

# AGENDA

## Community Redevelopment Area Advisory Board

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Thursday, April 6, 2017 | 3:00 PM – 5:00 PM  
City Commission Conference Room, City Hall, Third Floor

### A. Housekeeping

### B. Action Items

1. Old Business
  - 1.1 Meeting Minutes dated February 2, 2017
  
2. New Business
  - 1.1 Dream Center Property Request – 645 W. 4<sup>th</sup> Street
  - 1.2 TIF Request 115 – 117 Pine Street, ASC Real Estate Partnership
  - 1.3 Lakeshore Neighborhood – Target Area Recommendation

### C. Discussion Items

1. LCRA FY 16 Financial Statements

### D. SAVE THE DATE

**April 17<sup>th</sup>** – CRA Annual Report Presentation to City Commission  
9am, Lakeland Electric Conference Room 1A & 1B

**April 26<sup>th</sup>** - Boards & Committees Annual Social 5pm, The Lakeland Center

### E. Adjourn

NEXT REGULAR MEETING:

**Thursday, May 4, 2017, 3:00 - 5:00 PM – City Commission Conference Room**





## MIDTOWN COMMUNITY REDEVELOPMENT AREA

FY 2017 - WORKING BUDGET	3/31/2017	AS APPROVED FY '17 CIP Budget	WITH APPROVED CARRY OVERS FY '17 CIP Budget	BUDGET TRANSFERS	EXPENDITURES	ENCUMBRANCES	AVAILABLE
REVENUES							
Tax Increment-		\$ 2,349,000	\$ 2,349,000				
Investment Income		\$ 71,000	\$ 71,000				
Surplus/Land Sale Proceeds							
Misc. Revenues							
Residential Redevelopment - Rental Income		\$ 20,000	\$ 20,000				
Unappropriated Surplus		\$ 1,684,604	\$ 1,684,604				
<b>CARRYOVER FROM FY 2016*</b>							
<b>Total Revenues</b>		<b>\$ 4,124,604</b>	<b>\$ 4,124,604</b>				
<b>Operating</b>		<b>\$ 382,886</b>	<b>\$ 382,886</b>	<b>\$ (70)</b>	<b>\$ 52,987</b>	<b>\$ -</b>	<b>\$ 329,849</b>
Neighborhoods		\$ 850,000	\$ 850,000	\$ 769,536	\$ -	\$ 6,900	\$ 1,612,636
Northeast Neighborhood		\$ 250,000	\$ 250,000	\$ 215,200	\$ 279,603	\$ 6,900	\$ 178,687
Northwest Neighborhood		\$ 600,000	\$ 600,000	\$ 554,336	\$ 113,952	\$ -	\$ 1,040,384
Misc. Project		\$ 657,449	\$ 657,449	\$ (62,314)	\$ 321,221	\$ -	\$ 336,228
Property Management		\$ 52,530	\$ 52,530	\$ 218,611	\$ 13,307	\$ -	\$ 257,834
Annual Report		\$ 4,944	\$ 4,944	\$ 1,800	\$ 1,299	\$ -	\$ 5,445
Affordable Housing		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Small Project Assistance		\$ 350,000	\$ 350,000	\$ (282,725)	\$ 306,500	\$ -	\$ (239,225)
Community Policing Innovation		\$ 244,975	\$ 244,975	\$ -	\$ 40,461	\$ -	\$ 204,514
Redevelopment Plan MUAC		\$ 500,000	\$ 500,000	\$ -	\$ 582	\$ -	\$ 499,418
East Main Street Master Plan (currently 642)		\$ 2,084,269	\$ 2,726,715	\$ 333,352	\$ -	\$ -	\$ 499,418
Corridor Enhancements		\$ 155,000	\$ 155,000	\$ -	\$ 107,595	\$ -	\$ 47,405.16
<i>Citrus Connection Services</i>							
Redevelop Mass Ave Properties (Salvation Army Properties)		\$ 1,409,650	\$ 1,409,650	\$ 1,235,815	\$ 2,002,859	\$ 2,303,206	\$ (1,660,600)
Memorial Blvd		\$ 40,000	\$ 40,000	\$ (750,000)	\$ 2,523	\$ -	\$ (712,523)
Landscape - Ingraham Avenue		\$ 8,652	\$ 8,652	\$ 3,000	\$ 1,261	\$ -	\$ 70,391
Brunnell Parkway (W. Parker Street to Memorial Blvd)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brunnell Parkway Corridor		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brunnell Parkway (Memorial Blvd to 10th Street)		\$ 50,000	\$ 50,000	\$ (160,463)	\$ -	\$ -	\$ (110,463)
Landscape - US 98 - Memorial to 10th Street		\$ 16,068	\$ 16,068	\$ 0	\$ -	\$ 0	\$ 16,068
Landscape - US 98 - Griffin to 10th Street		\$ 16,068	\$ 16,068	\$ -	\$ 315	\$ 0	\$ 15,753
Landscape - Parker Street		\$ 8,652	\$ 8,652	\$ -	\$ -	\$ -	\$ 8,652
Providence Rd - W 10th St to Griffin Rd		\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
E. Main Street Landscape & Maintenance		\$ 12,875	\$ 12,875	\$ -	\$ -	\$ -	\$ 12,875
MLK - Memorial to 10th Street		\$ 8,652	\$ 8,652	\$ 0	\$ -	\$ -	\$ 8,652
Landscape Intown Bypass		\$ 8,652	\$ 8,652	\$ -	\$ -	\$ -	\$ 8,652
West Lake Parker/Lakeshore Trail Improvements		\$ -	\$ -	\$ 5,000	\$ 7,253	\$ 100,000	\$ 540,193
<b>CRA Fund</b>		<b>\$ 4,474,604.00</b>	<b>\$ 4,474,604.00</b>				
<b>Total</b>		<b>\$ 4,124,604.00</b>	<b>\$ 4,124,604.00</b>				
<b>Approved Budgeted Expenses</b>							

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday, February 2, 2017  
3:00 – 5:00 PM  
City Commission Conference Room, City Hall**

**MEETING MINUTES**

Board Members: Cory Petcoff (Chair), Ben Mundy (Vice-Chair), Zelda Abram, Todd Baylis, Dean Boring, Brian Goding, Pastor Eddie Lake, Frank Lansford, Commissioner Jim Malless, Trinetta McCalip and Cliff Wiley

Staff: Nicole Travis (CRA Manager), Celeste Deardorff (Assistant Director), Chuck Barmby, Alis Drumgo, Patricia Hendler, Teresa Maio, D'Ariel Reed and Michael Smith

Guests: Matt Clark, Jennifer Codo-Salisbury, Barry Friedman, Asst. Chief Ruben Garcia, Chris Guinn, Laura Herrscher, Dana Little, Shaun Puri and Pat Steed

**Packets**

- Meeting Minutes dated January 5, 2017
- Working Budgets Dixieland, Downtown, and Midtown
- Word Alive Ministry Properties - Counteroffer
- Memo – Tax Increment Finance Request

**Handouts**

- South Florida Avenue Corridor Study & Master Plan Presentation Invitation

**Housekeeping**

- CRA Manager, Nicole Travis, introduced the two new CRA Project Managers, Alis Drumgo and Mike Smith, who gave a brief description of their professional background as it related to their roles in the CRA.

**Presentation**

- Dana Little with the Treasure Coast Regional Planning Council gave a presentation on the South Florida Avenue Corridor Study commissioned by the Florida Department of Transportation (FDOT). The study covered not only South Florida Avenue corridor but also the things that influence the corridor. The objectives were to look at redevelopment growth, economic development growth and ways to fix the road way through a community based vision. The study addressed short term and long term opportunities within the corridor, including a road diet.

**Action Items – Old Business**

**Meeting Minutes dated January 5, 2017**

At the request of Zelda Abram, Nicole Travis noted that the minutes were revised to correct the spelling in Mrs. Abram's name.

Zelda Abram moved for approval of the January 5, 2017 minutes as amended. Commissioner Jim Malless seconded the motion and it passed 10-0. Trinetta McCalip had to leave the meeting early.

**Word Alive Ministries Properties**

Patricia Hendler reminded the Board about Tunesia Mayweather's, with Keller Williams, request at last month's meeting. Word Alive Ministries had just gotten appraisals for the two properties they're offering for

sale totaling \$567,000. At that time, the Board indicated they weren't interested in purchasing the properties. She informed the Board that she had received an email from Ms. Mayweather stating they would accept an offer of \$300,000 for the properties.

Cory Petcoff expressed that the Board still has no interest in purchasing the property.

## **Action Items – New Business**

### **TIF Request**

Patricia Hendler explained that the packets include an application from the developers, Federal Building, LLC (lessee) and Broadway Real Estate Services. The request complies with the TIF requirements as they are planning to spend over 50 percent of Assessed Valuation, the proposed first user is a restaurant, they're providing first floor retail and they're redeveloping an underutilized property. The only requirement not being met is the utilization of second story space as this building does not have second story space. She stated that the request is under the New TIF program and explained its differences from the old program.

Commissioner Malless expressed concern that the proposed investment of \$1,350,000 included furnishings which are not improvements to the building. Shaun Puri of Broadway Real Estate Services explained that the accessibility improvements, HVAC, plumbing and fixtures would total more than 50% of the present Assessed Valuation of \$853,249. Also, the reassessment of the property which will establish the amount of TIF reimbursement will be based on the permitted improvements which will not include furnishings.

Commissioner Malless made the Board aware that there is an agenda item for Monday's Commission meeting to extend the CO deadline date.

Dean Boring moved for approval of staff's recommendation. Todd Baylis seconded the motion and it passed 10-0.

## **Discussion Items**

### **Habitat House**

Patricia Hendler recalled that staff sent a letter to Habitat about the house located at 704 Magnolia Street because of the constant trash, beer cans and cars parked on the lawn, broken windows, hanging blinds, etc. Staff was also informed that law enforcement had been called to the house twice in one month. Habitat has started the foreclosure process on the house. Through this process, staff learned of a third purchase money mortgage on the property so it's not clear what will happen to the CRA's second mortgage. Staff did receive a call from Habitat requesting the CRA bow out; staff declined.

### **Mass Market Change Order**

Cory Petcoff informed the Board that more unexpected items have surfaced so the development will need more funds. He summarized some of the "Big Ticket" items that have affected the overall costs of this project.

Nicole Travis explained that in November 2016 the Board approved \$600,000 for Phase II renovations. After working with Strickland and value engineering, the cost is over the approved amount by \$122,000. The Building Official is requiring a wheel chair lift be installed in the back half of Mass Market which will cost approximately \$25,000. The structural engineer requested the bricks be repointed so that every four feet there will be a plate located at the top to remedy the structural issues they discovered. There will be two change orders that will go to the Commission: the first is Mass Market and the overall site and the second is for the Collective and the garden. The change orders are split so that Mass Market and the overall site are separate from the Collective and the garden to prevent a delay in the substantial completion date for Mass Market and the site. Cory Petcoff made it clear that they do not want any more change orders.

Commissioner Jim Malless moved for approval of the Mass Market change order. Dean Boring seconded the motion and it passed 10-0.

**Adjourned at 4:21 PM**

**Next Meeting, Thursday, March 2, 2017, 3 PM, City Commission Conference Room.**

\_\_\_\_\_  
Cory Petcoff, Chairman

\_\_\_\_\_  
Date

DRAFT

# Memo

To: CRA Advisory Board  
From: Alis Drumgo, CRA Project Manager  
CC: Nicole Travis, CRA Manager  
Date: March 28, 2017  
Re: 645 W. 4<sup>th</sup> St. Property Transaction

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## Introduction

The Dream Center is an intricate part of the fabric of the Midtown CRA. Located in the Paul A. Diggs target area, with a faith based model, Dream Center offers women's health, food pantry and community volunteer coordination. The Dream Center was recently highlighted for its contribution to the Lakeland Police Department's Gang Task Force Intervention which reduced violent crime and shootings to an unprecedented low. The organization also proactively assists in reducing blight by leading forty-one (41) local religious institutions and Southeastern University in the clean-up of the neighborhood's frequently unkempt lots and troubled alleys.





Michael Cooper, Executive Director of The Dream Center, approached the Community Redevelopment Agency (CRA) with request to acquire property at 645 W. 4<sup>th</sup> St. Mr. Cooper laid out the organizational plans for the next decade, which included the expansion of service

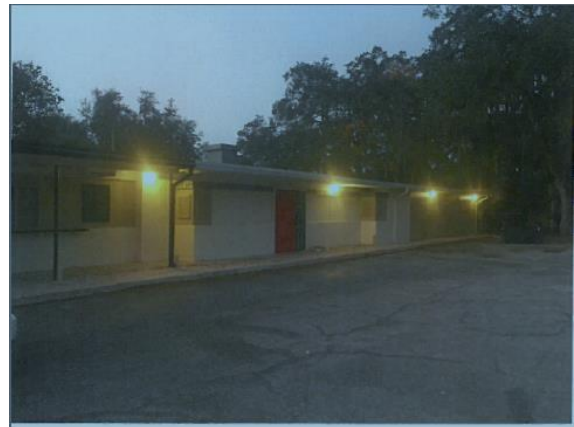
programs and addition of a park to house the Kid's Club program (see image below).



Kid's Club Convening in Open Area

Within the park, a stage, pavilions and open space. He dubbed the park, “a community anchor that people can be proud of for a long time”. To execute the plan, Mr. Cooper would require additional area to house parking and vendors associated with events that would bring the community closer together.

