



**Agenda**  
**Community Redevelopment Agency**  
**Regular Meeting**  
**Monday, April 25<sup>th</sup>, 2016 @ 6:00 p.m.**  
**Council Chamber, City Hall**

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **PRESENTATIONS**

A. *Pirate Festival Presentation*

4. **UNFINISHED BUSINESS**

5. **APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held April 11<sup>th</sup>, 2016*

6. **PUBLIC INPUT**

7. **CRA ATTORNEY**

8. **CRA ADMINISTRATOR**

A. *Update regarding palm trees at the Third Street Cemetery*

B. *Motion to approve Crystal River Main Street to develop a display at the vacant corner of Citrus and Highway 19, featuring the replica of an 1864 Sailing Scow, Spirit of Crystal River and incur the ongoing electrical costs to illuminate the Sailing Scow and City water tower*

C. *Motion to approve management to expedite CRA financing to assist with funding planned capital improvements within the City with Iberia Bank for a 3 year draw period interest only at Prime less 2.28% (currently 1.22%), plus a 12 year term loan with a fixed rate of Prime less 1.30% (currently 2.20%).*

9. **COMMUNICATIONS**

10. **BOARD MEMBERS COMMENTS**

A. *Jim Farley, Chair*

B. *Mike Gudis, Vice Chair*

C. *Andy Houston*

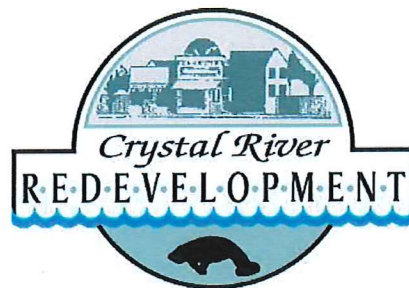
D. *Ken Brown*

E. *Robert Holmes*

11. **PUBLIC INPUT**

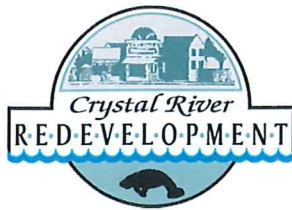
12. **ADJOURNMENT**

# Community Redevelopment Agency



Minutes of  
Community Redevelopment Agency  
Meeting held  
Monday, April 11<sup>th</sup>, 2016  
@ 6:00 p.m.





**Minutes of the  
Community Redevelopment Agency  
Regular Meeting  
Monday, April 11<sup>th</sup>, 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 Vice Chairman Gudis; seconded by Board member Holmes. Motion carried unanimously.

**3. PRESENTATIONS**

**4. UNFINISHED BUSINESS**

**5. APPROVAL OF CONSENT AGENDA**

A. *Approve Minutes of CRA Meeting held March 28<sup>th</sup>, 2016*

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

**6. PUBLIC INPUT**

**Sharon Kerner- CR Tree Board-** Announced the Arbor Day Tree Giveaway at Little Springs Park scheduled for Saturday, April 30, 2016 9:00 a.m. through 12:00 p.m.

**Karen Pieters- CR Main Street-** Announced a Main Street Celebrity Bartender Fundraising Event at Burke's scheduled for Thursday, April 14<sup>th</sup> from 6:00 p.m.-9:00 p.m. and announced that the historic boat display plans will be presented at an upcoming meeting.

**Phillis Rosetti- 209 SE Paradise Point Road-** Commented on color selection for playground equipment at Hunter's Springs in favor of natural tones.

**7. CRA ATTORNEY**

**8. CRA ADMINISTRATOR**

A. *Motion to approve color and style of park equipment presented to be used at Hunter's Spring Park*

**Background:** [Agenda Sheet] **Requested Motion:** Motion to approve color and style of park equipment presented to be used at Hunter's Springs Park

**Summary:** Staff is working with the engineering firm in final evaluation of the types of equipment to be used, including various gazebos, benches and playground equipment for Hunter's Springs Park. Part of the selection process is color, which is an opinion- based decision.

