



# COMMUNITY REDEVELOPMENT AGENCY MEETING AGENDA

Thursday, October 17, 2024 at 5:00 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

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**ALL MEETING ITEMS WILL BE CONTINUED UNTIL MEETING IS COMPLETE.**

1. **Call the meeting to order**

2. **Pledge of Allegiance**

3. **Consent Agenda**

**a.** Approve the Minutes of the June 27, 2024 Regular Meeting and the September 26, Special Meeting.

4. **General Business**

**a.** Approval of Large Redevelopment Grant for 501 North Oceanshore Blvd.

**b.** Staff Comments & Updates

5. **Public comments regarding items not on the agenda**

*Citizens are encouraged to speak. However, comments should be limited to three minutes. A thirty-minute allocation of time for public comment on items not on the agenda. Each speaker has up to three-minutes to address the Chair, and one opportunity to speak, no time can be allotted to another speaker.*

6. **Adjournment**

**RECORD REQUIRED TO APPEAL:** In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript. The City is not responsible for any mechanical failure of the recording equipment. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext 233 at least 72 hours prior to the meeting. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.

REGULAR MEETING OF THE FLAGLER BEACH CITY COMMISSION SITTING AS THE COMMUNITY REDEVELOPMENT AGENCY, THURSDAY, JUNE 27, 2024 AT 4:30 P.M. AT 105 SOUTH SECOND STREET, FLAGLER BEACH, FLORIDA 32136

**MINUTES**

PRESENT: Mayor Patti King, Chair Scott Spradley, Vice-Chair James Sherman, Commissioners Jane Mealy, Eric Cooley and Rick Belhumeur, City Attorney D. Andrew Smith, III, City Manager Dale L. Martin, CRA Executive Director Caryn Miller, and City Clerk Penny Overstreet.

**Call the meeting to order**

Vice-Chair Sherman called the meeting to order at 4:33 p.m.

**2. Pledge of Allegiance**

All rose to pledge allegiance to the flag.

**3. Consent Agenda**

a. Approval of the March 28 2024 Meeting Minutes

A motion to approve the Consent Agenda was made by Commissioner Cooley and seconded by Commissioner Belhumeur. The motion passed unanimously.

**4. General Business**

**a. Downtown Playbook**

Mr. Jeff Siegler made a presentation summarizing the Downtown Playbook. He also indicated that he had reduced the cost of this pilot program from \$20,000 to \$12,000. Mr. Martin introduced the leadership team members that were present.

**b. Approval of Resolution 2024-35 Awarding the Bid for the Downtown Decorative Crosswalks Restriping Project.**

The City Attorney read the Resolution into the record. Ms. Miller explained the CRA portion of the bid. The bid came in lower than expected which left \$72,520 in the budget. Ms. Miller asked the Board to consider discussing those monies at the end of the meeting. Commissioner Belhumeur made a motion to approve Resolution 2024-35, Commissioner Mealy seconded it. Vice-Chair Sherman opened public comment. Sil DiGregorio offered a comment. Vice-Chair Sherman closed public comment. The motion passed unanimously with a roll call vote.

**c. Approval of Small Redevelopment Grant for 111 South 5<sup>th</sup> Street.**

Ms. Miller explained the grant request. This request is for materials only for the improvements to the outside of the building. Vice-Chair Sherman opened public comment. No comments were received. Public comment was closed. A motion to approve the Small Redevelopment Grant was made by Commissioner Mealy and seconded by Commissioner Cooley. The motion passed unanimously.

**d. Approval of Small Redevelopment Grant for 323 Moody Blvd.**

Ms. Miller presented the grant. She indicated that the application was revised to show only paint and not labor. The reduction of the grant was to a total of \$1,640.40 for the paint,

representing 60% of the total cost.

Chairman Spradley opened public comment. The applicant Mordekhay Amsalem offered a comment. Chairman Spradley closed public comment. A motion to approve the Small Redevelopment Grant was made by Commissioner Mealy and seconded by Commissioner Sherman. The motion passed 4-1 with Commissioner Cooley voting no.

