



## **CITY OF LAUDERDALE LAKES**

### **COMMUNITY REDEVELOPMENT AGENCY MEETING**

#### **NOTICE OF MEETING TO BE CONDUCTED BOTH IN PERSON AND THROUGH THE USE OF COMMUNICATIONS MEDIA TECHNOLOGY (HYBRID MEETING)**

The City Commission of the City of Lauderdale Lakes, Florida will be conducting a Community Redevelopment Agency meeting held in part through the use of Communications Media Technology (CMT) and in-person attendance in accordance with City of Lauderdale Lakes Emergency Ordinance 2020-010. Adopted by the City Commission on December 8, 2020. The City of Lauderdale Lakes City Hall facility is open to the public for this meeting, subject to compliance with applicable City administrative policies, procedures and CDC guidance, which include, without limit, requirements for social distancing and the wearing of facial coverings. The public may also attend this meeting through the following access locations:

- Watch the meeting via Lakes Live TV
- Watch the meeting on Comcast Cable Channel 78
- Join the meeting via Zoom
- Join the meeting via telephone

#### **PUBLIC PARTICIPATION**

Any member of the public wishing to submit a petition from the public or make a public comment on an item may do so by submitting a public comment form prior to the meeting. The form can be accessed by visiting the City's Clerks webpage and by selecting City Commission/Workshops/CRA Meetings or by clicking the following link: <https://www.lauderdalelakes.org/FormCenter/City-Clerk-10/Public-Meeting-Comment-Form-58>. Members of the public can also email such to the City Clerk at [cityclerk@lauderdalelakes.org](mailto:cityclerk@lauderdalelakes.org) prior to 5:30 p.m. on December 20, 2022. All submitted public petitions should be no more than two (2) minutes and will be read into the record of the meeting.

#### **\*\*INSTRUCTIONS FOR HYBRID COMMUNITY REDEVELOPMENT AGENCY MEETING AND PUBLIC PARTICIPATION\*\***

##### **Watch the meeting via Lakes Live TV:**

Go to [www.lauderdalelakes.org](http://www.lauderdalelakes.org)

Scroll down to Lakes Live TV

Select "Live" to watch it live or "On Demand" to watch it at a later date

##### **Watch the meeting via Comcast/Xfinity Channel 78:**

If you are a Comcast/Xfinity customer, please go to Channel 78 to view the meeting

**Please join the meeting via Zoom:**

<https://us06web.zoom.us/j/82801009038>

**Please join the meeting via telephone:**

1 305 224 1968 or 1 312 626 6799

Meeting ID: 828 0100 9038

If any member of the public require additional information about the Community Redevelopment Agency Meeting or has questions about how to submit a public comment, please contact the City Clerk:

Venice Howard, City Clerk  
City of Lauderdale Lakes  
4300 NW 36th Street  
Lauderdale Lakes, FL 33319  
954-535-2707  
[cityclerk@lauderdalelakes.org](mailto:cityclerk@lauderdalelakes.org)



## City of Lauderdale Lakes

Office of the City Clerk

4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599

(954) 535-2705 - Fax (954) 535-0573

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### COMMUNITY REDEVELOPMENT AGENCY MEETING AGENDA

City Commission Chambers

December 20, 2022

5:30 PM

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. MINUTES FROM PREVIOUS MEETING**

**A.** NOVEMBER 15, 2022 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

**4. PUBLIC COMMENT (LIMITED TO 2 MINUTES-MUST SIGN IN WITH CLERK)**

**5. EXECUTIVE DIRECTOR REPORT**

**A.** REPORT FROM THE CRA EXECUTIVE DIRECTOR

This is a report highlighting the CRA activities and projects during the month of November 2022.

**6. FINANCE DIRECTOR REPORT**

**A.** CRA RESOLUTION 2022-024 RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2022, PERIOD PERIOD 5 (FEBRUARY) FINANCIAL ACTIVITY REPORT

This resolution serves to ratify the November 2022-23 (Period 2) Financial Activity Reports provided by the Financial Services Department.

**7. CHAIRMAN REPORT**

**8. COMMITTEE REPORTS : STANDING**

**9. COMMITTEE REPORTS : AD HOC**

**10. LEGAL REPORT**

**11. OLD BUSINESS**

**A.** DISCUSSION REGARDING THE HOMEBUYER PURCHASE ASSISTANCE PROGRAM

This is a discussion regarding the Lauderdale Lakes Community Redevelopment Agency (CRA) Homebuyer Purchase Assistance Program.

**B.** DISCUSSION REGARDING THE EXISTING RESIDENTIAL PRESERVATION AND ENHANCEMENT PROGRAM

This is a discussion regarding the Residential Preservation and Enhancement Program. As requested at the CRA Board Meeting, additional provisions of the program will be presented for discussion.

**12. NEW BUSINESS**

**13. ITEMS FOR FUTURE DISCUSSION/ANNOUNCEMENTS**

**14. ADJOURNMENT**

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Chairperson Veronica Edwards Phillips - Vice Chairperson Karlene Maxwell-Williams  
Commissioner Tycie Causwell - Commissioner Mark Spence - Commissioner Sharon Thomas

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# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

NOVEMBER 15, 2022 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Summary

Staff Recommendation

**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 12/20/2022

### ATTACHMENTS:

Description

Type

☐ November 15, 2022 CRA Meeting Minutes

Minutes



**City of Lauderdale Lakes**  
Office of the City Clerk  
4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599  
(954) 535-2705 - Fax (954) 535-0573

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**COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES**  
**City Commission Chambers**  
**November 15, 2022**  
**5:00 PM**

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**1. CALL TO ORDER**

Chairperson Veronica Edwards Phillips called the November 15, 2022 Community Redevelopment Agency meeting to order at 5:30 p.m. and read the meeting procedures into the record.

**2. ROLL CALL**

**PRESENT**

Chairperson Veronica Edwards Phillips  
Vice Chairperson Marilyn Davis  
Board Member Karlene Maxwell-Williams  
Board Member Hazelle Rogers  
Board Member Beverly Williams

**ALSO PRESENT**

CRA Administrator Treasa Brown Stubbs  
CRA Executive Director Celeste Dunmore  
CRA Attorney J. Michael Haygood  
CRA Secretary Venice Howard  
City Staff

**3. MINUTES FROM PREVIOUS MEETING**

**A. OCTOBER 18, 2022 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES**

Board Member Beverly Williams made a motion to approve the October 18, 2022 CRA Meeting Minutes.

Chairperson Veronica Edwards Phillips requested a roll call:

FOR: Chairperson Veronica Edwards Phillips, Vice Chairperson Marilyn Davis, Board Member Karlene Maxwell-Williams, Board Member Hazelle Rogers, Board Member Beverly Williams.

Motion passed: 5-0

**4. PUBLIC COMMENT (LIMITED TO 2 MINUTES-MUST SIGN IN WITH CLERK)**

There were no public comments.

**5. EXECUTIVE DIRECTOR REPORT**

**A. REPORT FROM THE CRA EXECUTIVE DIRECTOR**

This is a report highlighting the CRA activities and projects during the month of October 2022.

CRA Executive Director, Celeste Dunmore, provided an update on the following CRA projects:

Commerce Park / Somerset Drive - to date, there have been fifty closings out of the sixty eight homes sold.

Educational and Cultural Center Programming - Economic Development Manager, Vielka Buchanan, had a webinar on November 7, 2022 which focused on virtual marketing.

Commercial Facade Improvement Program (CFIP) - the Architectural Design Standards Manual has been approved and additional information will be shared with prospective commercial property owners.

Northwest 31 Avenue - five Residential Property Enhancement Program (RPEP) home improvements are complete. Four of the five improvement projects are closed out. The fifth will be closed once the improvements related to the NW 31 Avenue Overlay District regulations are met.

CRA CIP Master Plan - the CIP Master Plan projects will be reviewed for consideration and adoption simultaneously during the CRA Plan update process. Additional focus areas for consideration will involve CRA properties, renewable energy sources such as electric cars and commercial art.

