

Community Redevelopment Agency



Agenda Packet
for
CRA Meeting
Monday, September 10th, 2018
6:00 p.m.



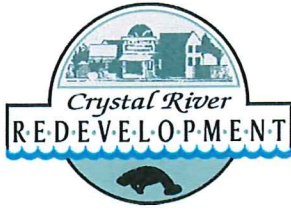
Agenda
Community Redevelopment Agency
Regular Meeting
Monday, September 10th, 2018 @ 6:00 p.m.
Council Chamber, City Hall

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 August 13th, 2018*
6. **PUBLIC INPUT**
7. **CRA ATTORNEY**
8. **CRA ADMINISTRATOR**
 - A. *Motion to adopt Resolution No. 18-R-27 and approve purchase of a Pay Station Meter from Urban Intelligence for \$7,125.00 and \$750.00 for installation/signage for a total sum of \$7,875.00*
 - B. *Update regarding efforts to address Michigan Town Parking issues*
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, August 13th, 2018
@ 6:00 p.m.



**Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, August 13th, 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 Board member Gudis; 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 July 11th, 2018*

B. *Pump House/Old Jail Open House*

Background: [Agenda Sheet Requested Motion: None – Discussion regarding upcoming Main Street Open House event.

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.

End of Agenda Sheet]

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

6. PUBLIC INPUT

Karen Pieters, Executive Director, Crystal River Main Street- Invited members to upcoming open house- reception event.

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

A. *Discussion regarding NE 2nd Ave North of 3rd Parking and one way traffic*

Background: [Agenda sheet Requested Motion: N/A --- Discussion regarding utilization of NE 2nd Avenue for parking.

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

With reference to the attached exhibit and photos, NE 2nd 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.

Staff Recommendation: If additional parking is desired within the CRA, seek alternate location.
End of Agenda Sheet]

Vice Chairman Brown suggested utilizing the road for a DRA. CRA Administrator Burnell noted potential for a linear park.

B. Michigan Town Parking Update

Background: [Agenda Sheet **Requested Motion: Discussion Only- Michigan Town Parking Update**

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 1st Ave.

Separately, several meetings 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.

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

Board member Holmes discussed utilization of Kings Bay Park for kayak launching. CRA Administrator Burnell also provided further updates regarding recent meetings held with commercial paddle craft operators regarding potential solutions. Board member Holmes inquired about use and access restrictions as a result of grant funding, and Vice Chairman Brown suggested prohibiting parking on Citrus Avenue during festivals, noting benefits of new signage. Discussion was held regarding over use of signage, enforcement of existing ordinances and CRA Attorney Rey provided a status update on prohibitive and permitted parking ordinances.

9. COMMUNICATIONS

10. BOARD MEMBERS COMMENTS

A. *Jim Farley, Chair*

B. *Mike Gudis*

C. *Ken Brown-* Commented on progress of business development in the CRA.

D. *Pat Fitzpatrick, Vice Chair-* Discussed issues with rear building access to a building on west Citrus Avenue, status of related Chamber of Commerce building swap intended to resolve the issue and need to move forward with the Riverwalk.

Vice Chairman Brown proposed moving forward with eminent domain process in lieu of swap, with Chairman Farley and Council member Gudis concurring. Discussion was held during which CRA Attorney Rey provided clarification regarding negotiating parties and compensation and CRA Administrator Burnell confirmed that staff would bring back a future agenda item on the matter.

E. *Robert Holmes*

11. PUBLIC INPUT

Dee Atkins-3851 N. Nokomis Point- Suggested resolving illegal parking issues by ticketing repeatedly, in two hour increments.

Phillis Rosetti-209 SE Paradise Point Road- Discussed Michigan Town parking issues and suggested setting a capacity limit or charging a per person admission fee to enter Hunter Springs Park.

12. ADJOURNMENT

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

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 8A

Requested Motion: Motion to adopt Resolution No. 18-R-27 and approve purchase of a Pay Station Meter from Urban Intelligence for \$7,125.00 and \$750.00 for installation/signage for a total sum of \$7,875.00.

Summary: In a recent City Council meeting discussing the parking issues related to Michigan Town area, it was requested of staff to look into paid parking for the parking lot at NE 3rd Street and NE 1st Avenue. Staff has attained a quote from the same manufacturer as all current machines in use. Current units have been reliable outside the hurricane events and would allow the park rangers and finance to continue to use the current system for verification and collections.

It is important to note that this location is now primarily used by tour operator for people living outside the City of Crystal River. The development of the user fees is to reduce the burden of City residents for the maintenance and up keep of these facilities. The collected fees would be allocated into the CRA Enterprise Fund.

Staff has also proposed that residents of the City will be able to use their annual passes for unlimited parking in this lot also.

