



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, May 8, 2023 @ 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. April 10, 2023 Draft Minutes
Presenter: Christi Thompson, Chair
[Downtown Development Association Advisory Board - Apr 10 2023 - Minutes - Pdf](#)

4. OLD BUSINESS

- a. Final Sponsorships Recap for the 501c3
Presenter: Lydia Davis, Staff and Greg Adamson, Association Treasurer

5. STAFF REPORTS

6. COMMITTEE REPORTS

- a. Design Committee
Presenter: David Millican, Chair
- b. Economic Vitality Committee
Presenter: Paul Auclair, Chair
- c. Organization Committee
Presenter: Matthew Kagel, Chair
- d. Promotions Committee
Presenter: Erin Belcher, Chair

7. NEW BUSINESS

- a. Façade Grant Review: Carroll Building
Presenter: Lydia Davis, Economic Development Specialist
[Updated Carroll Building Façade Grant Packet](#)

POTENTIAL ACTION: Approval of Grant(s)

- b. Branding Next Steps: Implementation
Presenter: Lydia Davis, Staff, and Christi Thompson, Chair

8. PUBLIC COMMENTS

9. ADJOURN



**Town of Clayton
Downtown Development Association Advisory
Board Minutes
Monday, April 10, 2023 at 6:00 PM
Wooten - Town Hall**

Board Members Present:

Christi Thompson, Chair
Lila Reiber
Katie Spalding
Erin Belcher
Paul Auclair
Matt Kagel
Greg Adamson
David Millican
Dan Barbour
Stephanie Matos

Board Members Absent:

None

Staff Present:

Lydia Davis, Economic Development Specialist

1 CALL TO ORDER

- a) Call to Order

Presenter: Christi Thompson, Chair

Meeting was called to order at 6:04pm

2 ADJUSTMENT OF THE AGENDA**3 APPROVAL OF MINUTES**

- a) Approval of March 13, 2023 minutes

Presenter: Christi Thompson, Chair

Minutes were approved as presented

Motion: Lila

Second: Greg

4 STAFF REPORTS

- a) Recap of NC Main Street Conference
Presenter: Lydia Davis, Economic Development Specialist
Katie Spalding & Greg Adamson, Board Members

Katie, Greg and Lydia gave a short recap of the sessions they attended at the NC Main Street Conference which included topics such as: social districts, outdoor recreation opportunities, mapping your downtown, volunteer engagement, Storytelling/social media, event best practices and information on the NC Main Street Program. Lydia informed the board that the Town has decided to move forward with re-applying for the NC Main Street Downtown Associate Community Program.

- b) Public-Private Parking Lots update
Presenter: Lydia Davis, Economic Development Specialist

Lydia gave an update that 3 parking leases were fully executed and a public roll-out of the initial phase of the program is set for the beginning on may following the filming of an informational video about the project on 4/15/2023.

5 OLD BUSINESS

- a) [Sponsorships](#) (4/21 deadline), Food Trucks, [Volunteers](#)
Presenter: Lydia Davis, Economic Development Specialist

Lydia gave an updated that sponsorships were closing soon. All food truck spots for 2023 events are filled, but volunteers are still needed for all events.

6 NEW BUSINESS

- a) Facade Grant Approval - Queen's Court Awning
Presenter: David Millican, Design Committee Chair

Following discussion of the intention of the façade grant program, the boards consensus was that they did want to award this grant, however based on the façade of the building and surrounding suites, in order to encourage "aesthetic compatibility" would suggest that the applicant consider a awning fabric that matched the trim of the building and neighboring suites, such as black, black and white thick stripes, etc. because the grants investment is supposed to be a long-term investment into downtown that is cohesive with the exterior of the building and not tied to any particular branding so that the investment has longevity regardless of the tenant. The applicant will have the opportunity to amend their application, if desired.

7 COMMITTEE REPORTS

- a) Design Committee
Presenter: David Millican, Committee Chair

None outside of the façade grant. Edits and improvement of the façade grant application was mentioned as an action item of the committee.