There is a Vernacular Design guide for the CRA and a recent decision was made to develop the architectural design of the Riverwalk as a Working Fishing Village. Main Street is also likely to evaluate Vernacular Design of the area in the next year or two. Staff recognizes the need to move forward in the near future because of long lead times and the obvious fluxes of design criteria and wanted to inform Council of its choices.

**Staff Recommendation:** Staff has made a selection but is open to any comments related to color.

**End of Agenda Sheet]**

CRA Administrator Burnell provided a brief explanation of the item. Consensus was reached to move forward with proposed recommendations, but to avoid bright (primary) colors.

*B. Motion to approve staff taking required steps to establish a Downtown Commercial Overlay District and approve staff to move forward in applying the Planning Board's recommendations for the Downtown Commercial Overlay District*

**Background:** Agenda Sheet **Requested Motion:** Motion to approve staff taking required steps to establish a Downtown Commercial Overlay District and approve staff to move forward in applying the Planning Board's recommendations for the Downtown Commercial Overlay District.

**Summary:**

To facilitate development of the Riverwalk project a special overlay district is being proposed (Downtown Commercial Waterfront Overlay District) in order to stimulate investment into this area located within the CRA. Properties meeting the criteria for inclusion in this overlay district are part of the Riverwalk Plan and are waterfront properties. There are several waterfront properties that have adjoining lots that are not on the water but are included because they are part of operations of a waterfront lot.

Staff met with the property owners within the proposed Downtown Commercial Waterfront District on Thursday, January 13, 2016 to discuss how the City could assist with revising the Land Development Code to better address development needs. Requested criteria included:

Building height will be increased to 60-70

The City will develop and off-site central storm water retention area, allowing us to build more usable area on the waterfront; part of the associated cost will be paid by landowner.

Setbacks will be modified to accommodate each project.

Mixed zoning allowing residential use will be permitted.

The City has acquired the Chamber of Commerce and will continue to acquire more off-site parking to accommodate our customers. This will relax the parking requirement and allow additional buildable area. City will dedicate the Chamber of Commerce property for public parking.

Tropical streetscape will be done and maintained to improve the look of the waterfront.

Similar to the past, the City will compensate for easement in the form of credits.

Since CRA has been extended, by the City and Citrus County for another 25 years, we can use our tax money in the waterfront district.

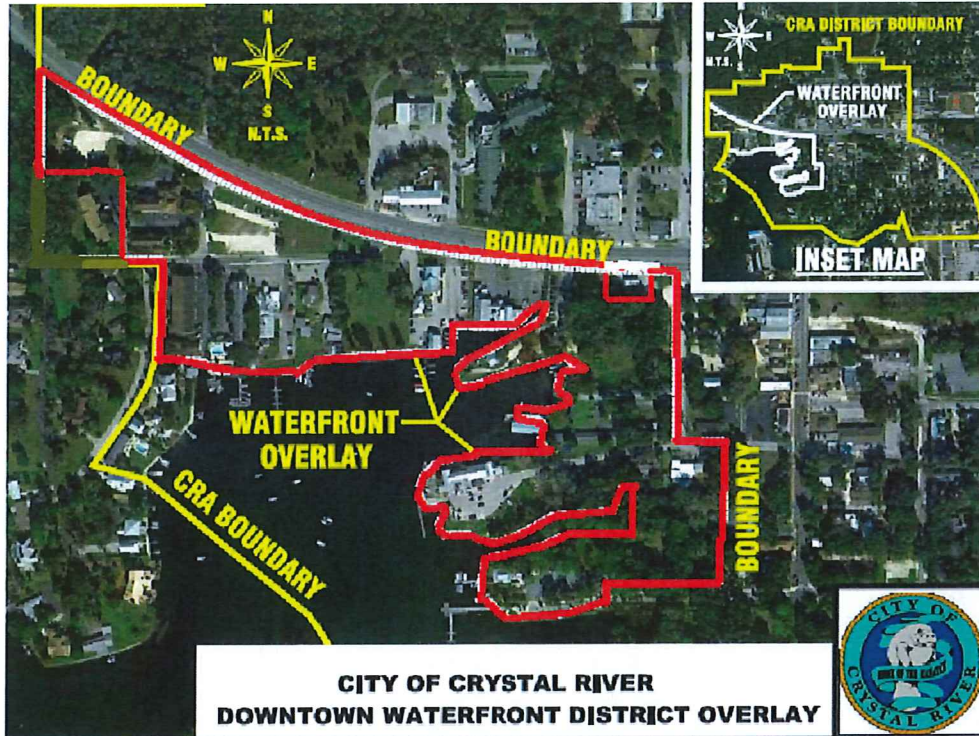
The River Walk has been a high priority for CRA, local citizens and visitors. Mayor Jim Farley and other Council members are in support of this visionary plan, which will bring more commerce to the waterfront district.

