

Town of Lake Park
Community Redevelopment Agency



**COMMERCIAL INTERIOR BUILD-OUT
PROGRAM**

COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM

About the Program

The Commercial Interior Build-Out Assistance Program is designed to help facilitate the establishment of new restaurants, (including breweries and distilleries) and aid in the expansion of existing restaurants within the Lake Park CRA. The program is designed to provide financial assistance to new and existing restaurants (breweries and distilleries) in the form of a reimbursable grant intended to reduce the initial costs associated with the repair and rehabilitation of existing buildings. Improvements paid for by the CRA must be permanent and stay with the building. The goal of this program is to attract the desired merchandise mix within the CRA and assist with the rehabilitation of commercial properties.

The CRA will provide a grant for 80% of the project cost up to a maximum CRA grant of \$50,000 for projects within the Lake Park CRA.

Example

Project Cost:	\$62,500
CRA Grant:	\$50,000
Owner's Responsibility:	\$12,500

Eligibility Requirements

- Businesses deemed eligible for this program must be restaurants and must be determined as compatible uses that support the redevelopment and merchandise mix of the Lake Park CRA.
- Projects and items eligible for funding under the program must be leasehold improvements that remain with the property and include items such as:
 - Interior walls
 - Interior plumbing
 - Flooring
 - Grease trap installation
 - HVAC system
 - Interior electrical system including lighting
 - Hood and fire suppression
 - Exterior improvements to remain with the property
- Due to limited funding, CRA staff will evaluate submissions and select those businesses that contribute to the redevelopment of the neighborhood, which will be a catalyst for other businesses and complement area improvements.

- The Interior Build-Out Program may only be used one time in any five-year period for any one property. Properties may reapply for additional grants any time after five years from previous grant approval.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Lake Park CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- Non-profit owned and residentially zoned properties are NOT eligible.
- If tenant is applying, applicant must have an executed multi-year lease (two-year minimum).
- All work must be done in compliance with applicable Town of Lake Park Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required. Approval from the CRA Board could take up to 90 days from CRA Staff approval; however, all efforts will be made to expedite approvals of applications that are complete.

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

*****Please read and initial beside each application requirement once complete.***

Step 1: Application Process/Requirements

☒ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

AJ Meet with the Community Development Department to determine that the initial review of the project will be in compliance with the Town of Lake Park codes subject to final review during the building permit process.

Signature of Planning Staff person

Meeting Date

☒ Provide a photograph of the property showing the area(s) for improvement.

☒ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractor's license number, name, address, phone number and fax number. Hand written bids will not be accepted.

☒ If this is a tenant improvement, a copy of the lease agreement must be provided.

12 TOTAL PART TIME - 30 HRS (3) 9 FULL Tm
 If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

* ☒ If applicable, a copy of a valid Business Tax License with the Town of Lake Park.

AJ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

✓ Following CRA Board approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Agreements may include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

✓ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

✓ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

✓ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

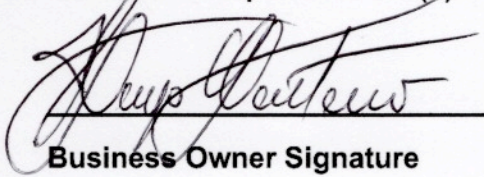
- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

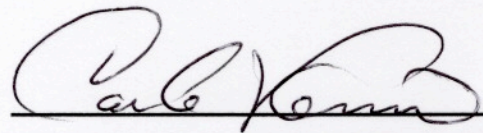
_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

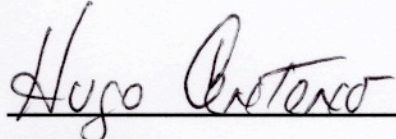
COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM**Date of Application-05-12-2025****Address of project requesting incentive: 706-AB 10th street, Lake Park, FL 33403****Applicant Information:****Name: Hugo Centeno****Business: Hugo's Gourmet Catering Inc.****Address: 7535 Enterprise Drive #60, Riviera Beach, FL 33404****Phone: 561-512-8376 Fax: N/A****Email: Hugo@Hugosgourmet.com****Website: www.Hugosgourmet.com****Does the applicant own property? No****If "No", when will property be in control (own or long-term lease) of applicant?****December 1, 2024****Indicate the owning entity of the property (i.e. name on property title)****Carlo Viera / Liberty Square LLC****Existing Business: Yes - Number of years in existence: 26****Time at current location: 20 years****New Business to Lake Park: Yes****Do you have a lease agreement: Yes****If so, monthly base rent: \$6,500****Square footage of current location: 2,100 SQ FT Square footage of new location: 2,400 SQ FT****Type of food: Various Gourmet Catering + Upscale Burrito Take Out****Number of employees: 10 - Hours of Operation: Varies- (11am- 6 pm M-T) (11am- 9 pm F-S)****List of improvements seeking reimbursement for: Hood and Fire Suppression, Interior Plumbing, Interior Electrical System.****Requested Grant Amount: \$50,000 or higher if grant allows****Estimated Total Cost of Improvements \$75,474.00 \$94,049- REV**

