

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members

AGENDA ITEM 8G

From: Staff

Date: September 18, 2015 Council Meeting

Subject: Town of Lake Clarke Shores Interlocal Agreement

Introduction

The purpose of this item is to request Council approval to execute an interlocal agreement with the Town of Lake Clarke Shores to provide professional services relating to the establishment of a community redevelopment agency (CRA) and adoption of a CRA plan. Community redevelopment agencies are tools for local governments to utilize to improve deteriorating conditions and enhance economic development activities. Assisting the town's creation of a CRA and CRA plan will improve economic conditions, enhance the local tax base, and expand town and county revenues. In addition, successful redevelopment in the town would further implement Council's Strategic Regional Policy Plan and enhance the sustainability of the region.

The town has identified a need for community redevelopment in its central business district, which includes properties along Forest Hill Boulevard. As the district has begun to present signs of economic distress, the town is seeking to utilize Council's assistance to evaluate conditions, conduct a community workshop, and develop a CRA plan for the area. This work will begin in the fall of 2015, with completion anticipated in early 2016. A detailed scope of services is attached.

Recommendation

Council should authorize the Executive Director to execute an interlocal agreement with the Town of Lake Clarke Shores.

Attachment

**CRA PLAN & ESTABLISHMENT OF CRA
FOR LAKE CLARKE SHORES**

SCOPE OF SERVICES

GENERAL

Development of a Community Redevelopment Plan for the Town of Lake Clarke Shores (Town) and establishment of a Community Redevelopment Agency (CRA).

PROJECT TIMEFRAME:

The project timeframe will commence upon execution of this Agreement. It is anticipated that all tasks contemplated within the Scope of Services shall be substantially complete no later than 6 months from this date.

COST

Total cost to perform tasks detailed in this Scope of Services: \$50,000

WORK TASKS

In partnership with the Town, the Council will:

- a. Facilitate meetings with Town staff to identify existing conditions, projected development and infrastructure improvements, and plans and programs appropriate for inclusion in a CRA Plan.
- b. Review ad valorem property values with Town staff and the Palm Beach County Property Appraiser's Office to estimate projected tax increment financing revenues.
- c. Conduct public community workshop to assemble public input regarding desired land use patterns, infrastructure conditions, community vision, and desired projects and programs to implement the community vision.
- d. Create and submit a CRA Plan that will facilitate and support implementation of the community vision for the CRA district, including projects and programs and an implementation strategy. The contents of the CRA Plan shall adhere to and fulfill the requirements of Chapter 163.362 (see Attachment B).
- e. Participate in public hearings with the Local Planning Agency (LPA) and Town Council to assist in the review and adoption of the CRA Plan and establishment of the CRA.
- f. Prepare and submit written responses or revisions to the CRA Plan based on comments and recommendations received from the Town staff, LPA, Town Council, and Palm Beach County.
- g. Submit final draft for adoption by the Town Council.

FEES AND REIMBURSABLE EXPENSES

Professional services described in this proposal will be performed for a fixed fee in the amount of \$50,000. This includes travel, attendance at all public meetings, out of pocket expenses (printing and reproduction costs), mail, couriers, and other costs related to the professional services Council is providing, payable according to the following schedule. It does not include advertisement costs for the above mentioned public hearings/workshops, food to be provided to the public attending public hearings/workshops, or rental of space associated with public hearings (should it be necessary).

\$10,000 – Twenty percent (20%) of the professional fees upon completion of the first project coordination staff meeting.

\$15,000 – Thirty percent (30%) of the professional fees upon completion of the public workshop.

\$15,000 – Thirty percent (30%) of the professional fees upon acceptance of the complete draft CRA by the Town staff.

\$10,000 – Twenty percent (20%) of the professional fees upon acceptance of the final CRA Plan by the Town staff.

Additional work beyond what is stipulated in the Scope of Services section of this Agreement will be billed at a rate of \$200.00 per hour.

