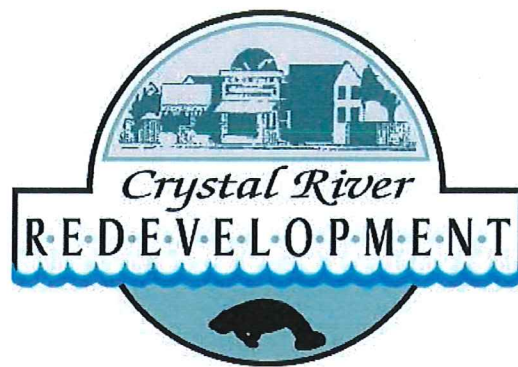


# Community Redevelopment Agency



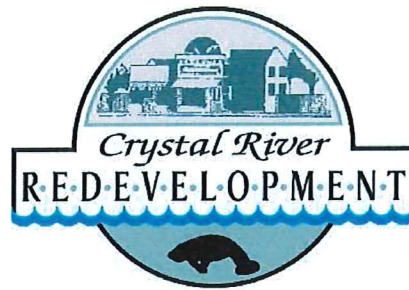
Agenda Packet  
for  
CRA Meeting  
Monday, July 9<sup>th</sup>, 2018  
6:00 p.m.



**Community Redevelopment Agency  
Regular Meeting Agenda  
Monday, July 9<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 June 11<sup>th</sup>, 2018*
6. **PUBLIC INPUT**
7. **CRA ATTORNEY**
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*
  - 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*
9. **COMMUNICATIONS**
10. **BOARD MEMBERS COMMENTS**
  - A. *Jim Farley, Chair*
  - B. *Mike Gudis*
  - C. *Ken Brown, Vice Chair*
  - D. *Pat Fitzpatrick*
  - E. *Robert Holmes*
11. **PUBLIC INPUT**
12. **ADJOURNMENT**

# Community Redevelopment Agency



Minutes of  
Community Redevelopment Agency  
Meeting held  
Monday, June 11<sup>th</sup>, 2018  
@ 6:00 p.m.



**Community Redevelopment Agency  
Regular Meeting Minutes  
Monday, June 11<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 Vice Chairman Brown; seconded by Board member Fitzpatrick. Motion carried unanimously.**

**3. PRESENTATIONS**

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held May 14<sup>th</sup>, 2018*

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

**6. PUBLIC INPUT**

***Phil Jannarone-1405 SE 5<sup>th</sup> Avenue-*** Inquired on funding source of demolition item (8A) and related property purchase. Vice Chairman Brown provided clarification regarding expenditure, noting intent to later recoup a portion of the funding from CRA funding at a later date.

***Suzanne Koerner-118 NE 2<sup>nd</sup> St.-*** Expressed concern regarding littering and other issues related to parking in right-of-ways near Hunter Springs Park and requested consideration of the neighborhood value (historic and otherwise).

Vice Chairman Brown reiterated concerns expressed, noting frequent on-street parking and behavior issues, and providing an update on progress staff has made in determining solutions, listing certain options. Board discussion was then held regarding signage, permit only parking, curbing, and re-design of streets (one-way). Discussion was also held regarding CCSO involvement in enforcement, development of an ordinance and unintended consequences of permit-only parking and establishing a prohibited parking area. Ms. Rey advised on related challenges and Board member Fitzpatrick suggested obtaining feedback from local law enforcement (CCSO).

***Phillis Rosetti- 209 SE Paradise Point Road-*** Commented on past utilization of fence and landscaping to solve similar parking issues at bridge on Kings Bay Drive.

***Mary Morgan- 124 N Citrus Ave-*** Commented on permitted parking proposal around Hunter Springs Park, noting issues with right-of-way damage and diving by park users.

**7. CRA ATTORNEY**

Board member Holmes inquired on the status of the Chamber of Commerce building and property exchange. CRA Administrator Burnell provided an update, noting resolution of the prior divorce proceedings, future demo and realignment of existing parking with a new entrance.

**8. CRA ADMINISTRATOR**

*A. Motion to authorize the demolition of both structures located on the recently-acquired property located at 148 NE 5th St. and to allow an expenditure of up to \$12,000 to accomplish same*

**Background:** Agenda Sheet **Requested Motion:** **Motion to authorize the demolition of both structures located on the recently-acquired property located at 148 NE 5<sup>th</sup> St. and to allow an expenditure of up to \$12,000 to accomplish same.**

**Summary:** On May 29, 2018, Council approved the purchase of the former Coast Guard Auxiliary site located at 148 NE 5<sup>th</sup> Street Crystal River, Florida.

