

AGENDA**City of Westminster Local Development Corporation****City Hall Conference Room****May 20, 2025- 4:00pm****I. Call to Order****II. Approval of February 2, 2025, Meeting Minutes****III. Financial Report****IV. Consideration of CBIG Application for 105 West Main Street:**

The City received an application from Keith Denny (105 West Main Street) for \$1,937.50 to install front canopy awning.

Staff believe that improvements qualify as a project that “stimulates improvements to the exterior or interior improvements of commercial buildings in the Downtown Business District.”

Staff recommends approval.

V. Consideration of CBIG Application for 105 West Main Street:

The City received an application from Keith Denny (107 West Main Street) for \$1,937.50 to install front canopy awning.

Staff believe that improvements qualify as a project that “stimulates improvements to the exterior or interior improvements of commercial buildings in the Downtown Business District.”

The grant allow applicants to apply for up to \$5,000 per property per year.

Staff recommends approval.

VI. Discussion and consideration of changing the CBIG Requirements and Guidelines

The Local Development Corporation (LDC) has accumulated a strong fund balance over the past two years. Staff requests the LDC consider expanding the grant amount and/or broadening the project guidelines and requirements.

VII. Member Comments**VIII. Adjourn**

LOCAL DEVELOPMENT CORP

February 5, 2025 Meeting Minutes

Sammy Dickson called the meeting to order, certifying a quorum. Others that attended were Kent Miller, Dale Glymph, Brian Allen, Reagan Osbon, Kevin Bronson, and Kiley Carter.

The motion to approve the October 30, 2024 meeting minutes passed unanimously.

New Business

1. Balance Sheet

Kiley Carter explained the balance sheet that was presented before this committee to see the revenue and expenses associated with this bank account. Kevin Bronson did clarify that the \$20,000 that showed as pending from PMPA on the balance sheet was no longer pending at the time of this meeting. 401 W. Windsor was discussed as they are approaching their 6-month deadline to submit receipts for reimbursement. Reagan Osbon will follow up with 401 W. Windsor about this.

Revenue			NOTES
10/31/2024	\$53,797.57	BEGINNING BALANCE	
Expenses			
BEEF & RIB	\$ 5,000.00	GRANT AWARDED	
401 W. WINDSOR	\$ 5,000.00	GRANT AWARDED PAYMENT PENDING	Getting close to 6 month deadline to complete work
BANK BALANCE	\$48,797.57	As of 02/03/2025	
	\$20,000.00	PENDING FROM PMPA	
	\$68,797.57		

2. Discussion of a mural at 401 W. Windsor Street

Reagan Osbon explained to the committee that this location was interested in possibly painting a mural on their building and was wondering if the committee would help to pay for this. All agreed to bring this back for discussion later once it was known what the mural would be of. Approval would then depend on the design.

3. Discussion of 113 Retreat Street Application

Reagan Osbon went over the application for 113 Retreat Street. He explained the work wanting to be done along with the pictures provided. They are asking for \$2,975 currently to repair floor damage. There was discussion about water drainage issues at this location. Staff recommends approval. Brian Allen made a motion to approve seconded by Dale Glymph. All voted to unanimously approve.

4. Discussion of City updates

There was discussion between the committee and Kevin Bronson about what is happening in the city with old/vacant buildings. Sammy Dickson suggested that we find ways to spend this money and get the word out. Kevin Bronson agreed.

Adjourn

Sammy Dickson motioned to adjourn the meeting. The committee gave unanimous consent.

(Minutes prepared by Kiley Carter)

Sammy Dickson, Chairman

Local Economic Development Balance Sheet

Revenue		
2/1/2025	\$ 68,797.57	BEGINNING BALANCE
Expenses		
Leslie Davis	\$ 4,401.18	GRANT AWARDED
Angie Cromer	\$ 2,975.00	GRANT AWARDED
BANK BALANCE	\$ 61,421.39	As of 04/30/2025

City of Westminster
Commercial Building Improvement Grant Program
Application



Designated Property

Address: 105 W. Main Street, Westminster, SC 29693

Applicant Information

Applicant Name: Denny Properties, LLC Phone: 864-784-1493

Mailing address: P.O. Box 101

City, State, Zip: Walhalla, SC 29691

Applicant Relationship to Designated Property:

☒ Own ☐ Rent ☐ Other

\$ _____ Rent/Lease

☒ New or Existing Business

Owner Information (if different from applicant)

(A letter of consent from the property owner is required.)

Owner Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Scope of Proposed Project: Include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. (Attach additional sheets if necessary)

New canopy on front of building by
The Canopy Connection
(See attached quote)

City of Westminster

Commercial Building Improvement Grant Program

Page 2

Financial Information

Estimated Project Cost: \$ 3,875.00
(Attach an itemized budget.)

