



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, February 27, 2023
5:00 PM**

The City of Zephyrhills will maintain a quorum at the dais and host a GoToMeeting to allow the public to attend remotely.

Please join the GoToMeeting
from your computer, tablet or smartphone:

<https://meet.goto.com/820360917>

or dial in using your phone:

+1 (872) 240-3412 - Access Code: 820-360-917

(Please mute your phone unless you wish to speak on a specific item)

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – CRA Board Chairperson Lance Smith
Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS

- 1.1 Approval of January 23, 2023 CRA Minutes
 1. M01-23-23 - CRA
- 1.2 Approval of December 12, 2022 CRA Minutes
 1. M12-12-22 - CRA
- 1.3 Approval of October 24, 2022 CRA Minutes
 1. M10-24-22 - CRA
- 1.4 Approval of September 26, 2022 CRA Minutes
 1. M09-26-22 - CRA
- 1.5 Zephyr Park Plan Update and Veterans' Park Concept
 1. Zephyr Park Master Plan Update

2. CRA DIRECTOR'S REPORT
3. MAIN STREET ACTIVITY REPORT
4. CITIZEN COMMENTS
5. NOTED ITEM

5.1 Update to the 2015 CRA Masterplan

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.**

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on January 23, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (646) 749-3122 - Access Code: 362-271-597.

CRA Board Chairperson Lance Smith called the meeting to order at 5:04 p.m. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Alan Knight, Charles Proctor and Mayor Gene Whitfield. City Manager William Poe was present. City Attorney Matthew Maggard was absent.

Staff present: CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak and City Clerk Lori Hillman.

Charles Proctor moved to add the Photography Competition for the FCCMA Magazine Cover to the agenda as Business Item 1.3. Seconded by Jodi Wilkeson. Motion passed unanimously.

1. BUSINESS ITEMS

1.1 Residential Paint Grant – 5430 16th Street – Joel and Terri Shafer

CRA Director Gail Hamilton said Joel and Terri Shaffer submitted an application for a Residential Paint Grant for 5430 16th Street that provides \$500 in matching funds. She said the application meets the requirements of the grant and recommended approval.

Charles Proctor moved to approve Business Item 1. Seconded by Kenneth Burgess. Motion passed unanimously.

1.2 Zephyr Park and Oakside Neighborhood Presentation

CRA Director Gail Hamilton requested the CRA Board review the plan which included short-term, mid-term, and long-range improvements. She said the choices need to be bold and creative moving forward to create redevelopment with investment from the private sector and the neighborhood. She asked the CRA Board to think about implementing harsher regulations for improvements or creating incentives for improvements that would be in the homeowner's best interest.

Wes Shaffer, Urban Planner with Community Solutions Group at GAI Consultants, Inc. – 301 West 9th Street – Sanford, FL

Mr. Shaffer said this project is part of a bigger effort that involves four tasks; Existing Conditions Snapshots, Comparable Park Profiles, Neighborhood Design Plan and Strategic Roadmap. He clarified the PLANNING AREA refers to the Oakside and Zephyr Park neighborhoods within the CRA, the STUDY AREA encompasses zip code 33542, and CITY LIMITS refers to the jurisdictional boundary of the City of Zephyrhills. He narrated a PowerPoint presentation addressing three ideas; the problem (challenges), the plan (response to problems) and playbook (steps taken to implement the plan). He said Zephyrhills stands out as one of the most walkable communities in Pasco County with a unique character. He said walkability is tied to desirability and citizens and families value the idea of walking to a park, to the grocery store and to school. Walkability is a proxy for accessibility. He referred to a map depicting persistently vacant land since 2011. He there is to some extent incentives to hold land. Vacant property owners benefit from a lower tax burden, despite owning valuable land with potential for redevelopment.

Mr. Schaffer discussed six interventions and displayed a map depicting each intervention.

1. Zephyr Park Master Plan – begins with implementing the plan.
2. Catalyst Redevelopments – Zephyr Park Village, a development on the corner of 5th Avenue at 4th Street with dwellings on 5th Avenue. The privately owned property is well positioned to become residential with a live/work component using alleyways to create a muse environment/shared space.
3. 5th Avenue “Rambla” – confine parking spaces to the middle to create a narrow environment enticing people to drive slower with a tree canopy for traffic calming.
4. US-301 Roundabout – connecting Zephyr Park with downtown. Raised crosswalks, wider sidewalks, improved traffic flow and signature moment as you enter Zephyrhills.
5. Alleyway Placemaking – alleyways are part of the City's network that are used for service. The plan envisions the alleyways becoming part of the life blood of movement for pedestrians and bicyclists in line with a combination of garages and dwelling spaces. New housing could be layered in with accessory units built over garages.

