



Special Economic Development Advisory Committee Meeting

Date: Tuesday, July 9, 2013

Time: 3:00 p.m.

**Place: Town Hall Commission Chambers
409 Fennell Blvd., Lady Lake, Florida**

ALL INTERESTED PERSONS ARE CORDIALLY INVITED TO ATTEND THIS PUBLIC MEETING

AGENDA

A. CALL TO ORDER: Mark DuShane, Chairperson

B. PLEDGE OF ALLEGIANCE

C. BUSINESS:

1. Approval of Minutes – June 4, 2013 Meeting
2. Consideration of Drafting a Request for Proposal (RFP) to Obtain the Services of an Economic Development Recruitment Firm for the Town of Lady Lake
3. Discussion of Façade Grant Programs and the Potential Implementation of Such a Program for the Town of Lady Lake
4. Staff Update of New Business Openings and Projects Underway

D. CHAIRPERSON/COMMITTEE MEMBERS REPORT

E. OPEN FORUM

F. ADJOURN

NOTE: THIS COMMITTEE IS ADVISORY. ALL RECOMMENDATIONS ARE FORWARDED TO THE TOWN COMMISSION.

This public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact the Clerk's Office at least five (5) calendar days prior to the meeting and an interpreter will be provided. To access a Telecommunication Device for Deaf Persons (TDD), please call (352) 753-3810. Any handicapped person requiring special accommodation at this meeting should contact the Clerk's Office at least five (5) calendar days prior to the meeting

Please be advised that one or more members of any other Town Board, Committee, or Commissioners may be in attendance of this meeting.
NS / K: Word/Town Clerk/Agendas/ Economic Development Advisory Committee Meeting – 07-09-13

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**MINUTES OF THE
TOWN OF LADY LAKE
REGULAR ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
LADY LAKE, FLORIDA
June 4, 2013**

7 The Economic Development Advisory Committee Meeting was held in the Town Hall
8 Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida. The
9 meeting convened at 3:00 p.m.

10
11 **A. CALL TO ORDER:** Thad Carroll, Growth Management Director/Chairperson

12
13 **COMMITTEE MEMBERS PRESENT:** Thad Carroll, Mark DuShane, Joe Quinn, David
14 Carnecchia, Cindy Satur and Betty Salas

15
16 **MEMBERS ABSENT:** Phil Mathias

17
18 **STAFF PRESENT:** Kris Kollgaard, Town Manager/Town Clerk; Mike Burske, Parks and
19 Recreation Director; Wendy Then, Town Planner; and Nancy Slaton, Deputy Town Clerk

20
21 **ALSO PRESENT:** Mayor Jim Richards and Commissioner Dan Vincent

22
23 **B. PLEDGE OF ALLEGIANCE**

24
25 All present stood to recite the Pledge of Allegiance.

26
27 **C. BUSINESS:**

28
29 **1. Approval of Meeting Minutes of April 2, 2013**

30
31 Thad Carroll, Growth Management Director and Chairperson, asked if the members had a
32 chance to review the April 2, 2013 meeting minutes.

33
34 Member Satur had noted an error when she received the draft minutes that has since been
35 corrected.

36
37 *Upon a motion by Member Quinn and a second by Member Satur, the Committee approved*
38 *the Minutes of the Regular Meeting of April 2, 2013, corrected as noted, by a vote of 5-0.*

39
40 **2. Election of Chairman and Vice-Chair**

41
42 Thad Carroll, Growth Management Director and Chairperson, stated that in accordance with
43 Ordinance No. 2012-02, the Economic Development Advisory Committee shall elect a
44 Chairperson and Vice-Chairperson to serve as officers for a one-year term. The committee shall
45 elect the chair and vice-chair at this meeting. He thanked the members for electing him as Chair
46 for the last year, but asked that he not be considered as Chair for another year so that a business
47 member could steer the meeting from this point forward. He stated he was happy to chair the
48 meetings during the first year start up to get things going. Mr. Carroll passed the gavel and
49 opened the nominations by nominating Vice Chair/Member DuShane as Chairperson.

1
2 Vice Chair/Member DuShane stated he would be glad to accept the nomination.

3
4 *Upon a motion by Member Carroll and seconded by Member Quinn, the Committee approved*
5 *the nomination of Vice Chair/Member DuShane as Chairperson, by a vote of 6-0.*

6
7 Member Satur asked Member Carroll if he would accept the nomination as Vice Chair to assist
8 the new Chairperson.

9
10 Member Carroll stated he would be willing to act as Vice Chair.

11
12 *Upon a motion by Member Quinn and seconded by Member Satur, the Committee approved*
13 *the nomination of Member Carroll as Vice-Chair, by a vote of 6-0.*

14
15 Vice Chair/Member Carroll stated he would be glad to act as Chair for the remainder of this
16 meeting at Chairperson DuShane's discretion to go over the presentations as prepared.

17
18 Chairperson/Member DuShane stated that Vice Chair Carroll was welcome to finish chairing this
19 meeting.

20
21 **3. Discussion of the "Taste of Lady Lake" - Event Summary**

22
23 Vice Chair/Member Thad Carroll stated that Mike Burske, Parks and Recreation Director, was
24 present to provide an update regarding the attendance, vendors, and general activities that
25 occurred at the "Taste of Lady Lake" event which was held on May 10th at the Log Cabin.
26 EDAC members were encouraged to share opinions about the event, as well as offer any
27 suggestions that may help to grow the event in the future.

