



**CITY OF NORTH MIAMI BEACH
COMMUNITY REDEVELOPMENT AGENCY**

Board of Commissioners Meeting
City Council Chambers, 2nd Floor
City Hall, 17011 NE 19th Avenue
North Miami Beach, FL 33162

**December 2, 2014
6:00 P.M.**

NMBCRA Board of Commissioners:

Chairman George Vallejo
Commissioner Anthony DeFillipo
Commissioner Phyllis S. Smith
Commissioner Beth E. Spiegel
Commissioner Frantz Pierre
Commissioner Barbara Kramer
Commissioner Marlen Martell

Staff:

Executive Director Ana M. Garcia
CRA Attorney Steven Zelkowitz
Assistant City Manager Richard Lorber
CRA Coordinator Rasha Cameau

AGENDA

- 1. Call to Order / Roll Call**
- 2. Public Comment**
- 3. Approval of Minutes:** Regular Meeting: October 23, 2014
- 4. Action Item:** Review and Approval by Resolution of Commercial Property Improvement Program Guidelines and Application
- 5. Action Item:** Review and Approval by Resolution of Façade Beautification Program Guidelines and Application
- 6. Discussion Item:** Review of Implementation Schedule for NMBCRA Plan Update and W. Dixie Feasibility Analysis
- 7. Executive Director's Report:**
 - a. RAB Meeting Update
- 8. Next CRA Board Meeting:** January 22, 2015 at 6:00pm
- 9. Adjournment**

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

NAME OF BOARD/COUNCIL: COMMUNITY REDEVELOPMENT AGENCY, BOARD OF COMMISSIONERS

NAME OF PERSON PREPARING SUMMARY: K. MCGUIRE, PROTOTYPE

NAMES OF STAFF, AND INVITED GUESTS PRESENT: CRA COORDINATOR RASHA CAMEAU, EXECUTIVE DIRECTOR ANA M. GARCIA, ASSISTANT CITY MANAGER RICHARD LORBER, CRA CONSULTANT RACHEL BACH, CITY ATTORNEY JOSE SMITH, CRA ATTORNEY STEVEN ZELKOWITZ

BOARD MEMBERS: COMMISSIONER/CHAIR GEORGE VALLEJO, COMMISSIONER ANTHONY DEFILLIPO, COMMISSIONER BARBARA KRAMER, COMMISSIONER MARLENE MARTELL, COMMISSIONER BETH E. SPIEGEL, COMMISSIONER PHYLLIS SMITH

TYPE OF MEETING: REGULAR MEETING **DATE:** OCTOBER 23, 2014

MINUTES

AGENDA ITEM 1 – Call to Order / Roll Call: 6:00 p.m.

Roll Call: Roll was called at 6:06 p.m. and it was noted a quorum was present.

AGENDA ITEM 2 – Public Comment. At this time Chair Vallejo opened the floor to public comment. As there were no members of the public wishing to speak, Chair Vallejo closed public comment and brought the discussion back to the Board.

AGENDA ITEM 3 – Approval of Minutes: Regular Meeting, September 30, 2014. A motion was made, and duly seconded, to approve. In a voice vote, the motion carried unanimously (5-0).

AGENDA ITEM 4 – Action Item: Approve Letter of Agreement for Redevelopment Management Associates for Consulting Services for the NMB Community Redevelopment. It was noted that this Item was tabled at the September 30, 2014 meeting so it could be subject to legal review and finalized. CRA Attorney Steven Zelkowitz confirmed that the agreement now mirrors the prior agreement through which RMA was engaged to provide management services for the CRA.

A motion was made by Commissioner Martell, seconded by Commissioner DeFillipo, for approval. In a voice vote, the motion carried unanimously (5-0).

AGENDA ITEM 5 – Action Item: Recommend Approval of Commercial Property Improvement Program Guidelines and Application. CRA Consultant Rachel Bach explained that three different revised incentive programs will be presented for the Board's approval at tonight's meeting. The programs were previously presented to the Redevelopment Advisory Board (RAB). She provided a brief overview of the programs, which are intended to replace the previous façade improvement grant program, provide "mini-grants" for smaller businesses in need of minimal improvements, and revise the tax increment financing (TIF) recapture program.

Commissioner Smith arrived at 6:12 p.m.