**e. Staff Comments/Updates**

Ms. Miller provided the Board with a summary of projects and issues she is working on. She recommended that the Board allow her to order more decorative light poles to replace the old 35-year-old ones with the savings from the Crosswalk Project. After discussion the Board decided to keep the money in the budget and roll it into next fiscal year budget and thr Board will discuss expending those dollars during the upcoming budget workshops.

Mr. Martin presented an update on the work performed by Zev Cohen on the South 8<sup>th</sup> Street and North 4<sup>th</sup> Street parking lots conceptual design and cost estimates.

**5. Public comments regarding items not on the agenda**

Chairman Scott opened up public comment. No comments were received. Public comment was closed.

**6. Adjournment**

Commissioner Belhumeur made the motion to adjourn, seconded by Vice-Chair Sherman. Meeting was adjourned at 5:17 p.m.

Attest:

\_\_\_\_\_  
Chairman Scott Spradley

\_\_\_\_\_  
Caryn Miller MPA-RA, CRA Executive Director



# COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Thursday, September 26, 2024 at 5:35 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

**ALL MEETING ITEMS WILL BE CONTINUED UNTIL MEETING IS COMPLETE.**

**AMENDED AGENDA THIS MEETING IMMEDIATELY FOLLOWS THE 5:30 SPECIAL MEETING**

**PRESENT:** Mayor Patti Smith, Chair Scott Spradley, Vice-Chair James Sherman, Commissioners Rick Belhumeur, Eric Cooley and Jane Mealy, City Manager Dale L. Martin and City Clerk Penny Overstreet.

1. **Call the meeting to order:** Chair Spradley called the meeting to order at 5:38 p.m.
2. **General Business**
  - a. Resolution 2024-54, A Resolution by the City Commission of the City of Flagler Beach, Florida, sitting as the Community Redevelopment Agency, adopting the operating and capital improvements budgets for the CRA Trust Fund for the Fiscal Year 2024-2025, fixing appropriations therein; proposing expenditures thereunder; and providing an effective date: City Manager Dale L. Martin read the title of the resolution into the record. Chair Spradley opened the public hearing. No comments were offered. Chair Spradley closed the public hearing. Motion by Commissioner Belhumeur to approve Resolution 2024-54. Commissioner Sherman seconded the motion. The motion carried unanimously after a roll call vote.
3. **Adjournment:** Commissioner Mealy put forth a motion to adjourn at 5:40 p.m.

Attest:

\_\_\_\_\_  
Scott Spradley, Chair

\_\_\_\_\_  
Penny Overstreet, City Clerk



TO: CRA Board  
FROM: Lupita McClenning, City Planner  
DATE: September 20, 2024  
RE: Large-Scale Redevelopment Grant Application  
Golden Lion Café

APPLICANT INFORMATION

Christopher Marlow  
Golden Lion Café  
501 N Oceanshore Blvd  
Flagler Beach, FL 32136

[cmarlow@goldenlioncafe.com](mailto:cmarlow@goldenlioncafe.com)  
386.434.3004

PARCEL DATA

Parcel ID: 12-12-31-4500-00030-0080  
Lot: 100 x 135  
Address: 501 N Oceanshore Blvd., located on the SE corner of N. Oceanshore and N. 5<sup>th</sup> St.

LAND USE AND ZONING

Future Land Use: General Commercial  
Zoning District: General Commercial  
Overlay: CRA District Boundary

PROJECT INTENT

The applicant submitted a proposal for the CRA Large-Scale Grant Program which funds property/facade improvements for project construction costs estimated to be \$100,000 or more.

The applicant proposes a renovation and addition of a shade pergola to be constructed on the east side of the building, facing A1A (Oceanshore Blvd.) The custom powder coating is to match the current Golden Lion signature colors of blue, yellow, and green. The proposed pergola will have fans, lights, heaters, and motorized screens.

PROJECT DESCRIPTION

The applicant proposes to remove the existing pergola and replace with an 8 x 82 pergola shade structure. The pergola structure is to be constructed with foundation concrete footings reinforced with rebar at each of the columns.

