CITY OF MONROE
DOWNTOWN ADVISORY BOARD MEETING
DOWNTWON OFFICE – 120 N. MAIN STREET
MONROE, NORTH CAROLINA 28112
Wednesday, August 19, 2026 - 9:00
AM
AGENDA

1. Call to Order
2. Roll Call
3. Downtown Directors Update
4. Downtown Event Sponsorship - Fall 2026 Art Walk
5. Downtown Event Sponsorship - Monroe-berfest
6. Downtown Event Sponsorship - 2026 Fall Fest and 2027 Spring Fest
7. Grow Monroe - Los Tiburones
8. Grow Monroe - Barefoot Juice Co.
9. BRIG - Gingham Girl Cake Rolls
10. BRIG - Libby Helms
11. BRIG - Lawrence Associates
12. BRIG - Barefoot Juice Co.
13. Adjourn Meeting (Action Required)

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Downtown Director Update

SUMMARY STATEMENT

Each month, the Downtown Director provides an update on major projects, business openings or closings, and important updates in downtown.

REVIEW

Incentives Update

Business/Building	Stage	Amount
Superior Home Medical – Grow	Approved	$4,320
Jamz Pizza and Wings – BRIG	Approved, waiting on receipts	$7,500
Gingham Girl – Grow	Approved	$5,250
Chris Duggan – BRIG	DAB 7/15 - approved CC 9/8	$7,500
Libby Helms – BRIG	DAB 8/19 CC 9/8	$7,500
Gingham Girl – BRIG	DAB 8/19 CC 9/8	$7,500
Lawrence Associates – BRIG	DAB 8/19 CC 9/8	$7,171.96
Barefoot Juice Co – BRIG	DAB 8/19 CC 9/8	$578
Barefoot Juice Co – Grow	DAB 8/19 CC 9/8	$3,960
Los Tiburones – Grow	DAB 8/19 CC 9/8	$9,600

FY27 BRIG Total: $40,000

- Paid: $2,250
- Approved: $7,500
- In Progress: $30,250

FY27 Grow Total: $23,130

- Approved: $9,570
- In Progress: $13,560

Event Attendance

Event	Attendance	Difference from Last Year	Difference from Average	Report
Car Cruise-In – June 12	2,420	22% increase	51% increase	
Fourth of July Celebrations – July 4	9,500	12% increase	80% increase	https://plcr.ai/yckmhvfk
Car Cruise-In – July 10	1,920	20% decrease	21% increase	
Music on Main – July 24 (moved indoors)	5,620	5% increase	2% decrease	
Car Cruise-In – August 14	1,950	9% decrease	23% increase	

YTD: Average Friday: 5,720
YTD Average Saturday: 5,180
YTD Visits: 925,000

Downtown Master Plan

We've begun scheduling some targeted committee input and reviewing the visual preference survey. Below are some of the scheduled dates:

- Tuesday, September 1, 3 p.m. | Committee on Disabilities
- Thursday, September 3, 4:15 p.m. | General Services Committee
- Tuesday, September 8, 4:30 p.m. | City Council Strategic Planning Session
- Thursday, September 10, 8:30 a.m. | Tourism
- Tuesday, September 15, 6 p.m. | Parks & Recreation Advisory Committee

We're looking to do a visual preference open house, steering committee walkabouts, and event pop-ups throughout September, October, and November.

America 250 Mural

Almost all the tiles have been returned to the office. This week, we'll be counting to see what we still have remaining. We will begin to put the mural together the week of September 7 in

the Lawrence's conference room. We are finalizing the location and easement and are planning for install by the October Art Walk event.

Downtown Committees
Our final Main Street Meet-Ups are on Wednesday, August 19 at 5 p.m. at Home Brew and Friday, August 21 at 8 a.m. at the Downtown Office. We have scheduled the committee meetings. They will be:

- Promotions – 1st Wednesday of month at 9 a.m.
- Economic Vitality – 2nd Thursday of month at 4 p.m.
- Design – 3rd Tuesday of month at 4 p.m.

Meet Me on Main – Student Night | Friday, September 25
We are planning a Back to School event for high school upperclassman and college students on Friday, September 25. Students will check-in in Morgan Alley where we'll have some outdoor games and activities. We'll be inviting downtown businesses to participate by hosting student friendly activities that are not centered around alcohol. We want to remind the younger population in the area that there's more to do downtown than just drink.

Halloween Events and Décor
We are gearing up for a very busy October! We will be covering downtown in family-friendly Halloween decorations including witches hats hanging in the alley, a fall-themed Monroe sign in Gateway Park, and pumpkins and bats in the trees. We'll encourage downtown businesses to decorate their windows and storefronts. On Saturday, October 3, we'll have a pumpkin painting tent at the Monroeberfest Event and then display the pumpkins in our alley. Additionally, we will have a presence at Fall Fest to share info about the Downtown Master Plan, and will be partnering with Parks & Rec on this year's Halloween Happenings event.
We will need volunteers for all the activities, so stay tuned for volunteer sign-ups coming soon!

Business & Building Updates
Gingham Girls has opened in their new space.
Barefoot Juice Co. has rented Gingham Girls old space.
Girls on the Run Ribbon Cutting is on Friday, August 28.
3 units are still open at the Sunflower building.
Visit www.growindtmonroe.com to see what buildings are currently available.

Upcoming Events & Meeting Dates
Wednesday, August 19, 5 p.m. | Main Street Meet-Up @ Home Brew
Friday, August 21, 8 a.m. | Main Street Meet-Up @ Downtown Office
Friday, August 28, 4 p.m. | Girls on the Run Ribbon Cutting
Friday, August 28, 6:30 p.m. | Music on Main
Tuesday, September 1, 3 p.m. | Committee on Disabilities @ City Hall
Wednesday, September 2, 9 a.m. | Promotions Committee @ Downtown Office
Thursday, September 3, 4:15 p.m. | General Services Committee @ City Hall
Tuesday, September 8 – Friday, September 11 | Mural Assembly @ Lawrence Associates

Tuesday, September 8, 4:30 p.m. & 6 p.m. | City Council @ City Hall
Thursday, September 10, 8:30 a.m. | Tourism Committee Meeting @ City Hall
Thursday, September 10, 4 p.m. | Economic Vitality Committee @ Downtown Office
Friday, September 11, 9 a.m. | Patriot's Day Ceremony @ Old Courthouse
Friday, September 11, 6 p.m. | Car Cruise-In
Monday, September 14, 5:30 p.m. | Citizens' Academy – Downtown Day
Tuesday, September 15, 4 p.m. | Design Committee @ Downtown Office
Tuesday, September 15, 6 p.m. | Parks & Rec Advisory Committee @ Bazemore
Wednesday, September 16, 9 a.m. | Downtown Advisory Board Meeting @ Downtown Office
Friday, September 25 | Meet Me on Main – Student Night
Friday, September 25, 6:30 p.m. | Music on Main
Saturday, October 3 | Monroe-berfest
Wednesday, October 7, 9 a.m. | Promotion Committee @ Downtown Office
Thursday, October 8, 4 p.m. | Economic Vitality Committee @ Downtown Office
Friday and Saturday, October 9-10 | Art Walk
Friday, October 9 | Car Cruise-In
Saturday, October 10 | Fall Fest
Saturday, October 17, 1-4 p.m. | Halloween Happenings
Tuesday, October 20, 4 p.m. | Design Committee @ Downtown Office
Wednesday, October 21, 9 a.m. | Downtown Advisory Board @ Downtown Office

RECOMMENDATION

This item is for discussion.

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Downtown Sponsorship Applications – Downtown Monroe Art Walk, October 2026

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a Downtown Sponsorship Application for Joyce Rentschler for the Downtown Monroe Art Walk on October 9-10.

REVIEW

Joyce Rentschler organizes the Downtown Monroe Art Walk and is requesting downtown event sponsorship funds. The event will occur on Friday, October 9 from 5:30 – 9:00 p.m. and Saturday, October 10 from 10 a.m. – 2 p.m.

The event is an art crawl with galleries set up in downtown businesses. All businesses are invited to participate by scheduling artists to locate inside their business. Businesses that participate are shown on a map and given a sign to display during the event. The event is marketed to people of all ages and shared on social media, radio, newspaper, posters, and banners.

The Downtown Event Sponsorship Program supports events planned by or in collaboration with downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. The Art Walk is requesting support for marketing. Total marketing expenses for the event are estimated at $500.

RECOMMENDATION

Staff recommends the Downtown Advisory Board approve the Downtown Sponsorship Application for the Downtown Monroe Art Walk in October 2026 to Joyce Rentschler in the amount of $500.

Attachments:
Application

Print

Downtown Event Sponsorship Program Application - Submission #2912

Date Submitted: 7/23/2026

Downtown Event Sponsorship Program Application

The City of Monroe is committed to supporting downtown businesses that would like to organize events that encourage cross-collaboration between businesses, increase foot traffic, and attract visitors to our Downtown District.

The Downtown Event Sponsorship Program supports events planned by downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. This is designed to encourage businesses to plan events that foster a vibrant downtown environment through collaboration.

The Downtown Event Sponsorship Program receives annual funding through the City budget process. Applications will be accepted on an ongoing basis, and sponsorships will be awarded each fiscal year until that year's funding is exhausted.

Please Note: You can save your form progress by creating a website account. Uploaded documents are not saved between sessions, so you will need to upload them on your final submission attempt.

Sponsoring Business Name*

Joyce Rentschler

Applicant Name* | **Email Address*** | **Phone Number***

Joyce Rentschler | [redacted] | [redacted]

Address*

120 N Main St

City* | **State*** | **Zip Code***

Monroe | NC | 28112

Event Description*

The Art Walk is a gallery crawl with galleries set up in downtown buildings and businesses. All businesses are invite to participate by booking their own artist.

Please provide a description of the event, where the event will be held, what types of activities you'll provide, and how this will benefit downtown businesses.

Downtown Business Involvement*

all downtown business

Are there other downtown businesses involved in the event? Please list the businesses and describe their involvement.

Event Date and Time*

October 9-10

Funding Support Needed*

- [ ] Security (off-duty police officers)
- [ ] Portable restrooms
- [ ] Trash receptacles
- [x] Marketing expenses

This grant provides funding support for security, restrooms, trash receptacles, and marketing expenses. Please check the options you're applying for.

Marketing Plan

We target people of all ages via social media, radio commercials and interviews, new paper coverage, posters, and banners

If applying for marketing support, please list your marketing plan and give an estimate of expected expenses.

Copy of City of Monroe's Event Permit Application*

Nov Antique Show 2026 (1).png

Event Map*

Nov Antique Show 2026 (1).png

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Downtown Sponsorship Applications – Monroe-berfest, October 2026

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a Downtown Sponsorship Application for Luis Oropesa for Monroe-berfest on Saturday, October 3, 2026.

REVIEW

Luis Oropesa and other East Franklin Street business owners organize Monroe-berfest and are requesting downtown event sponsorship funds. The event will occur on Saturday, October 3 from 12-10 p.m.

The festival consists of a pop-up market with vendors, food, drinks, and live music on East Franklin Street from Hayne Street to Church Street. The festival grows each year and brings thousands of people to downtown Monroe. Downtown businesses that provide support and specials are East Frank, Sweet Union Hemp, Southern Range, Peddler's Paradise, Home Brew, Americana, and Local Logic.

The Downtown Event Sponsorship Program supports events planned by or in collaboration with downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. Monroe-berfest is requesting support for security, trash receptacles, and marketing. Staff estimates that security will cost approximately $1,200 and marketing will cost approximately $1,000-1,500. The department has purchased trash receptacles and can loan them to the event planners and can schedule a roll-off dumpster for additional trash support.

Existing budget for event sponsorships is $6,000. If all currently submitted events are approved (Art Walk, Monroe-berfest, and Fall/Spring Fest), we estimate around $440 will be remaining.

RECOMMENDATION

Staff recommends the Downtown Advisory Board approve the Downtown Sponsorship Application for Monroe-berfest on Saturday, October 3 by supporting the event financially with security, trash receptacles, and reimbursing $500 in marketing expenses.

Attachments:
Application

Print

Downtown Event Sponsorship Program Application - Submission #2932

Date Submitted: 7/28/2026

Downtown Event Sponsorship Program Application

The City of Monroe is committed to supporting downtown businesses that would like to organize events that encourage cross-collaboration between businesses, increase foot traffic, and attract visitors to our Downtown District.

The Downtown Event Sponsorship Program supports events planned by downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. This is designed to encourage businesses to plan events that foster a vibrant downtown environment through collaboration.

The Downtown Event Sponsorship Program receives annual funding through the City budget process. Applications will be accepted on an ongoing basis, and sponsorships will be awarded each fiscal year until that year's funding is exhausted.

Please Note: You can save your form progress by creating a website account. Uploaded documents are not saved between sessions, so you will need to upload them on your final submission attempt.

Sponsoring Business Name*

Franklin Court Grille

Applicant Name* | **Email Address*** | **Phone Number***

Luis Oropesa | [redacted] | [redacted]

Address*

232 E. Franklin St

City* | **State*** | **Zip Code***

MONROE | NC | 28112

Event Description*

We are planning our annual Monroe-Berfest festival on Saturday October 3rd, 2026, between the hours of 11:00 am and 12 midnight. We close E. Franklin St. from Hayne St to Church St. Leaving Hayne St. open to traffic. This would involve closing Beasley St. as well as it is between Hayne & Church. The festival will consist of a pop-up market with vendors as well as food and drink and live music and acts. This festival has grown year after year and has brought thousands of people to downtown Monroe benefiting every business with increased walk-in traffic.

Please provide a description of the event, where the event will be held, what types of activities you'll provide, and how this will benefit downtown businesses.

Downtown Business Involvement*

East Frank Superette & Kitchen assists with the planning and expenses. Sweet Union Hemp, Southern Range, Peddler's Paradise, Home Brew, Americana, Local Logic all offer logistical support and offer specials to attract more people to come to downtown for the event.

Are there other downtown businesses involved in the event? Please list the businesses and describe their involvement.

Event Date and Time*

Oct. 3rd, 2026 12noon to 10pm.

Funding Support Needed*

- [x] Security (off-duty police officers)
- [ ] Portable restrooms
- [x] Trash receptacles
- [x] Marketing expenses

This grant provides funding support for security, restrooms, trash receptacles, and marketing expenses. Please check the options you're applying for.

Marketing Plan

We will be printing posters and displaying them in downtown businesses and where permitted around downtown. We will also be advertising on FB and other social media platforms and handing out event flyers as the event gets closer. We are estimating $1000.00 to $1500.00 in marketing and printing.

If applying for marketing support, please list your marketing plan and give an estimate of expected expenses.

Copy of City of Monroe's Event Permit Application*

event permit city of monroe.pdf

Event Map*

map (1).pdf

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Downtown Sponsorship Applications – Fall Fest 2026 and Spring Fest 2027

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a Downtown Sponsorship Application for Greg Moore for Fall Fest 2026 held on Saturday, October 10, 2026 and Spring Fest 2027 held on Saturday, April 10, 2027

REVIEW

Greg Moore, owner of Home Brew Taproom, plans Fall Fest and Spring Fest each year. Fall Fest is held on Saturday, October 10, 2026 and Spring Fest is held on Saturday, April 10, 2027, each from 11 a.m. – 5 p.m.

The festival is an annual event that draws thousands of people to town. They'll have85 vendors, a kids market, activities (axe throwing, rock climbing, obstacle course), food trucks face painting, and live music. Many local businesses set up and participate in event activities including Outlawed on Main, Presson Gallery, Superior Medical, Jampac Records, Backstage, M-A-Zing Dancewear, Lowe Country, and Americana.

The Downtown Event Sponsorship Program supports events planned by or in collaboration with downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. Fall and Spring Fest is requesting support for security, restrooms and trash receptacles. Staff estimates that security will cost approximately $720 for each event and restrooms will cost $710 for each event. The department has purchased trash receptacles and can loan them to the event planners and can schedule a roll-off dumpster for additional trash support. Additionally, the city already hosts Car Cruise-In the Friday prior to Spring and Fall Fest. So portable restrooms and dumpsters are already staged in the downtown area.

Existing budget for event sponsorships is $6,000. If all currently submitted events are approved (Art Walk, Monroe-berfest, and Fall/Spring Fest), we estimate around $440 will be remaining.

RECOMMENDATION

Staff recommends the Downtown Advisory Board approve the Downtown Sponsorship Application for Fall Fest on Saturday, October 10, 2026 and Spring Fest on Saturday, April 10, 2027 by supporting the event financially with security, portable restrooms, and trash receptacles.

Attachments:
Application

Print

Downtown Event Sponsorship Program Application - Submission #2957

Date Submitted: 8/3/2026

Downtown Event Sponsorship Program Application

The City of Monroe is committed to supporting downtown businesses that would like to organize events that encourage cross-collaboration between businesses, increase foot traffic, and attract visitors to our Downtown District.

The Downtown Event Sponsorship Program supports events planned by downtown businesses by paying for security, restrooms, trash receptacles, and marketing expenses. This is designed to encourage businesses to plan events that foster a vibrant downtown environment through collaboration.

The Downtown Event Sponsorship Program receives annual funding through the City budget process. Applications will be accepted on an ongoing basis, and sponsorships will be awarded each fiscal year until that year's funding is exhausted.

Please Note: You can save your form progress by creating a website account. Uploaded documents are not saved between sessions, so you will need to upload them on your final submission attempt.

Sponsoring Business Name*

Home Brew Taproom & Tunes

Applicant Name* | **Email Address*** | **Phone Number***

Greg Moore | [redacted] | [redacted]

Address*

215 S Main St

City* | **State*** | **Zip Code***

Monroe | NC | 28112

Event Description*

Fall Fest is an annual vendor festival which draws thousands of people to town. This year we'll have over 85 vendors plus a kids market, activities (axe throwing, rock climbing, obstacle course), food trucks, face painting, and live music. Businesses in downtown say these festivals dramatically increase their daily sales and also helps future sales because it introduces people to town who do not frequent our downtown.

Please provide a description of the event, where the event will be held, what types of activities you'll provide, and how this will benefit downtown businesses.

Downtown Business Involvement*

Many local businesses like Outlawed on Main, Presson Gallery, Superior Medical, Jampac Records, Backstage, Mazing Dancewear, Lowe Country, and Americana will also be setup outside to sell products.

Are there other downtown businesses involved in the event? Please list the businesses and describe their involvement.

Event Date and Time*

10/10/26 - 11am to 5pm

Funding Support Needed*

- [x] Security (off-duty police officers)
- [x] Portable restrooms
- [x] Trash receptacles
- [ ] Marketing expenses

This grant provides funding support for security, restrooms, trash receptacles, and marketing expenses. Please check the options you're applying for.

Marketing Plan

With the help with security, garbage, and porta johns we'll be able to cover the marketing expenses on our own.

Saying that, if the city could promote Fall Fest on their social media pages, that would help increase the attendance for Fall Fest. Small business together reach a good portion of our community but the city has a much larger presence so that would help everyone in town if they could do a post

If applying for marketing support, please list your marketing plan and give an estimate of expected expenses.

Copy of City of Monroe's Event Permit Application*

IMG.png

Event Map*

IMG.png

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Grow Monroe Grant Application – Los Tiburones

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a Grow Monroe Grant to Los Tiburones, owned by Misael Castrejon, located at 354 E Franklin Street.

