

**Agenda**  
**City of Dunnellon**  
**Community Redevelopment Agency Meeting**  
**20750 River Drive, Dunnellon, FL 34431**  
**April 10, 2017**  
**4:45 p.m.**  
**Regular City Council Meeting to Follow**

**PLEASE NOTE:** Individuals wishing to address City Council are required to sign in at the beginning of the meeting or you will not be recognized. A three-minute time limit will be strictly administered. You may address the Council one time only unless you are scheduled to speak on the agenda.

**PLEASE TURN CELL PHONES OFF.**

Call to Order

Pledge of Allegiance

**Opening Prayer/Moment of Silence** (suggested time limit: 1 minute  
Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication (Posted on City's website and City Hall bulletin board on Friday, April 7, 2017)

**1. CRA BOARD MEETING MINUTES**

*7/11/2016*  
*9/26/2016 Special*

Documents:

[cra20160711rm.pdf](#)  
[cra20160926\\_Special.pdf](#)

**CONSENT AGENDA APPROVAL**

*PROPOSED MOTION: I move the consent agenda be approved as presented.*

**REGULAR AGENDA**

**2. SECOND QUARTER FY 2016-2017 CRA BUDGET UPDATE - JAN SMITH**

Documents:

[2nd\\_qtr\\_bgt\\_update\\_cra.pdf](#)

### **3. HISTORIC FACADE/EXTERIOR IMPROVEMENT GRANT PROGRAMS**

PROPOSED MOTION: I move the content of the Historic Façade/Exterior Improvement Grant Program be approved in the form presented and to direct staff to prepare the necessary CRA Plan amendments to implement same, with the grant programs not to become effective until adoption of the necessary CRA Plan amendments.

Documents:

[HPB GRANT POLICY and APPL draft final to CRA Board.pdf](#)

### **4. CRA FACADE/EXTERIOR IMPROVEMENT GRANT PROGRAM**

PROPOSED MOTION: I move the content of the CRA Façade/Exterior Improvement Grant Program be approved in the form presented and to direct staff to prepare the necessary CRA Plan amendments to implement same, with the grant programs not to become effective until adoption of the necessary CRA Plan amendments.

Documents:

[CRA GRANT POLICY and APPL draft final to CRA Board.pdf](#)

### **5. PUBLIC COMMENTS**

### **6. ADJOURN**

*PROPOSED MOTION: I move the CRA meeting be adjourned.*

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 HOURS 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.

**CITY OF DUNNELLON  
COMMUNITY REDEVELOPMENT AGENCY BOARD**

DATE: July 11, 2016  
TIME: 5:00 p.m.  
PLACE: City Hall  
20750 River Dr., Dunnellon, FL 34431

**CALL TO ORDER AND PLEDGE**

Mayor Whitt called the meeting to order at approximately 5:00 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. A city resident provided the invocation.

**ROLL CALL**

The following members answered present at roll call:  
Nathan Whitt, Mayor, Seat 1  
Larry Winkler - Seat 2 (arrived approx. 5:08 p.m.)  
Chuck Dillon, Councilman, Seat 3  
Walter Green, Vice-Mayor, Seat 4  
Richard Hancock, Councilman, Seat 5

**STAFF PRESENT**

Dawn Bowne, Interim City Manager  
Jan Smith, Finance Officer  
Lonnie Smith, Comm. Dev. Manager  
Lynn Wyland, Staff Assistant

**STAFF ABSENT**

Troy Slattery, Fire Chief

**LEGAL COUNSEL**

Andrew Hand,  
Shepard, Smith & Cassidy

**PROOF OF PUBLICATION**

Mrs. Bowne stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Friday, July 8, 2016.

**CONSENT AGENDA:**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

**AGENDA ITEM #1 - APPROVAL OF MINUTES:**

CRA Board Meeting Minutes April 11, 2016

Councilman Dillon moved the consent agenda be approved. Vice-Mayor Green seconded and all were in favor. The vote was 4-0.

**REGULAR AGENDA:**

**AGENDA ITEM #2 – 2015-2016 YEAR TO DATE FINANCIAL SUMMARY**

Mrs. Smith reviewed the quarterly financial report for the CRA activities. She stated there was minimal activity in the TIFD account this year and the revenues changed slightly from the last quarter due to interest earnings. She said the revenues for FY2015/2016 are projected to come in at \$15,527.