Board Member Hazelle Rogers asked about the incentives for the property owners located at 31st Avenue, 31st Terrace and 30th Terrace.

Ms. Dunmore stated that the CRA will contribute up to \$44,000 per applicant and the funds can be used to repaint the property, repair or replacement of roof, replacement of doors and windows and driveway repair.

Director of Public Works, Ron Desbrunes, informed the Board that the contractor submitted the last permit for the Trailhead Park for approval. Once approved, construction should begin right after the Thanksgiving holiday. He also informed that a qualified contractor should be in place by March 2023 for the Somerset Drive roundabout project.

Board Members Rogers asked if a poster displaying information about the project will be posted at the site.

Ms. Dunmore stated that it is usually done after the permit is received, however, she will speak to the contractor to see if it can be done before.

## **6. FINANCE DIRECTOR REPORT**

### **A. CRA RESOLUTION 2022-022 RATIFYING THE ACTING CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2023, PERIOD 1 (OCTOBER) FINANCIAL ACTIVITY REPORTS, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES**

This resolution serves to ratify the October 2022-23 (Period 1) Financial Activity Reports provided by the Financial Services Department.

CRA Attorney, Michael Haygood, read CRA Resolution 2022-022 by title:

#### **CRA RESOLUTION 2022-022**

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2023, PERIOD 1 (OCTOBER) FINANCIAL ACTIVITY REPORTS, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES; A COPY IS ATTACHED HERETO AS EXHIBIT A, A COPY OF WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE

## ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Board Member Beverly Williams, made a motion to move CRA Resolution 2022-022 to the floor for discussion.

FOR: Chairperson Veronica Edwards Phillips, Vice Chairperson Marilyn Davis, Board Member Karlene Maxwell-Williams, Board Member Hazelle Rogers, Board Member Beverly Williams.

Director of Financial Services, Asheley Hepburn, informed the Board that the CRA revenue is \$103,369 from Pulte Homes and CRA expenses are \$343,768. The City's forbearance repayment to the CRA is budgeted at \$210,000 and payment will be received from the City in January.

Board Member Beverly Williams made a motion to approve CRA Resolution 2022-022. Board Member Hazelle Rogers seconded the motion.

Chairperson Edwards Phillips requested a roll call:

FOR: Chairperson Veronica Edwards Phillips, Vice Chairperson Marilyn Davis, Board Member Karlene Maxwell-Williams, Board Member Hazelle Rogers, Board Member Beverly Williams.

Motion passed: 5-0

### **7. CHAIRMAN REPORT**

Chairperson Veronica Edwards Phillips, stated that she is excited for the CRA projects and she hopes that more residents will attend or listen to the CRA meetings.

### **8. COMMITTEE REPORTS : STANDING**

### **9. COMMITTEE REPORTS : AD HOC**

### **10. LEGAL REPORT**

### **11. OLD BUSINESS**

### **12. NEW BUSINESS**

#### **A. CRA RESOLUTION 2022-023 AUTHORIZING THE EXECUTION OF THE DEVELOPMENT ASSISTANCE PROGRAM AGREEMENT BETWEEN LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND PULTE HOME COMPANY, LLC, A COPY ATTACHED AS EXHIBIT "A"**

This Resolution authorizes the Agency to enter into a Development Assistance Program Agreement to provide funds to Pulte Home Company, LLC for the development project known as Cassia Commons located at the southwestern corner of Somerset Drive and NW 30 Street (Lauderdale Lakes 33311) upon completion and approval of the proposed project.

CRA Attorney, Michael Haygood, read CRA Resolution 2022-023 by title:

#### **CRA RESOLUTION 2022-023**

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE EXECUTION OF THE DEVELOPMENT ASSISTANCE PROGRAM AGREEMENT BETWEEN LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND PULTE HOME COMPANY, LLC, A COPY ATTACHED AS EXHIBIT "A"; DIRECTING AND AUTHORIZING THE CHAIRPERSON AND SECRETARY TO TAKE SUCH ACTIONS AS SHALL BE NECESSARY AND CONSISTENT TO CARRY OUT THE INTENT AND DESIRE OF THE AGENCY; ADOPTING REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.



Board Member Beverly Williams, made a motion to move CRA Resolution 2022-023 to the floor for discussion.

FOR: Chairperson Veronica Edwards Phillips, Vice Chairperson Marilyn Davis, Board Member Karlene Maxwell-Williams, Board Member Hazelle Rogers, Board Member Beverly Williams.

CRA Executive Director stated that the adopted Fiscal Year 2023 Community Redevelopment Agency (CRA) Budget includes funding for the Development Assistance Program through redevelopment incentives. The program requires: the submittal of a completed application contained herein, compliance with architectural design guidelines and a commitment from the property owner to invest funds that will be used for new development. The release of funds occurs only after project completion, verification and documentation of all work funded, verification of all payments to contract service providers and verification that local building permits are closed-out.

Ms. Dunmore further stated that the Pulte Home Company, LLC proposes to construct four homes within the Cassia Commons development that will be reserved for home buyers approved by the Lauderdale Lakes Community Redevelopment Agency through a purchase assistance program for attainable housing opportunities. The Pulte Home Company, LLC representatives are requesting Development Assistance Program funds from the Lauderdale Lakes Community Redevelopment Agency to match 46% of the funds committed for eligible construction costs in accordance with the Development Assistance Program guidelines and established Redevelopment Plan. Currently, the Community Redevelopment Agency has budgeted funds through redevelopment incentives that will cover the requested funding support.

Ms. Dunmore explained that Pulte Homes will contribute 3% of the down payments, closing costs up to 9% and that the maximum sales price will not exceed \$300,000.

Board Member Hazelle Rogers asked about the size of the homes and asked if there are any sidewalks in the development.

Ms. Dunmore stated that the Cobalt homes are 3 bedrooms and 2.5 baths with a loft, 2 car garage and 2 stories. The Latitude homes are 3 bedrooms and 2.5 baths with a loft, 1 car garage and 2 stories.

Andrew Maxey of Pulte Homes said that there are sidewalks on one side of the street and that each driveway can accommodate two cars. There are several guest parking spots throughout the development.

CRA Attorney, Michael Haygood, stated that the homes will be sold directly by Pulte Homes. Once the homes are sold, any restrictions on the homes are between the CRA and the homeowner. The eligible applicants will be those who attended the Lauderdale Lakes Home Buyers Ready Club or the Broward County Purchase Assistance Program and they will be chosen through a lottery selection.

Discussion ensued amongst the Board regarding affordable housing, benefits of being a homeowner, making program modifications and rental restrictions which will be discussed at an upcoming meeting.

Board Member Beverly Williams made a motion to approve CRA Resolution 2022-023. Board Member Hazelle Rogers seconded the motion.

Chairperson Edwards Phillips requested a roll call:

FOR: Chairperson Veronica Edwards Phillips, Vice Chairperson Marilyn Davis, Board Member Karlene Maxwell-Williams, Board Member Hazelle Rogers, Board Member Beverly Williams.

Motion passed: 5-0

**B. DISCUSSION REGARDING THE EXISTING RESIDENTIAL PRESERVATION AND ENHANCEMENT PROGRAM**

This is a discussion regarding the Residential Preservation and Enhancement Program. As requested at the CRA Board Meeting, additional provisions of the program will be presented for discussion.

CRA Attorney, Michael Haygood, stated that he did some research specific to the residential Preservation and Enhancement Program. He believes that a rental increase restriction can be imposed on a recipient. There is a limit on of 5% increase on Section 8 properties. Discussion ensued amongst the Board regarding renters being taken advantage of by landlords and how they can be protected. Mr. Haygood stated that he will continue to research and provide the Board with more information in the future.

### **13. ITEMS FOR FUTURE DISCUSSION/ANNOUNCEMENTS**

Board Member Beverly Williams asked about the time frame for the Community Gardens relocation once the community center construction begins.

Ms. Dunmore stated that notice will be given ninety days to the Community Garden before construction begins.

Board Member Williams thanked Ms. Dunmore for her hard work with the CRA.

