



**CRA MEETING  
ZEPHYRHILLS, FLORIDA**

**Monday, November 10, 2025  
5:45 PM**

Please join the GoToMeeting  
from your computer, tablet or smartphone:

<https://meet.goto.com/855960693>

or dial in using your phone:

**+1 (646) 749-3122- Access Code: 855-960-693**

(Please mute your phone unless you wish to speak on a specific item)

**Zephyrhills  
City Hall**

**Council  
Chambers**

Call to Order — Council President Charles E. Proctor

Roll Call — City Clerk Ricardo Quiñones

**1. BUSINESS ITEMS**

- 1.1 Approval of CRA Meeting Minutes - October 27, 2025
  1. M10.27.2025 CRA Final Draft
- 1.2 CRA Master Plan - Draft Update
- 1.3 Increase to the Commercial and Residential Grants

**2. CRA DIRECTOR'S REPORT**

**3. MAIN STREET ACTIVITY REPORT**

**4. CITIZEN COMMENTS**

**ADJOURN**

**\* PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**

## **BUSINESS ITEMS 1.1**

Approval of CRA Meeting Minutes - October 27, 2025

**Issue:**

The Community Redevelopment Agency held a regular meeting on October 27, 2025

**Background:**

Minutes from that meeting were prepared and are presented for the Board's review and approval.

**Attachment(s):**

1. M10.27.2025 CRA Final Draft

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff recommends approval.

## COMMUNITY REDEVELOPMENT AGENCY

A Regular CRA Meeting was held on October 27, 2025 at 5:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven F. Spina PhD called the meeting to order at 5:02 PM

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Monson. City Manager William Poe and City Attorney Matthew Maggard were also present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, IT Director Mike Panak, Airport Manager Nathan Coleman, Finance Director Ted Beason, Building Official Calvin Switzer, Public Information Officer Kevin Weiss, Main Street Zephyrhills Director Antwon Gildon, Principal Planner Rodney Corriveau, Historic Preservation/Community Planner Will McCaw, GIS/Community Planner Tommy-Lee and City Clerk Ricardo Quiñones.

### 1. BUSINESS ITEMS

#### 1.1 Approval of CRA Meeting Minutes - September 22, 2025

There was no discussion on this item.

***Jodi Wilkeson motioned to approve the CRA meeting minutes of September 22, 2025. Seconded by Charles Proctor. Motion Passed, 5-0.***

1.2 Approval of Agreement 37-25-14 with Clifton Larson Allen for CRA Audit Services  
CRA Director Gail Hamilton introduced the annual audit services agreement, explaining it is the same firm performing the City's annual audit. Finance Director Ted Beason was present to address any questions.

***Lance Smith motioned to approve the agreement 37-25-14 with Clifton Larson Allen. Seconded by Kenneth Burgess. Motion Passed, 5-0.***

#### 1.3 Approval of Statement of Work CA25-02 for Clifton Larson Allen for Assertion Based Examination Services

This item was presented as a companion to the previous audit agreement. Ms. Hamilton confirmed it was included in the approved CRA budget and consistent with prior years.

***Charles Proctor motioned to approve the Statement of Work CA-25-02. Seconded by Lance Smith. Motion Passed, 5-0.***

#### 1.4 8th Street and Oakside Cemetery Streetscape Improvements

CRA Director Gail Hamilton provided background on the project, explaining that the original scope included improvements along 5th Avenue, but that portion was removed due to right of way permitting coordination with the State and County.

Wharton-Smith representatives provided an overview of project details, including construction phasing, landscaping, and the addition of new lighting and widened sidewalks. Discussion followed regarding design elements, including sidewalk width, retaining wall treatments, and consistency of benches and amenities throughout the City's parks and downtown areas.

***Lance Smith motioned to approve proceeding with the 8th Street and Oakside Cemetery Streetscape Improvements as presented. Seconded by Charles Proctor. Motion Passed, 5-0.***

**\*\*\*Main Street report presented out of order prior to Item 2\*\***

### 3. MAIN STREET ACTIVITY REPORT

Main Street Director Antwon Gildon reported on the success of the recent Halloween Howl event, noting record attendance and strong community engagement. He thanked sponsors including San Antonio Federal Credit Union and Bauducco for their support and announced Bauducco will also serve as title sponsor for the upcoming Festival of Lights.

