



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 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, Morgan Jethro and Wayne Harris met and applied scoring using the Council-approved rubric. 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 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



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

Grant Application

Date:

1/13/15 CLKJ

Applicant Name:

Business Name:

Toyama Japanese Restaurant

Mailing Address:

218 N Poindexter 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 - 2:30pm, 4:30pm - 10:00 pm

Does Business Generate Taxable Sales? Yes No

Tax Identification Number: 26-1372295

Property Address:

218 N. Poindexter St. Elizabeth City, NC

Business Owner:

Yue Y Zheng

Phone Number:

(252) 338-2437

Email Address:

Toyamanc@gmail.com

Property Owner:

Zhen C Li

Phone Number:

(516) 528-7820

Email Address:

Contact Person (if not listed above):

Andy Zheng

Phone Number:

(516) 528-7590

Email Address:

andyzhengios@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

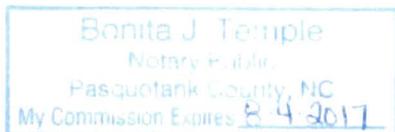
(This portion of the application must be completed if applicant is not the property owner.)

I, Zhen Li hereby affirm that I am the owner of property located at 218 N Poindexter 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 Pasquotank

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.



Bonita J Temple
Notary

(SEAL)

Jobs

Greggner Investments LLC

Salt Lake Maintenance

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"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	\$ 1,023.00	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
Total	\$ 11,132.00	13,020.00

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replace 5- 20"x20" return grills	\$ 338.00	110.00		
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replace 60 white acoustic 2x2 ceiling tiles	\$ 278.00	300.00		
install baseboard in dining area 100' clear pine	\$ 236.00	398.00		
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remove and install new bamboo blinds	600.00	236.00

$$11141.00 + 13020.00 = 24161.00$$

Subject: Toyama remodel

From: Jon&ben <salthousetorepairs@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