The Planning Commission had a series of meetings to evaluate the proposed changes for this District. A significant amount of time was spent by the Planning Board Developing the recommendations submitted.

The Planning Commission recommends the following zoning criteria:

**RECOMMENDATION:**

**Downtown Commercial Waterfront Overlay District Boundary –**



**Height:** *Existing* Commercial -50' *Recommended* – 55' with 10' allowance for appurtenances (cupolas, decorative rooftop façade, etc.)

**Setbacks:** – *Existing:* Setbacks: 25' F; 25' R; 10' S – The land development code has existing requirements as follows: Setbacks can be waived on the front or side provided emergency access is available to at least one entrance. *Recommended:* Waterfront setback can be included in the waiver.

**Impervious Surface Ratio:** (lot coverage) – *Existing* - 50%      *Recommended* - 85% with off-site buy-in

**Stormwater Requirements:** *Existing:* 1.5" held on-site      *Recommended:* Off-site buy-in.

**Commercial F.A.R.:** (commercial density) – Existing 0.5      Proposed – 0

**Parking Standards:** None

**Discussion:**

The next step in adopting the zoning criteria will be to put together Design Standards that incorporates the approved zoning criteria. The purpose of the Design Standards is to guide the general form and relationship of the buildings within the CRA Overlay District to the environment, surrounding uses and structures. We will work with Jan Ashe in developing the overall guidelines that will ensure a well-planned overlay.

**Staff Recommendation:** Approval

End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item and addressed Council questions and comments regarding the various recommendations, next steps in the development, adoption and implementation process.

**Motion to approve staff taking required steps to establish a Downtown Commercial Overlay District and approve staff to move forward in applying the Planning Board's recommendations for the Downtown Commercial Overlay District was made by Board member Houston; seconded by Board member Holmes. Motion carried unanimously.**

*C. Discussion regarding palm tree removal at the Third Street Cemetery*

**Background:** [Agenda Sheet **Requested Motion: Discussion Only** – The Tree Board would like the CRA Board to consider removing some or all palm trees from the cemetery on NE 3<sup>rd</sup> Street.

**Summary:** The Public Works Department hires an outside Tree Company to trim palm trees within the cemetery on NE 3<sup>rd</sup> Street approximately every other year. They are trimmed to what is often referred to as a ‘hurricane cut’, meaning the palm fronds are short enough to withstand high winds.

The City Tree Board has taken an interest in this Public Works function, and would prefer that the palm trees be cut down entirely, and the stumps ground down to grade. There are approximately 120 palm trees in the cemetery, and the Tree Board feels they should all be removed. The Board has suggested removing 30 - 40 palm trees per year until all palm trees have been removed. The Board feels the palm trees are messy and unsightly, however all non-palm trees would remain. The Tree Board discussed this over a period of three meetings.

