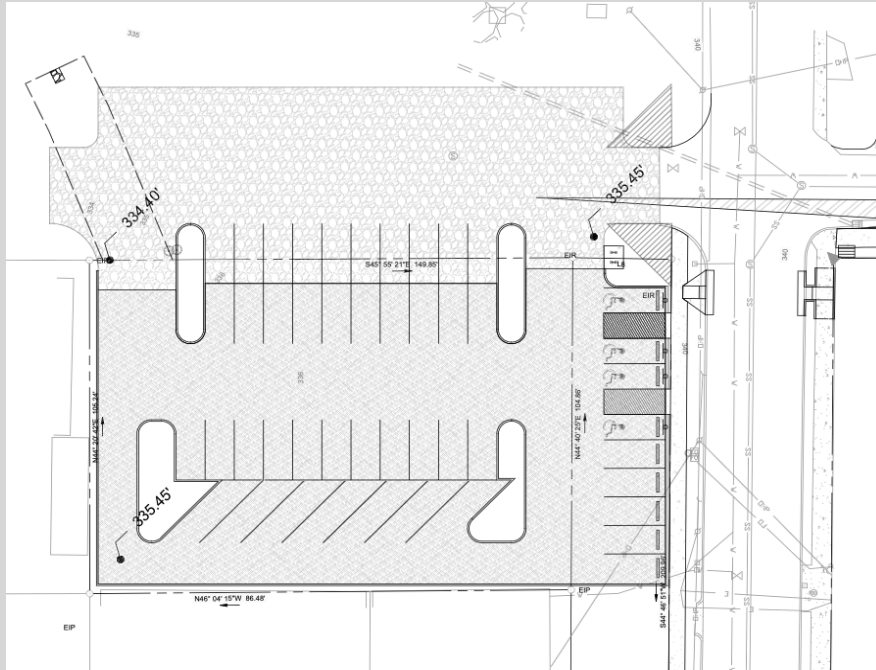
The Wild District
Downtown Development Association Meeting
February 8th, 2021

Project Locations:

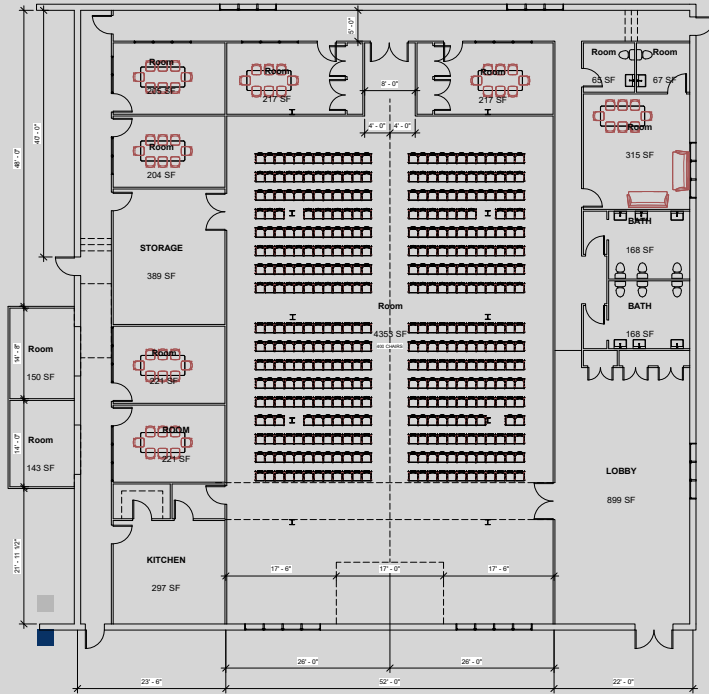
- 1 & 2 - New Parking Lot
- 3 - Wild District Event Center
- 4 - Courtyard and Wilders Market
- 5 – The Lofts



