



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, July 22, 2024
5:00 PM**

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

<https://meet.goto.com/356490565>

or dial in using your phone:

+1 (646) 749-3122 - Access Code: 356-490-565

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Commissioner Steven F. Spina, Ph.D.

Roll Call – Deputy City Clerk Ricardo Quinones

1. BUSINESS ITEMS

1.1 Approval of June 24, 2024 Meeting Minutes

1. M06-24-2024 - CRA (1)

1.2 CRA Commercial Improvement Grant DRAFT

1. Commercial Improvement Grant (2)

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

Approval of June 24, 2024 Meeting Minutes

Issue:

Background:

Attachment(s):

1. M06-24-2024 - CRA (1)

Fiscal Impact:

Staff Recommendation:

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on June 24, 2024 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting (408)-650-3123 - Access Code: 835-642-549.

CRA Board Chairperson Steven F. Spina called the meeting to order at 5:02 p.m. Roll call was taken. Present were members Steven F. Spina, Ph.D., Kenneth Burgess, Lance Smith, Charles Proctor and Mayor Melonie Bahr Monson. Jodi Wilkeson was absent. City Manager William Poe was present.

Staff present: Police Chief Derek Brewer, CRA Director Gail Hamilton, Utility Director, IT Director Mike Panak, Public Information Officer Kevin Weiss, Historic Preservation Specialist / Community Planner Hunter Gearhart, Planning Director Todd Vande Berg, Deputy City Clerk Ricardo Quiñones and Airport Executive Assistant Lucy Huber.

1. BUSINESS ITEMS

1.1 Approval of May 13, 2024 Meeting Minutes

Lance Smith moved to approve the May 13, 2024 Meeting Minutes. Seconded by Charles Proctor. Motion passed unanimously 4-0

1.2 Zephyr Park Design Presentation by Kimley Horn

CRA Director Gail Hamilton introduced the Kimley Horn Associates James Pankonin and David Guido.

James Pankonin with Kimely Horn Associates narrated a presentation of the the revised master plan, that was updated with feedback given from the Parks & Rec Advisory Board on February 15, 2024. Mr. Pankonin's presented the following update:

- Enhancements to existing features such as the Splash Pad, WPA footbridge, Veteran's memorial.
- Add a wooden boardwalk over the lake will have cypress trees along the sides creating a new experience and provide cover from the rain with option for local art.
- With the boardwalk, shaded area, covered benches and sidewalks throughout will create parkwide connectivity.
- Fountains were added to the lake for beautification and water quality and circulation.
- Fitness zone added to consolidate the scattered fitness equipment.
- Per Park Advisory Board feedback, plans show an additional playground near a new parking area
- Large 5700sqft event lawn anchored by bandshell with capacity for large gatherings up to 1,800 or more. Additionally, there will be smaller greenspaces for small events and informal gatherings.
- Planned floodplain compensation area for times of high water.

Mr. Pankonin stated that the Board emphasized the importance of preserving trees and maintaining the park's history. Some concerns the Board voiced were ongoing maintenance of the park, water quality and availability for local art. The master plan does not show Alice Hall as there is open discussion to either maintain or replace however there is space in the plan for either outcome.

Discussion was had about the park layout, available funding, phasing of the project, associated timelines and repurposing historic names.

Spoken from the floor: Shane Barker – 14232 17th Street Dade City

Shane thanked the Board for their positive support of the Zephyr Park design. He emphasized the food truck accommodations and focus on history while incorporating technology.

Spoken from the floor: Kim Barker – 14232 17th Street Dade City

Kim explained that while she lives in Dave City, she owns a real estate brokerage with deep roots in East Pasco and Zephyrhills. She thanked the Board for their investment in the downtown district. She expressed that the west side of 301 needs public investment and Zephyr Park could be it. She expressed that Zephyr Park can be the crown jewel of the downtown district and encouraged the Board to prioritize the funding for this project and if phasing is needed, let's make it two; the front phase and back phase.

Gail Hamilton said that Staff will review and bring back the proposal for construction documents.

