



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 Program Application
for Toyama Restaurant

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 Improvements Grants in the second and third rounds of funding. The third round will welcome city-wide applications.

ANALYSIS:

Zhen Li, owner of the property located at 218 N. Poindexter Street, is requesting financial assistance for extensive interior renovation to the dining area, restrooms, and kitchen of Toyama Restaurant. They desire to do the following improvements: paint all walls in the dining area and restrooms, install chair rail in dining room, replace 13 ceiling registers, install pendant lights and install nine new light fixtures in the dining room, replace five return grills for the HVAC unit, install acoustic ceiling tile, install baseboard in the dining room, remove the old vinyl flooring and replace with ceramic flooring in sushi area/drink/server area/hallway/restrooms, install vinyl plastic wall board in restrooms, replace freezer floor with aluminum plate floor sheet, degrease the kitchen floor, repaint the kitchen floor, wall improvements in both restrooms, install ADA compliant

toilets/sinks/faucets, remove and replace old carpet in dining room, and install baby changing table in women's restroom.

All of the proposed projects are grant eligible, with the exception of the bamboo blinds, according to the Program Criteria. The cost of the blinds (\$600.00) has been deducted from the lowest bid received by GregMor Investments, LLC, and the grand total requested ($\$11,132.00 - \$600.00 = \$10,532.00$). The applicant did not indicate that additional employees would be hired at this time, and zoning compliance is not necessary for interior renovations.

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). 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 Mayor Peel, seconded by Councilman Donnelly, the committee unanimously recommended consideration of approval by the City Council.

STAFF RECOMMENDATION:

By motion, approve Toyama's Downtown Improvement Grant Program application request in the amount of \$5,266.00, for a total project cost of \$10,532.00.

Attachments:

- 1) 218 N. Poindexter Application
- 2) 218 N. Poindexter Bid Documentation
- 3) Photographs of interior of building
- 4) Scoring Compilation

Elizabeth City

Downtown Improvement Grant (DIG) Scoring Report

Andy Zheng, Applicant

Toyama Japanese Restaurant

Program Goal Category	Olson	Brooks	Cole	Harris	Total	Average
Occupancy & Job Creation	0	0	10	20	30	7.5
Life Safety Code Compliance	15	15	10	20	60	15
Exterior Aesthetics & Façade (New/Upgrade)	0	2	0	5	7	1.75
Interior Remodel/Renovation	15	15	15	15	60	15
TOTAL	30	32	35	60	157	39.25

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: 1/13/15 UMG

Applicant Name: _____

Business Name: Toyama Japanese Restaurant

Mailing Address: 218 N. Pendexter St

Elizabeth City, NC 27909

Type of Business: Food Service

Number of Employees: 9 Full Time: 3 Part Time: 6

General Hours of Operation: 11:00 am - 2:30 pm 4:30 pm - 10:00 pm

Does Business Generate Taxable Sales? Yes No

Tax Identification Number: 26-1372295

Property Address: 218 N. Pendexter St Elizabeth City, NC

Business Owner: Yue Y Zheng

Phone Number: (252) 338-2437

Email Address: Toyamane@gmail.com

Property Owner: Zhen C Li

Phone Number: (516) 525-7820

Email Address: _____

Contact Person (if not listed above): Andy Zheng

Phone Number: (516) 525-7590

Email Address: andyzheng@gmail.com

Grant Type: Exterior Interior Interior & Exterior

Requested Grant Amount: _____

Source of Matching Funds: _____

Total Project Cost: _____

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

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

If awarded a Downtown Improvement Grant, I Andy Zheng
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.

Andy Zheng
(Signature of Grant Applicant)

Date: 1/13/15

Property Owner Authorization

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

I, Zhen Li hereby affirm that I am the owner of
property located at 218 N Pendexter st, Elizabeth City, NC and that I
give my authorization for Toyama Japanese Restaurant 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.

Zhen Cheng Li Date: 1/12/15
(Signature of Property Owner)

State of North Carolina
County of Perquimans

Zhen Cheng Li 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.



