



**Lake Park Town Commission, Florida**  
**Special Call Community Redevelopment Agency (CRA)**  
**Meeting Minutes**

Wednesday, November 06, 2024

Immediately Following the Regular Commission Meeting

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Michael Hensley</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Vacant</b>	—	<b>Agency Member</b>
<b>Vacant</b>	—	<b>Agency Member</b>
<b>Bambi McKibbon-Turner</b>	—	<b>Interim Executive Director</b>
<b>Brett Lashley</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Agency Clerk</b>

*PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

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**CALL TO ORDER/ROLL CALL**

9:11 P.M.

PRESENT;

Chair Michaud

Vice-Chair Glas-Castro

Agency Member Taylor

Agency Member Thomas

Agency Member Hensley arrived to the Dais after roll.

**PLEDGE OF ALLEGIANCE**

The Pledge was bypassed as it had been done during the previous meeting.

## **SPECIAL PRESENTATION/REPORT:**

1. Update and Recap of Meetings with CRA Businesses and the Status of the CRA Marketing Plan and upcoming events.

CRA Administrator Allison Justice presented to the Board (Exhibit A). Chair Michaud asked about the possibility of doing a craft and food tour and/or a scavenger hunt. Board Member Thomas suggested the possibility of a holiday advertisement for the CRA. She also suggested the possibility of collaborating with the Rust Market. CRA Administrator Justice stated they are already planning on broadening the area of the Rust Market and including other businesses. Board Member Thomas asked for an update on the Mobile Murals project. CRA Administrator Justice described the project and stated that they will tag onto the Rust Market advertising. Board Member Thomas requested to have the holiday lights stay on after the holiday is over.

2. Second Amendment to the Agreement with Lake Park Group (Oceana Coffee).

CRA Administrator Justice presented to the Board (Exhibit B) and stated that this item is only a presentation and should not have been titled as a second amendment. CRA Administrator Justice advised that there have been delays to this development as illustrated in the presentation exhibit. She recommends bringing an amended contract before the Board for approval to allow for additional time for completion to February or March of 2025. Board Member Thomas stated that she is happy that the project is moving along and is in agreement to provide sufficient time for completion with no additional extensions and recommended a six month extension to June 2025. Board Member Taylor agreed with Board Member Thomas' recommendations. Board Member Hensley stated that he sees the progress that is being made and agrees to the extension. Morganti Group Representative Mr. Brent Martin stated that the extra time would be appreciated and they are motivated to complete the project as soon as possible. Oceana Coffee Representative Ms. Amy Angelo stated that she is grateful for the partnership with the Town and she stated that they would appreciate the June 2025 completion extension, but they will still be pushing to complete by March 2025. Vice-Chair Glas-Castro expressed her disappointment with the delay of this project. She stated that she would not support the extension to June 2025.

Ms. Angelo gave a summary of their progress.

Mr. Martin advised that there are internal and interior components to the site that are complex and extensive that cannot be seen from the outside that give it the appearance of being more behind in their progress than they truly are. Vice-Chair Glas-Castro asked why they waited until September to try to work on their infrastructure. Mr. Martin stated that material procurements had been impacted by various factors. Board Member Thomas stated that their initial delays in the beginning were infrastructure related and she remembers being disappointed with the delays back in April of 2024. She stated again that she would not support an additional extension beyond the extension they are requesting right now. Chair Michaud asked if they could have the final certificate of completion done by April. Mr. Martin advised that they would be able to commit to having a temporary certificate of completion by March 28, 2025, but not the final certificate. Commissioner Hensley asked if he was able to stop in and see the inside. Ms. Angelo stated that she could meet him there and he would be able to go inside. Chair Michaud suggested the entire Board go to see the interior.

**PUBLIC COMMENT: NONE**

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

**CONSENT AGENDA:**

3. September 18, 2024 Special Call Community Redevelopment Agency Minutes

Motion made to approved the consent agenda by Board Member Hensley, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Taylor, Board Member Thomas, Board Member Hensley.

