



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, October 10, 2022 @ 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. September 12, 2022 Minutes
Presenter: Christi Thompson, Chair
[Downtown Development Association Advisory Board - 12 Sep 2022 - Minutes - Pdf](#)

4. OLD BUSINESS

- a. Committee Assignments
Presenter: Christi Thompson, Chair

5. STAFF REPORTS

6. COMMITTEE REPORTS

- a. Economic Vitality
Presenter: Christi Thompson, Committee Chair
- b. Design
- Facade Grant Review: Make Life Special, 367 W Main
Presenter: David Millican, Committee Chair
[Make Life Special Facade Grant Application](#)
- c. Promotions
- Harvest Festival Participation - Oct 29 and 30 Wine Sales, [Volunteers needed](#)
 - Small Business Saturday - Nov 26
 - Christmas Village - Dec 1, [Sponsorships Available](#)
- Presenter:* Erin Belcher, Committee Chair
- d. Organization
Presenter: Matthew Kagel, Committee Chair

7. NEW BUSINESS

- a. 501c3 Corporation Financial Update
Presenter: Greg Adamson, 501c3 Treasurer
- b. Annual Awards Ceremony Participation
Presenter: Lydia Davis, Economic Development Specialist

8. PUBLIC COMMENTS

9. ADJOURN



**Town of Clayton
Downtown Development Association Advisory
Board Minutes
Monday, September 12, 2022 at 6:00 PM
Rotary Room - Town Hall**

Board Members Present:

Christi Thompson
Erin Belcher
David Millican
Katie Spalding
Greg Adamson
Stephanie Matos
Paul Auclair
Lila Reiber
Matthew Kagel
Jasmeen Calhoun

Board Members Absent:

None

Staff Present:

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

1 CALL TO ORDER

Due to the Stakeholder Input Session for the Downtown Strategic Plan, DDA meeting was technically called to order at 7:05pm. The first hour of the meeting time was used for the input session with the consultants.

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

- a) August 8, 2022 Draft Minutes
Presenter: Christi Thompson, Chair

Motion made to approve by Erin Belcher
Second: David Millican
Approved

4 OLD BUSINESS

- a) Reminder of new officers, elected in last meeting:
- DDA Advisory Board Chair: Christi Thompson
 - DDA Advisory Board Vice Chair: Matthew Kagel

- DDA Corporation President: Matthew Kagel
- DDA Corporation Vice President: Jasmeen Calhoun
- DDA Corporation Treasurer: Greg Adamson
- DDA Corporation Secretary: Katie Spalding
- DDA Corporation Past President: Christi Thompson

Presenter: Lydia Davis, Economic Development Specialist

5 STAFF REPORTS

- a) Overview of upcoming events and volunteer needs

Presenter: Lydia Davis, Economic Development Specialist

Discussion on upcoming events: Sept 17th Family Night and Sept 30th Concert

- b) Main Street Repaving Process

Presenter: Lydia Davis, Economic Development Specialist

Notice was given to the group that NCDOT would be in Downtown Starting the evening on 9/14 to begin the repaving process for main street. It will be one lane at a time closure with work only being done at night from 7pm-6am. Estimated completion is 9/16.

6 COMMITTEE REPORTS

No committee reports this month.

7 NEW BUSINESS

- a) The consultants for Downtown Strategies will be in attendance to lead an input session with DDA, PAAB, and the Parks and Rec Board during this meeting related to the Downtown Action plan and the Downtown Master Plan.

Presenter: Lydia Davis, Economic Development Specialist

This occurred begin at 6pm prior to the remainder of the agenda as a joint meeting with other advisory boards.

8 PUBLIC COMMENTS

9 ADJOURN

Meeting was adjourned at 7:45pm.

Motion made to adjourn by Erin Belcher

Second: Greg Adamson

Meeting adjourned.



DOWNTOWN FAÇADE/SITE ELEMENT IMPROVEMENT GRANT

Eligibility, Guidelines, and Criteria

PURPOSE

Recognizing the fact that the appearance of a downtown is largely determined by the condition of its buildings and property, which also forms the basis of the public's overall impression of downtown, the Clayton Downtown Development Association (CDDA) has developed the Downtown Façade/Site Element Improvement Grant (Grant). The objective of the Grant is to improve the facades of downtown buildings and site features (such as public parking, signage and lighting), so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings and/or property. Façade and Site Element improvements are identified as those that are permanent and part of the building or property.

The purpose of the program is to provide an economic incentive to:

- 1) Promote storefront rehabilitation and site improvements;
- 2) Preserve the unique character of historic buildings;
- 3) Encourage aesthetic compatibility for improvements to facades of non-historic structures; and
- 4) Encourage the use of quality materials in the rehabilitation of downtown properties.

Funds will be made available periodically on a first-come-first-serve basis. Qualifying projects are eligible for a grant of up to \$2,500 per public facing façade (or public facing side of property) on a 50% (CDDA) / 50% (Applicant) matching basis as funds are available. Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to claim reimbursement. Economic Development staff and CDDA Board Members will inspect work completed. Upon satisfactory completion of the work and documentation of expenses, payment will be issued for the amount of the grant.

