



MEMORANDUM

TO: Members of the Finance Committee

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

DATE: February 16, 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, owner of the "Old City Cut Rate" Building located at 117 North Water Street is 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, Morgan Jethro and Wayne Harris met and applied scoring using the Council-approved rubric. 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.

STAFF RECOMMENDATION:

By motion, recommend that the City Council 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.

Attachments:

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



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

Grant Application

Date: _____

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Type of Business: _____

Number of Employees: _____

Full Time:

Part Time:

General Hours of Operation: _____

Does Business Generate Taxable Sales?

Yes

No

Tax Identification Number: _____

Property Address: _____

Business Owner: _____

Phone Number: _____

Email Address: _____

Property Owner: _____

Phone Number: _____

Email Address: _____

Contact Person (if not listed above): _____

Phone Number: _____

Email Address: _____

CHARLES SANDERS, TODD WHITEKING

PAR 4 PROPERTIES, LLC

128 BAYSHORE DRIVE

ELIZABETH CITY, NC 27909

REAL ESTATE

2/4

24/7

20-1214864

117 N. WATER ST. ELIZABETH CITY

PAR 4 PROPERTIES, LLC

333 4174 / 337-4585

toddwking3@gmail.com

PAR 4 PROPERTIES, LLC

337-4585 / 333-4174

toddwking3@gmail.com

CHARLES SANDERS

337-4585

STICK - SANDERS@hotmail.com

Grant Type: Exterior Interior Interior & Exterior

Requested Grant Amount: \$ 19,835.50

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)

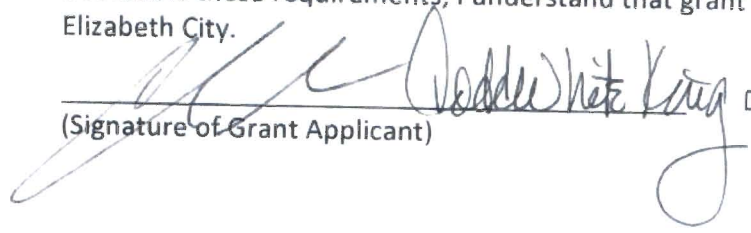
RENOVATION OF EXTERIOR OF 117 N. WATER ST. BUILDING WHICH FACES WATER + ~~PERMITS~~ COLONIAL AVE FOR THE SAFETY ISSUE FOR SIDEWALK ON COLONIAL AS WELL AS TO PRESERVE THE BUILDING WHICH IS HISTORIC. TWO NEW OCCUPANTS FOR COMMERCIAL SPACE WILL BE EXISTING REAL ESTATE COMPANY AND NON-PROFIT ORGANIZATION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


(Signature of Grant Applicant)

Date: _____

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. WATER 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 _____

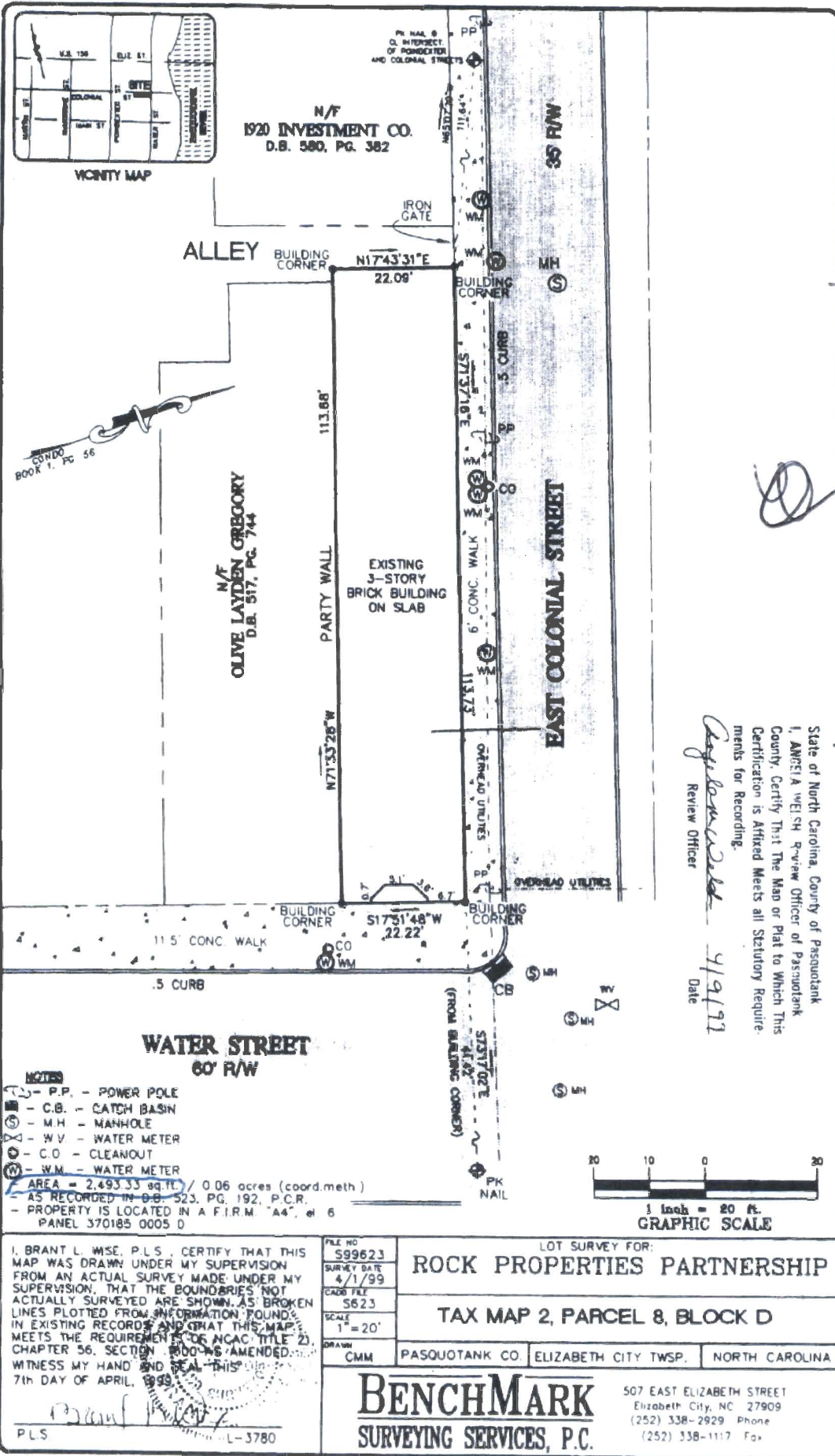
_____ personally appeared before me and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the foregoing application and the statements therein contained are true.

