



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

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

The CRA 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/117347797>

or dial in using your phone:

+1 (224) 501-3412 - Access Code: 117-347-797

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

**Zephyrhills
City Hall**

**Council
Chambers**

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

1. BUSINESS ITEMS

- 1.1 Approval of February 27, 2023 CRA Minutes
 1. M02-27-23 - CRA
- 1.2 Residential Ownership Incentive Program - Roger Smith -5631 13th Street Zephyrhills FL 33542
 1. Photo
 2. Roger Smith Residential Ownership Incentive Program-1
 3. Roger Smith Property Appraiser - Record Search
- 1.3 Joint City of Zephyrhills and Pasco County Code Enforcement Sweep
 1. CE PascoIMG_4756
 2. CE Pasco7IMG_4828
 3. CE Pasco6IMG_4810

4. CE Pasco 5IMG_4836

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.**

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on February 27, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (572) 240-34122 - Access Code: 820-360-917.

CRA Board Chairperson Lance Smith called the meeting to order at 5:06 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 and City Attorney Matthew Maggard were present.

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

1. BUSINESS ITEMS

1.1 Approval of January 23, 2023 CRA Minutes

1.2 Approval of December 12, 2022 CRA Minutes

1.3 Approval of October 24, 2022 CRA Minutes

1.4 Approval of September 26, 2022 CRA Minutes

Jodi Wilkeson moved to approve Business Items 1.1, 1.2, 1.3 and 1.4. Seconded by Charles Proctor. Motion passed unanimously.

1.5 Zephyr Park Plan Update and Veterans' Park Concept

CRA Director Gail Hamilton said six years ago, public meetings were held and staff worked with the Parks and Recreation Board to create a plan for Zephyr Park; unfortunately, it was too expensive. The scope of services for Kimley Horn includes presentation and coordination, two community engagement workshops, Zephyr Park Master Plan update and a Conceptual Master Plan for Veterans' Park for a cost of \$65,000. The CRA will pay for the concept plan, the public meetings and the update to Zephyr Park. The actual construction and design will come back to the CRA Board with a final decision by City Council. The concept does not include Alice Hall or the existing tennis courts in the original concept as the plan is a starting point for discussion. D.C. Johnson Surveying is in the process of preparing a survey and once Hercules Park is turned over to the construction manager at risk work will begin on Zephyr Park. She said she has written a grant for Hercules Park funding and will write a letter to DuPont to request funding for public art projects and/or signage. She said she will be addressing Shepherd's Park improvements in the near future.

CRA Board Member Knight said there is a lot of massaging that needs to be done and went on record to state that he does not want to get rid of the tennis courts.

City Manager William Poe said Hercules Park is a funded project and will begin construction this calendar year. The City has requested \$5M in state appropriations funding with the City contributing \$1M for Zephyr Park. A portion of the appropriations request highlights the water quality and treatment provided before the water discharges into the Hillsborough River Basin. If approved, the funding would become available in July 2023 and construction of Zephyrhills Park would begin within 12 months. The City will utilize ARPA funding toward Zephyr Park if state appropriations funding is not received.

CRA Director Gail Hamilton said Kimley Horn will create a concept plan for Veterans' Park with an opinion of probable cost. Upon completion, the concept will be shown to the public to generate input and feedback.

City Manager William Poe said the concept idea for Veterans' Park is to relocate the large flag, the memorial walk, the Purple Heart Memorial and other Veteran-related pieces to memorialize Veterans' based history through the creation of a Memorial Park for our Veterans. Staff will speak with the Veterans groups within the community and bring back for Council's approval.

CRA Board Chairperson Lance Smith suggested staff apply for funding through SWFWMD due to the pond discharging into the Hillsborough River. He requested staff secure a project timeline from the engineer with dates. He said he would like a project timeline on all large projects moving forward with updates.

Discussion of ideas included engaging nursing home residents in Zephyr Park, budgeting for additional personnel for park maintenance and an opportunity for Advent Health Nursing Home naming rights to a section or area of the park.

CRA Board Member Charles Proctor said he wants to stay within budget for Hercules Park with no overruns. He said if the Zephyr Park project is approved, he doesn't want it to sit.

Jodi Wilkeson moved to approve Business Item 1.5 Zephyr Park Plan Update and Veterans' Park Concept. Seconded by Alan Knight. Motion passed unanimously.

