

# LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

## AGENDA

### Community Redevelopment Area Advisory Board

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Thursday, January 7, 2021 | 3:00 PM – 5:00 PM

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

**B. Housekeeping**

**C. Action Items**

- i. Old Business
  - i. Meeting Minutes November 5, 2020 (Pg. 5-7)
- ii. New Business
  - i. Mary's Bagel Cafe

**D. Discussion Items**

**E. Adjourn**

\* For Information

NEXT REGULAR MEETING:

**Thursday, February 4, 2021 3:00 - 5:00 PM – TBD**

### Downtown Fund



Available	\$675,188
Expenses	\$1,084,906
Encumbrances	\$1,427,487
Grant Allocations	\$665,000

### Dixieland Fund



Available	\$441,079
Expenses	\$14,904
Encumbrances	\$742,858
Grant Allocations	\$200,000

### Midtown Fund



Available	\$890,665
Expenses	\$943,832
Encumbrances	\$4,726,734
Grant Allocations	\$658,187

# LAKELAND CRA

## COMMUNITY REDEVELOPMENT AGENCY

### PROGRAM PROGRESSION REPORT



STATUS KEY
RISKS / ROADBLOCKS
POTENTIAL RISKS
ON TRACK

Grants/Programs	Status	Awards	Notes
Alley Vacating	ON TRACK	1	Downtown to Facilitate 313 N. Mass Development
Affordable Housing Partnerships	ON TRACK	4	Providence Reserve Seniors- Construction Underway; Twin Lakes Phase II Midtown Lofts-70+ Units Vermont Ave Apartments- 16 Units
Design Assistance	ON TRACK	2	Mary's Bagels; Robinson-Kyles
Down Payment Assistance	ON TRACK	0	Underway; Housing Administered
Façade and Site	ON TRACK	1	Robinson-Kyles
Fix-It Up	ON TRACK	0	Underway; Housing Administered
Food Related	ON TRACK	0	
Infill- New Construction	ON TRACK	18	Affordable Housing Land Bank Awarded
Infill Adaptive Reuse	ON TRACK	3	Coney Funeral Home Robinson-Kyles The RecRoom
Murals	ON TRACK	0	Staff to Implement Dixieland Art Infusion Program
Downtown Second Floor Renovations	ON TRACK	0	\$50,000 Allocation

# LAKELAND CRA

## COMMUNITY REDEVELOPMENT AGENCY

### PROJECT PROGRESSION REPORT



STATUS KEY
RISKS / ROADBLOCKS
POTENTIAL RISKS
ON TRACK

Project	Status	Phase	Funding Allocated	Notes
114 E. Parker	ON TRACK	Pre-Construction	\$1,300,000.00	Pre-Construction Phase
Lake Parker Art Path	ON TRACK	Closeout	\$820,000.00	Construction Complete Signage Underway
Five Points Roundabout	POTENTIAL RISKS	Construction	\$175,000.00	Cul De Sac Under Construction Complete Roundabout Design Phase 30% Complete
Robson Neighborhood Septic to Sewer	ON TRACK	Planning	\$50,000.00	Partnership with Housing Division
Tapatios	ON TRACK	Construction	\$340,000.00	Pending Temporary Certificate of Occupancy
Mirrorton	ON TRACK	Construction	\$970,000.00	50% Complete
N. Massachusetts Ave Development Agreement	ON TRACK	Agreement in Place		Developer Due Diligence
Providence Rd	ON TRACK	Design	\$1,100,000.00	DRMP Designing Project
W. 14th Street Sidewalk & Pedestrian Enhancements	ON TRACK	Construction	\$280,000.00	90% Complete
South Florida Road Diet	ON TRACK	Test Phase	\$350,000.00	Staff Drafting Art Infusion Guidelines

**Community Redevelopment Area Advisory Board**  
**Meeting Minutes**  
**Thursday November 5, 2020**  
**3:00 – 5:00 PM**  
**Virtual Meeting/**  
**City Hall Commission Chambers, City Hall**

**Attendance**

Board Members: Pastor Edward Lake (Chair), Brandon Eady (Vice-Chair)- virtual, Rob Waller, Frank Lansford, Commission Stephanie Madden, Zelda Abram- virtual, Harry Bryant- virtual, Brian Goding- virtual, and Cory Petcoff- virtual

Absent: Cliff Wiley and Dean Boring

Staff: Alis Drumgo, Terrilyn Bostwick, Iyanna Jones, Damaris Stull and D’Ariel Reed

Guests: Mike Mustard, Jonathan Rodriguez, Jerrod Simpson, Sallie Stone, Mario Stone, Lorenzo Robinson, Jeanene Robinson-Kyles, Harrison Ross, Aaron Banks, Craig Morby, and Charles Jackson

**Packets**

- Meeting Minutes dated October 1, 2020
- Financial Update
- Project Progression Report
- Memo- Yard on Mass- Rent Deferral
- Memo- Talbot House- Parking Lease
- Memo- 114 East Parker Street- Bid and Lease Agreement

**Housekeeping**

**Action Items – Old Business**

**Financial Update & Project Tracker**

Alis Drumgo noted the financial update will now include grant allocation in the agenda packet. The project progression has reset for the new fiscal cycle. Currently, we have three active transportation projects and eighteen lots were awarded funding from the affordable housing land bank.

**Meeting Minutes dated October 1, 2020**

Pastor Eddie Lake minutes approved as presented.

**Action Items – New Business**

**Yard on Mass- Rent Deferral**

The Project Redfish Team current lease at property 802 Massachusetts Av expires on October 30, 2022 and automatically renew for an additional three years. In March 2020, Governor DeSantis issued an Executive Order regarding the closure of bars, beaches and restaurants due to COVID-19. The Yard on Mass experienced decline in sales which resulted in employee layoffs. The Yard on Mass Team requested rent deferment for 15 months which is \$18,915.

Discussion ensued regarding the impact COVID-19 to small businesses and the ability to help.

Commission Madden proposed to forgive the total amount of rent instead of the 15-month deferral. Commission Madden moved to motion for rent forgiveness from June 1, 2020 to August 30, 2021 and Brian Goding second the motion. Brandon Eady confirmed the total amount will be forgiven for a total of \$18,915. Alis Drumgo mentioned the Yard on Mass Team will still be responsible for their sales taxes and utilities.

Motion approved unanimously.

### **Talbot House- Parking Lease**

The CRA acquired properties located at 830 and 848 Kentucky Ave for land assembly and CRA staff designed sixty-four parking spaces. Dr. Brenda Reddout with Talbot House Ministries approached staff about leasing twenty spaces for staff members. CRA staff structured an agreement allowing for service in lieu of payment. The lease will be for one year with automatic one-year term renewals each year.

Discussion ensued regarding illegal dumping and impacts to the community. Commission Madden noted this is a creative solution to add value to the neighborhood.

Commission Madden moved for motion and Rob Waller second the motion.

Motion approved uniamously.

### **114 East Parker Street**

In 2019, the CRA Advisory Board directed Staff to issue Request for Proposals (RFP) for a new build project and draft a lease agreement with the tenant, Dr. Sallie Stone (Well Done Development, LLC). The RFP for bid a new office building (approximately 4,700 SF). There was a total of 23 bid proposals received and Staff recommended the award to Miller Construction Management, LLC and associated funding budget of \$1,313,000.000 which represents the construction cost plus an additional 15% for contingency. Dr. Sallie Stone, owner of Well Done Development, LLC, has agreed to enter into an agreement as master tenant of the new office building. The lease will be a three year term with optional of three year renewal, no lease payments or maintenance fees in year 1, lease and maintenance fee payments begin in year 2, lessee responsible for liability insurance, utilities and all applicable sales and use taxes, and lessor grants lessee a right of first refusal to purchase the property at any time during the term of this lease.

Frank Lansford moved to motion and Commission Stephanie Madden second motion approved as recommended by Staff.

Dr. Sallie Stone expressed her gratitude for the opportunity to work with the CRA and continue partnership.

Motion approved uniamously.

### **Robinson- Kyles Counseling and Testing Services**

Jeanene Robinson-Kyles moved her services to 110 W 7<sup>th</sup> Street and began seeking bids for interior demolition of the vacant building. The bids for renovations exceeded their original estimates and requested grant funds from the CRA. The CRA Staff requests a grant of not exceed \$175K. This will not be a reimbursement grant, but Mr. Robinson will need to pay for \$85K of renovation costs first prior to allocating CRA grant.

Commission Stephanie Madden moved to motion and Frank Lansford second motion approved as recommended by Staff.

Discussion ensued regarding the grant and upcoming change to the area.

Mr. Robinson and Ms. Robinson-Kyles expressed their gratitude

Motion approved uniamously.

## **Discussion Items**

### **Dixieland Art Infusion**

Alis Drumgo presented the Dixieland Art Infusion proposal. The planters originally designated for the Dixieland Road Diet would have a non-impactive profile because of the concrete separator and gap between the separator. The CRA staff recommended utilizing the funding for the planters to initiate the art and façade program along the Dixieland corridor. The program would provide paint for façade, awnings, and murals at no cost to the business owners. The execution of the program would be conducted in four phases.

Discussion ensued regarding an environmental shift of being safer and calm for the Dixieland corridor.

Rob Waller moved to motion and Commission Stephanie Madden second the motion approved as presented.

Commission Stephanie Madden recommended to have a palette of colors for the business owners to select from with examples from other cities.

Brian Goding recommended to reach out to David Collins to continue collaboration with the arts. Alis Drumgo noted that collaboration with multiple art studios as well as outside of the local area will be utilized as well for this project.

