



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, August 10, 2020 @ 6:00 PM
Remote Meeting

1. CALL TO ORDER

- a. Roll Call

2. ADJUSTMENT OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Draft Minutes
- July 13, 2020
[July 13 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of July 13, 2020 Minutes

4. OLD BUSINESS

- a. Historic District Signage Update & Feedback
Presenter: David Millican

5. STAFF REPORTS

- a. DDA Advisory Board
Presenter: Jenn Gallimore
- Welcome New Members
 - Vote on Chair & Vice Chair

POTENTIAL ACTION: Nomination of Chair

POTENTIAL ACTION: Nomination of Vice Chair

- b. 501c3 Executive Committee
Presenter: Jenn Gallimore

- c. DDA Committees
Presenter: Jenn Gallimore
[Staff Report](#)
[DDA Org. Structure Presentation](#)

POTENTIAL ACTION: Nomination of Promotion Committee Chair

POTENTIAL ACTION: Nomination of Promotion Committee Vice Chair

POTENTIAL ACTION: Nomination of Economic Vitality Committee Chair

POTENTIAL ACTION: Nomination of Economic Vitality Committee Vice Chair

<u>POTENTIAL ACTION:</u>	Nomination of Design Committee Chair
<u>POTENTIAL ACTION:</u>	Nomination of Design Committee Vice Chair
<u>POTENTIAL ACTION:</u>	Nomination of Organization Committee Chair
<u>POTENTIAL ACTION:</u>	Nomination of Organization Committee Vice Chair

6. COMMITTEE REPORTS

- a. Design Committee Report
Presenters: Jenn Gallimore & David Millican
 - Committee Report
 - Facade Grant Update
 - Process Tracking Review
 - Facade Grant Review (436 E. Main St. - Chefella's)[Design Committee Report](#)
[DDA Facade Grant Process and Tracking](#)
[436 E. Main St. Application](#)
- b. Economic Vitality Committee Report
Presenter: Laura Johnson
[Vitality Committee Report](#)
- c. Promotions Committee Report
Presenter: Erin Belcher
[Promo Committee Report](#)
- d. Organization Committee Report
Presenter: Judy Ryan
[Organization Committee Report](#)

7. NEW BUSINESS

- a. FY 20/21 Board Schedule
Presenter: Jenn Gallimore
[Previously Adopted 2020 DDA Meeting Schedule](#)
[Amended DDA 2020 Meeting Schedule](#)
- b. Committee Schedules
Presenters: Jenn Gallimore, David Millican, Laura Johnson, Eric Belcher and Judy Ryan
 - Design Committee
 - 4th Tuesday, 6:00 p.m.
 - Economic Vitality Committee
 - 4th Wednesday, 6:30 p.m. (Rotating Monthly Rotation)
 - Promotions Committee
 - 4th Tuesday, 12:30 p.m.
 - Organization Committee
 - 4th Tuesday, 9:30 a.m.

POTENTIAL ACTION: Adopt Amended 2020 DDA Meeting Schedule

8. PUBLIC COMMENTS

9. ADJOURN

- a. Adjourn the Meeting

POTENTIAL ACTION:

Motion to Adjourn



Town of Clayton
Downtown Development Association Advisory Board Minutes
Monday, July 13, 2020 @ 6:00 PM
Remote Meeting

BOARD MEMBERS PRESENT:

Betsy Grannis
Neal Stancil
Erin Belcher
John Millican
Laura Johnson
Judy Ryan

STAFF PRESENT:

Patrick Pierce, Economic Development Director
Jenn Gallimore, Economic Development Specialist
Bobby Bunn, Council Member
Kimberly Moffett, Town Clerk

MEMBERS ABSENT:

Alison Kilpatrick

1 CALL TO ORDER

- a) Roll Call

The meeting was called to order at 6:04 p.m. Jenn Gallimore explained this was a special meeting and only items noticed on the agenda could be discussed.

2 ADJUSTMENT OF THE AGENDA

3 APPROVAL OF MINUTES

4 OLD BUSINESS

- a) Economic Development Strategic Plan
Presenter: Patrick Pierce, Economic Development Director

Patrick presented this item and offered his appreciation for all the input that was provided to the proposed strategic plan. He stated it will be presented to Town Council for their adoption at the July 20, 2020 council meeting. He stated that he was happy to walk through the plan with anyone who had not seen it.