REVIEW

Los Tiburones owner, Misael Castrejon, has applied for a Grow Monroe Grant for rental assistance. The Grow Monroe Grant is a matching 50/50 downtown grant program designed to provide assistance with rental expenses and/or up-fit expenses for expanding businesses in the central downtown business district. Awards are determined using a formula based on square footage.

Los Tiburones opened their restaurant at 354 E Franklin Street in summer 2026. The restaurant is 1,319.5 sqft, and rent is $1,600 per month or $19,200 per year. For this program, a new restaurant is eligible for $8/sqft in assistance or 50% of the yearly rent, whichever is less. The square footage formula ($8 x 1,319.5) equals $10,556. However, half of the yearly rent would be $9,600. Therefore, Los Tiburones is eligible for $9,600 in rental assistance.

Rent subsidy will be paid 50% after six months and the remaining 50% after twelve months. Proof of timely payment for the full amount of rent is required before funds are released.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Grow Monroe Grant to Los Tiburones to City Council with the Resolution to grant $9,600 for rental assistance for a new food-service business located at 354 E Franklin Street.

Attachments:
Application
Lease

Print

Grow Monroe Grant Program Application - Submission #2931

Date Submitted: 7/28/2026

Grow Monroe: A Grant Program to Support New or Expanding Businesses



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe is committed to supporting and promoting new and existing businesses in the Downtown Business District by providing financial assistance through an incentive grant that helps to offset the costs associated with opening a new business or expanding an existing business.

The Grant

The GROW MONROE grant program is a matching 50/50 incentive grant program designed to provide assistance with rental expenses, upfit expenses, or expansion costs.

Awards are determined using a formula based square footage.

1. New businesses are eligible for $6.00 per square foot for retail/office and $8.00 per square foot for food service/restaurants opening in the Downtown Business District.
2. Expanding businesses are eligible for $4.00 per square foot for retail/office and $6.00 per square foot for food service/restaurant for increasing the footprint of an existing business in the Downtown Business District. Applicants who have received an incentive award within the prior five years are not eligible.

Submission Process

Grant applications will be accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements.

Applicants must submit a completed application and obtain approval from the Downtown Manager.

- For new businesses, the application must be received within six months of opening.
- For expansions of existing businesses, the application and approval will be required prior to beginning the expansion project.
- Applicants for expansion assistance must be adding to the existing footprint of their business as well as creating three new jobs.

Applicant Information

Applicant Name*

Misael Castrejon

Address*	City*	State*	Zip Code*
354 E Franklin St	Monroe	NC	28112

Email Address *

[redacted]

[redacted]

Property Information

Address*

354 E Franklin St

City*

Monroe

State*

NC

Zip Code*

28112

Parcel Number*

09231230

Primary Phone Number *

[redacted]

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (If different from applicant)

Jimmy Guy

Address

Address

City

City

State

Zip Code

Zip Code

Cluster Type

Restaurant

Business Type

Restaurant

Email Address

Email Address

Phone Number

Phone Number

Which floor of the building will you be operating on?*

- ☑ First
- ☐ Second
- ☐ Third

How many new jobs have you created with this project?*

5

How many residential units have you created with this project, if applicable?

Hours of Operation *

M-S 11 a.m - 10 p.m.

Please describe the days of the week and hours of operation

Square Footage*

1319.5

Select Application Type*

- (●) New business applying for rent subsidy only
- ( ) New business applying for up-fit assistance only
- ( ) New business applying for rent subsidy and up-fit assistance
- ( ) Existing business applying for an expansion project

Rent Subsidy Monthly Rent Cost for New Businesses Only

1600

Rent subsidy assistance awards 50% of a new businesses' rent for the first 12 months. Funds shall be paid by the City of Monroe to approved applicants after their first six months and again after 12 months. Proof of timely payment of the full amount of rent will be required before rent subsidy funds are released.

Eligible Expenses & Details

Select all applicable expenses for your business type.

Eligible Business Up-Fit Expenses for Food Service

- [ ] Refrigerators, freezers, and coolers
- [ ] Ovens, ranges, grills, and ventilation
- [ ] Fryers and grease interceptor, grease trap or receptacle
- [ ] Washing equipment
- [ ] Safety equipment
- [ ] Point of sale equipment
- [ ] Lighting
- [ ] Construction of outdoor dining or gathering spaces
- [ ] City-approved outdoor furniture

Retail/Office Business Expenses

- [ ] Point of sale equipment
- [ ] Lighting
- [ ] Permanent fixtures
- [ ] Security equipment

Eligible Sign Expenses for All Businesses

- [ ] Projecting/Blade Sign
- [ ] Wall/Attached Sign
- [ ] Canopy/Awning Sign
- [ ] Window Sign
- [ ] Sidewalk Sign

See policy for sign descriptions.

Project Details

Please provide detail for each item in the project.

Documentation

Application Checklist

- [x] Completed application
- [ ] Summary outlining the full extent of the work
- [ ] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [ ] Site plans, elevations plans, drawings
- [ ] Photos of existing conditions
- [ ] Certificate of Appropriateness if the property is within the Local Historic District
- [ ] Copies of all required permit application(s)
- [x] Proof of ownership or leasing contract
- [ ] Property owner's written permission if tenant is applying

Grant application submissions require the following information and documents.

Additional Existing Business Checklist

- [ ] A detailed description of expansion plan including current footprint and footprint after expansion
- [ ] Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion
- [ ] Copies of approved permit(s)

Quote #1 from Contractor

Choose File No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Quote #2 from Contractor

Choose File No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Site Plans, Elevation Plans, and Drawings

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen

If property is within the local Historic District

Permit Applications

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract

Choose File No file chosen

Property Owner Permission Statement

Choose File No file chosen

If tenant is applying

Existing Business: Expansion Plan & Footprints

Choose File No file chosen

A detailed description of expansion plan including current footprint and footprint after expansion

Existing Business: Description for Proposed Improvements

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion.

Existing Business: Required Permits

Choose File No file chosen

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit. An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will then be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *

misael castrejon

Date *

7/28/2026

STATE OF NORTH CAROLINA LEASE AGREEMENT
COUNTY OF UNION

THIS LEASE AGREEMENT, is made and entered into as of this 12th, day of September, 2025, by and between Guy Properties, LLC, (hereinafter referred to as "Landlord") and Los Tiburones Mexican Grill LLC, (hereinafter referred to as "Tenant");

WITNESSETH:

WHEREAS, Landlord is the owner of that certain parcel of real estate located at 354 E. Franklin Street Monroe, NC 28112, such parcel of real estate and the buildings, all parking areas, driveways, sidewalks and other improvements constructed thereon (hereinafter referred to as "Premises"); and

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, including, without limitations, the covenant to pay rent and other good and valuable considerations, Landlord and Tenant hereby agree as follows:

1. Premises. Landlord leases to Tenant and Tenant leases from Landlord the Premises, containing approximately 1,305 square feet +/- together with parking area, driveways and sidewalks pertaining to that portion of Premises.

2. Term. The initial term of this Lease shall be for a period of TWO (2) Years, and shall commence on the 1st day of October 1st, 2025 and shall end on the last day of September, 2027. ***Tenant shall receive possession 09/12/2025.**

3. Rent. The subject Premises shall be leased for a total term base rental of $19,200.00 payable in monthly installments of $1,600.00. Rent is due on the **first day** of each month. ***First Month's Rent (October, 2025) shall be due at the signing of the Lease.**

Tenant will pay all rent and other charges herein prescribed to: Guy Properties, LLC, 4401 E. Independence Blvd. #204, Charlotte, NC 28205, or to such place as shall be designated by Landlord.

If Tenant shall fail to pay, when due and payable, any rent or any additional amounts or other charges which are payable to Landlord by the terms of this Lease within five (5) days of the date such installment or payment is due, Tenant shall be assessed an additional 5% penalty. If you are late you are expected to include this late charge in with your rent, if you do not, you will be billed for this amount. In addition, Tenant shall pay Landlord for any check returned by Tenant's bank for insufficient funds or any other reason in the amount of $25.00.

3a. Landlord's Right. In the event that the Tenant has not paid rent and other charges before the **15th** day of any given month, then the Landlord has the right to change locks and to take possession of the premises on the **15th** day of the month without any legal ramifications towards the Landlord from the Tenant. **(Tenant's Initials:_____)**

4. Deposit. Tenant shall use existing security deposit from El Texano, Inc. of $1,500.00. Deposit shall be refunded at the end of Lease Term provided Tenant: Fulfils all terms and conditions of Lease, does not owe any monies to Landlord, and leaves building in good condition (will all garbage removed, any damage to walls/floor repaired, and name removed from all signage) following a final walkthrough with Landlord upon the expiration of Lease term.

5. Options. The Landlord hereby grants unto the Tenant an option to renew this lease for TWO (2) additional years, at a rate **NOT TO INCREASE BY MORE THAN 5%**. Tenant must give Landlord SIXTY (60) day written notice in the event Tenant does not wish to renew Lease.

6. Maintenance and Repair. The Landlord Leases to Tenant the building in **"as is" condition**, with the exception that the Landlord warrants that the existing heating, air conditioning and plumbing shall be in good working condition at signing of lease. Landlord shall only be responsible for roof, structure, and parking lot during Lease Term. Tenant shall be responsible for all up-fitting including flooring, additional plumbing, electric and additional heating and air if needed for Tenant's business. The upkeep, repair and maintenance of the inside and all of the remaining parts of the demised premises, including heating, air conditioning, plumbing, lighting, and all other fixtures and equipment shall be the sole responsibility of the Tenant. The Tenant shall be responsible for purchase and changing air filters, fire extinguishers, smoke/carbon monoxide detectors, etc. Tenant shall change air filters monthly and keep units regularly serviced and cleaned by a professional HVAC company for the duration of the Term. Tenant shall be responsible for general maintenance and repairs to the heating and air conditioning unit up to the first **$300.00** per repair and the Landlord shall be responsible for major repairs over the initial **$300.00** per repair. Tenant shall obtain and keep a maintenance contract with a professional HVAC company to keep HVAC units cleaned and maintained, and change air filters monthly. Any damage to HVAC units due to Tenant neglect is the sole responsibility of the Tenant, and not of the Landlord. Any damage to the building as to windows, doors, glass or structure of the building and roof from break-ins or vandalism shall be the sole responsibility of the Tenant and not that of the Landlord.

6a. Equipment. The Landlord owns the following equipment: 2 & 3 compartment sink, hood, make-up air for hood, and walk-in cooler. The landlord makes no warranty on equipment and Tenant shall be responsible for all upkeep, repair, and maintenance of all equipment. If Tenant desires to replace any equipment owned by Landlord, they shall seek express permission from Landlord prior to replacing. Landlord's equipment shall remain in premises at the end of Lease Term.

7. Use. Tenant shall not use the Premises in any manner that will constitute waste, nuisance, unreasonable annoyance to others or occupants of adjacent properties or in any manner in violation of any law, regulation or ordinance of any public authority. Tenant shall not use the Premises in any manner which endangers any person or property, or threatens the insurability of the Premises.

Tenant agrees that Landlord has the right at any time and from time to time for the general welfare of the Premises to impose reasonable and uniform rules and regulations of general application governing the conduct of Tenant in the Premise and common areas. Tenant as a covenant and as a condition of this Lease agrees to comply with and perform any and all such rules and regulations.

It is specifically agreed and understood that this Lease is made to the Tenant for the express purpose of the Tenant conducting the business as a Restaurant/Bar on said Premises. The Tenant's adding an additional business or any change in the type of character of the business operated in the demised Premises shall require the express prior written consent of the Landlord. ***If serving alcohol, Tenant must obtain and keep current a liquor license and liquor liability insurance policy and provide copies to Landlord.**

8. Utilities and Services. Tenant shall be responsible for Tenant's own janitorial cleaning services, pest control and trash removal (including trash/oil dumpsters) to the Premises, for all utilities, and the Landlord shall have no responsibility for furnishing any of said services or any utilities whatsoever.

9. Taxes. Landlord shall be responsible for payment of all ad valorem real estate taxes and assessments of any kind or nature imposed upon the demised Premises.

10. Insurance. **Landlord shall**, at all times during the term hereof, and any extensions thereto, at its sole expense and cost, procure and maintain in full force and effect a policy or policies of insurance, insuring the building as originally leased, against loss or damage to the demised premises excluding vandalism, break-ins, negligence by Tenant, Tenant's employee's or Tenant's guest to Tenant's portion of the demised Premises.

Tenant shall, during the term thereof, and any extension thereto, at its sole cost and expense, procure and maintain in full force and effect a policy or policies of insurance, against loss or damage and such other risks as are, from time to time, included in standard insurance coverage endorsements, insuring its special equipment, inventory, trade fixtures, lighting fixtures, furnishings, furniture, floor, windows, glass, doors and wall coverings, all contents, leasehold improvements, and other items of personal property located on or within the Premises and alterations and improvements made by Tenant pursuant to the terms of this Lease, such coverage shall be in the amount determined by Tenant.

Anything in this Lease to the contrary notwithstanding, it is understood and agreed that in the event of any loss or damage to the Premises or Tenant's property thereon by fire or any other casualty customarily insured under extended coverage clauses, including malicious mischief and vandalism , regardless of the cause therefore and even if due to the negligence of either party hereto, Landlord and Tenant shall not have and hereby expressly waive any right or claim against the other party, their agents, employees and/or contractors for any such damage or loss so sustained and hereby releases all such parties from any and all liability in connection therewith. All insurance policies maintained by Landlord and Tenant with respect to the Premises shall permit such waiver of subrogation.

Tenant shall be responsible for obtaining and maintaining Liquor Liability policy throughout tenancy, and provide copy of policy to Landlord.

11. Destruction. It is agreed between the parties hereto that if, at any time after the execution of this Lease, the building or any portion thereof shall be partially destroyed by fire or other casualty of the kind insured against in standard policies of fire and extended coverage insurance of the kind required of the Tenant to be maintained hereunder, Landlord shall, except as hereinafter set forth, repair the damage to the Premise as quickly as is reasonably possible after the occurrence of such damage, but in no event shall Landlord be required to repair or replace Tenant's inventory, trade fixtures, special equipment or other items of construction or personal property which Tenant is obligated to insure pursuant to paragraph 10 hereof; and an abatement of the rent shall be allowed from the date of such damage or destruction until the date Landlord completes the repairs or rebuilding of the Premises, said proportion to be computed on the ratio which the gross area of the Building rendered un-tenantable bears to the gross area of the entire building.

Provided, however, if the Premises cannot reasonably be rebuilt or restored within nine (9) months, either party may terminate this Lease by written notice to the other party within thirty (30) days after such damage or destruction. If either party does so elect to terminate, then the Landlord shall have possession of the Premises hereby let, and Tenant shall deliver and surrender to the Landlord such possession and this Lease shall become void, being made upon recovery of said Premises by the Landlord, the obligation to pay rentals shall cease as of the date of each fire or other casualty.

12. Condemnation. If any portion of the Building located on the Premises is taken for any public or quasi-public use under any governmental law, ordinance, or regulation, or by right of eminent domain, or by private purchase in lieu thereof, then either party shall have the right to terminate this Lease effective on the date physical possession is taken by the condemning authority. All rent shall be paid up to that date and Tenant shall have no claim against Landlord for the value of any unexpired term of this Lease or otherwise. An election to terminate this Lease by either party, as aforesaid, shall be evidenced only by written notice thirty (30) days after the date on which physical possession is taken by the condemning authority. In the event of a partial taking of the Premises where this Lease does not terminate, rent shall be reduced proportionately, commencing with the date of such taking, based on the value of the Premises before and after such taking.

All compensation awarded for any taking (or the proceeds of private sale in lieu thereof), whether for the whole or a part of the Premises including but not limited to, all damages as compensation for diminution in value of the leasehold, reversion therefrom for any present or future estate of Tenant, and Tenant hereby assigns all of its interest in any such award to Landlord; provided, however, Tenant shall have the right to claim and recover from the condemning authority, but not from the Landlord, such compensation as may be separately awarded or recoverable by Tenant in Tenant's own right on account of any and all damage to Tenant's business by reason of the condemnation and for or on account of any costs or lose which Tenant might incur in removing Tenant's merchandise, furniture, fixtures and equipment.

13. Indemnity. Except for damage or injury to person or property resulting from the acts or omissions of Landlord or Landlord's authorized representatives or agents, Tenant shall hold Landlord harmless from all liability arising out of any damage or injury to any person or property occurring in, on or about the Premises or occasioned wholly or in part by any act or omission of Tenant, its agents, sub-tenants, licensees, contractors, customers or employees.

Tenant at all times during the term of this Lease shall, at its own expense, keep in full force and effect public liability insurance in companies licensed to do business in the State of North Carolina with minimum limits of $1,000.000.00 on account of bodily injuries to or the death of one person, as a result of any one accident or disaster, and aggregate. Such policy or policies shall name Landlord as additional $2,000.000.00 insured.

14. Assignment and Subletting. Tenant shall not have the right to assign or encumber this Lease or sublet any part or all of the Premises without the prior written consent of the Landlord to other dealers. In the event of a permitted assignment or subletting Tenant shall remain liable under this Lease notwithstanding such assignment or subletting. Anything to the contrary contained in this Lease notwithstanding, Tenant shall have the absolute right to (i) maintain licensed departments within the Premises, (ii) assign the Lease to any corporation whose controlling shareholders of Tenant, (iii) assign its interest in the Lease as collateral for a loan, or (iv) assign the Lease in connection with a sale of the Tenant's business.

15. Default. The occurrence of any one of the following shall constitute a default by Tenant: (a) failure to pay rent when due if failure is not cured within seven (7) days after notice thereof has been given to Tenant; (b) declaration of Tenant as incompetent or bankrupt, or assignment made voluntarily by Tenant for the benefit of his creditors, or the appointment of a receiver, guardian or trustee for Tenant's property; (c) failure to perform any other provision of this Lease if the failure to perform is not cured within thirty (30) days (or such longer period as may be necessary) so long as Tenant has commenced such cure within such (30) day period and diligently pursues such cure until it shall be fully corrected, except that if the default is the failure to pay any other monetary sum due or payable by Tenant hereunder, such payment must be made within seven (7) days after notice.

Notice given shall specify the alleged default and the applicable Lease provision, and shall further demand that Tenant perform the affected provision of the Lease within the aforesaid cure period, or quit the Premises. Landlord may, at its option, proceed during any cure period to remedy the default itself, and look to the Tenant for reimbursement of the cost of the Landlord's default where such action was absolutely necessary by Landlord in order to protect its property.

16. Landlord's Remedies. Landlord shall have the following remedies if Tenant commits a default which is not cured within the applicable cure period. Landlord shall have the right to pursue all of its remedies at law or equity and also to recover of Tenant all amounts of rent or other payments then due or thereafter accruing and such damages

as are caused by Tenant's default. Notwithstanding the foregoing, Landlord hereby waives and releases any and all equity or hereunder with interests or other rights it may have at law, in equity or hereunder with respect to Tenant's inventory, furniture, fixtures, and other personal property situate from time to time on the Premises.

17. Right of Entry. Landlord and his authorized representatives shall have the right to enter the Premises at all reasonable times during normal business hours and with reasonable notice to inspect the Leased Premises, to effect compliance with any law, order or regulation of any lawful authority, to make or supervise repairs or alterations to the Leased Premises and to show the Leased Premises to prospective Tenants.

