



**CITY OF KISSIMMEE
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA
MONDAY, APRIL 27, 2009, 6:00 p.m.
CRA Office
320 Monument Avenue
Kissimmee, FL 34741**

- I. Call to Order
- II. Approval of Minutes
- III. Discussion Items
 - A. 19 North Beaumont – Letter of Appeal
 - B. 421 Broadway – Lease Agreement
 - C. 804 Bryan Street – Bid Award
 - D. Licensing Agreement for Historic Downtown Kissimmee Logo
- IV. Consent
 - E. Commercial Grants
 - F. Residential Grants
- V. Information Items
 - G. Kissimmee Main Street
 - H. City Centre Downtown – Special Event without Sales
- VI. Hear Audience
- VII. Hear Director
- VIII. Hear Board of Commissioners

Adjourn

In accordance with Florida Statute 286.0105: Any person wishing to appeal any decision made by the Community Redevelopment Agency with respect to any matter considered at such meeting or hearing will need a record of the proceeding, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the office on the City Clerk, 407-518-2309 prior to the meeting.

III. A. 19 NORTH BEAUMONT – LETTER OF APPEAL

REQUEST: Mr. Keven Heald is requesting Board review of his Owner Occupancy Incentive application for 19 N. Beaumont Avenue which was denied by staff.

EXPLANATION: The CRA received Mr. Keven Heald's Owner Occupancy Incentive Program application on March 19, 2009. On review it was noted several documents were missing from the application including a copy of the Warranty Deed. A letter was sent to Mr. Heald requesting the missing documentation. Upon receipt of the required documents staff noted the Warranty Deed was executed and recorded April 2005. Based on the grant procedures outlined in the Owner Occupancy Incentive Application "an application must be submitted within 30 days of the Warranty Deed execution." The grants are not retroactive.

A letter was sent to Mr. Heald notifying him that his application was not eligible for the grant program. Mr. Heald contacted CRA Director Hamilton requesting an appeal to the Board, he was asked to provide a letter requesting the appeal and that it would be placed on the next regularly scheduled CRA meeting. Should the CRA Board deny the appeal Mr. Heald has the right to appeal the CRA's decision to the City Commission. A copy of Mr. Heald's application and all correspondence is included in your back-up.

It should be noted that when Mr. Heald purchased the home and began restoration of the property, City of Kissimmee Preservation Planner Carbajal, CRA Staff and Historic Preservation Board Member Gail Eck visited the site and provided Mr. Heald with a grant packet including all grant applications offered by the CRA. Mr. Heald was strongly encouraged to apply for grant funding but no grant applications were received.

RECOMMENDATION: Staff request direction from the commission.

III. B. 421 BROADWAY – LEASE AGREEMENT

REQUEST: Board Review and Approval of Lease Agreement for the Key's Welcome Station 421 Broadway with Kissimmee Main Street.

EXPLANATION: At the January 26, 2009 CRA meeting the Board ranked the Kissimmee Main Street Business Plan Number One and directed staff to prepare a Lease Agreement with a start date of June 1, 2009. The Lease Agreement provides for a monthly rent of \$100.00 and a Security Deposit of \$500.00. Hours of Operation will be Monday through Friday 9:00 a.m. till 6:00 p.m. and Saturday 10:00 a.m. till 2:00 p.m. Main Street will operate the building as a Welcome Center, Retail Outlet, and office for the Kissimmee Main Street Program as outlined in their Business Plan, provided in your back-up. The Agreement is for 3 years to be renewed annually, a copy of the Lease is included in your back-up.

Main Street will work with the Tourist Development Council in providing information to visitors and will work closely with other civic groups to promote Kissimmee's businesses, history, and outdoor activities.

The Lease Agreement has not been reviewed by the Kissimmee Main Street Board of Directors.

RECOMMENDATION: Staff recommends approval of Lease Agreement with Kissimmee Main Street Program, pending review by the Kissimmee Main Street Board of Directors and CRA attorney Sarah Logan with Gray Robinson.

III. C. 804 BRYAN STREET – BID AWARD

REQUEST: Board approval of Selection Committee’s recommendation of The Durable Restoration Company’s low bid and direct staff to begin contract negotiation.

EXPLANATION: The CRA advertised Request for Qualifications for the Carson Bryan Home Restoration Phase One; three firms were selected to provide bid proposals for Phase One of the Carson Bryan Home Restoration. The bid opening took place Tuesday, April 7, 2009 at 3:00 p.m. in the CRA Conference Room. The bid tabulation is as follows:

Dooley Mack Constructors of South Florida, LLC	\$ 532,627.00
SEMCO Construction, Inc.	\$ 716,149.00
The Durable Restoration Company	\$ 472,353.47

The Selection Team consisting of Bill Zammit - Burkhardt Construction, Jodi Rubin - Preservation Concepts, Rene Portieles - Kimley Horn, John Link - Architect and Gail Hamilton CRA Staff, reviewed all the bid documents and voted to recommend The Durable Restoration Company to the CRA for Phase One of the Carson Bryan Home.

RECOMMENDATION: Staff recommends approval to begin negotiations with The Durable Restoration Company.

III. D. LICENSING AGREEMENT FOR HISTORIC DOWNTOWN KISSIMMEE LOGO

REQUEST: Approval of Licensing Agreement between the Community Redevelopment Agency and the Kissimmee Main Street Program for use of the Historic Downtown Kissimmee Logo.

