**Town of Clayton**
**Downtown Development Association Advisory Board Agenda**
**Monday, August 8, 2022 @ 6:00 PM**
**Wooten - Town Hall**

## 1. CALL TO ORDER

## 2. ADJUSTMENT OF THE AGENDA

## 3. APPROVAL OF MINUTES

a. Downtown Development Association Advisory Board - 11 Jul 2022 - Minutes - Pdf

## 4. OLD BUSINESS

## 5. STAFF REPORTS

a. Downtown Action Plan Stakeholders Meeting - During Sept 12 DDA meeting

b. Downtown Master Plan Stakeholders Meeting

## 6. NEW BUSINESS

a. Officer Nominations - Voting on Slate

**POTENTIAL ACTION:** Based on nominations

- DDA Chair
- DDA Vice Chair

- Corporation President
- Corporation Vice President
- Corporation Treasurer
- Corporation Secretary
- Corporation Past President

## 7. COMMITTEE REPORTS

a. Economic Vitality
Presented by Chair, Christi Thompson

b. Design
Presented by Chair, David Millican
Application Packet_Clayton Mart Signs Facade Grant_July 2022

**POTENTIAL ACTION:** Facade Grant Approval: Clayton Mart Signs

c. Organization
Presented by Lydia Davis, in absence of Chair, Matt Kagel

d. Promotions
Presented by Chair, Erin Belcher

## 8. PUBLIC COMMENTS

## 9. ADJOURN

**Town of Clayton**
**Downtown Development Association Advisory Board**
**Minutes**
**Monday, July 11, 2022 @ 6:00 PM**
**Wooten - Town Hall**

**BOARD MEMBERS PRESENT:**
Greg Adamson
Erin Belcher
Jasmeen Calhoun
Lila Reiber
David Millican
Paul Auclair
Katie Spalding
Matthew Kagel (Late)
Stephanie Matos (Late)

**STAFF PRESENT:**
Lydia Davis
Patrick Pierce
CM Porter Casey

**MEMBERS ABSENT:**
Christi Thompson
Jacob Parente

**1 CALL TO ORDER**

a) Meeting was called to order by Chair, Erin Belcher, at 6:01pm.

**2 ADJUSTMENT OF THE AGENDA**

a) Addition of
6b - Southeast Area Study Update
6c - Notice on DOT work on curb ramps in Downtown Clayton

**3 APPROVAL OF MINUTES**

a) No minutes to approve since June meeting was canceled, May minutes were approved via email

**4 OLD BUSINESS**

a) Reminder of deadline for 2023 Concert Suggestions

**ACTION:** Board was reminded to provide all suggestions to Justin Doan [jdoan@townofclaytonnc.org] by July 30

**5 NEW BUSINESS**

a) Introduction of new board members - Chair introduced both new members, Katie and Greg, and opened the floor for them to introduce themselves as well.

b) Orientation Powerpoint

**ACTION:** Informational - expectation setting for the new year

Lydia and Matt went through attached PowerPoint. Biggest action item was that nominations for board officer positions are due by August 4th.

c) September Family Night

**ACTION:** Discuss Movie Options

Board decided to recommend Alexander and the Terrible, Horrible, No Good, Very Bad Day as the movie to be featured at the Sept 17th Family Night.

## 6 STAFF REPORTS

a) Downtown Strategic Plan Kick Off

**ACTION:** Informational

Patrick Pierce explained the process of this plan and the difference between the strategic plan and the Downtown Master Plan as they will be running concurrently.

## 7 COMMITTEE REPORTS

a) Economic Vitality
Presented by Lydia Davis, Economic Development Specialist, in absence of committee chair

Lydia mentioned the upcoming July 23rd Bar Crawl organized by the committee.

b) Design
Presented by Chair, David Millican

**ACTION:** Clayton Steakhouse Facade Grant Approval

Motion made by: Erin Belcher
Second by: Paul Auclair
Approved unanimously

c) Organization
Presented by Chair, Matthew Kagel

Matthew gave update related to logistics of events including needing volunteers for Farmers Market and the addition of a second square terminal to assist with transactions at events.

d) Promotions
Presented by Chair, Erin Belcher

Erin gave reminder and overview of upcoming events including August 18th Concert and September 17th family night.

