

# Community Redevelopment Agency



Agenda Packet  
for  
CRA Meeting  
Monday, August 13<sup>th</sup>, 2018  
6:00 p.m.



**Agenda**  
**Community Redevelopment Agency**  
**Regular Meeting**  
**Monday, August 13<sup>th</sup>, 2018 @ 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 July 11<sup>th</sup>, 2018*
  - B. *Pump House/Old Jail Open House*
6. **PUBLIC INPUT**
7. **CRA ATTORNEY**
8. **CRA ADMINISTRATOR**
  - A. *Discussion regarding NE 2<sup>nd</sup> Ave North of 3<sup>rd</sup> Parking and one way traffic*
  - B. *Michigan Town Parking Update*
9. **COMMUNICATIONS**
10. **BOARD MEMBERS COMMENTS**
  - A. *Jim Farley, Chair*
  - B. *Mike Gudis*
  - C. *Ken Brown*
  - D. *Pat Fitzpatrick, Vice Chair*
  - E. *Robert Holmes*
11. **PUBLIC INPUT**
12. **ADJOURNMENT**

# Community Redevelopment Agency



Minutes of  
Community Redevelopment Agency  
Meeting held  
Monday, July 9<sup>th</sup>, 2018  
@ 6:00 p.m.



**Minutes of the  
Community Redevelopment Agency  
Monday, July 9<sup>th</sup>, 2018 @ 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 Gudis; seconded by Brown. Motion carried unanimously.

**3. PRESENTATIONS**

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

A. Approve Minutes of CRA Meeting held June 11<sup>th</sup>, 2018

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

**6. PUBLIC INPUT**

**Karen Pieters-Crystal River Main Street-** Introduced Paula Aspic, and announced a proposed project by Kings Bay Rotary and Crystal River Main Street to decorate power boxes with in the downtown area on which the groups are seeking consensus. (ATTACHMENT A).

**Paula Anspach- President- Kings Bay Rotary-** Discussed the project and sample artwork presented for consideration, seeking consensus to move forward with funding approval from Kings Bay Rotary Board members. Board discussion was held regarding potential graphics to be utilized, FDOT approval and final approval of art from CRA Board. Consensus was reached for Ms. Pieters and Ms. Anspach to move forward with project.

**Ray McConnell -19 NE 2<sup>nd</sup> Street-** Expressed concerns regarding parking related issues in the “Michigan Town” neighborhood, and read section Chapter 15 “Traffic”, Article III “Parking, Stopping and Standing”, Section 15-42 of the city code, definition for “Improper Parking”, and inquiring about enforcement. Vice Chairman Brown requested clarification from CRA Attorney Rey regarding definitions and status of city parking enforcement capabilities.

**Susan Littrell-16 NE 2<sup>nd</sup> Street-** Expressed concerns regarding park and parking-related enforcement in the “Michigan Town” neighborhood and discussed events from the previous weekend in which law enforcement was involved. Additional landscaping in Hunter Springs Park, as well as park users were also discussed.

**Suzanne Koerner- 18 NE 2<sup>nd</sup> Street-** Expressed concerns regarding parking related issues in the “Michigan Town” neighborhood, noting visibility challenges when leaving her drive way.

**Linda McConnell- 19 NE 2<sup>nd</sup> Street-** Expressed concerns regarding parking related issues in the “Michigan Town” neighborhood and discussed an altercation between herself and park users that occurred the previous weekend, and requested assistance from CRA Board members.

**7. CRA ATTORNEY**

CRA Attorney Rey provided clarification on the “improper parking” definition, noting fines and enforcement are established, though prohibition is not, but can easily be remedied.