5 STAFF REPORTS

- a) DDA Transitions
Presenter: Jenn Gallimore, Economic Development Specialist

Jenn shared details about current departures from the Board. She stated candidates have been interviewed and recommendations for appointments to the board will be made to

council at the July 20, 2020 meeting. Additionally there are vacancies on the DDA 501c3 board. These vacancies can be discussed at the next regular August meeting of this board. Also discussed was clarification of roles and project initiatives. She shared a power point outlining the process. Staff liaison would be responsible for taking notes at committee meetings and providing to the Chair, who will then prepare a report for the board. This will help with continuity between committees and staff and allow committee members to focus on projects and advise. All agreed a bit of structure would be very helpful. Jennifer provided simplified details regarding the 501c3 structure. She stated the only change that was presented was taking away requirement of "immediate past president" to board member. There were no questions. Patrick reminded it is a stand-alone not for profit organization, however, there is a relationship as it is there to benefit the DDA. Ms. Beard stated there is a very similar relationships and partnerships with Parks & Recreation and the Clayton Center. Discussed were DDA Board and Committees. Proposed revision would be to include goal of each committee and signature program. Details were provided with current structure of current advisory board and proposals for moving forward to include; removal Parks & Recreation representative from interview committee, added additional content regarding board chair and vice-chair, retired members, new member recommendations and transition of leadership. Nominations for this would take place at August meeting.

Jenn provided a slide that showed the proposed changes. Patrick stated he understood this was a lot to take in and appreciated all the work that had gone into helping with structure simplicity and the understanding of roles and goals.

- b) Revisioning DDA Organizational Structure and Decision Making Processes
Presenters: Patrick Pierce, Economic Development Director & Jenn Gallimore, Economic Development Specialist

This item was discussed as noted in above; 5a - DDA Transitions.

- c) DDA Advisory Board Financial Update
Presenter: Patrick Pierce, Economic Development Director

Patrick provided an update to include that the town was able to provide financial support to 501c3 to work on promotions. This was accomplished with unspent facade grant money.

6 COMMITTEE REPORTS

- a) Design Committee
Facade Grants
Presenter: Jenn Gallimore, Economic Development Specialist
- FY 19/20 Update
 - Application Revisions
 - FY 20/21 Update

Historic Signage Update
Presenter: David Millican

Jenn provided brief breakdown of grants to include \$5,000 to DDA and \$5,000 to Chamber Foundation for small businesses that were experiencing economic hardship due to COVID-19 pandemic situation.

Application Revisions include a project tracking sheet; which will be provided at each meeting.

FY '20-21 - \$25,000 budget and there are already interest in 8 grants for a total of \$20,000. Provided was information regarding facade grant for 421 Main Street. This grant was previously approved last fiscal year, however, the work was not completed. The grant will need to be re-approved.

Mr. Millican planned to present at the August 17, 2020 council meeting regarding Historic Signage. Ms. Beard stated it is possible council meeting would be in-person during August, however, it may be pushed until September.

ACTION: Approve Grant for \$7500

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

- b) Economic Vitality Committee
Presenters: Neil Stancil and/or Laura Johnson
- Advocate Update

Mr. Stancil stated advocate visitation about to re-start. Stated that he has two items for advocates to deliver, these were provided to him by Stacy Beard. Business card is at printer. Process continues moving forward.

- c) Promotions Committee

Presenter: Erin Belcher

- Downtown Days Promotion

Presenter: Jenn Gallimore, Economic Development Specialist

- Last Friday Video Sponsorship

Ms. Belcher provided details about Downtown Days. She stated the promotion began on July 1 and was sold out by July 11. This promotion provided an opportunity for downtown business to showcase their business. There was a good amount of positive feedback. Brief discussion about emails and folks saying they did not know about promotion. It was agreed that should decision be made to run this promotion again, folks who reported not knowing about it would be first to have opportunity. Patrick said it was great and thinks we do need to repeat. Suggestion made that since gift cards are for \$10, each business should ensure they have something that could be purchased for that amount. Jenn stated they could circle back and discuss budget.

There was brief discussion regarding "Last Friday Video Sponsorship". The Promotions Committee will consider and come back with recommendation at August meeting. Canopy approached to inquire if DDA wanted to become a sponsor. The cost of the sponsorship would be approximately \$1,500; however they are willing to discuss the amount.

