



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, June 26, 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/597869845>

or dial in using your phone:

+1 (571) 317-3122 - Access Code: 597-869-845

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Council President
Roll Call – City Clerk Lori Hillman
Invocation – Councilman Alan Knight
Pledge of Allegiance – Council President

1. BUSINESS ITEMS

- 1.1 Approval of June 12, 2023 Meeting Minutes
 1. M06-12-23 - CRA
- 1.2 CRA Masterplan, Design Standard Update and Creation of CRA Vision Plan
 1. GAI CRA Masterplan Scope
- 1.3 Commercial Matching Facade Grant - HJR LLC / Hangry Joes's Hot Chicken 5347 Gall Blvd.
 1. 5347 Gall Blvd
- 1.4 Restaurant Food Services Grant Program
 1. Restaurant Grant

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 Community Redevelopment Meeting was held on June 12, 2023 at 8:05 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (872) 240-3412 - Access Code: 249-876-477.

CRA Board Chairperson Kenneth Burgess called the meeting to order at 8:05 p.m. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Steven F. Spina, Ph.D., Charles Proctor and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, Building Official Bill Burgess and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Commercial Matching Facade Grant – HJR LLC/Hangry Joe’s Hot Chicken – 5347 Gall Blvd.

City Manager William Poe presented a Commercial Matching Grant application submitted by HJR LLC for 5347 Gall Blvd. in the amount of \$5,000. The applicant has leased the building formally known as Riverside Seafood, for Hangry Joe’s Hot Chicken. The work will include new paint and repairs to the exterior along with new signage. Concept plans were included in the submittal and the application meets all grant guideline requirements. Staff recommended approval of the Commercial Matching Grant in the amount of \$5,000.

Board member Wilkeson said the applicant is proposing \$2,500 to install exterior signage and \$12,500 to power wash and paint the exterior of the building. She voiced her concern with the lack of material description.

Jodi Wilkeson moved to continue this item to June 26, 2023 for additional information regarding the materials for use on the exterior of the building. Seconded by Steve Spina. Motion passed unanimously.

2. CITIZEN COMMENTS

N/A

Meeting Adjourned: 8:09 p.m.
Submitted by Lori L. Hillman

BUSINESS ITEMS 1.2

CRA Masterplan, Design Standard Update and Creation of CRA Vision Plan

Issue:

The CRA Masterplan or redevelopment plan is a living document that needs to be updated to meet the changing needs within the Community Redevelopment Area. The last update to the plan was in 2015. The goal for the update to the Design Standards is to rework the document to make it easier to use and understand.

Background:

The CRA Masterplan update will help guide future CRA initiatives and investments. The purpose of the Masterplan provides the overall vision for the CRA and summarizes the strategies and guidelines to implement the CRA's redevelopment concepts, preserve investments made in the CRA by ensuring that all future improvements will be of a consistent visual character and of high quality design and construction. Including the Vision Plan and Market Prospectus, as part of the Masterplan, the community will develop a vision and framework for redevelopment goals in the district. Updating the Design Standards will also be incorporated with the work of the Masterplan update.

The scope of service fee is \$150,000

Attachment(s):

1. GAI CRA Masterplan Scope

Fiscal Impact:

Funding for the Masterplan Update and Design Standard Update is included in the approved 2022/2023 CRA Budget.

Staff Recommendation:

Staff recommends approval for the Update of the CRA's Masterplan, Creation of Vision Plan, Market Prospectus and Update to the Design Standards. Scope of Service \$150,000.



Planning | Urban Design
Landscape Architecture
Economics | Real Estate

GA Consultants, Inc. | Community Solutions Group

June 14, 2023

GAI Project No. R221018.01

Ms. Gail Hamilton
CRA Director
5335 8th Street
Zephyrhills, FL 33542

Scope of Services:
Professional Planning Services for Zephyrhills CRA

Dear Ms. Hamilton,

GAI Consultants' Community Solutions Group ("GAI" or "CSG") is pleased to submit this Proposal to the City of Zephyrhills Community Redevelopment Agency ("Client") for an update to the Zephyrhills Community Redevelopment Area ("CRA") Redevelopment Plan, Design Standards, and the creation of a CRA Vision and Market Prospectus. This Proposal outlines the scope of work, schedule, and costs based on our understanding of the assignment.

Scope of Services

Based on our understanding of the requirements/criteria provided to date by the Client, CSG will perform the following below. The Scope of Services is organized into ten (10) flexible tasks in which some of the services will be performed simultaneously.

Task 1 – Initiation

To kick off the project, CSG will work with the Client on all the items outlined below.

1. Project Management Plan: CSG will create a detailed work plan and schedule, including project team responsibilities and milestones.
2. Project Initiation Meeting: CSG will prepare an in-person meeting with the Client to confirm the project scope, objectives, schedule, deliverables, team and committee members' roles, and responsibilities. CSG will establish a project management and team communications plan. The project initiation meeting will occur on the same day as the site visit. See the item below.
3. Site Visit and Visual Documentation: Concurrent with the Project Initiation Meeting and under the Client's guidance, CSG will plan a day trip to tour representatives' portions of the CRA area and create photo documentation to help inform the area assessment (See Task 2). CSG will be looking at "**slum**" and "**blight**" conditions for the Finding of Necessity (FON) Report (See Task X). We will be documenting the overall character and image of the neighborhoods and corridors, architecture style, streetscape, gateway elements, parks, and open space, among other physical elements, to help inform the physical assessment and evaluation of the CRA. The area visual documentation and takeaways will be included in the Area Assessment and Evaluation Report on Task 2.

