



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, January 26, 2026
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 — Commissioner Steven F. Spina, PhD

Roll Call — City Clerk Ricardo Quiñones

1. BUSINESS ITEMS

- 1.1 Approval of CRA Meeting Minutes - December 08, 2025
 1. M12.08.2025 - CRA
- 1.2 2026 Zephyrhills Photo Contest Winner
 1. 3rd Place - Mural Family
 2. 2nd Place - Airplanes
 3. 1st Place - Kid at Hercules Park
 4. FCCMA Photo Contest (Dashboard)
- 1.3 Diane Bell McDaniel Residential Ownership Incentive 5449 10th Street
 1. 3514
 2. ZCRA Application - Diane McDaniel
 3. Property Appraiser - Property Record Card (1)

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 - December 08, 2025

Issue:

The Community Redevelopment Agency held a regular meeting on December 08, 2025

Background:

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

Attachment(s):

1. M12.08.2025 - CRA

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval.

A Regular CRA Meeting was held on December 8, 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 Ph.D called the meeting to order at 5:00 PM.

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Attorney Matthew Maggard was also present. City Manager William Poe arrived at 5:07 PM

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlance, CRA Director Gail Hamilton, Planning Director Todd Vande Berg, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Historic Preservation Specialist/Community Planner Will McCaw, Public Information Officer Kevin Weiss, Code Enforcement Officer Joel Bacon, Assistant City Clerk Eileen Mercado and City Clerk Ricardo Quinones.

1. BUSINESS ITEMS

1.1 Approval of CRA Meeting Minutes - November 10, 2025

Charles Proctor motioned to approve the CRA Meeting Minutes of November 10, 2025. Seconded by Jodi Wilkeson. Motion passed unanimously.

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

CRA Director Gail Hamilton presented a request for approval of a Commercial Improvement Grant for Village Inn, located at 5214 Gall Boulevard, for parking lot improvements. She explained this was the first grant approved under the updated program allowing parking lot improvements. Ms. Hamilton noted that the applicant received multiple bids, with the lowest bid totaling approximately \$18,000, and that staff verified compliance with grant requirements. The CRA will reimburse 50 percent of the eligible cost, totaling just over \$9,000. The contractor is O'Neills Asphalt Paving, with Village Inn (Vickers, Inc.) as the property owner. Council discussed the continued availability of the parking lot for public use during City events. Ms. Hamilton stated that the property owner has historically been receptive to public parking and views the improvements as a benefit to both the business and the community. Additional discussion included potential future language regarding event parking access and the difficulty in securing multiple paving bids due to contractor availability.

Charles Proctor motioned to approve the Commercial Improvement Grant for Village Inn as presented. Seconded by Lance Smith. Motion passed unanimously.

**** Ms. Hamilton requested to add an item to the agenda for consideration of a Residential Ownership Incentive Grant for 38017 5th Avenue. ****

Lance Smith motioned to approve adding the item. Seconded by Kenneth Burgess. Motion passed unanimously.

* *Additional item - Residential Ownership Incentive Grant 38017 5th Avenue* *

Ms. Hamilton explained this was the first application under the newly increased \$10,000 Residential Ownership Incentive Grant. Applicants Richard and Selena Figueroa, who currently rent the property, are in the process of purchasing the home. Ms. Hamilton requested approval contingent upon final staff verification that all grant requirements are met. The grant will be issued after closing, secured by a five-year lien requiring homestead exemption throughout the term. Members confirmed the updated grant amount and closing timeline, noting the urgency to approve due to the pending end-of-year closing.

Lance Smith moved to approve the Residential Ownership Incentive Grant in the amount of \$10,000, contingent upon staff confirmation of all required documentation. Seconded by Jodi Wilkeson. Motion passed unanimously.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton provided a comprehensive update on CRA initiatives and projects, including:

- The annual City and CRA photo contest theme is "What Makes Zephyrhills Unique, " with entries due January 5, 2026. Winning photos will be featured in City publications and promotional materials.
- Park Equipment and Shade Structures installation began at Ellis-Herald Park and will continue through Veterans, Shepherd, Gunner Paw, and Depot Parks, with completion expected by early January.
- The Park Signage contract approved on October 27 will result in mass installation at all City parks by May 1, 2026, using a redesigned steel frame that allows for solar lighting at no additional cost. Smaller parks will receive column-style signage consistent with the Hercules Park design.