- d) Organization Committee
 - Updates

Ms. Grannis stated there were no updates at this time.

7 NEW BUSINESS

- a) Economic Development Newsletter
Presenter: Jenn Gallimore, Economic Development Specialist

Jenn stated newsletter/email would be sent out every two weeks. It will be sent out on Mondays.

- b) Parks and Recreation/DDA Joint Trail Meeting
Presenter: Patrick Pierce, Economic Development Director

Patrick asked that everyone start to think about ways to move forward and share any recommendations they may have. Both the Parks & Recreation Advisory Board and DDA meet on the same night and it is suggested that a joint meeting be held.

8 PUBLIC COMMENTS

9 ADJOURN

- a) Adjourn the Meeting

With there being nothing further the meeting was adjourned at 7:02 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Grannis

Second: Board Member Millican

Vote: Unanimous

Duly adopted this the 10th day of August, 2020.

ATTEST:

Chair

Kimberly Moffett, CMC, NCCMC

July 13, 2020
Minutes

Town Clerk

July 13, 2020
Minutes



CDDA Agenda Item Cover Sheet

Meeting Date
August 10th, 2020

Agenda Location
Staff Reports

Item Title
Staff Report

Presenters
Jenn Gallimore

Summary/Description
Review Organization structure PDF and walk through Board Member and Committee placements.

Requested Action: Board Appointments; Committee Placements

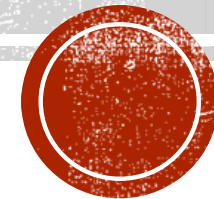
Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet: DDA Org Structure PDF

DDA ORGANIZATIONAL STRUCTURE

Nominees ➡ Appointments – August 10, 2020



DDA Advisory Board

Appointment of Members

*3-year terms

*Board members shall be selected from applications submitted to Town Staff. Candidates shall be interviewed by an interview committee that shall consist of the Economic Development Director, Economic Development Specialist and/or their designee, designated Ex-Officio of Town Council, Town Clerk, and at least one DDA Advisory Board Member. The interview committee shall make recommendations to Town Council. The DDA Advisory Board members shall be appointed upon majority approval from Town Council. The DDA Advisory Board Chair and Vice-Chair shall be appointed upon majority vote of the Board their August meeting.

Appointed

Members

- | | |
|---------------------------------|---|
| *Chair—Laura Johnson | *Member (8)—Heidi-Lee Peach |
| *Vice-Chair—Bernice Lopes | *Member (9)—Judy Ryan |
| *Member (3)—Betsy Grannis | *Member (10)—Christi Thompson |
| *Member (4)—Neal Stancil | *Member (11)—Shannon Austin |
| *Member (5)—Alison Kilpatrick | *Ex-Officio of Town Council—Bobby Bunn |
| *Member (6)—Erin Belcher | *Staff Liaison—Jenn Gallimore,
Economic Development Specialist |
| *Member (7)—John David Millican | |

Chair / Vice-Chair Model—To be Nominated and Voted on by DDA Advisory Board at August Meeting

Appointed (Roles)

Members

- | | |
|--------------|---|
| *Chair— | *Member (8)— |
| *Vice-Chair— | *Member (9)— |
| *Member (3)— | *Member (10)— |
| *Member (4)— | *Member (11)— |
| *Member (5)— | *Ex-Officio of Town Council—Bobby Bunn |
| *Member (6)— | *Staff Liaison—Jenn Gallimore,
Economic Development Specialist |
| *Member (7)— | |

ADVISORY BOARD

*'Proposed' Nominees based off
expressed interest and/or experience

*Review Chair &
Vice-Chair nominees

*Alterations

*Motion – Second –
Board Vote
(needs majority vote)

Chair: _____

Vice-Chair: _____

Promotion Proposed

Members

*Chair—Erin Belcher
*Vice-Chair—Alison Kilpatrick
*Board Member (3)—Bernice Lopes
*Volunteer Member (1)—Gabriella Woodson
*Volunteer Member (2)—Heather Madden
*Staff Liaison—Jenn Gallimore