1.3 RESIDENTIAL PAINT GRANT - Richards Alba - 38633 4th Avenue

CRA Director Gail Hamilton presented a Residential Paint Grant submitted by Dylan and Victoria Richards and Christopher Alba of 38633 4th Avenue to repaint their home at the cost of \$800. The application meets all grant requirements and staff recommend approval of the \$800 grant.

Kenneth Burgess moved to approve the Residential Paint Grant. Seconded by Charles Proctor. Motion passed unanimously 4-0

1.4 Matching Commercial Facade Grant - Salon on 5th 5126 7th Street Zephyrhills

CRA Director Gail Hamilton presented a Matching Commercial Facade Grant submitted by Amber Bruss of Salon on 5th located at 5126 7th Street to paint the building, install a new handicap ramp, install new signage, install a front door and landscaping. The total cost of the project is \$10,200. The application meets all grant requirements and staff recommend approval of the \$5,000 grant.

Lance Smith moved to approve the Commercial Facade Grant. Seconded by Charles Proctor. Motion passed unanimously 4-0.

1.5 CRA Commercial Improvement Grant Draft

CRA Director Gail Hamilton presented a draft to revise the Commercial Improvement Grant. The Commercial Improvement Grant is not being utilized as is by merchants. The CRA has added additional eligible expenses to the grant and increased the maximum from \$5,000 to \$20,000. This would allow new and existing businesses to make improvements to the entire building. Gail requested the Board consider Tabling this matter due to time constraints.

Lance Smith moved to table the CRA Commercial Improvement Grant. Seconded by Kenneth Burgess. Motion passed unanimously 4-0.

1.6 Private to Public Parking Lot Opportunity

CRA Director Gail Hamilton presented two locations to the Board that could be converted from private to public parking lots to accommodate the City's growing need for public parking. One location at the First Baptist Church which would come with no taxes, the city would handle the maintenance and liability insurance. The other location is at the Peeples Family parking lot on the corner of 5th and 6th. Peeples pay \$1,400 per year in taxes, the City would reimburse Peeples the taxes and pay the maintenance. Either option would allow the location to be signed as public parking.

Conversation was had on the public use of the two parking lot opportunities.

Charles Proctor moved for the City Attorney to review and bring this item back to the Board. Seconded by Lance Smith. Motion passed unanimously 4-0

1.7 Tina & Joe's Cafe Management Agreement

CRA Director Gail Hamilton proposed an amendment to the lease agreement 29-21-03 Tina and Joe's Cafe. As part of the lease agreement for the Jeffries House the bottom floor of the Carriage House was included with intent to be used. Those plans did not work out and Joe has a verbal agreement with Amanda Romaniz but would like to be released from responsibility of the bottom floor of the Carriage House and allow the City to create a new lease agreement for Amanda Romaniz on the bottom floor of the Jeffries House to set up a fresh produce shop.

Spoken from the floor: Amanda Romaniz – with Tina & Joe's

Amanda explained the informal agreement that she and Joe have and the history of her family working with Joe and in the Jeffries House.

Conversation was had over the original agreement's details and what conditions would be needed to modify the lease agreement.

Spoken from the floor: Joe Novak – with Tina & Joe's

Joe expressed that the bottom floor of the Jeffries House was costing him money and not generating revenue.

Lance Smith moved to modify the lease and bring it back to the Board in July.

2. **CRA DIRECTOR'S REPORT**

Due to time constraints CRA Director Gail Hamilton offered to email her report with current updates to the Board.

3. **MAIN STREET ACTIVITY REPORT**

Due to time constraints CRA Director Gail Hamilton offered to email the Main Street Activity Report to the Board.

4. **CITIZEN COMMENTS**

N/A

Meeting Adjourned: 6:11pm
Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.2

CRA Commercial Improvement Grant DRAFT

Issue:

The CRA Board of Commissioners review and provide input to staff on changes to the current CRA Commercial Grant

Background:

The CRA Commercial Grant programs are not being utilized in the district and the buildings are not being rehabilitated in a manner that improves the overall commercial district, which would entice new businesses, new jobs, and new customers.