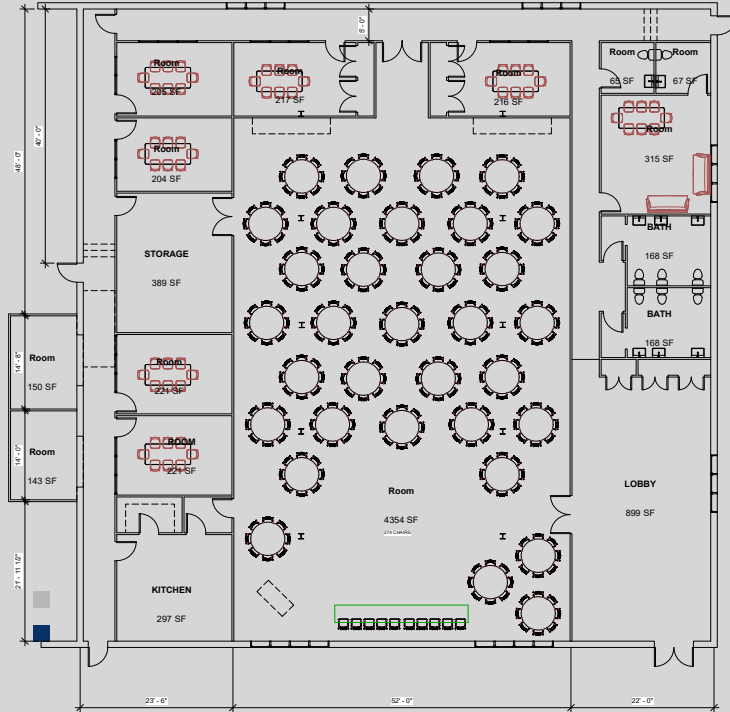
Parking Lot:



The Event Center:



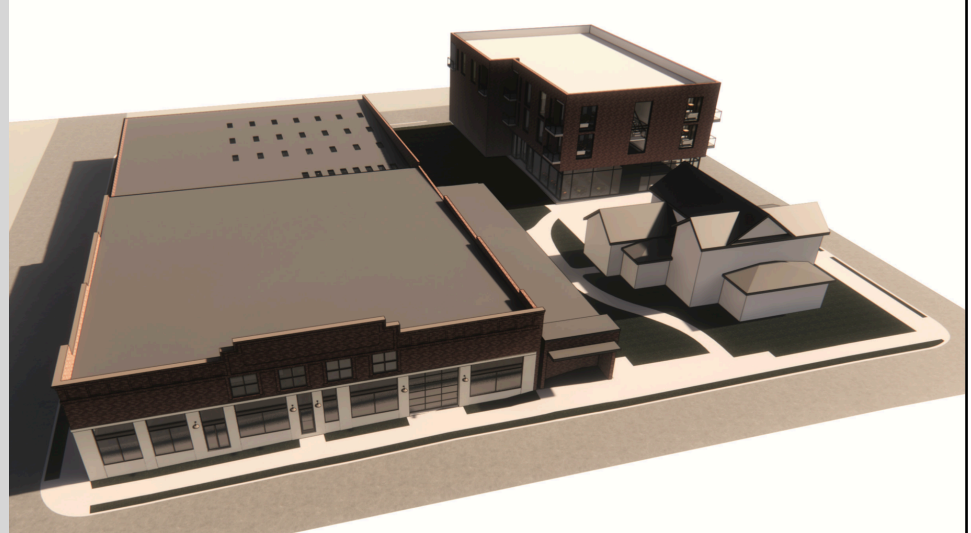
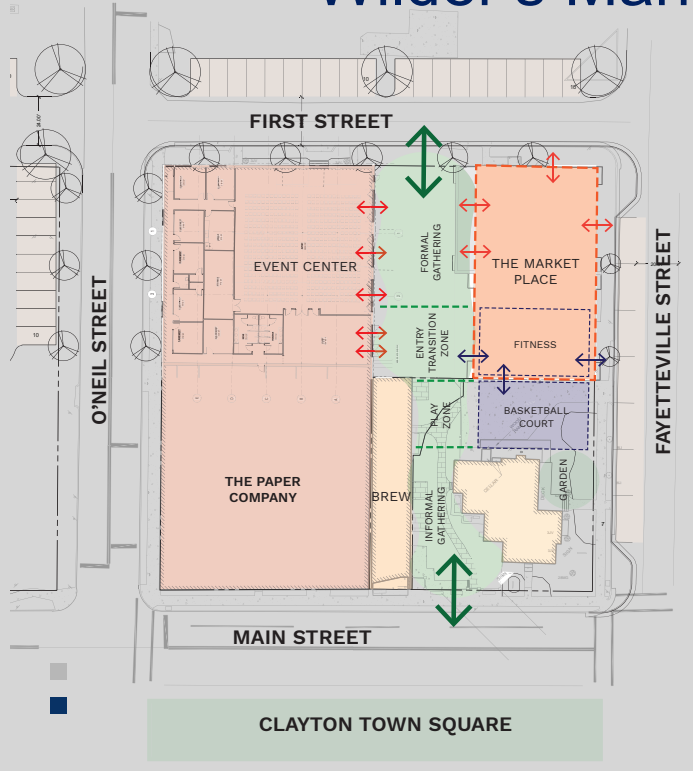
The Event Center:



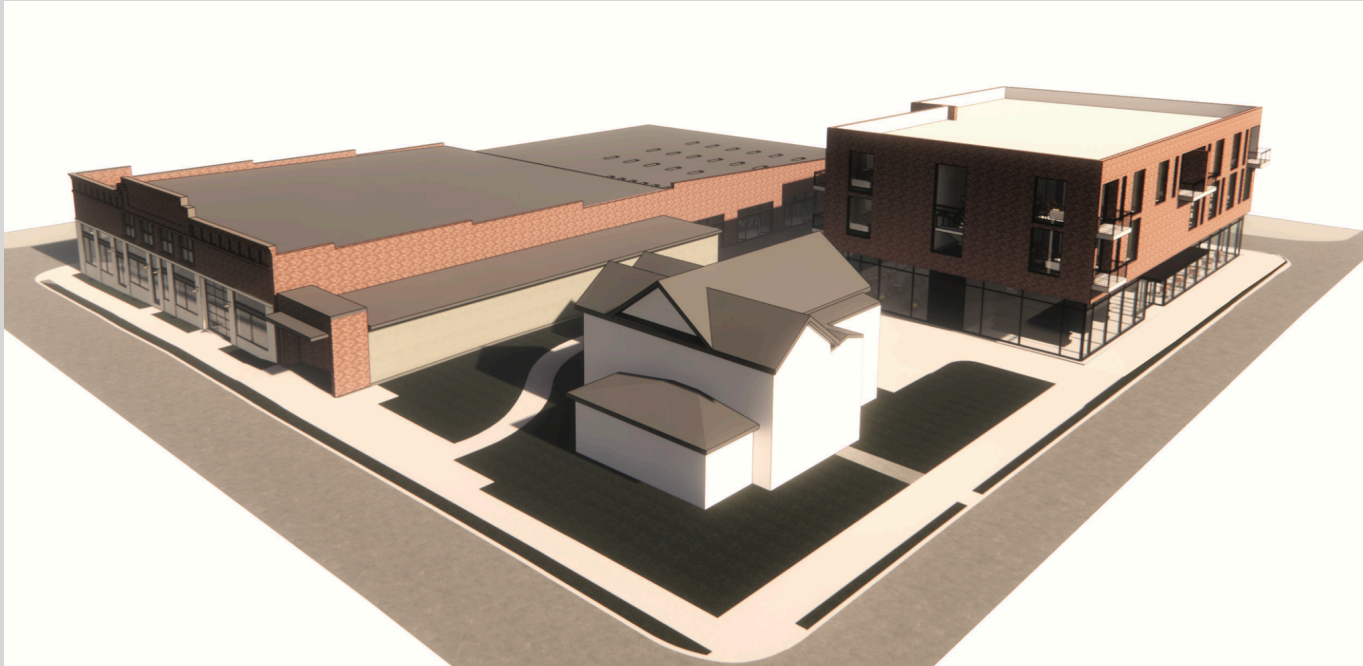
COURTYARD ELEVATION

WILD

Wilder's Market and Apartments:



Wilder's Market and Apartments:



RIVER **WILD**

Wilder's Market and Apartments:





RIVER **WILD**

The Lofts:



RIVER WILD

QUESTIONS?

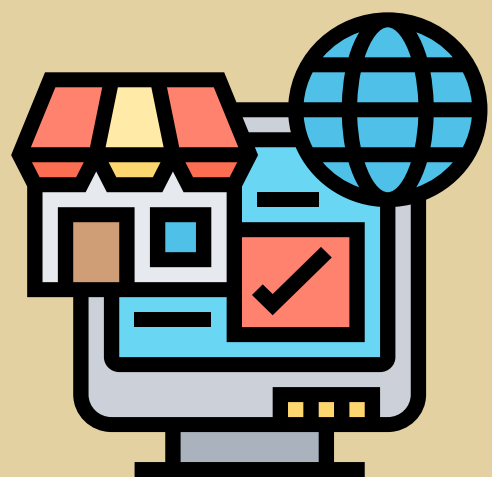
COVID-19 S.W.A.T. INITIATIVE

While many of our small businesses and retailers are generally surviving in Clayton, the next 6 months are crucial for continued resiliency and/or success. The Town's Economic Development Department (ED) and Downtown Development Advisory (DDA) Board are partnering to offer a 4-part COVID-19 S.W.A.T. initiative. Our goal is to elevate our small business community through the development of a 1) eCommerce platform, 2) training opportunities in online marketing/brand identity, 3) education and promotion of the new greenway trail connection into downtown, and 4) the publication of local success stories. This rack card is a brief overview of the programs within this COVID-19 S.W.A.T. initiative.

