



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, April 8, 2024 @ 6:00 PM
Wooten - Town Hall

1. CALL TO ORDER

- a. Call to Order
Presenter: Christi Thompson, Chair

2. ADJUSTMENT OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Approval of March 11, 2024 Minutes
Presenter: Lydia Davis, Economic Development Specialist
[Downtown Development Association Advisory Board - Mar 11 2024 - Minutes - Pdf](#)

4. OLD BUSINESS

5. NEW BUSINESS

- a. Facade Grant: 468 E Second St
Presenter: Lydia Davis, Economic Development Specialist
[Final Application Packet_468 Second St Facade Grant](#)

6. STAFF REPORTS

- a. Social District Update
Presenter: Lydia Davis, Economic Development Specialist

7. COMMITTEE REPORTS

- a. Economic Vitality
- BBQ Challenge Planning Committee
Presenter: Paul Auclair, Committee Chair
- b. Design Committee
Presenter: Davis Millican, Committee Chair
- c. Organization Committee
- Sponsorship Update
Presenter: Greg Adamson, Committee Chair
- d. Promotions Committee
- Downtown Welcome Party Concept
Presenter: Dan Barbour, Committee Chair
- e. Downtown Development Association 501c3 Report
- Q2 Meeting
Presenter: Greg Adamson, 501c3 Treasurer

8. PUBLIC COMMENTS

9. ADJOURN



**Town of Clayton
Downtown Development Association Advisory
Board Minutes
Monday, March 11, 2024 at 6:00 PM
Wooten - Town Hall**

Board Members Present:

Christi Thompson, Chair
Katie Spalding
Joel Tew
David Millican
Erin Belcher
Lila Reiber
Andre Walden
Marty Kornegay
Paul Auclair
Dan Barbour
Greg Adamson

Board Members Absent:

Matthew Kagel

Staff Present:

Lydia Davis, Economic Development Specialist
Patrick Pierce, Economic Development Director
Porter Casey, Council Member

1 CALL TO ORDER

Meeting was called to order at 6:08pm

2 ADJUSTMENT OF THE AGENDA

Addition of item 6c - Station at Old Town Hall Presentation

3 APPROVAL OF MINUTES

- a) Approval of Feb 12, 2024 Minutes
Presenter: Christi Thompson, Chair

Motion was made to approve the minutes from Feb 12, 2024 as presented.

Motion made by: Lila Reiber
Seconded by: Dan Barbour
All approved.

4 OLD BUSINESS

- a) Reminder about comments for the Downtown Master Plan
- Presentation is attached to minutes from last month
- Presenter:* Lydia Davis, Economic Development Specialist

Davis reminded the Board about the Downtown Master Plan presentation from February, next steps in the process and feedback opportunities. Comments can be submitted to staff or consultant. The same presentation given to the Downtown Development Advisory Board, will be presented to the Planning Board for additional feedback in March. The board had discussion related to their group feedback in order to compile a letter from the board on their collective comments.

5 STAFF REPORTS

- a) 2024 Concert Series Update + Marketing
1. Friday, May 17: Island Time with Bruce Naegelen Opening
 2. Thursday, June 20: Let's Groove Tonight - Earth, Wind and Fire Tribute
 3. Thursday, August 15: Carolina Pine with Amy Jae Opening
 4. Friday September 6: Kids in America - 80s Tribute
- Presenter:* Lydia Davis, Economic Development Specialist

Davis gave a final update on the 2024 Downtown Concert Series listed above. All concerts will be announced individually to the public throughout the month of March.

6 NEW BUSINESS

- a) Facade Grant: Boulevard West
- Presenter:* Lydia Davis, Economic Development Specialist

The facade grant for Boulevard West was presented as attached and approved by the board.

Motion made by: Lila Rieber
Seconded by: Greg Adamson
All Approved

- b) Facade Grant: Burney's
- Presenter:* Lydia Davis, Economic Development Specialist

The facade grant for Burney's was presented as attached and approved by the board.