EXPLANATION: Kissimmee Main Street received a \$50,000 Community Betterment Grant from Osceola County to promote Downtown Kissimmee. The Main Street Program is requesting approval for use of the Historic Downtown Kissimmee Logo on print ads, rack cards and other printed marketing materials. As outlined in the agreement the trademarked logo will be used to promote Downtown Kissimmee and provides for the production of advertising items such as print ads in the newspaper, visitors guides, and rack cards, or other printed marketing materials, examples are included in your back-up. No other use of the logo is permitted without amending the License Agreement and approval from the CRA. The term of the License Agreement is for one year beginning May 1, 2009.

RECOMMENTION: Approval of the License Agreement with Kissimmee Main Street Program for use of the Historic Downtown Kissimmee logo.

IV. E. COMMERCIAL GRANTS

REQUEST: Review and recommendation of four commercial grant applications.

EXPLANATION:

Grant # 433 – Water & Sewer Impact Fee Assistance

Martha Ortega and Oscar Aguilera request approval of a Water and Sewer Impact Fee Assistance grant for the Tropicana Cuban Café & Grill located at 324 Broadway. The total impact fees for the restaurant are \$12,631.25; the grant will match 50%, \$ 6,315.62. The remaining 50% will be billed in 5 equal installments to Ms. Ortega and Mr. Aguilera on an annual basis over a 5 year period by Toho Water Authority.

Grant # 434 – Water & Sewer Impact Fee Assistance

Cassie Casperson request approval of a Water and Sewer Impact Fee Assistance grant for Breck's Gourmet Cookies. The owner is currently negotiating a lease for 24 Broadway. The total impact fees for the cookie shop are \$ 7,712.91; the grant will match 50%, \$ 3,856.45. The remaining 50% will be billed in 5 equal installments to Ms. Casperson on an annual basis over a 5 year period by Toho Water Authority

Grant # 435 – Matching Revitalization

Cassie Casperson request approval of a Matching Revitalization grant for Breck's Gourmet Cookies. The owner is currently negotiation a lease for 24 Broadway. The work to be completed for this grant is upgrades to the electric and plumbing in order to accommodate the bakery. The total project cost is \$9,175.00; the grant will match 50% - \$ 4,587.50.

Grant # 436 – Water and Sewer Impact Fee Assistance

Jasmin Perez request approval of a Water and Sewer Impact Fee Assistance grant for Broadway Bakery and Latin Restaurant, located at 231 Broadway. The total impact fees for the restaurant are \$ 17,757.60; the grant will match 50%, \$ 8,878.80. The remaining 50% will be billed in 5 equal installments to Ms. Perez on an annual basis over a 5 year period by Toho Water Authority.

These applications meet the program objectives of stimulating reinvestment in the downtown area and to preserving and renewing the traditional retail business district and establishing the downtown as a center for convenient pedestrian oriented commercial activities.

The total estimated cost of these projects is \$ 47,276.76. The grant match total is \$ 23,638.37. The total grants awarded to date in the 2008/2009 FY are \$66,077.00.

RECOMMENDATION: Staff request approval of the Water & Sewer Impact Fee Assistance for 324 Broadway, and 231 Broadway, and for the Matching Revitalization application for 24 Broadway. Staff recommends the Water & Sewer Impact Fee Assistance and the Matching Revitalization grant for 24 Broadway be contingent on the owners finalizing a lease agreement with the building owner.

IV. F. RESIDENTIAL GRANTS

REQUEST: Review and recommendation of two residential grant applications.

EXPLANATION:

Grant # 438 – Matching Facade

Houston Briggs, II is requesting approval of a Matching Façade grant for a duplex at 308 Lakeshore Boulevard. The work to be completed is a new central air unit. The total project cost is \$ 6,110 and the match is 50% or up to \$ 1,500.

Grant # 437 – Live Where You Work

Joshua DeVries requests approval of a Live Where You Work application for his new home at 1017 Patrick Street. Mr. DeVries has met all the criteria outlined in the application. The total grant award is \$10,000. Upon submittal of the grant agreement, it will be recorded at the County and a five-year lien will be placed on the house. Once the five-year commitment has been met by the property owner the lien will be removed.

These requests meet the purpose of enhancing the structures without compromising the historic character of the neighborhood and meeting the purpose of increasing homeownership and encouraging a walkable community.

The total estimated costs of these projects are \$16,110. The grant match total is \$11,500. Total grants awarded in the 2008/2009 FY, not including these request, is \$66,077.

RECOMMENDATION: Staff recommends approval of the Matching Facade for 308 Lakeshore Boulevard and the Live Where You Work grant for 1017 Patrick Street.

V. G. KISSIMMEE MAIN STREET

The Kissimmee Main Street minutes from the March meeting are included for informational purposes. Cheryl Fish, Main Street Executive Director, will be available to address any questions.

**V. H. CITY CENTRE DOWNTOWN – SPECIAL EVENT WITHOUT SALES,
DRC #09-027**

The subject request proposes to temporarily close Dakin Street from Broadway to Pleasant Street, once per month for various events, including an antique car show, and jazz concerts running from approximately 4:00 p.m. to midnight. The applicant is requesting approval of specific dates through the rest of the year.

This request is scheduled for review by the Development Review Committee on Tuesday, April 28, 2009.