The staff liaison has concerns about such an undertaking, and recommended that the Board approach the CRA Board with their initiative. This appears to be more a policy decision because it does change the image of the Cemetery and will require unbudgeted funding. Staff’s concerns are as follows:

\* The cost is considerable. One estimate from a Tree Company for the removal of 30 palm trees was \$14,000.

A hurricane cut trim is usually about \$25 per tree. Tree Board is also requesting a funding source from outside the Tree Board Budget.

\* The aesthetics of the palm trees is very subjective. Some individuals with relatives buried in the cemetery may appreciate palm trees and prefer they remain as part of the Cemetery ambiance. Based on Public Works experience, anytime a tree is cut down there are complaints.

\* The tree removal operations could be disruptive to the cemetery, and potentially cause damage to headstones if a tree was felled in the wrong direction by accident. Problems can also arise from stump removal or grinding. Large equipment in the cemetery may cause rutting and there is potential for other damage to occur.

**Staff Recommendation:** This is a policy decision in how the Cemetery should be maintained.  
End of Agenda Sheet]

Public Works Director Lou Kneip provided an overview of the item, background info and events leading up to the proposal, as well as staff concerns related to risks associated with the proposal.

Mayor Farley agreed with staff concerns.

Tree Board member Sharon Kerner presented the proposal to the Board on behalf of Tree Board member Ebert, who was unable to attend, and addressed Council questions and comments regarding aesthetics, interference with the growth of oaks, damage and cost. Chairman Farley and Board member Brown spoke in favor of staff concerns, and Board member Holmes spoke in favor of Tree Board’s concerns. Board member Houston suggested staff identify problematic trees for removal and bring back to the Board.

Board consensus was reached for staff to identify problematic trees among those already marked and bring back to the Board for approval, as suggested by Board member Houston.

**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**

Mayor Farley adjourned the meeting at 6:32 p.m.





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

**Meeting Date:** April 25, 2016

**Agenda Item Number: 8A**

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**Requested Motion:** None – The Staff Liaison to the Tree Board would like to update the CRA on his findings regarding potential removal of palm trees from the cemetery on NE 3<sup>rd</sup> Street.

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**Summary:** The Tree Board approached the Council at the last CRA meeting on April 11<sup>th</sup> regarding their recommendation to remove all of the palm trees at the NE 3<sup>rd</sup> Street Cemetery. The CRA Board requested staff to review this in the field and make a recommendation as to how many palm trees are problematic and need to be removed. Staff will provide a verbal update and recommendation.

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**Staff Recommendation:** Not Applicable – update only

**Funding Information:**

Project Cost: N.A.

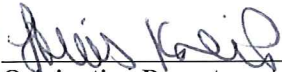
Funding Source: N.A.

Amount Available: N.A.

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

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**Approvals:**

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

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

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

**Attachments:** None

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**Council Action:**

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

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

Meeting Date: April 25, 2016

Agenda Item Number: 8B

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**Requested Motion:** Motion to approve Crystal River Main Street to develop a display at the vacant corner of Citrus and Highway 19, featuring the replica of an 1864 Sailing Scow, Spirit of Crystal River and incur the ongoing electrical costs to illuminate the Sailing Scow and City water tower.

**Summary:** The report Crystal River Main Street, Inc. received from the Florida Main Street Resource Team strongly encouraged the improvement of this vacant lot. In its current state, the lot makes it difficult for visitors to find downtown, and makes downtown appear to be blighted.

Phase one of four phases (intended to be completed by May 21, 2016 for Pirate Fest):

This request is to place the Sailing Scow at the North East corner of the lot. The scow will have light landscaping such as a bed of sand, decorative pilings and a few Florida friendly grasses. It will be clearly signed and protected to deter easy access onto and into the Sailing Scow. The plan also includes installation of lights for both the scow and the adjacent water tower using energy efficient LED lighting. Main Street is requesting the City to pay the ongoing energy costs of lighting both sites.

