

# LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

## AGENDA

### Community Redevelopment Area Advisory Board

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Thursday, December 6, 2018 | 3:00 PM – 5:00 PM  
City Commission Conference Room, City Hall

#### **A. Financial Update & Project Tracker\***

#### **B. Housekeeping**

1. Heritage Parking Garage
  - i. Background material will be provided at meeting
2. Update- Downtown Debt Service (Pg. 8-10)

#### **C. Action Items**

1. Old Business
  - i. Façade and Site Grant Program Revisions (Pg. 11-24)
2. New Business
  - i. 0 Sidney Ave Memo (Pg. 25-26)

#### **D. Discussion Items**

1. Update- S. Florida Ave Lane Diet
2. Update- Lighthouse Ministries Lease Agreement
3. Update- W. Lake Parker Shared-Use Path Project
4. Five-Points Roundabout
5. Housing Initiatives
6. CRA Mass Ave Property Disposition

#### **E. Adjourn**

\* For Information

NEXT REGULAR MEETING:

**Thursday, January 3, 2018 3:00 - 5:00 PM** – City Commission Conference Room

### Downtown Fund



■ Available	\$754,404
■ Expenses	\$43,917
■ Encumbrances	\$1,583,907

Estimated Income in FY 2020 \$1,554,000

### Dixieland Fund



■ Available	\$551,905
■ Expenses	\$12,769
■ Encumbrances	\$501,866

Estimated Income in FY 2020 \$279,000

### Midtown Fund



■ Available	\$1,289,138
■ Expenses	\$570,717
■ Encumbrances	\$3,472,003

Estimated Income in FY 2020 \$3,345,000

\* Estimated Income from Lincoln Square Home Sales \$2,619,000

# LAKELAND CRA

## COMMUNITY REDEVELOPMENT AGENCY

### PROJECT PROGRESSION REPORT



STATUS KEY	
RISKS / ROADBLOCKS	
POTENTIAL RISKS	
ON TRACK	

Project	Status	Phase	Funding Allocated	Notes
Food Truck Park	ON TRACK	Lease Agreement	\$250,000	Lease Negotiations
Lincoln Square	ON TRACK	Construction	\$4,268,086	Phase I Closings in Progress Phase II Underway 60% Phase III-IV Commencing
114 E. Parker	POTENTIAL RISKS	Lease Agreement	\$350,000	Pending Renovation Estimate Update and Lease Agreement
Lake Parker Art Path	POTENTIAL RISKS	Pre-Bid	\$700,000	Utility Errors and scheduling conflicts with PCSB
Five Points Roundabout	ON TRACK	Pre-Construction	TBD	
Kettles Ave Sidewalk	ON TRACK	Construction	150,000	
Tapatios	ON TRACK	Construction	\$340,000	Underway
Mirrorton	ON TRACK	Under Contract	\$970,000	Projected Closing March 2019
Providence Rd	ON TRACK	Feasibility Study	\$1,100,000	
Small Area Study	RISKS / ROADBLOCKS	Research		
Second Floor Activation	ON TRACK	Research		Complete

# LAKELAND CRA

## COMMUNITY REDEVELOPMENT AGENCY

### PROGRAM PROGRESSION REPORT



STATUS KEY
RISKS / ROADBLOCKS
POTENTIAL RISKS
ON TRACK

Grants/Programs	Status	Grant Awards to Date	Notes
Alley Vacating	ON TRACK	2	
Affordable Housing Partnerships	ON TRACK	1	LHA/HTG \$426,000 for 320 Units at Twin Lakes Estates. Anticipated Completion 2021
Builder's Line of Credit	ON TRACK	1	703 W 5th Street; Underway
Design Assistance	ON TRACK	4	<b>Active Sites</b> • 711 N. Kentucky • 938 E. Main Street • 1212 E. Main Street • 905 E. Rose Street
Down Payment Assistance	RISKS / ROADBLOCKS	3	All Funding Allocated
Façade and Site	ON TRACK	2	
Fix-It Up	ON TRACK	8	<b>Active Sites</b> • 724 Buena Vista St. • 618 Julius T Horney Dr • 1200 Lake Parker Dr • 711 Tropical Way
Food Related	ON TRACK	1	
Infill- New Construction	ON TRACK	0	6 Proposals Pending
Infill Adaptive Reuse	ON TRACK	3	
Murals / Tapestries	ON TRACK	2	Murals set to be completed by January 2019 Tapestry Installations Complete

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday, November 1<sup>st</sup>, 2018  
3:00 – 5:00 PM  
City Commission Conference Room, City Hall**

**Attendance**

Board Members: Ben Mundy (Chair), Pastor Edward Lake (Vice-Chair), Zelda Abram, Dean Boring , Harry Bryant, Brandon Eady, Brian Goding, Frank Lansford, and Cliff Wiley

Absent: Commissioner Stephanie Madden and Cory Petcoff

Staff: Alis Drumgo, Valerie Ferrell, Michael Smith, D'Ariel Reed, and Jonathan Rodriguez

Guests: Barry Friedman (Lkld Now), Sam Houghton (Truly Holdings), Sarah Keener (Keener Builders), Peter Maris (Truly Holdings), Dan Signor, Joe Tedder (Polk Tax Collector)

**Packets**

- Meeting Minutes dated October 4<sup>th</sup>, 2018
- Financial Update
- Project Progression Report
- Memo- Union Hall – 1032 S. Florida Ave

**Housekeeping**

**Action Items – Old Business**

**Meeting Minutes dated October 4<sup>th</sup>, 2018**

Harry Bryant moved approval of the minutes. Frank Lansford seconded the motion which passed unanimously.