Motion approved uniamously.

**Adjourned at 3:56PM**

**Next Meeting, Thursday, December 3, 2020 3:00 PM.**

\_\_\_\_\_  
Pastor Eddie Lake, Chairman

\_\_\_\_\_  
Date



228 S MASSACHUSETTS AVE  
LAKELAND, FLORIDA 33801  
863.834.6011

# Memo

To: CRA Advisory Board  
From: D' Ariel Reed, CRA Project Manager  
Through: Alis Drumgo, CRA Manager  
Date: January 7, 2021  
Re: Mary's Bagel Café Grant Request

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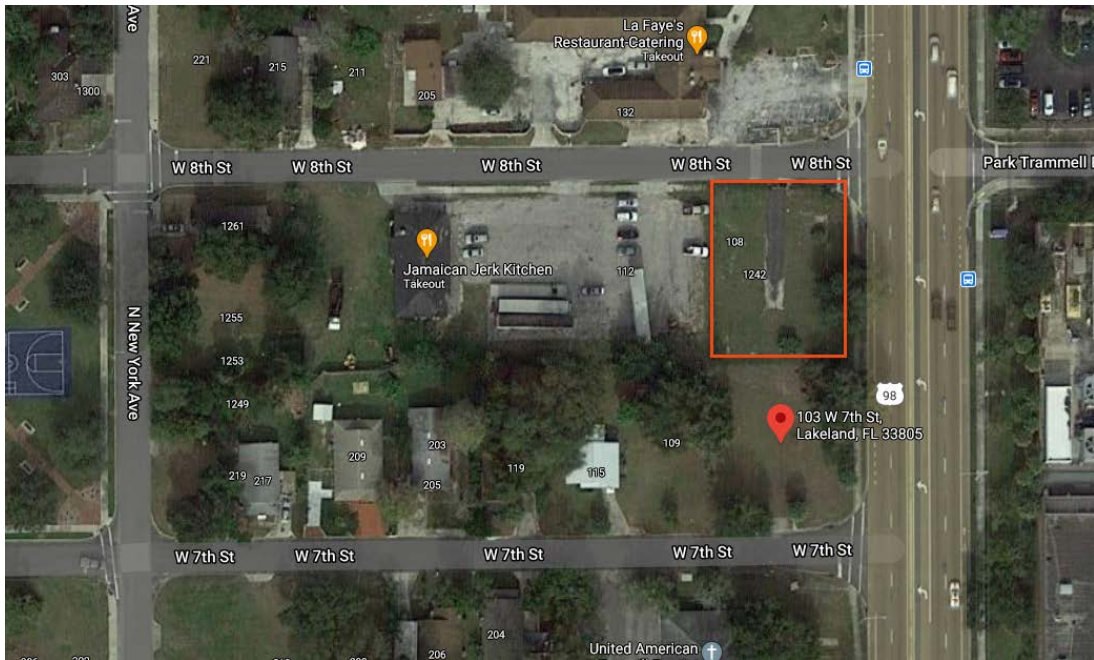
## I. Background:

Denise Gilmore has lived in Lakeland her entire life. She graduated from Lakeland High in 1989. She began her medical career at the age of 16. After 27 years working for Lakeland Regional Medical Center, she decided to leave to pursue her dreams of becoming a full-time entrepreneur. She was looking for the independence of entrepreneurship and to set her own schedule. She has had a wedding and event planning business for over ten years, and six months ago she started Dee's Gourmet Treats, a very successful cinnamon bun business. She really wants to extend the cinnamon bun business to the larger market at the Café.

To accomplish this, she decided to open a retail storefront across from Lakeland Regional Medical Center because she was born and raised on the property Mary's Bagel Café will call home, and she inherited the property from her grandparents Mary and Charlie Gilmore. Also, she would like to share her love for Black owned businesses, contribute positively to the community, and give back to the residents of the community her family has called home for decades. Mary's Bagel Café will be the culmination of Denise's dream of full-time entrepreneurship.

Mary's Bagel Café will be a family-friendly dine-in environment, specializing in breakfast, lunch, and desserts. Ms. Gilmore has several years of experience in the food industry and service management. The proposed project will be a new building, approximately 1,800SF and located at the corner of 8<sup>th</sup> Street and N. Florida Avenue. Ms. Gilmore expects to catch the interest of customers from within the community, traveling along the N. Florida corridor and those seeking a dining option near the hospital.





## II. Development Costs:

The applicants originally inquired about Design Assistance, Façade & Site Improvement, and Infill Adaptive Reuse grants. Because this project is new construction, it is not eligible for the Façade & Site Improvement Grant. Staff worked with the applicant and CMH Architects, to obtain preliminary design for the 1,800 square foot building which is included below. The construction budget is tentatively set at \$700,000.



The applicants held meetings with City Staff as well as Florida Department of Transportation (FDOT) to receive feedback on their proposed site layout. The most challenging obstacle is access. Due to the constraints of the property size, the existing alley will need to be improved to allow for a right turn in only driveway to provide ingress to the site with egress onto West 8<sup>th</sup> Street. Staff recognizes the impact the limitations will have on the applicant's ability to develop the site.

Because the new construction project is not eligible for the Façade & Site Improvement Grant, the applicants are seeking an additional \$15,000 of Infill Adaptive Reuse Grant funds for a total award amount of \$90,000. With the Façade & Site Improvement Grant, the applicant would be eligible for the additional \$15,000 for implementing the design from the Design Assistance Grant. Also, staff is recommending a contribution of \$17,000 towards the construction of the applicant's drive aisle from the alley to 8<sup>th</sup> Street to facilitate the execution of a cross access agreement between the applicant's property and the CRA owned property to the south.

In terms of the alley improvement, both the applicant and the CRA will benefit from the alley improvements as both lots have access constraints due to the lot size. The existing alley is 10 feet wide and unimproved. The alley will need to be widened to a minimum width of twenty-two feet to meet FDOT standards. Both the applicant and the CRA have agreed to donate property to allow for the expansion of the alley. An estimate for the improvements to the alley have been obtained from the City's Construction and Maintenance Division and total approximately \$24,240. The City can complete the improvements in-house resulting in considerably lower cost than contracting the work. Staff proposes CRA be responsible for the cost of designing and constructing the alley improvements which will become dedicated right of way.

### III. Board Consideration:

At the Board's discretion to consider a modified funding allocation for the proposed project up to \$107,000 to be dispersed in progress payments with the approval and review of the lending agency and CRA Staff. Additionally, it is at the Board's discretion to recommend funding the design and construction of the alley along with donation of six feet of property to expand the alley.



## COMMERCIAL CORRIDORS FAÇADE & SITE IMPROVEMENT GRANT REQUEST

*Submitted by:*

**NUJAK**  
Companies

License # CGC1528359

**717 N. Kentucky Avenue  
Lakeland, FL 33801**

**(O) 863-686-1565 | [www.nujak.com](http://www.nujak.com)**

MARY'S  
BAGEL  *Cafe*

**1242 N. Florida Avenue  
Lakeland, FL 33805**

**863 - 838-9367**



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# Request Letter

December 18, 2020

City of Lakeland  
MIDTOWN Community Redevelopment Agency  
228 S. Massachusetts Avenue  
Lakeland, Florida 33801  
ATTN: Alis Drumgo, CRA Manager

Dear Mr. Drumgo:

Please find attached our application and request for a \$90,000 façade and site improvement grant for the construction of our proposed Bagel Café to be located on our property located within the MIDTOWN CRA District on one of the gateway commercial corridors in our community.

We are looking to construct a new 1,800 s.f. bagel café that will have a full menu of offerings that will truly be an asset to the community. Our overall budget for the project is \$700,000. With the assistance of this grant, we will be able to secure funding and commence construction in the Spring of 2021.

I have enclosed a copy of our application, schematic documents and other documents that will aid you in what we hope will be the approval of our request.

Thank you for your consideration of our request and we are looking forward to partnering with the MIDTOWN CRA as you continue to improving the blighted conditions in the MIDTOWN area of our beautiful city.

We appreciate the support provided by your staff to date and am looking forward to improving and expanding upon this relationship.

Sincerely,



Denise Gilmore  
Owner  
Mary's Bagel Cafe



NUJAK

# MARY'S BAGEL CAFÉ PROJECT HISTORY

Denise Gilmore has lived in Lakeland her entire life. She graduated from Lakeland High in 1989. She began her medical career at the age of 16. After 27 years working for Lakeland Regional Medical Center, she decided to leave to pursue her dreams of becoming a full-time entrepreneur. She was looking for the independence of entrepreneurship and to set her own schedule. She has had a wedding and event planning business for over 10 years and 6 months ago she started Dee's Gourmet Treats, a very successful cinnamon bun business. Dee's Gourmet Treats has a large local following, including the mayor of Lakeland, Bill Mutz.

Mary's Bagel Café will be the culmination of Denise's dream of full-time entrepreneurship. She decided to open a storefront in Lakeland, Polk County, Florida across from Lakeland Regional Medical Center for several reasons. The first being she was born and raised on the property where Mary's Bagel Café will call home. Secondly, the property was inherited from her grandmother Mary Gilmore and grandfather Charlie Gilmore. She really wants to extend the cinnamon bun business to the larger market at the Café. Also, she would like to share her love for Black owned businesses, contribute to positivity in her community, and give back to the residents of the community her family has called home for decades.

Mary's Bagel Café will be a family-friendly dine-in environment, specializing in breakfast, lunch, and desserts. Denise Gilmore, the owner of Mary's Bagel Café, has several years of experience in the food industry and service management. Mary's expects to catch the interest of customers on a large scale with its broad variety of bagels and desserts.