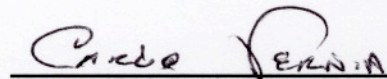
Attach and Sign Eligibility and Application Requirements Form.

Authorized Representative(s):


Business Owner Signature

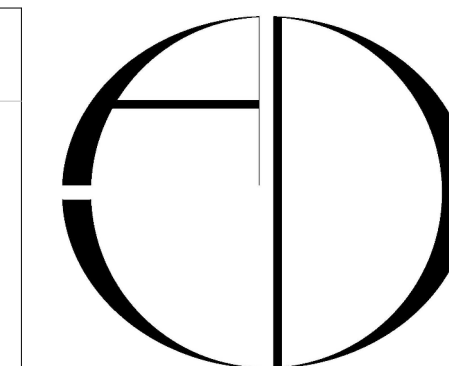

Property Owner Signature (If different)


Print Name


Print Name

The Restaurant Build Out Grant Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Community Redevelopment Master Plan.

PG 1 OF 2 SITE LOCATION-SEE PG 2 PLAN

ARCHITECTS DESIGN
COLLABORATIVE, LLC

ARCHITECTURE | URBAN DESIGN
PLANNING | INTERIORS

10489 SOUTHWEST MEETING ST
TRADITION,
PORT ST. LUCIE, FL 34987
TEL. (772) 286 9004

www.ADC-ARCHITECTS.NET

REGISTRATIONS HELD IN THE FOLLOWING STATES:
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GEORGIA, NORTH CAROLINA
MISSISSIPPI, TEXAS

ARCHITECTURE
URBAN DESIGN
PLANNING INTERIORS

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[illegible]

CONTRACT DOCUMENTS FOR:
LIBERTY IN HOGG'S
ADDRESS:
796 A 10TH STREET, LAKE PARK

DWG IDENTIFICATION

BUILDING PLAN

DRAWN BY:	TR/ST	DATE:	CHECKED BY:
THIS DRAWING HAS BEEN ISSUED ON THE DATE SHOWN & FOR THE PURPOSE NOTED	DESIGN	11-12-2020	Designer
	CD	-	Author
	BID	-	Approver

JOB FILE NUMBER:

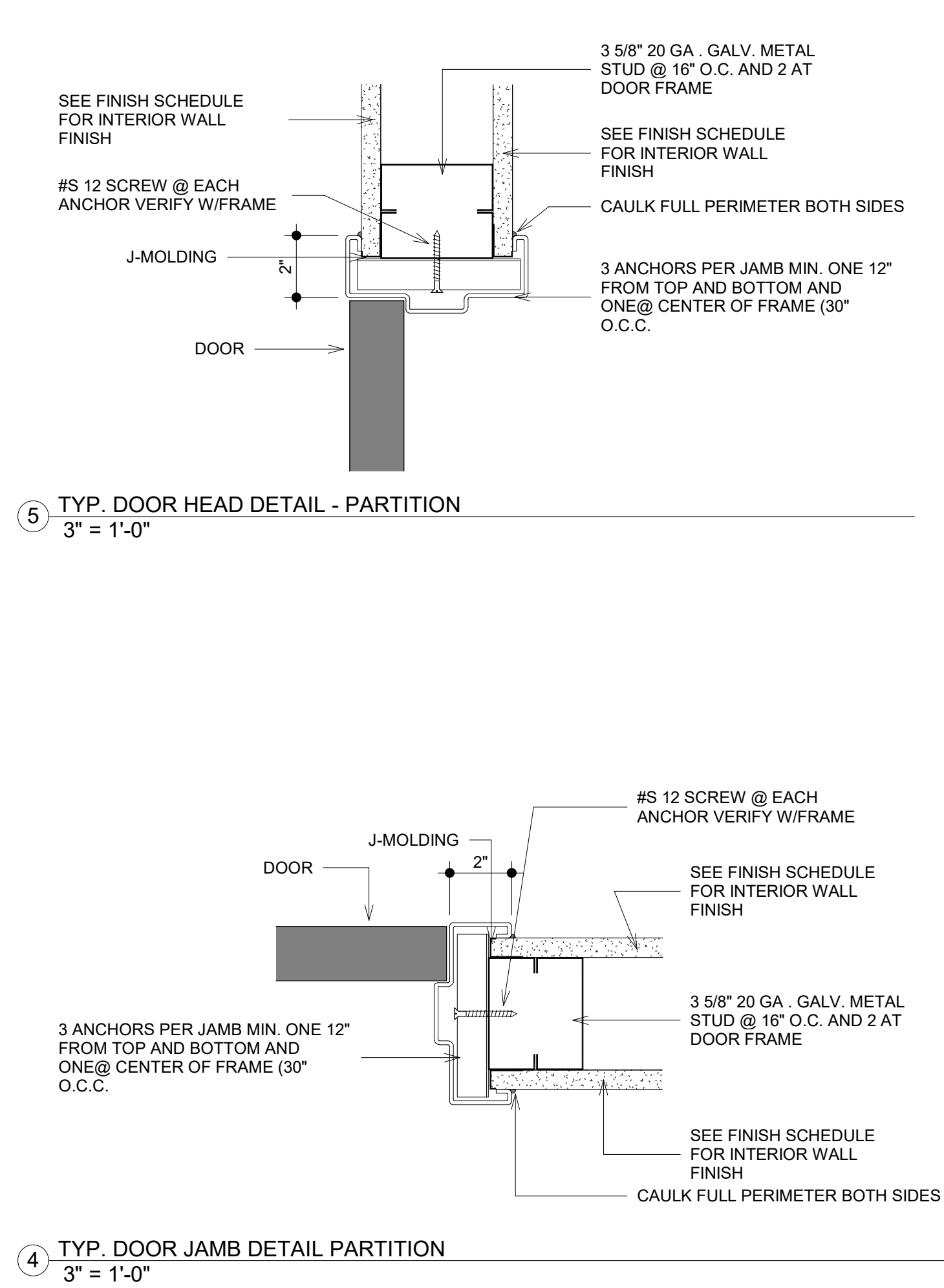
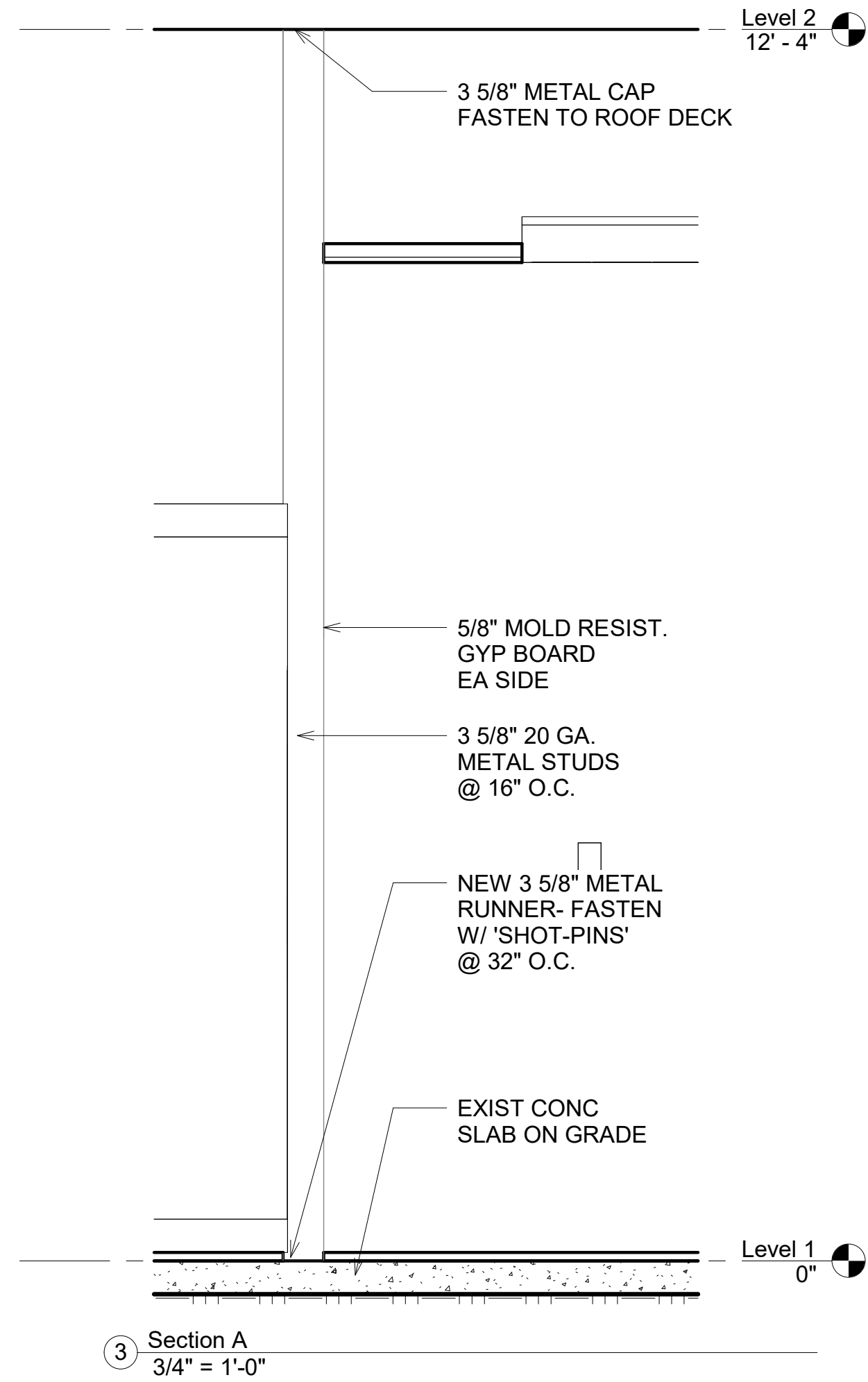
Project Number	
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A3.1