Ms. Bach described the Commercial Property Improvement Grant Program, which is geared toward commercial property owners seeking to improve the appearance and functionality of their properties. The maximum grant amounts available to property owners will be between \$12,500 and \$50,000, which will be based on the amount of linear frontage of each property. A 50% match of funds will be required by the owner.

The program will also identify specific priority corridors within the CRA. If a business lies within one of these areas, which are Dixie Highway north of 163rd Street to 172nd Street and 163rd Street from 15th Street to Dixie Highway, only a 30% match of funds would be required of property owners. This will encourage more businesses to take advantage of the program.

Another change will require specific types of improvements: for example, owners wishing to upgrade signage must

also make another improvement, such as façade upgrades or painting. The new program is intended to be more comprehensive, while the mini-grant program will serve for smaller improvements.

A motion was made by Commissioner Kramer, seconded by Commissioner Smith, to approve.

The Commissioners discussed the guidelines, noting that requirements for linear frontage will need to be clarified to determine funding for properties with over 100 ft. of frontage; in addition, eligible improvements will need to be further clarified as well. Commissioner Smith pointed out that the RAB discussed the issue of signage improvements, including whether or not the grant will be available to new as well as existing businesses.

The Commissioners also discussed requirements for properties listed for sale, with Chair Vallejo noting that owners should be able to list the properties for which they have agreed to liens. Ms. Bach explained that the intent of this requirement was not to fund properties that are currently on the market, as this could be construed as providing owners with funds to help them sell their properties. Assistant City Manager Richard Lorber explained that another reason for this requirement is to simplify the process when Staff is reviewing an application for compliance. It was clarified that only property owners, not tenants, may enter into the grant agreement with the CRA, although a tenant may work with the owner and make the actual improvements on the property.

A motion was made by Commissioner Spiegel to amend the Commercial Property Improvement Grant Program policies and procedures [as follows]:

- To amend Funding Guidelines, sub-paragraph A, to provide that for properties with over 60 ft. up to 120 ft. of frontage, they are entitled to up to \$25,000;
- To amend Article IV, Eligible Expenses, would be limited, including the eligible improvements, to [a] façade or frontage on a street, the landscaping must be trees or perennials; the eligible improvements not stand alone [and] must be defined to be exterior painting and exterior repairs.

Commissioner Smith seconded the motion. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 6 – Action Item: Recommend Approval of Façade Beautification Program Guidelines and Application. Ms. Bach stated that this is the “mini-grant” program that would improve the façade of a building through painting, signage, or awnings. The maximum grant amount would be \$2500, with a 50% match. This is intended to be a quick-fix program, with the approval process to be administered by Staff, who will update the Board on a regular basis.

A motion was made by Commissioner Martell, seconded by Commissioner Kramer, to approve.

Commissioner Spiegel requested that the grant be tied to the property, and that a property would only be eligible for the program every three years. Mr. Lorber pointed out, however, that the property may be a multi-bay structure, with different tenants. It was clarified that the owner of a given bay may not apply more than once within a three-year period, which would preclude a single property owner taking advantage of the program to upgrade multiple bays more than once.

Commissioner Smith expressed concern with the need to make tangible improvements and show the public that the CRA is making progress. She pointed out that this type of small improvement, in the past, has not contributed to the CRA’s tax base. Commissioner Kramer suggested that there also be guidelines for parts of the property not improved by the grant: for example, if a property wishes to repaint but has another visible flaw, such as a poorly repaired roof, the grant is likely to be intended to help the property be sold. She pointed out that some flaws, even though they may give the property the appearance of an eyesore, cannot be cited by Code Enforcement.

Ms. Bach characterized this program as a simpler clean-up effort, while the Commercial Property Improvement Program is intended to address more widespread improvements to a property. She added that one reason specific sections of Dixie Highway were selected as targeted areas is because the intent is to approach businesses within those areas and solicit their participation in the CRA’s improvement programs. Code Enforcement would be empowered to encourage these owners to take advantage of the improvement programs and upgrade the appearance of their properties.

Commissioner Spiegel suggested that signage could be removed from the program, as it has less of an impact on the curb appeal of a business unless it is done in concert with other improvements. It was clarified that the CRA Budget sets aside a total of \$130,000 for both the Façade Beautification and Commercial Property Improvement Programs. Ms. Bach advised that it can be difficult to convince owners to participate in grant programs, which makes it unlikely that all the funds allotted to these programs would be used.