Elizabeth C. Sample
Notary

(SEAL)

Chrygier Investments

Sgt. Mark H. Harte

Jobs	Material	Labor
paint all walls in dining area	\$ 560.00	2,400.00
paint tail way and both bathrooms	\$ 280.00	600.00
replace 13-2'x2' ceiling registers	\$ 780.00	286.00
remove 9 pendant lights and install 9 new lights in dining	\$ 2,594.00	675.00
replace 5- 20"x20" return grills	\$ 338.00	110.00
install 100' 2 piece clear pine chair rail in dining area	\$ 463.00	560.00
replace 60 white acoustic 2x2 ceiling tiles	\$ 278.00	300.00
install baseboard in dining area 100' clear pine	\$ 236.00	398.00
redo degrease kitchen floor and paint with floor paint	\$ 580.00	1,800.00
replace freezer floor with aluminum diamond plate floor sheet	\$ 372.00	400.00
remove old vinyl floor and replace with ceramic floor tiles in sushi area, drink area, hallway, and both restrooms	\$ 1,023.00	2,592.00
install 7 sheets of vinyl plastic wa board. in both bathrooms	\$ 386.00	496.00
install baby changing table in women bathroom	\$ 300.00	145.00
remove old and install 2 new toilet handicap	\$ 456.00	225.00
remove old and install 2 new handicap sink and faucets	\$ 386.00	260.00
remove old carpet and glue down new commercial carpet 1200 sq. foot	\$ 1,500.00	1,537.00
remove and install new bamboo blinds	\$ 600.00	236.00
Total	\$ 11,132.00	13,020.00

	Jobs	Material	Labor
	Paint all walls in dining area	\$ 560.00	\$ 2,400.00
	Paint hall way and both bathrooms	\$ 280.00	\$ 600.00
	replace 13-2'x2' ceiling registers	\$ 780.00	\$ 286.00
	remove 9 pendant lights and install 9 new lights in dining	\$ 2,594.00	\$ 675.00
	replace 5-20"x40" return grills	\$ 338.00	\$ 110.00
	install 100' 2 piece clear pine chair rail in dining area	\$ 463.00	\$ 560.00
	replace 60 white acoustic 2x2 ceiling tiles	\$ 278.00	\$ 300.00
	install baseboard in dining area 100' of eat pine	\$ 236.00	\$ 398.00
	to decrease kitchen floor and paint with floor paint	\$ 580.00	\$ 1,800.00
	replace freezer floor with aluminum flared plate floor sheet	\$ 372.00	\$ 400.00
	to remove old vinyl floor and replace with ceramic floor tiles in susol area, drink area, hallway, and both restrooms	\$ 1,023.00	\$ 2,592.00
	install 1 sheet of vinyl plastic wall board. In both bathrooms	\$ 386.00	\$ 496.00
	install baby changing table in woman bathroom	\$ 300.00	\$ 145.00
	remove old and install 2 new toilet handicap	\$ 456.00	\$ 225.00
	remove old and install 2 new handicap sink and faucets	\$ 386.00	\$ 260.00
	remove old carpet and give down new commercial carpet 1200 sq. foot	\$ 1,500.00	\$ 1,537.00
	remove and install new bamboo blinds	\$ 600.00	\$ 236.00
Total		\$ 11,132.00	\$ 13,020.00

Jobs	Material	Labor
paint all walls in dining area	560.00	2400.00
paint hall way and both bathrooms	280.00	600.00
replace 13-2'x2' ceiling registers	780.00	286.00
remove 9 pendant lights and install 9 new lights in dining	2,594.00	675.00
replace 5- 20"x20" return grills	338.00	110.00
install 100' 2 piece clear pine chair rail in dining area	463.00	560.00
replace 60 white acoustic 2x2 ceiling tiles	278.00	300.00
install baseboard in dining area 100' clear pine	236.00	398.00
to degrease kitchen floor and paint with floor paint	580.00	1,800.00
replace freezer floor with aluminum diamond plate floor sheet	372.00	400.00
to remove old vinyl floor and replace with ceramic floor tiles in sushi area, drink area, hallway, and both restrooms	1,032.00	2,592.00
install 7 sheets of vinyl plastic wall board. In both bathrooms	386.00	496.00
install baby changing table in woman bathroom	300.00	145.00
remove old and install 2 new toilet handicap	456.00	225.00
remove old and install 2 new handicap sink and faucets	386.00	260.00
remove old carpet and glue down new commercial carpet 1200 sq. foot	1,500.00	1,537.00
remove and install new bamboo blinds	600.00	236.00

11111 + 136,000 = 147,111

Subject: Toyama remodel
From: Jon&ben <salthousetrepairs@gmail.com>
Date: 11/19/2014 2:00 PM
To: Toyama Andy <Toyamanc@gmail.com>

Here is a Estimate on work you are requesting.

