

**FORT PIERCE REDEVELOPMENT AGENCY
CRA ADVISORY COMMITTEE**

CRA Regular Meeting - Wednesday, November 17, 2021 - 2:00 p.m.
City Hall - Second Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**
 - a. Approval of the Minutes from the October 20, 2021 Meeting.

4. **CHAIRMAN VIEWPOINTS**

5. **OLD BUSINESS**
 - a. FPRA Boundaries

 - b. Commercial Facade Grant Overview

6. **NEW BUSINESS**
 - a. Florida Redevelopment Association Conference Overview

 - b. 2021 Year End Update to CRAAC & FPRA Board

7. **PUBLIC COMMENT**

8. **STAFF AND COMMITTEE MEMBER COMMENTS**

9. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

NOTE: All CRA Advisory Committee meetings are limited to one hour.

CRA Advisory Committee

Meeting Date: 11/17/2021

Re: Approval of the Minutes from the October 20, 2021 Meeting

Submitted For: Shyanne Harnage, Economic Development Manager, City Manager

Information

SUBJECT

Approval of the Minutes from the October 20, 2021 Meeting.

Attachments

10.20.21 Minutes



CITY OF FORT PIERCE CRA ADVISORY COMMITTEE

CRA Advisory Committee Minutes

OF THE REGULAR MEETING OF THE FORT PIERCE CRA ADVISORY COMMITTEE HELD ON WEDNESDAY, OCTOBER 20, 2021, IN FORT PIERCE 2ND FLOOR CONFERENCE ROOM, 100 NORTH US HIGHWAY 1, FORT PIERCE, FLORIDA.

1. CALL TO ORDER

Chairwoman Sabrina Taylor called the meeting to order at 2:02PM.

2. ROLL CALL

Present: Sabrina Taylor, Chair; Hoyt Murphy, Jr.; Charlie Frank Matthews; Carolyn Mann-Lurry; Phil Thompson

Absent: Al Johnson; Plythe Freedman; Michael Brown, Jr.; Kristina Gibbons

Staff Present: Sara Delgado, Administrative Assistant
Shyanne Harnage, Economic Development Manager
Miriam Garcia, Redevelopment Specialist

3. APPROVAL OF MINUTES

- a. Approval of the Minutes from the September 15, 2021 Meeting

Motion was made by Hoyt Murphy, Jr., **and seconded by** Charlie Frank Matthews to approve the minutes from the September 15, 2021 meeting.

AYE: Carolyn Mann-Lurry, Chair Sabrina Taylor, Hoyt Murphy, Jr., Phil Thompson, Charlie Frank Matthews

Passed

4. CHAIRMAN VIEWPOINTS

Sabrina Taylor, Chairwoman, would like to encourage the Community Redevelopment Agency Advisory Committee (CRAAC) to actively participate. She explained that all their voices are very valuable. She also encouraged members to drive through the CRA District to see development that is occurring. She also discussed the beautification of the CRA. She would like to collaborate with the Keep Fort Pierce Beautiful Committee to make some suggestions on how to address the blight. Chairwoman also discussed member term expirations. She would like to encourage recruiting new talent with new ideas to the committee.

5. OLD BUSINESS

- a. Second Reading of the CRA Advisory Committee By-Laws

Chairwoman Taylor reviewed the CRAAC By-Laws. The most notable changes were the meetings will be scheduled the 1st Wednesday of each month beginning January 2022.

Motion was made by Charlie Frank Matthews, **and seconded by** Carolyn Mann-Lurry motioned to approve the second reading of the CRA Advisory Committee By-Laws with all necessary corrections.

AYE: Carolyn Mann-Lurry, Charlie Frank Matthews, Hoyt Murphy, Jr., Phil Thompson, Chair
Sabrina Taylor

Passed

6. NEW BUSINESS

- a. Surplus Property Update

Shyanne Harnage, Economic Development Manager, gave an overview of the Surplus Property and explained that the Fort Pierce Redevelopment Agency (FPRA) has about 15 properties that are available to go through the competitive bid process. The process will be amended, and it will be completed online. Proposers will not be able to submit their bid without submitting all required documentation. The timeframe will also be required up front.

- b. Beautification Efforts in the CRA

Ms. Harnage explained that this item is back on the agenda because FPRA Board member Curtis Johnson brought it up at the last FPRA meeting. He provided some aesthetically unpleasing photos of curves and litter in the CRA. He brought it to staff and board's attention. The primary corridors for beautification discussed are Orange Ave, Avenue D, 25th Street, and 13th Street.

The committee discussion included commercial properties. If a property owner has a commercial property, they should be responsible for maintaining their properties.