## **8. CRA ADMINISTRATOR**

*A. Motion to authorize staff to proceed with the ordinance adoption process to establish a Residential Neighborhood Permit Parking Zone within the "Michigan Town" area*

**Background: [Agenda Sheet Requested Motion: Motion to authorize staff to proceed with the ordinance adoption process to establish a Residential Neighborhood Permit Parking Zone within the "Michigan Town" area.**

**Summary:** Staff has been in discussion with the residents of Michigan town concerning the problem with overflow parking from Hunter Springs Park intruding into the Michigan Town neighborhood. If you will recall many of the properties within the Michigan Town area are on narrow streets allowing limited parking for residents of Michigan Town. With consistent high demand at Hunter Springs for parking now by non-resident has resulted in "spill over" from the non-residents at Hunter Springs Park, impacting the quality of life in this neighborhood. There are some long-term solutions that will take time to design and fund which is not ideal for the home owners. A temporary solution to this problem could be to create a no parking zone except for residents and a limited number of guests.

Attached please find a "Draft" resolution that creates a "Permit-only" parking zone for a certain area around Michigan Town for your review. This type of restrictive parking is common in other cities that experience spill overs from nearby nonresidential activity areas and works alongside of existing parking requirements already established in the city's Code.

**Staff Recommendation:** Approval as a temporary solution while long-term plans and funding are attained. End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item and ordinance adoption process, including Planning Review and approval, noting it is a temporary solution until curbing can be installed. Board discussion was also held regarding additional options to address parking issues, proposed parking permit fee (\$10), proposed definition of "household" and potential issues with limited parking. Consensus was reached to eliminate \$10 fee and clarify "household" definition.

**Motion to authorize staff to proceed with the ordinance adoption process to establish a Residential Neighborhood Permit Parking Zone within the "Michigan Town" area was made by Board member Gudis; seconded by Vice Chairman Brown. Motion carried unanimously.**

*B. Motion to authorize City Manager to enter into contingent negotiations on properties that could address parking issues related to "Michigan Town" and other businesses downtown in an amount not to exceed \$15,000.00*

**Background: [Agenda sheet Requested Motion: Motion to authorize City Manager to enter into contingent negotiations on properties that could address parking issues related to "Michigan Town" and other businesses downtown in an amount not to exceed \$15,000.00.**

**Summary:** The recent renovation of Hunter Springs Park has resulted in a significant increase in attendance.

Due to the limited number of parking spaces available at the park, visitors have resorted to parking within the street right-of-ways in the surrounding "Michigan Town" neighborhood to the detriment of the residents' quality of life. In a separate agenda item staff will discuss permit parking for effected residents.

The nearest free public parking lot to the park area is on the northwest corner of NE 3<sup>rd</sup> St. and NE 1<sup>st</sup> Ave. Unfortunately, it seems many of these spaces are often taken up by customers of an adjacent business.

The next nearest city parking lot is two blocks further North at NE 5<sup>th</sup> St. --- a four block walk to the beach. Staff plans to add signage to increase use by park attendees.

Staff has worked diligently to resolve the parking issues in this area but a simple solution has proven elusive. There seems to be a need for additional parking to resolve issues in this area. Staff has no confirmation on any single property that will assist in resolving the congestion, however the ability to potentially act in good faith to discuss options with willing property owners on the possibility of a property sale would be beneficial. Staff is requesting the ability to identify and contact property owners that may have properties that would assist in reducing the parking congestion in this area.

The City Manager is requesting an allowance of funds as a down payment on a property or properties that would assist in our needs to provide additional parking options in the area as well as conduct real-estate valuation appraisals, and environmental evaluation. Purchase of the property remains at the sole discretion of City Council.

**Staff Recommendation: Approval to result in a lower overall cost of properties purchased by the City for the public's interest in the continued development of downtown. End of Agenda Sheet]**

City Manager Burnell provided a brief overview of the item and addressed questions regarding acquisition process. Board discussion was also held regarding parking in the CRA areas, utilization of public parking lots by local businesses, and potential parking enforcement solutions, including establishment of a city towing service. Further discussion was held regarding towing and ticketing of illegally parked vehicles, signage, and purchasing lots for additional parking.