Electrical circuits will be installed to operate fans and lighting.

The project is to have a full-time project superintendent. The project is to have daily clean up and separation from the Golden Lion’s ongoing daily business.

The project will have a construction dumpster and temporary facilities.

PROJECT PROPOSAL

The estimated cost of construction is \$233,420.

The contractor is M.L. Underwood Construction.

Construction is scheduled for February 2025 and anticipated to be completed within 4 weeks.

CONSISTENCY WITH CRA APPLICATION GUIDELINES

The proposed project is consistent with the CRA Large-Scale Grant Program which is intended for exterior renovations that adhere to the CRA Design Guidelines.

Eligible expenditures prescribed in the application include replacing and improving the overall aesthetics/façade of the building for public entrances which is to be a permanent addition.

FINDINGS AND RECOMMENDATION

The proposed project is consistent with the CRA Design Guidelines and with the prescribed eligible expenditures outlined in the grant application.

Applicant has indicated that work will begin February 2025 and seeks relief from item XIII that states work must begin within forty-five days (45) days of grant approval unless relief is approved by the CRA. Applicant understands that a project start date cannot be extended more than six (6) months.

Applicant understands that permits must be obtained before commencing construction and that final inspection of the project shall be made as a requirement for project costs reimbursement.

Project documentation for reimbursement includes copies of invoices, cancelled checks, and name, address, telephone number of design professional, general contractor, and/or sign contractor as applicable.

Staff recommends the CRA Board approve grant request and award applicant \$15,000 for proposed project façade improvement.

ATTACHMENTS

- Grant Application
- Property Survey
- Quote/proposal from M.L. Underwood Construction contractor
- Picture of Existing Conditions
- Picture of Proposed Shaded Pergola (outlines paint color)

