

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
TUESDAY, JANUARY 10, 2017 - 6:00 PM

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH REGARD TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

LOBBYIST REGISTRATION IS REQUIRED. PRIOR TO ENGAGING IN ANY LOBBYING ACTIVITIES, WHETHER OR NOT COMPENSATION IS PAID OR RECEIVED IN CONNECTION WITH THOSE ACTIVITIES, EACH LOBBYIST SHALL FILE WITH THE CITY CLERK AN ANNUAL REGISTRATION STATEMENT AND PAY AN ANNUAL ONE HUNDRED DOLLARS (\$100.00) REGISTRATION FEE FOR EACH PRINCIPAL OR EMPLOYER. REGISTRATION FORMS ARE AVAILABLE ON THE CITY WEBSITE: WWW.DANIABEACHFL.GOV. (ORDINANCE #2012-019)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK'S OFFICE, 100 W. DANIA BEACH BOULEVARD, DANIA BEACH, FL 33004, (954) 924-6800 EXTENSION 3624, AT LEAST 48 HOURS PRIOR TO THE MEETING.

IN CONSIDERATION OF OTHERS, WE ASK THAT YOU:

- A. PLEASE TURN CELL PHONES OFF, OR PLACE ON VIBRATE. IF YOU MUST MAKE A CALL, PLEASE STEP OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
 - B. IF YOU MUST SPEAK TO SOMEONE IN THE AUDIENCE, PLEASE SPEAK SOFTLY OR GO OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
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1. CALL TO ORDER/ROLL CALL

2. CITIZEN COMMENTS

Addressing the Commission: Comments by Dania Beach citizens, or other interested parties that are not part of the regular agenda, may be made during each Commission meeting during the period set aside for "citizen comments." A thirty (30) minute "citizen comments" period shall be designated on the agenda for citizens and interested persons to speak on matters not scheduled on that day's agenda. Each speaker shall be limited to 3 minutes for his or her comments. Persons desiring to speak during the citizen comment period shall inform the City Clerk prior to the beginning of the meeting of their intention to speak. If more than 10 speakers express a desire to speak, the Commission shall determine, on a meeting by meeting basis, whether to (a) extend the time allotted for citizen comments to accommodate all speakers, or (b) whether to limit the number of speakers or amount of time per speaker. A speaker's time shall not be transferable to another speaker.

3. ADMINISTRATIVE REPORTS

- 1. CRA Executive Director Report

4. PRESENTATIONS

5. CONSENT AGENDA

- 1. Minutes:
Approve Minutes of December 13, 2016 CRA Board Meeting
- 2. Travel Requests: None
- 3. Approval of the Commercial Property Improvement Grant Application for Bake Shack, located at 238 South Federal Highway, in an amount not to exceed \$20,000.00

6. PROPOSALS AND BIDS

7. DISCUSSION AND POSSIBLE ACTION

8. BOARD MEMBER COMMENTS

9. ADJOURNMENT

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Presentation

Continued from:

Requested Action (Identify appropriate Action or Motion)		
CRA Executive Director Report		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
CRA Calendar of Activities, Description of Calendar Activities, DBCRA Status Report

DBCRA 2017 Events Calendar

January

s	M	T	w	T	F	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

February

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March

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31						

Jan 13 Neighborhood Nights
 Jan 21 PATCH Expo
 Jan 28 DB Vintage Motorcycle show
 Feb 4 Chester Byrd Park Rededication
 Feb 10 Neighborhood Nights
 Feb 16 Quarterly Merchant Meeting
 Feb 18 PATCH Expo
 Feb 23 Neighborhood Ambassadors Event
 Mar 10 Neighborhood Nights
 Mar 18 PATCH Expo
 Apr 8 5th Annual DBASC
 Apr 9 5th Annual DBASC

Apr 14 Neighborhood Nights
 Apr 15 PATCH Expo
 May 12 Neighborhood Nights
 May 18 Quarterly Merchant Meeting
 May 20 PATCH Expo
 May 25 Neighborhood Ambassadors Event
 Jun 9 Neighborhood Nights
 Jun 17 PATCH Expo
 Jul 14 Neighborhood Nights
 Jul 15 PATCH Expo
 Aug 11 Neighborhood Nights
 Aug 19 PATCH Expo

Aug 24 Quarterly Merchant Meeting
 Sep 8 Neighborhood Nights
 Sep 14 Annual Business Luncheon
 Sep 16 PATCH Expo
 Sep 28 Neighborhood Ambassador Event -
 Oct 13 Neighborhood Nights
 Oct 21 PATCH Expo
 Nov 10 Neighborhood Nights
 Nov 18 PATCH Expo
 Dec 8 Neighborhood Nights
 Dec 16 PATCH Expo

Description of Events:

DB Vintage Motorcycle show: Over 350 antique bikes will be judged under the trees at beautiful Frost Park in Dania Beach. There will be live music, vendors, bike parts swap meet, food, dealer exhibits, motorcycle field games, Roller Derby Girls, vintage bicycle display, kiddy play area and more! The event is FREE to the public with a fee to enter bikes. The CRA has a booth and promotes the Arts and Seafood Celebration at the event. This event and the Arts and Seafood Celebration attract thousands of people from South Florida and beyond to enjoy the amenities of the City.

Chester Byrd Park Rededication: This FREE family-friendly event will be co-hosted by the BRHPC TOUCH Initiative and as part one year anniversary as a “Healthy Community Zone.” Health and fitness improvements have been undertaken at Chester Byrd Park including new fitness equipment, shade covers and improved access all in an effort to reactivate the park for health and wellness use. Activities will include: Free Food Giveaway; Interactive Art Project; Games; Fitness Demos; Exhibitors; Big Papa T's BBQ; DJ Royce; Park Ribbon Cutting & Much More! We will also be honoring the park's namesake Mr. Chester Byrd, in celebration of Black History Month.