- 1) paint all walls in dining area. Material \$400
Labor \$1000
 - 2) paint hall way and both bathrooms. Material \$120
Labor \$600
 - 3) replace 13-2'x2' ceiling registers \$75 each total \$975
Labor \$300
 - 4) to remove 9 pendant lights and install 9 new lights in dining area \$225 each
total \$2025
Labor \$600
 - 5) replace 5- 20"x20" return grills \$150 material labor \$300
 - 6) install 100' 2 piece clear pine chair rail in dining area \$300 material and
\$600 labor
 - 7) replace 60 white acoustic 2x2 ceiling tiles \$700 material
Labor \$600
 - 8)install baseboard in dining area 100' clear pine
\$120 material and labor \$300
 - 9) to degrease kitchen floor and paint with floor paint
\$400 material and labor \$600
 - 10) replace freezer floor with aluminum diamond plate floor sheet. Material \$300
labor \$600
 - 11)to remove old vinyl floor and replace with ceramic floor tiles in sushi area,
drink area, hallway, and both restrooms. 450 sq. ft. This includes grout and
sealer.
Material \$2700 and labor \$1800
 - 12) install 7 sheets of vinyl plastic wall board. In both bathrooms
Material \$40 each \$280 material and \$300 labor
 - 13) install baby changing table in woman bathroom
Material \$300 labor \$150
 - 14) remove old and install 2 new toilet handicap \$600 material and \$300 labor
 - 15) remove old and install 2 new handicap sink and faucets. \$1000 material and
\$300 labor
 - 16) to remove old carpet and glue down new commercial carpet 1200 sq. foot
material \$3500
Material \$3000 and labor \$500
 - 17) to remove and install new bamboo blinds. \$350 material and \$150 labor.
 - 18) miscellaneous materials \$500, (this cost will be deducted from total when job
is complete if not used)
- Total for material \$13,720
Total for labor \$9000
Grand total \$23,220

All material will be hauled off after every work day and taken to barco landfill.
Work will be done between the hours of 10 pm to 6 am. We are doing this time so
Toyama doesn't have to close.

Thank you for giving us the opportunity to bid on your remodel, Ben and Jon with
Salt House Maintenance

Feel free to contact us at (252) 619 7678



TOYAMA

Japanese Restaurant & Sushi Bar

COOKED ENTREES FROM THE KITCHEN



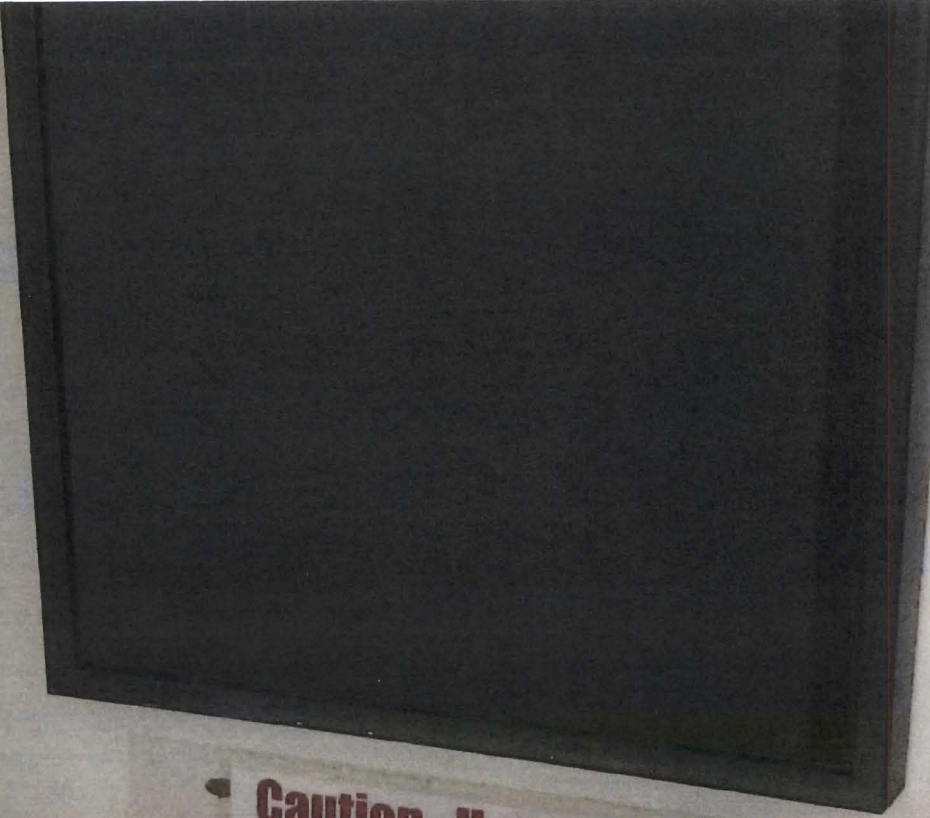












Caution : Hot tap water







