

# AGENDA

## Community Redevelopment Area Advisory Board

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Thursday, September 1, 2016 | 3:00 PM – 5:00 PM  
City Commission Conference Room, City Hall, Third Floor

### A. Housekeeping

1. Election of Officers

### B. Action Items

1. Old Business
  - 1.1 Meeting Minutes dated August 4, 2016
  - 1.2 Infill Adaptive Reuse Grant Program
2. New Business
  - 2.1 Mass Market Urban Garden Partnership

### C. Discussion Items

1. Lincoln Square Development – Site Work RFP

### D. Save the Date:

1. CRA Advisory Board Strategic Planning Workshop  
October 6<sup>th</sup> at 12:00pm to 3:00pm

### E. Adjourn

NEXT REGULAR MEETING:

**Thursday, October 6, 2016, 12:00 - 3:00 PM** – City Commission Conference Room

Project Status Report		
<b>Project Name</b>	Mass Market	<b>Project Summary:</b> Your Pro Kitchen Space is about 3 weeks from completion. The roofing on the warehouse was slightly delayed because of extensive termite damage.
<b>Project Manager</b>	Nicole Travis	
<b>Status Date</b>	August 23, 2016	
<b>Budget</b>	On-Track, Delayed, Off-Track	Total: \$2,654,870 Spent: \$646,868 Remaining: \$1,908,002
<b>Risk</b>	On-Track, Delayed, Off-Track	No major risks.
<b>Issues</b>	On-Track, Delayed, Off-Track	Extensive roof repair needed on 820 N Mass.
<b>Project Name</b>		
<b>Project Name</b>	Lincoln Square Development	<b>Project Summary:</b> The site plan was submitted for Subdivision Platt Review. An RFP for site work will be issued in August. A separate RFP or RFQ will be issued for the construction of the houses.
<b>Project Manager</b>	Nicole Travis	
<b>Status Date</b>	August 23, 2016	
<b>Budget</b>	On-Track, Delayed, Off-Track	Total: \$1,500,000 Spent: \$59,616 Remaining: \$1,440,384 To-Date Acquisition & Demo: \$3,300,000
<b>Risk</b>	On-Track, Delayed, Off-Track	No major risks.
<b>Issues</b>	On-Track, Delayed, Off-Track	No major issues.
<b>Project Name</b>		
<b>Project Name</b>	Nobay Development	<b>Project Summary:</b> This project is ongoing and moving quickly. The City's subsidy se funds are managed by the CRA staff. However, this is not CRA money.
<b>Project Manager</b>	Nicole Travis	
<b>Status Date</b>	August 23, 2016	
<b>Budget</b>	On-Track, Delayed, Off-Track	Total: \$400,000 Spent: \$340,041 Remaining: \$59,959
<b>Risk</b>	On-Track, Delayed, Off-Track	No major risks.
<b>Issues</b>	On-Track, Delayed, Off-Track	No major issues.
<b>Project Name</b>		
<b>Project Name</b>	Federal Building	<b>Project Summary:</b> The revised lease was approved by the City Commission on August 15. Due Diligence period is over.
<b>Project Manager</b>	Patricia Hendler	
<b>Status Date</b>	August 23, 2016	
<b>Budget</b>	On-Track, Delayed, Off-Track	n/a
<b>Risk</b>	On-Track, Delayed, Off-Track	No major risks.
<b>Issues</b>	On-Track, Delayed, Off-Track	No major issues.

Administrative Approvals				
1.	618 N. Massachusetts	Façade and Site Improvement	Grant Requested: \$65,000	Approved
2.				
3.				
4.				
5.				
6.				