There is the option to pay hourly parking, for \$1 per hour, or \$5 for the entire day.

Staff Recommendation: Staff supports Councils request to add this parking area in the pay for parking system.

Funding Information:

Project Cost:	\$ 7,850.00
Funding Source:	601-61552-63000 (CRA – Capital Grant Program)
Amount Available:	\$ 40,350.00

Finance Department Approval: Michelle K Russell

Approvals:

Originating Department


CRA Administrator

CRA Attorney (if applicable)

Attachments: Resolution No. 18-R-27
Quote

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____

RESOLUTION 18-R-27

**A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE
TRANSFER OF FUNDS FROM CRA CAPITAL GRANT PROGRAM TO
PROVIDE FUNDING TO URBAN INTELLIGENCE IN THE AMOUNT OF
\$7,850.00 TO PURCHASE A PAY STATION FOR THE PARKING LOT AT NE
3RD STREET AND NE 1ST AVENUE.**

WHEREAS, the City Council of the City of Crystal River, Florida is responsible for the oversight of the budget of the City; and,

WHEREAS, In a recent City Council meeting discussing the parking issues related to Michigan Town area, it was requested of staff to look into paid parking for the parking lot at NE 3rd Street and NE 1st Avenue. Staff has attained a quote from the same manufacturer as all current machines in use. Current units have been reliable outside the hurricane events and would allow the park rangers and finance to continue to use the current system for verification and collections. It is important to note that this location is now primarily used by tour operator for people living outside the City of Crystal River. The development of the user fees is to reduce the burden of City residents for the maintenance and up keep of these facilities. The collected fees would be allocated into the CRA Enterprise Fund; and,

WHEREAS, the City Council wishes to appropriate the funds required to move forward with the expenditure;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crystal River, Florida at a regular meeting held on the 10th day of September 10, 2018, that the Budget Amendment be made as shown in Exhibit A .

EFFECTIVE DATE: This Resolution shall be effective upon adoption by the City Council of the City of Crystal River, Florida.

PASSED AND ADOPTED BY THE City Council of the City of Crystal River, Florida, this _____ day of _____, 2018.

Attest: _____
Mia Fink, City Clerk

By: _____
Jim Farley, Mayor

Approved as to form and content
For the reliance of the City of
Crystal River only:

VOTE OF COUNCIL:
Farley _____
Brown _____
Holmes _____
Fitzpatrick _____
Gudis _____

Jennifer Rey, City Attorney

CITY OF CRYSTAL RIVER

JOURNAL ENTRY

JE: 10939

Post Date: 09/10/2018

Entered By: MRUSSELL

Entry Date: 09/06/2018

Journal: BA

Description:

GL #	Description	DR	CR
601-61552-64000	RES #18-R-27 PAY STATION NE3RD ST & NE 1		7,850.00
601-61552-63000	RES #18-R-27 PAY STATION NE3RD ST & NE 1	7,850.00	
	Journal Total:	7,850.00	7,850.00

APPROVED BY: _____



For: City of Crystal River, FL

Quote Issued: August 15, 2018

Quote Expires: September 19, 2018

Quote Name: City of Crystal River - 1 CWT

Quote ID: 501

General Information

Bill To:
City of Crystal River, FL
123 North West Highway 19
Crystal River, Florida 34425

Contact:
City of Crystal River, FL
123 North West Highway 19
Crystal River, Florida 34425

Prepared By:
Natalie Pick

Prepared For:
Theresa Krim

Equipment

Product Name	Quantity	Unit Price	Year One Total	Year Two Total	Year Three Total
Receipt Paper (5 Rolls to a Box)	1	\$125.00	\$125.00		
CWTCCC Pay Station	1	\$7,000.00	\$7,000.00		
Annual Total			\$7,125.00	\$0.00	\$0.00

General Services

Product Name	Quantity	Sales Price	Year One Total	Year Two Total	Year Three Total
CWT Installation	1	\$250.00	\$250.00		
Annual Total			\$250.00	\$0.00	\$0.00

Total Costs

Year One Total	Year Two Total	Year Three Total
\$7,375.00	\$0.00	\$0.00

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Flowbird for the same products and services, if any:

Accepted by: _____ Date: ____/____/____

COMMUNITY REDEVELOPMENT AGENCY
Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 8B

Requested Motion: N/A- Update regarding efforts to address Michigan Town parking issues.

Summary: Staff wishes to provide a brief status update on a variety of efforts to address parking issue sin the Michigan Town area.

Currently there is a problem with the chronic non-resident parking along their streets as a result of the "spill over" from the recreators at Hunter Springs Park and the quality of life in this neighborhood is declining.

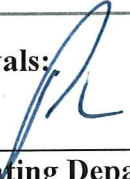
Current efforts include development of ordinance creating residential permit parking zone to serve as a temporary solution until such time as we have the complete street study done for the downtown area. First reading is included on the City Council agenda.