Motion made by: Dan Barbour
Seconded by: Erin Belcher
All Approved

- c) The Station at Old Town Hall Presentation
- Presenter:* Christi Thompson, Project Partner and Business Owner/Operator

Thompson presented on the project, The Station at Old Town Hall, to keep the board in the loop on project updates.

7 COMMITTEE REPORTS

- a) Economic Vitality
Presenter: Paul Auclair, Committee Chair

Auclair's committee report included a note that this year's BBQ Challenge date is Sept 14. Planning meetings will begin on this project soon. He also made a note about changes to the Downtown Interactive Map through Map.Me and that the committee has identified a need to do a more "Town wide amenity" map and demonstrate how that amenities connect to Downtown.

- b) Design Committee
• Vitality Grant Update
Presenter: David Millican, Committee Chair

No update outside of the facade grants

- c) Organization Committee
• Volunteer Toolkit
• Sponsorships Update - [linked here](#)
Presenter: Greg Adamson, Committee Chair

Adamson gave an update on the project they have been working on recently with the Downtown Strategic Plan consultant: a volunteer management toolkit, which will combine job descriptions for each event and role and make a clear concise way for volunteers to sign up, be communicated with, return volunteers tracked, etc. On behalf of the 501c3, Adamson also added that sponsorships will close for the concert series on April 17th. All sponsorships for all 2024 events are currently for sale. Concert sponsorships are almost full.

- d) Promotions Committee
• Faces of Downtown Reels Series
Presenter: Dan Barbour, Committee Chair

Barbour gave an update that the promotions committee will be kicking off a reel series featuring Downtown Business owners called the "Faces of Downtown" series, meant to display the great testimonials within Downtown Clayton and why Downtown Clayton is a great place to invest, visit, shop ,etc. The series will be starting with longer form videos featuring the award winners from 2023, and then will open up to any businesses owner. Town staff will be recording on one day per month, editing and posting.

8 PUBLIC COMMENTS

9 ADJOURN

Meeting was adjourned at 7:23pm

Motion to adjourn made by: David Millican

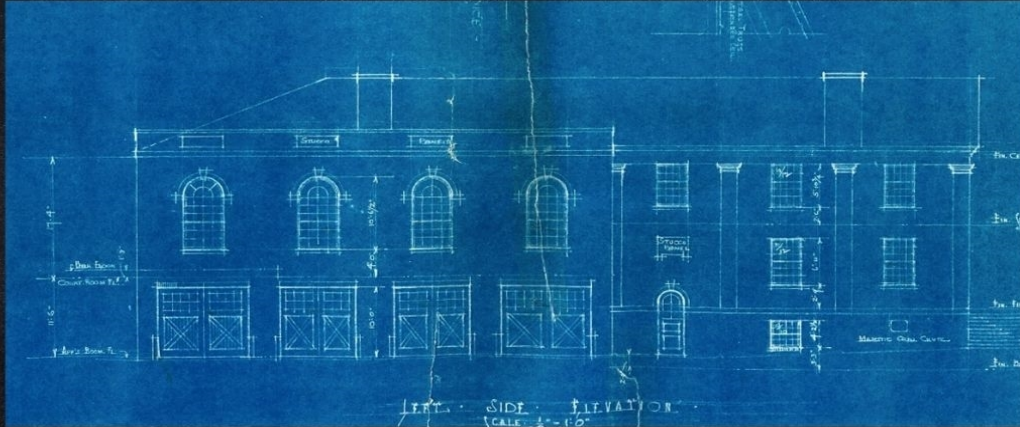
Seconded by: Greg Adamson

An aerial photograph of a city street, likely Clayton, NC. The image shows a grid of streets with various buildings, including a prominent red brick building in the center. The text "REVITALIZING OLD TOWN HALL" is overlaid in large, white, bold, sans-serif capital letters. The text "231 E. SECOND STREET, CLAYTON, NC" is overlaid in smaller, white, bold, sans-serif capital letters at the bottom.

