



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



Redevelopment Advisory Board
City Hall, 17011 NE 19th Avenue
4th Floor, Room 426
North Miami Beach, FL 33162

Thursday, October 20th, 2016
5:30 P.M.

NMBCRA Advisory Board:

Councilwoman Phyllis S. Smith, Board Liaison
Bruce Lamberto, Chair
Pradel Vilme, Vice Chair
Mark Antonio
Vladimir Bugera
Odedd Dayan
Robert Kriebs
Brian Sharpe
Richard Weiner, 1st alternate

Staff:

Executive Director Ana M. Garcia
Deputy City Manager Candido Sosa-Cruz
Assistant City Attorney Sarah Johnston
CRA Administrator Patrick Brett

AGENDA

1. Call to Order / Roll Call:

2. Approval of Minutes: Regular RAB Meeting: September 15th, 2016

3. Public Comments:

4. Action Item: Memorandum of Understanding City Services to the CRA

5. Action Item: Commercial Property Improvement Program Update

6. Action Item: Wastewater Impact Fee and Connection Fee and Connection Charges Assistance Program

7. Action Item: CRA and RAB Meeting Schedules FY17 and CY17

8. Discussion Items: Executive Director's Report

- a. CRA Board approved the Commercial Property Improvement Grants for both Vicky's Bakery and 164th Street Plaza and also approved the pre-sunset Façade Beautification Program application for Victor Dante.
- b. CRA staff attended the Florida Redevelopment Association (FRA) Annual Conference in Orlando. Staff is also earning an FRA certification.

9. Next RAB Meeting: NO MEETING IN NOVEMBER – December 15th, 2016.

10. Adjournment:

**CITY OF NORTH MIAMI BEACH
BOARDS AND COMMITTEES MEETING MINUTES**

NAME OF BOARD/COUNCIL: REDEVELOPMENT ADVISORY BOARD

NAME OF PERSON PREPARING SUMMARY: M. MOORE, PROTOTYPE, INC.

NAMES OF STAFF PRESENT: PATRICK BRETT, CRA ADMINISTRATOR, CITY OF NORTH MIAMI BEACH; DEPUTY CITY MANAGER CANDIDO SOSA-CRUZ; ASSISTANT CITY ATTORNEY SARAH JOHNSTON; COUNCILWOMAN PHYLLIS S. SMITH, BOARD LIAISON; RECORDING SECRETARY MONA LAVENTURE, PROTOTYPE, INC.

BOARD MEMBERS PRESENT: CHAIR BRUCE LAMBERTO, VICE CHAIR PRADEL VILME, MARK ANTONIO, VLADIMIR BUGERA, ROBERT KRIEBS, BRIAN SHARP.

TYPE OF MEETING: REGULAR MEETING

DATE: SEPTEMBER 15, 2016

MINUTES

AGENDA ITEM 1 – CALL TO ORDER / ROLL CALL. Chair Lamberto called the meeting to order at 5:35 p.m. Roll was called and it was noted a quorum was present.

AGENDA ITEM 2 – PUBLIC COMMENT. Chair Lamberto asked that, in future, Public Comment be moved to after Approval of Minutes. No public comments, comments closed.

AGENDA ITEM 3 – APPROVAL OF MINUTES – Regular RAB Meeting, August 18, 2016. Motion made by Vice Chair Vilme, seconded by Mr. Antonio, to approve. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 4 – ACTION ITEM: Tax Increment Recapture for Canopies. Mr. Brett introduced Sarah Johnston, Assistant City Attorney, and Kevin Crowder, Economic Developments Director for Redevelopment Management Associates. Mr. Brett brought the second tax increment finance recapture application before the Board. This project is located at 1640 NE 164th Street. A memo from Mr. Crowder supports his analysis that the applicant should be awarded the base 50% plus an additional 25% on the merits of the application. City Resolution R2015-37, the site plan of the project, was approved unanimously on June 7, 2016. The reservation is for \$10 million.

Mr. Brett recapped the program. The CRA Board established the program with a top cap of \$200 million of capital incentives. Reed Capital consumed \$48 million, Canopies would consume an additional \$10 million, which leaves \$142 million left in the program. The RAB is asked to approve this TIF reservation to be taken to the Board, which will result in a contract divide between Council and legal experts to bring back to the RAB next month. Mr. Brett asked for questions, noting that the applicant was present.

