



MEMORANDUM

TO: Mayor and City Councilors

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

DATE: February 19, 2015

RE: Consideration - Downtown Improvement Grant Application to Par 4 Properties, LLC

BACKGROUND:

The City of Elizabeth City Downtown Improvement Grant (DIG) Program is entering its second 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.

During the October 6, 2014 regular meeting of the City Council, \$34,000 was awarded to three businesses, leaving \$46,000 for other Downtown Improvement Grants in the second and third rounds of funding. The third round will welcome city-wide applications.

ANALYSIS:

Par 4 Properties, LLC, has a contract to purchase the "Old City Cut Rate" Building located at 117 North Water Street. The closing on this purchase is scheduled for February 27, 2015. They are seeking funding from the Downtown Improvement Grant program in the amount of \$19,838.50, with a project grand total of \$39,677.00. They desire to do the following improvements: replacement of façade flashing, flashing repair, installation of a water collection receiver for rainwater conveyance, replacement of rotting wood on overhang and doors, repainting/re-glazing of 40 windows, brick and mortar repair, and installation of Plexiglas interior windows for energy efficiency. It should be noted that only one bid was submitted for the Plexiglas installation.

**Planning and Community Development Department
City of Elizabeth City, P.O. Box 347, Elizabeth City, NC 27909-0347
Phone – 252-337-6672 Fax – 252-331-1291**

All of the proposed projects are grant eligible, according to the grant guidelines. Two new occupants will occupy the building once renovated, the principle tenant being a real estate company, and the second will be a non-profit organization that will sub-lease their space from the principal tenant. The applicant has stated that two full-time positions and four part-time positions will be created; however staff does not know if these positions are new or are being transferred from another business established elsewhere in the City. Although this is a non-competitive round of funding, a review committee consisting of Rich Olson, Angela Cole, June Brooks and Wayne Harris met and applied scoring using the Council-approved rubric (see attached compilation). To date, zoning compliance permits have not been obtained.

On Wednesday, February 11, Building Inspections and Community Development personnel inspected the building and found no other improvements required other than those proposed in the application to be completed.

FINANCIAL:

The Finance Committee discussed this matter during their meeting of February 19, 2015. Upon motion by Councilman Donnelly, seconded by Mayor Peel, the committee unanimously recommended approval by the City Council contingent upon a second bid for the Plexiglas installation and completion of the Property Owner Authorization section of the application.

STAFF RECOMMENDATION:

By motion, approve Par 4 Properties, LLC's Downtown Improvement Grant Program request in the amount of \$19,838.50, for a total project cost of \$39,677.00, contingent upon obtaining a secondary bid for Plexiglas installation and completion of the Property Owner Authorization section of the application.

Attachments:

- 1) 117 N. Water Street Application
- 2) 117 N. Water Street Bid Documentation
- 3) Photographs of interior and exterior of building
- 4) Scoring Compilation

Elizabeth City

Downtown Improvement Grant (DIG) Scoring Report

Charles Sanders and Todd King, Applicants
Par 4 Properties, LLC

Program Goal Category	Olson	Brooks	Cole	Harris	Total	Average
Occupancy & Job Creation	30	20	35	40	125	31.25
Life Safety Code Compliance	15	5	15	10	45	11.25
Exterior Aesthetics & Façade (New/Upgrade)	15	10	8	10	43	10.75
Interior Remodel/Renovation	10	5	10	5	30	7.5
TOTAL	70	40	68	65	243	60.75

DIG Grant Evaluation

PROGRAM GOALS	POSSIBLE POINTS	POINTS EARNED	COMMENTS
A: Occupancy & Job Creation	50		
1. New Executed and/or signed lease agreement for vacant building/unit (20 points), current lease for occupied building/unit (10 points)			
2. New authorized Zoning Permit and Privilege License (10 points)			
3. Employment/Job Creation (2 or more new permanent jobs) 2.5 points per job, max 20 points			
B: Life Safety Code(s) Compliance	20		
1. Building, electrical, and/or plumbing new/upgrades (5 points)			
2. ADA Compliance improvements (5 points)			
3. Weatherization (5 points) including windows			
4. Mechanical work, including insulation, mechanical systems/climate control (5 points)			
C: Exterior Aesthetics & Façade – New/upgrades	15		
1. Exterior shutters, lighting fixtures, awnings and other appurtenances (5 points)			
2. Repointing mortar joints, stucco replace/repair and painting (5 points)			
3. Exterior doors and hardware, stairs, porches, railing, balustrade and exit facilities (3 points)			