4. Steering Committee Formation Strategy: CSG recommends that the Client create a Steering or Advisory Committee for the project to help guide the planning process. This committee could comprise city staff, neighborhood associations, business owners, landowners, and any organization or other community members with a general interest in the future of the CRA. The committee will help guide, validate ideas, and make decisions regarding the CRA's vision, plan update, and design standards. The intent is to meet with the Committee at different project stages. Concurrent with the Project Initiation, CSG will work with the Client to identify the overall project Steering Committee Members. The Client will be responsible for providing CSG with the final member roster.
5. Data and Information Gathering: CSG will work with the Client to collect all the plans, reports, imagery, and available data (GIS) pertinent to the project.
6. Project Identity: CSG will develop a graphic identity for the project, including a color palette, font, logo, and tagline to be utilized as a consistent, recognizable identity.

Task 2: Area Assessment & Evaluation

Concurrent with some of the items outlined in Task 1: Initiation, CSG will conduct an area assessment and evaluation report to help inform the CRA's Vision, Plan Update, and Market Prospectus and Design Standards.

1. Plans Review: CSG will review the documents the Client provided related to previous reports, studies, and completed projects since adopting the 2015 CRA Redevelopment Plan.
2. Map and Policy Review: CSG will complete a review of current zoning, future land use, regulatory/code language, and programs and incentives that affect the redevelopment of the area. The assessment and evaluation of the CRA Design Standard will be performed on Task 6: Design Standards.
3. Demographics: CSG will gather and analyze the demographics characteristic of the CRA and City.
4. Map Inventory: CSA will conduct a mapping and inventory of the existing urban conditions, including using GIS data of the administrative boundaries, zoning, existing land use, future land use, parcels, street network, parks, and open space, gateway conservation, and natural systems, infrastructure (utilizes, parking and stormwater), among others.
5. Opportunities and Constraints: Development of a series of opportunities and constraints maps including but not limited to:
 - a. Corridor and Neighborhoods Characteristics: Creation of a visual inventory of the existing character and image of the commercial corridor and residential neighborhood building mass, architecture, streetscape elements, signage, and gateways features.
 - b. Access and Connectivity: Through the mapping of the street hierarchy and design, as well as the bike, pedestrian, and transit facilities. CSG will create an access and connectivity map of the existing system and identification of initial mobility and connectivity improvements.

- c. Stormwater and Utilities: City-owned retention areas will be analyzed to determine potential upgrades, improvements, and compatible development. Stormwater consolidation or environmental / recreation enhancements.
 - d. Parks and Open Space: inventory and evaluation of the existing parks and proposed parks and recreation facilities
 - e. Initial Identification of Potential Catalyst Sites: Through the mapping and review of administrative boundaries, zoning, existing land use, future land use, parcels (size, ownership, and vacancy), and buildings (age and use) within the CRA, CSG will identify initial catalyst site for future redevelopment.
6. Capital Projects and Program: Development of a Baseline Evaluation Report that summarizes at least the following:
- o Past and proposed capital projects and programs.
 - o Existing data and analysis reports about projects and programs within the CRA.
 - o Existing and potential project sites.
 - o Existing CRA Performance Overlay design criteria.
7. Area Assessment & Evaluation Documentation: CSG will compile the items listed under this task using an ArcGIS Online Web/Story Map Platform alongside a report/memo and present it to the Client and Steering Committee.
- a. ArcGIS Online Web/Story Map: CSG will use the Esri's web-based mapping software and create an interactive Map Viewer display the geographic information and narrative content of the visual documentation (Task 1), map inventory (Item 4) and Opportunities and Constraints maps (item 5). Web maps contain a basemap, a set of data layers (many of which include interactive pop-ups with information about the data), an extent, a legend, and navigation tools to pan and zoom.
 - b. Digital/Print Report or Memo: CSG will compile the items listed under this task and create a draft report/memo (PDF Format)

Deliverables:

- Area Assessment & Evaluation ArcGIS Online Web + Report/Presentation (PDF Format)

Task 3: Market Prospectus

Concurrent with the Area Assessment & Evaluation Task, CSG will prepare a Market Assessment and Prospectus Report that will include:

- 8. Current Market Conditions Memo: Concurrent with Task 2: Area Assessment Evaluation, CSG will analyze the current economic conditions of commercial and residential markets that shall address the following:
 - a. Business and employment to include business by type, amount of commercial floor space occupied and vacant, cost to lease/rent commercial floor space, and unemployment rate.

- b. Residential dwelling units to include the amount of single-family and multi-family, amount occupied, owner-occupied and renter-occupied, vacancy rate, median dwelling unit value, and cost to rent.
9. Market Prospectus Report: An analysis of market potential may include, but not be limited to, gap analysis and potential development opportunities for commercial and residential markets within the CRA. Potential development opportunities shall be based on current demographic and land use data and shall assess a fifteen (15) year future growth projection of commercial and residential uses identified on each catalyst site.