28
29 Mike Burske, Parks and Recreation Director, stated he would read the summary that he read at
30 last night's Commission meeting. He stated that the Town of Lady Lake hosted its' first annual
31 Taste of Lady Lake on May 10th, and all-in-all, the event went well. Entertainment was
32 performed by Beautiful Bobby Blackmon and he was well liked.

33
34 Mr. Burske reported there were 22 food vendors and restaurants who participated in the event
35 and only one of the hot dog vendors stated he did not make much money. He stated that next
36 time, after holding the event for the first time, he would change the layout of the venue and
37 possibly eliminate putting vendors on the south side of the cabin, as most of the activity stayed
38 on the north side of the cabin, but this may change if there are more vendors next year.

39
40 Mr. Burske stated the crowd stayed steady for the evening, and he was happy not to see the event
41 packed with people, but instead a constant crowd. He asked for any comments or suggestions for
42 this event, as this was a first year event and there is opportunity to improve it. He also thanked
43 Member Satur for her assistance and guidance in putting together the event, as it was not her first
44 time working on an event such as this.

45
46 Chairperson/Member DuShane stated he thought it was extraordinarily well done, especially for
47 a first time event. He stated he attended with the Scouts in an unofficial capacity, but everyone
48 seemed to be having a good time, and he heard nothing but positive comments.

1 Member Quinn asked Mr. Burske if he thought all the vendors would be willing to return next
2 year if another Taste was put on.

3
4 Mr. Burske replied that 25% of the vendors sent him emails thanking him and stating they would
5 like to return next year, and again. He stated the only vendor who was unhappy was a hot dog
6 vendor who was located on the south side and who was in competition with another hot dog
7 vendor who was selling loaded hot dogs for the same price as this vendor's bare hot dog. He
8 stated that Paradise Café was right beside this vendor, and they called to say they had an
9 awesome evening.

10
11 Mr. Burske stated he had one vendor suggest using the Lady Lake Library as the site for next
12 year's Taste of Lady Lake in case weather was a factor. He stated there could be vendors inside
13 and outside. He asked for input on this suggestion, but stated the biggest con may be the location
14 as the Log Cabin Park has Hwy 441 exposure.

15
16 Vice Chair/Member Carroll asked if the hours of the Taste of Lady Lake would conflict with the
17 library's hours. He stated he thought the library was open until 7 p.m.

18
19 Wendy Then, Town Planner, mentioned the library closes at 5 p.m. on Fridays.

20
21 Mr. Burske stated the hours could be tweaked so they did not conflict.

22
23 Member Quinn stated that regarding weather, most vendors would be outside of the library
24 anyway with all the cooking going on, so it would not be a factor in regard to location. He also
25 stated he was disappointed the Chamber did not stay open in the Log Cabin for the event as it
26 would have been an ideal time to give out information. He stated that perhaps the Chamber
27 could be urged to stay open next year, and the Town could have a booth as well. Mr. Quinn
28 asked if one event of this type per year is enough.

29
30 Mr. Burske agreed and stated he also tried to get the Historical Society to stay open as it would
31 have been a free fundraiser, but they could not due to staffing issues. He stated that one event
32 per year is enough at this time with the other scheduled events going on.

33
34 Member Satur stated that a typical Taste event has only participants from restaurants or food
35 vendors, not businesses, or even food trucks. She stated she is aware that Lady Lake does not
36 have that many restaurants.

37
38 Vice Chair/Member Carroll stated that perhaps if the Town contacts vendors earlier, more
39 participants could be had. But as this was a first year event, the thought was to get as many
40 vendors in to attract crowds.

41
42 Mr. Burske stated he received advice from a gentleman who runs a lot of the food truck bazaars
43 who stated that for so many patrons, you should have this many vendors. Mr. Burske stated he
44 actually scaled his vendors down from 25 to 22, but could have had as many as 30 with vendors
45 calling at the last minute wanting to participate.

46
47 Member Salas stated she thought Mr. Burske did an awesome job, but thinks it is important to
48 keep the event at the Log Cabin. She agreed she would like to see if the Chamber would stay
49 open for the next event. She stated the exposure to Hwy 27/441 probably increased attendance,
50 as she had friends tell her they saw it going on and stopped in. Member Salas stated everyone

1 she talked to had a wonderful time, and that the personalities of the vendors probably made a
2 difference and was probably a factor with the vendor that did not do so well.

3
4 Member Satur commented that someone told her Chick-Fil-A raised their prices at the Taste of
5 Lady Lake event, over the regular prices of their Lady Lake restaurant.

6
7 Mr. Burske mentioned that is a good point.

8
9 Member Carnecchia stated that Sammy Jo's, who bought Bella Pizzeria, loved the event.

10
11 Vice Chair/Member Carroll told Mr. Burske he did a great job.

12
13 Mr. Burske thanked the committee members for their suggestions, directions and assistance in
14 putting together the event. He stated he would like to invite Bobby Blackman back next year
15 because he was so well received and inexpensive to hire.

16
17 **4. Overview of Retail Strategies – Marketing and Recruiting Firm**

18
19 Vice Chair/Member Carroll stated that the Town Manager was contacted by a firm back in April
20 to see if the Town would be interested in some of the services they provide. He stated he has
21 spoken with them a couple of times and they have offered to come and make a presentation, but
22 direction is requested from this committee first. He stated Retail Strategies is a consulting firm
23 that uses research discoveries obtained through their analysis of the community to create and
24 manage a Retail Recruitment Strategic Plan.

