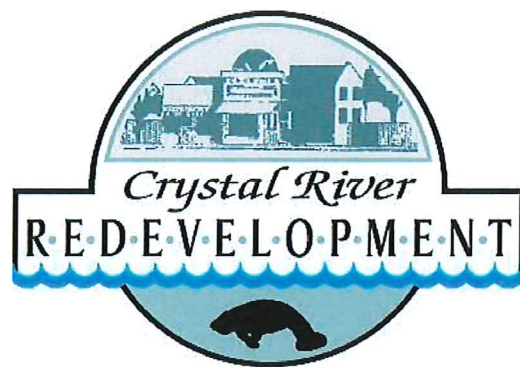


Community Redevelopment Agency



Agenda Packet
for
CRA Meeting
Monday, September 12th, 2016
6:00 p.m.



Agenda
Community Redevelopment Agency
Regular Meeting
Monday, September 12th, 2016 @ 6:00 p.m.
Council Chamber, City Hall

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **PRESENTATIONS**

4. **UNFINISHED BUSINESS**

5. **APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held August 22nd, 2016*

6. **PUBLIC INPUT**

7. **CRA ATTORNEY**

8. **CRA ADMINISTRATOR**

A. *Update regarding sidewalk connection for George Washington Carver Community Center*

B. *Discussion regarding potential utilization of CRA Mini-Grant Program funding to address issues related to Hurricane Hermine*

9. **COMMUNICATIONS**

10. **BOARD MEMBERS COMMENTS**

A. *Jim Farley, Chair*

B. *Mike Gudis, Vice Chair*

C. *Andy Houston*

D. *Ken Brown*

E. *Robert Holmes*

11. **PUBLIC INPUT**

12. **ADJOURNMENT**

Community Redevelopment Agency



Minutes of
Community Redevelopment Agency
Meeting held
Monday, August 22nd, 2016
@ 6:00 p.m.



**Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, August 22nd, 2016 @ 6:00 p.m.
Council Chamber, City Hall**

1. CALL TO ORDER

Chairman Farley called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Board member Houston; seconded by Vice Chairman Gudis. Motion carried unanimously.

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA

A. Approve Minutes of CRA Meeting held August 8th, 2016

Motion to approve the consent agenda was made by Board member Brown; seconded by Vice Chairman Gudis. Motion carried unanimously.

6. PUBLIC INPUT

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

A. Motion to approve a revised CRA meeting schedule, effective September 12, 2016

Background: [Agenda Sheet] **Requested Motion:** Motion to approve a revised CRA meeting schedule, effective September 12, 2016.

Summary: During the CRA meeting held August 8, 2016 the CRA Administrator addressed Council regarding a recent webinar on matters related to Community Redevelopment Agencies, during which discussion was held regarding the recommended frequency of CRA meetings. During this discussion it was recommended that meetings be held quarterly, at minimum.

The CRA Administrator requested Board feedback regarding a proposal to hold CRA meetings monthly, rather than bi-monthly, as they have been traditionally held during the months of January through May and August through October, directly preceding Crystal River City Council meetings. Staff has determined this schedule revision to be a more efficient way of doing business and beneficial to all involved. During this discussion the CRA Board reached consensus to hold CRA meetings on a monthly basis.

Staff has prepared a proposed revised schedule (ATTACHED) that covers the remainder of 2016, as Council and Board meeting schedules are traditionally adopted in October for the following calendar year. Staff recommends revising the schedule to hold CRA meetings at 6:00 p.m. on the 2nd Monday of each month, which would align with the Council meeting schedule which includes only one meeting during the months of June, July, November and December, also held on the second Mondays of those months.

Staff Recommendation: Adoption of the revised schedule, as proposed. End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item. Motion to approve a revised CRA meeting schedule, effective September 12, 2016 was made by Vice Chairman Gudis; seconded by Board member Houston. Motion carried unanimously.

B. Discussion regarding materials and treatments for construction of the Riverwalk

Background: [Agenda Sheet **Requested Motion:** Staff desires City Council consensus on the materials and treatments for construction of the Riverwalk.

Summary:

Part of the original goal of the Riverwalk Project was to develop a completely unique style for the Riverwalk. This included new materials of construction, instead of materials from other completed projects within the City of Crystal River. The Ash Group presented options for the materials of construction and treatments in a previous CRA meeting. After costing the project with the preferred items by City Council it was found these choices exceeded the project budget.