**NEW BUSINESS:**

4. Resolution 94-11-24 Approve Façade and Exterior Improvement Grant to Hope Investment Enterprises, Inc. for the Property Located at 903 Park Avenue.

CRA Administrator Justice explained the item (Exhibit C). Mr. Abraham Abraham, owner of the property responded to questions from the Board. Board Member Taylor asked about adjacent neighbors and if they would also be adapting the same design. CRA Administrator Justice stated that they had approached those neighbors but they were not interested at this time. Board Member Taylor asked if the store owner had any plans for improvements on the inside. Mr. Abraham stated that the improvement would only be to the exterior façade.

Board Member Hensley agrees that the property needs improvements and would like for the property owner to keep up with the maintenance of the building. Board Member Hensley also asked what is the grant amount being asked for. CRA Administrator stated it was for \$100,000.00 but that the Board could decide to grant more if they wished. Board Member Thomas asked what caused the damage to the roof and façade. Mr. Abraham stated it may have been from rain or a storm. Board Member Thomas also stated that she would be in favor of requiring grant recipients to reinforce their properties to help guard against future storm damage such as shutters, etc. Chair Michaud stated he is in favor of this grant

Motion made to approve Resolution 94-11-24 by Board Member Taylor, Seconded by Board Member Hensley.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Taylor, Board Member Hensley.

Voting Nay: Board Member Thomas.

#### **CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

CRA Administrator Justice provided a report (Exhibit D). The Commission expressed dissatisfaction with the lack of progress being made at 754 Park Avenue and the fact that the owner did not show up to the meeting as requested so that he could provide an update in person.

#### **AGENCY MEMBER REQUESTS:**

#### **ADJOURNMENT:**

Motion to Adjourn made by Board Member Hensley, Seconded by Board Member Taylor.

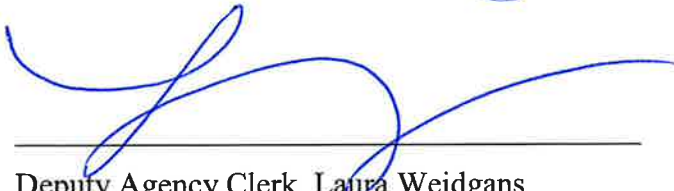
Voting Aye: All.

Meeting Adjourned 10:48 P.M.

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on November 20, 2024.

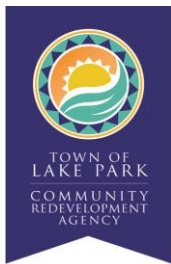
  
Chair, Roger D. Michaud

  
Agency Clerk, Vivian Mendez, MMC

  
Deputy Agency Clerk, Laura Weidgans



Approved on this 20 of November, 2024



**CRA**  
**Agenda Request Form**

**Exhibit A**

**Meeting Date: November 6, 2024**

**Agenda Item No.**

**Agenda Title: Presentation on ongoing CRA Marketing efforts**

[X ] SPECIAL PRESENTATION/REPORT [ ] CONSENT AGENDA  
[ ] OLD BUSINESS [ ] NEW BUSINESS  
[ ] DISCUSSION FOR FUTURE ACTION [ ] OTHER: General Business

**Bambi McKibbon-**

**Approved by Executive Director: Turner**

**Date:**

Digitally signed by Bambi McKibbon-Turner  
DN: cn=Bambi McKibbon-Turner, o=Town of Lake  
Park, ou=Assistant Town Manager/Human Resources  
Director, email=bturner@lakeparkflorida.gov, c=US  
Date: 2024.10.22 11:12:10 -04'00'

*Allison Justice, CRA Administrator*

Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	Costs: \$ Funding Source: Acct. # [ ] Finance _____	<b><u>Attachments:</u></b> <b>➔ Presentation</b>
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### **Summary Explanation/Background:**

The CRA approved a contract with Redevelopment Management Associates (RMA) in July 2024 to complete a Marketing Plan and District Branding for the CRA. The kickoff for this project was in August 2024. On September 9, 10 and 11 the RMA team joined the CRA Administrator for a total of four (4) meetings to engage the businesses within the CRA. Total attendance of these meetings was approximately 50 with an attendance of around 25-30 Lake Park businesses. Engagement was high in these meetings as we discussed what a CRA does and can do, what they think about Lake Park and the Downtown Brand and how we can increase exposure of Lake Park.