Mr. Sharpe asked about the proximity of ownership. Mr. Brett explained that Mr. Sharpe is the owner of several properties, one of which is adjacent to the east of this project. Mr. Sharpe just wanted to disclose this possible conflict. Ms. Johnston said there may be an additional ethics provision, because he will benefit economically from the increase, but because there are multiple properties adjacent, Mr. Sharpe should be fine.

(It was noted at this time that Councilwoman Phyllis Smith had been present since the beginning of the meeting as Board Liaison.)

Mr. Crowder addressed the key points of his report. The tax increment recapture program was created to help change the market for investment, especially in downtown North Miami Beach, to attract projects that will bring rents that are higher than what the current market supported. Reed Capital did that. This project targets rents higher than the market supports, bringing 52 units into the downtown, creating additional activities on the streets. The original master plan and zoning amendments aimed for a progression from east to west of this investment coming in. This is an in-fill project west of 19th Ave., coming much sooner than expected. Canopies applied for the 20% bonus, qualifying for two of the six categories: infrastructure and public art, totaling just over \$400,000 for the project. The net present value will be between \$600,000-\$700,000, and will generate \$150,000-\$180,000 return to the CRA.

Attorney Keith Poliakoff and Menaham Labkowski, owner, were introduced. Mr. Poliakoff gave an overview of how the development was brought to the area and what the steps are to accomplish it. The project would be very difficult to do so without the CRA incentive. All financing lenders told Mr. Labkowski that without CRA incentive, they would not have lent any money to build the project. Average rent in area is currently \$1.46 per square foot; the expected rent will be over \$2, which will be on the cutting edge driving the market. There is plenty of parking, 77 spaces when only 61 are required. There will be over 2,000 square feet of commercial space, designed to be a café of some type.

Chair Lamberto asked how renters are incentivized to pay more than market. Mr. Labkowski said the target renters are people outside of Aventura, and they believe they can do it. Mr. Poliakoff cited the full marketing analysis provided in the board backup. There could be huge incentives in regards to traffic and the units are bigger than Aventura. A 3/2 unit is almost 1100 square feet. Mr. Crowder spoke about the changing reputation of the City, not just with developers but by the demographics.

A discussion followed on the breakout of the units, types and sizes, and the approximate rent expected. The projected rent needs to be \$2 per square foot for a profitable project, less than that eats into the profitability. Mr. Vilme asked for clarification of projected (\$2) vs. current (\$1.46) rates with regards of benefit to the City. Mr. Crowder said the TIF estimates are based on the *pro forma* for the project at the

targeted \$2 per square foot rental, and the figures will go down or up depending on the rents. Discussion continued on calculating CO and the value of the property, and where the rental rate comes into the calculations of property value. Mr. Crowder said that an evaluation based on the income approach can be requested. RMA ran 1, 3, and 5 per cent growth from the base value, looking at growth rate on income from rents, finding in this case it ran fairly parallel. Rate of return is low, under 7%.

Mr. Antonio asked about risk to the City – besides the risks to the developer – as to the time limits, and if the incentive stays with the property or sunsets with the developer. Answering part of the question, Mr. Crowder said that if the developer were to sell the project, or build the project and then sell it, the incentive goes with the project. Mr. Brett interjected that, as with the agreement with Reed Capital, the developer has approximately four years to reach the certificate of occupancy, after that the benefit is lost.

Mr. Brett explained that this a classic redevelopment project, a mid-block, in-fill, urban, 52-unit, mixed use, eight stories, with two bays and office on the first floor. There are no variances for this project. This is something the City would love to see replicated throughout the redevelopment area.

Councilwoman Smith commented that the project looked clean, not asking for CRA money because the plans are already drawn, not asking for variances. Having heard the Chair talk many times about the resurgence, she thinks this may be the shot in the arm for said resurgence. Mr. Kreibs said to make no mistake, the CRA is giving the money, because it would be impossible for the developer to do it on their own. But it is exactly the way the incentives were designed to get a project of this magnitude into the City.

Motion made by Mr. Antonio, seconded by Vice Chair Vilme, to approve as presented. In a voice vote, the motion carried unanimously (6-0).

As a last comment, Mr. Brett reminded the developer that there should be a sign on the site announcing that the project was made possible with CRA's assistance ... or something to that effect.

AGENDA ITEM 5 – ACTION ITEM: Commercial Property Improvement Grant Application for 163rd Street Plaza. Alpay Nuh, 163 Property Investments, LLC, present. Mr. Brett stated Mr. Nuh comes with a request for a full \$25,000 comprehensive commercial improvement grant. He has had meetings with City Staff to come up with a plan, has met all documentation requests, and the application is complete. The grant application is for two folios, the properties next to the IHOP. Mr. Nuh has broken the project down into individual categories with three or more quotes per category, along with documents and due diligence. Staff recommends approval.