Mr. Gildon shared that social media engagement increased by more than 30% across platforms. He thanked City staff, volunteers, and Zephyrhills High School organizations for their participation, including the National Honor Society, cheerleaders, JROTC, and the theater troupe. Mayor Monson and CRA Director Hamilton both commended the youth participation and recognized Public Works staff and the Zephyrhills Police Department for their positive community interactions. Intern Mallory Crandell was acknowledged for her contributions to Main Street's communications and social media efforts.

### 2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton presented a recommendation to increase grant funding amounts due to inflation and limited participation under current levels. Proposed increases included:

- Commercial Grant: from \$20,000 to \$50,000
- Residential Facade Grant: from \$2,500 to \$5,000
- Homeowner Incentive Grant: from \$5,000 to \$10,000

Amy Chapel, Loan Officer with SouthState Bank, spoke in support of the proposal, explaining how the increase would enable more residents to qualify for home loans, especially if funds could be used for roof improvements. Ms. Chapel encouraged partnership with local lenders to educate potential homeowners and expand participation in CRA programs.

Discussion followed regarding grant eligibility, allowable improvements, and future outreach to realtors and contractors. Staff will return with updated program guidelines and amounts for formal action at the next meeting.

Dir. Hamilton provided the following updates:

- Zephyr Park Construction Manager at Risk: Shortlisted candidates have been identified. The Board requested project presentations be brought forward for review at the next meeting.
- Clock Plaza Master Plan: A conceptual design was presented featuring an event stage, turf seating area, lighting, and enhanced public art wall. Discussion followed regarding preservation or relocation of existing trees. Staff will coordinate with an arborist to explore retention options.
- 8th Street and Oakside Improvements: Construction to begin next month with coordination to minimize overlap with 6th Avenue work.
- Veterans Park Plan: Staff is developing a master plan in partnership with the DAR and will present renderings at a future meeting.
- Downtown Sound System: Staff is researching replacement options for the current downtown speaker system, which is outdated and unreliable.

#### **4. CITIZEN COMMENTS**

Randy Stovall, representing the Greater East Pasco Chamber of Commerce, commented on the proposed Clock Plaza design. He expressed concern that the raised seating wall and fountain might obstruct visibility of the stage area during public events. Staff acknowledged the comment and stated that design adjustments would be made to maintain clear sightlines.

**ADJOURN 6:02 PM**

Submitted by Ricardo Quiñones

## **BUSINESS ITEMS 1.2**

CRA Master Plan - Draft Update

**Issue:**

The CRA Board review draft of the CRA Masterplan.

**Background:**

Staff has been working on the CRA Masterplan with GAI. This is the first draft of the plan that will guide the CRA projects for the next 5 years.

**Attachment(s):**

None

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff is seeking input or comment on the Masterplan.

## **BUSINESS ITEMS 1.3**

Increase to the Commercial and Residential Grants

### **Issue:**

Approve an increase in grant awards to the following programs: Homeowner Incentive, Matching Commercial Facade, Commercial Improvement, Matching Residential Facade,

### **Background:**

Staff is requesting an increase to the CRA Grant Programs as follows:

Homeowner Incentives — \$10,000

Matching Commercial Facade — \$10,000

Commercial Improvement — \$50,000

Matching Residential Facade - \$5,000

The grant requirements will remain the same, matching funds, approval by the CRA Board before work can begin, etc.

Currently, the grants are not being used by residential and commercial property owners or businesses. Staff is requesting the increase because the cost of rehabilitation has increased to the point that the current grant amounts are not enough to encourage redevelopment projects.

### **Attachment(s):**

None

### **Fiscal Impact:**

Funding is provided for the grants in the approved CRA 2025/2026 approved budget.

### **Staff Recommendation:**

Staff recommends approval.