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

The main update from this committee was the scheduling of the 3rd Downtown Bar Crawl tentatively planned for May 28th.

- c) Organization Committee
Presenter: Matt Kagel, Committee Chair

The organizations committee main focus is currently sponsorships and volunteers.

- d) Promotions Committee
Presenter: Erin Belcher, Committee Chair

Erin gave the update that the promotions committee has 2 new members. Other updates were related to events and merch - old merch will be discounted to clear out inventory. an idea out of the last committee meeting is a design competition from Clayton Middle School for a 2023 limited edition concert series t-shirt. Students will design by the beginning of May and the board/council will chose a winner which will be printed on the 2023 t-shirts and sold at downtown events. An idea was mentioned that a portion of T-shirt proceeds be donated to the art program at CMS.

8 PUBLIC COMMENTS

9 ADJOURN

Meeting was adjourned at 7:23pm

Motion: Lila

Second: David



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: Carroll Building
Building Address: 218 & 220 E. Main St. Parcel Tag #: _____
Project Description (use additional sheets if needed): Structural & Façade
upfit of entire building.

APPLICANT INFORMATION

Applicant: Carroll Building Investments LLC
I am the: ☒ Property Owner ☐ Tenant
Mailing Address: 2130 Shotwell Road Clayton NC, 27520
Phone Number: 919-369-3731 Fax: _____
Contact Person: Craig Lee
Email Address: craig.lee@yahoo.com
Length of Time at Address: _____ Length of Time
Remaining on Lease: _____

FOR OFFICE USE ONLY

Date Received: 4/19/2023 Amount Paid: (no fee required) File Number: _____

PROPERTY OWNER INFORMATION

Name: Carroll Building Investments LLC
 Mailing Address: 2130 Shotwell Rd Clayton NC 27520
 Phone Number: 919-369-3731 Fax: _____
 Email Address: craigjlee@yahoo.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 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).	✓	✓
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

Carroll Building Investments LLC
 Applicant's Name (Print Name) Craig Lee
 Signature of Applicant [Signature]

4/15/23
 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.

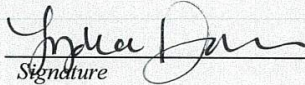
STAFF REVIEW (the applicant should leave this section blank)

This application has been reviewed by the following:

Economic Development Staff:

Lydia Davis

Name (print)



Signature

4/18/2023

Date

Comments/Conditions:

Application received & reviewed
Add to April 26 Design Comm. agenda

Downtown Development Association (DDA) Design Committee:

Committee Review: 4/26/2023

Date

☐

Approved

☐

Denied

DDA Design Committee Chair:

Name (print)

Signature

Date

Comments/Conditions:

E-Z GLASS
503 W. GARNER RD.
GARNER, NC 27529

Proposal Number: R9823R1
Phone: (919) 661-5552
Fax: (919) 662-4713

Submitted To: Lee's Contracting
Date of Bid: 3/7/23
Architect:

Project Name: Clayton Storefront
Date of Plans: n/a – site visit
Revisions:

We hereby propose materials and labor for the following:

- Approx. 1,019 sq feet of exterior aluminum storefront – 2" x 4 1/2" screw spline, center glazed, thermally broken framing system, dark bronze finish, glazed with 1" Clear/Standard Low-E tempered insulated glass. Includes (2) pairs and (2) single doors with leafs at 3'0 x 7'0 and (2) Custom Size Pairs with narrow stiles, 10" bottom rails, offset pivots, rim panic exit devices, pull handles, surface mount closers, thresholds and door sweeps, glazed with 1/4" clear tempered glass. Includes a small allowance for brake metal finish work adjacent to storefront as needed.

NOTE: MATERIALS NOT PURCHASED WITHIN 30 DAYS OF CONTRACT MAY BE SUBJECT TO A PRICE INCREASE AT THE DISCRETION OF THE SUPPLIERS.

Notes: Carefully review all details above and exclusions below as items may or may not be per plans/specs. Project pricing based on our interpretation of drawings and/or information provided. Out of square/out of level conditions may incur additional charges.