18. Surrender of Premises; Holdover. Tenant will deliver up the Premises at the end of the term or upon termination hereof, in good order and condition, reasonable wear and tear and damage from fire or other casualty accepted. All other alterations, improvements or additions which may have been installed from time to time by Tenant shall be removed by Tenant at Landlord's request.

In the event that Tenant shall continue to occupy the Premises after the expiration of the term of this Lease, or any extension thereof, without the express written consent of the Landlord, such "Holdover" shall be deemed to have created a tenancy from month-to month terminable on thirty (30) days written notice by either party to the other, upon a monthly rental basis, and otherwise subject to all terms and provisions of this Lease. Such monthly rental shall be computed on the basis of one-sixth (1/6) of the total rental payable by Tenant to Landlord during the last twelve (12) month period of the Lease Term.

19. Environmental Regulations. Tenant shall keep the demised Premises from any and all contamination and/or evidence of contamination from hazardous waste, hazardous air pollutants or toxic pollutant, hereinafter collectively referred to as "hazardous substance(s) "as those terms are used in the Resource, Response Compensation and Liability Act, and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substances Controlled Act, and the Clean Water Act, or any amendments thereto, or any regulations promulgated pursuant thereto, or in any applicable State or local law, regulation or ordinance. For purposes hereof, asbestos, medical wastes, and oil shall be deemed to be hazardous substances. Tenant hereby indemnifies and holds Landlord harmless from and against any and all loss, costs and expenses, including attorneys fees, which Landlord may incur for Tenant's actions that occurred during the term of this Lease as a result of the existence of or release or threatened release of any hazardous substance during the term of this Lease in or about the Premises during the term of this Lease. This indemnification provision shall survive the termination of this Lease.

Landlord represents to the best of his knowledge that the Premises are presently free from any and all contamination and/or evidence of contamination from "hazardous substances" and that there are no "hazardous substances" or asbestos presently on the Premises. However, Landlord shall be responsible for any required cleanup or liability brought about by actions or inactions of any parties prior to Tenant's possession of the property.

20. Notices. All notices provided for in this Lease agreement shall be in writing and shall be deemed to be given when sent by registered or certified mail, return receipt requested, and received by the other party, addressed: (a) to Landlord: Guy Properties, LLC, 4401 E. Independence Blvd., #204, Charlotte, NC 28205, and to (b) to Tenant: 354 E. Franklin St. Monroe, NC 28112. Either party hereto may from time to time, by notice as herein provided designate a different address to which notices to it shall be sent.

21. Signs. Tenant shall be responsible for cost and installation of lettering of Tenant's name on sign box on building and pylon sign at road. Tenant shall be responsible for the removal of lettering at end of lease term. The plastic in sign boxes shall remain the property of Landlord and shall not be removed by Tenant.

22. Parking. Parking lot is to be shared between Tenant and current "Southern Roots Bar & Grille" business. Tenant is responsible for keeping grounds clean.

23. Miscellaneous. The invalidity of any portion of this Lease shall not have any effect on the balance hereof. This agreement supersedes and cancels all prior negotiations between the parties, and changes shall be in writing signed by the party affected by such change. This agreement shall be binding upon the respective parties hereto, and upon their heirs, executors, successors and assigns. Landlord may sell the real estate without affecting the obligations of Tenant hereunder. The singular shall include the plural, and the masculine, feminine or neuter includes the other.

24. Memorandum of Lease. The parties covenant and agree that this Lease shall not be recorded; provided, however, that upon written request of either Landlord or Tenant, a Memorandum of Lease prepared by Landlord describing the property herein demised, giving the term of this Lease and the name and address of Landlord and Tenant and referring to this Lease (but containing no other terms or provisions hereof except as may be permitted or required by Landlord), shall be properly executed, acknowledged and delivered by both parties. If Landlord shall request or consent thereto, such Memorandum of Lease may be recorded by either party at the expense of the recording party.

25. Time. Time is of the essence with respect to the performance of each of the covenants and agreements under this Lease.

IN WITNESS WHEREOF, the Landlord and Tenant have caused this Lease to be executed and delivered on the date hereinabove set out.

LANDLORD: Guy Properties, LLC

By: _____ Sept 12, 2025
James R. Guy, Jr. Date

TENANT: Los Tiburones Mexican Grill LLC

By: _____ Sept 8, 2025
Misael Castrejon Date

Home Address: 811 White Oaks Circle Monroe, NC 28112
Phone: 980-328-0556
Email: tacosaltiburon@gmail.com

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Grow Monroe Grant Application – Barefoot Juice Co.

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a Grow Monroe Grant to Barefoot Juice Co., owned by Katie Cook, located at 215 N Hayne Street.

REVIEW

Barefoot Juice Co. owner, Katie Cook, has applied for a Grow Monroe Grant for rental assistance. The Grow Monroe Grant is a matching 50/50 downtown grant program designed to provide assistance with rental expenses and/or up-fit expenses for expanding businesses in the central downtown business district. Awards are determined using a formula based on square footage.

Barefoot Juice Co. will be opening their food-service business at 215 N Hayne Street in fall 2026. The storefront is 495 sqft, and rent is $900 per month or $10,800 per year. For this program, a new restaurant is eligible for $8/sqft in assistance or 50% of the yearly rent, whichever is less. The square footage formula ($8 x 495) equals $3,960. Half of the yearly rent would be $5,400. Therefore, Barefoot Juice Co. is eligible for $3,960 in rental assistance.

Rent subsidy will be paid 50% after six months and the remaining 50% after twelve months. Proof of timely payment for the full amount of rent is required before funds are released.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Grow Monroe Grant to Barefoot Juice Co. to City Council with the Resolution to grant $3,960 for rental assistance for a new food-service business located at 215 N Hayne Street.

Attachments:
Application
Lease

Print

Grow Monroe Grant Program Application - Submission #2928

Date Submitted: 7/28/2026

Grow Monroe: A Grant Program to Support New or Expanding Businesses



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe is committed to supporting and promoting new and existing businesses in the Downtown Business District by providing financial assistance through an incentive grant that helps to offset the costs associated with opening a new business or expanding an existing business.

The Grant

The GROW MONROE grant program is a matching 50/50 incentive grant program designed to provide assistance with rental expenses, upfit expenses, or expansion costs.

Awards are determined using a formula based square footage.

1. New businesses are eligible for $6.00 per square foot for retail/office and $8.00 per square foot for food service/restaurants opening in the Downtown Business District.
2. Expanding businesses are eligible for $4.00 per square foot for retail/office and $6.00 per square foot for food service/restaurant for increasing the footprint of an existing business in the Downtown Business District. Applicants who have received an incentive award within the prior five years are not eligible.

Submission Process

Grant applications will be accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements.

Applicants must submit a completed application and obtain approval from the Downtown Manager.

- For new businesses, the application must be received within six months of opening.
- For expansions of existing businesses, the application and approval will be required prior to beginning the expansion project.
- Applicants for expansion assistance must be adding to the existing footprint of their business as well as creating three new jobs.

Applicant Information

Applicant Name*

Katherine Cook

Address*	City*	State*	Zip Code*
PO Box 127	monroe	nc	28111

Email Address *

[redacted]

Phone Number*

[redacted]

Property Information

Address*

215 N. Hayne St

City*

Monroe

State*

nc

Zip Code*

28112

Parcel Number*

0000

Primary Phone Number *

7049560521

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (If different from applicant)

Secrest Building, LLC

Address

PO Box 547

City

monroe

State

nc

Zip Code

28111

Cluster Type

Business Type

Email Address

Email Address

Phone Number

Phone Number

Which floor of the building will you be operating on?*

- ☑ First
- ☐ Second
- ☐ Third

How many new jobs have you created with this project?*

2-3

How many residential units have you created with this project, if applicable?

Hours of Operation *

rough estimate -
8 am - 12 pm sunday
630 am - 6 pm monday
630 am - 2 pm tuesday , wednesday
630 am - 6 pm thursday
630 am - 2 pm Friday , saturday

Please describe the days of the week and hours of operation

Square Footage*

0000
495 sqft

Select Application Type*

- (●) New business applying for rent subsidy only
- ( ) New business applying for up-fit assistance only
- ( ) New business applying for rent subsidy and up-fit assistance
- ( ) Existing business applying for an expansion project

Rent Subsidy Monthly Rent Cost for New Businesses Only

$900 a month

Rent subsidy assistance awards 50% of a new businesses' rent for the first 12 months. Funds shall be paid by the City of Monroe to approved applicants after their first six months and again after 12 months. Proof of timely payment of the full amount of rent will be required before rent subsidy funds are released.

Eligible Expenses & Details

Select all applicable expenses for your business type.

Eligible Business Up-Fit Expenses for Food Service

- [ ] Refrigerators, freezers, and coolers
- [ ] Ovens, ranges, grills, and ventilation
- [ ] Fryers and grease interceptor, grease trap or receptacle
- [ ] Washing equipment
- [ ] Safety equipment
- [ ] Point of sale equipment
- [ ] Lighting
- [ ] Construction of outdoor dining or gathering spaces
- [ ] City-approved outdoor furniture

Retail/Office Business Expenses

- [ ] Point of sale equipment
- [ ] Lighting
- [ ] Permanent fixtures
- [ ] Security equipment

Eligible Sign Expenses for All Businesses

- [ ] Projecting/Blade Sign
- [ ] Wall/Attached Sign
- [ ] Canopy/Awning Sign
- [ ] Window Sign
- [ ] Sidewalk Sign

See policy for sign descriptions.

Project Details

Please provide detail for each item in the project.

Documentation

Application Checklist

- [ ] Completed application
- [ ] Summary outlining the full extent of the work
- [ ] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [ ] Site plans, elevations plans, drawings
- [ ] Photos of existing conditions
- [ ] Certificate of Appropriateness if the property is within the Local Historic District
- [ ] Copies of all required permit application(s)
- [ ] Proof of ownership or leasing contract
- [ ] Property owner's written permission if tenant is applying

Grant application submissions require the following information and documents.

Additional Existing Business Checklist

- [ ] A detailed description of expansion plan including current footprint and footprint after expansion
- [ ] Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion
- [ ] Copies of approved permit(s)

Quote #1 from Contractor

Choose File No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Quote #2 from Contractor

Choose File No file chosen

A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work

Site Plans, Elevation Plans, and Drawings

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen

If property is within the local Historic District

Permit Applications

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract

Commercial_Lease_Agreement_Single_Tenant_Facility_-_724.pdf

Property Owner Permission Statement

Choose File No file chosen

If tenant is applying

Existing Business: Expansion Plan & Footprints

Choose File No file chosen

A detailed description of expansion plan including current footprint and footprint after expansion

Existing Business: Description for Proposed Improvements

Choose File No file chosen

Combine files into one .pdf or .zip file, if needed

Detailed description of the cost for all proposed improvements, including two price quotes from a licensed/bonded and insured contractor and descriptions and costs for new equipment that will be part of the expansion.

Existing Business: Required Permits

Choose File No file chosen

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit. An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will then be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *

Katherine Cook

Date *

7/28/2026

NC REALTORS®
Commercial Forms

COMMERCIAL LEASE AGREEMENT
(Single Tenant Facility)

(Note: This form is not intended to be used as a Sublease and SHOULD NOT be used in Sublease circumstances)

THIS COMMERCIAL LEASE AGREEMENT, including any and all addenda attached hereto ("Lease"), is by and between **Secrest Building, LLC**,
a(n) **North Carolina LLC** ("Landlord"),
(individual *or* State of formation and type of entity)

whose address is **PO Box 547, Monroe, NC 28111**, and
Katherine Cook,
a(n) **Individual** ("Tenant").
(individual *or* State of formation and type of entity)

whose address is **5521 S Rocky River Rd., Monroe, NC 28112**

☐ If this box is checked, the obligations of Tenant under this Lease are secured by the guaranty of _____ _____ (name(s) of guarantor(s)) attached hereto and incorporated herein by reference. **(Note: Attach Guaranty Agreement (Form 595-T) or attorney-drafted guaranty).**

For and in consideration of the mutual promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

PREMISES

1. Landlord leases unto Tenant, and Tenant hereby leases and takes upon the terms and conditions which hereinafter appear, the following described property, including any improvements located thereon (herein after called the "Premises"), to wit:

(Address): **215 N Hayne St, Monroe, NC 28112**

☐ All ☐ A portion of the property in Deed Reference: Book _____, Page No. _____, _____ County; consisting of approximately _____ acres.

Plat Reference: Lot(s) _____, Block or Section _____, as shown on Plat Book or Slide _____ at Page(s) _____, _____ County, consisting of _____ acres.

☐ If this box is checked, Premises shall mean that property described on **Exhibit A** attached hereto and incorporated herewith by reference.

(For information purposes only, the tax parcel number of the Premises is: _____)

☐ **Occupancy Limitation:** If this box is checked, notwithstanding any greater occupancy of the Premises which may be permitted by any law, statute, ordinance, regulation, rule (including rules enacted pursuant to any private use restrictions), as the same may be amended from time to time, Tenant shall not allow occupancy of the Premises to exceed _____ persons per _____ square feet in the Premises at any one time.

TERM

2. The term of this Lease shall commence on **August 1**, **2026** ("Lease Commencement Date"), and shall end at 11:59 p.m. (based upon the time at the locale of the Premises) on **August 1**, **2029**, unless sooner terminated as herein provided. The first Lease Year Anniversary shall be the date twelve (12) calendar months after the first day of the first full

month immediately following the Lease Commencement Date and successive Lease Year Anniversaries shall be the date twelve (12) calendar months from the previous Lease Year Anniversary.

[X] If this box is checked, Tenant shall have the option of renewing this Lease, upon written notice given to Landlord at least _____ days prior to the end of the then expiring term of this Lease, for **1** additional term(s) of **3** years each.
[X] If this box is checked, Tenant shall have the option of renewing this Lease, upon written notice given to Landlord at least **60** days prior to the end of the then expiring term of this Lease, for additional term(s) as specified on **Exhibit B.**

[ ] **Option to Lease-** If this box is checked, Tenant, upon the payment of the sum of $ _____ (which sum is not rental or security deposit hereunder, but is consideration for this Option to Lease and is non-refundable under any circumstances) shall have a period of _____ days prior to the Lease Commencement Date ("Option Period") in which to inspect the Premises and make inquiry regarding such sign regulations, zoning regulations, utility availability, private restrictions or permits or other regulatory requirements as Tenant may deem appropriate to satisfy itself as to the use of the Premises for Tenant's intended purposes. Tenant shall conduct all such on-site inspections, examinations, inquiries and other review of the Premises in a good and workmanlike manner, shall repair any damage to the Premises caused by Tenant's entry and on-site inspections and shall conduct same in a manner that does not unreasonably interfere with Landlord's or any tenant's use and enjoyment of the Premises. In that respect, Tenant shall make reasonable efforts to undertake on-site inspections outside of the hours any tenant's business is open to the public and shall give prior notice to the tenant at the Premises of any entry onto the Premises for the purpose of conducting inspections. Upon Landlord's request, Tenant shall provide to Landlord evidence of general liability insurance. Tenant shall also have a right to review and inspect all contracts or other agreements affecting or related directly to the Premises and shall be entitled to review such books and records of Landlord that relate directly to the operation and maintenance of the Premises, provided, however, that Tenant shall not disclose any information regarding the Premises (or any tenant therein) unless required by law and the same shall be regarded as confidential, to any person, except to its attorneys, accountants, lenders and other professional advisors, in which case Tenant shall obtain their agreement to maintain such confidentiality. Tenant assumes all responsibility for the acts of itself, its agents or representatives in exercising its rights under this Option to Lease and agrees to indemnify and hold Seller harmless from any damages resulting therefrom. This indemnification obligation of Tenant shall survive the termination of this Option to Lease or this Lease. Tenant shall, at Tenant's expense, promptly repair any damage to the Premises caused by Tenant's entry and on-site inspections. **IF TENANT CHOOSES NOT TO LEASE THE PREMISES, FOR ANY REASON OR NO REASON, AND PROVIDES WRITTEN NOTICE TO LANDLORD THEREOF PRIOR TO THE EXPIRATION OF THE OPTION PERIOD, THEN THIS LEASE SHALL TERMINATE AND NEITHER PARTY SHALL HAVE ANY FURTHER OBLIGATIONS HEREUNDER AND LANDLORD SHALL RETURN TO TENANT ANY RENTAL OR SECURITY DEPOSIT PAID TO LANDLORD HEREUNDER.** Tenant shall be deemed to have exercised its Option to Lease and to be bound under the terms of this Lease if (i) Tenant shall occupy the Premises prior to the expiration of the Option Period, whereupon the date of occupancy shall be deemed the Lease Commencement Date, or (ii) Tenant shall not provide written notice to Landlord of its termination of this Lease prior to the expiration of the Option Period.

RENTAL

3. (a) **Rent**. Beginning on **August 1, 2026** ("Rent Commencement Date"), Tenant agrees to pay Landlord (or its Agent as directed by Landlord), without notice, demand, deduction or set off, an annual rental of $ **10,800.00** , payable in equal monthly installments of $ **900.00** , in advance on the first day of each calendar month during the term hereof. Upon execution of this Lease, Tenant shall pay to Landlord the first monthly installment of rent due hereunder. Rental for any period during the term hereof which is less than one month shall be the pro-rated portion of the monthly installment of rental due, based upon a 30-day month.

(b) **Rent Adjustment**. The annual rental payable hereunder (and accordingly the monthly installments) shall be adjusted every Lease Year Anniversary, including any Lease Year Anniversaries resulting from a renewal exercised by Tenant in Section 2 herein, by (*check only one*):

[X] _____ % **OR** $ **50.00** over the amount then payable hereunder.

[ ] The greater of: (i) _____ % over the amount then payable hereunder, or, (ii) the percentage increase (but not any decrease) in the numerical index of the "Consumer Price Index for All Urban Consumers" (1982-84 = 100) published by the Bureau of Labor Statistics of the United States Department of Labor ("CPI") for the immediately preceding twelve (12) month period over the amount then payable hereunder.

[ ] The annual rental payable hereunder (and accordingly the monthly installments) shall be adjusted as provided on **Exhibit B.**

Tenant shall pay all rental to Landlord's Agent at the following address:
Secrest Building, LLC, PO Box 547, Monroe, NC 28111. Venmo: @MH_Treece. Tenant shall take possession as soon as current Tenant vacates the property, tentatively, the week before August 1st, 2026.

LATE CHARGES
4. If Landlord fails to receive full rental payment within **5** days after it becomes due, Tenant shall pay Landlord, as additional rental, a late charge equal to _____ percent _____ (%) of the overdue amount or $ **45.00** whichever is greater, plus any actual bank fees incurred for dishonored payments. The parties agree that such a late charge represents a fair and reasonable estimate of the cost Landlord will incur by reason of such late payment.