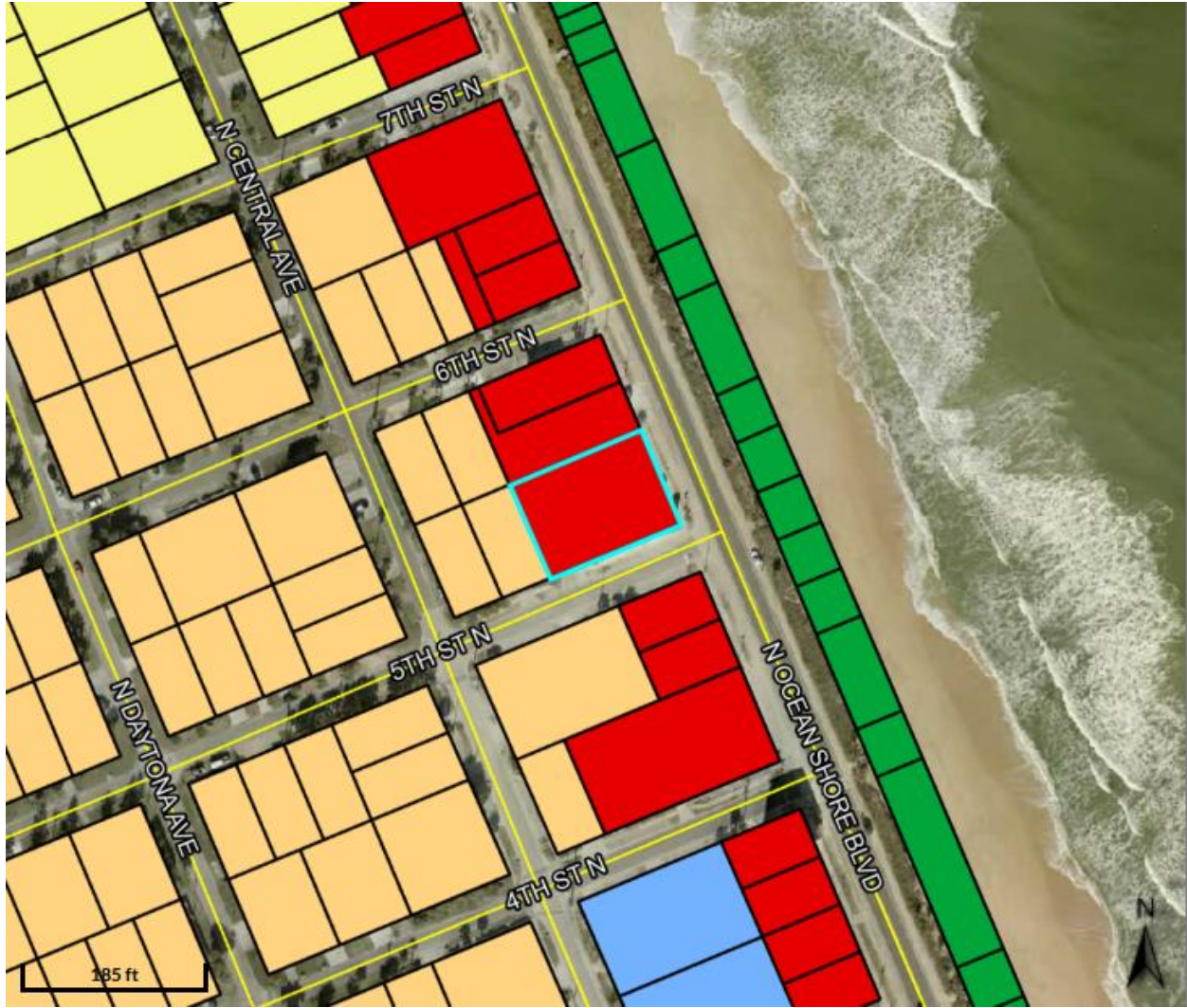
ZONING & FUTURE LAND USE MAP

Section 4, Item a.



ZONING & FUTURE LAND USE MAP

Section 4, Item a.







# City of Flagler Beach CRA

## Application Form

### Large Redevelopment District Grant Program

NAME: TCMARLOW Enterprises INC. Own  Lease   
 PROPERTY ADDRESS: 501 N Oceanshore Blvd, Flagler Beach 32136  
 MAILING ADDRESS: PO Box 2225, Flagler Beach 32136  
 PROPERTY ID # (on taxes) 12-12-31-4500-00030-0080 CURRENT USE Restaurant  
 TELEPHONE: 386 434 3004 (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_  
 EMAIL: Cmarlow@goldenlioncafe.com  
 TYPE OF IMPROVEMENT PLANNED: (Attach a written summary)

#### PROJECT PROPOSAL ON IMPROVEMENTS (Not all inclusive, see procedures and guidelines for full requirements)

- A written summary of the scope of work to be performed for which grant funding is sought.
- Digital color photographs clearly showing existing conditions of the facade, neighboring buildings and public entrances
- Site/Sketch plans and specifications detailing the scope of work that will be required at the time of application and will be further developed at the project review conference.
- Samples of all paint colors, signage and awnings materials to be used on the building.(if applicable)
- Except as provided below, at least two contractor estimates specifically for and including all labor and materials for the work for which the grant is sought. For projects with an estimated cost in excess of \$200,000, only one contractor estimate need be submitted.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ 233,420

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

- To follow the design recommendations as approved by the CRA Board and the City of Flagler Beach Ordinances. I further agree to maintain all improvements and not to alter the project for a period of three (3) years without approval from the CRA. Acknowledgement of notification CSM
- To adhere to the Application Procedures and Guidelines and the Grant Agreement as specified.  
Acknowledgement of notification CSM
- That I shall incur all initial project costs and receive reimbursement only after:
  - All improvements have been completed.
  - Final inspections of the improvements are approved and accepted by the CRA and Building Official.
  - Proof of payment for project costs have been received and verified.
- Additional improvements or changes not approved will not be funded.  
Acknowledgement of notification CSM
- Grant awards will be based on lowest bid unless approved by the CRA Board.  
Acknowledgement of notification CSM
- Attendance at the CRA Board meeting when this application is reviewed is mandatory.  
Acknowledgement of notification CSM

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES, THE REDEVELOPMENT DISTRICT GRANT PROGRAM PROCEDURES AND THE GRANT AGREEMENT.

