

CITY OF FORT LAUDERDALE
Community Redevelopment Agency



APPLICATION FOR CRA FUNDING ASSISTANCE

Name of Principal Owner in Charge		Tel. No.	E-Mail Address
Primary Contact for this CRA Request Steve Schwartz		Tel. No. 213-493-6513	E-Mail Address Steve@artoftea.com
Name of Business		Tax I.D. No.	Company Website
Business Address		Tel. No.	Fax No.
City		State	Zip Code
Commencement Date to Begin Project: _____		<u>JOB INFORMATION</u>	
Completion Date for Project: _____			
Check Appropriate Description ↑Existing Business <input type="checkbox"/> ↑New Business <input checked="" type="checkbox"/>		Project Type ↑Expansion <input type="checkbox"/> ↑Relocation <input type="checkbox"/>	Facility Description Existing Space _____ sq. ft. New Space _____ sq. ft.
NAICS Code / Industry Type		Date of Incorporation	State where the business was incorporated
Proposed Project Location/City		Proposed Address	
Property Control Number(s)		Property Owner	
Owner Tel. No. (include Area Code)		Is there a lien on the property? ↑ Yes ↑ No	
Bank(s) Where Business Accounts for Projects Are Held			
1.		2.	
Name of Participating Bank/Lender			
Amount \$	Contact Person	Tel. No. (include Area Code)	Fax No. (include Area Code)
Name of Other Financial Source			
Amount \$	Contact Person	Tel. No. (include Area Code)	Fax No. (include Area Code)
Name of Other Financial Source			
Amount \$	Contact Person	Tel. No. (include Area Code)	Fax No. (include Area Code)
Name of Other Financial Source			
Amount \$	Contact Person	Tel. No. (include Area Code)	Fax No. (include Area Code)
Project Purpose and Economic Impact Art of Tea, a leading importer and purveyor of premium organic teas based in Los Angeles, is expanding its operations to Fort Lauderdale through the development of a new warehouse and office facility. This strategic move supports our continued national growth and positions Fort Lauderdale as a key hub in our supply chain and customer fulfillment operations. The new facility will not only increase logistical efficiency on the East Coast but also bring our signature blend of wellness, sustainability, and innovation to a broader audience. The Fort Lauderdale expansion represents a significant investment in infrastructure, workforce development, and long-term economic engagement in the region. Art of Tea is committed to being a long-term partner in Fort Lauderdale's continued economic vitality—bringing not only jobs and investment, but also a deeper sense of purpose, wellness, and community to the region.			

NOTE 1: If the project receives funds via another City, County, Federal or State program which also requires job creation/retention, the jobs created/retained for those programs must be in addition to the jobs required under this program.

NOTE 2: If project includes the purchase of equipment using CRA funds, then there must not be another UCC filing for the equipment.

Management: Owners, partners, officers, all holders of outstanding stock — 100% of ownership must be shown (*use separate sheet if necessary*).

Name	Complete Address	% Owned	From	To
Name	Complete Address	% Owned	From	To
Name	Complete Address	% Owned	From	To
Name	Complete Address	% Owned	From	To
Name	Complete Address	% Owned	From	To

PROJECT/ACTIVITY COST SUMMARY	
1. Please state the overall project cost:	\$ _____
2. Please state the overall project costs related to the CRA's assisted activity?	\$ _____
3. Please indicate the sources and uses of funds for the project on the following table.	

Project Source(s) of Funding	Amount	Rate	Term
Bank Loan (specify)			
City funds			
CRA funds			
Company's current cash assets			
Owner equity (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Total Sources			
Select the Use(s) of Funds and the Amount Need for Each	Sources of Funds (Yes or No)	Amount	
Land Acquisition			
Real Property Acquisition			
Utility and road infrastructure improvements			
New construction of commercial and industrial buildings			
Rehabilitation of commercial and industrial buildings			
Purchase and installation of equipment and fixtures			
Other (specify)			
Other (specify)			
Other (specify)			
Total Uses			

NOTE 3: Other "uses" include Architectural/Engineering Fees, Application Fees, Permit Fees Impact Fees

BUSINESS INDEBTEDNESS: Furnish the following information on all outstanding installment debts, code and other liens, notes and mortgages payable that relate to this project. The present balances should agree with the latest balance sheet submitted (*use a separate sheet if necessary*).