Board Member Hazelle Rogers expressed her appreciation to Ms. Dunmore for her work with the CRA.

Vice Chairperson Marilyn Davis also thanked Ms. Dunmore for her work with the CRA.

Chairperson Veronica Edwards Phillips expressed her gratitude to Ms. Dunmore for her work and looked forward to continue working with her.

Ms. Dunmore thanked the Board members for their guidance throughout the years.

### **14. ADJOURNMENT**

There being no further business to come before the CRA Board, the meeting adjourned at 6:32 p.m.

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Veronica Edwards Phillips, Chairperson

ATTEST:

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Venice Howard, CMC, Secretary

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

REPORT FROM THE CRA EXECUTIVE DIRECTOR

Summary

This is a report highlighting the CRA activities and projects during the month of November 2022.

Staff Recommendation

**Background:**

(see the CRA Executive Director Report)

**Funding Source:**

Not applicable

**Fiscal Impact:**

**Sponsor Name/Department:** Celeste Dunmore, CRA Executive Director

**Meeting Date:** 12/20/2022

**ATTACHMENTS:**

Description

Type

- ☐ CRA Executive Director Report - Month of November 2022 1 of 2 Backup Material
- ☐ CRA Executive Director Report - Month of November 2022 2 of 2 Backup Material



## COMMUNITY REDEVELOPMENT AGENCY EXECUTIVE DIRECTOR REPORT

THIS REPORT CAPTURES THE COMMUNITY REDEVELOPMENT AGENCY'S PROJECTS AND ACTIVITIES UNDERTAKEN DURING THE MONTH OF NOVEMBER 2022.

### **Commerce Park / Somerset Drive**

**HISTORICAL BACKGROUND:** On September 5, 2017, the Lauderdale Lakes Community Redevelopment Agency entered into an Agreement of Sale and Purchase with American Land Ventures (ALV), designated site developer, to build single-family homes. The number of homes planned was reduced from 84 to 77 to accommodate on-site drainage. In 2020, the Agreement of Sale and Purchase was subsequently assigned to Pulte Home Company, LLC with approval to build eighty-four (84) single-family homes. The following developmental activities took place over a three year period:

- At the Broward County Planning Council Meeting held on August 24, 2018, the Planning Council approved the recertification of the Future Land Use Plan Element.
- As part of the pre-development process, the CRA facilitated the request to vacate Broward County's utility easement. This required the abandonment of water/sewer lines, along with the removal of fire hydrants. Hinterland Group was selected as the contractor to complete the project and provide as-built drawings. After three rounds of comments to make corrections on the drawings, Broward County approved the as-built drawings for the Water and Sewer Lines Abandonment Project. On February 26, 2019, the CRA Board approved the execution of the applications for the vacation petitions and Surface Water Management License.
- The City's Development Review Committee (DRC) met with representatives of American Land Ventures to provide comments on the proposed residential development. Additional information was requested to address comments regarding the proposed models, floor plans, elevations and roofing plan. These matters were addressed and approved by the DRC. The application for Rezoning and Site Plan approval was submitted for Planning and Zoning (P&Z) Board review. The request for site plan approval was heard before the P&Z Board on Thursday, June 27, 2019. The item was tabled with a request to obtain additional information on the Cassia Estates project. The agenda item was approved by the P&Z Board with comments on July 11, 2019. A Commission Workshop was held to discuss the Site Plan and Development Agreement. Discussion ensued regarding drainage, a perimeter wall and related matters. As a result, a new set of drawings had to be submitted to incorporate the revisions. The Mayor and Commissioners approved the Site Plan and Development Agreement on September 10, 2019. At the Broward County Commission Meeting held on Tuesday, December 3, 2019, the vacation of easement request pertaining to Somerset Plaza Plat was approved. CRA Board approved execution of the South Florida Water Management District Water Use Permit. At the CRA Board Meeting held on Tuesday, December 17, 2019, the American Land Ventures representative shared information on homes built by the PulteGroup and subsequently assigned the existing contract to the PulteGroup. The vacation of easement request for Tri-City Plat was approved at the County Commission Meeting on January 7, 2020. The Community Redevelopment Agency closed on the property with Pulte Home Company, LLC. on January 14, 2020.
- The Pulte Home Company, LLC representatives presented the Cassia Estates project, to the members of the P&Z Board, for final Site Plan approval. A favorable recommendation was received by the P&Z Board. The City Commission approved the Site Plan and Development Agreement with Pulte Home Company, LLC to construct 84 single family homes.
- Cassia Estates was posted on Pulte Homes' website. The wall was installed. The models were constructed. Quick Move-In Homes are part of the project.
- Interested individuals were able to join the VIP Interest List to be the first to hear about upcoming milestones, special events and promotions. Pulte Homes participates in the Hometown Heroes program whereby prospective homeowners can receive an incentive for purchasing a new Pulte home.
- In support of the initial Memorandum of Understanding, an update on the project was sent to the Housing Foundation of America and Neighborhood Housing Services representative.

### **Update:**

- **To date, there have been 56 closings out of the 69 homes sold (under contract).**

## **Educational and Cultural Center Programming**

- The Community Redevelopment Agency through the Business First! Initiative is designed to provide resources, training and networking opportunities at the Educational and Cultural Center (ECC) in partnership with the City of Lauderdale Lakes. Under the Business First! Initiative, the Business Assistance Program offers a two track path - technical and financial services. The Lauderdale Lakes ECC is an entrepreneurial hub to provide those services and host activities. At the onset of the COVID-19 outbreak, the ECC was closed. In-person business sessions at the ECC were not be held. Business owners can still receive free virtual consultation through the Business Consultation Program. Staff is facilitating virtual business sessions and events throughout the year. The 2021 survey was sent to businesses via the business tax renewal notices and online platform to gather input on needed services and preferred seminars. As it relates to business activities, women owned businesses were recognized and celebrated in March at a virtual forum. In April, small businesses were recognized during National Small Business Week which is the first week in May. The Service Core of Retired Executives (SCORE) facilitated webinars for businesses in June, July, August and November.

### **Update:**

- **Future sessions and programs for 2023 will be scheduled and announced by the Economic Development Manager.**

## **Commercial Facade Improvement Program (CFIP)**

The Commercial Facade Improvement Program is designed specifically to improve commercial properties in the CRA target area. Such improvements must contribute to the revitalization of the CRA District in a manner that encourages investment, increases occupancy and positively impacts property values. A modified Commercial Facade Improvement Program Design was approved and mailed to commercial property owners. The Commercial Facade Improvement Program Agreement between the Lauderdale Lakes CRA and the Lauderdale Lakes Industrial Park (LLIP) was authorized and executed on November 29, 2018. The Lauderdale Lakes Industrial Park Project started the permitting process in February 2019. A letter was sent by the LLIP representative requesting an extension to June 2019, February 2020, November 2020, January 2021 and February 2021. In March 2021, the project was complete. Three (3) property owners have continued to express interest in submitting a CFIP application.

The CRA Board approved Saltz Michelson Architects to develop architectural design standards for the commercial corridor. The planning staff served as the Project Manager. A meeting was held with a group of property owners to discuss and obtain feedback on design standards. In collaboration with the stakeholders and city representatives, the manual was developed. The Architectural Design Standards Manual was approved by the CRA Board.

### **Update:**

- **The Architectural Design Standards Manual is available for review on the website. Additional information will be shared with prospective commercial property owners that wish to redevelop properties within the CRA District.**

## **Northwest 31 Avenue (including adjacent roads)**

The NW 31 Avenue Corridor has been the focus of numerous community planning initiatives over the past decade.