**Section 1: Applicant Information**

Applicant Name: DENISE GILMORE

Business Name (if applicable): MARY'S BAGEL CAFE

Mailing Address: 5337 N SOCRUM LOOP RD STE 461 LAKELAND FL 33809

Phone: 863-838-9367 Email Address: DENISEGIL32@YAHOO.COM

Project Address: 1242 N FLORIDA AVE

Project Budget: \$ SEE ATTACHED Requested Grant Amount: \$ 90,000

Lease Term (if applicable): \_\_\_\_\_

Property Owner's Name: DENISE GILMORE

Property Owner's Mailing Address: 5337 N SOCRUM LOOP RD STE 461 LAKELAND FL 33809

Phone: 863-838-9367 Email Address: DENISEGIL32@YAHOO.COM

**Section 2: Please select the checkbox that corresponds to each grant for which you are applying. Complete the referenced section(s).**

**Commercial**

- |                                                                                                                     |                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Design Assistance</b> –Sections 3 & 6<br>(Dixieland and Midtown Only)                   | <input checked="" type="checkbox"/> <b>Infill Adaptive Reuse</b> –Sections 3 & 6<br>(Downtown, Dixieland, and Midtown) |
| <input type="checkbox"/> <b>Façade &amp; Site Improvement</b> –Sections 3 & 6<br>(Downtown, Dixieland, and Midtown) | <input type="checkbox"/> <b>TIF</b> – Complete Sections 3, 5 & 6<br>(Downtown, Dixieland, and Midtown)                 |
| <input type="checkbox"/> <b>Food-Related Services</b> –Sections 3, 4 & 6<br>(Dixieland and Midtown Only)            |                                                                                                                        |

\*\*\*All Projects will be deemed final upon issuance of reimbursement or payment.

**Section 3: Project Description**

Building's existing use(s): NONE

Building's new use(s): BAGEL CAFE

General description of proposed improvements:

- New Construction       Rehabilitation       Other \_\_\_\_\_
- Façade       Awnings/Canopies       Signs       Walls/Fencing/Landscaping
- Electric       HVAC       Plumbing       Fire Suppression

Please provide a brief description of the work to be performed, materials to be used, color and material samples (if applicable).

SEE ATTACHED

**Section 4: Business Information**

What is the expected opening date? LATE 2021

What type of food-related business is being proposed? BREAKFAST, LUNCH, LITE FAIRE

What will be the business' hours of operation? 6AM-7PM M-S 6AM-2PM SUN

Is the proposed business a franchise?       No       Yes \_\_\_\_\_

Will entertainment be offered?       No       Yes \_\_\_\_\_

Will there be outdoor seating at this establishment?       No       Yes

What is the proposed seating capacity of the restaurant, if applicable? \_\_\_\_\_

Is this the business' 1st location, 2nd location or a relocation? FIRST LOCATION



## Section 5: Required Documentation

- Project Schedule
- Proposed site plan
- Three cost estimates
- Permit ready drawings
- Notarized letter from property owner
- Food-related services resume(s) – If applicable
- Certificate of Review from the Historic Preservation Board
- Photographs of the existing building and the proposed project area
- Schematic drawings illustrating proposed work, or pictures with project description outlines
- W-9