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment
Name: _____	\$		\$	6.25%		\$
Name: _____	\$ 1,758,000		\$	6.376%		\$
Name: _____	\$		\$	%		\$
Name: _____	\$		\$	%		\$
Name: _____	\$		\$	%		\$

THE FOLLOWING ITEMS MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION

1. A business plan which describes the company mission, market analysis, applicant capacity, economic analysis and project feasibility, a brief history and description of the company (*including the founding of the company*), overview of operations, product information, customer base, method and areas of distribution, primary competitors and suppliers within the County.
2. A list of general and limited partners, officers, directors and shareholders of the company. Please provide a resume for all the principals and key management.
3. Corporate income tax returns for the last three years (*personal returns may also be requested*).
4. Two separate lists that detail the existing jobs on your payroll and the new jobs to be created (*within the list please provide the job title of each position, a brief description of each position, annual salary for existing and new positions and the industry average salary for those positions*).
5. If machinery and equipment are being purchased with CRA funds, provide a list of all the items to be purchased, with quotes on vendor's letterhead. Include a statement from the manufacturer, attesting to the economic life of the equipment.
6. If business is a franchise, include a copy of the franchise agreement;
7. Bank Commitment Letter detailing the conditions of the loan approval.
8. Copy of IRS determination letter as a non-profit organization (*required for all non-profit organizations only*).
9. Signed copy of resolution or minutes from the meeting of the governing body authorizing submission of the application (*required for all non-profit organizations only*).
10. Articles of Incorporation or Division of Corporations information identifying authorized signatories
11. Copy of the Property Deed (*if the applicant is the owner*)
12. Copy of By-Laws (*required for all non-profit organizations only*).
13. Please sign and submit *Statement of Personal History and Credit Check Release* (as attached).
14. If project involves construction, please provide a minimum of two (2) detailed cost estimates prepared by Architect/Engineer and/or General Contractor, preliminary plans and specifications, Architectural Illustration and photos of existing conditions.
15. Attach a street map showing the location of the proposed project, Property Folio number and Legal Description.
16. Preliminary Project Schedule.

The following items are also needed, if your funding request is \$500,000 or more
(not applicable for Commercial Façade, Streetscape Enhancement and Property and Business Improvement Incentive requests)

17. CPA audited corporate financial statements for the last three years (*Profit and Loss Statement and a Balance Sheet*).
18. If the most recent business return and/or financial statement is more sixty (60) days old, please submit a current Interim Financial Statement.
19. Three year financial pro formas which include operating statements, balance sheets, funding sources, and use details.
20. Ten year revenue and expense projection for the project
21. Copy of sales/purchase agreement when purchasing land or a building (*or an executed lease if applicable*).
22. Provide details regarding any credit issues, bankruptcies and lawsuits by any principal, owning 20% or more of the business.
23. The names of all affiliates and/or subsidiary companies, and their previous three (3) years financial statements and Interim Financial Statements if the financial statements are more than sixty (60) days old.
24. Letter from the Department of Sustainable Development (DSD) approving the proposed project with zoning and land use designations, and Plan Development Review number and comments.
25. Identification and qualifications of project development team (*i.e., attorney, engineer, architect, general contractor, etc.*).

- 26. Current Broward County Assessed Value, new capital investment dollars and total estimated new assessment when completed and placed into service.
- 27. Existing Leases, Lease commitments and tenant makeup *(if applicable)*.
- 28. Copy of Environmental Report showing there are no Environmental issues *(if applicable)*.
- 29. Copy of Appraisal Report *(if applicable)*.

THE FOLLOWING ITEMS ARE REQUIRED AFTER CRA BOARD APPROVAL AND PRIOR TO EXECUTION OF AN AGREEMENT AND RELEASE OF FUNDS

- 30. Evidence that all funds are in-place to fully fund the project.
- 31. A copy of the City approved project plans, contract with General Contractor and permits (Prior to Release of Funds)
- 32. Scope of work and all project costs
- 33. Copies of Insurance Certificates (Builders Risk/All Risk Policy, Commercial General Liability, Workers Compensation with the City of Fort Lauderdale and the Fort Lauderdale CRA listed as Additional Insured.

