

**CITY OF MONROE
DOWNTOWN ADVISORY BOARD
CITY HALL COUNCIL CHAMBERS
300 W. CROWELL STREET, MONROE, NC 28112
Tuesday, February 22, 2022 - 5:30
PM
AGENDA**

1. Call to Order
2. Roll Call
3. Approval/Acceptance of Minutes (Action Required)
4. Facade Incent Grant for 354 E. Franklin Street
5. Economic Development Incentives for 200 N. Main Street - Bowhaus Boutique
6. Monroe Social District Update
7. Adjourn Meeting (Action Required)

ATTENTION ADVISORY BOARD MEMBERS:

Please contact Matt Black at 704.292.1705 X6041 to confirm your attendance. Thank you.

The next scheduled meeting is . Regularly scheduled meetings are on the fourth Tuesday of February, April, June, August and October.

**AS A COURTESY, PLEASE TURN OFF ALL MOBILE DEVICES WHILE MEETING IS
IN PROGRESS.**

City of Monroe
Downtown Monroe Advisory Board
300 W Crowell Street, Monroe, NC 28112
City Hall Conference Room
5:30 p.m.

Tuesday, October 26, 2021
Meeting Minutes

DAB Members: Chair: Sheila Crunkleton, Carley Englander, Michele King, Susan Radford, Jason Walle, Kay Klaren, Joyce Rentschler, Marie Starnes

Staff Present: Matthew Black, Downtown Director

Visitors Present: Coliesta Vidak, Greg Moore, Jen, Moore

Member(s) Absent: James Allen Lee, Caroline Brown

The Downtown Monroe Advisory Board met on **October 26, 2021** at 5:30 pm.

Item 1: Call to order

Sheila Crunkleton called the Tuesday, **October 26, 2021** Downtown Advisory Board meeting to order at 6:10pm

Item 2: Roll Call

Roll was conducted with a sign- sheet of the members that were present.

Item 3: Approval/Acceptance of Minutes (Action Required)

Sheila Crunkleton submitted the Minutes of the Downtown Monroe Advisory Board Regular Meeting on **August 24, 2021** and requested a motion to approve minutes.

Motion: Jason Walle made a motion to accept the **August 24, 2021** Downtown Advisory Board meeting minutes as submitted.

Second: Susan Radford

Action: The motion to accept the **August 24, 2021** Downtown Advisory Board meeting minutes as submitted passed unanimously.

Item 4: Downtown Social Districts (Action Required)

Sheila Crunkleton introduced this item.

The Downtown Director presented the overview of "Social Districts," which part of House Bill 980 on September 8, 2021. The new bill allows local governments establish common areas where patrons of existing ABC alcohol permittees can freely assemble to consume purchased beverages.

Along with guidelines and strict signage outlining the “Social District” boundaries, it is required by the state to adopt a logo, which is to be displayed on all cups and signage throughout the designated area.

The Downtown Director requested a motion to approve the presented Monroe Social District logo and it was requested to remove the silhouettes of the kids in the logo and replace with silhouettes with dogs. Jason Walle said he would make the modifications, as requested.

Motion: Michele King made the motion to approve the logo with the recommended modifications to the presented logo.

Second: Carley Englander

The Downtown Director also presented the suggested boundaries for the “Social District.” The boundaries would include the Central Business District and exclude public entities such as the police station, post office, and city and county facilities.

Motion: Joyce Rentschler made a motion to move forward with the proposed “Social District” boundaries.

Second: Kay Klaren

The motion to recommend the proposed “Social District” boundaries and logo to General Services, Public Safety, and City Council was approved unanimously

Item 5: Update on Downtown Projects

Sheila Crunkleton introduced this item.

The Downtown Director gave updates on numerous projects in the downtown area including the Morgan-Windsor Alley Project, Police & Senior Center, Wayfinding, Food Truck Pilot program, 108 N. Main Street RFP, and Science Center.

