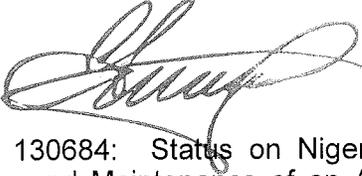


# Memorandum



**Date:** December 20, 2013  
**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** Response to Directive 130684: Status on Nigerian-American Foundation for the  
Development, Operation and Maintenance of an African Museum and Cultural Arts  
Center

During the May 7, 2013, Board of County Commissioners meeting staff was directed to provide a report on the status of the re-platting of the county-owned land located at NW 207 Street and NW 32 Avenue. It was also requested that information regarding the lease agreement with the Nigerian-American Foundation be provided within 180 days from the effective date of R-369-13.

Responsibility for initiating and monitoring the re-platting process has been undertaken by the Community Action and Human Services Department (CAHSD). The re-platting process involves obtaining a Waiver of Plat survey which must be presented for approval to the City of Miami Gardens Planning and Zoning Department, the Miami-Dade Regulatory and Economic Resources Department, and the City of Miami Gardens Mayor and the City Council.

The table below depicts CAHSD's projected Waiver of Plat approval process and includes benchmarks for completion.

## WAIVER OF PLAT APPROVAL PROCESS/PLAN

Actions	Status
1) CAHSD requested the services of a surveyor, through the Internal Services Department (ISD), to prepare Waiver of Plat.	<u>Completed:</u> On <b>July 22, 2013</b> , CAHSD submitted the request to ISD for a surveyor. <b>On August 29, 2013</b> , CAHSD received a proposal from HSQ Group, Inc., which was approved by CAHSD on <b>August 30, 2013</b> .
2) Surveyor, HSQ Group, Inc. prepared and submitted Waiver of Plat with appropriate signature and seal.	<u>Completed:</u> CAHSD received the Waiver of Plat on <b>September 30, 2013</b> . The Waiver of Plat includes the boundary and topographical survey and the creation of two (2) new parcels with legal descriptions. Additionally, the Waiver of Plat certifies that all applicable requirements of Chapter 28, subdivision code of Miami Dade County, Florida have been met.

Actions	Status
3) On <b>October 23, 2013</b> , CAHSD submitted Waiver of Plat to City of Miami Gardens Planning and Zoning Department for review and administrative approval.	On <b>November 22, 2013</b> , CAHSD received a response from the City of Miami Gardens requesting changes to the Waiver of Plat. <b>November 22, 2013</b> , CAHSD submitted a list of changes requested, by the City of Miami Gardens to the surveyor (i.e. HSQ Group, Inc.). Resubmitted to the City of Miami Gardens on: <b>December 13, 2013</b> .
4) Submission of the Waiver of Plat, the Application for Waiver of Plat, and the City of Miami Gardens administrative approval to Miami-Dade Regulatory and Economic Services (RER) for review and approval.	Upon receiving administrative approval from the City of Miami Gardens Planning and Zoning Manager, CAHSD will submit the Waiver of Plat and the Application for Waiver of Plat to RER for review and approval. Anticipated Date of Completion: <b>December 27, 2013</b> .
5) Submission of the RER approved Waiver of Plat, the Application for the Waiver of Plat and the City of Miami Gardens administrative approval to the City of Miami Gardens Planning and Zoning Department for review and approval.	Upon receipt of RER's Waiver of Plat approval, CAHSD will submit the approved Waiver of Plat report to the City of Miami Gardens Planning and Zoning Department for final approval. RER's review is expected to take 4-6 weeks to complete. Anticipated Date of Completion: <b>January 31, 2014</b> .
6) The City of Miami Gardens Planning and Zoning Department will submit the approved Waiver of Plat to City of Miami Gardens for placement on the Agenda of the next Mayor and City Council Meeting for final approval.	Upon approving the Waiver of Plat, the city's Planning and Zoning Department will place item on the agenda for the next Mayor and City Council Meeting for final approval. A thirty (30) day advanced notice is required to place an item on the City Council Meeting agenda. Should the steps outlined above be completed by the anticipated dates of completion, this item could be placed on the <b>March 2014</b> Mayor and City Council Meeting agenda; the exact date of this meeting has not yet been announced or posted.

The lease agreement is contingent upon the re-platting of the county-owned land. This process is necessary to define the boundaries of the property to be leased and the property to be retained by the County. Once the platting process is completed the County, the Nigerian-American Foundation will be able to execute the lease agreement. Should you need any additional information, please contact Lucia Davis-Raiford, Director at 786-469-4644.

- c: Robert A. Cuevas, Jr., County Attorney
- Russell Benford, Deputy Mayor
- Jack Osterholt, Director, RER
- Lucia Davis-Raiford, Director, CASHD
- Charles Anderson, Commission Auditor