



**CRA MEETING  
ZEPHYRHILLS, FLORIDA**

**Monday, December 8, 2025  
5:00 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 — Commissioner Steven F. Spina Ph.D

Roll Call — City Clerk Ricardo Quiñones

**1. BUSINESS ITEMS**

1.1 Approval of CRA Meeting Minutes - Novmber 10, 2025

1. M11.10.2025 - CRA Final

1.2 Approval of Commercial Improvement Grant - Village Inn 5214 Gall Blvd Parking Lot Improvements

1. SKM\_C650i25120313150

**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 decisionmade 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 - November 10, 2025

**Issue:**

The Community Redevelopment Agency held a regular meeting on November 10, 2025

**Background:**

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

**Attachment(s):**

1. M11.10.2025 - CRA Final

**Fiscal Impact:**

N/A

**Staff Recommendation:**

Staff recommends approval.

## COMMUNITY REDEVELOPMENT AGENCY

A Regular CRA Meeting was held on November 10, 2025 at 5:45 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven F. Spina, Ph.D called the meeting to order at 5:47 PM.

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven F. Spina, Ph.D, and Mayor Melonie Bahr 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, Building Official Kalvin Switzer, Airport Manager Nathan Coleman, IT Director Mike Panak, CRA Director Gail Hamilton, Human Resources & Risk Management Director Sandra Amerson, Human Resources Coordinator Stefany Boice, Planning Director Todd Vande Berg, Principal Planner Rodney Corrivou, GIS/Community Planner Tommy-Lee Hunt, Finance Director Ted Beason, Assistant Finance Director Jessica Carter, Public Information Officer Kevin Weiss, and City Clerk Ricardo Quiñones

### **1. BUSINESS ITEMS**

#### 1.1 Approval of CRA Meeting Minutes - October 27, 2025

***Charles Proctor motioned to approve the October 27, 2025 CRA Meeting Minutes. Seconded by Kenneth Burgess. Motion passed unanimously.***

#### 1.2 CRA Master Plan - Draft Update

CRA Director Gail Hamilton pulled the Master Plan presentation due to time constraints, noting that the full presentation requires approximately one hour and will be brought to the next CRA meeting.

#### 1.3 Increase to the Commercial and Residential Grants

Director Hamilton stated that existing CRA grant levels were underutilized and recommended increasing award amounts to provide more meaningful assistance to residents and business owners. She reviewed the following proposed changes:

- Homeowner Incentive Grant: Increase from \$5,000 to \$10,000
- Matching Commercial Facade Grant: Increase from \$5,000 to \$10,000
- Commercial Improvement Grant: Increase from \$25,000 to \$50,000
- Matching Residential Facade Grant: Increase from \$2,500 to \$10,000 (adjusted upward during discussion)

Director Hamilton confirmed there is \$200,000 available in the current grant funding pool, and all grants remain matching programs. Board Members discussed eligibility, the overall funding pot, and past utilization rates. Board Members also noted that a three-person committee should review commercial grant applications.

***Lance Smith motioned to approve the grant increases as amended, including raising the Matching Residential Facade Grant to \$10,000. Seconded by Kenneth Burgess. Motion passed unanimously.***

### **2. CRA DIRECTOR'S REPORT**

Director Hamilton provided updates on ongoing CRA projects, including:

- Park shelters permits have been submitted; installation to begin soon. Seven parks are included in the project, except for Krusen Park and Ellis Harrold due to spatial limitations.
- Playground equipment installation expected to begin in December.
- Kickoff meeting for Oakside Cemetery Improvements with Wharton-Smith scheduled for November 19, with construction anticipated to begin in late January.
- 8th Street Improvements to begin after completion of 6th Avenue work and the holiday season.
- Finalizing Park Signage designs and proceeding with value-engineered options allowing lighting of all new signs at no additional cost.

### **3. MAIN STREET ACTIVITY REPORT**

Main Street Zephyrhills Director was not present.

Board Members complimented the increased attendance and overall success of the Veterans Day Parade, noting strong participation from schools, ROTC, and community organizations, and ongoing collaboration with the Military Museum and Main Street.

### **4. CITIZEN COMMENTS - NONE**

ADJOURN 5:57 PM

Submitted by Ricardo Quiñones

## **BUSINESS ITEMS 1.2**

Approval of Commercial Improvement Grant - Village Inn 5214 Gall Blvd Parking Lot Improvements

**Issue:**

Mr. William Christie, D/B/A Vichrs Inc. owner of Village Inn located at 5214 Gall Blvd, is requesting a Commercial Improvement Grant to upgrade the parking lot.