Mr. Antonio noted that he had been unable to locate specific language in the grant package regarding code compliance. He suggested there be an actual visit to the property to assure that it is in compliance as part of the City's process, other than just looking at books of records. Mr. Brett said there was an email in the packet stating there are no code violations on the records, but Councilwoman Smith suggested there be a physical inspection. Mr. Brett asked that the language be included in the motion to approve the application.

Regarding the tally sheet, Mr. Sharpe asked about the eligible items listed, if they were all outside. Mr. Brett stated only the exterior improvements would qualify: landscaping, permanent improvements, painting, exterior crown molding, signage, light fixtures, street lights. Numbering on the doors does not qualify. Regarding the garage area and dumpster enclosure, as it is highly visible from 164th Street, it will also qualify for improvements.

Councilwoman Smith asked to be reminded regarding the signage. Discussion followed with Mr. Nuh stating that he wants to refresh the signage on the windows of the store which are old and outdated, and the two monuments are also old will both be taken out.

The landscaping was discussed, Mr. Nuh stating there will be repair of the sprinkler system, 10 pallets of grass, the swale, trees, hedges, and that the landscapers will meet the criteria as approved. City water vs. well water was also discussed. Chair Lamberto asked if any of the work had been done yet, and Mr. Nuh answered no. Mr. Nuh also confirmed that the existing tenants have renewed their long-term leases.

Motion was made and seconded to approve the grant application, conditioned upon an inspection, if one has not already been completed, and that there are no existing code violations. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 6 – ACTION ITEM: Façade Beautification Application for 1911 NE 164th Street. Victor Dante, owner, present. Mr. Brett gave a summary of the application to erect a new sign. The lowest bid works out to \$2,289, which is the maximum to be allowed for this request. Mr. Brett stated that this will be the last beautification grant of the program which sunsets the end of September. Mr. Dante said he had one bid for \$13,000; another rounded up to \$5,000, which Mr. Brett has adjusted by 50% to \$2,289. Mr. Kriebs wanted to know, if the self-storage is taken off the signage, how will people know what is there. Mr. Dante said they are pretty occupied, the internet and signage on the door is sufficient.

Mr. Antonio asked if it is to be a lighted sign, and Mr. Dante said it would be back-lit, with some style. Mr. Sharpe asked if it meets code, and Mr. Brett said it will go through permitting. Mr. Vilme asked what makes this signage different from the one that was denied on West Dixie Highway. Mr. Brett said this sign goes above and beyond what

would be normal as it will be raised channel lettering with lighting, which meets the guidelines of the program. Chair Lamberto added that Mr. Dante is an established business (30+ years), whereas the other denied application was for a start-up business.

Motion was made Mr. Kriebs, seconded by Mr. Antonio, to approve Agenda Item 6 as written. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 7 – ACTION ITEM: Commercial Property Improvement Grant Application for Vicky Bakery. Mr. Brett gave a presentation, citing that the property in question had several unsuccessful occupants, and now the City is pleased to welcome a well-known, well-established bakery in the community. Antonio Cao introduced himself, and the 44 year old business which was started by his grandfather. Vicky Bakery is an international, but primarily Cuban bakery with 15 locations throughout Miami-Dade and Broward Counties.

Mr. Brett gave an update of the project. A dry-run, preconstruction meeting was held last month. The County has gone through and made a selection of a contractor who has submitted permits to City, but was denied. The contractor has to rectify the deficiencies and resubmit permit. The project is moving forward. The applicant is seeking two improvements: signage and canopy. Mr. Cao said this location will be more like a café, with sandwiches, salads, and breakfasts, in addition to the traditional bakery, and will have outdoor seating as well.

Mr. Antonio and Chair Lamberto were concerned about the signage technically being for a start-up in that location. Ms. Johnston reconstructed the series of events for previous signage experiences for other start-ups. Mr. Brett stated that this property has never received any incentives. Also, considerable effort was made to “steal” this business from the other location in Miami Beach, and this would be the first of a sort of business attraction program.

Mr. Antonio asked if there will be a pass-through as shown in the picture. If there were a counter on the outside, perhaps the RAB could help pay for that improvement. Councilwoman Smith asked if perhaps the tile flooring over the patio that is proposed could be considered as an improvement to the building. In addition, she felt that the RAB is getting away from the purposes of CRA, which is to bring back tax money, and that something should be done towards saying “Welcome to North Miami Beach, Glad You Are Here.”

