

LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

AGENDA

Community Redevelopment Agency Advisory Board

Thursday, December 15, 2022 | 3:00 PM – 5:00 PM
City Commission Conference Room, City Hall

A. Financial Update & Project Tracker*

B. Housekeeping

- i. New Board Member Introduction – Christine Goding
- ii. CRA Officers Transition*
- iii. 2023 Meeting Calendar* and Regular Meeting Times
- iv. S. Florida Avenue Update*
- v. CRA Board Training – January 20, 2023 (Winter Haven)*

C. Action Items

- i. Old Business
 - i. Meeting Minutes November 3, 2022 (Pg.6-7)
- ii. New Business
 - i. Well Done Development Request (Pg.8-16)
 - ii. Affordable Housing Infill Land Bank Program (Pg.17-26)

D. Discussion Items

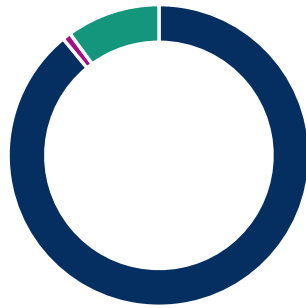
E. Adjourn

* For Information

NEXT REGULAR MEETING:

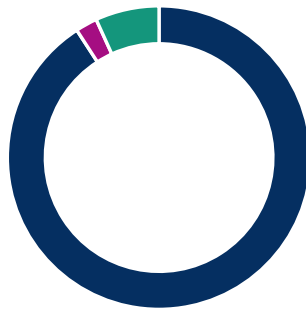
Thursday, January 5, 2023, 9:00 - 4:00 PM Board Retreat @ Lake Crago Recreation Center

Downtown Fund



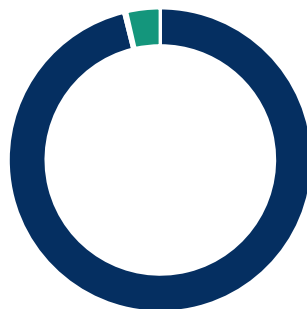
- **Available**
\$3,653,345
- **Expenses**
\$37,735
- **Encumbrances**
\$411,297

Dixieland Fund



- **Available**
\$1,569,734
- **Expenses**
\$40,000
- **Encumbrances**
\$117,475

Midtown Fund



- **Available**
\$10,429,968
- **Expenses**
\$32,765
- **Encumbrances**
\$387,106

LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

INCENTIVE PROGRAM PROGRESSION REPORT


STATUS KEY

RISKS / ROADBLOCKS

POTENTIAL RISKS

ON TRACK

Grants/Programs	Status	Active Awards	Projects
Project Leads	ON TRACK	N/A	Dixieland: Dog Bar; - Midtown: Wally's; Robinson Kyles Counseling; Payne AC; Hadley's School
Design Assistance	ON TRACK	1	Midtown: Farmer's Insurance
Façade and Site	ON TRACK	11	Dixieland: Dixieland Auto Parts; Quick Print Express; Sanoba Law Firm, Unlimited DPI; Stone Cabin Midtown: Labor Finders; Richard Fox Plumbing, Dynamic Properties, Medical Suites, Skateworld; Uncle Apps
Infill Adaptive Reuse	ON TRACK	11	Dixieland: Sanoba Law Office; Unlimited DPI; Vanguard Room; Stone Cabin Downtown: Cat Cafe Midtown: Artistic Nail & Beauty; Lakeland Town Center; Mary's Bagels; ; Richard Fox Plumbing, Dynamic Properties, Skateworld
Dixieland Art Infusion	ON TRACK	9	Agnes Building; Artman Law Office; Dixieland Auto Parts; Quick Print; Reececliff Family Diner; Sanoba Law Firm; Swan Brewing; Unlimited DPI, Bank of America
Downtown Second Floor Renovations	ON TRACK	2	Gore Building; TR Hillsborough
EDGE	ON TRACK	3	Downtown: Studio C; TR Hillsborough. Cat Café, Midtown: Skateworld
STEMM	ON TRACK	0	None

LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

PROJECT PROGRESSION REPORT



STATUS KEY	
RISKS / ROADBLOCKS	
POTENTIAL RISKS	
ON TRACK	

	Project	Status	Phase	Funding Allocated	Notes
Multi-Year Infrastructure Improvements	Five Points Roundabout	ON TRACK	Pre-Construction	\$895,000	RFP scheduled to be released January 2023
	Providence Rd	ON TRACK	Planning	\$2,500,000	Project Estimated at \$7.1 million dollars; Programmed for FY 26-27
	Robson Neighborhood Septic to Sewer Study	ON TRACK	Planning	\$50,000	Underway - Initial Study completed, in evaluation for prioritization and funding analysis
Development Agreement Commitments	N. Massachusetts Ave Development Agreement	ON TRACK	Agreement Pending	TBD	Developer Due Diligence; Contamination Monitoring Established
	Oak Street RFP	ON TRACK	Design	TBD	Project design documents submitted for CRA review
	Mirrorton Substation Screening Wall	ON TRACK	Construction	\$435,000	Construction underway
	Mirrorton Bay Street Streetscape	ON TRACK	Design	\$440,000	Early concept design
Sidewalk/Trail Improvements	Central Avenue/Olive St Pedestrian Improvements	ON TRACK	Pre-Construction	\$162,500	Design complete, confirming with C&M on project schedule
	N. Scott Avenue Sidewalk Improvement	ON TRACK	Design	\$191,000	Design in progress, continued coordination needed with fencing on private properties
	Emma Street Sidewalk Improvement	ON TRACK	Design	\$140,000	Design in progress
	Chase Street Trail	ON TRACK	Design	\$175,000	Design in progress, consideration of LAP/FDOT funding partnership
Strategic Planning Efforts	South Florida Ave Master Plan	ON TRACK	Complete	\$57,700	Final Report provided
	East Main District Plan	ON TRACK	Planning	\$74,900	Initial draft provided; providing comments to consultant
	Downtown West Master Plan	ON TRACK	Planning	\$150,000	Initial discovery and due diligence completed, providing comments and guidance to consultant
	Catalyst 2.0	ON TRACK	Planning	\$280,000	Platform built for Downtown inventory; working with consultant/LEDC for initial rollout
	Mass Area Mixed Use Plan	ON TRACK	Planning	TBD	Review of parcels available, next steps RFP/RFQ



COMMUNITY
REDEVELOPMENT
AGENCY

2023 Schedule

CRA Advisory Board

Application Deadline	Date of Meeting
Board Retreat - No Applications to be considered at this meeting	Thursday, January 5, 2023
Thursday, January 12, 2023	Thursday, February 2, 2023
Thursday, February 9, 2023	Thursday, March 2, 2023
Thursday, March 16, 2023	Thursday, April 6, 2023
Thursday, April 13, 2023	Thursday, May 4, 2023
Thursday, May 11, 2023	Thursday, June 1, 2023
Thursday, June 15, 2023	Thursday, July 6, 2023
Thursday, July 13, 2023	Thursday, August 3, 2023
Thursday, August 17, 2023	Thursday, September 7, 2023
Thursday, September 14, 2023	Thursday, October 5, 2023
Thursday, October 12, 2023	Thursday, November 2, 2023
Thursday, November 16, 2023	Thursday, December 7, 2023

Applications are due to CRA Staff by **5:00pm** on the Application Deadline date shown above

Meetings are held at **3:00pm** on the Meeting Date shown above.