The Dream Center has a track record of turning blighted properties into active spaces and integrating them into service delivery. The abandoned laundromat below was once an eye sore for the community. Now, the space houses a food pantry and clothing bank, and acts as a frequent gathering space for residents to convene and share a weekly meal while discussing community issues. Anyone seeking assistance from the Dream Center's food pantry and clothing bank must obtain a voucher by providing an appropriate number of community service hours in exchange for the service received.



Dream Center’s current parcel assemblage (shown below in teal) highlights the properties currently owned by the organization. The property desired in the transaction is shown in yellow and is currently being leased to Dream Center for parking at an annual rate of \$50. The parcel with the red hatch is where the kid’s club park will be located.



**Property Acquisition Policy**

Generally, the CRA sells residential property at 120% the assessed value as calculated by the Polk County Property Appraiser. The property card for the subject parcel shows a value of \$19,980. Therefore, the exchange value of the property is \$23,976.

**Staff Recommendation**

CRA has indirectly supported Dream Center’s initiatives, which has made a noticeable impact on the Paul A. Diggs Target Area. The organization’s coordination of people and resources is a true asset to the community. Additionally, the presence of Dream Center could potentially force a merge of other institutional uses, freeing up parcels for residential development.

The attached map of the Paul A. Diggs Target Area, shows the disproportionate number of vacant parcels, which are a detriment to the overall growth of the neighborhood. Currently, the subject parcel is also vacant and underutilized. The active use of the parcel, for gathering, would be beneficial to the community, particularly in an area of limited mobility without many destinations or gathering spaces.

Understanding the Dream Center’s intent to maximize the space and present activities that will build on a budding communal sentiment and considering the organization’s role and progress in the community reducing crime and blight, increasing accountability and creating a sense of place, staff recommends the transfer of property to Dream Center with the following conditions:

- To truly bring it all together aesthetically and heighten the sense of place within the “campus”, staff recommends Dream Center be required to construct a fence like that presented below. The fence shall be 5’ or 6’ in height with wrought iron fencing and concrete or brick pillars 10’ on center.



- The fence will enclose the proposed park, acquired property and signage delineating the gateway to the Dream Center campus
- Dream Center’s improvements shall be equal to or exceed \$23,976
- No transfer is to occur until final inspection and review of invoices documenting improvements
- Dream Center agrees that any additional land acquisition on the adjoining block would receive an extension of the fence treatment as permitted in the Land Development Code

Enclosures:

Paul Diggs Target Area 1  
Polk County Property Record Card

**Polk County Property Record Card**

**Parcel ID: 232812051500001050**  
 Owner: LAKELAND COMMUNITY REDEVELOPMENT AGENCY  
 Mailing Address  
 228 S MASSACHUSETTS AVE  
 LAKELAND FL 33801-5012

**Site Address**  
 645 4TH ST  
 LAKELAND FL 33805

**Value Information**  
 Land Value: \$19,980.00  
 Building Value: \$0.00  
 Misc. Item(s) Value: \$0.00  
 Total Just Value (Market): \$19,980.00

**Non Ad-Valorem Assessments**  
 Fire: \$0.00  
 Other: \$0.00

**General Property Information**  
 Neighborhood #: 6666.04  
 Subdivision #: 051500  
 Subdivision Name: COX JOHN F REALTY COS S  
 DOR Use Code (DOR): 8089  
 DOR Description: Vacant Municipal - vac land or  
 Short Legal: COX JOHN F REALTY COS SUB PB 4 PG 47 BLK A  
 LOTS 5 & 6

**Exemption Information**  
 Addt'l Homestead does not apply to all tax districts  
 Homestead: \$0.00  
 Adtl. Homestead: \$0.00  
 Widow/er: \$0.00  
 Disability: \$0.00  
 Senior: \$0.00  
 Veteran: \$0.00  
 Other: \$21,060.00

**Taxable Value (Tax Dist: 91510)**

District Description	Tax Rate	Assessed Value	Assessed Taxes	Exemption	Tax Savings	Taxable Value	Taxes
BOARD OF COUNTY COMMISSIONERS	6.781500	\$19,980.00	\$135.49	\$0.00	\$135.49	\$0.00	\$0.00
POLK COUNTY SCHOOL BOARD - STATE	4.549000	\$19,980.00	\$90.89	\$0.00	\$90.89	\$0.00	\$0.00
POLK COUNTY SCHOOL BOARD - LOCAL	2.248000	\$19,980.00	\$44.92	\$0.00	\$44.92	\$0.00	\$0.00
CITY OF LAKELAND	5.564400	\$19,980.00	\$111.18	\$0.00	\$111.18	\$0.00	\$0.00
SOUTHWEST FLA WATER MGMT DIST	0.331700	\$19,980.00	\$6.63	\$0.00	\$6.63	\$0.00	\$0.00
LAKELAND MASS TRANSIT	0.500000	\$19,980.00	\$9.99	\$0.00	\$9.99	\$0.00	\$0.00
<b>Total</b>			<b>\$399.10</b>		<b>\$399.10</b>		<b>\$0.00</b>

Sketch  
 There are no buildings on this parcel.

No Building Information Available

**Sales Information**

Grantee Name	Vac/Imp	Sale Date	Sale Amount	OR Book	OR Page	Deed Type	Multi-Parcel Sale
1 LAKELAND COMMUNITY REDEVELOPMENT AGENCY	I	08-Apr-2011	\$60,500.00	08367	01692	W	18
2 MOLL PROPERTIES LLC	I	13-Mar-2007	\$125,000.00	7220	2275	W	01
3 645 4TH STREET TRUST	I	26-Feb-2007	\$90,000.00	7221	0104	M	01

**Land Information**

Description	Ad/GreenBelt	Land Unit Type	Front	Depth	Units
Commercial/Industrial	N	S	0	0	10799.9

**Miscellaneous Item(s) Information**

Description	Yr Bld	Eff Yr Bld	Length	Width	Units

Please Note: All Value Information is from 2016 Final tax roll. All taxes and tax rates are 2016. Historic and economic exceptions are not reflected in these totals. The information provided is believed to be correct but is subject to change and is not guaranteed. If multiple structures exist on a parcel, only the first is shown. \*\* Additional lines of information pertaining to this record are not displayed due to field size limitation of this report. \*\*\* Count includes buildings designated as future year.



# Target Area 1

- Homesteaded
- City Owned
- Vacant
- Parcels
- RailRoad
- Institutional
- CRA Owned
- Target Area
- Lots



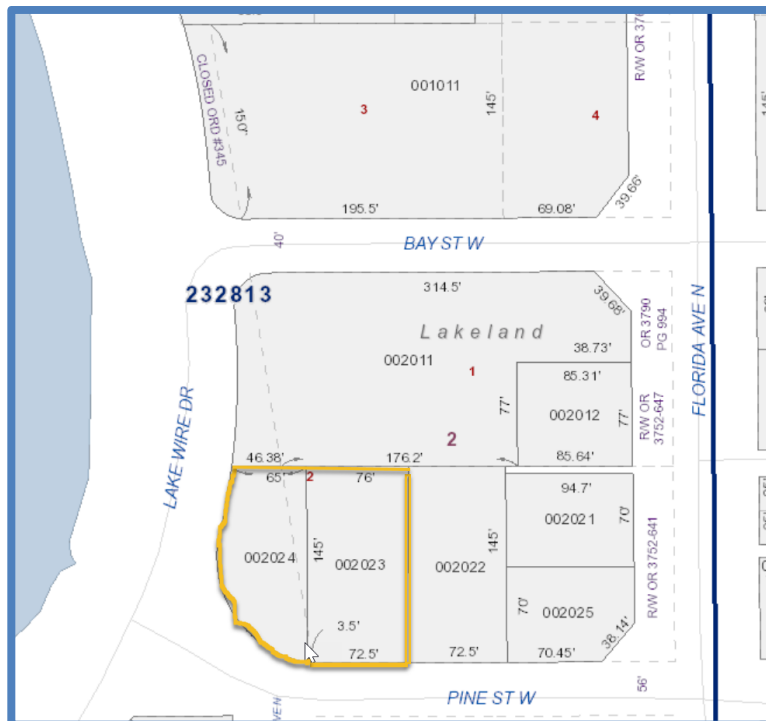
# Memo

To: CRA Advisory Board  
From: Patricia Hendler, CRA Project Manager  
CC: Anu Saxena, ASC Real Estate Partnership  
Nicole Travis, CRA Manager, City of Lakeland  
Date: March 28, 2017  
Re: **Tax Increment Financing Request – property located at 115-117 W. Pine Street**

ASC Real Estate Partnership has submitted a request for Tax Increment Financing for property the entity owns at 115-117 W. Pine Street. Their plans include interior rehabilitation and site improvements to the property for a change of use from a previously vacant car repair facility to a craft brewery and pub.

## The Site

The building is a 3,900 square foot, one-story, concrete structure which sits on Parcel ID **23-28-13-068500-002023**



### **Project Description**

The Developer is proposing a complete interior renovation of the structure and has a signed five-year lease agreement with Swan Brewing, LLC a craft brewery and pub. Total project costs are estimated to be \$300,000±. Renderings and proposed plans are attached as well.

### **Project Evaluation**

The Tax Increment Financing program allows qualified developers to receive a reimbursement of tax increment funds collected by the Lakeland Community Redevelopment Agency. The reimbursement is based on incremental revenue collected due to increases in the property's taxable value as a result of investment made in the real estate. The term of the reimbursement is five (5) years, beginning in the year following the project's receipt of a Certificate of Occupancy. The developer will receive a 50% reimbursement calculated in year one, for a period of five years. Once awarded, this program is not transferrable and will expire upon the sale or transfer of the property.

There are two primary criteria which must be met in order to qualify for this program:

- 1.) *The renovation/improvement must be at least 50% of the then current assessed value of the property and must bring the property up to meet all building codes.*
- 2.) *The applicant must apply for consideration prior to receiving a building permit for construction.*

The current assessed value of the property is \$162,406 and improvements are estimated to be \$300,000. Based on this information, the renovation/improvement is 185% of the current assessed value. The applicant currently has plans ready to submit for permitting.

In January 2008, the Lakeland Downtown Development Authority (then the review and approval authority for this program) adopted a number of additional Selection Considerations for the Tax Increment Financing Program. These Selection Considerations were based on the physical characteristics of different parts of Downtown. 115-117 W. Pine Street is located within the Lake Wire District where the overall goals and selection considerations were listed as follows:

### ***Lake Wire District***

#### **Overall Goals**

- Mixed Use Development
- Restaurants
- Grocery Store

### **Selection Considerations**

Does the project:

- Include mixed use development where appropriate
- Provide restaurants
- Include shared parking facilities and/or parking garages with spaces that are available to the public or for the City/LCRA to purchase
- Encourage development that will attract visitors from surrounding communities or local neighborhoods
- Reinforce the interaction of the lake environment, pedestrians, and the surrounding business
- Create a gateway along Sikes Blvd that frames the views of Downtown Lakeland
- Promote public art/public green space/courtyards/gardens
- Provide a grocery store

The Lake Wire focus at the time appeared to be the development of retail and restaurant that would attract visitors to the area and encourage interaction with the lake environment. This site is currently underutilized and the improvement will bring a retail/restaurant component to the area with an outdoor use feature that takes advantage of the lake.

Staff recommends this project for approval.

Please be prepared to discuss.



via email only

City of Lakeland  
Nicole Travis and Patricia Hendler  
[nicole.travis@lakelandgov.net](mailto:nicole.travis@lakelandgov.net)  
[patricia.hendler@lakelandgov.net](mailto:patricia.hendler@lakelandgov.net)

28 March 2017

Subject: Letter of Request  
TIF for Proposed Project at  
115 & 117 West Pine Street, Lakeland, Florida 33815

The purpose of this letter is to request TIF from the Community Redevelopment Agency and City of Lakeland for the properties referenced above.

Swan Brewing, LLC (Tenant) proposes to develop its craft brewery on these properties with an approximate construction budget in excess of \$ 300,000 and for a minimum 5-year lease term with ASC Real Estate Partnership (Landlord and Property Owner). The project is expected to be completed by Fall 2017.

The assessed value for the 115 West Pine Street parcel is \$ 103,507 (2016) and for the 117 West Pine Street is \$ 58,899 (2016). Between Swan Brewing, LLC and ASC Real Estate Partnership, the overall redevelopment costs are estimated as \$ 300,000 with an additional \$ 50,000 in soft costs, bringing the total redevelopment cost to \$ 350,000. The TIF applied for herein is an essential funding mechanism to justify the project on an economic basis.

Redevelopment at these properties is an important expansion of the downtown tax base and, as importantly, a significant catalyst for future development in the Lake Wire area and the Pine Street Connector between Florida Avenue and Lake Wire Drive.

For these reasons, we respectfully request the benefit of the Tax Increment Finance Program.

