BOARD OF DIRECTORS MEETING
Monday, April 23, 2018 at 6:30 p.m.
City Hall, Everglades Conference Room
9500 W. Sample Road, Coral Springs, FL 33065

AGENDA

I. Roll Call – J. Walsh, Chairman

II. Pledge of Allegiance – J. Walsh, Chairman

III. Citizens’ Comments – J. Walsh, Chairman

IV. Special Announcements and Comments – J. Walsh, Chairman

V. Approval of Meeting Summary – J. Walsh, Chairman
   – March 26, 2018

VI. Downtown Coral Springs Wayfinding Signage Concepts Presentation – Todd Mayfield, Axia Creative, Inc. (Request for Input)

VII. CRA Commercial Enhancement Grant Program- D. Lima, CRA Administrator (Request to Approve)

VIII. CRA Update - D. Lima, CRA Administrator
   - Innovate Downtown Event April 27th (Innovate. Unplug. Unwind)
   - Real Estate Summit May 10th (Meet Up Downtown)
   - Coral Springs City Center Project
   - Design Guidelines and Master Parking Improvements

IX. Other Business – J. Walsh, Chairman

X. Adjournment – J. Walsh, Chairman

Note: Next CRA Board meeting Monday, May 21, 2018

Attachment(s) to April 23, 2018 Agenda:
-V. Meeting Summary: March 26, 2018
-VII. DRAFT CRA Commercial Enhancement Grant Program
-VIII. Innovate Downtown Flyer and List of Selected Creators
Board Chair John Walsh called the meeting to order at 6:30 p.m. The meeting was held in the Everglades Room, City Hall, 9500 West Sample Road, Coral Springs, Florida. City Clerk Debra Thomas called the roll of Board Members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>John Walsh, Chair</td>
<td>Present</td>
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<tr>
<td>Elissa Harvey, Vice Chair</td>
<td>Absent</td>
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<tr>
<td>Board Member Lorna Brown-Burton</td>
<td>Present</td>
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<tr>
<td>Board Member David Harper</td>
<td>Present</td>
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<tr>
<td>Board Member Andrew Kasten</td>
<td>Present</td>
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<tr>
<td>Board Member Allan Koch</td>
<td>Present</td>
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<tr>
<td>Board Member William Vasquez</td>
<td>Present</td>
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Also in attendance were:
- Susan Delegal, CRA Counsel
- Deputy City Manager Cynthia Birdsell
- Susan Krisman, Director Development Services
- Debra Thomas, City Clerk
- Danielle Lima, CRA Coordinator
- Ana Barbosa, Chief Economic Development Officer
- Vice Mayor Lou Cimaglia

All persons in attendance rose for the recitation of the Pledge of Allegiance.

1. **Citizens’ Comments** – There were no comments.

2. **Special Announcements and Comments** – Deputy City Manager Birdsell was introduced. Chair Walsh along with Board Members Kasten, Vasquez, and Brown-Burton were sworn into office by City Clerk Thomas.

3. **Chair and Vice Chair Appointment** – It was noted that Elissa Harvey would prefer to step down as Vice Chair and remain as an active Board Member.

**ACTION:** Board Member Kasten moved, seconded by Board Member Koch, to nominate John Walsh as Chair. The motion was approved unanimously (6-0).

Nominations for Vice Chair included Board Members Koch and Kasten. Board Member Koch withdrew his nomination due to upcoming personal issues.

**ACTION:** A motion to nominate Mr. Kasten as Vice Chair was made, seconded by Board Member Harper. The motion was approved unanimously (6-0).

4. **Approval of Meeting Summary: January 18, 2018 & February 26, 2018** –

**ACTION:** Board Member Harper moved, seconded by Board Member Koch, to accept the meeting minutes of January 18, 2018. The motion was approved unanimously (6-0).

**ACTION:** Board Member Koch moved, seconded by Board Member Vasquez, to accept the meeting minutes of February 26, 2018. The motion was approved unanimously (6-0).

5. **Revised Letter of Intent to Provide Tax Increment Revenue Rebate Incentive for the Proposed Development of Coral Springs City Center (Request for approval)** – The revised letter contains the same language except a specific entity was created for the project. The letter would be void if not executed by 5:00 PM on March 28, 2018.
6. **CRA Audit FY 2016-2017, Anil Harris, RSM Engagement’s Senior Manager** – Highlights of the audit were explained by Anil Harris. The document is available and is a permanent part of this record.

7. **CRA Annual Report 2017 (Request to Approve)**: Danielle Lima presented highlights of the CRA’s Annual Report. New this year was the addition of a letter from CRA Chair Walsh.