ELIGIBILITY

- 1) The applicant must be the owner or tenant of a building/property located within the boundaries of the grant program, which are identified in Exhibit A.
- 2) If the applicant is a tenant, they must have the owner's written permission attached to the application.

- 3) Façade grants are made on a first come first served basis until funds are exhausted.
- 4) The property shall be classified as non-residential in Zoning and Use.

GUIDELINES

- 1) Improvements must conform to the Town of Clayton's Building Codes; Unified Development Code; and other applicable plans and policies of the Town.
- 3) Rehabilitation of structures in the Downtown Core should respect the architectural integrity of the primary facades and retain elements that enhance the building.
- 4) Grant applications may be made for structures and site elements within the Downtown Core, with priority given to renovation projects that visibly improve the aesthetic appearance of building facades and/or site elements.
- 5) All properties classified as non-residential (zoning and use) within Clayton's Downtown Core may apply for grant funds.
- 6) Improvements may include, but are not limited to:
 - Façade improvements
 - Brick or wall surface cleaning
 - Patching and painting of facade walls
 - Signage or lighting replacement/repair
 - Structure or frame that contain or hold a sign
 - Canopy, porch, awning installation/repair
 - Window and/or door replacement/repair
 - Mortar joint repair
 - Railings, ironwork repair or addition
 - Cornice repair and/or replacement
 - Design services (architect, etc.) for façade rehabilitation
 - Site lighting
 - Landscaping, sidewalks and hardscaping
 - Parking improvements
 - Removal of inappropriate, dilapidated, or obtrusive additions
 - Removal of non-conforming features
- 7) Any improvements that have been made through this grant program and which become a part of the property may not be removed from the property unless they can be used (without significant alterations) on another property within the Downtown Core (e.g., awnings).

ADDITIONAL GRANTS (Previous grant holders only)

- 1) Additional grants may be available for additional improvements on a first come, first served basis.

CRITERIA

- 1) For the purposes of this Grant program, a façade is generally defined as the storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public. Site element improvements must also be visible or be able to be utilized by the general public.
- 2) Qualifying projects are eligible for a grant of up to \$2,500 per façade or site element improvement on a 50% (Grant) / 50% (Applicant) matching basis as funds are available.
- 3) Work which commences prior to the approval of the grant application is approved may not be eligible for reimbursement.
- 4) Work on the project must be completed within the fiscal year that it is approved (a fiscal year runs from July 1st to June 30th each year). The grant will be paid to the recipient after the work is completed and all bills relating to said work are paid.
- 5) The property owner must agree to maintain the improvements as set forth in the application for a period of three (3) years or until the property is sold. *(Example: if an awning is installed as part of a project and then rips within a three-year period, it must be repaired or replaced.)*

APPLICATION PROCESS

- 1) Applicant will complete the application, including design plans/sketches and owner's signature.
- 2) Two current, qualified and professional estimates of cost are to be included with the application.
- 3) Applications will be reviewed by the Economic Development Department and the CDDA.
- 4) A notification letter will be sent to applicants concerning the approval or denial of the application within 45 days of receipt of a completed application.
- 5) A Letter of approval must be received **BEFORE** reimbursement occurs.
- 6) Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to Planning Department to claim reimbursement.
- 7) Economic Development Department staff and CDDA Board members will inspect completed work and reimbursement be issued for the amount of the grant provided the work is accomplished in accordance with the approval.



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: Make Life Special LLC
Building Address: 367 W Main Street Parcel Tag #: _____
Project Description (use additional sheets if needed): Improve building facade by washing and painting. Update colors to blend in with downtown. Replace awning to match new colors.
\$ 5271.26

APPLICANT INFORMATION

Applicant: Whitney Eckard
I am the: ☐ Property Owner ☒ Tenant
Mailing Address: 367 W Main Street Clayton, NC 27520
Phone Number: 919-626-2445 Fax: _____
Contact Person: Whitney Eckard
Email Address: whitney@make.lifespecialnc.com
Length of Time at Address: 1 month Length of Time Remaining on Lease: 36 months

FOR OFFICE USE ONLY

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

PROPERTY OWNER INFORMATION

Name: M Clayton Rentals LLC - Mohammed Ahmed
Mailing Address: 2054 2564 Valley Dr Clayton, NC 27520
Phone Number: 919-931-9408 Fax: _____
Email Address: ahmed8272@hotmail.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

Whitney Eckard
Applicant's Name (Print Name)

Whitney Eckard
Signature of Applicant

9/12/22
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:

_____ <i>Name (print)</i>	_____ <i>Signature</i>	_____ <i>Date</i>
Comments/Conditions:		

Downtown Development Association (DDA) Design Committee:

Committee Review: _____ ☐ Approved ☐ Denied
Date

DDA Design Committee Chair:

_____ <i>Name (print)</i>	_____ <i>Signature</i>	_____ <i>Date</i>
Comments/Conditions:		



**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: Make Life Special LLC Address or PIN #: 367 W Main Street

AGENT/APPLICANT INFORMATION:

Whitney Eckard
(Name - type, print clearly)

367 W 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*):

Downtown Facade / Site Element Improvement Grant

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:

Mohammed Ahmed
(Name - type, print clearly)

(Address)

[Signature]
(Owner's Signature)

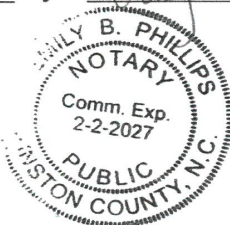
2564 Valley Dr Clayton
(City, State, Zip) 275

STATE OF North Carolina
COUNTY OF Johnston

Sworn and subscribed before me Emily B. Phillips, a Notary Public for the above State and County, this the 25th day of July, 2022.

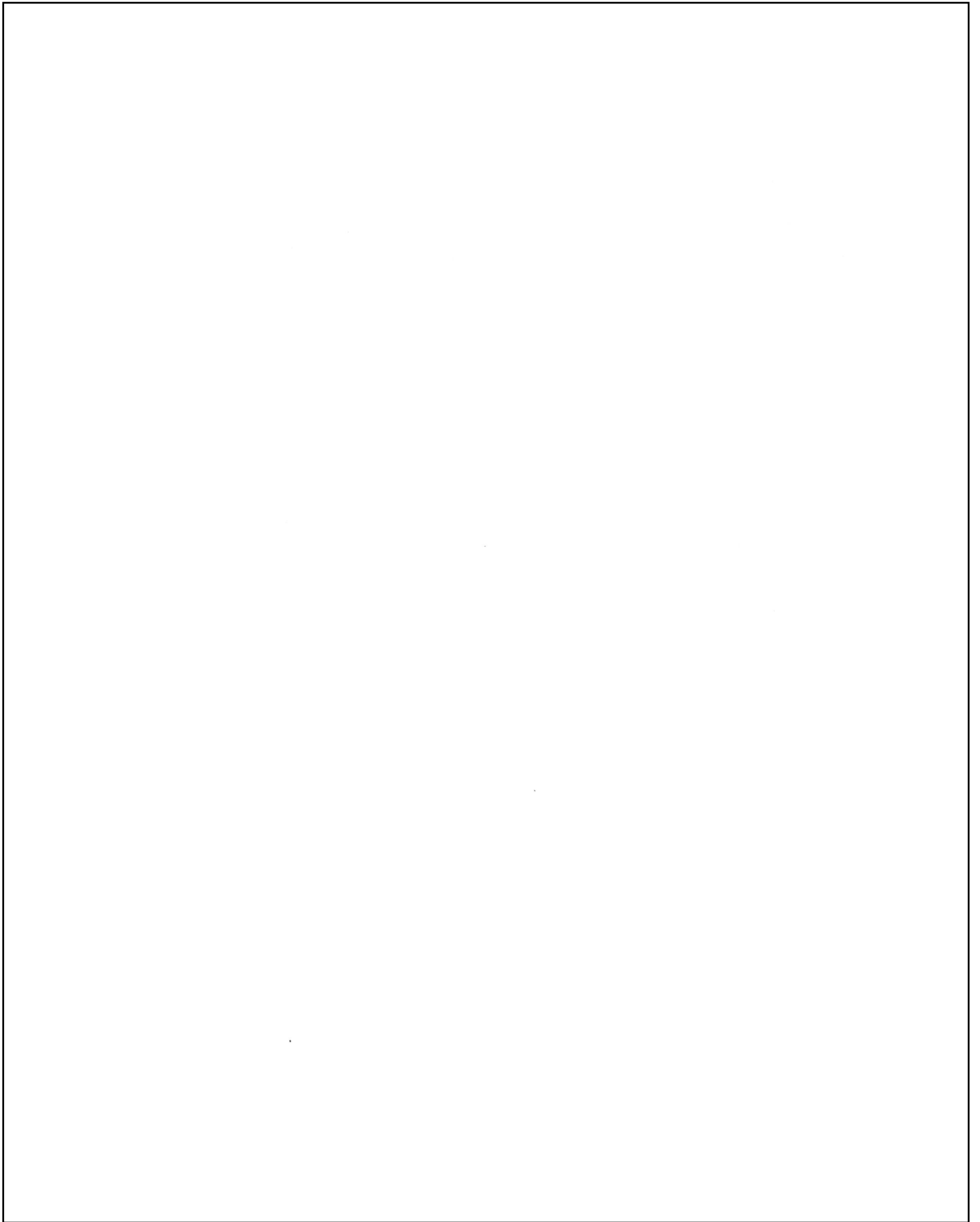
SEAL

July 2018

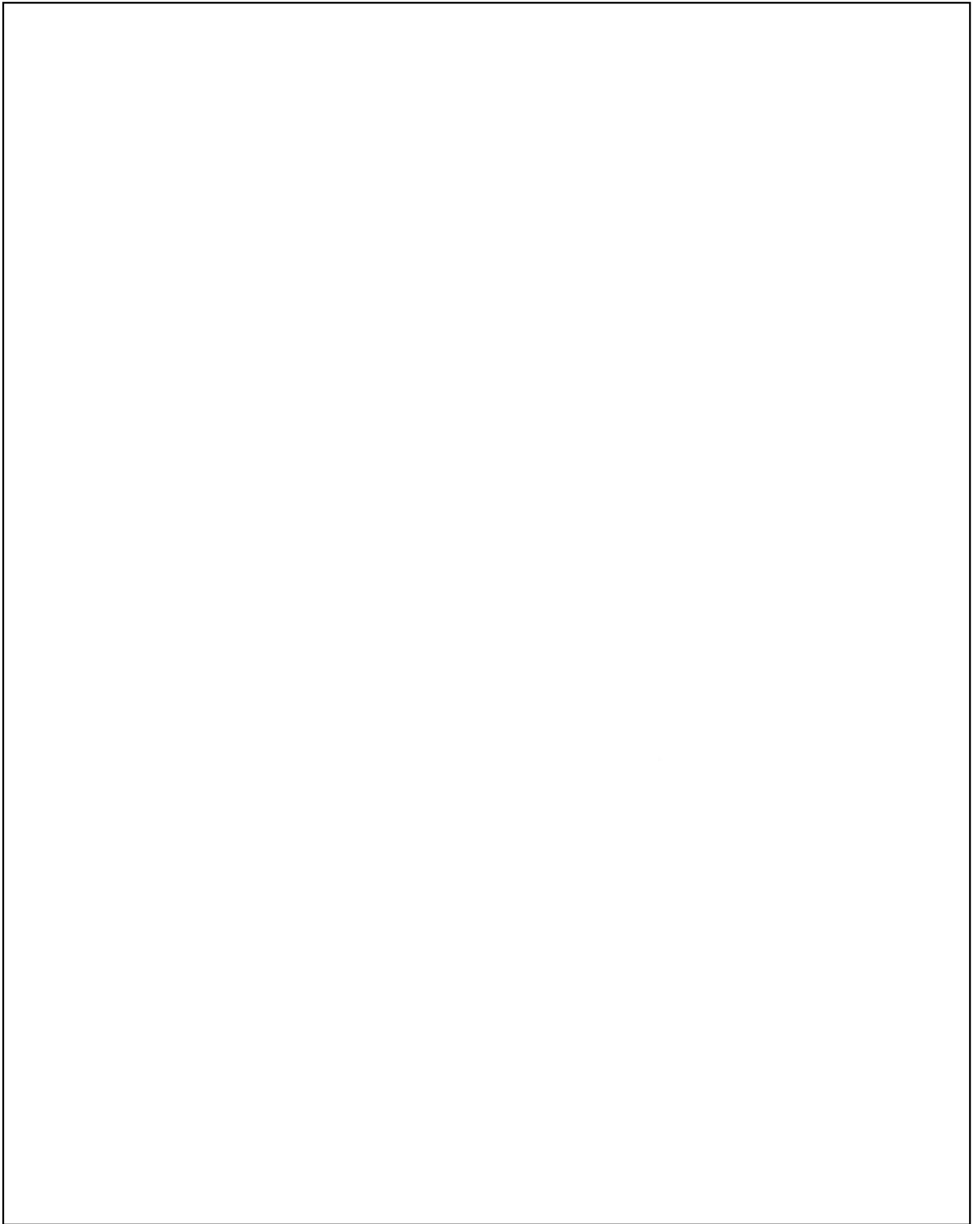


Emily B. Phillips
Notary Public

My Commission Expires: 02-02-2027







SW 9544

Dashing

Interior / Exterior

Garage Wall

SW 9680

Night Watch

Interior / Exterior

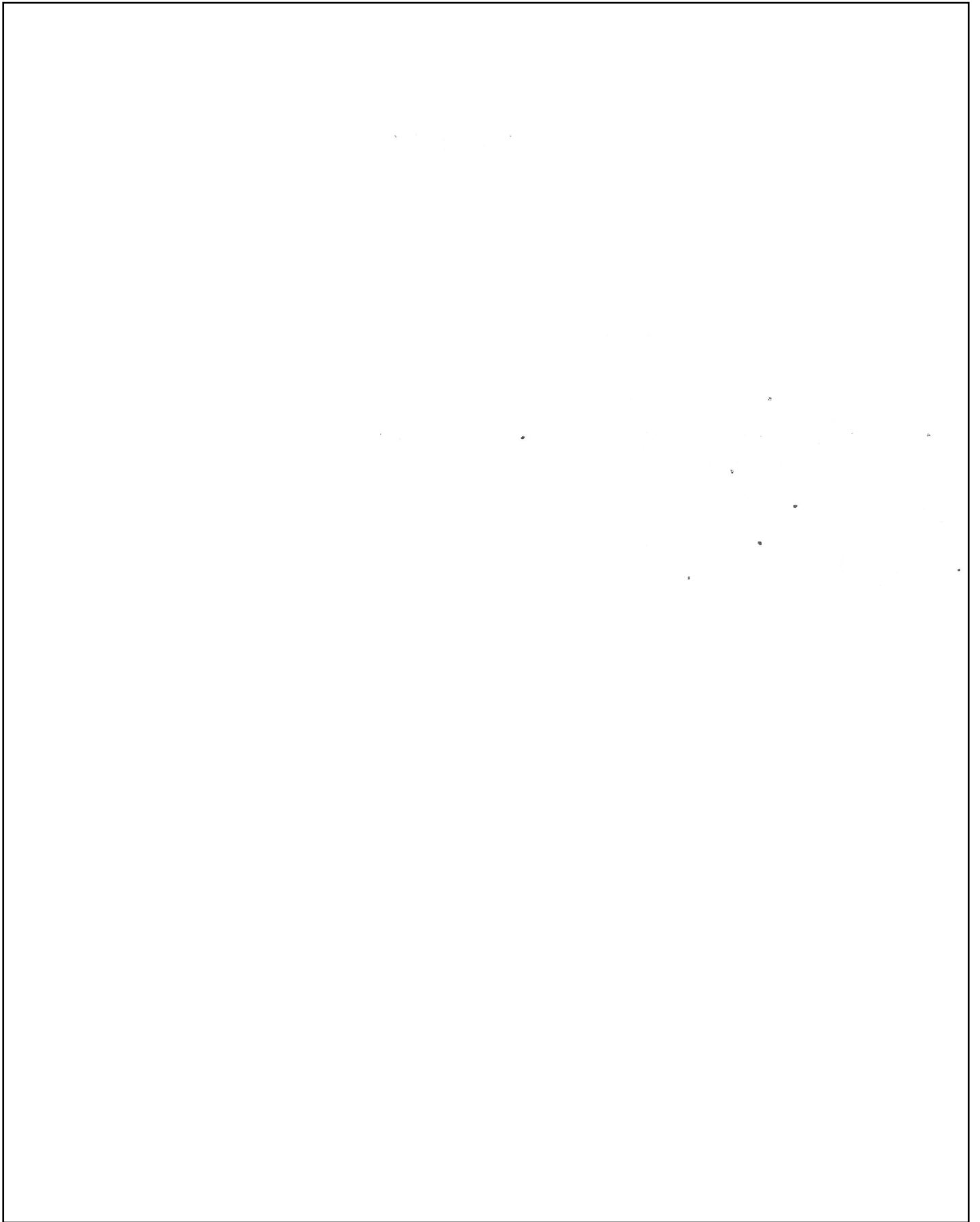
Garage Door

SW 9558

Castlegate

Interior / Exterior

Brick



ARMIN PAINTING LLC EXTERIOR PROPOSAL	Armin_painting@yahoo.com (919) 656-5090 105 Todd St. Cary, NC 27511	Job Name: Eckard Date: 08/31/2022
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Whitney Eckard (make life special) 367 W Main St Clayton, NC 27520 (919) 626 2445	Special Notes: Thank you for considering Armin painting LLC for your painting needs!
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GENERAL DESCRIPTION: Painting to: front and left of building only

Include
Metal and brick

Exclude
vinyl siding, signs, awning

PREPARATION:

Washing: wash 3 sides of building only (front, right and left side)

Scraping: to any loose or peeling paint.

Priming: as needed especially after scraping peeling paint.

