



# MEMORANDUM

---

**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager  
Morgan Jethro, Community Development Manager

**DATE:** January 7, 2016

**RE:** Consideration - Downtown Improvement Grant Program  
Application for "The Flour Girls"

---

***BACKGROUND:***

The City of Elizabeth City Downtown Improvement Grant (DIG) Program is in the third year of focusing on improving Life Safety Code compliance, ADA compliance, repairs to electrical, plumbing, and mechanical systems, and necessary structural repairs in the Downtown sector of the City.

The Flour Girls Café and Bakery is the second DIG application the City received this year. The City has expended \$67,405 this fiscal year on the DIG program. Most of the monies spent were for DIG applications approved in FY2014-2015; but were not closed out until this fiscal year. Before any of the DIG applications can be awarded, a budget amendment will be need to be approved by the City Council. The budget amendment is a companion item, which will need to be approved prior to any DIG applications being considered.

***ANALYSIS:***

Carrie Hays and Talia Krites are requesting financial assistance to open the former site of the "City Wine Sellar", located at 102 Water Street. The proposed business will be a new bakery and sandwich shop to the central business district operating as "Flour Girls Café & Bakery". In their application, the owners request a \$20,000 grant award toward a total project cost of \$75,000. They propose to employ three (3) full time and three (3) part-time persons. The targeted date for opening is early February 2016.

If awarded, the funds will be applied to the following building improvements:

- Removal of existing and installation of new vinyl flooring;
- Painting of interior walls and ceiling;

- Installation of a new wall for designated cake decorating area;
- Installation of new heating, ventilation, and air conditioning (HVAC) units;
- Weatherization of windows by weatherproofing and sealing windows;
- Various safety code improvements, including the installation of a commercial hood over the stove, restroom sinks and toilets;
- Installation of five (5) awnings, three of which will be manufactured of fireproof materials;
- Repair of crumbling interior brick wall; and
- Construction of built-in countertop display cases.

Ms. Hays and Ms. Krites have an executed lease from the property owner, Mr. Kenneth Hoffer, for a period of 3 years, with an option to purchase at the end of the lease period. Application for Zoning Permit has been filed with the City Planning Department.

Included with the application are two price quotes from Ernie Dennison of Ernie's Awnings. The first bid (on letterhead) is for standard, non-fire resistant awnings, indicating a price of \$5,978.00. The second bid sent via email is for three fire resistant fabric awnings. When replacing awnings to structures in the Fire District, State Building Code requires that awning be constructed using a fire-retardant fabric. Despite efforts to identify a business, there are no local contractors that offer the fire resistant fabric.

Building Inspector Brent Thornton and Community Development Manager Morgan Jethro have visited the site, and no additional building improvements are necessary at this time. The composite score of the matrix rating system is 78.63.

***FINANCIAL:***

The Finance Committee discussed this matter during their meeting of January 7, 2016. Upon motion by Mayor Peel, seconded by Councilman Donnelly, the committee unanimously recommended approval by the City Council.

***STAFF RECOMMENDATION:***

By motion, approve the "Flour Girls" Downtown Improvement Grant Program request in the amount of \$20,000.00, for a total project cost of \$75,000.00.

**The Scoring Sheet and photographs of the project are provided on the following pages.**

**The application is also attached for reference.**

**The lease agreement is available for inspection by the City Councilors in the City Manager's Office.**

# DIG Grant Evaluation—Composite Scores

## Flour Girls

### Program Goals

Olson   Jethro   Brooks   Cole   Average

#### A: Occupancy & Job Creation

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

45   45   37.5   45   43.125

#### B: Life Safety Code(s) Compliance

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)

20   20   10   20   17.5

#### C: Exterior Aesthetics & Façade – New/upgrades

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, railings, balustrade and exit facilities (3 points)
4. Signage (2 points)