APPLICANTS CERTIFICATION

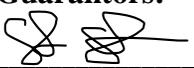
By my signature, I certify that I have read and understand the application, criteria, loan fees and program requirements. I further certify that all the information I (we) supplied is correct and accurate. All of the owners of the company/organization *(regardless of ownership percentage)* are aware of this loan and are in full agreement with the business securing financing for this project. My (our) signature(s) represent my (our) agreement to comply with City of Fort Lauderdale Community Redevelopment Agency, as it relates to this CRA funding request.

Each Proprietor, General Partner, Limited Partner and Business Owner, owning 20% or more must sign below. For all Non-Profit Organizations, all guarantors must be approved by City of Fort Lauderdale Community Redevelopment Agency.

Business Name: _____

By:  _____
 Signature and Title Date

Guarantors:

 _____
 Signature and Title Date

Central City Area Community Redevelopment Agency

PERSONAL HISTORY STATEMENT

PLEASE READ CAREFULLY - PRINT OR TYPE

Each Proprietor (if a Sole Proprietorship), General Partner (if Partnership), Limited Partner (if Partnership), Officer, Director and Business Owner (owning 20% or more of the business), must complete a Personal History Statement. For all Non-Profit Organizations, all guarantors must complete this form and be approved as guarantors by the City of Fort Lauderdale Community Redevelopment Agency.

Applicant/Business Name: _____ City: _____ State: _____ Zip: _____	Participating Bank/Lender: _____ City: _____ State: _____ Zip: _____
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Personal Statement of (if you do not have a middle name, put NMN):

First Name: _____ Middle: _____ Last: _____

Social Security No.: _____ Date of Birth: _____ Place of Birth: _____

Present Address: _____ City: _____ State: _____ Zip: _____ From: _____ To: _____	Previous Address: _____ <i>(needed if in present address less than 5 years)</i> City: _____ State: _____ Zip: _____ From: _____ To: _____
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Loan Requested from CRA: \$ _____ Loan Request from Bank(s): \$ _____ Percentage of Company Ownership: _____%	Are you a U.S. Citizen: <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, are you a Lawful Permanent Resident Alien: <input type="checkbox"/> YES <input type="checkbox"/> NO Alien Registration Number: _____
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IT IS IMPORTANT THAT THE NEXT THREE (3) QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU. HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED.

IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, PLEASE FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.

1. Are you presently under indictment, on parole or probation? YES NO
(If YES, indicate the date parole or probation is to expire) _____
2. Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. YES NO
3. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation? YES NO

I hereby authorize the City of Fort Lauderdale to request criminal record information about me from the criminal justice agencies for the purpose of determining my eligibility.

Signature:	Title: _____	Date: 7/25/2025
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***ORIGINAL SIGNATURES REQUIRED**

Central City Area Community Redevelopment Agency

CREDIT CHECK RELEASE FORM

I authorize the City of Fort Lauderdale Community Redevelopment Agency to obtain such information (*from any source necessary*), as the City/CRA may require concerning statements made in the application for the CRA funding (*including but not limited to, obtaining a copy of my credit report, current loan status reports and financial information from the Participating Bank/Lender*).

PLEASE NOTE: Each Proprietor (if a Sole Proprietorship), General Partner (if Partnership), Limited Partner (if Partnership), Officer, Director and Business Owner (owning 20% or more of the business), must complete this Credit Check Release Form. For all Non-Profit Organizations, all guarantors must complete this form and be approved as guarantors by the City of Fort Lauderdale Community Redevelopment Agency.

First Name: _____ Middle: _____ Last: _____

Social Security No.: _____ Date of Birth: _____

Driver's License (State and Number): _____

Home/Cellular Phone No.: _____ Office No.: **213-493-6513**

Current Home Address (*PO Boxes not accepted*): _____

City: _____ State: _____ Zip Code: _____

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Company Phone No.: _____ Other No.: _____

Signature:  _____

Date: _____

***ORIGINAL SIGNATURES REQUIRED**

Central City Area Community Redevelopment Agency

APPLICATION REQUEST SUPPLEMENTAL INFORMATION

CRA Incentive Programs

Please select the incentive(s) you are applying for and insert the amount of funding assistance you are seeking:

<input type="checkbox"/> COMMERCIAL FAÇADE IMPROVEMENT PROGRAM	\$ _____
<input type="checkbox"/> PROPERTY AND BUSINESS IMPROVEMENT PROGRAM	\$ _____
<input type="checkbox"/> STREETSCAPE ENHANCEMENT PROGRAM	\$ _____
<input type="checkbox"/> DEVELOPMENT INCENTIVE PROGRAM	\$ _____
<input type="checkbox"/> PROPERTY TAX REIMBURSEMENT PROGRAM	\$ _____

Please provide a supplement sheet responding to the following numbered questions:

1. Please describe your project.
2. What is the address, folio number and legal description of the property.
3. What is the existing and proposed use of the property? Please note that certain uses are not eligible for CRA assistance. This includes convenience stores, pawn shops, check cashing stores, tattoo parlors, massage parlors, liquor stores and other uses as may be determined by the CRA that are inconsistent with the CRA Community Redevelopment Plan. Please note that there will be restrictive covenants placed on the property for minimum of 5 years restricting use of the property to only those uses for which CRA funding was provided.
4. Are the proposed improvements to the property being made on behalf of a proposed tenant for the property. If so, please provide a copy of the lease agreement.
5. What is the zoning of the property?
6. Are you the property owner? Please provide a copy of the deed of the property. You must be the owner of the property to apply.
7. Is your project new construction or is it renovation?
8. What is the total capital investment of your project and what is your hard construction and soft cost? (While property acquisition cost is not an eligible CRA expense, it may be included in your total capital investment)
9. What is the current Broward County Assessed Value of the property?
10. Is there a mortgage on the property? Please provide OR Book and Page. Please note that CRA funding is in the form of a 0% interest forgivable loan, forgiven after 5 year of project completion secured by a first

mortgage or subordinate mortgage on the property. Projects receiving over \$225,000 in CRA assistance will be secured by a forgivable loan forgiven after 7 years to 10 years depending on the level of CRA funding. Other forms of security in lieu of a forgivable mortgage will be considered on a case by case basis.

11. Are there any other liens or pending liens on the property? Please provide OR Book and Page.
12. Are there any code violations on the property? Identify.
13. Is the property listed "For Sale." Please note that properties listed for sale may not apply for CRA program funding.
14. How many new permanent jobs will be created by the project? Please describe the jobs to be created and projected salaries.
15. What is the estimated construction commencement date of the project? Please note that no work is to commence on the project unless a Program Agreement is approved and fully executed between the CRA and the property owner and that work must commence within 90 days of CRA funding approval.
16. What is the estimated completion date of the project? Please note that all approved projects must be completed within a maximum of three (3) years.
17. Please provide proof of your matching funds (i.e. bank statement, line of credit, etc.) and identify other proposed forms of financing for your project.
18. Do you have general liability and fire and casualty insurance on the property? You will be required to demonstrate proof of insurance and may include bonding requirements as required by the City/CRA prior to commencement of work. The cost of insurance may be included as part of your total project cost funded by the program.
19. Have you previously received funding from the CRA? Explain.

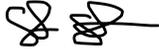
If you are applying for funding from the Commercial Façade Improvement Program, Property & Business Improvement Program and/or Streetscape Enhancement Program, please also complete the following:

20. Do you have a detailed scope of work? If so, please include for CRA review and approval.
21. Do you have completed architectural drawings for the scope of work to be performed? Please include along with architectural illustration(s) of the proposed work, material specifications, color selections, etc. Please note that architectural cost may be included as part of your total project cost.
22. Have your project plans been submitted for City Development Review and/or permitting and if so what are the status of the plans and the plan review number? All work must be permitted and approved by the Building Official.
23. Do you have detailed, written contractor cost estimates? If so, please provide.
24. Have you selected a contractor from the attached City/CRA Approved Contractor List? Please note if your contractor is not on the City/CRA approved list, it may be possible to have your contractor become an approved CRA Contractor. He/She will need to complete the attached Contractor Application for consideration.
25. If you are applying for the Façade Program or Property and Business investment Program, and if you are not using a City /CRA Approved Contractor, you must secure two detailed licensed and insured contractor cost estimates and CRA funding is limited to 60% of the lowest cost estimate not to exceed \$50,000 which can only be funded on a reimbursement basis, rather than a direct payment to the contractor. In addition, all

projects over \$50,000 may be assigned a CRA Construction Review Specialist who will determine the scope of work to be funded and will secure contractor pricing for the project, manage funding request and provide general project oversight.