Mrs. Smith reviewed the *2015/2016 Year to Date Summary* and said the expenses year to date are \$24,340, which includes personnel costs, property insurance and legal expenses. She said the total projection of \$150,354 includes the transfer of revenue that has not been spent.

Councilman Dillon inquired if a portion of Lonnie Smith's and Teresa Malmberg's salary is included in "Personnel." Mrs. Smith replied yes. He asked what is charged to "Operations." Mrs. Smith explained electricity, postage, uniforms for service workers in the Roads and Streets Department, property insurance, fees to DEO each year, TIFD area advertising and legal fees.

Mrs. Smith stated as of June 30<sup>th</sup>, there is \$12,000 in the Historic Building Redevelopment fund. She explained \$1,000 is deposited into this account quarterly to provide funds for projects. She stated the balance in the TIFD reserve is \$322,112.13 and includes revenue for two years. She explained the requirement to spend revenues within a three-year timeframe.

Vice-Mayor Green said approximately \$150,000 must be expended within the next two years.

Council and staff engaged in discussion regarding the proposed projects for signage and the contribution to Blue Run Park for the restroom facility. Council recommended Mrs. Smith create one reserve fund for Capital Improvements.

Councilman Hancock asked Mrs. Smith to clarify the requirement to spend the funds or commit them to a project.

Mrs. Smith said the City must spend the funds or have them obligated to a project.

Councilman Hancock stated he felt it is important to create a capital improvement schedule.

Council agreed and Mrs. Smith was directed to create a Capital Improvement schedule to be approved as part of the 2016-2017 fiscal year budget.

**AGENDA ITEM #3 - AMENDMENT TO THE CRA PLAN**

Lonnie Smith reported the following: Previously, the CRA Board requested the City Attorney review and draft amendments for the parks and capital improvements to be added to the 2001 CRA Plan and presented to the CRA Advisory Board for review and recommendation. On June 16, 2016, the CRA Advisory Board recommended the amendments to the CRA Board for approval and adoption as presented. The amendments were presented to the Planning Commission, acting as the Local Planning Agency (LPA), on June 21<sup>st</sup> to review for consistency with the City's Comprehensive Plan. The Planning Commission, by vote of 3-2, passed Resolution #RES2016-14, finding the amendments consistent with the City's Comprehensive Plan.

Councilman Dillon moved the amendments as presented from the Planning Commission be approved and forwarded to City Council for consideration. Councilman Winkler seconded the motion.

Mayor Whitt asked if there was any discussion on the CRA Plan amendments as they stand.

Councilman Hancock suggested removing Datesman Park from the CRA Plan because it is a parking lot, and should not count as a park.

Mr. Smith stated as part of the Planning Commission meeting he was tasked with reviewing the Comprehensive Plan and the City's Code to determine if there was anything that would define what a "park" is. He found one small definition in the City's Code, Sec 10-36 stating, "*park means a tract of land within a city or the unincorporated area of a county which is kept for ornament or recreation and which is maintained as public property.*"

Councilman Dillon asked if L.O. Robinson Park is in the CRA. Mr. Smith stated he is unsure, but would research.

Attorney Hand said if Council adds a new park to the CRA this evening, they would be required to go back through the process.

Councilman Hancock asked if Datesman Park can be excluded from the list without starting the process over.

Attorney Hand stated a motion can be made at this time to exclude it because the Planning Commission already made comments and it would be consistent with the Comp Plan as far as their findings.

Councilman Dillon amended the motion to remove Datesman Park. The vote was taken and all were in favor. The vote was 5-0.

**AGENDA ITEM #4 - PUBLIC QUESTIONS/COMMENTS**

Wilbur Vanwyck, 11555 Orlando Street, said he placed his name on the wrong sign-in sheet and he would like to speak during the public comments at the council meeting.

June E. Farling, 12089 S. Ohio Street, had her name on list but did not speak.

Paul Marraffino, 19544 SW 82<sup>nd</sup> Place Road, commented on a resident who attended the CRA Advisory Board meeting and requested funds to improve his residence. He said the Advisory Board recommended approval of the approximate \$6,000 request. Mr. Marraffino said he did not see this request when reviewing the financials and he feels it should be considered.

Mrs. Smith stated the CRA Advisory Board must present the request to the CRA Board for approval.

Councilman Dillon explained the resident went before the Historic Board and the CRA Advisory board. He discussed the issue with Attorney Hand because he didn't feel CRA funds should be used for residential property.