Staff has added additional eligible expenses to the grant program for your review and increased the maximum grant amount from \$5000 to \$20,000. The grant would still be a matching grant program. The idea is to help new and existing businesses and property owners with improvements to the entire building and, by increasing the grant amount, and to encourage more investment in the CRA.

This year the CRA budgeted \$200,000 for Facade Grants. To date, \$16,337 has been encumbered. Last year's total for Facade Grants was 19,000.

A draft of the Commercial Improvement Grant is provided in your back-up.

Attachment(s):

1. Commercial Improvement Grant (2)

Fiscal Impact:

No additional funding is required.

Staff Recommendation:

CRA staff seeks direction from the CRA Board of Commissioners on additional improvements added to the grant program and the increase to the maximum grant amount.

Downtown Zephyrhills Community Redevelopment Agency

Commercial Improvement Grant

Introduction

The Zephyrhills CRA (COMMUNITY REDEVELOPMENT AGENCY) District contains a small number of historic and architecturally significant buildings but collectively, these structures reflect the rich history and heritage that give Zephyrhills its distinctive character. Historic buildings coexist with more traditional commercial storefronts to create a diverse and aesthetically pleasing business district. Unfortunately, time and in some cases, inappropriate remodeling has taken a toll on the facades of many buildings throughout the district. To create a pleasing walkable commercial district, the CRA would also like to encourage specialty retail, for example, restaurants, coffee shops, bakeries. The Commercial Improvement Grant Program will fund improvements for Zephyrhills to realize its' full potential, aesthetically and economically. The Program will serve as an incentive to utilize vacant and or older commercial and mixed-use space, which will lead to increased investment and economic vitality within the CRA district. This grant program is consistent with the intent of Section 163.350, Florida Statutes, specifically "encouraging voluntary rehabilitation" of vacant and/or underutilized commercial and mixed-use properties within the CRA district.

Program Objectives

The Commercial Improvement Grant encourages rehabilitation and preservation of commercial buildings by offering a financial incentive of up to \$20,000. it is hoped that in addition to improving the building, the program will provide an incentive for complete rehabilitation of the structures. Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural, and cultural values. The CRA Grant Programs are based on historic preservation of the building stock within the district should the

commercial building not be deemed historic all improvements, alterations, and /or modifications will compliment and add to a more pleasing pedestrian commercial district with a mix of retail and business uses. Grant funds are allocated until the Program funding is depleted; grants are approved on a first-come-first served basis. Once approved, the applicant will have six months to complete the project.

Project Goals

Eligible applicants may receive grant funding for the following:

1. Expanding and improving older and underused buildings to increase commercial intensity or renovating a historic structure;
2. Bring existing buildings into compliance with the Americans with Disability Act (ADA), Florida Building Code (FBC), and the Florida Fire Protection Code;
3. Assisting the small business community grow and prosper;
4. Promote job creation in the CRA District;
5. Promote pedestrian friendly commercial District;
6. Increase the customer base or customer opportunity in the CRA District.

Procedure

1. The application is submitted to CRA staff to determine if the proposed work is eligible for grant funds.
2. The application package is sent to the City of Zephyrhills Planning Department to evaluate its compliance with the Land Development and Zoning Regulations.
3. If the building is within the City's Historic District the application must be reviewed by the City's Historic Preservation staff.

4. After the review process, the application is placed on the next CRA Board agenda for final approval.
5. Once the application is approved by the CRA Board, a letter of approval is provided to the applicant. Any work commenced prior to CRA Board approval will invalidate the grant application and funding.
6. The applicant is responsible for all permits required by the city of Zephyrhills Building Department. Grant funds cannot be used for permit fees.
7. Upon completion of project with all inspections completed and all contractors and materials paid in full. The CRA will provide grant funds as approved. Any unapproved changes will void the Grant. If the applicant decides to change the project those changes will need to be reviewed by the CRA staff before any work is done.