City Council asked staff to develop a preferred list of materials and treatment to be used in the construction of the Riverwalk. Some discussion in later CRA meeting discussions considered using materials of construction used in other areas of the City. Attached is a listing of materials and treatments that the engineering firm has asked City Council to consider that provides a unique style.

If Council choice is to blend the two into the existing downtown style the possible change outs are using Citrus Avenue's paver design, lights and benches. Use of the pavers is likely to be a higher cost than stamped concrete.

The land portion project is near the 75% design mark so making a determination on major components is now critical. The floor, railing, lighting and treatment in particular are necessary at this time.

Staff Recommendation: Staff supports the engineering firm's choice of materials if a new look is desirable. End of Agenda Sheet]

CRA Administrator Burnell, along with Project Managers Rich Picinini and Mike Czerwinski, presented on proposed materials and treatments for the Riverwalk project and addressed Board questions and comments regarding specialty paving and maintenance costs, shading and seating areas, crosswalks and signage requirements, bollards, and light pole banners.

Board consensus was reached to use lighting similar to that used on Citrus Avenue.

CRA Administrator Burnell also addressed Board questions regarding status on the waterside portion of the project, and potential benefits to property owners. Mr. Czerwinski also sought clarification regarding the Board's consensus on the lighting treatment, inquiring about the desired post shape.

9. COMMUNICATIONS

10. BOARD MEMBERS COMMENTS

- A. *Jim Farley, Chair* – Spoke on the progress being made on the Riverwalk project.
- B. *Mike Gudis, Vice Chair*- Concurred with Chairman Farley's comments.
- C. *Andy Houston*

D. *Ken Brown*- Commended staff and community members on efforts related to the Riverwalk project and commented on the Fire Department, speaking on the level of quality and service observed during a recent tour provided by Fire Chief Jack Dumas and former Fire Chief Brown Dumas.

E. *Robert Holmes* – Concurred with Board member Brown’s comments on the Fire Department and commended staff for the forward momentum of the Riverwalk project.

F.

11. PUBLIC INPUT

Dee Atkins- 3851 N. Nokomis Point- Commented on the Riverwalk project and requested that recycle bins be considered for the project.

CRA Administrator Burnell confirmed that he would speak with the sanitation services provider.

Joe Chrietzberg-304 NW Crystal Street- Commented on the Riverwalk project, and inquired about bicycle and pet access, procurement of the project materials, easement agreements, insurance, and contract negotiations.

Board member Brown also inquired about bicycle and pet access and CRA Administrator Burnell confirmed that conceptually and due to ADA compliance, bicycles would not be permitted but pets would. He also confirmed that during construction the contractor would be responsible for insurance and the City would add it to their policy upon project completion.

12. ADJOURNMENT- Chairman Farley adjourned the meeting at 6:40 p.m.

CRYSTAL RIVER CITY COUNCIL
Agenda Item Summary

Meeting Date: September 12, 2016

Agenda Item Number: 8A

Requested Motion: No motion required, staff update on a request for sidewalks at the George Washington Carver Center

Summary:

The City Council asked staff to evaluate installing a new sidewalk from the George Washington Carver Center to the Downtown area of Citrus Avenue. The most direct route is NE 5th Street, which could connect with an existing sidewalk by the Cross-Town Trail. Unfortunately, the City right of way is constricted in this area, it is reduced east of the Trail from approximately 42 ft. wide to 33 ft. wide. This narrowed right of way leaves no room for a new sidewalk to be installed unless property is acquired. In addition, existing structures on either side of NE 5th Street were built closer than normal to the asphalt roadway, so a new sidewalk would be adjacent to these structures. A solution would require right-of-way acquisition or road width reductions with likely utility relocations.

Given the restrictions on NE 5th Street, staff also evaluated NE 4th Street. This option would require a longer sidewalk, as the nearest existing sidewalk is located at NW 1st Avenue. The first block of sidewalk would be fairly easy to install, between Three Sisters Springs Trail and the Cross-Town Trail. It appears there is adequate right of way on the north side, but it would need to be surveyed beforehand to verify. However, the next section, west of the Cross-Town Trail to NE 1st Avenue, slopes abruptly downward to jurisdictional wetlands on either side of the Road. A new sidewalk in this area would require environmental permits to import fill material adjacent to possible wetlands, and it will be expensive to construct.