Agendas are published at the Lakeland CRA Website: www.lakelandcra.net/meetings-reports

Meetings are held:

Lakeland City Hall
228 S. Massachusetts Avenue, Third Floor
City Commission Conference Room
Lakeland, Florida 33801

**Community Redevelopment Area Advisory Board
Meeting Minutes
Thursday November 3, 2022
3:00 – 5:00 PM
City Commission Conference Room, City Hall**

Attendance

Board Members: Brandon Eady (Chair), Tyler Zimmerman, Chrissanne Long, Terry Coney, Frank Lansford, Teresa O'Brien, and Kate Lake

Absent: Commissioner Chad McLeod and Harry Bryant

Staff: Valerie Ferrell, Shelley Guiseppi and Carlos Turner

Guests: Assistant City Attorney Jerrod Simpson, Assistant Director Jason Willey, Officer Shuttler, Commissioner Bill Reed and Cory Petcoff

Packets

- Meeting Minutes dated October 6, 2022
- Financial Update
- Project Progression Report
- Memo – ~~Payne Air Conditioning & Heating, LLC (Enyap Properties LLC) Midtown Infill Adaptive Reuse Incentive Request~~
- Memo – TR Hillsborough Downtown Infill Adaptive Reuse Incentive

Housekeeping

Action Items – Old Business

Financial Update & Project Tracker

Valerie Ferrell advised financials are doing well and projects are on track.

Housekeeping

Valerie Ferrell thanked Board Member Frank Lansford for his service. Valerie advised there will be three vacant seats and applications have been received for new members. The CRA Annual Board Retreat will be held in January. The CRA officer interview process has been concluded and now is in the hiring stage.

Meeting Minutes Dated October 6, 2022

Chrissanne Long motioned to approve minutes.
Terry Coney seconded which passed unanimously.

Action Items – New Business

Payne Air Conditioning & Heating, LLC (Envap Properties LLC) Midtown Infill Adaptive Reuse Incentive Request

Valerie Ferrell advised a request from Payne Air Conditioning & Heating, LLC was received however, there was a change in costs, and they asked to remove the request so costs can be re-evaluated.

TR Hillsborough Downtown Infill Adaptive Reuse Incentive

Cory Petcoff presented the TR Hillsborough Downtown Infill Adaptive Reuse Incentive. He advised the elevator should be installed in the next few weeks. But is asking to modify the incentive to a straight reimbursement for the elevator. The original estimated cost was \$185k however, after reviewing costs it will be approximately \$280k plus electric costs which are still being worked out due to previous removal of the wiring in the building.

Valerie Ferrell clarified the request by stating the previous approval was for 10% of the total cost up to \$150k and the applicant is now requesting approval for the entire \$150k to complete the installation of the elevator.

Chrissanne Long motioned to approve.
Teresa O'Brian seconded which passed unanimously.

Discussion Items

Valerie Ferrell discussed the endorsement letter created for the S. Florida Ave Road Diet.

Terry Coney wanted to clarify the term permanent used in the letter.

Valerie clarified the term.

Commissioner Bill Reed suggested rezoning a portion of Dixieland from residential to commercial regarding the road diet. Discussion ensued.

Terry Coney motioned to move forward.
Kate Lake seconded which passed unanimously.

Valerie Ferrell advised there was a discrepancy regarding the Friends of Freedom Monument stating the Lakeland Electric portion of the funding was not received. After contacting Lakeland Electric, it was noted that the contribution would be sent to support the monument.

Brandon Eady asked Terry Coney and Chrissanne Long to provide feedback from the FRA Conference.

Adjourned at 4:06 PM

Next Meeting, Thursday, December 1, 2022, 3:00 PM.

Brandon Eady, Chairman

Date



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
 From: Valerie Ferrell, CRA Manager
 Date: December 15, 2022
 Re: **Well Done Development, LLC Commercial Lease Deferral Request**

I. Background:

Well Done Development, LLC is the master tenant of The Well, the new 4,700 SF office building at 114 E. Parker Street which officially opened January 2022. The space is a business center used for office and collaborative workspace, as well as educationally-focused resources for small business. The journey from project planning to completion and final grand opening was not without its challenges, after first considering renovation of the existing structure, then to pivot towards demolition and design of new construction as well as related site improvements. Below is a recap of the CRA engagement with Well Done Development (formerly Well Done Events) at this location:

Timeline:

July 2018	Initial Proposal from Well Done Events Approved with draft lease terms considering renovation of existing structure
September 2019	Updated Proposal from Well Done Events with Business Plan submitted with renovation estimates reviewed; demolition was recommended, and new construction was approved to be designed/permitted
January 2020	Update to Advisory Board from Well Done Events to host events at alternative locations until construction complete
November 2020	Final Lease Terms and Construction Bids sent to Advisory Board; final construction bid awarded to Miller Construction
December 2020	Lease Agreement terms approved with Well Done Development
December 2021	Building construction complete, Certificate of Occupancy issued
January 2022	Grand opening at The Well

II. Lease Terms

The Lease Agreement, executed on December 21, 2020 provided the following material terms:

- Three (3) year initial lease term, with an automatic three (3) year renewal term thereafter unless either party provides notice of non-renewal at least 120 days prior to the expiration of the initial term.
- The initial lease term will commence upon issuance of the certificate of occupancy for the new office building.
- No lease payments in Year 1 of the initial term.
- Lease rate of \$18,800.00 annually based on \$4.00 per square foot of the building space beginning in Year 2 of the initial term, increasing each year thereafter by 2.5%.
- Lessee responsible for liability insurance, utilities and all applicable property, sales and use taxes.
- Lessor shall maintain and repair the property at Lessee's cost.
- Lessee shall have a right of first refusal to purchase the property at any time during the initial or renewal terms of the lease.

With Certificate of Occupancy issued in December of 2021, the initial term commenced at that time with no lease payments for the entire first year. December 2022 is the commencement of Year 2 of the Lease which requires base rent and related management fees be collected. Management fees include building and lawn maintenance. Per the lease, monthly base rent is \$1,566.66 and management fees are \$1,026.17, both of which are subject to sales tax. The CRA currently pays management fees on the building and property.