Deliverables:

- Current Market Conditions Report/Memo (PDF Format)
- Market Prospectus Report (PDF Format)

Task 4 – Finding of Necessity (FON)

Concurrent with Task 3: Area Assessment and Evaluation, CSG will update the expansion area Finding of Necessity Analysis study completed in 2015 and create a FON report. The FON work will be performed in four steps outlined below:

1. Slum or Blight Documentation & Identification: Identification of elements contributing to potential slum or blight as outlined in 163.340(7) or (8), Florida Statutes, and conduct the required analysis to determine the extent, if any, of such slum or blight within the suggested expansion area within the attached proposed CRA area map. CSG will provide photographic evidence of findings supporting slum and blight criteria.
2. Expansion Area Maps: Preparation of map(s) of the expanded area based on the land use within the district that would require supporting capital projects within the proposed CRA Area.
3. Slum and Blight Matrix: Preparation of "Slum and Blight Matrix" that outlines the perceived presence of conditions of "slum" and "blight" as defined in Section 163.3640 (7), (8), Florida Statutes. "Slum and Blight Matrix" will show observed conditions of blight, suspected conditions of blight, and conditions of blight not observed in the CRA.
4. FON Evaluation Report: CSG will compile the items listed under this task and create a draft report for the client to review. After the client's revisions and approval CSG will create the final FON Report.

Deliverables:

- Finding of Necessity (FON) Evaluation Report (PDF Format)

Task 5 – Vision Plan

CSG will work hand-in-hand with the Client and Steering Committee and create a Draft and Final CRA Vision Plan. The vision plan process will begin after the Area Assessment & Evaluation (Task 2) and Current Market Conditions findings (Task 3) are completed. The vision plan will help inform the CRA Plan Update (Task 7) and Design Standards (Task 6). The vision plan work will be performed in four steps outlined below:

1. Visioning and Frameworks: CSG will first develop a vision and framework containing the items listed below and present the content to the Client, Steering Committee, and overall Community (See Task X: Steering and Community Meetings)
 - a. Vision Statement & Guiding Principles: CSG will develop a vision statement and series of guiding principles that will describe the future goals of the CRA and act as an umbrella under the goals/big moves and actions that are developed.
 - b. Goals / Big Moves: CSG will create a series of goals / big moves. The goals will outline the key actions the CRA will take to execute the vision. The actions will be organized type: 1) policy (code & regulations), 2) organizational (administrative & program), 3) funding, and 4) physical improvement (development, public realm & infrastructure).
 - c. Framework Plans: CSG will create a series of framework plans to help support the big moves.
2. Concept Plan and Catalyst Sites: CSG will create a vision-based concept plan and catalyst site design and present the plans to the Client, Steering Committee, and overall Community (See Task 8: Steering Committee and Community Meetings)
 - a. Vision-based Concept Plan: CSG will create a vision plan to illustrate the future redevelopment potential and public realm and infrastructure projects. The concept plan will help inform the selection of the catalyst sites.
 - b. Catalyst Sites Design: CSG will identify up to six (6) catalyst sites to illustrate the redevelopment scenarios and specific physical projects driven by the big moves. The catalyst site's design will be conceptual, requiring additional due diligence and retirement before implementation.
3. Implementation Table: CSG will create and present a summary implementation plan with the goals and actions to the Client and Steering Committee. The actions will have a timeframe and be organized by type and implementation level (basic, progressive, and transformational)
4. Draft and Final Plan Report: CSG will create a draft and final plan document. This plan documentation step will occur concurrently with the Plan and Standard Documentation creation of the CRA Plan Update Report (Task 7) and the CRA Design Standards (Task 6)
 - a. Draft Vision Plan: CSG will create and deliver a draft plan document and presentation. The draft vision plan document, concurrent with the Draft CRA Plan Update (Task 7) and the Draft CRA Design Standards (Task 6), will be presented to the CRA Board and Planning and Zoning Board upon the last draft revision (See Task 9: Approval for details).
 - b. Final Vision Plan: CSG will deliver a final plan document and presentation. CSG will compile, summarize, and address the CRA and Planning and Zoning Board comments and create a Final Document. Upon the client's revisions and approval of the document, CSG or/and the Client will present the final recommendations to the City Council Members.
 - c. Summary Vision Plan: CSG will deliver a summary of the vision plan in a print/digital format (PDF) and as an ArcGIS Online Story Map.

Deliverables:

- Visioning & Framework Presentation
- Concept Plan and Catalyst Sites Presentation
- Implementation Table
- Draft Vision Plan & Presentation (PDF)
- Final Vision Plan & Presentation (PDF)
- Summary Vision Plan (PDF + ArcGIS Online)

Task 6 – Design Standards

CSG will work hand-in-hand with the Client and Steering Committee and produce a CRA Design Standards Manual that conveys more detailed direction regarding the character of development desired in the study area. The Design Standards Manual will govern the character and form of the built environment and will reflect the direction of development established in the Vision Plan but will be created as a separate document. The Design Standards works will be performed in four steps outlined below:

1. Standards and Policy Review & Evaluation: Concurrent with Task 2 Map and Policy Review sub-task, CSG will complete a review, analysis, and evaluation of the current CRA Design Standards Document and the City's zoning, future land use, and comp plan regulations impacting the CRA build environment. CSG will collate the information, evaluate ways to reduce redundancy in current standards and establish new regulatory areas (Residential vs Commercial/Corridor). CSG will present the content to the Client and Steering Committee.
2. Case Studies: CSG will research, summarize, and present up to three (3) case studies of how other municipalities implement and enforce design standards and guidelines.
3. Draft Design Standards: CSG will develop a draft design standards framework for the residential and corridor areas in the CRA, which will include narratives describing the overall development and design intent of each area and site development standards, including but not limited to building bulk, type, form, and placement, as well as standards for site design, architectural, landscape, open space, wayfinding, streetscape (lighting, furniture, hardscape & planting) parking, stormwater, and signage. CSG will deliver and present the draft standards to the Client and Steering Committee. After the draft's approval and concurrent with the Vision Plan (Task 5) and Draft CRA Plan Update (Task 7) will be presented to the CRA Board (See Task 9: Approval).
4. Final Design Standards: CSG will deliver a Final Design Standards Document. CSG will compile, summarize, and address the CRA Board comments and create a Final Document.