26. For Streetscape Enhancement Program projects, see additional requirements for projects in excess of \$300,000 as required by Florida Statute 255.20.

I _____ attest that the information is correct to the best of my knowledge. I further understand that the CRA 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/applicant. I further understand that I am responsible for providing all documentation required by The CRA.



Signature of Property Owner or Business Owner

Print Name

Project Purpose and Economic Impact: We recently purchased the building at 900 NE 13th Street (Closed in April 2025 for \$4.25M), and are committed to significantly improving this building and the surrounding area, as well as to hire for new jobs for our business, Art of Tea LLC, once the work is complete. Art of Tea is an award-winning, LA-based organic tea company known for our handcrafted blends and sustainable sourcing. As we expand operations to Fort Lauderdale, we intend to fully renovate our newly purchased property and establish it as a flagship East Coast hub—supporting retail, warehouse, and operations under one roof.

We're excited about the opportunity to become part of the Fort Lauderdale community and are committed to being good neighbors, responsible stewards of the space, and active contributors to the Central City area's growth and revitalization.

A business plan which describes the company mission, market analysis, applicant capacity, economic analysis and project feasibility, a brief history and description of the company (including the founding of the company), overview of operations, product information, customer base, method and areas of distribution, primary competitors and suppliers within the County.

Founded in 2004 by Steve Schwartz, Art of Tea was born from a deep passion for wellness, Ayurveda, and the ancient ritual of tea. With a mission to create a health-driven, sustainable tea experience that connects people to the world through tea, the company has grown from a small Los Angeles startup into an internationally recognized brand. Art of Tea hand-blends organic and specialty teas, distributing to luxury hotels, restaurants, spas, and direct-to-consumer customers across the U.S. and globally. Our curated offerings include wellness blends, matcha, dessert teas, and botanicals—crafted with a focus on sustainability and ethical sourcing. The Fort Lauderdale expansion is a strategic move to enhance our national footprint, reduce East Coast shipping times, and support job creation. Our customer base ranges from consumers seeking wellness-driven products to high-end hospitality groups such as Disney, The Boca Raton Hotel, Gordon Ramsey, Google, and Wolfgang Puck. Distribution is currently executed via our LA headquarters and through e-commerce, wholesale, and third-party logistics networks. The Fort Lauderdale warehouse will enhance regional fulfillment capabilities and reduce freight costs to our east coast customers including major cruise lines like Princess Cruises and Holland America. Our competitors in the county include traditional tea and coffee distributors; however, few offer the same blend of premium quality, sustainability, and storytelling. We source directly from global farmers and suppliers with long-term relationships, ensuring consistent quality and ethical integrity. With over 20 years of profitable operations, deep industry experience, and strong brand equity, Art of Tea is well-positioned for successful expansion and long-term contribution to Broward County's economic landscape.

2. A list of general and limited partners, officers, directors and shareholders of the company. Please provide a resume for all the principals and key management.

Steve Schwartz, Founder & CEO
Resume - [Steve Bio](#) & [LinkedIn](#)

4. Two separate lists that detail the existing jobs on your payroll and the new jobs to be created (within the list please provide the job title of each position, a brief description of each position, annual salary for existing and new positions and the industry average salary for those positions).

Existing

Assistant Production Supervisor

Supports the Production Supervisor in managing day-to-day floor activities, ensuring team efficiency, product quality, and safety compliance. Assists in coordinating schedules, training staff, and maintaining production targets.

Assistant Production Manager

Assists the Production Manager in overseeing the entire production process. Works closely with team leads to implement workflows, troubleshoot issues, and ensure product consistency and timely output.

Production Assistant

Supports all aspects of the production process including weighing, blending, packaging, labeling, and cleaning. Maintains quality standards and follows safety protocols. Multiple positions available.

Account Manager and Trainer

Manages customer accounts with a focus on hospitality and wholesale partners. Trains clients and internal staff on product knowledge, service protocols, and best practices to ensure brand consistency and satisfaction.

Staff Accountant

Handles accounts payable/receivable, reconciliations, general ledger maintenance, and financial reporting. Supports month-end closing and audit preparation.