5   7   10   5   6.75

#### D: Interior Remodel/Renovation

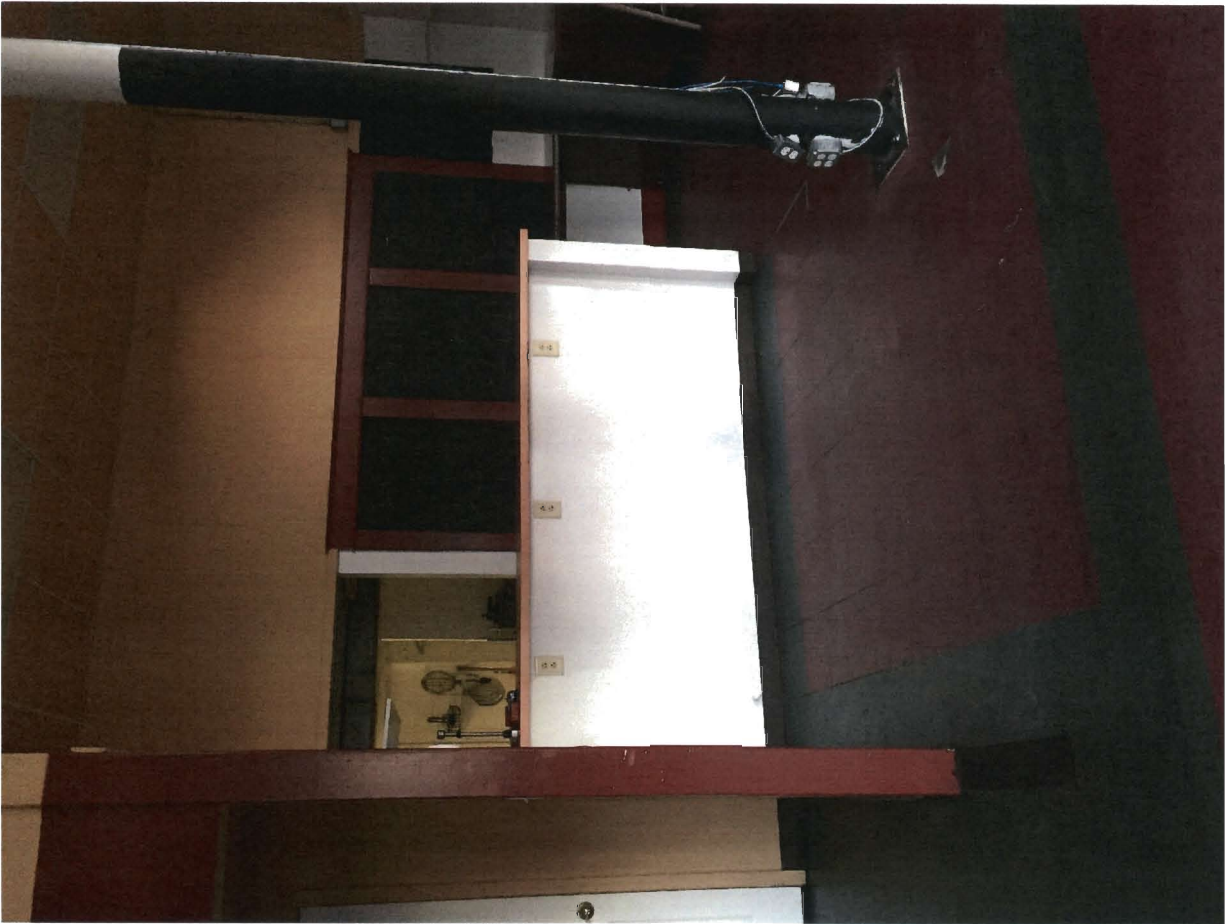
1. Interior stairs, porches, railing, balustrade and exit facilities (5 points)
2. Interior walls, including cleaning, sealing, tuck pointing and painting (5 points)
3. Repair or replacement of flooring (5 points)
4. Repair or replacement of ceiling (and roofing affects) (5 points)