### For TIF Applications Only

- Letter of request
- Project plans
- Current Assessed Value
- Project Budget

**Section 6: Signature**

Applicant's Signature: Denise Gilmore

Date: 12-18-20

Property Owner's Signature: Denise Gilmore

Date: 12-18-20

**FOR STAFF USE ONLY**

Date of initial contact: \_\_\_\_\_  Electronic submission  In person

Staff representative: \_\_\_\_\_

Design Professional: \_\_\_\_\_

Pre-Application Meeting

Post-Application Meeting

Three estimates submitted?  Yes  No

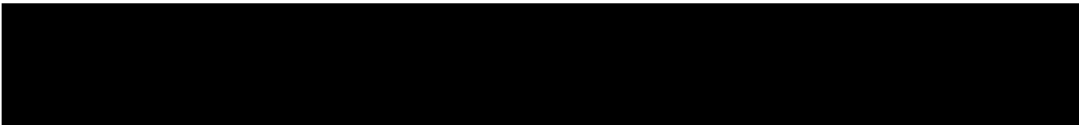
Taxes current?  Yes  No

Staff Decision:  Approved  Denied  Board Appealed

Property Site File Number: \_\_\_\_\_

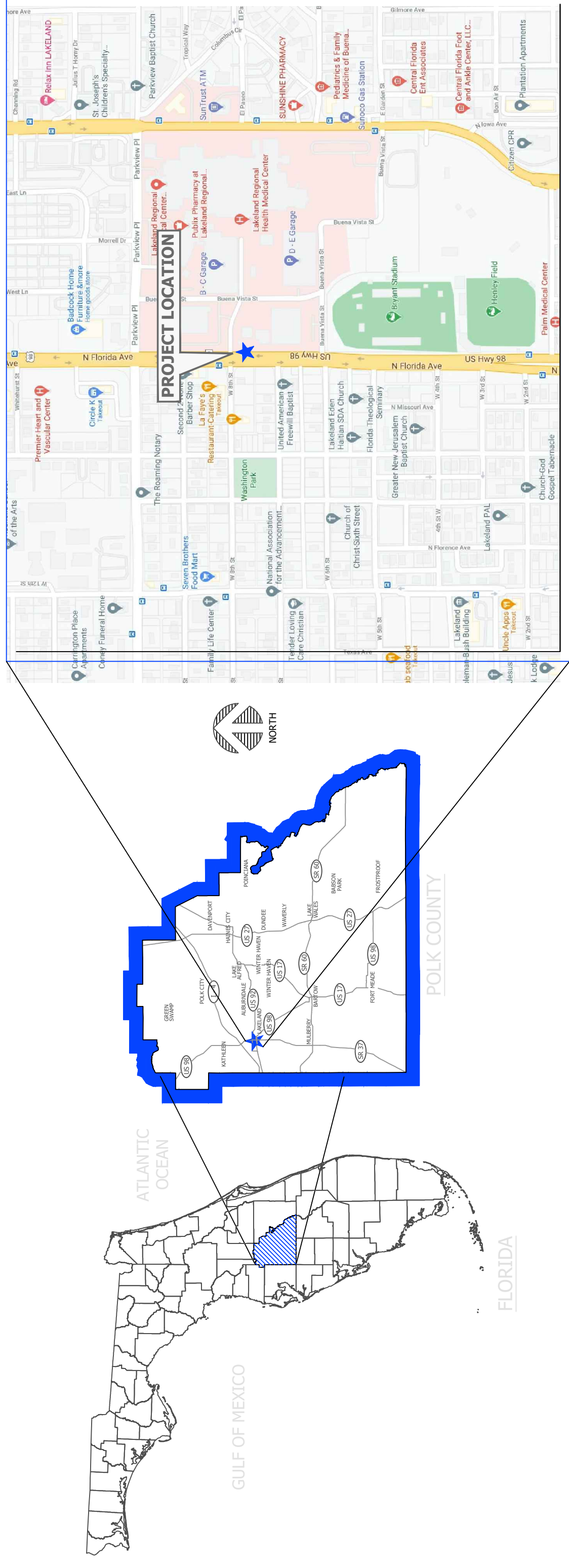


SCHEMATIC DESIGN  
DOCUMENTS



# MARY'S BAGEL SHOP

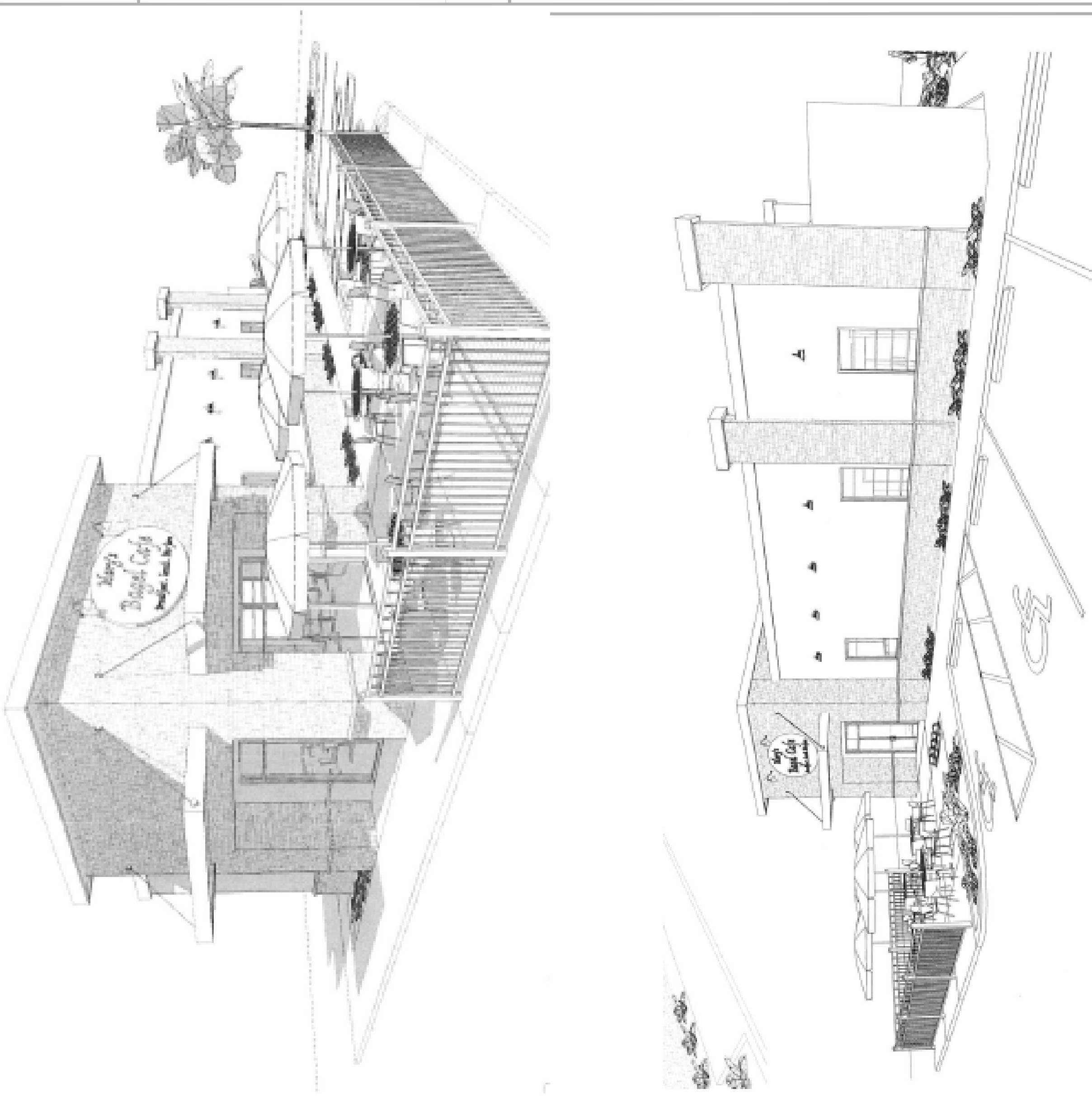
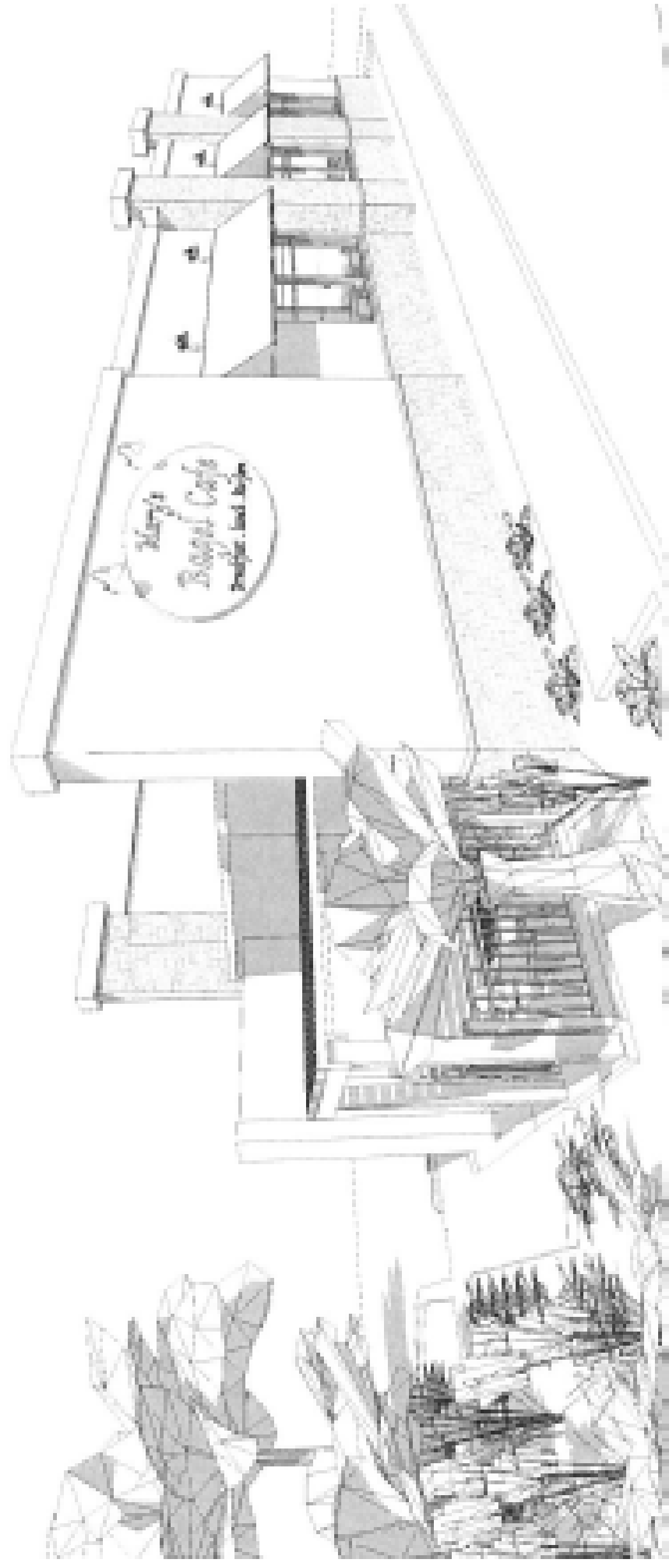
LOCATION  
 PARCEL ID: 23281205600002011  
 POLK COUNTY, FLORIDA



VICINITY MAP

PREPARED FOR

MARY'S BAGEL SHOP  
 1242 N. FLORIDA AVENUE  
 LAKELAND FL 33805



## SHEET INDEX

No.	DESCRIPTION
1	COVER SHEET
2	SITE PLAN
3	FLOOR PLAN



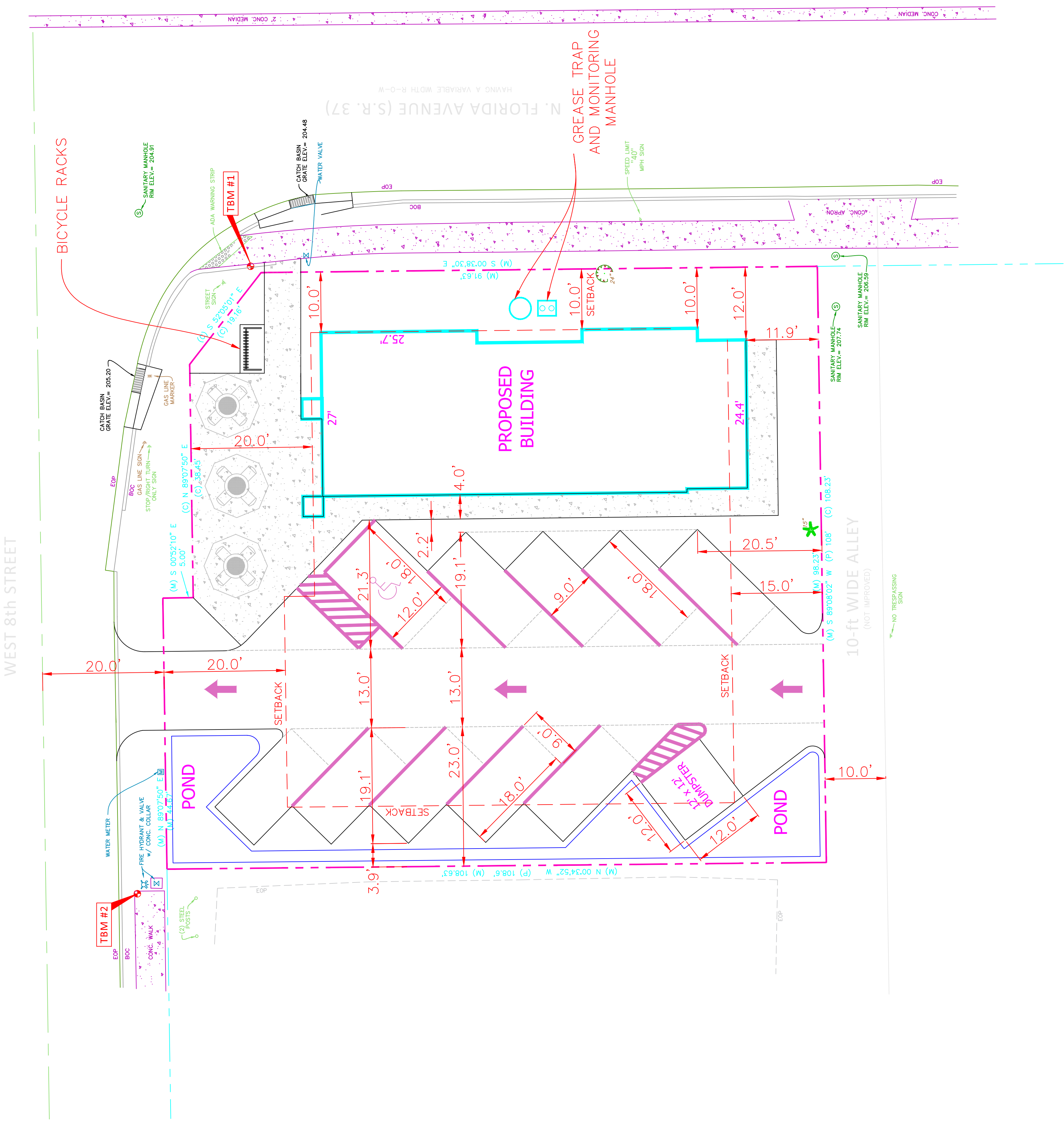
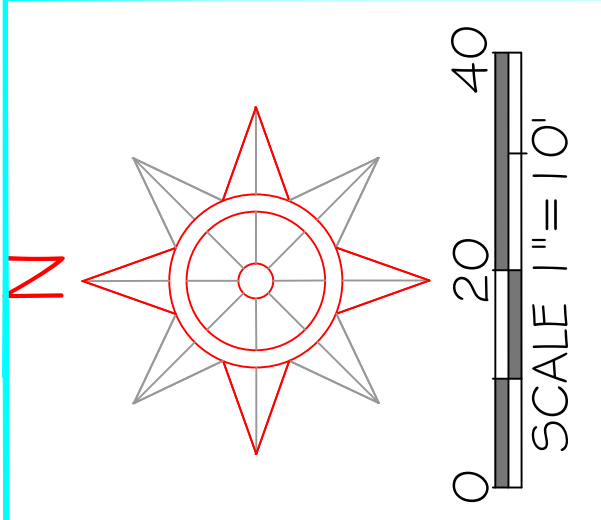




