

Request for Additional Information



THE CITY OF KEY WEST

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

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 Financing
Union Lodge No. 47
Request for Additional Information and Clarification**

Dear Mr. Ingram:

The City is in receipt of your timely submitted application for the Union Lodge No. 47. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarify the matching funds reflected in the Project Budget, what portions of the project were considered matching. Provide a budget for the matching \$4,000 contribution from mbi/k2m Architecture;
- Clarify what current the budget request is for (overage from previous phase) and provide the previous budget showing the overages;
- Clarify how the request is eligible for TIF funding and how the request relates to the CRA Plan requirements;
- Provide a new Authorization and Verification forms that are notarized and up to date;
- Provide description of Green Features.

This additional information is requested by November 2, 2011.

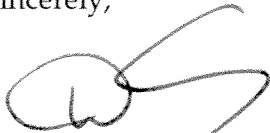
Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that 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, 2011, to recommend funding allocations.

October 25, 2011

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Please do not hesitate to contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'DL Craig', with a long horizontal flourish extending to the right.

Donald Leland Craig, AICP
Planning Director

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

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
UNION LODGE #47

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: Clarify the matching funds reflected in the Project Budget, what portions of the project were considered matching. Provide a budget for the matching \$4,000 contribution from mbi | k2m Architecture

Response: *Two matching funds are identified in the project budget; one for the 2010 Allocation for work to be performed by the Union Lodge members and the second for Design Professional Services performed by our office. The \$4,000 contribution includes our time in coordinating with the Contractor to minimize the cost overages to the project through design solutions in the field and in preparation and coordination of this 2012 TIF Allocation Application. More than 40 hours have been spent to these efforts and the \$4,000 match reflects a reduced hourly rate for our staff.*

Item 2: Clarify what current the budget request is for (overage from previous phase) and provide the previous budget showing overages

Response: *This request is to compensate the contractor for work he has performed in order to complete the project that were not anticipated in the original project budget. This includes installation of an emergency lighting at the exterior stairs to meet requirements by the Fire Department, installation of restroom exhaust fans to comply with the City Inspector's request, and upgrades to electrical work for the existing HVAC system to bring it into compliance with current electrical codes.*

During the design phase for the project, it was discovered that a second means of egress was required from the second floor to meet current codes. This required the reconstruction of an exterior wood stair on the side of the building where a stair previously existed. The project's contractor, Holtkamp Construction, was able to accommodate this extra scope within the original 2010 TIF Allocation budget. As a result, this additional budget request is a minimal increase of \$4,078.70 to the original \$90,000 2010 Allocation.

Item 3: Clarify how the request is eligible for the TIF funding and how the request relates to the CRA Plan requirements

Response: *This application is to request additional funding to cover the additional project costs during construction. As a result, this 2012 Allocation request does not specifically relate to the CRA Plan. The 2010 Allocation request, however, relates to the CRA Plan as follows:*

- Section 4.04 item A – The stabilization of the roof helps to maintain the unique character of the Bahama Village subarea;
- Section 4.04 item E – Repairing the building's roof structure provides for continued use of a the facility by the community, thus embracing and supporting the historic fabric of Key West;
- Section 4.04 item K – The addition of the second means of egress stairs and stabilization of the roof emphasize and provide for a safe environment;
- Appendix B – Stabilization of the roof helps to prevent the deterioration of this structure.

Item 4: Provide a new Authorization and Verifications forms that are notarized and up to date

Response: Please see enclosed Authorization and Verification forms, signed and notarized.

Item 5: Provide description of Green Features

Response: The purpose of this TIF Allocation request is to request additional funding to cover the additional costs to the project, which has been completed. Green Features are not applicable to this request, however during the structural stabilization repairs for the roof under the 2010 Allocation, new insulated HVAC ductwork was installed which will help reduce the energy consumed to cool the facility and full ceiling insulation was installed to be continuous and tight. Water reduction plumbing fixtures have been provided and an energy efficient hot water tank. Please note that Green Features were not a requirement for the 2010 Allocation.

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

Attachments: Signed Verification Form
Signed Authorization Form

Cc: Bernard Thurston, President Union Lodge #47
file



City of Key West Planning Department

Verification Form

(Where Authorized Representative is an entity)

I, Bernard N. Thurston, Sr., in my capacity as President
(print name) *(print position; president, managing member)*

of Union Temple Association / Union Lodge #47
(print name of entity serving as Authorized Representative)

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

328 Truman Avenue, Key West, Florida 33040
Street Address of subject property

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

Bernard Thurston
Signature of Authorized Representative

Subscribed and sworn to (or affirmed) before me on this 10/31/11 by
date

Bernard Thurston
Name of Authorized Representative

He/She is personally known to me or has presented *known to me* as identification.

Leonard A. Johnson
Notary's Signature and Seal



Name of Acknowledger typed, printed or stamped

Commission Number, if any



City of Key West Planning Department

Authorization Form (Where Owner is a Business Entity)

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, Bernard N. Thurston, Sr. as
Please Print Name of person with authority to execute documents on behalf of entity

President of Union Temple Association / Union Lodge #47
Name of office (President, Managing Member) *Name of owner from deed*

authorize Michael B. Ingram - mbi | k2m Architecture, Inc.
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City of Key West.

Bernard Thurston
Signature of person with authority to execute documents on behalf on entity owner

Subscribed and sworn to (or affirmed) before me on this 10/31/11 by
date

Bernard Thurston
Name of Authorized Representative

He/She is personally known to me or has presented *known to me* as identification.

Leonard A. Johnson
Notary's Signature and Seal



Name of Acknowledger typed, printed or stamped

Commission Number, if any