25
26 Vice Chair/Member Carroll reviewed the slides furnished by Retail Strategies which showed
27 how their company can identify gaps and subsequently recruit retail companies to a community
28 to fill the gaps and expand consumer choices, as well as the tax base. He stated that although the
29 company is based in Birmingham, Alabama, it has a presence in Florida. Costs for their services
30 are to be determined, and Member Carroll stated he is unable to disclose costs at this time, in
31 case the services were to go out to bid as it may jeopardize the bid process. He stated that the
32 company is willing to visit our community.

33
34 Kris Kollgaard, Town Manager, stated that if this company has a state contract, the Town would
35 be able to piggy-back off of it without having to go through the bid process. Otherwise, the
36 Charter requires that any cost over \$4,000 must go out for competitive bids. She explained that
37 the competitive process has already been done with a state contract, so that is why we would be
38 allowed to piggy-back off of a state contract. Ms. Kollgaard stated she does not believe this
39 would be a sole source provider, although there may not be a lot of companies out there that
40 provide this service. She stated if the Committee desires, staff can pursue this.

41
42 The EDAC committee members were asked to discuss the option of inquiring further about the
43 company, or other alternatives.

44
45 Member Satur asked if the Town would be focusing on the Rolling Acres corridor for recruiting
46 retail, or the Town as a whole, depending on where the firm suggested retail growth.

47
48 Vice Chair/Member Carroll replied that this service would identify which companies could come
49 to the community to capture leakage, or missing retail service providers. He stated that some
50 companies would prefer to build their own building, and some companies would prefer to move

1 into an existing building, depending on the type of business. He stated a business such as a
2 Home Depot or a Checkers would probably prefer to build their own building.

3
4 Member Satur asked if the Town has a lot of available property for these types of businesses.

5
6 Vice Chair/Member Carroll replied that the Town has a lot of commercially zoned property on
7 the south end of Town and along the 466 corridor, and property zoned for Heavy Commercial as
8 you approach Lake Ella on Hwy 27/441. He stated Member Salas may have more information
9 on available vacant buildings.

10
11 Member Salas stated there is some, but not a lot of existing vacant commercially zoned property,
12 but there is about 125 acres of commercially zoned acreage along the south Hwy 27/441 corridor
13 and development in that area would boost the Town in a big way.

14
15 Ms. Kollgaard stated that a recruitment company such as this does a lot of the due diligence in
16 their research and will have all the information that a company thinking of opening in our
17 community would want. She stated she thinks this is a good idea, and hopes the committee
18 members will give it serious thought.

19
20 Chairperson/Member DuShane stated he thinks this idea should be looked into, although he has a
21 lot of questions regarding costs and data interface with on-line purchases. He stated if a
22 recruiting firm such as this could bring in a McDonald's or a Costco, he would like to see them
23 brought in.

24
25 Member Quinn asked if the committee could steer the recruiting company toward specific goals
26 such as the Hwy 27/441 corridor at the south end of town, or toward heavy industrial zones.

27
28 Vice Chair/Member Carroll stated the Town does not have industrial zoned property on the south
29 Hwy 27/441 corridor; it is in the Duck Lake/Rolling Acres area. He stated there are residential
30 areas back behind the heavy commercially zoned properties in that area, and industrial zoning
31 must be sensitive to residential areas.

32
33 Member Quinn stated he was confusing heavy industry with heavy commercial zoning.

34
35 Member Carnecchia stated he thinks this is a great idea and the committee should move forward.

36
37 *Member Satur made a motion to request Retail Strategies provide a presentation; this was*
38 *seconded by Member Salas, and the Committee approved the motion by a vote of 6-0.*

39
40 Member Quinn asked that staff go ahead and see if this company has a state contract that the
41 Town could piggy-back off of, as suggested by the Town Manager.

42
43 **5. Final Summary of Economic Development Survey Results**

44
45 Vice Chair/Member Thad Carroll stated that at the April 2, 2013 meeting of the Economic
46 Advisory Committee, Town staff presented the results of the 97 surveys received from the total
47 of 483 distributed; 386 economic development surveys that were mailed on March 6, 2013, and
48 97 surveys which were hand delivered to local businesses that had corporate offices out of the
49 area. He pointed out that home occupations and real estate offices/realtors were excluded. To
50 date, 102 surveys, a 21% participation rate, were returned to Town Hall. Staff has incorporated

1 the five additional surveys that came in to conclude the report. Vice Chair/Member Carroll
2 stated that the results only deviated by one or two percent in each category compared to the last
3 report. He reviewed the findings. Vice Chair/Member Carroll reported that regarding the
4 regulatory processes and ease of access to permitting, the Town is looking into being able to do
5 on-line building permits, which will help expedite them and will be consumer friendly.
6

7 Chairperson/Member DuShane stated he thought it was important that the survey results showed
8 that the areas where everyone wanted to see development remained consistent.
9

10 **6. Staff Update of New Business Openings and Projects Underway**

11
12 Vice Chair/Member Thad Carroll stated the Growth Management Department has provided a
13 brief summary of development activity including April and May for the members of the EDAC
14 Committee. The summary includes zoning applications that are currently being processed, site
15 plan applications, completed projects, and other projects and activities that may soon be
16 underway in the Town.
17

18 Vice Chair/Member Carroll reviewed the new business openings, which do not include home
19 occupations, revealing their location and the number of employees they will have, as follows:
20