Ms. Harnage introduced the Commercial Façade Grant to help enhance the visual aesthetics of the commercially zoned properties of FPRA District. She explained that the funding will not be disbursed on a first come first serve basis. The businesses that receive funding will be for properties that will make the greatest impact in the FPRA district. The proposals will be evaluated, then they will be presented to this committee and then the recommendations will be presented to the FPRA Board.

7. PUBLIC COMMENT

Brenda Brunson

8. STAFF AND COMMITTEE MEMBER COMMENTS

Charlie Frank Matthews inquired about abandoned properties and asked if the committee could be provided an update of new businesses at least twice a year.

Phil Thompson mentioned that the CRA should partner with financial organization for non-traditional financing in underserved areas. Hoyt Murphy mentioned that Mike Brown Jr. could possibly shed some light.

Ms. Harnage explained that the Florida Small Business Development Center (SDBC) recently hosted Access to Capital Regional Summit and there were several financial institutions that were interested in entering the Florida market to redevelop the area.

Pat Murphy inquired about a Publix at Jenkins. He also mentioned that the St Lucie County purchased a property to house veterans and homeless.

9. ADJOURNMENT

Chairwoman Taylor adjourned the meeting at 3:04PM.

CRA Advisory Committee

Meeting Date: 11/17/2021

Re: FPRA Boundaries

Submitted For: Shyanne Harnage, Economic Development Manager, City Manager

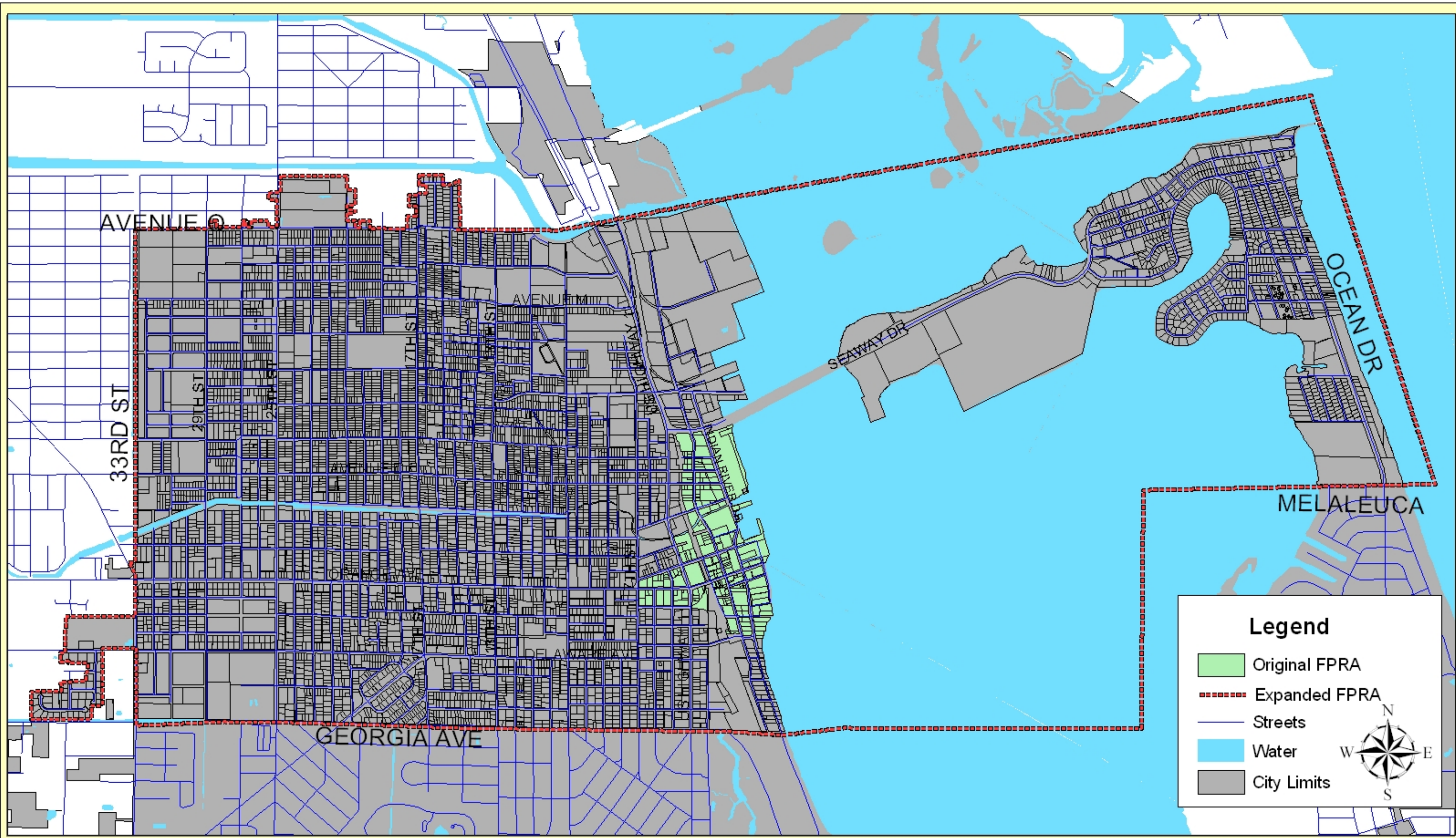
Information

SUBJECT

FPRA Boundaries

Attachments

FPRA District Map



This map is a conceptual tool utilized for project development only. Though the information provided by this map is accepted to be accurate for the City's administrative purposes, it is not to be used for technical purposes. Any information, including but not limited to software and data, received from the City of Ft. Pierce in fulfillment of a public records request is provided "AS IS" without warranty of any kind. Any information provided by this map to be used for purposes other than reference must be confirmed by field survey.

Map of Fort Pierce Redevelopment Agency Area

Approximate Area of Original FPRA = 163 Acres
 Approximate Area in Expanded FPRA = 2757 Acres
 Approximate Area Combined = 2920 Acres

CRA Advisory Committee

Meeting Date: 11/17/2021

Re: Commercial Facade Grant Overview

Submitted For: Shyanne Harnage, Economic Development Manager, City Manager

Information

SUBJECT

Commercial Facade Grant Overview

Attachments

Commercial Facade Grant Overview



COMMERCIAL FAÇADE GRANT PROGRAM

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COMMERCIAL FAÇADE GRANT

PROGRAM OVERVIEW

1. OVERVIEW

