

## 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