



THE CITY OF KEY WEST

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

November 26, 2013

VIA ELECTRONIC MAIL

Reverend Bernard Lane
Bethel A.M.E Church
907 Thomas Street
Key West, Florida 33040

**RE: Application for Community Redevelopment Trust fund Tax Increment Appropriation
Request for Additional Information and Clarification**

Dear Reverend Lane:

The City is in receipt of your application, submitted incomplete, but granted an additional week by the City Planner, Donald L. Craig, for the Bethel A.M.E Church Project for an HVAC System installation. Staff has conducted a review of the application and is requesting the following information:

- Provide documentation demonstrating legal structure of the church.
- Clarify whether the parsonage is part of the church property and its legal relationship to the church. Describe who occupies the parsonage? Please provide a description of the condition of the structure.
- Describe how blight is eliminated the proposed request for funding for the HVAC System for the Fellowship Hall and the Parsonage alleviates blight within the Bahama Village Redevelopment Area.
- IS the Fellowship Hall open to the general public for unrestricted use? Is there a fee for such use and is that fee based on the intent to only cover costs?
- Describe how the project has the long term ability to alleviate blight.
- Describe how the proposed project meets or exceeds specific objectives of the CRA Plan.
- Provide list of officers, directors and board members as applicable (E)
- Has the organization attempted to raise any matching funds? Describe those efforts.
- Provide a project schedule.
- Provide an energy and water baseline report. Provide a description how the Church plans to reduce both water and energy consumption by 15%.

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- Provide a building maintenance plan.
- Please note that if your application is funded, no less than three written quotes for the work will be required. The Church is contributing and will need HARC approval.

This additional information is requested by December 4, 2013.

Your project presentation will be scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, December 5, 2013, 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 January 2, 2014, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns

Sincerely,

Nicol Malo - on behalf of Dr. Craig

Donald Leland Craig, AICP
Planning Director

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

The applicant did not respond to the request for additional information