## 8 PUBLIC COMMENTS

a) Update was added related to the new mural on Fire Station 1

## 9 ADJOURN

a) Meeting was adjourned at 7:06pm

**ACTION:** Motion made by Erin Belcher
Seconded by Lila Reiber
Unanimously approved

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 Sign Face Replacement and Sign Structure Painting

**Building Address:** 208 E Main St **Parcel Tag #:** 05015006

**Project Description (use additional sheets if needed):** Replace sign faces for both sign on building and freestanding sign. Sand/Paint sign cabinet and sign pole to match new sign.

## APPLICANT INFORMATION

**Applicant:** James Lipscomb for Hometown Investments, LLC

**I am the:** ☒ **Property Owner** ☐ **Tenant**

**Mailing Address:** 328 E Main Street, Clayton NC 27520

**Phone Number:** 321-795-7413 (Emily Beddingfield) **Fax:** _____

**Contact Person:** Emily Beddingfield

**Email Address:** Emily@LipscombDevelopment.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:** Hometowne 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 | Provided? N/A |
|---|---|---|
| 1. A pre-application conference was held with Town of Clayton staff. Date: _____ | | X |
| 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.*** | 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

| *Applicant's Name (Print Name)* | *Signature of Applicant* | *Date* |
|---|---|---|
| Property Owner | JAMES LIPSCOMB<br>Property Owner | 6.28.22<br>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:

Clayton
Mart

Clayton
Mart
OPEN
E-CIGS
TOBACCO

**218 West Main St.**
**Clayton, NC 27520**
**919-553-2273**
**919-553-5743 Fax**

SignAge OF CLAYTON

# Quote

**To:** James Lipscomb **From:** Linda Adams
Paul Parker

**Date:** 6/22/2022

Clayton Mart sign

replacement/repair/conversion

**Paint Wall Cabinet and Road Sign Pole and Cabinet Onsite**
Sand, prep, and paint to match high gloss, car grade paint
(Specific color not specified)
$1475 + tax

**Road Sign Face Panel Replacement**
Qty 2: 96.25" x 96.25" flat white translucent panels with printed vinyl copy
$1280 each
2 would be $2560 + tax

**Roof/Wall Sign Face Replacement**
Qty 1: 35.5" x 132.25" flat white translucent panels with printed vinyl copy
$795 + tax

**LED Service sign: Road Sign**
Replace One ballast and Six 84" bulbs with LED sticks + power supplies
$880 + tax

**LED Service sign: Wall Sign**
Replace one small ballast and three 120" bulbs with LED sticks and power supplies
$675 + tax

**Replace Faces & LED Stick Conversion**
$1275 + tax

Thank you,
Linda Adams

**From:** info@signandawning.com
**Date:** June 21, 2022 at 3:46:18 PM EDT
**To:** Paul Parker <pparker@myhtr.com>
**Cc:** info@signandawning.com
**Subject: RE: The Clayton Mart sign quote**

Paul,

Thanks for the request for quote. The updated price and details are below which now include painting the wall cabinet and road sign. The renderings are attached for review. Please let me know if there are any questions.

**Road Sign Face Replacement**

- Qty 2: 96.25" x 96.25" flat white Lexan panels with printed vinyl copy

Price = $960 each x 2 = $1920 + tax

**Wall Sign Face Replacement**

- Qty 1: 35.5" x 132.25" flat white Lexan panels with printed vinyl copy

Price = $495 + tax

**Service sign (LED conversion): Road Sign**

- Replace (1) large ballast and (6) 84" bulbs with LED sticks and power supplies

Materials = $650 + tax

**Service sign (LED conversion): Wall Sign**

- Replace (1) small ballast and (3) 120" bulbs with LED sticks and power supplies