6. Public Realm Boosts – enhancements to stormwater ponds, additional tree canopy and sidewalks create a more comfortable and pleasant built environment.

The CRA Board concurred to prioritize projects and track with a time line.

Tom Kohler Senior Director at GAI Consultants, Inc. – 618 East South Street – Orlando, FL 32806

Mr. Kohler addressed prioritizing and said the City has a park that is a phenomenal amenity, the City has alleyways that other cities are paying millions of dollars for property to have backloaded amenities and a school as an institutional anchor.

City Manager William Poe said the City is requesting state appropriations funding for Zephyr Park.

1.3 FCCMA Magazine Cover Photography

CRA Director Gail Hamilton said 57 entrees were received for the photography contest. The FCCMA has a contest annually for cities to submit photos for the front page of their magazine. Last year, the City submitted a picture of City Hall and placed second. This year photographs were submitted from citizens and the selection committee narrowed down the 57 entries to three that represented Zephyrhills; Rooster on Fifth, Explore our Hometown mural, and a boy eating ice cream in the commons area of City Hall by the fountain with a sign “Happiness is ice cream in January, Zephyrhills, Florida. First prize \$300, second prize \$200 and third prize \$100. The winning photograph will be submitted to FCCMA January 24, 2023.

City Manager William Poe addressed a rumor relating to painting over the mural on the Hynes Building and said there is no truth to the rumor.

2. CRA DIRECTOR’S REPORT

CRA Director Gail Hamilton said underground work has begun for new street signage on 5th Avenue from US-301 to 10th Street. The numbers came in high for the Backyard Project and staff will meet with Project Manager A.D. Morgan on Thursday, January 26th to remove items such as the aluminum overhangs for the lounge and stage areas that came in at \$250,000. Sailcloth will be used as originally planned. Staff will rework and bring back to the CRA Board for a final decision.

CRA Boardmember Wilkeson requested staff design the aluminum structure to add a roof at a later date because the sailcloth will not last long-term and shed roofs could be added in the future. A contract for construction services for sidewalks and trails will be added to the February 13th City Council meeting. Hercules Park is on schedule for 90% construction plan completion by January 31st. Plans will be brought before the Site Plan Review Committee and forwarded to the water management district for permitting. Code Enforcement is struggling with conflicting ordinances and will begin meeting every month with planning, code enforcement, building, City Manager and CRA director to review ordinances for resolution.

3. MAIN STREET ACTIVITY REPORT

CRA Director Gail Hamilton said Main Street Director Erin Beasley is attending a quarterly Main Street meeting in Orlando, FL. Main Street, in partnership with Friends of the Library, will create a mural on the crosswalk in front of the Library that will be funded by the Friends of the Library. The call to artists went out this past week and the submission deadline is mid-March. Founder’s Day will be held March 4th, 4:00 p.m. – 9:00 p.m., with a parade at 7:00 p.m. Music and Motorcycles will be held April 15th.

4. CITIZEN COMMENTS

N/A

Meeting Adjourned: 6:10 p.m.
Submitted by Lori L. Hillman

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on December 12, 2022 at 5:30 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (872) 240-3212 - Access Code: 886-725-461.

CRA Board Chairperson Lance Smith called the meeting to order. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Alan Knight, Charles Proctor and Mayor Gene Whitfield. City Manager William Poe was present. City Attorney Matthew Maggard arrived at 5:34 p.m.

Staff present: Police Chief Derek Brewer, CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak, Airport Manager Nathan Coleman, Senior Planner Rodney Corriveau and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Approval of November 28, 2022 CRA Minutes

Jodi Wilkeson moved to approve the November 28, 2022 CRA Minutes. Seconded by Charles Proctor. Motion passed unanimously.

1.2 Paint Grant – 5140 10th Street – Brandi Davis

CRA Director Gail Hamilton presented a Paint Grant Application for a property located at 5140 10th Street on behalf of Brandi Davis for paint costs in the amount of \$761. The Paint Grant Program provides up to \$500 in matching funds for paint to improve the exterior of homes.