The board was presented with the alleyway schematics provided by McAdams Architect with a timetable for completion of the project. 108 N. Main Street QR code was also provided so that the board could see what the City is looking for in their RFP and the projected timeline of that project.

Item 7: Adjourn (Action Required)

Sheila Crunkleton introduced this item.

Motion: Jason Walle

Second: Joyce Rentschler

The meeting adjourned at 6:30 pm.



Design Review Report

TO: Downtown Advisory Board

DATE: February 22, 2022

FROM: Matthew Black, Downtown Director

BY: Matthew Black, Downtown Director

SUBJECT: 354 E. Franklin Street, F. I. G. application review.

SUMMARY STATEMENT

354 E. Franklin Street., Façade Incentive Grant Application, Design Review.

REVIEW

Staff reviewed the façade application for 354 E. Franklin Street, on February 14, 2022. Brian Borne, Interim City Manager; Lisa Stiwinter, Planning Director; Doug Britt, Senior Planner; Keri Mendler, Planner; Matthew Black, Downtown Director met to review the application submitted.

The following items were discussed as outlined in the drawings provided:

- I. Adding new storefront windows with new trim to match the new siding

The Design Team reviewed the sketches and photos provided by the applicant and have determined the work stated in the proposal is acceptable.

No code compliance issues were found during the review. The project requires a permit and permit center review. Permits are the responsibility of the applicant.

This project is eligible for matching grant funds up to the qualifying \$8,000.00, reimbursable upon compliance with grant requirements, guidelines, conditions and City permitting requirements.

RECOMMENDATION

Design Review recommends funding the matching grant request for 354 E. Franklin St. up to the maximum \$8,000 eligible upon meeting all grant requirements and proof of expenses. Total project cost is estimated at \$17,750.00.

Downtown Advisory Board will review the application at the February 22, 2022 meeting.



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: Adam Tsiukras

Date: 2 / 9 / 22

Owner's Mailing Address:

Phone: 704-578-5710

6008 Cotton Ridge Drive
Indian Trail NC 28079

Building Name: currently Sea Hut

Building Address: 354 East Franklin Drive Monroe NC 28112

Building's Physical Address:

Same as above

Project Start: 4 / 1 / 22

Chubs grubhub@gmail.com

Project End: 5 / 1 / 22

Project Description:

Adding new storefront frames doors and windows with
new trim to match new siding

Project Cost: \$17,750.00

Please attach the following:

- | | |
|---|---|
| 1) Color photographs of existing conditions of proposed improvement area/historic photos (if available) | 4) Written specifications outlining scope of work |
| 2) Samples of paint and wall coverings and floor coverings | 5) Drawings of proposed renovations |
| 3) Description of appliances, light fixtures, etc. to be installed | 6) Contractors estimate and NC License Number |

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: Adam Tsiukras Phone: 704-578-5710

Business Name: Chubs Grub Hub LLC

By providing this Grant Application to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature: [Signature] Date: 2 / 9 / 22

Please Print Name and Title: Adam Tsiukras (owner)

City of Monroe—Downtown Monroe
113 West Morgan Street • Monroe, North Carolina 28112



3221-A Westwood Industrial Drive – Monroe, NC 28110 – Phone: 704-291-7711 – Fax: 704-291-7011
www.glass1st.net

Proposal Number: 000561

<i>Job Name:</i> Chubs Grub Hub LLC	<i>Date:</i> 2-9-22
<i>Location:</i> 354 E. Franklin St. Monroe NC	<i>Estimator:</i> Brian Hall
<i>Bid Date:</i>	<i>License #:</i> NC 71710 & SC G115850
<i>Bid Time:</i>	
<i>Customer:</i> Chubbs Grub Hub	

mt

SCOPE OF WORK & MATERIALS

Removal and disposal of existing store front glass blocks and doors.

Furnish and Installation of 260 Sq ft of Black Anodized 2 X 4 ½" Thermally broken storefront with 1" Insulated glass to be Low E /Clear

Furnish and install 1 Black anodized LH 3.0 X 7.0 single door with Standard Hardware.