- Removal of Washingtonian Palms on 5th Avenue is complete. Surveying is underway, followed by palm replacement, irrigation upgrades, and coordinated landscaping to align with the Clock Plaza redesign. Direction to avoid magnolias and crepe myrtles was noted.
- Clock Plaza Improvements plans include a fully cabled sound system to eliminate prior connectivity issues and improve audio reliability for events.
- 8th Street and Oakside Cemetery Projects plans have been submitted for permitting, with construction anticipated to begin mid-to-late January.
- Staff is coordinating with Utilities to identify safe planting locations for the Tree Planting Program. A preliminary goal of 200 trees per year was discussed, with planting planned for parks and rights-of-way, funded through the tree fund and CRA allocations.
- The original installer of the Downtown Sound System is no longer in business. IT staff is researching replacement options, with a proposed plan expected at a future meeting.
- The online applications for the CRA Grant Programs have been updated to reflect increased funding levels, and staff is preparing a marketing campaign to promote grant opportunities.

3. MAIN STREET ACTIVITY REPORT

Ms. Hamilton provided an update on behalf of Main Street Zephyrhills, reporting that despite inclement weather, the Festival of Lights & Christmas Parade had strong attendance and positive community response. She commended Public Works, Police, and volunteers for their efforts and noted positive engagement across City social media platforms. Additional photos and event metrics will be presented at a future meeting.

4. CITIZEN COMMENTS - NONE

ADJOURN 5:37 pm

Submitted by Ricardo Quiñones

BUSINESS ITEMS

1.2

2026 Zephyrhills Photo Contest Winner

Issue:

Recognize the top three winners of the 2026 City of Zephyrhills Photography Contest, as ranked by the Mayor and City Council.

Background:

The City of Zephyrhills and the Zephyrhills Community Redevelopment Agency (CRA) received a record 68 submissions for the 2026 City of Zephyrhills Photography Contest, which ran from December 2025 through January 5, 2026.

A staff review committee evaluated all entries and narrowed the pool to five finalist photos for Mayor and City Council consideration. City Council & Mayor were then asked to rank the finalists so staff could tally results, confirm the top three winners, and submit the top-ranked photo to the Florida City and County Management Association (FCCMA) for consideration in its statewide photo contest, for a chance to be featured in the FCCMA Membership Directory and/or on the FCCMA website.

Prize awards for the City's three winners are as follows:

- 1st Place: Ama'l-Leyla Mahjoub | \$300 (plus submission to the FCCMA statewide photo contest)
- 2nd Place: Raymond Adams | \$200
- 3rd Place: Lido Capogrosso | \$100

This marks the fourth consecutive year the City and CRA have offered this community-wide photo contest. In addition to recognizing the three winners, City staff will highlight several other notable submissions through the City's social media channels and with canvas prints to be displayed at City Hall and the Zephyrhills Public Library.

*****The First Place winner has been submitted to the FCCMA Statewide photo contest and voting will begin Monday January 26, 2026.*****

Attachment(s):

1. 3rd Place - Mural Family
2. 2nd Place - Airplanes
3. 1st Place - Kid at Hercules Park
4. FCCMA Photo Contest (Dashboard)

Fiscal Impact:

Funding provided in the FY 2025/2026 approved CRA Budget.

Staff Recommendation:

Staff recommends approval.











2026 FCCMA Directory Photo Contest

Home / 2026 FCCMA Directory Photo Contest


[RULES](#)
[LOGIN](#)


 Newest





ALACHUA COUNTY

Site Manager

No Category

♥ 0

👁 0



ZEPHYRHILLS

Site Manager

No Category

♥ 0

👁 2



WINTER SPRINGS

Site Manager

No Category

♥ 0

👁 1



BUSINESS ITEMS

1.3

Diane Bell McDaniel Residential Ownership Incentive 5449 10th Street

Issue:

The CRA Board of Commissioners approve Diane Bell McDaniel's application for a Residential Ownership Incentive Grant for home located at 5449 10th St.