- NW 31 Avenue Overlay District (*Tanya Davis Hernandez, Fernando Leiva and Stephen Smith*)  
On January 17, 2019, a Commission Workshop was held to discuss the NW 31 Avenue Neighborhood Enhancement Project designed to adopt standards related to property maintenance, storage, vehicular parking and landscaping. The City developed provisions that are unique to the targeted area. Subsequently, the Planning and Zoning Board approved the NW 31 Avenue Overlay District regulations on September 24, 2020. The NW 31 Avenue Overlay District regulations were approved at the Commission Meeting on October 13, 2020 (First Reading) and October 27, 2020 (Second Reading).
- CRA Residential Preservation and Enhancement Program (RPEP) (*Celeste Dunmore*)  
The Program Design, including home improvement options, was presented to the CRA Board for review in October 2019. The City's NW 31 Avenue Overlay District was approved on October 27, 2020. The Program Design was approved in January 2021. The contractual documents were approved in February 2021 and subsequently amended in May 2021. The program was launched in March 2021.

Staff sent out communication to property owners and a sign was installed in the area. The CRA Board approved the allocation of funds for nine properties. The RPEP Notice to Proceed was issued for 7 out of 9 properties. Two owners did not want to adhere to the adopted NW 31 Avenue Zoning District regulations within the program cycle. There was a delay due to unexpected circumstances (*i.e. material shortages*).

**Update:**

- Five RPEP home improvements are complete. **Five of five improvement projects are closed out.** Support was provided from the CRA Board to allow the submission of applications throughout the fiscal year.

**Town Center Master Plan Development**

One of the redevelopment objectives is to create a vibrant transit oriented mixed-use district designed as a compact and walkable town center that provides the social, cultural and commercial focus for existing and future residents. The facilitation of new development could result from adding new retail in underutilized commercial spaces and vacant land. Staff coordinated introductory meetings with property owners to share the redevelopment goals of the Lauderdale Lakes Community Redevelopment Agency.

The Commercial Facade Improvement Program and Development Assistance Program was presented to developers, property owners and related corporate representatives. Staff continued to identify and promote funding opportunities to achieve the CRA's redevelopment goals. The Retail Strategies LLC representatives, hired by the City of Lauderdale Lakes to support real estate transactions for retail and other establishments, created a marketing plan that can be used for business recruitment efforts. The CRA Board approved the amended Development Assistance Program which is now available on the website.

**Update:**

- Viable projects will be presented through the regulatory planning process.

**Lauderdale Lakes Community Redevelopment Agency CIP Master Plan**

The Redevelopment Plan focuses on six plan elements (Corridors, Gateways, Community Amenities, Redevelopment Opportunities, Industrial Park and Residential Preservation and Enhancement). The CRA has invested in capital improvement projects that are in alignment with those elements. From a budgetary perspective, staff has conducted an ongoing review of capital improvement strategies, project costs, anticipated tax increment revenue and related factors. A work program was needed to ensure efficient allocation of resources for projects and successful completion of the projects.

The CRA staff worked with a consultant to prepare a Capital Improvement Program (CIP) Master Plan by evaluating the existing projects, identifying costs associated with new projects and developing a strategic funding strategy over a three year period. The proposed projects that were accepted by the CRA Board to incorporate in the plan are NW 31 Avenue Buffer Wall, Westgate (South) Streetscape, NW 30 Terrace Roadway Improvement, Comprehensive Signage, Trailhead Park (existing) and Somerset Drive Roundabout (existing). Once adopted in the Redevelopment Plan, staff will facilitate the projects.

Preliminary concepts were accepted by the CRA Board. Thereafter, the CIP Master Plan was presented for discussion in November 2021. A request to modify the CRA Plan will be conducted in accordance with Florida Statute 163.361. Information will be developed for the solicitation needed to update the Redevelopment Plan.

**Update:**

- The CIP Master Plan projects will be considered for adoption simultaneously during the CRA Plan Update process. Additional areas of focus will include future plans for the CRA properties, renewable energy sources and commercial art. At this time, the scope of services for the CRA Plan Update has been developed. **Information will be forwarded to release a solicitation during the first quarter of 2023.**

### **Revenue/Loss Programming Update – Support to Businesses in CRA**

With the onset of the COVID-19 pandemic, staff expanded outreach efforts to communicate directly with business owners, provide information on available business resources (i.e. grants and loans), and promote virtual sessions focused on economic recovery. There was a major economic impact on the commercial district. The CRA Administration acted quickly to get information to businesses, particularly those businesses that were ordered to be closed. Staff continues to assess the economic state of the business community and identify solutions. American Rescue Plan Act funding was provided to eligible business owners. CRA provides technical support. Additional programs have been developed and/or revised to expand access to funds for eligible business owners. To date, the projects include the Business Rent and Utilities Assistance Program, Safe and Clean Restaurant Assistance Program, Commercial Property (Interior/Exterior) Improvement Program and Marketing Consultant Assistance Program.

### **Business and Other CRA Related Activities**

- 11/1-30/2022 Met with various representatives to discuss CRA programs
- 11/01/2022 Met with representative to discuss Residential Program
- 11/14/2022 Attended Northwest Council of Mayors; Discussed Residential Program
- 11/15/2022 Participated in Community Redevelopment Agency Meeting
- 11/17/2022 Attended virtual session: Maintaining Housing Stock

**[See the attached Project Update – Page 2 of 2]**

### **ADOPTED RESOLUTIONS / CONSENSUS ITEMS:**

**CRA RESOLUTION 2022-022** RATIFYING THE ACTING CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2023, PERIOD 1 (OCTOBER) FINANCIAL ACTIVITY REPORTS, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES

**CRA RESOLUTION 2022-023** AUTHORIZING THE EXECUTION OF THE DEVELOPMENT ASSISTANCE PROGRAM AGREEMENT BETWEEN LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND PULTE HOME COMPANY, LLC

# CRA EXECUTIVE DIRECTOR MONTHLY REPORT – (Project Update – As of December 1, 2022)

Item #	Project Manager	Project Name	Project Description	Project Phase	Approx. Total Allocation	Estimated Start Completion Date	Status Update
<b>Community Redevelopment Agency Projects</b>							
1	Ronald Desbrunes (PW)	Trailhead Park Project	Development of the Trailhead Park	Construction	\$4,950 (3-D Model) + \$25,000 (Construction Plan)	<b>COMPLETE</b> 3D Model December 2020  <u>Construction</u> March 2023	<u>Kimley Horn and Associates (KHA)/Unitec, Inc</u> CRA Board approved the general scope on 12/18/18. A design build solicitation was approved. Professional services for design followed by a separate solicitation for construction was recommended, in lieu of the proposed design-build solicitation. Kimley-Horn and Associates was approved to provide professional services. The construction plans were completed. A 3-D image of the proposed park was developed. The Site Plan Application was approved by the City. Bids were received in April 2021. The CRA Board approved Unitec, Inc. as the contractor. The project is in the permitting phase. The consultant resubmitted the Surface Water Management License application documents to Broward County. Approval was granted by Broward County. <b>The contractor will address comments and obtain the permit from the City of Lauderdale Lakes to proceed with the construction of the park.</b>
2	N/A	Trailhead Park Mural and Enhancement Project	Installation of Mural and Pedestal	Design	\$93,925 (Outreach /Artwork)	<u>Installation</u> December 2022	<u>George Gadson Studios</u> CRA Board approved George Gadson, Artist, to design an art mural at the Trailhead Park with input from the community thru public outreach meetings. The CRA Board approved the concept for the wall. The artist will work with the contractor once the project begins.
3	Ronald Desbrunes (PW)	CRA CIP Master Plan	Development of CIP Master Plan	Development	\$58,200 (CIP Master Plan)	<b>COMPLETE</b> November 2021	<u>Kimley Horn and Associates (KHA)</u> CRA Board approved professional services with Kimley Horn and Associates. The CRA Board reviewed the proposed CIP Plan. The solicitation to facilitate the Plan Update process was developed for review. The document outlining the scope of services will be submitted for review in January 2023.