Attorney Hand explained he would like to speak to this when it is placed on the next CRA Board meeting agenda. He said he reviewed the CRA Plan and it lacks criteria and process or procedure when it comes to allocating grant funds for residential property. He said the Plan has not been updated since it was created in 2001 and it is written in a very narrative format. He suggested and discussed formatting changes. He said capital projects must be identified in the plan with estimated costs.

Mr. Smith said he reviewed the CRA map and L.O. Robinson Park is not in the CRA district.

Mayor Whitt asked for further comments.

Councilman Hancock commented on the County's presentation last spring regarding the bike trail plans on E. Pennsylvania Avenue. He stated most of us felt like Plan D would have been nice, but it was unaffordable. He explained he attended the TPO meeting last week and spoke to Greg Slay, TPO Director, and discussed the opportunity to perhaps find a way to implement Plan D. He said the difference between the two plans was roughly \$500,000, and either plan could be complete within the same timeframe of five to seven years. He said Mr. Slay indicated the design phase would begin in approximately three years. He suggested dedicating CRA funds and exploring local funding efforts through the media.

Jeff Bryan, Editor of the Riverland News, stated he did some research and there are some interested private organizations that offer some public funding grants. He said he also spoke to Grant Chance, owner of Blue Run Bicycles, who said he would be willing to

organize a bike ride fundraiser. He stated approximately 30,000 visitors use the trail, which is a positive impact to the city's local businesses.

Councilman Hancock recommended placing this item on the next CRA agenda.

Pam McIntyre, 11809 Camp Drive wanted to clarify Councilman Winkler is in attendance. He arrived approximately 5:08 p.m. to the meeting.

**AGENDA ITEM #5 - ADJOURNMENT**

At approximately 5:35 p.m. Councilman Dillon moved to adjourn the July 11, 2016 CRA meeting. Councilman Hancock seconded the motion and all were in favor. The vote was 5-0.

ATTEST:

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Dawn M. Bowne, MMC  
Interim City Manager

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Walter Green, Mayor

**CITY OF DUNNELLON  
SPECIAL MEETING  
COMMUNITY REDEVELOPMENT AGENCY BOARD**

DATE: September 26, 2016  
TIME: 5:30 p.m.  
PLACE: City Hall  
20750 River Dr., Dunnellon, FL 34431

**CALL TO ORDER AND PLEDGE**

Mayor Whitt called the meeting to order at approximately 5:39 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. There was none. Mayor Whitt called for a moment of silence.

**ROLL CALL**

The following members answered present at roll call:  
Nathan Whitt, Mayor, Seat 1  
Larry Winkler, Councilman, Seat 2  
Walter Green, Vice-Mayor, Seat 4  
Richard Hancock, Councilman, Seat 5

**COUNCIL ABSENT**

Chuck Dillon, Councilman, Seat 3

**STAFF PRESENT**

Dawn Bowne, Interim City Manager/City Clerk  
Jan Smith, Finance Officer  
Lonnie Smith, Comm. Dev. Manager  
Troy Slattery, Fire Chief  
Lynn Wyland, Staff

**LEGAL COUNSEL**

Andrew Hand, (Absent)  
Shepard, Smith & Cassidy

**PROOF OF PUBLICATION**

Mrs. Bowne stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Friday, September 23, 2016.

**CONSENT AGENDA:**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

**REGULAR AGENDA:**

**AGENDA ITEM #1 – PROPOSED RESOLUTION #RES2016-27, ADOPTING A BUDGET FOR THE CITY OF DUNNELLON COMMUNITY REDEVELOPMENT AGENCY FOR FISCAL YEAR 2016-2017**

Councilman Winkler moved Resolution #RES2016-27 be read by title only. Vice-Mayor Green seconded and all were in favor. The vote was 4-0.

Mrs. Bowne read the following:

**“RESOLUTION 2016-27**

**A RESOLUTION OF THE CITY OF DUNNELON COMMUNITY REDEVELOPMENT AGENCY; ADOPTING A BUDGET FOR THE CITY OF DUNNELON COMMUNITY REDEVELOPMENT AGENCY FOR FISCAL YEAR 2016-2017; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.”**

Councilman Winkler moved Resolution #RES2016-27 be approved. Vice-Mayor Green seconded the motion.

Mayor Whitt called for discussion.

Councilman Hancock said the County manages and operates both Blue Run Park & KP Hole Park and all revenue goes to Marion County. However, the City covers the expenditures such as water, Police, Fire & Rescue service and property insurance.