① BUILDING PLAN
1" = 10'-0"

PG 2 OF 2 PLAN

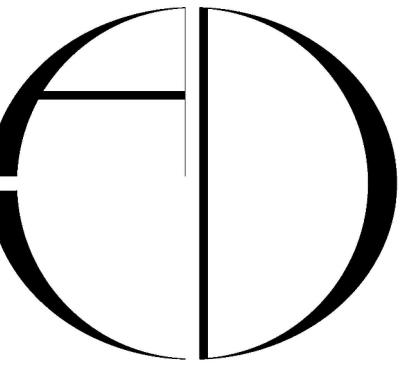
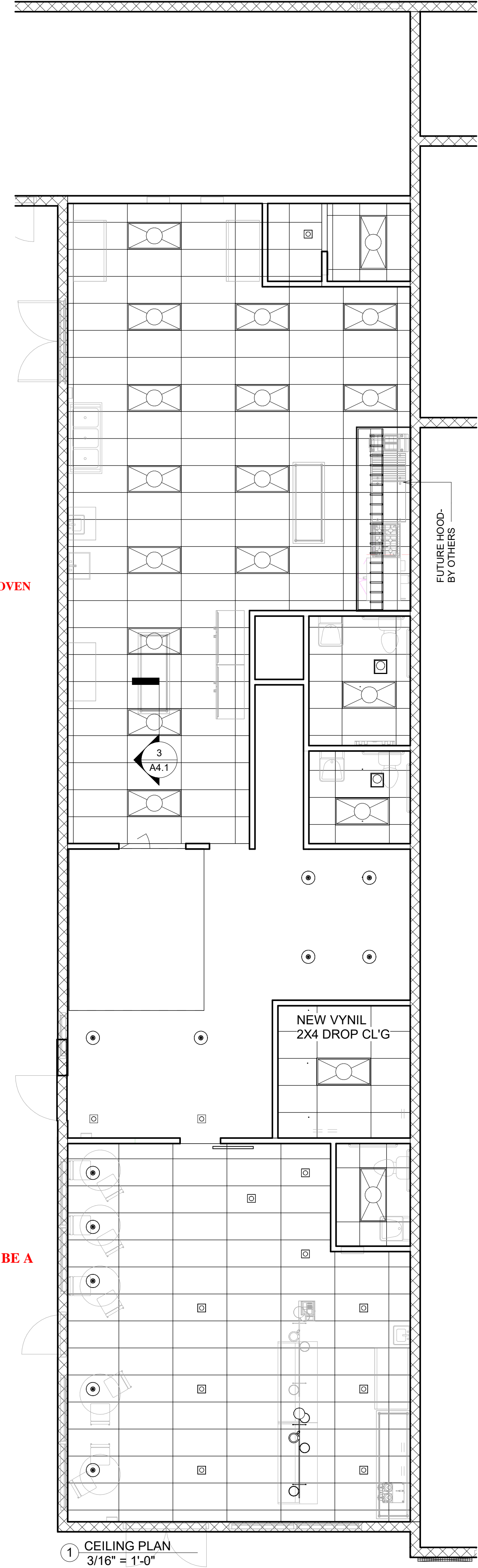
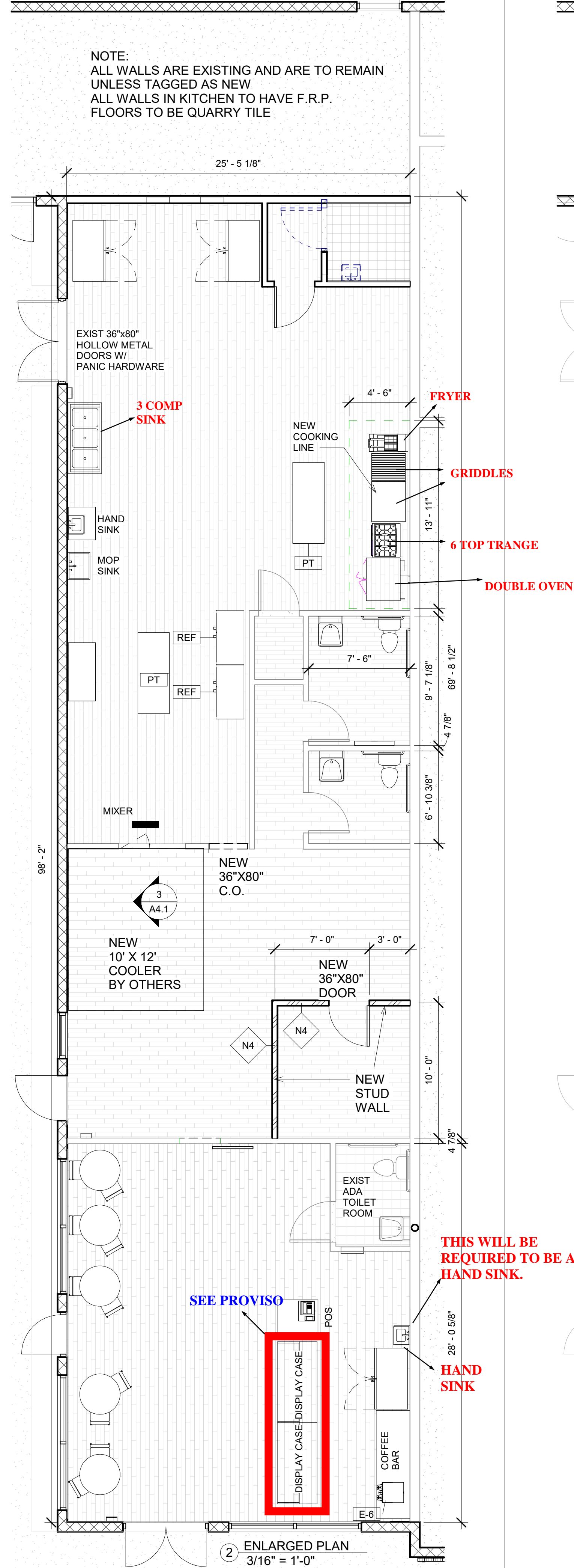
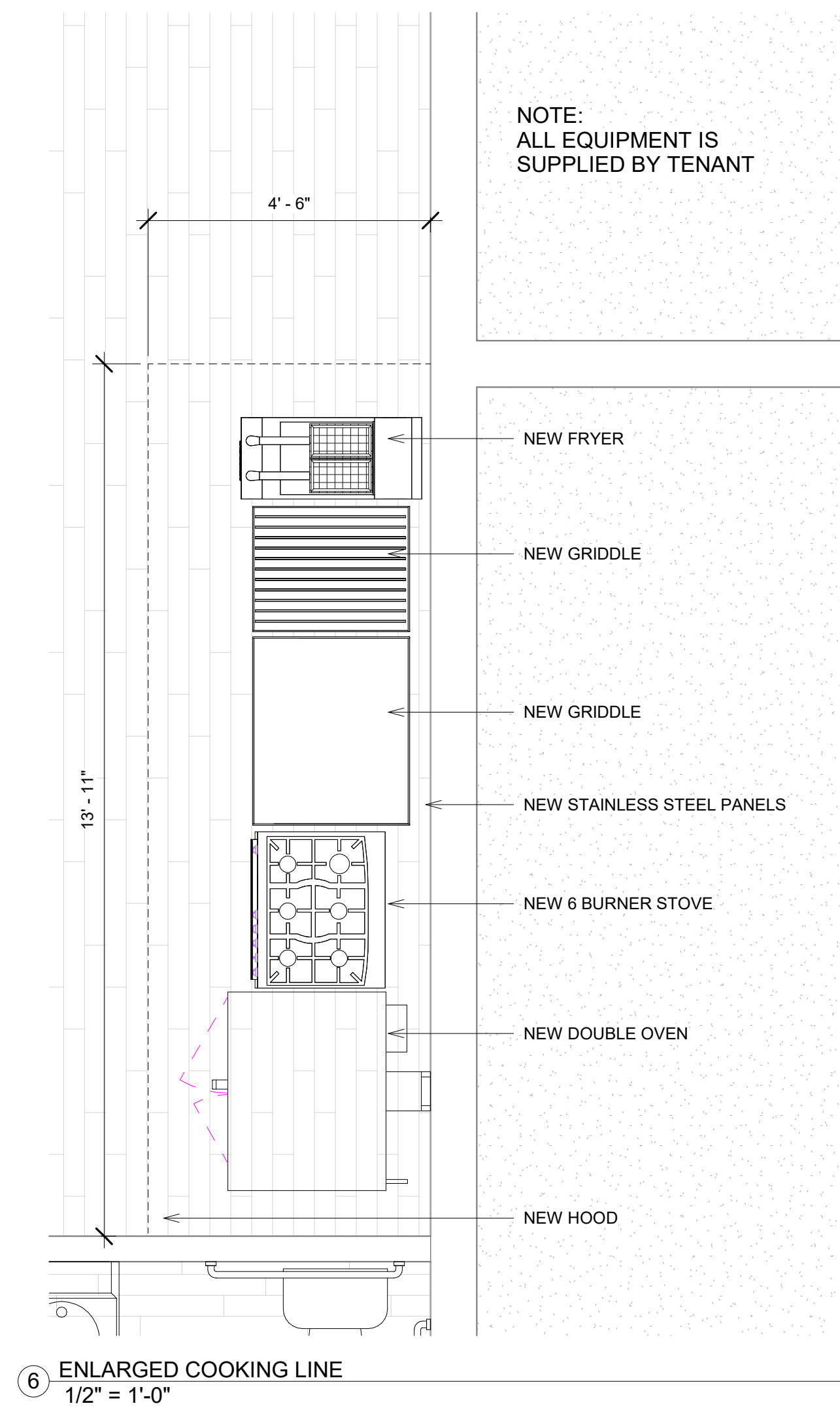