SECURITY DEPOSIT
5. Upon the execution of this Lease, Tenant shall deposit with Landlord the sum of $ **900.00** as a security deposit which shall be held by Landlord as security for the full and faithful performance by Tenant of each and every term, covenant and condition of this Lease. The security deposit does not represent payment of and Tenant shall not presume application of same as payment of the last monthly installment of rental due under this Lease. Landlord shall have no obligation to segregate or otherwise account for the security deposit except as provided in this Section 5. If any of the rental or other charges or sums payable by Tenant shall be over-due and unpaid or should payments be made by Landlord on behalf of Tenant, or should Tenant fail to perform any of the terms of this Lease, then Landlord may, at its option, appropriate and apply the security deposit, or so much thereof as may be necessary, to compensate toward the payment of the rents, charges or other sums due from Tenant, or towards any loss, damage or expense sustained by Landlord resulting from such default on the part of the Tenant; and in such event Tenant upon demand shall restore the security deposit to the amount set forth above in this Section 5. In the event Tenant furnishes Landlord with proof that all utility bills and other bills of Tenant related to the Premises have been paid through the date of Lease termination, and performs all of Tenant's other obligations under this Lease, the security deposit shall be returned to Tenant within sixty (60) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Tenant in compliance with the provisions of this Lease.

☐ If this box is checked, Agent shall hold the security deposit in trust and shall be entitled to the interest, if any, thereon.

UTILITY BILLS/SERVICE CONTRACTS
6. In addition to Tenant's obligation to pay for repairs in Section 12 herein, Landlord and Tenant agree that utility bills and service contracts ("Service Obligations") for the Premises shall be paid by the party indicated below as to each Service Obligation. In each instance, the party undertaking responsibility for payment of a Service Obligation covenants that they will pay the applicable bills prior to delinquency. The responsibility to pay for a Service Obligation shall include all metering, hook-up fees or other miscellaneous charges associated with establishing, installing and maintaining such utility or contract in said party's name. Within thirty (30) days of the Lease Commencement Date, Tenant shall provide Landlord with a copy of any requested Tenant Service Obligation information.

Service Obligation	Landlord	Tenant	Not Applicable
Sewer/Septic	X		
Water	X		
Electric		X	
Gas			X
Telephone		X	
HVAC (maintenance/service contract)		X	
Elevator (including phone line)			X
Security System		X	
Fiber Optic		X	
Janitor/Cleaning		X	
Trash/Dumpster	X		
Landscaping/Maintenance			X
Sprinkler System (including phone line)	X		

Pest Control		X			X			
Snow/Ice Removal							X	

Landlord shall not be liable for injury to Tenant's business or loss of income therefrom or for damage that may be sustained by the person, merchandise or personal property of Tenant, its employees, agents, invitees or contractors or any other person in or about the Premises, caused by or resulting from fire, steam, electricity, gas, water or rain, which may leak or flow from or into any part of the Premises, or from the breakage, leakage, obstruction or other defects of any utility installations, air conditioning system or other components of the Premises, except to the extent that such damage or loss is caused by Landlord's gross negligence or willful misconduct. Landlord represents and warrants that the heating, ventilation and air conditioning system(s) and utility installations existing as of the Lease Commencement Date shall be in good order and repair. Subject to the provisions of this Section 6, Landlord shall not be liable in damages or otherwise for any discontinuance, failure or interruption of service to the Premises of utilities or the heating, ventilation and air conditioning system(s) and Tenant shall have no right to terminate this Lease or withhold rental because of the same.

RULES AND REGULATIONS

7. ☐ If this box is checked, the rules and regulations attached hereto ("Rules and Regulations") are made a part of this Lease. Tenant agrees to comply with all Rules and Regulations of Landlord in connection with the Premises which are in effect at the time of the execution of the Lease or which may be from time to time promulgated by Landlord in its reasonable discretion, provided notice of such new Rules and Regulations is given to Tenant in writing and the same are not in conflict with the terms and conditions of this Lease.

PERMITTED USES

8. The permitted use of the Premises shall be: **Farm to Table Grab and Go**
("Permitted Use"). The Premises shall be used and wholly occupied by Tenant solely for the purposes of conducting the Permitted Use, and the Premises shall not be used for any other purposes unless Tenant obtains Landlord's prior written approval of any change in use.

Landlord makes no representation or warranty regarding the suitability of the Premises for or the legality (under zoning or other applicable ordinances) of the Permitted Use for the Premises, provided however, that Landlord does represent that it has no contractual obligations with other parties which will materially interfere with or prohibit the Permitted Use of Tenant at the Premises. At Tenant's sole expense, Tenant shall procure, maintain and make available for Landlord's inspection from time to time any governmental license(s) or permit(s) required for the proper and lawful conduct of Tenant's business in the Premises.

Tenant shall not cause or permit any waste to occur in the Premises and shall not overload the floor, or any mechanical, electrical, plumbing or utility systems serving the Premises. Tenant shall keep the Premises, and every part thereof, in a clean and wholesome condition, free from any objectionable noises, loud music, objectionable odors or nuisances.

TAXES AND INSURANCE

(Note: The following box should only be checked if there are no boxes checked below in Section 9.)

☒ If this box is checked, Tenant shall have no responsibility to reimburse Landlord for taxes or insurance.

9. Landlord shall pay all taxes (including but not limited to, ad valorem taxes, special assessments and any other governmental charges) on the Premises and shall procure and pay for such commercial general liability, broad form fire and extended and special perils insurance with respect to the Premises as Landlord in its reasonable discretion may deem appropriate. Tenant shall reimburse Landlord for all taxes and insurance as provided herein within fifteen (15) days after receipt of notice from Landlord as to the amount due. Tenant shall be solely responsible for insuring Tenant's personal and business property and for paying any taxes or governmental assessments levied thereon. Tenant shall reimburse Landlord for taxes and insurance during the term of this Lease, and any extension or renewal thereof. **If boxes are checked below, the manner of reimbursement shall be as indicated:**

Taxes

☐ The amount by which all taxes (including but not limited to, ad valorem taxes, special assessments and any other governmental charges) on the Premises for each tax year exceed all taxes on the Premises for the tax year _____ ; or

☐ All taxes (including but not limited to, ad valorem taxes, special assessments and any other governmental charges) on the Premises for each tax year.

If one of the two boxes above is checked, then if the final Lease Year of the term fails to coincide with the tax year, any excess for the tax year during which the term ends shall be reduced by the pro rata part of such tax year beyond the Lease term. If such taxes for the year in which the Lease terminates are not ascertainable before payment of the last month's rental, then the amount of such taxes assessed against the Property for the previous tax year shall be used as a basis for determining the pro rata share, if any, to be paid by Tenant for that portion of the last Lease Year.

If one of the two boxes above is checked, Tenant shall reimburse Landlord for taxes by paying to Landlord, beginning on the Rent Commencement Date and on the first day of each calendar month during the term hereof, an amount equal to one-twelfth (1/12) of the then current tax payments for the Premises. Upon receipt of bills, statements or other evidence of taxes due, Landlord shall pay or cause to be paid the taxes. If at any time the reimbursement payments by Tenant hereunder do not equal the amount of taxes paid by Landlord, Tenant shall upon demand pay to Landlord an amount equal to the deficiency or Landlord shall refund to Tenant any overpayment (as applicable) as documented by Landlord. Landlord shall have no obligation to segregate or otherwise account for the tax reimbursements paid hereunder except as provided in this Section 9.

Insurance

☐ the excess cost of commercial general liability, broad form fire and extended and special perils insurance with respect to the Premises over the cost of the first year of the Lease term for each subsequent year during the term of this Lease; or

☐ the cost of all commercial general liability, broad form fire and extended and special perils insurance with respect to the Premises.

If one of the two boxes above is checked, Tenant shall reimburse Landlord for insurance by paying to Landlord, beginning on the Rent Commencement Date and on the first day of each calendar month during the term hereof, an amount equal to one-twelfth (1/12) of the then current insurance premiums for the Premises. Upon receipt of bills, statements or other evidence of insurance premiums due, Landlord shall pay or cause to be paid the insurance premiums. If at any time the reimbursement payments by Tenant hereunder do not equal the amount of insurance premiums paid by Landlord, Tenant shall upon demand pay to Landlord an amount equal to the deficiency or Landlord shall refund to Tenant any overpayment (as applicable) as documented by Landlord. Landlord shall have no obligation to segregate or otherwise account for the insurance premium reimbursements paid hereunder except as provided in this Section 9.

Provided however, notwithstanding any provision of the foregoing, that in the event Tenant's use of the Premises results in an increase in the rate of insurance on the Property, Tenant shall pay to Landlord, upon demand and as additional rental, the amount of any such increase.

INSURANCE; WAIVER; INDEMNITY

10. (a) During the term of this Lease, Tenant shall maintain commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage and with coverage limits of not less than **$1,000,000** combined single limit, per occurrence, specifically including liquor liability insurance covering consumption of alcoholic beverages by customers of Tenant should Tenant choose to sell alcoholic beverages. Such policy shall insure Tenant's performance of the indemnity provisions of this Lease, but the amount of such insurance shall not limit Tenant's liability nor relieve Tenant of any obligation hereunder. All policies of insurance provided for herein shall name as "additional insureds" Landlord, Landlord's Agent, all mortgagees of Landlord and such other individuals or entities as Landlord may from time to time designate upon written notice to Tenant. Tenant shall provide to Landlord, at least thirty (30) days prior to expiration, certificates of insurance to evidence any renewal or additional insurance procured by Tenant. Tenant shall provide evidence of all insurance required under this Lease to Landlord prior to the Lease Commencement Date.

(b) Landlord (for itself and its insurer) waives any rights, including rights of subrogation, and Tenant (for itself and its insurer) waives any rights, including rights of subrogation, each may have against the other for compensation of any loss or damage occasioned to Landlord or Tenant arising from any risk generally covered by the "all risks" insurance required to be carried by Landlord and Tenant. The foregoing waivers of subrogation shall be operative only so long as available in the State of North Carolina. The foregoing waivers shall be effective whether or not the parties maintain the insurance required to be carried pursuant to this Lease.

(c) Except as otherwise provided in Section 10(b), Tenant indemnifies Landlord for damages proximately caused by the negligence or wrongful conduct of Tenant and Tenant's employees, agents, invitees or contractors. Except as otherwise provided in Section 10(b), Landlord indemnifies Tenant for damages proximately caused by the negligence or wrongful conduct of Landlord and Landlord's employees, agents, invitees or contractors. The indemnity provisions in this Section 10 cover personal injury and property damage and shall bind the employees, agents, invitees or contractors of Landlord and Tenant (as the case may be). The indemnity obligations in this Section 10 shall survive the expiration or earlier termination of this Lease.

REPAIRS BY LANDLORD

11. Landlord agrees to keep in good repair the roof, foundation, structural supports and exterior walls of the buildings located on the Premises (exclusive of all glass and exclusive of all exterior doors) and, except as may be specifically allocated to Tenant in Section 12 herein, Landlord agrees to be responsible for capital replacements on the Premises; provided that Landlord shall not be responsible for repairs or capital replacements rendered necessary by the negligence or intentional wrongful acts of Tenant, its employees, agents, invitees or contractors. Tenant shall promptly report in writing to Landlord any defective condition known to it which Landlord is required to repair or replace and failure to report such conditions shall make Tenant responsible to Landlord for any liability incurred by Landlord by reason of such conditions.

(Note: Should Landlord and Tenant need to further detail the allocation of responsibility hereunder, the Special Stipulations box at the end of the Lease should be checked and such allocation should be specified on an Exhibit B.)

REPAIRS BY TENANT

12. (a) Tenant accepts the Premises in their present condition and as suited for the Permitted Use and Tenant's intended purposes. Tenant, throughout the initial term of this Lease, and any extension or renewal thereof, at its expense, shall maintain in good order and repair the Premises, (except those repairs expressly required to be made by Landlord hereunder), specifically including but not limited to any building and other improvements located thereon, all light bulb and ballast replacements, plumbing fixtures and systems repairs within the Premises and water heater repairs. Tenant further agrees to care for the grounds around the building, including the mowing of grass, care of shrubs and general landscaping. Tenant shall use only licensed contractors for repairs where such license is required. Landlord shall have the right to approve the contractor as to any repairs in excess of $ **200.00** .

☒ **Tenant HVAC Repair**. If this box is checked, Tenant, at its expense, shall maintain the heating, ventilation and air conditioning system(s) ("HVAC Systems") in good order and repair, including but not limited to replacement of parts, compressors, air handling units and heating units. Tenant shall be required to maintain a preventive maintenance contract for the HVAC Systems on terms and with a provider reasonably acceptable to Landlord, which contract shall call for at least semi-annual maintenance, inspection and repair of such HVAC Systems ("HVAC Contract"). Tenant shall provide a copy of the HVAC Contract to Landlord annually. Provided that: (i) Tenant has kept the HVAC Contract in force, and, (ii) Tenant shall have obtained Landlord's prior written approval of the contractor and the repair or replacement expenses for the HVAC Systems, then, for any calendar year, Tenant shall be responsible for the cost of repairing or replacing the HVAC Systems (or any major component thereof) up to $ _____ per HVAC System with a maximum repair or replacement cost of $ _____ for all HVAC Systems ("HVAC Cap") in such year. Tenant shall provide Landlord copies of all records related to the servicing, maintenance, repair, and replacement of the HVAC Systems upon the occurrence of any service, maintenance, repair, or replacement of the HVAC Systems. Landlord shall be responsible for paying the repair cost or replacement cost of such HVAC System in excess of the HVAC Cap.

☐ **Landlord HVAC Repair**. If this box is checked, Landlord, at its expense, shall maintain the heating, ventilation and air conditioning system(s) ("HVAC Systems") in good order and repair, including but not limited to replacement of parts, compressors, air handling units and heating units. Provided that, Tenant shall reimburse Landlord for the cost of repairing or replacing the HVAC Systems (or any major component thereof) an amount up to $ _____ per HVAC System with a maximum replacement cost of $ _____ for all HVAC Systems ("HVAC Cap") in such year. Landlord shall be responsible for paying the repair cost or replacement cost of such HVAC System in excess of the HVAC Cap. Tenant shall reimburse Landlord for the amount of the HVAC Cap payable hereunder upon the written request of Landlord.

(b) Tenant, Tenant's employees, agents, invitees or contractors shall take no action which may void any manufacturers or installers warranty with relation to the Premises. Tenant shall indemnify and hold Landlord harmless from any liability, claim, demand or cause of action arising on account of Tenant's breach of the provisions of this Section 12.

ALTERATIONS

13. Tenant shall not make any alterations, additions, or improvements to the Premises without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Landlord, in connection with Landlord's consent to same, may designate any such alterations, additions, or improvements to the Premises as subject to removal upon the expiration or earlier termination of this Lease, in which case, upon Landlord's written notice to Tenant to remove same at the expiration or earlier termination of this Lease, Tenant shall do so and restore the Premises to the condition that existed prior to such alterations, additions, or improvements being made. Tenant shall promptly remove any alterations, additions, or improvements constructed in violation of this Section 13 upon Landlord's written request. All approved alterations, additions, and improvements will be accomplished in a good and workmanlike manner, in conformity with all applicable laws and regulations, and by a contractor approved by Landlord, free of any liens or encumbrances. Tenant has no authority to allow, will not permit, and will indemnify Landlord and hold it harmless from, any contractors', laborers', mechanics', or materialmen's liens, or any other similar liens filed against the Premises in connection with any alterations, additions, or improvements to the Premises.

SURRENDERING THE PREMISES

14. Tenant shall schedule its move date with Landlord, in writing, in advance of the expiration or earlier termination of this Lease. Tenant agrees to return the Premises to Landlord at the expiration or earlier termination of this Lease, broom clean and in as good condition and repair as on the Lease Commencement Date, natural wear and tear, damage by storm, fire, lightning, earthquake or other casualty alone excepted. By written notice to Tenant, Landlord may require Tenant to remove any alterations, additions or improvements at the expiration or earlier termination of this Lease (whether or not made with Landlord's consent and whether or not designated via Section 13 as subject to removal) and to restore the Premises to its prior condition as of the Lease Commencement Date, all at Tenant's expense. All alterations, additions and improvements which Landlord has not required Tenant to remove shall become Landlord's property and shall be surrendered to Landlord upon the termination of this Lease, except that Tenant may remove any of Tenant's personal property or trade fixtures which can be removed without material damage to the Premises. Tenant shall repair, at Tenant's expense, any damage to the Premises caused by the removal of any such personal property or trade fixtures.
(Note: Should Landlord and Tenant need to further enumerate their intent/understanding as to the status of items or property as fixtures, trade fixtures, or personal property hereunder, the Special Stipulations box at the end of the Lease should be checked and such enumeration should be specified by listing same by category on an Exhibit B.)

DESTRUCTION OF OR DAMAGE TO PREMISES

15. (a) If the Premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, Landlord shall have the right to terminate this Lease on written notice to Tenant within thirty (30) days after such destruction and this Lease shall terminate as of the date of such destruction and rental shall be accounted for as between Landlord and Tenant as of that date.

(b) If the Premises are damaged but not wholly destroyed by any such casualties or if the Landlord does not elect to terminate the Lease under Section 15(a) above, Landlord shall commence (or shall cause to be commenced) reconstruction of the Premises within one hundred twenty (120) days after such occurrence and prosecute the same diligently to completion, not to exceed two hundred seventy (270) days from the date upon which Landlord receives applicable permits and insurance proceeds. In the event Landlord shall fail to substantially complete reconstruction of the Premises within said two hundred seventy (270) day period, Tenant's sole remedy shall be to terminate this Lease.

(c) In the event of any casualty at the Premises during the last one (1) year of the Lease Term, Landlord and Tenant each shall have the option to terminate this Lease on written notice to the other of exercise thereof within sixty (60) days after such occurrence.

(d) In the event of reconstruction of the Premises, Tenant shall continue the operation of its business in the Premises during any such period to the extent reasonably practicable from the standpoint of prudent business management, and the obligation of Tenant to pay annual rental and any other sums due under this Lease shall remain in full force and effect during the period of reconstruction. The annual rental and other sums due under this Lease shall be abated proportionately with the degree to which Tenant's use of the Premises is impaired, commencing from the date of destruction and continuing during the period of such reconstruction. Tenant shall not be entitled to any compensation or damages from Landlord for loss of use of the whole or any part of the Premises, Tenant's personal property, or any inconvenience or annoyance occasioned by such damage, reconstruction or replacement.

(e) In the event of the termination of this Lease under any of the provisions of this Section 15, both Landlord and Tenant shall be released from any liability or obligation under this Lease arising after the date of termination, except as otherwise provided for in this Lease.

GOVERNMENTAL ORDERS

16. Tenant, at its own expense, agrees to comply with: (a) any law, statute, ordinance, regulation, rule, requirement, order, court decision or procedural requirement of any governmental or quasi-governmental authority having jurisdiction over the Premises, (b) the rules and regulations of any applicable governmental insurance authority or any similar body, relative to the Premises and Tenant's activities therein; (c) provisions of or rules enacted pursuant to any private use restrictions, as the same may be amended from time to time and (d) the Americans with Disabilities Act (42 U.S.C.S. §12101, et seq.) and the regulations and accessibility guidelines enacted pursuant thereto, as the same may be amended from time to time. Landlord and Tenant agree, however, that if in order to comply with such requirements the cost to Tenant shall exceed a sum equal to one (1) year's rent, then Tenant may terminate this Lease by giving written notice of termination to Landlord in accordance with the terms of this Lease, which termination shall become effective sixty (60) days after receipt of such notice and which notice shall eliminate the necessity of compliance with such requirements, unless, within thirty (30) days of receiving such notice, Landlord agrees in writing to be responsible for such compliance, at its own expense, and commences compliance activity, in which case Tenant's notice given hereunder shall not terminate this Lease.