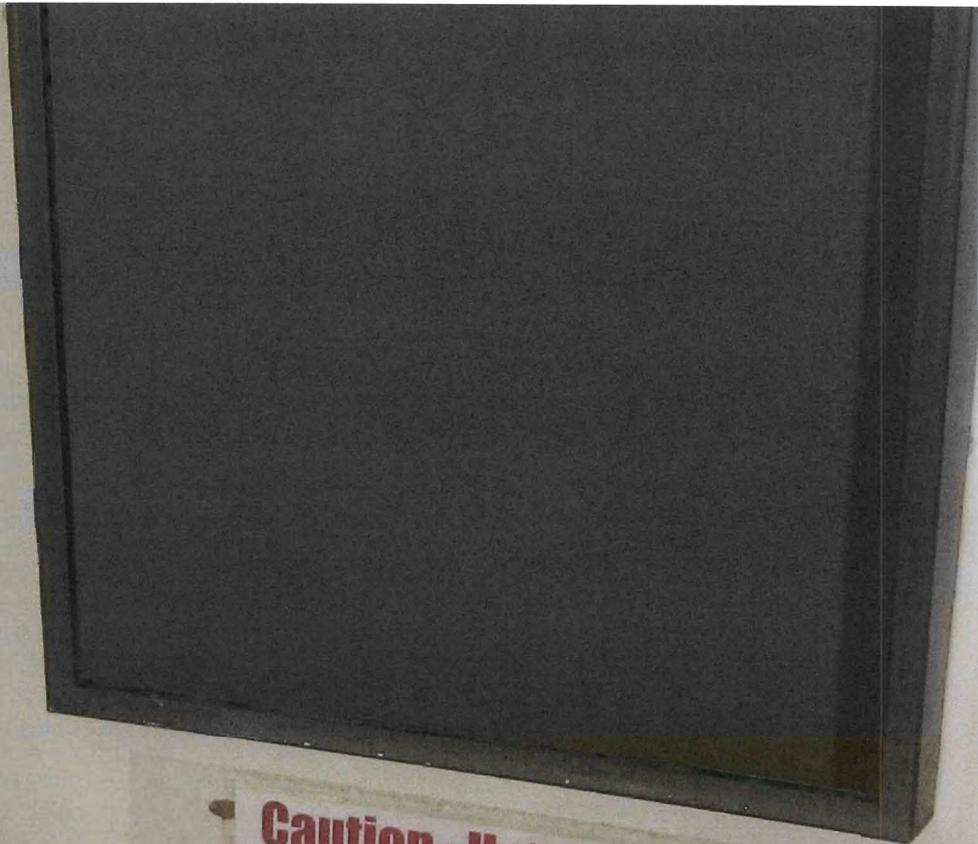










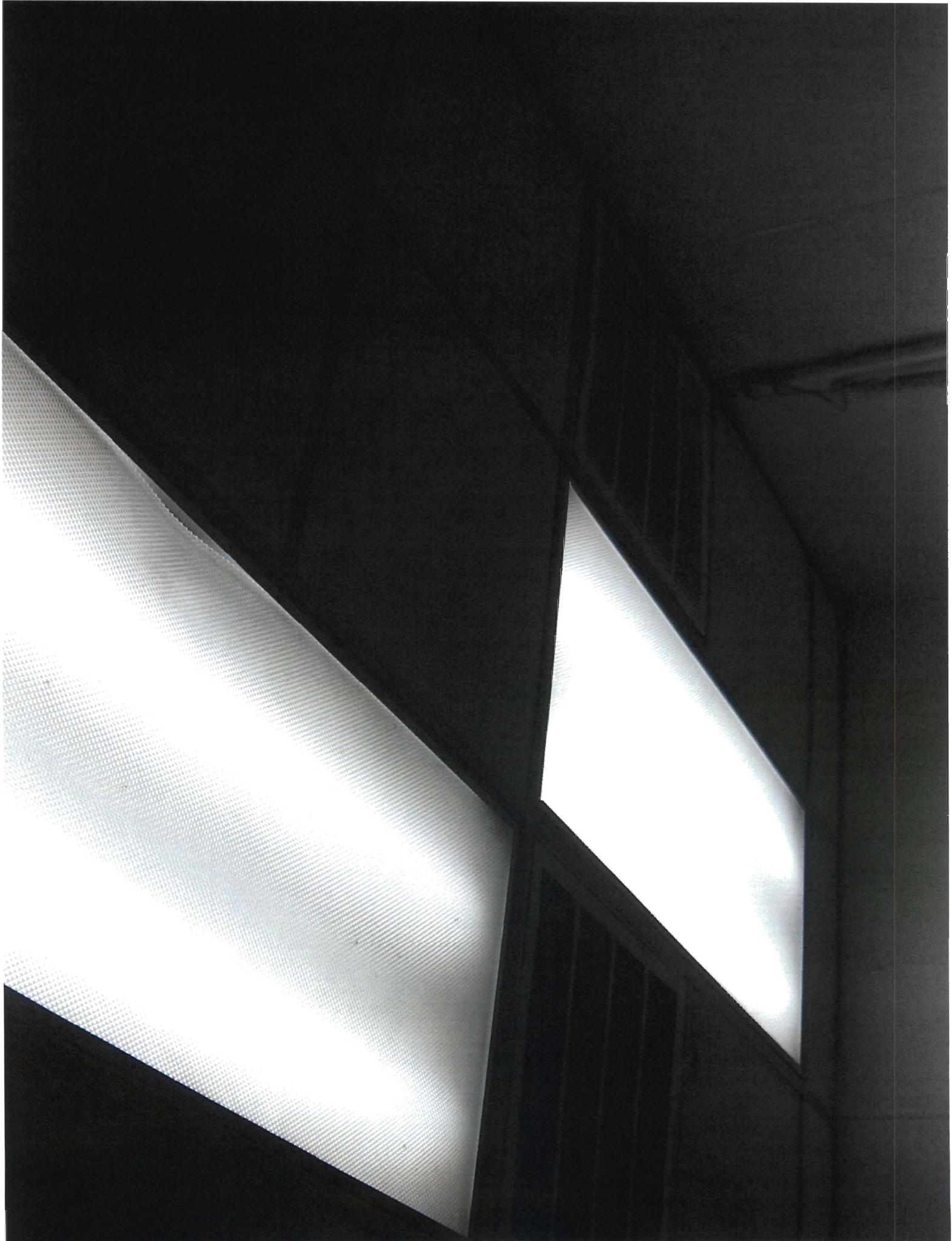


Caution : Hot tap water









WATER
LITERS OF
MADE IN U.S.A.
CORPORATION