**Action Items – New Business**

**Union Hall – 1023 S. Florida Ave**

The building, which housed the former Truly Nolen business at 1023 S Florida Avenue, sits adjacent to the Dixieland Mall and recently renovated Lean Spaces, a co-work and collaborative office. Lean Spaces is the completed renovation of the Old Vito's Restaurant at 1021 S Florida Ave, and the successful idea from partners Sam Houghton and Peter Maris. As property owners of both buildings; Mr. Houghton and Mr. Maris have aligned again for the new live performance venue that will be known as Union Hall.

The concept behind Union Hall is to provide a small entertainment venue that provides a unique live music experience. Lakeland musician Dan Signor has leased the space and will manage booking local and regional acts. In addition to entertainment, local food truck, Meatballs & More will be staged in the courtyard to offer it's culinary dishes for lunch and dinner. The vision is to provide a space that can host family game nights, live music, or dinner and a show seamlessly.

In January 2018, the CRA provided design assistance with renderings produced by Jon Kirk, KCMH, that later fueled the interior design concept. The scope of work includes comprehensive demolition of the interior space; which has already been completed. The remaining improvements include new electrical, HVAC, ADA-accessible restrooms, new entrances at the side and rear of the building, a walk-in cooler as well as façade improvements on the South Florida frontage and Hunter Street frontage. The entire courtyard is also a major

investment providing a much-needed outdoor space adjacent to both Lean Spaces and Union Hall guests. The incurred costs and planned expenses to finish construction is estimated at \$600,000. The completed renovations at Lean Spaces exceeded \$400,000 so the total investment in Dixieland is approximately \$1 million.

The site previously received Design Assistance before it became Truly Nolen in 2009. No other incentives have been awarded at this location.

The applicant requested a total grant award of \$90,000. The improvements are consistent with the Dixieland Redevelopment Plan by contributing to the physical, economic and social well-being of the area and attracting food-related service providers, restaurateurs and specialty food providers.

Due to budget constraints, Staff and the applicants have agreed to reduce the grant amount by \$10,000 as this request will max out the funds available in the Dixieland district.

Dan Signor gave a brief presentation to further detail the concept of the site.

Brian Goding suggested the Board consider increasing the Façade and Site Improvement grant to allow additional funds for buildings that have frontages on two streets. Considering a large majority of pedestrian traffic is focused in Dixieland alleyways it may be beneficial to consider the frontages in the alleyway for mural installations or other improvements to encourage interactional alleys.

Ben Mundy advised the discussion would continue in subsequent meetings.

Alis Drumgo noted that no formal agreements have been made for additional projects in the district and that the remainder of the Dixieland budget was being reserved for the South Florida Ave Road Diet.

Union Hall's anticipated opening is scheduled for December 2018.

Brian Goding moved approval of Staff's recommendation. Brandon Eady seconded the motion which passed unanimously. Ben Mundy recused himself because his business partner is the architect.

## **Discussion Items**

Joe Tedder thanked the Board and Staff for their support of the recent changes that have taken place at the Tax Collector's Office on Massachusetts Ave. He also extended an invitation to the unveiling of the new Goddess mural on Monday, November 26<sup>th</sup>, 2018.

Alis updated the Board on the status of the W. Lake Parker Shared-Use Path project. He will provide renderings at the December 6<sup>th</sup> meeting.

Valerie Ferrell updated the Board on the progress of the Project Redfish lease agreement. As it stands, the current agreeable terms are; CRA will be responsible for demolition of the existing structure located at 801 N Massachusetts Ave. and preparing the site to be "shovel ready". CRA will also assist in the design phase up to the preparation of construction plans. Project Redfish will then hire a contractor and move forward with the permitting process. The Redfish team originally requested an option to purchase that was not approved by the City's legal team. Instead, they've been given a right of first refusal to assure the property will not be sold without their consent. Assuming the terms are fully agreed upon, the lease is expected to be presented at the December 3<sup>rd</sup> City Commission meeting.

Discussion ensued regarding the Downtown Debt Service.

In response, Alis agreed to provide a detailed breakdown of the debt structure and agreement terms. A discussion reminder for Downtown finances will be included in the April 2019 agenda as requested.

Discussion ensued regarding the S. Florida Ave Road Diet.

In response, Alis agreed to review the details of the CRA's commitment to the project and give an update at the December 6<sup>th</sup> meeting.

Discussion ensued regarding the Down Payment Assistance program.

In response, Alis agreed to review the terms of the Down Payment Assistance program, Façade and Site Improvement incentive, and Dixieland alley art suggestions. Staff will prepare recommendations for the December 6<sup>th</sup> meeting.

Alis and Michael Smith reviewed the opportunity zones in Lakeland as requested by Pastor Lake.

Valerie invited the Board to attend the Tapestries Opening at ArtiFact on November 2<sup>nd</sup>. She also provided a brief update on the murals that are currently in progress.