Chair Lamberto asked about landscaping and any other ways the property could be enhanced. Mr. Cao said there are more items they are going through, especially if the sign is not going to be approved. Mr. Vilme asked how much was being requested. Mr. Brett said the current value is 50% of the lowest bids, which now stands at \$12,395, of

which the sign is \$2,415. Chair Lamberto asked if Mr. Cao is eligible for more grants after this, and Mr. Brett said the applicant can return until the \$25,000 cap is reached.

Mr. Brett noted Vicky Bakery is slated for opening in the second week of October. Chair Lamberto suggested the sign be deleted from the request and just go with the awning, and the Applicant could come again with other enhancements in lieu of the sign. A brief moment of discussion followed to redraft the motion. For the record, Mr. Cao is the tenant, and that the owner has signed off on the application.

Motion was made by Mr. Antonio, and seconded by Mr. Kriebs, to approve an amount not to exceed \$25,000 for canopy, decking, and lighting improvements as approved by Staff and based on three quotes, so as not to return to RAB for further approval. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 8 – DISCUSSION ITEM: Executive Director’s Report

- **Fiscal Year 2017 Budget Approved**

Mr. Brett referenced his memorandum, noting the successes this year for the CRA budget. Unanimous approval was received from the RAB and the Board, and the budget was unanimously approved on September 6 by the City Commission. It was the first CRA budget adopted by a city in Miami-Dade County for Fiscal year 2017.

- **CRA Staff Preparing RFQs and RFPs for the FY17 Projects**

Mr. Brett spoke of projects approved and coming in for FY17. Community Development Director Mr. Lorber’s memo listed substantial projects and activities going into the Redevelopment Area, such as

- the Canopies project
- Boca Juniors Club House
- Cambria Hotel Site – demolition permits approved
- Preconstruction meeting with Reed Capital (aka Noma)
- Solo building project does not look like it is going forward, however, the hospitality community is potentially interested in putting in a hotel
- Lovell’s Recovery Center received tie vote from P&Z, status unknown
- Warehouse Project being submitted to TRAD
- Macken property development being submitted to TRAD

Chair Lamberto asked if anything is going on with TECO, and Mr. Brett said he had heard nothing.

Councilwoman Smith passed out a flyer regarding an upcoming small business meeting. There is a \$5,000 grant from the County for new businesses who meet certain criteria. Please distribute and she is asking the City Manager to put it on the website.

A comment was made from the floor about the Seville apartment building, which has been an eyesore and problem for the City for many years, having been recently purchased by Development Management Company and is being completely redone.

Mr. Brett announced the City's 90th Anniversary of October 1st, a night time event with food trucks, live music, fireworks, taste tent, etc., and street closing from 8 pm to 11 pm.

AGENDA ITEM 9 – Next RAB Meeting: October 20, 2016

AGENDA ITEM 10 – Adjournment. With no other business to come before the Board at this time, the meeting was adjourned at 6:45 p.m.

AGENDA ITEM 4

Memorandum of Understanding City Services to
the CRA

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT
AGENCY AND THE CITY OF NORTH MIAMI BEACH
REGARDING ADMINISTRATIVE SERVICES**

THIS MEMORANDUM OF UNDERSTANDING is made and entered into as of October 1, 2016 by and between the City of North Miami Beach, Florida (CITY) and the North Miami Beach Community Redevelopment Agency (CRA) relative to administrative services to be provided by the CITY to the CRA.

- 1.) Purpose:
 - a. The purpose of this Memorandum of Understanding is to outline the CITY's procedures and responsibilities in connection with the parties' desire for the CITY to provide certain administrative services to the CRA. It is the intention and agreement of the parties that the provision of administrative services by the CITY to the CRA will be upon the request of the CRA and will be ongoing as necessary to ensure the continued day to day operations of the CRA.
 - b. The CRA is authorized to provide funding to cover the cost of such administrative services, in the amount of \$ 120,482, and in furtherance of the powers of the CRA, contained in Chapter 163 Part III, Florida Statutes. Funds have been appropriated in the FY 2016-17 CRA budget, which budget has been approved by the CRA Board; provided, however, such appropriation and the CRA funding to be provided hereunder is subject to and contingent upon, approval of the FY 2016-17 CRA by the Miami-Dade County Board of County Commissioners.
- 2.) The CRA agrees to contribute the sum of \$ 120,482 to the CITY to the costs of such administrative services.
- 3.) The CITY agrees to ensure the intent of this Memorandum of Understanding is carried out by documenting to the CRA the CITY employees assigned to perform the administrative services described herein.
- 4.) The effective term of this Memorandum of Understanding will be from October 1, 2016 through September 30, 2017.