Neighborhood Nights: This new event series takes place at the PATCH Urban Farm and Market every second Friday of the month from 5PM – 9PM. The market opens at 4PM, activities begin at 5PM, with live entertainment or movies beginning at 6:30PM. This free family-friendly block party will include music, interactive art, movies on the PATCH green, games, a BBQ, and more, all under the stars! In addition, the PATCH market will be open for sales on their organically-grown produce, and EBT customers will receive 50% off all Florida-grown crops. Attendees are encouraged to bring their lawn chairs and blankets and submit their recipes to be considered for the PATCH Cookbook that will be sold around Dania Beach.

PATCH Expo/Market Day: Every third Saturday of the month the PATCH Urban Farm and Market has a special expo featuring local art and craft vendors, community partners and organizations, children's activities, healthy food demos, fitness activities, lawn games, and more. Every Saturday fresh produce and a variety of private labeled goods are sold at the market, with EBT receiving 50% off Florida-grown produce.

Quarterly Merchant Meetings: Downtown merchant and property owner meetings to address issues, share ideas, educate and expand business retention and attraction efforts. Held four times a year, these meetings have educational guest speakers covering a variety of topics.

Neighborhood Ambassadors Events: This series is held at various businesses and locations throughout the CRA and is a unique networking program available for those interested in all things Dania Beach. Ambassadors receive special offers from local businesses, CRA e-newsletters and updates, access volunteer opportunities, and receive a 'Guide to in the Know' booklet with special Dania Beach insider information, refreshments, trivia and more!

Dania Beach Arts and Seafood Celebration: Experience two days of fun and excitement during the 5th Anniversary featuring: Fresh Delicious Seafood; Live National Band and all day live Music; Culinary Delights from Top Local Restaurants; Fine Arts, Crafters; Local Retailer Booths; Beer & Wine Garden; Magnificent Sand Sculptures; Family Activities, games, rides; Chef Showcase featuring culinary imaginations and creations; Live Performance Art; And Much More! This event attracts over 20,000 people annually to experience the treasures of Dania Beach.

Categories	Tasks	Status	Start Date	End Date	Category	Notes
DBCRA Events						
	Chester Byrd Park Rededication	Scheduled for February 4th. Art project with Attucks students; Living Well; fitness demonstrations; picnic; press around Black History month	12/05/16	02/04/17	HCZ	Waiting on Katayana to follow up on partners; Big Papa T's; Dj Royce; Gate widened for truck to go through; repair drive way; no trespassing affidavit/sign; activate the GFI's for electricity; Mark to repair track and install benches; outreach to the churches and college gardens apartments; Rachel to call Westside Gazette Editor for discount; Rachel manage landscape and track resurfacing
	Neighborhood Ambassador	Dates scheduled: 2/23, 5/25, 9/28	12/12/16	09/28/17		Work on rack cards; maybe the Place @ Dania or Morrison for last event? ...Rachel to give The Place at Dania Beach contact to Sarah
	Motorcycle Show	January 28th, have booth and bring Larry for pictures	01/01/17	01/28/17		
Capital Projects						
	FEC Pedestrian Crossing	Authorized cost estimate through FEC; awaiting costs for 1 or 2 crossings			HCZ	
	Chester Byrd Park	Completed sidewalk and opening on Phippen/Waiters; ordering new signage and minor sidewalk repairs; resurface track			HCZ	
	JA Ely Blvd. Sidewalk and Crosswalks	Coordinating with UHP for Safe Routes to Schools Grant also looking at CDBG Funding			HCZ	
	Sun Garden Isles Pedestrian Improvements	Awaiting City Comm. Approval; scheduling meeting with FDOT (still need City MPO staff rep for TAC)				
	Crosswalks/Bus Loop at Collins Elementary					Follow up with Public Services on crosswalk restriping status.
Downtown						
	Business Surveys	Surveys complete, schedule sometime in Jan 2017 to walk downtown to hand out to business owners	12/01/16	01/31/17		Add info for being listed on DBCRA website directory
	Asset and Available Space Inventory	Business inventory partially complete; Dan still updating	12/01/16	01/16/17		
	Analyze CC and EDBB Zoning and CRA Design Guidelines	TBD				
	NW/SW 1st Avenue Streetscape	Design street and parking improvements as part of the Downtown Master Plan				
	Downtown Branding and Positioning	TBD				
	City Center RFQ	Under review with City staff and Attorney; changes being made				Scheduled meetings in Jan w/ Kim and Chris and board meetings

Categories	Tasks	Status	Start Date	End Date	Category	Notes
The PATCH						
	Market Operations, ordering and set up					
	Market Manager Training	BHRPC/PATCH Collaborative developing manager training program for the PATCH				
	Farm Management, planting and harvesting	1st Harvest end of October/early November				
	Community Garden Management	Still have plots available				
	Volunteer Coordination	Saturday mornings sign up through "Hands on Broward"				
	3rd Saturday Event Planning/Oversight	"New Year, New You" January 21st				Zumba and Yoga
	Monthly Friday Night Events	Market open Friday nights beginning Jan. 13				Neighborhood Nights Jan. 13, games, BBQ, showing "Secret Life of Pets"
	PATCH Fall Cookbook	Community cookbook committee.October; Launch Fall recipe collection November 11; deadlines for recine is Feb. 1st				Send flyer to Kathleen to put on commission boxes; send out newsletter reminder; need to reach out to churches again; Kathleen send to Randi; Rachel to inventory and notice other Citv clubs
	Weekly PATCH e-newsletter; website and Facebook	Ongoing				
	Buyer's Club	Need part-time market assistant				Started bi-weekly sales to City employees
DBASC 2017 Marketing						
	Event Planning; site planning	Finalizing site plan; researching outsource of beverage sales				
	New Sponsorships	Reaching out to new sponsors/corporate - targeted list and letters to go out mid-November				
	Returning Sponsors	Sponsorship package updated, Kisha contacting last year's sponsors				
	Promotions, Publicity and Advertising					
	Collateral material and advertsing design	Save the Date cards completed				
	Casino @ Dania Beach	Casino to provide national act; 500 parking spaces; media buying assistance				
	Poster Artist	Henriette will be doing the poster artwork				