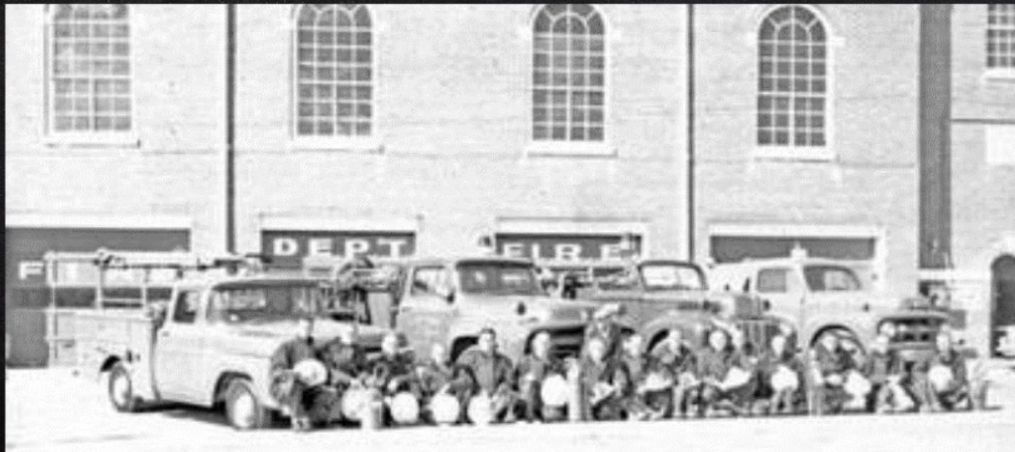
REVITALIZING OLD TOWN HALL

231 E. SECOND STREET, CLAYTON, NC

TWO-FOLD APPROACH:



**REHABILITATION AND
PRESERVATION OF THE
BUILDING'S HISTORIC
CHARACTER**



**CULTIVATION OF THE SPACE
FOR NEW BUSINESSES TO
THRIVE IN THE HEART OF
DOWNTOWN CLAYTON**





231 E. SECOND STREET







DEVELOPMENT TEAM



PARTNERSHIP = PROGRESS



DEVELOPERS

TOWN OF CLAYTON



BUSINESS OWNERS

CHRISTI THOMPSON & ERIN NENNI

OWNERS & OPERATORS

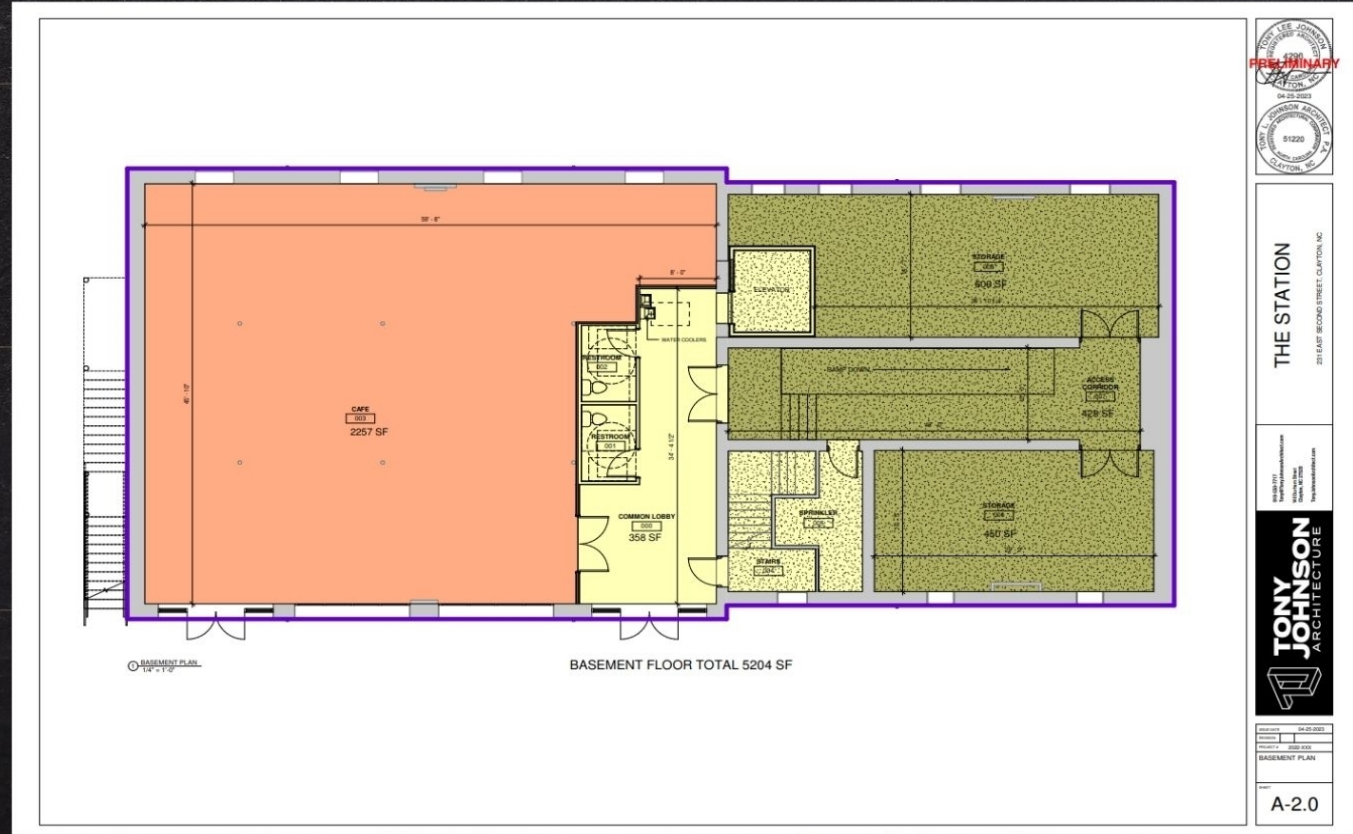


2015 BEST DESIGN (DOWNTOWN)
2017 NEW BUSINESS OF THE YEAR
2020 FEATURE IN OUR STATE MAGAZINE
2021 BUSINESS OF THE YEAR
2023 NEW BUSINESS OF THE YEAR





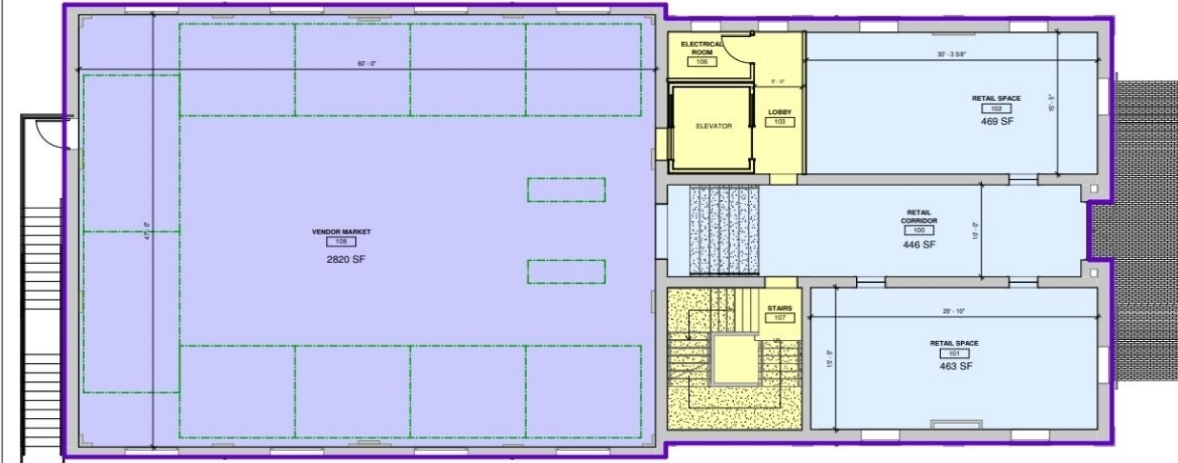
FOOD & BEVERAGE UP TO 3000 SQ.FT.