Furnish and install 1016 LF of 2" X 7 " .040 Red Perimeter window trim around openings.

COST OF PROJECT **\$17,750.00**

If you have any questions or would like to make any changes, please feel free to contact me at

brianhall@glass1st.net

Or (704)290-8840

Brian Hall

Due to frequent price increases and changes estimate good for 45 days

1st Choice Glass Warranty & Disclaimer:

(1) Reliability of Quoted Costs. Labor costs and material costs are firm for thirty (30) days from the date of proposal stated above. If the time between the proposal date and installation exceeds thirty (30) days, 1st Choice Glass, Inc. reserves the right to amend the proposal and to add any surcharges and/or additional costs to any and all labor and/or materials.

(2) Warranty: Unless otherwise agreed in writing, 1st Choice Glass, Inc. warrants that all application and labor completed by 1st Choice Glass, Inc. shall be free from defect for one (1) year following its completion. Said warranty does not include (1) damage arising from abnormal use, negligence, misuse, or accident, which occurs as a result of no fault of 1st Choice Glass, Inc. or (2) material damaged by tear-out, retro-fit, or remodel. 1st Choice Glass, Inc. reserves the right to respond to such warranty claims by first making repairs to the defect; such repairs shall be subject to the satisfaction of the customer. 1st Choice Glass, Inc. does not warrant raw material or manufacturers' products; any warranty for such materials or products shall be limited to the manufacturer's warranty. 1ST CHOICE GLASS, INC. EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY or IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

(3) Estimate of Work Required & Changes. The work proposed herein is based on initial estimates and may require changes, alterations, and/or adjustments to complete the job as described, agreed or required by applicable codes and/or government inspections; if such changes or alterations are necessary, customer agrees to execute a written change order which shall indicate the change in the work to be completed or the materials to be used and the agreed upon price for such work and/or materials; such change order shall become an amendment to the contract and the customer shall pay all additional charges agreed upon in the change order at the time the change order is delivered by the customer to 1st Choice Glass, Inc.

(4) Specifications. Unless otherwise specified, all systems are designed to the governing codes (ie: International Building Codes, International Energy Code Council) for the location where the work is to be completed. A maximum deflection of L/175 shall apply for units less than 13'-6" in height and a maximum deflection of L/240 + .25" shall apply for units exceeding 13'-6" in height. Individual glass lite deflection shall be limited to .75" of the glass edge.

(5) Time Frame. A minimum of two (2) weeks from the date that all shop drawings and submittals are approved is required for delivery. Installation shall be completed within a minimum of two (2) weeks after the delivery of materials if the project schedule does not delay installation.

(6) Deposit & Payment. A deposit or joint supplier payment(s) may be required at the discretion of 1st Choice Glass, Inc. and may be due to 1st Choice Glass, Inc. prior to startup. Once ordered, any and all nonrefundable special order material costs are the sole liability of the customer and shall be payable on demand. Payments of retainage are due no later than sixty (60) days from the final invoice unless otherwise agreed upon in writing. All other payments are due in net thirty (30) unless otherwise agreed in writing. All payments not made when due will accrue interest at a rate of 1 ½% per month. Failure to make all payments due pursuant to this Agreement, including payments of interest, shall constitute a default of this Agreement ("Default"). In the event of Default, 1st Choice may pursue litigation against Customer to recover all past due amounts, in addition to all costs incurred by it resulting from the Default, including, without limitation, reasonable costs and attorneys.