**Adjourned at 4:11 PM**

**Next Meeting, Thursday, December 6, 2018, 3 PM, City Commission Conference Room.**

\_\_\_\_\_  
Ben Mundy, Chairman

\_\_\_\_\_  
Date





City of Lakeland  
Internal Loan Fund

Loan Title	LCRA Property Acquisition
Original Amount	\$8,497,470.07
Issue Date	31-Mar-05
Maturity Date	30-Sep-24
Amortization Date	31-Mar-05

Loan Details  
30-Sep-18

Type	66
Term	5.00%
Rate	4.00%
Fund	405
Ctr/Project	006805
Account	2814/1790
Level DS?	Yes

Activity 641

Effective Date	Beginning Balance	Loans Issued			Loan Repayments		Interest	Ending Balance	Principal	Interest	Total	100.00%	Downtown CRA Principal	Downtown CRA Interest	0.00%	Midtown CRA Principal	Midtown CRA Interest	Combined Debt	
		Cash	Interest Accrual	Grant Repayment	Operating Cash	Developer Proceeds													
31-Dec-18	4,452,342.70				55,476.57		44,523.43	4,396,866.13				100.00%	100,000.00						293,750.00
31-Mar-19	4,596,866.13				2,500,000.00		43,968.66	1,896,866.13				100.00%	2,543,968.66						293,750.00
30-Jun-19	1,896,866.13				81,031.34		18,968.66	1,815,834.79				100.00%	100,000.00						293,750.00
30-Sep-19	1,815,834.79				81,841.65		18,158.35	1,733,993.14				100.00%	100,000.00						275,000.00
31-Dec-19	1,733,993.14				82,660.07		17,339.93	1,661,333.07				100.00%	100,000.00						275,000.00
31-Mar-20	1,651,333.07				83,486.67		16,513.33	1,567,846.40				100.00%	100,000.00						275,000.00
30-Jun-20	1,567,846.40				84,321.54		15,678.46	1,483,524.86				100.00%	100,000.00						275,000.00
30-Sep-20	1,483,524.86				85,164.75		14,835.25	1,398,360.11				100.00%	100,000.00						281,250.00
31-Dec-20	1,398,360.11				86,016.40		13,983.60	1,312,343.71				100.00%	100,000.00						281,250.00
31-Mar-21	1,312,343.71				86,876.56		13,123.44	1,225,467.15				100.00%	100,000.00						281,250.00
30-Jun-21	1,225,467.15				87,745.33		12,254.67	1,137,721.82				100.00%	100,000.00						281,250.00
30-Sep-21	1,137,721.82				88,622.78		11,377.22	1,049,099.04				100.00%	100,000.00						293,750.00
31-Dec-21	1,049,099.04				89,509.01		10,490.99	959,590.03				100.00%	100,000.00						293,750.00
31-Mar-22	959,590.03				90,404.10		9,595.90	869,185.93				100.00%	100,000.00						293,750.00
30-Jun-22	869,185.93				91,308.14		8,691.86	777,877.79				100.00%	100,000.00						293,750.00
30-Sep-22	777,877.79				92,221.22		7,778.78	685,656.57				100.00%	100,000.00						275,000.00
31-Dec-22	685,656.57				93,143.43		6,856.57	592,513.14				100.00%	100,000.00						275,000.00
31-Mar-23	592,513.14				94,074.87		5,925.13	498,438.27				100.00%	100,000.00						275,000.00
30-Jun-23	498,438.27				95,015.62		4,984.38	403,422.65				100.00%	100,000.00						275,000.00
30-Sep-23	403,422.65				95,965.77		4,034.23	307,456.88				100.00%	100,000.00						275,000.00
31-Dec-23	307,456.88				96,925.43		3,074.57	210,531.45				100.00%	100,000.00						275,000.00
31-Mar-24	210,531.45				97,894.69		2,105.31	112,636.76				100.00%	100,000.00						275,000.00
30-Jun-24	112,636.76				98,873.63		1,126.37	13,763.13				100.00%	100,000.00						275,000.00
30-Sep-24	13,763.13				137.63		137.63	(0.00)				100.00%	100,000.00						275,000.00

Total Principal 8,497,470.07  
 Current Total Principal 8,497,470.07  
 Total Interest 4,615,766.43  
 Current Total Interest 5,775,890.86  
 Future Interest Eliminated 1,160,124.43

Loan Title	LCRA Property Acquisition
Original Amount	\$8,497,470.07
Issue Date	31-Mar-05
Maturity Date	30-Sep-21
Amortization Date	31-Mar-05

Type	66
Term	5.00%
Rate	4.00%
Fund	405
Ctr/Project	006805
Account	2814/790
Level DS?	Yes

Activity 641

Effective Date	Beginning Balance	Loans Issued			Loan Repayments		Interest	Ending Balance	Principal	Interest	Total	Downtown CRA Principal	Downtown CRA Interest	Midtown CRA Principal	Midtown CRA Interest	Combined Debt
		Cash	Interest Accrual	Grant Repayment	Operating Cash	Developer Proceeds										
31-Dec-18	4,452,342.70				155,476.57		44,523.43	4,296,866.13				200,000.00				293,750.00
31-Mar-19	4,296,866.13				2,500,000.00		42,968.66	1,796,866.13				2,542,968.66				293,750.00
30-Jun-19	1,796,866.13				182,031.34		17,968.66	1,614,834.79				200,000.00				293,750.00
30-Sep-19	1,614,834.79				183,851.65		16,148.35	1,430,983.14				200,000.00				275,000.00
31-Dec-19	1,430,983.14				185,690.17		14,309.83	1,245,292.97				200,000.00				275,000.00
31-Mar-20	1,245,292.97				187,547.07		12,452.93	1,057,745.90				200,000.00				275,000.00
30-Jun-20	1,057,745.90				189,422.54		10,577.46	868,323.36				200,000.00				275,000.00
30-Sep-20	868,323.36				191,316.77		8,683.23	677,006.59				200,000.00				281,250.00
31-Dec-20	677,006.59				193,229.93		6,770.07	483,776.66				200,000.00				281,250.00
31-Mar-21	483,776.66				195,162.23		4,837.77	288,614.43				200,000.00				281,250.00
30-Jun-21	288,614.43				197,113.86		2,886.14	91,500.57				200,000.00				281,250.00
30-Sep-21	91,500.57				91,500.57		915.01	(0.00)				92,415.58				281,250.00
<b>Total Principal</b> 8,497,470.07 <b>4,493,281.25</b> <b>Total Interest</b>																
<b>Current Total Principal</b> 8,497,470.07 <b>5,775,890.86</b> <b>Current Total Interest</b>																
									<b>1,282,609.61</b> <b>Future Interest Eliminated</b>							