Owner

Founder and visionary of Art of Tea. Oversees company mission, strategic direction, culture, and growth while supporting executive leadership and key partnerships.

Retail Shipping

Packs and ships direct-to-consumer retail orders with accuracy and care. Maintains packing stations and inventory accuracy while meeting daily shipping deadlines.

Shipping Manager

Oversees all outbound shipments including retail, wholesale, and Amazon orders. Manages a team of shippers and coordinates logistics to meet delivery timelines.

Manager of First Impressions

The Manager of First Impressions is the voice of the company, ensuring every Customer

receives a warm, professional, and helpful experience. This role supports customer service strategy, and leads the team responsible for setting the tone of all first interactions.

Chief Operating Officer (COO)

Leads cross-departmental operations, aligning strategic initiatives with execution. Oversees production, supply chain, HR, and logistics to ensure operational excellence.

Senior Supply Chain Manager

Manages end-to-end supply chain activities including procurement, logistics, inventory planning, and vendor relationships. Ensures timely, cost-effective sourcing of materials.

QA (Quality Assurance)/QC (Quality Control)

Implements and monitors quality systems to ensure compliance with food safety and product standards. Conducts inspections, audits, and process improvements.

Operations Assistant / AP

Provides operational and administrative support across departments. Manages accounts payable and assists with vendor communications, data entry, and document control.

Operations Manager

Oversees daily operations including production, logistics, and facility management. Ensures smooth workflow, cost efficiency, and cross-team collaboration.

Senior E-Commerce Manager (Retail.com)

Drives strategy and execution for Art of Tea's direct-to-consumer channels. Manages site optimization, digital campaigns, merchandising, and customer acquisition/retention.

Hospitality Sales Manager

Leads B2B sales initiatives in the hospitality sector. Develops and nurtures relationships with hotels, restaurants, and spas while identifying growth opportunities.

Production/Amazon

Focuses on production and fulfillment of Amazon-specific orders. Ensures compliance with Amazon's packaging and shipping standards.

Customer Relations Specialist

Delivers exceptional service across channels by responding to inquiries, resolving issues, and maintaining customer satisfaction. Acts as a brand ambassador.

National Sales Manager

Develops and executes national sales strategies to drive growth across retail, hospitality, and e-commerce channels. Manages regional reps and key accounts.

Office Manager

Manages office operations, facilities, and administrative functions. Supports HR and finance teams with scheduling, documentation, and team coordination.

Legal Counsel

Provides legal advice on contracts, compliance, trademarks, partnerships, and risk management. Works with leadership on strategic legal matters.

Marketing Coordinator

Supports marketing campaigns, social media, and content creation. Assists with brand initiatives, email marketing, and event planning.

Shipping Warehouse Assistant

Assists with warehouse organization, packing, and shipping. Prepares orders, stocks shelves, and helps maintain cleanliness and order accuracy.

Executive Assistant

Provides high-level administrative support to executives. Manages calendars, travel, communications, and special projects.

Sales Support Coordinator

Supports the sales team with administrative tasks, CRM updates, order entry, and client communications. Ensures timely follow-up and accurate reporting.

Lifecycle & Content Marketing Coordinator

Manages customer lifecycle communications and content marketing initiatives. Develops email flows, blog content, and promotional messaging to drive engagement.

Business Development

Identifies and develops new business opportunities across channels. Researches trends, negotiates deals, and builds partnerships to support company growth.

New Jobs - Operations Manager, Shipping Manager, 2 Production Assistants, Account Manager, Marketing Manager, Business Development.**Operations Manager**

Oversees daily operations including production, logistics, and facility management. Ensures smooth workflow, cost efficiency, and cross-team collaboration.

Shipping Manager

Oversees all outbound shipments including retail, wholesale, and Amazon orders. Manages a team of shippers and coordinates logistics to meet delivery timelines.

Production Assistant

Supports all aspects of the production process including weighing, blending, packaging, labeling, and cleaning. Maintains quality standards and follows safety protocols. Multiple positions available.

Account Manager and Trainer

Manages customer accounts with a focus on hospitality and wholesale partners. Trains clients and internal staff on product knowledge, service protocols, and best practices to ensure brand consistency and satisfaction.