SHOP CLAYTON ECOMMERCE

Shop at home, from your phone or anywhere you like!

We are creating a landing page to market our innovative retailers and manufacturers in Clayton, NC. The goal is to drive eCommerce opportunities to local businesses.



GREENWAY CONNECTION

Walk, bike or run on the greenway into Downtown Clayton!

Through programming and educational outreach, we will be promoting the new greenway connection to capitalize on its extension into Downtown.



ACTIVATE & ENGAGE

Activate your business with an eCommerce platform.

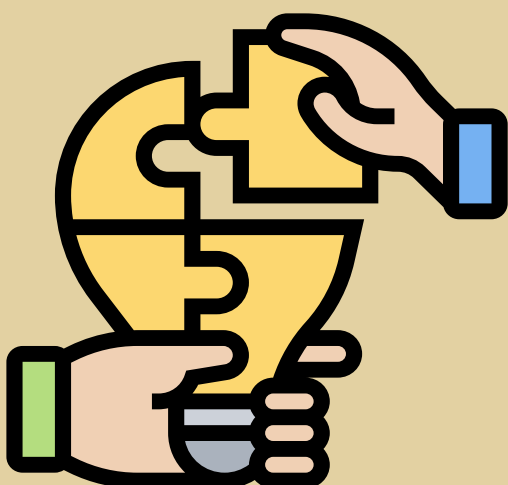
Leveraging partnerships with local web developers and marketing specialists, we will offer a series of four trainings for our small businesses who wish to grow their online presence and build more customer base.



GOOD VIBES

Team up to celebrate successes

We will be promoting some of our small business success stories and resiliency throughout the pandemic. The community has been coming together to support those struggling and businesses have pivoted their models to accommodate new regulations. We want to celebrate by sharing your "feel good" stories!



CONTACT INFORMATION

QUESTIONS? CONTACT JENN AT
JGALLIMORE@TOWNOFCLAYTONNC.ORG
-OR- CALL 919.359.9349

FB: @DOWNTOWNCLAYTON | IG: @DOWNTOWNCLAYTONNC





CDDA Agenda Item Cover Sheet

Committee Meeting Date

February 23, 2021

DDA Board Meeting Date

March 8, 2021

Agenda Location

Committee Reports

Item Title

Design Committee Report

Presenters

David Millican, DDA Board & Design Committee Member

Jenn Gallimore, Economic Development Specialist

Summary/Description

- 1) Jenn reviewed where we were at financially in the façade grant budget.
- 2) The Committee unanimously voted to recommend approval of the façade grant application at 468 E. 2nd St at the full 50%. The applicant was in attendance for the meeting.
- 3) SWAT update - Jenn walked the group through the committee's focus and role within the Clayton SWAT team.
- 4) Jenn gave an update on the downtown National Historic Register district signage status update informing the group that larger 24" signs have been ordered and will be installed upon completion. There is a size example at the corner of Fayetteville and E Second St.

Requested Action:

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:

Downtown Facade Design committee,

Thank you for the opportunity to submit my ideas and contractor bids to upgrade the front of my Downtown property. I am very impressed with the program and the process. I have been working with Jennifer and she has been a tremendous help keeping me straight. I am a very busy person that sometimes has difficulty with filling out paperwork and submitting documents. Most of the time I don't bother with certain projects if The process is time consuming. So, I wanted to thank you for making this easy.

I do understand that the purpose of getting several quotes is to save on cost. As in my business, I do not go by the cost I go by the quality of the quality of workmanship, competitiveness and how local it is. If they show up on time, do a good job and return my calls then I would prefer to give them the business. So, I am willing to pay the difference in cost for the quotes/companies I have chosen to give the business to.

Preferred quotes:

1146.15 Awnings over suite A and C (currently unsafe) - Sign & Awning systems
2200.00 concrete sidewalk to gain access to Suite A - S&S Precision Concrete
425.00 Safety railings for suite A - Riverside landscaping
1600.00 repair and resurface brick stairs Suite A (currently unsafe and step height out of code) - WR Jr. Masonry
1089.00 bushes, pine straw, seeding front and side of building - DR Lawn Care

Most of these companies have done a lot of work downtown Clayton.

Total cost of project: 6460.15

Thank you for your time and the opportunity.