4	Ronald Desbrunes (PW)	Somerset Drive Roundabout Project	Installation of the roundabout and associated improvements on Somerset Drive	Design/Engineering Services	\$82,820 (design) + \$5,310 (First Modification) + \$53,080 (Construction Phase)	<b>COMPLETE</b> <u>Design/Plans</u> May 2022  <u>Construction</u> <b>October 2023</b>	<u>Craven Thompson &amp; Associates</u> The CRA Board approved the professional service agreement. The Board selected ledgestone with pavers and two tiered landscaping. The Agreement was modified to include landscaping and construction management. The civil engineering permit was obtained. In the meantime, staff awaited the end of the Broward County UAZ project. Plans were updated and resubmitted to Broward County to incorporate changes from the proposed Cassia Commons development. The bid documents are currently under review. <b>The planned date to release the solicitation is the first quarter of 2023.</b>
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CIP–Capital Improvement Plan PW–Public Works ECM–Engineering and Construction Management FDOT–Florida Department of Transportation ITB–Invitation to Bid NTP–Notice to Proceed UAZ–Utilities Analysis Zone

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
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CRA RESOLUTION 2022-024 RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2022, PERIOD PERIOD 5 (FEBRUARY) FINANCIAL ACTIVITY REPORT
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Summary
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This resolution serves to ratify the November 2022-23 (Period 2) Financial Activity Reports provided by the Financial Services Department.
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Staff Recommendation
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**Background:**

The intended purpose of this agenda item is to provide for the Financial Reporting as required under Ordinance No. 2011-22;

**Section 82-304 – Financial Reporting**

The city shall provide for the ongoing generation and utilization of financial reports on all funds comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis. The Financial Services Department shall be responsible for issuing the monthly reports to departments, the Mayor and City Commission, and provide any information regarding any potentially adverse trends or conditions.

Staff recommends the CRA Board of Directors accept the filing of the City's Fiscal Year 2022-23 Financial Activity Reports for the month of November 2022-23 (Period 2).

**Funding Source:**

Not Applicable

**Fiscal Impact:**

**Sponsor Name/Department:** Asheley A. Hepburn, MPA –Director, Financial Services Department

**Meeting Date:** 12/20/2022

**ATTACHMENTS:**

Description	Type
☐ Resolution 2022-024 Financial Report	Resolution
☐ EXHIBIT A	Exhibit

CRA RESOLUTION 2022-024

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2023, PERIOD 2 (NOVEMBER) FINANCIAL ACTIVITY REPORTS, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES; A COPY IS ATTACHED HERETO AS EXHIBIT A, A COPY OF WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager's Office, through an Interlocal Agreement is responsible for monitoring the financial affairs of the Agency; and

WHEREAS, the City Manager's Office has recommended, and the Commissioners of the Agency have accepted such recommendation that the fiscal affairs of the Agency should be conducted in a manner which is open and transparent; and

WHEREAS, in furtherance of the principal of such openness and transparency, the Financial Services Department will make monthly reports of the financial affairs of the Agency to the Commissioners of the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY, as follows:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. RATIFICATION: The Commissioners of the Agency hereby ratify the City Manager's filing of the Agency Fiscal Year 2023, Period 2 (November) Financial Activity Report, as prepared by the Department of Financial Services.

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AT ITS REGULAR MEETING HELD DECEMBER 20, 2022.

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VERONICA EDWARDS PHILLIPS,  
CHAIRPERSON

ATTEST:

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VENICE HOWARD, MPA, CMC, SECRETARY

VOTE:

Chairperson Veronica Edwards Phillips	____(For)	____(Against)	____(Other)
Vice Chairperson Karlene Maxwell-Williams	____(For)	____(Against)	____(Other)
Commissioner Tycie Causwell	____(For)	____(Against)	____(Other)
Commissioner Mark Spence	____(For)	____(Against)	____(Other)
Commissioner Sharon Thomas	____(For)	____(Against)	____(Other)

# CITY OF LAUDERDALE LAKES

## FY 2023 Financial Report as of 11/30/2022

### (17% of year elapsed)

## Community Redevelopment Agency (CRA)

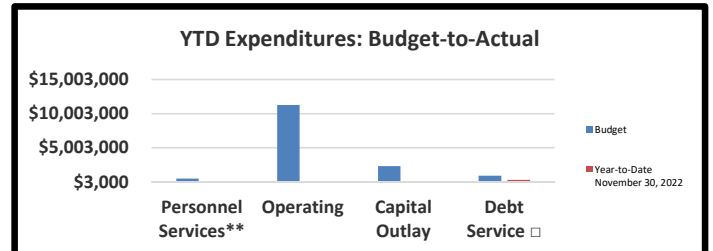
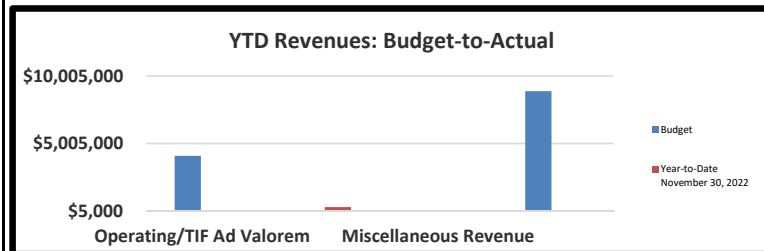
109 CRA Trust Fund Revenues	Budget	Year-to-Date November 30, 2022	% Credited
Operating/TIF Ad Valorem	\$4,086,576	\$0	0%
Forbearance Agreement	\$0	\$301,812	N/a
Miscellaneous Revenue	\$10,500	\$1,287	12%
Reappropriated Trust Fund Balance	\$8,882,166	\$0	0%
<b>Total</b>	<b>\$12,979,242</b>	<b>\$303,099</b>	<b>2%</b>

109 CRA Trust Fund Expenses	Budget	Year-to-Date November 30, 2022	% Spent
Personnel Services**	\$501,002	\$60,132	12%
Operating	\$11,305,999	\$8,795	0%
Capital Outlay	\$2,337,500	\$0	0%
Debt Service □	\$916,000	\$302,856	33%
Non-Operating	\$350,000	\$0	0%
<b>Total</b>	<b>\$15,410,501</b>	<b>\$371,783</b>	<b>2%</b>

\*\*Includes cell & auto allowances

□ There are 2 debt obligations, each requires 2 payments annually



**Note(s):**

- The TIF Ad valorem revenue budgeted from the City (\$2.376 mill.), Broward County (\$1.526 mill.), Children's Svcs Council (\$124K), and N. Broward Hosp District (\$443K).
- Forbearance payment paid by the City - \$0
- Debt Service payments for FY 2023:  
 Note 91: due in October & April (maturity in April 2025)  
 Note 117: due December & June (maturity in June 2024)

- Personnel: There are four positions: Executive Director, Economic Development Manager, Administrative Coordinator, and Staff Assistant (vacant & unfunded)

Next Debt Service Payment:      Principal Bal. as of November 30, 2022:  
 April 2023      \$1,637,975  
 December 2022      \$541,994

Additional Revenue Due to CRA Trust Fund		Cash Management	
\$2,568,031	Forbearance Agreement	\$11,607,925	Accounts - Bank of America
(\$2,080,000)	Payments to date	\$244,938	Accounts - SunTrust
\$488,031	Balance as of 11/30/2022	\$11,852,863	CRA Trust Fund
	•final payment: January 2026		

\*Data as of 11/08/2021

### Budget Amendment(s) as of November 30, 2022

None

**Asheley Hepburn, MPA**

Director, Financial Services

**12/14/2022**

Date

I/We certify the information provided to be true and accurate to the best of my/our knowledge.

Amounts subject to adjustments according to GAAP/GASB guidelines. Data does not include encumbrances.