Categories	Tasks	Status	Start Date	End Date	Category	Notes
Commercial Grants						
	Stix Cigar Lounge	Merchant Assistance (15K) - Requested an extension to March 2016				Interior; not sure about before pictures?
	Premier Mobile	Façade (20K) - Almost complete				Waiting until parking is complete to write a press release; maybe do a ribbon cutting
	TNT Fireworks	Façade (20K) - under construction	12/12/16	01/09/17		Take pictures; waiting on one side of the building to be painted
	Dockers	Façade (20K) - for approval 10/10				
	Collins Market	Façade (20K) - for approval 10/10				Waiting for it to be signed and place restricted covenant
	Revisions to Façade and Merchant Programs	For approval 10/10				
Communications and Marketing						
	CRA Website Update	Completed and live; schedule meeting with Sandra to discuss updating website remotlev				
	CRA Promotional Video	Recording video clips and testimonials right now				Neighborhood Ambassador up on website; Rachel update welcome speech; HCZ video - put on channel 17 and website
	Monthly Business E-newsletter	Ongoing; includes business tips				
	Weekly "Happening's" e-newsletter	Ongoing; business promotions, special events, etc.				
	Monthly CRA e-newsletter	Ongoing; news and updates on CRA activities				
	Quarterly Merchant Meeting	Ongoing; schedule decided; Nov. 11, Feb. 16, May 18, Aug 24th				
	Guide to Doing Business	Create and publish a "Guide to doing Business" with the City of Dania Beach				Sarah created the table of contents waiting on review. Bring samples for Rachel
	Co-op seasonal Advertising (shared cost ad)	Create a shared cost cooperative advertising with local retailers and restaurants with Sun-Sentinel Start in Summer of 2017				
	Outside event marketing (CRA and PATCH)	Represent Dania Beach at outside events as vendor				

Categories	Tasks	Status	Start Date	End Date	Category	Notes
Business Attraction						
	Banker/Broker Event	TBD - Hold a Banker/Broker event to showcase development opportunities in the City (follow up from ICSC 2016)				
	Participate in Annual NAIOP Broward Bus Tour Florida ICSC Conference	TBD - Mid Year (July 2017) partner with local property owners Aug-17				
	Create and maintain an inventory of developable property	Initial phase for Downtown; the CRA wide				
	Create a "targeted" public relations campaign based on inventory	Analyze targeted industries and availability of space to identify and advertise/promote to that specific sector				
	Partner with local organizations to host a Job Skills/Training Fair	TBD - Career Source; OIC; MIAF; local unions and technical schools to showcase training programs				
Business Retention						
	Welcome packet for new businesses	Send out monthly welcome packets to new businesses (via BTR) and add to our mailing lists				
	Participate in Marine Industry networking	Participate in MIAF and/or Port meetings and events				
	Create a monthly business visitation/meet up program	Continue communications with key business leaders				
Miscellaneous						
	Broward County Loan Forgiveness	Met with County staff 9/29/16 awaiting revised forgiveness calculations for Casino and Place @ Dania Beach				
	Creative Arts Council	Need to update appointees				Talk with AI about being liaison; create an action plan with dollar amounts; AI to discuss children's projects
	Create a Homebuyer Assistance Programs	Partner with BHRPC and Urban League to create a H2H homebuyers Club and initiate IDA program			HCZ	ON HOLD
	Diabetes Prevention/Maintenance Program	Launching Diabetes Programs (sponsored by the Y) in 2017			HCZ	ON HOLD
	Great American Clean Up Sun Garden Isles	Coordinating with Dania Beach Improvement Community and Katia; can get equipment from the County for free				ON HOLD

MINUTES OF MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, DECEMBER 13, 2016 – 6:00 P.M.

1. Call to Order/Roll Call

Chairman James called the meeting to order at 6:00 p.m.

Present:

Chairman:	Tamara James
Vice-Chairman:	Bill Harris
Board Members:	Chickie Brandimarte Bobbie H. Grace Marco A. Salvino, Sr.
Executive Director:	Rachel Bach
City Attorney:	Thomas Ansbro
CRA Secretary:	Louise Stilson

2. Citizen Comments

There were no citizen comments at this meeting.

3. Administrative Reports

1. CRA Administrative Updates

Executive Director Bach reviewed the memo that was included in the agenda packet, and noted that she recently spoke to County staff regarding the loan to grant conversion. The partial forgiveness amounts to approximately \$3 million, and she explained the formula used to determine the amount of forgiveness.

4. Presentations

There were no presentations on this agenda.

5. Consent Agenda

5.1 Minutes:

Approve Minutes of October 10, 2016 CRA Board Meeting

5.2 Travel Requests: None

- 5.3 Approve Redevelopment Management Associates Invoice #3653
- 5.4 Approve a Façade and Exterior Grant for Family in Distress, Inc. d/b/a Angelica's Haven Daycare, located at 405 S Federal Highway, in an amount not to exceed \$20,000.00

Board Member Grace motioned to approve the Consent Agenda; seconded by Board Member Salvino. The motion carried unanimously.