CONDEMNATION

17. (a) If the entire Premises shall be appropriated or taken under the power of eminent domain by any governmental or quasi-governmental authority or under threat of and in lieu of condemnation (hereinafter, "taken" or "taking"), this Lease shall terminate as of the date of such taking, and Landlord and Tenant shall have no further liability or obligation arising under this Lease after such date, except as otherwise provided for in this Lease.

(b) If more than twenty-five percent (25%) of the floor area of any building of the Premises is taken, or if by reason of any taking, regardless of the amount so taken, the remainder of the Premises is not one undivided space or is rendered unusable for the Permitted Use, either Landlord or Tenant shall have the right to terminate this Lease as of the date Tenant is required to vacate the portion of the Premises taken, upon giving notice of such election within thirty (30) days after receipt by Tenant from Landlord of written notice that said Premises have been or will be so taken. In the event of such termination, both Landlord and Tenant shall be released from any liability or obligation under this Lease arising after the date of termination, except as otherwise provided for in this Lease.

(c) Landlord and Tenant, immediately after learning of any taking, shall give notice thereof to each other.

(d) If this Lease is not terminated on account of a taking as provided herein above, then Tenant shall continue to occupy that portion of the Premises not taken and the parties shall proceed as follows: (i) at Landlord's cost and expense and as soon as reasonably possible, Landlord shall restore (or shall cause to be restored) the Premises remaining to a complete unit of like quality and character as existed prior to such appropriation or taking, and (ii) the annual rent provided for in Section 3 and other sums due under the Lease shall be reduced on an equitable basis, taking into account the relative values of the portion taken as compared to the portion remaining. Tenant waives any statutory rights of termination that may arise because of any partial taking of the Premises.

(e) Landlord shall be entitled to the entire condemnation award for any taking of the Premises or any part thereof. Tenant's right to receive any amounts separately awarded to Tenant directly from the condemning authority for the taking of its merchandise, personal property, relocation expenses and/or interests in other than the real property taken shall not be affected in any manner by the provisions of this Section 17, provided Tenant's award does not reduce or affect Landlord's award and provided further, Tenant shall have no claim for the loss of its leasehold estate.

ASSIGNMENT AND SUBLETTING

18. Tenant shall not assign this Lease or any interest hereunder or sublet the Premises or any part thereof, or permit the use of the Premises by any party other than the Tenant, without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Tenant shall pay to Landlord, concurrently with any request for consent to assignment or sublet, a non-refundable fee of $ _____ as payment to Landlord for its review and processing of the request. In addition, Tenant shall pay to Landlord any legal fees and expenses incurred by Landlord in connection with the proposed assignment or sublet, to the extent such amounts exceed $ _____ . Consent to any assignment or sublease shall not impair this provision and all later assignments or subleases shall be made likewise only on the prior written consent of Landlord. No sublease or assignment by Tenant shall relieve Tenant of any liability hereunder.

EVENTS OF DEFAULT

19. The happening of any one or more of the following events (hereinafter any one of which may be referred to as an "Event of Default") during the term of this Lease, or any renewal or extension thereof, shall constitute a breach of this Lease on the part of the Tenant: (a) Tenant fails to pay when due the rental or any other monetary obligation as provided for herein; (b) Tenant abandons or vacates the Premises; (c) Tenant fails to comply with or abide by and perform any non-monetary obligation imposed upon Tenant under this Lease within thirty (30) days after written notice of such breach; (d) Tenant is adjudicated bankrupt; (e) A permanent receiver is appointed for Tenant's property and such receiver is not removed within sixty (60) days after written notice from Landlord to Tenant to obtain such removal; (f) Tenant, either voluntarily or involuntarily, takes advantage of any debt or relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be, reduced or payment thereof deferred and such proceeding is not dismissed within sixty (60) days of the filing thereof; (g) Tenant makes an assignment for benefit of creditors; or (h) Tenant's effects are levied upon or attached under process against Tenant, which is not satisfied or dissolved within thirty (30) days after written notice from Landlord to Tenant to obtain satisfaction thereof.

REMEDIES UPON DEFAULT

20. Upon the occurrence of Event of Default, Landlord may pursue any one or more of the following remedies separately or concurrently, without prejudice to any other remedy herein provided or provided by law: (a) Landlord may terminate this Lease by giving written notice to Tenant and upon such termination shall be entitled to recover from Tenant damages as may be permitted under applicable law; or (b) Landlord may terminate this Lease by giving written notice to Tenant and, upon such termination, shall be entitled to recover from the Tenant damages in an amount equal to all rental which is due and all rental which would otherwise have become due throughout the remaining term of this Lease, or any renewal or extension thereof (as if this Lease had not been terminated); or (c) Landlord, as Tenant's agent, without terminating this Lease, may enter upon and rent the Premises, in whole or in part, at the best price obtainable by reasonable effort, without advertisement and by private negotiations and for any term Landlord deems proper, with Tenant being liable to Landlord for the deficiency, if any, between Tenant's rent hereunder and the price obtained by Landlord on reletting, provided however, that Landlord shall not be considered to be under any duty by reason of this provision to take any action to mitigate damages by reason of Tenant's default and expressly shall have no duty to mitigate Tenant's damages. No termination of this Lease prior to the normal ending thereof, by lapse of time or otherwise, shall affect Landlord's right to collect rent for the period prior to termination thereof. Tenant acknowledges and understands that Landlord's acceptance of partial rental will not waive Tenant's breach of this Lease or limit Landlord's rights against Tenant hereunder or Landlord's right to evict Tenant through a summary ejectment proceeding, whether filed before or after Landlord's acceptance of any such partial rental.

EXTERIOR SIGNS

21. Tenant shall place no signs upon the outside walls, doors or roof of the Premises, except with the express written consent of the Landlord in Landlord's sole discretion. Any consent given by Landlord shall expressly not be a representation of or warranty of any legal entitlement to signage at the Premises. Any and all signs placed on the Premises by Tenant shall be maintained in compliance with governmental rules and regulations governing such signs and Tenant shall be responsible to Landlord for any damage caused by installation, use or maintenance of said signs, and all damage incident to removal thereof.

LANDLORD'S ENTRY OF PREMISES

22. Landlord may advertise the Premises “For Rent” _____**60**_____ days before the termination of this Lease. Landlord may enter the Premises upon prior notice at reasonable hours to exhibit same to prospective purchasers or tenants, to make repairs required of Landlord under the terms hereof, for reasonable business purposes and otherwise as may be agreed by Landlord and Tenant. Landlord may enter the Premises at any time without prior notice, in the event of an emergency or to make emergency repairs to the Premises. Upon request of Landlord, Tenant shall provide Landlord with a functioning key to the Premises and shall replace such key if the locks to the Premises are changed.

QUIET ENJOYMENT

23. So long as Tenant observes and performs the covenants and agreements contained herein, it shall at all times during the Lease term peacefully and quietly have and enjoy possession of the Premises, subject to the terms hereof.

HOLDING OVER

24. If Tenant remains in possession of the Premises after expiration of the term hereof, Tenant shall be a tenant at sufferance and there shall be no renewal of this Lease by operation of law. In such event, commencing on the date following the date of expiration of the term, the monthly rental payable under Section 3 above shall for each month, or fraction thereof during which Tenant so remains in possession of the Premises, be double the monthly rental otherwise payable under Section 3 above.

ENVIRONMENTAL LAWS

25. (a) Tenant covenants that with respect to any Hazardous Materials (as defined below) it will comply with any and all federal, state or local laws, ordinances, rules, decrees, orders, regulations or court decisions relating to hazardous substances, hazardous

materials, hazardous waste, toxic substances, environmental conditions on, under or about the Premises or soil and ground water conditions, including, but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, the Resource Conservation and Recovery Act, the Hazardous Materials Transportation Act, any other legal requirement concerning hazardous or toxic substances, and any amendments to the foregoing (collectively, all such matters being "Hazardous Materials Requirements"). Tenant shall remove from the Premises, all Hazardous Materials that were placed on the Premises by Tenant or Tenant's employees, agents, invitees or contractors, either after their use by Tenant or upon the expiration or earlier termination of this Lease, in compliance with all Hazardous Materials Requirements.

(b) Tenant shall be responsible for obtaining all necessary permits in connection with its use, storage and disposal of Hazardous Materials, and shall develop and maintain, and where necessary file with the appropriate authorities, all reports, receipts, manifest, filings, lists and invoices covering those Hazardous Materials and Tenant shall provide Landlord with copies of all such items upon request. Tenant shall provide within five (5) days after receipt thereof, copies of all notices, orders, claims or other correspondence from any federal, state or local government or agency alleging any violation of any Hazardous Materials Requirements by Tenant, or related in any manner to Hazardous Materials. In addition, Tenant shall provide Landlord with copies of all responses to such correspondence at the time of the response.

(c) Tenant hereby indemnifies and holds harmless Landlord, its successors and assigns from and against any and all losses, liabilities, damages, injuries, penalties, fines, costs, expenses and claims of any and every kind whatsoever (including attorney's fees and costs) paid, incurred or suffered by, or asserted against Landlord as a result of any claim, demand or judicial or administrative action by any person or entity (including governmental or private entities) for, with respect to, or as a direct or indirect result of, the presence on or under or the escape, seepage, leakage, spillage, discharge, emission or release from the Premises of any Hazardous Materials caused by Tenant or Tenant's employees, agents, invitees or contractors. This indemnity shall also apply to any release of Hazardous Materials caused by a fire or other casualty to the Premises if such Hazardous Materials were stored on the Premises by Tenant, its agents, employees, invitees or successors in interest.

(d) For purposes of this Lease, "Hazardous Materials" means any chemical, compound, material, substance or other matter that: (i) is defined as a hazardous substance, hazardous material or waste, or toxic substance pursuant to any Hazardous Materials Requirements, (ii) is regulated, controlled or governed by any Hazardous Materials Requirements, (iii) is petroleum or a petroleum product, or (iv) is asbestos, formaldehyde, a radioactive material, drug, bacteria, virus, or other injurious or potentially injurious material (by itself or in combination with other materials).

(e) The warranties and indemnities contained in this Section 25 shall survive the termination of this Lease.

SUBORDINATION; ATTORNMENT; ESTOPPEL

26. (a) This Lease and all of Tenant's rights hereunder are and shall be subject and subordinate to all currently existing and future mortgages affecting the Premises. Within ten (10) days after the receipt of a written request from Landlord or any Landlord mortgagee, Tenant shall confirm such subordination by executing and delivering Landlord and Landlord's mortgagee a recordable subordination agreement and such other documents as may be reasonably requested, in form and content satisfactory to Landlord and Landlord's mortgagee. Provided, however, as a condition to Tenant's obligation to execute and deliver any such subordination agreement, the applicable mortgagee must agree that mortgagee shall not unilaterally, materially alter this Lease and this Lease shall not be divested by foreclosure or other default proceedings thereunder so long as Tenant shall not be in default under the terms of this Lease beyond any applicable cure period set forth herein. Tenant acknowledges that any Landlord mortgagee has the right to subordinate at any time its interest in this Lease and the leasehold estate to that of Tenant, without Tenant's consent.

(b) If Landlord sells, transfers, or conveys its interest in the Premises or this Lease, or if the same is foreclosed judicially or nonjudicially, or otherwise acquired, by a Landlord mortgagee, upon the request of Landlord or Landlord's successor, Tenant shall attorn to said successor, provided said successor accepts the Premises subject to this Lease. Tenant shall, upon the request of Landlord or Landlord's successor, execute an attornment agreement confirming the same, in form and substance acceptable to Landlord or Landlord's successor and Landlord shall thereupon be released and discharged from all its covenants and obligations under this Lease, except those obligations that have accrued prior to such sale, transfer or conveyance; and Tenant agrees to look solely to the successor in interest of Landlord for the performance of those covenants accruing after such sale, transfer or conveyance. Such agreement shall provide, among other things, that said successor shall not be bound by (a) any prepayment of more than one (1) month's rental (except the Security Deposit) or (b) any material amendment of this Lease made after the later of the Lease Commencement Date or the date that such successor's lien or interest first arose, unless said successor shall have consented to such amendment.

(c) Within ten (10) days after request from Landlord, Tenant shall execute and deliver to Landlord an estoppel certificate (to be prepared by Landlord and delivered to Tenant) with appropriate facts then in existence concerning the status of this Lease and Tenant's occupancy, and with any exceptions thereto noted in writing by Tenant. Tenant's failure to execute and deliver the Estoppel

Certificate within said ten (10) day period shall be deemed to make conclusive and binding upon Tenant in favor of Landlord and any potential mortgagee or transferee the statements contained in such estoppel certificate without exception.

ABANDONMENT

27. Tenant shall not abandon the Premises at any time during the Lease term. If Tenant shall abandon the Premises or be dispossessed by process of law, any personal property belonging to Tenant and left on the Premises, at the option of Landlord, shall be deemed abandoned, and available to Landlord to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Premises.

NOTICES

28. All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered or sent to the address shown at the beginning of this Lease, except that upon Tenant taking possession of the Premises, then the Premises shall be Tenant's address for such purposes. Notices to Landlord shall be delivered or sent to the address shown at the beginning of this Lease and notices to Agent, if any, shall be delivered or sent to the address set forth in Section 3 hereof. All notices shall be effective upon delivery. Any party may change its notice address upon written notice to the other parties, given as provided herein.

BROKERS

29. Except as expressly provided herein, Tenant and Landlord agree to indemnify and hold each other harmless from any and all claims of brokers, consultants or real estate agents by, through or under the indemnifying party for fees or commissions arising out of the lease of the Property to Tenant.

Tenant and Landlord represent and warrant to each other that: (i) except as to the brokers designated below ("Brokers"), they have not employed nor engaged any brokers, consultants or real estate agents to be involved in this transaction and (ii) that the compensation of the Brokers is established by and shall be governed by separate agreements entered into as amongst the Brokers, the Tenant and/or the Landlord.

_____ ("Listing Agency"),
_____ ("Listing Agent" - License # _____)
Acting as: ☐ Landlord's Agent; ☐ Dual Agent
and _____ (Leasing Agency"),
_____ ("Leasing Agent" - License # _____)
Acting as: ☐ Tenant's Agent; ☐ Landlord's (Sub)Agent; ☐ Dual Agent

GENERAL TERMS

30. (a) "Landlord" as used in this Lease shall include the undersigned, its heirs, representatives, assigns and successors in title to the Premises. "Agent" as used in this Lease shall mean the party designated as same in Section 3, its heirs, representatives, assigns and successors. "Tenant" shall include the undersigned and its heirs, representatives, assigns and successors, and if this Lease shall be validly assigned or sublet, shall include also Tenant's assignees or sublessees as to the Premises covered by such assignment or sublease. "Landlord", "Tenant", and "Agent" include male and female, singular and plural, corporation, partnership or individual, as may fit the particular parties.

(b) No failure of Landlord to exercise any power given Landlord hereunder or to insist upon strict compliance by Tenant of its obligations hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof. All rights, powers and privileges conferred hereunder upon parties hereto shall be cumulative and not restrictive of those given by law.

(c) **Time is of the essence in this Lease.**

(d) This Lease may be executed in one or more counterparts, which taken together, shall constitute one and the same original document. Copies of original signature pages of this Lease may be exchanged via facsimile or e-mail, and any such copies shall constitute originals. This Lease constitutes the sole and entire agreement among the parties hereto and no modification of this Lease shall be binding unless in writing and signed by all parties hereto. The invalidity of one or more provisions of this Lease shall not affect the validity of any other provisions hereof and this Lease shall be construed and enforced as if such invalid provisions were not included.

(e) Each signatory to this Lease represents and warrants that he or she has full authority to sign this Lease and such instruments as may be necessary to effectuate any transaction contemplated by this Lease on behalf of the party for whom he or she signs and that his or her signature binds such party. The parties acknowledge and agree that: (i) the initials lines at the bottom of each page of this Lease are merely evidence of their having reviewed the terms of each page, and (ii) the complete execution of such initials lines shall not be a condition of the effectiveness of this Lease.

(f) Upon request by either Landlord or Tenant, the parties hereto shall execute a short form lease (memorandum of lease) in recordable form, setting forth such provisions hereof (other than the amount of annual rental and other sums due) as either party may wish to incorporate. The cost of recording such memorandum of lease shall be borne by the party requesting execution of same. The NC REALTOR Memorandum of Lease (Form 596-T) or an attorney-drafted memorandum of lease may be used for this purpose.

(g) If legal proceedings are instituted to enforce any provision of this Lease, the prevailing party in the proceeding shall be entitled to recover from the non-prevailing party reasonable attorneys fees and court costs incurred in connection with the proceeding.

SPECIAL STIPULATIONS

Note: Under North Carolina law, real estate agents are not permitted to draft lease provisions

☐ If this box is checked, additional terms of this Lease are set forth on **Exhibit B** attached hereto and incorporated herein by reference.

☐ If this box is checked, improvements to the Premises to be provided by Landlord are set forth on **Exhibit C** attached hereto and incorporated herein by reference.

THIS DOCUMENT IS A LEGAL DOCUMENT. EXECUTION OF THIS DOCUMENT HAS LEGAL CONSEQUENCES THAT COULD BE ENFORCEABLE IN A COURT OF LAW. NC REALTORS® MAKES NO REPRESENTATIONS CONCERNING THE LEGAL SUFFICIENCY, LEGAL EFFECT OR TAX CONSEQUENCES OF THIS DOCUMENT OR THE TRANSACTION TO WHICH IT RELATES AND RECOMMENDS THAT YOU CONSULT YOUR ATTORNEY.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this Lease to be duly executed.

LANDLORD:

Individual

_____

Date: _____

_____

Date: _____

Business Entity

Secrest Building, LLC
(Name of Firm)

By: _____
Mary Helen Treece

Title: **Owner**

Date: _____

TENANT:

Individual

_____
Katherine Cook

Date: _____

_____

Date: _____

Business Entity

_____
(Name of Firm)

By: _____

Title: _____

Date: _____

STANDARD FORM 592-T
Revised 7/2024
© 7/2025

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com **Katie Cook, 215 N**

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Building Rehabilitation & Improvement Grant Application – Sue King, Gingham Girl, 104 S Main Street

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a BRIG Incentive to Sue King, owner of Gingham Girl, located at 104 S Main Street.

REVIEW

Sue King, owner of Gingham Girl Cake Rolls and Creations, located at 104 S Main Street, has applied for a Building Rehabilitation and Improvement Grant. She has moved and expanded her business. They have completed electrical upgrades, minor demolition, and equipment replacement, all after applying for the grant and receiving approval from the Downtown Director. The BRIG Program supports building maintenance and upfit within the Downtown Business District with a 50/50 match, up to $7,500.

Electrical was estimated to cost $2,153.89, demolition was estimated to be $1,900, and equipment was estimated to be $11,867. All project costs totaled $15,920.89. The BRIG Program covers half of the costs up to $7,500. So the property owner is eligible for $7,500 in reimbursement costs. Paid receipts must be provided prior to receiving funds.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Building Rehabilitation and Improvement Grant to Sue King, owner of Gingham Girl, located at 104 S Main Street to City Council with the Resolution to grant up to $7,500 for interior improvements at 104 S Main Street.