A motion was made by Commissioner Spiegel, seconded by Commissioner Smith, to amend this [program] to provide that it can also be used for permanent landscaping, and that when Staff grants the 20th grant in one calendar year, they have to come back to [the CRA Board]. In a voice vote, the motion to amend carried unanimously (6-0).

In a voice vote, the motion to approve [as amended] carried 5-1 (Commissioner Kramer dissenting).

AGENDA ITEM 7 – Action Item: Recommend Approval of Amended TIF Guidelines. Ms. Bach stated that this item revisits the Tax Increment Recapture Program adopted by the Board in 2013. After conversations with the development community, perceived difficulties were identified and addressed. For the first 36 months or \$200 million in taxable value constructed within the CRA, up to 50% of the tax increment revenue created by a project could be returned to the developer during the life of the CRA. If a significant public benefit, such as a park, is created along with the project, the development could qualify for an additional 25% recapture, bringing the total to 75%.

Ms. Bach continued that the previous requirement of site plan approval was considered something of a hardship by many potential property owners, as they did not wish to purchase properties without the preliminary guarantee of some tax increment recapture. The recommendation is for a conceptual approval process, by which the applicant would come before the Board to provide a conceptual plan, preliminary numbers, and specific information on any planned public improvements if they plan to seek the additional 25% recapture. If the Board provides conceptual approval, this approval would be good for one year. The applicant must then secure site plan approval within one year, as well as a building permit within two years, or lose the reservation of tax increment recapture.

A motion was made, and duly seconded, to approve. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 8 – Executive Director’s Report.

- **Feedback on FRA Conference**

Ms. Cameau thanked the Commissioners who were able to attend the FRA Conference, which was very informative for Staff and members of the RAB as well. She noted that the RAB has recommended that Staff reach out to credit unions and banks to encourage them to participate in the Commercial Property Improvement Program by lending money to business owners, which could be used as matching funds.

- **RAB Board Membership**

Ms. Cameau added that the RAB members’ appointed terms have expired and there is a need for new members as well as reappointments. She urged the Commissioners to encourage interested individuals to apply for memberships. Prospective members must reside or own property or work for a business within the City and have experience in finance, planning, or retail.

AGENDA ITEM 9 – December 2, 2014 at 6:00 p.m.

AGENDA ITEM 10 – Adjournment. With no further business to come before the Board at this time, the meeting was adjourned at 7:11 p.m.



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COMMUNITY REDEVELOPMENT AGENCY**
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www.citynmb.com/cra

MEMORANDUM

TO: Chair and Board of Commissioners
FROM: Ana M. Garcia, Executive Director
VIA: Rachel Bach, CRA Consultant
DATE: December 2, 2014
RE: **Commercial Property Improvement Grant Program**

BACKGROUND: At the October 23rd meeting the CRA Board reviewed the proposed Commercial Property Improvement Grant Program and made the following changes:

- Amending *Funding Guidelines* to provide for properties with over 60 ft. up to 120 ft. of frontage, allowing up to \$25,000 in funding.
- Amending *Article IV, Eligible Expenses*, limiting eligible improvements to façade or frontage on a street, and permanent landscaping must be trees or perennials; and eligible improvements must be defined to be exterior painting and exterior repairs.

RECOMMENDATION: Approve the Commercial Property Improvement Program to allow staff to begin its implementation.

FISCAL IMPACT: The NMBCRA has budgeted \$130,000.00 for property improvements.

North Miami Beach Community Redevelopment Agency Commercial Property Improvement Grant



Program Policies and Procedures

I. Purpose

The purpose of the Commercial Property Improvement Grant Program (Program) is to assist property owners with sites located within the North Miami Beach Community Redevelopment Area substantively enhance the visible appearance of their property. Many commercial properties were designed and built in styles that have become dated and suffer from lackluster maintenance. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the goal of the North Miami Beach Community Redevelopment Agency (NMB CRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertaking substantial exterior renovations. This Program will take effect October 1, 2014. Designated Priority Areas and additional benefits thereof shall be available until **September 30, 2015**, unless otherwise authorized or modified by the NMB CRA Board.

II. Eligibility Criteria

- a. Property must be located within the North Miami Beach Community Redevelopment Area (see attached map).
- b. Primary property use must be commercial or mixed use. Residential uses are ineligible.
- c. Exterior improvements must adhere to the City of North Miami Beach Building Code and Zoning Ordinances and all Federal, State, and Local Requirements.
- d. Improvements must support the objectives and goals of the NMB CRA Redevelopment Plan.
- e. Properties "for sale" or listed on the MLS may not apply.
- f. Properties may not apply, if they have received the maximum funding amount within a 5 year period under this Program or any other grant program administered by the NMB CRA.
- g. Must be a conforming use per the City of North Miami Beach Zoning Code.