**Motion to authorize City Manager to enter into contingent negotiations on properties that could address parking issues related to "Michigan Town" and other businesses downtown in an amount not to exceed \$15,000.00 was made by Vice Chairman Brown; seconded by Board member Gudis. Motion carried unanimously.**

## **9. COMMUNICATIONS**

### **10. BOARD MEMBERS COMMENTS**

- A. *Jim Farley, Chair* - Spoke on the need to work on the previously discussed parking issues with more intensity.
- B. *Mike Gudis*- Commented on the need to move forward with current efforts.
- C. *Ken Brown, Vice Chair*- Commended Deputy Scotty Roush for week end water patrols.
- D. *Pat Fitzpatrick* – Commended Deputy Scotty Roush for week end water patrols.
- E. *Robert Holmes* – Commended Deputy Scotty Roush for week end water patrols, and requested that additional funding for parking enforcement issues previously discussed be included in the upcoming budget workshop.

### **11. PUBLIC INPUT**

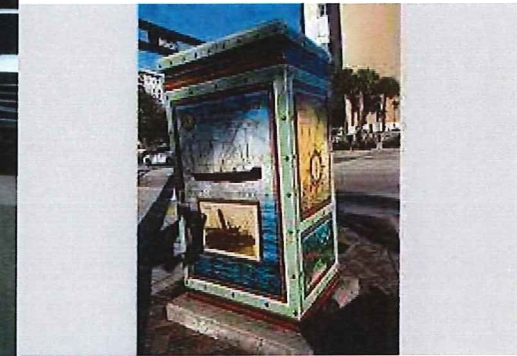
**Phil Jannarone-1405 SE 5<sup>th</sup> Avenue-** Requested that the Board ensure that CRA expenses are charged to CRA budget.

### **12. ADJOURNMENT**

**Chairman Farley adjourned the meeting at 6:45 p.m.**

ATTACHMENT "A"

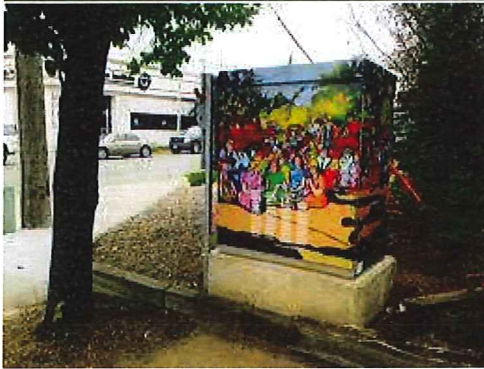
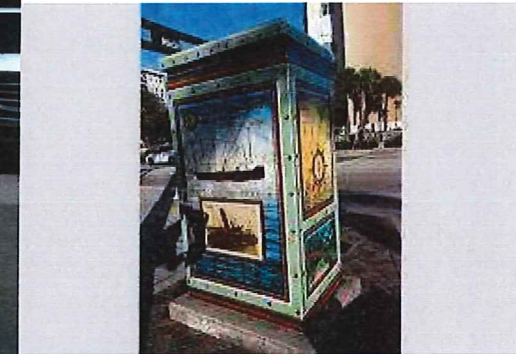








# ATTACHMENT "A"





**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

Meeting Date: August 13, 2018

Agenda Item Number: 5B

Requested Motion: None – discussion only

Summary: Main Street is will have the Pump House/Old Jail OPEN August 16 from 5:30 p.m. to 6:30 p.m. to show the current status of the building prior to the restoration.

Staff Recommendation: N/A.

**Funding Information:**

Project Cost: N/A.


Funding Source:

Amount Available:

Finance Department Approval: \_\_\_\_\_

**Approvals:**

\_\_\_\_\_  
Originating Department

  
\_\_\_\_\_  
CRA Administrator

\_\_\_\_\_  
CRA Attorney (if applicable)

**Attachments:**

**Board Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_

**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

Meeting Date: August 13, 2018

Agenda Item Number: 8A

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**Requested Motion:** N/A --- Discussion regarding utilization of NE 2<sup>nd</sup> Avenue for parking.

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**Summary:** The CRA asked Staff to explore the possibility to allow for parallel parking on NE 2<sup>nd</sup> Ave. between NE 3<sup>rd</sup> St. and NE 4<sup>th</sup> St.

With reference to the attached exhibit and photos, NE 2<sup>nd</sup> Ave. is a 60' public right-of-way with a rural section consisting of a 16' wide two-lane asphalt roadway and normally-wet roadside ditches.