DIXIELAND COMMUNITY REDEVELOPMENT AREA								
FY 2016 - WORKING BUDGET								
last updated:		8/26/2016						
				AS APPROVED	WITH APPROVED CARRY OVERS`			
REVENUES				FY '16 CIP Budget	FY '16 CIP Budget	EXPENDITURES	ENCUMBRANCES	AVAILABLE
Tax Increment~				\$ 179,445	\$ 179,445			
Interest Income				\$ 15,800	\$ 15,800			
Unappropriated Surplus				\$ 82,059	\$ 82,059			
<b>CARRYOVER FROM FY 2015*</b>								
<b>Total Revenues</b>				<b>\$ 277,304</b>	<b>\$ 277,304</b>			
Operating				\$ 97,102	\$ 97,102	\$ 236	\$ -	\$ 96,866
Misc. Projects				\$ 80,500	\$ 80,500	\$ 98,976	\$ 58,260	\$ (76,736)
Small Project Asssstance				\$ 72,000	\$ 72,000	\$ 47,130	\$ 29,130	\$ (4,260)
Annual Report				\$ 5,000	\$ 5,000	\$ 1,908	\$ -	\$ 3,092
Publications & Promotions				\$ 2,500	\$ 2,500	\$ 450	\$ -	\$ 2,050
Landscape Maintenance by Other City Departments				\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
Corridor Enhancements				\$ 81,702	\$ 81,702	\$ -	\$ -	\$ 81,702
SFLA Corridor Improvements				\$ 80,000	\$ 80,000	\$ -		\$ 80,000
Alley Improvement Projects				\$ -	\$ -	\$ -	\$ -	
Alley Maintenance				\$ 1,702	\$ 1,702	\$ -	\$ -	\$ 1,702
<b>Dixieland CRA Fund</b>								
<b>Total</b>				<b>259,304.00</b>				
Approved Budgeted Expenses				277,304.00				

DOWNTOWN COMMUNITY REDEVELOPMENT AREA								
FY 2016 - WORKING BUDGET								
last updated:				8/26/2016				
				AS APPROVED	WITH APPROVED			
				FY '16 CIP Budget	FY '16 CIP Budget	EXPENDITURES	ENCUMBRANCES	AVAILABLE
<b>REVENUES</b>								
Tax Increment Revenues~				\$ 985,252	\$ 985,252			
City Subsidy				\$ -	\$ -			
Investment Income				\$ 10,048	\$ 10,048			
Misc. Revenues (Land Sales)				\$ -	\$ 30,000			
Unappropriated Surplus				\$ 48,214	\$ 48,214			
Oak Street Parking Lot Revenues				\$ 14,280	\$ 14,280			
CARRYOVER FROM FY 2015*				\$ -	\$ 74,154			
<b>Total Revenues</b>				\$ 1,057,794	\$ 1,161,948			
Debt Service				\$ 802,228	\$ 802,228	\$ 802,228	\$ -	\$ (0)
Misc. Projects				\$ 140,100	\$ 204,055	\$ 92,237	\$ 5,200	\$ 106,618
CRA								
Annual Report				\$ 4,800	\$ 4,800	\$ 2,799	\$ -	\$ 2,001
Mowing				\$ 10,300	\$ 19,218	\$ 4,193	\$ -	\$ 15,025
Oak Street Parking Phase I				\$ 10,000	\$ 11,903	\$ -	\$ -	\$ 11,903
North Downtown Master Plan				\$ -	\$ 40,000	\$ -	\$ 5,200	\$ 34,800
Operating				\$ 115,466	\$ 168,799	\$ -	\$ -	\$ 168,799
<b>Downtown CRA Fund Total</b>				<b>1,057,794</b>	<b>\$1,175,082</b>			<b>\$ 1,175,082</b>
Approved Budgeted Expenses				1,057,794	\$ 1,161,948			