**ACTION:** Board Member Kasten moved, seconded by Board Member Koch, to approve the CRA’s Annual Report. The motion was approved unanimously (6-0)

Deputy City Manager Birdsill left the meeting at 7:05 PM.

8. **“Innovate. Unplug. Unwind” Event April 27-29** – The original crowdsourcing event has been scaled down and merged with the City’s weekend event. Friday evening would be the Innovate portion where applicants display and share their ideas. JM Lexus and BlueStream are each sponsoring a $2,500 grant for the Innovate event. Saturday evening is the Unplugged concert and the winners will be announced. Sunday closes the weekend with Savor the Notes Jazz Brunch.

The Board was concerned with the limited time frame to receive applications. It was agreed the event would be held if a minimum of six applications were received by April 5.

9. **CRA Update**

   **Design of Downtown Wayfinding Signage:** Danielle Lima shared a slide presentation highlighting the proposed program. The vendor will attend the April meeting and share an overview. The full report is included with the meeting backup.

   **Downtown Merchants Meeting:** Attendance hit a high of 22 participants. Danielle Lima presented to the merchants an overview of the CRA, information about the grant program, and offered an opportunity for audience input.

10. **Other Business** – The CRA’s booth at the Festival of the Arts event was busy. Results of the public art voting: 440-**Green Sea Turtle**; 305-**LowPoly Heart No. 4**; 164-**Diversity II**; 118-**Portal**; 88-**Noise**; 35-**Depth of Foam**.

11. **Adjournment**

There being no additional business, the meeting adjourned at 7:54 p.m. The next CRA Board Meeting will be Monday, April 23, 2018 at 6:30 p.m.

**DATE APPROVED/ACCEPTED**

JOHN M. WALSH, J.D.
BOARD CHAIRPERSON
CRA BOARD OF DIRECTORS

DEBRA THOMAS, CMC
CITY CLERK  CITY OF CORAL SPRINGS
Community Redevelopment Agency (CRA)

Commercial Enhancement Grant Program

Introduction:

The purpose of the CRA Commercial Enhancement Grant Program is to encourage existing building owners or tenants located within a section of the Community Redevelopment Agency (CRA), to improve the aesthetics of commercial buildings and to enhance safety in the rear of the buildings. For approved projects, the Program will pay for 50% of the documented hard costs for the improvements and the applicant is responsible for 50% of the hard costs, plus 100% of associated costs such as engineering and permits. Commercial buildings may receive up to $20,000. Funding is available until September 30, 2018 or until the CRA’s program budget is depleted.

To qualify for the Program, the structure must be located within a section of the CRA area, referred to as the Downtown Merchants Group Pilot Program Area, on Sample Road between Coral Hills Drive and NW 99th Way (see map below). The applicant must submit a complete application accompanied by two estimates from licensed contractors. Review and approval of the application may take up to four weeks to process.

Reimbursement will NOT be provided for projects started before the application for assistance is approved by the CRA Board. Participation is NOT mandatory. This is NOT a CDBG funded grant program. Funding for this program is provided by CRA Tax Increment Revenues.

Background:

In June 2016, the Community Redevelopment Agency (CRA) formed the Downtown Coral Springs Merchants Pilot Program to increase collaboration between the CRA and small businesses and property owners. The group meets approximately three times each fiscal year to discuss possible marketing alliances, physical improvements to the area, and other topics.

The CRA Master Plan, updated in 2014 and approved by the CRA Board and City Commission, authorizes the CRA to (i) fund incentive programs approved by the CRA Board and (ii) use funds for projects that improve perceptions of nighttime safety. During the FY 2018 Business Plan and Budgeting process, the CRA Board authorized the allocation of $40,000 to implement a CRA matching grant to assist small businesses in the CRA’s Downtown Merchants Pilot Program area. By undertaking this Grant Program, the CRA is working towards a closer relationship with the businesses in the CRA area and ultimately improving the values of the businesses and the underlying real estate.
1. **Program Guidelines:**

A. Funds shall be allocated on a first-come first-considered basis. Once a grant has been awarded for a property, businesses occupying that property or the building owner cannot reapply for the same grant program for the same location for a 5-year period. The CRA Board has the authority to consider exceptions to this rule.

B. Tenants may submit an application and qualify upon receipt of written consent from the property owner. A property shall be defined as having its own address and its own utilities.

C. All grant funds require a matching dollar for dollar expenditure by the owner/tenant.

D. No work for which a grant is sought should begin until authorized by the CRA and a grant agreement has been signed.

E. All work completed by the applicant requires two estimates from a licensed professional to verify that costs are within reasonable parameters. A third quote may be requested if Staff feels it is necessary.