Year 3 of the Lease would commence December 2023 and would increase base rent 2.5% to \$1,605.82. Management fees are also subject to increase with re-evaluation of 2023 property taxes, as well as building maintenance and lawn services.

III. Request

Dr. Sallie Brisbane Stone, owner of Well Done Development appeared before the City Commission at their regular meeting on September 6, 2022, and submitted a request for funding support to further the mission of The Well's services. After reviewing this request with City Management, the City Commission deferred this request to the CRA Advisory Board for consideration and recommendation prior to making a final decision.

After working with CRA staff to understand specific funding needs, Well Done Development is requesting a one-year deferral on collection of base rent for the period December 2022 to December 2023, with repayment commencing January 2024. The basis for the request is in an effort establish its business presence in the Mass Market Area.

The 12-month base rent deferment would equal \$18,800, which would be used to offset costs for sound attenuation improvements as well as stabilizing The Well's second year of operations. The tenant has agreed to begin payment of monthly management fees covering building maintenance and lawn services.

Additionally, Well Done Development is requesting consideration for CRA support to install an art display system for hanging artwork within the building. The system would benefit the sound attenuation needs, as well as showcase artwork from local artists. The anticipated cost should not exceed \$5,000.

Granting the rent deferral and art display system purchase, the CRA will assist with cost of installation of sound attenuation improvements and art display systems at a cost to be provided by City of Lakeland Facilities Construction and Management team which can be provided as an update to the CRA Advisory Board at a later date.

IV. Board Consideration:

At Board's discretion, consider Well Done Development's request for one-year deferral on collection of base rent for the period December 2022 to December 2023, with base rent commencing January 2024 resuming the terms set forth in the Lease Agreement. Also, consider granting CRA support to install sound attenuation equipment (provided by tenant) and purchase of art display system not to exceed \$5,000.

Attachments:

- Well Done Development Updated Request 12/13/2022
- The Well 2022 Events and Planned 2023 Events

**THE WELL
MISSION:**

**Connect
Collaborate
Create
Celebrate**

Well Done Development- (dba) THE WELL

114 East Parker Street

Midtown District Lakeland, FL 33801

Dr. Sallie Stone, Founder/CEO

thewell.lakeland@gmail.com

www.thewell-lakeland.com

863-668-1541



Request

Well Done Development (dba) The Well is kindly requesting a rent deferment for twelve (12) months beginning January 1, 2023, through December 30, 2023. The deferment amount requested is the base rent of \$1566/month totaling (\$18,792). The Well, master tenant, would be responsible for building maintenance and lawn maintenance fees at an approximate cost of \$1026.17/month (\$12,314.04) in addition to the already established utility fee requirements. The deferment of the base rent would allow the business some relief while establishing its presence and purpose in the Midtown District and allow it to get on track.

Background

A CRA Advisory Board meeting was held on November 5, 2020, and The Well was presented for approval as a new building project. The construction process began but was interrupted due to the global pandemic. In March of 2020 everything shut down due to covid-19 pandemic which by executive order of the governor caused all activity to cease. We were significantly impacted because all activities were cancelled including events, we had previously scheduled to facilitate the planned programs of The Well in spaces provided by the City of Lakeland. We were also adversely impacted with Well-done Events, a separate dba of Well-done Development, which supported The Well with technology and multi-media services. We had to pivot and start with a renovation. Delayed the execution for 2 years.

Another significant adverse impact was that the business plan for The Well projected revenue based on the ability to provide space and business support services for its target audience including under served and underrepresented populations. The impact of the pandemic created a huge loss in revenues due to small businesses, entrepreneurs and start-ups having to shut down and many simply going out of business. Cowork spaces were no longer a viable option even when the pandemic slowed as people were fearful of spikes or surges in the virus caused by being in open or public place. Well Done Development dba as The Well decided to consider alternatives to the co-work/co-share concept while continuing to develop ways to facilitate the mission and vision to help small business and entrepreneurs through educationally focused and culturally relevant programming.

The Well took occupancy of the newly constructed business center located in the CRA District of Midtown (114 East Parker Street) in December of 2021. Over the course of a three-year period and while the building was under construction, The Well was actively engaged in facilitating training, education, community forums and culturally inspired programming with a nod towards underserved and underrepresented populations. Revenue projections were based on the 2020 numbers but now projections are based on 2022 numbers which reflect a delayed gross margin profit. A rent deferral will help The Well get back on track.

The Well Monthly Revenues - 2022:

Month	Facility Rental	Private Office /Co-Workspace
Jan.	\$840.25	\$650
Feb.	\$2,988.00	\$650
Mar.	\$2,885.50	\$1300
Apr.	\$4,969.16	\$1300
May	\$5,875.75	\$2600
Jun.	\$1,266.89	\$2600

Jul.	\$10,598.00	\$2600
Aug.	\$8,408.40	\$2600
Sept.	\$5,691.50	\$2600
Oct.	\$4,522.95	\$2600
Nov	\$3,344.85	\$2600

Programs and Services

The grand opening took place on January 21, 2022, and The Well began to provide support and resources to maximize access and engagement opportunities for the Lakeland community. One of the first programs to on-board in January was the MidFlorida Surge: an incubator program that provided 10 small businesses with an intensive 10-week engagement opportunity. The MidFlorida Surge is one of many initiatives that The Well has on-boarded and would like to make more sustainable to reach the target audience. The following are partnerships and collaborations that The Well has established and will continue to develop to meet our goal of reaching our target population: MidFlorida Credit Union; Florida Southern College Entrepreneur Center; Lakeland Chamber of Commerce; United Negro College Fund (UNCF); SCORE; Catapult; Tampa Bay Black Business Investment Center.

The request for a lease deferment will provide The Well an excellent opportunity as a woman and minority-owned small business to help create a viable and sustainable economy in Midtown. Since the inception of the project, one of the main goals has been to be able to purchase the property and control one’s own destiny. Using this as a strategy to build diversity, equity and including has been a part of the strategic plan. A rent deferment will allow me to work towards achieving this goal.

Challenges

A one-year deferment of rent will give The Well the latitude to push forward and establish a foundation to mitigate pandemic-related disruptions as previously stated. One challenge was the lack of a strong presence in the community. Due to the length of time it took to complete the building, potential co-work partners who initially sought out The Well were tasked with finding alternative spaces to meet. Another concern is that many people did not know that The Well existed but while others said they could not locate it. Both issues were based on two reasons: 1) there was no signage on the building to identify it and 2) when the address (114 East Parker) was googled, the old Lighthouse retail store appeared and caused confusion. The covid crisis significantly limited the amount of exposure that was needed to help establish The Well in the community. Additionally, many people shared their concerns about the safety and security of the neighborhood with such a high number of vagrant individuals and homelessness. It should be noted that signage has since been added (Oct./Nov.) Google has yet to update the address captured by satellite technology which would identify the building when searched for on the internet.