APPLICANT SIGNATURE



# City of Flagler Beach CRA Grant Program Guide Large Redevelopment District Grant Program

### Example Allowed Improvements:

*This list is not all inclusive. The goal of this grant is to encourage the redevelopment and business expansion within the CRA.*

*This meets Goal 3 Policy 3.2.1 of the CRA Master Plan.*

- Rebuild or reinforce an existing location.
- Expansion of a business in the same location.
- Redevelopment of an existing property.
- Renovations to an existing business that will enhance the look of the business to the public and bring the building in line with the design standards.

### Grant Amounts:

The grant award is \$15,000 per applicant.

Eligible projects must have a total cost of \$100,000 or more to qualify for consideration. Only two grants will be awarded per year unless otherwise budgeted by the CRA Board.

- Grants must be approved by the CRA Board before any commencement of work.
- Building Permits are required prior to commencement of work once the grant is approved by the CRA Board.
- A Site Plan and colored elevations are required prior to CRA Board approval. (See Procedures/Guidelines)
- All façade improvements need to be included in the elevations to show what is being proposed and it must meet the Downtown Design regulations. (See Procedures/Guidelines)
- This is a reimbursement grant program. Proof of payment for the improvements is required before the CRA can reimburse any applicant. (See Procedures/Guidelines)

I have read and understand all the requirements of the application and procedures/guidelines included in this package.

Property Owner

Date: 8/26/24

The Golden Lion Café' Front Pergola Project  
CRA Grant Application  
August 25, 2024

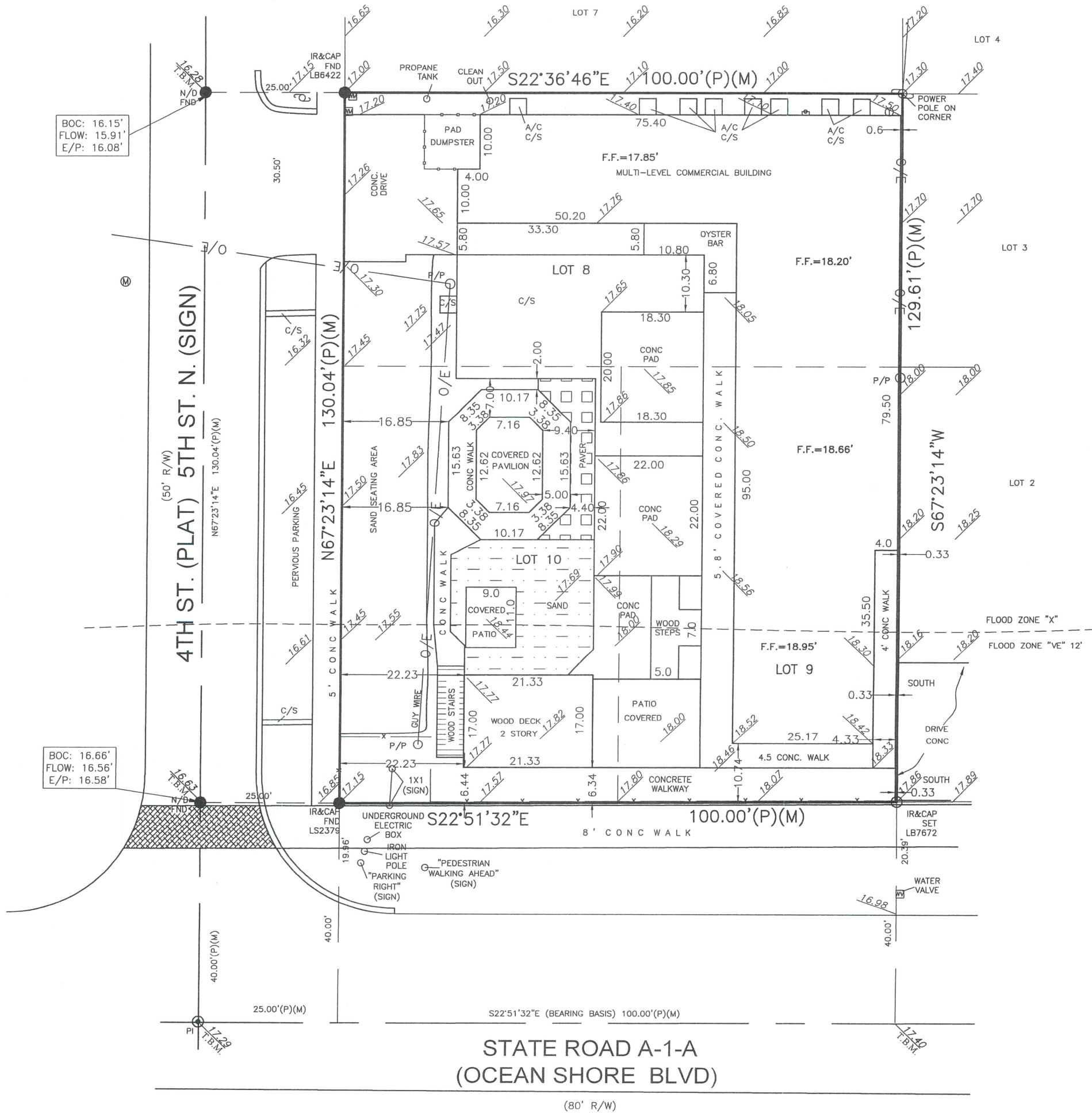
The purpose of this project is to improve the look of the front of our iconic restaurant facing A1A. There will be a modern powder coated pergola painted in the golden lion colors of blue yellow and green. The new pergola structure will also include fans, lights, heaters, and motorized screens which will be in addition to quote provided.