PROGRAM GOALS	POSSIBLE POINTS	POINTS EARNED	COMMENTS
4. Signage (2 points)			
D: Interior Remodel/Renovation	15		
1. Interior stairs, porches, railing, balustrade and exit facilities (5 points) 2. Interior walls, including cleaning, sealing, tuck pointing and painting (5 points) 3. Repair or replacement of flooring (5 points) 4. Repair or replacement of ceiling (and roofing affects) (5 points)			
Total Points	100		

COMPREHENSIVE PROJECT CONSIDERATION

Full Project Significance

This section does not add numerical points to the grant eligibility score, but rather the evaluator is asked to determine if the grant project elements are a part of a larger, more comprehensive project. If the full long-term project contains individual elements that further the DIG Program goals, especially occupancy, job creation, and exterior aesthetics, summary comments should be added. Any ranking of importance and/or influence of the element must be based upon the model above. (Example: A property owner plans a \$100,000 investment to rehabilitate a commercial structure and is already 50% into the total project at the time of DIG application. The improvements already initiated and/or completed, plumbing, interior and exterior lighting fixtures, and window restoration for instance would garner points using the rubric but ineligible for consideration because they were initiated prior to application. The evaluator should make note of those "would be" points and comments in this section.)



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

Grant Application

Date:

Applicant Name:

CHARLES SANDERS TODD WHITE KING

Business Name:

PAR 4 PROPERTIES, LLC

Mailing Address:

128 BAYSHORE DRIVE

ELIZABETH CITY, NC 27909

Type of Business:

REAL ESTATE

Number of Employees:

2/4

Full Time:



Part Time:



General Hours of Operation:

24/7

Does Business Generate Taxable Sales?

Yes



No



Tax Identification Number:

20-1214864

Property Address:

117 N. WATER ST. ELIZABETH CITY

Business Owner:

PAR 4 PROPERTIES, LLC

Phone Number:

333 4174 / 337-4585

Email Address:

toddwking3@gmail.com

Property Owner:

PAR 4 PROPERTIES, LLC

Phone Number:

337-4585 / 333-4174

Email Address:

toddwking3@gmail.com

Contact Person (if not listed above):

CHARLES SANDERS

Phone Number:

337-4585

Email Address:

STICK - SANDERS@hotmail.com

Grant Type: Exterior Interior Interior & Exterior

Requested Grant Amount: \$ 19,555.50

Source of Matching Funds: Local Funds

Total Project Cost: \$ 39,677

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

RENOVATION OF EXTERIOR OF 117 N. WATER ST. BUILDING WHICH FACES WATER + ~~POND~~ COLONIAL AVE FOR THE SAFETY ISSUE FOR SIDEWALK ON COLONIAL AS WELL AS TO PRESERVE THE BUILDING WHICH IS HISTORIC. TWO NEW OCCUPANTS FOR COMMERCIAL SPACE WILL BE EXISTING REAL ESTATE COMPANY AND NON-PROFIT ORGANIZATION (SUB-LEASE FROM REAL ESTATE COMPANY) HISTORIC PRESERVATION AND SAFETY ARE OUR MAIN CONCERNS.

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

WRIGHT BROTHERS ACTUALLY SPENT THE NIGHT IN THIS BUILDING "BACK IN THE DAY" AND THIS PROPERTY WOULD BE A GREAT ADDITION TO "GHOST WALK"

CHARLES SANDERS

If awarded a Downtown Improvement Grant, WE: TODD WHITE KING 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.

Todd White King Date: _____
(Signature of Grant Applicant)

Property Owner Authorization

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

I, _____ hereby affirm that I am the owner of

property located at 117 N. WARD STREET, Elizabeth City, NC and that I

give my authorization for _____ 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.