A rent deferment will provide an opportunity to resolve a major problem inside the building. The acoustics inside of the building have created a communication barrier particularly when conducting trainings and public forums. In some cases, conversations can be overheard in the open space when the sound should be suppressed. Although sound absorptive curtains were purchased and provide a small measure of acoustical support, a much more extensive resolution is necessary. A very viable option would be the installation of sound clouds in the ceiling. These 4’x4’ sound clouds were donated to The Well by Catapult and simply need approval from the COL facilities dept. to be installed. Operational dollars can be allocated to facilitate this much needed solution.

Future Growth Opportunities

The Well has experienced an encouraging outpouring of support. During the first year of operations The Well made over 100 individual touch points or impactful engagements with businesses, entrepreneurs, and the community at large. According to published data from a credible source (“Minority Entrepreneurs,” U.S. Senate Committee on Small Business Entrepreneurship) programs that provide relevant and consistent support are most likely to grow entrepreneurship inclusive of Black, Latino, Indigenous and other people of color communities (BIPOC). A deferment of the rent would provide The Well an opportunity to set aside some funding to support programs that are customized and differentiated based on the needs of the community. See attached calendar of events.

Hard Costs

One of the main goals of The Well has been to support Art and Culture. Local Artist across diverse platforms is often underserved and underrepresented. although Art and Culture is essential to doing business in the minority community. Many artists have lacked resources and funding to promote and market their work. The Well is poised as the ideal platform to support all forms of artistic expression in a appropriate way. A rent deferment opportunity will provide a means to help support local artists.

An art installation system for displaying artwork on the walls of The Well has been a continued conversation since the initial occupancy a year ago. During conversations with previous CRA staff and the project architect Aaron Banks it was recommended that an art installation system would be beneficial to the facility in multiple ways. 1) It would provide artist with a way to display their work; 2) It would provide additional sound dampening to support acoustics in the room; 3) It would add to the over-all design and ambiance of the space. An artist call to action for selecting artwork for display would be one way to facilitate. The goal would be to rotate artwork on the wall that represent local artists. To implement the system, it would be approximately \$2300 for 20 pieces to be displayed based on the cost of \$115/picture. [Picture Hanging Systems & Art Gallery Hardware | Systematic Art®](#).

See art installation example below.



In Conclusion

Well Done Development dba The Well kindly requests the following: a deferment of the base rent annual total - \$18,792; Picture Hanging Systems & Art Gallery Hardware (20 pieces of art) totaling \$2300; labor for City of Lakeland facilities department to install the hardware for the art and install the donated sound clouds for acoustic improvement. The total hard cost request (minus labor) is \$21,092.

Midtown a historically blighted, under-resourced, predominately minority community in a designated HUBZone. Through targeted outreach and program facilitation, The Well aims to provide support and access to resources to this community. Thank you for your consideration and support.

THE WELL - Examples of Community Impact/Enrichment for 2022-2023

Jan. 2022

- 11 – Host Lakeland Rotary Club
- 17 – Sisternomics (100 Coalition of Black Women)
- 21 – Grand Opening Event

Feb.

- 18 – Book Signing – Laser Focus (Kelvin McCree)
- 27 – Mural Dedication – Kent McCallister (Art Show)

Mar.

- 5 – Delta Sigma Theta Workshop – Economic Development
- 8 – American Advertising Awards Program
- 19 – HerStory Annual Women History Program
- 26 – Hope Night
- 30 – Lunch and Learn - Suncoast Bank
- 30 – Business Blender / Mixer

Apr.

- 1 – Jazz at The Well
- 20 – Lunch and Learn - Business Plans Plus
- 27 – Business Blender/ Mixer

May

- 3 – Peace River (Workshop on Mental Health) 1 of 3
- 4 – Business Round Table – Val Demings
- 11 – Choose Kindness Foundation - Outreach Program (8th-12th Grades)
- 19 – Peace River (Workshop on Mental Health) 2 of 3
- 24 – Peace River (Workshop on Mental Health) 3 of 3
- 25 – Business Blender/ Mixer

Jun.

- 7 – Vitiligo Foundation Interview with Bay News 9
- 25 – Heartland for Children Graduation
- 29 – Business Blender/Mixer

Jul.

- 15 – Kiwanis Meeting at The Well – (Dr. Stone Guest Speaker)
- 20 – NAACP Candidate Forum
- 27 – Homeless Coalition Landlord Breakfast
- 27 – Business Blender/ Mixer
- 28 – Peace River Job Fair

Aug.

- 8 – Talbot House (Video Shoot)
- 23 – Vials of Life – Better Living for Seniors

31 – Lunch and Learn – Business Plans Plus
31 – Business Blender/ Mixer

Sept.

21 – Better Living for Seniors Celebration
23 – Making Strides for Breast Cancer Workshop
28 – Business Blender/Mixer

Oct.

11 – Lakeland Now/Lakeland Vision Smart Growth Forum
15 – Cocktails and Choreography – Florida Dance Theatre
19 – NAACP Candidate Forum
20 – Highwayman Art Show

Nov.

9 – Paint & Pour – Learning Resource Center
13 – Wakanda Forever Debut – Hallbacks Live
17 – Bone Builders Instructors Class
19 – Child Care Director’s Appreciation

Dec.

7 – NAMI Outreach (National Association Mental Illness)
9 – Scott Lake Staff Holiday Gathering
11 – Guitar City Student Recital

Jan. 2023

11- Lakeland Chamber of Commerce – New Member Coffee
21 – MLK Parade

Feb. - Several dates Celebrating Black History Month

10 - Lakeland Magic – Theme Black History Month

March – Several dates Celebrating Women’s History Month

25 – HerStory: Annual Women’s Leadership Brunch

31 - SCORE – Women’s Leadership Symposium

April

29 – Top Buttons – Girls Empowerment Workshop

May - Lakeland Now/Lakeland Vision Forum (State of Education)

June – Juneteenth Celebration (UNCF)

Memo

To: CRA Advisory Board
From: Valerie Ferrell, CRA Manager
Teresa Maio, Assistant Director, Community & Economic Development
Mike Smith, Housing Programs Manager
Date: December 15, 2022
Re: **Affordable Housing Infill Land Bank Program**

I. Background:

In February 2020, the CRA Advisory Board and the City Commission's Real Estate and Transportation Committee approved the Affordable Housing Land Bank Program allowing for the sale of CRA- and City- owned vacant lots for the purpose of constructing new homes for income qualified buyers. The program further allowed for the administrative disposition of an initial list of lots (Attachment A) by the Housing Division.