15   10   10   10   11.25

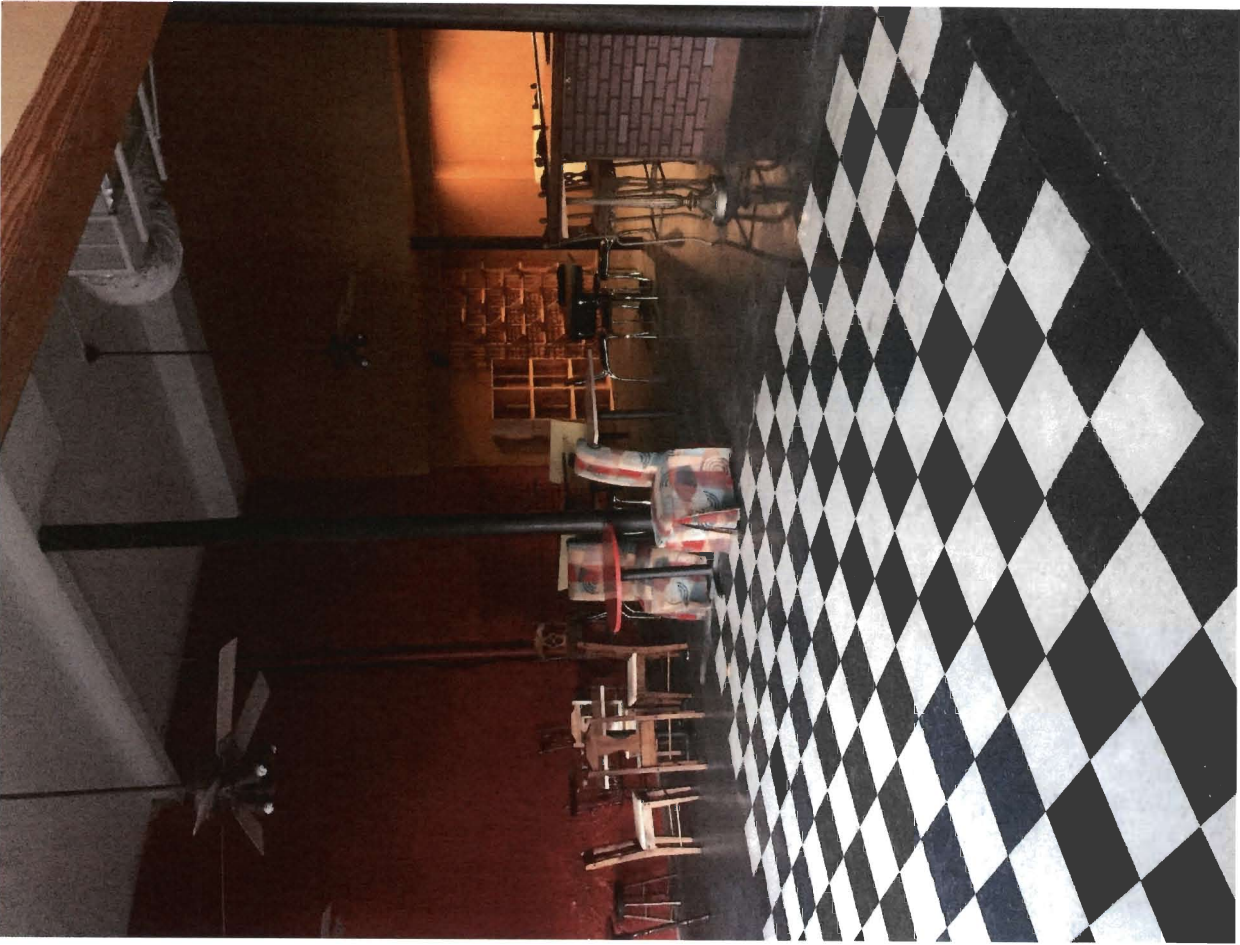
#### Project Composite Scores