Spoke from the floor: Andrew Nagy – 5548 23rd Street – Zephyrhills, FL

Mr. Nagy spoke on behalf of all the Veterans' organizations in the community. He said he was Chairman of the East Pasco Veterans' Council and asked to be included on all emails, plans, etc. for Zephyr and Veterans' Parks. He said there is a time capsule under the flag pole and asked if it would be dug up and thrown out. He said the bricks on the Memorial Walkway are not just from Veterans' families, they are from members of the community that care about the Veterans. He said there are dedicated benches. He said Veterans' have a saying, please do not forget us today, tomorrow or in the future. He said if Veteran-related items are moved to Veterans Park, who will pay for digging up the bricks and replacing the bricks that break. He said the area for Veterans is almost sacred ground. When he attends the functions, he gets a warm feeling and so do the members. He said the first Veteran that came up with the concept of our community is Captain Jeffries and he must be remembered.

City Manager William Poe said his father served in the Army Reserves for nearly 42 years and it is his intent to use the utmost respect with Veterans Park and the relocation of all Veteran-related items. If something is broken, the City will fix and/or replace the item.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton said all pedestrian and street signs have been replaced with green signs on 5th Avenue. White signs were not purchased as initially presented as the Public Works Design Manual - Resolution No. 688-15 states street signs must be green.

City Manager William Poe said the City follows the Manual on Uniform Traffic Control Devices (MUTCD) that states City street signs are green with white lettering, Pasco County street signs are green with white lettering and private roads are white with green lettering. She said she would like to have all street signs in the CRA white and black with the CRA's logo after branding to let people know they have arrived in the CRA. She would also like to do neighborhood signage the same.

Staff is working on new plantings for 5th Avenue with new pot locations to be added every year. FDOT is in the process of turning over 5th Avenue west of US-301 to Pasco County. The City and Pasco County will work on an agreement for the City to renovate 5th Avenue with pots trash containers and benches. Pasco County's code enforcement is working with the City's code enforcement to sweep areas on the south end of the City. Pasco County will pay for tipping fees so it's a partnership on the south end of town where it is needed the most.

The carriage house has opened up on Thursday, Friday, Saturday and Sunday as the Seasons at the Carriage House with fruits, vegetables and homemade goods. The Seasons at the Carriage House will be participating in the Main Street Market on the third Saturday of every month. The electrical at the Jeffries House will be replaced to remove the knob and tube wiring and upgrade the electrical service which was included in the lease.

3. MAIN STREET ACTIVITY REPORT

CRA Director Gail Hamilton said Main Street Coordinator Erin Beasley was not present and reminded everyone of Founder's Day on Saturday, March 4, 2023, 4:00 – 9:00 p.m. with a parade at 7:00 p.m. Music and Motorcycles will be held April 12th.

4. CITIZEN COMMENTS

Spoke from the floor: Andrew W. Nagy – 5548 23rd Street – Zephyrhills, FL

Mr. Nagy said he is the Treasurer of the Zephyrhills Historical Association and the association will host an open house at the Train Depot on Founder's day, March 4th from 10:00 a.m. – 2:00 p.m. Past City Manager Steve Spina will be the speaker with tours of the caboose to explain the historical importance of this area of the City.

5. NOTED ITEM

5.1 Update to the 2015 CRA Masterplan

Meeting Adjourned: 5:52 p.m.
Submitted by Lori L. Hillman

BUSINESS ITEMS 1.2

Residential Ownership Incentive Program - Roger Smith -5631 13th Street Zephyrhills FL 33542

Issue:

The CRA Board of Commissioners approved the Residential Ownership Incentive for Mr. Roger Smith home located at 5631 13th Street, Zephyrhills, FL.

Background:

The applicant, Mr. Roger Smith, application provided in your back-up, will be purchasing home located at 5631 13th Street. The grant's purpose is to incentivize home purchases within distressed neighborhoods as a catalyst to improve the owner occupancy rate. Mr. Smith is aware the grant requires him to live and file homestead exemption on the property for 5 years. Should he not file homestead exemption, vacate property, or sell property within the 5 year period, the entire grant amount will be due within 15 days of notice by the Zephyrhills CRA. Once Mr. Smith closes property and provides the necessary information, staff will process incentive. The goal is to increase owner occupancy rates within the CRA neighborhoods by providing this incentive.