FINISH COATS

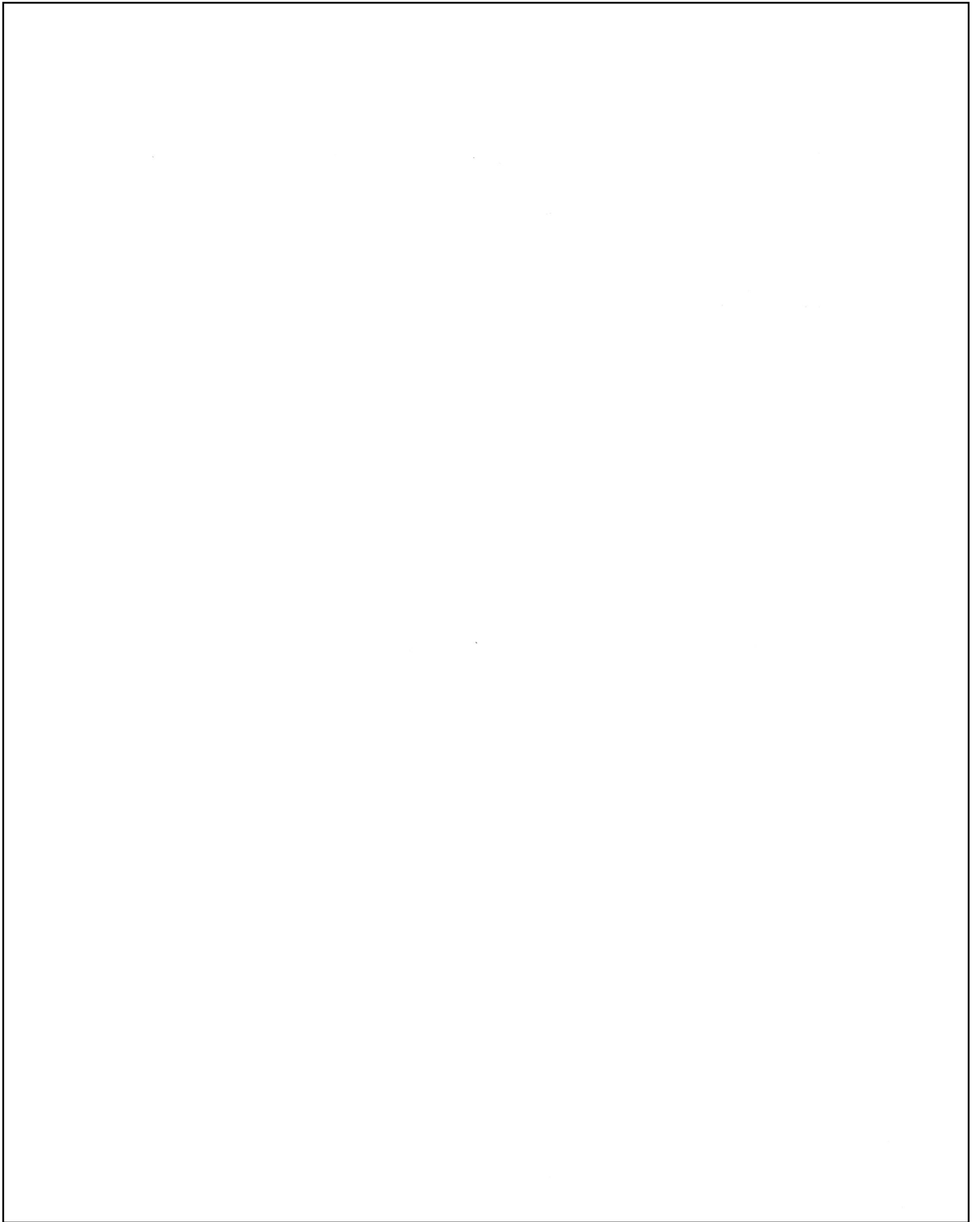
Surface Area	Manufacture/ Paint Type	# Coats	Color
Brick	Sherwin Williams, super paint, TBD	1P+2P	TBD
Metal	Sherwin Williams, Super Paint, TBD	1	Match
Garage door	Sherwin Williams, Super Paint, Gloss	1	Match

NOTES: On front of building Scrape, sand and paint fascia board above awning, paint all metal surfaces around garage door including garage door, left side of building paint all metal surfaces including service door

All labor paint and materials	\$ 2,913.90
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Clean Up: Daily and upon completion!

Payment is due: In full upon job completion!



1st Place Painters, LLC
PO Box 736
Clayton, NC 27528 US
919-822-9090
firstplacepainters@gmail.com
http://1stplacepainters.com