Sincerely,



Anupam Saxena, P.E.  
Managing Partner  
ASC Real Estate Partnership  
P.O. Box 3624  
Lakeland, Florida 33802

attachments: CRA Grant Application  
Exterior Renderings  
Construction Plans  
Current Assessed Values  
Project Budget (Landlord and Tenant)

### Section 1: Applicant Information

Applicant Name: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Budget: \$ \_\_\_\_\_ Requested Grant Amount: \$ \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

#### Commercial

- Design Assistance** –Sections 3 & 7  
(Dixieland and Midtown Only)
- Façade & Site Improvement** –Sections 3 & 7  
(Dixieland and Midtown Only)
- Food-Related Services** –Sections 3, 4 & 7  
(Dixieland and Midtown Only)
- Infill Adaptive Reuse** –Sections 3 & 7  
(Midtown Only)
- Infrastructure Improvement** –Sections 3 & 7  
(Midtown Only)
- TIF** – Complete Sections 3, 6 & 7  
(Downtown and Midtown Only)

#### Residential

- Fix-It-Up** –Sections 3 & 7  
(Midtown and Downtown Target Areas only)
- Homeowner's Down Payment Assistance**  
Sections 5 & 7  
(Midtown Only)
- Job Creation** – Contact the CRA Office  
(Midtown Only)

### Section 3: Project Description

Building's existing use(s): \_\_\_\_\_

Building's new use(s): \_\_\_\_\_

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).

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### Section 4: Business Information

What is the expected opening date? \_\_\_\_\_

What type of food-related business is being proposed? \_\_\_\_\_

What will be the business' hours of operation? \_\_\_\_\_

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? \_\_\_\_\_

## Section 5: Purchase Information

Address of Home/Lot being Purchased: \_\_\_\_\_

General Description: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Seller: \_\_\_\_\_ Contractor (if applicable): \_\_\_\_\_

Do you currently own a home?  Yes  No (if yes, list below)

Have you previously owned a home?  Yes  No

Bank/Agency issuing the Mortgage: \_\_\_\_\_

Home Purchase Price: \_\_\_\_\_ Your Cash Contribution: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Are you currently Employed?  Yes  No If yes, length of employment: \_\_\_\_\_

Employer: \_\_\_\_\_

## Section 6: 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

### For TIF Applications Only

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

## Section 7: Signature

Applicant's Signature: Anu Sapena

Date: \_\_\_\_\_

Property Owner's Signature: Anu Sapena

Date: \_\_\_\_\_

## 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: \_\_\_\_\_

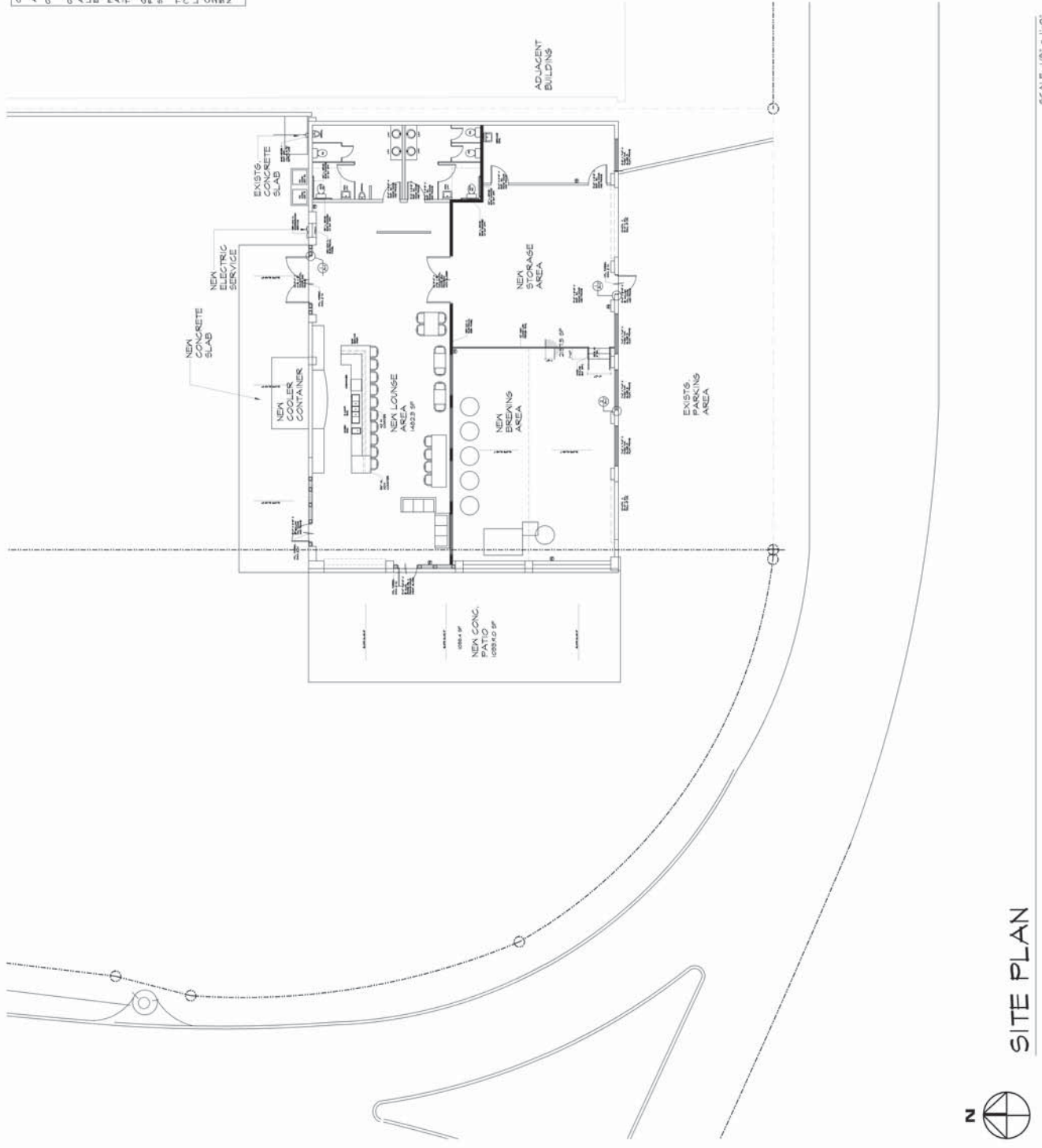


105

OPEN BEER



OCCUPANCY	LOUSE-BREWERY
AREA	418.0 SF
OCCUPANCY	A-2 ASSEMBLY
OCCUPANCY	P-2 BREWERY
OCCUPANCY CALCULATION:	
A-2 ASSEMBLY	27 / 19.118 OCC.
P-2 BREWERY	27 / 21.110 OCC.
P-2 BREWERY	ACTUAL 4 OCC.
AREA	
TOTAL OCC.	46.9 OCC.
OCCUPANCY SEPARATION REQUIRED	
SEPARATION BETWEEN A-2 / P-2	40 MINS.
TYPE OF CONSTRUCTION	
LEVEL 2 ALTERATION	
CODE EDITIONS:	
INTERNATIONAL BUILDING	
SECTION CODE	
REG. 201	



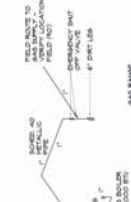
**SITE PLAN**

SCALE: 1/8" = 1'-0"



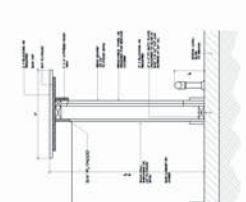
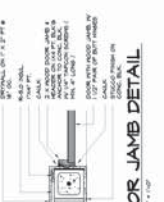
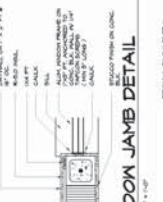
**WALL SYMBOLS:**

- BRICK WALL TO EXTERIOR
- NON-WATER RESISTANT
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO EXTERIOR
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO BOTH SIDES
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR & EXTERIOR
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR & EXTERIOR WITH 1/2" INSULATION
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR & EXTERIOR WITH 1/2" INSULATION & 1/2" AIR SPACE
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR & EXTERIOR WITH 1/2" INSULATION & 1/2" AIR SPACE & 1/2" AIR SPACE
- 8" CMU, 2" AIR SPACE & 2" GYPSUM BOARD TO INTERIOR & EXTERIOR WITH 1/2" INSULATION & 1/2" AIR SPACE & 1/2" AIR SPACE & 1/2" AIR SPACE



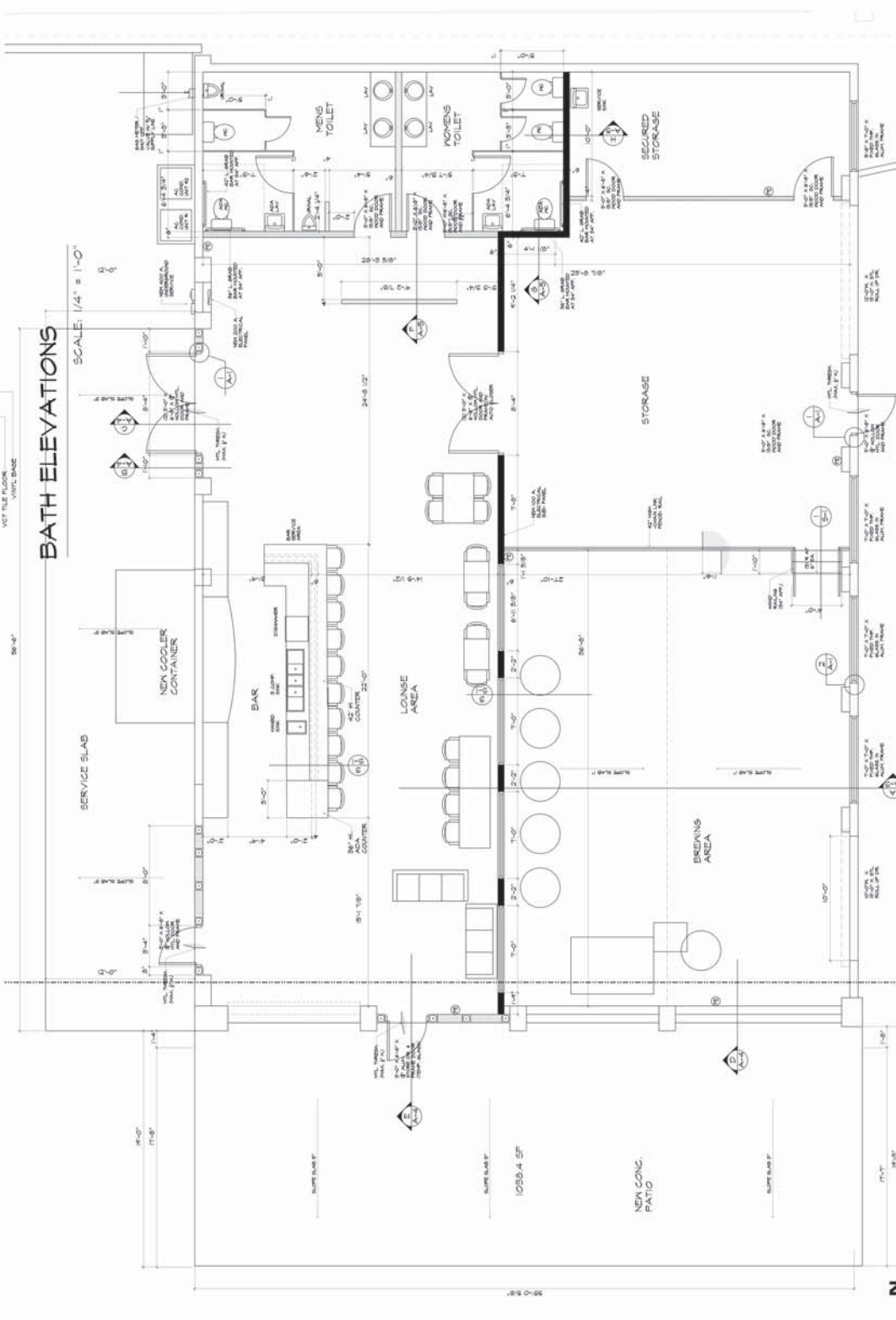
**SAS NOTES:**

1. REFER TO ALL NOTES ON SHEETS 1-10 FOR GENERAL NOTES AND SPECIFICATIONS.
2. REFER TO ALL NOTES ON SHEETS 11-15 FOR GENERAL NOTES AND SPECIFICATIONS.
3. REFER TO ALL NOTES ON SHEETS 16-20 FOR GENERAL NOTES AND SPECIFICATIONS.
4. REFER TO ALL NOTES ON SHEETS 21-25 FOR GENERAL NOTES AND SPECIFICATIONS.
5. REFER TO ALL NOTES ON SHEETS 26-30 FOR GENERAL NOTES AND SPECIFICATIONS.