F. Grantee (property owner or tenant) is responsible for obtaining any permits required to do the project.

G. Any unapproved changes to the project will void the grant unless preapproved by the CRA Board.

H. Applicant shall have 6 months from the date of the written notice to complete the work. After 6 months, the grant will be terminated unless an extension has been granted by the CRA Board.

I. Applicant(s) and building owners shall disclose in writing at the time of application the existence of any business or personal relationship with members of the CRA Board or City of Coral Springs employees.

J. Applicant, his/her/its successors or assigns, agrees to maintain the completed project documents in its approved design for a minimum of 5 years from the date of completion.

K. Applications must be submitted by the first Monday of the month to be placed on that month’s CRA Agenda.

L. The CRA Board shall determine by majority vote whether or not the application is approved or denied with or without conditions.

2. **Eligibility Requirements:**

A. The commercial property must be located within the Downtown Merchants Pilot Program Area, which is located within a specific section of the CRA on Sample Road between Coral Hills Drive and NW 99th Avenue (see map attached).

B. Application must be signed by the property owner. A tenant may qualify upon receipt of written consent by the owner of the building.

C. The building must be structurally sound and the property must be zoned commercial and used for commercial purposes.
D. Property must not have outstanding judgment liens, code violations, delinquent taxes, water bill, and/or be exempt from ad valorem property taxes.
E. Applicant must be able to provide 100% of project costs upfront. Applicant will be reimbursed 50% of total eligible project costs, up to $20,000, at project completion.
F. Project must have been approved and Notice to Proceed issued by the Community Redevelopment Agency prior to commencement.
G. Project must have proper City approvals or licenses. The applicant(s) must comply with all requirements of the City of Coral Springs for obtaining permits and approvals of the work, including building permits, sign permits, and any other related approvals and permits. Work of any kind started or performed without proper permits, sealed plans (any structural improvements requiring sealed plans) and specifications, if applicable, will not be eligible for Program assistance.

3. **Disbursement of Funds Requirements:**

CRA funding will be paid directly to the grantee after staff has verified that the improvements are complete, and after the City of Coral Springs has completed any required final inspections and/or issued a Certificate of Occupancy for the project. To request payment, the grantee must submit the following documentation:

A. Copies of all required permits and occupancy certificates.
B. Copies of paid invoices and evidence of payment (cancelled checks – front and back).
C. Photos of improvements (when applicable).
D. CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, verification of vendor certifications, building permits, occupational licenses, or other documentation.
E. CRA staff may conduct site visits before issuing reimbursements in order to verify that improvements are being completed as presented in the approved application.

As a grantor, the CRA is in no way responsible for the choice of contractor or the quality of work delivered.

4. **Eligible Improvements:**

Most of the improvements are intended to improve the aesthetics of the façade of the commercial building. Improvements that increase the perception of safety in the back of the business, such as increased lighting and landscaping in the alleyway area are also permitted.

- **Signs** - including removing old signs and the design, production and installation of new signs or renovation of existing signs if compliant with current codes
• **Painting** - Exterior painting and pressure cleaning (as prep-work for painting) or wall stucco (stucco, brick or wood replacement or repair)
• **Awnings/ canopies features**
• **Exterior Windows, Exterior Doors and Storefront Improvements**
• **Lighting** (front or rear of the building) - installing new wall pack lighting, sign lighting, and lighting in the rear of the business to enhance safety
• **Landscaping** (front or rear of building)
• **Enclosures** (rear of the building) – includes work that removes and replaces or adds appropriate enclosures to hide incompatible uses or negative site elements such as storage yards, outdoor fabrication, work area, or dumpsters

5. **Application Process**:

All applicants are strongly encouraged to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office.

A. Applicants must submit a completed/executed application form and all supporting documents. Supporting documents include:

   i. Copy of executed commercial lease OR warranty deed
   ii. Narrative description of entire renovation project being undertaken, including sources of project financing and anticipated benefit to property and CRA District
   iii. Detailed budget for entire renovation project and all associated plans and renderings
   iv. Verification of approved site plan modification application from City of Coral Springs
   v. Photographs of the existing conditions of the property
   vi. Executed Program grant agreement

B. CRA and other City Staff reviews the application for compliance and presents to the CRA Board for approval.
C. Upon CRA Board approval, a letter of commitment is provided to the applicant. Grants are not automatic and are subject to their compliance with goals set for in the CRA Master Redevelopment as well as funding availability.
D. Funds are dispersed on a reimbursement basis after all work has been completed and in accordance with the Reimbursement of Funds Requirements portion of this document.
Downtown Merchants Group Pilot Program Area
INNOVATE DOWNTOWN

FRIDAY • APRIL 27
5 TO 9 PM

CITY HALL LAWN
9500 W. SAMPLE ROAD

INFLUENTIAL SPEAKER • DJ & LIVE MUSIC
FOOD TRUCKS • BEER & WINE

Local innovators and creators will showcase their ideas and designs and compete for two $2500 awards – one selected by a panel of distinguished judges and another determined the crowd favorite by event attendees.