Promotion Proposed

Members

*Chair—
*Vice-Chair—
*Board Member (3)—
*Volunteer Member (1)—
*Volunteer Member (2)—
*Staff Liaison—Jenn Gallimore

Economic Vitality Proposed

Members

Chair—Laura Johnson
Vice-Chair—Neal Stancil
Board Member (3)—Christi Thompson
Board Member (4)—Shannon Austin
Board Member (5)—Bernice Lopes
Volunteer Member (1)—Susan Lawhead
Volunteer Member (2)—Jennifer Quintero
Volunteer Member (3)—Timpla Stewart
Volunteer Member (4)—Monica Mills
*Staff Liaison—Jenn Gallimore

Economic Vitality Appointed

Members

*Chair—
*Vice-Chair—
*Board Member (3)—
*Board Member (4)—
*Board Member (5)—
*Volunteer Member (1)—
*Volunteer Member (2)—
*Volunteer Member (3)—
*Volunteer Member (4)—
*Staff Liaison—Jenn Gallimore

Design Proposed

Members

Chair—David Millican
Vice-Chair—Heidi-Lee Peach
Volunteer Member (1)—Jacob Parente
*Volunteer Member (2)—
*Staff Liaison—Jenn Gallimore

Design Appointed

Members

*Chair—
*Vice-Chair—
*Volunteer Member (1)—
*Volunteer Member (2)—
*Staff Liaison—Jenn Gallimore

Organization Proposed

Members

Chair—Judy Ryan
Vice-Chair—Alison Kilpatrick
Board Member (3)—Betsy Grannis
Board Member (4)—Shannon Austin
*Volunteer Member (1)—
*Volunteer Member (2)—
*Staff Liaison—Jenn Gallimore

Organization Appointed

Members

*Chair—
*Vice-Chair—
*Board Member (3)—
*Board Member (4)—
*Volunteer Member (1)—
*Volunteer Member (2)—
*Staff Liaison—Jenn Gallimore

DDA COMMITTEES

*'Proposed' Nominees based off expressed interest and/or experience

*Review Chair & Vice-Chair nominees of each committee

*Review all members

*Alterations

*Motion – Second – Board Vote
(each committee needs majority vote for Chair & Vice-Chair)

*DDA Board Chair / Vice-Chair make committee member approvals

Promotion

Chair: _____

Vice-Chair: _____

Economic Vitality

Chair: _____

Vice-Chair: _____

Design

Chair: _____

Vice-Chair: _____

Organization

Chair: _____

Vice-Chair: _____



DDA Inc. 501c3 Corporation

Core Functions

- *Board Governance
(e.g. 501©3 Bylaws, Executive Board structure, & position assignments)
- *Fiduciary Duties
(e.g. insurance, bills, invoices, tax filings, etc.)
- *Contracts & Sponsorships
(e.g. alcohol sales, vendors, etc.)
- *Business Outreach & Feedback

DDA Inc. 501c3 Corporation Proposed

Election of Executive Committee

- *1-year terms
- *Eligible nominees shall be nominated by the DDA Advisory Board, and shall become Officers upon majority approval by the DDA Advisory Board

Executive Committee Officers

- *President—Laura Johnson*
- *Vice President—Bernice Lopes*
- *Secretary—Heidi-Lee Peach*
- *Treasurer—Judy Ryan*
- *Officer At-Large—Jessica Lloyd*
- *Staff Liaison—Jenn Gallimore, Economic Development Specialist

DDA Inc. 501c3 Corporation Appointed

Election of Executive Committee

- *1-year terms
- *Eligible nominees shall be nominated by the DDA Advisory Board, and shall become Officers upon majority approval by the DDA Advisory Board

Executive Committee Officers

- *President—
- *Vice President—
- *Secretary—
- *Treasurer—
- *Officer At-Large—
- *Staff Liaison—Jenn Gallimore, Economic Development Specialist

501c3 APPOINTMENTS

*'Proposed' Nominees based off expressed interest and/or experience

*Review Nominees

*Alterations

*Motion – Second – Board Vote
(needs majority vote)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Officer At-Large: _____





CDDA Agenda Item Cover Sheet

Meeting Date

August 10, 2020
12:30p.m.