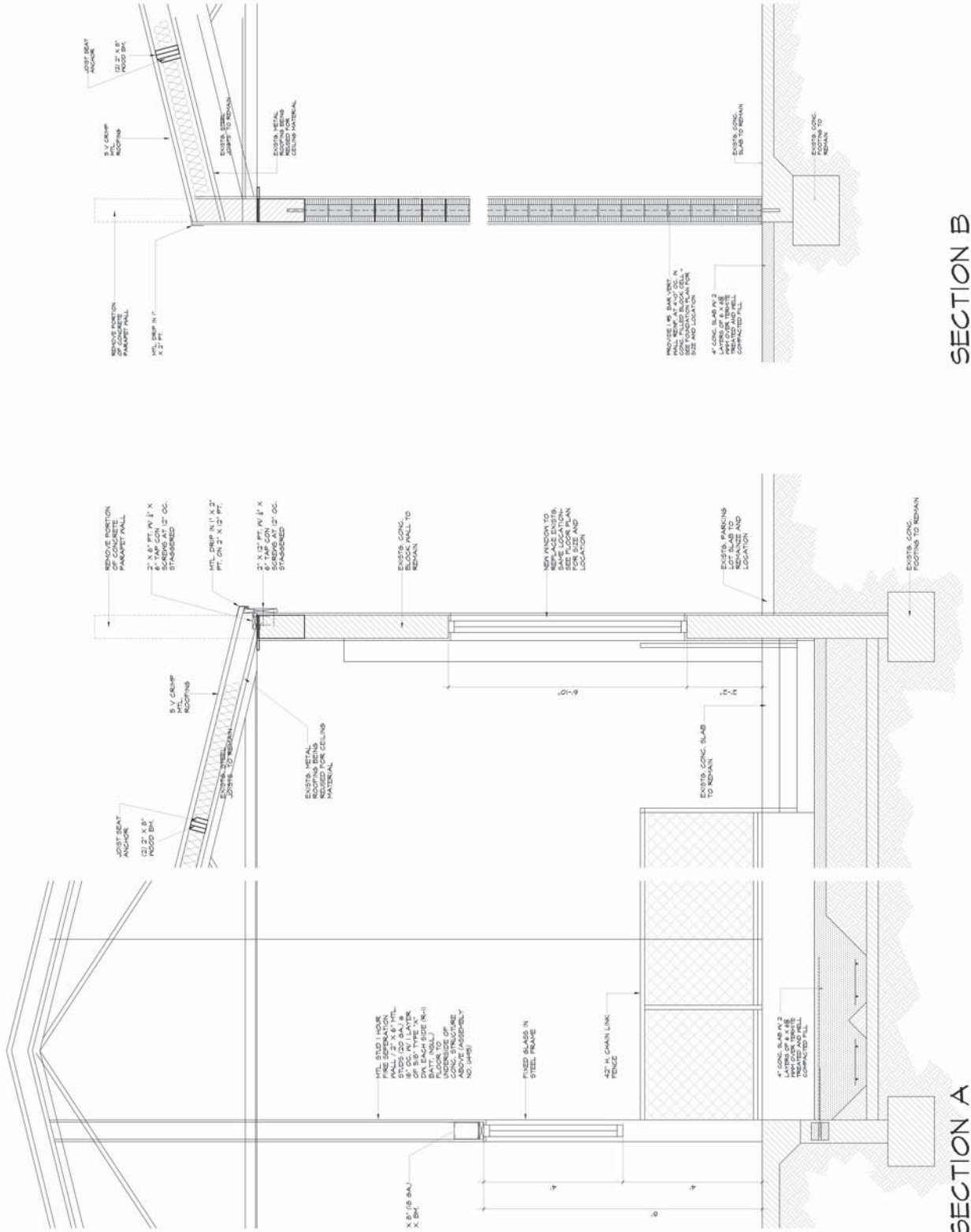


**EQUIPMENT SCHEDULE**

- 1 TOILET PAPER DISPENSER
- 2 42" MIN. HC. GRAB BAR
- 3 36" HC. GRAB BAR
- 4 18" X 30" MIRROR



**REVISIED FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

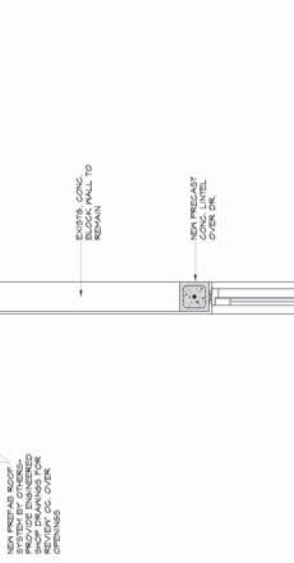
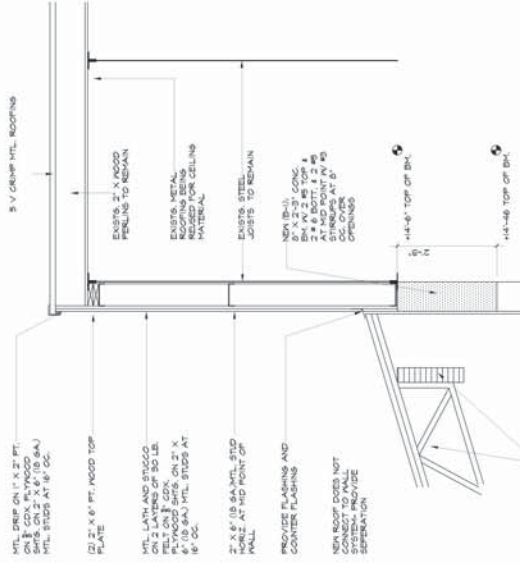


**SECTION A**

**SECTION B**

SCALE: 3/4" = 1'-0"

SCALE: 3/4" = 1'-0"



**SECTION E**

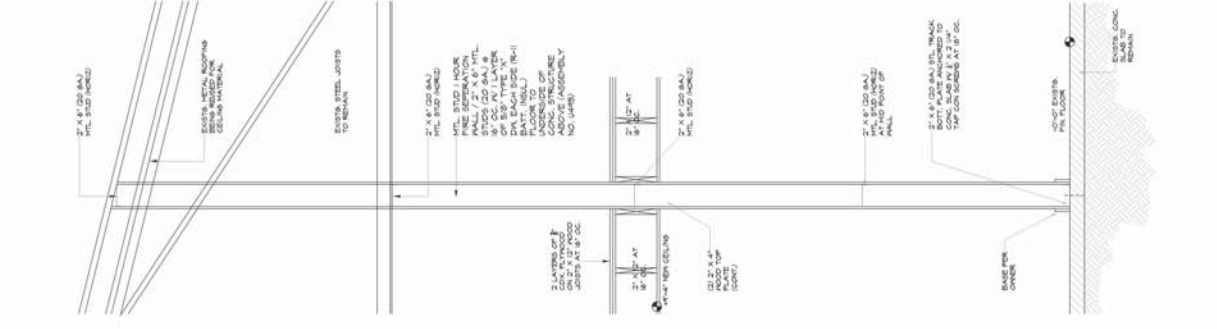
SCALE: 3/4" = 1'-0"

**SECTION D**

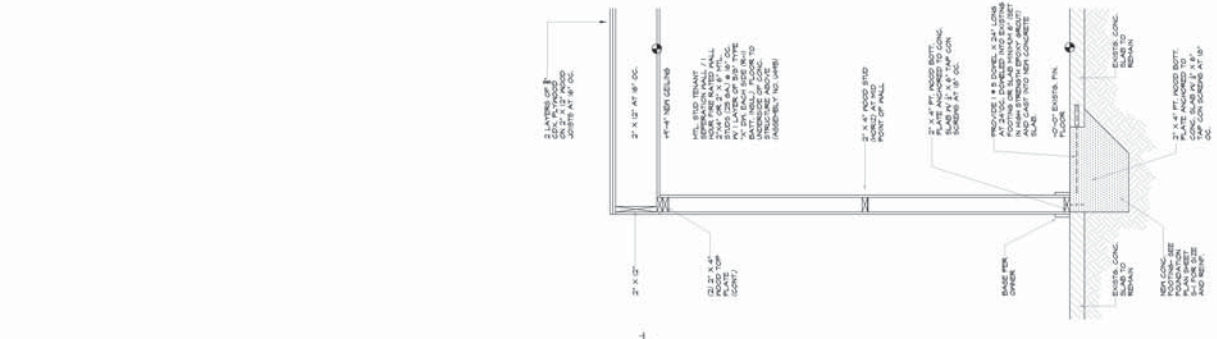
SCALE: 3/4" = 1'-0"

**SECTION C**

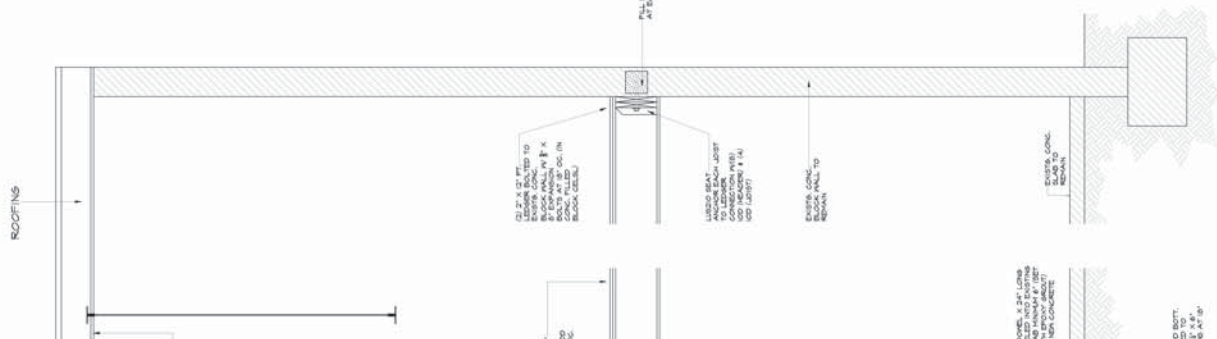
SCALE: 3/4" = 1'-0"



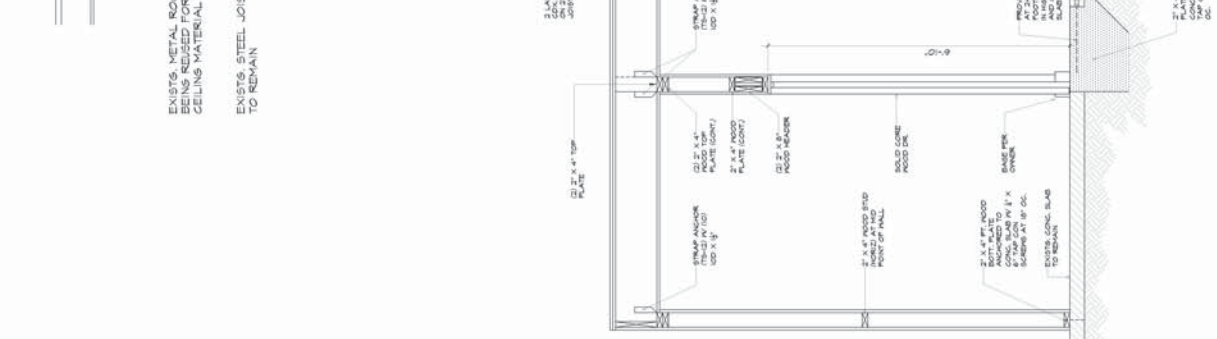
**SECTION F**  
 SCALE: 3/4" = 1'-0"