On June 1, 2018, the City Manager attended the closing and the sale was successfully executed. The City now owns the real property and it has been added to DPW's routine maintenance schedule. The utilities have been transferred into the City's name and the water is currently off until further notification by DPW has been made.

Staff seeks direction as to whether it is the desire of the CRA to raise the two existing buildings. Both buildings were flooded during Hermine and have been vacant ever since.

Council approved Staff on May 14, 2018 to enter into a professional services agreement with Long & Associates Architects/Engineers, Inc. for architectural/engineering services related to the assessment of alternative sites and master planning of a new City Hall; the ownership of this property now can be utilized within the long-term planning of our City. If the buildings are removed, the property could be converted to a useful asset such as a parking lot or recreational type use (e.g. playground, splash pad, etc.) for future development within the City.

If the CRA moves for demolition of the buildings, Staff will initiate the project by soliciting written quotes from a minimum of three demo contractors.

**Staff Recommendation:** N/A

End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item, noting delay in receipt of quotes, completion of LBP, asbestos testing and Environmental Assessment Phase 1, and confirming staff would report back following completion. Board discussion was held on potential historical value of the structures and staff confirmed that a determination would be made on historical significance of either building.

**Motion to authorize the demolition of both structures located on the recently-acquired property located at 148 NE 5<sup>th</sup> St. and to allow an expenditure of up to \$12,000 to accomplish same was made by Board member Holmes; seconded by Vice Chairman Brown. Motion carried unanimously.**

*B. Motion to authorize Main Street to hold two Open Houses at the 5th Street Pump House/Jail in connection with their Preservation and Restoration project*

**Background:** Agenda Sheet **Requested Motion:** Motion to approve Main Street to hold an open house at the 5<sup>th</sup> Street Pump House/Jail prior to the Preservation and Restoration.

**Summary:** Main Street is requesting permission to hold two open houses of the 5<sup>th</sup> Street Pump House/Jail; one prior to restoration and one after restoration to showcase the before and after of the restoration efforts. The U.S. Water and City staff has cleaned out the building and taking the well and tank out of service and all historical items have be left on site for future project use. Main Street would hold it either in June or July and another open house after the restoration completion. Last week Main Street submitted a new grant application for additional funding for restoration of the building.

**Staff Recommendation:** Support continued efforts to fund restoration of the Pump House and allow Main Street to hold two open houses; one prior to the restoration efforts and one after the restoration.  
End of Agenda Sheet]

CRA Administrator Burnell advised on the status of the grant, noting work planned to begin in July and completion of an application for future funding for completion of subsequent project phases. Brief Board discussion was held during which Chairman Farley inquired on the planned format for the event and Council liaison Vice Chairman Brown commended the Main Street Board on their hard work.

**Motion to approve Main Street to hold an open house at the 5<sup>th</sup> Street Pump House/Jail prior to the Preservation and Restoration was made by Board member Gudis; seconded by Board member Fitzpatrick. Motion carried unanimously.**

#### **9. COMMUNICATIONS**

Board member Fitzpatrick discussed the lack of rear access to the properties located on the west side of South Citrus Avenue, noting the status of a recent real estate transaction for an effected property and other challenges related to the rear access, and discussing the history of rear access to those properties and later fencing project that blocked previous access. Further discussion was held regarding the way in which the planned Chamber of Commerce property exchange could resolve such issues and past attempts to resolve the access issue prior to the availability of the property exchange. Brief discussion was also held regarding eminent domain actions and prescriptive easement rights.

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

A. *Jim Farley, Chair* - Commented on the positive way things are going.

B. *Mike Gudis*- proactive in enforcement- Commented on the appearance of the Century Link building and Main Street's attempts to encourage exterior maintenance. Board member Fitzpatrick advised he would follow up with a contact person and reach out.

C. *Ken Brown, Vice Chair*

D. *Pat Fitzpatrick*

E. *Robert Holmes*

#### **11. PUBLIC INPUT**

#### **12. ADJOURNMENT**

**Chairman Farley adjourned the meeting at 6:49 p.m.**

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

Meeting Date: July 9, 2018

Agenda Item Number: 8A

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**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.

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**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.