Charles Proctor moved to approve Business Item 1.2. Seconded by Jodi Wilkeson. Motion passed unanimously.

1.3 Commercial Matching Facade Grant – 5316 8th Street – T. Sommers Accounting

CRA Director Gail Hamilton presented a Commercial Matching Facade Grant for a property located at 5316 8th Street on behalf of Theresa Sommers Peacock of T. Sommers Accounting in the amount of \$31,099 for new windows, replacement of rotten exterior wood and wood shutters, exterior painting, and window A/C unit. The Commercial Matching Grant provides up to \$5,000 in matching funds to encourage rehabilitation and preservation of commercial structures. Historic Preservation Specialist Audrey McGuire will review the shop drawings to assure the restoration adheres with the historical character of the City's Historic District.

Jodi Wilkeson moved to approve Business Item 1.3. Seconded by Charles Proctor. Motion passed unanimously.

2. CRA DIRECTOR'S REPORT

2.1 CRA Director Gail Hamilton said the Florida City and County Management Association (FCCMA) holds a photo contest annually and the City of Zephyrhills placed second last year. CRA Staff will work with PIO Kevin Weiss to reach out to the citizens within the City to submit a photo representative of Zephyrhills with prizes for First Place - \$300, Second Place - \$200 and Third Place - \$100. The photo contest is open to amateur and professional photographers and will go live on the City's website this week with a January 16, 2023, 6:00 p.m., submittal deadline. The Festival of Lights parade was a success with a guesstimate of 7,500 attendees. Staff will look at other cities for ideas to encourage local businesses to participate in parades. Main Street will begin working on the March 4, 2023 Founder's Day event. She wished everyone a Merry Christmas and a Happy New Year.

3. MAIN STREET ACTIVITY REPORT

No Report

4. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:43 p.m.
Submitted by Lori L. Hillman

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on October 24, 2022 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting [+1 \(408\) 650-3123](#) - Access Code: 524-953-685.

CRA Board Chairperson Lance Smith called the meeting to order. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Alan Knight, Charles Proctor and Mayor Gene Whitfield. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak, Public Works Director Shane LeBlanc, Airport Manager Nathan Coleman and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Little But Loud – Backyard Construction Management Agreement 25-22-07 with A.D. Morgan

CRA Director Gail Hamilton said the rankings from the selection committee for the Little But Loud - Backyard Construction Management were brought before the CRA Board last month and A.D. Morgan was the top ranked firm. Staff has negotiated an agreement with A.D. Morgan with rates that were submitted during the application process.

Jodi Wilkeson moved to approve the Construction Management Agreement with A.D. Morgan. Seconded by Kenneth Burgess. Motion passed unanimously.

1.2 Hercules Park Presentation

CRA Director Gail Hamilton said the conceptual plan cost estimate for Hercules Park exceeds what has been budgeted. Staff will send letters to businesses to solicit private donations (DuPont who own the Hercules Power Company) to raise money. She requested the CRA Board review the plan and provide input.

Spoke from the floor: James Pankonin of Kimley Horn and Associates

Mr. Pankonin acknowledged Aaron Banks, Architect with Furr, Wegman, who has been working on the design for the restroom building. Mr. Pankonin narrated a PowerPoint presentation of the Master Plan for Hercules Park with changes, design imagery review, restroom and splash pad feature discussion, reference to the history of the Hercules Power Company and a cost review. The schematic Master Plan featured a .75 perimeter walking trail; enhanced stormwater pond with vegetation, viewing areas and a fountain; playground and picnic area within existing tree canopy with nature-themed playground equipment; open play field with restroom, splash pad and picnic shelters, and walking and bike trails in the southern wooded area with 54 parking spaces. The Master Plan was largely unchanged with the addition of a restroom and splash pad. He said simple architectural elements were incorporated in the design (white vertical board and baton) with the small porch features to create a restroom that is unique and talks to the history of the site. The restroom will house the splash pad pump equipment to provide a protected enclosure for the splash pad infrastructure. He touched upon key design elements and opportunities during the development of the park to incorporate theming, Educational/Interpretive Signage and Public Art to tie the park to the Hercules Power Company with activities that occurred at the park with the production of turpentine harvesting. Safety concerns were addressed to enable parents with a clear line of sight within the park to observe children with the ability for emergency services to drive by with a secure view into the park.

Mr. Pankonin said the City selected Wharton Smith as the Construction Manager at Risk for the project with an initial cost of \$4.8 M for the design without value engineering and a simple splash pad design. He said this is a once in a generation park design and solicited direction and feedback from the CRA Board.