_____ Date: _____

(Signature of Property Owner)

State of North Carolina
County of _____

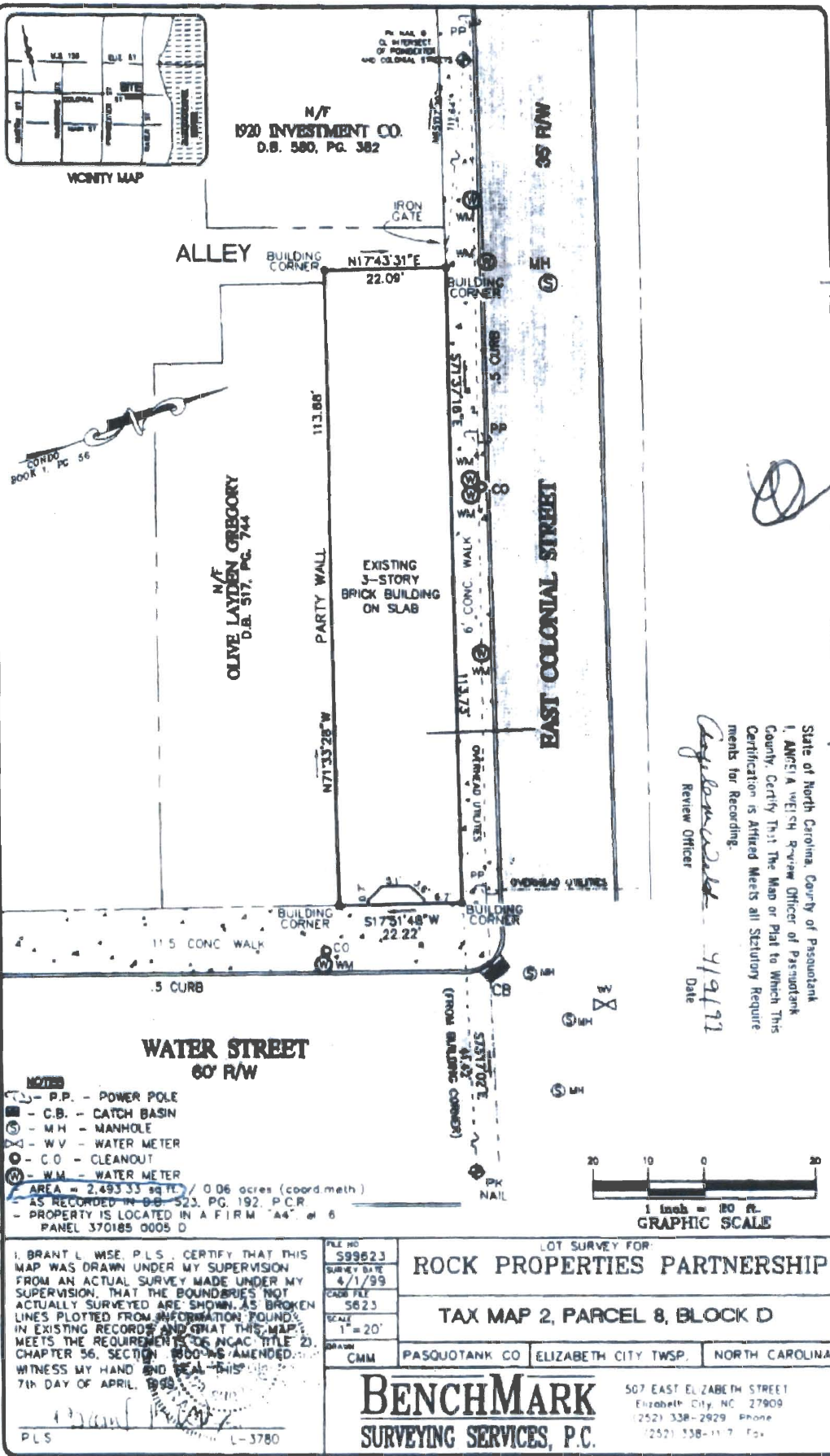
_____ personally appeared before me and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the foregoing application and the statements therein contained are true.