Estimate

ADDRESS

Whitney Eckard
367 W Main Street
Clayton, North Carolina 27527

ESTIMATE # 2167

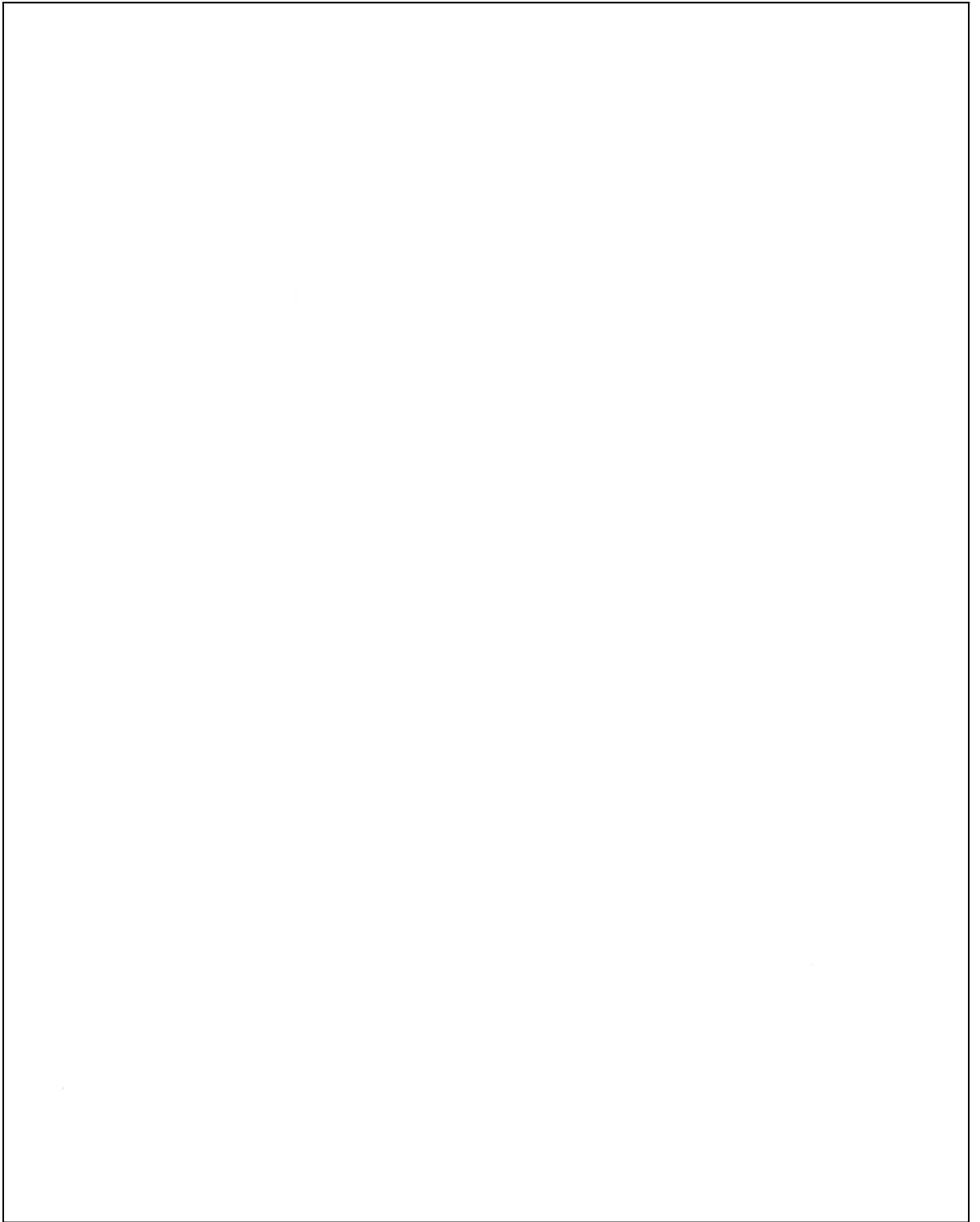
DATE 07/29/2022

ACTIVITY	AMOUNT
Exterior Painting We will prepare the property for painting with plastic and taping. <i>We will scrape any visible loose paint and apply a primer if necessary.</i> Workscope: -Paint garage door (includes scraping and applying a primer prior to painting) -Paint front metal portion of building, includes gutters/downspouts -priming/painting front brick (was additional \$650 but included) <i>If customer wants to add front soffits above front entry, add \$395.</i> Customer omitted 8/30/22 to help bring cost down: -Paint left side of building	4,100.00
Powerwashing Power washing the sides and front of the building.	375.00
Colors Customer will provide colors (up to 2 total colors)	0.00

TOTAL **\$4,475.00**

Accepted By

Accepted Date





West Awning, LLC.
4670 Inwood Road
Raleigh, NC 27603
Phone: 919-801-6466
Fax: 919-772-9373
E-mail: westawning@att.net
www.westawning.com

Sales Agreement

Contract Submitted To <u>Whitney Eckerd</u>		Date <u>9/1/22</u>
Address		Job Name
City, State and Zip		Job Location <u>367 W. Main Clayton NC</u>
Email		Phone <u>271-2964 or 626-2445</u>

West Awning, LLC. proposes to furnish and/or install according to the following terms and conditions:

Frame Color	Brackets	Motor and Drive (L/R)	Fabric	Valance Style and Height	Braid Color
alum	wall	u/a	Black canvas	10" scallop	black

1 shed style recover @ 31'w
3'p
40"fd
+ 10" scallop

Product Price	\$ 2198 ⁰⁰
Sales Tax	\$ 159 ³⁶
Sub-Total	\$
Installation/Shipping	\$
Total	\$ 2357 ³⁶
Deposit	\$ 1178 ⁶⁵
Due on Installation	\$ 1178 ⁶⁵