21	• Green Apple Health Foods	724 S Hwy 27/441	3
22	• Ultimate Granite	452 Rolling Acres Road	3
23	• Medical Imaging and Therapeutics	769 Hwy 466	10
24	• Triad Financial Center	25 LaGrande Boulevard	3
25	• Showtime Piano	566 N. Hwy/441 STE E	4
26	• Face and Body Solutions	510 Hwy 466 Unit 104B	2

27
28 Vice Chair/Member Carroll noted that Ultimate Granite had reached out to Member Quinn, who
29 in turn, gave them information that resulted in them moving their business to Lady Lake.
30

31 Projects underway were noted as follows:
32

33	• Arden Place Apartments	Clay Street
34	• Sunset Professional Plaza	Hwy 466
35	• Lexington Memory Care Phase II	Hwy 466
36	• Tayand Investments	S. US 27/441/Hartsock Mill Road
37	• Too Your Health Spa	S. US 27/441/Hartsock Mill Road
38	• Church on the Square	Main Street

39
40 Vice Chair/Member Carroll noted that Arden Place Apartments had their grand opening last
41 week. He reviewed a slide showing an artist's rendering of the proposed Sunset Professional
42 Plaza, 50,231 sq. ft. of professional/medical condominium office suites. He stated this will be
43 built just west of the Summit Medical Plaza on Hwy 466; two buildings in the front and one in
44 the back are proposed, and the development will be started in the very near future.
45

46 Chairperson/Member DuShane stated he spoke with the developer of Sunset Professional Plaza
47 and it is his understanding that the office suites can be purchased, not just leased.
48

1 Vice Chair/Member Carroll stated information on Sunset Professional Plaza can be found on the
2 internet, and this drawing came from it. He stated it is a condominium plaza and the developer
3 will normally do a condo plat or record an agreement for condominiums, which will allow them
4 to sell fee simple condo units in this plaza, but this could change and they may decide to lease
5 units.
6

7 **D. CHAIRPERSON/COMMITTEE MEMBERS REPORT:**

8
9 Chairperson/Member DuShane reported he spoke with Tom Ash who stated some of the areas in
10 upper Michigan were granted state and federal funding for revitalizing their downtown areas, and
11 suggested looking into this for the original Lady Lake area south of Hwy 466. In Michigan, they
12 were able to get funding as long as the faces of the buildings were consistent and this created a
13 lot of economic development. He stated he will look into this and bring back information to the
14 committee.
15

16 Member Quinn mentioned that it was just chance at an outing where he had a conversation with
17 the people who own Ultimate Granite. When he went to get information for them from the
18 Town, this was when the Town Manager and staff quickly put together a Welcome Packet which
19 he was able to give to them. He stated they sat down that morning and went through it, and after
20 a couple more conversations, they decided to move to Lady Lake.
21

22 Member Quinn also stated the expansion of the Church on the Square will bring in tax dollars
23 and a gathering place for the community. He also stated that the community development
24 standards really help the Town.
25

26 Member Salas stated that improvements are being done at the corner of US 27/441 and Hermosa
27 and another business should be coming in there soon, and may have three employees.
28

29 Vice Chair/Member Carroll thanked everyone for having him as Chairperson for the last year.
30 He stated it is his pleasure to pass these duties on to Member DuShane, and that he looked
31 forward to the meetings in the future under new leadership.
32

33 The committee members stated he did a good job, and thanked him for getting them off on the
34 right foot.
35

36 **E. OPEN FORUM:**

37
38 There were no comments from the audience.
39

40 **F. ADJOURN:**

41
42 *With no further business or discussion, the Economic Development Advisory Committee*
43 *meeting was adjourned at 3:48 p.m.*
44
45
46

47
48 _____
49 Nancy Slaton, Deputy Town Clerk

47
48 _____
49 Mark DuShane, Chairperson

50 Minutes transcribed by Nancy Slaton, Deputy Town Clerk



SPECIAL ECONOMIC DEVELOPMENT ADVISORY COMMITTEE AGENDA ITEM

REQUESTED COMMITTEE MEETING DATE: July 9, 2013

ITEM:

Consideration of Drafting a Request for Proposal (RFP) to obtain the services of an Economic Development Recruitment Firm for the Town of Lady Lake

SUMMARY:

At the June 4, 2013, meeting of the Economic Development Advisory Committee, the committee was furnished with a presentation detailing the services that could be provided to the Town of Lady Lake by Retail Strategies, Inc., a retail business recruitment firm based in Birmingham, Alabama. At the conclusion of that presentation, the committee made a motion requesting that a presentation to the committee from Retail Strategies be provided at a future meeting. Upon further consideration, it was determined that perhaps the Town should look at the potential of recruiting various types of industries, not just retail, to our area. In an effort to determine what firms may be available to provide these services for the Town, and at what cost, the EDAC could consider forwarding a recommendation to the Town Commission at this time to advertise a Request for Proposal (RFP). Should this recommendation be made, committee members should provide feedback regarding the scope of services to be provided for inclusion in the RFP.

ATTACHMENTS: Document providing website links for various firms that provide such services.