MIDTOWN COMMUNITY REDEVELOPMENT AREA										
FY 2016 - WORKING BUDGET										
last updated: 8/26/2016										
						AS APPROVED	WITH APPROVED			
							CARRY OVERS			
REVENUES						FY '16 CIP Budget	FY '16 CIP Budget	EXPENDITURES	ENCUMBRANCES	AVAILABLE
Tax Increment-						\$ 2,174,949	\$ 2,174,949			
Investment Income						\$ 138,000	\$ 138,000			
Surplus Land Sale Proceeds										
Misc. Revenues							\$ 92			
Residential Redevelopment - Rental Income						\$ 20,000	\$ 20,000			
Unappropriated Surplus						\$ 2,880,687	\$ 2,880,687			
<b>CARRYOVER FROM FY 2015*</b>							\$ 5,135,567			
<b>Total Revenues</b>						\$ 5,213,636	\$ 10,349,295			
Operating Neighborhoods						\$ 295,036	\$ 295,036	\$ 20,807	\$ 2,021	\$ 272,208
Northeast Neighborhood						\$ 1,390,000	\$ 2,530,586		\$ 54,301	\$ 2,476,285
Northwest Neighborhood						\$ 400,000	\$ 1,007,649	\$ 112,136	\$ 38,150	\$ 857,363
Misc. Project						\$ 990,000	\$ 1,522,937	\$ 109,559	\$ 16,151	\$ 1,397,227
Property Management						\$ 495,800	\$ 1,051,717	\$ 42,844	\$ 276,962	\$ 175,994
Annual Report						\$ 51,000	\$ 51,000	\$ 37,986	\$ 87	\$ 12,927
Affordable Housing						\$ 4,800	\$ 4,800	\$ 2,358	\$ -	\$ 2,442
Small Project Assistance						\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Redevelopment Plan MUAC						\$ 435,000	\$ 990,917	\$ 2,500	\$ 276,875	\$ 711,542
East Main Street Master Plan (currently 642)						\$ 500,000	\$ 511,772	\$ 11,131	\$ 63,000	\$ 437,641
Corridor Enhancements						\$ 500,000	\$ 511,772	\$ 11,131	\$ 63,000	\$ 437,641
Citrus Connection Services						\$ 2,532,300	\$ 5,501,128			
Community Policing Innovation						155,000	\$ 155,000	\$ 189,763		\$ (34,763)
Redevelop Mass Ave Properties (Salvation Army Properties)						\$ 750,000	\$ 1,183,115	\$ 662,033	\$ 1,908,002	\$ (1,386,921)
Memorial Blvd						\$ 800,000	\$ 2,060,000	\$ 150,000	\$ -	\$ 1,910,000
Landscape - Ingraham Avenue						\$ 8,400	\$ 8,400	\$ -	\$ -	\$ 8,400
Brunnell Parkway (W. Parker Street to Memorial Blvd)						\$ -	\$ 37,903			\$ 37,903
Brunnell Parkway (Memorial Blvd to 10th Street)						\$ 50,000	\$ 75,000	\$ 25,000	\$ -	\$ 50,000
Landscape - US 98- Memorial to 10th Street						\$15,600	\$15,600		0	15,600
Landscape - US 98 - Griffin to 10th Street						\$15,600	\$ 15,600		0	15,600
Landscape - Parker Street						\$ 8,400	\$ 8,400			\$ 8,400
Providence Rd - W 10th St to Griffin Rd						\$ 350,000	\$ 700,000	\$ -		\$ 700,000
E. Main Street Landscape & Maintenance						\$ 12,500	\$ 12,500		\$ -	12,500
MLK - Memorial to 10th Street						\$8,400	\$8,400			\$ 8,400
Landscape Intown Bypass						\$8,400	\$8,400			
Rose Street Enhancements						\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
West Lake Parker/Lakeshore Trail Improvements						\$ 350,000	\$ 664,307	\$ 15,000	\$ -	\$ 649,307
Garden Street ( Lakeland Hills to W. Lake Parker)						\$ -	\$ 562			
Bella Vista Trail						\$ -	\$ 545,844	\$ -	\$ -	\$ 545,844
<b>CRA Fund Total</b>						\$ 5,213,136.00				
Approved Budgeted Expenses						\$ 5,213,636.00				

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday, August 4, 2016  
3:00 – 5:00 PM  
City Commission Conference Room, City Hall**

**MEETING MINUTES**

Board Members: Cliff Wiley, Brian Goding, Ben Mundy, Cory Petcoff, Pastor Eddie Lake, Commissioner Jim Malless, Zelda Abram, Todd Baylis, Dean Boring

Staff: Nicole Travis, Bissi DiCenso, Celeste Deardorff, Patricia Hendler, D’Arial Reed

Guests: Gail Bagley

**Packets**

- Projects Status Report
- Meeting Minutes dated June 2, 2016
- Working Budgets Dixieland, Midtown, and Downtown
- Memo – Down Payment Assistance Grant Request
- Memo – Approval of the Infill Adaptive Reuse Grant Program
- Memo – Update on East Main Street Design District
- Memo- North Lake Mirror Redevelopment Site

**Handouts**

- Aerial map of Massachusetts Avenue properties north of Parker Street

**Housekeeping**

Nicole Travis introduced new CRA Project Manager Bissi DiCenso.