As part of the ongoing discussions with businesses to bring more exposure to Lake Park Businesses, the CRA is recommending more involvement from the business community and by the CRA within the Rust Market and throughout the holidays. The details were discussed at a meeting on October 17, 2024 and through one on one discussions with interested businesses. A mailer was also distributed to all Park Avenue and 10<sup>th</sup> Street businesses to encourage participation.

### **RUST MARKET:**

Beginning in November 2024, and continuing January 2025 and March 2025, the CRA will utilize the construction fence at the 754 Park Ave building for an art project and the parking lot at the CRA Building to enhance participation in the Rust Market through providing more information, additional entertainment and an opportunity for more CRA businesses to be involved.

### **HOLIDAY EVENT:**

The Town and CRA will host the annual holiday tree lighting on December 4, 2024. In an effort to continue to share information on the CRA and to encourage patrons for local business, the CRA will be adding to this event by:

1. Expanding event from 6-9PM
2. Expanding advertising efforts for event and holiday display
3. Adding additional entertainment and activities along Park Avenue
4. Assisting businesses in hosting a "Holiday Flower" bouquet event to encourage patrons
5. Hosting a window display contest for Park Avenue businesses
6. Potential transportation through a partnership with Circuit (TBD)

### **HOLIDAY DISPLAY:**

The holiday display along Park Avenue will continue this year and Park Avenue will be lit from November 28<sup>th</sup> through December 31<sup>st</sup>. Expansion to the display this year will include:

1. Lights on Town Hall
2. Encouraging lights on Park Avenue properties (white border lighting)
3. White border lights on the CRA building at 800 Park Ave and the Lake Park Fire Station at 1000 Park Ave.
4. Temporary sound playing holiday music from 4PM-10PM nightly

5. Additional advertising of the month long display

The completion date for the Marketing Plan is scheduled for late November and is scheduled to be presented to the CRA Board on December 4, 2024. Following the completion of the Marketing Plan, District Branding will begin.