Deliverables:

- Draft Design Standards Document
- Final Design Standards Document

Task 7 – CRA Plan Update

CSG will prepare an update to the CRA Redevelopment Plan, reviewing and modifying the original CRA Redevelopment Plan adopted in 2015 as needed. The CRA Plan Update will happen concurrently with the Vision Plan (Task 5). This task will include the following:

5. Draft Plan: CSG will create and deliver a draft plan document. After the draft's approval will be presented to the CRA Board (See Task 9: Approval). The draft plan document will include:
 - a. Documentation and recommendations from the recently completed Oak Park and Zephyr Park neighborhood plans.
 - b. Vision, Goals, and prioritization of catalyst projects.
 - c. Preparation of a 5-year Capital Improvement Program for the CRA.
 - d. Preparation of increment revenue projections for the CRA through the extended sunset date at five-year increments.
 - e. Preparation of initial budgets for program implementation.
 - f. Preparation of an updated Community Redevelopment Area Plan, utilizing Client-provided revised legal description.
6. Final Plan: CSG will deliver a Final CRA Plan Update Document. CSG will compile, summarize, and address the CRA Board Comments and create a Final Document.

Deliverables:

- Draft CRA Plan Update
- Final CRA Plan Update

Task 8 – Steering Committee & Community Meetings

CSG will work with the Client to prepare, coordinate, and advertise up to two (2) in-person community meetings and four (4) Steering Committee Meetings. All the meetings will occur concurrently with Task 5: Vision Plan, Task 6: Design Standards, and Task 7: CRA Plan Update. Creating a project website, social media outreach, and online/digital engagement activities can be performed as additional services per the Client's request. The budget for expenses for food/snacks, beverages, AV equipment, venue rental/donation, and prints are included in the direct expenses budget. Preparation and facilitation of additional community and stakeholder meetings will be considered additional services.

1. Preparation & Advertising: CSG will work with the Client to select the meeting dates, times, and venue. The Client will be responsible for reserving the venue and providing AV, chairs, tables, and other items necessary for the in-person meetings. CSG will design meeting invitations (Digital and Printed). The Client will be responsible for advertising all the meetings.
2. Steering Committee Meetings: CSG will prepare, attend and facilitate up to four (4) in-person Steering Committee Meetings, present progress updates, and gather input from the committee members for the Vision Plan, CRA Plan, and Design Standards.
3. Community Meetings: CSG will prepare, attend and facilitate up to two (2) in-person community meetings. The meetings intend to present the initial and draft vision ideas to the

general public. Each meeting will begin with a presentation followed by a participatory activity to gather the community's input. The presentation and participatory activity will be the same at each meeting.

4. Presentation & Input Gathering Activity: CSG will create the presentation and participatory activities for each meeting. Input-gathering activities will be delivered in print/digital format on banners/boards.

Task 9 – Approval

CSG will work with the Client in the coordination, preparation, and participation of a maximum of one (1) in-person CRA Board Meeting. Attendance of additional meetings will be considered additional services.

- CRA Board: CSG will attend an in-person CRA Board Meeting and present the Draft Vision Plan, Design Standards, and CRA Plan Update, answer questions, and receive recommendations from board members. CSG will create the presentation on behalf of the Client.

Deliverables:

- Presentation

Task 10: Meetings & Administration

Throughout the project's delivery, CSG will attend regular review meetings with the Client not already accounted for in Tasks 8. CSG anticipates the project's lifespan to be eight to ten (8-10) months. Meetings are budgeted as hourly, not to exceed. Any meetings beyond the ones estimated below will be considered additional services.

- Project Administration: CSG will complete general administrative tasks, including communicating and coordinating with the Client.
- Review/Coordination Meetings: During the project lifespan, regular meetings are estimated at ten (10) monthly meetings.

Schedule

GAI will refine the schedule and sequence of events with the Client and work towards a mutually agreed upon schedule with benchmarks for each Task. We anticipate this entire initiative to be a 8-10 month effort.

Compensation

Compensation for services rendered by GAI will be paid on a lump sum or hourly basis, as indicated below.

Tasks	Description	Term	Fee
1	Initiation	Lump Sum	\$8,000
2	Area Assessment and Evaluation	Lump Sum	\$20,000
3	Market Prospectus	Lump Sum	\$10,000
4	Finding of Necessity	Lump Sum	\$5,000
5	Vision Plan	Lump Sum	\$50,000
6	CRA Design Standards	Lump Sum	\$30,000
7	CRA Plan	Lump Sum	\$15,000
8	Steering and Community Meetings	Lump Sum	\$32,000
9	Approval	Lump Sum	\$3,000
10	Meetings and Administration	Hourly (NTE)	\$6,000
	Direct Expenses (Estimated):		\$1,000
	Total Estimate (including direct expenses)		\$150,000

Reimbursable Expenses

Reimbursable expenses may include in-house and out-of-house project costs required to perform and deliver documents, expenses related to out-of-town travel for project meetings, postage, courier services, overnight deliveries, mileage, rental cars, meals, and reproduction. Reimbursable expenses will be invoiced separately on an actual cost basis.