City Manager William Poe will review the plans to request changes and eliminations to come in at less than the current \$1M over budget. There are dollars budgeted for playground equipment and design of Zephyrhills Park and with Council's approval these items can be pushed off to a future year and the funds can be reallocated.

Councilman Burgess confirmed the inclusion of lighting and camera security.

Kenneth Burgess moved to approve the Hercules Park Conceptual Master Plan. Seconded by Lance Smith. Motion passed unanimously.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton said sidewalk and trail plans have been received and will be sent out for bid. Halloween Howl is Saturday, October 29, 2022 from 4:00 p.m. to 9:00 p.m. with a haunted house on the bottom floor of the Carriage House, hay rides, pony rides, a petting zoo and free candy. She requested assistance from anyone in need of volunteer or community service hours.

Boardmember Jodi Wilkeson said a mural/signage for Dogtown was discussed and asked if this was resolved.

City Manager William Poe said staff will address Tuesday, October 25, 2022.

3. MAIN STREET ACTIVITY REPORT

3.1 CRA Director Gail Hamilton said Erin Beasley created a PowerPoint presentation on Mainstreet activities and future projects but is home with a sick child. Erin will present at the next meeting.

4. CITIZEN COMMENTS

4.1 Spoke from the floor: Eileen Westermann –5522 17th Street – Zephyrhills, FL

Ms. Westermann said she is on the Historic Preservation Board and was asked to look at Oakside Cemetery and asked if funds have been set aside for the maintenance and restoration of some of the gravesites that have deteriorated over the years. She said there are several grave sites of the City's founding members with broken bases and illegible names.

Public Works Director Shane LeBlanc said graves are privately owned and the City doesn't maintain unless there is a safety hazard.

Meeting Adjourned: 5:56 p.m.
Submitted by Lori L. Hillman

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on September 26, 2022 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (872) 240-3412 – Access Code: 591-143-285.

CRA Board Chairperson Lance Smith called the meeting to order. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Alan Knight, Charles Proctor and Mayor Gene Whitfield. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak, Public Works Director Shane LeBlanc, Finance Director Ted Beason, Finance Supervisor Jessica Carter and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 First Reading RESOLUTION NO. 801-22 – “A RESOLUTION OF THE CITY OF ZEPHYRHILLS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE.”

City Attorney Matthew Maggard read Resolution No. 801-22 by title. CRA Director Gail Hamilton presented the CRA’s budget by line item expenditures which included Little But Loud – the Backyard, Methodist Church Parking Lot, Street Signage, and the Home Purchase Renovation Program. She said if the Little But Loud – the Backyard project runs short, she has received direction from several board members to take money from the Home Purchase Renovation \$300,000 funding. She said the No. 1 Business goal is to attract business and discussed a Suppression System Grant incentive which has been reviewed but not finalized.

Charles Proctor moved to approve Business Item 1. Seconded by Jodi Wilkeson. Motion passed unanimously.

1.2 Approval of July 25, 2022 CRA Minutes

Alan Knight moved to approve the July 25, 2022 CRA Minutes. Seconded by Charles Proctor. Motion passed unanimously.

1.3 Franks Air Conditioning Facade Grant 5531 6th Street

CRA Director Gail Hamilton introduced Debbie and Keith Frank who were present to answer questions. The grant provides \$5,000 for commercial plus \$1,000 for signage (the sign creation is not complete) with an allowance of \$500 for paint. She displayed a picture of the building’s exterior and selected paint colors.

Kenneth Burgess moved to approve Business Item 1.3. Seconded by Jodi Wilkeson. Motion passed unanimously.

1.4 Ana M. Martinez Paint Grant – 38039 6th Avenue

CRA Director Gail Hamilton presented a \$500.00 residential paint grant, six paint colors and the cost for labor and materials in the amount of \$2,386.00 inclusive of \$1,176 for paint. The grant meets all CRA requirements and staff recommended approval. The applicant was not present due to evacuating in preparation for Hurricane Ian.

Jodi Wilkeson moved to approve the Ana M. Martinez Paint Grant. Seconded by Alan Knight. Motion passed unanimously.

1.5 37-22-10 CRA 2022 Audit Engagement Letter with Bodine Perry

CRA Director Gail Hamilton requested the CRA Board’s approval of the CRA’s 2022 Audit Engagement Letter with Bodine Perry. In 2019, the legislature changed the CRA’s audit requirements to require a separate audit which has been budgeted.