All Materials and Labor shall be provided in a substantial workman-like manner for the sum of:

Quote #1: All Window Improvements \$68,785.00 (NC Sales Tax Included)

Respectfully submitted by: Stacy Gonzalez

Exclusions and Exceptions: FIELD TESTING, MOCK UPS, STRUCTURAL CALCULATIONS, BONDS, ENGINEERS STAMP, SHOP DRAWINGS, CLEANING, DEMO, BLOCKING, BRACING, STEEL, PROTECTIONS, BRAKE METAL, FLASHING, APPLIED FILM, MANUFACTURERS FIELD SERVICES, SPECIAL WARRANTIES, BARRICADES, AFTER HOURS/WEEKENDS, MISCELLANEOUS GLAZING, OUT OF SQUARE CONDITIONS, OR ANY ITEMS NOT SPECIFICALLY LISTED.

Terms: We reserve the right to withdraw or change the price of this proposal due to price fluctuations from Manufacturers. E-Z GLASS reserves the right to withdraw this bid prior to any Signed contract, for any reason. Insurance per E-Z Glass standard certificate.

Approval:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as stated in this proposal.

Signature: _____

Date: _____

Printed Name: _____ Company: _____

E-Z GLASS
503 W. GARNER RD.
GARNER, NC 27529

Proposal Number: R9823R2a
Phone: (919) 661-5552
Fax: (919) 662-4713

Submitted To: Carroll Building Investments LLC Project Name: Clayton Storefront
Date of Bid: 4/5/23 Date of Plans: Site Visit – 220 E. Main St
Architect: Revisions:

We hereby propose materials and labor for the following: _____

- Provide and Install (4) New Storefront Windows approx. 4' x 4' – 2" x 4 1/2" screw spline, center glazed, thermally broken framing system, dark bronze finish, glazed with 1" Clear/Standard Low-E tempered insulated glass. Elevations located at left hand side of building (as seen facing the building)

NOTE: MATERIALS NOT PURCHASED WITHIN 30 DAYS OF CONTRACT MAY BE SUBJECT TO A PRICE INCREASE AT THE DISCRETION OF THE SUPPLIERS.

Notes: Carefully review all details above and exclusions below as items may or may not be per plans/specs. Project pricing based on our interpretation of drawings and/or information provided. Out of square/out of level conditions may incur additional charges.

All Materials and Labor shall be provided in a substantial workman-like manner for the sum of:

*4 Side
Windows
only*

\$7,560.00 (NC Sales Tax Included)

Respectfully submitted by: Stacy Gonzalez _____

Exclusions and Exceptions: FIELD TESTING, MOCK UPS, STRUCTURAL CALCULATIONS, BONDS, ENGINEERS STAMP, SHOP DRAWINGS, CLEANING, DEMO, BLOCKING, BRACING, STEEL, PROTECTIONS, BRAKE METAL, FLASHING, APPLIED FILM, MANUFACTURERS FIELD SERVICES, SPECIAL WARRANTIES, BARRICADES, AFTER HOURS/WEEKENDS, MISCELLANEOUS GLAZING, OUT OF SQUARE CONDITIONS, OR ANY ITEMS NOT SPECIFICALLY LISTED.

Terms: We reserve the right to withdraw or change the price of this proposal due to price fluctuations from Manufacturers. E-Z GLASS reserves the right to withdraw this bid prior to any Signed contract, for any reason. Insurance per E-Z Glass standard certificate.

Approval:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as stated in this proposal.