The intent of the Commercial Façade Grant Program is to support the revitalization of the commercial corridors in the FPRA district by stimulating private investment in improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards. This program is designed to encourage redevelopment of the FPRA by enhancing its visual aesthetics which will lead to increased property values, tenant occupancy, economic development, and job creation. This program will complement other revitalization efforts to ensure the maximum leverage of resources and support local businesses.

It is the intent of this program to encourage improvements to private properties that go well beyond what is required under the City of Fort Pierce Land Development Code to enhance the form, function, and design quality of this redevelopment district.

The FPRA reserves the right to approve or deny any Commercial Façade Grant Program application and to deny payment at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for redevelopment of the FPRA District.

2. FUNDING

The Commercial Façade Improvement Grant Program offers financial assistance in the form of a reimbursable, matching (50%) grant up to \$25,000 to the property or business owner for eligible expenses associated with improving the external appearance of their business and to encourage businesses to invest in their operations. Grants cannot be awarded retroactively for work that has already been completed.

Grant funding examples:

<u>Eligible Project Cost</u>	<u>FPRA Contribution</u>	<u>Applicant Contribution</u>
\$50,000	\$25,000	\$25,000
\$30,000	\$15,000	\$15,000
\$15,000	\$7,500	\$7,500
\$5,000	\$2,500	\$2,500

3. APPLICANT ELIGIBILITY

The Commercial Façade Grant program is available to fund eligible exterior improvements on commercial, industrial, and mixed-use properties.

- To be eligible the building must be located within the FPRA District and be commercially zoned.
- Residential and governmental facilities do not qualify for this program.
- Application will be rejected if the property has any judgement liens, code violations, or delinquencies in mortgage or tax obligations.
- If the Applicant (Applicant is defined as the entity that is completing the application) is not the building and property owner, the building and property owner must agree in

writing to allow and support the application as part of the application process (per Property Owner Affidavit).

- Project must have proper City permits and FPRA approval prior to beginning work. Any application where work has started prior to receiving permits and approvals will be rejected.
- A project timeline must be provided with the application. The Project must be started within six (6) months from the date of FPRA Board approval and completed within 12 months of building permit issuance. Failure to do so, without an approved deviation by the FPRA, will result in termination of the grant.
- Business must meet City of Fort Pierce Business Tax Receipt requirements.