THE PARTIES SPECIFICALLY ACKNOWLEDGE THAT THE FOREGOING SERVICES ARE TO BE PERFORMED EXCLUSIVELY FOR THE BENEFIT OF THE CRA, AND THAT

THE EMPLOYEES ASSIGNED SHALL DEVOTE THEIR SERVICES AS NECESSARY TO THE PERFORMANCE THEREOF.

IN WITNESS WHEREOF, the CITY and CRA have executed this Memorandum of Understanding as of the day and year first above written.

CITY OF NORTH MIAMI BEACH

NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY

By: _____
Ana M. Garcia
City Manager

By: _____
Ana M. Garcia
Executive Director

ATTEST:

ATTEST:

By: _____
Pamela L. Latimore
City Clerk

By: _____
Pamela L. Latimore
City Clerk

Approved as to form and legal sufficiency:

Approved as to form and legal sufficiency:

By: _____
Jose Smith
City Attorney

By: _____
Jose Smith
CRA Attorney

North Miami Beach CRA – FY2016-2017 Budget

September 26th, 2016:

Other Administrative Expenses

Bank Fees: \$250
Education Programs: \$10,000
Communication Services: \$525
Repair and Maintenance Services: \$500
Office Supplies: \$1,250
Operating Supplies: \$2,500
Books and Memberships: \$2,500
Maintenance and Repair of Vehicles: \$1,250
Fuels and Lubricants: \$2,000
Data Processing Equipment: \$3,750

Total: \$24,525

City Services and Support Provided to the CRA:

City Manager's Office
City Attorney's Office
City Clerk's Office
Finance Department
Human Resources Department (* Added September 26, 2016 *)
Community Development Department
Information Technology Division
Procurement Division
Fleet Maintenance

Total: \$120,482

AGENDA ITEM 5

Commercial Property Improvement Program Update



North Miami Beach Community Redevelopment Agency Commercial Property Improvement Program

I. Purpose

The purpose of the Commercial Property Improvement Program (the “Program”) is to assist applicants within the City of North Miami Beach (the “City”) Redevelopment Area to substantively enhance the visible appearance of privately owned real property. It is the goal of the North Miami Beach Community Redevelopment Agency (the “CRA”) to return properties to their fullest potential through a matching grant. These grants are to assist applicants undertaking substantial exterior renovations and improvements.

II. Eligibility Criteria

- a. Property must be located within the Redevelopment Area.
- b. Primary property use must be commercial or mixed-use. Residential uses are ineligible.
- c. Privately owned.
- d. Current with its property taxes.
- e. Funding is available.
- f. The structures on the property must be at least five (5) years old. This Program is not designed to assist with recent construction.
- g. No City Code or Building violations.

III. Funding Guidelines

The CRA may match on a one-to-one basis up to a maximum of \$25,000 for eligible expenses. Multiple applications are permitted, but the total awards shall not exceed \$25,000 for any five (5) year period.

IV. Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement on a side of a building that faces a right-of-way. Eligible expenses include design, permitting, labor and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program (please note “stand alone” improvements are those that may be funded independent of other eligible improvements those that are “not stand alone” may only be funded in conjunction with a “stand alone” improvement or more comprehensive project):

Eligible Improvements (stand-alone)

- ✓ Façade Improvements
- ✓ Outdoor Building Lighting
- ✓ Permanent Landscaping to include Irrigation

Eligible Improvements (not stand-alone)

- ✓ Awnings and canopies
- ✓ Impact resistant windows
- ✓ Parking lot improvements
- ✓ ADA compliant improvements
- ✓ Painting and repair

All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City, and must meet all building and other applicable codes.

V. Ineligible Expenses

Ineligible expenses include, but are not limited to:

- signage
- general maintenance and repair
- minor improvements or beautification to a parking lot
- interior repairs or renovations
- correction of code violations and ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City Building Department
- improvements that the CRA staff deem unsuitable

VI. Application Procedure

Applicants shall follow the steps listed below:

- a. Schedule an appointment with CRA staff to discuss the desired improvements. Please call (305)787-6053 or e-mail nmbcra@citynmb.com.
- b. Compile application materials and submit an application to CRA. Applications will not be considered until a complete application and supporting documents are received by the CRA. It is incumbent upon the applicant to ensure that the CRA receives all materials.
- c. The completed application is reviewed by the Redevelopment Advisory Board who may make recommendations. The CRA Board's decision is final.
- d. CRA staff notifies the applicant of the CRA Board decision. Applicants not approved may apply again one year from denial.
- e. Applicant may commence with improvements only after the CRA staff issues a Notice to Proceed.
- f. Applications will contain two quotes from a licensed contractor for an expense being matched by this Program. The CRA Board may waive this requirement at its sole discretion.

