



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, June 22, 2026
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 — Board Chair Jodi Wilkeson

Roll Call — City Clerk Ricardo Quiñones

1. BUSINESS ITEMS

1.1 CRA Meeting Minutes - June 08, 2026

1. 06.08.2026 CRA Minutes

1.2 Residential Ownership Incentive Grant - Chanaira Bass

1. Bass Ownership Grant App

1.3 Clock Plaza Design Change

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

CRA Meeting Minutes - June 08, 2026

Issue:

The Community Redevelopment Agency held a regular meeting on June 08, 2026

Background:

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

Attachment(s):

1. 06.08.2026 CRA Minutes

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval.

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular CRA Meeting was held on June 8, 2026 at 6:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Board Member Steven Spina, Ph. D., called the meeting to order at 6:00 PM

Roll call was taken. Present were members Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard (*arrived at 6:04 PM*) were also present. Lance Smith and Jodi Wilkeson were not present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Building Official Calvin Switzer, Senior Code Support Specialist Jackie Boges, Airport Manager Nathan Coleman, IT Director Mike Panak, CRA Director Gail Hamilton, Human Resources & Risk Management Director Sandra Amerson, Planning Director Rodney Corriveau, Historic Preservation Specialist Will McCaw, GIS Community Planner Hansel Rodriguez, Finance Director Ted Beason, Assistant Finance Director Jessica Carter, Public Information Officer Kevin Weiss and City Clerk Ricardo Quiñones.

1. BUSINESS ITEMS

1.1 CRA Meeting Minutes -May 11, 2026

Charles Proctor motioned to Approve the May 11, 2026 CRA Meeting Minutes. Seconded by Kenneth Burgess. Motion Passed unanimously.

1.2 Commercial Improvement Grant - Trattoria Napoli Restaurant - Matthew Zappoli

CRA Director Gail Hamilton presented the application for Trattoria Napoli, a new Italian restaurant proposed for the former Tubby's Q location within the CRA District. Hamilton explained that the applicant, Matthew Zappoli, had worked closely with City staff throughout the redevelopment and grant process. Mr. Zappoli introduced himself and provided a summary of his culinary background. He stated that opening Trattoria Napoli represented the culmination of his career and would feature casual Italian dining, pizza, and fresh pasta. Hamilton reported that the grant application met all program requirements and the applicant planned to invest approximately \$ 122,000 into renovations of the building, including interior, exterior and parking lot. The CRA grant request was for \$50,000.

Board members expressed support for the project and welcomed the investment in the CRA district.

Kenneth Burgess motioned to Approve the Commercial Improvement Grant for Trattoria Napoli Restaurant. Seconded by Charles Proctor. Motion Passed unanimously.

1.3 Presentation of 2025 CRA Audit - Annual Comprehensive Financial Report

CRA Director Hamilton advised that the 2025 CRA Audit was included on the CRA Agenda for presentation purposes; however, the audit would be formally presented and discussed later during the City Council meeting by the Finance Director.

2. CITIZEN COMMENTS - NONE

The meeting was adjourned at 6:06 p.m.
Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.2

Residential Ownership Incentive Grant - Chanaira Bass

Issue:

The CRA Board approve Chanaira Bass's Residential Ownership Grant application for 38745 2nd Avenue, Zephyrhills Florida.

Background:

The applicant, Ms. Chanaira Bass, application provided in your back-up, will be purchasing a home located at 38745 2nd Avenue, Zephyrhills, FL.

The grant's purpose is to incentivize home purchases within distressed neighborhoods as a catalyst to improve the owner occupancy rate. The applicant is aware the grant requires them to file for homestead exemption on the property for 5 years. Should Ms. Bass not file for homestead exemption, or vacate the property, sell or rent the property within the 5-year period, the entire grant amount will be due and owing within 15 days of notice by the Zephyrhills CRA. Once Ms. Bass completes her real estate closing and provides the required information, staff will process the incentive of \$10,000.

The goal is to increase owner occupancy rates within the CRA neighborhoods.

Attachment(s):

1. Bass Ownership Grant App

Fiscal Impact:

The funding for the Residential Ownership Incentive Grant Program is provided in the approved 2025/2026 CRA budget.

Staff Recommendation:

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

BUSINESS ITEMS 1.2

Residential Ownership Incentive Grant - Chanaira Bass

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The CRA Board approve Chanaira Bass's Residential Ownership Grant application for 38745 2nd Avenue, Zephyrhills Florida.

Background:

The applicant, Ms. Chanaira Bass, application provided in your back-up, will be purchasing a home located at 38745 2nd Avenue, Zephyrhills, FL.

The grant's purpose is to incentivize home purchases within distressed neighborhoods as a catalyst to improve the owner occupancy rate. The applicant is aware the grant requires them to file for homestead exemption on the property for 5 years. Should Ms. Bass not file for homestead exemption, or vacate the property, sell or rent the property within the 5-year period, the entire grant amount will be due and owing within 15 days of notice by the Zephyrhills CRA. Once Ms. Bass completes her real estate closing and provides the required information, staff will process the incentive of \$10,000.

The goal is to increase owner occupancy rates within the CRA neighborhoods.

Attachment(s):

1. Bass Ownership Grant App

Fiscal Impact:

The funding for the Residential Ownership Incentive Grant Program is provided in the approved 2025/2026 CRA budget.