# MARY'S BAGEL SHOP SITE PLAN

PREPARED FOR  
 MARY'S BAGEL SHOP  
 1242 N. FLORIDA AVENUE  
 LAKELAND FL 33805

DATE	REVISION DESCRIPTION
12/01/20	REVISED PARKING LOT FLOW







# Project Reviews

## City of Lakeland

**Project Number: CPT20-053**

Description: **MARY'S BAGEL SHOP**

Applied: **9/1/2020**

Approved:

Site Address: **1242 N FLORIDA AV**

Closed:

Expired: **9/1/2020**

City, State Zip Code: **LAKELAND, FL 33805**

Status: **UNDER REVIEW**

Applicant: **NUJAK DEVELOPMENT INC-CGC054449**

Parent Project:

Owner: **GILMORE DENISE**

Contractor: **<NONE>**

Details:

**This project consist of the construction of a new retail 1,700 s.f. bagel shop restaurant.**

### LIST OF REVIEWS

SENT DATE	RETURNED DATE	DUE DATE	TYPE	CONTACT	STATUS	REMARKS
Review Group: PROJECTDOX 1						
9/8/2020	9/11/2020	9/11/2020	WATER UTIL	Rick Polston	SEE COMMENTS	
Notes: 1. Rick Polston 863-834-8316, rick.polston@lakelandgov.net 2. A capacity application for water and wastewater is required. 3. A backflow preventer after the water meter is required. See uploaded detail sheet. 4. A cleanout is required on the sewer service at the property line as a point of responsibility. 5. A grease trap and monitoring manhole is required for the sewer service. See uploaded detail sheet. Sanitary sewer connection must connect between the grease trap and monitoring manhole.						
9/2/2020	9/2/2020	9/11/2020	SUFFICIENCY (CPT)	Christy Loughlin	COMPLETED	
Notes: Review Comments: fees paid on 9/1/2020						
9/2/2020	9/11/2020	9/11/2020	ZONING (CPT)	Phillip Scearce	SEE COMMENTS	
Notes: Zoning: Phillip Scearce (863) 834-6093 or Phillip.scearce@lakelandgov.net 1. The site is zoned C-1 within the Urban Corridor (UCO) context district. 2. Per Figure 4.11-3 the required one-way drive aisle width is 13ft for 45* parking. 3. Per Table 3.4-2 the maximum setback from a local street (8th) is 20ft. 4. Prior to site (parcel) development, a site plan review is required ensure compliance with the requirements of the Land Development Code (LDC), including the vehicle use standards of Section 4.11 and the design criteria of Section 3.4.7. 5. Ground Floor Transparency for Buildings on Properties located within C-1, C-6, and C-7 zoning districts. For street facing building facades, a minimum of fifty percent (50%) of the ground floor façade, when measured between two feet above grade and ten feet above grade at the pedestrian/sidewalk level, shall consist of clear glass windows and doors with a visible transmittance rating of no less than seventy percent (70%). 6. All street facing building façades shall be architecturally finished with materials such as stucco, brick, stone, finished or decorative cast concrete, decorative concrete masonry, wood or simulated wood (including aluminum or vinyl).						





# Project Reviews

## City of Lakeland

9/2/2020	9/8/2020	9/11/2020	ELECTRIC (CPT)	Wilfred Alvayero	SEE COMMENTS	
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Notes:

1. To coordinate specific project electrical details, or for questions or concerns, please contact Wilfred Alvayero (863) 834-6567 or Wilfred.Alvayero@lakelandelectric.com
2. This location currently has available single-phase power from the North along 8th St.; a change in service voltage, relocation of existing Lakeland Electric infrastructure (conflicts with electric poles must be identified and discussed with LE as soon as possible to try and avoid the need for relocation as it can be very expensive for the Developer), line extensions to provide service, etc. may result in a Contribution-In-Aid-of-Construction (CIAC) charge to the Customer/Developer. All conduit raceways, pull boxes, three-phase transformer pads, walsdorf and switch pads are to be provided by the customer and installed by the customer per Lakeland Electric specifications.
3. It is imperative to provide your electric service requirements to Lakeland Electric as soon as possible. Please provide a load Summary (Voltage and Current) and Electric Schedule Sheet to the assigned Project Manager as there currently is a minimum twelve (12) week lead-time on any padmounted transformer that is not currently in stock. We require a copy (.pdf and Paper) of electrical plans that include panel schedules and riser diagrams. Additionally, if this is a commercial submittal, we need a short narrative describing what the nature of the business the transformer will be serving and the proposed hours of operation.
4. We need site plans in AutoCAD (.dwg extension) Version 14 or earlier or Microstation (.dgn extension) format sent to us via email or CD. In order of preference, here is the criteria for the formats to be sent:  
 ArcGIS  
 File Geodatabase / Personal Geodatabase / Feature Class / Shape file  
 AUTOCAD  
 ACAD 2007 dwg files. These files should be processed so that objects are broken down to be utilized by previous versions.  
 ACAD R14 dwg files.  
 Microstation  
 Dgn files in Version 7 / Dgn files in Version 8 / No higher version of Microstation
5. Lakeland Electric designs the electrical distribution and the process does not start until all requested documents and drawings have been received. The design process is set for sixteen (16) weeks and material acquisition can take approximately the same time. It is imperative that LE receive requested items in a timely manner to help avoid delays in providing power.
6. It is important to see the City of Lakeland Property Information Office (PIO) as soon as possible to establish addressing for your project, especially if it is multi-units which will require multi-meters. Also be aware, you will be required to see PIO and Lakeland Electric Customer Service for any construction service or construction trailer service. Failing to take care of any addressing and account set up at the beginning of the project can be cause for delay in providing permanent service.
7. Please be advised that should the Lakeland Electric Project Manager for this proposed development NOT receive the requested documents and load information before or with the Site Plan submittal, the project may be denied for all future submittals until necessary information is provided.

9/2/2020	9/9/2020	9/11/2020	FIBER OPTIC (CPT)	Paul Meyer	SEE COMMENTS	
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Notes:

1. Paul Meyer, paul.meyer@lakelandgov.net, 863-834-6899
2. City of Lakeland Telecom does not have any fiber cable or related infrastructure within the proposed project area, therefore we have "no conflict" with this project.

9/2/2020	9/11/2020	9/11/2020	TRANSPORTATION (CPT)	Charles Barmby	SEE COMMENTS	
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Notes:

1. Binding Concurrency Application: A Binding Concurrency Application is required for this project.
2. FDOT Permitting: Please contact Leanna Schaill at (863) 519-2244 to schedule a FDOT Pre-Application Meeting for this project.
3. Alley Improvements at South End of Site: What alley improvements are proposed to accommodate project traffic and a connection to US 98?
4. Bicycle Parking: Bicycle parking is required within 40 feet of and shall be visible from the principal customer entrance in compliance with Section 4.11.6 of the Land Development Code. This bike parking must be constructed in compliance with Index 900 of the City Engineering Standards Manual.

"Wave" or other racks that do not support the bike at two points are not acceptable.

9/2/2020	9/9/2020	9/11/2020	TRAFFIC ENG (CPT)	angelo rao	COMPLETED	
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Notes:

- Please reference and use the latest FDOT Design Standards Plans FY 2020-21 for "Signs & Markings"  
o <https://www.fdot.gov/design/standardplans/current/default.shtm>
- Pavement Markings "Special Emphasis Crosswalk Detail – FDOT 2020-21 Index 711-001 Sheet 10 of 13  
o [https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/design/standardplans/2021/idx/711-001.pdf?sfvrsn=b32c263c\\_6](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/design/standardplans/2021/idx/711-001.pdf?sfvrsn=b32c263c_6)

Continue sidewalk around radius to join with existing sidewalk.

9/2/2020	9/10/2020	9/11/2020	PW ENG (CPT)	Mahen Pete	SEE COMMENTS	
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Notes:

1. Mahen Pete - (863)-834-8442, mahen.pete@lakelandgov.net.
2. Please submit siteplan using site review checklist.
3. Sidewalk is required along property frontage of 8th street.
4. Please show improvement plans for unpaved alley. FDOT permit is required for driveway and drainage connection for this site.
5. Permits from other agencies like SWFWMD, FDOT etc. are required for this project.
6. Separate building permit is required for construction of dumpster enclosure.

9/2/2020	9/9/2020	9/11/2020	FIRE (CPT)	Michael Green	SEE COMMENTS	
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Notes:

Review Comments: No comments

9/2/2020	9/8/2020	9/11/2020	WATER UTIL (CPT)	Gina Graham	REASSIGNED	
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Notes:

Review Comments: Rick Polston assigned to review.