Payment

Unless otherwise specified in the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A, GAI will prepare invoices monthly, and payment will be due within thirty (30) days of the date of the invoice.

Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. All exploration locations will be marked and cleared by the Client for the existence of buried utility/piping structures.
3. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
4. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
5. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
6. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
7. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
8. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed.

Sincerely,
**Community Solutions Group,
a GAI Consultants, Inc.
Service Group**

REQUESTED AND AUTHORIZED BY:
City of Zephyrhills

BY:

Tom Kholer,
Senior Director of Economics

**PRINTED
NAME:**

TITLE:

Blake Drury
Assistant Vice-President

DATE:

BUSINESS ITEMS 1.3

Commercial Matching Facade Grant - HJR LLC / Hangry Joes's Hot Chicken 5347 Gall Blvd.

Issue:

The applicant, business owner, HJR LLC, is requesting a Matching Facade Grant for 5347 Gall Blvd. in the amount of \$5000.

Background:

The applicant, HJR LLC, has leased the building located at 5347 Gall Blvd, formally Riverside Seafood, for Hangry's Joe's Hot Chicken. The work will include new paint and repairs to the exterior, including the addition of an architectural wall panel called Nichiha, a cement board product. The improvements also include new signage for the building. Concept plans are included in your back-up. The application meets all grant guidelines.

Attachment(s):

1. 5347 Gall Blvd

Fiscal Impact:

Funding for the Commercial Matching Grants is included in the FY 2022/2023 approved budget.

Staff Recommendation:

Staff recommends approval for a Commercial Matching Grant in the amount of \$5000 for 5347 Gall Blvd.



Matching Facade Rehabilitation Application

Applicant Name: HJR, LLC

Mailing Address: 6250 Enterprise Dr
Knoxville, TN, 37909

Business Name: Hungry Joe's Hot Chicken

Phone: 715-581-5684 Email: bsmith@growhungryjoes.com

Property Owner: Fatuma Zeinelabdin

Property Address: 5347 Gall Blvd, Zephyrhills, FL

Total Cost of Project: \$14,000

Estimated Start Date: 7/1/23 Estimated Completion Date: 7/7/23

Please attach the following:

Addendum A - Project Rendering

Addendum B - Professional Estimate(s) from an architect or licensed contractor

Sign _____ New _____ Replacement _____ Altered _____



Application will not be reviewed without all supporting data.

I hereby submit the attached plans, specifications and/or color samples for the proposed project and understand that the Zephyrhills CRA Board must approve. No work shall begin until I have received written approval from the ZCRA. No funding is guaranteed until completed application is approved by the ZCRA Board. I agree to place a ZCRA Grant sign for the duration of the project and agree to return the sign. Grant monies will not be paid until the project is completed as designed and a paid invoice (s) is provided. The project must be completed within 1 year of grant approval. I agree to leave the completed project in its approved design and colors for a period of 5 years from the date of completion. I understand a W-9 must be provided to the City of Zephyrhills before reimbursement funds are paid

Breel Smith

Print Name

6/6/23

Date

[Signature]

Signature of Applicant



W



Zephyrhills, Florida
Google Street View
Mar 2023 See more dates

Google

Image capture: Mar 2023 © 2023 Google



5347 Gall Blvd

All

Street View & 360°



Mailing Address

ZEINELABDIN FATUMA
11730 MOFFATT AVE
TAMPA, FL 33617

Physical Address

5347 GALL BOULEVARD,
ZEPHYRHILLS, FL 33542

Legal Description (First 200 characters)

[See Plat for this Subdivision](#)

CITY OF ZEPHYRHILLS PB 1 PG 54 LOTS 9 THRU
12 BLOCK 122

Jurisdiction

[CITY OF ZEPHYRHILLS](#)

Community Dev District

N/A

Property Value

Just Value

\$190,675

Ag Land

\$0

Land

\$84,000

Building

\$104,383

Extra Features

\$2,292

Non-School

School

Assessed

\$190,675

\$190,675

Homestead Exemption

-\$0

-\$0

Additional Exemptions

-\$0

-\$0

Taxable Value

\$190,675

\$190,675

Land Detail (Card: 1 of 1)

Line	Use	Description	Code	Zoning	Units	Type	Price	Condition	Value
1	2100C	Restaurant	M301R-1	FBC5	7000.000	SF	\$8.00	1.00	\$56,000
2	2100C	Restaurant	M301R-2	FBC5	7000.000	SF	\$4.00	1.00	\$28,000

Additional Land Information

Acres	Tax Area	FEMA Code	Subsidence Activity	Neighborhood Code(s)
0.32	30ZC	X	None Reported	M301

[View Sketch](#) Building Information - Use 2100-Restaurants (Full Service) (Card: 1 of 1)

Year Built	1955	Stories	1.0
Exterior Wall 1	Concrete or Cinder Block	Exterior Wall 2	None
Roof Structure	Rigid Frame w/Bar Joist	Roof Cover	Membrane
Interior Wall 1	Drywall	Interior Wall 2	None
Flooring 1	Ceramic Clay Tile	Flooring 2	None
Fuel	Electric	Heat	Forced Air - Ducted
A/C	Packaged Roof Top	Baths	2.0