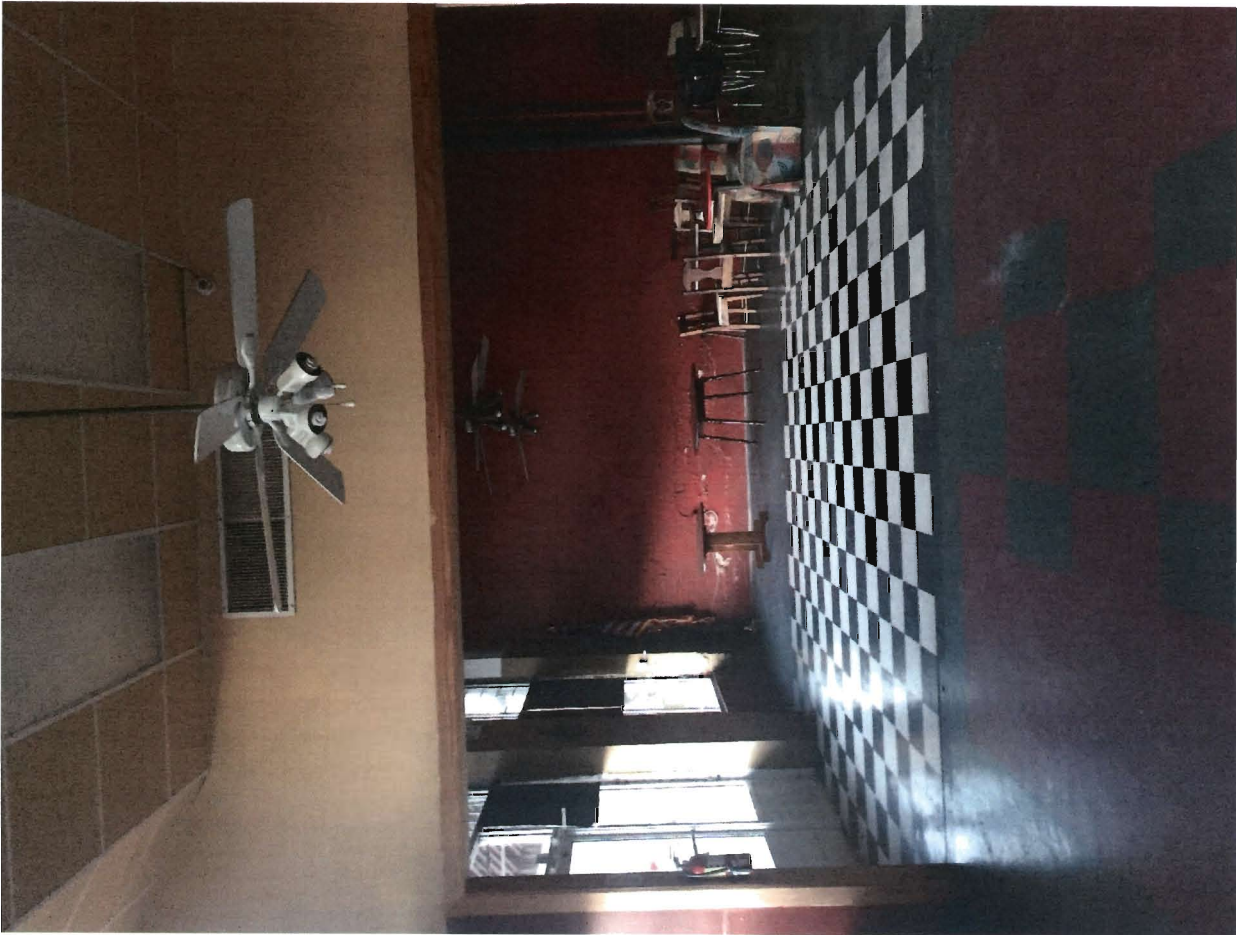
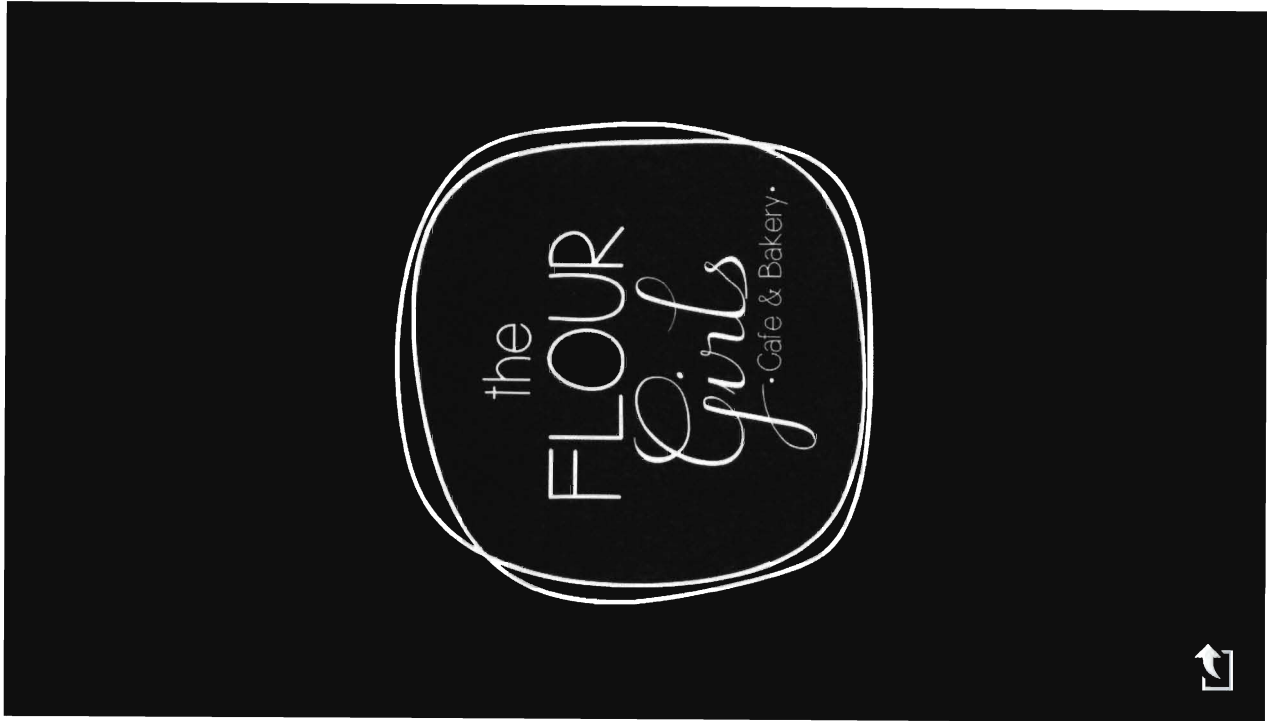
**85   82   67.5   80   78.63**