FOOD SERVICE PLAN REVIEW
Reviewer: Sean Czernis Date 03/10/2025

Plans are in compliance subject to:

- 1) Compliance with applicable state and local codes.
- 2) Compliance with all provisos on specification worksheet.

See Comments or Specification Sheet
File# **367769**



ARCHITECTS DESIGN
COLLABORATIVE, LLC

ARCHITECTURE | URBAN DESIGN
PLANNING | INTERIORS

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APPROVAL OF ARCHITECT.

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CONTRACT DOCUMENTS FOR:

LIBERTY SQUARE, LLC
INTERIOR REMODEL
HOGO'S GOURMET CATERING

796 A 10TH ST

DWG IDENTIFICATION

HUGOS
GOURMET

DRAWN BY:	TR/ST	DATE:	CHECKED BY:
THIS DRAWING HAS BEEN ISSUED ON THE DATE SHOWN & FOR THE PURPOSE NOTED	DESIGN	11-12-2020	Designer
	CD	-	Author
	BID	-	Approver

JOB FILE NUMBER:

Project Number

A4.1



QUOTATION

Date: **December 18, 2024**

Quote#: **MF88776960**

Rev.

5.0

Sold To: Em Services Remodeling Etc. Inc
4940 Witch Lane
33461 Lake Worth FL

From: Victor Suchman
vsuchman@hooddepot.com

Attn: Eddy Juarez
Phone: 561-603-5613 - Mobile
Email: Egjmservices@gmail.com

Project: Hugos Gourmet Catering
Address: 796 10th Street
Lake Park, FL 33403

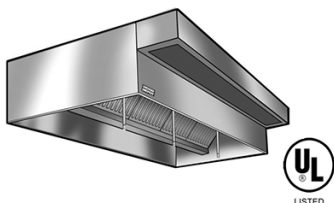
Gentleman:

Thank you for the opportunity of quoting on the above mentioned project. Listed below is our detailed proposal. Pricing valid for 30 days from date of proposal.

PROJECT NOTES:

Job was quoted based on engineer site survey and engineering recommendations. Job is priced without fire wrap. If combustibles are within 18 inches of exhaust duct or if fire ratings are present that are now undetermined fire wrap will need to be priced separately.

Hood Package



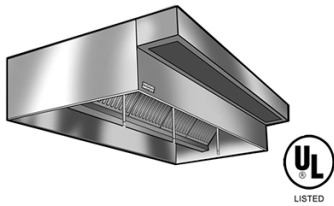
1a Model NDFC5424 Wall Mounted Exhaust Canopy w/ Front Perforated 16" Supply Plenum

UL 710 Listed Range Hood w/perforated supply air plenum. Constructed of 18ga 400 Series polished Exposed stainless steel. Complete with U.L. Listed quantity of 1 FG 20x20 Model 6 Stainless Steel Baffle filter and quantity of 4 FG 20x16 Model 6 Stainless Steel Baffle filter, 2 Incandescent light fixture with Glass housing lights w/ Front Perforated 16" Supply Plenum.

Hood Size: 83" long x 54" width x 24" height.

Includes: Left end Zero Clearance, Right Continuous Capture, oven, 6 burner, griddle

Exhaust CFM = 1750 | Supply CFM = 1400



1b Model NDFC5424 Wall Mounted Exhaust Canopy w/ Front Perforated 16" Supply Plenum

UL 710 Listed Range Hood w/perforated supply air plenum. Constructed of 18ga 400 Series polished Exposed stainless steel. Complete with U.L. Listed quantity of 1 FG 20x20 Model 6 Stainless Steel Baffle filter and quantity of 4 FG 20x16 Model 6 Stainless Steel Baffle filter, 2 Incandescent light fixture with Glass housing lights w/ Front Perforated 16" Supply Plenum.

Hood Size: 84" long x 54" width x 24" height.

Includes: Left Continuous Capture, Right end Finished Cheek, char broiler, 4 burner, fryer

Exhaust CFM = 1750 | Supply CFM = 1400



Qty 1 | Model: S/S 430 WALL PANELS

(4) 41.66" X 84" Rear Wall Panel Package For Under Hood - 400 Series 20ga Stainless Steel With Required Moldings..

(1) 21" X 120" 400 Series 20ga Stainless Steel Wall Panel .

(1) Left Return Wall Panel Package - For 48" Wide Hood With 16" Plenum..



Qty: 1 | Model: PNU200RGH - 1 1/2HP/ 208v/ 1PH

#762 listed. Hurricane rated belt drive upblast exhaust fan Complete.

Hinge Kit: Yes | **Grease Container:** Yes | **Gasket Kit:** Yes

CFM = 3500 | Static Pressure = 1.000

Qty: 1 - Model: Insulation for Make Up Air Duct

UL Listed R6 foil faced insulation to provide insulation for uninsulated steel supply ducts for cooling applications..



Qty: 1 - Model: FIH-HDX-KC-300-OD-B-PKG

FIH-HDX-KC-300-OD-B-PKG Kitchen Cool 10 ton split system, 1 circuit direct expansion. Filtered inlet hood, 1hp, 208/3/60 volt supply fan motor. 5 ton condensing unit, TX valve, programable cooling T-stat. and Roof Curb. Field connected refrigeration package. Designed for 2800 cfm @ 1.00 esp.