The Advisory Board agreed on a Board Retreat day and time of October 6, 2016, noon to 3 PM. This will take the place of the regular October meeting.

**Action Items – Old Business**

**Meeting Minutes dated June 2, 2016**

Dean Boring moved to approve the minutes from June 2, 2016 and Commissioner Malless seconded. The minutes were approved as submitted.

**Action Items – New Business**

**Down Payment Assistance Request**

Bissi DiCenso reviewed the recent request for a Down Payment Assistance Grant for a new build home which would cost more than the current Lakeland Area median home price. Previously the Advisory Board had approved a motion authorizing Staff to approve Grant requests unless the purchase price was higher than median home price in which case the request would come to the Advisory Board for approval. In light of this first request and in anticipation that there will be more requests for grants on homes exceeding the median home price, Staff recommended that the Homeowner’s Down Payment Assistance Grant be capped at 20% of the Lakeland Area Median Home Price. Commissioner Malless moved to cap the Grant at 20% of the Lakeland Area median home price as established by the Lakeland Association of Realtors in August of each year. Brian Goding seconded the motion which passed unanimously.

Patricia Hendler reported that one of the financial institutions which is working with the prospective buyers suggested that the CRA should protect its investment in the grant program and prohibiting profiteering through resale of the properties by Grantees. Staff's recommendation after discussing with the City Attorney's office was to record an Option to Purchase the property at the Grantee's purchase price less the 20% grant at any time within the first five years of the receipt of the grant. The recorded grant would cloud the title and halt any sale of the house to anyone purchasing title insurance. Commissioner Malless moved approval of the Staff recommendation. Brian Goding seconded the motion which passed unanimously.

**Infill Adaptive Reuse Grant Program**

Bissie DiCenso presented a proposed Infill Adapted Reuse Grant program which would provide grant funds for Midtown commercial building owners to make system improvements to their properties. Advisory Board members approved of the concept as presented and directed Staff to write the grant program and bring it back to the next Advisory Board meeting. They recommended ADA Accessibility improvements be eligible along with the electrical, plumbing, HVAC, fire suppression/fire sprinklers as proposed. The Advisory Board also requested that these grant applications come to the Advisory Board for approval. Staff will bring the written grant program to the next meeting.

**Discussion Items**

**East Main Street Gateway Sign**

Bissie DiCenso reviewed the proposed East Main Street Design District sign design competition and the two proposed locations for the signs.

**North Lake Mirror Redevelopment Site RFQ**

Patricia Hendler reviewed the proposed dates for the RFQ issue, submission, and final recommendation. Advisory Board members were in agreement that the RFQ make clear that the development must pay the going rate for property tax.

**802 N. Massachusetts Avenue**

Staff requested that the Advisory Board revisit the proposed purchase of 802 N. Massachusetts Avenue in light of the anticipated purchase closing on 801 N. Massachusetts Avenue and the need for parking for Mass Market. Commissioner Malless made a motion to authorize Staff to offer up to \$200,000 all cash net to the seller subject to a Phase II environmental report. Dean Boring seconded the motion which passed unanimously.

**Adjourned at 4:23 PM**

**Next Meeting, Thursday, September 1, 2016, 3 PM, City Commission Conference Room.**

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

\_\_\_\_\_  
Date

# **INFILL ADAPTIVE REUSE PROGRAM**

## **Intent**

It is the intent of the Community Redevelopment Agency (CRA) Advisory Board, under chapter 163, Part III of the Florida Statutes, to provide financial assistance for projects that will encourage and facilitate infill adaptive reuse, redevelopment or new construction of commercial projects within the boundaries of the Midtown CRA. It is further the intent of this program to encourage the redevelopment and adaptive reuse of underutilized or neglected buildings and sites within the Midtown CRA.

## **Eligibility**

Infill Adaptive Reuse funds may be combined with any other CRA matching grant programs. This program may not be combined with the TIF Program. All business and property taxes must be current. Governmental entities and not-for-profit entities are not eligible.