Signature: _____ Date: _____

Printed Name: _____ Company: _____

CLAYTON COMMERCIAL GLAZING

PROPOSAL

November 28, 2022

ATTN: Estimating Department

RE: Carroll Investments Building Project

Date of Plans: On Site Measurements

Addendums Acknowledged: None

We Submit an Estimate to Furnish and Install:

Exterior Storefront Framing (Approx. 1,080 sq. ft.):

- **Framing: 2" x 4-1/2" Thermal Aluminum 'Fixed' Center Set Storefront Frame for the Exterior Frames as measured during site visit only.**

Additional Material Specifications:

- **Finish: Dark Bronze Anodized**
- **Vision Glass: 1" Insulated Gray over Clear Units (Annealed standard and Tempered where indicated on drawings &/or Required By Code)**
- **Spandrel Glass: None Shown/Figured**
- **SF Doors: We have figured (2 openings) with pairs 6'-0" x 7'-0" Medium and four single 3'-0" x 7'-0" Storefront Doors/Frames (Transom Type) as shown on plans**
- **SF Door Hardware (Included): 10" Bottom Rail, Hinges, Std. Surface Mounted Closure, RIM Panic (on the single doors only), Threshold, Std. Manufacturer Pull Handles.**
- **With all work to be done on regular M-F work schedule**

BID TOTAL: \$ 90,626.00

Quote: for all
#2: windows

BID QUALIFICATIONS:

- Drawings and Submittals has been included in the Base Bid

3210 US HWY. 70 W. • SMITHFIELD, N.C. • 27577
PHONE: (919)-550-4024 • FAX: (919)-205-1108

- **EXCLUSIONS:** Any Products or Materials NOT Explicitly Described in This Proposal, DEMO, RELOCATION, CLEANING AND PROTECTION, INSULATION, FIRE-SAFEING, CONCEALED FLASHING, COPING, SUPPORT STEEL, CURTAIN WALL SYSTEMS, CANOPY, AWNINGS, SUNSHADES, GUARANTEED OPENINGS, BONDING, RACO TYPE FRAMING SYSTEMS, DEMOUNTABLE WALL SYSTEMS, OFFICE FURNITURE GLASS WALL SYSTEMS, HOLLOW METAL FRAMES / DOORS, FRP TYPE DOORS, WOOD DOORS / FRAMES, WOOD WINDOWS, VINYL WINDOWS, SLIDING WINDOWS, OPERABLE WINDOWS, PARTITIONS, SECURITY HARDWARE, CARD READERS, BOLLARDS, AUTO OPERATORS, BONDING, MOCK-UP, MIRRORS, FRAMED MIRRORS, INTERIOR CAULKING, FIRE RATED FRAMING, FIRE RATED GLASS, INTERIOR PANELS, WINDOW FILM, WINDOW SHADES, GLASS HANDRAILS, HANDRAILS, SIGNS, THRU WALL FLASHING, EFIS, EFIS ALUMINUM TRIM, P.E. STAMP / ENGINEERING, SPECIAL TESTING, SEISMIC RATING, OVERTIME, CONCRETE WORK, FLOOR LEVELING, CONCRETE CUTTING, ROOFING, ROOF FLASHING, ALUMINUM PANELS, METAL COPING, MASONRY, WALL CAPS, DRYWALL, PAINTING, STAINING, PUTTY OF NAIL HOLES, WINDOW SILLS, LOUVERS/FRAMING, ELECTRICAL, 120VAC, LOW-VOLTAGE, POWER SUPPLY, OVERHEAD DOORS, FINAL CLEANING, INTERIOR FIT-UP WORK, REPLACEMENT of MATERIALS DAMAGED BY OTHERS, TRASH REMOVAL FOR OTHER TRADES

AUTHORIZED ESTIMATOR: Brian A. Izydorczak (Izzy)

ACCEPTANCE OF PROPOSAL _____

DATE OF ACCEPTANCE _____

NOTES: THIS PROPOSAL IS GOOD FOR 30 DAYS.