Disbursement of Funds

1. Submit proof that all City Inspections have been completed.
2. Submit a paid invoice from contractors with canceled checks or credit card statement. Provide a statement that all work as approved by the CRA Board is complete and all materials and labor for the work is paid in full.
3. Submit photographs of building after all improvements have been completed
4. CRA staff will review and verify work has been completed to work approved by the CRA Board.
5. Reimbursement information will be submitted to the City Finance Department for payment as provided in the application.
6. A W9 form is required before funds will be disbursed.

RELOCATION

It is not the intent of the Zephyrhills Community Redevelopment Agency to engage in any rehabilitation activity that requires vacating property.

NONDISCRIMINATION

The Commercial Improvement Grant shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or gender.

ELIGIBILITY REQUIREMENTS

Businesses within the designated CRA District are eligible to apply for the grant funds (See attached map for district boundary.) The grant funds are available to properties one time only, grant funds are not for routine maintenance. The grant funds are available on a first come, first serve basis for all eligible improvements. The disbursement of funds is upon completion of work and proof of all materials and contractor and/or sub-contractors, if applicable, being paid in full. Applicants must comply with the following criteria and submit a complete application with all required submittals before review. Approval is not automatic. Decisions will be based on the criteria and how closely the project meets the goals of the CRA Master Plan.

1. The business owner must hold a current Business Tax Receipt (BTR) to do business in the City of Zephyrhills (copy of current BTR).
2. All grants require property owner provide evidence of ownership and all city and county property taxes are current by submitting a current property tax statement with application. Tenant is

eligible to apply for a grant contingent upon a notarized letter of approval from the property owner.

3. Governmental entities, tenants of government owned buildings, non-profits, or residential conversions are not eligible for grant program
4. The building must be structurally sound and meet or have approved plans for rehabilitation to meet the minimum building and life safety codes that apply.
5. Properties with code enforcement violations are not eligible.
6. Grant recipients must agree to display a ZCRA sign on their property while the project is in progress. Upon completion of project, ZCRA sign will be returned.
7. Grant recipients must maintain improvements for at least five (5) years.

ELIGIBLE IMPROVEMENTS

Awnings/Canopies

The awnings/canopies can be an addition or a replacement of an existing awning/ canopy. The awnings/canopies should be compatible with the building. Installation of awnings/canopies should be above storefront opening or along the storefront to provide protection from the elements for the pedestrian. The replacement of an existing awning is eligible only when it is a new style, color, and modification in the awning design. It is not to replace an awning that otherwise is part of normal maintenance. Design will be reviewed and approved by CRA staff.

Windows New or Replacement

Windows will incorporate the original historical appearance or provide a more traditional storefront appearance and will not include any

tinting, opaque glass or mirrored and reflective glass. Scaled elevation drawing which depicts the size, dimensions, and locations of window improvements or modifications including information from window manufacturer must be submitted with application.

Paint

New paint is an aesthetic improvement on historical or conventional building structures; colors should complement the structure and surroundings. New paint will include three (3) colors, paint scheme will be reviewed and approved by CRA staff.

Please note: Repainting of a building with the same color as part of scheduled maintenance is not eligible.

Doors New or Replacement

When door replacements are part of a storefront remodeling or restoration that incorporates the original historical appearance or a more traditional storefront appearance, it is an eligible activity. A drawing which depicts the location and dimension of proposed door (s) including specifications from door manufacture must be submitted with application. The proposed door design will be reviewed and approved by staff.

Exterior Lighting

Improvement and/ or addition of exterior lighting that enhances a building and improves the pedestrian environment by illuminating the sidewalk are eligible. A drawing which depicts the location and dimension of proposed lighting including specifications from lighting manufacturer must be submitted with application and subject to CRA approval.

Parking Lot Improvements

Improvement of existing parking lots that help improve the building's overall appearance. Must include three quotes and a description of services.

Fire Suppression System

Installation of a new fire suppression system must improve the safety of residents and promote greater utilization of currently vacant or underutilized space. The building must not currently have a fire suppression system in place. A new fire suppression system is limited to restaurants and cafes. Plans for the design and installation of the fire suppression system must be submitted with application.