City of Elizabeth City  
Downtown Improvement Grant Program  
Fiscal Year 2015-2016

Grant Application

Date:

12/28/15

Applicant Name:

Carrie Hays & Talia Krites

Business Name:

Flour Girls Cafe + Bakery

Mailing Address:

1447 S. Hwy 843  
Shiloh NC 27974

Type of Business:

Cafe & Bakery

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

General Hours of Operation: 7am - 5:30 pm

Does Business Generate Taxable Sales? Yes  No

Tax Identification Number: Have applied

Property Address:

102 Water St. Elizabeth City NC 27909

Business Owner:

Phone Number:

252 485 9657

Email Address:

CarrieCakesofCamden@lne.com

Property Owner:

Ken Hoffer

Phone Number:

331-1997

Email Address:

Contact Person (if not listed above):

Talia Krites (co-owner of business)

Phone Number:

252 455 2312

Email Address:

Tallyd-16@yahoo.com

Grant Type: Exterior  Interior  Interior & Exterior

Requested Grant Amount: 20,000

Source of Matching Funds: 20,000

Total Project Cost: 75,000

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

See attached paper

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 Carrie Hays / Talia Krites 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.

Talia Kr  
(Signature of Grant Applicant)

Date: Dec. 28, 2015



**Property Owner Authorization**

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

I, Kenneth Hoffer hereby affirm that I am the owner of

property located at 700 E. Main Street, Elizabeth City, NC and that I

give my authorization for Carrie Hays + Talia Krites 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.

Kenneth Hoffer Date: 12/1/15  
(Signature of Property Owner)

State of North Carolina  
County of Pasquotank

Kenneth Hoffer 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.