Grant money applied for: \$ 1,937.50
(Maximum 50% of total cost - maximum \$5,000)

Application Check List

- _____ Application must be complete
- _____ Budget summary/Cost estimate attached
- _____ Letter of consent from property owner (if leasing/renting)
- _____ Architectural sketch of proposed project (if necessary)
- _____ A minimum of two (2) photographs of building with existing conditions
- _____ Paint and awning samples (if applicable)
- _____ City permits applied for (if applicable)

I agree to comply with the guidelines and standards of the City of Westminster Commercial Building Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant's Signature _____

Date 5/1/2025

Submit application to:

City of Westminster
PO Box 399
100 E. Windsor Street
Westminster, SC 29693

For additional information, contact:

City Clerk
864-647-3202
info@westminstersc.org

Grant Committee Use:

Date Received: _____

Date Reviewed: _____

Application: _____ Granted

_____ Denied

Comments _____

City of Westminster

Commercial Building Improvement Grant Agreement

THIS AGREEMENT is entered into this _____ day of _____, _____, by and between the CITY OF WESTMINSTER (City) and Denny Properties, LLC (Grantee), whose address is 105 W. Main St., Westminster, SC 29693

WHEREAS the City has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement, and

WHEREAS the City has approved a grant in an amount not to exceed ^{Five} ~~Three~~ Thousand and No/100 Dollars (\$5,000.00) for commercial building improvements at 105 W. Main St., Westminster, South Carolina,

NOW THEREFORE, the parties agree as follows:

1. Grantee reaffirms that all information provided to the City in its Commercial Building Improvement Grant Application is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the City of Westminster Commercial Building Improvement Grant Program.
3. All work performed by Grantee will be consistent with the approval by the City. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the City before implementing such changes. Grantee understands that the City is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the City, and approval by the City of the completed work.
6. Grantee will notify the City immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the City, which will not be unreasonably withheld.
7. Grantee hereby grants to the City the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the City.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

WITNESSES FOR THE CITY

CITY OF WESTMINSTER

By: _____

WITNESSES FOR THE GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

By: _____

Substitute W-9
Request for Taxpayer Identification Number & Certification

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: Denny Properties, LLC
Address: P.O. Box 101
City, State, Zip: Walhalla, SC 29691

Please mark the Type of Entity:

☐ Individual
☐ Sole Proprietor
☐ Corporation

☐ Partnership
☐ Governmental Unit
☒ LLC or other

(taxed as individual)

Denny Properties, LLC
Company Name

Employer Identification #

If individual or sole proprietor, also give name and SSN.

Keith G. Denny
Name (print)


SSN

Authorized Signature 

Title Owner

Date 5/1/2025

Telephone # 864-784-1493

Keith.g.denny@gmail.com
Email Address

Keith G. Denny
Name of Primary Contact

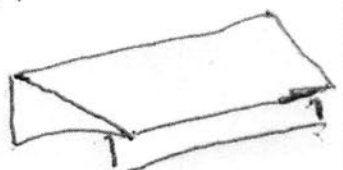
DATE 5-1-25The Canopy **CONNECTION** Signs From Above

(864) 505-4552
 115 Spring Estates Drive
 Liberty, SC 29657
 canopyconnection@gmail.com
 Barry Clement

NAME KGD
 ADDRESS 105 W. MAIN ST
 CITY WESTMINSTER STATE SC ZIP 29693
 TERMS 1/2 DOWN BAL. DUE ON COMPLETION

BEST TIME _____
 WATER LOCATION _____

WIDTH SEE SKETCH SQ.FT. _____
 DROP SEE SKETCH EXTRA LABOR _____
 PROJECTION _____ \$ _____

SKETCH 1- 7' x 5' x 5' 2- 8' x 5' x 5' 3- 7' x 5' x 5' *ANY COLOR WEATHERMAX 	
SCALLOP DESIGN <u>WRAP</u> FRINGE COLOR <u>NONE</u> TYPE FABRIC _____	

SCHEDULE: ALL WORK COMPLETED WITHIN 6 WK
 FROM 1/2 DOWN PAYMENT

SUBTOTAL \$3875.00
 TAX 0
 TOTAL \$3875.00

WARRANTY: Title shall not pass to Purchaser until actually paid for. Seller has the right to remove and repossess said products unless Customer lives up to the terms of this contract. Any Warranty that is supplied by our Material Manufacturer will apply to this order. As a part of the consideration for this contract, the undersigned Purchaser hereby acknowledges that there are no other expressed or implied Warranties of any kind or nature with respect to the above described products or the intended use thereof by the Purchaser. We highly recommend that customer gets Homeowners insurance or similar coverage to cover losses due to snow, sleet, wind, hail, fire or any other acts of nature. The Canopy Co. will not be responsible for fabrics that are no longer under manufacturers warranty. (ie. old, sunbleached, painted, etc.).

