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# MEMORANDUM

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**To:** Mayor and City Councilors

**From:** Rich Olson, City Manager

**Date:** January 9, 2013

**Re:** Consideration - Authorization to Submit Building Reuse Grant Application

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***BACKGROUND:***

The City has received a request from Mr. Wayne Chin and his parents to sponsor a Building Reuse and Restoration Grant application to renovate the former Marina Restaurant. Mr. Chin's parents, John and Mui Chin, purchased the Marina Restaurant at an auction held on November 30, 2012. The Chin's plan to spend \$200,000 to renovate the building.

The restaurant's new name will be Water's Edge Grill. Their scope of work includes the purchase of new restaurant equipment. Renovations include a new fire suppression hood in the kitchen, bathroom renovations and leveling the dining room floor. The Chin's plan to employ 14 fulltime positions, which would make them eligible for a \$70,000 grant/forgivable loan from the Rural Center.

***ANALYSIS:***

The Rural Center's next application deadline is March 1, 2013, with an award date of April 24, 2013. On January 3, 2013, a mandatory pre-application phone conference was held with Rural Center staff. During the conference, it was determined by Rural Center staff that only about \$150,000 of the anticipated costs would be grant eligible, but that amount still makes them eligible for the \$70,000 they have requested. The City's responsibility will be to manage the grant, which we have valued at 5% of the grant application. This will be used as an in-kind matching grant.

The Finance Committee discussed this matter during their meeting on January 9, 2013 and recommends approval.

***STAFF RECOMMENDATION:***

By motion, authorize submission of a grant application to the NC Rural Center for a Building Reuse and Restoration Grant in the amount of \$70,000 for Waters Edge Grill.

RCO/vdw

**BUILDING REUSE AND RESTORATION AND RURAL HOPE  
2013 PRE-APPLICATION CONFERENCE FORM**



Funding Category:  Vacant Building  Occupied Building  Rural Hope

**Applicant Information**

Legal Name of Local Government Applicant: City of Elizabeth City County: Pasquotank

Local Government Contact Name: Richard Olson, City Manager

Mailing Address: P.O. Box 247 Street Address: 2<sup>nd</sup> Floor, Gardner Municipal Bldg  
206 E. Colonial Ave.

City: Elizabeth City State: NC Zip: 27907

Telephone: 252-337-6864 FAX: 252-337-2503 E-Mail: olson@cityofec.com

Project Name Water's Edge Grill Request Amount: \$70,000.00

**Company Information:**

Complete the table below for each company that has committed to create new, full-time jobs in the project building.

Will the company relocate from and/or close any other facility in North Carolina?  Yes  No

**Company Description:**

Please provide a short description of the company and the jobs to be created.

Company Name	Name of Authorized Representative	Telephone Number/E-mail	# of Years in Business in NC	Federal Identification Number	NAICS CODE	Health Insurance Provided Y/N	# of Existing FT Employees	# of New FT Jobs Committed	Average Annual Pay of All New Jobs Committed
CX Industries of VA	Wayne Chin	(757)710-5900	0	260426107	722110	no	0	14	\$28.00

The building will be used for a full service restaurant/bar. Plans are currently for serving lunch and dinner with the possibility of opening for breakfast. New full time jobs to be created will be 2 chefs, 2 prep cooks, 2 dishwashers, 1 manager, 2 bus boys, 2 bartenders, 8 waitresses/hostess.

Is the property  owned or  leased by the company locating in the building?

**Property Owner Information:**

Legal name of the property owner: John K.M. Chin & Mui S. Chin

Legal name of authorized representative for the property owner: Wayne Chin

Property owner address: 20190 Market St. Onancock, VA 23417

Telephone: (727)253-8014

E-Mail: mchin5@yahoo.com

**Renovation/Construction Project Description:**

Please provide a short description of the renovation/construction project.

Restaurant renovation currently planned: Cleaning and updating kitchen equipment. Removing 2 exterior kitchen windows and improving functionality of kitchen. Update restroom floor's, lighting and plumbing fixtures. Improve restrooms accessibility and function to patrons. Interior walls to be painted and updates to lighting fixtures. Exterior walls and decks to be power washed, stain or painted. Exterior landscaping: removal and replanting of bushes and trees. Parking lot repaving. Add 50 feet boat docks and platform. New business signs to building. Leveling of main dining room floor.

**Expenses and Funding Sources**

List all expenses related to the total project cost with the corresponding funding source in the table below. The table should include costs for acquisition, renovation, equipment, training, etc. and all funding sources including business/personal capital pledged, loans, grants/incentives, etc. The table should clearly show ALL expenditures and ALL funding sources for the project. If more than one expense will be paid with the funding source, break the expenses into separate lines with the specific amount to be paid from the source for each expense. Indicate the amount, whether the funds are proposed or committed and the date the funds are available.

Total Committed Funds for Project: \$200,000.00

Expense	Funding Source	Amount	Proposed or Committed	Date Available
Restaurant Equipment	Suntrust Bank Equity Loan	\$ 50,000.00	Proposed	1/30/13
Painting/power washing	Reuse Grant City of Elizabeth City	\$ 5,000.00	Proposed	4/24/13
Kitchen Renovation	Suntrust Bank Equity Loan	\$80,000.00	Proposed	1/30/13
Lighting and bathroom fixtures	Reuse Grant City of Elizabeth City	\$ 2,500.00	Proposed	4/24/13
Business Signs	Reuse Grant City of Elizabeth City	\$ 7,500.00	Proposed	4/24/13
Boat Docks	Reuse Grant City of Elizabeth City	\$ 15,000.00	Proposed	4/24/13
Bathroom Renovation	Reuse Grant City of Elizabeth City	\$20,000.00	Proposed	4/24/13
Levlling Dining Room Floor	Reuse Grant City of Elizabeth City	\$ 15,000.00	Proposed	4/24/13
Landscaping	Reuse Grant City of Elizabeth City	\$5,000.00	Proposed	4/24/13

Please list three dates and times when the local project partners are available for the pre-application conference call:

1. 1/2/13 4:00pm

2. 1/3/13 5:00pm

3. 1/4/13 4:00pm

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Signature of Local Government Representative

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Typed Name and Title

Date

**All grant materials should be submitted to the  
Building Reuse and Restoration Grants Program,  
North Carolina Rural Economic Development Center,  
4021 Cary Drive, Raleigh, NC 27610,  
Attn: Melody Adams.**