III. Funding Guidelines

- a. Maximum Award Amount: The NMB CRA is making available to commercial and/or mixed use properties within the Community Redevelopment Area, matching grants up to a maximum grant award as follows:
 - For properties with over 120 feet of frontage - **Up to \$50,000**
 - For properties with over 60 feet to **120 feet** of frontage - **Up to \$25,000**
 - For properties with 60 feet or less of frontage - **Up to \$12,500**

Properties applying for funding below the maximum award amount may reapply, but are only entitled to the total maximum amount within a 5 year period of initial approval. However, if a property has already received funding to the maximum amount, said property may not reapply for the Program or any other grant program administered by the NMB CRA for a period of 5 years.

b. Matching Funds: In an effort to encourage concentrated redevelopment the NMB CRA has created two funding tiers based on required matching dollar amounts. The intent is to encourage multiple property owners within a priority area to engage in property improvements simultaneously and in areas where public investment has or is planned to occur.

- Priority Tier 1 Property Area(s) – Located along West Dixie Highway from 163rd Street to 172nd Street and 163rd Street from NE 19th Avenue to NE 15th Avenue required matching funds = **30% of total eligible project costs**.
- Priority Tier 2 Property Area(s) - All other areas within the Community Redevelopment Area = **50% of total eligible project costs**.

	<u>Total Project Cost</u>	<u>Required Match</u>	<u>Total Grant Amount</u>
Tier 1	\$40,000.00	\$12,000.00 (30%)	\$25,000.00 (max.)
Tier 2	\$40,000.00	\$20,000.00 (50%)	\$20,000.00

**Example Calculation (based on a property with 75 feet of frontage – max. award \$25,000)*

IV. Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement and/or substantial site improvements that are visible from a major corridor or street. 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 (trees, shrubs and perennials)

Eligible Improvements (not stand-alone)

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

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

V. Ineligible Expenses

Ineligible expenses include general maintenance items, parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property), interior repairs or renovations, or correction of code violations and ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of North Miami Beach Building Department.

VI. Application Procedure

Property owners shall follow the steps listed below for application approval as follows:

- a. Schedule an appointment with NMB CRA staff to discuss project and make sure it meets program intent. Please call (305)787-6054 or e-mail nmbcra@citynmb.com.
- b. Meet with the Community Development Department for a preliminary review of proposed renovations to property.
- c. Compile application materials and submit application to NMB CRA. Applications will not be considered for funding until a complete application and supporting documents are received by the NMB CRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner.
- d. NMB CRA staff will review application and notify applicants of any missing information
- e. The completed application is reviewed 1st) by the Redevelopment Advisory Board who will make a recommendation of approval or denial, 2nd) placed on the next NMB CRA agenda for approval or denial.
- f. The decision of the NMB CRA Board shall be final.
- g. NMB CRA staff notifies applicant of NMB CRA Board approval or denial. Applicants not approved may apply again one year from denial. A fully executed Grant Agreement between the NMB CRA and the applicant shall serve as a Notice to Proceed.
- h. Project commences.

It is anticipated that applications will be presented to the NMB CRA Board for approval within 45 days of receipt.

VII. Reimbursement Procedure

The property owner must undertake all the work agreed to in the Grant Agreement within one hundred eighty (180) days of full execution of the Grant Agreement by the NMB CRA and the applicant. Items completed prior to the execution date shall not be

eligible for reimbursement. Upon completion, the property owner submits a request for payment with supporting documents within one month. Supporting documents include;

- Certificate of Completion and/or Occupancy
- Copies of invoices and Receipts
- Proof of payment, i.e. canceled checks
- Any other documents that enable staff to determine project completion
- Final Waivers and Releases of Lien from the General Contractor and sub-contractors.

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

VIII. General Provisions

It is the intent of the NMB CRA to fund applicants on a first-come, first-serve basis however; the Program is also created as an "incentive" to property owners to put forth projects that will have a significant visual impact on the property. The NMB CRA reserves the right, to review all applications and recommend additional improvements, include conditions to funding, approve all plans including design and materials and at its sole discretion, make any final determinations as to how this program will be offered and implemented under unique circumstances and approved by the NMB CRA Board. Applicants, even those that meet the eligibility requirements, are not entitled to approval if a project conflicts with the goals and objectives of the NMB CRA Redevelopment Plan.