Grease Traps

The grease trap must be located inside the building or under the sink. The building must not currently have a grease trap in place. A new grease trap is limited to restaurants and cafes. Plans for the design and installation of the grease trap must be submitted with application.

Funding will be capped at \$5000 in matching funds from the Commercial Improvement Grant.

Signage

Signage is especially important to a commercial building, designed, constructed, and maintained to complement the architectural features of the building and harmonize with the adjacent buildings. The sign must be unique and add to the overall aesthetic of the commercial site. **Signage funding is capped at \$1000 in matching funds from the Commercial Improvement Grant.**

Interior Improvements

For food service businesses, restaurants, coffee shops, bakeries (a building or place whose main purpose is the preparation and serving of food and drink to people for consumption). The grant will fund:

Interior plumbing to meet code for food service.

Interior electrical system to meet code for food service.

HVAC system to meet code for food service.

Other Improvements or Modifications

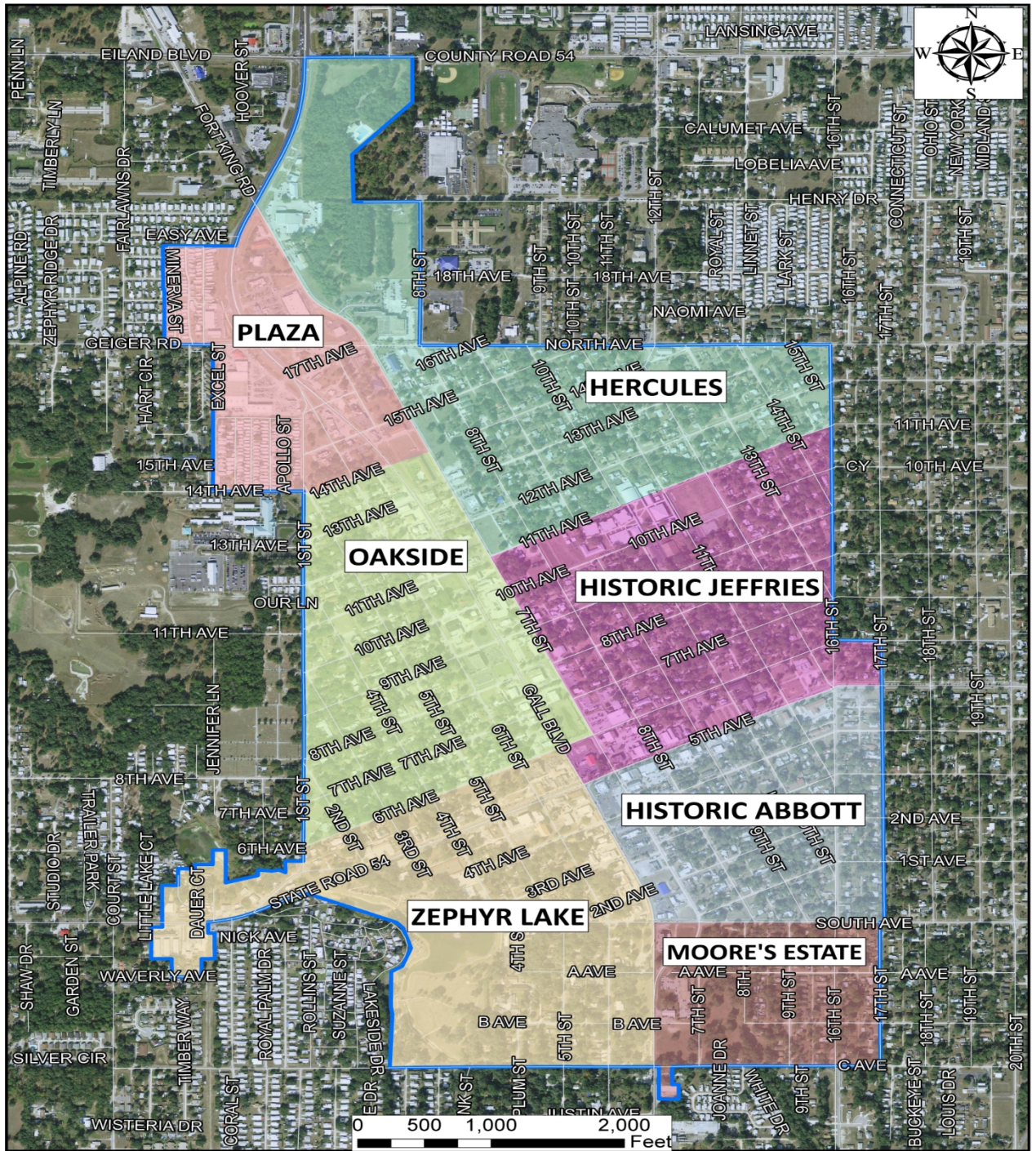
Additional repairs, improvements, and/or modifications not listed will be reviewed case-by-case. The Zephyrhills Community Redevelopment Agency Board of Commissioners will have final approval.