If approved Main Street will engage the services of Wick MacKenzie, a landscape and commercial lighting professional from Krischler Lighting to assist us in making the following arrangements:

The Water Tower would be illuminated by 3 lights: First would be installed on an existing light pole to the west of the Water Tower. Second would be installed on a new pole that would be located in the City right-of way to the East of the Water Tower. The final light would be placed beneath the Water Tower and shine up, lighting the bottom of it. All lights would be focused to maximize the City logo and tank.

Main Street also requests putting signage near the vessel explaining the story of the boat and crediting contributors to the display. The display will be installed in accordance with all City building codes and ordinances. Main Street is aware that the sailing scow installation is considered temporary and removal of the vessel may be required in the future.

The Spirit of Crystal River is owned by the Florida Parks Department, which has agreed to loan the boat to the City for its display. A written agreement will be required.

Future Main Street plans in this area include the following (Main Street will present each of the phases to Council prior to implementation):

Phase Two: Paint a mural of the historic waterfront on the wall of the building to the south of the vacant lot. This is subject to the approval of the owner of the building. If the owner does not approve a painted mural, we would seek to create some other sort of historic, decorative backdrop such as a graphic wrap.(Planning completion by end of summer)

Phase Three: Install rope lighting along the roofline of the buildings near the corners of Citrus Avenue and Hwy 19. This, too, is subject to the approval of the owners of the property. (Planning completion by end of November)

Phase Four: Install an information Kiosk near the trolley stop by the lot and/or gateway signage to inform and attract visitors. (Planning completion by end of November)

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**Staff Recommendation:** Staff supports Phase one of this effort.

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Funding Information:

Project Cost: NA

Funding Source:

Amount Available:

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

Approvals:



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

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

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

Attachments: Pictures, scow specification sheet

Council Action:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Deferred \_\_\_\_\_

Other \_\_\_\_\_

[Store \(/www.woodenboatstore.com?r=WBMSite/\)](http://www.woodenboatstore.com?r=WBMSite/)   [School \(/www.thewoodenboatschool.com/\)](http://www.thewoodenboatschool.com/)

[Show \(/www.thewoodenboatshow.com/\)](http://www.thewoodenboatshow.com/)   [Forum \(/forum.woodenboat.com\)](http://forum.woodenboat.com/)

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[Resources \(/boatbuilding-boating-resources\)](/boatbuilding-boating-resources/) / [Boat Launchings \(/boat-launchings\)](/boat-launchings/) / SPIRIT

## SPIRIT



The Crystal River Boat Builders launched their 36' x12' scow, SPIRIT, on 4 October here in Crystal River, Florida. She is a replica of the USS WARTAPPO, a scow from the Florida west coast, captured and used by the Blockade Squadron during the Civil War. Two years in construction, it was built entirely by hand,

(<http://www.woodenboat.com/sites/default/files/boat-launchings/spiritflags.jpg>)

rigged main and two huge leeboards. During the Civil War, she was used to raid salt works along the coast. She mounted a 12lb field howitzer and landed a squad of 30 marines!