The project is estimated to commence in February 2025 and will last approximately a month.

Sincerely,

Christopher Marlow

[cmarlow@goldenlioncafe.com](mailto:cmarlow@goldenlioncafe.com)



REVISIONS:

TYPE OF SURVEY: BOUNDARY / TOPOGRAPHIC / LOCATION  
NOTE: THIS SURVEY IS VALID NO MORE THAN 90 DAYS FROM DATE OF LAST FIELD WORK

DESCRIPTION: LOT 8, 9 AND 10, BLOCK 3, MOODY'S SUBDIVISION, PALM COAST, A SUBDIVISION AS RECORDED IN MAP BOOK 1, PAGE 24, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, LESS THAT PART TAKEN FOR THE RIGHT OF WAY STATE ROAD A-1-A.

LEGEND:

○ IR	1/2" Iron Rod set "LB7672"	(D)	Deed Bearing & Distance	PT	Point of Tangency	A/C	Air Conditioner Pad
● IR	5/8" Iron Rod found	(P)	Plat Bearing & Distance	PI	Point of Intersection	EQP	Pool Equipment Pad
○ IP	1/2" Iron Pipe	(M)	Measured Bearing & Distance	U.E.	Utility Easement	PEP	Pretreatment Effluent Pumping Tank
○ N/D	Nail and Disk set "LB7672"	(C)	Calculated Bearing & Distance	D.E.	Drainage Easement	O/E	Overhead Electric P/P - Power Pole Manhole
○ N/D	Nail and Disk found	C/L	Center Line	N.G.V.D.	National Geodetic Vertical Datum	○	Telephone Riser
● PCP	Permanent Control Point	E/P	Edge of Pavement	N.A.V.D.	North American Vertical Datum	○	Cable Television Riser
■ CM	Concrete Monument set	R/W	Right of Way	MSL	Mean Sea Level	○	Fiber Optic Riser
■ CM	Concrete Monument found	Δ	Delta	B.M.	Bench Mark	○	Water Meter
PRM	Permanent Reference Monument	R	Radius	T.B.M.	Temporary Bench Mark	○	Electric Meter
FND	Found	L	Length	TOB	Top Of Bank	○	Fire Hydrant
LB	Licensed Business	CB	Chord Bearing	TOE	TOE of slope	○	Water Valve
LS	Licensed Surveyor	CH	Chord Distance	F.F.	Finish Floor Elevation	○	Wood Fence
PSM	Professional Surveyor & Mapper	PC	Point of Curvature	INV.	Invert	○	Vinyl Fence
O.R.	Official Records Book	PRC	Point of Reverse Curvature	C.B.S.	Concrete Block & Stucco	○	Chain Link Fence
PG.	Page	N.R.	Non-Radial Curve	Conc.	Concrete	○	
		C/S	Concrete Slab				