# **CRA Monthly Financial Summary**

## **As of November 30, 2022**

**17% of year elapsed**  
**Data as of: 12/14/2022**

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### **CRA Revenue 1%; Expenditure 2%**

- CRA tax increment financing receipts will be received in December from the City, Broward County, North Broward Hospital District and Children's Services Council.
- City's forbearance repayment to the CRA is budgeted at \$210,000. Payment will be received from the City in January and the agreement expires in January 2026.
- The CRA Miscellaneous revenues balance of \$301,812 as a result of payments from the developer of Cassia Estates, Pulte Homes realized year to date as of November 30, 2022.
- Expenditures year-to-date include salaries, operating costs, capital and debt and interest payments for the CRA's Obligation Loans #91, and #117. The first payment on Loan #91 was made in October 2022 and the second payment will be made in April 2023. Loan #117 has two payment remaining, in December and June.
- Summary of Budget VS Actual:
  - **Personnel Expenditures** are less than the budget. Actuals are 8% of the budget through November 30, 2022. There are four (4) positions: Executive Director, Economic Development Manager, Administrative Coordinator, and Staff Assistant (vacant).
  - **Operating Expenditures** are under budget. Overall actual Operating Expenses are 0% of the budget through November 30, 2022.
  - **Capital Expenditures** are under budget. Overall actual Capital Expenses are 0% of the budget through November 30, 2022.
  - **Debt Expenditures** are slightly above the budget. Overall actual Debt Expenditures are 33% of the budget through November 30, 2022. The actuals include 1<sup>st</sup> payment of Note 91 for the fiscal year.

### **CRA Cash Management**

- CRA's bank balances remain positive for a total of \$ 11,852,863 (Bank of America, and Trust (formerly SunTrust). Please note funds included in the SBA-Local Gov't Investment Pool were deposited into the Bank of America account and the SBA-Local Gov't Investment Pool account was closed.
- Current bank balances have increased compared to the balances of the same period last year (Prior year balance: (\$8,263,804).

### **CRA Projects/Initiatives**

- Executive Director will discuss the projects and initiatives.

### **CRA Budget Transfers/Amendments**

None at this time.

# CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
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DISCUSSION REGARDING THE HOMEBUYER PURCHASE ASSISTANCE PROGRAM
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Summary
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This is a discussion regarding the Lauderdale Lakes Community Redevelopment Agency (CRA) Homebuyer Purchase Assistance Program.

Staff Recommendation
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**Background:**

(see the attached Homebuyer Purchase Assistance Program Design)

**Funding Source:**

Not applicable

**Fiscal Impact:**

**Sponsor Name/Department:** Celeste Dunmore, CRA Executive Director

**Meeting Date:** 12/20/2022

**ATTACHMENTS:**

Description		Type
☐	CRA Resolution 2022-016 - Approving the Homebuyer Purchase Assistance Program	Resolution
☐	Exhibit A to CRA Resolution 2022-016 - Purchase Assistance Program	Exhibit

CRA RESOLUTION 2022-016

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY"), APPROVING THE HOMEBUYER PURCHASE ASSISTANCE PROGRAM ("THE PROGRAM"); AUTHORIZING THE CHAIRPERSON AND EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS CONSISTENT WITH THE INTENT OF THIS RESOLUTION; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lauderdale Lakes Community Redevelopment Agency (the "Agency") was established pursuant to Part III, Chapter 163, Florida Statutes, and the powers there under delegated by Broward County; and

WHEREAS, by Resolution No. 02-205, the City Commission of the City of Lauderdale Lakes adopted a community redevelopment plan (the "Plan") for the community redevelopment area as fully described in that Resolution (the "Community Redevelopment Area"); and

WHEREAS, the Plan, consistent with the Community Redevelopment Act, provides for the encouragement of affordable housing in the Community Redevelopment Area; and

WHEREAS, staff has developed a Homebuyer Purchase Assistance Program which provides subsidies for housing within the Community Redevelopment Area.

WHEREAS, staff is recommending the approval of the Homebuyer Purchase Assistance Program, as is more fully set forth in Exhibit "A" hereto, for the purpose of achieving the goals outlined in the Plan.

NOW THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAUDERDALE LAKES AS FOLLOWS:



Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. APPROVAL OF PURCHASE ASSISTANCE PROGRAM: The Agency approves the Homebuyer Purchase Assistance Program as described in Exhibit "A" attached.

Section 3. AUTHORIZATION AND DIRECTION: The Executive Director and General Counsel are hereby directed to develop all documents consistent with the Program.

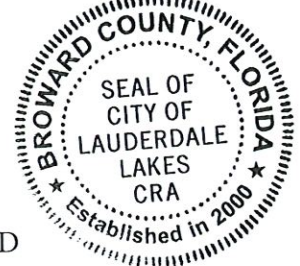
Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AT ITS REGULAR MEETING HELD SEPTEMBER 20, 2022.

  
VERONICA EDWARDS PHILLIPS, CHAIRPERSON

ATTEST:

  
VENICE HOWARD, CMC, SECRETARY



VOTE:

APPROVED

Chairperson Veronica Edwards Phillips  
Vice-Chairperson Marilyn Davis  
Commissioner Karlene Maxwell-Williams  
Commissioner Hazelle Rogers  
Commissioner Beverly Williams

<input checked="" type="checkbox"/>	(For)	<input type="checkbox"/>	(Against)	<input type="checkbox"/>	(Other)
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<input checked="" type="checkbox"/>	(For)	<input type="checkbox"/>	(Against)	<input type="checkbox"/>	(Other)
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**Lauderdale Lakes Community Redevelopment Agency (CRA)  
Homebuyer Purchase Assistance Program Design**

*(Designated residential development in the CRA District)*

In an effort to support attainable housing and homeownership opportunities, the Lauderdale Lakes Community Redevelopment Agency (CRA) established the Homebuyer Purchase Assistance Program to provide assistance in the form of a deferred mortgage to eligible first time home buyers. The Lauderdale Lakes CRA is offering an interest free loan requiring no repayment if the loan recipient complies with the provisions of the Homebuyer Purchase Assistance Program agreement. Funds may be used towards the down payment of a loan, closing costs and/or a mortgage interest rate buy down. Also, funds may be allocated to cover the gap between an applicant's maximum lender approved loan amount and the initial sales price of a residential property designated under this program.

This program applies only to areas designated within the CRA District. The property of the approved loan recipient must be owner-occupied as the "primary residence" for a specified period after the closing date. If the loan recipient fails to remain in compliance with the provisions of the loan agreement, the entire loan amount contributed by the Lauderdale Lakes CRA will be due immediately from the loan recipient. The designated housing units must be restricted to eligible buyers with a total household income not to exceed 140% Area Median Income based on the Department of Housing and Urban Development (HUD) limits established each fiscal year. The Lauderdale Lakes CRA's program will not be responsible for resolving code violations, liens, open permits or illegal structures associated with the property.

**Eligible Applicant:**

The Lauderdale Lakes CRA Homebuyer Purchase Assistance Program is open to first-time homebuyers that meet the following:

- Completed the 2022 City of Lauderdale Lakes Homebuyer Ready Club
- Received a recent Award Letter from the Broward County Homebuyer Purchase Assistance Program (facilitated on behalf of the City of Lauderdale Lakes)

The applicant is considered as the person(s) that will own the home and is responsible for the mortgage payment. If the home will be owned with someone else that will also be occupying the property as their primary residence, the co-applicant information must be provided. If the applicant is married, the spouse must be listed as the co-applicant in the application. Individuals that have owned residential property or commercial property within the last three (3) years are not eligible for this program.

## Eligibility:

The applicant must have total household income that is between 51% and 140% of Area Median Income for the current fiscal year. See the income categories used below for this program. Other underwriting criteria, such as debt ratio, loan to value (LTV) and combined loan to value (CLTV) will be established.

2022 - 2023 Housing Income Levels (H) *				
Category	H1 Low Income	H2 Moderate -1 Income	H3 Moderate - 2 Income	H4 Middle Income
Household Income Range*	(51% – 80% AMI) \$41,871 – \$65,680	(80% – 100% AMI) \$65,680 – \$82,100	(100% – 120% AMI) \$82,100 – \$98,520	(120% – 140% AMI) \$98,520 – \$114,940

\* The Area Median Income (AMI) is subject to change each fiscal year

The prospective buyer must complete and return the Homebuyer Purchase Assistance Program Application along with a full copy of the required documentation. All of the documents will be reviewed to determine eligibility.

Prior to submission for funding consideration through the Lauderdale Lakes CRA Homebuyer Purchase Assistance Program, the applicant must currently have the lessor of:

- 3% of the sales price
- minimum buyer contribution that is required by the lender

A portion of the contribution can be provided in the form of a gift.

