

**Schedule of Meetings
for
Monday, October 10th, 2016**

6:00 p.m. COMMUNITY REDEVELOPMENT AGENCY

7:00 p.m. REGULAR COUNCIL MEETING

Community Redevelopment Agency



Agenda Packet
for
CRA Meeting
Monday, October 10th, 2016
6:00 p.m.



Agenda
Community Redevelopment Agency
Regular Meeting
Monday, October 10th, 2016 @ 6:00 p.m.
Council Chamber, City Hall

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **PRESENTATIONS**

A. *Main Street Presentation- Business Status update*

4. **UNFINISHED BUSINESS**

5. **APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held September 12th, 2016*

6. **PUBLIC INPUT**

7. **CRA ATTORNEY**

8. **CRA ADMINISTRATOR**

A. *Motion to approve a revision to the Community Redevelopment Agency Mini-Grant Program in order to assist in recovery of Hurricane Hermine. This revision will sunset on September 30, 2017 and revert to the existing Mini-Grant Program criteria*

B. *CRA Commercial Waterfront Overlay District Update*

C. *Riverwalk Update*

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, September 12th, 2016
@ 6:00 p.m.



**Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, September 12th, 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 adopted the agenda was made by Board member Brown; 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 22nd, 2016

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

6. PUBLIC INPUT

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

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

Background: [\[Agenda Sheet\]](#) **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.

End of Agenda Sheet]

CRA Administrator Burnell provided a brief introduction of the item and Public Works Director Lou Kneip reviewed existing conditions effecting and options for the requested project, including right-of-way, environmental permitting and other construction challenges for certain portions of the project. Board member Brown suggested details for installation and landscaping, Chairman Farley inquired about cost and CRA Administrator Burnell made note of drainage concerns related to the project. Board member Houston suggested potential solutions for project challenges.

Board consensus was reached for staff to move forward with the project, as discussed.

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

Background: [Agenda Sheet 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:

End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item and requested consideration of utilizing CRA Mini-Grant funding to assist eligible property owners in recovery efforts. Board discussion was held regarding potentially reducing the maximum award amount, suspending all categories but the “Distressed Property” category, and carrying forward the remaining FY 2016 funds. Board discussion was also held regarding informing the public of the funding availability and establishing a submission deadline.

Board consensus was reached for staff to move forward with the utilization of CRA Mini-Grant funds to assist eligible property owners, as discussed.

9. COMMUNICATIONS

Board member Brown spoke about the importance of informing the public that the City of Crystal River is open for business, and Board member Houston advised that Crystal River Main Street staff went door-to-door and found that approximately eighty percent of the businesses were open.

Main Street Director Karen Pieters advised that she has a list that has been posted on Facebook and shared with the City, and provided an update on the status of certain businesses still in the recovery process.

Planning and Development Services Director Jackie Gorman provided further information regarding the status of certain businesses effected by the flood and discussed the ability for businesses to flood proof.

Board member Gudis spoke on concerns expressed by Save Crystal River members regarding the status of City funding contracts related to the Kings Bay restoration project. CRA Administrator Burnell

provided a status update on the contract, which allows three years for project completion and is currently under review by FDEP, and an update on negotiations with the contractor on certain provisions.

10. BOARD MEMBERS COMMENTS

- A. *Jim Farley, Chair* – Spoke on the outcome of Hurricane Hermine, expressing gratitude that no lives were lost.
- B. *Mike Gudis, Vice Chair*- Concurred with the Chairman’s previous statement, expressed hopes for future funding of a new City Hall, and expressed concerns regarding how the 50% rule may impact some those affected by the storm.
- C. *Andy Houston*
- D. *Ken Brown*
- E. *Robert Holmes* – Spoke on the response and recovery efforts related to Hurricane Hermine, requesting that the City review the steps taken throughout the event to identify ways to better handle similar events in the future. He also expressed concerns related to the road closures and the impact of traffic on certain homes in flooded areas.

Chairman Farley made note of relief efforts under way, and further Council discussion was held regarding post storm issues, including security.

11. PUBLIC INPUT

Dr. Desai- 6201 N. Suncoast Blvd.- Inquired about a new City hall and CRA Administrator Burnell noted that it was included in the Bayside Master plan presented to Council earlier in the year and although unfunded, the replacement is included in the Five Year Capital Improvement Plan.