**SECTION G**  
 SCALE: 3/4" = 1'-0"

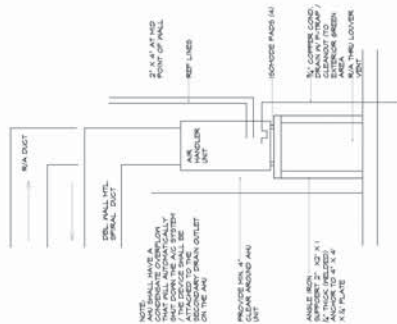


**SECTION H**  
 SCALE: 3/4" = 1'-0"

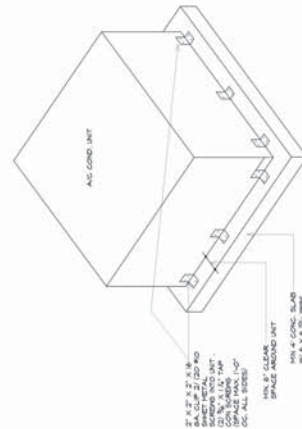


**SECTION I**  
 SCALE: 3/4" = 1'-0"

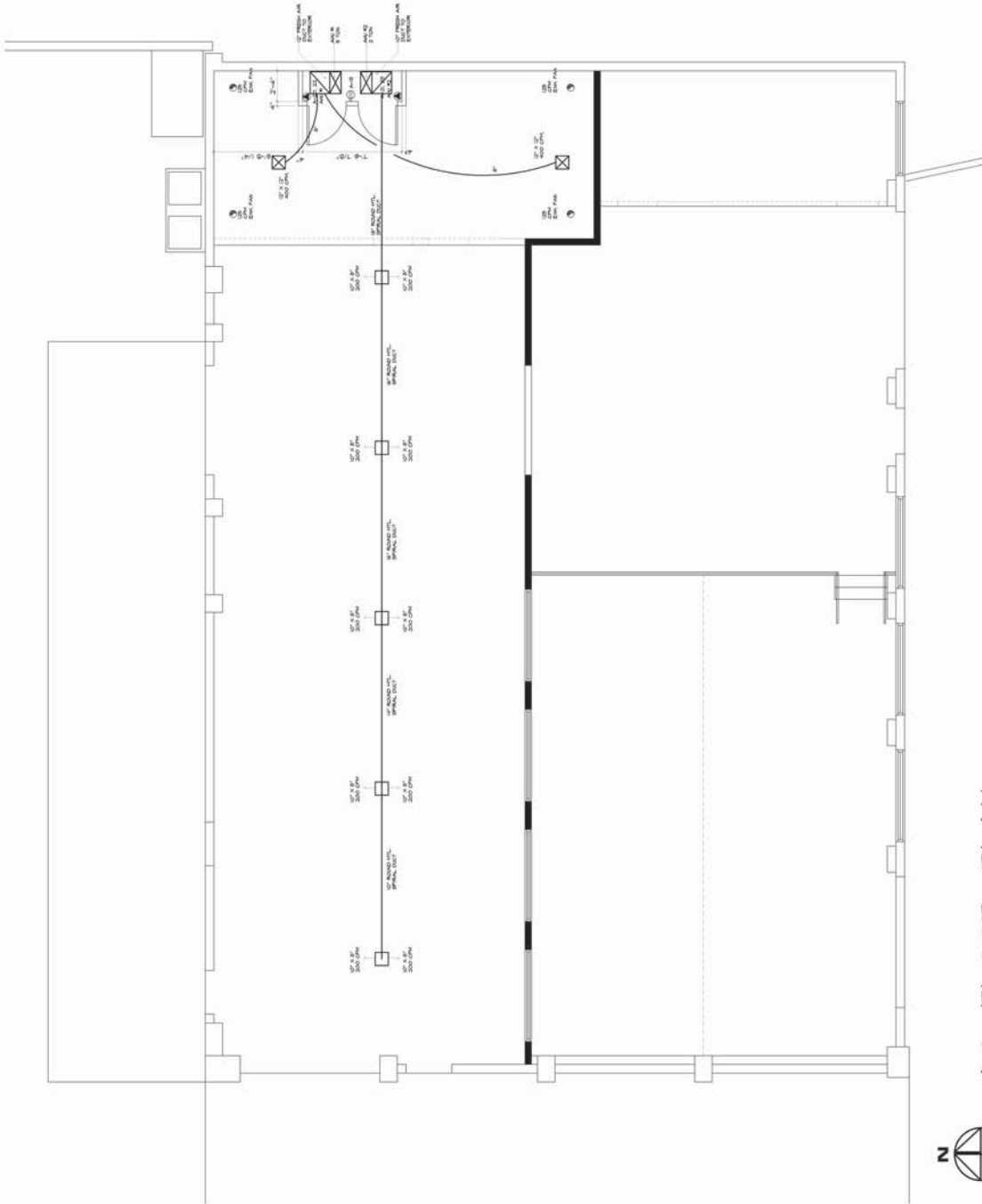
AC EQUIPMENT SCHEDULES:  
 CHANGES OR APPROVED SCHEDULES:  
 ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL MECHANICAL ENERGY CODE (IMEC) AND ALL APPLICABLE LOCAL AND STATE CODES.  
 ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL MECHANICAL ENERGY CODE (IMEC) AND ALL APPLICABLE LOCAL AND STATE CODES.  
 ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 INTERNATIONAL MECHANICAL ENERGY CODE (IMEC) AND ALL APPLICABLE LOCAL AND STATE CODES.



AHU MOUNTING DETAIL



CONDENSING UNIT MOUNTING DETAIL



AC FLOOR PLAN



**ELECTRICAL SYMBOLS**

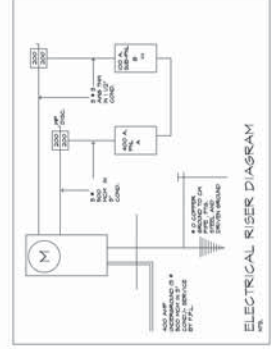
1. DRAWINGS ARE DIMENSIONAL AND SHALL NOT BE SCALED UNLESS SO INDICATED. PLANS AND ELEVATIONS FOR EACH LOCATION OF ALL EQUIPMENT, ELECTRICAL PANELS, AND ALL OTHER ITEMS REQUIRED FOR A COMPLETE AND ACCEPTABLE PERMANENT INSTALLATION.
2. ALL WORK SHALL COMPLY WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE AND SHALL COMPLY WITH ALL LOCAL RULES AND ORDINANCES HAVING JURISDICTION. BE OBTAIN WITHIN OR WITHIN 100 FEET OF THE PROJECT LOCATION.
3. ALL MATERIAL SHALL BE NEW AND BEAR THE MANUFACTURER'S LABEL (ULL WHERE APPLICABLE). REQUIRED IN ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE.
4. THE ELECTRICAL SYSTEM SHALL BE COMPLETELY AND EFFECTIVELY GROUNDED AS REQUIRED IN ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE.
5. ALL ELECTRICAL WORK SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND ALL LOCAL ORDINANCES.
6. ALL DISCONNECT SWITCHES SHALL BE RATED FOR 100000 A.I.C. UNLESS OTHERWISE NOTED. ALL FUSES SHALL BE RATED FOR 200000 A.I.C. AND SHALL BE CURRENT LISTING.
7. ALL DISCONNECT SWITCHES SHALL BE RATED FOR 100000 A.I.C. UNLESS OTHERWISE NOTED. ALL FUSES SHALL BE RATED FOR 200000 A.I.C. AND SHALL BE CURRENT LISTING.
8. OUTLET BOXES SHALL BE PRESSED STEEL. IN DRY LOCATIONS PLASTIC BOXES MAY BE USED. LOCATIONS BOXES SHALL BE MADE FROM CAST ALUMINUM WITH ENLARGED HUBS. SPECIAL ENCLOSURES ARE REQUIRED FOR OTHER CLASSIFIED AREAS.
9. ALL WIRING SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND ALL LOCAL ORDINANCES.
10. MOTOR SWITCHES SHALL BE MADE OF WAREMOUNT TYPE OVERLOAD RELAYS IN EACH HOT LINE AND SHALL BE PROVIDED WITH OVERCURRENT PROTECTION AND KEYS FOR THE STOP AND START OF THE MOTOR. ALL MOTOR SWITCHES SHALL BE CURRENT LISTING AND SHALL BE MADE FROM CAST ALUMINUM WITH ENLARGED HUBS. SPECIAL ENCLOSURES ARE REQUIRED FOR OTHER CLASSIFIED AREAS.
11. ALL WORK SHALL BE PERFORMED BY A LICENSED ELECTRICAL CONTRACTOR IN A FIRST CLASS OF CONSTRUCTION. ALL WORK SHALL BE FULLY OPERATIVE AND ACCEPTED BY THE OWNER OR ARCHITECT.
12. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.
13. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT PRIOR TO CONSTRUCTION. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT PRIOR TO CONSTRUCTION.
14. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.
15. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT PRIOR TO CONSTRUCTION.
16. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.
17. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT PRIOR TO CONSTRUCTION.
18. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.
19. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT PRIOR TO CONSTRUCTION.
20. ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.

**ELECTRICAL NOTES:**

1. ELECTRICAL CONTRACTOR SHALL VERIFY ALL REQUIREMENTS AND REPORT ANY DISCREPANCIES TO ARCHITECT PRIOR TO CONSTRUCTION.
2. ELECTRICAL CONTRACTOR SHALL VERIFY ALL REQUIREMENTS (NAMEPLATE ETC.) AND REPORT TO ARCHITECT PRIOR TO CONSTRUCTION.

**ELECTRICAL SYMBOLS**

- ⊗ 6/8 FAN
- ⊕ 1"x4" (2 TUBE) FLUORESCENT LIGHT CLS MTD
- ⊕ RECESSED LIGHT
- ⊕ 200W HIGH BAY LT.
- ⊕ SURFACE LT.
- ⊕ PENDENT LT.
- ⊕ FLOOR MTD. RECEPTICLE
- ⊕ WALL MOUNTED LIGHT
- ⊕ 110 V DUPLEX OUTLET
- ⊕ 110V DUPLEX OUT.
- ⊕ BROAD FANLT PROTECTED OUTLET
- ⊕ SPECIAL PURPOSE OUTLET
- ⊕ SWITCH
- ⊕ EXHAUST FAN
- ⊕ TELEVISION OUTLET
- ⊕ CITY
- ⊕ TELEPHONE OUTLET
- ⊕ ELEC. PANEL
- ⊕ FLOOD LIST.
- ⊕ JUNCTION BOX
- ⊕ 110V SMOKE DETECTOR IV BATT BACKUP IV CARBON MONOXIDE DETECTOR



**ELECTRICAL PANEL SCHEDULE: A**

RATED VOLTAGE 120/208 V		MFR. SQUARE D, TYPE NOOD		TYPE, NEMA 1		LOCATION - SEE ELECTRICAL PLAN		A.I.C. 42K (SERIES RATED)					
RATED AMPS 400 AMPS		SPACES 42		MOUNTING FLUSH		MOUNTING FLUSH		MOUNTING FLUSH					
MAIN MLO	CIRCUIT DESIGNATION	O.C.P.	ANSI/COND.	A	B	C	A	B	C	ANSI/COND.	O.C.P.	CIRCUIT DESIGNATION	
1	RECEPT.	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	RECEPT.	
3	LTS. EXIT/ EMBERS. LTS.	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	PEND. LTS AT BAR	
5	LTS.	20/1	#12-3/4"	1.2	1.2	1.2	1.5	1.5	1.5	#12-3/4"	20/1	6/1 RECEPTS. AT BAR	
7	LTS. / FANS	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	EXTENSOR LTS. AT REAR	
(A) 10, 12	SLYCOL SYSTEM	10/3	#6-3/4"	4.0	4.0	5.0	5.0	5.0	5.0	#10-3/4"	30/1	COOLER	
(A) 14	LTS. / EXH. FAN / EMBERS. LTS.	20/1	#12-1/2"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	LTS. / EXH. FAN / EMBERS. LTS.	
(A) 16, 18 (A)	6/1 RECEPT. AT COND UNIT	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#10-3/4"	30/1	COND. UNIT #1	
(A) 20, 22	COND. UNIT #2	25/1	#10-3/4"	5.0	5.0	5.0	5.0	5.0	5.0	#6-3/4"	60/3	AHU #1	
(A) 21, 23	AHU #2	30/1	#10-3/4"	5.0	5.0	5.0	5.0	5.0	5.0	#6-3/4"	60/3	AHU #2	
(A) 25	100 AMP SUB-PANEL	100/3	#5-1/2"	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	100 AMP SUB-PANEL

PHASE A 29.6 KW  
PHASE B 17.2 KW  
PHASE C 4.5 KW  
TOTAL 51.3 KW  
FIELD VERIFY

NOTES  
(A) ELECTRICAL CONTRACTOR SHALL VERIFY ALL REQUIREMENTS (NAMEPLATE ETC.) AND REPORT TO ARCHITECT PRIOR TO CONSTRUCTION.

**ELECTRICAL SUB-PANEL SCHEDULE: B**

RATED VOLTAGE 120/208 V		MFR. SQUARE D, TYPE NOOD		TYPE, NEMA 1		LOCATION - SEE ELECTRICAL PLAN		A.I.C. 42K (SERIES RATED)				
RATED AMPS 100 AMPS		SPACES 42		MOUNTING FLUSH		MOUNTING FLUSH		MOUNTING FLUSH				
MAIN MLO	CIRCUIT DESIGNATION	O.C.P.	ANSI/COND.	A	B	C	A	B	C	ANSI/COND.	O.C.P.	CIRCUIT DESIGNATION
1	LTS. EXIT/ EMBERS. LTS.	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	RECEPT.
3	RECEPTS.	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#12-3/4"	20/1	PEND. LTS AT BAR
5	RECEPTS. EXIT/ EMBERS. LTS.	20/1	#12-3/4"	1.2	1.2	1.2	1.2	1.2	1.2	#10-3/4"	30/1	SPECIAL PURPOSE

PHASE A 1.2 KW  
PHASE B 1.2 KW  
PHASE C 1.2 KW  
TOTAL 3.6 KW  
FIELD VERIFY

NOTES  
(A) ELECTRICAL CONTRACTOR SHALL VERIFY ALL REQUIREMENTS (NAMEPLATE ETC.) AND REPORT TO ARCHITECT PRIOR TO CONSTRUCTION.