Staff approached the project with the intent to develop a plan to minimize the ratio of improvement cost per parking space.

Convert the road to a 12' wide one-way lane (going north) and provide standard 10' wide x 23' long parallel parking spaces and a walking path. Since the existing asphalt width is 16', four feet would remain available for parking. To make up the difference for the required stall width, 6' of either asphalt or gravel could be placed adjacent to the existing edge-of-pavement. Since we wouldn't want the users of these parking spaces to be forced to walk within the roadway (especially with the even narrower aisle width), an additional 5' of new surface would be required.

To accomplish this, the existing roadside ditch would have to be filled in as shown in the attached proposed cross-section which would require an Environmental Resource Permit.

Since the filling of the ditch would result the loss of treatment function and storage/conveyance capacity, SWFWMD has advised that it would likely require mitigation for these losses through the construction of a new water quality treatment area which includes compensating storage/conveyance facilities. Even if we move the walking path to the other side of the street, partial filling would have to occur (now on both sides) and the same criteria would be triggered. Where this could occur would have to be determined.

SWFWMD also expressed concerns with the proposed impacts to jurisdiction wetlands within the existing ditch stating that wetland mitigation may be required.

In consideration of these challenge as well as probable engineering, construction, and mitigation costs, the 8 new parking spaces would be relatively expensive. As such, Staff recommends that if additional parking is desired within the CRA, an alternate location be sought.

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**Staff Recommendation:** If additional parking is desired within the CRA, seek alternate location.

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**Funding Information:** N/A

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**Approvals:**

  
Originating Department

  
CRA Administrator

\_\_\_\_\_  
CRA Attorney (if applicable)

**Attachment:** Exhibit depicting NE 2<sup>nd</sup> Ave parking concept sketch; Photo

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**CRA Action:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred \_\_\_\_\_ Other \_\_\_\_\_





**COMMUNITY REDEVELOPMENT AGENCY**  
**Agenda Item Summary**

**Meeting Date:** August 13, 2018

**Agenda Item Number:** 8B

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**Requested Motion: Discussion Only- Michigan Town Parking Update**

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**Summary:** Discussion Only --- Update on Michigan Town parking concerns.

Several meetings have occurred in recent months to better understand residents' concerns with the most-recent such meeting occurring on August 6, 2018 when Staff met with a Councilmember and a handful of Michigan Town residents. As one outcome of that meeting, Staff proposes to generate a schedule to establish target timeframes to accomplish certain objectives (e.g. complete a "Complete Streets" study, implement recommended improvements, etc.).

Recall on May 14, 2018 Council approved a proposal to the Florida Department of Economic Opportunity (DEO) for grant assistance in the amount of \$40,000 to fund a study that would produce a Multimodal traffic circulation master plan to support the activities identified in the Bayside Master Plan (which includes the Michigan Town area). The request is currently being reviewed and Staff is hopeful that approval will be granted within the next 4 – 6 weeks and the study can commence shortly thereafter; Staff will ensure the study team is made fully aware of the concerns and the challenges Staff has faced in trying to develop a solution.

Staff is working on a proposed ordinance which would establish a "permit parking only" overlay area on certain streets within the Michigan Town area. Staff anticipates the first hearing of the ordinance will be presented for consideration at the August 29, 2018 Council meeting.

In the interim, Staff will be erecting wayfinding signs which will direct park visitors to additional public parking areas north up NE 1<sup>st</sup> Ave.

Separately, several meeting have been held with Kayak Tour Companies looking at alternative launching facilities so that commercial activities are removed from Hunter Springs Park. No resolution has been determined but options are being developed for review of the group.

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**Staff Recommendation:** Wait to see if we attain the DEO grant before a permanent solution for Michigan Town is committed to by City Council.

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**Funding Information:** N/A

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**Approvals:**

  
\_\_\_\_\_  
**Originating Department**

  
\_\_\_\_\_  
**CRA Administrator**

\_\_\_\_\_  
**CRA Attorney (if applicable)**

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**CRA Action:**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Deferred** \_\_\_\_\_ **Other** \_\_\_\_\_