Notary

(SEAL)

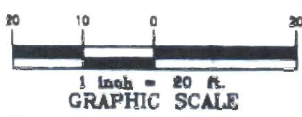
Rich
Olson
337-
6864

BOOK 648 PAGE 702



State of North Carolina, County of Pasquotank
I, ANNEA WELSH, Review Officer of Pasquotank
County, Certify That The Map or Plat to Which This
Certification is Affixed Meets all Statutory Require-
ments for Recording.
Annea Welsh
Review Officer
Date 4/9/99

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 O.B. 523, PG. 192, P.C.R.
 - PROPERTY IS LOCATED IN A F.I.R.M. "A4", of 6
 PANEL 370185 0005 D



I, BRANT L. WISE, P.L.S., CERTIFY THAT THIS
 MAP WAS DRAWN UNDER MY SUPERVISION
 FROM AN ACTUAL SURVEY MADE UNDER MY
 SUPERVISION, THAT THE BOUNDARIES NOT
 ACTUALLY SURVEYED ARE SHOWN AS BROKEN
 LINES PLOTTED FROM INFORMATION FOUND
 IN EXISTING RECORDS AND THAT THIS MAP
 MEETS THE REQUIREMENTS FOR NCAC TITLE 2,
 CHAPTER 56, SECTION 1000 AS AMENDED.
 WITNESS MY HAND AND SEAL THIS
 7th DAY OF APRIL, 1999.
Brant L. Wise
 PLS
 L-3780

FILE NO 599623	LOT SURVEY FOR: ROCK PROPERTIES PARTNERSHIP		
SURVEY DATE 4/1/99	TAX MAP 2, PARCEL 8, BLOCK D		
CADD FILE 5623	DRAWN CMM PASQUOTANK CO ELIZABETH CITY TWSP. NORTH CAROLINA		
SCALE 1" = 20'	BENCHMARK SURVEYING SERVICES, P.C.		
507 EAST ELIZABETH STREET Elizabeth City, NC 27909 (252) 338-2929 Phone (252) 338-1117 Fax			

**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 BILKS.

MATERIALS/LABOR

\$9,750.00

THANKS



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
MRS. JOSIE GORDON THORSON

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 Per 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	
<u>Roof work 117 N Water St.</u>		
<u>Recut entire roof with elastomeric coating</u>		
<u>Rework parapet wall along front and new</u>		
<u>cap on side walls.</u>	material	1270 00
	labor	1275 00
		<u>2545 00</u>
<u>Install galvanized downspout and scupper</u>		
<u>from roof to drain in sidewalk</u>	material	790 00
	labor	1125 00
		<u>1915 00</u>
TOTAL		<u>4460 00</u>

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: 11/30/15

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 117 N Walnut Repairs	
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 blqs	
material	3295.00
labor	4615.00
	<u>7910.00</u>
Interior repair of tops of window and doors also sheetrock work and glass repairs	
material	2170.00
labor	1956.50
	<u>4126.50</u>
TOTAL	12036.50
total installed	12,036.00

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 & REMODELING
NC GENERAL CONTRACTOR LIC. 71545

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: *Par 4 Properties*
Address: *128 Bay 9th Street DE*
ELIZABETH CITY N.C.
Telephone Number: *337 4585 27909*
Date: *2-5-15*

ROOM	COLOR	DESCRIPTION OF WORK NEEDED	PRICE
		<i>177 Water St</i>	
		<i>Elizabeth City N.C.</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>Thru for</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