(7) Inclusions & Exclusions. All proposals include indicated labor, materials, and applicable taxes. Exclusions from this proposal include, but are not limited to, any cleaning, protection or sealing of glass or metal, any and all "Wood Blocking" required on plans or necessary for systems warranty, and additional glass, metals, labor, shop drawings, engineered calculations or miscellaneous materials not listed on proposed shop drawings, or addendums to such shop drawings or this proposal. **Hollow Metal Frames/Doors, FRP Doors, Coiling Doors, Fire Rated Frames, Air/Water Testing, Wood Blocking, Rigid Insulation, Louvers, Vents, Mirrors, Skylights, Translucent Panels, Composite Panels, Fiberglass Panels, 3-form Panels, Automatic/Electric Door Hardware, Window Film, Fire Stop, Glass Hand Rails, and/or any item not specifically called out herein must be considered as an exclusion from this quote...**

(8) Unless Otherwise noted, all Inclusions and Exclusions contained within this Proposal shall supersede any and all requirements related to the same identified in bid drawings, construction documents, specifications, clarifications, contracts, and any attachments, exhibits, or addendums thereto.

(9) Binding Contract. This proposal shall be considered a valid and binding contract upon 1st Choice Glass, Inc. and the customer upon the signing of all parties. Once signed by the parties, this contract and any addendums and exhibits attached hereto comprise the entire agreement between the parties hereto and supersedes all prior negotiations. This contract may only be amended by a written instrument signed by both parties hereto.

(10) Headings. The headings of the paragraphs herein are for convenience only and shall not affect the meaning or interpretation of the contents thereof.

(11) Authority. Each party signing this proposal represents to the other that the terms of this proposal are accepted, and that the resulting contract, the rights and obligations contemplated herein, and the execution and delivery hereof are authorized or have been duly authorized by all necessary limited liability company or corporate proceedings and actions, as applicable, pursuant to applicable law.

(12) Working Hours: Proposal is based on 40 hour work week, Monday thru Thursday, 7:00 AM until 5:30 PM. Any work required outside this time period will be considered "After Hour" and will be subject to additional charges.

ACCEPTED:

1st Choice Glass

Customer Name:

By: _____

By: _____

Title: _____

Title (if applicable) _____

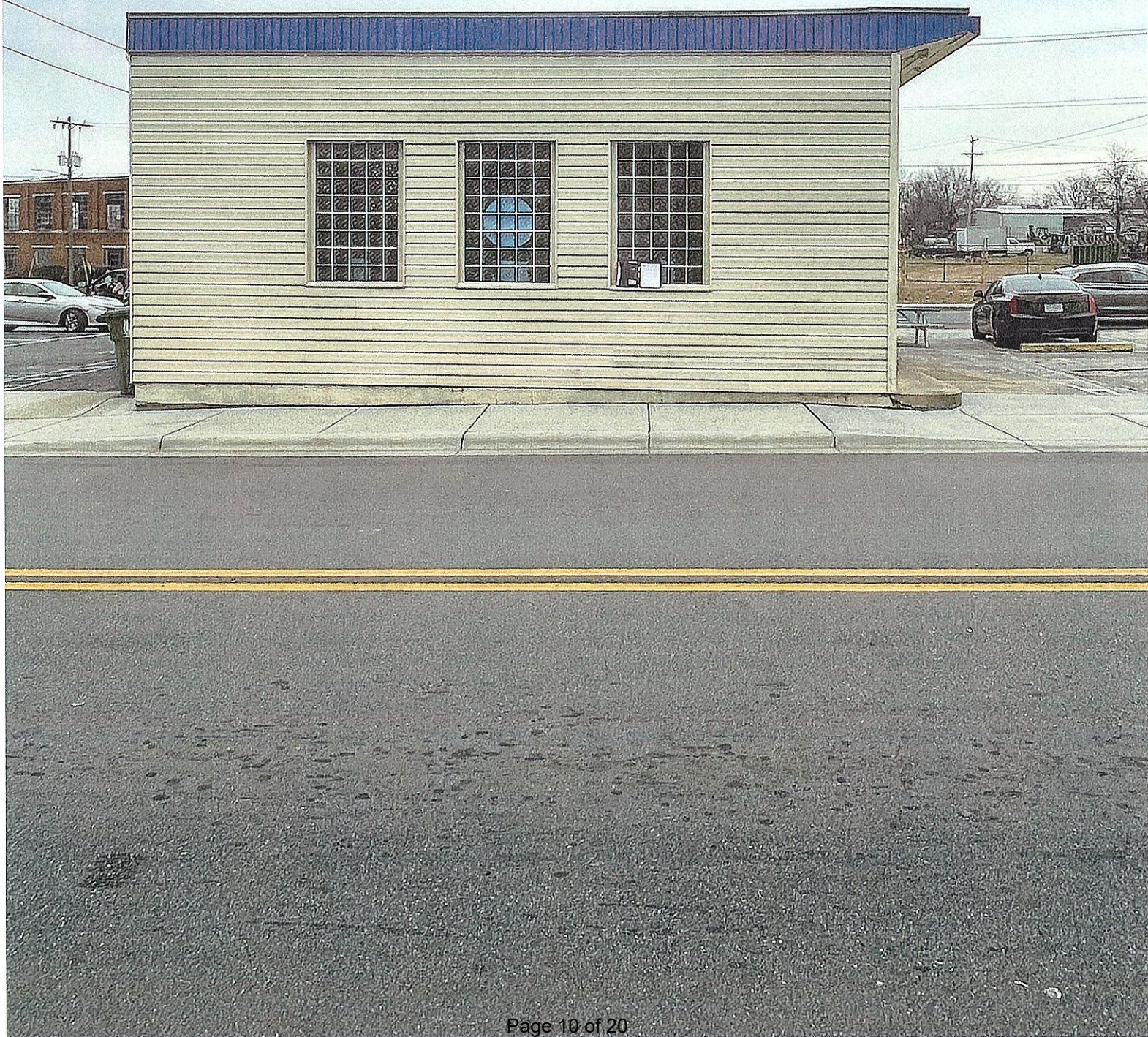
Date: _____

Date: _____

ORIGINAL



AUTO











Chub's
Grub Hub



STAFF REPORT

TO: Downtown Advisory Board

DATE: February 22, 2022

FROM: Matthew Black, Downtown Director

SUBJECT: Incentive Grant for 200 N. Main Street – Bowhaus Boutique

SUMMARY STATEMENT

The Downtown Advisory Board is requested to consider a recommendation of approval of downtown economic development incentives to the General Services Committee and City Council, for 200 N. Main Street, Bowhaus Boutique.

REVIEW

Bowhaus Boutique has signed a 3-year lease for 200 N. Main Street and looking to open a new business in Downtown Monroe. The new business project totals 1,730 sq. ft. and is located within Downtown Monroe's Central Business District.

It is the recommendation of staff that the Downtown Advisory Board makes a recommended motion to approve the downtown incentive as outlined with the following stipulations:

1. Grant funds not to exceed \$5,190.00 for the Pronto Grant and \$5,000 for the Meet Me Downtown Grant
2. City will not advance grant funds until project is complete: The project must be completed as proposed. Rent subsidy and advertising assistance will be reimbursed quarterly upon submission of an invoice along with a copy of the advertisement or marketing expense and verification that the vendor has received payment.

RECOMMENDATION

The Downtown Advisory Board should recommend approval of Downtown Economic Incentives to the General Services Committee and City Council. The incentives include up to \$3 per sq ft. (matching 50/50) of the assessed sq. footage of 1,730 or no more than \$5,190 for the Pronto Grant and \$5,000 for the Meet Me Downtown grant. Grant monies not to exceed a total of

\$10,190. Funding is subject to compliance with the Program and subject to a general fund appropriation.



Downtown Monroe

Downtown Pronto Grant

Application



Business Name: Renovo Technology Inc. DBA The Bowhaus Boutique
Property Owner: Lily Samson, LLC. **Deed Book:** 7947 **Page:** 689

Address of Proposed Downtown Business: 200 North Main Street
Applicant's Mailing Address: Suite 100
City: Monroe **State:** NC **Zip:** 28112
Applicant's Phone: 828-242-6239 **Email:** info@bowhausboutique.com