Background:

The applicant, Diane Bell McDaniel, grant application provided in your back-up, is purchasing a home located at 5449 10th Street. Ms. McDaniel is aware the grant requires her to file a homestead exemption on the property for 5 years. Should she fail to file the exemption, vacate the property, or sell the property within the 5-year period, the entire grant amount of \$10,000 will be due within 15 days of notice by the Zephyrhills CRA.

The grant's purpose is to incentivize home purchases within distressed neighborhoods as a catalyst to improve the owner occupancy rate and improve the neighborhoods one street at a time.

A \$10,000 lien will be placed on the property for five (5) years and will be automatically released at the end of five years.

Attachment(s):

1. 3514
2. ZCRA Application - Diane McDaniel
3. Property Appraiser - Property Record Card (1)

Fiscal Impact:

Funding for the Residential Ownership Incentive Grant Program is provided in the FY 2025/2026 approved budget.

Staff Recommendation:

The application and documentation meets all the requirements of the grant program and staff recommends approval.





RESIDENTIAL OWNERSHIP INCENTIVE GRANT PROGRAM

Grant Application

1. Attach photos of the home and property.
2. Attach a copy of the applicant's photo identification, Florida Drivers License, of more than one applicant please attach each applicant's photo identification.
3. Attach copy of the property information from the Pasco County Property Appraiser.
4. Attach W-9, the person who will be responsible for claiming tax benefit of grant.

Name or Names: Diane McDaniel

Current Address: 775 Sea Holly Drive Brooksville, FL 34604

Home Phone: _____ Cell Phone: 813-629-1003

Email: jreinert2007@gmail.com

Subject Property Address: 5449 10th St Zephyrhills, FL 33542

Parcel Identification Number: 11-26-21-0010-11900-0090

BY SIGNING THIS APPLICATION, I AGREE AND CERTIFY THE FOLLOWING:

- A. I am 21 years of age or older.
- B. I will hold title and continuously reside at this residence for a minimum of 5 years.
- C. I will reside at the subject residence and claim homestead exemption for a minimum of 5 years as regulated by the Pasco County Property Appraiser.

- D. I understand an encumbrance of \$10,000 will be placed on the property for 5 years.
- E. I will be disqualified and grant funds revoked if I do not comply with applicable zoning requirements, design standards, and/or guidelines.
- F. If I fail to obtain homestead exemption within 7 days of closing, and found to be using the exemption fraudulently, or vacate the property, I understand I will be required to repay the entire \$10,000 grant amount. Should grant amount not be repaid within fifteen business days, owner will be in default, and interest will accrue at 18% per annum.
- G. I understand before grant funding is disbursed I will provide a copy of the property sale documents/closing statement, copy of the Warranty Deed, and copy of Homestead Exemption application from Pasco County Property Appraiser, within 7 days of Real Estate Closing.
- H. I understand that I must provide a completed W-9 form and will be responsible for any applicable taxes from grant funding.
- I. I understand the CRA Board of Commissioners reserves the right to deny an application at any time without cause.
- J. I have read and understand the requirements of the grant program.

Diane McDaniel

Diane McDaniel

Print Name

Print Name

Diane McDaniel

Signature

Signature

Jennifer Reinert

Witness Signature

Jennifer Reinert

Print Name

1-17-20

Date



**RESIDENTIAL OWNERSHIP INCENTIVE GRANT PROGRAM
AFFIDAVIT**

The qualified homebuyer/grant recipient must reside and claim homestead exemption on the subject property for a minimum of five (5) years from the date of the grant award. A lien will be placed on the subject property which will be removed automatically after fulfillment of the five (5) year occupancy requirement. The lien will be filed by the City Clerk's office on the subject property within 30 days from date of grant approval.