Sincerely,

Monique Neville
468 E 2nd street
Clayton NC 27520
919-805-1898
919-805-6555 (cell)



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: Old Civitan building

Building Address: 408 E. 2nd Street Parcel Tag #: _____

Project Description (use additional sheets if needed): _____

would like to add walkway and repair steps to Suite A
of the building and landscape to match suite C.
In addition I would like to add awnings to the entrances.

APPLICANT INFORMATION

Applicant: Monique Neville

I am the: ☒ Property Owner ☐ Tenant

Mailing Address: 406 Boone trail, Garner NC 27529

Phone Number: 919-805-6555 Fax: _____

Contact Person: Monique Neville

Email Address: moqneville@gmail.com

Length of Time at Address: 7 years Length of Time
Remaining on Lease: _____

FOR OFFICE USE ONLY

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

PROPERTY OWNER INFORMATION

Name: Monique Neville
Mailing Address: 406 Boone Trl, Garner, NC 27529
Phone Number: 919-805-6555 Fax: magneville@gmail.com
Email Address: magneville@gmail.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: _____	Went to Office	held with JAG 12.18.20
2. I understand before any work is begun on the project that this application must be reviewed and approved . Projects may not receive funding if the work was done before the application was approved.	Y	
3. Project plans, specifications or other appropriate design information. A professional architectural plan is not required.	Y	
4. I have read the attached information regarding purpose, eligibility, and process, and my project meets all criteria.	Y	
5. Photograph(s) of existing conditions of the property.	Y	
6. Samples of paint and material colors to be used on improvements or signage.		NA
7. Cost estimates for the project (minimum of two estimates are preferred).	Y	
8. Owner's Consent Form (required if applicant is not the property owner).		NA
9. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work.	Y	
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.	Y	
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.	Y	
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.	Y	
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.	Y	

APPLICANT / PROPERTY OWNER SIGNATURES

Monique Neville
Applicant's Name (Print Name)

Monique Neville
Signature of Applicant

12/11/2020
Date

Monique Neville
Property Owner's Name (Print)
Monique

Monique Neville
Signature of Property Owner

9/5/2020
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. 2nd 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:		



NCA applicable

**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: _____ **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: _____

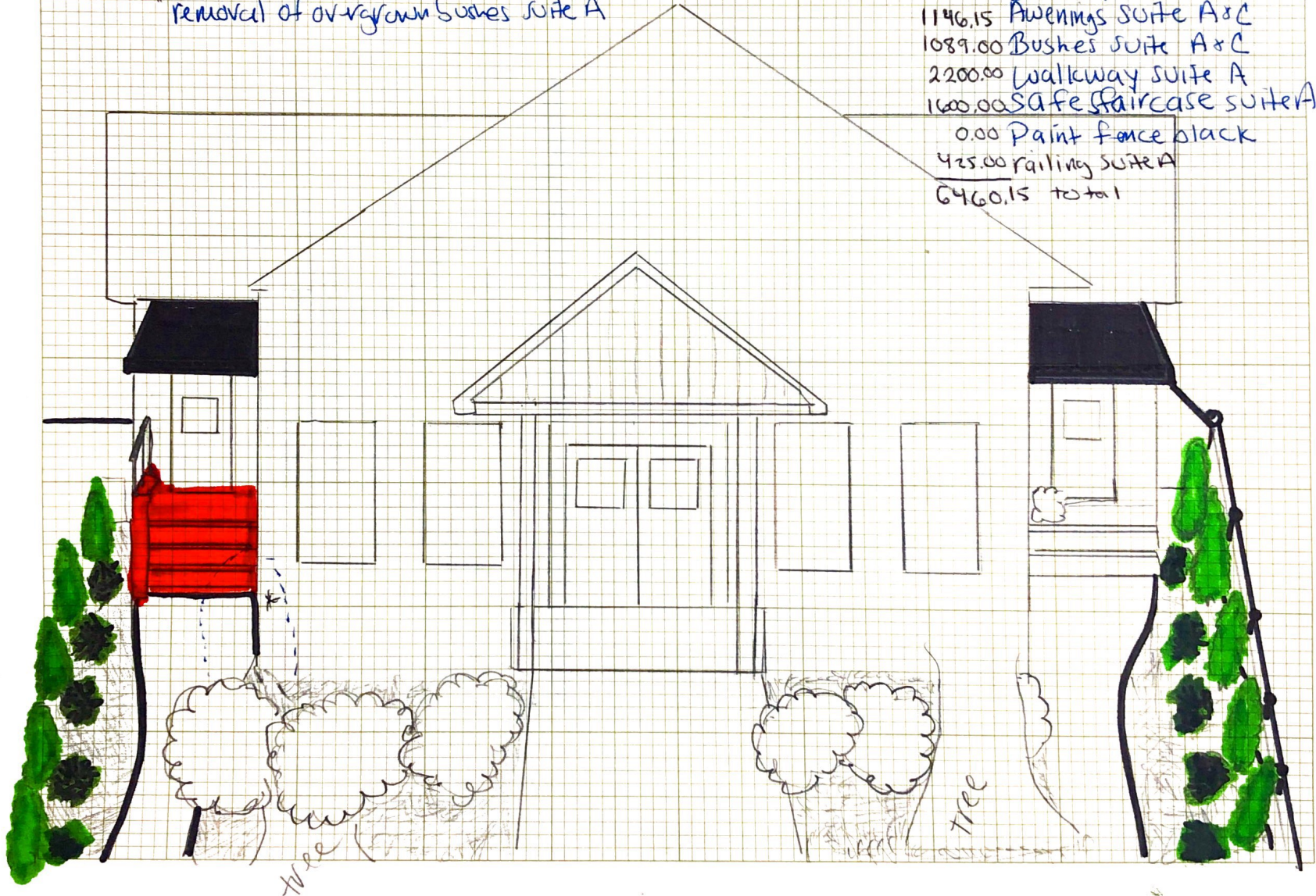
CB&D, 468 E. 2nd Street.

