



MEMORANDUM

TO: Members of the Finance Committee

FROM: Richard C. Olson, City Manager
Morgan Jethro, Community Development Manager

DATE: May 20, 2015

RE: Consideration - Downtown Improvement Grant Program Application
for Christ Episcopal Church

BACKGROUND:

The City of Elizabeth City Downtown Improvement Grant (DIG) Program is entering its final round of grant applications, which is aimed at improving Life Safety Code compliance, ADA compliance, repairs to electrical, plumbing, and mechanical systems, and necessary structural repairs.

ANALYSIS:

Christ Episcopal Church, owner of 513 East Fearing Street (the former JoVon Fashions Boutique) has rented the property to the same tenant for 27 years until recently when the business relocated. The church is seeking \$10,229 in order to make necessary improvements to bring the building up to code. Inspector Thornton identified several electrical issues that require updating to meet the NC Building Code. In addition, they are seeking to make improvements to the restrooms, removal of the drop ceiling and lighting, and installation of new flooring. The church originally sought to replace old rotten windows, but have since removed that facet from their request (\$22,305.18). It should be noted that half of the lowest estimate is \$10,274, which is \$45.00 more than what the church requested in their application.

In response to an inquiry by a Councilmember, please find attached an email from Rev. Chip Broadfoot certifying that Christ Church is taxed and pays property taxes to the City and Pasquotank County on this property.

Also attached is a copy of the application, photographs and associated quotations received for the proposed work.

STAFF RECOMMENDATION:

By motion, recommend that the City Council approve the Downtown Improvement Grant Application submitted by Christ Episcopal Church in the amount of \$10,229.00, for a total project cost of \$20,458.00.

RCO/vdw

Email to Community Development Manager regarding issue of taxation of property located at 513. E. Fearing Street:

----- Forwarded message -----

From: **Chip Broadfoot** <broadfoot.chip62@gmail.com>
Date: Tue, May 19, 2015 at 11:46 AM
Subject: 513 E. Fearing Street
To: mjethro@cityofec.com

Dear Morgan,

I am responding to your request to declare that Christ Episcopal Church is not exempt, and is paying taxes, both County and City, on the property located at 513 E. Fearing Street.

On August 27, 2014, we paid the following tax bill:

County \$769.88
City \$623.00
Muni. \$ 86.11
Sol. Wst. \$144.00
Storm W. \$ 36.00
Total \$1,658.99

The total paid was \$1650.69 (which was the discounted amount if paid in August).

Signed,

The Rev. Chip Broadfoot
Rector
Christ Episcopal Church

RECEIVED

MAY 05 2015



City of Elizabeth City
Downtown Improvement Grant Program
Fiscal Year 2014-2015

Grant Application

Date: April 22, 2015 _____
Applicant Name: Christ Episcopal Church, % Robinson Charity Fund _____
Business Name: Vacant _____
Mailing Address: 200 S. McMorrine Street, EC, NC 27909 _____

Type of Business: Clothing retail Tenant of 27 years just moved out, originally Bus Station
Number of Employees: N/A _____ Full Time: N/A _____ Part Time: N/A _____
General Hours of Operation: TBD _____
Does Business Generate Taxable Sales? Yes No
Tax Identification Number: _____

Property Address: 513 East Fearing Street, EC, NC 27909 _____
Business Owner: _____
Phone Number: _____
Email Address: _____

Property Owner: Christ Episcopal Church, % Robinson Charity Fund _____
Phone Number: 252-338-1686 or 252-256-1279 Alex Rich _____
Email Address: ceadministrator@embarqmail.com (Diane Hendrix) or
alexanderbrich@gmail.com (Alex Rich)

Contact Person (if not listed above): Diane Hendrix, Administrator, Patsy McGee, Jr. Warden
Phone Number: 252-338-1686 (Diane) 252-339-7727 (Patsy)
Email Address: ceadministrator@embarqmail.com patsymcgee@williamewood.com

Grant Type: Exterior Interior Interior & Exterior

Requested Grant Amount: 10,229

Source of Matching Funds: 10,229 CHRIST EPISCOPAL CHURCH

Total Project Cost: 20,458

Description of Project and how it will support new and/or expanded business development:
(Attached additional page, if necessary)

Historic building built around 1900 was occupied by ladies clothing store for 27+ years until recently, Inspectors identified several improvements needed to meet codes (requirements before we can acquire new tenant & increase downtown occupancy) including electric updates and restrooms. Space is very dated and other improvements needed include removing old drop ceiling & lighting, reworking the three non functioning or barely functioning restrooms, repairing old windows, new flooring, and improved access.

Additional Information: (Please feel free to add any information you think would be valuable to the Elizabeth City Council when considering this application.)

This building is owned by the Robinson Charity Fund which is governed by the Vestry of Christ Episcopal Church, and the Fund's directive is to distribute 75% of net income (which is derived from rental income of 513 E Fearing and investment income from securities) after expenses to local charitable organizations. Therefore, any grant proceeds will assist Christ Episcopal Church in being able to restore rental income for this building, which leads to 75% of net income after expenses being reinvested into local charitable organizations. Details on previous years contributions, amounts, and recipients available upon request.

If awarded a Downtown Improvement Grant, I the Vestry of Christ Episcopal Church, understand that I will have to follow all the requirements of the program and by choosing to not follow these requirements, I understand that grant funds may be revoked by the City of Elizabeth City.