****PRICES ARE SUBJECT TO CHANGE DUE TO FUEL SURCHARGE****

3210 US HWY. 70 W. • SMITHFIELD, N.C. • 27577
PHONE: (919)-550-4024 • FAX: (919)-205-1108

Lydia Davis

From: Craig Lee <craigjlee@yahoo.com>
Sent: Wednesday, April 26, 2023 9:01 AM
To: Lydia Davis
Cc: Patrick Pierce
Subject: Re: Facade grant follow up

Be Advised: This email originated from outside of the Town of Clayton's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lydia,

This is a follow-up to explain the different quotes provided in the façade grant. The scope of work for the two large quotes included the replacement of all existing and proposed opening in the exterior of the building with windows and doors. These quotes were used to determine which company would be awarded the job. The quote for the 4 windows on the side of the building was supplied for the the façade grant only. We are only apply for a facade grant for the side of the building. Let me know if you have any questions or need anything further.

Thanks,
Craig Lee
919-369-3731

Sent from my iPhone

*originally
applied for
only 4 side
windows*

On Apr 18, 2023, at 5:35 PM, Lydia Davis <ldavis@townofclaytonnc.org> wrote:

Perfect, thank you. I will review and let you know If I have any questions.

As a reminder on timeline: this will be reviewed at the DDA Design Committee meeting on 4/26. If design committee suggests it for approval to the Downtown Development Advisory Board, the board will review on 5/8. If approved, work will be able to begin right after approval and would need to be complete and all paid invoices provided by mid-June to give us time to submit your request for payment by the end of June. I will follow up on 5/9 to let you know the status of the grant.

Thank you,
Lydia

Lydia Routhier

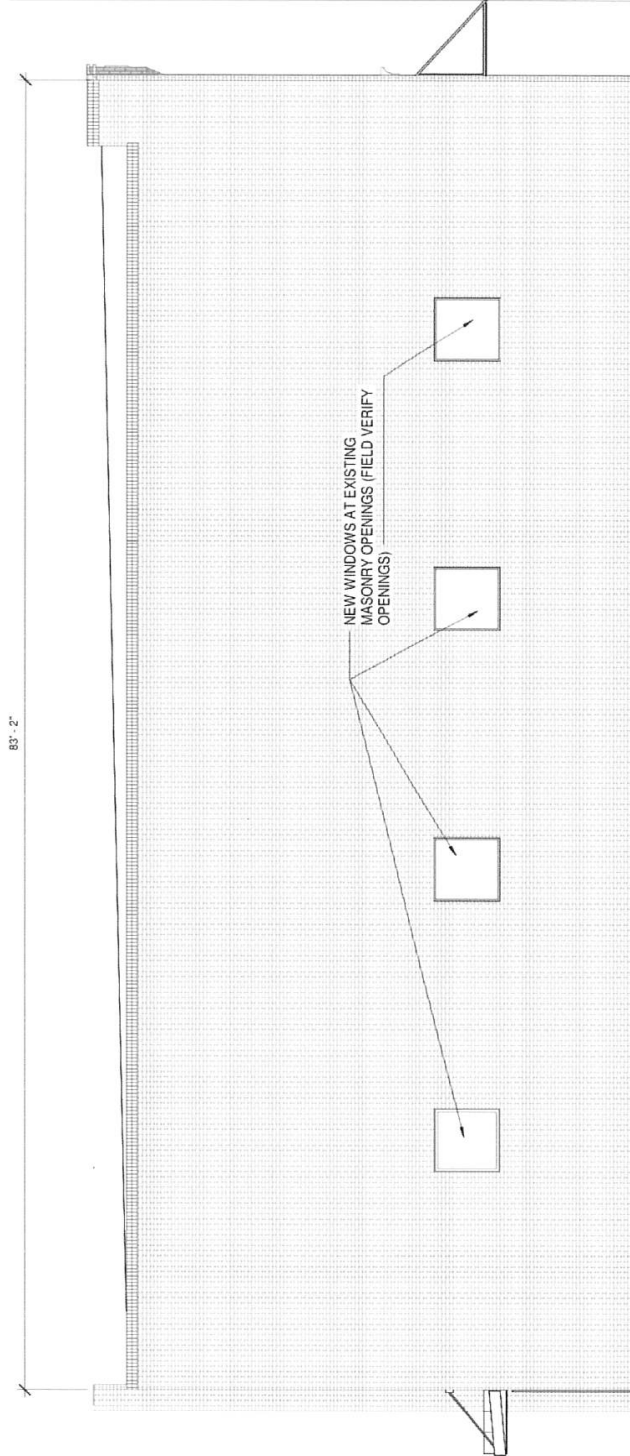
Economic Development Specialist
111 E. Second St.
Clayton, NC 27520
C: (919) 710-5134
O: (919) 359-9349