Office A will be made to mirror office C



* 468 E. 2nd street "Old Civitan bldg"
removal of overgrown bushes suite A

" grass & pine straw suite A,B,C
1146.15 Awnings suite A & C
1089.00 Bushes suite A & C
2200.00 Walkway suite A
1600.00 Safe staircase suite A
0.00 Paint fence black
425.00 railing suite A
6460.15 total



Statement

DATE

TERMS

TO

Monique Neville

468 East 2nd Street Clayton, NC

IN ACCOUNT WITH

Mike Shepherd

S&S Precision Concrete

Side walk ^{on left} side of building

Concrete & Labor

\$2200.00

(estimate)

(cell) Mike Shepherd
(919) 868-4180

CURRENT

OVER 30 DAYS

OVER 60 DAYS

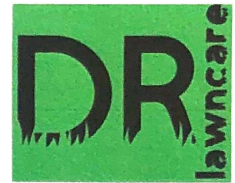
TOTAL AMOUNT

\$2200.00

01-1

DR Lawn Care

P.O. Box 231
Wilsons Mills, NC 27593
(919) 333-6321
DRlawn care01@gmail.com

**Estimate****ADDRESS**

Monique Neville
468 East 2nd Street
Clayton, NC 27520

ESTIMATE

1003

DATE

01/28/2021

#1 Landscaping

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Sky Pencils Along Fence (Both Sides)	24	23.75	570.00
	Holly Carissias Between Sky Pencils (Both Sides)	12	13.00	156.00
	Aeration & Overseed Grass Area (Front and Back)	1	195.00	195.00
	Pine Straw	21	8.00	168.00
	Plant Takeout 2 Plants Dug Out (Front Of Building)	1	110.00	110.00

Thank You For Choosing And Supporting DR Lawn Care!

TOTAL**\$1,199.00**

Accepted By

Accepted Date

~~110.00~~
1089.00

✓ Pref. owner come to measure

#2

#1

awning quote

Downtown Development Project x

signs@signandawning.net

to monique, signs

Dec 23, 2020, 2:32 PM (13 days ago)

Monique,

Thank you for your request for quote. The price and details are below. Please let me know if there are any questions.

New Awning

Qty 2: 12" Height x 42" Projection x 83" Length standard mansur awning with 6" valance (overall height of 18")

- All aluminum frame, mill finish
- Covered in solid color Sunbrella fabric (color TBD)

Price = \$490 each x 2 = \$980 + tax (installed)

+66.15 = 1146.15

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

12" x 42" x 83"

Awning Quote

Inbox x

Office of Carolina Awning & Tent <rkymtawning@ma... 10:51 AM (2 hours ago)

to monique

Rocky Mount Awning & Tent Co.

DBA

Carolina Awning & Tent Co.

602 North Church Street

Rocky Mount, NC 27804

Quote to manufacture and install (2) 3'6" x 6'2" Sunbrella shed type awnings will be \$577.00 plus tax. Total for both will be \$1,231.90 with taxes included. If you have any questions or would like to proceed please call me at 252.885.4895 or respond here.

Thank you,
Joey Daniel



Monique Neville

1:06 PM (3 minutes ago)

to Office

Thank you so much for your time. I appreciate it and will submit the quote to the town and will know by the end of the month I hope.