Attachment(s):

1. Photo
2. Roger Smith Residential Ownership Incentive Program-1
3. Roger Smith Property Appraiser - Record Search

Fiscal Impact:

Funding for the Incentive Program is provided within the CRA's 2022/2023 approved budget.

Staff Recommendation:

Staff recommends approval of Residential Ownership Incentive Grant to Mr. Roger Smith.





RESIDENTIAL OWNERSHIP INCENTIVE PROGRAM

Grant Guidelines

PURPOSE

The Zephyrhills Community Redevelopment Agency (CRA) will grant \$5000 to incentivize the purchase of a home within the CRA District. The grant is intended to incentivize home purchases within distressed neighborhoods as catalyst projects and to improve the owner-occupancy rate in the CRA District and encourage a neighborhood friendly walkable community. This grant is not down-payment assistance, funding will be provided following the property sale closing and required documentation is submitted to the office of the Zephyrhills Community Redevelopment Agency.

GRANT GUIDELINES

Please read the entire Grant Guidelines and Procedures before completing the application.

1. The subject property must be located within the Zephyrhills CRA District.
2. Any person who has filed for homestead exemption in the Zephyrhills CRA Overlay District at any time during the past 18 months prior to the date grant application is received by the Zephyrhills CRA is not eligible for grant program.
3. Only single-family homes are eligible for grant program, legal nonconforming multifamily structures, duplexes and triplexes can be considered only if converted to single family residence.



4. The grant program requires grant recipient, as defined by person or persons as listed on Warranty Deed of subject property, file for homestead exemption on subject property within 7 days of closing on subject property, NO EXCEPTIONS. Confirmation of Homestead Exemption from the Pasco County Property Appraiser must be provided. The filing of Homestead Exemption does not automatically mean you will receive exemption in same year.
5. If more than one person is listed on Warranty Deed of subject property, all those named on Warranty Deed must provide signatures on all grant forms, no exceptions.
6. The home purchase must be an "arms-length" transaction, property must change ownership to a buyer who is not a family member or has any business relation with the seller.
7. Refinancing a home does not qualify an individual for this program.
8. No demolitions will be permitted.
9. Any and all restoration of housing 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 \$5000 grant back to the Zephyrhills CRA within 15 business days. If the funds are not repaid on time, the owners will be considered in default and interest will accrue at 18% per annum.



10. Grant recipient as defined by person or person as listed on Warranty Deed of subject property, must continuously maintain owner occupancy with homestead exemption for a minimum period of five (5) years. No exemptions.
11. The grant is not retroactive. Only one grant per structure is permitted.
12. Should grant be approved a five (5) year interest-free lien for \$5000, will be placed on the property. If the homestead exemption has remained on the property continuously for the five (5) year period, and there is no evidence that during the five (5) year period the property was not owner occupied/residing on subject property, the lien will be forgiven and will be removed.
13. Should grant be approved and requirements for continuous five (5) year homestead exemption not be fulfilled and/or applicant vacates subject property prior to fulfilling the owner occupancy requirement, applicant will pay the entire \$5000 grant amount to the City of Zephyrhills CRA within 15 business days of notification. Should grant amount not be repaid within 15 business days, owner will be considered in default and interest will accrue at 18% per annum.
14. The CRA Board of Commissioners reserves the right to deny an application at any time without cause.



Program Procedure:

The potential buyer will submit the following to the Community Redevelopment Agency:

- Grant Application.
- Affidavit stating Grant Recipient will continuously maintain ownership of subject property and file for homestead exemption for a minimum period of five years.

CRA staff will review the application for compliance with program guidelines and forward a recommendation to the CRA Board. The CRA Board of Commissioners will have final authority for approval of the grant awards. Written confirmation of grant approval will be sent to applicant along with grant agreement and W-9, all forms must be completed and signed by applicant/property owner and returned to the CRA Office.

Upon grant approval and submittal of all required signed documents a five year, interest free, forgivable lien will be placed on the property. If the homestead exemption has remained on the property continuously during the five-year period, and if there is no evidence during the five-year period the grantee was not residing on the property, the lien will be forgiven and removed.

Should the grantee vacate the home prior to fulfilling the five year occupancy requirement or sell the home to a third party, the grantee shall pay to the Zephyrhills CRA the entire grant amount of \$5000 previously received within 15 business days of vacation of the property. Should grant amount not be repaid within 15 business days, owner will be considered in default and interest will accrue at 18% per annum.