SPECIAL ECONOMIC DEVELOPMENT ADVISORY COMMITTEE AGENDA ITEM

REQUESTED COMMITTEE MEETING DATE: July 9, 2013

ITEM:

Discussion of Façade Grant Programs and the Potential Implementation of such a program for the Town of Lady Lake

SUMMARY:

Façade Grant Programs have been utilized as a means to provide financial assistance for aesthetic improvements within a particular neighborhood, district, or community redevelopment area (CRA). These grants are structured so that businesses, when found to meet the specified qualifications of the application, can use these funds to make improvements to their property or building and improve the general appearance of their property and the community in which they are located. These improvements may include signage changes, window and/or exterior alteration of the building improvements, painting, roofing material replacements or repairs, or any other scope of work that when complete would promote an attractive environment for business activity and investment. Paramount to the implementation of a Façade Grant Program is identifying a funding source. If the intent of the EDAC is to further explore the establishment of a façade grant program, discussions should focus upon, identifying a funding source, identifying a geography (neighborhood, Census Block, general area, etc.), identifying improvements which would be eligible for funding, identifying the amount of the grant, and determining if a match would be required for the award of the grant.

ATTACHMENTS: Examples of other Façade Grant Programs in our region.

Below are examples of firms that specialize in business recruitment efforts. These pages may provide insight into framing the scope of services for a Request for Proposal (RFP), should that be the direction of the committee.

<http://buxtonco.com/industry-solutions/retail-restaurants/>

[http://www.retailattractions.com/Services/Site Selection.aspx](http://www.retailattractions.com/Services/Site_Selection.aspx)

<http://garner.ndandp.com/>

<http://www.angeloueeconomics.com/>

<http://www.mccallumsweeney.com/index.shtml>

<http://www.retailstrategies.com/>

CITY OF GROVELAND

<http://www.grovelandcra.com/facadegrants.html>

Facade Grants

Be sure to check out the Facade Grant Video and Photo pages for recently completed facade grants.

Overview of Facade Grant Program

The Facade Grant Program provides financial assistance for building and property improvements within the Community Redevelopment Area. The objective of the Façade Grant Program is to remove blight by assisting businesses and commercial property owners with improving the appearance of their buildings and property. The intent of the program is to encourage appropriate revitalization to as many private properties in the CRA as possible. It is especially important to preserve Groveland's historic buildings. The CRA Board wants to preserve the special characteristics of these buildings by helping owners make quality improvements that will foster a sense of place. By revitalizing the downtown area, the CRA is promoting an attractive environment for new investment and business activity. A vibrant downtown will allow businesses to prosper and give residents a place to shop and socialize.

The Groveland CRA Façade Grant Program is to be used to provide assistance to rehabilitate privately-owned commercial buildings which are occupied by licensed businesses through the use of Community Redevelopment Agency (CRA) funds. The buildings may have a residential component; however, the residential use may not occupy the street-level floor of the building.

General Criteria for Facade Grants



Maximum grant funding is \$12,500. The property owner is responsible for any expenses related to the improvements beyond the \$12,500.



Property owner(s) must agree to a 2-year lien on the property in the amount of the awarded facade grant.



The building must be structurally sound and free of any outstanding code issues with the City of Groveland.

Consultant Engineering Services RFQ

The City of Groveland CRA is requesting for qualifications to provide professional engineering consulting services to the CRA. Please click on the links below for the pertinent documents and latest updates.

[RFQ 2013-06-02 Consultant Engineering Services](#)

[RFQ 2013-06-02 Response Rating Guidelines](#)

[RFQ 2013-06-02 Addenda #1](#)

Meeting Times

4th Monday of every month @ 6:30 p.m.
Puryear Center
156 S. Lake Avenue
Groveland, FL 34736
All meetings are open to the public

Latest Agenda

[June 27, 2013](#)

CRA Visioning Plan

[CRA Visioning Plan](#)

THE CITY OF PLANT CITY

<http://www.plantcitygov.com/index.aspx?NID=215>

The screenshot shows the official website of the City of Plant City, Florida. The page is titled "THE CITY OF PLANT CITY" with the tagline "Embracing the Future While Preserving the Past...". The navigation menu includes "ABOUT US", "GOVERNMENT", "DEPARTMENTS", "CITY SERVICES", and "VISITORS". The current page is "Facade Grant", which is part of the "Facade and Interior Improvement Matching Grant Program". The page content describes the purpose of the program, which is to address physical decline by providing funds for property owners and business owners to repair and rehabilitate buildings in Plant City's community redevelopment area. It also mentions that the program provides matching grants for the repair and restoration of facades and eligible interior rehabilitation, particularly to correct any code deficiencies on buildings located in the community redevelopment area. The program is funded solely with allocations from the Federal Government under the Community Development Block Grant Program, of which Hillsborough County is the recipient and the City of Plant City is a sub recipient, and private donations provided explicitly for this program.

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CITY OF DAYTONA BEACH

<http://fl-daytonabeach.civicplus.com/index.aspx?nid=430>



Official City Website for **DAYTONA BEACH**

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You are here: [Home](#) > [Departments](#) > [Redevelopment](#) > [Grants](#) > Business Facade Grant

Business Facade Grant

Purpose

The purpose is to provide incentives in the form of matching grants to encourage the retention and relocation of businesses to targeted areas within the Redevelopment Areas. The program is intended to assist businesses with costs related to signage, awnings and exterior improvements to buildings.

Eligibility

Existing or new businesses within targeted areas of the Redevelopment Areas are eligible to apply for assistance. Generally, the following are targeted areas:

- Main Street Redevelopment Area: Commercial Corridors
- Downtown Redevelopment Area: Beach Street Shopping District
- Midtown: Major Commercial Corridors

In general, the intent of the grant is for visible improvements of the exterior façade for commercial buildings.

Eligible Exterior Improvements

- Installation or rehabilitation of doors or windows
- Signage for new or existing businesses
- Repainting that is consistent with approved color scheme
- Installation or replacement of fabric awnings

Project Funding

Existing Businesses

Existing businesses may receive awards of up to 50% of the total project cost with no single grant exceeding \$2,500.