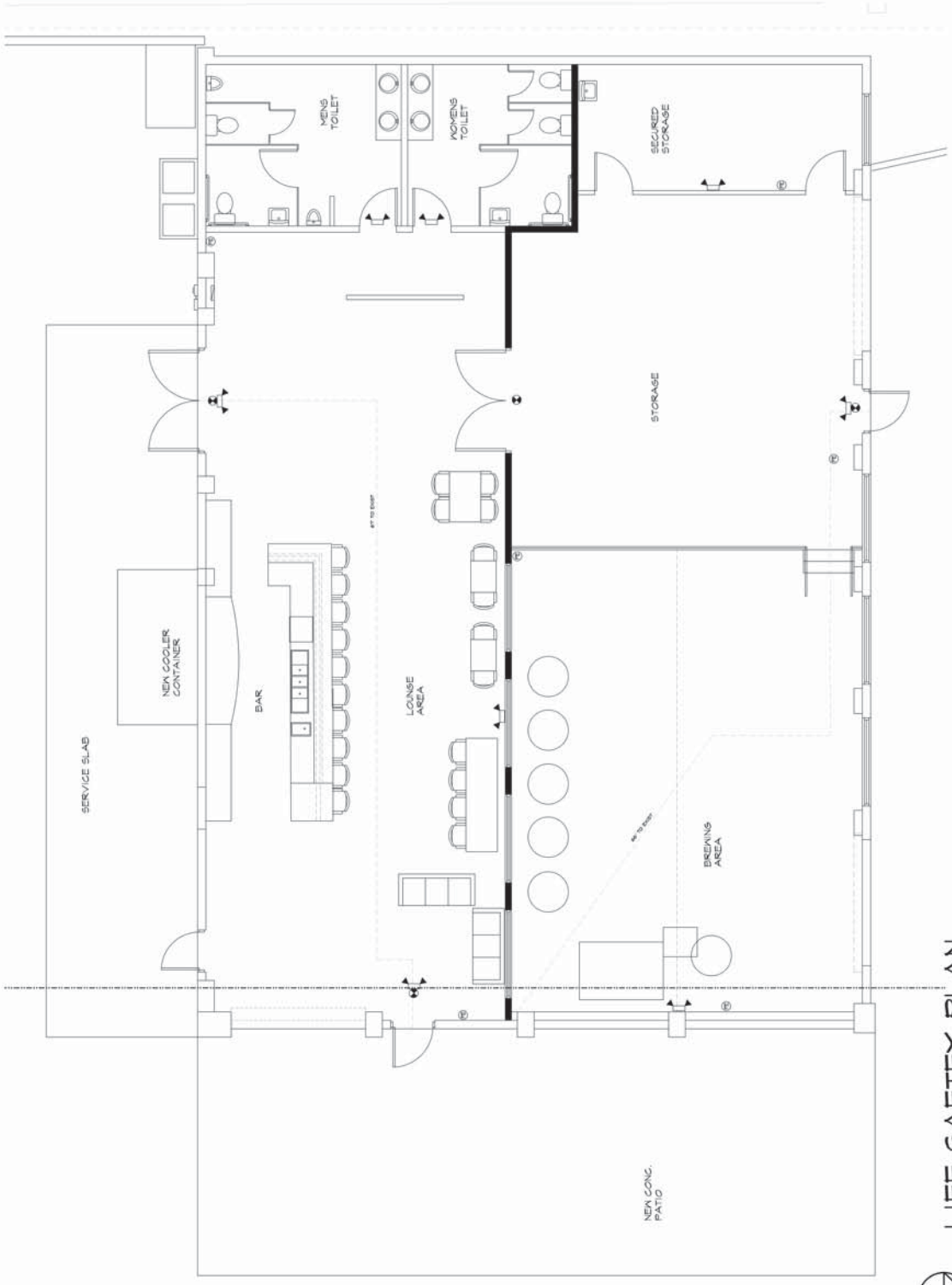
**SERVICE LOAD CALCS.**

PANEL A	86.4 KW
SUB-PANEL B	12.0 KW
TOTAL	98.4 KW

98.4 / 240 = 410 AMPS  
NEMA 400 AMP SERVICE

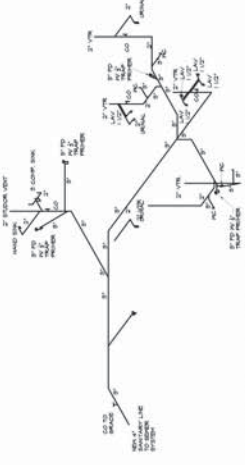
**LIFE SAFETY SYMBOLS**

- EXIT TO EXIT
- ⊕ AIR HAND AT THE TOP
- ⊕ AIR HAND AT THE BOTTOM
- ⊕ EXIT LIGHTS 1/2 MIN
- ⊕ EXIT LIGHTS 5 MIN
- ⊕ EXIT LIGHTS 15 MIN
- ⊕ EXIT LIGHTS 30 MIN
- ⊕ EXIT LIGHTS 60 MIN
- ⊕ EXIT LIGHTS 90 MIN
- ⊕ EXIT LIGHTS 120 MIN



**LIFE SAFETY PLAN**

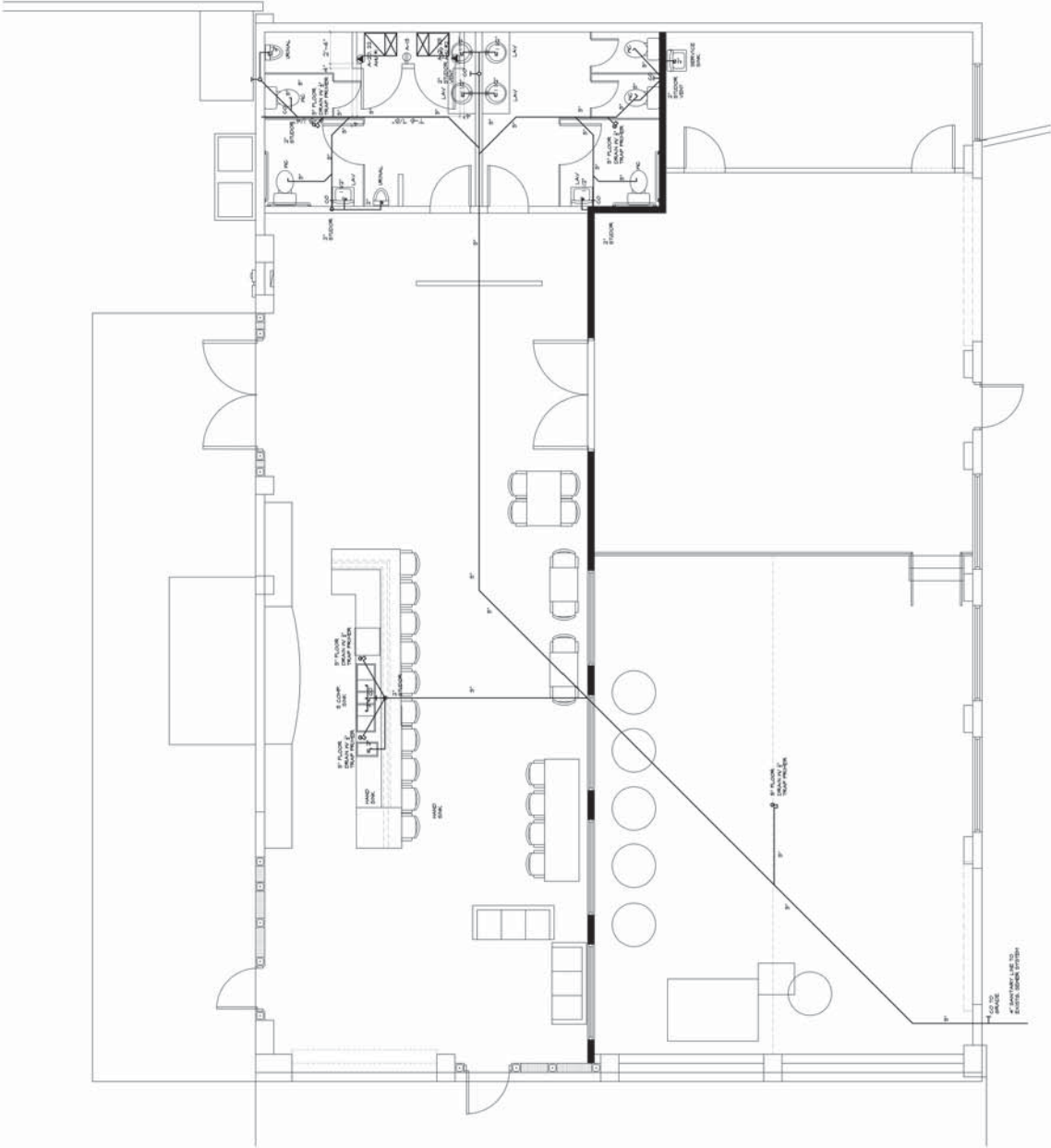
SCALE: 1/4" = 1'-0"



**SANITARY RISERS**  
 NTS.

**PLUMBING NOTES:**

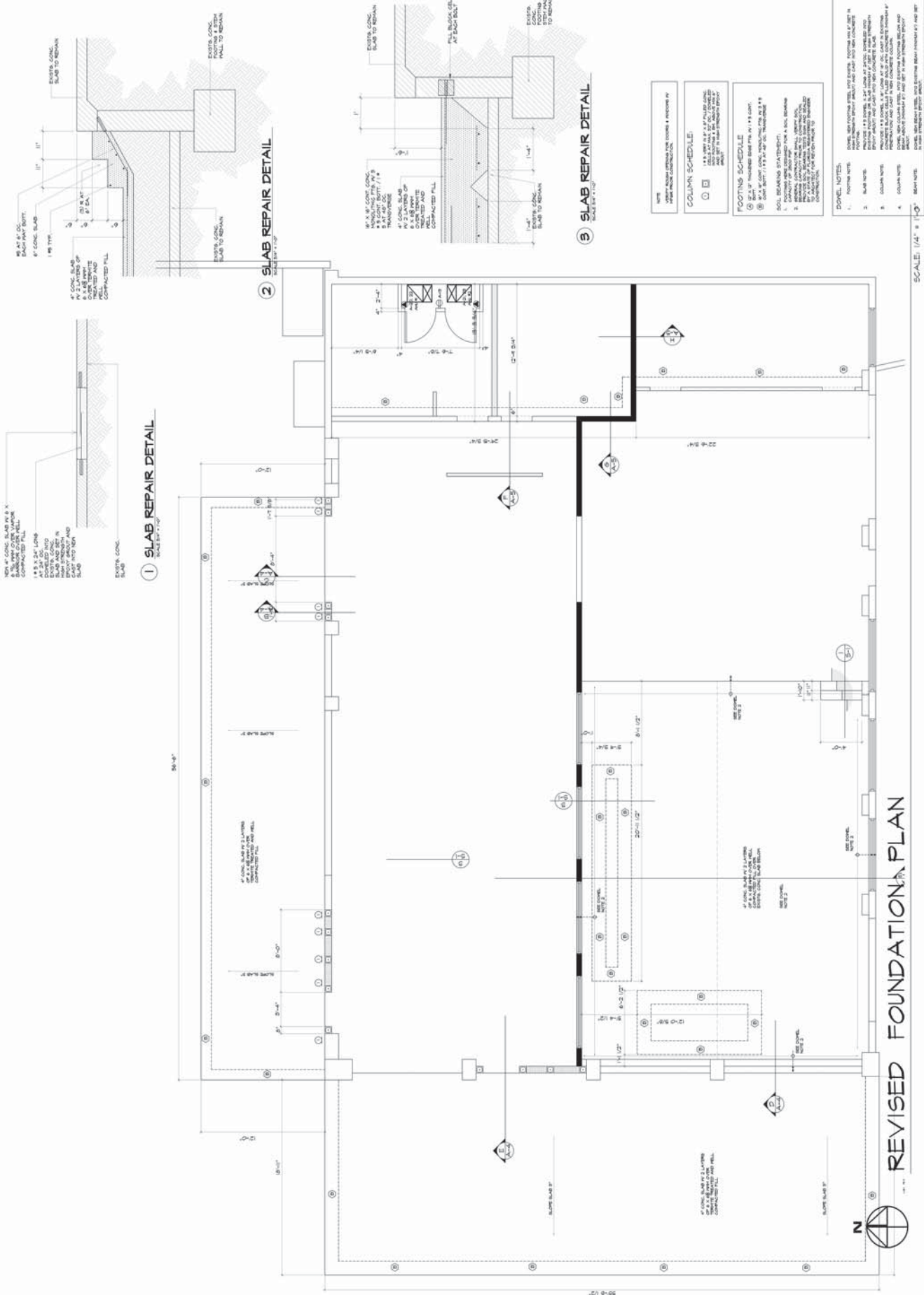
1. PROVIDE WATER-HAMMER ARRESTORS ON ALL QUICK CLOSING VALVES, PER F.B.C. 2403.5 / MFG. SPECS.
2. PROVIDE A WATER HEATER RELIEF VALVE T PIPING TO EXTERIOR GREEN AREA.
3. PROVIDE AN APPROVED DEVICE FOR THERMAL EXPANSION CONTROL ON ALL ELECTRIC WATER HEATERS (STORAGE WATER HEATING EQUIPMENT), PER F.B.C. 2403.4.



**REVISED PLUMBING PLAN**

SCALE: 1/4" = 1'-0"





NON-4" CONC. SLAB IN 4" X 4" EACH WAY BOTT.  
SLAB TYPE FOR  
CONCRETE FILL

4" CONC. SLAB  
AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

4" CONC. SLAB  
AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

4" CONC. SLAB  
AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

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AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
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4" CONC. SLAB  
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EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

4" CONC. SLAB  
AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

4" CONC. SLAB  
AT 1/2" OC  
EVERTS CONC.  
FILL TO REMAIN  
SLAB TO REMAIN

**REVISIONS**

SCALE: 1/4" = 1'-0"

REVISED FOUNDATION PLAN

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# Polk County Tax Collector

generated on 3/28/2017 12:10:24 PM EDT

## Tax Record

Last Update: 3/28/2017 12:10:24 PM EDT

[Add to TaxTrack](#)

### Ad Valorem Taxes and Non-Ad Valorem Assessments

The information contained herein does not constitute a title search and should not be relied on as such.