Line	Code	Description	Sq. Feet	Value
1	SPA01	SERVICE/PRODUCTION AREA	504	\$14,610
2	BAS01	LIVING AREA	2,461	\$84,005
3	CAN01	CANOPY	563	\$5,769

Extra Features (Card: 1 of 1)

Line	Code	Description	Year	Units	Value
1	CPAVASP	PAVING ASPHALT	1955	1,167	\$341
2	CPVCFSF	PVC FENCING (SF)	2014	820	\$1,951

Sales History

Previous Owner:

FIRST TRUST FUNDING GROUP LLC

Month/Year	Book/Page	Type	DOR Code	Condition	Amount
11/2018	9820 / 0166	Warranty Deed	35	I	\$275,000
3/2018	9701 / 1027	Certificate of Title	11	I	\$77,800
4/2014	9026 / 3096	Warranty Deed	12	I	\$160,000
6/2013	8896 / 2352	Certificate of Title	12	I	\$180,100
2/2006	6833 / 1491	Warranty Deed		I	\$260,000
9/1994	3341 / 1827	Warranty Deed		I	\$60,000
1/1961	0180 / 0069	Warranty Deed		I	\$0

PROPOSAL

Date: 6/6/2023

HJR, LLC
Hangry Joe's
5347 Gall Blvd.
Zephyrhills, FL

- Install exterior signage

Total; \$2,500.00

PAYMENT TERMS:

- Due upon completion

The parties agree to the terms and have caused their duly authorized representatives to execute and deliver this agreement on the effective date.

Business Entity

Address

Printed Name / Title

Date

Authorized Signature

PROPOSAL

Date: 6/6/2023

HJR, LLC
Hangry Joe's
5347 Gall Blvd.
Zephyrhills, FL

- Powerwash and paint exterior of building

Total; \$12,500.00

PAYMENT TERMS:

- Due upon completion

The parties agree to the terms and have caused their duly authorized representatives to execute and deliver this agreement on the effective date.

Business Entity

Address

Printed Name / Title

Date

Authorized Signature

BUSINESS ITEMS 1.4

Restaurant Food Services Grant Program

Issue:

The CRA would like to create a food service grant program to expand the dining options available to the citizens and visitors within the City of Zephyrhills CRA.

Background:

The goal of the Restaurant and Food Services Grant Program is to attract and assist experienced full-service restaurants, and other food service establishments, to locate or expand within the CRA area. The Grant Program aims to strengthen the area's competitiveness and promote the district as a vibrant business, dining, and entertainment destination. If approved the Program would begin October 1, 2023

Attachment(s):

1. Restaurant Grant

Fiscal Impact:

Funding for the Restaurant and Food Services Grant Program will be funded within the approved CRA 2023/2024 budget

Staff Recommendation:

Staff seeks direction, comment, and input from the CRA Board of Commissioners.

RESTAURANT AND FOOD SERVICES GRANT PROGRAM & APPLICATION FORM

City of Zephyrhills Community Redevelopment
Agency

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RESTAURANT AND FOOD SERVICES GRANT PROGRAM

SECTION 1 – PROGRAM OVERVIEW

The City of Zephyrhills Community Redevelopment Agency (CRA) seeks to expand the dining and food service options available to both residents and visitors within the City's Community Redevelopment Area. The goal of the Restaurant and Food Services Grant Program (Program) is to attract and assist experienced full-service restaurants, and other food service establishments, to locate or expand within the CRA area. The Program aims to strengthen the area's competitiveness, and promote the area as a vibrant business, dining, and entertainment destination.

SECTION 2 – PURPOSE AND INTENT

The purpose of the Program is to support the implementation of the adopted Community Redevelopment Plan for Zephyrhills Community Redevelopment Area in accordance with the Florida Community Redevelopment Act of 1969. Sections 163.330, et seq., Florida Statutes, by:

- 1) Enhancing the aesthetics, character, quality, and vitality of the redevelopment area, by providing programs that provide for building and property improvement and rehabilitation in the Zephyrhills Community Redevelopment Area.
- 2) Creating value for the Zephyrhills Community Redevelopment Area by:
 - a. Promoting a business, consumer, family and resident friendly atmosphere;
 - b. Creating more dining opportunities;
 - c. Creating additional employment opportunities;
 - d. Promoting infill and adaptive reuse of properties;
 - e. Incentivizing property owners to enhance the value of their respective property;
 - f. Encouraging private investment in the improvement of commercial properties;
 - g. Reducing vacancies in commercial buildings; and
 - h. Increasing the functionality of existing buildings.

It is the intent of this Program to incentivize improvements to the area that go beyond what is required by the City's development codes to enhance the form, function, and design quality of the redevelopment area. It is not the intent of the CRA to engage in any rehabilitation activity that requires vacating property or displacing any residents from property. Moreover, it is not the intent of this Program to assist in the development of new construction projects. Rather, it is to rehabilitate and enhance areas exhibiting deterioration and decline.

SECTION 3 – AVAILABLE ASSISTANCE

The Program provides grant funds of **up to seventy-five thousand dollars (\$75,000)** for improvements to restaurants or food service establishments. To qualify for grant funds, the Applicant must **match the grant amount by an equal or greater investment of private funds (Owner Equity)** for the rehabilitation and restoration of the interior and infrastructure of a qualifying commercial space located within the Zephyrhills CRA. The program grant is a reimbursement grant.