Should the grant recipient vacate the home prior to fulfilling the five (5) year occupancy requirement the grant recipient shall pay to the City of Zephyrhills CRA the amount of \$10,000 within 15 business days of vacating the property. Should grant amount not be repaid within the 15 business days, owner will be considered in default and interest will accrue at 18% per annum.

All restoration must meet all applicable zoning and code requirements, CRA Design Guidelines and any other applicable requirements as determined by the City of Zephyrhills Planning Department, Zoning and CRA Design Guidelines will be based on a single-family residential zoning category. If the applicable CRA and/or Historic Preservation (within designated areas) Guidelines are not met, upon notice by the Zephyrhills CRA the applicant will pay the entire \$10,000 grant funds back to the Zephyrhills CRA within 15 business days.

Funding is not guaranteed until written approval from the City of Zephyrhills CRA is received. The Residential Ownership Incentive Grant Program is not retroactive, extending in scope or effect to a prior time, should you purchase a home before applying to the grant program or do not file homestead exemption within 7 days of closing on property, the subject property will not be eligible for grant funds.

Date Jan 17, 2026
Signature Diane McDaniel
Name Diane McDaniel
Please Print

Signature _____
Name _____
Please Print

Parcel ID		11-26-21-0010-11900-0090 (Card: 1 of 1)							
Classification		00100-Single Family							
Mailing Address				Property Value					
RUFFINI LOUIS M				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.					
4345 ENGLISH TURN WAY				Just Value		\$90,466			
WESLEY CHAPEL, FL 33543				Ag Land		\$0			
Physical Address				Land		\$32,172			
5449 10TH STREET, ZEPHYRHILLS, FL 33542				Building		\$58,294			
Legal Description (First 200 characters)				Extra Features		\$0			
See Plat for this Subdivision									
CITY OF ZEPHYRHILLS PB 1 PG 54 LOTS 9 & 10 BLOCK									
119									
Jurisdiction				Assessed		\$90,466		Non-School	
CITY OF ZEPHYRHILLS				Homestead Exemption		-\$0		School	
Community Dev District				Additional Exemptions		-\$0		-\$0	
N/A									
Community Redevelopment Area				Taxable Value		\$90,466		\$90,466	
Zephyrhills 2017									
Land Detail (Card: 1 of 1)									
Line	Use	Description	Code	Zoning	Units	Type	Price	Condition	Value
1	0100R	SFR	LP2-1	00R2	8400.000	SF	\$3.83	1.00	\$32,172
Additional Land Information									
Acres	Tax Area	FEMA Code	Subsidence Activity				Neighborhood Code(s)		
0.19	ZH	X	None Reported				ZHLH		
Building Information - Use 0100-Single Family Residential (Card: 1 of 1)									
Year Built	1953			Stories			1.0		
Exterior Wall 1	Aluminum Siding			Exterior Wall 2			None		
Roof Structure	Gable or Hip			Roof Cover			Asphalt or Composition Shingle		
Interior Wall 1	Drywall			Interior Wall 2			None		
Flooring 1	Asphalt Tile			Flooring 2			Carpet		
Fuel	Gas			Heat			Convection		
A/C	Window Unit			Baths			1.0		
Line	Code	Description	Sq. Feet			Value			
1	BAS01	LIVING AREA	792			\$46,401			
2	UCA01	UNFINISHED ALUM CARPORT	328			\$2,871			
3	FEP01	FINISHED ENCL PORCH	165			\$6,796			
4	FST01	FINISHED STORAGE	76			\$2,226			
Extra Features (Card: 1 of 1)									
Line	Code	Description	Year	Units		Value			
No Extra Features									
Sales History									
Previous Owner:					CALOHAN LINDA MARIE				
Month/Year	Book/Page	Type	DOR Code	Condition	Amount				
3/2025	11187 / 2328	Certificate of Title	11	I	\$78,600				
8/2005	6535 / 0889	Warranty Deed		I	\$103,000				
12/2004	6171 / 1630	Warranty Deed		I	\$0				
12/2004	6171 / 1629	Quit Claim Deed		I	\$0				
5/2004	5859 / 1319	Warranty Deed		I	\$52,000				
12/1997	3870 / 0601	Quit Claim Deed		I	\$0				