**Background:**

The owner provided three estimates for parking lot repairs, including repaving and stripping parking spaces. The estimates are included in your backup. The lowest bid and selected contractor is O'Neils Asphalt Paving at \$18,640.00. The grant will fund half of the cost at \$9320.

**Attachment(s):**

1. SKM\_C650i25120313150

**Fiscal Impact:**

Funding for the Commercial Improvement Grants are included in the approved FY 2025/2026 CRA Budget.

**Staff Recommendation:**

The grant application meets all requirements and staff recommends approval.



# COMMERCIAL IMPROVEMENT GRANT APPLICATION

City of Zephyrhills – Community Redevelopment Agency (CRA)  
5335 8th Street, Zephyrhills, FL 33542 • (813) 780-0000 • www.ci.zephyrhills.fl.us/CRA  
(CRA Use Only: Application No. \_\_\_\_\_ Date Received: 11/25)

## Section 1 – Applicant Information

Applicant Name (Business or Individual): Vichrs Inc.  
Contact Person: Bill Christie  
Mailing Address: 13138 Palmilla Circle  
City: Dade City State: FL Zip: 33525  
Phone: 813 997-3222 Email: \_\_\_\_\_  
Business Tax Receipt #: \_\_\_\_\_ (attach copy)

## Section 2 – Property Information

Property Address of Proposed Improvements: 5214 GALL BLVD  
Property Parcel ID #: \_\_\_\_\_  
Property Owner Name: Vichrs Inc  
Property Owner Mailing Address (if different): \_\_\_\_\_  
Is the applicant the property owner?  Yes  No

If tenant, provide:  
- Business Name: \_\_\_\_\_  
- Lease Expiration Date: \_\_\_\_\_  
- Attach notarized letter of authorization from the property owner.

## Section 3 – Project Description

Provide a brief description of the proposed improvements and project objectives:  
Patch Work - Seal Coat - Stripping  
Parking lot at Village Inn

Project Type (check all that apply):  
 Façade / Exterior Painting  Awnings / Canopies  Signage  
 Windows / Doors  Lighting  Parking Lot  
 Fire Suppression  Grease Trap  Interior (Food Service Only)  Other: \_\_\_\_\_



**Section 4 – Project Details and Costs**

Estimated Total Project Cost: \$ 18,640<sup>-</sup>00  
Amount of Grant Funds Requested: \$ 9320<sup>00</sup>  
Applicant Match (minimum one-to-one): \$ 9320<sup>00</sup>  
Anticipated Start Date: 12-1-25  
Anticipated Completion Date: 12-4-25  
Licensed Contractor(s): O'Neils Asphalt Paving  
Florida Contractor License #: \_\_\_\_\_

**Section 5 – Attachments Checklist**

Applicants must include the following with this application:

- Proof of Property Ownership or Notarized Owner Authorization Letter (if tenant).
- Copy of current City of Zephyrhills Business Tax Receipt.
- Proof that both City and County property taxes are current.
- At least three written estimates, bids, or proposals from licensed contractors for each type of improvement.
- Color photographs showing existing building conditions.
- Drawings, renderings, or material specifications for proposed improvements.
- Project schedule showing anticipated start and completion dates.
- Proof of contractor licensing and insurance.

*Note: Incomplete applications will be returned without review. All attachments must be legible and submitted on standard letter-size paper.*

**Section 6 – Applicant Certification**

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that any work performed prior to CRA Board approval will invalidate this application and render the project ineligible for funding. I further understand that all improvements must comply with applicable City codes, permitting requirements, and CRA program conditions.

X  
Signature of Applicant: [Signature] Date: 11-12-25  
Printed Name: William Christie  
Signature of Property Owner (if applicable): SAME Date: \_\_\_\_\_  
Printed Name: SAME

**For CRA Use Only**

Application Received Date: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_  
CRA Staff Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Department Review: \_\_\_\_\_ Date: \_\_\_\_\_  
CRA Board Approval:  Approved  Denied Date: \_\_\_\_\_  
CRA Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Kevin O'Neil  
Owner; DBA  
352-567-6432



Free Estimates  
Licensed & Insured  
Dade City

NAME: Village Inn

DATE: 11-6-2025

STREET: 5214 Gall Blvd

PHONE: 813-997-3222

CITY: Zephyrhills, Fl.