**Recommended Motion:**

Presentation only





# Façade and Exterior Improvement Grant

## 903 Park Avenue

Presented To: Town of Lake Park CRA Board

Date: October 16, 2024

# AGENDA



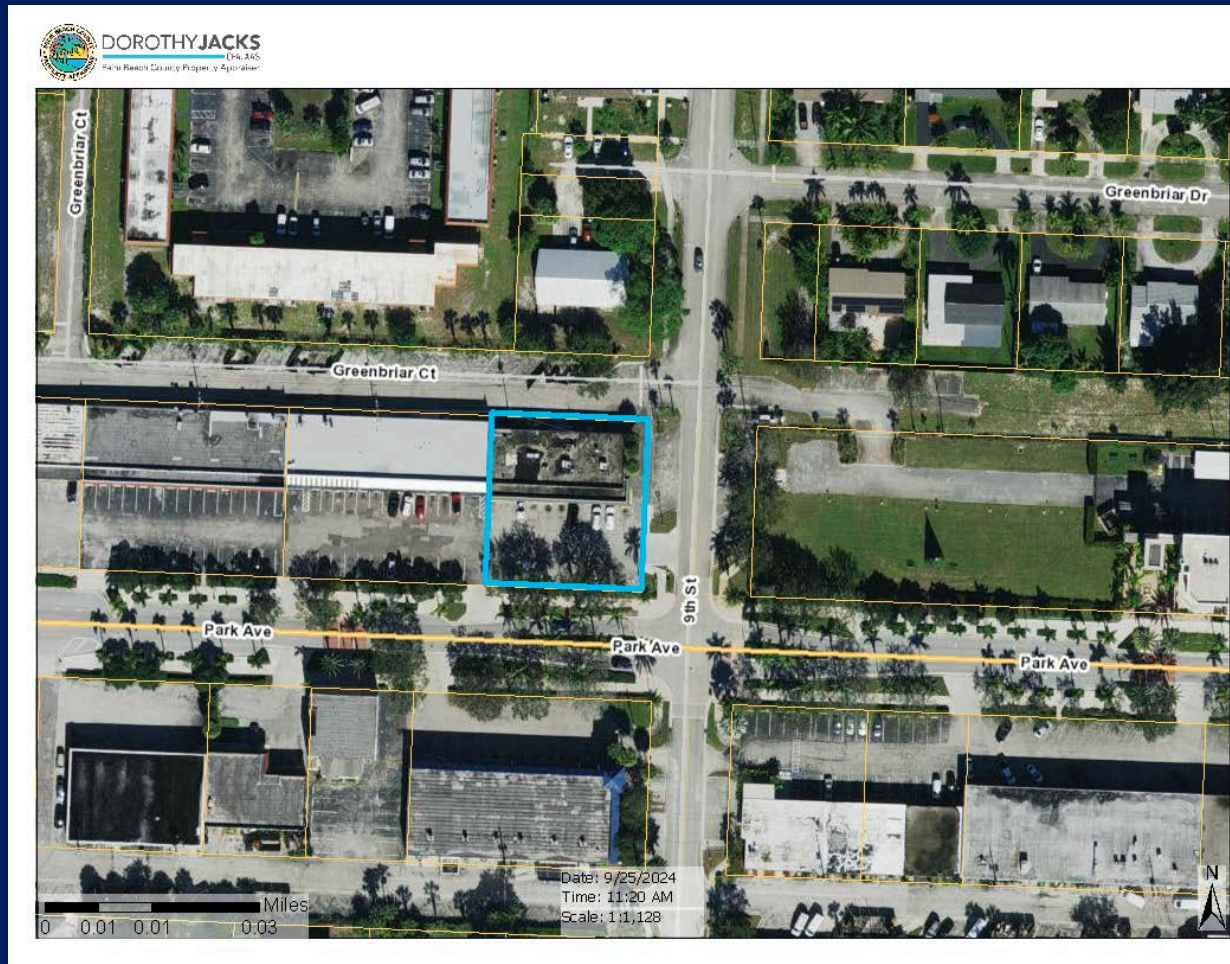
- Overview: Sources/Uses
- Detailed Budget: Uses
  - Personnel
  - Operations/Indirect Costs
  - Economic Development
  - Public Improvements/Infrastructure
- Potential Bond Sources and Uses

# 903 Park Avenue





# 903 Park Avenue-Birds Eye View



# Future Site Rendering







# Proposed Improvements/Costs

## Included in CRA Grant Calculation

1. Concrete	\$64,000
○ Footings, columns, sidewalks	
2. Masonry	\$97,000
○ Columns, Façade construction	
3. Metals	\$17,500
○ Rebar. Aluminum Roof system	
4. Thermal & Moisture	\$89,000
○ New Roof System, roofing for Façade, Patching	
5. Finishes	\$98,900
○ Stucco and Painting	
6. Electrical	\$9,500
\$375,900	

## NOT Included in CRA Grant Calculation

1. General Conditions	\$101,000
○ Permitting, Project mgt, rentals, insurance and bonding	
2. Site Work	\$48,000
3. Wood & Plastics	\$8,000
○ Rotted Trusses	
4. HVAC	\$12,000
○ Stands and straps	
\$169,000	



