

Agenda
AMENDED
City of Dunnellon
Community Redevelopment Area Advisory Board
20750 River Drive, Dunnellon, Florida
October 24, 2016, 5:00 p.m.

PLEASE NOTE: Individuals wishing to address the CRA Advisory Board please sign in. A three-minute time limit will be administered. **PLEASE TURN CELL PHONES OFF.**

One or more City Council members may attend this meeting and may speak.

Call to Order
Pledge of Allegiance
Roll Call
Proof of Publication (Posted on City's website and City Hall bulletin board on Friday, October 21, 2016)

1. MINUTES FOR APPROVAL

. **Minutes 9/26 & 10/3/2016**

Documents:

[20160926.PDF](#)
[20161003.PDF](#)

. **2. Draft CRA Grant Funds Administration Policy (Continued)**

Staff will provide preliminary draft from previous comments and recommendations.

. . **CRA Facade Improvement Grant 1st Draft**

Documents:

[CRA GRANT FUNDS ADMINISTRATION POLICY 1ST DRAFT.PDF](#)

3. PUBLIC COMMENT

4. ADJOURNMENT

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HRS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

**Minutes
City of Dunnellon
Community Redevelopment Area Advisory Board
September 26, 2016, 5:00 p.m.**

Chairman Jon Kubiak called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

Roll Call

Members Present: Andrew Arevalo, Candy Craig, Jon Kubiak, Dane Myers

Members Absent: Bob Cubbage, Chuck Smith

Staff Present: Lonnie Smith, Dawn Bowne, Teresa Malmberg

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on Friday, September 23, 2016.

1. MINUTES FOR APPROVAL: The Minutes of the 8/22/2016 meeting were approved as submitted by unanimous vote, 4-0.

2. RESOLUTION #RES2016 -26 DECLARING SURPLUS PROPERTY: Members and staff discussed the City-owned property at 12008 Delaware Street, property ID 3380-0474-00, for recommendation to the CRA Board to declare as surplus property. Following discussion, Dane Myers motioned to recommend to the CRA Board that the 12008 Delaware Street property be declared surplus. Andrew Arevalo seconded. The motion passed by unanimous vote, 4-0.

3. 125TH ANNIVERSARY PARK FUNDRAISING UPDATE: Dawn Bowne reviewed the current status of the park, and fundraising efforts. The Choice Hotel group is interested in donating funds toward a shelter; however, they wish to make monthly payments. The City is proposing to pay for the shelter from CRA funds, and the monthly payments by the hotel would replenish CRA funds.

Following discussion and clarification, Andrew Arevalo motioned to recommend that the funds for a shelter, \$7,500, be expended from CRA funds and that the Choice Hotel group fund the shelter in monthly payments to replenish the CRA funds. Dane Myers seconded. The motion passed by unanimous vote, 4-0.

4. PUBLIC COMMENT – None

Members discussed and agreed to hold a workshop on October 3, 2016, to continue working on the draft CRA Grant Funds Administration policy.

5. ADJOURNMENT – The meeting was adjourned at 5:31 p.m.

Jon Kubiak, Chairman

Teresa Malmberg, Admin. Coordinator

Minutes
City of Dunnellon
WORKSHOP
Community Redevelopment Area Advisory Board
October 3, 2016, 5:00 p.m.

Chairman Jon Kubiak called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

Roll Call

Members Present: Andrew Arevalo, Jon Kubiak, Chuck Smith, Dane Myers

Members Absent: Candy Craig, Bob Cabbage

Staff Present: Lonnie Smith

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on Friday, September 30, 2016.

1. CRA GRANT FUNDS ADMINISTRATION POLICY DEVELOPMENT WORKSHOP

Members discussed the policies from Tamp and Holly Hill at length and made recommendations to be extracted from both to be prepared in draft form for further review and input at the next regular meeting.