Staff Recommendation:

There are difficulties in proceeding with a new sidewalk on NE 5th Street due to the lack of City right of way, the close proximity of the structures to the Street and its potential cost. Installing sidewalk on NE 4th Street, can also be done between Three Sisters Springs Trail and the Cross-Town Trail if the Council desires but is not the direct route requested. Sidewalk options already exist from Carver Center to the down-town area, via Three Sisters Springs trail to either to US 19 to the north, or NW 3rd Street to the south.

Funding Information:


Project Cost: No Capital Cost at this time

Funding Source:

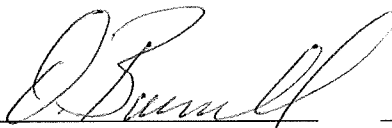
Amount Available: _____

Finance Department Approval: _____

Approvals:



Originating Department



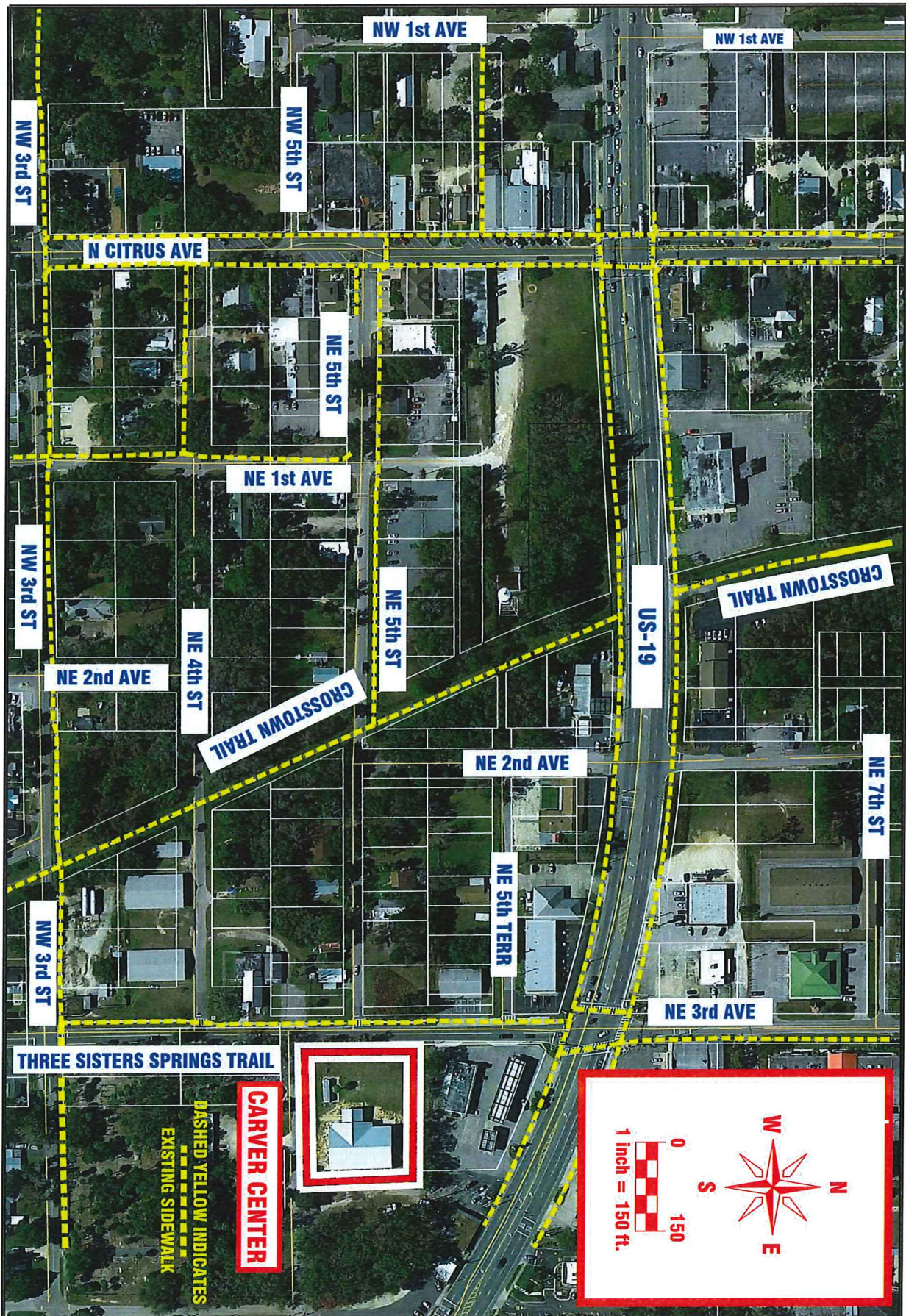
City Manager


City Attorney (if applicable)