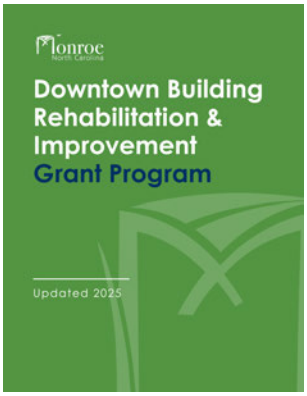
Attachments:
Application
Estimates
Project Budget

Print

Building Rehabilitation and Improvement Grant (BRIG) Program Application - Submission #2869

Date Submitted: 7/14/2026

Downtown Building Rehabilitation and Improvement Grant Program



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe values the commercial buildings in the Downtown area and has created the Downtown Building Rehabilitation and Improvement Grant (BRIG) to offer an incentive that stimulates investment and encourages property and business owners to make improvements to their building(s) and/or business operations. This reimbursement grant assists with the significant improvement and rehabilitation of properties in the Downtown Business District. Improvement of these buildings preserves Downtown's unique attributes and promotes economic growth by attracting and retaining residents and businesses, creating jobs, and reducing the deterioration of properties in the Downtown District.

The BRIG program provides matching grants (50/50) that encourage improvements and/or upgrades to the interiors and exteriors of buildings in the Downtown Business District to make them more attractive for new, existing, and expanding businesses and residences.

Grant applications are accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements. Work done prior to approval of an application is not eligible for reimbursement.

Note: This application must be submitted to the Downtown Director prior to beginning work. Work completed prior to approval will not be eligible.

Applicant Information

Applicant Name*

Sue King

Address* 104 S Main St

City* Monroe

State* NC

Zip Code* 28112

Email Address* [redacted]

Phone Number* [redacted]

Property Information

Address* 104 S Main St

City* Monroe

State* NC

Zip Code* 28112

Parcel Number* 09232086A

Primary Phone Number * [redacted]

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (if different from applicant) James Kerr

Address Address

City City

State

Zip Code Zip Code

Email Address

Phone Number

Select All Eligible Projects that Apply

- [ ] Structural repairs, including masonry repair and restoration
- [ ] Roofing repair and/or replacement
- [x] Plumbing, electrical, HVAC, and similar elements
- [ ] Construction for accessibility, fire code, etc.
- [x] Painting
- [x] Flooring
- [ ] Building façade, or building side which faces a public right-of-way, including removal of false fronts, cleaning of brick, and/or historic reconstruction
- [ ] Window or front door repair and/or replacement, or repair of original material that adheres to the Secretary of the Interior's standards for Historic Rehabilitation and EPA Guidelines
- [ ] Installation of new pedestrian amenities such as City-approved outdoor seating, awnings, and lighting
- [ ] Railing and ironwork repair
- [ ] Cornice repair and/or replacement
- [ ] Exterior step repair and/or replacement
- [x] Equipment repair and/or replacement
- [ ] Energy efficiency upgrades
- [ ] Improving restroom facilities
- [ ] Improving or re-installing stairways
- [ ] Up-fit, replacement, or new installation of an elevator

Project Details

Gingham Girl is moving to S Main Street and expanding the business and menu offerings. They'll complete electrical upgrades, minor demo, and equipment replacement

Please provide detail for each item in the project.

Which floor of the building will you be operating on?*

- [x] First
- [ ] Second
- [ ] Third

How many new jobs have you created with this project?*

2

How many residential units have you created with this project, if applicable?

Hours of Operation

Tues-Sat 10 am - 8 pm

Please describe the days of the week and hours of operation

Documentation

Application Checklist: Grant application submissions require the following information and documents.

- [x] Completed application
- [x] Summary outlining the full extent of the work
- [x] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [x] Site plans, elevations plans, drawings
- [x] Photos of existing conditions
- [x] Certificate of Appropriateness if the property is within the Local Historic District
- [x] Copies of all required permit application(s)
- [x] Proof of ownership or leasing contract
- [x] Property owner's written permission if tenant is applying

Quote #1 from Contractor*

Project Budget.xlsx
Contractor must be licensed, bonded, and insured for the full extent of work

Quote #2 from Contractor*

Project Budget.xlsx
Contractor must be licensed, bonded, and insured for the full extent of work

Site Plans, Elevation Plans, and Drawings*

Project Budget.xlsx
Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions*

Project Budget.xlsx
Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen
If property is within the local Historic District

Permit Applications*

Project Budget.xlsx
Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract*

Gingham Girl Lease.pdf

Property Owner Permission Statement

Choose File No file chosen
If tenant is applying

Additional Documentation, if Needed

Choose File No file chosen
Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen
Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit.

An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will they be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *	Date *
Sue King	7/14/2026

ESTIMATE	#666
TOTAL	$2,153.89

Tier 1 Electrical Service

Sue King
104 S Main St
Monroe, NC 28112

(704) 449-9881
ginghamgirlcakerolls@gmail.com

CONTACT US

P.O. Box 148
Harrisburg , NC 28075

(704) 787-6902
dan@tier1electrical.com

ESTIMATE

Option #1

Services	qty	unit price	amount
104 South Main Street - New Oven Circuits	1.0	$2,153.89	$2,153.89
Demo 2 old 30a 208v oven circuits on back wall in back of kitchen Add 2 new 30a 208v oven circuits on kitchen dividing wall Supply and install 2 30a straight blade receptacles			

Services subtotal: $2,153.89

Total **$2,153.89**

Product	Comment	Add to Cart
FREE SHIPPING  **Atosa MBF8005GR 43.2 cu. ft. 2-Door Top Mount Reach-In Refrigerator 51-5/8"W** $2,993.00		Add to Wisl
FREE SHIPPING  **Atosa MBF8002GR 43.2 cu. ft. 2-Door Top Mount Reach-In Freezer 51-5/8"W** $3,751.00		Add to Wisl
FREE SHIPPING  **Atosa MSF8302GR 12 Pan 2-Door Sandwich Prep Table 48-1/8"W** $2,326.00		Add to Wisl
FREE SHIPPING  CLEARANCE **Kelvinator KCHMT48.18 18 Pan 2-Door Mega-Top Sandwich Prep Table 48-1/4"W** $1,793.00		Add to Wisl
 **Patriot PT-120C-NG 45-50 lb. Natural Gas Fryer with Stainless Steel Pot 15-1/2"W** $699.00		Add to Wisl
FREE SHIPPING  **Patriot FF-01A 95 lb. Portable Electric Oil Filter 17"W** $1,399.00		Add to Wisl

ADD ALL TO CART Back

		Amount	Unit Cost	Total
Electrical		2153.89	$ 1.00	$ 2,153.89
Demolition		1900	$ 1.00	$ 1,900.00
Equipment				
	Refrigerator	2993	$ 1.00	$ 2,993.00
	Freezer	3751	$ 1.00	$ 3,751.00
	Prep Table	2326	$ 1.00	$ 2,326.00
	Fryer	699	$ 2.00	$ 1,398.00
	Oil Filter	1399	$ 1.00	$ 1,399.00
				$ 15,920.89

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Building Rehabilitation & Improvement Grant Application – Libby Helms, 313 N Main Street

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a BRIG Incentive to Libby Helms, owner of 313 N Main Street.

REVIEW

Libby Helms, property owner of 313 N Main Street, has applied for a Building Rehabilitation and Improvement Grant. She will be replacing flooring, replacing ceiling tiles, painting the interior, repairing exterior window sills, and repairing the front stairs. The BRIG Program supports building maintenance and upfit within the Downtown Business District with a 50/50 match, up to $7,500.

The property owner received two quotes for the renovation work – one $13,291.16 and a second for $23,420. The BRIG Program covers half of the costs up to $7,500. So the property owner is eligible for $7,500 in reimbursement costs. Paid receipts must be provided prior to receiving funds.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Building Rehabilitation and Improvement Grant to Libby Helms, owner of 313 N Main Street to City Council with the Resolution to grant up to $7,500 for interior improvements at 313 N Main Street.

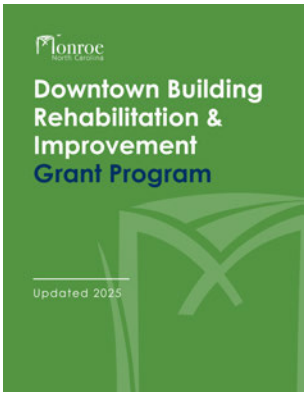
Attachments:
Application
Quotes
Photos

Print

Building Rehabilitation and Improvement Grant (BRIG) Program Application - Submission #2877

Date Submitted: 7/15/2026

Downtown Building Rehabilitation and Improvement Grant Program



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe values the commercial buildings in the Downtown area and has created the Downtown Building Rehabilitation and Improvement Grant (BRIG) to offer an incentive that stimulates investment and encourages property and business owners to make improvements to their building(s) and/or business operations. This reimbursement grant assists with the significant improvement and rehabilitation of properties in the Downtown Business District. Improvement of these buildings preserves Downtown's unique attributes and promotes economic growth by attracting and retaining residents and businesses, creating jobs, and reducing the deterioration of properties in the Downtown District.

The BRIG program provides matching grants (50/50) that encourage improvements and/or upgrades to the interiors and exteriors of buildings in the Downtown Business District to make them more attractive for new, existing, and expanding businesses and residences.

Grant applications are accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements. Work done prior to approval of an application is not eligible for reimbursement.

Note: This application must be submitted to the Downtown Director prior to beginning work. Work completed prior to approval will not be eligible.

Applicant Information

Applicant Name*

Frank Thompson

Address* 313 N Main Street

City* Monroe

State* NC

Zip Code* 28110

Email Address* [redacted]

Phone Number* [redacted]

Property Information

Address* 313 N Main Street

City* Monroe

State* NC

Zip Code* 28110

Parcel Number* 09232099

Primary Phone Number * [redacted]

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (if different from applicant) Helms Investments, LLC

Address 313 N Main Street

City Monroe

State NC

Zip Code 28110

Email Address [redacted]

Phone Number [redacted]

Select All Eligible Projects that Apply

- [ ] Structural repairs, including masonry repair and restoration
- [ ] Roofing repair and/or replacement
- [ ] Plumbing, electrical, HVAC, and similar elements
- [ ] Construction for accessibility, fire code, etc.
- [x] Painting
- [x] Flooring
- [x] Building façade, or building side which faces a public right-of-way, including removal of false fronts, cleaning of brick, and/or historic reconstruction
- [x] Window or front door repair and/or replacement, or repair of original material that adheres to the Secretary of the Interior's standards for Historic Rehabilitation and EPA Guidelines
- [ ] Installation of new pedestrian amenities such as City-approved outdoor seating, awnings, and lighting
- [x] Railing and ironwork repair
- [ ] Cornice repair and/or replacement
- [ ] Exterior step repair and/or replacement
- [ ] Equipment repair and/or replacement
- [ ] Energy efficiency upgrades
- [ ] Improving restroom facilities
- [ ] Improving or re-installing stairways
- [ ] Up-fit, replacement, or new installation of an elevator

Project Details

The proposed project will revitalize the commercial property located at 313 N. Main Street in Monroe, North Carolina. The building has remained vacant in recent years due to its current condition. A prospective tenant is actively completing the required permit applications and is eager to begin operating from the property once the necessary improvements are completed.

The proposed scope of work includes the following:

1. Flooring Replacement

All existing carpet on the storefront level will be removed and replaced with durable luxury vinyl plank (LVP) flooring. This improvement will modernize the space and help meet current commercial leasing expectations.

2. Ceiling Tile Replacement

The existing ceiling tiles will be removed and replaced with new tiles. This work will create a cleaner, brighter, and more inviting interior environment.

3. Interior Painting

The interior walls and doors will receive a fresh coat of paint. This improvement will refresh the appearance of the space and help prepare it for occupancy.

4. Exterior Window-Sill Wood Repair

Deteriorated and rotting wood around the exterior window sill will be removed and replaced. This repair will address the existing damage, protect the building from further deterioration, and improve its exterior appearance.

5. Stair Ironwork and Refinishing

The existing stair ironwork and related surfaces will be repaired and refinished as needed. This work will restore their appearance and give the stairs a clean, well-maintained finish.

Together, these improvements will address the property's deferred maintenance, enhance its appearance and functionality, and return a vacant downtown commercial space to productive use.

Please provide detail for each item in the project.

Which floor of the building will you be operating on?*

- [x] First
- [ ] Second
- [ ] Third

How many new jobs have you created with this project?*

3

How many residential units have you created with this project, if applicable?

Hours of Operation

Vows on main is a appointment based civil ceremony studio clients schedule a specific appointment time with their team, but they will also use it as their office and primary place of business so between 9-5pm is what I would say.

Please describe the days of the week and hours of operation

Documentation

Application Checklist: Grant application submissions require the following information and documents.

- [ ] Completed application
- [ ] Summary outlining the full extent of the work
- [ ] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [ ] Site plans, elevations plans, drawings
- [ ] Photos of existing conditions
- [ ] Certificate of Appropriateness if the property is within the Local Historic District
- [ ] Copies of all required permit application(s)
- [ ] Proof of ownership or leasing contract
- [ ] Property owner's written permission if tenant is applying

Quote #1 from Contractor*

313 Quote.png
Contractor must be licensed, bonded, and insured for the full extent of work

Quote #2 from Contractor*

313 Quote 2.pdf
Contractor must be licensed, bonded, and insured for the full extent of work

Site Plans, Elevation Plans, and Drawings*

Grant_Property.pdf
Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions*

Grant_Property_Photos (1).pdf
Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen
If property is within the local Historic District

Permit Applications*

Union County ownership and parcel search result.jpg
Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract*

Union County ownership and parcel search result.jpg

Property Owner Permission Statement

Choose File No file chosen
If tenant is applying

Additional Documentation, if Needed

Choose File No file chosen
Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen
Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit.

An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will they be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *	Date *
Frank Thompson	7/15/2026



Interior room and staircase



Exterior entrance steps and railing



Ceiling water staining



Exterior window condition



Interior room and staircase



Exterior entrance steps and railing



Ceiling water staining



Exterior window condition

LEE PARK HOME ROOFING AND REMODELING

2702 Ashcraft Ave.
Monroe, NC 28112

Marcos Garcia Ayala
(704) 254-8025
chopchop0129@gmail.com

Sales Rep: Marcos

CUSTOMER _____ W# _____ H# _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SPECIFICATIONS ON LABOR AND MATERIALS

TEAR OFF - Scope of work and specifications

Number of layers torn off _____

Roof Type _____

Remove Edging _____

Roof Installation

Overlay _____ Re-decking with _____

Color of Shingle _____

Brand of Shingle _____

Felt # _____

Edging size: _____

Ridge Material _____

Valley Type: open _____ Metal _____

Warranty Type

Labor _____

Material _____

Payment Terms

Total $23,420

Amount Paid: _____

Remaining: _____

Paid in Full: _____

Sign: _____

Date: _____

Special Instructions/Promotions

(1) Carpet removal $1200 Labor
A Self leveler, 3/4 subfloor 2 sheets $750 materials
(2) Cancel Electrical out lets, telephone lines $980 Labor
B Electrical caps, Boxes, wire nuts $120 materials
(3) Change Vanity, sink top Granite $120 Labor
C sink top, Vanity 18 inch x 24 inch $460 materials
(4) remove chair rails Paint/Prime/Sand/Wood $2250 Labor
D Primer, 20 min Wood, Sanding Paper, $350 materials
(5) Add Quarter round Caulk/Prime $890 Labor
E Quarter round, Prim Nails, white lighting, liner $410 Materials
(6) Paint all walls trim and Doors $4000 Labor
F Paint/Primer Material $500
(7) Change all Ceiling tiles Paint Grids, Vents $1200 Labor
G ceiling tiles, $*** Paint $2010 Materials
(8) replace/Install all flooring Laminate LVP and moister barrier $4320 Labor
H flooring, Cut Door frames, remove toilet $4560 materials

____ **Actual Cash Value payment must be collected prior to construction.**

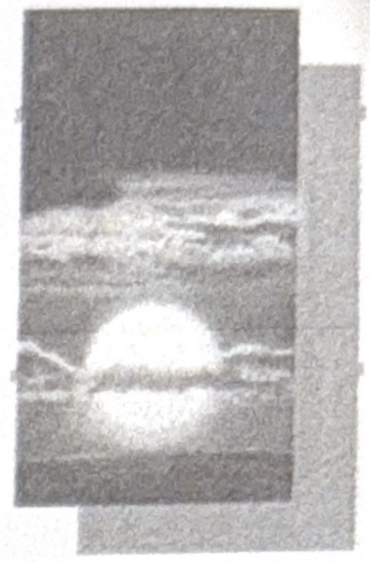
Owner/Customer Signature _____

Date: _____

Print Name: _____

Make Checks Payable To: Marcos Garcia Ayala***

as that Miss



Proposal

Pm home solutions LLC
3106 Holly Tree Lane
Monroe
NC 28110
service@pmhomesolutions.net
Tel :704 254 5764
Libby Helms 313 N Main st , Monroe Nc 28112

Discription	QTY	Totals
Sand and paint handrails	1	$250
Strip power wash steps	1	$400
Paint windows {all}		$1450
Totals		$2100

Cory feels that if we only paint the renewed trim the windows would look odd so proposal include spainting them all

Philip
Millward



PM Home Solutions LLC

Proposal

Pm home solutions LLC
3106 Holly Tree Lane
Monroe
NC 28110
service@pmhomesolutions.net
Tel :704 254 5764

Remove and dispose of carpet	988 sqf	$150.00
Cost Add new ceiling tiles	1086.80 sqf	$3914.84
Material and labour Add 1/4 round		$350.00
Remove ceiling tile and dispose	968 sqf	$150.00
Cost Add new ceiling tiles	704 sqf	$838.32
LVP install cost	$2.50 SQF	$2717.00
Ceiling Tiles install cost	$1 SQF	$704.00
Totals		$11,191.16

Phillip
Millward

PM Home Solutions LLC

STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Building Rehabilitation & Improvement Grant Application – Lawrence Associates, 115 N Church Street

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a BRIG Incentive to Lawrence Associates, located at 115 N Church Street.

REVIEW

Clint Lawrence of Lawrence Associates, property owner of 115 N Church Street, has applied for a Building Rehabilitation and Improvement Grant. They will be repainting metal architectural features, including handrails and garage doors. The BRIG Program supports building maintenance and upfit within the Downtown Business District with a 50/50 match, up to $7,500.

The property owner received two quotes for the renovation work – one for $22,110.26 and a second for $14,343.91. The property owner has indicated they plan to use the $14,000 contractor. The BRIG Program covers half of the costs up to $7,500. So the property owner is eligible for $7,171.96 in reimbursement costs. Paid receipts must be provided prior to receiving funds.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Building Rehabilitation and Improvement Grant to Clint Lawrence of Lawrence Associates, property owner of 115 N Church Street to City Council with the Resolution to grant up to $7,171.96 for exterior painting at 115 N Church Street.