Jodi Wilkeson moved to approve Business Item 1.5. Seconded by Charles Proctor. Motion passed unanimously.

1.6 Agreement No. 41-22-33 to Purchase Property Located at 5855 & 5901 11th Street - \$14,662.50

CRA Director Gail Hamilton said the City demolished a house located on the property mentioned above in 2015 through Pasco County with funding tied to a federal grant and the property has reverted back to Pasco County due to multiple outstanding liens. Since the property is located within the City's jurisdiction, Pasco County has extended an offer to the City to purchase the two lots for \$14,662.50.

CRA member Smith directed staff to purchase title insurance to assure the property has a clear title. He said there will be impact fee credits available since there was a house on the property previously.

City Manager William Poe clarified staff's intent is to purchase the land, define the stipulations for future development and list the property for redevelopment.

City Attorney Matthew Maggard said technically, this is a purchase transaction. The City will pay off the liens that are backed by federal funds that were used for demolition through Pasco County. The fees cannot be waived, they must be paid. He said he will perform a title search and if the City purchases the property, he will record the satisfaction of outstanding liens and prepare simple deed instructions to record with the deed when transferred.

Jodi Wilkeson moved to approve Business Item 1.6. Seconded by Kenneth Burgess. Motion passed unanimously.

1.7 5th Avenue Signage Improvement Project

CRA Director Gail Hamilton said Kimley Horn created a plan for 5th Avenue; the first phase was landscaping and the next step is signage to complete the 5th Avenue Streetscape beautification.

Kenneth Burgess moved to approve Business Item 1.7. Seconded by Charles Proctor. Motion passed unanimously.

1.8 Little But Loud – The Backyard Park Construction Management Services Ranking and Contract Negotiations

CRA Director Gail Hamilton said Aaron Banks, the Architect of Record, and Alex Holbart with BDG were present to answer questions. The Selection Committee consisting of CRA Director Gail Hamilton, Public Works Director Shane LeBlanc, and Building Official Bill Burgess reviewed two submittals and chose the number one ranked firm, A.D. Morgan. The 6th Avenue drainage project was included in the project. Brick was added to the original drawings which are add alternates to the plan and will come back before the CRA board for approval.

Spoke from the floor: Aaron Banks – Furr, Wegman, Banks Architects

Aaron Banks said the sound, video and lighting specifications are not spelled out but believes they are currently listed as by owner. He said he will keep everybody involved along the way and will run the conduits for power and make sure it is well coordinated with the provider.

Jodi Wilkeson moved to approve Business Item 1.8. Seconded by Alan Knight. Motion passed unanimously.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton said work is being done on Hercules Park with plans for 60% completion in October 2022 and 90% completion in December 2022. Staff met with Duke Energy to address lighting and electrical needs with the possibility of adding EV charging stations. The team has some ideas for the splash pad and will present the renderings. Staff sent the Hercules Power Company (Dupont) a letter requesting a donation.

3. MAIN STREET ACTIVITY REPORT

N/A

4. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:41 p.m.
Submitted by Lori L. Hillman

BUSINESS ITEMS 1.5

Zephyr Park Plan Update and Veterans' Park Concept

Issue:

To re-engage the public and stakeholders on the Zephyr Park Master Plan and verify project components as still desirable for the design of the Park, scope of services provided in your back up. The contract also requests the consultant Kimley-Horn provide a draft concept of improvements for Veterans Park, as a visual aid to help the public envision improvements to the Park.

Background:

This scope of services would provide:

Zephyr Park - A presentation to the City Council to update previous community engagement results, and review the Master Plan design and imagery.

Prepare and facilitate a meeting with the Parks and Recreation Advisory Board to review the existing Park Master Plan and imagery, review previous community engagement results and take comments. Facilitate up to two (2) additional Community Engagement Workshops to solicit input on the Master Plan and confirm or update program elements regarding desired additional features or modifications to the plan and program elements. Present the results to the City Council and Parks Advisory Board to obtain direction.

Veterans' Park Concept Plan - Consultant would provide a draft concept plan of elements that could be included at Veterans' Park to be used as a visual aid to help the public envision improvements and begin dialogue with the community on the design of Veterans' Park.

The total cost of the scope of services depends on the number of workshops and public meetings. A break down of the cost is included in your back-up but will not exceed \$64,550.