INELIGIBLE IMPROVEMENTS

1. Any service performed by a non-licensed contractor or work which is inconsistent with the City's adopted codes
2. Sweat equity payments, i.e., reimbursement for applicant's own labor and performance of renovation work.
3. Improvements to properties that "expand" non-conforming uses.
4. New Construction
5. Installation of aluminum or vinyl siding.
6. Structural Repairs and/or roof and chimney repairs.
7. Fences and landscape improvements.
8. Any modifications or additions not approved by CRA and/or City staff or CRA Board of Commissioners.
9. "Soft Cost" for improvements including but not limited to: legal fees, project management fees, overhead expenses, any costs in construction that are not related to the physical construction work.

SUBMITTAL REQUIREMENTS

1. Complete, sign and return the application to the CRA Department, 5335 8th Street Zephyrhills.
2. Submit a detailed written description of all improvements and/or modifications.
3. Submit a written description of the proposed business including hours of operation.
4. Submit an elevation/drawing which depicts the size, dimension, and location of all improvements or modifications.
5. Submit samples of material to be used when applicable. Including specifications and material information from all manufactures.
 - A color fabric or material sample for awning.
 - Paint samples of the exterior paint noting body and trim colors must provide three (three) colors.
 - All specifications for windows and doors.
 - Photographs of front, sides and rear of building showing existing conditions.
 - Color rendering of sign including size and location of sign on building or property.
 - Detailed cost estimate from licensed contractor or architect for improvements as detailed in written description.
 - Copy of contract with licensed contractor or sub-contractor registered with the Pasco County Licensing Board and the City of Zephyrhills.



City of Zephyrhills CRA Neighborhood Districts

January 2020

NOTE: For CRA And Planning Purposes Only



Document Path: K:\ZPH CRA_GIS\2020\ArcMap\CRA Boundary Map_Created January 2020.mxd

FOR CRA STAFF ONLY

Checklist for Application Completeness:

- ☐ The business is in the CRA District.
- ☐ Copy of Business Tax Receipt, BTR, Business License.
- ☐ If the applicant is a tenant, copy of a notarized letter of approval from owner of the property.
- ☐ Verified Property Taxes, both city and county, are current.
- ☐ The building meets all current building and life safety codes or has approved plans submitted to the City's Building Department. Verified by Building Department.
- ☐ Business is a permitted use as outlined in the City of Zephyrhills Land Development Code and meets the intent of the zoning code
- ☐ Detailed written description of proposed improvements.
- ☐ Detailed written description of proposed business including hours of operation.
- ☐ Drawing which depicts the size, dimensions, and locations of improvements or modifications.
- ☐ Construction and cost estimate from licensed contractor for project as detailed.
- ☐ Copy of contract with a licensed contractor registered with the Pasco County Licensing Board and the City of Zephyrhills.
- ☐ Samples: A color fabric or material sample for awning Paint sample noting body and trim colors Detailed specifications and rendering of windows and/or doors, if applicable.
- ☐ Current pictures of building, showing front and sides of building.

- ☐ CRA Representative: _____

- ☐ Date: _____