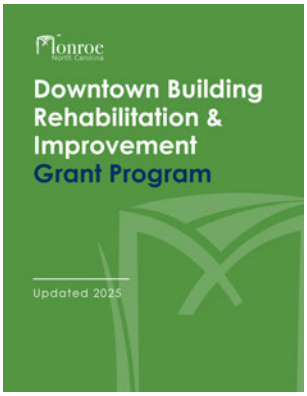
Attachments:
Application
Quotes
Photos

Print

Building Rehabilitation and Improvement Grant (BRIG) Program Application - Submission #2945

Date Submitted: 7/30/2026

Downtown Building Rehabilitation and Improvement Grant Program



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe values the commercial buildings in the Downtown area and has created the Downtown Building Rehabilitation and Improvement Grant (BRIG) to offer an incentive that stimulates investment and encourages property and business owners to make improvements to their building(s) and/or business operations. This reimbursement grant assists with the significant improvement and rehabilitation of properties in the Downtown Business District. Improvement of these buildings preserves Downtown's unique attributes and promotes economic growth by attracting and retaining residents and businesses, creating jobs, and reducing the deterioration of properties in the Downtown District.

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Grant applications are accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements. Work done prior to approval of an application is not eligible for reimbursement.

Note: This application must be submitted to the Downtown Director prior to beginning work. Work completed prior to approval will not be eligible.

Applicant Information

Applicant Name*

Clint Lawrence

Address* 115 N. Church St

City* Monroe

State* NC

Zip Code* 28112

Email Address* [redacted]

Phone Number* [redacted]

Property Information

Address* 115 N. Church St

City* Monroe

State* NC

Zip Code* 28112

Parcel Number* 09232007

Primary Phone Number * [redacted]

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (if different from applicant)

Name

Address Address

City City

State

Zip Code Zip Code

Email Address [redacted]

Phone Number [redacted]

Select All Eligible Projects that Apply

- [ ] Structural repairs, including masonry repair and restoration
- [ ] Roofing repair and/or replacement
- [ ] Plumbing, electrical, HVAC, and similar elements
- [ ] Construction for accessibility, fire code, etc.
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- [ ] Flooring
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- [ ] Installation of new pedestrian amenities such as City-approved outdoor seating, awnings, and lighting
- [ ] Railing and ironwork repair
- [ ] Cornice repair and/or replacement
- [ ] Exterior step repair and/or replacement
- [ ] Equipment repair and/or replacement
- [ ] Energy efficiency upgrades
- [ ] Improving restroom facilities
- [ ] Improving or re-installing stairways
- [ ] Up-fit, replacement, or new installation of an elevator

Project Details

Metal architectural features including handrails and garage doors to be cleaned and painted to compliment adjoining structures aesthetics

Please provide detail for each item in the project.

Which floor of the building will you be operating on?*

- [x] First
- [x] Second
- [ ] Third

How many new jobs have you created with this project?*

3

How many residential units have you created with this project, if applicable?

Hours of Operation

Monday - Friday 7 AM - 5 PM

Please describe the days of the week and hours of operation

Documentation

Application Checklist: Grant application submissions require the following information and documents.

- [x] Completed application
- [x] Summary outlining the full extent of the work
- [x] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [x] Site plans, elevations plans, drawings
- [x] Photos of existing conditions
- [ ] Certificate of Appropriateness if the property is within the Local Historic District
- [ ] Copies of all required permit application(s)
- [x] Proof of ownership or leasing contract
- [ ] Property owner's written permission if tenant is applying

Quote #1 from Contractor*

Karen Penegar - Anthony Meggs Painting LLC Customer Portal.pdf

Contractor must be licensed, bonded, and insured for the full extent of work

Quote #2 from Contractor*

quote.pdf

Contractor must be licensed, bonded, and insured for the full extent of work

Site Plans, Elevation Plans, and Drawings*

09232007 Building Photo.jpg

Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions*

Bldg 3.jpg

Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen

If property is within the local Historic District

Permit Applications*

Permitting.docx

Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract*

218 E Franklin St. Utility Inv.pdf

Property Owner Permission Statement

Choose File No file chosen

If tenant is applying

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit.

An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

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An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *	Date *
Clint Lawrence	7/30/2026

Quote#: **6521** Title: **Updated Lawrence Surveying Exterior Quot** Date: **06/18/2026**

Estimator: **Richard Pasciuto** Cell Phone: **(704) 999-6892** Office Phone: **(704) 966-9999**

Mailing Address: **338 S. Sharon Amity Rd., PMB 241, Charlotte, NC 28211**



Customer Quote

Locally Owned and Independently Operated

Karen Penegar
Karen@Lawrencesurveying.com
(980) 290-6991

Billing: Lawrence Surveying
115 N Church St
Monroe, NC 28112

Service: 115 N Church St
Monroe, NC 28112

Customer Notes: **30% Deposit required to schedule.**
Additional coat of primer may be required depending on Final Color Choices.
Three colors included. Customer will provide access to water for pressure washing and coordinate restrict cars parking near painting areas.

Details

- Cleaning: We will clean the site daily and upon completion.
- Downspouts: Downspouts will be removed to be painted, allowed to dry, and then reapplied to the house (where applicable).
- Sanding: Sand specified areas to de-gloss surface, to allow for proper adhesion, and/or minimize rough edges due to scraping.
- Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
- First coat of paint will be allowed proper time to dry before second coat is applied (where applicable).
- Five Star team to clean up daily, and a thorough clean up at job completion.
- Unless specified otherwise, Five Star Painting will spray body and brush and roll trim.
- Five Star will conduct a thorough walk-around with the customer to ensure nothing is missed.

Building Siding

Paint: Ind Multi Surface TBD GL (2 Coats) Color: SW9183 Dark Clove

Building Vinyl Ceiling

Paint: Lat SAT TBD Satin (2 Coats) Color: TBD

Parking Garage Alcove Ceiling

Pro-Cryl TBD Flat (1 Coat) Paint: Ind Multi Surface TBD GL (2 Coats) Color: TBD

Building Soffit

Paint: DTM TBD Gloss (2 Coats) Color: SW9183 Dark Clove

Building Doors

Doors > Count: 3 Paint: DTM TBD Gloss (2 Coats) Color: SW9183 Dark Clove

Building Doors

Jambs > Count: 3 Paint: DTM TBD Gloss (2 Coats) Color: SW9183 Dark Clove

Building Railings

Railing > Paint: DTM TBD Gloss (2 Coats) Color: Tricorn Black SW6258

Building Ceiling Cross Beams

Misc. Trim > Pro-Cryl TBD Flat (1 Coat) Paint: DTM TBD Gloss (2 Coats) Color: SW9183 Dark Clove

Building Garage Doors

Double Garage Door Only > Count: 3 Pro-Cryl TBD Flat (1 Coat) Paint: DTM TBD Gloss (2 Coats) Color: SW9183 Dark Clove

Total

Subtotal: $23,360.26
Discount: $1,250.00
Total: $22,110.26
Deposit Required (30%): $6,633.08
Payment: $0.00
Balance Due: $22,110.26

1. Subcontractors. Contractor at his discretion may delegate any portion of the work by Subcontractor with responsible Subcontractors, but such delegation shall not relieve Contractor of full responsibility for the work. Any corresponding subcontract shall require the Subcontractor to be bound to the full terms of this Contract to the extent of his work, and it shall allow the Subcontractor the benefit of the same rights and remedies afforded the Contractor by this Contract.

2. Work Involved. All work will be performed, in a workmanlike fashion according to the plans and specifications identified.

3. Time of Commencement and Substantial Completion. The work shall be convened and, subject to adjustments, substantially completed within the time limits given above but Contractor shall not be penalized for Acts of God , strikes, shortages of critical materials, and other delays beyond his control. Upon notice by the Contractor of substantial completion of the Project the owner.s representative shall tour the project with the contractor and provide contractor with a .Punch List. by which the contractor can fully complete his work. Items not included in this Punch List shall be treated as Warranty Work more Fully discussed below.

4. Warranty Work. Contractor warrants to owner that all materials incorporated into the project will be new unless otherwise specified, and further warrants, all materials and workmanship for the warranty work, which is not part of a subsidiary warranty from a materialman or subcontractor, will be done at full cost to owner.

5. Initial Payment. The initial payment shall be paid by Owner to Contractor prior to commencement or work and shall be used for acquisition of materials and site setup. Contractor shall practically credit owner for such initial payment in each application for payment in the amount shown, until the initial payment is fully credited.

6. Progress Payments. The Owner shall make the monthly progress payments less the given retention to Contractor for all unpaid work completed through the given day of each month based upon an Application for Payment submitted by Contractor. Such progress payments shall be made within given number of days or the receipt of such Application. If for any reason, any such progress payment is not received in full within such time, Contractor shall have the right to cease work immediately sending written notice to Owner and to initiate any applicable legal proceedings to collect the amount due together with interest at 10% per annum.

7. Final Payment. All amounts held in retention together with any other unpaid portion of the contract or change orders shall be paid to the Contractor within the given number of days Contractor.s notification to Owner that the work is complete.

8. Effect of Final Payment. The making of the final payment shall constitute waiver of all claims by Owner except those arising from unsettled liens, from failure of work, to comply with requirements of Contractor documents, or from faulty or defective work appearing after standard completion or identified in the final punch list. In like manner, acceptance of final payment by Contractor constitutes a waiver of all claims not previously made to Owner in writing or identified as unsettled in the application for the final payment.

9. Conditions to Progress and Final Payments. Neither progress nor final payments from Owner to Contractor are conditioned upon receipt by Owner of corresponding draws from Owner.s Lender. Owner may condition any progress or final payments to Contractor upon receipt from Contractor or appropriate lien waivers themselves conditioned upon receipt of the monies applied for.

10. Surveys, Legal Descriptions and Easements. Owner shall furnish all surveys and legal descriptions of the project, and Owner shall secure and pay for all necessary approvals, easements and changes require for use of occupancy of the project.

11. Professional Fees. Owner shall pay for all real estate fees, financing charges, accounting fees, legal fees, design fees, and engineering fees involve din the acquisition and development of land underplaying the project as well as the construction of the project itself.

12. Liability and Property Insurance. Owner shall purchase and maintain both liability insurance for his own liability, and property insurance for the entire project; this property insurance shall include .all risk. coverage for theft and vandalism as well as the standard casualty coverage for fire and flood.

13. Supervision, Safety and Insurance. Contractor shall be responsible for all supervision and coordination of the work and for all responsible precautions needed to carry out such work in a manner safe for both the project and all person involved therein. Contractor shall secure and maintain all liability and Workmen.s Compensation Insurance necessary for the work or himself and his subcontractors . If this Contract is performed as .cost plus. Contract all such supervision and insurance costs will be treated as job costs.

14. Administrative and Job Overhead Items. The following administrative and job overhead items are to be absorbed by the Contractor in the fixed fee contract and to be treated as job costs in a cost-plus contract. Office overhead directly related to the project project schedules and project record documents, job storage and protection of job materials, as well as maintenance, replacement and rental or tools and equipment.

15. Construction Permits and Sales Taxes. Contractor shall comply with all laws, ordinances and regulations effecting construction of the project and shall

secure any pay for all necessary building and construction permits and shall pay all sales taxes arising from the construction of the project. If this Contract is performed as .cost plus. contract in lien of a fixed fee contract all such taxes and fees shall be treated as part of the job costs.

16. Legal Remedies. This Contract shall be governed by the laws of the State of North Carolina and all applicable case law. All of the remedies available under those laws shall be available to the parties of the Contract. At the option of either party any dispute arising hereunder may be submitted to arbitration. The prevailing party in any dispute arising shall be awarded attorney's fees , arbitration and court costs, as the court deems fair.

17. Assignment. This Contract may not be assigned by either party without the other party.s written consent.

18. Modifications. All modifications to this Contract shall be in writing by change orders, purchase orders or similar documents signed by agents of both Owner and Contractor.

19. Notice of Completion. Should Owner for any reason record a Notice of Completion that operates to shorten the lien period he shall immediately notify Contractor of the Notice, and deliver a copy of that Notice to Contractor.

20. Acceptance. This Contract shall be executed in duplicate. Owner and Contractor shall each retain one of the original duplicates. This Contract is complete and binding when properly executed as indicated above.

21. This proposal is to be included in any contract of this work stated herein and become part of that contract.

Instructions: contractor completes and executes three copies and delivers two to Owner. Owner accepts proposal by executing and returning one copy to contract before proposal termination date.

Contractor Signature	Title	Date	
Authorization to Start Work (Owner)	Title	Date	$22110.26 Contract Total
Work Completed to My Satisfaction (Owner)	Title	Date	

Customer Focused, Quality Driven™

Visit FiveStarPainting.com/warranty for details on our 2-year warranty.

Estimate

2603-2315-9976
2026-07-27

Anthony Meggs Painting LLC
3224 Westwood Industrial Dr.
Suite F
Monroe NC 28110
anthony@anthonymeggspainting.com
980-210-3795

Lawrence & Associates - Karen Penegar
115 N. Church St.
Monroe NC 28112
karen@lawrencesurveying.com
(704) 289-1013

115 N. Church St., Monroe, NC, 28112

Exterior Painting Church St. Top Siding

Description	*Quantity*	*Total*
Pressure Wash Properly clean areas to be stained/painted utilizing pressure washer ALL SIDES	2.00 ea	$500.00
Siding Smooth - 2 Coats Siding Smooth	1144.00 sqft	$2,524.91
		$3,024.91

Exterior Painting Church St. Bottom Siding

Description	*Unit Price*	*Quantity*	*Total*
Siding Smooth - 2 Coats Siding Smooth		736.00 sqft	$1,195.09

Exterior Painting City of Monroe CC Siding

Description	*Unit Price*	*Quantity*	*Total*

Exterior Painting Beasley St Siding

Description	*Unit Price*	*Quantity*	*Total*
Siding Smooth - 2 Coats Siding Smooth		1024.00 sqft	$2,260.06

Exterior Painting Franklin Court Siding

Description	*Unit Price*	*Quantity*	*Total*
Siding Smooth - 2 Coats Siding Smooth		832.00 sqft	$1,836.30

Exterior Painting-Railing/Garage Doors

Description	*Unit Price*	*Quantity*	*Total*
Double Garage Door - 2 Coats Properly prep and paint double sized garage door, exterior side	$706.80	2.00 qty	$1,413.60
Railings Prep and paint railing	$17.45	144.00 lin ft	$2,512.80

Total **$14,343.91**

PROJECT TERMS AND CONDITIONS

Please take special note of job description. Anthony Meggs Painting LLC is not required to perform any projects or tasks not specifically listed. Additional work requested will be added to the final invoice. This proposal includes all industry standards adopted by the PDCA. The estimate is valid for 90 days from issue date and subject to change thereafter.

The customer or customer representative needs to be present on the completion date of your project to do a thorough walk through with the foreman of Anthony Meggs Painting LLC. Concerns will be addressed/corrected immediately before the crew leaves the home/business. Anthony Meggs Painting LLC will be released from liability once the walk through has been completed and concerns addressed.

make arrangements for collecting the check. Credit card payments are accepted but there is a 3.5% convenience fee, as stated on the estimate. Cash is also accepted. A 1.5% per day interest charge will be applied beginning on the 3rd day after completion date and everyday thereafter until payment is made.

Anthony Meggs Painting LLC takes great pride in their workmanship utilizing quality materials and qualified teams. Should an issue arise after the project is finished, due to faulty application or installation, contact AMP LLC in writing, email, or by phone to discuss. Our workmanship is guaranteed for 18 months. Please note that damage caused by excessive heat, extreme cold, wind, nature, negligence, normal wear-n-tear and malicious damage will not be covered under warranty.

By accepting/signing the proposal means that you, the home/business owner, understand and agree to the terms and conditions in full. Signing constitutes a legally binding agreement between the purchaser and Anthony Meggs Painting LLC. Please feel free to contact us with any questions or concerns at 980-210-3795 or by email at kimberly@anthonymeggspainting.com We appreciate your business and look forward to working with you.

***Signature*:**

***Date*:**

Powered by Estimate Rocket



09232007



STAFF REPORT

TO: Downtown Advisory Board

DATE: August 19, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Building Rehabilitation & Improvement Grant Application – Barefoot Juice Co., 215 N Hayne Street

SUMMARY STATEMENT

The Downtown Advisory Board is asked to consider a recommendation for a BRIG Incentive to Barefoot Juice Co., located at 215 N Hayne Street.

REVIEW

Katie Cook, owner of Barefoot Jucie Co., soon to be located at 215 N Hayne Street, has applied for a Building Rehabilitation and Improvement Grant. She will be adding wipeable flooring and walls, required by the health department for her business type. The BRIG Program supports building maintenance and upfit within the Downtown Business District with a 50/50 match, up to $7,500.

The business owner will be installing the wall panels and flooring themselves and estimates the project will cost $1,950. The BRIG Program covers half of the costs up to $7,500. However, the grant fund has only $578 remaining. Therefore, Barefoot Juice Co. is eligible for $578 in reimbursement for the project. Paid receipts must be provided prior to receiving funds.

RECOMMENDATION

Staff requests Downtown Advisory Board recommend the approval of the Building Rehabilitation and Improvement Grant to Katie Cook, owner of Barefoot Juice Co. located at 215 N Hayne Street to City Council with the Resolution to grant up to $578 for interior improvements at 215 N Hayne Street.

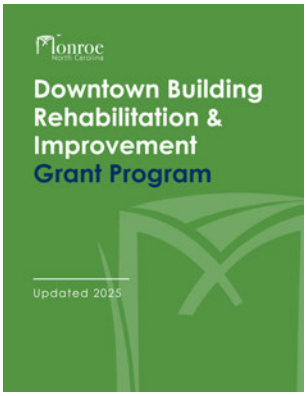
Attachments:
Application
Project Budget
Quotes

Print

Building Rehabilitation and Improvement Grant (BRIG) Program Application - Submission #2930

Date Submitted: 7/28/2026

Downtown Building Rehabilitation and Improvement Grant Program



Tips for Filling Out This Form

- Create a website account to save your progress over time. Click **Sign In to Save Progress** to create an account.
- The website will save text input into the form, but it will not save documents between sessions. Take time to collect what documents you need to submit, then upload them when you are ready to turn in your grant submission.

Overview

Read the grant document (PDF)

The City of Monroe values the commercial buildings in the Downtown area and has created the Downtown Building Rehabilitation and Improvement Grant (BRIG) to offer an incentive that stimulates investment and encourages property and business owners to make improvements to their building(s) and/or business operations. This reimbursement grant assists with the significant improvement and rehabilitation of properties in the Downtown Business District. Improvement of these buildings preserves Downtown's unique attributes and promotes economic growth by attracting and retaining residents and businesses, creating jobs, and reducing the deterioration of properties in the Downtown District.

The BRIG program provides matching grants (50/50) that encourage improvements and/or upgrades to the interiors and exteriors of buildings in the Downtown Business District to make them more attractive for new, existing, and expanding businesses and residences.

Grant applications are accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements. Work done prior to approval of an application is not eligible for reimbursement.

Note: This application must be submitted to the Downtown Director prior to beginning work. Work completed prior to approval will not be eligible.

Applicant Information

Applicant Name*

Katherine Cook

Address* PO Box 127

City* monroe

State* nc

Zip Code* 28111

Email Address* [redacted]

Phone Number* [redacted]

Property Information

Address* 215 N. Hayne St

City* Monroe

State* nc

Zip Code* 28112

Parcel Number* 0000

Primary Phone Number * 7049560521

Parcel Location Certification*

☑ I certify that this property is located in the Downtown Business District of Monroe. See policy for description.