Attachment(s):

1. Zephyr Park Master Plan Update

Fiscal Impact:

Funding for the project is included in the 2022/2023 CRA Budget.

Staff Recommendation:

Staff recommends approval of Kimley-Horn Scope of Service for Zephyr Park Update and Veterans' Park Concept Plan for an amount not to exceed \$64,550. Depending on the number of public meetings and workshops held.



January 27, 2027

Gail K. Hamilton, Director
City of Zephyrhills
Community Redevelopment Agency
5335 8th Street
Zephyrhills, Florida 34205

Re: Zephyr Park Update and Veterans' Park Concept

Dear Ms. Hamilton:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "the Consultant") is pleased to submit this letter agreement (the "Agreement") to the City of Zephyrhills Community Redevelopment Agency ("CRA" or "Client") in accordance with the terms and conditions set forth herein for providing professional consulting services for Zephyr Park and Veterans' Park located in the City of Zephyrhills, Florida. Our project understanding, scope of services, and fees follow.

Project Understanding

It is understood that the Client wishes to retain Consultant to re-engage the public and key stakeholders to verify the Master Plan and project components that were previously proposed for the Zephyr Park as illustrated on the Master Plan dated 11/8/16, and attached as Exhibit A. Additionally, the Client would like the Consultant to prepare a Concept Plan for the Veterans' Park site.

Scope of Services

TASK I – PRESENTATION AND COORDINATION

This task consists of initial project coordination and a presentation to the City Council to update them on previous efforts completed for the Zephyr Park Master Plan. As part of this Task, Kimley-Horn will:

1. Prepare for, facilitate, and attend a presentation with the City Council to review a summary of previous community engagement results, the existing Master Plan, and design imagery.
2. Prepare for, facilitate, and attend a presentation with the Parks and Recreation Advisory Board to review a summary of previous community engagement results, the existing Master Plan, and design imagery.
3. Prepare a summary of City Council and Parks and Recreation Advisory Board comments received.
4. Facilitate a meeting with key City staff to review summary of comments and discuss potential additional community engagement and updates to the Master Plan. This meeting is anticipated be held online via Microsoft Teams.

TASK II – COMMUNITY ENGAGEMENT (OPTIONAL)

This task consists of the facilitation of two (2) Community Engagement meetings to solicit input on the Master Plan and confirm or update program elements for Zephyr Park that were previously prepared. As part of this Task, Kimley-Horn will:

1. Facilitate up to two (2) Community Engagement workshops to review the existing Master Plan and program elements and solicit input regarding desired additional features or modifications to the plan and program elements.
2. Meet with the City and their representatives to review findings from the community workshops.
3. Prepare a summary of results from Task II Community Workshops.
4. Present the summary of results to the City Council and Parks and Recreation Advisory Board to obtain direction to move forward with Master Plan updates, if necessary.

TASK III – MASTER PLAN UPDATE (OPTIONAL)

This Task consists of the preparation of one (1) updated Master Plan based upon input gathered in Tasks I and II. The concept plan will illustrate potential program elements and spatial arrangement. As part of this task, Kimley-Horn will:

A. Draft Master Plan

1. Prepare one (1) updated Concept Plan for the Zephyr Park site.
2. Facilitate a design workshop with the Client to review the updated Concept Plan.
3. Prepare an opinion of probable construction cost (OPCC) for the Concept Plan and program elements.

Task III.A Deliverable:

- One (1) Updated Concept Plan
- OPCC.

Deliverables will be provided in hard copy and PDF format.

B. Final Master Plan

This Task will consist of the preparation of a Final Master Plan based upon input received on the updated Concept Plan. As part of this task, Kimley-Horn will:

1. Prepare a Draft Final Master Plan for the Zephyr Park site incorporating comments received during the design workshop in Task III.A.

2. Facilitate a meeting with the Client to review the Draft Final Master Plan. Incorporate comments received during the review meeting into the Final Master Plan.
3. Present the Final Master Plan and recommendations to the City Council for approval.

Task III.B Deliverables:

- One (1) copy of the Final Master Plan

Deliverables will be provided in hard copy and PDF format.

