

**FRUITLAND PARK
COMMUNITY REDEVELOPMENT AGENCY
MEETING AGENDA**

February 14, 2019

City Hall Commission Chambers
506 W. Berckman Street
Fruitland Park, FL 34731

As soon as practical at 6:15 p.m.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES (city clerk)

December 13, 2018 CRA meeting minutes
February 7, 2019 CRA workshop meeting

4. BUSINESS IMPROVEMENT MATCHING GRANT PROGRAM (city manager)

Approve the CRA matching grant program requirements and criteria discussed at the February 7, 2019 CRA workshop.

5. PUBLIC COMMENTS

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the Community Redevelopment Agency at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the CRA. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the CRA addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

6. OTHER BUSINESS

7. ADJOURNMENT

Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's Office at City Hall (352) 360-6727 at least forty-eight (48) hours prior to the meeting. (§286.26 F.S.)

If a person decides to appeal any decision made by the City of Fruitland Park with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings and ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The city does not provide verbatim records. (§286.0105, F.S.)

PLEASE TURN OFF ELECTRONIC DEVICES OR PLACE IN VIBRATE MODE.

**FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY
DRAFT MEETING MINUTES
December 13, 2018**

A Community Redevelopment Agency meeting was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, December 13, 2018 at 6:15 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 Treasurer Jeannine Racine; Interim Police Chief Erik Luce, Executive Assistant Karen McKillips, Police Department; Interim Fire Chief Donald Gilpin, Deputy Fire Chief Tim Yoder, Firefighter Brandon Clutter, Fire Department; Fruitland Park Library Director JoAnn Glendinning; Public Works Director Dale Bogle, Human Resources Director Diane Kolcun and City Clerk Esther B. Coulson.

1. CALL TO ORDER

Mayor Cheshire called the meeting to order at 6:02 p.m.

2. ROLL CALL

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

3. ELECTION OF OFFICERS

(a) Chair

Commissioner DeGrave placed the name of Mayor Cheshire as Chair of the Community Redevelopment Agency for 2019. The nomination was seconded by Commissioner Mobilian.

By unanimous consent, the nomination was declared closed resulting in the unanimous election of Mayor Cheshire as Chair of the Community Redevelopment Agency for 2019.

(b) Vice Chair

Commissioner DeGrave placed the name of Vice Mayor Gunter as Vice Chair of the Community Redevelopment Agency for 2019. The nomination was seconded by Commissioner Mobilian.

By unanimous consent, the nomination was declared closed resulting in the unanimous election of Vice Mayor Gunter as Vice Chair of the Community Redevelopment Agency for 2019.

4. APPROVAL OF MINUTES

On motion of Commissioner Bell, seconded by Vice Mayor Gunter and unanimously carried, the CRA approved the August 30, 2018 CRA meeting minutes as submitted.

5. ANNUAL REPORT FY 2017-18

Ms. Racine reviewed the annual report for FY 2017-18.

After discussion Ms. Geraci-Carver explained the purpose of the CRA funding.

On motion of Vice Mayor Gunter seconded by Commissioner Bell and unanimously carried, the CRA approved the FY 2017-18 Annual Report as submitted.

6. RESOLUTION 2018-001 SOD AND IRRIGATION BUDGET AMENDMENT

Ms. Geraci-Carver read into the record Resolution 2018-001, the substance of which is as follows:

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF FRUITLAND PARK, FLORIDA, AMENDING THE 2018/2019 FISCAL YEAR BUDGET TO TRANSFER FUNDS FROM REDEVELOPMENT CONTINGENCY TO REDEVELOPMENT IMPROVEMENTS: MUNICIPAL COMPLEX, RELOCATION OF UTILITIES ON CR 466A, AND COMMUNITY CENTER; AND PROVIDING FOR AN EFFECTIVE DATE.

After Ms. Racine explained the transfer of funding from the redevelopment contingency to redevelopment improvements, Mr. La Venia relayed Ms. Geraci-Carver's suggestion to him to transfer \$25,000 from the CRA budget and create a startup grant program to which Ms. Geraci-Carver advised it to be prudent for property owners to access said funds and recalled discussions regarding sod and signage grants to improve projects, bring them into compliance with the city's regulations, and benefit the CRA district.

In recognizing the current budgeted amount earmarked towards the community center, Mr. La Venia suggested:

- dividing the \$50,000 and transferring the \$25,000 designating it towards a program;
- conducting a CRA workshop to determine a criterion outlining the responsibilities for property owners who may wish to apply for the funds to make improvements;
- reviewing similar programs from communities in the area and implement same, and
- if there is an interest, increasing the funds if additional monies are received in the CRA.

After Mayor Cheshire questioned whether CRA grant funds are available for individuals to connect to the city's water and wastewater, Ms. Geraci-Carver gave her assurance as it relates to commercial properties; however, she would explore same for residential.

Mr. Greg Beliveau, LPG Urban Planners Inc., described the assistance LPG provided to modify the City of Umatilla's CRA criteria and eligible matching funding requirements to help improve business owners' properties; recognized similar programs utilized by the City of Leesburg who has three CRAs and acknowledged the incentives used by the City of Minneola who provides grant funds for individuals who re connecting to its wastewater

reatment plant. He identified the CRA benefits which he suggested the City of Fruitland Park ought to review and implement as part of its CRA plan.

After discussion, Ms. Geraci-Carver cited Objective 3.2 of the major goals, objectives and policies of the August 2016 CRA plan: . . . *The CRA Agency shall analyze the need for façade improvements to commercial structures in the CRA . . .* ; a copy of which is filed with the supplemental papers to the minutes of this meeting.