PROVISION OF ITEMS BY TOWN

The Town agrees to provide all available files, data, maps, and information as requested by the Council for the development of the CRA Plan and all necessary ordinances and resolutions required for adoption of the CRA Plan and establishment of a CRA. The Town will also provide all necessary public notice as required by Florida Statutes.

FORMAT OF DELIVERABLES

Council shall provide the Town with paper and digital work products for all drafts. Council shall provide all amended drafts in strikethrough and underline format.

Council shall provide the Town with final work products in the following format:

1. Council shall print final written documents (10 copies) on paper, as appropriate, and shall also provide digital copies of such documents in an appropriate format (pdf).
2. Council shall provide final graphic documents, including drawings, diagrams, maps, or other comparable materials (10 copies) on paper, as appropriate, and in a digital format suitable for reproduction.

CONTENTS OF COMMUNITY REDEVELOPMENT PLAN

163.362 Contents of community redevelopment plan.--Every community redevelopment plan shall:

- (1) Contain a legal description of the boundaries of the community redevelopment area and the reasons for establishing such boundaries shown in the plan.
- (2) Show by diagram and in general terms:
 - (a) The approximate amount of open space to be provided and the street layout.
 - (b) Limitations on the type, size, height, number, and proposed use of buildings.
 - (c) The approximate number of dwelling units.
 - (d) Such property as is intended for use as public parks, recreation areas, streets, public utilities, and public improvements of any nature.
- (3) If the redevelopment area contains low or moderate income housing, contain a neighborhood impact element which describes in detail the impact of the redevelopment upon the residents of the redevelopment area and the surrounding areas in terms of relocation, traffic circulation, environmental quality, availability of community facilities and services, effect on school population, and other matters affecting the physical and social quality of the neighborhood.
- (4) Identify specifically any publicly funded capital projects to be undertaken within the community redevelopment area.
- (5) Contain adequate safeguards that the work of redevelopment will be carried out pursuant to the plan.
- (6) Provide for the retention of controls and the establishment of any restrictions or covenants running with land sold or leased for private use for such periods of time and under such conditions as the governing body deems necessary to effectuate the purposes of this part.
- (7) Provide assurances that there will be replacement housing for the relocation of persons temporarily or permanently displaced from housing facilities within the community redevelopment area.
- (8) Provide an element of residential use in the redevelopment area if such use exists in the area prior to the adoption of the plan or if the plan is intended to remedy a shortage of housing affordable to residents of low or moderate income, including the elderly, or if the plan is not intended to remedy such shortage, the reasons therefor.
- (9) Contain a detailed statement of the projected costs of the redevelopment, including the amount to be expended on publicly funded capital projects in the community redevelopment area

and any indebtedness of the community redevelopment agency, the county, or the municipality proposed to be incurred for such redevelopment if such indebtedness is to be repaid with increment revenues.

(10) Provide a time certain for completing all redevelopment financed by increment revenues. Such time certain shall occur no later than 30 years after the fiscal year in which the plan is approved, adopted, or amended pursuant to s. [163.361](#)(1). However, for any agency created after July 1, 2002, the time certain for completing all redevelopment financed by increment revenues must occur within 40 years after the fiscal year in which the plan is approved or adopted.

(11) Subsections (1), (3), (4), and (8), as amended by s. 10, chapter 84-356, Laws of Florida, and subsections (9) and (10) do not apply to any governing body of a county or municipality or to a community redevelopment agency if such governing body has approved and adopted a community redevelopment plan pursuant to s. [163.360](#) before chapter 84-356 became a law; nor do they apply to any governing body of a county or municipality or to a community redevelopment agency if such governing body or agency has adopted an ordinance or resolution authorizing the issuance of any bonds, notes, or other forms of indebtedness to which is pledged increment revenues pursuant only to a community redevelopment plan as approved and adopted before chapter 84-356 became a law.