Betty Jo Sackett  
Notary My Commission Expires July 5, 2020

(SEAL)

Grant

## **Description of Project and how it will support new and/or expanded business development**

1. **New flooring-** The existing floors are very old and are inconsistent throughout dining area. Installing a wood look vinyl plank will achieve the inviting look as well as the durability we need.
2. **Painting-** We will be painting the interior walls and ceiling light gray with white trim to create an atmosphere that is aesthetically pleasing
3. **New Wall-** We will be adding a wall to create a designated space for decorating cakes. We must be able to decorate cakes away from the heat of the kitchen.
4. **Extra Ventilation-** We must add one HVAC vent into the added cake decorating room
5. **Weather proofing-** Better sealing windows and doors to improve electric bills
6. **Hood-** Installing a ventilation hood over stove top will help with smell and is required by fire code
7. **Permits-** We will obtain several permits (zoning, health dept, building inspector, and fire marshal)
8. **Sinks and toilets-** Installing eco friendly toilets and sinks
9. **Awnings-** We will have black and white awnings with the Flour Girls logo in order to make the outside attractive and give separation from the old City Wine Sellar.
10. **Interior Brick Wall-** some areas of wall are crumbling and need to be repaired
11. **Built in counter-top Display Cases-** Cases will create the space needed to display cakes, pastries, and bread

### **Additional Information:**

After years of construction have suffocated downtown businesses, we believe that Flour Girls Café & Bakery will do well in bringing good food and great atmosphere back to downtown Elizabeth City. We Love our city and are excited at the opportunity to help it grow into something great!

Steve Ballance  
 1125 Hwy 17 South  
 Elizabeth City, NC 27909  
 252-338-6130

#CarrieCakes ofCamden@Live.c

#Quote

Job Invoice

SOLD TO <i>Carrie Cakes of Camden NC</i>		DATE ORDERED	ORDER TAKEN BY <i>10/30/15</i>
		PHONE NO.	CUSTOMER ORDER #
		JOB LOCATION	
		JOB PHONE	STARTING DATE
<i>Call # 252-455-2312</i>		TERMS	

QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK
	<i>9'6" Hood</i>			
1EA	<i>Used 5/8 Class 1 Hood</i>			<i>no Elb to Hood or Fuses</i>
1EA	<i>Ext Fan + Curb</i>			<i>No Gas to Hood</i>
1EA	<i>Air Fan + Curb</i>			<i>No Work Plat Forms or</i>
	<i>5/8 on top of Hood</i>			<i>Handrail on roof top</i>
	<i>+ Back Wall all</i>			<i>need 2EA Curbs set on</i>
	<i>Gas Pipe for Air +</i>			<i>roof top</i>
	<i>Steel. Best. Work</i>			
	<i>Parts + Labor to install</i>		<i>\$ 7,400.00</i>	
1EA	<i>Fire Suppression Hood</i>			
	<i>+ Cover 1EA Fltop +</i>			
	<i>Stone Ele Parts +</i>			
	<i>1 Hour stool. 1EA</i>			
	<i>Gas 1/4 to 3/4 - 1/2"</i>			
1EA	<i>K-Class FX For Hood</i>			
	<i>Parts + Labor to install</i>		<i>\$ 2,475.00</i>	
	<i>New + Used</i>			
TOTAL MATERIALS				
			TOTAL LABOR	

WORK ORDERED	TOTAL LABOR
DATE ORDERED	TOTAL MATERIALS
DATE COMPLETED	TOTAL MISCELLANEOUS <i>9,875.00</i>
CUSTOMER APPROVAL SIGNATURE	SUBTOTAL
AUTHORIZED SIGNATURE	GRAND TOTAL <i>9,875.00</i>



**Morgan Jethro**

---

**From:** Talia DeRosa <tallyd\_16@yahoo.com>  
**Sent:** Monday, January 04, 2016 9:47 AM  
**To:** Morgan Jethro  
**Subject:** Fw: Awnings asap

**From:** Ernie Dennison <erniesboatcanvas@yahoo.com>;  
**To:** Talia DeRosa <tallyd\_16@yahoo.com>;  
**Subject:** Re: Awnings asap  
**Sent:** Mon, Jan 4, 2016 2:37:40 PM

8 Awning to take down & recover .

3 Awnings using Firesist fabric.

5 Awnings using Sunbrella fabric.

Sew 12" Black & White strips vertically all the way across awnings.