Click below to see our amazing reviews!

Like and follow us on Instagram and Facebook to see current trends in the

12" x 42" x 74"

RIVERSIDE LANDSCAPING

P.O. Box 787
SMITHFIELD, NC 27577
919-669-1117

006562

Customer's
Order No.

Date 12 18

2020

Name

Address

Email

Phone / Cell:

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT

MOSE. REID

PAID OUT

LAYAWAY

QUAN.

DESCRIPTION

PRICE

AMOUNT

468 E 2nd street
clayton

plants.

put

pine straw

200

200

210

210

425

Fix Rails for the
step (repair)

TAX

TOTAL

835

Thank You

1/5/2021

Omar

Building facade quote 1 itemized

Landscaping #2 Railing #2 walk concrete quote #2

DESCRIPTION	
Concrete	\$ 2,750 ⁰⁰
Railing	\$ 350 ⁰⁰
Landscaping	\$ 300 ⁰⁰

A-NC3819/T-3850 - 3-part carbonless

contractors proposal

my yard guy Omar Proposal

PROPOSAL SUBMITTED TO: Clayton Blinds Inc

ADDRESS: 468 E 2nd Street
Clayton NC 27520

PHONE: (919) 805-6535

JOB NAME: Update

JOB # 27520

DATE: 12-10-20

DATE OF PLANS:

ARCHITECT:

We hereby submit specifications and estimates for:

- * Landscaping
- * Concrete Walkway
- * Railing

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

\$ 3,400

with payments to be made as follows:

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

Respectfully submitted

Note — this proposal may be withdrawn by us if not accepted within

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.

Date of Acceptance: _____

Signature: _____

Signature: _____

A-NC3819/T-3850 09-11









Façade Grant Process and Pending Projects – March 8, 2021

FY20/21 Façade Grant Budget - **\$25,000**

FY20/21 Grant Funds Dispersed - **\$6,100**

FY20/21 Grant Funds Pending - **\$0** **projects has been completed in accordance with the application approval and all proof of payments received – final documents need to be sent to finance for payment*

FY20/21 Grant Funds Obligated – **\$2,500** **projects have been approved and are under construction*

FY20/21 Remaining Grant Funds - **\$25,000 (budget total) - \$6,100 (issued) - \$2,500 (obligated/under construction) = \$16,400**

FY20/21 Grant Funds Intended - **\$38,600** | **\$25,000 (budget total) - \$6,100 (issued) – \$2,500 (obligated/under construction) - \$2,500 (needs DDA approval) - \$17,500 (needs staff approval) - \$10,000 (expressed interest) = \$-13,600** **over current FY20/21 budget by \$13,600 if estimates reflect projects completed in FY20/21*

1) Expressed interest to DDA Advisory Board member or Town Staff

- a. 401 E Main St. (\$10,000 estimated) – FY20/21 **Expressed interest in applying for 4 grants (Barbour Building – Atlas Stark). PJP and JAG sent façade grant application and info week of 11/30-12/5.*

2) Application pending staff approval

- a. 704 E Main St. (\$10,000 estimated) – FY20/21 **Held Pre-App meeting 7/6/20 – Waiting to receive application materials – Applicant hopes to have that submitted in time for October Design Committee review; must receive completed application materials by 10/21/20*
- b. 472 E Second St. (\$7,500 estimated) – FY20/21 **Expressed intention of applying for another round of façade grants for prospective projects to be completed. PJP informed applicant that because she had just received \$7,500 for FY19/20, her application would be considered in Spring 2021 to ensure other establishments have the opportunity to apply. Needs to hold official Pre-App meeting with JAG – Probably going to get pushed to FY21/22 due to applicants schedule.*

3) Staff Approved Application; Pending Design Committee review

4) Design Committee Approved; Pending DDA Advisory Board Approval

- a. 468 E Second (\$2,500 estimated) – FY20/21 **Approved by Design on 2/23/21 - DDA Board review to be on 3/8/21*

5) Under Construction

- a. 419 E Main Street (\$2,500 estimated) – FY20/21 **Approved by Design on 8/25/20 and DDA Board on 9/14/20. Allocation will be issued upon project completion should the work be done in accordance to the initial façade grant approval by Staff, Design, and DDA Board.*

1) Construction Complete; Pending Receipt of Project Proof of Payments, W-9/ACH, and Staff Approval