Agenda Location

Committee Reports

Item Title

Design Committee Report

Presenters

David Millican, DDA Board Member

Summary/Description

1) Façade Grant Application and Award Update

- FY19/20 -Reviewed Façade Grants issued last fiscal year (issued \$15,000; split remaining \$10,000 between CCF Grant and DDA reimbursement)
- FY20/21 -Reviewed Façade Grant Process Tracking sheet (given \$7,500 to date)

2) Façade Grant Review

- 436 E. Main St. - Committee moved to recommend approval 50/50 match up to \$2,500

3) National Historic Register (NHR) District Signage Presentation Discussion

- David, Jenn, and Patrick went through a potential outline for the Historic Sign topper presentation (DDA-August /Council-September). David will adapt/create base presentation, send to Jenn, and work together to finalize for August 10, DDA.

Requested Action: Approval/Denial on Façade Grant: 436 E Main St.

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:

- Façade Grant Process and Pending Projects – July 28, 2020
- 436 E. Main St. Façade Grant Application

Façade Grant Process and Pending Projects – July 28, 2020

FY19/20 Façade Grant Budget - \$25,000

FY19/20 Grant Funds Dispersed - \$15,000

-Remaining \$10,000 split between CCF Grant & DDA Reimbursement

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

FY20/21 Grant Funds Dispersed - \$7,500

Remaining Grant Funds for FY20/21 - \$17,500

- 1) Expressed interest to DDA Advisory Board member or Town Staff**
- 2) Application pending staff approval**
 - a. 704 E Main St. (\$10,000 estimated) **Held Pre-App meeting 7/6/20 – Waiting to receive application materials – Applicant hopes to have that submitted in time for August Design Committee review*
- 3) Staff Approved Application; Pending Design Committee review**
 - a. 436 E Main St. (\$2,500 estimated) **Held Pre-App meeting 7/22/20 – To be reviewed by Design on 7/28/20*
- 4) Design Committee Approved; Pending DDA Advisory Board Approval**
- 5) Under Construction**
- 6) Construction Complete; Pending Receipt of Project Receipts and Staff/CDDA approval**
- 7) Payment Pending**
 - a. 472 E Second St. (\$7,500) – FY19/20 **Waiting on W-9 to issue check from FY19-20*
 - b. 121 E Main St. (\$5,000) – FY19/20 **Requisition form submitted to Finance Department – Applicant submitted ACH - Waiting for check to be issued*
 - c. 421, 423, 425 E. Main St. (\$7,500) – FY20/21 **Requisition form submitted to Finance Department – Applicant submitted ACH - Waiting for check to be issued*
- 8) Complete Projects**
 - a. 402 E Main St (\$2,500) – FY19/20



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: Facade Improvement
Building Address: 436 E. Main Street Clayton NC 27520 Parcel Tag #: 05011032
Project Description (use additional sheets if needed): Repainting Building, Landscaping

**JAG note + paint samples and sketch/drawing attached*

APPLICANT INFORMATION

Applicant: Gabriella Woodson
I am the: ☐ Property Owner ☒ Tenant
Mailing Address: 436 E. Main Street Clayton NC 27520
Phone Number: 919- 359-2884 Fax: _____
Contact Person: Gabriella Woodson / Barbara Wallen
Email Address: gabriella.chefellas@gmail.com barbara.chefellas@gmail.com
Length of Time at Address: 4 years Length of Time Remaining on Lease: _____

FOR OFFICE USE ONLY

Date Received: 7/15/20 Amount Paid: (no fee required) File Number: _____
↑ approx. mail 7/1/20

PROPERTY OWNER INFORMATION

Name: James Goff
Mailing Address: 254 N. Broad Street - Angier, NC 27501
Phone Number: 919- 215-2318 Fax: _____
Email Address: Goff1989@aol.com

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany this application.

To be completed by the applicant:	Provided?	
	Yes	N/A
1. A pre-application conference was held with Town of Clayton staff. Date: <u>7/22/20</u> <u>held w/ JAG on phone</u>		
2. I understand <u>before</u> any work is begun on the project that this application <u>must</u> be reviewed and <u>approved</u> . <u>Projects may not receive funding if the work was done before the application was approved.</u>	✓	
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

Gabriella Woodson
Applicant's Name (Print Name)

James Goff

Signature of Applicant

Date

6/19/2020

6/19/2020

Page 5 of 7

Property Owner's Name (Print) James Golf 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:

Jennifer Gallimore
Name (print)

Signature

Date

7/22/20

Comments/Conditions:

Explained process and schedule during pre-app meeting on 7/22/20.