6. Proposals and Bids

6.1 RESOLUTION #2016-CRA-012

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE AN AGREEMENT WITH EACH OF THE FOLLOWING FIFTEEN (15) FIRMS FOR CIVIL ENGINEERING, ARCHITECTURAL AND BUILDING SERVICES, UTILITIES ENGINEERING, TRANSPORTATION PLANNING AND ENGINEERING, LAND AND ROUTE SURVEYING, GEOTECHNICAL ENGINEERING, ENVIRONMENTAL ENGINEERING, LANDSCAPE ARCHITECTURE, AND GENERAL CONSULTING ENGINEERING SERVICES: 1) CPZ ARCHITECTS, INC., 2) CARTAYA & ASSOCIATES ARCHITECTS, P.A., 3) WALTERS-ZACKRIA ASSOCIATES, PLLC, 4) TIERRA SOUTH FLORIDA, INC., 5) TERRACON CONSULTANTS, INC., 6) PUBLIC UTILITY MANAGEMENT AND PLANNING SERVICES, INC., 7) CARNAHAN, PROCTOR AND CROSS, INC., 8) CALVIN, GIORDANO & ASSOCIATES, INC., 9) CRAVEN THOMPSON & ASSOCIATES, INC. 10) CHEN MOORE & ASSOCIATES, INC., 11) EBS ENGINEERING, INC., 12) CALTRAN ENGINEERING GROUP, INC., 13) RJ BEHAR & COMPANY, INC., 14) EDSA INC., AND 15) METRIC ENGINEERING, INC.; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2016-CRA-012, and noted this bid award mirrors the award made by the City Commission on October 25, 2016.

Board Member Grace motioned to adopt Resolution #2016-CRA-012; seconded by Vice-Chairman Harris. The motion carried on the following 5-0 Roll Call vote:

Board Member Brandimarte	Yes	Vice-Chairman Harris	Yes
Board Member Grace	Yes	Chairman James	Yes
Board Member Salvino	Yes		

7. Discussion and Possible Action

7.1 Review and approve 2017 CRA Board meeting dates

The Board cancelled the April 11, 2017 meeting.

The Board changed the December 12, 2017 meeting date to Monday, December 11, 2017.

7.2 RFQ for the 2018 Arts and Seafood Celebration

Executive Director Bach asked for consensus as to if the board wanted to go out for RFP or stay with what we currently have.

Board Member Grace felt we do not have to go outside our area and we could do a better job considering the amount we pay the promoter. She does not want to extend the current contract and we should go out to bid for 2018 and beyond.

Board Member Salvino said we need to restructure the qualifications to allow other companies to bid. He does not see anything that the City could not do by itself at the festival and questioned why we need a company.

Director Bach noted the company handles all the items, including the applications and vetting of artists, vendor registrations, and the logistics for restrooms and the bands. She confirmed the cost for the company is \$37,000.00.

Board Member Salvino recommended the Board have a CRA staff member make a list of logistics, and see if the City can do it for \$20,000.00. Additionally, the money we give to RMA and the festival coordinator is too high and could be spent locally.

Director Bach noted this year we are outsourcing a lot of the concessions; we will see how that goes and provide more recommendations to the Board.

Board Member Brandimarte concurred with Board Member Salvino that \$37,000.00 is too high, and the City could be able to put on the event. She questioned the status of bringing in food trucks, and felt we are spending money in the wrong place; it should be brought back to Dania Beach.

Board Member Salvino suggested food vendors need to pay a higher rate to participate.

Chairman James noted, relating to outsourcing, you have to be sure only one person is in charge of the moving pieces.

Vice-Chairman Harris felt certain requirements within the RFP need to be re-addressed. He noted there are talented individuals here, and with a group of dedicated volunteers and one person in charge, the City could do the event and save money.

Board Member Brandimarte noted the park needs to be re-done after the festival, which adds to the cost.

Board Member Salvino felt vendors are not being charged enough; the City needs to guide people setting up the event to take care of the field; and the food vendors need to take their grease with them, not dump it on the grass.

Vice-Chairman Harris noted the artists need to be further qualified, and fine art vendors do not have much business.

Kathleen Weekes, CRA Manager, said fine artists did not sell much; the people do not buy those items. She added we need to concentrate on high-end crafts, and we have reduced the amount of categories and awards.

Board Member Salvino suggested the Board have Director Bach schedule a meeting the month after the event and give the Board 60 days to decide what to do next year.

Director Bach said a lot of the suggestions have been incorporated into the planning for next year and a full presentation can be given on where we are logistically. Secondly, this is a very time consuming event to put together so perhaps it can be discussed more in advance of next year. There may be other opportunities to scale the actual event down and put resources into other things.

7.3 PATCH Pavilion Rental

Executive Director Bach noted we have received requests to rent the pavilion for events. We are trying to copy the program in place by Parks & Recreation for the rental of I.T. Parker Community Center. The pavilion would hold up to 250 people and parking would be off-site for groups of more than 50 people.

Board Member Brandimarte does not agree on the cost of \$200 for a resident.

Chairman James questioned whether alcohol would be permitted because I.T. Parker has additional requirements for it.

Director Bach noted currently we have limited staff and limited hours; this is an opportunity to raise additional funds for the PATCH to help offset its costs of operation.

Board Member Grace said she is not in agreement with renting the PATCH for money because it is outdoor and subject to weather conditions.

Board Member Salvino felt if we charge at other City facilities, we should charge at the PATCH.

Chairman James noted she likes the idea and understands the risk of weather; we should profit from the use of the pavilion.

Board Member Salvino emphasized that we have to treat all the parks the same.

Chairman James suggested this be brought back for discussion or a workshop.

Vice-Chairman Harris believes we need a more aggressive marketing plan to raise awareness of the PATCH and the availability of the pavilion, and come up with a pricing structure that also addresses tables and chairs, restrooms, security, and parking.

Vice-Chairman Harris motioned to table Item #7.3; seconded by Board Member Grace. The motion carried unanimously.

8. Board Member Comments

There were no comments at this meeting.

9. Adjournment

Chairman James adjourned the meeting at 6:46 p.m.