Business Development

Identifies and develops new business opportunities across channels. Researches trends, negotiates deals, and builds partnerships to support company growth.

Marketing Coordinator

Drives marketing campaigns, social media, and content creation. Oversees brand initiatives, email marketing, partnerships, paid media, and event planning.

Statement of Personal History

Steve Schwartz is a best-selling author, Master Tea Blender, and the Founder of Art of Tea, an award-winning tea purveyor based in Los Angeles. At Art of Tea, Steve applies his background in Ayurveda, initially cultivated during his time studying at the Ayurvedic Institute in New Mexico, to create award-winning blends that showcase his passion for the alchemy of combining herbs and botanicals.

Schwartz was originally drawn to the field after his mom died of cancer when he was 19 years old. He became fascinated with Eastern and preventative medicine as an alternative to Western medicine that failed to save his mom. Following his tenure at the Ayurvedic Institute, Schwartz traveled the world to meet with farmers in Asia, India, Africa, and the Middle East to broaden his knowledge of tea and learn how climate and terroir impact its expression and flavor. While he didn't initially plan to start a tea company, after settling back in his hometown of Los Angeles, he began experimenting with blending different teas and botanicals in his living room. He developed an underground following and started making custom formulations for chefs such as Wolfgang Puck while teaching others the art of blending.

As his enthusiasm for blending teas grew, Schwartz began honing in on a vision for the company that would become Art of Tea. He immersed himself in learning about entrepreneurship, initially through CDs on marketing & business strategy that he would listen to while traveling and driving to and from tastings. He took the leap to found Art of Tea in 2004 and has since grown the company from a small-scale operation in his living room to a world-renowned brand with a warehouse in Monterey Park, just outside Downtown Los Angeles.

Steve's passion for tea and ability to hand-craft the finest teas and botanicals has led to relationships with brands, acclaimed chefs, and restaurants such as Google, Vera Wang, #Slack, The Peninsula Hotels, Huntington Gardens, Wolfgang Puck, Adam Perry Lang, Rustic Canyon Group, Craft Los Angeles and more.

Existing Conditions:

<https://www.dropbox.com/scl/fo/db2812eqbahsnm4kye0ny/AGFVlu5fUvg4rmmODTGWZ2Y?rlkey=i8fi10ll1nml5qt7dq7snh79&st=ay1cy9bd&dl=0>

15. Attach a street map showing the location of the proposed project, Property Folio number and Legal Description.

Street Map:



Folio Number: 49-42-34-03-0620

Legal Description: Lot 7, less the South 5.26 feet thereof; Lots 8 through 13 inclusive, and Lot 14; Less the North 15.00 feet thereof for road right of way; Together with the West 1/2 of the vacated alley, as set forth in that certain City of Fort Lauderdale, Florida Ordinance No. C-86-101, recorded in Official Records Book 13946, Page 98, of the Public Records of Broward County, Florida, abutting the aforesaid Lots, Block 109, PROGRESSO, according to the plat thereof, as recorded in Plat Book 2, Page 18, of the former Public Records of Miami-Dade County, Florida; Said lands now situate and being in Broward County, Florida.

16. Preliminary Project Schedule.

Design Discussions: April 2025 - Now

Submit permit process: Aug 1, 2025 - September 2025

Begin Demolition & Buildout: October 2025

Finalize: Early Jan/Feb 2026

1. Please describe your project. (MATT GOODWIN)

Renovate office, Warehouse, and production facility to be able to produce teas for the hospitality and DTC markets for SoFlo and East Coast.

The existing building is comprised of an existing warehouse and office. Art of Tea is going to demolish the existing interiors and ancillary spaces, and reconfigure it to

become a space for warehousing, production, quality control, office and client meeting spaces. This space will be the east coast flagship for Art of Tea including it's operations and client meeting. The renovation work will include new framing, sheetrock, painting, bathrooms, plumbing, electrical, heating and cooling systems, ventilation systems, millwork, lighting, specialized equipment including 3 compartment sinks, hand wash sinks, air compressors, art of tea production equipment and tables, storage racks, amongst other production and warehouse related items.