COMMUNITY  
REDEVELOPMENT  
AGENCY

# Memo

To: CRA Advisory Board  
From: Valerie Ferrell, CRA Project Manager  
CC: Alis Drumgo, Interim CRA Manager  
Date: November 30, 2018  
Re: Façade & Site Improvement Matching Grant Program

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At its recent November meeting, the Advisory Board held discussion on expanding the façade improvement grant programs to include some rear alley improvements in Dixieland as well as the flexibility of adding an art element into the matching grants. Attached is the current program as written for both the Dixieland and Midtown Districts with revisions providing for such improvements. Please note the changes are to be granted under the current administrative and maximum grant award limits established for each district, but meet the intent of the Board's discussion.

## COMMERCIAL CORRIDORS FAÇADE & SITE IMPROVEMENT PROGRAM (MIDTOWN)

### Program

The intent of the FSIP is to support the revitalization of the commercial corridors in the Midtown CRA by stimulating private investment in improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards. Moreover, it is the intent of this program to encourage improvements to private properties that go well beyond what is required under the City of Lakeland's Land Development Code to enhance the form, function and design quality of this redevelopment district.

The Commercial Corridor Façade and Site Improvement Matching Grant is a \$75,000<sup>1</sup> dollar-for-dollar matching grant that can be used towards any exterior architectural improvements to the street-side façade and eligible site improvements.

### Application

1. Completed application form.
2. Project Schedule.
3. Photographs of the existing building and the proposed project area.
4. Schematic drawings illustrating proposed work, or pictures with project description outlined.
5. Description of materials to be used, the construction procedure and colors.
6. Three (3) cost estimates.

### Eligibility

The Commercial Corridors Façade and Site Improvement Grant Program is available to commercial property owners and business owners within the designated commercial corridors in the Midtown Community Redevelopment Area (Exhibit A). Governmental entities and not-for-profit entities are not eligible, with the exception for those paying property taxes. In the event the property is sold or transferred to a governmental or not-for-profit entity within five (5) years of the payment of grant funds, the grant recipient will reimburse the CRA a prorated percentage of the grant award equal to the percentage that the number of months left in the five-year period at the time of sale or transfer bears to the full five-year period. Grants are intended for rehabilitation and restoration only. New construction is ineligible. All projects must include façade improvements. Projects with only site improvements will not be considered.

**Maximum Allowable Award:** The program provides for a one-time reimbursement, up to \$75,000 per property, for eligible façade and site improvements. The applicant is eligible for a fifty percent (50%) reimbursement equal to or less than \$75,000. **Sixty percent (60%) reimbursement may be available on a case-by-case basis for implementing results of Design Assistance Grant.**<sup>1</sup>

**Multiple Buildings/Parcels:** Improvements made to multiple buildings on a single parcel or improvements made to a single building located on multiple parcels (under same ownership) are only eligible for the above stated amount.

Eligible applicants include owners of commercial properties and businesses owners located in designated commercial corridors within the Midtown CRA. Business owners who are leasing a building for which improvements are proposed must submit an Owner Consent Form with their completed application. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through this program. The CRA Advisory Board reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

**Eligible Areas:** The Commercial Corridors Façade and Site Improvement Program is currently available in the following target areas (See Exhibit A):

- 98N/Florida Avenue
- Memorial Boulevard
- Lakeland Hills Boulevard/Massachusetts Avenue
- Martin Luther King, Jr. Avenue
- Ingraham Avenue
- Rose Street
- E. Parker Street
- N. Lake Parker Avenue
- Kathleen Road
- E. Main Street

### **Eligible Improvements**

Any exterior architectural improvements to the street-side façade(s) may be eligible for program assistance. Improvements may include one or more of the following:

1. Signs: Removal of old and the design, production and installation of new signs or installation of new signs.
2. Awnings/Canopies: Removal of old and the design, production and installation of new awning and canopies.
3. Facades
  - a. Work performed on any exterior street-facing storefront of the primary -building including cleaning masonry, painting, window or door replacement, other repairs or rebuilding historic storefronts.
  - b. Exterior painting should not exceed 20% of the scope of work and the grant proceeds, unless part of an art installation as described below.
4. Walls, Fencing and Landscape: Includes work to replace or add appropriate fencing or landscaping to hide incompatible or negative site elements such as storage yards, dumpsters, outdoor fabrication or work areas. This type of work should not exceed 20% of the scope of work or the grant proceeds.
5. Architectural Fees: Not to exceed 20% of the of grant amount up to a maximum of \$15,000.
6. Art Installations.: Art installations or works of art created by artists exhibiting the highest quality of skill and aesthetic principles and includes all forms of visual art, specifically murals

The following items are specifically ineligible for the program:

1. Parking lot paving. (Unless to accomplish shared parking arrangement between adjacent site owners or businesses)
2. Interior work (even if visible through street-front windows).
3. Other improvements required for redevelopment or occupancy of the property with the sole intention of complying with the City of Lakeland's Building Codes.
4. Roof repair or replacement.
5. Installation of seasonal planting or other seasonal landscaping.
6. Permit fees and taxes.
7. Inventory/fixtures/equipment.
8. Non-fixed improvements.
9. Improvements made prior to grant approval.
10. Refinancing existing debt.
11. Sweat equity payments (i.e. reimbursement for applicant's own labor and performance of renovation work or new construction).
12. Improvements that are required as a result of a violation notice or citation are not eligible for funding.