Notary

(SEAL)

Rich Olsen
337-6864

BOOK 648 PAGE 702



State of North Carolina, County of Pasquotank
I, Angela Welch, Review Officer of Pasquotank
County, Certify That The Map or Plat to Which This
Certification is Affixed Meets all Statutory Require-
ments for Recording.
Angela Welch
Review Officer
4/21/99
Date

NOTES
 P.P. - POWER POLE
 C.B. - CATCH BASIN
 M.H. - MANHOLE
 W.V. - WATER METER
 C.O. - CLEANOUT
 W.M. - WATER METER
 AREA = 2,493.33 sq. ft. / 0.06 acres (coord. meth)
 AS RECORDED IN D-523, PG. 192, P.C.R.
 - PROPERTY IS LOCATED IN A FIRM "A4", of 6
 PANEL 370185 0005 D

FILE NO 599523	LOT SURVEY FOR
SURVEY DATE 4/1/99	ROCK PROPERTIES PARTNERSHIP
CAD FILE 5623	TAX MAP 2, PARCEL 8, BLOCK D
SCALE 1" = 20'	
CMM	PASQUOTANK CO ELIZABETH CITY TWP. NORTH CAROLINA
BENCHMARK SURVEYING SERVICES, P.C.	
507 EAST ELIZABETH STREET Elizabeth City, NC 27909 (252) 338-2929 Phone (252) 338-1177 Fax	

PLS
L-3780

**SOUTHEASTERN
PROFESSIONAL CONTRACTORS, INC.**

COMMERCIAL/RESIDENTIAL CONSTRUCTION & REMODELING
NC GENERAL CONTRACTOR # 71545

PAR 4 PROPERTIES

2/2/15

REF.

117 N WATER ST

INSTALL 30 PLEXI-GLASS FRAMES
TO INTERIOR WINDOWS TO
PROVIDE AIR TIGHT FIT.
SHOULD HELP WITH H/A BILLS.

MATERIALS/LABOR

\$9,750.00

T HANKS



GORDON ROOFING

A DEPARTMENT OF GORDON SHEET METAL

INDUSTRIAL - COMMERCIAL

ELIZABETH CITY, NORTH CAROLINA

2 February 2015

Par 4 Properties
128 Bayshore Drive
Elizabeth City, North Carolina 27909

Subject: 117 N. Water Street, Elizabeth City, North Carolina

Dear Mr. Sanders:

We make reference to that building formerly known as The City Drugstore and located on the southeast corner of Water Street and Colonial Avenue.

The roofing on this unit is in acceptable condition. However, in the areas about the four walls, the façade flashing has separated from the parapet wall cover allowing water to enter at the separation. This problem may be resolved with the application of membrane material being affixed at the opening. This product is flexible and, should further movement occur, such material will give to the point of not opening again.

Although there is no evidence of leaking on the interior, there are other minor flashing problems about the roof which ought be repaired.

Further, there is a collection receiver missing on the north side along with the conductor piping. Fabrication and installation of this is a part of our estimate.

Upon completion of this work, the weather condition of the roofing, flashing and rain conveying equipment will be in good condition. This at a cost of \$3,645.00.

FOUNDED 1947
BY
MR. J. C. GORDON, JR.

Trusting we may work with you, in that we are always pleased to be a party to the restoration and/or preservation of our few remaining vintage buildings.

With best wishes,

GORDON ROOFING



Charles M. Gordon

Date: 1/30/15

M For 4 Properties
128 Bayshore Dr
Elizabeth City, NC

G. A. STAPLES

ROOFING & RE-MODELING
SIDING - ROOM ADDITIONS
INTERIOR & EXTERIOR PAINTING

244 Country Club Road
Camden, NC 27921

G. A. STAPLES
252-335-2657

DESCRIPTION	AMOUNT	
<u>Roof work 117 N Water St</u>		
<u>Recut entire roof with elastomeric coating</u> <u>Rework parapets wall along front and rear</u> <u>cap on side walls</u>	<u>Materials 1770.00</u> <u>Labor 1675.00</u>	<u>2345.00</u>
<u>Install galvanized downspout and scupper</u> <u>from roof to drain in sidewalk</u>	<u>Materials 790.00</u> <u>Labor 1125.00</u>	<u>1915.00</u>
TOTAL	4460.00	00

Baker's Painting

Mark Baker

600 Cedar St.

Elizabeth City, NC 27909

1/23/15

Proposal for completing 40 windows at location: 117 N. Water Street Elizabeth City, NC 27909.