Staff Recommendation:

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



RESIDENTIAL OWNERSHIP INCENTIVE GRANT PROGRAM

Grant Application

1. Attach photo of the home and property.
2. Attach copy of applicant's photo identification, Florida Driver License, if more than one applicant please attach each applicant photo identification.
3. Attach copy of property information from Pasco County Property Appraiser

Name: Chanaira Bass

Current Address: 9806 N Brooks St A Tampa FL 33612

Home Phone: _____ Cell Phone: 61438294
63

Email: cmbass3@gmail.com

Subject Property Address: 38745 2nd Ave 33542

Parcel Identification Number 11-26-21-0010-19600-0120

By signing this application, I agree and certify the following:

- a) I am 21 years of age or older.
- b) I will hold title to this residence for a minimum of 5 years.
- c) I will reside in the subject residence for a minimum of 5 years and claim homestead exemption as regulated by the Pasco County Property Appraiser.
- d) I understand an encumbrance will be placed on 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, am found to be using the exemption fraudulently, or vacate property, I understand I will be required to repay the entire \$5000 grant amount. Should grant amount not be repaid within 15 business days, owner will be considered in default and interest will accrue at 18% per annum.
- g) I understand before 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.

Chanaira Bass

Print Name

Signature

06/12/2026

Date

Print Name

Signature

Witness



**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 06/12/2026

Signature 
Name Chanaira Bass
Please Print

Signature _____
Name _____
Please Print



Parcel ID

11-26-21-0010-19600-0120 (Card: 1 of 1)

Classification

00100-Single Family

Mailing Address

BUBNACK STEVEN M
38745 2ND AVE
ZEPHYRHILLS, FL 33542-2117

Property Value

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.

Physical Address
38745 2ND AVENUE, ZEPHYRHILLS, FL 33542

Legal Description (First 200 characters)

See Plat for this Subdivision [PDF]

CITY OF ZEPHYRHILLS PB 1 PG 54 EAST 61.37 FT
OF LOTS 12 & 13 BLOCK 196 OR 9048 PG 2270

Jurisdiction

CITY OF ZEPHYRHILLS

Community Dev District

N/A

Community Redevelopment Area

Zephyrhills 2017

Just Value

\$201,799

Ag Land

\$0

Land

\$15,749

Building

\$185,438

Extra Features

\$612

Non-School

School

Assessed

\$75,810

\$75,810

Homestead Exemption

-\$50,810

-\$25,000

Additional Exemptions

-\$0

-\$0

Taxable Value

\$25,000

\$50,810

Warning: A significant taxable value increase may occur when sold.
Click [here](#) for details and info. regarding the posting of exemptions.

Land Detail (Card: 1 of 1)

Line	Use	Description	Neighborhood Code	Zoning	Units	Type	Price	Condition	Value
1	0100R	SFR	LP2-1	00R2	4112.000	SF	\$3.83	1.00	\$15,749

Additional Land Information

Acres	Tax Area	FEMA Code	Subsidence Activity	Neighborhood Code(s)
0.09	ZH	X	None Reported	ZHLH

Building Information - Use 0100-Single Family Residential (Card: 1 of 1)

Year Built	1974	Stories	1.0
Exterior Wall 1	Above Average	Exterior Wall 2	Concrete or Cinder Block
Roof Structure	Gable or Hip	Roof Cover	Asphalt or Composition Shingle
Interior Wall 1	Drywall	Interior Wall 2	None
Flooring 1	Carpet	Flooring 2	None
Fuel	Electric	Heat	Forced Air - Ducted
A/C	Central	Baths	1.0

Line	Code	Description	Sq. Feet	Value
1	FSP01	FINISHED SCREENED PORCH	96	\$5,228
2	FSA01	FINISHED SCREENED ALUM PORCH	56	\$3,075
3	BAS01	LIVING AREA	1,152	\$177,135

Extra Features (Card: 1 of 1)

Line	Code	Description	Year	Units	Value
1	RCLFENCE	CHAIN LINK FENCE	1983	320	\$144
2	RDWSWC	DRVWAY/SIDEWALK CONC	1984	200	\$178
3	RDWC	CONCRETE DRIVEWAY	2005	150	\$290

Sales History

Previous Owner:

LEONARD ASHLEY M

Month/Year	Book/Page	Type	DOR Code	Conditions	Amount
6/2014	9048 / 2270	Warranty Deed	01 [PDF]	I	\$69,000
12/2011	8637 / 3218	Warranty Deed	01 [PDF]	I	\$60,000
7/2005	6463 / 0966	Warranty Deed		I	\$75,000
4/1995	3416 / 1746	Warranty Deed		I	\$44,500
6/1983	1261 / 0290			I	\$33,500
8/1977	0902 / 0513			I	\$0

Florida

IDENTIFICATION CARD



[REDACTED]

1 BASS
2 CHANAIRA MONTRAE
3 2000 E 12TH AVE
4 TAMPA, FL 33675

15 SEX F

3 DOB

4b EXP

[REDACTED]

4a ISS 08/15/2018

5CC K771808150070

(Signature)

BUSINESS ITEMS 1.3

Clock Plaza Design Change

Issue:

Clock Plaza Design Change Discussion and Presentation by Kimley Horn and Associates

Background:

CRA board member Spina requested a meeting with city staff, city arborists, and the Kimley Horn design team to discuss changing the Clock Plaza design to incorporate the existing oak trees. Board member Spina would like the design changed in order to keep the existing trees by providing design measures such as an elevated walkway or decking around the trees or other measures in order to keep the existing trees. This change would drastically alter the existing plan approved by the CRA Board. James Pankonin and Nick Guida with Kimley Horn will provide a presentation on different changes to the design for the CRA Board to consider and provide direction to the design team.

Attachment(s):

None

Fiscal Impact:

N/A

Staff Recommendation:

Staff is seeking direction from the CRA Board.