In April 2020, Housing Division staff issued an invitation to interested parties to apply as a Certified Affordable Housing Developer and to request lots in accordance with the program guidelines. In August 2020, the Affordable Housing Review Committee (AHRC) consisting of representatives from various City departments including CRA staff reviewed and ranked 22 applications from qualified builders/developers and approved the award of 51 lots to 18 developers. Award letters were issued, and contract documents were developed over the following months with the first contracts executed in June 2021 and the first closing occurring on June 24, 2021. The executed deeds allow title to revert to the CRA/City in the event construction is not initiated within six months of closing and require construction to be completed within eighteen months from the closing date.

Under the current program guidelines, the lots are being sold at a sale price of not less than 120% of the assessed value as determined by the Polk County Property Appraiser. At the time of Contract for Sale and Purchase, the purchaser remits a deposit in the amount of \$1,000.00 per lot to be held in escrow and applied towards the purchase price at the time of closing. The remaining purchase price is secured in the form of a forgivable, ten-year deferred lien.

II. Program Modifications

Dynamic market changes including the availability of construction materials and rising interest rates resulted in contractors delaying closings and one developer, Domain, withdrawing from the program. To date, permits have been issued for 13 lots, and five homes were sold to income qualified households. In accordance with the program guidelines, income qualified households are those at or below 120% of the area median income (currently \$81,000.00 for a family of four) and includes very low, low, and moderate households as required by the Local Housing Assistance Plan (LHAP). As such, income qualified homebuyers may be awarded home purchase assistance from City affordable housing program funds up to a maximum of \$28,000.00 based upon income level. Properties within the CRA are eligible for an additional \$10,000.00. Despite this, builders are challenged with balancing construction costs, market pricing and the ability of buyers to qualify for a loan. The Infill Land Bank Program has awarded over 40 lots to affordable housing builders.

To address these challenges staff proposes to modify the Affordable Housing Land Bank Program requirements and to obtain approval to proceed with the disposition of a second round of lots (Attachment B). The program modifications are intended to address the growing need for workforce housing and acknowledge the ability of this and moderate-income tiers to obtain home ownership more easily with current home prices. The first modification is to amend the City's State Housing Initiatives Partnership LHAP to add an income tier for workforce households earning above 120% but not more than 140% of the area median income. This change eliminates the current tiered assistance approach and allows for workforce households to qualify for home purchase assistance at the current maximum of \$28,000. It is also consistent with maximum income limits currently used by St. Petersburg, Tampa, Orlando, and Broward County.

The second modification is to eliminate the need for a lien on the last \$10,000 of CRA down payment assistance to support loan applications to mortgage lenders for properties located within the Midtown and Garden District CRAs. Currently, Home Purchase Down Payment Assistance Program using CRA funds provides up to \$38,000 in down payment assistance. Applying the last \$10,000 as a grant will reduce debt and lower the loan-to-value ratio of buyers attempting to qualify for a mortgage.

As the population of the City of Lakeland continues to grow, the availability of quality affordable housing continues to be a challenge and increasing rental and mortgage rates make it necessary for staff to provide flexibility by expanding and revising our housing programs in an attempt to mitigate these challenges.

III. Property Disposition of CRA-Owned Assets

F.S. 163.380 requires 30-day public notice of disposition of CRA-owned real property or interest prior to execution of contracts. A recommendation from the CRA Advisory Board will be taken to the City Commission/Real Estate Committee for confirmation and final approval. The proposed inventory for public announcement in early 2023 includes 15 CRA-owned properties and 43 City-owned properties, primarily located within the Midtown CRA District.

It is anticipated that there will be a third round of CRA-owned properties made available for the land bank in mid-2023 to add to the program.

IV. Board Consideration:

At the Board's discretion, consider recommending approval of the following:

1. The proposed second round of lots (Attachment B);
2. the revised Affordable Housing Land Bank program guidelines (Attachment C);
3. the updated income limits for the Home Purchase Assistance Program; and
4. eliminate the need for a lien for CRA funding used as down payment assistance.

Attachments:

- A. Initial list of Affordable Housing Infill Land Bank lots (February 2020)
- B. Proposed second round of lots
- C. Revised Affordable Housing Land Bank program guidelines