### Design Specs

**LOA:** 36' 0"

**Beam:** 12' 0"

**Designer Name:** Replica of a Civil War Scow

**Type/Rig/Power:** Florida West Coast Scow

**Builder Name:** Crystal River Boatbuilders

**Home Port:** Crystal River, Florida

**Launching Date:** October 04, 2013

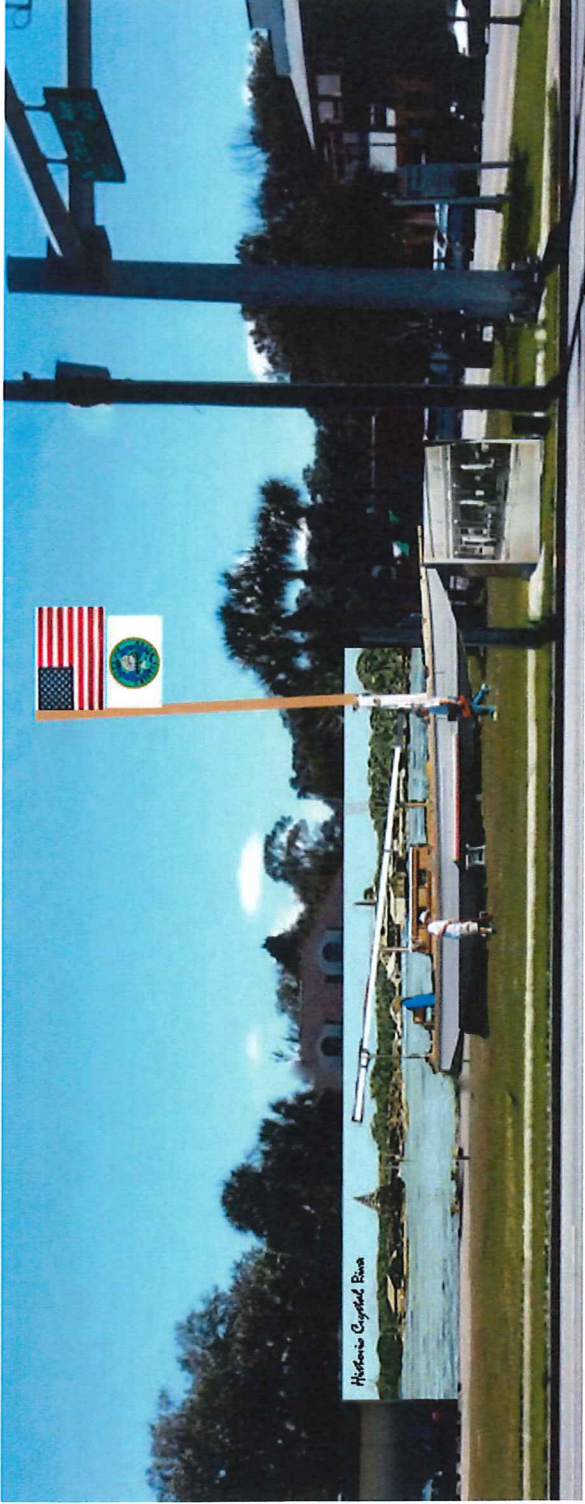
[View All Launchings \(/boat-launchings\)](/boat-launchings/)







Crystal River  
Main Street, Inc.  
And  
Crystal River  
Boat Builders  
Citrus Ave and  
Hwy 19 Vacant Lot  
Proposal



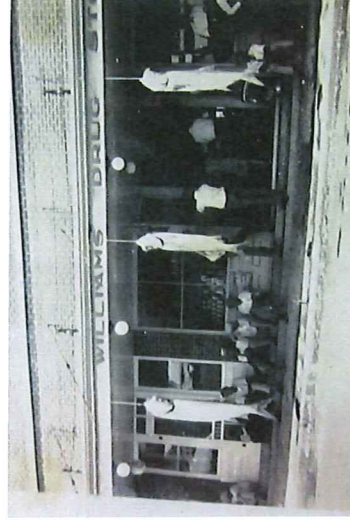
The possibility (above)



The present (below and right)



The past (below)





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

Meeting Date: April 25, 2016

Agenda Item Number: 8C

**Requested Motion:** Motion to approve management to expedite CRA financing to assist with funding planned capital improvements within the City with Iberia Bank for a 3 year draw period interest only at Prime less 2.28% (currently 1.22%), plus a 12 year term loan with a fixed rate of Prime less 1.30% (currently 2.20%).

**Summary:**

During our February 8, 2016 CRA meeting, Council was provided various information for potential CRA financing options to assist in funding planned capital improvements within the City as projected during the FY2016 budget preparation. Management's intention is to fund the construction of the Riverwalk project and substantial renovations to Hunter Springs Park planned over the next three years from a combination of possible grants as well as an outside financing source. The original plan was to seek a \$5 million loan.