NOTES:

- The entire map encompassing this survey is recorded in Map Book 1, Pages 24.
- Elevations refer to N.A.V.D. 1988 datum and reference local datum.
- Underground improvements and utilities not located.
- Bearings refer to plat datum and to the centerline of NORTH OCEANSHORE BLVD as being S22°51'32"E
- Property lies in Flood Zone "X", with reference to Map No. 12035C0232E, Effective Date: June 6, 2018. This location is based on maps prepared by the Federal Emergency Management Agency. Final location and flood zone determination rest with said agency and based on N.A.V.D. 1988 datum.
- Description provided by client.
- No search for encumbering instruments was made by surveyor.
- Error of closure meets or exceeds 1:7500 feet.

CLIENT INFO	CRIS MARLOW P.O BOX 2225 FLAGLER BEACH, FL 32136
JOB TYPE:	Boundary
FIELD DATE:	06/04/24
OFFICE DATE:	06/14/24
JOB NO.:	24-2211
BY:	MM
Site Plan	
House Stake	
Farmboard	
Foundation	
Final	

swa

**STEPHENSON, WILCOX & ASSOCIATES, INC.**

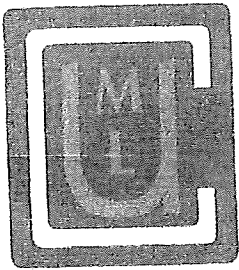
CA#27726-LB#7672

CIVIL ENGINEERS • LAND SURVEYORS • CONSULTANTS • PLANNERS

2729 E. Moody Blvd., Ste. 400  
PO Box 186 Bunnell FL 32110  
Phone: 386.437.2363 • Email: info.swa@gmail.com

I hereby certify that the survey represented hereon meets or exceeds the minimum standards established pursuant to Section 472.027, Florida Statutes, and adopted in Chapter 5J-17 Florida Administrative Code.

**DAN A. WILCOX Jr., PSM No. 5749, PE No. 57633**  
Not valid without the signature and the original raised seal of a Florida Licensed surveyor and mapper.



**M. L. UNDERWOOD CONSTRUCTION, LLC**

136 N. Orchard Street ♦ Suite 2 ♦ Ormond Beach, Florida 32174 ♦ 386-672-6651 ♦ Fax: 386-672-1793

8,22,24

Chris Marlow

Golden Lion Café

386-864-3218

[cmarlow@goldenlioncafe.com](mailto:cmarlow@goldenlioncafe.com)

Re: Golden Lion Café New Pergola Quote. Replace existing.

Project Quote: Remove and replace existing pergola shade structure with new Struxure Pergola 988" x 96". All labor, materials and equipment necessary to complete the project. Including foundation concrete footings reinforced with structural rebar at columns and electrical circuits and work per code as needed to operate all electrical motors, fans and lighting. Custom powder coating to match signature colors. Full time project superintendent. Daily clean up and separation from ongoing daily business. Final clean up. Construction dumpster, Construction temp toilet. Patch and repair and paint existing structure where left exposed after installation of new Struxure Pergola. All permit fees paid by owner and not included in this contract quote.

Total Cost \$ 233,420.

Sincerely,

M.L. Underwood Construction LLC

Mike Underwood, President

PICTURE OF EXISTING CONDITIONS



PICTURES OF PROPOSED SHADED PERGOLA (OUTLINES PAINT COLOR)