# CRA CONTRIBUTION

- Total Cost \$ 534,900
- Cost Included in CRA Calculation \$ 375,900

Total CRA Investment	= \$100,000
Total Private Investment	= \$434,900

## CRA CONTRUBUTION

**\$100,000**

- 80% CRA Maximum up to \$50,000 \$50,000
- Additional Façade Grant \$50,000
  - Size of project, prominence of location within CRA





Exhibit C

# Façade and Exterior Improvement Grant 903 Park Avenue

Presented To: Town of Lake Park CRA Board

Date: October 16, 2024



# AGENDA

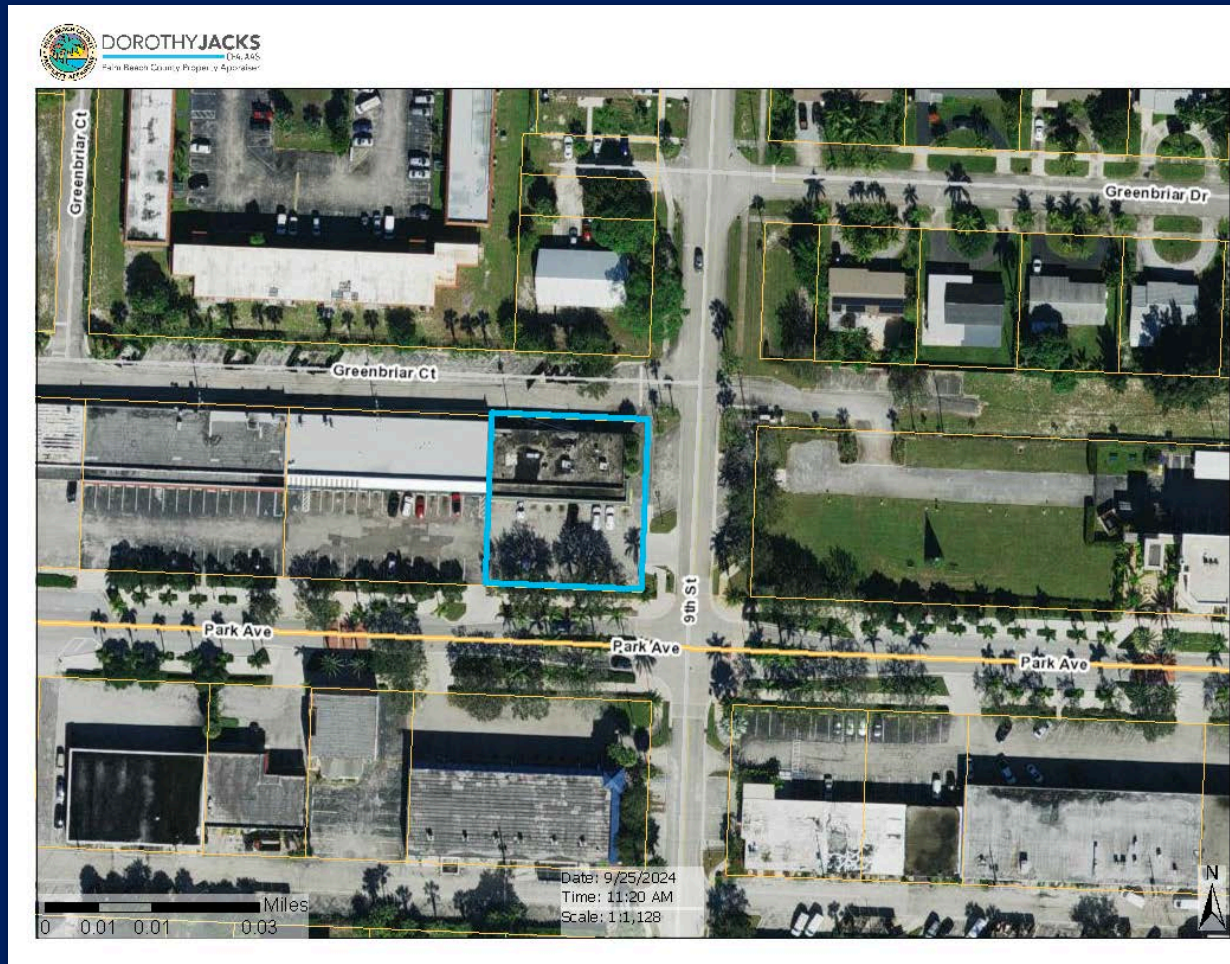


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# Future Site Rendering





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  - Size of project, prominence of location within CRA