Eligible improvements must be consistent with the City of Lakeland's Land Development Codes. Grant funds will not be used solely to correct code violations or to bring structures up to code.

As a condition of approval, Applicant will agree that improvements made using these funds will stay in place a minimum of five (5) years. If improvements are replaced within five (5) years of construction completion, the grant recipient must pay a pro rata portion of the grant proceeds invested in the project for the number of months remaining.

Applicant is responsible for obtaining or having obtained all required building permits for the work undertaken.

Once a maximum grant for any property has been awarded, businesses occupying that property or the building owner cannot reapply for another grant for the same location for a five (5) year period.

Applicant agrees to allow the LCRA to photograph the project for use in future publications.

### **Process**

Qualified applicants must schedule an appointment with the CRA prior to preparing an application for submittal. The CRA office is located on the third floor of City Hall at 228 South Massachusetts Avenue, Lakeland, Florida 33801. Appointments may be made by calling (863) 834-5200. Applications will be accepted on a rolling basis and grants will be awarded on a first-come, first-served basis.

The CRA will review the application for completeness. A post-application submittal conference will be held with the Applicant to discuss any deficiencies or issues with the application. At this time, the CRA may request that the Applicant provide additional information.

Subsequently, the CRA will review the application against the review criteria.

### **Selection Criteria**

The CRA will review completed applications against review criteria findings and issue an approval or denial letter.

<b>Scoring Criteria</b>	
<b>CRITERIA</b>	<b>POINTS</b>
<u>Private Contribution</u>	<u>20 points total</u>
Between \$0 and \$25,000	5
Between \$25,000 and \$70,000	10
Between \$70,000 and \$150,000	15
More than \$150,000	20
<u>Location</u>	<u>10 points total</u>
Corner property <sup>1</sup>	10
<u>Aesthetic Enhancement</u>	<u>70 points total</u>
Principal Building Improvement	20
Building and Site Improvement	30
Implementing results of Design Assistance Grant	25
Compatibility of proposed improvements to the surrounding structures/styles	
Good	15
Fair	5
Poor	0
	<b>100 points total</b>

Applicants that score below 60 points will be recommended for denial. Applicants that are denied for this program may appeal their request to the CRA Advisory Board at its next regularly scheduled meeting. The CRA Advisory Board will determine by super majority vote that an appealed application is approved or denied without conditions. The applicant will be notified in writing of the Board’s decision within five (5) business days of the Board meeting. Applicants are advised that grant funds are provided at the sole discretion of the CRA Advisory Board and the findings stated in the recommendation do not create an entitlement to funding.

**Available Assistance**

The CRA Advisory Board will set the amount of assistance available for the fiscal year in its Annual Budget. The standard maximum grant contribution per application is set at \$75,000<sup>1</sup>. The CRA Advisory Board may raise or lower this amount at any time upon a majority vote of its members. An applicant must contribute at least 50% towards the total cost of the eligible improvement. Expenses must be related to direct labor, equipment or materials associated with the eligible

improvement to be counted towards the project cost. Grants will be awarded on a first-come first-served basis.

**Disbursement of Funds**

The Applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.

Grant funds will be disbursed upon the receipt of a finding of project completion by the CRA. The finding of project completion will be granted when the CRA has received and reviewed the following package:

1. Written notification from the Owner that the project is complete.
2. Copies of all required permits and occupancy certificates.
3. Copies of paid invoices and evidence of payment (cancelled checks).