9/2/2020	9/3/2020	9/11/2020	LANDSCAPE (CPT)	Brian Dick	SEE COMMENTS	
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Notes:

1. Contact Brian Dick if more information is needed (863) 834-2237 or brian.dick@lakelandgov.net.
2. A Detailed landscape and irrigation plan will be required for this project.  
See Article 4.5 Landscape Trees and Buffering for more detailed information.
3. A Tree Mitigation for 24" Live Oak will be required. 4.5.12.2
4. Street Trees will be required along public ROW
5. All utilities must be shown on the Landscaping Plan, including the parking lot lighting.

Please show the 24" Live Oak with a canopy of 24'. If this tree is to be preserved the tree canopy must be taken into consideration. Some building modifications will be necessary.

9/2/2020	9/3/2020	9/11/2020	ACCESSIBILITY (CPT)	Tim Miller	SEE COMMENTS	
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Notes:

Florida Building Code Accessibility Requirements: The 6th Edition 2017 Florida Building and Accessibility Codes requirements are to be applied during the design, construction, additions to the alteration of sites, facilities, buildings, and elements. These codes shall be indicated on the plan set and shall contain scoping and technical requirements for accessibility to sites, facilities, buildings, and elements for individuals with disabilities.



# Project Reviews

## City of Lakeland

Handicapped Parking Space & Sign Details shall be indicated on the plan set and shall be in compliance with 6th Edition 2017 Florida Building Accessibility Code Chapters 2 and 5.

Accessible Route Details shall be indicated on the plan set from the Handicap Parking Space to the building's ADA compliant entrance and include but are not limited to the following components:

1. Walking surfaces with a running slope not steeper than 1:20 (5%) and a cross slope of 1:48 (2%).
2. Walking surfaces shall have a minimum clear width of 36 inches and a clear width of 48 inches at all turns and when sidewalks change direction there shall be a 5-foot flat area with a 1:48 (2%) maximum slope at the transition area.
3. Minimum width requirement of 32 inches for doorways and ramps shall comply with FBC-Accessibility 405.
4. All components of an accessible route shall comply with the applicable requirements of FBC-A Section 208 and Chapters 4 & 5.

9/2/2020	9/10/2020	9/11/2020	IMPACT FEE PRELIM	Phillip Scearce	SEE COMMENTS	
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Notes:

Zoning: Project located within the CORE area and exempt from Impact Fees.

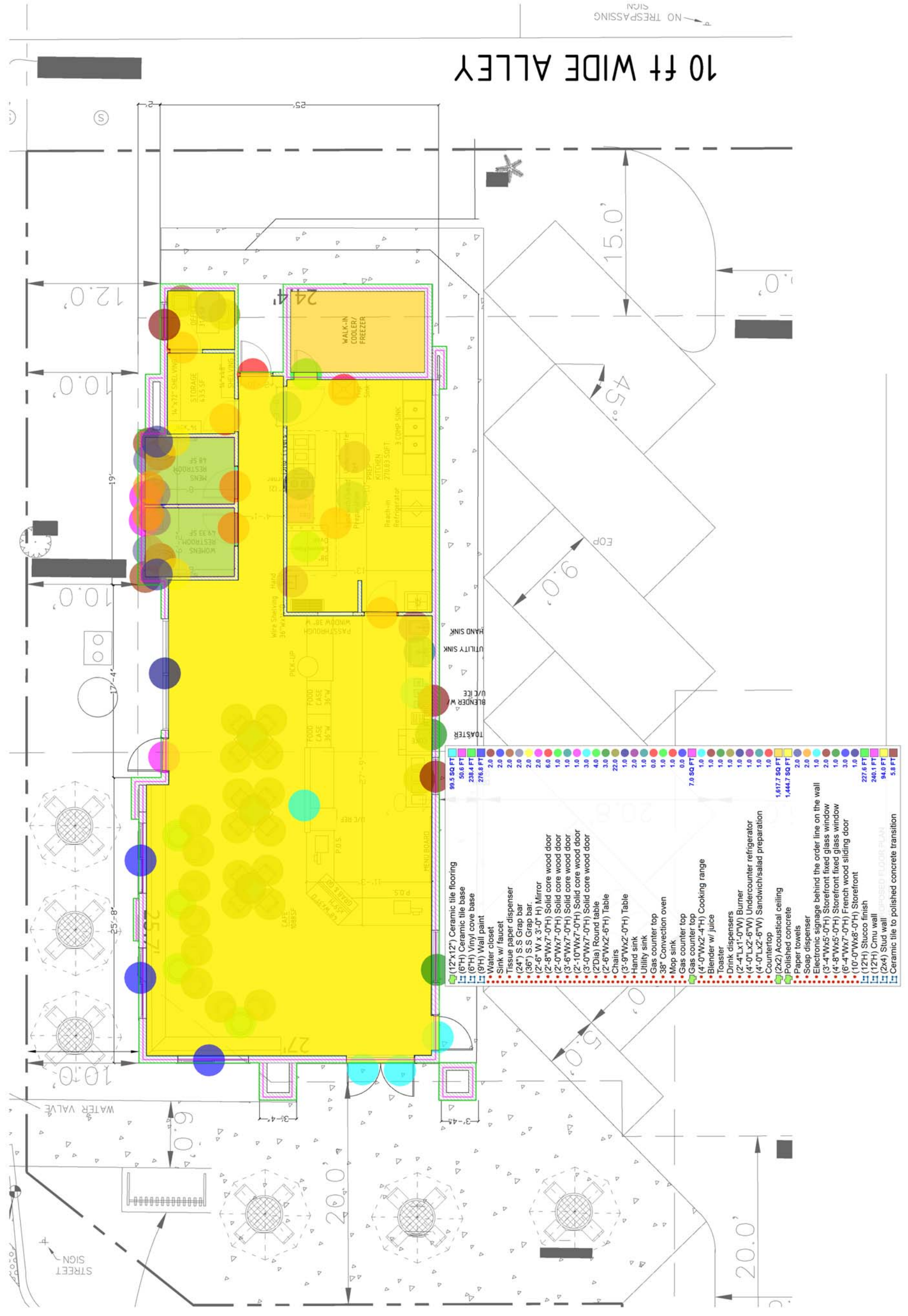


SCHEMATIC ESTIMATE



MARY BAGEL CAFE

Architects/Engineers/Consultants



- 98.5 SQ FT Ceramic tile flooring
- 50.6 FT Ceramic tile base
- 238.4 FT Vinyl cove base
- 278.8 FT (9H) Wall paint
- 2.0 Sink w/ faucet
- 2.0 Tissue paper dispenser
- 2.0 (24") S.S. Grab bar
- 2.0 (36") S.S. Grab bar
- 2.0 (2-6" W x 3-0" H) Mirror
- 6.0 (2-8"Wx7-0"H) Solid core wood door
- 6.0 (2-0"Wx7-0"H) Solid core wood door
- 6.0 (3-6"Wx7-0"H) Solid core wood door
- 6.0 (2-10"Wx7-0"H) Solid core wood door
- 3.0 (3-0"Wx7-0"H) Solid core wood door
- 3.0 (2Dia) Round table
- 2.0 (2-6"Wx2-6"H) Table
- 22.0 Chairs
- 1.0 (3-9"Wx2-0"H) Table
- 1.0 Utility sink
- 1.0 Hand sink
- 1.0 Gas counter top
- 1.0 38" Convection oven
- 1.0 Mop sink
- 1.0 Gas counter top
- 1.0 (4-0"Wx2-4"H) Cooking range
- 1.0 Blender w/ juice
- 1.0 Toaster
- 1.0 Drink dispensers
- 1.0 (2-4"Lx1-0"W) Burner
- 1.0 (4-0"Lx2-6"W) Undercounter refrigerator
- 1.0 (4-0"Lx2-6"W) Sandwich/salad preparation
- 1.0 Countertop
- 1.0 (2x2) Acoustical ceiling
- 1,617.50 FT Polished concrete
- 1,444.7 SQ FT Paper towels
- 2.0 Soap dispenser
- 2.0 Electronic signage behind the order line on the wall
- 2.0 (3-4"Wx5-0"H) Storefront fixed glass window
- 2.0 (4-8"Wx5-0"H) Storefront fixed glass window
- 2.0 (6-4"Wx7-0"H) French wood sliding door
- 1.0 (10-0"Wx8-0"H) Storefront
- 227.6 FT Stucco finish
- 240.1 FT Cmu wall
- 94.0 FT (2x4) Stud wall
- 5.8 FT Ceramic tile to polished concrete transition