Attachments: Layout drawings

Council Action:

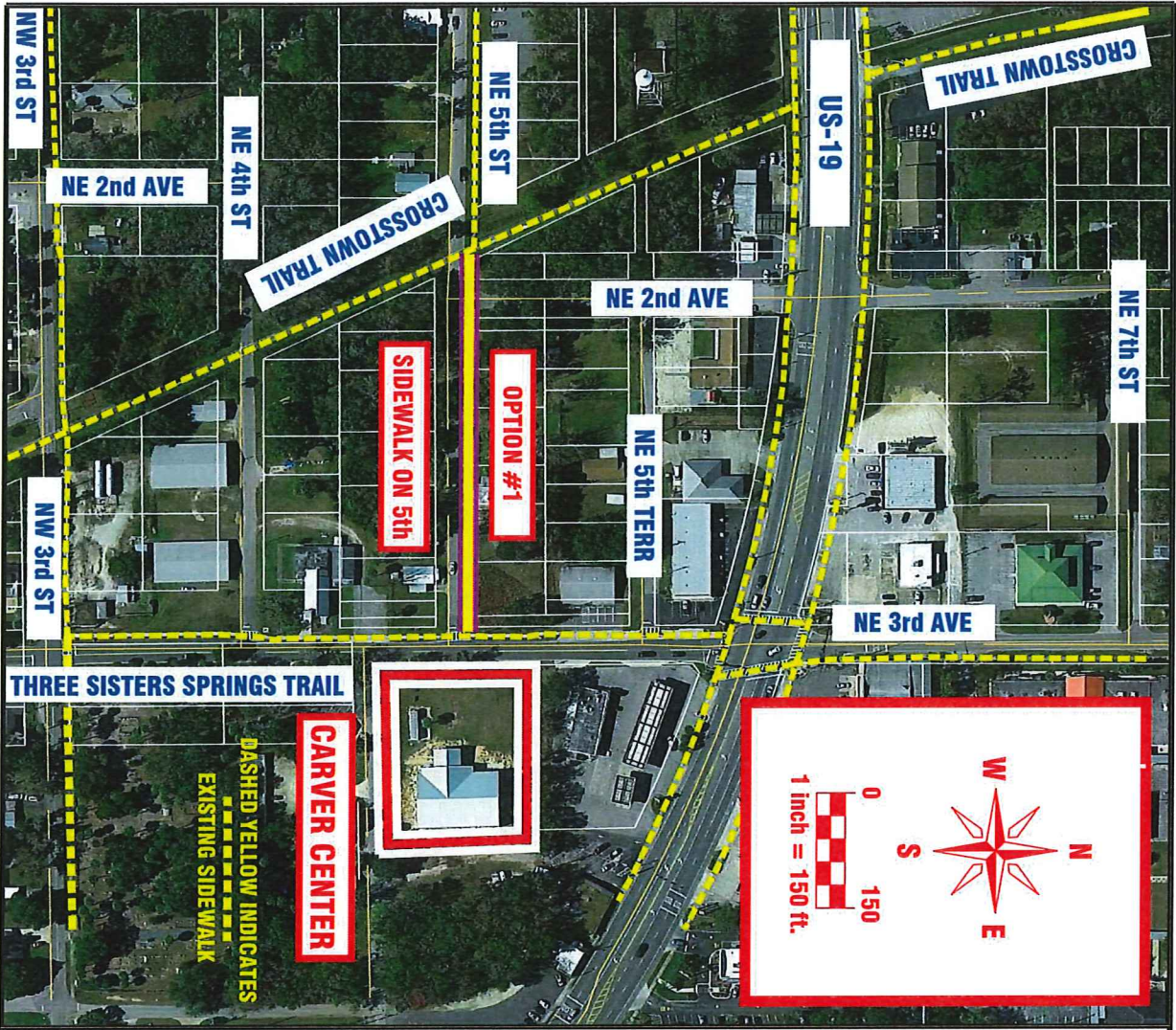
Approved _____ Denied _____ Deferred _____ Other _____



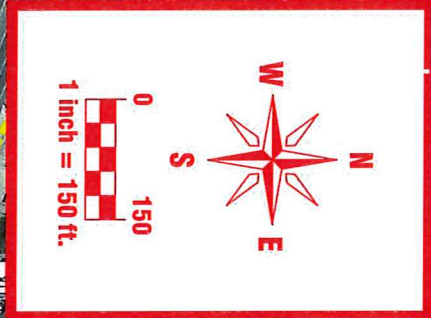
 **CITY OF CRYSTAL RIVER**
 DEPT. OF PUBLIC WORKS
 123 NORTHWEST HIGHWAY 19
 CRYSTAL RIVER, FL 34428
 OFFICE: 352-795-4216