AFFORDABLE HOUSING LAND BANK

February 14, 2020

Parcel ID	Address	Owner	Status 12/15/22	CRA	Assessed Value*	Sq. ft.	Acres
232823102500007061	523 CARROLL AV	City	Carryover	Out	\$ 11,246.00	6,248.42	0.14
232811033500010010	1102 N BRUNNELL PY	City	Carryover	Midtown CRA	\$ 5,455.00	7,792.92	0.18
232812055500010060	316 W 7TH ST	City	Awarded	Midtown CRA	\$ 4,670.00	4,245.08	0.10
232812055500011130	201 W 6TH ST	City	Pending	Midtown CRA	\$ 6,155.00	5,861.66	0.13
232812055500010100	303 W 6TH ST	City	Pending	Midtown CRA	\$ 6,154.00	5,861.50	0.13
232812053500001110	1018 N LINCOLN AV	City	Closed	Midtown CRA	\$ 5,873.00	5,593.72	0.13
232813073000000010	719 EMMA ST	City	Closed	Midtown CRA	\$ 6,525.00	6,524.96	0.15
232812055500008200	337 W 7TH ST	City	Pending	Midtown CRA	\$ 6,154.00	5,860.65	0.13
232812055500012040	116 W 6TH ST	City	Closed	Midtown CRA	\$ 6,155.00	5,862.03	0.13
232812055500012030	112 W 6TH ST	City	Closed	Midtown CRA	\$ 6,155.00	5,862.07	0.13
232823108500016010	1815 W HICKORY ST	City	Park	Out	\$ 22,385.00	34,437.82	0.79
232813077500000330	836 N FLORENCE AV	City	Closed	Midtown CRA	\$ 5,849.00	4,499.38	0.10
232813067500006082	611 TEXAS AV	City	Closed	Midtown CRA	\$ 4,430.00	1,969.68	0.05
232812055500011070	208 W 7TH ST	City	Pending	Midtown CRA	\$ 6,154.00	5,861.42	0.13
232812040000005120	714 W THOMAS ST	City	Conflict	Midtown CRA	\$ 4,724.00	5,905.98	0.14
242832263300002091	3023 REDWOOD AV	City	Closed	Out	\$ 12,500.00	10,500.01	0.24
232812044500004120	1749 WASHINGTON AV	City	Conflict	Midtown CRA	\$ 3,861.00	5,516.03	0.13
232823102500010140	1318 HERSCHELL ST	City	Awarded	Out	\$ 18,545.00	8,242.28	0.19
232726000000021190	1320 BAKER DR	City	Closed	Out	\$ 15,399.00	13,999.95	0.32
232813072500004042	715 EMMA ST	City	Closed	Midtown CRA	\$ 7,250.00	7,249.95	0.17
232812040000007210	705 WHITEHURST ST	City	Conflict	Midtown CRA	\$ 2,178.00	4,356.32	0.10
232812055500011150	115 W 6TH ST	City	Closed	Midtown CRA	\$ 6,155.00	5,861.75	0.13
232812038000002120	829 WHITEHURST ST	City	Carryover	Midtown CRA	\$ 1,746.00	3,492.05	0.08
232812044500008190	527 MCEACHERN ST	City	Awarded	Midtown CRA	\$ 4,525.00	4,763.72	0.11
232812050500011110	642 W 9TH ST	City	Carryover	Midtown CRA	\$ 4,605.00	4,385.99	0.10
232812055500006100	221 W 8TH ST	City	Awarded	Midtown CRA	\$ 6,154.00	5,860.52	0.13
232812036500001120	510 W 10TH ST	City	Conflict	Midtown CRA	\$ 4,721.00	4,104.85	0.09
232812055000006040	614 W 3RD ST	City	Closed	Midtown CRA	\$ 4,750.00	5,000.16	0.11
232811031500005181	1117 NEVILLE AV	City	Pending	Midtown CRA	\$ 8,600.00	8,190.11	0.19
232812055500011160	109 W 6TH ST	City	Closed	Midtown CRA	\$ 6,155.00	5,861.79	0.13
232812050500014070	649 W 9TH ST	City	Carryover	Midtown CRA	\$ 4,825.00	4,385.74	0.10
242818199500052090	709 N VERMONT AV	City	Habitat	Midtown CRA	\$ 6,292.00	6,623.99	0.15
232813072500005042	605 EMMA ST	City	Closed	Midtown CRA	\$ 740.00	435.01	0.01
232813072500005045	605 EMMA ST	City	Closed	Midtown CRA	\$ 7,961.00	6,633.69	0.15
232812038000002190	830 W 13TH ST	City	Substandard	Midtown CRA	\$ 1,740.00	3,479.99	0.08
232812055500009031	332 W 7TH ST	City	Closed	Midtown CRA	\$ 5,698.00	5,426.91	0.12
232812040000009070	643 W 11TH ST	City	Conflict	Midtown CRA	\$ 4,138.00	4,356.25	0.10
242817191000002060	1319 E PARKER ST	City	Closed	Out	\$ 6,569.00	6,858.98	0.16
232822094000002150	2220 W LANIER ST	City	Carryover	Out	\$ 6,525.00	8,699.74	0.20
232815000000024350	236 N CHESTNUT RD	City	Conflict	Out	\$ 4,750.00	8,092.94	0.19
232824112000004182	NA	City	Pending	Midtown CRA	\$ 5,147.00	4,289.98	0.10
232824112000004010	1105 OLIVE ST	City	Pending	Midtown CRA	\$ 31,675.00	23,463.71	0.54
232812038000005130	831 W CRAWFORD ST	City	Carryover	Midtown CRA	\$ 2,220.00	3,699.99	0.08
232812038000005010	805 W CRAWFORD ST	City	Substandard	Midtown CRA	\$ 5,504.00	15,725.47	0.36
232813067500006081	529 W MAGNOLIA ST	City	Closed	Midtown CRA	\$ 13,407.00	5,829.76	0.13
232812050500009080	724 W 8TH ST	CRA	Closed	Midtown CRA	\$ 45,740.00	4,386.42	0.10
232812055500007120	1249 N NEW YORK AV	CRA	Conflict	Midtown CRA	\$ 4,368.00	3,013.25	0.07
242807171000003010	1046 GILMORE AV	CRA	Awarded	Midtown CRA	\$ 30,168.00	19,463.31	0.45
232812057101000390	1626 BLOSSOM CR E	CRA	Pending	Midtown CRA	\$ 15,897.00	6,000.01	0.14
232812050500011120	638 W 9TH ST	CRA	Closed	Midtown CRA	\$ 30,972.00	4,385.99	0.10
232812050500007040	637 W 6TH ST	CRA	Closed	Midtown CRA	\$ 5,044.00	4,387.05	0.10
232812051500004000	1134 KETTLES AV	CRA	Closed	Midtown CRA	\$ 8,835.00	9,299.98	0.21
242818204000002020	836 N VERMONT AV	CRA	Pending	Midtown CRA	\$ 7,717.00	7,015.99	0.16
232812050500001000	711 W 5TH ST	CRA	Carryover	Midtown CRA	\$ 3,947.00	4,387.49	0.10
232812055500014070	410 W 6TH ST	CRA	Pending	Midtown CRA	\$ 69,550.00	5,861.39	0.13
242818199000003000	403 N STELLA AV	CRA	Conflict	Midtown CRA	\$ 10,000.00	2,798.54	0.06

* Assessed Value as determined by the Polk County Property Appraiser. Where the Assessed Value includes improvements that no longer exist on the property, the assessed value shall equal the Land Value as determined by the Property Appraiser.

AFFORDABLE HOUSING LAND BANK

February 14, 2020

Parcel ID	Address	Owner	Status 12/15/22	CRA	Assessed Value*	Sq. ft.	Acres
232812052500002160	940 W 5TH ST	CRA	Pending	Midtown CRA	\$ 6,730.00	6,731.26	0.15
232812057101000470	1635 FRUITWOOD DR	CRA	Pending	Midtown CRA	\$ 15,900.00	6,000.04	0.14
242818204000002030	834 N VERMONT AV	CRA	Pending	Midtown CRA	\$ 57,267.00	14,540.59	0.33
242807171000003030	1036 GILMORE AV	CRA	Awarded	Midtown CRA	\$ 75,948.00	49,000.07	1.12
232813067500003000	712 PEAR ST	CRA	Closed	Midtown CRA	\$ 6,433.00	7,150.03	0.16
232812050500004000	531 W 5TH ST	CRA	Carryover	Midtown CRA	\$ 4,605.00	4,387.56	0.10
232812040000009080	645 W 11TH ST	CRA	Conflict	Midtown CRA	\$ 5,227.00	4,356.25	0.10
242807171000003080	1045 N VERMONT AV	CRA	Awarded	Midtown CRA	\$ 15,030.00	9,697.50	0.22
232812057101000540	1703 FRUITWOOD DR	CRA	Pending	Midtown CRA	\$ 15,897.00	5,999.99	0.14
232812042500001050	1416 N LINCOLN AV	CRA	Pending	Midtown CRA	\$ 7,560.00	16,799.97	0.39

* Assessed Value as determined by the Polk County Property Appraiser. Where the Assessed Value includes improvements that no longer exist on the property, the assessed value shall equal the Land Value as determined by the Property Appraiser.