SECTION 4 – ELIGIBLE PROPERTY AND APPLICANT

To be eligible for the Program, the Applicant must meet all the following qualifications:

- Must be the owner* of the subject property.
- Must be an allowable use on the subject property in accordance with the City's Land and Building Development Regulations/Codes.
- Must be current in all property taxes and City of Zephyrhills (City) business fees.
- Must be in good standing with the City (no outstanding code enforcement or building code violations). This requirement may be waived by the CRA Manager if the work proposed under this application will remediate all code violations.
- Property must be free of code enforcement liens or other City liens.
- The new proposed business on the property must be an independently owned and operated local business.
- If the business is an independently owned and operated franchise, other franchise locations associated with the same brand must ONLY be located within the municipal boundary of the City.
 - The proposed business on the property must make independent decisions regarding its name, signage, brand, appearance, purchasing practices, hiring, and distribution, and must be solely responsible for paying its own mortgage, rent, marketing, and other business expenses without assistance from a corporate headquarters outside of the City limits.

*The owner of the Property (Owner) shall be the Applicant. Owner means a holder of any legal or equitable estate in the premises, whether alone or jointly with others and whether in possession or not shall include all individuals, associations, partnerships, corporations, limited liability companies and others who have interest in a structure and any who are in possession or control thereof as agent of the owner, as executor, administrator, trustee, or guardian of the estate of the owner. No Owner shall receive more than \$75,000 in total CRA grant value across all CRA grant programs within a 12-month rolling year. For the purposes of this application, the total CRA grant value that an Owner has received over such period shall be the combined value, in the 12 month period immediately preceding the submission of an application for this program, of: (1) the amount of CRA grant funds that the applicant has received; (2) the amount of CRA grant funds that any holder of legal title in the subject property other than the applicant has received; and (3) if a business entity holds legal title in the subject property, the total amount of CRA grant funds received by any directors, members, partners, shareholders, any others with an ownership interest in such entity, and any others able to exert managerial control over or direct the affairs of said entity.

SECTION 5 – ELIGIBLE PROJECTS

Eligible projects must be food related ventures such as:

- Full-service sit-down restaurants,
- Fast food restaurants,
- Buffet or cafeteria restaurants,
- Coffeehouse/shops with food component,
- Cafes,
- Bistros,

- Delicatessens,
- Bakeries,
- Grocery stores, or
- Other food or specialty food ventures approved by the CRA Manager.

SECTION 6 – ELIGIBLE IMPROVEMENTS

The following interior and infrastructure improvements *may be eligible* for Program assistance:

- 1) Electrical/plumbing upgrades and utility connections;
- 2) Installation of certain attached fixtures;
- 3) Grease traps/interceptors;
- 4) Venting, HVAC, mechanical systems;
- 5) Sprinkler/fire suppression systems;
- 6) Certain fixed solid waste and recycling management systems;
- 7) American with Disabilities Act (ADA) systems;
- 8) Internal structural stabilization systems (e.g., repair and replacement of load bearing walls and columns); or
- 9) Other creative improvements or projects may be submitted for consideration but must demonstrate that the grant will be used for a purpose in the public interest and supports the implementation of the Community Redevelopment Plan and is not in conflict with local or State statutes and is permissible by the City and other governmental agencies.

The following are *ineligible* for assistance:

- 1) Improvements that are completed prior to an application being approved;
- 2) Non-permanent improvements such as, but not limited to, kitchen and dining equipment (e.g., stoves, grills, dishwashers, dishes, pots/pans, glassware, etc.) and furniture;
- 3) Security cameras and systems;
- 4) Architecture and Engineering fees; and
- 5) Bars, clubs, and taverns (as defined by the City's Land Development Code).

SECTION 7 – REQUIREMENTS, REVIEW & APPROVAL PROCESS

- 1) All statements and representations made in the application must be correct in all material respects when made.
- 2) Applicants must schedule an appointment with the Zephyrhills Community Redevelopment staff prior to applying. The Community Redevelopment Agency Department (Department) is located at 5335 8th Street, Zephyrhills, FL 33542. To schedule an appointment, contact staff at 813-780-0000. Applications will be received on an ongoing basis.
- 3) Applicants must submit, as part of the application, design plans and floorplan accurately delineating the square footage of the improvement area within the commercial structure.
- 4) Photographs of the existing structure, interior and exterior, must be provided with application.

- 5) An estimated detailed budget must be provided on the budget form in the application.
- 6) Work required to be performed by licensed contractors must provide, as attachments, quotes from contractors and copies of their licenses. Quotes to include complete description of materials to be used).
 - *If work is performed by non-licensed workers, then only materials purchased will be eligible for grant funds, unless the work performed was required to be performed by a licensed individual per City codes.*
- 7) Portions of the project costs not funded by the requested grant must be provided by Owner funding. Owner funding may consist of bank loans, lines of credit, and owned assets (Owner Equity), etc.
- 8) Owner must demonstrate their source of the Owner Funding and their ability to meet the financial obligations of the Program.
- 9) Proceeds from other City-managed financial assistance programs may not be used as Owner Equity to satisfy the Owner Funding requirements of this Program but may be used to assist with funding of remaining portion of larger improvement project. Grant funds cannot be used as Owner Equity to satisfy the Owner Funding requirements of other City-managed financial assistance programs.
- 10) Staff will review the application for completeness, which includes all required attachments and requested data. A post-application submittal conference will be held with the Applicant to discuss any issues or deficiencies with the application.
- 11) Incomplete applications will not be considered submitted until all required documentation has been submitted to Community Redevelopment Department staff. Submittal of an application does not guarantee a grant award.
- 12) The Applicant will be required to obtain quotes/estimates from licensed contractors/design professionals for eligible improvements and submit said quotes/estimates as part of the grant application submission.
- 13) Once the application is determined to be complete by staff, the application will be scheduled, at the next available Community Redevelopment Agency Board (CRA Board) meeting for consideration.
- 14) The CRA Board may approve, approve with conditions, or deny the application.
- 15) All construction/design contracts will be between the Applicant and the contractor or design professional.