VII. Reimbursement Procedure

Items completed prior to the CRA Board approval shall not be eligible for reimbursement. Upon completion, the applicant submits a request for payment with supporting documents. Supporting documents include, but are not limited to:

- Copies of invoices and receipts
- Proof of payment, i.e. canceled checks
- Any other documents that enable CRA Staff to determine project completion

Staff reviews the supporting documents and conducts a site inspection. If everything is in order, the CRA will declare the project complete and have issued a check to the applicant for the amount eligible under the parameters of this Program.

VIII. Time Certain Completion

The approved applicant will have 180 days to complete all improvements. Should an applicant need an extension beyond the 180 days, a written request may be submitted to the CRA Executive Director. The Executive Director may administratively extend the period by 90 days. The successful applicant can appear before the CRA Board to request a longer extension.

IX. Program Availability

All applicants must receive CRA Board approval before CRA Staff will issue a Notice to Proceed. This Program is subject to availability of funds. There is no waiting list. The Program is offered as first-come-first-served.

X. CRA Executive Director Authority

The CRA Executive Director may modify this Program to:

1. Require additional documentation from the applicant
2. Promote transparency
3. Create and update the Program's application
4. Protect taxpayer money from misuse or potential fraud
5. Improve Program efficiency
6. Convert and transition prior approved applicants to this newer Program

XI. Redevelopment Plan

The authority for this Program is contained in the existing CRA Redevelopment Plan (Section 7, Subsection A, page 2 – Areawide Façade Improvement Program and Section 8, #2, page 3 – Direct Financial Incentives to Stimulate Property Improvements).

This authority for this Program is also contained in the Amended Redevelopment Plan that is being considered by Miami-Dade County government (“Areawide Commercial Improvement Programs”, page 18 and “Direct Financial Incentives to Stimulate Property Improvements” on page 25).

XII. Conflict of Interest

No person, including but not limited to any officer, advisory board members, board of directors, City council members, County Commissioners, managers, supervisor, or employees employed by the CRA, who is in the position of authority, and who exercises any function or responsibilities in connection with the Program, has at the time the Program is initiated, or shall have during the term of the Community Redevelopment Plan, received any of the services, or direct or instruct any employee under their supervision to provide such services as described in the Program. Additionally, no family member related to any officer, board of directors, advisory board members, CRA Board members, City Council, County Commissioners, managers, supervisor, or employees employed by the CRA, may apply for this Program. The term “related to” includes the following:

- 1) By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
- 2) By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or
- 3) Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

Applicants must disclose any business or personal relationship with members of the CRA.

Applicants who have an apparent conflict of interest and are otherwise eligible to participate and receive assistance through this Program may submit a waiver for the same. No benefits may be received prior to the approval of such waiver by the CRA Board.

XIII. Caveats

The CRA Board reserves the right at its sole and absolute discretion, reject any and all Program applications, postpone or cancel the Program, or waive any irregularities in the application submitted for funding. The CRA Board reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA Board deems necessary.

AGENDA ITEM 6

Wastewater Impact Fee and Connection Fee and
Connection Charges Assistance Program



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)

DRAFT VERSION 1
CRA RAB Oct 20 Meeting



Wastewater Impact Fee and Connection Fee and Connection Charges
Assistance Program
Adopted through CRA Policy Resolution 2016-XX

I. Intent

There are older commercial properties in the Redevelopment Area that are not tied into the sewer system (the “Wastewater system”). The North Miami Beach Community Redevelopment Agency (the “CRA”) is empowered through the Redevelopment Plan, Community Redevelopment Act, and a delegation of authority by the Miami-Dade County Board of County Commissioners to provide loans or grants to property owners desiring to tie into the Wastewater system. This program was designed to:

- Improve Property Values
- Improve the Public Health by Eliminating Old Septic Systems
- Augment Business Expansion and Attraction Opportunities
- Reduce the Time for Tenants to Attain Business Licenses

II. Description

NMB CRA Wastewater Impact Fee and Connection Fee and Connection Charges Assistance Program (the “Program”) was designed to reimburse 50% of the Wastewater Impact Fees and Connection Fees and Connection Charges for commercial or mixed-use properties, including properties within the RO Zoning District.