Materials = $455 + tax

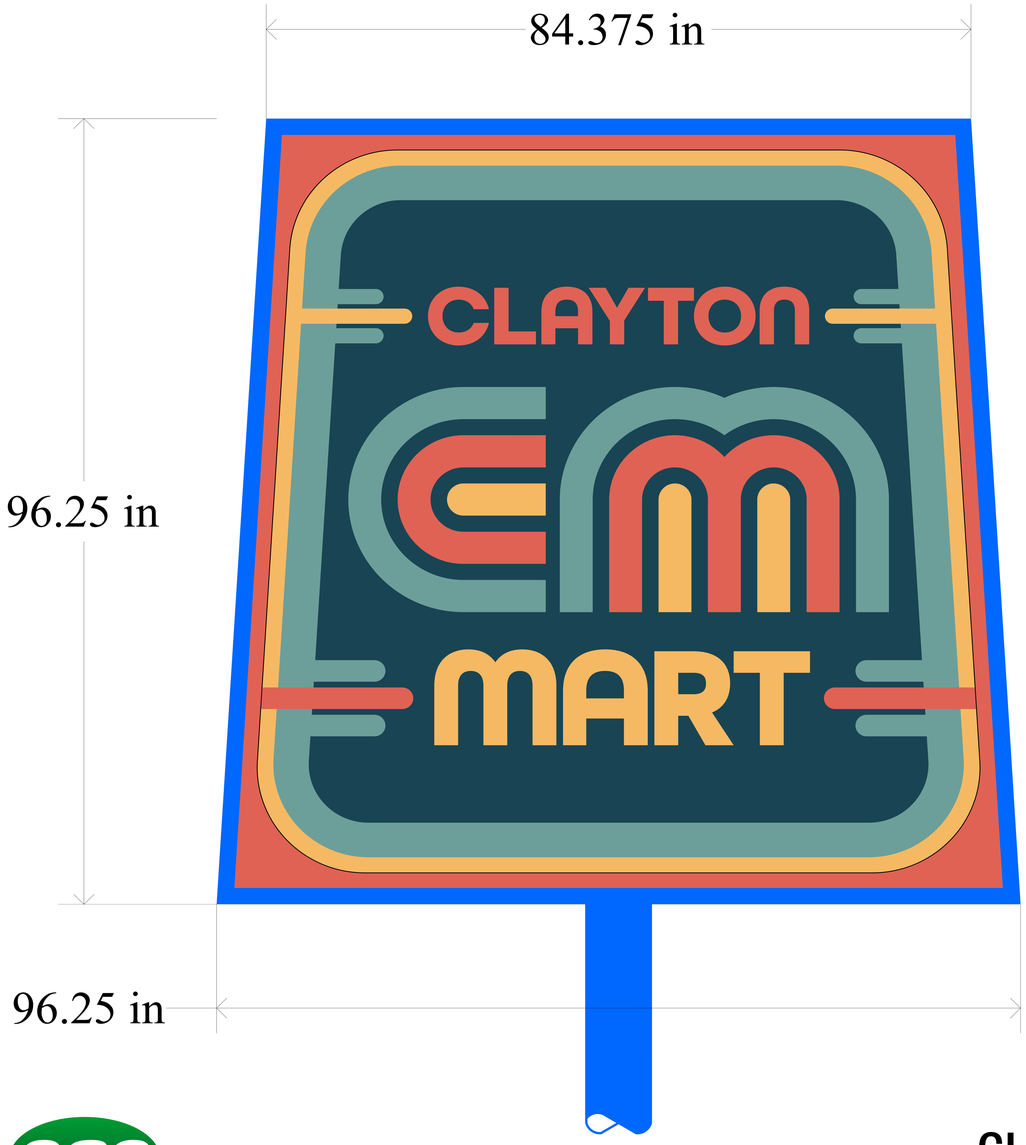
**Replace Faces & LED Stick Conversion**
Price = $1080 + tax

**Paint Wall Cabinet and Road Sign Pole and Cabinet Onsite**

- Sand, prep, and paint to match high gloss, car grade paint (color TBD)

Price = $1250 + 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* – OLD
*info@signandawning.com* – NEW



Sign & Awning Systems, Inc.

# CLAYTON MART
## ID Sign Pan Faces

2785 US Hwy 301 N, Dunn, NC 28334
Ph: 910-892-5900 • Fax: 910-892-2140 • www.SignandAwning.com

**NOTE:** THESE DESIGNS ARE PROPERTY OF SIGN & AWNING SYSTEMS AND CAN NOT BE REPRODUCED WITHOUT PERMISSION.
All artwork must be approved by the customer before we move forward with the order. It is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double-check Spelling, Grammar, Layout, and Design Content. If the proof containing errors is approved, the customer is liable for all costs, including corrections and reprints. Proofs may not represent exact colors. All colors displayed may look different in person than on your computer screen due to the individual monitor or screen color settings.

| Customer / Landlord Approval: | Date: |
|---|---|

132.25 in

35.50 in

sas 19 85
Sign & Awning Systems, Inc.

# CLAYTON MART
## Wall Sign Pan Face

2785 US Hwy 301 N, Dunn, NC 28334
Ph: 910-892-5900 • Fax: 910-892-2140 • www.SignandAwning.com

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|---|---|