

# **Request for Additional Information**



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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October 25, 2011

*VIA ELECTRONIC MAIL*

Mr. Michael Ingram, AIA  
mbi/k2m Architecture, Inc.  
1001 Whitehead Street, Suite 101  
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation  
Coral City Elks Lodge #610 /Coral City Temple #400  
Request for Additional Information and Clarification**

Dear Mr. Ingram:

The City is in receipt of your timely submitted application for the Coral City Elks Lodge. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarification of Attachment D, and how the listed CRA provisions relate to the request;
- Clarification of matching funds: who were they provided by; have the related improvements been completed; when, and how do they relate to the specific request;
- Clarification of schedule information and duration of project;
- Please provide a cost budget breakout including the contingency plan, hard costs and soft cost, and provide all professional cost estimates;

This additional information is requested by November 2, 2011.

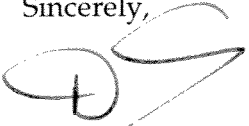
Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on December 1, 2010, to recommend funding allocations.

October 25, 2011

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Please do not hesitate to call me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'DL Craig', written over a diagonal line that extends from the bottom left towards the top right.

Donald Leland Craig, AICP  
Planning Director

Xc: Mark Finigan, Assistant City Manager  
Shawn Smith, City Attorney  
CRA Files

# **Amended Application Information**

November 2, 2011

The City of Key West  
PO Box 1409  
Key West, Florida 33041  
Attn: Don Craig, Planning Director – sent via email dcraig@keywestcity.com

RE: ADDITIONAL INFORMATION REQUEST  
TIF APPLICATION 2012 ALLOCATION  
CORAL CITY ELKS LODGE #610 / CORAL CITY TEMPLE #400

Dear Don Craig,

mbi | k2m is in receipt of your letter dated October 25, 2011 requesting additional information and clarification for the aforementioned project. The comments and our responses in bold are as follows:

Item 1: Clarification of Attachment D, and how the listed CRA provisions relate to the request

**Response:** *The listed CRA provisions identified on Attachment D – Pre-application Meeting relate to the request as follows:*

- *Section 3.02 item B – Combining the funds of the Lodge with the TIF Allocation from the City will enable this partnership to perform the necessary improvements to the building;*
- *Section 4.02 item A – The addition of the awning to the street façade as well as repairs to the leaking roof will enhance this building and area and continue to support the community gathering that occurs both inside and out;*
- *Section 4.02 item C 1 – Similar to the item above, the requested repairs and enhancements will support continued community gathering and special events;*
- *Section 4.02 item C 2 – Repairing the roof, improving the façade and construction of ADA accessible restrooms helps to preserve and enhance the existing facility which is a cornerstone in the Bahama Village community thorough organization of community events (including Goombay) and support of other organizations by offering them the use of the Lodge (including AIDS Help);*
- *Section 4.02 item H – The suggested improvements will enhance the current gathering place and focal point of the community and help to encourage neighboring residents and businesses to do the same;*
- *Section 6.02 item B 2 – The proposed redevelopment will enhance the existing entertainment use present;*
- *Appendix B – Stabilization of the roof helps to prevent the deterioration of this structure.*

Item 2: Clarification of matching funds: who were the provided by; have the related improvements been completed; when and how do they relate to the specific request

**Response:** *The matching funds identified in Attachment E – Project Budget will be provided for as follows:*

- *Project coordination services (\$5,000)- mbi | k2m Architecture will donate 25% of their time for the project to cover the necessary preparation and coordination of the previous and current TIF Allocation Applications;*
- *A/C unit replacement (\$8,000) – the Lodge replaced the existing failed A/C unit in 2011 at their own expense. The replacement was included in the matching funds in the 2011 TIF Allocation Application and is being carried forward since the request was not approved last year;*

- *Signage and security (\$2,000) – the Lodge will cover the costs to replace / repair existing building signage and enhance the building security through repair of the entrance doors;*
- *Painting canopy and repair and painting of exterior walls (\$10,000) – After construction of the new canopy, the Lodge will paint the new canopy and existing street façade at their own expense;*
- *Reconstruction of interior ceiling due to water damage (\$15,000) – the existing drop ceiling is damaged due to the current roof leaks. Upon completion of the roof scope of work, the Lodge will repair / replace the ceiling as required.*

Item 3: Clarification of schedule information and duration of project

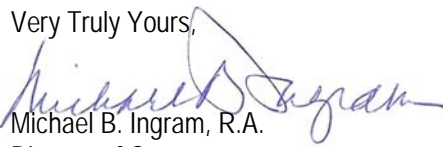
***Response:** Upon approval of the 2012 TIF Allocation request, the project is anticipated to take 8 months to complete, which includes design, City Approvals, and construction.*

Item 4: Please provide a cost budget breakout including the contingency plan, hard costs and soft costs, and provide all professional cost estimates

***Response:** The Project Budget provided as Attachment E indicates our best guess estimate for the costs and scope of work, prepared through selective estimates and similar project experience within the City. Until design documents are prepared and approved through the various City approval processes, it is difficult to put a firm number to the project costs. In our best guess estimate, we have built in contingency to the numbers to help address found conditions, which are inevitable in an existing historic building.*

We trust that our statements answer your questions. Should you have any questions please do not hesitate to contact our office.

Very Truly Yours,

  
Michael B. Ingram, R.A.  
Director of Company

Cc: Ken Sullivan, President Coral City Elks Lodge / Coral City Temple  
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