CARVER CENTER PEDESTRIAN FACILITIES ~ EXISTING CONDITIONS

6SEP2018



DASHED YELLOW INDICATES
EXISTING SIDEWALK



LOOKING WEST DOWN 5th FROM THREE SISTERS SPRINGS BLVD.
TOWARD CROSSTOWN TRAIL. NOTE 5th IS A VERY NARROW 33'
WIDE RIGHT-OF-WAY.

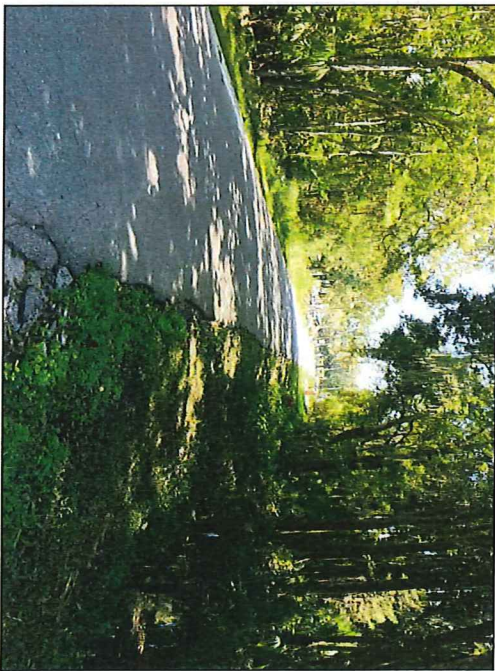
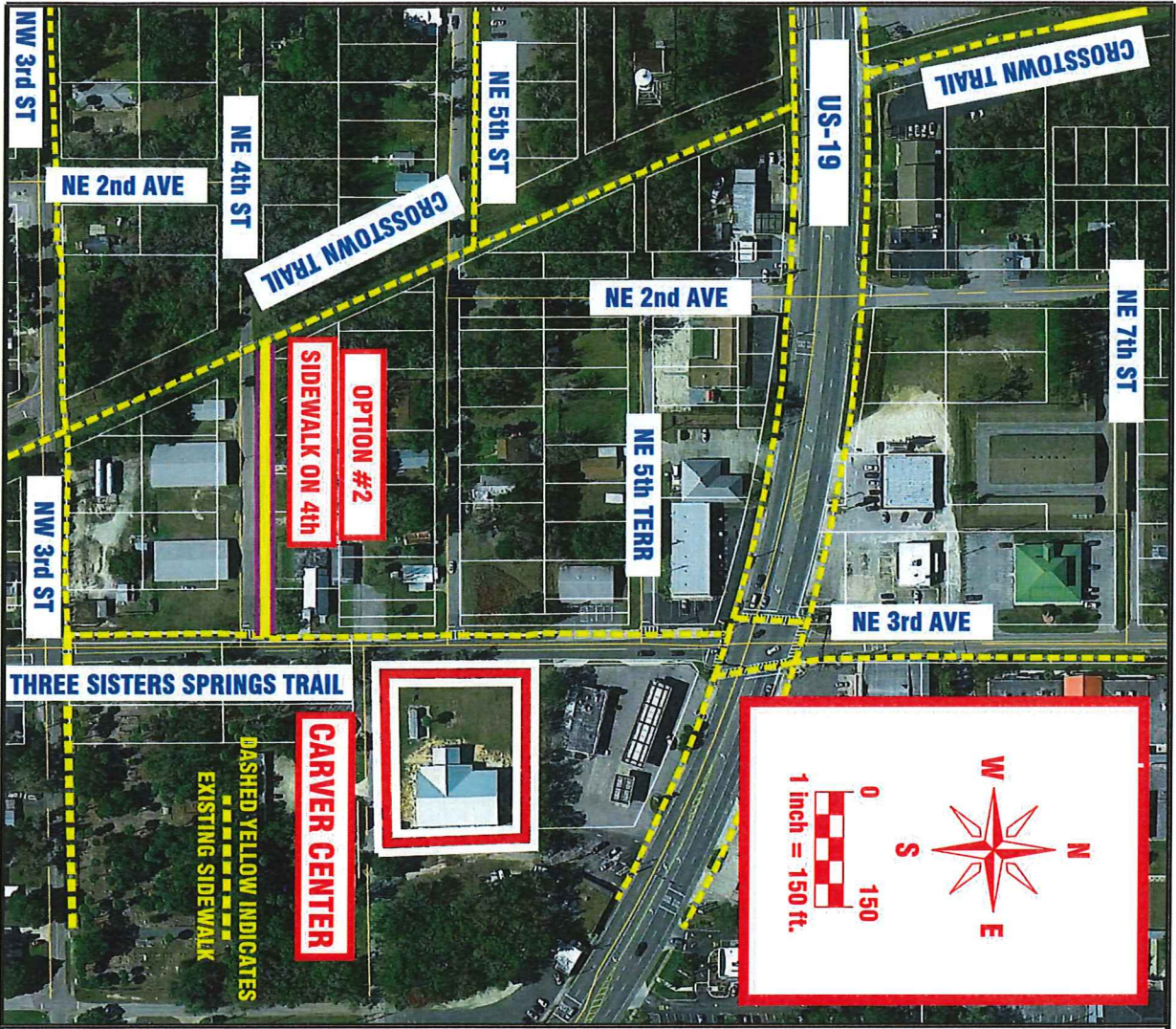