Walter M. B. J. Date: MAY 1, 2015
(Signature of Grant Applicant)

Property Owner Authorization

(This portion of the application must be completed if applicant is not the property owner.)

I, Vestry of Christ Episcopal Church % Robinson Charity Fund (W. Brock Mitchell, Senior Warden; Patsy McGee, Junior Warden), hereby affirm that I am the owner of property located at 513 E. Fearing Street, Elizabeth City, NC and that I give my authorization for Christ Episcopal Church, % Robinson Charity Fund to make the improvements outlined and described in the foregoing Grant Application. If for any reason the property is sold within 36 months, such grant shall be repaid to the City of Elizabeth City.

W. Brock Mitchell

Date: 5-4-15

(Signature of Property Owner, Sr. Warden and/or Jr. Warden)

State of North Carolina
County of Pasquotank

W. Brock Mitchell personally appeared before me and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the foregoing application and the statements therein contained are true.

5-4-2015

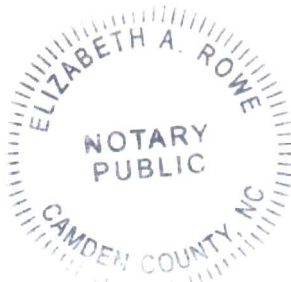
Elizabeth A. Rowe

Elizabeth A. Rowe

Notary

my commission expires 8-16-2018

(SEAL)



Madrin Realty Services
122 Bayshore Drive
Elizabeth City, N. C. 27909

May 4, 2015

Proposal submitted to:
Christ Episcopal Church
200 South McMorrine St.
Elizabeth City, N. C. 27909

Job Site:
Old Jovan Fashion Building
513 E. Fearing St.
Elizabeth City, N. C. 27909

I. Electrical:

1. Remove all receptacle wiring and re-wire using existing wall conduits, including overhead
2. Replace current service panel with item (3)
3. Furnish and install 200 amp to circuit panel
4. Furnish new 4' florescent lighting in main show room

Total: \$3900.

II. Existing restrooms:

1. Furnish and install (2) new toilets and floor flanges
2. Furnish and install (2) sink cabinets and Delta faucets
3. Install ceramic tile on (2) bath floors
4. Prep and paint walls and trim in (2) new bathrooms

Total: \$5800.

III. Demolition and renovation:

1. Take out three (3) framed units
 - A. Structure wrapped around chimney
 - B. Structure against entry wall, including mirror inserts
 - C. Walls around old electrical panel
2. Remove suspended ceiling including fiber panels, support channels, hang wire and connections
3. Remove old plaster ceiling to expose 2 x 8 ceiling joists and install R-30 batts
4. Furnish and install 1/2" moisture tolerant sheet rock
5. Prep, prime and paint ceiling and brick walls
6. Renovate old single bathroom and prep for a supply closet
7. Install sheet rock behind 2 bathroom toilets
8. Remove all accumulated debris from job site

Total: \$13,500.

Total cost of proposal:

Electrical:	\$3900.
Restrooms:	5800.
Demo/renov:	<u>13,500.</u>

Total project cost	\$23,200.
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ESTIMATE

**William F. Gregory
493A Okisko Road
Elizabeth City, NC 2790**

Building Contractor
License # 58841

Electrical Contractor
License # 13745L

April 22, 2015

Christ Episcopal Church
200 South McMorrine Street
Elizabeth City, NC 27909

Job Location: 513 East Fearing Street Elizabeth City, NC 27909

Demolition

Remove the existing suspended ceiling and insulation.

Remove the walls surrounding the existing electrical panels.

Remove the display structure to expose the original chimney in the showroom.

Remove all other display structures in the showroom.

Dispose of all debris removed from the building.

\$ 4,542.00

Electrical

Rerun the conduit overhead to supplying the receptacles attaching it directly to the plaster ceiling.

Rewire the receptacles in the show room area to eliminate poorly constructed circuits.

Remove the existing electrical service panels and outside disconnect.

Install a new 200 amp disconnect and (1) 200 amp 40 circuit Square D QO panel and breakers.

Replace the service entrance conductors from the disconnect to the main distribution panel.

Provide and install new lighting fixtures in the main showroom area (1500.00 allowance).

\$ 4,238.00

Ceiling

Provide, hang and finish ceiling using 5/8" sheetrock over existing plaster in showroom area.

Paint ceiling prior to the installation of lighting fixtures.

\$ 3,050.00

Insulation

Provide and install blown in R-30 insulation above the new sheetrock ceiling

\$ 2,328.00

Restrooms

Provide and install (2) wall hung sinks and faucets.

Provide and install (2) ADA toilets.

Repair toilet flanges.

Provide and install ceramic tile on the floor and baseboard.

Remove the plywood walls around the toilets.

Paint the trim and walls in the bathroom.

Remove the single bathroom and paint the room for storage.

\$ 6,300.00

Windows

Remove the old windows and jambs. Provide and construct new frames.

Install New construction Anderson windows with the same style as the original.

These windows will be wood construction with vinyl clad on the outside.

This would be something that would need to be further discussed with the historic committee to seek their approval. This price is based on replacing 20 windows. It appears that some of the windows on the rear of the building have been boarded over.

\$ 22,305.18