As condition to the award of the grant, applicants will be required to enter into a Grant Agreement on terms and conditions as set forth by the NMB CRA. A Memorandum of Grant Agreement shall be recorded in the Public Records and shall be effective on the property for the stated period of 5 years upon approval of the application and will have 180 days to complete all improvements. Should an applicant need an extension to complete improvements beyond 180 days, a written request shall be submitted in writing 30 days prior to the expiration of the Agreement (a one-time extension may be granted of not more than 90 days, administratively and at the discretion of NMB CRA staff.

Applicants agree to continue ownership of the property and maintenance of the grant improvements for a period of 5 years subsequent to completion of grant improvements. Should the property be sold within 5 years, applicant agrees to repay a prorated share of the grant amount, which agreement shall be set forth in the Memorandum of Grant Agreement recorded in the Public Records.

The North Miami Beach Community Redevelopment Agency Commercial Property Improvement Grant Application

(Please type or clearly print)

Applicant Name: _____

Is the Applicant the property owner: _____ Yes _____ No
(If No, property owner must also sign application accepting terms of the program)

Property Address: _____

Folio Number: _____

Applicant Mailing Address (if different from Property Address):

Applicant Phone Number and Email: _____

Property Owner (if different from applicant): _____

Property Owner Phone Number and Email: _____

Current Use(s) of Property (Office, retail, etc.): _____

DBA – Name of Shopping Center or Business (if applicable):

Brief Description of Scope of Work:

Anticipated Cost of All Eligible Improvements: \$ _____

Requested Grant Amount (based on program): \$ _____

Properties to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the NMB CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the NMB CRA Redevelopment Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

The Commercial Property Improvement Program benefits are contingent upon funding availability and NMB CRA Board approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for NMB CRA funded programs when such funding conflicts with the goals expressed in the NMB CRA Redevelopment Plan.

I certify that I have read and understand the above statement and will comply with all requirements of the program and or conditions of funding:

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

*For application submittal purposes and to expedite review, please complete, sign and submit the following **Application Checklist** with all attachments included in checklist order.*

Commercial Property Improvement Grant Application Checklist

All required attachments listed below must accompany the application form. .

- Signed Application
- Legal description of the property
- Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program
- Three bids/quotes from three licensed contractors
- Preliminary schedule for completion of improvements
- Photograph of existing conditions on the property in both digital file and hard copy
- Photographs of adjacent properties
- Site plan or survey that accurately reflects the existing property in digital file and hard copy
- Renderings and/or images that visually describing proposed improvements in digital file and hard copy
- Preliminary site plan and/or elevations of proposed improvements that enable staff to determine quality of design both digital file and hard copy
- Color chips and material samples
- Copy of Lease Agreement if not the owner
- Copy of Business Tax Receipt
- Completed W-9 Form

I hereby submit this form and all required attachments as application to the North Miami Beach Community Redevelopment Agency (NMB CRA) to be considered for a Grant under the NMB CRA's Commercial Property Improvement Grant Program. I understand that no work may be performed for work entered into by the Applicant or other agents until approval of this request is received through a fully executed grant Agreement with the NMB CRA. I further understand the North Miami Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

Signature of Applicant

Date

Printed Name and Title

CRA POLICY RESOLUTION NO.2014-004

A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING PROGRAM GUIDELINES FOR COMMERCIAL PROPERTY IMPROVEMENT GRANTS; AUTHORIZING THE CRA EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTION NECESSARY TO IMPLEMENT SUCH PROGRAM GUIDELINES AND SUBJECT TO FINAL APPROVAL BY THE CRA BOARD OF THE GRANTING OF SUCH INCENTIVES IN EACH INSTANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the North Miami Beach Community Redevelopment Agency (“CRA”) desires to approve certain Program Guidelines for Commercial Property Improvement Grants in order to better implement certain of its redevelopment activities in accordance with its Redevelopment Plan and its overall goal of eliminating slum and blight; and

WHEREAS, the proposed Program Guidelines for Commercial Property Improvement Grants are consistent with Section 7.2 of the Redevelopment Plan - Direct Financial Incentives to Stimulate Property Improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The CRA hereby approves the Program Guidelines for Commercial Property Improvement Grants in the form attached hereto as Exhibit “A” and by this reference made a part hereof.