Account Number	Tax Type	Tax Year			
<b>132823-068500-002023</b>	<b>REAL ESTATE</b>	<b>2016</b>			
<b>Mailing Address</b> ASC REAL ESTATE PARTNERSHIP PO BOX 3624 LAKELAND FL 33802-3624		<b>Physical Address</b> 115 PINE ST W  <b>GEO Number</b> 232813-068500-002023			
Exempt Amount	Taxable Value				
<b>\$0.00</b>	<b>\$103,507.00</b>				
<b>Exemption Detail</b> NO EXEMPTIONS <a href="#">Legal Description</a> 115 PINE ST W WEST LAKELAND PB 1 PG 40 BLK 2 LOT 2 BEG 197.5 FT W OF SE COR RUN N 145 FT W 76 FT S 145 FT TO PINE ST E 76 FT TO BEG	<b>Millage Code</b> 901511	<b>Escrow Code</b>			
Ad Valorem Taxes					
Taxing Authority	Rate	Assessed Value	Exemption Amount	Taxable Value	Amount
POLK COUNTY					
GENERAL REVENUE FUND	5.6815	103,507	0	\$103,507	\$588.07
TRANSPORTATION/ROADS	1.1000	103,507	0	\$103,507	\$113.86
POLK COUNTY SCHOOL BOARD					
GENERAL FUND	5.2970	103,507	0	\$103,507	\$548.27
LOCAL CAPITAL IMP	1.5000	103,507	0	\$103,507	\$155.26
CITY OF LAKELAND	5.5644	103,507	0	\$103,507	\$575.95
SOUTHWEST FLORIDA WATER MGMT	0.3317	103,507	0	\$103,507	\$34.33
LAKELAND D D A	2.0000	103,507	0	\$103,507	\$207.01
LAKELAND AREA MASS TRANSIT	0.5000	103,507	0	\$103,507	\$51.75
<b>Total Millage</b>		21.9746	<b>Total Taxes</b>		<b>\$2,274.50</b>
Non-Ad Valorem Assessments					
Code	Levying Authority	Amount			
<b>Total Assessments</b>					<b>\$0.00</b>
Taxes & Assessments					<b>\$2,274.50</b>
If Paid By				Amount Due	
				<b>\$0.00</b>	
Date Paid	Transaction	Receipt	Year	Amount Paid	

1/24/2017	PAYMENT	4036229.0001	2016	\$2,229.01
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Prior Year Taxes Due
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NO DELINQUENT TAXES
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# Polk County Tax Collector

generated on 3/28/2017 12:13:22 PM EDT

## Tax Record

Last Update: 3/28/2017 12:13:22 PM EDT

[Add to TaxTrack](#)

### Ad Valorem Taxes and Non-Ad Valorem Assessments

The information contained herein does not constitute a title search and should not be relied on as such.

Account Number	Tax Type	Tax Year			
<b>132823-068500-002024</b>	<b>REAL ESTATE</b>	<b>2016</b>			
<b>Mailing Address</b> ASC REAL ESTATE PARTNERSHIP 20 LAKE WIRE DR LAKELAND FL 33815-1519		<b>Physical Address</b> 117 W PINE ST  <b>GEO Number</b> 232813-068500-002024			
Exempt Amount	Taxable Value				
<b>\$0.00</b>	<b>\$58,899.00</b>				
<b>Exemption Detail</b> NO EXEMPTIONS <a href="#">Legal Description</a> 117 W PINE ST WEST LAKELAND PB 1 PG 40 BLK 2 LOT 2 BEG 273.5 FT W OF SE COR RUN N 145 FT W TO LAKE WIRE DR S ALONG DR TO PINE ST E TO BEG	<b>Millage Code</b> 901511	<b>Escrow Code</b>			
Ad Valorem Taxes					
Taxing Authority	Rate	Assessed Value	Exemption Amount	Taxable Value	Amount
POLK COUNTY					
GENERAL REVENUE FUND	5.6815	58,899	0	\$58,899	\$334.63
TRANSPORTATION/ROADS	1.1000	58,899	0	\$58,899	\$64.79
POLK COUNTY SCHOOL BOARD					
GENERAL FUND	5.2970	58,899	0	\$58,899	\$311.98
LOCAL CAPITAL IMP	1.5000	58,899	0	\$58,899	\$88.35
CITY OF LAKELAND	5.5644	58,899	0	\$58,899	\$327.74
SOUTHWEST FLORIDA WATER MGMT	0.3317	58,899	0	\$58,899	\$19.54
LAKELAND D D A	2.0000	58,899	0	\$58,899	\$117.80
LAKELAND AREA MASS TRANSIT	0.5000	58,899	0	\$58,899	\$29.45
<b>Total Millage</b>		21.9746	<b>Total Taxes</b>		<b>\$1,294.28</b>
Non-Ad Valorem Assessments					
Code	Levying Authority	Amount			
<b>Total Assessments</b>					<b>\$0.00</b>
Taxes & Assessments					<b>\$1,294.28</b>
If Paid By				Amount Due	
				<b>\$0.00</b>	
Date Paid	Transaction	Receipt	Year	Amount Paid	

1/24/2017	PAYMENT	4036228.0001	2016	\$1,268.39
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Prior Year Taxes Due
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NO DELINQUENT TAXES
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**Exhibit A-1  
Landlord Deliverables  
115 West Pine Street Parcel**

The following is a list of Landlord deliverables for the parcel at 115 West Pine Street, Lakeland, Florida:

<b>Deliverable</b>	<b>Description</b>	<b>Approximate Cost (Not to Exceed)<sup>1, 3</sup></b>
<b>Install new roof</b>	Replace the roof at 115 W. Pine St. (Raw metal)	\$20,000
<b>Install exterior windows / storefront glass</b>	Replace / refurbish existing exterior windows per code	\$5,000
<b>Install exterior walk thru and roll up doors</b>	Replace / refurbish existing exterior walk thru / roll up doors per code and install exterior roll up door on the west side of the building	\$5,000
<b>Install HVAC system</b>	Install HVAC system to accommodate Approx. 1144 ft <sup>2</sup> taproom space	\$8,000
<b>Install firewalled vanilla interior space for taproom</b>	Allowance for buildout of approx. 22'x52' (1144 ft <sup>2</sup> ) interior taproom	\$14,000
<b>Install bathrooms</b>	Allowance for buildout of two bathrooms per occupancy and code requirements	\$10,000
<b>Install plumbing</b>	Install / renovate as necessary main plumbing connection to accommodate brewery, taproom and bathrooms	\$5,000
<b>Provide electrical service</b>	Install 3 phase electrical service from existing transformer to main panel (service lateral to meter)	\$13,000

<b>Install fire suppression</b>	If necessary, install fire suppression system bulkhead (likely not required by code)	\$20,000 <sup>2</sup>
<b>Install fire alarm system</b>	Install fire alarm system per code requirements	\$7,000 <sup>2</sup>
<b>Allowance for impact fees</b>	Provide allowance for impact fees not waived through the Core Improvement Area incentives	TBD by City development review team (very rough estimate \$5,000)
<b>Install exterior canopy</b>	Allowance for installation of approx. 1000 ft <sup>2</sup> canopy attached to the west side of the building (approx. 50'x20')	\$10,000
<b>Miscellaneous</b>	Owner contribution	\$ 13,000
<b>Total Investment</b>		\$135,000 <sup>1,2, 3, 4</sup>

<sup>1</sup> This is a preliminary estimate. Currently we foresee a variance of up to 25%, but will be able to narrow this estimate once the building department and design team complete their review.

<sup>2</sup> Preliminary conversations with the code department show this as an unnecessary functional cost. Again, we will know for sure if this is required post building department and design team review.

<sup>3</sup> Tenant to pay for any improvement costs over the Landlord not-to-exceed figure indicated above.

<sup>4</sup> Landlord may elect to re-allocate items for which it pays for depending on construction quote and subcontractor estimates received.



**Exhibit B**  
**Tenant Deliverables**  
**115 and 117 West Pine Street Parcels**

The following is a list of Tenant deliverables for the parcels at 115 West Pine Street and 117 West Pine Street, Lakeland, Florida:

<b>Deliverable</b>	<b>Description</b>	<b>Approximate Cost</b>
Furnish and install brewing equipment	Furnish and Install all brewery equipment per code	\$80,000
Furnish and install exterior cooler unit	Furnish and install exterior (approx. 16'x9'x8') walk in cooler unit on the north side of the building per code	\$15,000
Furnish install tap room bar and equipment	Furnish and install taproom bar, tap system, sinks per code	\$15,000
Paint interior walls	Paint interior building and taproom space per design requirements	\$5,000
Install interior and exterior electrical, including 117 West Pine Street	Install necessary electrical wiring and components for all interior spaces	\$25,000
Install lighting package	Install necessary and decorative lighting packages per brewery design	\$4,000
Install brewery specific plumbing	Install all necessary plumbing to accommodate brewery specific plumbing needs	\$10,000
Renovate deck / outdoor space (117 West Pine Street)	Per design requirements, renovate existing concrete slab at 117 W. Pine to create usable patio / greenspace area	\$10,000
Install landscaping	Per design requirements, install exterior landscaping	\$5,000

Install signage	Per design and code requirements, install building interior and exterior signage	\$5,000
Coordinate administrative tasks	Coordinate with the city / LDDA in order to navigate grant, licensing and regulatory approvals as necessary	
Total Investment		\$156,000 <sup>1, 2</sup>

**1 Tenant to prepare or have prepared construction plans and budgets at their own cost for review by Landlord. Tenant to provide all original subcontractor quotes for construction and Landlord has the right to substitute subcontractors as deemed necessary by Landlord.**

**2 Tenant to either pay directly or reimburse Landlord for all permitting fees required by local building authority.**

# Memo

To: CRA Advisory Board  
From: D'Ariel Reed, CRA Project Associate  
CC: Nicole Travis, CRA Manager  
Date: April 2, 2017  
Re: Fix-It-Up Expansion

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## **CURRENT STATISTICS**

- To-date \$56,776 was spent in the Northeast neighborhood and \$18,266 in Northwest neighborhood of the Midtown CRA. A total of \$75,042.
- Fifteen (14) houses have been completed: Ten (11) in the Parker Street Neighborhood, two (2) in Paul A. Diggs Neighborhood and one (1) in N. Lake Wire.
- There are ten (10) homes that are actively receiving exterior improvements by three licensed contractors. The active projects are in the Parker Street and Paul A. Diggs neighborhoods.
- To-date there are thirteen (13) houses on the waiting list for the Fix-It Up program in the Midtown district.
- In October 2016, The CRA Advisory Board voted to extend the Fix-It Up Program to the Garden District. Staff is recommending the program to seven (7) homesteaded properties.

## **RESEARCH**

- There are twelve (12) applications from residents located outside the existing four Target Areas. Those applications came from the following: four (4) in Webster Park South; three (3) in Kathleen; two (2) in the greater Paul A. Diggs neighborhood and one (1) in Lakeshore, Gladys Leggett and Pinehurst.
- Within the Lakeshore Neighborhood, the number of homesteaders' vs landlords are 243 to 572.

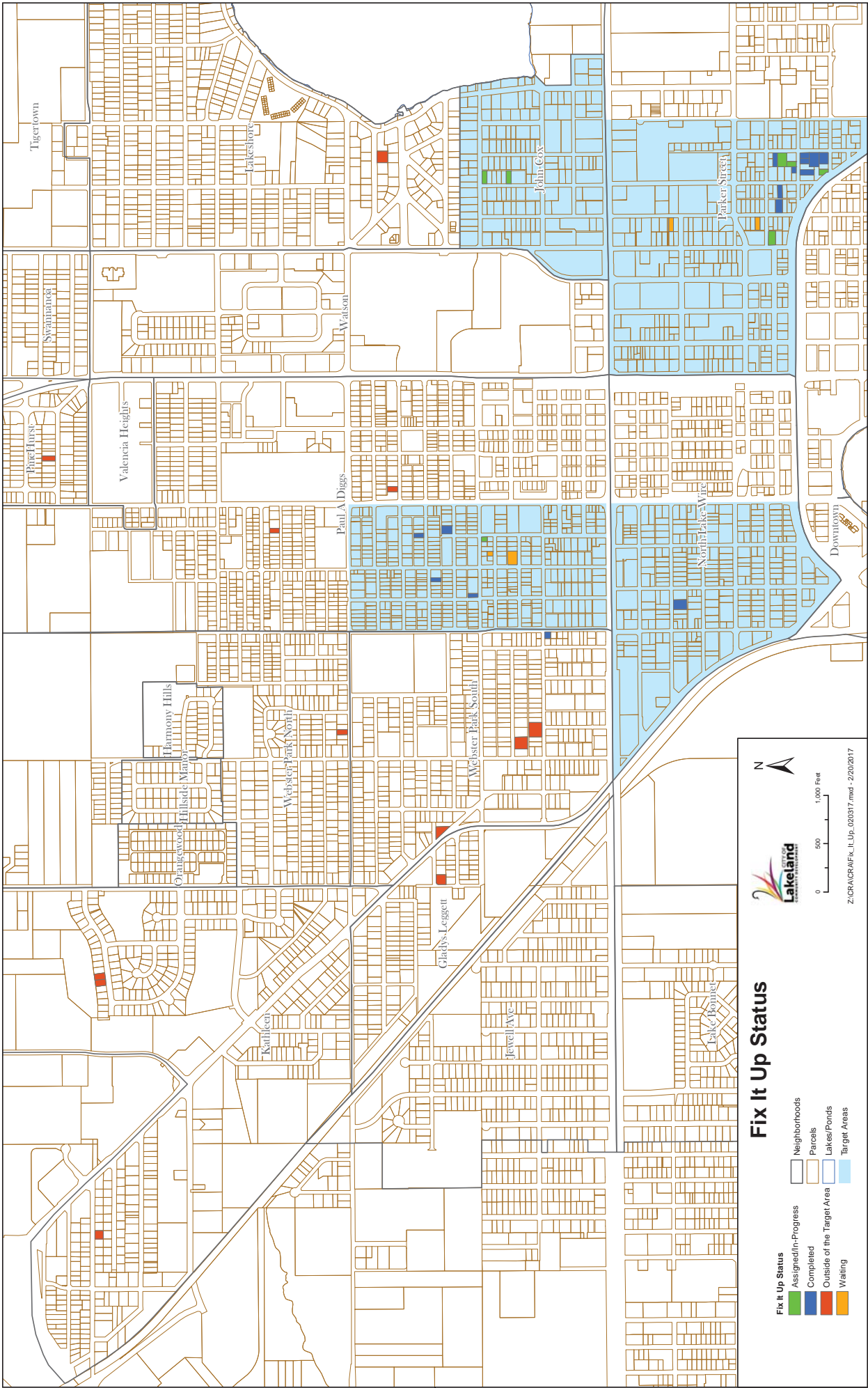
## **RECOMMENDATION**



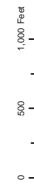
In the current Fiscal Year, funds were allocated to assist with Enhancement of Lakeshore Drive, including the installation of a bike path. There is also significant investment being made on Lakeland Hills Blvd. A critical component to the Neighborhood Stabilization Program is determining how best to allocate limited funds. Staff is recommending adding the Lakeshore Neighborhood to the Neighborhood Stabilization Target Areas. This would add another layer of resources that will assist in the stabilization and reinvestment of the neighborhood.