LOOKING WEST DOWN 5th FROM CROSSTOWN
TRAIL TOWARD CITRUS AVE. OPTION #1 SIDEWALK
WOULD BE INTO THE EXISTING SIDEWALK ON 5th.

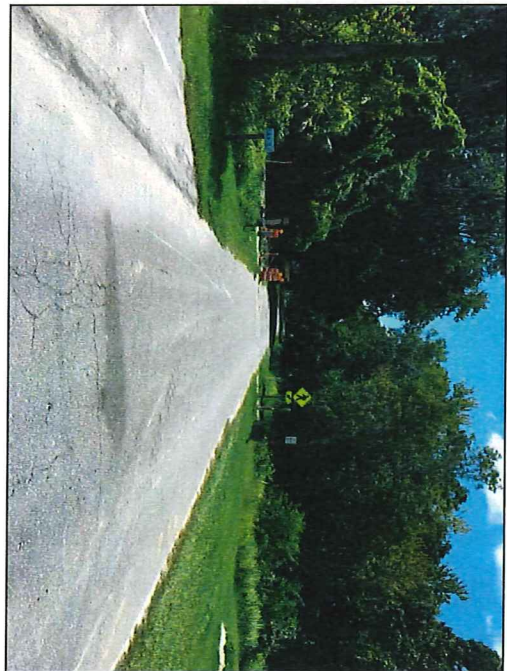


**CITY OF CRYSTAL RIVER
DEPT. OF PUBLIC WORKS**
123 NORTHWEST HIGHWAY 19
CRYSTAL RIVER, FL 34428
OFFICE: 352-795-4216

**CARVER CENTER PEDESTRIAN
FACILITIES ~ OPTION #1 SIDEWALK**



LOOKING WEST DOWN 4th TOWARD CITRUS AVE. NOTE ALTHOUGH 4th IS A WIDER 60' R/W, IT IS PARTIALLY ENCUMBERED WITH JURISDICTIONAL WETLANDS WEST OF THE CROSSTOWN TRAIL



LOOKING WEST DOWN 4th TOWARD CROSSTOWN TRAIL OPTION #2 SIDEWALK WOULD TIE INTO THE TRAIL



**CITY OF CRYSTAL RIVER
DEPT. OF PUBLIC WORKS**
123 NORTHWEST HIGHWAY 19
CRYSTAL RIVER, FL 34428
OFFICE: 352-795-4216

CARVER CENTER PEDESTRIAN FACILITIES ~ OPTION #2 SIDEWALK

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: September 12, 2016

Agenda Item Number: 8B

Requested Motion: Discussion only.

Summary: Staff is seeking direction from the Community Redevelopment Agency Board regarding the potential utilization of CRA Mini-Grant Program funding to address issues related to Hurricane Hermine. Current guidelines and application for the CRA Mini-Grant Program have been attached for reference and consideration of modification.

Staff Recommendation: Staff supports the engineering firm's choice of materials if a new look is desirable.