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**Staff Recommendation:** Approval as a temporary solution while long-term plans and funding are attained.

**Funding Information:**

Project Cost: NA

Funding Source:

Amount Available:

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

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**Approvals:**

  
Originating Department

  
CRA Administrator

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

**Attachments:** DRAFT Ordinance 18-O-14

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**Board Action:**

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

**ORDINANCE NO. 18-O-14**

**AN ORDINANCE THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA; AMENDING CHAPTER 15, TRAFFIC, BY CREATING ARTICLE VII - RESIDENTIAL NEIGHBORHOOD PERMIT PARKING ZONE; PROVIDING FOR CONFLICTS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

*WHEREAS*, the City of Crystal River is a properly formed political subdivision of the State of Florida and has broad authority for the adoption of ordinances to provide for self-governance; and

*WHEREAS*, the City Council acknowledges the need to enhance the quality of life in neighborhoods experiencing chronic non-resident parking along their streets that is a result of parking that "spills over" from the nearby nonresidential activity centers; and

*WHEREAS*, the City Council has concluded it is in the public interest to amend its ordinances to creating a "permit-only" area that will allow only residents and their guests with the proper decal on their vehicles to park along the street during the designated times.

***NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF CRYSTAL RIVER, FLORIDA:***

**SECTION 1.** A new Chapter 15, Article VII is hereby added to the Code of Ordinance of the City of Crystal River to read as follows:

**ARTICLE VII – RESIDENTIAL NEIGHBORHOOD PERMIT PARKING ZONE**

**15-83 – Purpose and Intent**

It is the intent of this Article to enhance the quality of life in neighborhoods experiencing chronic non-resident parking along their streets that is a result of parking that "spills over" from the nearby nonresidential activity centers.

**15-84 - Definitions**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Household* means a single individual living upon the premises as a single housekeeping unit or a collective body of persons living upon the premises as a single housekeeping unit.

*Multiple household dwelling* means a building designed for and legally allowed the occupancy of more than five adults unrelated by blood or marriage.



*Residential Neighborhood Permit Parking Zone* is the list of streets and sections of streets designated in this chapter for restricted parking by residential neighborhood permit only at those designated times.

*Single household detached dwelling* means a building designed for the occupancy of no more than five adults unrelated by blood or marriage.

*Visitor permit* is a permit to park in the Residential Neighborhood Permit Parking Zone on a temporary basis.

#### Section 15-85 - Applicability

It shall be unlawful to park a vehicle in any area of a residential permit parking zone unless a valid and appropriate permit is properly displayed.

The following zones are designated as residential neighborhood permit parking zones:

The *Michigan Town Neighborhood* shall apply to the following streets identified in Exhibit A.

In addition to the requirements of the Land Development Code, Chapter 6, Section 6.04.00. - Transportation, access, and parking requirements, no recreational or heavy commercial vehicles will be allowed in the designated residential neighborhood permit parking zones. This includes RV's, Boats, Boat Trailers, or Heavy Commercial Vehicles.

Parking permits and visitor permits valid for one zone shall not be valid of another zone if later developed.

#### Section 15-86 – Hours in effect

These zones shall be in effect 24 hours a day.

#### Section 15-87 – Eligibility

Each single household detached dwelling and multiple household dwelling is entitled to obtain one parking permit per registered motor vehicle to a residence within the permit only area. Each single household detached dwelling and multiple household dwelling is entitled to purchase one visitor permit for each household. Appeals for additional parking and/or visitor permits shall be made in writing, with all relevant documentation attached, to the City Manager or designee.

Section 15-86 – Fees

All parking permits and visitor permits issued under this chapter shall cost \$10.00.

Section 15-87 – Expiration of Permits

Permits will expire one year from date of issue. The date of expiration will be clearly marked on all permits. Permits issued under this Chapter shall be invalid if the permit holder moves from the residence address contained in the application for a residential neighborhood parking permit.

Section 15-88 – Information required on application

Permits will be issued only to residents of an address within the Neighborhood Permit Parking Zone. Proof of residency must be submitted upon making an application for a parking or visitor permit. In addition, proof of ownership or principal use of the motor vehicle must be submitted upon making application for a parking permit. Final determination of eligibility will be made by the City. Each application for a parking permit shall also contain the following information: applicant name and address; make, model and license tag number of motor vehicle(s) for which an application is made, and any other information deemed relevant by the City of Crystal River.