New Businesses

New, expanded or relocated targeted businesses may receive awards of up to 75% of the total project cost with no single grant exceeding \$6,000.

Application

[Small Business Facade Grant Application](#)

Search

- Business Facade Grant
- Commercial Facade Grant
- Grant Application Process
- Historic Preservation Grants
- Landscape Improvement Grant
- Leasehold Improvement Grant
- Lease Subsidy Grant
- Residential Facade Grant
- Upper Floor Residential Grants

Report A Concern

Notify Me

Watch DBTV Live



Downtown Façade and Building Stabilization Program

Policies, Procedures and Conditions

A. Purpose

Building appearance plays an important role in creating the image of Downtown. Funding for building façade and/or building stabilization improvements (“Grant”) made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of Downtown Orlando. Over time, the taxable valuation of the improved properties will increase, thus increasing the amount of funds available to revitalize Downtown Orlando.

B. Grant Structure and Criteria for Selection

The Community Redevelopment Agency (“CRA”) will oversee the Downtown Façade and Building Stabilization Program. A building façade improvement is defined as the renovation/restoration of any element of an exterior building face that is visible from the street. A building stabilization improvement is defined as structural alterations or adaptations to buildings, or building system repair or replacement, that are undertaken as part of the process of rehabilitating, preserving, or restoring existing structures for modern usage. Funding is based on budget availability and should be considered on a “first come, first served” basis. Filing of an application does not guarantee funding. Applications must be submitted prior to commencement of any improvement work, the cost of which is sought to be reimbursed by this Program. No grants will be awarded retroactively.

Applications will be reviewed for completeness and compliance with program criteria. Projects that do not comply with the program criteria and conditions will not be eligible for funding. An authorized corporate officer or partners of the applicant’s business must sign the application, in addition to the property owner(s), if the applicant is the tenant. Tenants who are applying for a Grant must supply proof of a lease for the subject property that identifies at least three (3) years remaining in the lease term.

Prior to consideration for Downtown Façade & Building Stabilization Program funding, the subject property must be free from any liens (except mortgage liens), judgments, or encumbrances (except easements) of any kind, current with all City obligations, and in compliance with all City Code requirements. The CRA reserves the right to contract for a title search and/or ownership and encumbrance report at the CRA’s discretion, the cost for which will be deducted from the Grant funds at the time of disbursement, if Program funding is approved.

All applicants for Façade and Building Stabilization Program funding must submit to a criminal background check, the cost for which will be deducted from the Grant funds at the time of

disbursement, if Grant funding is approved. If the applicant is a corporate entity, the president, director, manager, or, in the case of a partnership, all partners shall submit to a criminal background check. In order to be eligible for funding, applicants must **not** have any of the following: a felony conviction or nolo contendere within the past five (5) years; a felony conviction or nolo contendere for financial/economic crimes within the past ten (10) years; or a felony conviction or nolo contendere for violent or heinous crimes (i.e. murder, sexual battery, sexual assault, armed robbery or burglary, carjacking, home-invasion, kidnapping, arson, crimes against children, etc.) in their complete history. If the background check reveals any of the above, the applicant will be rendered ineligible for the Grant. Otherwise, results of the background check will be included in the documentation provided to the Façade Grant Review Committee for consideration as part of the application.

The Façade Grant Review Committee is designated by the CRA to review Grant applications. The Façade Grant Review Committee is comprised of the Assistant Director of the DDB/CRA, a representative of the City's Planning Division designated by the City's Planning Official, and the City's Historic Preservation Officer.

Any Grant funding awarded will be based on the lowest of at least three (3) qualified bids obtained and submitted by the applicant. The owner and/or applicant may elect to choose a contractor other than the one with lowest qualified bid, but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the selected contractor must be licensed and insured. The CRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Program funds will be disbursed in the form of a grant with a limited repayment requirement. Should the façade improvements be removed or demolished or not be properly maintained for a minimum of three (3) years following completion of the project, unless said changes are approved in writing by the Façade Grant Review Committee, or if the terms of the Funding Agreement have been otherwise violated, the funds may be considered a zero interest rate loan, the outstanding balance of which will be due and payable within thirty (30) calendar days. The amount of the outstanding balance will be determined by amortizing the full grant amount in monthly installments over a three-year (36 month) period beginning on the date of execution of the Funding Agreement.

In order to ensure that funds are available, improvements to be made under a Grant must be initiated (secured all necessary permits) within 90 days and completed within one (1) year of the date of execution of the Funding Agreement. Extensions may be granted by the Executive Director of the DDB/CRA given just cause by the applicant (e.g. contractor delays, acts of God, etc.). All Grant funds shall be issued to the Grantee on a reimbursement basis only.

Applications for Grants shall meet the criteria outlined below:

1. Buildings must be located within the Downtown CRA (see program map). Downtown Façade and Building Stabilization Program Grants shall only be awarded for properties that contribute to the CRA through the payment of ad valorem taxes.
2. Single-Family and Duplex Residential Buildings: Buildings used for Single-family and duplex residential purposes and located within the *Uptown, Eola, and Central Business*

District Planning Areas of the CRA shall be eligible for up to \$5,000 or 50%, whichever is less, of the cost of façade improvements. Single-family and duplex residential buildings located within the *Parramore Heritage* Planning Area of the CRA shall be eligible for up to \$10,000 or 50%, whichever is less, of the cost of building stabilization improvements, or a combination of building stabilization and façade improvements. Projects that propose only façade improvements shall be eligible for funding for up to \$5,000 or 50%, whichever is less, of the cost of the improvements.