He said the Council agreed to set aside \$30,000.00 from CRA funds for this project, and has since attempted to enter into talks with Marion County pertaining to concerns on river use issues, but the County has not been receptive to any open discussion.

He explained the deed stipulates that the County is responsible, as the grantee, to enhance the site by providing restrooms. He said he is in favor of partnering with the County. However, they are not interested in addressing Council’s concerns on overcrowding, unlimited access or sharing revenues.

Councilman Hancock stated he feels the County generates sufficient funds from park revenues to pay for capital improvements, and he would vote to approve this budget with the exception of the \$30,000.00 for this project.

Councilman Winkler said he voted against this project. He asked if Councilman Hancock had been able to look into the revenue side of it. Councilman Hancock stated the deed is clear with regard to revenues and who should fund the restrooms.

Mayor Whitt stated we have already dedicated the money and agreed to help fund this project. He said if you burn bridges with the County, we will lose funding for off duty police officers at the park. He asked the Council to approve the budget as it stands with no amendments.

Councilman Hancock stated he wants the County to care about the park and partner with the City, and residents want to be represented by ecotourism that protects the river; not the party atmosphere every weekend during season. He said the County needs to address Council's concerns.

Mayor Whitt asked the Council to honor its \$30,000.00 pledge to the County that was made months ago, and pointed out that Councilman Hancock may not have been on Council at that time. He agreed there needs to be more control during peak times; however, we need to embrace the visitors, the County and our surrounding cities.

Vice-Mayor Green stated he was a participant in the meeting last December with CRA Advisory Board Chairman, John Kubiak and Marion County Parks Director Jim Coulliard where discussion about the public restroom began. He said the high price for the public facility is due to the structure being located in a flood zone, and the \$30,000 was agreed to as a good faith contribution to help get the project off the ground. Vice-Mayor Green said the public restrooms are a necessity for all of our visitors.

Vice-Mayor Green stated once the decision was made by the CRA Board to move forward with the facility, they found a complication with the park not being properly recorded for CRA funding. The Council agreed to fund it out of City funds with the stipulation they would be repaid once the park's dedication into the CRA Plan was completed. Vice-Mayor Green asked Mrs. Dawn Bowne if he was correct. She agreed, and Finance Officer Jan Smith advised we would not have to take funds from the General Fund.

Vice-Mayor Green said he understands the concerns and the issues with the County Commission, but asked Council to remember this is an election year, and hopefully the new Commission will be one that we can work with to help address our concerns.

Councilman Hancock agreed the park needs to serve the public so everyone has a good experience and will come back. He reiterated that the County should meet their responsibility just like the City is committed to.

Councilman Winkler stated he voted against the restrooms. He said \$350,000 was too much and we could have built them for less. He stated the vandalism he has seen at the park port-o-let will just transpire to the new facility. He said by the time the facility is built we will need an additional \$10,000.00 to add a transgender restroom. He said, however; this has been approved, it's in the budget and we should move forward.

Mayor Whitt agreed and acknowledged Vice-Mayor Green and Councilman Winkler. He asked Council to remember the County is working with the City with regard to law enforcement. He said the County now pays for patrol at the park and on the river.

Councilman Hancock stated we need to use facts when we present things, and the fact is they did not have patrol on the river at all. He said the County put funds aside and had no

officers to staff it. He agreed good faith is the best word to use, and it would be nice if both partners showed good faith. He said he agrees with Vice-Mayor Green, but the point is, it's a partnership and at this time the partnership is one sided and needs to be improved.

Vice-Mayor Green stated when all of the out of town visitors see the name Blue Run Park of Dunnellon and a smelly port-o-let, they have no idea of the internal issues. He said this is why we need to move forward to try and solve the problem. He agreed we need to improve relations with the County and it will be his focus when he takes office.

Councilman Hancock stated if the Council feels they can make a difference speaking with the County and would commit to hold themselves responsible to be an equal partner, regardless of the size or scope of the project, he would be willing to move forward. He said if we expect to be an equal partner on how Blue Run Park and Blue Run Corridor is going to be managed, noting at this time we are not, but if we are going to work towards it then he will support it.

Councilman Winkler stated he visited a place that had port-o-lets and he does not have good memories of the place. He said he is sure that will be the memory of the people that visited Dunnellon, and with that in mind, he believes we should move forward. Mayor Whitt agreed.