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 business days from date of grant approval.

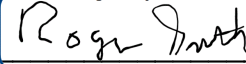
Should the grant recipient vacate the home prior to fulfilling the five (5) year occupancy requirement the grant recipient shall pay to the City of Zephyrhills CRA the grant amount of \$5000 within 15 days of vacating property. Should grant amount not be repaid within 15 business days, owner will be 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 \$5000 grant 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.

3/22/2023

Date

DocuSigned by:

Signature

Signature



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: Roger Smith

Current Address: 856 75th Ave n

Home Phone: 727 644 9135 Cell Phone: 727 644 9135

Email: rogergsmith61@gmail.com

Subject Property Address: 5631 13TH STREET, ZEPHYRHILLS, FL 33542

Parcel Identification Number 11-26-21-0010-10500-0040

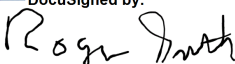
By signing this application, I agree and certify the following:

- 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 of \$5000 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.

Roger Smith

Print Name

DocuSigned by:

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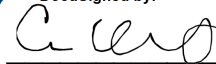
Signature

3/22/2023

Date

Print Name

Signature

DocuSigned by:

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Witness

Parcel ID				11-26-21-0010-10500-0040 (Card: 1 of 1)					
Classification				00100-Single Family					
Mailing Address				Property Value					
CB201 LLC				Just Value		\$60,865			
7020 MANGO AVE S				Ag Land		\$0			
ST. PETERSBURG , FL 33707				Land		\$16,338			
Physical Address				Building		\$44,527			
5631 13TH STREET, ZEPHYRHILLS, FL 33542				Extra Features		\$0			
Legal Description (First 200 characters)						Non-School		School	
See Plat for this Subdivision									
CITY OF ZEPHYRHILLS PB 1 PG 54 LOTS 4-6 INCL				Assessed		\$60,865		\$60,865	
BLOCK 105				Homestead Exemption		-\$0		-\$0	
Jurisdiction				Additional Exemptions		-\$0		-\$0	
CITY OF ZEPHYRHILLS									
Community Dev District									
N/A				Taxable Value		\$60,865		\$60,865	
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	\$1.75	1.00	\$14,700
2	0100R	SFR	LP2-2	00R2	4200.000	SF	\$0.39	1.00	\$1,638
Additional Land Information									
Acres	Tax Area	FEMA Code	Subsidence Activity			Neighborhood Code(s)			
0.29	30ZC	X	None Reported			ZHLH			
View Sketch Building Information - Use 0100-Single Family Residential (Card: 1 of 1)									
Year Built	1949			Stories			1.0		
Exterior Wall 1	Asbestos Shingle			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	Laminate			Flooring 2			None		
Fuel	Electric			Heat			Forced Air - Ducted		
A/C	Central			Baths			1.5		
Line	Code	Description	Sq. Feet			Value			
1	BAS01	LIVING AREA	919			\$43,165			
2	UDU01	UNFINISHED DET UTILITY	96			\$1,362			
Extra Features (Card: 1 of 1)									
Line	Code	Description	Year	Units		Value			
No Extra Features									
Sales History									
Previous Owner:		VAN DUSEN ELIZABETH E &							
Month/Year	Book/Page		Type		DOR Code		Condition		Amount
9/2022	10731 / 2025		Warranty Deed		01		I		\$110,000
5/1999	4285 / 1052		Quit Claim Deed				I		\$0
6/1994	3306 / 0890		Warranty Deed				I		\$34,000
9/1992	3074 / 0242		Quit Claim Deed				I		\$0

BUSINESS ITEMS 1.3

Joint City of Zephyrhills and Pasco County Code Enforcement Sweep

Issue:

Update on CRA and Code Enforcement staff working with Pasco County Code Enforcement to address code issues on the south side of the city.

Background:

Pasco County has been meeting with city code enforcement officers, to determine issues and locations to select the sweep area. The south end of town was selected and on March 14th,

County code officers assembled at City Hall, see attached photos. The group assembled included our police officers and PIO Kevin Weiss.

A joint Pasco County and City up day is scheduled for April 29th, more information to follow.

Attachment(s):

1. CE PascoIMG_4756
2. CE Pasco7IMG_4828
3. CE Pasco6IMG_4810
4. CE Pasco 5IMG_4836

Fiscal Impact:

None

Staff Recommendation:

No action is needed.







