



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, March 25, 2024
5:00 PM**

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

<https://meet.goto.com/700978325>

or dial in using your phone:

+1 (646) 749-3122 - Access Code: 700-978-325

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – CRA Board Chairperson Kenneth M. Burgess, Jr.

Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS

1.1 Amendment to Residential Ownership Incentive Grant

1. Residential Ownership Incentive (2)

1.2 2023 Community Redevelopment Agency Annual Report

2. CRA DIRECTOR’S REPORT

3. MAIN STREET ACTIVITY REPORT

4. CITIZEN COMMENTS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record**

includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.

BUSINESS ITEMS 1.1

Amendment to Residential Ownership Incentive Grant

Issue:

Update to the Residential Ownership Incentive Program clarifying language to read "Only single-family detached homes are eligible for grant program. Legal nonconforming, multifamily structures, duplexes and triplexes are not eligible for the grant program."

Background:

The CRA staff asked for the Residential Ownership Incentive Program language to be clarified. Staff did not feel the Board intended to provide funding for new multifamily structures. The original intent was to incentivize existing single-family detached homes in order for the downtown neighborhoods to receive more investment as owner-occupied homes.

Attachment(s):

1. Residential Ownership Incentive (2)

Fiscal Impact:

Not applicable

Staff Recommendation:

Staff recommends approval for changes to the grant guidelines of the Residential Ownership Incentive Program to clarify "That only single-family detached homes are eligible for the grant program. Legal nonconforming, multifamily structures, duplexes and triplexes are not eligible for the Residential Ownership Incentive Program."

RESIDENTIAL OWNERSHIP INCENTIVE PROGRAM

Grant Guidelines

PURPOSE

The Zephyrhills Community Redevelopment Agency (CRA) will grant \$5,000 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 detached homes are eligible for grant program. Legal nonconforming, multifamily structures, duplexes and triplexes can be considered only if converted to single family residence are not eligible for the grant program.
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 \$5,000 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 exceptions.
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 \$5,000, 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 \$5,000 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 (5) 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 (5) year, interest free, forgivable lien will be placed on the property. If the homestead exemption has remained on the property continuously during the five (5) year period, and if there is no evidence during the five (5) 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 (5) year occupancy requirement or sell the home to a third party, the grantee shall pay to the Zephyrhills CRA the entire grant amount of \$5,000 previously received within 15 business days of vacating 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.

BUSINESS ITEMS 1.2

2023 Community Redevelopment Agency Annual Report

Issue:

The CRA Board of Commissioners accept the 2023 Annual Report

Background:

Pursuant to Florida Statute 163.356 (3), an agency authorized to transact business and exercise powers under this section shall file a report of its activities for the preceding fiscal year, which report shall include a complete financial statement setting forth its assets, liabilities, income and operating expenses as of the end of such fiscal year.

Attachment(s):

None

Fiscal Impact:

Non-applicable

Staff Recommendation:

Staff recommends approval of the 2023 Community Redevelopment Agency Annual Report.