2. What is the address, folio number and legal description of the property.

Address: 900 NE 13th Street Fort Lauderdale, FL 33304

Folio Number: 49-42-34-03-0620

Legal Description: Lot 7, less the South 5.26 feet thereof; Lots 8 through 13 inclusive, and Lot 14; Less the North 15.00 feet thereof for road right of way; Together with the West 1/2 of the vacated alley, as set forth in that certain City of Fort Lauderdale, Florida Ordinance No. C-86-101, recorded in Official Records Book 13946, Page 98, of the Public Records of Broward County, Florida, abutting the aforesaid Lots, Block 109, PROGRESSO, according to the plat thereof, as recorded in Plat Book 2, Page 18, of the former Public Records of Miami-Dade County, Florida; Said lands now situate and being in Broward County, Florida.

3. What is the existing and proposed use of the property?

We recently purchased the commercial warehouse & office space at 900 NE 13th Street (Closed in April 2025 for \$4.25M), and are committed to significantly improving this building and the surrounding area, as well as to hire for new jobs for our business, Art of Tea LLC, once the work is complete. Art of Tea is an award-winning, LA-based organic tea company known for our handcrafted blends and sustainable sourcing. As we expand operations to Fort Lauderdale, we intend to fully renovate our newly purchased property in two phases, and establish it as a flagship East Coast hub—supporting retail, warehouse, and operations under one roof.

4. Are the proposed improvements to the property being made on behalf of a proposed tenant for the property. If so, please provide a copy of the lease agreement.

Our entity that purchased the building, Fort Ynes LLC, will be leasing the building to Art of Tea LLC, and Art of Tea LLC will be responsible for rent and other expenses.

5. What is the zoning of the property? B-3

7. Is your project new construction or is it renovation? Renovation

What is the current Broward County Assessed Value of the property?



Site Address	900 NE 13 STREET, FORT LAUDERDALE FL 33304	ID #	4942 34 03 0620
Property Owner	BAYSHORE GROVE LLC	Millage	0312
Mailing Address	7950 SW 68 TER MIAMI FL 33143	Use	48-01
Abbr Legal Description	PROGRESSO 2-18 D LOT 7 LESS S 5.26, LOTS 8 THRU 13, LOT 14 LESS N 15 FOR RD, ALL IN BLK 109		

The just values displayed below were set in compliance with **Sec. 193.011, Fla. Stat.**, and include a reduction for costs of sale and other adjustments required by **Sec. 193.011(8)**.

* 2025 values are considered "working values" and are subject to change.					
Property Assessment Values					
Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2025*	\$297,900	\$2,314,060	\$2,611,960	\$2,363,370	
2024	\$297,900	\$1,850,620	\$2,148,520	\$2,148,520	\$44,405.11
2023	\$229,150	\$2,235,810	\$2,464,960	\$2,464,960	\$50,821.97

10. Is there a mortgage on the property? Please provide OR Book and Page.

Yes there is a mortgage.

OR Book and Page

- **For the 1st mortgage**, it is - Instrument Number 120179075, Public Records of Broward County, Florida
- **For the 2nd mortgage**, it is Instrument Number 120179077, Public Records of Broward County, Florida

11. Are there any other liens or pending liens on the property? Please provide OR Book and Page. *No*

12. Are there any code violations on the property? Identify. *No*

13. Is the property listed "For Sale." Please note that properties listed for sale may not apply for CRA program funding.

No.

14. How many new permanent jobs will be created by the project? Please describe the jobs to be created and projected salaries. *7*

15. What is the estimated construction commencement date of the project? Please note that no work is to commence on the project unless a Program Agreement is approved and fully executed between the CRA and the property owner and that work must commence within 90 days of CRA funding approval. *September 15, 2025*

16. What is the estimated completion date of the project? Please note that all approved projects must be completed within a maximum of three (3) years.

February/March 2026

18. Do you have general liability and fire and casualty insurance on the property? You will be required to demonstrate proof of insurance and may include bonding requirements as required by the City/CRA prior to commencement of work. The cost of insurance may be included as part of your total project cost funded by the program.

Yes, we have commercial insurance - wind, hazard, and general liability for both entities = \$51.7K. Proof of Insurance uploaded in Serv-U.

19. Have you previously received funding from the CRA? Explain. No.

22. Have your project plans been submitted for City Development Review and/or permitting and if so what are the status of the plans and the plan review number? All work must be permitted and approved by the Building Official.

Not yet, but Arquigreen has collected paperwork to get approval on demolition.