AFFORDABLE HOUSING LAND BANK ROUND 2 (December 2022)

	Parcel ID	Address	Owner	CRA	Assessed Value*	Sq. ft.	Acres
1	232736-013900-004061	3420 Lynn Dr	CRA	Midtown CRA	\$ 18,952.00	9583.20	0.22
2	232812-055500-007120	1249 New York Av N	CRA	Midtown CRA	\$ 5,124.00	3049.20	0.07
3	232813-074500-009071	837 N Lincoln Av	City	Midtown CRA	\$ 30,323.00	20908.80	0.48
4	232801-018000-040350	402 Bassedena Cir	City	Midtown CRA	\$ 9,100.00	6969.60	0.16
5	232811-031000-003090	1030 Atlantic Rd	City	Midtown CRA	\$ 9,375.00	7405.20	0.17
6	232811-031500-001070	1025 Crestview Ave	City	Midtown CRA	\$ 15,639.00	12632.40	0.29
7	232812-036500-001300	0 9th St (625 W 9th)	City	Midtown CRA	\$ 12,459.00	8712.00	0.20
8	232812-036500-004040	612 W 7th St	City	Midtown CRA	\$ 7,403.00	5227.20	0.12
9	232812-036500-004050	608 W 7th St	City	Midtown CRA	\$ 7,403.00	5227.20	0.12
10	232812-038000-005070	813 Crawford	City	Midtown CRA	\$ 7,770.00	5662.80	0.13
11	232812-042500-002040	0 Lincoln Ave (1438 n lincoln)	City	Midtown CRA	\$ 7,843.00	5662.80	0.13
12	232812-042500-002090	1441 Lotela	City	Midtown CRA	\$ 7,843.00	5662.80	0.13
13	232812-038000-005081	817 Crawford	City	Midtown CRA	\$ 7,770.00	5662.80	0.13
14	232823-102500-007061	523 Carroll	City	Out	\$ 11,246.00	6098.40	0.14
15	232812-038000-002120	829 Whitehurst	City	Midtown CRA	\$ 1,746.00	3484.80	0.08
16	232812-050500-014070	649 9 th Street	City	Midtown CRA	\$ 4,825.00	4356.00	0.10
17	232822-094000-002150	2220 Lanier	City	Out	\$ 6,525.00	8712.00	0.20
18	232812-038000-005130	831 Crawford	City	Midtown CRA	\$ 2,220.00	3484.80	0.08
19	232812-050500-001030	711 5 th Street	CRA	Midtown CRA	\$ 3,947.00	4356.00	0.10
20	232812-050500-004070	531 5 th Street	CRA	Midtown CRA	\$ 4,605.00	4356.00	0.10
21	232811-032500-005070	0 Atline rd (1400 9th St)	City	Midtown CRA	\$ 4,984.00	5662.80	0.13
22	232812-045500-002380	1103 13th St	City	Midtown CRA	\$ 6,027.00	6534.00	0.15
23	232812-047500-006120	1152 6th St	City	Midtown CRA	\$ 4,750.00	4791.60	0.11
24	232812-049000-024050	0 Florence (1011 Florence)	City	Midtown CRA	\$ 5,259.00	5227.20	0.12
25	232812-050500-011020	631 8th St	City	Midtown CRA	\$ 3,302.00	3049.20	0.07
26	232812-052500-004052	1130 Lincoln	City	Midtown CRA	\$ 5,252.00	6969.60	0.16
27	232812-055500-005070	309 8th St W	City	Midtown CRA	\$ 4,100.00	3920.40	0.09
28	232812-050500-007030	633 6th St W	City	Midtown CRA	\$ 4,825.00	4356.00	0.10
29	232811-031000-001171	0 Atlantic Rd/S of 1130 Atlantic)	City	Midtown CRA	\$ 7,163.00	7405.20	0.17
30	232812-051500-003070	719 W 3rd St	CRA	Midtown CRA	\$ 9,449.00	9583.20	0.22
31	242818-204000-001041	905 Iowa Ave	CRA	Midtown CRA	\$ 87,952.00	6969.60	0.16
32	242818-199500-055080	605 Vermont Ave N/O E Magnolia A	CRA	Midtown CRA	\$ 7,747.00	7405.20	0.17
33	232812-055500-004072	416 W 9TH ST	City	Midtown CRA	\$ 7,614.00	6534.00	0.15
34	232736-015500-005142	316 Petteway Dr	City	Midtown CRA	\$ 21,657.00	10454.40	0.24
35	232736-016000-005131	517 Carver St W	City	Midtown CRA	\$ 23,540.00	12196.80	0.28
36	232813-061500-006060	701 Virginia Ave	City	Midtown CRA	\$ 11,545.00	7840.80	0.18
37	232822-094000-002100	2140 Lanier St	City	Out	\$ 9,445.00	8712.00	0.20
38	232811-033000-001090	1039 Roselle Ave	City	Midtown CRA	\$ 11,194.00	8276.40	0.19
39	232812-040000-005270	635 14th St W	City	Midtown CRA	\$ 7,558.00	5662.80	0.13
40	232812-046000-004180	1121 9th St W	Cty	Midtown CRA	\$ 13,375.00	9583.20	0.22
41	232812-040000-005290	1524 Kettles Ave	City	Midtown CRA	\$ 7,289.00	5227.20	0.12
42	232823-102500-010140	1318 Herschell St	City	Out	\$ 18,545.00	8276.40	0.19
43	232812-040000-009070	643 11th Street (combine with 645	City	Midtown CRA	4138 (\$522	4356 (4356)	0.1 (.1)
44	232811-033500-008030	1011 Brunnell	City	Midtown CRA	\$ 15,187.00	7840.80	0.18
45	232812-046000-004100	1146 10th St	City	Midtown CRA	\$ 9,032.00	13939.20	0.32
46	232812-039000-000011	811 W 5TH ST	CRA	Midtown CRA	\$ 16,394.00	12632.40	0.29
47	242818-199500-052120	603 Parker St	CRA	Midtown CRA	\$ 8,840.00	6534.00	0.15
48	232812-040000-009280	630 12th St W	CRA	Midtown CRA	\$ 5,559.00	4356.00	0.10
49	232813-074000-011052	628 Adams St	CRA	Midtown CRA	\$ 13,345.00	6098.40	0.14
50	232812-057101-000771	1681 Blossom Cir W	CRA	Midtown CRA	\$ 19,999.00	5662.80	0.13
51	242818-198500-054041	606 Vermont Ave N (608 n Vernon	CRA	Midtown CRA	\$ 11,506.00	11761.20	0.27
52	232812-052500-003021	0 Augusta St (Immediatly West of	City	Midtown CRA	\$ 8,432.00	6098.40	0.14
53	232812-046500-021100	1038 N Webster Ave	City	Midtown CRA	\$ 10,426.00	7405.20	0.17
54	232811-033500-010010	1102 Brunnell	City	Midtown CRA	\$ 6,001.00	7840.80	0.18
55	232812-050500-011110	642 W 9th	City	Midtown CRA	\$ 4,605.00	4356.00	0.10
56	232812-036500-001120	510 W 10TH ST	City	Midtown CRA	\$ 4,721.00	3920.40	0.09
57	242818-200000-056092	602 Stella	CRA	Midtown CRA	\$ 10,476.00	8712.00	0.20

* Assessed Value as determined by the Polk County Property Appraiser. Where the Assessed Value includes improvements that no longer exist on the property, the assessed value shall equal the Land Value as determined by the Property Appraiser.

