

# DRAFT

Small Business Façade Review Committee Meeting  
Monday, March 27, 2017  
9:00 am

**Committee Members Present:**

Dean Grandin  
Lillian Scott-Payne  
Tim Johnson

**City Staff Present:**

Victoria Walker  
Kim King-Maysonet

**Guests Present:**

Gail Kent  
Kimberly Moore (via phone)  
Robert Miller  
Nathaniel and Sallie Jenkins

Committee Chair Dean Grandin opened the meeting at 9:05am with welcome and introductions.

Mr. Grandin asked for a motion to approve minutes from the November 8, 2016 and November 22, 2016 committee meetings. Ms. Scott-Payne motioned to approve. Mr. Johnson seconded the motion. Motion passed unanimously.

Kim King-Maysonet presented the application for Tamahra's Secret Corp d/b/a TSecret for its skin care business at 1520 Edgewater Drive Suite A which included new awning, landscaping and irrigation, window graphics, window replacement and new metal logo. It was explained that the business will be expanding into the space in between (suite B) the two suites it currently occupies. Ms. King-Maysonet also indicated that part of the landscaping proposed is within the City right of way and will require a right of way encroachment agreement to allow expansion of the sidewalk along Edgewater.

Mr. Grandin inquired if the awning will be straight or a waterfall shape. Ms. Moore indicated that the awning will be a waterfall awning. Ms. Scott-Payne mentioned that the window graphics presented may count toward the overall signage allotment for the business per City Code requirements. Mr. Johnson inquired as to the placement of the metal logos. Ms. Moore indicated that the logos will be placed at the corner of the awning at Edgewater and on the side of the building facing Langston. Mr. Grandin indicated that the applicant should meet with Planning/Zoning to insure that all proposed work meets City Code. Ms. Scott-Payne indicated that the applicant should also coordinate with the City Transportation Department on the landscaping in the City right of way. Mr. Grandin mentioned that a right of way agreement might offer the opportunity for the applicant to install and maintain landscaping that falls within that area. Ms. Scott-Payne indicated that Jason Burton could serve as the liaison for the applicant with the Transportation Department to negotiate the right of way agreement as well as appearance review for the proposed improvements.

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Ms. Scott-Payne made a motion to approve the project at an amount not to exceed \$14,000, with the condition that the applicant work with City staff on appearance review and improvements in the right of way. Mr. Johnson seconded the motion. Motion passed unanimously.

Ms. King-Maysonet presented the application for NPJ Partners, LLC for a property it owns at 3101 Corrine Drive for building painting, landscaping, patch stucco, exterior door and frame patio canopy, storefront glass and parking lot sealcoat and restripe.

Mr. Grandin inquired about the number of parking spaces shown on the plans presented and whether they meet City Code requirements. Ms. Scott-Payne indicated that the plan might be an older, less updated one; City Planning staff has been working very closely with the engineer on meeting all code requirements. Ms. Scott-Payne also mentioned that there is an off-site parking agreement in place and that the permit for the project was issued last week.

Mr. Johnson inquired about the number of proposals provided, as there were proposals from several different contractors for portions of the work, and which contractor would be performing which proposed improvements. Mr. Johnson indicated that if several different contractors are working on the project, each one needs to obtain permits for their portion of the work. Mr. Miller responded that he would inquire about that and ensure that occurs. Mr. Grandin inquired about the protection of the patio seating shown on the plans next to the parking lot and driveway. Mr. Johnson indicated that the plan shows a curb.

Mr. Johnson made a motion to approve the project for the eligible award amount of \$20,000. Ms. Scott-Payne seconded the motion. Motion passed unanimously.

Ms. King-Maysonet presented the application for Nathaniel and Sallie Jenkins for a property they own at 310 South Orange Blossom Trail. The proposed improvements included signage, stucco and parking lot improvements. Ms. King-Maysonet mentioned that an additional proposal had been submitted but was not included in the application eligible award amount. Ms. King-Maysonet asked Mr. Jenkins to describe the work proposed for that additional proposal. Mr. Jenkins indicated that additional proposal was for the removal of a canopy on the front of the building that has asbestos. Due to the existence of the asbestos, the removal needs to be done by a qualified remediation company.

Mr. Grandin inquired if this structure is a canopy. Mr. Jenkins clarified that it is corrugated asbestos. Mr. Grandin inquired if the canopy/awning will be replaced. Mr. Jenkins indicated that ultimately it will be replaced.

Ms. Scott-Payne inquired which building is owned by the Jenkins as several appear side by side in the photo provided. Mr. Jenkins pointed out the building that he and Mrs. Jenkins own is the middle structure.

Mr. Grandin inquired if the existing sign is going to be replaced. Mr. Grandin also mentioned that the existing plaza sign is difficult to read and suggested that only the names of the tenants be placed on the sign. Mr. Jenkins indicated that the sign frame, panels and lighting will be replaced; the sign will be refurbished and the new building tenants will be responsible for their own new wall signage. Mr. Jenkins also stated that the new colors on the sign will be black and white, which will allow for it to be more easily read. Mr. Grandin asked Mr. Johnson if the old awning met the new Florida Building Code requirement. Mr. Johnson indicated that the applicants would need confirmation from a professional.

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Mr. Jenkins indicated that he had a drawing from an engineer that addresses this concern. Mr. Grandin inquired about the possibility of the awning being the same height as those of the buildings on either side. Mr. Jenkins stated that he is not sure what plans the adjacent property owners have for their structures. It was also mentioned that the heights may vary based on how the awnings are held up.

Ms. Scott-Payne made a motion to approve the application with the addition of the asbestos remediation proposal and awning replacement, up to the maximum award of \$20,000, with the condition of appearance review for the new awning and signage. Mr. Johnson seconded the motion. Motion passed unanimously.

Ms. King-Maysonet presented a program policy edit that would allow the committee to meet between regularly scheduled quarterly meetings in order to review eligible applications that are time sensitive, rather than making applicants wait until the next scheduled meeting. Discussion of this edit supported the change and committee members stated that this might increase program activity.

Mr. Grandin made a motion to approve the ability of the committee to hold “out of cycle” meetings to review complete, staff recommended Small Business Façade Program applications. Ms. Scott-Payne seconded the motion. Motion passed unanimously.

The next steps were discussed. Agreements for the approved applications will be drafted and go to the April 10<sup>th</sup> City council meeting for approval.

Meeting adjourned at 9:58 am.