FOOD & BEVERAGE UP TO 3000 SQ.FT.



MARKET/RETAIL UP TO 4198 SQ.FT.



① FIRST FLOOR PLAN
1/4" = 1'-0"

FIRST FLOOR TOTAL 5204 SF



THE STATION
211 EAST SECOND STREET, CLAYTON, NC



Project Name: THE STATION
Project Number: 2020-001
Drawing Title: FIRST FLOOR PLAN
Drawing Number: A-2.1

MARKET/RETAIL UP TO 4198 SQ.FT.



OFFICE/RETAIL/SERVICES UP TO 1121 SQ.FT.



SECOND FLOOR TOTAL 2098 SF



THE STATION
231 EAST SECOND STREET, CLAYTON, NC

800-371-7744
1400 W. 10TH ST.
CLAYTON, NC 28520
tjohnson@tonyjohnsonarch.com



DATE: 04-25-2023
PROJECT: 2023-003
SECOND FLOOR PLAN
A-2.2

OFFICE/RETAIL/SERVICES

UP TO 1121 SQ.FT.







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" Painted & Repaired brick.
Building Address: 468 E 2nd Street Parcel Tag #: _____
Project Description (use additional sheets if needed): Requesting a grant to help with the cost of a "facelift" for 468 E 2nd street, Clayton. I wish to grout, caulk, seal, prime, fill settling cracks and put 2 coats of Super paint on it. In addition to looking great it will cut down on the immense heat the brick is absorbing and the filling of the cracks will help with pest control.

APPLICANT INFORMATION

Applicant: Monique Neville
I am the: ☒ Property Owner ☐ Tenant
Mailing Address: 406 Boone trl, Garner, Nc 27529
Phone Number: 919-805-6555 Fax: _____
Contact Person: Monique Neville
Email Address: monneville@gmail.com
Length of Time at Address: 5 years Length of Time Remaining on Lease: _____

FOR OFFICE USE ONLY

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

Patrick Beirne

PROPERTY OWNER INFORMATION

Name: Monique Neville
Mailing Address: Same
Phone Number: Same Fax: _____
Email Address: Same

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 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.	✓	
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).	SK	
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

Monique Neville
Applicant's Name (Print Name)

Monique Neville
Signature of Applicant

3/25/24
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. 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:

Date

☐

Approved

☐

Denied

DDA Design Committee Chair:

Name (print)

Signature

Date

Comments/Conditions:











901 S East St
Raleigh North Carolina 27601
(919) 694-1648,
Aj.dressler@chromacoatings.com

Estimate

ESTIMATE #	1040172547
DATE	
PO #	

CUSTOMER
Monique Neville Monique Neville 468 E Second St Clayton, North Carolina, 27520-2535 (919) 805-6555 moqneville@gmail.com

SERVICE LOCATION
Monique Neville Home 468 E Second St Clayton, North Carolina, 27520-2535 (919) 805-6555 moqneville@gmail.com

DESCRIPTION	
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Estimate	
Description	Total
Exterior Painting -includes labor and all materials to prime and paint 2 coats of superpaint exterior on all brick (minimum prime and 2 coats due to type of brick) -settling cracks to be filled as needed -pressure washing included (we will be using your water supply to facilitate the washing of your building) -includes covering plants or any other items to prevent overspray -includes bagging up and removing all trash at the end	\$4,750.00

Scope Notes

Estimate Total: **\$4,750.00**

We will work with you on the timing and schedule to make sure we fit this with your timeline

Clean Up: Unless otherwise stated, we will clean up at the end of each day. We will place tools and paint in a designated area. If client and contractor agree to leave the area in a certain state for the most efficient job, we can make an exception to this rule.