2) Payment Pending

3) Complete Projects

Façade Grant Process and Pending Projects – March 8, 2021

- a. 436 E Main St. (\$2,500 issued) – FY20/21 **Put in Requisition Request on 12/3/20 – payment processed notification on 12/22/20*
- b. 331 E Main St. 'Queens Court' (\$1,100 estimated) – FY20/21 **Completed – received check beginning of 2/21*
- c. 331 E Main St. 'Lyn Austin' (\$2,500 estimated) – FY20/21 **Completed – received check 3.6.21*



CDDA Agenda Item Cover Sheet

Committee Meeting Date

March 3, 2021

DDA Meeting Date

March 8, 2021

Agenda Location

Committee Reports

Item Title

Vitality Committee Report

Presenters

Laura Johnson, DDA Board Chair & Economic Vitality Committee Chair

Summary/Description

1. Patrick informed the group that the Horne Square kiosk is temporarily on pause but will be considered for a new location.
2. Jenn informed the group that the CCOC had cancelled the Spring Fling but the Harvest Fest is scheduled for October 27-31, 2021. Staff also told the committee that they would check on the current status of the Clayton Road Race scheduled for May 8, 2021.
3. Staff updated the group on the current status of the COVID SWAT Team Initiative.
4. The Advocates had nearly completed the Blitz handing out information pertaining to the SWAT. Overall, Advocates saw positive feedback but did express concern about the amount of information and disturbing business owners while in their shops. Committee decided to keep in mind the way in which their assigned businesses prefer to receive information.
5. The committee was asked to submit 1-2 "Good Vibe" story leads over the next month.
6. Patrick updated the group of the delay in the greenway completion so that portion of the SWAT will be put on pause and revisited upon completion in 2023.
7. Jenn proposed the idea of having a DDA both at the Farmer's market and the committee was in full support of volunteers signing up for 1-2 Saturdays each Farmer's Market season.

Requested Action:**Funding Source (If Applicable):****Cost:****Additional Documents to be Included in Agenda Packet:**



CDDA Agenda Item Cover Sheet

Committee Meeting Date

February 23, 2021

DDA Board Meeting Date

March 8, 2021

Agenda Location

Committee Reports

Item Title

Promotions Committee Report

Presenters

Erin Belcher, DDA Board Member & Promotions Committee Chair

Summary/Description

1. Jenn updated group on status of Downtown Days & SBS gift basket winners. All 4 baskets have been distributed and recipients were excited and appreciative to receive them. Winners were photographed with their baskets for social media to further promote those programs for the future.
2. A few businesses have decided to sign up to participate in selling logoed Clayton T-shirts for \$24.95 to the community. At wholesale, the shirts are \$12 so each purchase funnels \$13 into the small business selling it.
3. Jenn updated group on progress of the COVID SWAT team initiatives. The ShopClaytonNC.com eCommerce site has been started. Group discussed various ideas to further educate and promote the site to small business owners.
4. The committee discussed the Clayton Road Race & Greenway Groundbreaking and it's potential to happen. Jenn stated that she would find out more details from Parks & Recreation and report back.
5. Jenn informed committee that a writer had been hired to produce 1-2 "feel good" stories a week from our small business community for the Good Vibes initiative. The first story will be published the week of March 1-5.
6. The committee discussed ways they could potentially partner with Next Gen Apparel to use their T-shirt campaign to market pieces of the SWAT initiative.
7. Committee is willing to help where possible for the "Ransom on the Roof" event on April 24

Requested Action:

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:



CDDA Agenda Item Cover Sheet

Committee Meeting Date

February 23, 2021

Board Meeting Date

March 8, 2021

Agenda Location

Committee Reports

Item Title

Organization Committee Report

Presenters

Judy Ryan, Organization Committee Chair

Summary/Description

1. "Ransom on the Roof" – a fundraising event for the 501c3.

Date – April 24 from 9:00am till 2:00pm

Location – One27 Homes rooftop (114 W. Main St.)

Participants – Mayor Jody McLeod, Fire Chief Lee Barbee, Clayton High Principal Bennett Jones

Description – The Officials will be held ransom on the roof and will use phones, social media, etc. to solicit funds for their release. All funds collected for Mayor will be donated to the 501c3. All funds collected by Fire Chief and Principal will go to the use of their choice. (discussed Principal doing a memorial 'piece' (maybe art) for graduating class of 2021; Fire Chief maybe tie in with memorial in honor of Jason Dean (firefighter who lost battle with COVID)

Timeline and other activities are still in the planning process.

Requested Action: None – Informational

Funding Source (If Applicable): N/A

Cost: N/A

Additional Documents to be Included in Agenda Packet: N/A