Joe Chrietberg- 304 NW Crystal Street- Spoke regarding the need for a new city hall, regardless of the funding source.

Tom Gotterup- 6083 W. Fairhope Court- Offered the services of Seniors Vs. Crime (352-249-9139) to help seniors and anyone needing assistance with contracts and other matters related to storm recovery to ensure that citizens are not taken advantage of.

Chairman Farley briefly discussed a scam occurring in Pasco county.

Board member Brown discussed the urgent need for a new city hall and suggested taking the city-owned property at the corner of Highway 19 and Citrus Avenue.

12. ADJOURNMENT

Chairman Farley adjourned the meeting at 6:47.

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: October 10, 2016

Agenda Item Number: 8A

Requested Motion: Motion to approve a revision to the Community Redevelopment Agency Mini-Grant Program in order to assist in recovery of Hurricane Hermine. This revision will sunset on September 30, 2017 and revert to the existing Mini-Grant Program criteria.

Summary: City Staff had previously considered suspending only some of the criteria and categories to effectively deal with administration of the Mini-Grant Program. The existing mini- grant criteria was found to be difficult to apply to those in need of storm recovery assistance. The proposed revisions include a clearly defined need and added criteria that is consistent with the intent to assist in recovery from Hurricane Hermine.

Key items added:

- Mini-Grant is for recovery efforts related to Hurricane Hermine
- Insurance information
- FEMA application information
- Sunsets

Staff Recommendation: Requests Approval

Funding Information:

Project Cost:

Funding Source:

Amount Available:

Finance Department Approval: _____

Approvals:

Originating Department

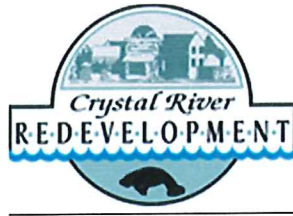

CRA Administrator

CRA Attorney (if applicable)

Attachments:

Board Action:

Approved _____ Denied _____ Deferred _____ Other _____



CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)

MINI-GRANT PROGRAM for 2017 BUDGET YEAR

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) Damaged by Hurricane Hermine. The program provides a 50% match to pay for improvements identified by category:

Distressed (damaged) Property Grant – 50% up to \$10,000. These funds shall be used to perform general repair, demolition, structural flood proofing or habitable work to bring the building back to pre-storm condition. All work completed on the structure site must meet building code requirements

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.

The applicant must provide all documentation related to insurance claims/FEMA applications related directly to this property with this application. The grant applicant must show that the funds requested are not submitted and approved or may be approved through other claims.

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

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?

Does this property have flood or structure insurance? ___ Yes ___ No

Did you receive funding from the insurance company for the damage? ___ Yes ___ No

Did you apply for FEMA funding for the damage? ___ Yes ___ No

Have you received funds from FEMA for the damage? ___ Yes ___ No

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

- CRA Administrator 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

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: October 10, 2016

Agenda Item Number: 8B

Requested Motion: Update regarding creation of the Commercial Waterfront Overlay District

Summary: The CRA Board is working to begin the construction phase of the land portion of the Riverwalk before year's end. A necessary part of this process includes adoption of an ordinance on October 13, 2016 the CRA Board voted to recommend to the City Council adoption of an ordinance creating an overlay district within the Community Redevelopment District entitled the Downtown Commercial Waterfront Overlay District, along with proposed development criteria regulating development within this district. Currently final legal review of the draft ordinance is nearing completion so that it can be presented to the Planning Board for approval in October. The ordinance will then be presented to City Council for final adoption in November.

This agenda item is to inform the CRA Board of the current status and address any question they may have related to the final steps in establishing the Commercial Waterfront Overlay District

Staff Recommendation: Staff is available to answer questions related to the Commercial Waterfront Overlay District.

Funding Information:

Project Cost:

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: **October 10, 2016**

Agenda Item Number: **8C**

Requested Motion: None – staff would like to update the Council on the River Walk project.

Summary: Staff will provide the Council with an update on the River Walk project

Staff Recommendation: Proceed with bidding of landward portion and design of water front portion.

Funding Information:

Project Cost: N.A.
Funding Source: N.A.
Amount Available: N.A.

Finance Department Approval: _____

Approvals:

Originating Department



CRA Administrator

CRA Attorney (if applicable)

Attachments: None

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____