November 6 2024

Exhibit D



## Special Call CRA Meeting CRA Administrator Updates

### **Businesses:**

1. Brooklyn Cupcakes: Brooklyn Cupcakes has vacated their space at 796 10<sup>th</sup> Street. Staff is working on a request to the Board to assign the grant agreement with Brooklyn Cupcakes to the owner of the property who is gaining the improvement value of the grease trap and other improvements. There are approximately 2 years left in the agreement
  - a. Hugo's Catering will be occupying the Brooklyn Cupcake space and will operate a catering operation as well as a grab and go/fast casual restaurant.
2. 796 10<sup>th</sup> Street: They are under construction, but not likely to complete by the end of December. The grantee would like to request an extension to their Grant agreement. A date for completion will be forthcoming.
3. 801 Park Avenue: Two new leases have been signed at the 801 Park Avenue building. A construction company showroom and a hair salon.

### **754 Park Avenue:**

The owner was unable to attend the meeting; however, a meeting was held on October 28 with the property owner, contractor, permit expeditor, building inspectors and city staff (Interim Town Manager, Community Development, CRA). It was determined that the contractor needs to work more closely with the building department and resubmit the application. The contractor will first get all of the comments addressed from the first round and resubmit. Although a time for submittal is unknown, the contractor and owner have agreed to move forward as rapidly as possible.

### **Pocket Park Signage:**

CRA is currently receiving quotes and design ideas for the Park sign and memorial plaque. Design options will be brought to the CRA Board for Approval as well as a consensus on what names should go on the plaque.

### **Park Avenue Landscaping:**

Following the completion of the Streetscape/Landscaping project along Park Avenue, the CRA's Landscape company has estimated that it takes them more man hours to complete the maintenance. Therefore, Vincent and Sons has increased their pricing approximately \$2,600

per month. Vincent and Sons is in their final year of the landscape maintenance contract and the CRA was due to bid this in March of 2025 for a new contract in June. Staff is preparing the bid document now and recommending a bid to be issued at this time, so the new contract will be in place by early 2025.

### **Marketing Plan Update:**

The CRA approved a contract with Redevelopment Management Associates (RMA) in July 2024 to complete a Marketing Plan and District Branding for the CRA. The kickoff for this project was in August 2024. On September 9, 10 and 11 the RMA team joined the CRA Administrator for a total of four (4) meetings to engage the businesses within the CRA. Total attendance of these meetings was approximately 50 with an attendance of around 25-30 Lake Park businesses. Engagement was high in these meetings as we discussed what a CRA does and can do, what they think about Lake Park and the Downtown Brand and how we can increase exposure of Lake Park.

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### **RUST MARKET:**

Beginning in November 2024, and continuing January 2025 and March 2025, the CRA will utilize the construction fence at the 754 Park Ave building for an interactive community art project. The parking lot of the 800 Park Ave building will also be used for enhanced business participation, CRA information and added music/ambiance.

### **HOLIDAY EVENT:**

The Town and CRA will host the annual holiday tree lighting on December 4, 2024. In an effort to continue to share information on the CRA and to encourage patrons for local business, the CRA will be adding to this event by:

1. Expanding event from 6-9PM
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5. Hosting a window display contest for Park Avenue businesses
6. Add transportation from the neighborhoods via a Circuit electric vehicle.

### **HOLIDAY DISPLAY:**

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