TonyJohnsonArch
919-550-7717
Tony@TonyJohn
104 North Lomb
Clayton, NC 275



ISSUE DATE	4/17/2023
REVISION	
PROJECT #	2019-136
BUILDING ELEVATIONS	
SHEET	
A-2.0	



③ WEST ELEVATION
3/16" = 1'-0"

NOTE: FIELD VERIFY ALL DIMENSIONS BEFORE CONSTRUCTION
BEGINS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES.

Amended application
5/4 to include all
windows

Lydia Davis

From: Craig Lee <craigjlee@yahoo.com>
Sent: Thursday, May 4, 2023 1:36 PM
To: Lydia Davis
Cc: Patrick Pierce
Subject: Re: Facade grant follow up

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Be Advised: This email originated from outside of the Town of Clayton's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lydia,

Now that I have decided to apply for five façade grants, the following is my explanation. My previous submittal for one facade grant on the side of the building, which had a quote for \$8000. Now I would like to add façade grants for the front and back of 218 East Main St. and front and back of 220 East Main St.. This will be five grants all together. The previous supplied large quotes included all the façade on these two buildings and is how I determined the awarded company. The awarded companies quote in total was \$68,000. If you take \$8000 off for the quote that was for the side of the building, then what is left is \$60,000. This will apply to the front and back of 218 and front and back of 220. This gives you a price per façade of approximately \$15,000. This shows that the price per facade grant is well above what is needed to apply for the grant. I was going to get separate quotes to show this but the lady that does this for Ez Glass is out until the end of next week. I hope this is sufficient for the meeting coming up on Monday. I will bring by a updated façade rent form. Thanks for your help on this and let me know if you need anything else.

Thanks,
Craig

Sent from my iPhone

On Apr 26, 2023, at 9:01 AM, Craig Lee <craigjlee@yahoo.com> wrote:

Lydia,

This is a follow-up to explain the different quotes provided in the façade grant. The scope of work for the two large quotes included the replacement of all existing and proposed opening in the exterior of the building with windows and doors. These quotes were used to determine which company would be awarded the job. The quote for the 4 windows on the side of the building was supplied for the the façade grant only. We are only apply for a facade grant for the side of the building. Let me know if you have any questions or need anything further.

Thanks,
Craig Lee
919-369-3731

The figure contains several architectural drawings for the Carroll Building renovation:

- Section 1-1:** A vertical cross-section of the building, showing the interior layout, floor levels, and roof structure. It includes dimensions for the building's height and width.
- Elevation 1:** The front elevation of the building, showing the facade with windows, doors, and a central entrance. It includes dimensions for the building's width and height.
- Elevation 2:** The side elevation of the building, showing the side facade with windows and doors. It includes dimensions for the building's width and height.
- Elevation 3:** The rear elevation of the building, showing the back facade with windows and doors. It includes dimensions for the building's width and height.
- Section 2-2:** A horizontal cross-section of the building, showing the interior layout, floor levels, and roof structure. It includes dimensions for the building's width and height.

NOTE: FIELD ALL DIMENSIONS BEFORE CONSTRUCTION
REVIEW AND VERIFY ACCURACY OF ALL DIMENSIONS

A-2.0

DATE	4/17/2023
PROJECT	2013-18
REVISION	
BY	



TONY JOHNSON
ARCHITECTURE

919-950-7717
tony@tonyjohnsonarchitecture.com
 105 North Lambert St
 Clayton, NC 27020
tonyjohnsonarchitecture.com

CARROLL BUILDING RENOVATION

218 - 220 EAST MAIN STREET
CLAYTON, NC