Install

Job 7350.00

tax 496.13

total \$ 7846.13

Thank you

Ernie's Awnings

Ernie Dennison

491-8279 w

982-6033 c

On Sunday, January 3, 2016 5:34 PM, Talia DeRosa <tallyd\_16@yahoo.com> wrote:

Can you please email me the updated quote? I need it by 9:30 tomorrow morning to give to Morgan!!

Ernie's Awning Company COPY

101 Meadow Lake Cr  
Jarvisburg NC 27947

Phone Number: (252) 491-8279  
Fax Number: (252) 491-8611

To: Talia Krites Date: 11-27-15

From: Ernie

Message: 102 Water Str. E.C.

We take down 8 Awnings

You paint the Frames

Call us to pick up Frames

We re cover Frames

We install Awnings

Job	5600. <sup>00</sup>
Tax	378.-

---

Total \$ 5978.<sup>00</sup>/<sub>xx</sub>

NOTE:

Your Logo is not included.

With your photo on Tpg  
We can price separately.

Thank you  
Ernie

# Bluewater Contractors Inc.

1115 Four Forks Rd.

Elizabeth City NC 27909

252-340-0790

License # 55763

Date 12/21/15

Job: Carrie Hays and Talia Krites 102 Water St.

Description of Work: Remodel of space to include vinyl plank flooring, painting, electrical as discussed, building of a wall, installation of frp board, some cabinetry work as discussed.

Total cost: \$25,275.00





# Trimworks Custom Homes

NOVEMBER 30, 2015

*Residential & Commercial Construction*

Nino M Arranz

101 Dramtree Drive

Elizabeth City, NC 27909

252-207-2579 -- License # 60412

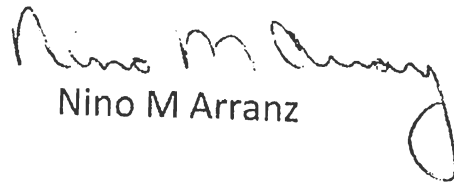
Fully Insured

## **PROPOSAL FOR CARRIE HAYS AND TALIA KRITES**

This proposal is for remodeling the building located at 102 Water Street.

- I will install 1500 square feet of vinyl plank flooring. I can do this portion of the job for the total amount of \$6,250.00.
- I will repaint the walls, ceiling, doors and trim. I can do this portion of the job for the total amount of \$5,625.00.
- I will change out the ceiling fans in the front section of the building with new lights and install new lights in the new room being built in the back left side. I can do this portion of the job for the total amount of \$2,175.00.
- I will build a wall with a door in the back left side of the building to separate this area from the rest of the building. I can do this portion of the job for the total amount of \$1,185.00.
- I will install fiber reinforced plastic boards on the walls in the food preparation areas. I can do this portion of the job for the total amount of \$4,215.00.
- I will build 2 cabinets in the front section of the building. The first will be 13' long and the second will be 8' long. They both will be built out of oak plywood with raised paneling on the front, open areas in the back for storage and built to handle glass installed on the top. I can do this portion of the job for the total amount of \$1,865.00
- I will add all the necessary outlets and switches to meet the current building codes and to accommodate the changes being made to the building. I can do this portion of the job for the total amount of \$2,440.00.

I can do this job for the total amount of \$23,755.00. Thank you for allowing me to bid on this for you and if you have any questions or if there is anything else I can do for you give me a call at 252-207-2579.

  
Nino M Arranz

# Albemarle Awning Co.

1203

~~██████████~~  
Elizabeth City, NC 27909  
(252) 335-2664

Milton Aydlett  
Owner

Denise Aydlett  
Owner

Date 12/7 2015

Flours Girls

**COPY**

Ret Talie Krates 455-2312

1107 Magnolia Dr.

replace canvas

process at del city, NC

Letter

12/7/15

12/7/15

As far as any logos I need,  
just pass on what RC. Crum

charges me. Thanks

Milton Aydlett

"We Cover The Albemarle"

Thank you for your patronage

TERMS: Net 30 days. 5% discount for 10 days. 10% discount for 15 days. Monthly (180 days) SERVICE CHARGE