2. PUBLIC COMMENT - None

3. ADJOURNMENT – The meeting was adjourned at 6:52 p.m.

Jon Kubiak, Chairman

Teresa Malmberg, Admin. Coordinator

City of Dunnellon

Community Redevelopment Area

FACADE IMPROVEMENT Grant Program

The CRA Facade Improvement Program provides property owners with financial assistance (grant) to improve the appearance of their properties in designated areas of Dunnellon's Community Redevelopment Area (CRA).

Eligibility

- Any property in CRA District
- Applicant must be the owner or agent (i.e., Corporation, LLC...)

Frequently Asked Questions

Q: What properties qualify for the Community Redevelopment Area Facade Grant Program (Program) and in what areas of Dunnellon is the Program available?

A: The Program is available to the owners of retail, commercial and residential properties in the CRA district.

- The property owner or registered agent must be the grant applicant.
- The proposed work must be approved by the City prior to initiating the work.
- The application must include a detailed budget with reasonable costs for the proposed work.
- Properties in the Historic District must get a Certificate of Appropriateness for the proposed work from the Historic Preservation Board.
- Property taxes must be current as of the date of the application.
- The property must have no outstanding building code citations.
- The property owner must provide proof of property insurance.
- Grants will not be awarded to property containing "adult uses".

Q: What are the Program funding limits?

A: If an application is approved, the Program will provide grant funds (not to exceed \$25,000) for 50% of the total cost of the improvements, with a matching contribution required from the owner.

Q: What kinds of improvements qualify for grant funds?

A: The Program is only for exterior improvements on all properties and must conform to the CRA Master Plan. Generally, qualified improvements must be visible from the street and increase the functionality of the building for its intended use, e.g. new storefront windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Improvements such as roof repairs, structural stabilization, parking lot improvements, painting, and signage will only be considered on a case by case basis.

Q: If I receive a grant award, how do I get the funds?

- Funds will be released upon satisfactory completion of the project.

Eligibility Requirements:

The CRA Grant Program is available to all property owners that are located within the CRA District Area. Businesses must have a valid and current Business Tax Receipt (BRT) through the appropriate agency, and Applicants must propose a permitted/conforming use within the CRA Area.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have code liens.

Non-eligible Improvements:

The CRA Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous grant or anything not listed as an eligible project.

Application Process and Deadline:

(1) Applications are accepted on a monthly basis, by the 15th of each month. The final application deadline is the 30th of June each fiscal year. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year.

(2) The Applicant completes the application and submits it to the CRA Grant Coordinator for processing. The application package includes the following:

- (a) Current photo(s) of project site;
- (b) Property Appraiser Parcel ID number and proof of paid property taxes;
- (c) Applicant Information;
- (d) Listing of businesses or services offered on site, if applicable;
- (e) Description of proposed improvements;
- (f) Identification of project's support of the CRA Master Plan;
- (g) Business Tax Receipt (current), if applicable;
- (h) Rendering or sketch of proposed improvements;
- (i) Photo of area to be improved;
- (j) Sign/Awning design drawings and/or plans;
- (k) Documentation of cost estimates – copies of vendor bids, estimates, etc. **(three bids required)**; and (l) Boundary Survey;
- (m) Signature of Property Owner (Applicant).

The Applicant is responsible for all building permits, fees and other permits and fees that may be associated with the proposed project.

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet. Incomplete applications will not reviewed.

(3) City staff undertakes the initial review of the application. If the application is found to be incomplete, the applicant will be granted time to complete and resubmit the application. Once the application is complete, staff will review the application according to the program selection criteria and forward to the CRA Advisory Board for review and recommendation to the CRA Board for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

Please note that **applications must be submitted and approved BEFORE work begins.** 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 Advisory Board and CRA Board.

The City is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

(4) Upon completion of the improvements; a final inspection and approval by the City is required prior to the Applicant submitting a “reimbursement package” which includes the following:

- a. Completed reimbursement form (provided by Community Development staff);
- b. Copies of applicable invoices or receipts;
- c. Proof of payment for improvements; and
- d. Photos of improvements (before and after).

Applicants will receive grant funding after the project is completed and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Advisory Board by the Applicant. The project must be completed essentially as presented to the CRA Advisory Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the CRA Advisory Board on the progress of the project either in writing or in person. The CRA Advisory Board reserves the right to make on-site inspections throughout the course of the project.

Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the contract. All payments will be made on the next available check run.

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department.

1. **Quality of Site Design and Materials:** Degree to which the proposed project promotes the adopted CRA Master Plan and promotes harmony with neighboring structures.

2. **Streetscape Aesthetics and Functionality:** Degree to which the proposed project enhances the streetscape of CRA Corridor, including the addition or enhancement of display windows, awnings, landscaping, exterior handicapped accessibility and architectural amenities.

3. **Increased Safety:** Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.

4. **Removal of Slum and Blight:** Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

Disclaimer:

The City of Dunnellon, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

GRANT TYPES & GUIDELINES:

Funding Structure (All):

Eligible applicants may receive awards of 50% of the total eligible project cost with no single grant exceeding \$25,000.

All applications must meet the following:

- Property taxes must be current.
- Business Tax Receipt must be current.
- Utility bill must be current.
- The property cannot have any code liens.
- Plans, design and survey must be submitted for review.
- Must meet all applicable ordinances, regulations and permitting requirements.
- Project needs to be consistent with CRA Master Plan.
- Must maintain its approved design for a minimum period of 5 years.
- All grant applications must be accompanied by three cost estimates

Ineligible Projects/Improvements (all applications):

- Improvements/services rendered prior to grant approval.
- Property damage that may be covered by or compensated through an applicant's property insurance coverage.
- Project funded by a previous grant. Interior improvements.
- Electrical work (except exterior lighting).
- General maintenance/sweat equity.

SIGNAGE

Purpose:

The purpose of the sign replacement reimbursement grant program is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Criteria:

Guidelines:

- Removal of old signs, replacement of existing signs to meet code, and the production and installation of new signage.
- Color scheme should harmonize with surrounding structures.
- Only one Sign Grant will be awarded per property.

Ineligible Improvements:

- Improvement to an existing sign that does not meet code, nonconforming signs.
- Anything not listed above as an eligible project.

FACADE REHABILITATION

Purpose:

The purpose of the facade improvement is to encourage and assist property owners within the Community Redevelopment Area to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

Criteria:

Guidelines:

- Building must be structurally sound based on City inspection.
- Only one Façade Rehabilitation Grant will be awarded per property.

Eligible Improvements:

- Awnings and shutters of exterior structure-replace or new
- Paint of exterior structure.

Ineligible Improvements:

- Anything not listed above as an eligible project.

PAVING:

Criteria:

- Only one Paving Grant will be awarded per property.

Eligible Improvements:

- New pavement, unpaved property or repair of pavement i.e. pot holes, etc.

Ineligible Improvements:

- Routine maintenance of existing pavement will not be eligible.

Demolition

Criteria:

- Only one Demolition Grant will be awarded per property.



CRA Advisory Board Grant Application

OFFICIAL USE ONLY

Application: _____

Date Received: _____

Property owner:

_____ Name		_____ Individual Name if Applicant is a Business			
_____ Address	_____ City	_____ State	_____ ZIP	_____ Phone	

Location (if different than above):

_____ Address	_____ City	_____ State	_____ ZIP	_____ Phone
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Residential: Commercial: Non-Profit:

Applicant to select from the following:

Paint: Landscape: Facade: Structural Repairs: Parking: Signage:

Other:
(explain)

Please provide detailed description of work to be done:
(Use reverse side and/or attachments if needed)

Please provide cost of estimate: _____

Please attach all supporting documents and/or photos that are relevant to your request.

Primary Funding Source(s): _____ Name _____ Amount _____

Owner Contribution: Yes No If yes, amount: _____ Labor: _____

If no, please state why:

Signature

Date

Applicant must provide W-9 and proof

OFFICIAL USE ONLY

CRA Advisory Board Meeting: _____ Date _____ Time _____

Approved: _____ Approver's Title _____ Official's Signature _____

Financial Summary

Project Cost: _____ Owner Contribution: _____

CRA Funds Requested: _____ Other: (explain) _____

Amount of _____ Payable to: _____