TASK IV – VETERANS’ PARK CONCEPTUAL PLAN (OPTIONAL)

This Task consists of the preparation of one (1) Conceptual Plan for the Veterans’ Park site. It is understood that the City would like to relocate certain existing features associated with the Veterans’ Memorial area currently at Zephyr Park, to the existing Veterans’ Park project site. Elements to be relocated may include donation pavers, flagpoles, monuments, benches, and signage. The Concept Plan will illustrate proposed areas to receive these relocated elements, plus additional proposed features such as pathways, shade structures, gathering spaces, etc. As part of this task, Kimley-Horn will:

Concept Plan

1. Prepare one (1) Concept Plan for the Veterans’ Park site.
2. Facilitate a design workshop with the Client to review the updated Concept Plan.
3. Update Concept Plan based on feedback from the design workshop and submittal to the City for approval.
4. Prepare an opinion of probable construction cost (OPCC) for the proposed Concept Plan and program elements.

Task IV. Deliverable:

- One (1) Concept Plan
- OPCC.

Deliverables will be provided in hard copy and PDF format.

PHASE 2 – CONSTRUCTION DOCUMENTS/PERMITTING

Final scope and fee for Construction Documents and Permitting shall be negotiated with the Client upon completion of Tasks I – IV above.

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed for an additional fee upon written authorization from Client. Additional services we can provide include the following:

1. Attendance at meetings, hearings and/or presentations beyond those specifically outlined in the tasks above.
2. Architectural, engineering, or landscape architectural, services beyond those specifically outlined in the tasks above.
3. Preparation of grant applications.
4. Preparation of permit applications and/or permit expediting.
5. Survey location of underground utilities
6. Survey location of wetlands, environmentally sensitive or jurisdictional areas.
7. Traffic studies or analysis.

Information to be Provided by Client

Kimley-Horn will be entitled to rely on the completeness and accuracy of all information provided by the Client. The Client will provide all information requested by Kimley-Horn during the project, including but not limited to the following.

1. Existing City utilities within the project limits.
2. Existing survey and as-built/record drawings for project site areas.
3. Relevant previous studies and public comments prepared for the site.

Fee and Billing

Kimley-Horn will perform the Scope of Services for the lump sum fees identified in the table below. All permitting, application, and similar project fees will be paid directly by the Client.

TASK	DESCRIPTION	FEE
<u>PHASE 1</u>		
I	PRESENTATION AND COORDINATION	\$ 7,800
II	COMMUNITY ENGAGEMENT (OPTIONAL)	\$ 13,250
III	MASTER PLAN UPDATE (OPTIONAL)	\$ 35,750
IV	VETERANS' PARK CONCEPT PLAN (OPTIONAL)	\$ 7,750

PHASE 2

CONSTRUCTION DOCUMENTS/ PERMITTING	TBD
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Fees will be invoices monthly based on the actual amount of labor hours performed and expenses incurred. Payment will be due within twenty-five (25) days from receipt of invoice.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, the term "the Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term "the Client" shall refer to the City of Zephyrhills.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to perform this service for you. Please contact me if you have any questions.

Very truly yours,

James R. Pankonin
Vice President

B. Kelley Klepper, AICP
Vice President

BKK/TMS/pjg(M:\Marketing\Propose\City of Zephyrhills\Lake Zephyr Park Master Plan\MasterPlan110714.docx)

Attachment: Standard Provisions

Agreed to this 27th day of February, 2023

COMMUNITY REDEVELOPMENT AGENCY (CRA)

By _____
Lance A. Smith, CRA Board Chairperson
Please Type/Print Name and Title

Email Address

Attest: _____

Please Type/Print Name and Title



NOTED ITEM 5.1

Update to the 2015 CRA Masterplan

Issue:

The last Community Redevelopment Agency Plan was adopted in January 2016. The District encompasses approximately 501 acres with approximately 1,691 properties. It is best practice to keep the CRA Plan current, fresh, and relevant by updating it every 5 to 6 years. A lot of changes have occurred since 2015, when the CRA Plan was created, and now is the time to revisit and address new and existing issues.

Background:

Staff is seeking a firm that has experience creating CRA plans in Florida, and has the technical resources needed to deliver the Zephyrhills CRA Plan Update by working with staff, residents, and property owners. The firm will need to take a market-driven planning approach which will include significant inter-active engagement with our residents, neighborhoods, businesses, investors, and elected officials.

Attachment(s):

None

Fiscal Impact:

Funding for the CRA Master Plan Update is included in the adopted FY 2022/2023 CRA Budget.

Staff Recommendation:

Staff recommends Updating the 2106 CRA Masterplan.