ATTEST:

COMMUNITY REDEVELOPMENT
AGENCY

LOUISE STILSON, CMC
CRA SECRETARY

TAMARA JAMES
CHAIRMAN – CRA

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)		
Approve Commercial Improvement Grant Application for The Bake Shack		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
Memo from The Economic Development Manager Re: The Bake Shack Commercial Improvement Grant Approval, Commercial Improvement Grant Application for The Bake Shack, Estimate 1616 for Bake Shack Grant Application, Estimate 1617 for Bake Shack Grant Application

To: CRA Board Members

From: Dan Murphy, Economic Development Manager

Date: 1/10/2017

Re: **COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM: Bake Shack**

Background:

The **Commercial Property Improvement Grant Program** is an incentive program that was specifically designed to assist businesses located on Federal Highway and Dania Beach Boulevard in the CRA to improve the exterior of commercial buildings and sites by creating aesthetic improvements. To improve street presence and visible appearance, the CRA may provide grants of up to \$20,000 with a 30 percent grant recipient match. Enclosed for your review and approval is the application for Bake Shack to participate.

Bake Shack is a restaurant and bakery located at 238 South Federal Highway. Conversion from a Chinese takeout restaurant and significant initial investment by the owner has been followed by strong early commercial success. The property owner and bakery owner seek to complete the transition to an iconic Dania Beach eatery with exterior treatments including awnings, landscaping and signage plus creation of an outdoor dining area. The modifications are proposed in recognition of Bake Shack's proximity to a public park and open access from its immediate neighborhood. At the time of submission the applicant had provided only two bona fide cost estimates: a third estimate will be required upon Board approval before the grant can be awarded

Fiscal Impact

Funding is available and budgeted in CRA Fund Account #106-52-08-552-31-42. Remaining funds for Commercial Property Improvement grants are \$10,000.

Recommendations:

Approval of the Commercial Property Improvement Grant Application for **Bake Shack** in an amount **not to exceed \$20,000 contingent upon receipt of a third bona fide cost estimate.**

FAÇADE AND EXTERIOR GRANT PROGRAM CHECKLIST

- ☒ Photographs of current condition of site and structures.
- ☒ Architectural renderings of proposed façade improvements in color.
- ☒ A detailed outline of all proposed improvements with cost estimate.
- ☒ If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing location of work is also required.
- ☒ Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- ☒ Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.
- ☒ Cancelled check of payment to contractor/GC (your 20%). The CRA must receive proof of payment of your 20% via a cancelled check within fifteen (15) days of project start.
- ☒ Applicant must provide the CRA with at least three (3) quotes from a licensed contractor for the proposed work.
- ☒ Both the CRA Façade & Exterior Grant Program application and the CRA Façade & Exterior Grant Program agreement have been signed.
- ☒ Application fee of \$250 has been paid to Community Development Department for a review of proposed project in order to ensure compliance with City codes.
- ☒ **Please Note:** The properly executed Declaration of Restrictive Covenants must be recorded in the Broward County public records and a recorded copy provided to the CRA within ten days of receipt of the executed Program Grant Agreement. No Grant funds will be disbursed for the project before this is done.

Xiao Xia He
Signature

10-11-16
Date

XIAO XIA HE
Printed name

XXH Initial

**Dania Beach Community Redevelopment Agency (CRA)
FAÇADE and Exterior GRANT PROGRAM**

About the Program

The CRA Façade Grant Program is an incentive available to businesses located in the CRA on either side of US-1/Federal Highway from Old Griffin Road to Sheridan Street, and on Dania Beach Blvd from SW 5th Avenue to Gulfstream Road, for aesthetic improvements to the exterior of a commercial building and site. Painting of the building, installation of awnings, new doors/windows, landscaping, and brick pavers are typical improvements covered by the Façade Grant Program.

This program is subject to funding availability. All applications will be scored based on the following criteria and in the event that multiple completed applications are received within a 30 day window, the highest scoring applications shall prevail. The CRA may provide a grant of up to \$20,000 with a 20% match from the business. See example below:

Example

Project Cost:	\$ 25,000
CRA Grant:	\$ 20,000
Owner's Responsibility:	\$ 5,000

Properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant. A lien shall be recorded by the CRA against the property in order to secure the right of repayment. Work on the project must begin within sixty (60) days following approval of the grant by the CRA Board. Applicant may reapply if deadline is missed.

- Eligible Improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors, and signage.
- Adjoining parking lots, roofs and landscaping are ineligible as stand alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- Because of limited funding, staff from the CRA will evaluate the submissions and select those projects for submission to the CRA Board that beautify the area, will be a catalyst for economic development.
- All eligible projects will be required to apply for Enterprise Zone funding if applicable.

Please Note

Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Scoring

Scoring for applications that are received by the CRA shall be based upon a 100 point value system.

1. Location- 40 Points
Businesses located along US-1/Federal Hwy in the core of the City Center/Downtown area from NW 2nd Street to Stirling Road, and on Dania Beach Blvd from SW 5th Avenue to NE 3rd Avenue shall receive the maximum points allotted in this category. Businesses that are outside of these targeted areas shall receive 20 points.
2. Use of sustainable materials- 20 Points
Sustainable materials might include for example xeriscaping, energy efficient lighting, environmentally sensitive paint or other types of sustainable or green initiatives. The maximum number of points allocated for the category means that the applicant has incorporated numerous green initiatives into their design.

XXH

3. In Business longer than three (3) years- 20 Points

Initial

If the applicant has been in business between 0-1, they receive 0 points; 1-2 years, they receive an automatic 10 points. If they have been in business 3 years or longer then the applicant will receive the maximum number of points for this category

4. Other renovations and business improvements outside of CRA incentives - 20 points.

If applicant contributes funding, (see table below for contribution point scale) above the required 20% match in order to make additional improvements to their business, they may receive up to 20 points.

CONTRIBUTION POINT SCALE

POINTS	EXTRA CONTRIBUTION AMOUNT
5	\$2,500 - \$4,999
10	\$5,000 - \$7,499
15	\$7,500 - \$9,999
20	\$10,000 and above

Initial

SECTION I

The Façade Grant Program benefits are contingent upon funding availability and approval by the CRA Board. Façade Grant Program benefits are not to be construed as an entitlement or right of a property owner or applicant. Grant funding for properties in the designated CRA areas is only available when such funding is consistent with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

Step 1: Application Process

1. Business or property will start the application process by submitting an application to the CRA Staff for initial review. Once submitted to CRA Staff, the applicant must complete the application within thirty (30) calendar days. In conjunction with the initial application submission, a preliminary review of the proposed renovations to the property must be completed by the planning department (see Section II).