CORALSPRINGS.ORG/INNOVATE
Selected Creators

Below is a list of the 12 selected creators (in no specific order) that are going to showcase and compete at Innovate Downtown on Friday, April 27, 2018.

Name: Shakeia Kegler  
Company: GovLia  
Email Address: skegler@govlia.com  
Website: www.govlia.com  
Video: https://youtu.be/9CUQsnZgTzY  
Description: Business to government marketplace designed to simplify and revolutionize the government contracting process for small businesses.

Name: Crystal Dombrosky  
Company: Crystal Dombrosky Artwork  
Email Address: crystaldombrosky@hotmail.com  
Website: www.crystaldombrosky.com  
Video: https://youtu.be/DS8HR8upDBQ  
Description: A series of Hand Embellished Fluid Paintings to heighten your senses, create a mood, and elevate your subconscious combining vibrant color, movement and bringing two very different styles of work together abstract and realism to create one cohesive body of work.

Name: Mark Larman  
Company: ChefShield Corporation  
Email Address: mark@thechefshield.com  
Website: www.thechefshield.com  
Video: https://youtu.be/rnZNV09TUGw  
Description: The ChefShield is a cooking accessory that attaches via clipping action to any cooking tool, (i.e. spatula, pan, deep fry strainer, etc.) to protect cooks from the splash-back of hot cooking oil by providing physical steel mesh shields as barriers to prevent burns.

Name: Christopher Mundy  
Company: Lock IT Plates  
Email Address: lockitplates@gmail.com  
Website: N/A  
Video: https://youtu.be/T1o-8JncKfo  
Description: The first lockable, disposable, reusable and secure plastic plates that make eating on the go that much easier. The plastic plates lock together forming a container so it can withstand a fall and not spill. The Lock IT Plates also have a built on cup attachment.

Name: Reneida Leon  
Company: challdoo  
Email Address: reneida_leon@hotmail.com  
Website: http://challdoo.launchrock.com/  
Video: https://youtu.be/ZGDoF1-ggKU  
Description: Challdoo replaces the cumbersome yearly performance assessment with a lightweight and simple mobile app, allowing users to collect meaningful analytics about their progress in a continuous basis.
Name: Mario de la Guardia
Company: SprayMo Home & Garden Spray Bottle
Email: mario@spraymo.com
Website: N/A
Video: https://www.youtube.com/watch?v=x7Xrpj7EC-w
Description: We are developing a patented breakthrough in spray bottle technology called the "SprayMo Home & Garden Sprayer," and it’s 10X less work than trigger spray bottles.

Name: Richard Krigel
Company: Face2FaceExperts.com
Email Address: krigelr@gmail.com
Website: www.Face2FaceExperts.com
Video: https://youtu.be/rPExprzN7sY
Description: F2fe uses a live real time video platform to bring local experts advice, help and information to an advice, help, and information seeking audience.

Name: Harold Rodriguez
Company: Gurupia
Email Address: Harold@gurupia.com
Website: www.gurupia.com
Video: https://www.youtube.com/watch?v=j5qIClfFhfU
Description: A wholesaler platform that connect Suppliers and Buyers in the textile and apparel industry (1st stage) in The Americas through a matchmaking algorithm that allows to find business opportunities for the players according to their profiles once they register at the platform.

Name: Edwin Hernandez
Company: Mevia
Email Address: edwinhm@gmail.com
Website: https://eglacomm.net/
Video: https://www.youtube.com/watch?v=GCJHfWpHzh8&t=1s
Description: Creates your personal TV channel for Cable TV

Name: Alex Rodriguez
Company: Splash Drones
Email Address: alex@urbandrones.com
Website: www.UrbanDrones.com
Video: https://youtu.be/uyrQcXqvwjs
Description: A fully waterproof drone capable of landing on water and seeing under water with its 4K waterproof camera. It can also fly in the rain and snow.

Name: Pedro Sostre
Company: Project Maia
Email Address: pedro@weblift.com
Website: https://projectmaia.com/
Video: https://www.youtube.com/watch?v=8WjxtciUSY
Description: Project Maia is a Marketing Consultant Bot which helps business owners understand what they should be doing online to grow their business.
Description: EarthWare is currently in the process of building an Industrial Composting Facility to ensure the "carbon neutrality" in the disposal of not only our products, but all of the compostable, disposable products on the market that are being used in South Florida.