III. Eligibility

The property must:

1. be within the Redevelopment Area
2. privately owned
3. the building must be commercial, mixed-use, or in the RO Zoning District
4. current with its property taxes
5. no outstanding or unresolved code enforcement or building violations
6. the tie-in was completed after this Program was approved by the CRA Board
7. the building being considered must be at least five (5) years old

IV. Applicants

The applicant must complete an application. It is incumbent upon the applicant to ensure that the CRA is in receipt of the application.

V. Process

1. The applicant submits a complete application.
2. The CRA Redevelopment Advisory Board provides a recommendation. They normally meet on the 3rd Thursday of each month at 5:30 PM, 4th Floor of City Hall.
3. The CRA Board considers the application. They normally meet on the 4th Thursday of each month at 6:00 PM, 2nd Floor, Council Chambers of City Hall.

VI. Reservation of Program Funding:

Reservation of Program Funding is Optional:

The applicant can “reserve” Program increments of \$5,000 for a maximum of 120 days by submitting to the CRA a written request and a \$250 reservation fee per increment. The reservation will expire and the reservation fee is forfeited at the start of the 121st day.

Reservation of Program Funding is a CRA administrative process and only requires the CRA Executive Director’s approval. The applicant must receive the CRA Board’s approval before Disbursement (see section VIII below).

VII. Program Availability

All applicants must receive CRA Board approval for this Program. Please see Section V Process above. This Program is subject to availability of funds. There is no waiting list. The Program is offered as first-come-first-served.

VIII. Disbursement

The successful applicant must receive CRA Board approval and must provide:

- a. City building plumbing permit completion and closure documentation
- b. Department of Health Abandonment Permit Final
- c. Wastewater Impact Fee or Connection Fee or Connection Charges proof of payment

IX. CRA Executive Director Authority

The CRA Executive Director may modify this Program to:

- a. Require additional documentation from the applicant
- b. Promote transparency
- c. Create and update the Program's application
- d. Protect taxpayer money from misuse or potential fraud
- e. Improve Program efficiency

X. Redevelopment Plan

The authority for this Program is contained in the existing CRA Redevelopment Plan (Section 8, Page 15):

3. Sanitary Sewer Installations

There are properties in the Community Redevelopment Area, including both commercial and residential, that do not have connections to the sanitary sewer system. This limits the potential for new development. The Agency may be empowered to pay the cost to extend sanitary sewer lines.

This authority for this Program is also contained in the Amended Redevelopment Plan that is being considered by Miami-Dade County government ("Areawide Programs and Tools", page 30):

Sanitary Sewer Installations

There are commercial properties in the Redevelopment Area that do not have connections to the sanitary sewer system. This limits the potential for new development. The Agency may pay the cost to extend sanitary sewer lines. The Agency will prepare and adopt guidelines as to the type of eligible costs and the funding ceiling of grants or loans before such incentives are implemented.

XI. CONFLICT OF INTEREST

No person, including but not limited to any officer, advisory board members, board of directors, City council members, County Commissioners, managers, supervisor, or employees employed by the CRA, who is in the position of authority, and who exercises any function or responsibilities in connection with the Program, has at the time the Program is initiated, or shall have during the term of the Community Redevelopment Plan, received any of the services, or direct or instruct any employee under their supervision to provide such services as described in the Program. Additionally, no family member related to any officer, board of directors, advisory board members, CRA Board members, City Council, County Commissioners, managers, supervisor, or employees employed by the CRA, may apply for this Program. The term “related to” includes the following:

- 1) By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
- 2) By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or
- 3) Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

Building owners must disclose any business or personal relationship with members of the CRA.

Applicants who have an apparent conflict of interest and are otherwise eligible to participate and receive assistance through this Program may submit a waiver for the same. No benefits may be received prior to the approval of such waiver by the CRA Board.

XII. CAVEATS

The CRA Board reserves the right at its sole and absolute discretion, reject any and all Program applications, postpone or cancel the Program, or waive any irregularities in the application submitted for funding. The CRA Board reserves the right to request and evaluate additional information from any applicant after the submission deadline as the CRA deems necessary.