Discharge temperature 75Â° - 78Â°. End or side intake options, outdoor use, Exterior constructed with galvanized steel. bottom discharge. Includes condensing stands and up to 20' of piping..



Qty: 1 | Model: Model 5s Control Panel

Model 5S Hood Control Panel with heat sensors for fans listed below. Pre-wired control panel to be interconnected to fire system microswitch to allow exhaust fan(s) to be forced on, force supply fan(s) off, and turn hood lights off during fire activation. Control panel also has the capability to shutdown electric receptacles and/or appliances underneath the hood or as required by AHJ and sound a horn/strobe if required. Heat sensors to bypass fan switch to activate exhaust and supply fans if temperature set point is reached.

Includes: Illuminated fan switch, black light switch, S/S cabinet.

Temp. Heat Sensors Qty: 1

Exhaust Fan #1: 1 1/2HP/208v/1Ph/60Hz

Supply Fan #1: 1HP/208v/1Ph/60Hz



Qty: 1 | Model BFR. (2) Tank w/ Field Hook-Up, Pre-Pipe and Cabinet

Fire Suppression System. Includes s/s integrated cabinet, factory installed piping in hood, system cylinder, gas valve, remote pull, nozzles, local permit, field hook-up and inspection. Continental US only. Union labor not included Permit fees by client.



Qty: 1

Installation

- * Engineering of hood system
- * PE Sealed Shop Drawings
- * Permits (Mechanical & Fire) Fees by client

- * 16ga galvanized Exhaust Ductwork to run from collar in hood vertically 10' to upblast fan.
- * 24ga insulated Supply Ductwork to run from collar in hood horizontally 10' and vertically 10' to rooftop kitchen cool.
- * Complete Installation grease hood system
- * Test & Balance
- * Start-Up & Applicable Inspections

EXCLUSIONS (to be done by others)

Permit fees, Electrical work, fire chase or duct wrap, re-roofing, ceiling work, service railings/platforms, screening, louvers, moving obstructions in way of hood or ducting, concrete penetrations and structural reinforcement, patching of concrete penetrations, plumbing, installation of gas valve, fire alarm installation, roof grease guards, dumpster for garbage and debris.

Hood Package Sub Total: \$ 55,400.00

Dealer Net: \$ 55,400.00
State Sales Tax 6%: \$ 3,324.00
County SurTax 1%: \$ 50.00
TOTAL: \$ 58774.00



Payment Terms: 40% Deposit, 35% on fabrication completion, 15% on rough inspection, 10% on final inspection.

Permits billed on a separate invoice and due when permits issued. If not paid prior to requesting fire suppression final hookup the job will be placed on hold. Release Fabrication form required to be signed to initiate fabrication. Once ordered job needs to be released to fabricate within 3 months from order or pricing will be subject to review based on current material costs. After drawings are completed 20% of the job value is completed and deposit is non-refundable

Terms and Conditions are located at https://hooddepot.com/term_cond.php . By signing contract below you are acknowledging and accepting the terms and conditions. Please go to the site and print for your records.

Authorized Signature

Date: _____

Estimated Cost

Customer Information

Hugo's Gourmet Catering

796 10th Street unit A-B

561-512-8376

Project Description

- Description of Work/Service: Permitting, project management, and interior remodel.
- Project Location: 796 10th Street unit A-B
- Estimated Start Date: 05/12/2025
- Estimated Completion Date: 06/20/2025

Cost Breakdown

- Permitting Fees - \$6,500.00
- Project Management - \$5,000.00
- Interior Modification: Removing existing double traffic door and back room door. Closing double door opening. creating a new opening for a 36" door Finishing and painting. Installing new 36" traffic door. - \$3,950.00
- Interior Modification: Demolition of back and side wall of the cookware area. Re-framing of back wall using metal studs. Drywall and finishing. -\$3,250.00
- Electrical work per plans, including sub-permit. - \$5,200.00
- Plumbing work: Install a new gas supply pipe system as discussed with the client. - New gas piping system shall service 5 fixtures including regulators, shutoff valves, and dirt legs as required by code. - Does not include providing or installing the automatic electric gas shutoff valve. - Includes gas permit, labor, and materials. - \$11,375.00

Totals

- Total Estimate: \$35,275.00

- Paid: \$17,950.00
- Balance: \$17,325.00