All Other Buildings: Buildings located within the *Uptown, Eola, and Central Business District* Planning Areas of the CRA shall be eligible for \$20,000 or 50%, whichever is less, of the cost of façade improvements. Buildings located within the *Parramore Heritage* Planning Area of the CRA shall be eligible for up to \$40,000 or 50%, whichever is less, of the cost of building stabilization improvements, or a combination of building stabilization and façade improvements. Projects that propose only façade improvements shall be eligible for funding for up to \$20,000 or 50%, whichever is less, of the cost of the improvements.

3. Only one (1) Grant per property owner or tenant per fiscal year, and only one (1) Grant per property per three-year program term. When an entity owns multiple properties that are adjacent, the Grant funding may be shared between these properties for a unified improvement plan. When an entity owns multiple properties that are not adjacent, only one (1) property may receive Program funding in that particular fiscal year.
4. All proposed improvements must meet the requirements of the Appearance Review Board (ARB) or, if a landmark property or located within an historic preservation district, the Historic Preservation Board (HPB), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the ARB or HPB do not guarantee approval of a Downtown Façade & Building Stabilization Grant.
5. The Façade Grant Review Committee shall evaluate applications based upon factors including:
 - a. Level of deterioration of building materials and finishes
 - b. Improvement to the appearance of the site
 - c. Consistency of proposed building design with the Downtown Design Guidelines
 - d. Contribution to cultural activities or opportunities
 - e. Contribution to historic rehabilitation or restoration
 - f. Will serve as a catalyst for redevelopment
 - g. Consistency with the context and character of the remainder of the block and/or surrounding properties
 - h. Incorporation of sustainable materials and/or methods
 - i. Business or resident tenure in Downtown Orlando
 - j. Assessment of the balance of building façade and stabilization elements in the application (*Parramore Heritage* Planning Area only)
 - k. Assessment of the proposed modifications for consistency with ARB or HPB standards (for Single-Family and Duplex properties not requiring formal ARB or HPB approval)
 - l. Amount of additional contribution to the project by Applicant

C. Eligible Improvements

Property owners and/or tenants may apply for Program Funding. Tenants applying for funding shall provide written permission from the property owner in addition to the signed Owner's Affidavit.

The entire building facade of a subject application must be included in the renovation/restoration plans. Eligible costs for Grant participation include, but are not limited to:

1. Façade Rehabilitation (All CRA Planning Areas)
 - a. Removal of non-contributing false facades
 - b. Building cleaning (non-sandblasting)
 - c. Stucco restoration
 - d. Tuck pointing masonry
 - e. Painting
 - f. Replacement or reconstructive woodwork
 - g. New doors and windows
 - h. Restoration of historically appropriate doors, windows, or building features
 - i. Signs, awnings, and canopies (must be associated with other façade improvements)
 - j. Exterior lighting*
2. Building Stabilization (*Parramore Heritage* Planning Area only)
 - a. Roof repair and/or replacement
 - b. Interior structural improvements (e.g. floor joists, ceiling repairs)
 - c. Building systems improvements (e.g. plumbing, electric, HVAC)
 - d. Fencing to secure the property
 - i. Must be associated with other improvements
 - ii. Must be consistent with City Code
 - iii. Must be consistent with CPTED Guidelines
 - e. Hardscape improvements
 - f. Other approved building stabilization improvements

*Projects that include up lighting are encouraged, but not required, to utilize the OUConvenient Lighting program. Contact OUC at (407) 423-9018, option 3 for details and information about the program.

It is strongly recommended that applicants retain the services of a registered architect, or similarly qualified design professional, to prepare plans, drawings, and construction specifications for their project. Fees for services provided by a registered architect or similar qualified design professional may be counted towards the applicant's portion of project funding.

D. Ineligible Items

The following items are ineligible for reimbursement:

1. Any City, County, or State permitting or impact fees
2. New building construction or new building additions
3. Structural improvements (excluding building stabilization improvements in the *Parramore Heritage* Planning Area)
4. Interior improvements (excluding building stabilization improvements in the *Parramore Heritage* Planning Area)

5. Refinancing existing debts
6. Non-fixed improvements, inventory, or equipment
7. Payroll (not including work to be done by owners as part of grant match) and associated overhead costs
8. Improvements or expenditures made prior to execution of the funding agreement
9. General periodic maintenance
10. Consultant fees
11. Costs associated with architectural design or preparation of construction documents

E. Procedures

The procedure for project review is as follows:

1. Pre-Application Meeting

The applicant is required to meet with the Façade Grants Coordinator who will review the applicant's plans per the program requirements to determine eligibility. The Coordinator will provide the applicant with general guidance as to whether the proposed project is likely to qualify for Program Funding and whether the applicant is sufficiently prepared to move forward to submit the application.

If the application appears ready to move forward, the Coordinator will instruct the applicant to either, (1) proceed with review by the Appearance Review Board (ARB) or, if a landmark property or located within an historic preservation overlay district, the Historic Preservation Board (HPB), as required, or (2) submit the application for consideration.

2. Grant Application Submission

Following approval by the ARB or HPB and issuance of the appropriate review Certificate, as required, the Grant application and all attachments may be submitted to the Façade Grants Coordinator for formal consideration of funding.