Application materials complete → applicant will save all receipts

Downtown Development Association (DDA) Design Committee:

Committee Review: 7/28/20
Date

☐ Approved

☐ Denied

DDA Design Committee Chair:

Name (print)

Signature

Date

Comments/Conditions:

* DDA Board Review tentatively scheduled for 8/10/20
* JAG

* To be completed after Board Review:
DDA Board approved/denied grant application
on (date) in the partial/full amount totaling (amount)



**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: Facade Improvement Address or PIN #: 436 E. Main Street Clayton NC 27520

AGENT/APPLICANT INFORMATION:

Gabriella Woodson
(Name - type, print clearly)

436 E. Main Street
(Address)
Clayton, NC 27520
(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:

James Golf
(Name - type, print clearly)

254 N. Broad Street
(Address)

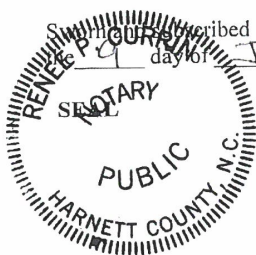
James Golf
(Owner's Signature)

Angier NC 27501
(City, State, Zip)

STATE OF North Carolina

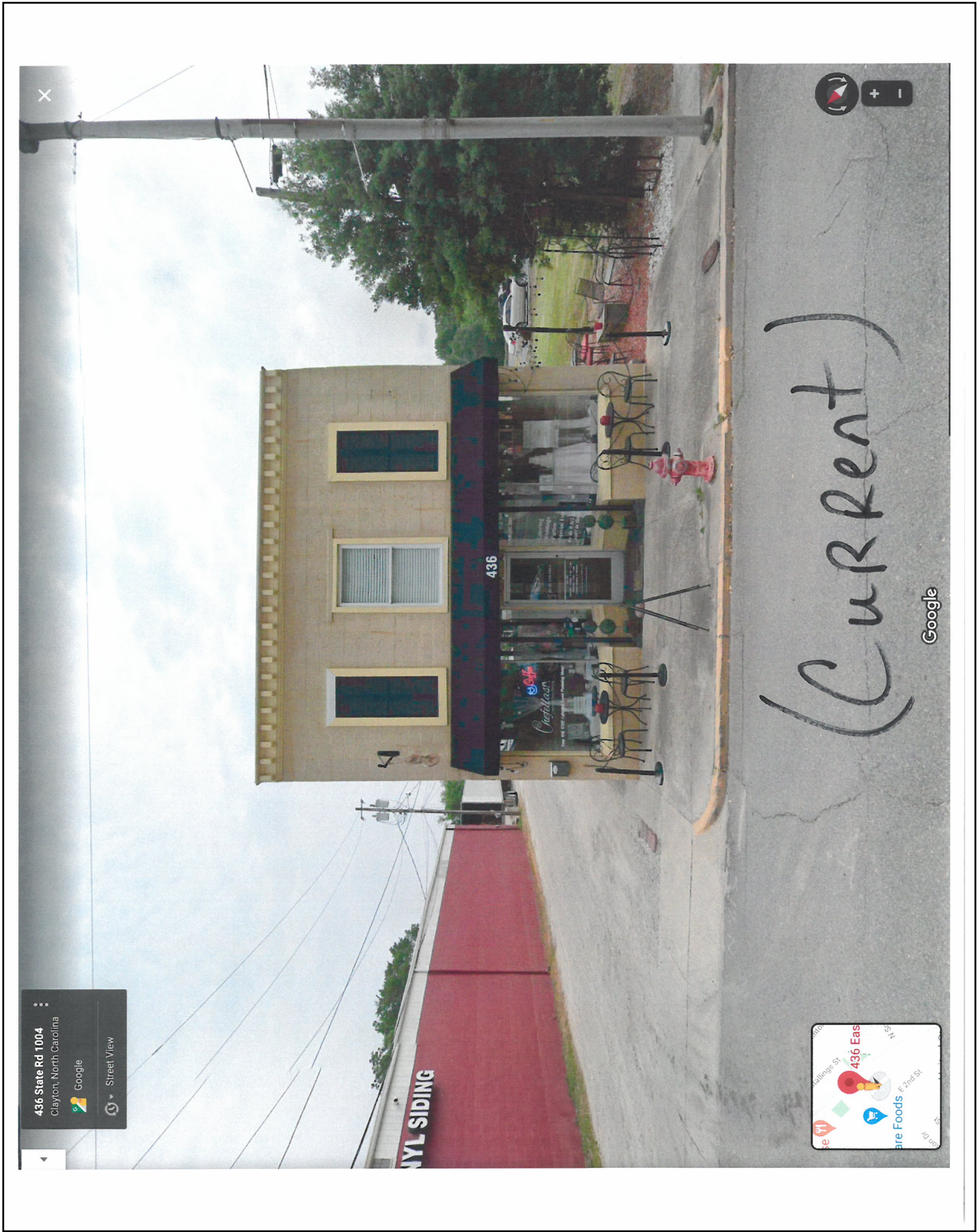
COUNTY OF Johnston Harnett

Subscribed before me Renee P. Currin, a Notary Public for the above State and County, this 11 day of June, 2020.



Renee P. Currin
Notary Public

My Commission Expires: 11-4-2023





New Look

Exterior



GRAY SCREEN

Sherwin Williams
SW - 7071



WWW.KADILAKHOMES.COM

Exterior - Building color
Paint

Shutters



SW 7588
Show Stopper
Interior / Exterior
Location Number: 106-C6



COORDINATING COLORS

SW 7636
Origami White

SW 7633
Taupe Tone

SW 7000
Ibis White

SIMILAR COLORS

DETAILS



EXPLORE IN COLORSnap® VISUALIZER







FIND INTERIOR PAINT →

FIND EXTERIOR PAINT →

Save to mySW ·

Add to my Project List ·

2 - Shutters on front
Paint

(Quote 1)

7/1/2020

**All Renovation
Adrian Alvarado
(919) 337-2686
all.renovations.aqh@gmail.com**

Estimate for

Jamie Goff
436 E Main Street
Clayton, NC
Jagoff1989@gmail.com

EXTERIOR DESCRIPTION:

Item	Item Description