Funding Information:

Project Cost: NA

Funding Source:

Amount Available:

Finance Department Approval: _____

Approvals:

Originating Department



CRA Administrator

CRA Attorney (if applicable)

Attachments: CRA Mini-Grant Application

Board Action:

Approved _____ Denied _____ Deferred _____ Other _____



CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)

MINI-GRANT PROGRAM

Purpose: The purpose of the City of Crystal River Community Redevelopment Agency (CRA) Mini-Grant program is to encourage private investment to improve the appearance and functionality of existing buildings (residential or commercial) within the CRA District (see attached map). The program provides a 50% match to pay for improvements identified by category as follows:

Distressed Property Grant – 50% up to \$10,000. These funds shall be used to perform general repair, demolition, structural or habitable work to meet code to occupy the structure focusing mainly on upgrading abandoned properties that are considered “eye-sores” within the CRA District.

Commercial Site Improvement Grant – 50% up to \$2,500. These funds are to be used for landscaping that meets the requirements of the City’s Land Development Code and must be maintained by trimming, pruning and irrigation systems as needed to maintain a healthy landscape project.

Commercial Sign Improvement Grant – These funds are to be used for the restoration of existing signs or the construction of new signs that adhere to the CRA appearance guidelines.

Commercial Façade Grant – Funds are to be used to bring the structure into harmony with adjacent buildings and comply with the vernacular appearance guidelines for the CRA District. All colors are to be chosen from the CRA approved color chart.

Residential Façade Grant – All residential structures shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. Color schemes shall accent the structure and shall harmonize with adjacent buildings. All colors are to be chosen from the CRA approved color chart.

Mural Grant – Mural Grants shall be consistent with the stated theme of the CRA District and comply with the colors stated in the Appearance Guidelines. Design cannot contain any direct advertisement of the business or businesses adjacent to the primary structure and/or surrounding structures. Attached statement “Required Mural guidelines for Artists, building Owners and the Community” must be signed and notarized and submitted with the application. Murals are approved by the CRA Board only.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. CRA reserves the right to deny grants awards if the project does not fulfill the intent of the program or is inconsistent with goals and objectives of the Board.

Eligibility Requirements:

The CRA Mini-Grant Program is available to businesses and/or property owners that are located within the CRA District. Businesses must have a valid and current business license and must propose a permitted/conforming use within the CRA District.

Applications will not be accepted from property owners (and tenants) who are delinquent on their property taxes. Applications must not have outstanding code violations or code liens and must be in compliance, or submit an application bringing the property into compliance with the CRA Appearance Standards. This does not include existing architectural standards.

Application Process and Deadlines:

Applications are accepted and approved on a monthly basis. It is important that we receive the application early enough to review and place on the CRA Board Agenda prior to approval. Applications are generally approved within 45 days.

NOTE: Incomplete applications will not be accepted! Any work completed prior to approval is not grant eligible. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the CRA.

GRANT TYPE

- Distress Property Grant
- Commercial Site Improvement
- Commercial Sign Grant
- Residential Façade
- Commercial Façade
- Mural

Owner's/Business Owner's Name _____

Owner's/Business Owner's Address _____

Phone: _____ Fax: _____ E-mail: _____

Grant Site Address _____

Check when completed:

- Copy of Warranty Deed
- Business Status: ___ Corporation ___ Sole Proprietor ___ Other _____
- Copy of Business License
- Type of Business: _____
- Conflict of Interest – Business or personal relationship with CRA? ___ Yes ___ No
- If "Yes" please explain: _____

Site / Project Information:

Alternate Key Number: _____ (Attach property record card)

What is the proposed scope of work/improvement?

Have you received CRA Grant funding at this property before? Yes No

If yes,

Date funding was received _____

Purpose for funding _____

Amount received \$ _____

Scaled Drawings and or Renderings/Conceptual Drawings (ATTACH)

Before Photos (ATTACH) – At least 4 – 4x6 color photos of the existing building showing all sides of the structure, with emphasis on the area to be improved.

Scope of Work (ATTACH) – Please be specific in describing the nature of the project and address the improvements that will be made.

Timetable for completing the proposed improvements (ATTACH) – A site visit with the applicant may be necessary to understand the scope and nature of the project.

Color Samples – Please refer to the CRA approved color chart.

Have you received CRA Grant funding at other locations? Yes No

If yes,

Date funding was received _____

Purpose for funding _____

Location _____

Do you expect to request further grant funding for this property within the next 3 years?

Yes No

If yes, please explain: _____

Does the property presently comply with land development code/building code? Yes No

If no, does this grant correct to compliance situation? Yes No

If no, please explain situation: _____

Please explain why you believe the City should monetarily support this grant request.