4. APPLICATION PROCESS

1. Ensure that your property is located within the FPRA District.
2. Review program guidelines and eligibility requirements.
3. Complete the Pre-Application Form. <https://choosefortpierce.com/969/FPRA-Incentive-Program>
4. A staff member will contact you within ten (10) business days of receiving your Pre-Application Form to determine your eligibility and provide information on the grant application.
5. Complete Grant Application and attach all required documents. Incomplete applications will be returned to the applicant and will NOT be evaluated until all requirements are met.
6. Staff will evaluate application based on the provided evaluation criteria. If application receives less than 60 out of 100 points, it will not be eligible for funding.
7. CRAAC will review rankings and make recommendation to FPRA Board. FPRA Board will make final determination and execute grant agreement.
8. Applicants will receive written notification of approval or denial of funding.

*To request a paper application in person or in the mail, please call 772-465-4170 or email fpra@cityoffortpierce.com

5. DOCUMENTS REQUIRED

The following documentation must be attached to your application.

Pre-Application

- Map of project location.
- Two (2) color photographs of the exterior of the property in its current condition.
- Project concept, rendering or any other relevant materials that convey the physical improvements proposed to be made.

Grant Application

- Proof of building ownership
- Copy of signed multi-year lease (including written permission from the property owner to make changes outlined in the project, see Property Owner Affidavit), or copy of Deed showing ownership of the property by the business owner.
- A minimum of two (2) cost estimates from different licensed contractors. These cost estimates MUST be for the same improvements. Estimates should be broken out in detail, especially if any non-eligible improvements are being completed, as this allows FPRA to compare based on only grant eligible improvements being performed.
- Proof of funds to fully fund the project.

6. ELIGIBLE IMPROVEMENTS:

Eligible improvements are restricted to work done on the exterior of the building and associated elements that are visible from the corridor. A Corridor can be a public road or public thoroughfare for pedestrian traffic. All work must be performed to applicable codes.

Examples of eligible improvements are listed below; however, this list is not exhaustive:

- Signs - including removing the old and the design, production, and installation of new signs or renovation of existing.
- Awnings/Canopies - including the removal of old awnings and canopies and the design, production, and installation of new awnings and canopies.
- Façade - includes work performed on the exterior storefront of a building such as cleaning masonry (high pressure water or steam - sandblasting is prohibited on masonry structures), painting, re-pointing (filling in or repair to joints), woodwork, window and/or door replacement, and other repairs (that are not maintenance related) or rebuilding historic storefronts. As used in this document a storefront is defined as the front side of a store or store building facing a transit corridor.
- Walls, fencing, and landscaping – includes work that removes and replaces or adds appropriate fencing and landscaping to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters.
- Removing and disposing of old façade coverings - (i.e. vinyl and aluminum cladding, window boards).
- Architectural fees - (not to exceed 10 percent of Project amount).
- Outdated security features - removing rollup metal security doors and metal window grates.
- Removing excessive window signage - reduce window signage to allow 95% window transparency.
- Original building elements - restoring original decorative building elements.
- Construction of pedestrian and bicycle amenities such as benches, shelters, bike racks and bike lockers.
- Art Installations – Art installations or works of art created by artists exhibiting the highest quality of skill and aesthetic principles and includes all forms of visual art, specifically murals.

7. INELIGIBLE IMPROVEMENTS

The following items are not eligible for the grant:

- New construction.
- Interior improvement (even if visible from exterior).
- Exterior improvements visible less than 24 hours per day.
- Features designed to be installed temporarily including seasonal planting or other seasonal landscaping.
- Features that do not meet the applicable provisions of the City of Fort Pierce Land Development Code.
- Activities that are primarily for maintenance for example: painting, asphalt sealing, landscape maintenance, power washing, and other maintenance-type activities are not eligible for reimbursement. This list is not exhaustive. If painting, power-washing, brick repair, or similar cosmetic work is proposed to take place in conjunction with significant exterior enhancements, then those activities may be eligible for the incentive.

- Permit fees and taxes.
- Improvements made prior to grant approval.
- Refinancing existing debt.
- Sweat equity payments (i.e., reimbursement for applicant's own labor and performance of renovation work or new construction).
- Improvements that are required as a result of a violation notice, or citation are not eligible for grant funding.

8. GENERAL PROVISIONS

The funding assistance provided under the Commercial Façade Grant Program is solely on a reimbursement basis. The FPRA has the exclusive authority to approve or deny program applications based on its determination as to the benefits to the FPRA produced by requested projects. The FPRA may impose any conditions of approval it deems suitable to protect the interests of the agency, including a duly executed contract.

There is no guarantee that funding will be available for every application submitted, including those that meet the required criteria.

The FPRA is a public agency and is governed by the "Florida Public Records Law" under Florida State Statutes, Chapter 119. Any documents provided by the Applicant(s) may be subject to production by the FPRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

9. DISBURSEMENT OF FUNDS

The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.