A completed application should include:

- A) A photograph of the property showing the area(s) for improvement.
- B) Conceptual design drawing(s) and cost estimate(s) of the proposed improvements. (At this point the CRA may provide conceptual design assistance.)
- C) Once the application is completed, it will initially be reviewed by CRA Staff who will then recommend approval or denial of the application.
- D) The application with a recommendation of approval or denial will be submitted in its entirety to the CRA Board of Commissioners for formal approval or denial.
- E) If the CRA Board approves the project, the CRA will provide the applicant with a Façade Agreement. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, **will not** be eligible for reimbursement.

SECTION II

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- File complete application with Planning Department for preliminary review with required \$250.00 review fee.
- The application for planning department review must include **all** of the following items: Photographs of current condition of site and structures, architectural renderings of proposed façade improvements in color, a detailed outline of all proposed improvements with cost estimate. If any components of the project pertain to paving, fencing, landscaping, etc. a survey showing location of work is also required.
- Applicants are highly encouraged to address all components of the building façade including but not limited to painting, awnings, window/doors, lighting and signage to compliment the vision of the CRA plan.
- Owners of properties listed for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.

XXH
Initial

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of current condition of site and structures, architectural renderings of proposed façade improvements in color, a detailed outline of all proposed improvements with cost estimate. If any components of the project pertain to paving, fencing, landscaping, etc. a survey showing location of work is also required.
- Owners of properties listed for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- ✓ After approval by the CRA Board, the CRA will provide the applicant with an approved Grant Agreement for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, will not be eligible for reimbursement.
- If deemed necessary, the CRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Dania Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

Xiao Xia He
Signature

Date 11-7-16

Xiao Xia He
Printed Name and Title

1. If your contractor agrees to wait for payment until a check is issued by the CRA of Dania Beach, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and you are satisfied with the job.
2. If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the CRA/City of Dania Beach with the paid invoice and/or a copy of *both* sides of the cancelled check. It is also recommended that you obtain a release from your contractor in consideration of final payment
3. A CRA/City of Dania Beach staff member will visit the property and take a photograph of the completed project. A check will be issued in your name.

Xiao Xia He
Signature of Applicant

Please Note

Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

XXH
Initial

FAÇADE PROGRAM APPLICATION

Date of Application 10-11-16

1. Address of project requesting incentive: 238 S FEDERAL HWY
DANIA FL 33004

2. Name of Applicant: XIAO XIA HE

Address of Applicant: 242 S FEDERAL HWY
DANIA, FL 33004

Phone: (954) 489-8933 Fax: (954) 919-9918

Email: A800954@GMAIL.COM

3. Does the applicant own property? ☒ Yes ☐ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description: FACADE AND EXTERIOR
BEAUTIFICATION

5. Total Project Cost 25,800

Total Funding Request 20,000

Initial

Authorized Representative

Xiao Xia He
Business Owner Signature

Property Owner Signature
(If different)

XIAO XIA HE
Print Name

Print Name

The Façade Grant Program benefits are contingent upon funding availability and approval by the CRA Board. Façade Grant Program benefits are not to be construed as an entitlement or right of a property owner or applicant. Grant funding for properties in the CRA boundaries is only available when such funding is consistent with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