3. Review Grant Application

Once an eligible application and the supporting documents are received, the Façade Grants Coordinator will then conduct the mandatory criminal background check and assess the application with regard to all program requirements. All eligible applications will be forwarded to the Façade Grant Review Committee for review according to the Grant criteria in an interview format with the applicant. The Committee may recommend approval, deny, or table applications. If the Committee recommends approval of an application for a Grant, it shall establish the CRA's maximum grant participation (not to exceed dollar amount) based on the lowest of the three (3) qualified bids submitted by the applicant.

4. Final Agreement and Construction

Once the Committee recommends approval of an application, a Funding Agreement for such application will be presented to the CRA for approval if funding is for more than \$5,000. The Executive Director of the CRA, by virtue of these guidelines, has the authority to approve and sign Funding Agreements on behalf of the CRA for assistance totaling \$5,000 or less. The Executive Director, at his or her discretion, may present any and all Funding Agreements to the CRA for approval. If approved for funding, the applicant (and property owner, if the tenant is the applicant) shall sign the required Funding Agreement. After the Funding Agreement has been executed on behalf of the CRA, the applicant may secure permission from the City to construct by securing appropriate building permits. Substantial modifications to final plans or change orders to

construction documents which produce visible differences in the previously approved façade design, will require review and approval of the Façade Grants Review Committee. Evidence of licensure and insurance of the selected contractor(s) shall be submitted to the Façade Grants Coordinator prior to commencement of any work associated with the Grant.

The CRA reserves the right to deny a request for reimbursement if the completed improvements substantially deviate from the improvements originally contemplated in the Committee's approval and the Funding Agreement and the applicant failed to obtain approval of such deviations from the Committee.

5. Construction Approval

On completion of construction, grantees shall submit proof of 100% completion and arrange for an on-site inspection by the Façade Grants Coordinator to assure that the terms of the Funding Agreement have been honored. Discrepancies will be noted and a time frame for their correction will be established as necessary. Upon final approval by the Façade Grants Coordinator, the grantee will submit a request for reimbursement to the CRA, along with receipts for payment, lien releases by the contractor(s) and photographs of the completed work, based on the Funding Agreement. Reimbursements will be made according to City's accounting procedures. All work shall be permitted and inspected by the City, just as it would if not part of the Façade and Building Stabilization Program.

6. Disbursements

Funds will be disbursed by a check payable to the grantee (1) upon certification of completion, and (2) upon verification by the Façade Grants Coordinator that the work was completed as proposed in a satisfactory and professional manner. Funds will not be disbursed on projects that are not in accordance with the approved plans. The City's Permitting Division will make the final determination as to when the project is complete. Before funds will be disbursed, grantees must provide verification, satisfactory to the CRA, of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses, including match. All Grant funds shall be issued to the grantee on a reimbursement basis only.

F. Available Funds

The CRA may from time to time at its discretion establish annual funding for the program.

G. Disclosures

The CRA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The CRA retains the right to amend the program guidelines, agreements, and application procedures. The CRA also retains the right to display and advertise properties that receive matching funds under this Grant.



CRA APPLICATION FOR FACADE GRANT

1. Tenant's Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

2. Property Owner's Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

3. Contractor's Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contractor's License Number: _____

4. Property Address: _____

5. Current Use of Property: _____

6. Zoning of Property: (Circle one) C-2 C-2A RP OP WP-1

7. Located in the Historic District Yes No

Facade Grant Applications within the Historic Preservation Area may have to obtain a Certificate of Appropriateness from the Historic Preservation Board or may have to comply with the Mount Dora Commercial Architectural and Site Design Guidelines.

8. Briefly Describe The Project (Exterior Improvement, Restoration, Rehabilitation, Repair, Replacement, Installation): _____



9. Estimated Cost of Project: _____

- Facade Grants only available for the one primary elevation and frontage of a building. Typically the side of the building to where it is addressed.
- Facade Grant Program requires the applicant match \$1 for every CRA \$1.
- The maximum grant amount for both programs is \$5,000. An application may be submitted for both programs but the maximum combined amount of both grants together cannot exceed \$5,000.
- Funds will be allocated on a first come, first serve basis

SUBMITTAL REQUIREMENTS CHECK LIST

The CRA Facade Grant Program is for exterior improvements ONLY on business and commercial properties. Qualified improvements are those on the primary elevation and frontage of a building and must be visible from the street and increase the functionality of the building for its intended use, i.e. new storefront windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Signs are not eligible for this program. Routine maintenance procedures such as painting or minor repairs to existing materials alone will not be eligible for a facade grant, but may be part of a larger project.

- Completed application form with property owner's approval
- Detailed budget including a written estimate from a licensed contractor to verify costs are within reasonable parameters. Invoice of project costs will have to be submitted.
- Photo(s) of current facade
- Scaled drawing clearly illustrating the proposed improvements
- Copy of Occupational License
- Copy of paid property taxes
- Copy of current property insurance
- Meet with CRA Staff to determine if specific information is needed for each item

By signing this application, you acknowledge you understand the requirements.

Tenant's Signature

Date

Owner's Signature

Date



SPECIAL ECONOMIC DEVELOPMENT ADVISORY COMMITTEE AGENDA ITEM

REQUESTED COMMITTEE MEETING DATE: July 9, 2013

ITEM:

Staff Update on New Business Openings and Projects Underway

SUMMARY:

The Growth Management Department will briefly provide a summary of development activity to the members of the EDAC Committee at the meeting. The summary will include zoning applications that are currently being processed, site plan applications, completed projects, and other projects and activities that may soon be underway in the Town.

ATTACHMENTS: None