Section 15-89 – Permit Required

Regular permits shall be visibly displayed to the vehicle in the lower left corner of the rear window or other location as determined by the City of Crystal River. Visitor permits shall be visibly displayed by hanging the permit from the rearview mirror in the front windshield.

Section 15-90 – Parking Space Not Guaranteed

A residential neighborhood permit parking decal shall not guarantee or reserve the holder an on-street parking space.

Section 15-91 – Replacement of Permit

If the make, model or license tag number of a permitted vehicle changes during the year, the applicant may bring in the new information to the City to obtain a replacement sticker. The fee for a replacement sticker will be \$0.00

Section 15-91 – Change of residency

If residents of a property change during the calendar year, the new resident may complete a change of residency form and request application for new permits.

Section 15-92 – Precedence of abandoned vehicle regulations

No part of this chapter shall conflict with existing regulations for abandoned vehicles.

Section 15-93 Special Exceptions

The City Manager shall have the authority to make a Special Exception from the Residential Neighborhood Permit Parking Regulations for one-day periods only and may be granted a temporary one-day permit with no fee.

**SECTION 2. CONFLICTING ORDINANCES**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. SEVERABILITY**

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph section or clause is adjudged unconstitutional or invalid by any court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

**SECTION 4. INCLUSION IN THE CODE OF ORDINANCES**

It is the intention of the City Council of Crystal River that the provisions of this Ordinance shall be codified and included in the Code of Ordinances, and any renumbering of the various sections are hereby authorized as necessary to achieve this directive.

**SECTION 5. EFFECTIVE DATE**

This ordinance shall become effective immediately upon adoption.

***SODONE THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_.***

By: \_\_\_\_\_

Jim Farley, Mayor

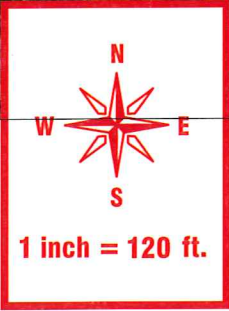
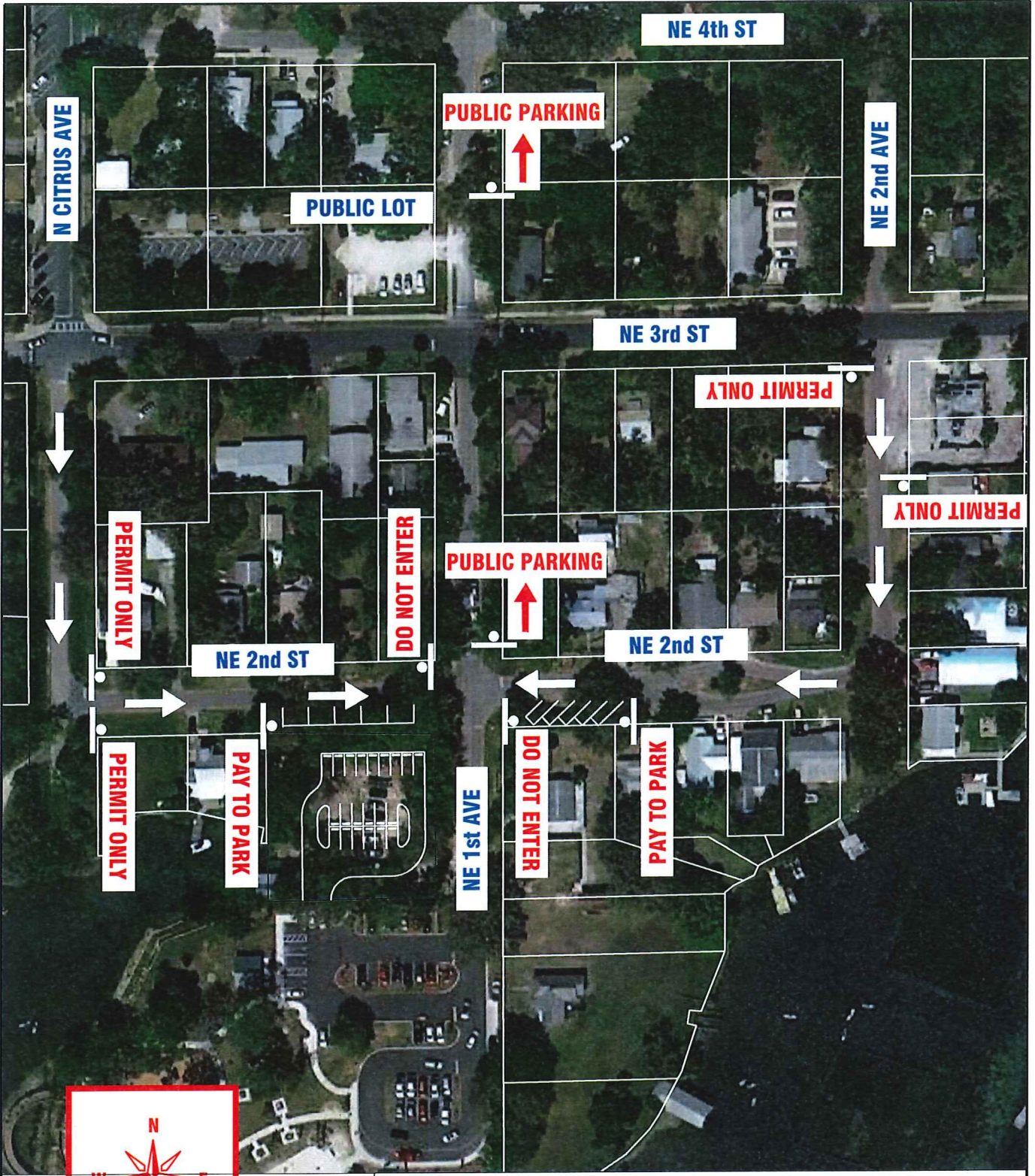
Attest:

\_\_\_\_\_  
Mia Fink, City Clerk

First reading:

Published:

Second reading:



# MICHIGAN TOWN PERMIT PARKING/ONE-WAY CONCEPT PLAN

Rev.: 28JUN2018    1" = 120'



# MICHIGAN TOWN PERMIT PARKING AREA

Revision: 29JUN2018 1" = 150'

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

Meeting Date: July 9, 2018

Agenda Item Number: 8B

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**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.

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**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 customer's 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.

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**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.

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**Funding Information:**

Project Cost: T.B.D.  
Funding Source:  
Amount Available:

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

**Approvals:**

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

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

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

**CRA Action:**

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

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

**Meeting Date:** July 9, 2018

**Agenda Item Number:**

**Requested Motion:** Motion to authorize Staff to enter into negotiations and proceed with due diligence for the purchase of real property located on NE 3<sup>rd</sup> St. (Property Appraiser's Alt. Key 1075173).

**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.

The nearest public parking lot to the park 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 adjoining business's customers.

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 has worked diligently to resolve the parking issues in this area but a simple solution has proven elusive. During this quest, Staff learned of a nearby vacant parcel that has come up for sale with an asking price of \$60,000 **JACK --- PLEASE GET REAL NUMBER TO MIA AT YOUR EARLIEST CONVENIENCE.**

With reference to the attached aerial, the subject 0.68 acre property fronts NE 3<sup>rd</sup> St. and NE 4<sup>th</sup> St. and abuts the Crosstown Trail (which defines the easterly property line). According to the most recent warranty deed, the Parcel I.D. No. is: **17E18S210070 00160 0020** and the legal description of the subject property is:

***Lots 2 & 9 & THAT PT OF LOT 3, W OF R/W OF ACL RR CO & E 35 FT OF LOTS 1 & 10, BLK 16, CRYSTAL CITY ADD TO CRYSTAL RIVER, AS RECORDED IN PLAT BOOK 1, PAGE 192, PUBLIC RECORDS OF CITRUS COUNTY, FLORIDA.***

As shown on the attached concept plan, an additional gravel lot would help towards the parking deficiencies experienced during both peak park times and festivals. The exhibit also depicts a parking layout at the recently purchased Coast Guard Auxiliary site for consideration.

Please be advised the representation is a best-case-scenario; the actual number of spaces that could be constructed is subject to permitting challenges resulting from a jurisdictional wetlands determination (which is proposed to be performed during due diligence). Once the extent of wetlands is known, Staff could provide an updated parking layout for the CRA's consideration during a subsequent agenda item (if applicable).

**Attachments:** **Aerial of Subject Property**  
**Conceptual Parking Lot Layout Exhibit**

**Staff Recommendation:** N/A

**Funding Information:**

Project Cost: T.B.D.  
Funding Source:  
Amount Available:

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

**Approvals:**

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

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

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

**CRA Action:**

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