Mr. La Venia addressed the ability to create a program within the CRA plan; reiterated the need for the CRA to establish a criterion for businesses to determine interest whereby said program, in the future, could be adjusted accordingly.

After discussion, **a motion was made by Commissioner DeGrave and seconded by Commissioner Bell that the CRA adopt Resolution 2018-001 as previously cited and amend the FY 2018-19 budget to transfer \$50,000 from Redevelopment Contingency and earmark \$25,000 towards the Community Redevelopment Agency grant program to be determined at a later date.**

After discussion, **Mayor Cheshire called for a roll call vote on the motion and declared it carried unanimously.**

7. PUBLIC COMMENTS

No one from the public came before the CRA at this time.

8. OTHER BUSINESS

There was no other business to come before the CRA at this time.

9. ADJOURNMENT

The meeting adjourned at 6:24 p.m.

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

Signed _____
Esther B. Coulson, City Clerk

Signed _____
Chris Cheshire, Mayor

**FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY
DRAFT 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 _____
Esther B. Coulson, City Clerk

Signed _____
Chris Cheshire, Mayor

FACADE IMPROVEMENT MATCHING GRANT PROGRAM
Community Redevelopment Agency (CRA)

Program Description:

- The CRA matching grant program is designed to, through a competitive application process, award business owners a matching grant of up to \$2,500.00 for the purpose of improving the curb appeal of their storefront.

- **Eligibility Criteria:**
 - *Must be located in a designated CRA.*
 - *Must be properly zoned.*
 - *Must be a Small Business as defined by the U.S. Small Business Association.*
 - *Must be a Business or Property Owner in Good Standing. (Current Business License, Property Taxes, No Fines, liens etc.)*
 - *Applicant must share 50% of the cost.*
 - *The Business Owner & Property Owner (if different) must apply jointly.*
 - *Improvement will require CRA Board approval.*
 - *Must include a copy of current lease if not the property owner.*
 - *City Commissioners, staff members, employees and all those listed under Chapter 112 are not eligible to participate in this program*

- Applicants must submit a conceptual plan of what improvements are being proposed to include a cost estimate of the proposed work.
 - *Eligible work : Rehabilitation and improvement to existing building facades visible to the street or public right-of way including storefronts, cornices, signs, exterior lighting, canopies, awnings, painting, masonry cleaning and landscaping. Permit & design review fees can be reimbursed through the program.*

- Applicants will be required to pay for the improvements up front, they shall be reimbursed upon completion, inspection and approval of the project.

- Only those improvements approved as part of the grant award will be eligible for reimbursement.

- Interested parties will be required to complete an application describing in detail the proposed improvement to their facility.

- The following properties are ineligible for grant funds:
 - *National Corporate Franchises*
 - *Government Offices & Agencies*
 - *Properties primarily supporting a residential use.*
 - *Home Based Businesses*
 - *Properties exempt from property taxes*

- Applications will be submitted to and initially reviewed by a committee composed of city staff
- The review committee will grade the applications, upon completion all applications will be forwarded to the CRA with the appropriate recommendations.
- The CRA will review the recommendations and take a formal action to approve or deny the application.
- The total amount of dollars set aside for this program is \$25,000.00 which has been appropriated through the CRA fund.
- Approvals: The CRA have the sole authority to determine eligibility of proposed work and confirmation of the completed work. Certain work may be precluded as a condition of funding.
- Applicants will be required to follow all local land development, zoning building, fire and all other applicable rules and regulations.
- If approved, it will be incumbent on the applicant to secure and pay for any required and necessary building permits. All work must comply with City, State & Federal regulations.
- **COMPETITIVE PRICING:** Applicants are required to obtain two (2) quotes. If the lowest quote is not selected, the applicant will have to match the cost of the lowest quote or provide justification as to why they want to use the higher quote. The City will consider waiving the requirement if it is justified. For every type of proposed work, the CRA will match half of the cost of the lowest bid up to two thousand five hundred dollars (\$2,500) inclusive of any design or planning costs being reimbursed. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.
- **BUY LOCAL:** Applicants are encouraged, but not required, to hire locally-owned businesses and contractors for the work outlined in the grant agreement
- **PROGRAM REUSE RESTRICTION:** A grant recipient's business location may not be the beneficiary of another Business Facade Matching grant until after a two-year time frame. If a business is sold and the new owner wishes to apply for the grant, the two-year time frame still applies. The two-year time frame begins on the date the improvements costs are reimbursed.
- **GENERAL CONDITIONS:** The following general conditions will apply to all projects:
 - Based on the discretion of the review committee and the CRA.
 - Improvements funded by the grant must be approved by the City and properly maintained.
 - Property taxes must be current, have a current business license and applicants may have no debts in arrears to the City when a contract is signed.

- Applicants must show proof of current property insurance.
- Applicants will be required to submit before & after pictures of the proposed improvements.
- No work shall commence until authorized by the CRA. The application process will consist of:
 - An initial review by the staff committee who upon completion of said review shall grade and provide a recommendation to the CRA
 - Review of the recommendation by the CRA
 - Final approval by the CRA Board
 - Formal agreement to commence work
- All projects shall obtain a building permit and will display signage indicating the CRA's involvement in the improvement work. Signs will be provided by the CRA.

Note: Applications are due later than 4:00 PM Friday, April 19, 2019. No applications will be accepted after that date.

Successful grantees must have all work complete no later than September 1, 2019.

All receipts MUST be submitted no later than 4:00 PM Friday, September 13, 2019.

QUESTIONS OR INQUIRES MAY BE DIRECTED TO THE CITY MANAGER AT 352-360-6727 EXTENSION 2222.