ZIP: 33542

We hereby submit specifications and estimates for: Parking lot repairs.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Patch Work       | <input type="checkbox"/> Grading             |
| <input type="checkbox"/> Paving                      | <input type="checkbox"/> Base Work           |
| <input type="checkbox"/> 1 1/2 inch lay then compact | <input type="checkbox"/> Lime Rock           |
| <input type="checkbox"/> 2 inch lay then compact     | <input type="checkbox"/> Crushed Concrete    |
| <input type="checkbox"/> Tac-coat                    | <input type="checkbox"/> Asphalt Millings    |
| <input checked="" type="checkbox"/> Sealcoating      | <input checked="" type="checkbox"/> Striping |

Other/Comments: ① Clean parking lot. ② 14 areas to be paved with hot asphalt and compacted, 10 by 25, 10 by 4, 8 by 4, 12 by 8, 65 by 12 at front road by handicaps, 20 by 8, 28 by 16 and 4 areas 8 by 8, rear lot 18 by 8, 29 by 13 and two 75 by 4 1/2 on each side and road going from front to rear lot ③ Sealcoating front, rear, and rear side lot with gem-seal poly-tar coatings and restripe 95 white lines, two white arrows rear entrance 6 white crosswalks and 5 handicap logos 10 blue lines.

MAKE ALL CHECKS PAYABLE TO KEVIN O'NEIL Paving 3,250

Deposit amount: \$ 9,000.00

Square footage: Sealing 44,928

Balance due upon completion: \$ 9,640.00

Total Due: \$ 18,640.00

**REMARKS: THESE ARE THE TERMS OF THIS AGREEMENT**

It is agreed that once the job is completed, the customer will pay the bill in full. Warranty does not cover cracks or any type of vegetation/grass or water drainage problems that may occur. All work completed to the best of our ability. The customer has a 3 day cancellation period up until the time of construction. This is the customer's legal right. No materials sold as leftovers. All measurements and thicknesses are approximate. O'neils Asphalt Paving is not responsible for underground utilities.

I have read this estimate and accept these terms.

Customer

Date

## Gude Paving, LLC

ESTIMATE TOTAL

**\$91,397.50**

To move forward with this estimate, select **Accept** and Gude Paving, LLC will reach out with next steps.

Accept

Decline



### Gude Paving, LLC

estimate number 240174

estimate total \$91,397.50

[View estimate](#)