SECTION 8 – DISBURSEMENT POLICY AND PROCEDURE

Grant funds will be disbursed, after initial approval of the project, upon a “Finding of Project Completion” by CRA Manager. A “Finding of Project Completion” will be granted when the following criteria are met:

- 1) The owner match specified in the Budget is paid in full.

- 2) Requests for disbursement of project costs will be viewed as a single, completed package. Costs not included in the approved application will not be considered for disbursement.
- 3) Required documentation for disbursement of project costs must include:
 - a) Copies of cancelled checks, certified checks or money orders of project costs, or credit card statements of project cost;
 - b) Detailed invoices and paid receipts signed, dated, and marked "paid in full;"
 - c) Name, address, telephone number of design professional(s), general contractor, etc.;
 - d) Photographs of the project (before and after photos).
- 4) Prior to any grant fund disbursement, the Applicant must have obtained all necessary/required permits (e.g. zoning and building), passed all required inspections, and received (if relevant) notice, in the form of a Certificate of Occupancy or Certificate of Completion for the project demonstrating the legal occupancy of the project area.
Any work performed without a permit that required a permit will not be eligible for grant funding.
- 5) The CRA disburses funds to grant recipients within 30 days of fully completed reimbursement request.

SECTION 9 – GRANT EXPIRATION

Applicants must receive a "Finding of Project Completion" within 365 calendar days from the date of application approval. After the said 365 days, the grant will expire. An extension for the grant funds may be granted by the CRA Manager for a good cause. It is the responsibility of the Applicant to request an extension of the grant approval before the expiration date.

SECTION 10 – ALTERATIONS AND MAINTENANCE

The improvements will be maintained in accordance with City policies, codes and any other applicable requirements identified by the City, CRA, or other agencies for a period not less than three years, or upon written approval by CRA Manager.

SECTION 12 – APPLICATION**RESTAURANT AND FOOD SERVICES GRANT PROGRAM**

1) Applicant (Property Owner)	
Entity Name (if any):	
Full Legal Name and Title (if any):	
Mailing Address:	
City/State/Zip:	
Phone Number:	E-mail Address:
Web Site (if available):	

2) Authorized Agent (If applicable)	
Entity Name (if any):	
Full Legal Name and Title (if any):	
Mailing Address:	
City/State/Zip:	
Phone Number:	E-mail Address:

3) Subject Property/Location of Proposed Project
Address commonly known as:
Parcel Identification Number(s) or Folio Number(s):
Property is designated as a Local Landmark: Yes____No ____

4) Project description, scope of work to be performed, sketch plans and specifications detailing the scope of work (provide attachment if needed). Applicant understands that depending on the project, certain City Departments may require additional documentation, plans, etc. in order to properly review and approve the proposed project described in this application.

5) Describe existing uses and conditions on the property (include photographs as attachments):

6) Financial Disclosure	
Amount of Grant Requested:	\$
Project Budget – Sources/Uses of Funds (complete Attachment A: Project Budget)	
Owner Equity:	\$
Other Funds:	\$
Grant Request:	\$
Total Project Funding:	\$
My Property Is up to date with taxes, fees, and complies with City codes and regulations:	
Yes _____ No _____	
If the Applicant has received loan or grant assistance from a City-managed financial assistance program for a project at this address, please specify the program(s) and the loan/grant amount(s).	
1.	\$
2.	\$

PLEASE NOTE: Grants are awarded on a first come, first qualified basis until funds have been depleted.

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

- 1) To adhere to the application procedures and guidelines as specified.
- 2) That additional improvements or changes not approved in the original grant application will not be funded by the CRA.

3) That disbursement of grant funds will only occur after:

- a) All improvements have been completed;
- b) All final inspections of the improvements are approved by the appropriate City Officials or other required authorities, if any; and
- c) Proof of payment, as described in this document, for project costs approved in the grant application.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE GRANT GUIDELINES HEREIN ABOVE STATED. IN ADDITION, BY EXECUTING THIS APPLICATION, I ACKNOWLEDGE THAT I AM LAWFULLY AUTHORIZED TO EXECUTE THIS APPLICATION.

Entity Name (if any)

Applicant Signature

Printed Name and Title (if any)

Date

STATE OF

COUNTY OF _

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, as (title if applicable) _____ of (Entity name if any) _____, who [] is personally known to me or [] has produced identification.

Type of identification produced: _____

My commission expires:
(Notary Seal)

Notary Public Signature

Notary Public Print Name

Mail or hand deliver completed application form to:

Community Redevelopment Department

City of Zephyrhills / 5335 8th Street Zephyrhills, FL 33542

For question call the Community Redevelopment Department at 813-780-0000.

SECTION 13 – ELIGIBLE CRA AREA MAP

SECTION 14 – ATTACHMENT A – PROJECT BUDGET

Attachment A

Project Budget - Total Improvements Budget / Grant Eligible Budget

[illegible]