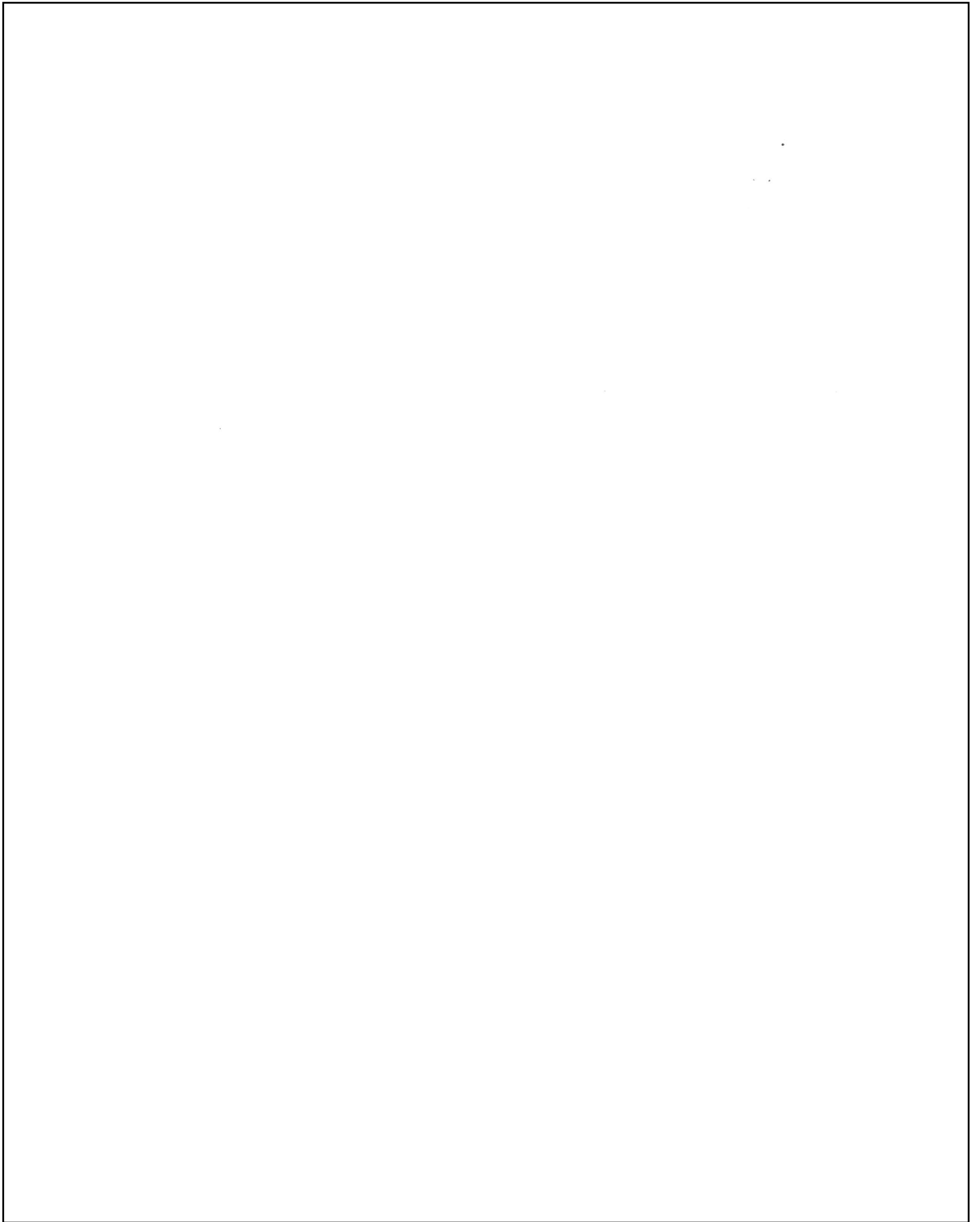
8-10 weeks + L

Buyer agrees to pay West Awning, LLC. the full balance of the purchase price immediately upon completion and delivery of the material and work. It is understood and agreed that title to the said property shall belong to West Awning, LLC. until the total amount of the purchase price is paid. The buyer covenants and agrees that upon his/her default by the failure to pay, West Awning, LLC. has the right to take possession of all said property and payments made by the buyer up to the time of said default. These payments shall be applied as rent and depreciation on said property during the time the property is in the buyer's possession. All material is guaranteed to be as specified and buyer shall carry necessary insurance. West Awning, LLC carries necessary Workmen's Compensation and General Liability Insurance. The buyer understands that leakage may occur with water repellent fabrics. West Awning, LLC. warrants product for quality of workmanship and defects 1 year from date of installation. All agreements are contingent upon strikes, accidents or delays beyond West Awning's control. Pricing does not include permitting or engineering, unless otherwise stated above.

ACCEPTANCE OF CONTRACT: The above prices, specifications and conditions are satisfactory and are hereby accepted. West Awning, LLC. is authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance <u>★</u>	Print Buyer Name <u>★</u>
Sales Person <u>Travis West</u>	Buyer Signature <u>★</u>

NOTE: This contract may be withdrawn by West Awning, LLC. If not accepted within 7 days.





Whitney Eckard <whitney@makelifespecialnc.com>

Awning Replacement

3 messages

Make Life Special <whitney@makelifespecialnc.com>
Reply-To: whitney@makelifespecialnc.com
To: "CCWecj@gmail.com" <CCWecj@gmail.com>

Wed, Jul 27, 2022 at 4:09 PM

I am looking to have this awning replaced. It is about 31' x 3'10". The address is 367 W Main Street in Clayton.

Thank you!
Whitney Eckard



CCW Office <ccwecj@gmail.com>
To: whitney@makelifespecialnc.com

Thu, Jul 28, 2022 at 9:31 AM

Good morning,

Thank you for your request for a quote. I'll forward the information you provided to our estimator, and we'll get back to you as soon as possible.

Best,
Kiki Johnson
Custom Canvas Works
(919)662-4800

[Quoted text hidden]

CCW Office <ccwecj@gmail.com>
To: whitney@makelifespecialnc.com

Mon, Aug 1, 2022 at 11:27 AM

Good morning Whitney,

Our estimator got back to us with a quote for your project. The cost of re-covering the existing fabric awning would be \$4,500 plus tax. We can provide you with a formal quote if you would like. Please let us know if you have any questions and if you would like to proceed.