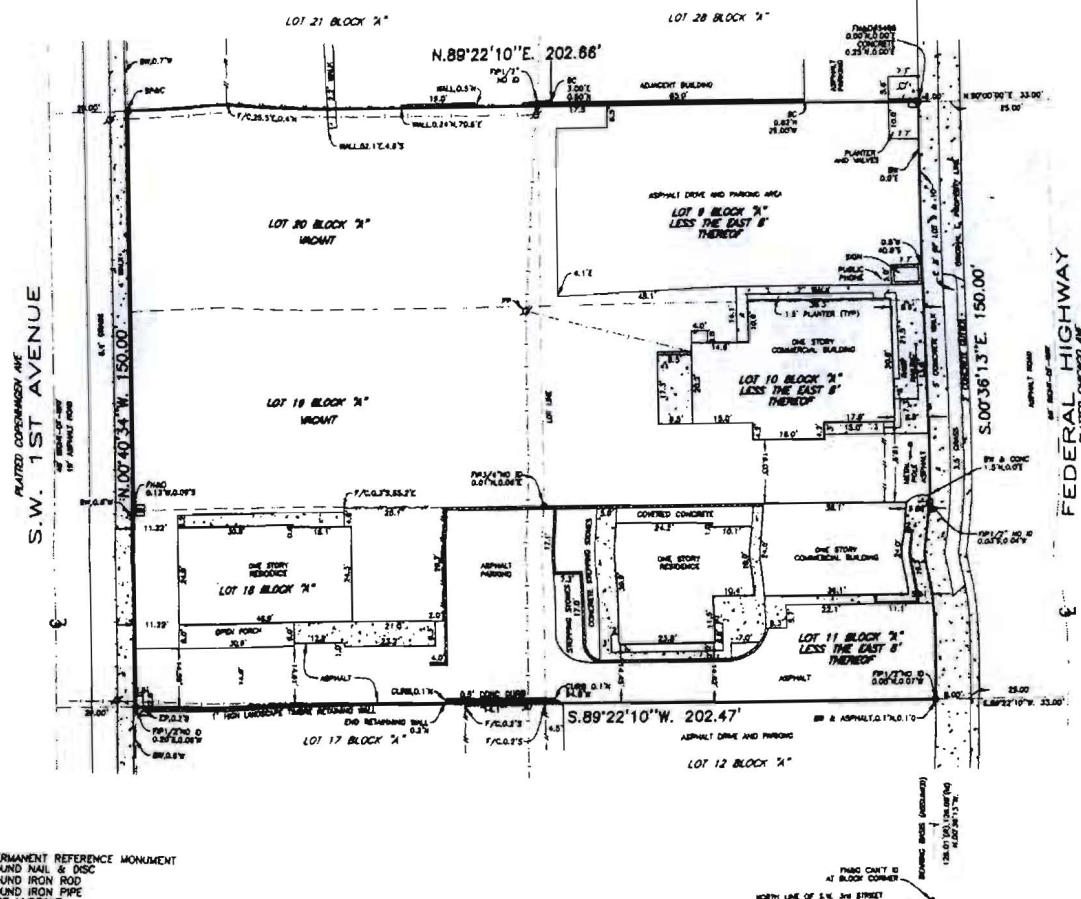
Please Note

Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Initial

Architectural renderings of proposed façade improvements in color





8125 STIRLING RD BROWARD (954)587-2100
DAVE, FLORIDA 33314 PALM BEACH (561)488-9828
FAX (254)587-5418
© 2008 ATLANTIC COAST SURVEYING INC.

CENTERLINE
 WOOD FENCE
 METAL FENCE
 CONCRETE BLOCK WALL
 OVERHEAD WIRES
 CONCRETE FENCE
 GUY ANCHOR
 DETRITUS ELEVATION
 MONITORING WELL
 CABLE JUNCTION BOX
 POWER/LIGHT POLE
 WATER METER
 FRAMED SIGN

1. HEREBY CERTIFY THAT THE SURVEY REPRESENTED HEREON MEETS THE MINIMUM TECHNICAL
REQUIREMENTS FOR LAND SURVEYS AS SET FORTH IN CHAPTER 81517-8 OF THE ALABAMA ADMINISTRATIVE
CODE FOR THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS PURSUANT TO SECTION 472.027
OF THE STATUTES OF THE STATE OF ALABAMA.

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RANGED SEAL OF A FLORIDA LICENSED SURVEYOR
AND MAPPER.

BY: Col. M. H. DATE: 08/22/05 PJS

CLIVE WICKER, PROFESSIONAL LAND SURVEYOR FLORIDA CERTIFICATION NO. 2883

[illegible][illegible]

LOT 9, 10, AND 11, LESS STATE ROAD AND LOT 18, LESS THE WEST 80.00 FEET OF THE NORTH 40.00 FEET AND LOTS 19 AND 20, BLOCK A, "PARK HILL AMENDED", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 183, OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA.

PROPERTY ADDRESS:
238 S FEDERAL HIGHWAY & 242 S Federal Hwy/
DANIA, FL 33004 Dania, FL 33004

BOUNDARY SURVEY
INVOICE # 28382
SURVEY DATE 08/18/09

FLOOD ZONE X
MAP DATE 10/02/97
MAP NUMBER 120034 0208 F
HR

Photographs of current condition of site and structures



Coastal Contracting & Development, Inc.

2050 SW 17th Drive
Deerfield Beach, FL 33442
754-212-5651
CoastalHollywood@aol.com
CBC 053647

October 3, 2016

Nelson Wu
usaabc@gmail.com

RE: Bake Shack
238 S. Federal Highway
Dania Beach, FL

PROPOSAL

Supervision	1,500.00
Architectural Fee	2,000.00
Grading and pavers for driveway and patio	6,100.00
Front Fence	3,000.00
Double doors to patio area, including structural concrete	3,000.00
Read wall at patio with fence on top section	3,000.00
Awnings	2,900.00
Subtotal	21,500.00
Administrative Fee	2,150.00
Contractor Fee	2,150.00
TOTAL	\$25,800.00

Please let me know if you have any questions.

Sincerely,

Gary McGeddy

Gary J. McGeddy
President

Coastal Contracting & Development, Inc.

2050 SW 17th Drive
Deerfield Beach, FL 33442
754-212-5651
CoastalHollywood@aol.com
CBC 053647

October 3, 2016

Nelson Wu
usaabc@gmail.com

RE: Bake Shack
238 S. Federal Highway
Dania Beach, FL

PROPOSAL

Supervision	1,500.00
Architectural Fee	2,000.00
Grading and paving for driveway and patio	6,100.00
Foliage Front Fence	4,500.00
Double doors to patio area, including structural concrete	3,000.00
Retard wall at patio with fence on top section	3,000.00
Awnings	2,900.00
	Subtotal
	21,500.00
	Administrative Fee
	2,150.00
	Contractor Fee
	2,150.00
	TOTAL
	\$27,300.00

Please let me know if you have any questions.

Sincerely,

Gary McGeddy

Gary J. McGeddy
President

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Deerfield Beach, FL 33442
754-212-5651
CoastalHollywood@aol.com
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TOTAL	\$25,800.00

Please let me know if you have any questions.

Sincerely,

Gary McGeddy

Gary J. McGeddy
President

The Bake Shack- 238 S Federal Hwy

Zoning Designation: SFED-MU

Reviewer: Anne-Christine Carrie, Planner 954-924-6805 x3654

All items reviewed are listed below. Only items in BOLD font need to be further addressed.