Is the property occupied at this time? Yes No

If no, explain why: _____

Does the property have any liens and/or foreclosure actions? Yes No

If yes, please explain: _____

Does the contractor selected for the job have any past or present relationship with you, i.e.?

- Business Partner
- Investor with you or said property
- Family Member

Is the contractor local? Yes No

If no, why was a local contractor not selected? _____

Total project cost \$ _____

What amount of grant funds are you requesting? \$ _____

Does applicant pay 50% or greater of the total project cost? Yes No

From the time of grant approval, how many weeks will it take to complete the project? _____

Does your project meet CRA appearance guidelines? Yes No

If no, please explain: _____

Have you submitted 3 quotes from licensed contractors for this project? Yes No

If no, please explain: _____

Have you chosen to use low bidder on this grant application? Yes No

If no, please explain: _____

CERTIFICATION

Please read the following and sign below. All owners, authorized corporate officers, or partners must sign this application.

I understand that this grant application requires that I comply with the design requirements established by the City of Crystal River Land Development Code 4.02.03, and that the money will be granted on a reimbursable basis. Changes to the scope of work must be approved in advance by the Community Redevelopment Agency. All work must be commenced within 30 days of grant issue.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years and that these improvements and attachments must remain as part of the real property. I authorize the Community Redevelopment Agency to place a "Redevelopment by Design" sign on the improved property during the improvement phase and for a minimum of 30 days after completion.

The City of Crystal River and the Community Redevelopment Agency reserve the right to reject any and all applications for grant funding for any reason what-so-ever, to waive any informalities or irregularities in the application or approval process, and to award the grants in the best interest of the City of Crystal River. There is no expressed or implied obligation by either the City of Crystal River or the Community Redevelopment Agency to reimburse responding firms or individuals for any expenses incurred in preparing applications for grants.

By the submission of an application for a Community Redevelopment Agency Grant, and in consideration for the review of the application by the Community Redevelopment Agency Board, the applicant hereby automatically agrees to voluntarily relinquish any and all rights to protest or appeal the determination by the Community Redevelopment Agency regarding the grant. No further documentation or agreements need be executed in order to make this relinquishment of rights entirely functional and enforceable by the Community Redevelopment Agency or the City of Crystal River.

Name (print)

Name (print)

Title

Title

Signature

Signature

Date

Date

State of Florida:
Citrus County Florida:

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____ who is personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida (Signature of
Notary taking acknowledgement)

Name of Notary typed, printed or stamped

My Commission Expires:

Commission Number

- Council Review Yes No
- Development Services Review Yes No
- Building Inspector Review Yes No NA
- Code Enforcement Inspected Yes No NA

Approved for \$ _____

Approved by _____ Date _____

Rejected by _____ Date _____

Reason for Rejection: _____

AFTER APPROVAL

The City will pay out within 30 days after submittal of final billing by applicant and successful inspection of the improvement(s).

Grant Issue Date: _____ Initials: _____

Inspection Date: _____ Initials: _____

Final Project Total: \$ _____ Initials: _____

CRA Contribution Amount: \$ _____ Initials: _____

CLOSEOUT DATE: _____ Initials: _____

Grant funds will be paid out after:

- Project is completed and inspected
- Project is paid for in full by owner
- Proof of payment via credit card receipt or cancelled check

REQUIRED MURAL GUIDELINES FOR ARTISTS, BUILDING OWNERS AND THE COMMUNITY

(The Applicant is instructed to initial at the end of each statement below which will indicate that the applicant agrees with the statement.)

A written contract should be signed between all parties involved, i.e., artist, building owner and leaser (attach copy of signed contract) with the following information included:

1. The artist and the building owner agree upon the content of the mural with an estimate of the cost. _____ (initial)
2. The contract should designate the lifetime of the mural, the agreed upon number of years that the mural will be undisturbed, after which the mural can be painted over without penalty. _____(initial)
3. Preparation of the wall surface must be detailed in the quotation so the mural will have a long life. _____(initial)
4. Investigate the different paints available and submit specification to strive for the most durable. _____(initial)
5. Submit who will be responsible to maintain the mural if the work is damaged. It is recommended that a protective anti-graffiti coating be applied to murals to protect them from graffiti and vandalism. _____(initial)
6. Take into account the surrounding businesses and residents when planning the mural. _____(initial)
7. City retains the rights to disapprove CRA funding on any proposal mural deemed inappropriate in design, location or judged to be inconsistent with CRA District initiatives. _____(initial)