Grant funds will be disbursed upon the receipt of a finding of project completion by the FPRA. The finding of project completion will be granted when the FPRA has received the following package:

- Written notification from the Owner that the project is complete.
- Copies of all required permits and occupancy certificates.
- Copies of paid invoices and evidence of payment (cancelled checks)

10. EVALUATION CRITERIA

CRITERIA	POINTS
<u>Visual Impact</u> The project's ability to aesthetically transform the building. Does the project eliminate blight? Does the project raise the visual appeal of the FPRA?	<u>50 points possible</u>
<u>Activation</u> Will this project activate a vacant building or portion of a building?	<u>20 points possible</u>
<u>Type</u> Business type has been identified as <u>targeted tier</u> in the Retail & Business Study	<u>15 points possible</u>
<u>FPRA Plan</u> How does this project meet the goals and objects of the FPRA Plan?	<u>15 points possible</u>

11. TIMELINE*

- a. Pre-application period:
 - i. October 20, 2021 until November 24, 2021 (5 weeks)
 - ii. This period may be extended based on number of applications received.
- b. Application period:
 - i. December 8, 2021 until January 26, 2022
- c. CRA Advisory Committee Review/Recommendation:
 - i. March 2, 2022
- d. FPRA Board
 - i. April 12, 2022

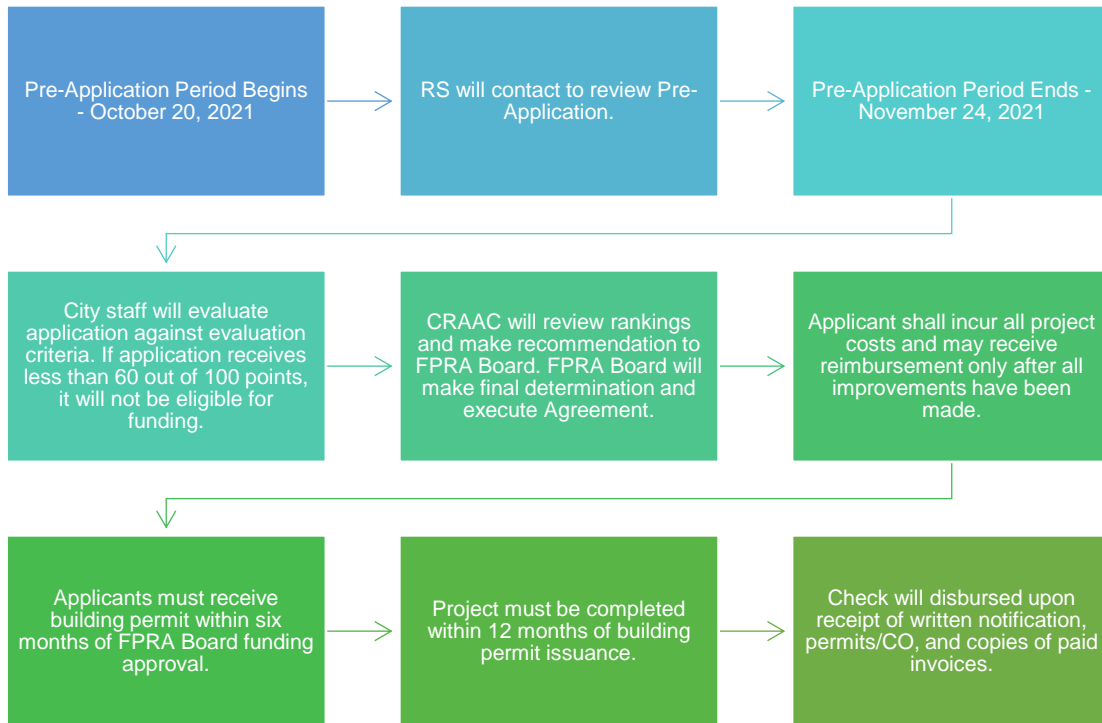
*Dates are subject to change

12. FPRA DISTRICT MAP



FPRA District
Map.pdf

Commercial Façade Grant Process



CRA Advisory Committee

Meeting Date: 11/17/2021

Re: Florida Redevelopment Association Conference Overview

Submitted For: Shyanne Harnage, Economic Development Manager, City Manager

Information

SUBJECT

Florida Redevelopment Association Conference Overview

Attachments

No file(s) attached.

CRA Advisory Committee

Meeting Date: 11/17/2021

Re: 2021 Year End Update to CRAAC & FPRA Board

Submitted For: Shyanne Harnage, Economic Development Manager, City Manager

Information

SUBJECT

2021 Year End Update to CRAAC & FPRA Board

Attachments

No file(s) attached.