The applicant must not have any current housing related liens, judgements or a bankruptcy filed within the past 24 months.

The applicant must submit a current certificate for completing an eight (8) hour homebuyer education training from a Certified HUD Approved Counseling Agency. The certificate of completion must have been obtained within a one year period at the time of submitting the Homebuyer Purchase Assistance Program application.

The applicant must be qualified by a lender for a first mortgage with an escrow account. The applicant must provide a first mortgage pre-approval / pre-qualification letter from a bank or lender. Upon approval, the Lauderdale Lakes CRA will provide assistance to applicants combined with a private sector mortgage and purchase assistance funds that meet the following terms and/or conditions:

- Fixed Rate Mortgage
- 30 Year Term maximum
- Mortgage not to exceed prime + one (1) point

Lenders must offer clients an affordable, prime-market loan product with fees commensurate with industry standards. Lenders may charge up to one point for origination of the loan and up to one point on discount. All other lending fees must be reasonable and cannot exceed \$500 or one half percent (.5%) of the approved loan amount. If not, the lender should provide reasonable justification. Mortgages that involve adjustable rates, balloon payments, interest only and prepayment penalties are ineligible for purchase assistance.

The Lauderdale Lakes CRA is not responsible for the borrower's selection of the lender, certified HUD Approved Counseling Agency, Title Company, financing terms, actions or decisions made by lenders or counseling agencies.

### Eligible Property:

The homes considered for purchase must be located in the CRA District and located in a new residential development associated with the Lauderdale Lakes CRA Development Assistance Program. The purchase price of the home must not exceed the maximum sales price limit in Broward County for the current fiscal year. A comprehensive home inspection report must be conducted prior to the closing. The Lauderdale Lakes CRA will not be responsible for resolving code violations, liens, open permits or illegal structures associated with the property or residential development.

### Program Allocation:

This sample chart below is used to determine potential funding allocation.

*				
Household Income Range*	H1 Low (51% – 80% AMI) \$41,871 – \$65,680	H2 Moderate -1 (80% – 100% AMI) \$65,680 – \$82,100	H3 Moderate - 2 (100% – 120% AMI) \$82,100 – \$98,520	H4 Middle** (120% – 140% AMI) \$98,520 – \$114,940
Sales Price	Up to \$300,000	Up to \$300,000	Up to \$300,000	Up to \$300,000
Floorplan	Townhome	Townhome	Townhome	Townhome
A/C Square Footage (min)	1,547 - 1,555 sq. ft.	1,547 - 1,555 sq. ft.	1,547 - 1,555 sq. ft.	1,547 - 1,555 sq. ft.
Bedroom / Bathroom / Garage	3 /2.5 /1-2	3 /2.5 /1-2	3 /2.5 /1-2	3 /2.5 /1-2
Maximum Down Payment from applicant	3.00%	3.00%	3.00%	3.00%
Gap + % Interest Rate Reduction	Up to \$200,000 + 2%	Up to \$150,000 + 2%	\$10,000 + 2%	2%
Buyer Recapture	10 Years	10 Years	5 Years	5 Years

\*\* No more than one home reserved per development with restricted income

### **Lauderdale Lakes CRA Loan Terms:**

The terms of the loan include, but are not limited to, the following:

- Funds applied to reduce the loan amount, closing costs and/or mortgage interest rate.
- Deferred payment loan secured by a recorded mortgage and note
- Interest Rate: zero percent (0%)
- Term: five years or ten years depending on the funding amount
- Mortgage not to exceed prime + two (2) points
- Loan forgiven (mortgage released) after terms of the agreement are met

The designated housing units must be restricted to buyers with a total household income not to exceed 140% Area Median Income based on the Department of Housing and Urban Development (HUD) limits established each fiscal year.

#### **Recapture Terms:**

- The home must be an owner occupied unit. The approved buyer(s) must occupy the home as their primary residence. The home must not be used as rental property at any time.
- The entire loan amount is due upon sale of the home, title transfer, non-domicile use, or loan refinancing.

### **Application process:**

Interested applicants must fully complete and return the Homebuyer Purchase Assistance Program Application, along with copies of the required documentation. Funds for pre-approved applicants are provided on a “first ready, first qualified, first served” basis. On behalf of the Lauderdale Lakes CRA, a housing counseling agency will facilitate the application intake process.

Eligibility is not determined until all required documents have been submitted. If the documents/information are not submitted with a completed application, at the time of a scheduled appointment with the designated housing counselor, the application will not be accepted and the meeting will have to be rescheduled with the designated housing counselor.

### **Home Selection Process:**

In connection with the Lauderdale Lakes CRA Development Assistance Program, designated housing units will be sold to pre-approved buyers through a housing lottery. A pre-scheduled Open House will be held for pre-approved buyers from the Homebuyer Ready Club and Broward County Homebuyer Purchase Assistance Program. A home inspection is required. Optional features of the selected homes will be pre-determined prior to being released for purchase.

The buyer(s) selected from the lottery will enter into an agreement with the Lauderdale Lakes CRA to allocate the approved CRA funds. The buyer(s) selected from the lottery will also

enter into an agreement with the property owner (or authorized entity) to purchase the home. After the lottery takes place, an alternate buyer may be selected if the initial buyer chosen from the lottery is deemed ineligible to purchase the home. The selected buyer will have 30 days from the lottery selection date to close on the home.

**Note:** The Lauderdale Lakes CRA reserves the right to make changes to the Homebuyer Purchase Assistance Program. The Lauderdale Lakes Community Redevelopment Agency reserves the right to cancel any and all applications. The terms of the program are subject to change without notice. The Lauderdale Lakes CRA retains the right to display and advertise the approved properties and applicants.

DRAFT

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
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DISCUSSION REGARDING THE EXISTING RESIDENTIAL PRESERVATION AND ENHANCEMENT PROGRAM
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Summary
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This is a discussion regarding the Residential Preservation and Enhancement Program. As requested at the CRA Board Meeting, additional provisions of the program will be presented for discussion.

Staff Recommendation
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#### **Background:**

The Lauderdale Lakes Community Redevelopment Agency (CRA) Residential Preservation and Enhancement Program is a pilot program designed to revitalize the CRA district with a focus on residential units in the proposed NW 31 Avenue Overlay District. To encourage redevelopment, the Lauderdale Lakes CRA will allocate funds specifically focused on facade improvements and associated exterior features.

The CRA will reimburse up to 80% of eligible pre-approved project improvements not to exceed the budget allocation. Applicants must be approved by the Community Redevelopment Agency Board before work begins. Funds will not be awarded for work previously completed or work that is in the process of being completed. Qualified contractors must be in good standing with local, county and state agencies. The Residential Preservation and Enhancement Program is a reimbursement program in which funds will be paid to the property owner after the entire project is complete and the required supporting documentation is submitted.

Additional provisions focused on attainable housing and tenant rights will be presented for discussion with input from CRA Attorney J. Michael Haygood.

#### **Funding Source:**

Not applicable

#### **Fiscal Impact:**

**Sponsor Name/Department:** Celeste Dunmore, CRA Executive Director

**Meeting Date:** 12/20/2022

#### **ATTACHMENTS:**

Description	Type
❏ Residential Preservation and Enhancement Program Design	Backup Material



## **LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY RESIDENTIAL PRESERVATION AND ENHANCEMENT PROGRAM DESIGN**

### **PROGRAM OVERVIEW**

The Lauderdale Lakes Community Redevelopment Agency (CRA) Residential Preservation and Enhancement Program is a pilot program designed to revitalize the CRA district with a focus on residential units in the proposed NW 31 Avenue Overlay District. To encourage redevelopment, the Lauderdale Lakes CRA will allocate funds specifically focused on facade improvements and associated exterior features.

The CRA will reimburse up to 80% of eligible project improvements not to exceed the budget allocation. Applicants must be approved by the Community Redevelopment Agency Board before work begins. Funds will not be awarded for work previously completed or work that is in the process of being completed. Qualified contractors must be in good standing with local, county and state agencies. The Residential Preservation and Enhancement Program is a reimbursement program in which funds will be paid to the property owner after the entire project is complete and the required supporting documentation is submitted.