Staff is also recommending the Fix-It Up program not be extended to Landlord's in the Garden District. Most of the rental properties in the Garden District are duplexes and quadplexes that could be developed for denser residential or another compatible use.

Enclosures:

Fix-It-Up Map  
Lakeshore Homestead Map

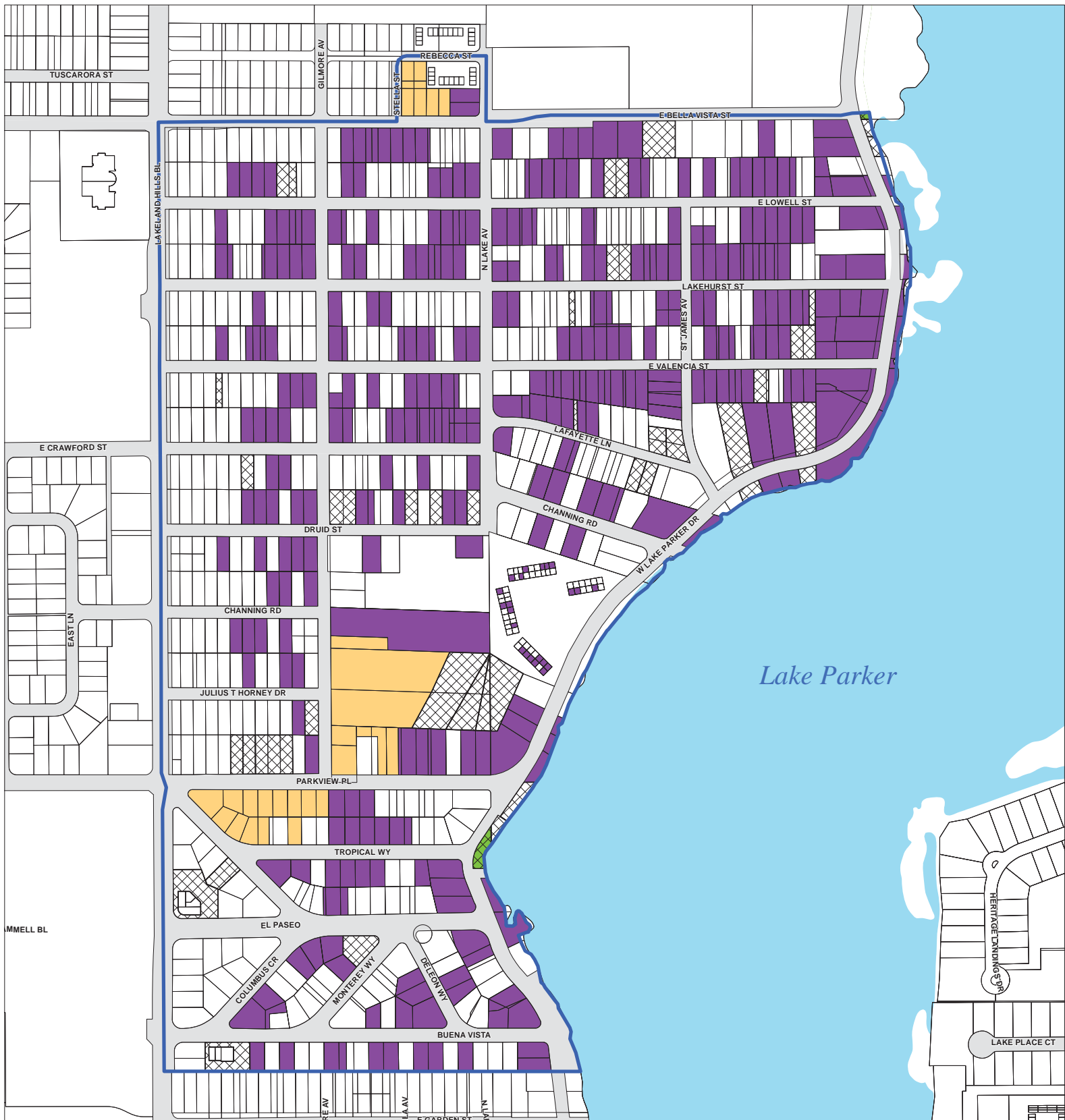


### Fix It Up Status

- |   |  |
|---|--|
| <p><b>Fix It Up Status</b></p> <ul style="list-style-type: none"> <li><span style="color: green;">■</span> Assigned/In-Progress</li> <li><span style="color: blue;">■</span> Completed</li> <li><span style="color: orange;">■</span> Outside of the Target Area</li> <li><span style="color: red;">■</span> Waiting</li> </ul> | <p><b>Neighborhoods</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid lightblue; display: inline-block; width: 15px; height: 10px;"></span> Neighborhoods</li> <li><span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Parcels</li> <li><span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px;"></span> Lakes/Ponds</li> <li><span style="background-color: darkblue; display: inline-block; width: 15px; height: 10px;"></span> Target Areas</li> </ul> |
|---|--|

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# Lakeshore Neighborhood Homestead/Landlord Ratio

- Homesteaded
- Institutional
- City Owned
- Neighborhood
- Parcels
- Vacant
- Lots
- Roadway and CSX
- RailRoad



**525 W. 7th St.**



**Before**



**After**

# 613 N. Vermont Ave



**Before**



**After**



# 710 E Magnolia St.



**Before**

**After**



# 714 Emma St.



**Before**



**After**



# 1056 N Lincoln Ave - Before

Before



After



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Lakeland Community Redevelopment Agency  
Lakeland, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Lakeland Community Redevelopment Agency (the Agency) as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated March 23, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2016-001 that we consider to be a material weakness.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **The Agency's Response to Findings**

The Agency's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Agency's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Crowe Horwath LLP

Lakeland, Florida  
March 23, 2017

LAKELAND COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Lakeland, Florida)

SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED SEPTEMBER 30, 2016

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

FINANCIAL STATEMENTS

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
Material weakness identified	Yes
Significant deficiency identified not considered to be material weakness	None Reported
Noncompliance material to financial statements noted	No

LAKELAND COMMUNITY REDEVELOPMENT AGENCY  
(A Component Unit of the City of Lakeland, Florida)

SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED SEPTEMBER 30, 2016

**SECTION II – CURRENT YEAR FINDINGS**

**Material Weakness:**

**Finding 2016-001 – Unaccrued Invoices**

**Condition:** Seven out of thirty-five invoices tested for accrual in the proper period were incorrectly recorded in fiscal year 2017 instead of the current year.

**Criteria:** Expenditures should be recognized in the period in which they were incurred.

**Effect:** The financial statements were misstated.

**Cause:** The threshold utilized by the City to evaluate invoices that are received after the year end close is not effective for the Lakeland Community Redevelopment Agency Funds.

**Recommendation:** We recommend the City update their year-end procedures to include thresholds that are in line with the requirements of the Lakeland Community Redevelopment Agency.

**Management's  
Response:**

The City agrees with the finding. Invoices for services rendered or merchandise delivered are accrued back to September 30th in the third week of October. The majority of the invoices to be accrued are typically received in October. Additionally, after the initial accrual, invoices are manually accrued as they are received. Accounts payable accrues hundreds of invoices manually to ensure expenses are booked to the proper reporting period. However, in order to complete the City's Financial Statements in a timely manner, a policy establishing a cut-off date and dollar threshold was implemented. Any invoices submitted subsequent to the initial accrual date in October up to November 30th, are subject to a threshold of \$100,000. Any invoices received after November 30th are subject to a threshold of \$500,000 or the discretion of Finance. The invoices in question paid on November 10th and 18th individually (\$39k & \$25k) and in aggregate (\$64k) fall below the threshold for the manual accrual. Finance is currently evaluating implementing new policies and/or procedures that would allow for exceptions to the current manual accrual policy for LCRA without impacting the timeliness of the completion of the City's Financial Statements.

**SECTION III – PRIOR YEAR FINDINGS**

None reported for the year ended September 30, 2015.

## Travis, Nicole

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**From:** Joseph, Deidra  
**Sent:** Wednesday, March 29, 2017 11:33 AM  
**To:** Travis, Nicole  
**Subject:** LCRA Audit Finding

Good morning ma'am,

Here's a little info on the Audit finding for LCRA:

The current Accounts Payable practice is to accrue ALL invoices received up to November 1<sup>st</sup> for services or products dated in the prior fiscal year back to September 30<sup>th</sup> to reflect the expense in the correct fiscal year. After November 1<sup>st</sup> up until December 1<sup>st</sup>, only invoices of \$100,000 or more are accrued back to September 30<sup>th</sup>. After December 1<sup>st</sup>, the threshold is \$500,000 or any other amount as determined by Finance to be material in nature. It would not be feasible or practical to accrue 100% of the invoices for the prior fiscal year submitted after November 1<sup>st</sup> given that we have a deadline to complete the financial statements not only for LCRA, but the City as well. However, with the current procedure we are pretty close.

There were a total of seven invoices payable to two vendors: two invoices to LAMTD for \$12,532.53 each and five invoices to Kirk Curtis and Mundy in the following denominations \$8,800, \$6,000, \$6,000, \$6,000, & \$8,400. All invoices were for services rendered prior to September 30<sup>th</sup>. They were submitted to Accounts Payable after the November 1<sup>st</sup> deadline and were paid on November 10<sup>th</sup> and November 18<sup>th</sup>. The external auditors determined that the invoices, in aggregate, exceeded the materiality threshold they set for the LCRA funds individually. A separate materiality is only applied because LCRA issues separate financial statements. Because the LCRA funds are relatively small in relation to the total of all City funds, the materiality threshold is considerably lower than that of the City's. Even if we lowered the threshold to \$25,000, individually none of the invoices would have been accrued. Simply lowering the threshold would not be the only feasible or practical solution.

I would recommend that LCRA (and other Departments as well) request that vendors submit invoices for payment in a timely manner rather than holding them and submitting invoices for multiple months at the same time, especially at year-end. However, Finance will also evaluate the current procedures applied to invoices received subsequent to the November 1<sup>st</sup> cut-off date. But, as I stated in our conversation, even if the invoices individually do not qualify under the accrual policy (current or new), in aggregate they may be deemed material by the auditors. Additionally, whatever threshold or new procedures implemented may not necessary fit into the materiality threshold set by the external auditors individually for LCRA.

Let me know if you need any additional information.

Thanks,

**deidrajoseph**

Assistant Finance Director | City of Lakeland |  
228 S. Massachusetts Ave, Lakeland, FL 33801 |  
PH (863) 834-6262 | FX (863) 834-8258 | [deidra.joseph@lakelandgov.net](mailto:deidra.joseph@lakelandgov.net) |

**#iamlakeland**  
SOCIAL RESPONSIBILITY • LEADERSHIP • INTEGRITY • COMMITMENT TO EXCELLENCE • EMPOWERED WORKFORCE • DIVERSITY



March 27<sup>th</sup>, 2017

Karen Moore  
121 West Belmar St.  
Lakeland, FL 33803

Mayor Wiggs  
Lakeland City Commissioners  
City Manager, Tony Delgado  
Dixieland CRA

Good day to you all,

I am writing in support of the proposed road diet for South Florida Avenue.

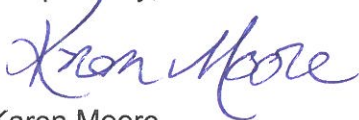
I live in Dixieland and travel South Florida Avenue every day. I've been an active member of the Dixieland Historic District Neighborhood Association since the early 90's—a bit before we were given the historic district designation, and along with you, have watched the area emerge from decline. I attended meetings at the library some years ago when the SFA improvements were first discussed, and although we did not have DOT support at the time, the project proposal was very exciting. I hope we seize this DOT support while we have it today.

The Dixieland section of the SFA business corridor is particularly dangerous, and drivers, pedestrians, and business owners all pay the price. Although businesses provide parking behind the structures—that does nothing for the pedestrians who brave that stretch of sidewalk. When I drive South on Massachusetts Avenue, I enjoy a single wide traffic lane. I would like to have the same through Dixieland; a relaxing drive that would enable me and area visitors to see the businesses and amenities the area has to offer.

My point: I trust city leadership to make the best decision to serve the greater good. I am not a city planner, nor are those in opposition to this project. Although I respect that you are asking for citizen input on this, I don't know how valuable that input is. Much like asking third graders to plan the curriculum—I think they'd vote for recess all day. Yes, the children would be happy in the short-term, but it's the long-term growth and development we all want.

All of you do a great job in supporting and marketing the growth and success of Dixieland, and I appreciate your continued effort in making Dixieland the destination, not just the grueling drive home.

Respectfully,



Karen Moore