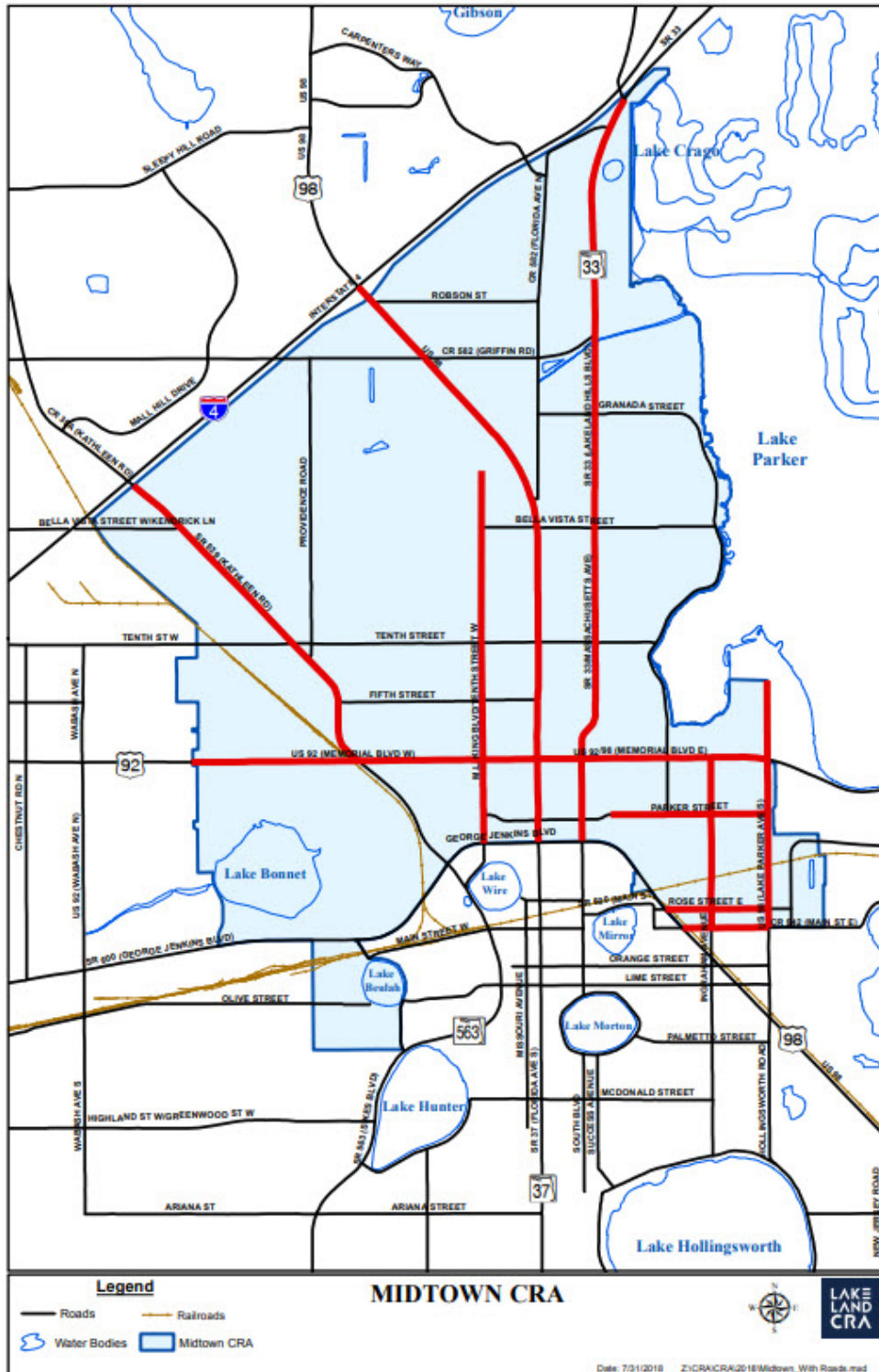
**Expiration of Grant Award**

Applicants must receive a building permit within six (6) months from the date the CRA Advisory Board approves the grant request or the funding will expire. Extensions may be granted by the CRA Advisory Board under special circumstances.

Project completion must be within twelve (12) months of the issuance of a building permit. Extensions may be granted by the CRA Advisory Board under special circumstances.



## Exhibit A: Midtown CRA Boundary Map



# **FAÇADE & SITE IMPROVEMENT MATCHING GRANT PROGRAM (DIXIELAND)**

## **Program**

The intent of the FIP is to provide financial assistance to qualified owners of commercial properties located within the boundaries of the Dixieland CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic well-being of the City of Lakeland. Moreover, it is the intent of this program to encourage improvements to private properties that go well beyond what is required under the City of Lakeland's Land Development Regulations to enhance the form, function and design quality of this redevelopment district.

The Façade & Site Improvement Matching Grant is a \$15,000 dollar-for-dollar matching grant that can be used towards any exterior architectural improvements to the street-side façade.

## **Application**

1. Completed application form.
2. Project Schedule.
3. Photographs of the existing building and the proposed project area.
4. Schematic drawings illustrating proposed work, or pictures with project description outlined. All improvements must comply with Dixieland CRA Commercial Corridor Guidelines or Historic District Guidelines as appropriate.
5. Certificate of Review from the Historic Preservation Board Design Review Committee.\*
6. Description of materials to be used, the construction procedure and colors.
7. Three (3) cost estimates.

## **Eligibility**

Façade Improvement Matching Grants are available to all commercial property owners within the Dixieland Community Redevelopment Area (Exhibit A). Governmental entities and not-for-profit entities are not eligible. Grants are intended for rehabilitation and restoration only. New construction is ineligible.

## **Eligible Improvements**

Any exterior architectural improvements to the street-side façade(s) may be eligible for program assistance. Improvements may include one or more of the following:

1. Signs: Removal of old and the design, production and installation of new signs or installation of new signs.
2. Awnings/Canopies: Removal of old and the design, production and installation of new awning and canopies

\* For more information about how to receive a Certificate of Review, please visit the City of Lakeland's website at [www.lakelandgov.net](http://www.lakelandgov.net)  
Downloads are available under the Community Development, Planning, Historic Preservation links.

3. Facades
  - a. Work performed on any exterior street-facing storefront of ~~at~~ the primary -building including cleaning masonry, painting, window or door replacement, other repairs or rebuilding historic storefronts.
  - b. Exterior painting should not exceed 20% of the scope of work and the grant proceeds, unless as part of an art installation as described below.
  - b.c. Rear alleyway improvements that improve accessibility.
4. Walls, Fencing and Landscape: Includes work to replace or add appropriate fencing or landscaping to hide incompatible or negative site elements such as storage yards, dumpsters, outdoor fabrication or work areas. This type of work should not exceed 20% of the scope of work or the grant proceeds.
5. Architectural Fees: Not to exceed 20% of the of grant amount up to a maximum of \$3,000.
- ~~6.~~ Art Installations: Art installations or works of art created by artists exhibiting the highest quality of skill and aesthetic principles and includes all forms of visual art, specifically murals

The following items are specifically ineligible for the program:

1. Parking lot paving.
2. Interior work (even if visible through street-front windows).
3. Other improvements required for redevelopment or occupancy of the property with the sole intention of complying with the City of Lakeland's Building Codes.
4. Roof repair or replacement.
5. Installation of seasonal planting or other seasonal landscaping.
6. Permit fees.
7. Inventory/fixtures/equipment
8. Non-fixed improvements.
9. Improvements made prior to grant approval.
10. Refinancing existing debt.
11. Sweat equity payments (i.e. reimbursement for applicant's own labor and performance of renovation work or new construction).