If the Residential Preservation and Enhancement Program recipient maintains the improvements in accordance with the established local regulations, for at least three years, the recipient will not be held liable to the CRA for repayment of the funds. If the property owner or subsequent property owner fails to maintain the improvements during a three year period, the awarded funds will become due immediately to the Lauderdale Lakes Community Redevelopment Agency.

### **PROGRAM GUIDELINES**

#### **Eligible Improvements:**

- Painting
- Roof Replacement
- Driveway
- Windows
- Doors
- Lighting
- Exterior improvements (at the discretion of the CRA Board)

All work must be in conformity with the City's Code of Ordinance, Land Development Regulations and Architectural Guidelines.

#### **Ineligible Improvements and Expenses:**

- Interior renovations
- Acquisition of real estate
- Uses that involve illegal and unlawful activity
- Improvements constructed prior to execution of agreement with the Lauderdale Lakes CRA
- Permit Fees
- Professional Service Fees
- Labor performed by non-licensed contractor



## APPLICATION CONSIDERATIONS

Communication has been sent out to announce the program. The Program Design, along with the application and Northwest 31 Avenue Overlay District guidelines, will be available on the website. A property owner that is interested in participating in the Residential Preservation and Enhancement Program must submit a completed and executed application, along with supporting documentation to the Lauderdale Lakes Community Redevelopment Agency. There can be no more than one approval for project funding per property.

Two cost estimates/quotes/bids must be obtained from two licensed contractors. Award of funding will be based on the lowest qualified bid. The applicant may elect to choose a contractor other than the one with the lowest bid but shall be responsible for all costs exceeding the lowest qualified bid. Under all circumstances, the contractor performing the work must be licensed, insured and possess worker's compensation insurance. The applicant is solely responsible for selecting a contractor with the appropriate proof of licensing and coverage.

The program application submitted by the applicant will be thoroughly reviewed for completeness. Incomplete applications will be rejected.

Required Documentation (to include, but not limited to):

- Completed and executed Residential Preservation and Enhancement Program Application
- Complete copy of Deed/Proof of Ownership
- Notarized letter designating and authorizing someone to act on behalf of the property owner, if necessary
- Legal Description of the property
- Copy of Business Tax Receipt / Certificate of Use (*applicable City, County and State*)
- Two (2) cost estimates/quotes/bids for all costs associated with the project prepared by a qualified architect, engineer, or licensed contractor. Itemized list of all work, labor and material, quantity, cost and type of improvements must be included.
- Applicants must demonstrate that all necessary financing required, to complete the proposed ancillary improvements, has been secured (*i.e. "State of Sufficient Funds" from Banker confirming adequate funds to cover the total project cost*).
- Proof of insurance coverage (*copy from insurance agent/company should be included in application package*)

A pre-application meeting may be scheduled with the property owner or authorized representative. Limited technical and architectural guidance will be provided on the proposed project. However, please note that the City of Lauderdale Lakes Planning Division and Building Department must approve the improvements.

## ADMINISTRATIVE PROCESS

The administrative process is as follows:

- Applications that meet the program criteria and guidelines will be reviewed and processed by the CRA Administration.
- Approval must be granted to the CRA or designee by the property owner to access the site. Failure to grant access will result in non-compliance of program guidelines.
- Under all circumstances, the approved contractor performing the work must be licensed, insured and possess worker's compensation insurance.
- A recommendation to execute an agreement and promissory note with the program applicant will be presented to the CRA Board for review and consideration.
- The property owner will receive notification indicating the outcome of the funding request for the proposed project.

- Meetings will be scheduled to execute agreements with the approved program recipients.
- After the agreements are executed, the Lauderdale Lakes CRA will issue a Notice to Proceed to the property owner/authorized representative. The contractor selected by the property owner must apply for the appropriate building permits within 30 days after the Notice to Proceed is issued. Extensions may be granted at the discretion of the CRA Executive Director upon demonstrating just cause for the extension.
- The work will be inspected by the appropriate city departments while in process.
- The work will be inspected by the appropriate city departments for approval and subsequent payment.
- Modifications will require review and approval by the CRA Board; Failure to receive approval shall invalidate the agreement and the agreement shall be deemed terminated.
- Upon completion of the entire project, color photos of the property will be taken.
- The approved payment amount will be reimbursed to the property owner based on the work completed in accordance with the established Building Code, Land Development Regulations and Architectural Guidelines.

### LOAN PROVISIONS

- All funding is subject to approval by the Lauderdale Lakes Community Redevelopment Agency.
- The applicant must be the property owner as evidenced by a deed. The property owner may submit a notarized letter designating a representative to act on his/her behalf.
- The property owner must be current with all city, county and state regulations.
- The property must be free from any judgment liens and City liens. Mortgage and tax obligations must be current.
- Program recipients approved by the CRA Board will receive program funding not to exceed the budget allocation. The funds will be reimbursed once all work, as approved, is complete (*Lien release for all work required, if applicable*). One hundred percent backup documentation and on-site review/inspection by staff is required for reimbursement processing. All approved improvements must be complete as determined by the scope of work.
- All required permits and approvals must be obtained from the City of Lauderdale Lakes and other governmental agencies before work begins. All work must be approved by the appropriate city departments and other governmental agencies.
- All private funds must be invested and related work elements must be completed prior to the release of CRA funds. The property owner will be responsible for any and all debt incurred in completing work that's not part of the scope of services/bid proposal.
- All funds provided shall be in the form of a Deferred Payment Note filed to ensure the maintenance and protection of funded improvements for three years. The property owner must sign a Promissory Note.
- No repayment is required and all debt is forgiven after a three-year period.
- The transfer of property is allowed as long as the buyer agrees to maintain or upgrade funded improvements for the remainder of the provisional term.
- All projects must incorporate established regulations.
- If the program recipient fails to maintain the improvements during a three-year period, the awarded funds will become due immediately to the Lauderdale Lakes Community Redevelopment Agency.

### REIMBURSEMENT

As noted, applicants must be approved by the Lauderdale Lakes Community Redevelopment Agency (CRA) Board before work can begin on the approved improvements. Funds will not be awarded for work previously completed or work that is in the process of being completed.

- Program recipients approved by the CRA Board will receive program funding reimbursement up to 80% subject to the budget allocation. One hundred percent backup documentation and on-site review/inspection by CRA staff is required for reimbursement processing. All approved improvements must be complete as determined by the scope of work.
- Funds will be reimbursed after the entire project is complete, proof of payment is provided and all contractors have been paid in full.

## EVALUATION REVIEW

- The project must be in the CRA Target area.
- The project must be consistent with the goals and objectives outlined in the Redevelopment Plan.
- Priority will be given to improvements that support an increase in property values, occupancy and architectural enhancement in the CRA District.
- Priority will be given to projects that are completed within a year.
- Priority will be given to projects that will prevent, diminish, or eliminate a blighting condition.
- Priority will be given to projects with major/substantial community impact (structural modification/change instead of a "paint-over")
- Priority will be given to "public/private projects" that will substantially upgrade a building simultaneously, thus giving greater "impact" to the project.
- Priority will be given to first-time applicants over repeat applicants.
- Priority will be given to applicants that contribute more than the required matching funds.

## DISCLOSURES

The Lauderdale Lakes Community Redevelopment Agency reserves the right to amend the program guidelines and application procedures without notice. The CRA also retains the right to display, promote and advertise the properties that receive grant funding.

## PROPOSED FUNDING OPTION

APPROVED OPTION	MAXIMUM TOTAL PROJECT COST BASED ON INDUSTRY STANDARDS	MAXIMUM CRA CONTRIBUTION (Reimbursement Basis)	MINIMUM PROGRAM RECIPIENT CONTRIBUTION
	Up to \$55,000	Up to \$ 44,000 (80%)	Up to \$11,000 (20%)

\* NOTE: The cost associated with the eligible improvements are based on projected costs provided by the Building Division. The estimates do not include permitting fees which are not eligible for reimbursement.