

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