Eligible improvements must be consistent with the City of Lakeland's Land Development Regulations and the Dixieland CRA Commercial Corridor Design Guidelines and Historic District requirements. Grant funds will not be used to correct code violations or to bring structures up to code.

As a condition of approval, Applicant will agree that improvements made using these funds will stay in place a minimum of five (5) years. If improvements are replaced within five (5) years of construction completion, the grant recipient must pay a pro rata portion of the grant proceeds invested in the project for the number of months remaining.

Applicant is responsible for obtaining or having obtained all required building permits for the work undertaken.

Once a maximum grant for any property has been awarded, businesses occupying that property or the building owner cannot reapply for another grant for the same location for a five (5) year period.

Applicant agrees to allow the CRA to photograph the project for use in future publications.

**Process**

Qualified applicants must schedule an appointment with the CRA prior to preparing an application for submittal. The CRA office is located on the third floor of City Hall at 228 South Massachusetts Avenue, Lakeland, Florida 33801. Appointments may be made by calling (863) 834-5200. Applications will be accepted on a rolling basis and grants will be awarded on a first-come, first-served basis.

CRA staff will review the application for completeness. A post-application submittal conference will be held with the Applicant to discuss any deficiencies or issues with the application. At this time, the CRA may request that the Applicant provide additional information.

CRA staff will review the completed application against the review criteria and prepare a recommendation for the CRA Advisory Board. Applicants will also be sent a copy of the recommendation.

**Selection Criteria**

The CRA will review completed applications against review criteria findings and issue an approval or denial letter.

<b>Scoring Criteria</b>	
<b>CRITERIA</b>	<b>POINTS</b>
<u>Private Contribution</u>	<u>20 points total</u>
Less than \$10,000	5
Between \$10,000 and \$50,000	10
Between \$50,000 and \$100,000	15
More than \$100,000	20
<u>Location</u>	<u>20 points total</u>
On S. Florida Avenue	10
Corner property <sup>†</sup>	10
<u>Historic Preservation</u>	<u>10 points total</u>
Historically significant structure <sup>†</sup>	10
<u>Aesthetic Enhancement</u>	<u>50 points total</u>
Principal Building Improvement	15
Building and Site Improvement	25
Implementing results of Design Assistance Grant	15
Compatibility of proposed improvements to the surrounding structures/styles	
Good	10
Fair	5
Poor	0
	<b>100 points total</b>

Applications that score below 60 points will be recommended for denial. Applicants that are denied for this program may appeal their request to the CRA Advisory Board at its next regularly scheduled meeting. The CRA Advisory Board will determine by super majority vote that an appealed application is approved or denied without conditions. The applicant will be notified in writing of the Board’s decision within five (5) business days of the Board meeting. Applicants are advised that grant funds are provided at the sole discretion of the CRA Advisory Board and the findings stated in the recommendation do not create an entitlement to funding.

<sup>††</sup> See Exhibit B for a list of historically significant structures as defined by the standards outlined in the Secretary of the Interiors’ Standards for Historic Structures.

### **Available Assistance**

The CRA Advisory Board will set the amount of assistance available for the fiscal year in its Annual Budget. The standard maximum grant contribution per application is set at \$15,000. The CRA Advisory Board may raise or lower this amount at any time upon a majority vote of its members. An applicant must contribute at least 50% towards the total cost of the eligible improvement. Expenses must be related to direct labor, equipment or materials associated with the eligible improvement to be counted towards the project cost. Grants will be awarded on a first-come first-served basis.

### **Disbursement of Funds**

The Applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.

Grant funds will be disbursed upon the receipt of a finding of project completion by the CRA. The finding of project completion will be granted when the CRA has received the following package:

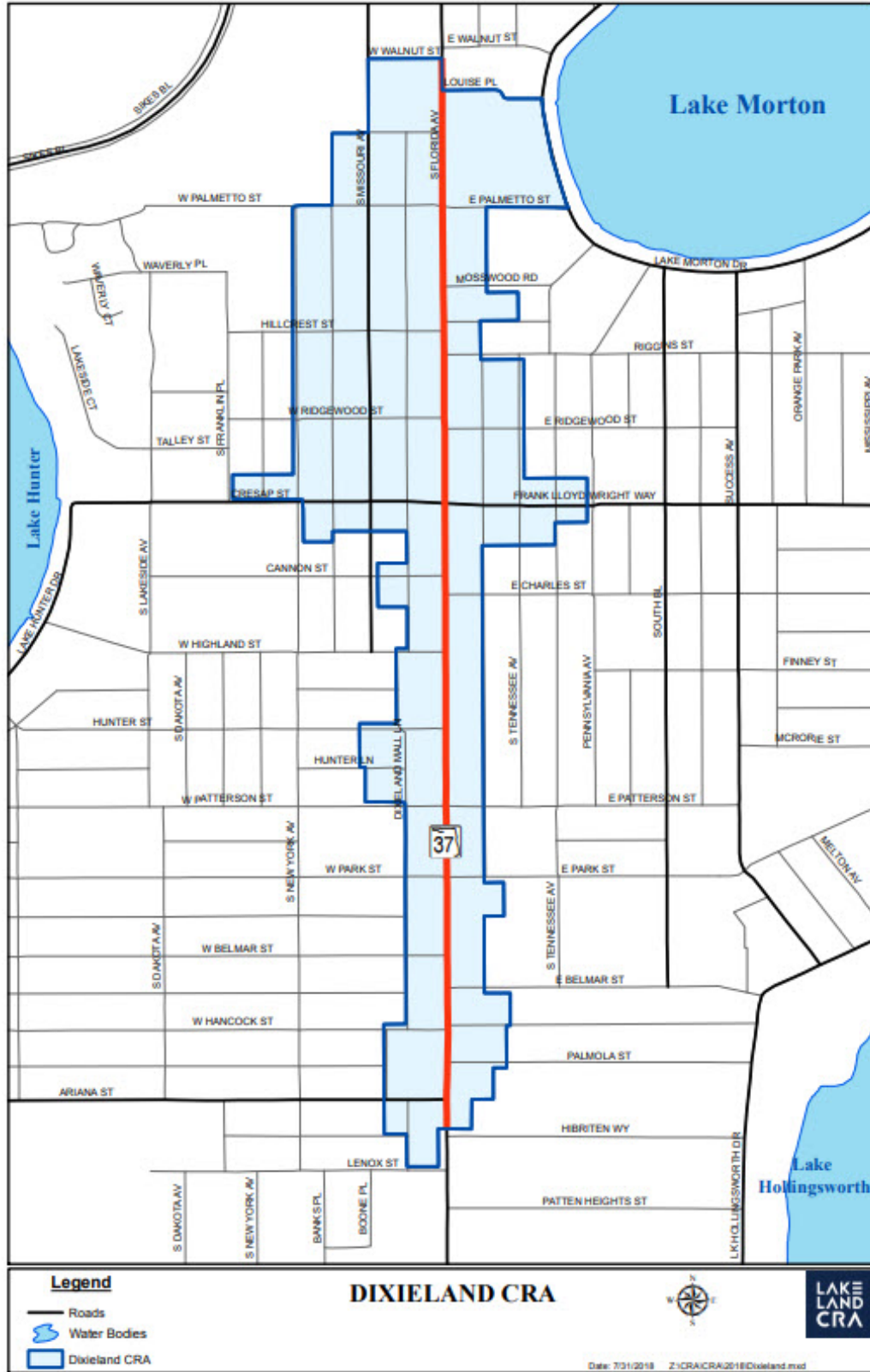
1. Written notification from the Owner that the project is complete.
2. Copies of all required permits and occupancy certificates.
3. Copies of paid invoices and evidence of payment (cancelled checks).

### **Expiration of Grant Award**

Applicants must receive a building permit within six (6) months from the date the CRA Advisory Board approves the grant request or the funding will expire. Extensions may be granted by the Dixieland CRA Advisory Board under special circumstances.

Project completion must be within twelve (12) months of the issuance of a building permit. Extensions may be granted by the CRA Advisory Board under special circumstances.

# Exhibit A: Dixieland CRA Boundary Map



**Exhibit B: Historically Significant Structures Within the Dixieland CRA**

1222 South Florida Avenue  
1220 South Florida Avenue  
1214-1218 South Florida Avenue  
1212-A South Florida Avenue  
1212 South Florida Avenue  
1132 South Florida Avenue  
1117 South Florida Avenue  
1115 South Florida Avenue  
1113 South Florida Avenue  
1111 South Florida Avenue  
1101 South Florida Avenue  
1065 South Florida Avenue  
1028-1034 South Florida Avenue  
1026 South Florida Avenue  
1023 South Florida Avenue  
1015 South Florida Avenue  
1008 South Florida Avenue  
1021 South Florida Avenue  
923-925 South Florida Avenue  
913 South Florida Avenue  
911 South Florida Avenue  
901 South Florida Avenue  
814 South Florida Avenue  
902 South Florida Avenue





COMMUNITY  
REDEVELOPMENT  
AGENCY

# Memo

To: CRA Advisory Board  
From: Mike Smith, CRA Project Manager  
CC: Alis Drumgo, CRA Manager  
Date: December 3, 2018  
Re: 0 Sidney Ave

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**Background:**

In August, the Community Redevelopment Agency (CRA) purchased the property located at 0 Sidney Avenue on the Southwest corner of Sidney Avenue and 9<sup>th</sup> Street. The property was purchased through a tax deed sale for the minimum bid of \$3,300. One of the goals of the CRA is to encourage new construction on vacant infill lots throughout the midtown district. This lot is near the CRA's Lincoln Square subdivision which will encompass 21 new single-family homes. If the CRA did not purchase this lot it would have went back to the tax deed holder. Usually when this happens the lot gets neglected. In October the owner of the property next door, Audrey Figgs contacted the City about the 0 Sidney Avenue lot. Mrs. Figgs obtained the lot next door through a tax deed sale in 1996. At that time, she though the corner lot was part of the sale. Mrs. Figgs began to maintain the corner thinking it was part of her property. When she realized she did not own the lot she filed a \$10,000 lien against the property for the mowing and cleaning of the lot. Although nothing came from filing the lien and it has since expired, she continued to maintain the lot and has been mowing and cleaning the lot over the last twenty years. Mrs. Figgs would like to take ownership of the lot from the CRA so she can continue to maintain and use the lot as she has over the past twenty years. Mrs. Figgs is an active member of the community and owns several other properties in the area.



**Staff Recommendation:**

The CRA staff met with Mrs. Figgs to discuss the property and what her intention are for the future use. Mrs. Figgs indicated that she has no immediate plans other than to maintain the lot. The CRA discussed the possibility of a new home being built on the site, Mrs. Figgs was open to the ideas as a possible option for the future. The CRA would like to deed the property to Mrs. Figgs and is confident she will continue to maintain the property in a consistent manner with the CRA goals for this area.