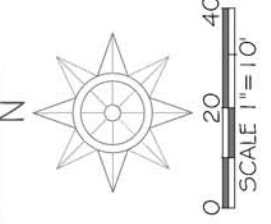


REVISION DESCRIPTION	DATE
REVISED PARKING LOT FLOW	12/01/20

PREPARED FOR  
MARY'S BAGEL SHOP  
1242 N. FLORIDA AVENUE  
LAKELAND FL 33805

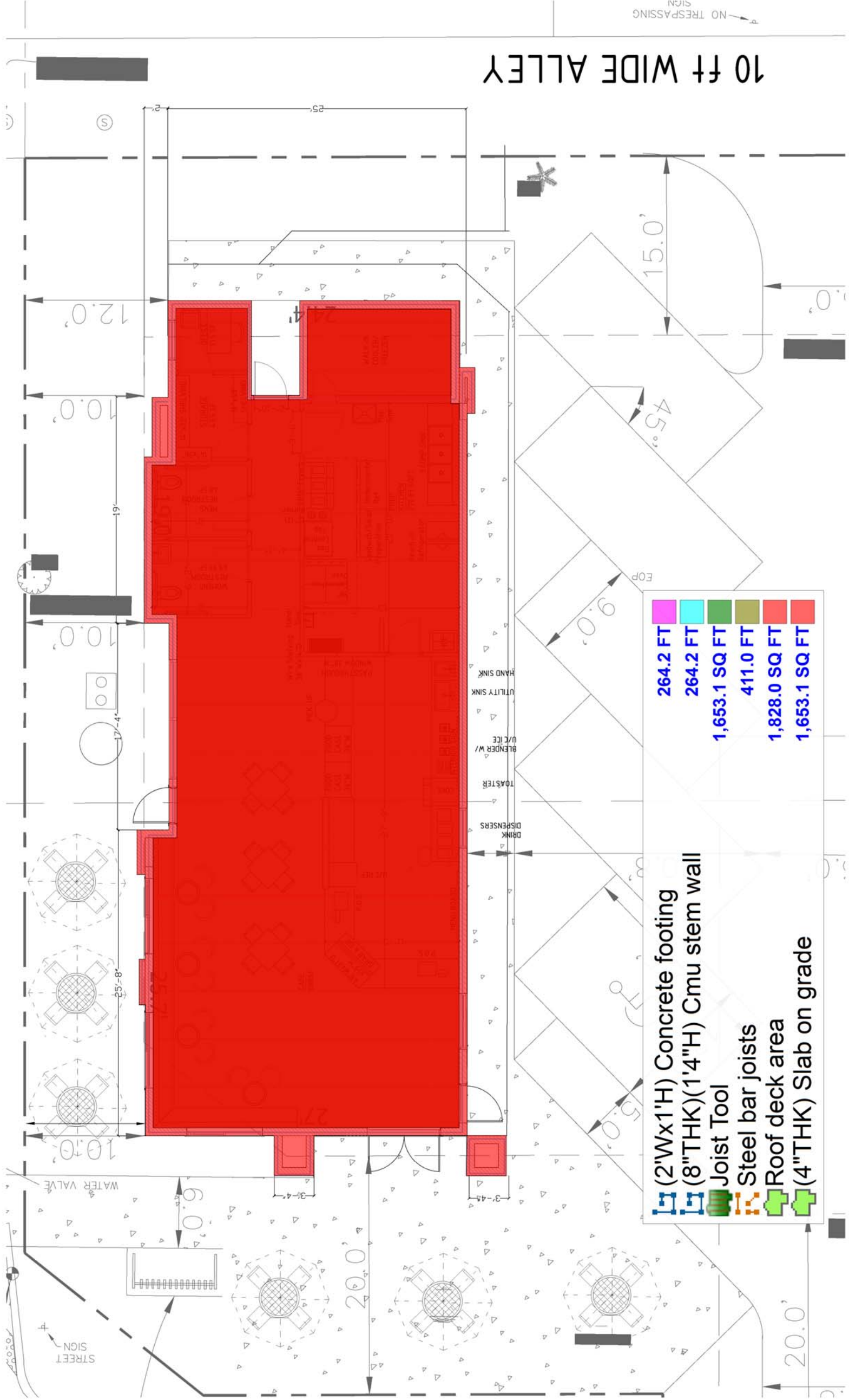
# MARY'S BAGEL SHOP SITE PLAN

PROJECT NO.	
DATE	DEC. 01 2020
REVISION DATE	
SHEET	1 OF 1 SHEETS

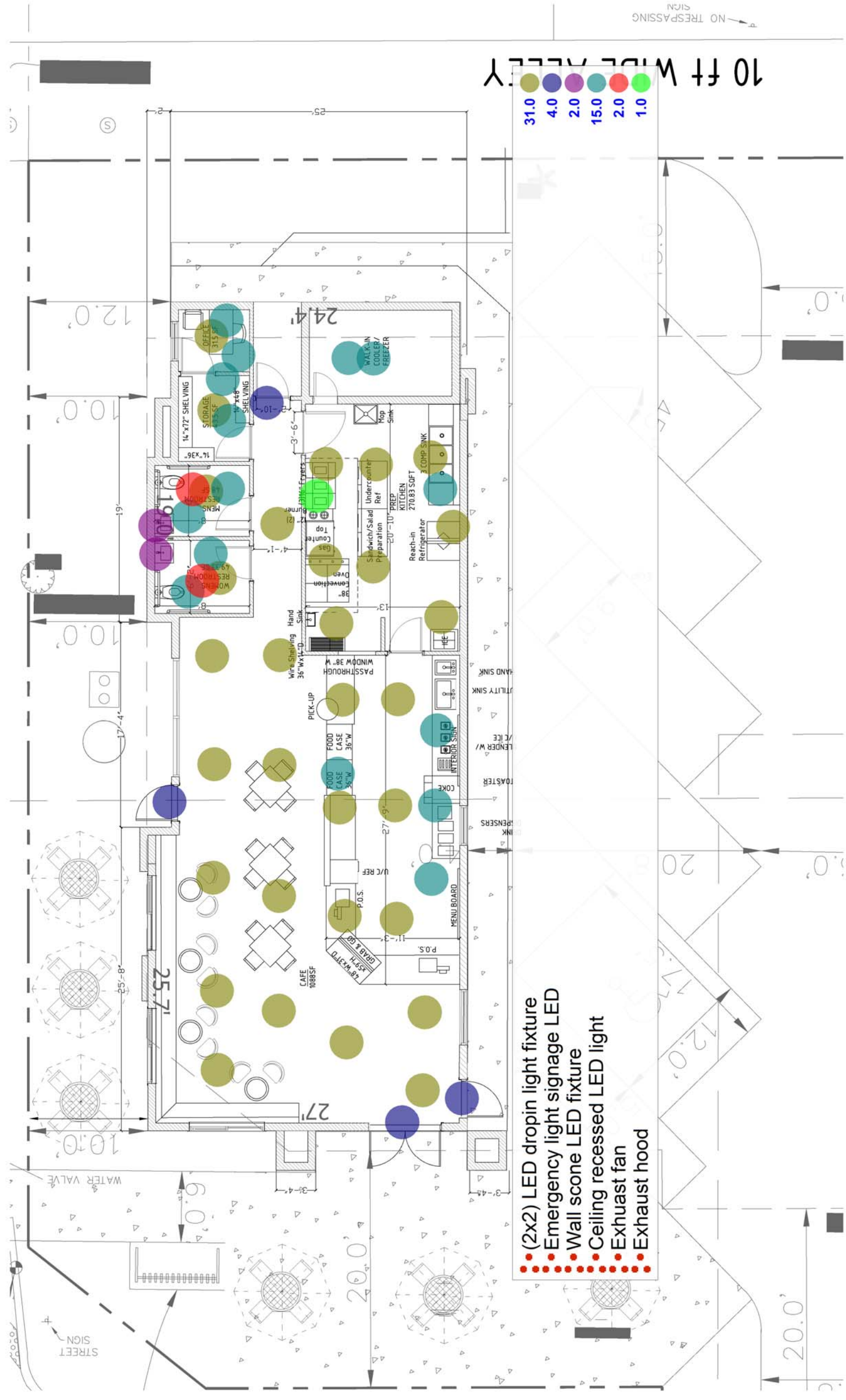


	(1"THK) Asphalt paving	4,086.4 SQ FT
	(4") Concrete sidewalks	1,058.1 SQ FT
	(2') Depth Excavated retention pond	687.3 SQ FT
	(5"THK) Concrete pavement	976.1 SQ FT
	Landscape area	2,303.0 SQ FT
	Grease trap	1.0
	Monitoring manhole	1.0
	Sanitary manhole	2.0
	Bicycle racks	13.0
	Ada warning strip	13.8 SQ FT
	Street sign	1.0
	Gas line marker	1.0
	Catch basin	1.0
	Gas line sign	1.0
	Stop/right turn only sign	1.0
	Water meter	1.0
	Fire hydrant and valve w/ conc. collar	1.0
	(4"W) Painted parking strips	300.4 FT
	Curb	318.4 FT
	(8"THK) Concrete	144.8 SQ FT

1 PROPOSED FLOOR PLAN  
1/4" = 1'-0"







- (2x2) LED dropin light fixture
- Emergency light signage LED
- Wall sconce LED fixture
- Ceiling recessed LED light
- Exhaust fan
- Exhaust hood