AFFORDABLE HOUSING LAND BANK PROGRAM GUIDELINES

As required by FS 166.0451 the City of Lakeland Affordable Housing Land Bank provides an inventory list of all real property owned by and within the City limits of the City of Lakeland that are appropriate for use as affordable housing, the list also includes CRA- owned lots. This lots may be offered to qualified developers, builders, or nonprofit housing organizations for the purpose of constructing new affordable residential units to meet the City's affordable housing needs. The purpose of this program is to add to the City's housing stock, reduce the number of vacant and blighted properties, and encourage the development of new affordable housing units on vacant lots throughout the city. The program addresses the need for quality affordable housing and contributes to neighborhood stabilization efforts.

The City and CRA currently hold an inventory of lots located throughout the city and will offer these lots for sale to developers and/or builders, including qualified affordable housing sponsors, to construct new, affordable housing units. The units may be rented or sold to income qualified households. Units must be affordable benefiting extremely low to moderate workforce income households up to 140% of Area Median Income as defined by the United States Department of Housing and Urban Development.

The City will waive building permit fees and if eligible, a reimbursement/waiver of non-utility impact fees will also be provided. In addition, the City of Lakeland will provide several pre-approved architectural plans that may be used by the purchaser. Prospective buyers shall demonstrate proven experience, financial resources, and professional expertise to develop, market and rent/sell quality, affordably priced, residential units. Purchasers must also agree to meet the criteria provided herein.

The City of Lakeland will sell vacant lots to developers/builders/sponsors at a sale price of no less than 120% of the assessed value as determined by the Polk County Property Appraiser. The sale price shall be set, and information made available to the public as referenced above. The Buyer shall pay \$1,500.00 at the time a Contract for Sale and Purchase is entered into with the City of Lakeland. The balance remaining due on the purchase price (represented by 120% of the assessed value less \$1,500.00 paid) shall be secured against the property in the form of a 10-year deferred payment lien. This deferred payment lien shall be forgiven in full upon sale or upon lease at the rate of 10% per year

following issuance of a Certificate of Occupancy. The beginning date of the lien shall correspond with the date of Closing. Closing shall occur within 60 days of date of contract.

Location:

The properties are located throughout the city limits of the City of Lakeland, Florida, and listed below.

Application Process:

For Profit Developers:

The process will be an open review and award process by a Selection Committee consisting of representatives from the city, with purchasers required to enter into a developer agreement with specific benchmarks according to design standards approved by the City of Lakeland. Developers must have experience in the construction of residential dwelling units and the financial capability to perform its obligations.

Not-For-Profit Developers:

A portion of lots will be set aside for not-for-profit organizations.

Not-for-profit developers may submit proposals to the housing division. Each proposal will be evaluated individually by staff and the Affordable Housing Review Committee.

Individual Home Buyers:

Individual home buyers will only be able to apply for a lot in conjunction with a certified affordable housing builder or non-for-profit builder.

In all instances, the city reserves the right to request such information or require execution of such documents as may be reasonably necessary to determine the financing of construction of the unit(s).

Vacant Buildable Residential Lots:

It may be necessary to combine two or more adjacent small lots and sell them as one parcel should the individual lot size be insufficient to construct a modest sized dwelling unit while complying with all zoning requirements. Should there be sufficient interest in the program by more than one entity expressing interest in purchasing a particular lot or there are more participants than lots available, preference will be given in the following order:

First: Lakeland Electric Service Area developers/builders/sponsors.

Second: Polk County developers/builders/sponsors.

Third: Outside of Polk County developers/builders/sponsors.

Terms of Sale to a Non-Profit or For-Profit Builder/Developer/Sponsor:

- Property must benefit extremely low to moderate income buyers as evidenced by the sales contract and household income verification. Extremely low to moderate workforce income is defined as equal to or below 140% of median income per the Local Housing Assistance Plan (LHAP).
- Property must be developed or redeveloped as affordable housing.
- Property to be developed or redeveloped as a minimum 2-bedroom dwelling unit.
- Architectural plans must be approved by the City of Lakeland Planning and Housing Division prior to closing of the lot.
- Purchaser must provide construction schedule and building permit.
- Purchaser must show evidence of funding commitment to complete construction such as a construction cost estimate and bank funding commitment letter, bank statement, and/or grant agreement to support construction of the units.

Land Bank lots may be offered as available through a request for applications or as part of an affordable housing incentive program. Lots available under this program shall be advertised with sufficient information to draw attention to the program and direct prospective buyers/homesteaders to the appropriate offices to make application. Applications shall be made by the prospective buyer which shall contain information as to availability of construction financing, contractor information, etc.

Transfer of title to such lots shall not occur until all of the terms of the sale are complete. Language shall be included in the deed document to allow title to revert to the City in the event construction is not initiated within six (6) months of closing and any deposit or other funds paid by buyer shall be forfeited to the City. The construction must be completed within eighteen (18) months from the closing date.

To ensure occupation of unit(s) by income qualified homeowners, impact fees will be paid at the time of building permit issuance and will be deposited into the Affordable Housing Incentive account. However, the developer/builder/sponsor may request reimbursement of City non-utility impact fees. Prior to permit issuance, the contractor/developer/sponsor must submit a copy of any waiver from County Impact Fees if approved by Polk County.

Upon completion of the project, the contractor/developer/sponsor will submit a request to the Housing Office for reimbursement of the paid impact fees along with documentation including Certificate of Occupancy and homebuyer's income verification and HUD -1/closing disclosure document, verifying that the home has been sold to an income qualified homebuyer. The deadline to submit a request for reimbursement is one year after the closing on the property.

Other Requirements:

The purchaser must act in accordance with all applicable laws, rules and regulations.

City staff will schedule and monitor progress meetings to ensure completion of construction in accordance with the purchase agreement.

Income verification and certification:

Income eligibility requirements apply to affordable housing development similarly as with other assisted housing programs. The developer/builder/sponsor seeking to acquire surplus land for affordable housing should be prepared to commit to ensuring the process will occur according to program requirements. In order to leverage local funds and to maximize the development of affordable housing, qualified homebuyers may be awarded home purchase assistance from the City's other affordable housing programs. Homebuyers must attend a homebuyer education class with an approved HUD housing counseling agency.

Program Proceeds:

It is important that affordable housing has a continued funding source for future projects. Proceeds received from the sale of the lots will be deposited into a separate City account fund earmarked for affordable housing and used to further affordable housing goals. Funds deposited into this account may be used for home purchase assistance, infrastructure costs, site maintenance, and legal expenses.