AGENDA ITEM 7

CRA and RAB Meeting Schedules FY17 and CY17

DRAFT



City of North Miami Beach, Florida ***Community Redevelopment Agency (CRA)***



CRA REDEVELOPMENT ADVISORY BOARD

FISCAL YEAR 2016-2017 REGULAR MEETING SCHEDULE

The North Miami Beach Community Redevelopment Agency - Redevelopment Advisory Board - usually meets on the 3th Thursday of every month at 5:30 p.m. in the 4th floor conference room of the North Miami Beach City Hall, 4nd floor, 17011 NE 19th Ave, North Miami Beach, FL 33162. The meetings are occasionally held at different dates, times, and venues with advance notice provided. Public meeting notices are posted on the City of North Miami Beach website at citynmb.com on the Calendar of Events and on the public notice bulletin board inside North Miami Beach City Hall.

The following are the scheduled meeting dates for Fiscal Year 2016-2017 and calendar year 2017:

October 20th, 2016
November – No Meeting
December 15th, 2016
January 19th, 2017
February 16th, 2017
March 16th, 2017
April 20th, 2017
May 18th, 2017
June 15th, 2017
July 20th, 2017
August 17th, 2017
** September 14th, 2017 (2nd Thursday)
October 19th, 2017
November – No Meeting
December 21st, 2017



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



CRA BOARD MEETINGS

**FISCAL YEAR 2016-2017
 REGULAR MEETING SCHEDULE**

The North Miami Beach Community Redevelopment Agency usually meets on the 4th Thursday of every month at 6:00 p.m. in the Council Chambers of the North Miami Beach City Hall, 2nd floor, 17011 NE 19th Ave, North Miami Beach, FL 33162. The meetings are occasionally held at different dates, times, and venues with advance notice provided. Public meeting notices are posted on the City of North Miami Beach website at citynmb.com on the Calendar of Events and on the public notice bulletin board inside North Miami Beach City Hall.

The following are the scheduled meeting dates for Fiscal Year 2016-2017 and calendar year 2017:

October 27th, 2016
 November – No Meeting
 December 22nd, 2016
 January 26th, 2017
 February 23rd, 2017
 March 23rd, 2017
 April 27th, 2017
 May 25th, 2017
 June 22nd, 2017
 July 27th, 2017
 August 24th, 2017
 September 28th, 2017
 October 26th, 2017
 November – No Meeting
 December 28th, 2017

AGENDA ITEM 8

Executive Director's Report



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



MEMORANDUM

TO: CRA Advisory Board
FROM: Ana M. Garcia, Executive Director and City Manager
VIA: Candido Sosa-Cruz, Deputy City Manager
Patrick Brett, Administrator
DATE: October 17th, 2016
RE: **Executive Director's Report**

CRA Board Approved Incentives

The CRA Board at its October 27th meeting unanimously approved both \$25,000 Commercial Improvement Grants: Vicky's Bakery and 164th Street Plaza.

The CRA Board also unanimously approved the Façade Beautification Application for Victor Dante. That Program has sunset and is no longer offered by the CRA.

All three of the approved incentives were captured in the 2015-2016 Fiscal Year.

CRA Staff Professional Development and Annual Redevelopment Conference

CRA staff attended the Florida Redevelopment Association (the "FRA") Annual Conference held this year in Orlando from October 11th to the 14th. CRA staff is also enrolled in FRA workshops to earn the FRA Redevelopment Professional certification.

Thank you.



City of North Miami Beach, Florida
Community Development Department

TO: Patrick Brett, North Miami Beach CRA Administrator
 FROM: Richard G. Lorber, Director of Community Development
 VIA: Candido Sosa-Cruz, Deputy City Manager
 DATE: October 2016
 RE: Update on Development within the CRA

The Community Development Department presents the following information regarding new development within the Community Redevelopment Agency (CRA) area.

Projects	Location	Zoning	Status
Macken Mixed Use/ Hotel Project	17071 W. Dixie Highway	MU/NC	Reviewed by TRAD September 22 nd . Pending P&Z Board Public Hearing.
160 Warehouse	2050 NE 161 Street	MU/EC	Reviewed by TRAD September 22 nd . Pending P&Z Board Public Hearing.
The Canopies – 8 story mixed-use apartments	1640 NE 164th St	MU/TC	Proposed site plan approved by City Council on June 7, 2016.
Boca Juniors Clubhouse	Mischon Field	MU/TC	Second story, new classrooms for Charter School, approved by Council July 5, 2016.
Cambria Hotel	16300 NE 19 AVE	MU/TC	Building has been vacated. Demolition Permit approved, imminent.
Winn Dixie Site / Read Capital	164th St./21st Ave	MU/TC	Awaiting submission of building permit application and plans.
Solo Building	NE 19th Ave	MU/TC	Demolition completed, site cleared. Extension to November 3, 2016 approved by Mayor and Council.