Council was informed during the March 16, 2016 that the City Manager and Finance Director had met with all five of the nine banks contacted in which the City received financing options from as well as consulted further with bond counsel and a financial advisor. Management had also announced the City was informed of some additional funding available for said projects that resulted with the City desiring a loan of \$3.5 million versus the original intent of \$5 million and requested updated loan options.

Management has now received and reviewed all revised proposals from the four banking institutions (Capital City Bank, IberiaBank, TD Bank, Nature Coast Bank) whom still desire to work with the City for CRA financing of our planned capital improvements within the City. As stated previously, all institutions have expressed the concern of pledged revenue of only TIF funds, but chose to continue to work with the City on financing options. Several have also expressed the desire to establish a primary banking relationship with the City pending completion of the loan. The financing options provided by all four varied from fully funded fixed rates, fixed rate draw period to variable rate term and variable rate draw to variable rate term. The options also ranged from 5 year options to 20 year options.

Management has analyzed all financing options available and is recommending one of two options – 1) 3 year draw interest only at Prime less 2.28% (currently 1.22%), plus a 12 year term loan with a fixed rate of Prime less 1.30% (currently 2.20%) along with no prepayment penalty with IberiaBank or 2) 5 year fixed rate of 2.27%, then 10 years with a variable rate of 67% of Prime and no prepayment penalty with Capital City Bank. Annual payments for both would be in the range of \$280,000 - \$332,500 with a total interest paid of \$550,000 – \$580,000 over a fifteen year period. A recap of all financing options is being provided for your review.

Upon Council approval, management will finalize the loan arrangement and plan to expedite the closing process with the coordination of the City bond counsel, Holland and Knight, LLP.

**Staff Recommendation:**

Management desires to accept CRA financing with IberiaBank for a 3 year draw period interest only at Prime less 2.28% (currently 1.22%), plus a 12 year term loan with a fixed rate of Prime less 1.30% (currently 2.20%).

**Funding Information:**

Project Cost: N/A

Funding Source:

Amount Available:

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

*Michelle K. Duvette*

**Approvals:**

*D. Bunnell*

Originating Department

CRA Administrator

CRA Attorney (if applicable)

**Attachments:**

**Board Action:**

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

**City of Crystal River**  
**CRA Financing Options**  
**April 2016**

	<u>Capital City Bank</u>	<u>Iberiabank</u>	<u>Nature Coast</u>	<u>TD Bank</u>
<b>Loan Amount</b>	\$3,500,000	\$3,500,000	\$3,000,000	\$3,500,000
<b>Loan Option</b>	#1 - Draw-down credit facility #2 - fully funded at closing #3 - fully funded at closing #4 - fully funded at closing	guidance line	line of credit	yield maintenance fee
<b>Terms</b>	#1 - 3 yr construction period/interest only, then 15/20 yr maturity #2 - fixed 5 yrs #3 - fixed 7 yrs #4 - fixed 5 yrs, then variable 10 or 15 yrs variable	3 yr draw intrtry only, then 12 yr fixed	1-2 yr draw, then 5 yr variable	7rs yr fixed, then 8 yr fixed
<b>Interest Rate</b>	#1 - 67% Prime w/floor 2% #2 - 2.27% #3 - 2.43% #4 - 5 yrs 2.27%, then 67% Prime w/floor 2%	Prime less 2.28%, then fixed Prime less 1.55%	Prime less .50, floating daily	70% Prime, plus 160 basis pts.
<b>Fees</b>	\$5,000 plus expenses	\$2,500 per note	1/2 of 1% of loan	\$10,000 minimum
<b>Comments</b>	bound council required; qualified tax exempt obligation; no prepayment penalty	confirmation of bank qualified tax free loan; no prepayment penalty	no prepayment penalty	call provision 7th yr w/prepayment penalty