



## Legislation Text

---

File #: 18-0042 CRA, Version: 1

---

**TO: CRA Board of Commissioners**  
**FROM: Elizabeth Burrows, Economic Development Manager**  
**THROUGH: Jeff Costello, CRA Executive Director**  
**DATE: July 12, 2018**

SITE DEVELOPMENT ASSISTANCE PROGRAM FUNDING ASSISTANCE APPLICATION - LAW OFFICES OF HERMAN STEVENS, JR. & ASSOCIATIONS, P.A. (75 SW 5<sup>TH</sup> AVENUE)

**Recommended Action:**

Approve the Site Development Assistance Program Grant Agreement with Law Offices of Herman Stevens, Jr. & Associates, P.A. for the proposed exterior improvement project located at 75 SW 5<sup>th</sup> Avenue, for an amount not to exceed \$12,942.80.

**Background:**

Delray Beach native Herman Stevens, Jr. has been practicing law for 18 years. In 2004, he established the Law Offices of Herman Stevens, Jr. & Associates, P.A. in the office building located at 75 SW 5<sup>th</sup> Avenue, in Sub-Area #3 of the CRA District in The Set. Mr. Stevens, who owns the property, offers criminal defense services to a clientele that is largely based in Delray Beach and Palm Beach County.

In September 2017, Mr. Steven's property was damaged by Hurricane Irma. Much of the building's landscaping was lost to the storm and the irrigation system was badly damaged.

In an effort to improve the overall aesthetics of the property, Mr. Stevens is planning an exterior improvement project to the office building. The scope of the proposed project includes restoring landscaping and overhauling the irrigation system. A damaged walkway would be repaired, with new concrete poured to replace the broken areas. The building will also receive a fresh coat of paint, changing the color to a bright yellow (Cheerful, SW 6903) with white trim (Extra White, SW 7006). The awning frame over the rear entrance will be reconstructed, and both the front and rear awnings will be recovered in a white canvas to complement the new trim color. Mr. Stevens is also proposing to install a new white picket fence around the front perimeter of the property, with a gate providing pedestrian access to the front entrance. The parking lot, located in the rear of the building, would also be restriped, while the concrete driveway and walkway would be pressure washed. The project calls for a total capital investment of approximately \$20,000.

The Law Offices of Herman Stevens, Jr. & Associates, P.A. has applied for the Site Development Assistance Program, which offers a partial reimbursement for the cost of qualified interior and exterior improvements to commercial structures within the CRA District. Because the proposed project location is in a target area of the CRA District (Sub-Area #3 of The Set), the project qualifies for a reimbursement rate of 100% of the first \$10,000 of eligible expenses, and a 40% reimbursement rate thereafter, up to a maximum grant amount of \$50,000. Based on the provided cost estimates, eligible expenses for the proposed improvement project total \$17,357.00, yielding a maximum possible reimbursement of \$12,942.80 (\$10,000 + 40% of \$7,357). If approved, the funding will be paid by reimbursement in three (3) installments. The final disbursement may not be released until the project is completed and has received final inspections and a Certificate of Occupancy, as required by the City. All reimbursement payments are pursuant to the verification of improvements, final

eligible expenses and proof of payment. An agreement outlining the terms and conditions of the funding award has been prepared in accordance with program guidelines.

At the time of preparing this summary, the project is being reviewed by the City's Planning & Zoning Department as a Class I site plan modification. While the project has not yet been scheduled for consideration by the Site Plan Review and Appearance Board, staff estimates that it will be scheduled for early August. Staff is therefore recommending that the funding request to the CRA be approved with the condition that proof of site plan approval must be provided to the CRA before the improvements are made to the property.

A Site Development Assistance award for the Law Offices of Herman Stevens, Jr. & Associates, P.A. will help further the CRA's mission by supporting an exterior improvement project to a commercial building in a target area of the CRA District, thereby eliminating blighted conditions and enhancing the value of the non-residential tax base.

Attachments: Exhibit A - Location Map; Exhibit B - Funding Assistance Detail Sheet; Exhibit C - Application Form; Business Plan; Exhibit D - Financial Projections; Exhibit E - Project Narrative; Exhibit F - Cost Estimates; Exhibit G - Landscaping & Site Plans; Exhibit H - Color Samples; Exhibit I - Sample Fence Image; Exhibit J - Photos of Existing Conditions; Exhibit K - Grant Agreement

**CRA Attorney Review:**

The CRA Attorney reviewed the Grant Agreement for legal sufficiency and form and determined it to be acceptable.

**Finance Review:**

**Funding Source/Financial Impact:**

\$12,942.80 allocated from General Ledger #7306 - Grant Programs - Site Assistance Grant.

**Timing of Request:**

N/A