Staff is also working to establish tow-away zones, as well as development of an ordinance to establish greater enforcement capacity of existing parking restrictions.

Staff Recommendation:

Funding Information: N/A

Approvals:



Originating Department

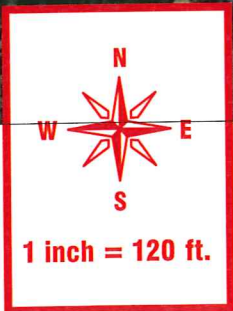
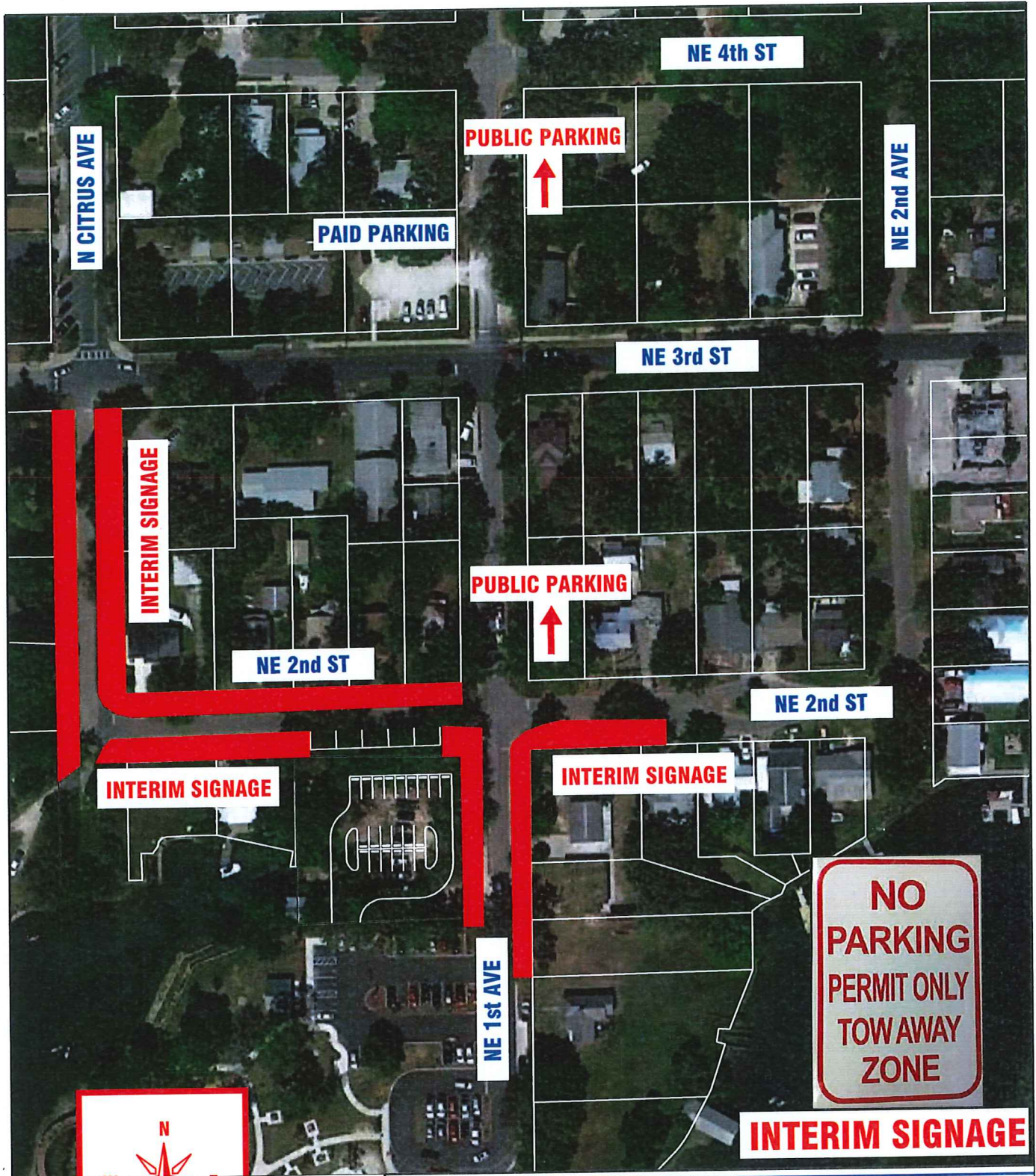


CRA Administrator

CRA Attorney (if applicable)

CRA Action:

Approved _____ **Denied** _____ **Deferred** _____ **Other** _____



**MICHIGAN TOWN
NO PARKING/TOW ZONE
INTERIM SIGNAGE PLAN**