Materials: 10 Gallons of Oil-Based Primer, 3 Gallons of Window Glazing & 15 Gallons of Gloss Paint

\$1115.00

Labor: Total Labor bill for completion of job = \$2200.00

Total bill for job completion = \$3315.00

Mark Baker

Charles Saunders

Date: 1/30/15

M Ran 4 Properties
128 Bayshore Dr
Elizabeth City, NC

G. A. STAPLES

ROOFING & RE-MODELING
SIDING - ROOM ADDITIONS
INTERIOR & EXTERIOR PAINTING

G. A. STAPLES
252-335-2657

244 Country Club Road
Camden, NC 27921

DESCRIPTION	AMOUNT
Rework 157 N Watwell	
Tear out all rotted wood on overhang and window + door trim. Use matching material as close as possible. Included all around sides and front of bldg	
material	3295.00
labor	4615.00
	<u>7910.00</u>
Exterior repair of tops of window and doors also sheetrock work and glass repairs	
material	2170.00
labor	1956.00
	<u>4126.00</u>
TOTAL	<u>12,036.00</u>
total installed	<u>12,036.00</u>

Monsees Masonry, Inc.

*Chuck Monsees
110 Pike Dr.
Elizabeth City, NC 27909
PH# 252-264-5342 Fax# 252-264-5343*

February 3, 2015

To: Mr. Charles Sanders
Par 4 Properties
128 Bayshore Dr.
Elizabeth City, NC 27909

Subject: Scope of work and bid for brick repair at 117 North Water St. Elizabeth City, NC

Price: **\$7,500.00 add \$4,900.00 to total: \$12,400.00**

The following is included in our scope of work:

- Additional work requested around windows in second and third floors.
- Tuck point and point up around renovation.
- All insurance and taxes associated with this project
- Rental of scissers lift is included in this quote.

Please note: New brick will not match the old brick in either size or color. We will try to locate old brick that have been removed from old chimneys, but they may not be available. If so the new brick will be smaller than the old brick, making the mortar joints much bigger to keep the courses of bricks level. New mortar will be Type "N" or "S".

Also note: If high voltage lines are located above the work area, and there is any possibility of coming into contact with scaffolding, those lines will need to be covered to prevent shock hazard.

Any building permits or negotiations with historical society boards to be the responsibility of the owner.

Please call with questions or comments.

Sincerely,

Chuck Monsees, President
Monsees Masonry, Inc.

SOUTHEASTERN CONTRACTORS

COMMERCIAL RESIDENTIAL CONSTRUCTION & REMODEL
NC GENERAL CONTRACTOR LIC. 717

To: Par 4 Properties

Re: 117 N. Water St.

This estimate is for tearing out and replacing the overhang along Colonial Ave. side of Building also includes window and door reworking as needed. Repair on the front of the building along the bottom of the windows. I will match the materials as close as possible. Repair the inside trim and walls where damaged from leaking brickwork. Repair approximately six window frames that are rotted in upstairs windows. This estimate does not include painting.

For the material and labor sum of: 10,567.00

Yours truly,

Robert L. Micklewright
Owner/Manager

501 Pearl Street-Elizabeth City, North Carolina 27909
Phone: 252-338-0161

Joel Painting

Commercial/Residential
Free Estimates

ESTIMATE

Customer Name: *Pan 4 Properties*
Address: *128 Bay 9th St DE*
ELIZABETH CITY N.C
Telephone Number: *337 456 27909*
Date: *2-5-15*

ROOM	COLOR	DESCRIPTION OF WORK NEEDED	PRICE
		<i>177 Water St</i>	
		<i>Elizabeth City NC</i>	
		<i>Scrape Prime &</i>	
		<i>Paint 2 coats all</i>	
		<i>Windows & Doors</i>	
		<i>Includes all materials</i>	
		<i>and lift.</i>	
			<i>\$9,975.00</i>
		<i>Thank You</i>	
		<i>Don</i>	

Joel/Owner
Home: 252-331-2282
Mobile: 252-619-9027
Tom: 252-333-6513

Interior/Exterior
Pressure Washing
Wood Repair
Full Insurance

CUSTOMER SIGNATURE _____





1117
N. Water St