Section 3. The CRA Executive Director is authorized to take any and all action necessary to implement such Program Guidelines and subject to final approval by the CRA Board of the granting of such incentives in each instance.

Section 4. This Resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Beach Community Redevelopment Agency, this 2nd day of December, 2014.

ATTEST:

NORTH MIAMI BEACH COMMUNITY
REDEVELOPMENT AGENCY

CITY CLERK

GEORGE VALLEJO, CHAIRMAN

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chairman George Vallejo	_____ (Yes)	_____ (No)
Board Member Anthony F. DeFillipo	_____ (Yes)	_____ (No)
Board Member Barbara Kramer	_____ (Yes)	_____ (No)
Board Member Marlen Martell	_____ (Yes)	_____ (No)
Board Member Frantz Pierre	_____ (Yes)	_____ (No)
Board Member Phyllis S. Smith	_____ (Yes)	_____ (No)
Board Member Beth E. Spiegel	_____ (Yes)	_____ (No)



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MEMORANDUM

TO: Chair and Board of Commissioners
FROM: Ana M. Garcia, Executive Director
VIA: Rachel Bach, CRA Consultant
DATE: December 2, 2014
RE: **Façade Beautification Program**

BACKGROUND: At the October 23rd meeting, the CRA Board reviewed the proposed Façade Beautification Program and made the following changes:

- Amending *Eligibility Requirements* to define eligible improvements as exterior painting and exterior repairs; and permanent landscaping must be trees or perennials.
- Informing the CRA board when Staff grants the 20th grant in one calendar year.

RECOMMENDATION: Approve the Façade Beautification Program to allow staff to begin its implementation.

FISCAL IMPACT: The NMB CRA has budgeted \$130,000.00 for property improvement incentives.

North Miami Beach Community Redevelopment Agency Façade Beautification Program



I. About the Program

The Façade Beautification Program is an incentive available to businesses located in the North Miami Beach Community Redevelopment Area for small-scale aesthetic improvements to the exterior of a commercial building and site. Improvements include painting of the building, installation of awnings, permanent landscaping and signage.

The CRA will provide a grant for 50% of the project cost up to a maximum CRA grant of \$2,500 for projects located in the North Miami Beach Community Redevelopment Agency.

II. Eligibility Requirements

- a. Properties listed for sale may not apply.
- b. Work on the project must be completed within One Hundred Eighty (180) days following NMB CRA approval process.
- c. Eligible Improvements include exterior painting, installation of awnings, lighting, signage or permanent landscaping (trees, shrubs and perennials). Improvements to the site must face a major corridor or street and be visible from the public right-of-way.
- d. Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- e. No more than 20 applications, shall be administratively approved in a given fiscal year without prior authorization by the North Miami Beach Community Redevelopment Agency Board of Commissioners.

III. Application Process

Grants shall be reviewed within 14 days of submittal. After 14 days, the applicant will receive notice as to application completeness, approval or denial. Grants shall be approved or denied administratively based on the criteria set forth in the program guidelines.

The Façade Beautification Program benefits are contingent upon funding availability and NMB CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the NMB CRA Community Redevelopment Plan.

North Miami Beach Community Redevelopment Agency Façade Beautification Program Application

Date of Application: _____

1. Address of project requesting incentive: _____

2. Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____

Email: _____

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, please attach a copy of the lease.

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

4. Project Description:

5. Total Project Cost: _____

Total Funding Request: _____

Authorized Representative(s):

Business Owner Signature

Property Owner Signature
(If different)

Print Name

Print Name

**Attach and Sign Eligibility and Application Requirements Form.*

**North Miami Beach Community Redevelopment Agency (NMB CRA)
Eligibility/Application Requirements**

Step 1: Application Checklist (Attachments):

Please read and check beside each application requirement

Business or property owner must submit an application to the NMB CRA Staff for initial review. At that time the application should include:

- Photograph of the property showing the area(s) for improvement.
- Conceptual design drawing(s) and/or photographs, material samples etc.
- Three (3) bids from licensed contractors. Bids must be typed and contain the following information; contractor's license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- If this is a tenant improvement, a copy of the lease agreement must be provided.
- A copy of a valid Business Tax Receipt with the City of North Miami Beach.
- The Eligibility/Application Requirements Sheet initialed and signed by applicant.
- Fully executed W-9 Form.