## **Program**

The Infill Adaptive Reuse Program is for specific leasehold improvements that include the upgrading or installation of new electrical, HVAC, plumbing, sprinkler/fire suppression systems, security systems and ADA compliance items. The CRA offers a 50% matching grant with a maximum grant amount of \$75,000. This program may be utilized for construction of a new building or new additions to existing structures for commercial use. Eligible projects must comply with all City of Lakeland's Land Development Regulations, Permitting and Building Codes. All work must be permitted as necessary and completed by licensed contractors.

## **Process**

Qualified applicants must schedule an appointment with the CRA prior to submitting an application. Appointments may be made by calling (863) 834-6011. The CRA office is located in the Community Development Department on the second floor of City Hall at 228 South Massachusetts Avenue, Lakeland, Florida 33801. Applications are accepted on a rolling basis and grants will be awarded on a first-come, first-served basis. Applicants may not apply for permitting, nor commence redevelopment work prior to approval by the CRA Advisory Board or designee. Failure to follow the process will render your application ineligible for grant funding.

Within ten (10) business days of application submittal, the CRA staff will review the application for completeness. A conference may be held with the Applicant to discuss any deficiencies or questions regarding the request. At this time, CRA staff may request that the applicant provide additional information. CRA Staff will evaluate the request against the Infill Adaptive Reuse Scoring Guide. If accepted, CRA Staff will present the application to the CRA Advisory Board at



the next scheduled monthly meeting. CRA Staff recommends the applicant attend this meeting to answer questions that may arise.

### **Program Scoring Criteria**

If the application receives less than 60 out of 100 points, the application will be denied. Applicants that are denied for this program may appeal their request to the CRA Advisory Board at its next regularly scheduled meeting. The CRA Advisory Board will determine by super majority vote that an appealed application is approved or denied without conditions. The applicant will be notified in writing of the Board's decision within five (5) business days of the Board meeting.

### **Disbursement of Funds**

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

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

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

### **Expiration of Grant Award**

Applicants must receive a building permit within six (6) months from the date of CRA Advisory Board (or designee) approval or the approved funding will expire. No more than one six (6) month extension may be granted by the CRA Advisory Board by request, but is not guaranteed.

Project completion must be within twelve (12) months of the issuance of a building permit. No more than one six (6) month extension may be granted by the CRA Advisory Board by request, but is not guaranteed.

### **Application**

- 1) Completed Application Form
- 2) Project Schedule
- 3) Schematic drawings illustrating proposed work, photographs with project description
- 4) Three (3) Itemized cost estimates

<b>SCORING CRITERIA</b>	
Private Contribution	25 Points Total
Between \$10,000 and \$25,000	15
Between \$25,000 and \$70,000	20
Between \$70,000 and \$150,000	25
Location	25 Points Total
Vacant Building	20
New Construction/Addition	25
Neighborhood Stabilization Area	25
Leasehold Improvements	25 Points Total
Electrical Only	20
Plumbing Only	20
HVAC Only	20
Fire Suppression/Sprinkler System	20
Two or more	25
Type of Tenant for Improved Space	25 Points Total
Currently Rented	25
Tenant Identified and Waiting for Improvements	20
Improvements to Attract Tenant	15
<b>TOTAL POINTS</b>	<b>100 Points Total</b>

# Memo

To: CRA Advisory Board  
From: Nicole Travis  
Date: August 26, 2016  
Re: Mass Market Urban Garden Partnership

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As a part of the Mass Market redevelopment, staff proposed an urban garden on the corner of N. Massachusetts Avenue and Plum Street. This space was previously used as a playground when Salvation Army occupied the site.

Lakeland Christian School is interested in using the Mass Market Urban Garden site to expand their existing Research Innovation Stem Entrepreneurship (RISE) program. The RISE Institute is designed to provide students with academic intensities to do advanced, project-based work. The Institute provides a place where students are both challenged and nurtured.

LCS is committed to partnering with other community organizations in an effort to give other children an opportunity to learn in this unique forum. Staff is proposing to fund the capital investment needed for this program for the first three years, \$15,000. The RISE Institute will seek grant funding to sustain the program. Staff is also proposing to complete the infrastructure needed for the urban garden as a part of the Strickland Construction contract for the redevelopment of the Mass Market site. The infrastructure investment includes irrigation, ADA complaint sidewalk, permanent plant beds, instruction area, minimal electrical and storage. Staff will provide an estimate at the September 1, 2016 meeting.