Property Owner Name (if different from applicant) Secrest Building, LLC

Address PO Box 547

City monroe

State nc

Zip Code 28111

Email Address

Phone Number

Select All Eligible Projects that Apply

- [ ] Structural repairs, including masonry repair and restoration
- [ ] Roofing repair and/or replacement
- [ ] Plumbing, electrical, HVAC, and similar elements
- [ ] Construction for accessibility, fire code, etc.
- [ ] Painting
- [x] Flooring
- [ ] Building façade, or building side which faces a public right-of-way, including removal of false fronts, cleaning of brick, and/or historic reconstruction
- [ ] Window or front door repair and/or replacement, or repair of original material that adheres to the Secretary of the Interior's standards for Historic Rehabilitation and EPA Guidelines
- [ ] Installation of new pedestrian amenities such as City-approved outdoor seating, awnings, and lighting
- [ ] Railing and ironwork repair
- [ ] Cornice repair and/or replacement
- [ ] Exterior step repair and/or replacement
- [x] Equipment repair and/or replacement
- [ ] Energy efficiency upgrades
- [ ] Improving restroom facilities
- [ ] Improving or re-installing stairways
- [ ] Up-fit, replacement, or new installation of an elevator

Project Details

Wipeable flooring and walls
Buy new refrigerator , Oven , Freezer , Juicer.

Please provide detail for each item in the project.

Which floor of the building will you be operating on?*

- [x] First
- [ ] Second
- [ ] Third

How many new jobs have you created with this project?*

2-3

How many residential units have you created with this project, if applicable?

Hours of Operation

Please describe the days of the week and hours of operation

Documentation

Application Checklist: Grant application submissions require the following information and documents.

- [ ] Completed application
- [ ] Summary outlining the full extent of the work
- [ ] A minimum of two quotes from a licensed, bonded, and insured contractor(s) covering full extent of the work
- [ ] Site plans, elevations plans, drawings
- [ ] Photos of existing conditions
- [ ] Certificate of Appropriateness if the property is within the Local Historic District
- [ ] Copies of all required permit application(s)
- [ ] Proof of ownership or leasing contract
- [ ] Property owner's written permission if tenant is applying

Quote #1 from Contractor*

BRIG.pdf

Contractor must be licensed, bonded, and insured for the full extent of work

Quote #2 from Contractor*

Blank Doc.pdf

Contractor must be licensed, bonded, and insured for the full extent of work

Site Plans, Elevation Plans, and Drawings*

Blank Doc.pdf

Combine files into one .pdf or .zip file, if needed

Photos of Existing Conditions*

Blank Doc.pdf

Combine files into one .pdf or .zip file, if needed

Certificate of Appropriateness

Choose File No file chosen

If property is within the local Historic District

Permit Applications*

Blank Doc.pdf

Combine files into one .pdf or .zip file, if needed

Proof of Ownership or Leasing Contract*

Commercial_Lease_Agreement_Single_Tenant_Facility_-_724.pdf

Property Owner Permission Statement

Blank Doc.pdf

If tenant is applying

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Additional Documentation, if Needed

Choose File No file chosen

Additional quote from contractor or any other additional documentation needed

Approval Process

Upon submission of this application the Downtown Director will schedule an application review meeting with the applicant within two weeks of receipt. Submission of this application is not a guarantee of a grant award or issuance of a permit.

An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the Downtown Office will convey the rejection through email along with the reason for the rejection.

Certification

I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, City zoning and building code requirements, historic district requirements if applicable and meet the guidelines of the Secretary of Interior's Standards for Rehabilitation and Supplementary Requirements for Development in the Central Business District (City of Monroe Code of Ordinances Title XV, Chapter 156.0540).

I understand that Downtown Grants must receive a recommendation by Monroe's Downtown Advisory Board to City Council. If a recommendation is awarded, staff will request a call for a public hearing at the next regular City Council meeting. A presentation and request will they be made to City Council at the next regularly scheduled City Council meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessor's office.

An application is not a guarantee that an award will be made.

Note: The approval process will take a minimum of three months.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).*

☑ I understand.

Signature *

Katherine Cook

Date *

7/28/2026

	Amount	Unit Cost	Total
Wipeable Wall Panels	6	$ 45.48	$ 272.88
Flooring	495	$ 3.39	$ 1,678.05
			$ 1,950.93

#1 Home Improvement Retailer

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... / Moulding & Millwork / Wall Paneling / Decorative Wall Paneling / Glasliner Decorative Wall Paneling

Internet # 100389836 Model # MFTF12IXA480009600 Store SKU # 121586 Store SO SKU #404572



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Best Seller

Shop Glasliner

0.090 in. x 4 ft. x 8 ft. White FRP Decorative Wall Paneling (1-Pack)

(791) Questions & Answers (857)

Covers 32 sq.ft.

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- Highly rated for quality and value (see reviews)
- View More Details

Matthews Store

✓ 120 in stock Aisle 21, Bay 009

Color/Finish: **White**

Total Coverage Area (sq. ft.): **32 sq ft**

32 sq ft | 800 sq ft | 1600 sq ft

Pickup at Matthews | Delivering to 28105

Pickup
Tomorrow
120 in stock
FREE

Delivery
Wed, Aug 19
2,143 available
$79 Truck Delivery

Check Nearby Stores | Delivery Details

Prefer to schedule your delivery?
Select your delivery date in checkout

How much will you need?

Please note: calculations are estimates only

Calculate by:

- (•) Length x Width
- ( ) Square Footage

Wall

Length: ft.

Width: ft.

+ Add Wall

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Get an Answer

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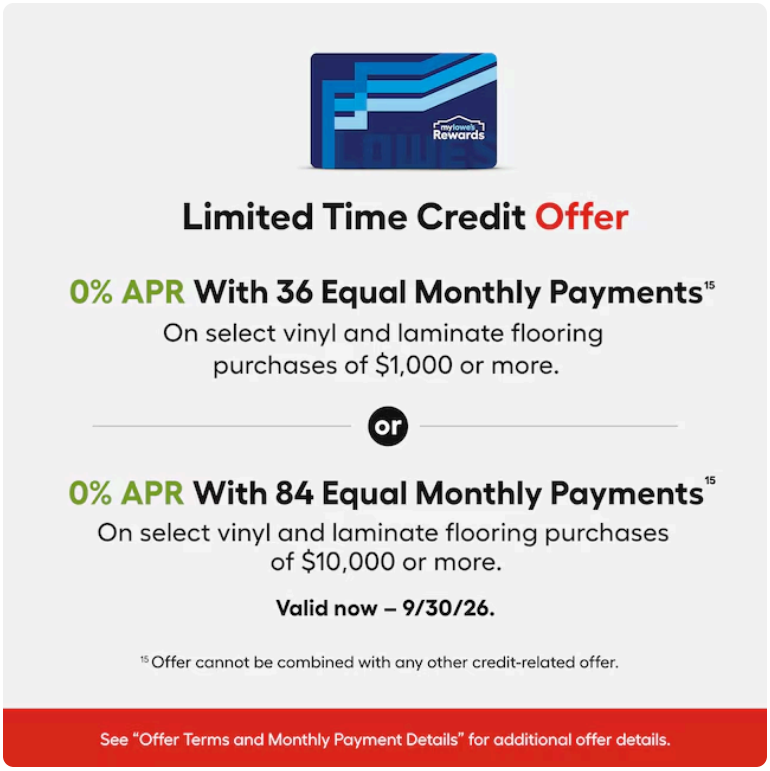
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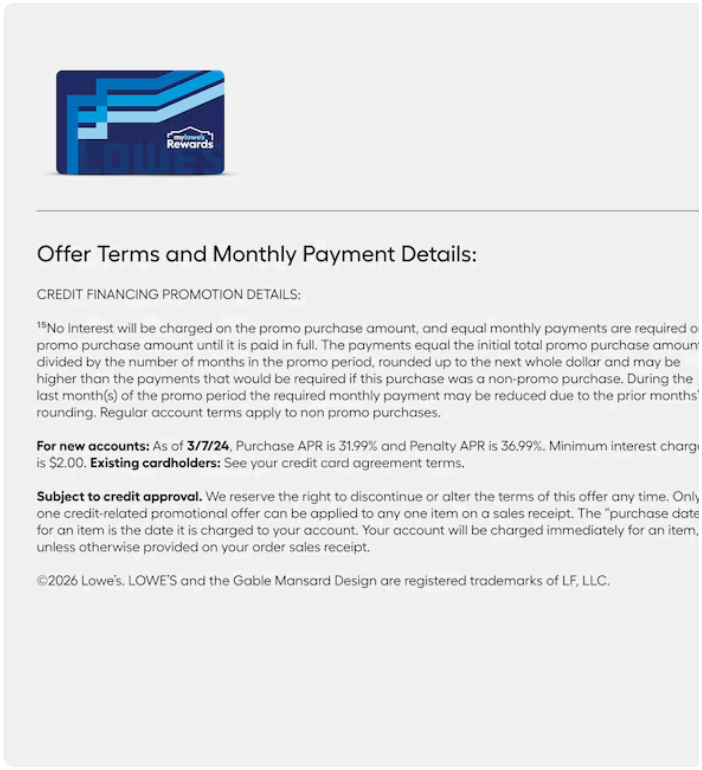




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At a Glance

- Scratch Resistant
- Heavy traffic (20-mil and above)
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Pergo Rome Marble 22-mil x 12-in W Waterproof Click Lock Marble look Luxury Vinyl Tile Flooring (21.18-sq ft Carton)

Item #5996013 | Model #67404-112

Shop Pergo

4.1 296

$3.39/sq.ft **$71.80** /carton

Covers 21.18 sq.ft

$68.21 When you choose 5% savings on eligible purchases every day. Learn How

Manufacturer Color/Finish: Rome Marble



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Get It Installed

Professional installation is easier and can save you time and frustration.

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177 available

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Save this product to your project and plan at your own pace.

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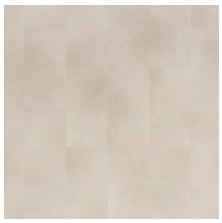


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Pergo Marbella Limestone 22-mil x 12-in W Waterproof Click Lock…

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Pergo Rhodes Terra Slate 22-mil x 12-in W Waterproof Click Lock…

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Pergo Naples Elite Ma… x 12-in W Waterproof …

249

$3.49/sq ft

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Current Item



Pergo Rome Marble 22-mil x 12-in W Waterproof Clic…

$3.39/sq ft

$71.80/carton

+

Selected



Project Source Rome 1/4-in T x 2-in W x 78.75-in L…

$39.98

1K+ bought together last 6 months

+

Selected



Project Source Rome 9/16-in T x 1-7/8-in W x 78.7-in L…

$34.98

100+ bought together last 6 months

+

Selected

Project Source For use with WetProtect…

$24.98

50+ bought together last 6 months

Subtotal: $171.74

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FREE Returns

Return it in store or ship it back for free. Eligibility rules apply.

Return Policy

Pay Your Way

Credit card, PayPal or Buy Now, Pay Later options available at checkout. Your choice.

Payment Options

Overview

Pergo DuraCraft® luxury vinyl floors are our toughest and most beautiful floors. They are 2X more durable than ordinary vinyl with a 22 mil high-performance wear layer. Perg delivers the right kind of waterproof protection with innovative WetProtect® technology featuring a waterproof finish and watertight joints that keep moisture on the surface it won't leak through to damage the subfloor. Even when this floor is wet, it is slip-resistant, offering superior traction. And it includes antimicrobial properties built in to protec floor. This floor is beautiful as well, thanks to TruView™ technology that recreates the characteristics of natural stone. Rome Marble flooring replicates the sophisticated look calacatta marble, featuring subtle blue-gray and gold veining with a natural stone texture. So, you can have a beautiful home that's livable, too.

- Subtle blue-gray and gold veining replicates the look of authentic, sophisticated calacatta marble with realistic stone texturin
- Pergo floors with WetProtect® have a lifetime waterproof surface and subfloor guarantee, making them perfect for high-moisture areas like kitchens, baths, laundry mudrooms
- DuraCraft floors are 2X more durable than ordinary vinyl, plus they're wear, fade, and stain proof and offer the ultimate in dent and scratch resistance
- TruView™ technology recreates truly realistic wood- and stone-looks
- Easy to install with attached pad and click lock system, steam, and wet mop for easy cleanup
- CleanProtect® Technology provides antimicrobial properties built in to inhibit the growth of bacteria that may affect your floor
- 6mm thick with a 22-mil high-performance wear layer that offers superior slip resistance, even when wet
- Lifetime Residential Warranty, 30-Year Light Commercial Warranty
- Lowe's Project Source mouldings for Rome Marble are Multi-purpose-5996051; Stairnose-5996067

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Product Features

Specifications

Manuals & Documents

Reviews ★★★★☆ 4.1 (296)

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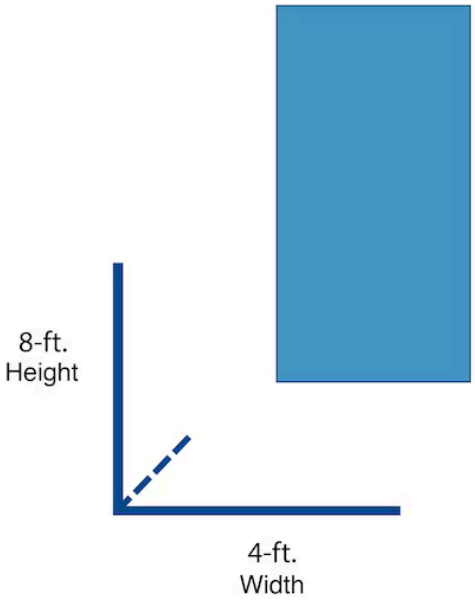
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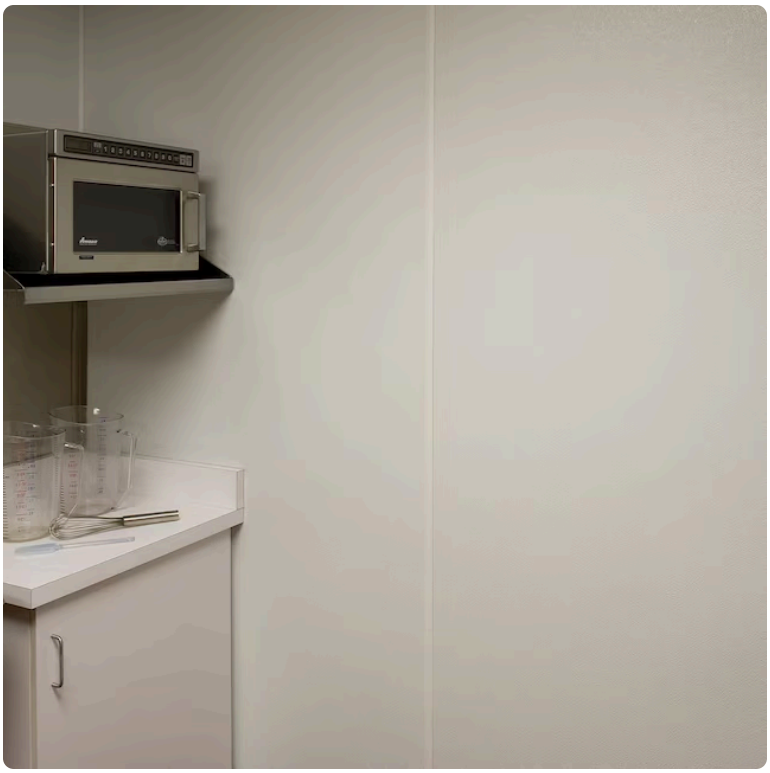
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Sequentia 48-in x 96-in Embossed White Fiberglass reinforced plastic (FRP) Wall Panel

Item #8566 | Model #FTSTF.1031

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$45.48

Bulk Savings
$40.93/ Each (10% Off) when you buy 20+

$43.21 When you choose 5% savings on eligible purchases every day. Learn How

Get a quick estimate of the amount you need for your project.

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Calculate How Much You Will Need

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96 available
FREE

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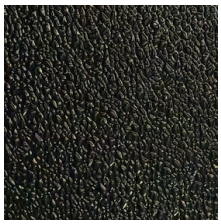


Sequentia 48-in x 96-in Embossed Black Fiberglass...

4

$67.93

Choose Options



Sequentia 48-in x 120-in Embossed Black Fiberglass...

$84.90

Choose Options



Sequentia 48-in x 96-in Embossed Gray Fiberglass...

46

$48.68

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Sequentia 48-in x 120-in Embossed White Fiberglass...

$76.15

Choose Options

Sequentia 48-in x 96-in Embossed White Fiber

352

$45.48

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Current Item

Sequentia 48-in x 96-in Embossed White...

$45.48

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Bestseller



Sequentia 1.42-in x 8.0-ft White Finished PVC 1130...

$3.68

10K+ bought together last 6 months

Selected



Sequentia 0.865-in x 8.0-ft White Finished PVC 1130...

$3.68

10K+ bought together last 6 months

Selected



Sequentia 0.7-in x 8.0-ft White Finished PVC 1130...

$3.68

5K+ bought together last 6 months

Subtotal: $56.52

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Return it in store or ship it back for free. Eligibility rules apply.

Return Policy

FREE Shipping

Delivery is on us for orders over $45. Some exclusions apply.

Shipping Details

Overview

Sequentia FRP wall panels are durable, cleanable and easy to install. Sequentia FRP panels are ideal for areas where a cleanable and sanitary finish is essential. FRP can be u any many applications including kitchens, restrooms, locker rooms and food processing plants.

- Fiberglass reinforced plastic FRP wall panel - 4 ft x 8 ft
- Impact resistant wall panel with an embossed finish and rigid design
- Resistant to water, moisture, rot, rust and corrosion; panels do not promote the growth of mold and mildew
- Ideal for areas where a cleanable and sanitary finish is essential
- Easy to install; installs over existing surfaces
- Color-coordinated moldings available
- Meets USDA/FSIS requirements
- Accessories available

CA Residents: Prop 65 Warning(s)

Specifications

Manuals & Documents

Reviews 4.7 (352)

Community Q & A

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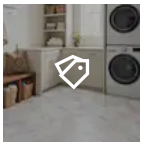
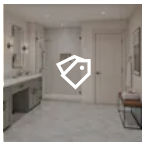
... / Flooring / Vinyl Flooring / Vinyl Tile Flooring / TrafficMaster Vinyl Tile Flooring

Internet # 206403282 Model # SS1212 Store SKU # 1001562710



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Top Rated

Shop TrafficMaster

Carrara Marble 4 MIL x 12 in. W x 12 in. L Peel and Stick Water Resistant Vinyl Tile Flooring (30 sqft/case)

(1959) Questions & Answers (558)

Covers 30 sq. ft.

$1 49 /sq. ft.
($44.70 /case)

Save up to $100 on your qualifying purchase
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- Easy care flooring with the look of marble
- Strong 4-mil clear top wear-layer for residential areas
- Easy peel and stick installation on both plywood and concrete
- View More Details

Matthews Store

✓ 9 in stock Aisle 08, Bay 016

Color/Finish: **Carrara Marble**

Approximate Tile Size: **12x12**

12x12 12x24

Order Sample for **$2.99**

Order Sample

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9 in stock
FREE

Delivering to 28105

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Tomorrow
385 available
FREE

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