AGREEMENT:

I, _____, do hereby enter into contract with The Canopy Co. with the understanding that _____ awnings will be cleaned _____ times annually, per above agreed schedule.

Barry Clement
 SALESPERSON

 PURCHASER



City of Westminster
Commercial Building Improvement Grant Program
Application



Designated Property

Address: 107 W. Main Street, Westminster, SC 29693

Applicant Information

Applicant Name: Denny Properties, LLC Phone: 864-784-1493

Mailing address: P.O. Box 101

City, State, Zip: Walhalla, SC 29691

Applicant Relationship to Designated Property:

☒ Own ☐ Rent ☐ Other

\$ _____ Rent/Lease

☒ New or Existing Business

Owner Information (if different from applicant)

(A letter of consent from the property owner is required.)

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New Canopy on front of building by
The Canopy Connection (See attached quote)

City of Westminster

Commercial Building Improvement Grant Program

Page 2

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(Attach an itemized budget.)

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Applicant's Signature _____

Date

5/1/2025

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For additional information, contact:

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info@westminstersc.org

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_____ Denied

Comments _____

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WHEREAS the City has approved a grant in an amount not to exceed ~~Three~~ ^{Five} Thousand and No/100 Dollars (\$5,000.00) for commercial building improvements at 107 W. Main St, Westminster, South Carolina,

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CITY OF WESTMINSTER

By: _____

WITNESSES FOR THE GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

By: _____

Substitute W-9
Request for Taxpayer Identification Number & Certification

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: Denny Properties, LLC
Address: P.O. Box 101
City, State, Zip: Waltham, SC 29691

Please mark the Type of Entity:

☐ Individual
☐ Sole Proprietor
☐ Corporation

☐ Partnership
☐ Governmental Unit
☒ LLC or other

(taxed as individual)

Denny Properties, LLC
Company Name

Employer Identification #

If individual or sole proprietor, also give name and SSN.

Keith G. Denny
Name (print)

SSN

Authorized Signature

Title Owner

Date 5/1/2025

Telephone # 864-784-1493

Keith.g.denny@gmail.com
Email Address


Keith G. Denny
Name of Primary Contact

DATE 5-1-25

The Canopy CONNECTION Signs From Above

(864) 505-4552
115 Spring Estates Drive
Liberty, SC 29657
canopyconnection@gmail.com
Barry Clement

NAME KGD -
ADDRESS 190. 107 W. MAIN ST.
CITY WESTMINSTER STATE S.C ZIP 29693
TERMS 1/2 DOWN BAL DUE ON COMPLETION

<p>SKETCH</p> <p>1-7'x5'x5'</p> <p>2-10'2"x5'x5'</p> <p>3-6'6"x5'x5'</p> <p>* ANY COLOR WEATHERMAX</p> 	
<p>BEST TIME _____</p> <p>WATER LOCATION _____</p>	<p>SCALLOP DESIGN <u>WRAP-</u></p> <p>FRINGE COLOR <u>NONE</u></p> <p>TYPE FABRIC _____</p>

WIDTH _____	SQ.FT. _____
DROP _____	EXTRA LABOR _____
PROJECTION _____	\$ _____

SCHEDULE: ALL WORKS COMPLETED WITHIN 6 WEEKS
FROM 1/2 DOWN PAYMENT

SUBTOTAL \$3875.00
TAX 0
TOTAL \$3875.00

WARRANTY: Title shall not pass to Purchaser until actually paid for. Seller has the right to remove and repossess said products unless Customer lives up to the terms of this contract. Any Warranty that is supplied by our Material Manufacturer will apply to this order. As a part of the consideration for this contract, the undersigned Purchaser hereby acknowledges that there are no other expressed or implied Warranties of any kind or nature with respect to the above described products or the intended use thereof by the Purchaser. We highly recommend that customer gets Homeowners insurance or similar coverage to cover losses due to snow, sleet, wind, hail, fire or any other acts of nature. The Canopy Co. will not be responsible for fabrics that are no longer under manufacturers warranty. (ie. old, sunbleached, painted, etc.).

AGREEMENT:

I, _____, do hereby enter into contract with The Canopy Co. with the understanding that _____ awnings will be cleaned _____ times annually, per above agreed schedule.

Barry Clement
SALESPERSON

PURCHASER



FOOTHILLS
FAMILY MEDICINE
OF WESTMINSTER, PA
DR. BILLY CAMPBELL