

**FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY  
WORKSHOP MEETING MINUTES  
February 7, 2019**

A Community Redevelopment Agency meeting was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, February 7, 2019 at 6:00 p.m.

**Members Present:** Mayor Chris Cheshire, Vice Mayor John L. Gunter, Jr., Commissioners Christopher Bell, Patrick A. DeGrave, and John F. Mobilian.

Also Present: City Manager Gary La Venia; City Attorney Anita Geraci-Carver; Community Development Director Tracy Kelley and City Clerk Esther B. Coulson.

**1. CALL TO ORDER**

Mayor Cheshire called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

At Mayor Cheshire's request, Ms. Coulson called the roll and a quorum was present.

**By unanimous consent and upon Mayor Cheshire's suggestion, the city commission fixed this evening's CRA workshop at 7:00 p.m. as the time to which to adjourn.**

**3. CRA BENEFITS**

Later in the meeting, Mr. Greg Beliveau, LPG Urban Planners Inc., gave examples of the Cities of Leesburg and Umatilla CRA grant programs and their funding process.

**4. CRA MATCHING FUND GRANT REQUIREMENTS/CRITERIA**

Mr. La Venia relayed the conversations he had with Mses. Geraci-Carver, Kelley and Mr. Greg Beliveau, Urban Land Planners Inc. (retained by city); reviewed the draft of the business development matching grant program and recommendations and outlined the supplanted matching fund grant of up to \$2,500 earmarked for FY 2018-19.

Following extensive deliberations and by **unanimous consent, the CRA accepted the city manager's recommendation to develop the CRA Business Development matching grant program to include the:**

**(a) matching grant funding application with the:**

- **exclusion of home-based businesses;**
- **inclusion of specifying the definition of acceptable aesthetic requirements;**
- **removal of gutters and downspouts planned improvements as eligible work;**
- **development of a "raising" program;**
- **grading of a certain preestablished criteria under the law;**

- stipulation prohibiting the City of Fruitland Park elected officials, employees and individuals, listed in the city's code and who are subject to the city's employment nepotism and personal relationships policy and the Code of Ethics for Public Officers and Employees under Chapter 112 of the Florida Statutes, from participating in the program;
- photographs of target areas assessing the applicant's intended improvement plans with before and after pictures taken prior to completion of work for submittal to the CRA with permission initially from the applicant to upload same on to the city's website;
- provision on the qualifications criteria to be established by the land development code, current building and fire and safety codes and applicable laws;
- identification of tasks to be performed by the owner/operator;
- advertisement on the 45-day application competitive process to begin on March 1 and applications to be submitted to city hall by April 15, 2019;

and

(b) appointment of the staff committee (comprising of the city manager, city land planner, community development director, and code enforcement officer) not subject to the sunshine law requirements), after the application process to:

- review, rate, grade and rank the shortlisted applications with merit that are eligible for funding subject to availability (which are distributed at the city's sole discretion);
- applications with merit are recommended to the CRA for consideration with expected work together with cost estimates for proposed work to be completed by September 1, 2019;
- denied applications -- due to funding availability or not meeting the criteria -- would have the opportunity to utilize the appeals process determined by the CRA or reapply by resubmitting their application during the next grant funding cycle;


and

Further the CRA agreed to hold its next meeting on Thursday, February 14, 2019 as soon as practical at 6:15 p.m.

5. **CRA REDEVELOPMENT PLAN – GOALS, OBJECTIVES AND POLICIES**  
No action was taken at this time on the CRA redevelopment plan goals, objectives and policies.
6. **OTHER BUSINESS**  
There was no other business to come before the CRA at this time.
7. **ADJOURNMENT**  
**The meeting adjourned at 6:38 p.m.**

The minutes were approved at the February 14, 2019 meeting.

Signed   
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Esther B. Coulson, City Clerk

Signed   
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Chris Cheshire, Mayor