Payment: Project will be split up into phases. Once each phase has been complete and signed off of, you will receive an invoice to be paid in full for that portion of work. A down payment of 25% will be required prior to job starting. .

Client Satisfaction: We want to provide you with a great job and exceptional experience. Please let us know if there is anything we can do to ensure this.

Paint Notes: -All surfaces receiving paint to be properly prepared and ready to receive paint in accordance with manufacturer's printed instructions.

-Holes, cracks and other imperfections shall be suitable patched and filled with a compound recommended by the manufacturer of the paint and then primed. Surfaces shall be brought to true even surfaces if possible, prior to painting. Please note: areas such as railings will not be able to be true even surface due to the excess paint build up.

-Adequate number of primer and finish coats to be applied for complete coverage

-Apply paint in accordance with manufacturers directions. Use applications and techniques best suited for the type of materials being applies. Apply each material at not less than manufacturer's recommended spreading rate. Match approved samples for color, texture and coverage.

-Painted wood surfaces to be cleaned of all dirt, oil or other foreign substances with scrapers, mineral spirits and sandpaper as required. Sandpaper smooth those finished surfaces exposed to view. Dust off and scrape.

-Remove all misapplied paint from adjacent surfaces. Dispose all excess materials off job site.

-Additional paint shall be provided for owner use.

-We will have a storage container on-site to keep materials and equipment in as needed.

-Lifts will be parked in a designated area for duration of the project

Lift Operations: In order to be effective on this project, the use of lifts may be necessary. Our lift operators are certified and all protective equipment such as harnesses and hard hats will be worn during operation of these vehicles. When moving the lifts, we will put plywood underneath to limit damage to landscape as best as possible. We do not guarantee no damages to surrounding landscape, but will put a crew at the end of the project to backfill any major ruts caused by the lifts. If we will be in areas where cars are, we will send out a message a week in advance for owners of cars to move to another location for that portion of the project. Any cars left in these areas will be covered the best we can. We are not responsible for any damages to cars left in working areas. If we are working in an area where people are present, we will rope off sections and have a competent person on the ground directing people and the lift operator.