Pressure Wash	-Pressure wash the entire building
Decks	-Stain the decks
Painting	-Paint the entire building

Labor Cost: \$4,000

Material Cost: apx. \$700*

**Materials will be supplied by Sherwin-Williams, and receipt will be brought to customer for payment.*

TOTAL COST: \$4,700

(Quote 2)

Debbie Adkins Painting
495 Bluegrass Rd.
Selma NC 27576

07/01/2020
Quote/Estimate

Project: Exterior Painting

Project Name: Chafella's
436 E. Main St.
Clayton NC 27520

SCOPE OF WORK:

Price

- Clean surface
- Prep work - caulking, scraping, sanding, protecting/covering items as needed,
- Apply Top COAT TO WALLS, TRIM, DOORS
- Clean job site daily and remove all trash

TOTAL Price: Includes material and Labor
(make checks payable to Debbie Adkins)

8,382.00

Thank you for your consideration, we look forward to doing business with you



CDDA Agenda Item Cover Sheet

Meeting Date

August 10th, 2020

Agenda Location

Committee Reports

Item Title

Vitality Committee Report

Presenters

Laura Johnson

Summary/Description

Discussed "Phase 2" of the Downtown Days promotion and how the Advocates will be involved

- 1) Distributed flyers in advance of Promotions committee email on August 6
- 2) Will assist with packaging gift card bundles to make ready for customer purchase

Advocates will hold an interim committee meeting on August 12 at Vinson's Pub & Eatery, 6:30-7:30 PM to adjust advocate assignments to include new committee members. Advocates will update business contact list.

Committee would like to set a new day/time for Vitality committee meetings going forward – Wednesday evenings from 6:30-7:30 PM, location to vary. Committee would like to meet at various downtown establishments in order to 1) support downtown businesses and 2) invite those business owners into the meeting if they so choose.

Requested Action:

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:



CDDA Agenda Item Cover Sheet

Meeting Date

August 10, 2020
12:30p.m.