- 31.0
- 4.0
- 2.0
- 15.0
- 2.0
- 1.0

1 PROPOSED FLOOR PLAN  
1/4" = 1'-0"





Address: 717 N. Kentucky Avenue, Lakeland, Fl. 33801

Call us: +1 (863) 686-1565  
E-mail: Fkendrick@nujak.com

Website: www.NuJak.com

**MARY BAGEL CAFE**

**1242N. FLORIDA AVENUE LAKELAND FL 33805**

**OWNER**

**ARCHITECT**

**ADDENDA**

**Addendum Issued: NONE**

**Please review any Addendum issued after Date  
12/16/20**

ID: -1049

BIDDER NAME: \_\_\_\_\_







				LABOR			MATERIAL	EQUIPMENT	COMPOSITE	TOTAL		
150000				<b>DIVISION 15 - PLUMBING</b>								
116	A1.1		Water closet	2	EA	6.3	65.00	409.50	661.50	1071.00	\$2,142	
117			Sink w/ faucet	2	EA	6.6	65.00	429.00	950.60	1379.60	\$2,759	
118			Hand sink	2	EA	6.6	65.00	429.00	950.60	1379.60	\$2,759	
119			Utility sink	1	EA	5.5	65.00	357.50	850.00	1207.50	\$1,208	
120			Mop sink	1	EA	4.5	65.00	292.50	550.00	842.50	\$843	
121			Sanitary piping	1	LS		65.00	0.00		10000.00	\$10,000	
122			Water Piping	1	LS		65.00	0.00		8000.00	\$8,000	
				<b>Subtotal</b>								<b>\$27,710</b>
160000				<b>DIVISION 16 - ELECTRICAL</b>								
123	A1.1		(2x2) LED dropin light fixture	31	EA	1.25	65.00	81.25	120.00	201.25	\$6,239	
124			Emergency light signage LED	4	EA	1.45	65.00	94.25	150.00	244.25	\$977	
125			Wall sconce LED fixture	2	EA	1.2	65.00	78.00	120.00	198.00	\$396	
126			Ceiling recessed LED light	15	EA	0.8	65.00	52.00	35.00	87.00	\$1,305	
127			Electrical panel 400 AMP	1	EA	26	65.00	1690.00	9500.00	11190.00	\$11,190	
128			Electrical Wiring & conduit	1	LS		65.00	0.00		20000.00	\$20,000	
129			Electrical breaker	1	LS		65.00	0.00		10000.00	\$10,000	
				<b>Subtotal</b>								<b>\$50,107</b>
				<b>Total.</b>								<b>\$596,743</b>
				<b>5% Contingency Allowance</b>								<b>\$ 29,837</b>
				<b>Add Contractor's overhead &amp; profit @ 13%</b>								<b>\$ 77,577</b>
				<b>G.Total</b>								<b>\$704,157</b>
<b>Cost escalation can be 2.4% per quarter depending on economic factors</b>												



BASELINE  
SCHEDULE



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Free Slack
1		<b>103 W. 7th Street Property Disposition</b>	<b>220 days</b>	<b>Thu 12/10/20</b>	<b>Wed 10/13/21</b>			<b>26 days</b>
2		<b>Development Agreement</b>	<b>64 days</b>	<b>Thu 12/10/20</b>	<b>Tue 3/9/21</b>			<b>26 days</b>
3		Begin Development Agreement	14 days	Thu 12/10/20	Tue 12/29/20			0 days
4		Utility Review	20 days	Wed 12/30/20	Tue 1/26/21	3		0 days
5		Disposition Notice	30 days	Wed 1/27/21	Tue 3/9/21	4		0 days
6		<b>Proposal Acceptance Period</b>	<b>3 days</b>	<b>Wed 3/10/21</b>	<b>Fri 3/12/21</b>			<b>26 days</b>
7		CRA Advisory Board (Approval to Negotiate)	1 day	Wed 3/10/21	Wed 3/10/21	5		0 days
8		Real Estate Committee (Approval to Negotiate)	1 day	Thu 3/11/21	Thu 3/11/21	7		0 days
9		City Commission (Approval to Negotiate)	1 day	Fri 3/12/21	Fri 3/12/21	8		0 days
10		<b>Negotiation &amp; Sale</b>	<b>153 days</b>	<b>Mon 3/15/21</b>	<b>Wed 10/13/21</b>			<b>26 days</b>
11		Initiate Property Rezoning	86 days	Mon 3/15/21	Mon 7/12/21	9	MIDTOWN	0 days
12		CRA Advisory Board (Update on Agreement Terms)	1 day	Tue 7/13/21	Tue 7/13/21	11	MIDTOWN	0 days
13		Real Estate Committee (Update on Agreement Terms)	1 day	Wed 7/14/21	Wed 7/14/21	12	MIDTOWN	0 days
14		City Commission (Update on Agreement Terms)	1 day	Thu 7/15/21	Thu 7/15/21	13	CITY	0 days
15		Execute Agreement	3 days	Fri 7/16/21	Tue 7/20/21	14	MIDTOWN	0 days
16		Inspection Period	30 days	Wed 7/21/21	Tue 8/31/21	15	MARY'S	0 days
17		Secure Financing	30 days	Wed 9/1/21	Tue 10/12/21	16,15	MARY'S	0 days
18		Sale Closing	1 day	Wed 10/13/21	Wed 10/13/21	17		26 days
19		<b>Alley Sale &amp; Development</b>	<b>143 days</b>	<b>Thu 12/10/20</b>	<b>Mon 6/28/21</b>			<b>5 days</b>
20		Development Agreement	7 days	Thu 12/10/20	Fri 12/18/20		MIDTOWN	0 days
21		CRA Advisory Board Approval	14 days	Mon 12/21/20	Thu 1/7/21	20	MIDTOWN	0 days
22		<b>Design Phase</b>	<b>40 days</b>	<b>Fri 1/8/21</b>	<b>Thu 3/4/21</b>			<b>5 days</b>
23		Prepare & Approve Topographical Survey	10 days	Fri 1/8/21	Thu 1/21/21	21	MARY'S	0 days
24		Prepare & Approve Geotechnical	10 days	Fri 1/8/21	Thu 1/21/21	21	MARY'S	0 days
25		Prepare & Approve Site Plan	30 days	Fri 1/22/21	Thu 3/4/21	23,24	CITY	0 days
26		<b>Permit Phase</b>	<b>45 days</b>	<b>Fri 3/5/21</b>	<b>Thu 5/6/21</b>			<b>5 days</b>
27		Submit & Approve FDOT Permit	45 days	Fri 3/5/21	Thu 5/6/21	25	CITY	0 days
28		Submit & Approve Site Permit	30 days	Fri 3/5/21	Thu 4/15/21	25	CITY	0 days
29		<b>Budget &amp; Procurement</b>	<b>30 days</b>	<b>Fri 4/16/21</b>	<b>Thu 5/27/21</b>			<b>103 days</b>
30		Finalize Cost Estimate	15 days	Fri 4/16/21	Thu 5/6/21	28	CITY	0 days
31		Issue Work Order	15 days	Fri 5/7/21	Thu 5/27/21	30	CITY	0 days
32		<b>Construction Phase</b>	<b>22 days</b>	<b>Fri 5/28/21</b>	<b>Mon 6/28/21</b>			<b>103 days</b>
33		Demolition	5 days	Fri 5/28/21	Thu 6/3/21	31	CITY	0 days
34		Concrete Drives & Walks	8 days	Fri 6/4/21	Tue 6/15/21	33	CITY	0 days
35		Asphalt Paving	6 days	Wed 6/16/21	Wed 6/23/21	34	CITY	0 days
36		Landscaping & Irrigation	3 days	Thu 6/24/21	Mon 6/28/21	35	CITY	103 days
37		<b>1242 N. Florida Avenue Development</b>	<b>240 days</b>	<b>Fri 12/18/20</b>	<b>Thu 11/18/21</b>			<b>0 days</b>
38		<b>Project Funding Allocation</b>	<b>60 days</b>	<b>Fri 12/18/20</b>	<b>Thu 3/11/21</b>			<b>0 days</b>
39		Submit & Approve Grant Application	15 days	Fri 12/18/20	Thu 1/7/21		MARY'S	0 days
40		Submit & Approve Project Financing	45 days	Fri 1/8/21	Thu 3/11/21	39	MARY'S	0 days
41		<b>Design &amp; Permit Period</b>	<b>75 days</b>	<b>Fri 1/8/21</b>	<b>Thu 4/22/21</b>			<b>0 days</b>
42		<b>Prepare Final Site Plan</b>	<b>70 days</b>	<b>Fri 1/8/21</b>	<b>Thu 4/15/21</b>			<b>0 days</b>
43		Prepare & Approve Geotechnical	15 days	Fri 1/8/21	Thu 1/28/21	39	MARY'S	0 days
44		Prepare & Approve Topographical Survey	15 days	Fri 1/8/21	Thu 1/28/21	39	MARY'S	60 days
45		Submit & Approve SWFTMD Permit	30 days	Fri 1/29/21	Thu 3/11/21	43	NUJAK	0 days
46		Submit & Approve FDEP Permit	30 days	Fri 1/29/21	Thu 3/11/21	43	NUJAK	30 days
47		Submit & Approve FDOT Permit	30 days	Fri 3/5/21	Thu 4/15/21	27SS	NUJAK	5 days
48		<b>Prepare Final Building Plans</b>	<b>30 days</b>	<b>Fri 3/12/21</b>	<b>Thu 4/22/21</b>			<b>0 days</b>
49		Submit & Approve Building Permit	30 days	Fri 3/12/21	Thu 4/22/21	45,40	NUJAK	0 days
50		<b>Procurement/Buyout</b>	<b>150 days</b>	<b>Fri 4/23/21</b>	<b>Thu 11/18/21</b>	<b>49</b>	<b>NUJAK</b>	<b>0 days</b>
51		<b>Construction Phase</b>	<b>150 days</b>	<b>Fri 4/23/21</b>	<b>Thu 11/18/21</b>			<b>0 days</b>
52		Sitework	30 days	Fri 4/23/21	Thu 6/3/21	42,45,47,46	NUJAK	0 days
53		Foundations	20 days	Fri 6/4/21	Thu 7/1/21	52,49	NUJAK	0 days
54		Exterior Walls	30 days	Fri 7/2/21	Thu 8/12/21	53	NUJAK	0 days
55		Framing	15 days	Fri 8/13/21	Thu 9/2/21	54	NUJAK	0 days
56		Mechanical, Electrical & Plumbing	20 days	Fri 9/3/21	Thu 9/30/21	55	NUJAK	0 days
57		Finishes	30 days	Fri 10/1/21	Thu 11/11/21	56	NUJAK	0 days
58		Finals	5 days	Fri 11/12/21	Thu 11/18/21	57	NUJAK	0 days

Project: Mary's Bagel Baseline S  
Date: Fri 12/18/20

Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			



DESIGN/BUILD  
PROPOSALS