1. Code Violations. No violations as of 11/30/16 per Code.
2. Survey: Property survey and measurements are not legible. Submit a legible survey indicating setbacks. A
3. Architectural renderings of proposed façade. At discretion of CRA.
4. Provide dimensions for the façade modification for compliance review.
5. Per Sec. 510-30 (d), provide a pitched roof.
6. Per Sec. 510-30 (E): Reflective and mirrored-type glazing on windows at the ground level are prohibited. Provide details and description of windows.
7. Per Sec. 510-30 (H), provide glassed surface calculation.
8. Per Sec. 510-30 (I) The coloration of all buildings shall be nature blending with a maximum of three (3) colors exclusive of roof. The use of "earth tone" or light pastel colors is encouraged. Semitransparent stains are recommended for application on natural wood finishes.
9. Per Sec. 510-30 (L), heating, ventilation and air conditioning equipment, duct work, air compressors, other fixed operating machinery shall be either screened from view or located so that such items are not visible from the designated arterial, adjacent residential properties or intersecting streets.
10. Per Sec. 235-40 (A), fence height in the front yard may not exceed 4'. Please indicate fence height.
11. Quotes. Only 1 contractor quote was provided
12. Landscaping. Provide a landscape plan identifying the type, location and number of each proposed species.
13. Photographs. Photographs of existing conditions were submitted as required.
14. Use: Per Sec. 110-200, outdoor restaurant seating for this property will require a special exception and variance.
15. New Outdoor dining:
 - Per Section 110-200 provide floor plan of existing restaurant to ensure the existing restaurant is a minimum of 500 square feet of gross floor area.
 - Outdoor dining requires a Special Exception approved by the City Commission. Special Exception application fee is a minimum of \$3,700 plus \$200 per acre or portion of such area and must be submitted with a

completed application and written statement addressing the Special Exception criteria identified in Section 630-50. A site plan will be required.

- Outdoor dining area must provide additional parking of 1 space per 40 square feet of customer service area. Must show parking calculations. If additional parking cannot be provided, request a Variance or provide payment in lieu of parking which is \$6,500 per space.
- A Variance application fee is \$2,000 and must be submitted with a completed application and written statement addressing the Variance criteria identified in Section 625-40.

16. Signage.

- Per Section 505.90, the cumulative square footage of building signage permitted on primary street (Federal Highway) is 1.5 times the linear foot of occupant street frontage. Provide the permitted and proposed signage area calculation (include window signs).
- Additional square footage can be granted as a bonus in accordance with Section 505-210.
- Per Section 505-90 window signs shall not comprise more than 10% of the total window area.

Carrie, Anne-Christine

From: Lunkins, Angel
Sent: Wednesday, November 30, 2016 4:05 PM
To: Carrie, Anne-Christine
Subject: RE: Code Check

Sorry for the delay, Thanks

From: Carrie, Anne-Christine
Sent: Wednesday, November 30, 2016 10:05 AM
To: Lunkins, Angel
Subject: Code Check

Good morning Angel:

Are there any code violations at the properties:

238 S Federal Hwy- 514203020070//////// No code cases or liens

242 S Federal Hwy-514203020080 No code cases or liens

Thank you

Anne-Christine Carrie

Planner

City of Dania Beach

100 W. Dania Beach Blvd.

Dania Beach, Florida 33004

(954)924-6800 Ext. 3654

ACarrie@ci.dania-beach.fl.us

"Established in History, Preparing for Tomorrow"



Please Note: Florida has a very broad public records law. Most written communications to or from City Officials regarding City business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

PAYMENT DATE
11/29/2016

COLLECTION STATION
City Hall Window 2

RECEIVED FROM
BAKE SHACK

DESCRIPTION
238 S FEDERAL HWY

City of Dania Beach
100 W. Dania Beach Blvd.
Dania Beach, FL 33004

BATCH NO.
2017-02000172

RECEIPT NO.
2017-00008326

CASHIER
fincashier2

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT						
PSP	Appl Review - Standard CRA FACADE GRANT APP 238 S FEDERAL HWY	\$250.00						
Payments:	<table><tr><th>Type</th><th>Detail</th><th>Amount</th></tr><tr><td>Check</td><td>1276</td><td>\$250.00</td></tr></table>	Type	Detail	Amount	Check	1276	\$250.00	
	Type	Detail	Amount					
Check	1276	\$250.00						
Total Amount:		\$250.00						
Customer Copy								

Printed by: fincashier2

Page 1 of 1

11/29/2016 02:53:08 PM



CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT
Payment Receipt

No: 000873

Date: 11/23/16

RECEIVED FROM:

Name: Bake Shack

Address: 238 S FEDERAL HWY

Address 2: _____

City/St/ZIP: Dania Beach, FL 33004

Service or Item	Amount
<u>PSP - Standard Develop/Variance etc Application Fee</u>	<u>\$250.00</u>
_____	_____
_____	_____
_____	_____

P/Z ITEM # CRA FACADE GRANT APPLICATION

LOCATION: 238 S FEDERAL HWY

APPLICANT: Bake Shack

PREPARED BY: Anne-Christine Carrie

TOTAL DUE: \$250.00

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Estimate

Click Rcs Inc

7980 N French Dr # 405
Pembroke Pines
FL 33024

754-779-9794
855-512-555
CGC #1522460
MRSR1609
license & insured

Estimate No:
Date:

1616
December 31, 2016

For: **Bake Shack**
238 S Federal Hwy
Dania Beach
FL 33004

Code	Description	Amount
RENOVATION	Job description: Fence: Install 6' high board on board wood fence on left side of building 20' Lf Paver: Prepare 600 sf of soils to install paver , cleaning , digging , level , lime rock , install paver . Awning : Install awning on front of the building to cover 3 windows and Front door. Slider door install: Open cbc wall to install slider door On the opening for the patio.	\$25,000.00

Customers responsible for the
Plan and permit fee.

Total \$25,000.00

50 % down
25 % after inspection
25 % when completed

Estimate

Click Rcs Inc

7980 N French Dr # 405
Pembroke Pines
FL 33024

754-779-9794
855-512-555
CGC #1522460
MRSR1609
license & insured

Estimate No:
Date:

1617
December 31, 2016

For: **Bake Shack**
238 S Federal Hwy
Dania Beach
FL 33004

Code	Description	Amount
RENOVATION	Job description: Fence: Install 6' high pvc fence on left side of building 20' Lf Paver: Prepare 600 sf of soils to install paver , cleaning , digging , level , lime rock , install paver . Awning : Install awning on front of the building to cover all front Slider door install: Open cbc wall to install french door On the opening for the patio.	\$29,000.00

Customers responsible for the
Plan and permit fee.

Total \$29,000.00

50 % down
50 %when completed.