Agenda Location

Committee Report

Item Title

Promotions Committee Report

Presenters

Erin Belcher, DDA Board Member

Summary/Description

Downtown Days-Phase I

Sold out of bundles in two weeks with positive feedback from purchasers. Committee still have 5 that have not been picked up yet. We have decided to add a stipulation on participating businesses to make sure everyone can use the gift certificate on something (i.e. have an item or more that is \$10 or less) so purchasers don't have to feel like they must buy more than \$10.

As a committee, we have decided on a design for the exclusive T-shirt with the base color being black and screen print being white.

Downtown Days Phase II

We already have 4 businesses waiting for phase 2 to begin. We would like to tie up loose ends before implementing phase 2 (i.e. \$10 stipulation, T-Shirts, Budget, Update Flyer, etc.). Some of the items we will use for Phase II: make sure that businesses that are participating have something they can offer for \$10, add a line on the purchase page to ask T-Shirt size. Phase II to start August 13th with business participation email going out on August 6.

Business flyers have been revised and with the assistance of the Vitality Committee will be passed out to businesses as well.

Jenn will ask Clayton School of Music if we can use the leftover \$150 gift card from Small Business Saturday as another incentive to purchase bundles.

Requested Action:

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:



CDDA Agenda Item Cover Sheet

Meeting Date

August 10, 2020

Agenda Location

Committee Reports

Item Title

Vitality Committee Report

Presenters

Judy Ryan, DDA Board Member

Summary/Description

The Organization Committee has not yet met for this fiscal period.

Committee held new member orientation on Friday, August 7.

In an effort to better familiarize committee on other committees' functions, and ideas for the upcoming year, Committee Chair Judy Ryan plans to attend several meetings (Promotions, Vitality, Design). Getting to know the committee members and their projects will ensure people are content and rewarded in their roles.

Committee plans to focus on committee member succession planning.

Committee plans to work on budget preparations to be presented at October DDA.

Committee plans to brainstorm ideas for fundraising during a pandemic.

Verify volunteer interest starting with the past year's Tree Lighting volunteer list.

Retreat Planning – This year the NC Main Street Conference will be held in Statesville. This is a three day conference held March 9-11.

Requested Action:

Funding Source (If Applicable):

Cost:

Additional Documents to be Included in Agenda Packet:



TOWN OF CLAYTON
DOWNTOWN DEVELOPMENT
ADVISORY BOARD
2020 MEETINGS

January 13, 2020

February 10, 2020

March 9, 2020

April 13, 2020 - ***(This Meeting Has Been Cancelled)***

May 11, 2020

June 8, 2020

July 2020 – No Meeting*

August 10, 2020

September 14, 2020

October 12, 2020

November 9, 2020

December 14, 2020

Meetings are held on the SECOND Monday of the month at 6:00 p.m. in the Wooten Room located in Town Hall at 111 East Second Street, unless otherwise noted.*

Committee Meetings are held the FOURTH Tuesday of the month at the following times and locations:

Organization Committee – 9-10 a.m. – Location: TBD

Promotions Committee – 12:30–1:30 p.m. – Location: TBD

Design Committee – 6-7 p.m. – Location: TBD

Economic Vitality Committee – 7-8 p.m. – Location: TBD

In accordance with NC GS 143-318.10, these are official meetings of the board and are open to the public.



TOWN OF CLAYTON
DOWNTOWN DEVELOPMENT
ADVISORY BOARD
AMENDED SCHEDULE
2020 MEETINGS

January 13, 2020

February 10, 2020

March 9, 2020

April 13, 2020

May 11, 2020

June 8, 2020

July 13, 2020

August 10, 2020

September 14, 2020

October 12, 2020

November 9, 2020

December 14, 2020

Advisory Board Meetings are held on the SECOND Monday of the month at 6:00 p.m. in the Wooten Room located in Town Hall at 111 East Second Street, unless otherwise noted.*

The following Committee Meetings are held the FOURTH Tuesday of the month at the following times and locations:

Organization Committee – 9:30 a.m. – Location: TBD*

Promotions Committee – 12:30 p.m. – Location: TBD*

Design Committee – 6:00 p.m. – Location: TBD*

The following Committee Meeting will be held the FOURTH Wednesday of the month at the following time and location:

Economic Vitality Committee – 6:30 p.m. – Location: TBD*

**At time this amended schedule was proposed for adoption (8/10/20) all meetings were being held remotely.*

In accordance with §NCGS 143-318.10, these are official meetings of the board and are open to the public.