Select Business: Retail **Square Feet:** 1730 **Amount Requested:** \$5,190

Approximate cost to open the business:	<u>\$65,000.00</u>
Personal Investment	<u>\$65,000.00</u> (Equity)
Bank or other financial commitment	<u>\$</u>
Building Rehabilitation	<u>\$</u>

Number of new Jobs:
<u>10+</u>
Expected daily traffic:
<u>10+</u>
Other:
<u></u>

Monthly Rent/Lease: \$2000 **Additional Space provided if Expansion:** **Sq. Ft.**

Proposed Opening Date of the Business: April 1, 2022

Description of the Business
Pet retail business selling pet supplies, food, and grooming services
Pet retail business selling pet supplies, food, and grooming services
Pet retail business selling pet supplies, food, and grooming services
Pet retail business selling pet supplies, food, and grooming services

Please attach the following items in order for City of Monroe to make an appropriate decision on an application: Letter of intent to lease or purchase or a signed lease/purchase contract contingent on receipt of incentives, Business Plan, Financials Statement and/or pro-forma, Marketing Plan, Cost estimates for upfit/equipping the space, Business/personal history.

Signatures: **Business Owner:** [Signature] **Date:** 2-7-2022
Property Owner: [Signature] **Date:** 2.7.22

City of Monroe—Downtown Monroe
113 West Morgan Street Monroe, North Carolina 28112



Downtown Monroe Meet Me Downtown Application



Business Name: The Bowhaus Boutique Owner's Name: Kevin Donaldson
Mailing Address: 200 N Main St, Monroe, NC 28112 Physical Address: 200 N Main St, Monroe, NC 28112
200 N Main St, Monroe, NC 28112 Date: 2/9/20
200 N Main St, Monroe, NC 28112 Phone: 828-242-6239

Select from the following (retail / restaurant / other beyond retail-restaurant) retail ☒

If Other list here: _____ AMOUNT REQUESTED: \$ 5000

Approximate cost to open business: \$ 65000
Personal Investment (equity): \$ 65000
Bank or other financial commitment: \$ _____
Building Rehabilitation: \$ N/A

Number of new jobs: 5-10
Expected daily traffic: 10+
Days and hours operation: M-S 8-5
If less than 30hrs/ week, please explain why

Monthly Rent/Lease \$ 2000 Additional Space provided if Expansion _____ Sq. Ft.

Business Owners Background: (See Business Plan _____)

(May be included on additional sheet if necessary)

OTHER: In a paragraph or less explain why you feel this grant is important to the continuing efforts of revitalizing downtown Monroe and what role you play in that process.

Along with the necessity to advertise any new small business in a revitalizing market, working with a city or other municipal group to promote the downtown business community is essential. Making sure that businesses can afford to promote themselves provides marketability for the entire community. The rising tide lifts all boats, as it were, and this grant will ensure a fantastic launch for our new business in Monroe.

Who is your target market? 70% of U.S. households own pets. In Union County alone this is over 160K residents.

This is a 50/50 matching grant. All applicants must attach a copy of your business plan and/or marketing plan and budget for the year. A Business Plan Template is available to assist with the creation of a business plan.

The City of Monroe will determine if the business plan and/or marketing plan is sufficient. If the plan submitted is not sufficient, the City may offer \$500 (separate from the marketing/advertising assistance sought) as matching funds towards the completion of a suitable marketing plan. A list of marketing providers located in Downtown Monroe can be provided; any marketing firm can be utilized.

Business Owner: [Signature]

Date: 2-9-2022

Property Owner: [Signature]

Date: 2.9.2022



STAFF REPORT

TO: Downtown Advisory Board

VIA: Matthew Black, Downtown Director

DATE: February 22, 2022

FROM: Matthew Black, Downtown Director

SUBJECT: Downtown Monroe Social District Discussion

SUMMARY STATEMENT

Staff will give an update on the Downtown Monroe Social District.

REVIEW

City Council has passed the resolution to adopt the Monroe Social District and the associated logo. Staff has submitted the information to the state and is awaiting a response.

RECOMMENDATION

No action is required.

Attachment(s):