### Merchant details

Email: tedgude@gmail.com



 Information is protected and kept confidential

Estimates are subject to change. The business will reach out to confirm final details.  
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|   |                             |   |                            |                   |                        |                             |                         |                  |              |
|---|-----------------------------|---|----------------------------|-------------------|------------------------|-----------------------------|-------------------------|------------------|--------------|
| <b>Parcel ID</b>  |                             | 11-26-21-0010-16600-0250 (Card: 1 of 1)   |                            |                   |                        |                             |                         |                  |              |
| <b>Classification</b>   |                             | 02100-Restaurant  |                            |                   |                        |                             |                         |                  |              |
| <b>Mailing Address</b>  |                             | <b>Property Value</b>   |                            |                   |                        |                             |                         |                  |              |
| VICHRIS INC<br>5214 GALL BLVD<br>ZEPHYRHILLS, FL 33542-4960   |                             | The property values shown are for the 2026 tax year and a work in progress. They are subject to change until the tax roll is certified. |                            |                   |                        |                             |                         |                  |              |
| <b>Physical Address</b>   |                             | <b>Just Value</b>   |                            | <b>\$575,244</b>  |                        |                             |                         |                  |              |
| 5214 GALL BOULEVARD, ZEPHYRHILLS, FL 33542  |                             | Ag Land   |                            | \$0               |                        |                             |                         |                  |              |
| <b>Legal Description (First 200 characters)</b>   |                             | Land  |                            | \$246,000         |                        |                             |                         |                  |              |
| <a href="#">See Plat for this Subdivision</a>   |                             | Building  |                            | \$317,544         |                        |                             |                         |                  |              |
| THAT POR VACATED SEABOARD COAST LN RR R/W<br>DESC AS COM MOST NWLY COR BLOCK 167 TOWN<br>OF ZEPHYRHILLS PB 1 PG 54 TH S67DG 26' 15"W<br>60.00 FT FOR POB TH S22DG 34' 41"E 250.00 FT<br>TH S67DG 26' 15"W 199.93 FT [...] |                             | Extra Features  |                            | \$11,700          |                        |                             |                         |                  |              |
| <b>Jurisdiction</b>   |                             | Assessed  |                            | <b>Non-School</b> |                        | <b>School</b>               |                         |                  |              |
| <a href="#">CITY OF ZEPHYRHILLS</a>   |                             | Homestead Exemption   |                            | \$496,670         |                        | \$575,244                   |                         |                  |              |
| <b>Community Dev District</b>   |                             | Additional Exemptions   |                            | -\$0              |                        | -\$0                        |                         |                  |              |
| N/A   |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Community Redevelopment Area</b>   |                             | <b>Taxable Value</b>  |                            | <b>\$496,670</b>  |                        | <b>\$575,244</b>            |                         |                  |              |
| Zephyrhills 1999  |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Land Detail (Card: 1 of 1)</b>   |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Line</b>   | <b>Use</b>                  | <b>Description</b>  | <b>Code</b>                | <b>Zoning</b>     | <b>Units</b>           | <b>Type</b>                 | <b>Price</b>            | <b>Condition</b> | <b>Value</b> |
| 1   | 2100C                       | Restaurant  | CMAJG-1                    | FBC5              | 11000.000              | SF                          | \$7.00                  | 0.80             | \$61,600     |
| 2   | 2100C                       | Restaurant  | CMAJG-2                    | FBC5              | 39000.000              | SF                          | \$5.00                  | 0.80             | \$156,000    |
| 3   | 2100C                       | Restaurant  | CMAJG-3                    | FBC5              | 10000.000              | SF                          | \$3.55                  | 0.80             | \$28,400     |
| <b>Additional Land Information</b>  |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Acres</b>  | <b>Tax Area</b>             | <b>FEMA Code</b>  | <b>Subsidence Activity</b> |                   |                        | <b>Neighborhood Code(s)</b> |                         |                  |              |
| 1.38  | ZH                          | X   | None Reported              |                   |                        | CMAJ                        |                         |                  |              |
| <b>Building Information - Use 2100-Restaurants (Full Service) (Card: 1 of 1)</b>  |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Year Built</b>   | 1978                        |   |                            |                   | <b>Stories</b>         |                             | 1.0                     |                  |              |
| <b>Exterior Wall 1</b>  | Concrete Block Stucco       |   |                            |                   | <b>Exterior Wall 2</b> |                             | None                    |                  |              |
| <b>Roof Structure</b>   | Irregular                   |   |                            |                   | <b>Roof Cover</b>      |                             | Built-Up Tar and Gravel |                  |              |
| <b>Interior Wall 1</b>  | Drywall                     |   |                            |                   | <b>Interior Wall 2</b> |                             | Wood Panel or Custom    |                  |              |
| <b>Flooring 1</b>   | Ceramic Clay Tile           |   |                            |                   | <b>Flooring 2</b>      |                             | Carpet                  |                  |              |
| <b>Fuel</b>   | Electric                    |   |                            |                   | <b>Heat</b>            |                             | Forced Air - Ducted     |                  |              |
| <b>A/C</b>  | Central                     |   |                            |                   | <b>Baths</b>           |                             | 3.0                     |                  |              |
| <b>Line</b>   | <b>Code</b>                 | <b>Description</b>  | <b>Sq. Feet</b>            |                   | <b>Value</b>           |                             |                         |                  |              |
| 1   | SPA01                       | SERVICE/PRODUCTION AREA   | 1,920                      |                   | \$108,055              |                             |                         |                  |              |
| 2   | BAS01                       | LIVING AREA   | 3,164                      |                   | \$209,489              |                             |                         |                  |              |
| <b>Extra Features (Card: 1 of 1)</b>  |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Line</b>   | <b>Code</b>                 | <b>Description</b>  | <b>Year</b>                | <b>Units</b>      | <b>Value</b>           |                             |                         |                  |              |
| 1   | CPAVASP                     | PAVING ASPHALT  | 1985                       | 40,000            | \$11,700               |                             |                         |                  |              |
| <b>Sales History</b>  |                             |   |                            |                   |                        |                             |                         |                  |              |
| <b>Previous Owner:</b>  |                             |   | KIEFER THEODORE P          |                   |                        |                             |                         |                  |              |
| <b>Month/Year</b>   | <b>Book/Page</b>            | <b>Type</b>   | <b>DOR Code</b>            | <b>Condition</b>  | <b>Amount</b>          |                             |                         |                  |              |
| 10/1994   | <a href="#">3354 / 1421</a> | Warranty Deed   |                            | I                 | \$460,000              |                             |                         |                  |              |
| 1/1984  | <a href="#">1305 / 1334</a> | Warranty Deed   |                            | I                 | \$437,500              |                             |                         |                  |              |
| 11/1978   | <a href="#">0978 / 0361</a> |   |                            | I                 | \$0                    |                             |                         |                  |              |
| 3/1978  | <a href="#">0934 / 0289</a> |   |                            | V                 | \$125,000              |                             |                         |                  |              |