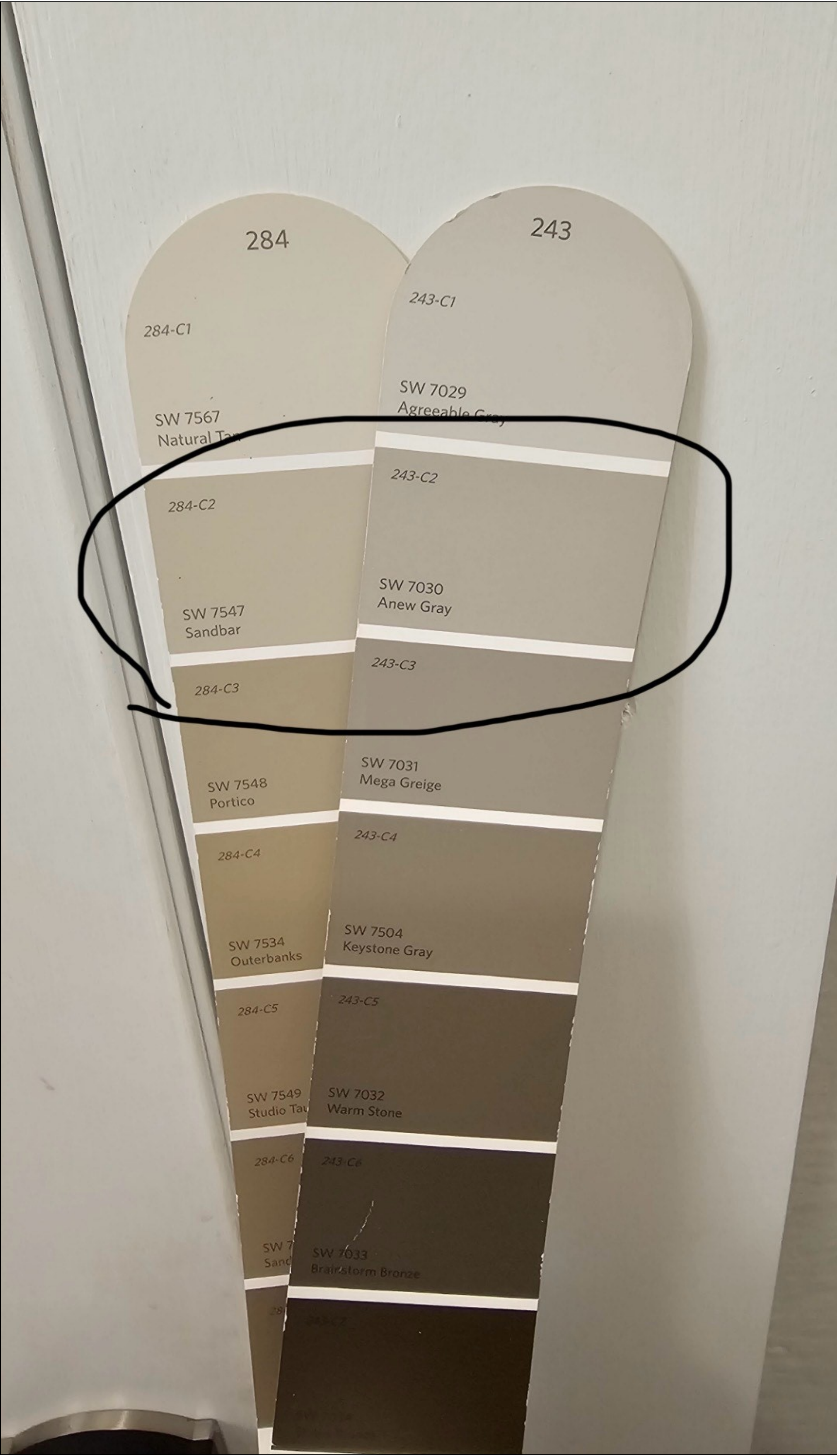
Warranty: Chroma, LLC warrants the painting of interior and exterior painted surfaces for a period of 1 year, per the specific contracted scope of work, and will repair newly painted areas if peeling, blistering, flaking, or coating separation occurs. The Painting Warranty is limited to workmanship. Both our Interior Paint Warranty and our Exterior Paint Warranty cover painting defects, but they do not cover areas of fading and/or damage due to normal wear and tear, abuse, weather, or accidental damaging occurrences. Note: Severe paint blistering and separation of caulk from wood cupping due to intense and/or direct heat are not issues of workmanship and are not covered under the warranty. If a defect in workmanship appears within 1.5 years from the date of project completion and is reported to Chroma LLC, Chroma LLC will inspect the affected areas and perform the necessary repairs.

I confirm that my action here represents me electronic signature and is binding.

Signature: _____

Date: _____

Print Name: _____



284

243

284-C1

243-C1

SW 7567
Natural Tan

SW 7029
Agreeable Gray

284-C2

243-C2

SW 7547
Sandbar

SW 7030
Anew Gray

284-C3

243-C3

SW 7548
Portico

SW 7031
Mega Greige

284-C4

243-C4

SW 7534
Outerbanks

SW 7504
Keystone Gray

284-C5

243-C5

SW 7549
Studio Taupe

SW 7032
Warm Stone

284-C6

243-C6

SW 7549
Sandbar

SW 7033
Brainstorm Bronze

284-C7

243-C7