Step 2: Acknowledgments (Please initial indicating your understanding):

- A)** _____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. Upon grant approval, said property shall remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- B)** _____ Application(s) shall be initially reviewed by NMB CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.
- C)** _____ The application must be signed by the property owner authorizing the proposed improvements.
- D)** _____ Grant payments are on a reimbursable basis at the completion of the project.
- E)** _____ A Federal W-9 form must be provided for financial documentation and reimbursement purposes.

F) _____ The NMB CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

____ All grant funded improvements must commence prior to 180 days after NMB CRA Board Approval and must be substantially complete with 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by NMB CRA Staff.

G) _____ I fully understand the **Grant Reimbursement Requirements and Procedures** as described below:

All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project. Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in writing to the NMB CRA and contain the following information:

- Certificate of Completion/and or Occupancy
- Copies of invoices and Receipts
- Pay applications
- Proof of payment – i.e. canceled checks
- Any other documents that enable staff to determine project completion.
- Release of Lien

The CRA will review the grant reimbursement request within ten (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within thirty (30) days of the payment request to the Finance Department.

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

Applicant Signature

Date _____

Print Name

CRA POLICY RESOLUTION NO. 2014-005

A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING PROGRAM GUIDELINES FOR FACADE BEAUTIFICATION GRANTS; AUTHORIZING THE CRA EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTION NECESSARY TO IMPLEMENT SUCH PROGRAM GUIDELINES AND SUBJECT TO FINAL APPROVAL BY THE CRA BOARD OF THE GRANTING OF SUCH INCENTIVES IN EACH INSTANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the North Miami Beach Community Redevelopment Agency (“CRA”) desires to approve certain Program Guidelines for Facade Beautification Grants in order to better implement certain of its redevelopment activities in accordance with its Redevelopment Plan and its overall goal of eliminating slum and blight; and

WHEREAS, the proposed Program Guidelines for Facade Beautification Grants are consistent with Section 7.2 of the Redevelopment Plan - Direct Financial Incentives to Stimulate Property Improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The CRA hereby approves the Program Guidelines for Facade Beautification Grants in the form attached hereto as Exhibit “A” and by this reference made a part hereof.

Section 3. The CRA Executive Director is authorized to take any and all action necessary to implement such Program Guidelines and subject to final approval by the CRA Board of the granting of such incentives in each instance.

Section 4. This Resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Beach Community Redevelopment Agency, this 2nd day of December, 2014.

ATTEST:

NORTH MIAMI BEACH COMMUNITY
REDEVELOPMENT AGENCY

CITY CLERK

GEORGE VALLEJO, CHAIRMAN

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chairman George Vallejo	_____ (Yes)	_____ (No)
Board Member Anthony F. DeFillipo	_____ (Yes)	_____ (No)
Board Member Barbara Kramer	_____ (Yes)	_____ (No)
Board Member Marlen Martell	_____ (Yes)	_____ (No)
Board Member Frantz Pierre	_____ (Yes)	_____ (No)
Board Member Phyllis S. Smith	_____ (Yes)	_____ (No)
Board Member Beth E. Spiegel	_____ (Yes)	_____ (No)



CITY OF NORTH MIAMI BEACH
COMMUNITY REDEVELOPMENT AGENCY
17011 NE 19th Avenue
North Miami Beach, FL 33162
www.citynmb.com/cra

MEMORANDUM

TO: Chair and Board of Commissioners

FROM: Ana M. Garcia, Executive Director

VIA: Rachel Bach, CRA Consultant

DATE: December 2, 2014

RE: **Schedule for NMBCRA Plan Update and West Dixie Feasibility Analysis**

The attached schedule shows the proposed timeline for revisions of the North Miami Beach CRA Plan, in order to include consistency with revised land use and zoning. The CRA update will also include a 5 Year Strategic Finance Plan and an implementation and prioritization of projects.

In addition, RMA will research the feasibility of specific roadway, public and private improvements along the West Dixie Highway Corridor. Working with the RMA team amending the land use and zoning, specific improvements will be identified and evaluated with Miami Dade County and City staff to create an implementation strategy as well as identification of financing source.

RECOMMENDATION: No Action Required

FISCAL IMPACT: These are budgeted items, \$35,000 for the CRA Plan Update and \$10,000 for the West Dixie Highway Implementation Plan.