Mayor Whitt stated if there is no river police patrol, that is on the County because they promised to do so. He stated that he felt Council's aim was in the wrong direction. He then said he would like to focus on the task at hand; Resolution RES2016-27 has a motion, a second and we have had discussion.

The vote was taken and all were in favor. The vote was 4-0.

**AGENDA ITEM #2 – PUBLIC COMMENTS**

None

**AGENDA ITEM #3 - ADJOURN**

At approximately 6:07 p.m. Vice-Mayor Green moved to adjourn the September 26, 2016 CRA meeting. Councilman Winkler seconded the motion and all were in favor. The vote was 4-0.

ATTEST:

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Dawn M. Bowne, MMC  
Interim City Manager

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Walter Green, Mayor



Meeting Date: April 10, 2017

From (Dept): Finance

Signature: *Jan Smith*  
Department Director

Approved for: *Jan Smith for D. Bowne*  
City Manager

**Official Use Only**

Reviewed by  
 City Attorney: \_\_\_\_\_

Council Action: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBJECT: 2<sup>nd</sup> Quarter FY 2016-2017 CRA Budget Update**

**Request For Approval:**

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**SUMMARY EXPLANATION & BACKGROUND:**

The following are attached for review and discussion:

**Year-to-Date Revenue and Expense Schedule**  
**Cash Reserves Schedule**

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**FISCAL INFORMATION:**  
**PROCUREMENT METHOD:**  
**PURCHASE REQUISITION NUMBER:**

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**RECOMMENDED ACTION:**

Initiated by JS

**CITY OF DUNNELLON**  
**2016-2017 YEAR TO DATE SUMMARY**  
**MARCH 50% COMPLETE**

**TAX INCREMENT FINANCING DISTRICT (CRA)**

	FY 15-16 ACTUAL	FY 16-17 REVISED/ AMENDED BUDGET	FY 16-17 YEAR TO DATE ACTUAL AS OF 03/31/2017	FY 16-17 % OF BUDGET COLLECTED	FY 16-17 PROJECTED
<b>REVENUES</b>					
74 Taxes	151,251	161,223	156,157	96.9%	156,157
75 Grants	-	270,000	-	0.0%	270,000
76 Miscellaneous	311	275	201	73.0%	338
77 Other Sources/ Uses	-	124,969	-	0.0%	124,969
78					
79 <b>Total TIFD Revenues</b>	<b>151,562</b>	<b>556,467</b>	<b>156,358</b>	<b>28.1%</b>	<b>551,464</b>

	FY 15-16 ACTUAL	FY 16-17 REVISED/ AMENDED BUDGET	FY 16-17 YEAR TO DATE ACTUAL AS OF 03/31/2017	FY 16-17 % OF BUDGET USED	FY 16-17 PROJECTED
<b>EXPENDITURES</b>					
80 Personnel	20,747	21,660	11,478	53.0%	22,253
81 Operations	17,744	36,084	4,544	12.6%	22,586
82 Capital	-	353,400	-	0.0%	353,400
83 Grants	-	51,569	-	0.0%	51,569
84 Other Sources/Uses	-	93,754	-	0.0%	93,754
85					
86 <b>Total TIFD Expenditures</b>	<b>38,491</b>	<b>556,467</b>	<b>16,022</b>	<b>2.9%</b>	<b>543,562</b>
<b>Surplus/(Deficit)</b>					<b>7,902</b>

CASH/EQUITY BALANCES

		BEGINNING BALANCE 10/1/2016	BALANCE 2/28/2017	BALANCE 3/31/2017	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
<b>TIFD EQUITY</b>						
02000-15179	HISTORIC BLDG REDEVELOPMENT	13,000.00	14,000.00	15,000.00	1,000.00	2,000.00
02000-15183	TIFD EQUITY	312,411.69	449,548.73	445,376.97	(4,171.76)	132,965.28
<b>TIFD EQUITY</b>		325,411.69	463,548.73	460,376.97	(3,171.76)	134,965.28

## **City of Dunnellon Historic Preservation FAÇADE/EXTERIOR IMPROVEMENT Grant Program**

The Historic Preservation Facade Improvement Program (The Program) provides property owners with financial assistance through a grant to improve the appearance of their properties in Dunnellon’s Historic District.

### **Eligibility Requirements:**

- Residential properties in the Historic District
- Applicant must be the property owner/registered agent
- Commercial properties on a case-by-case basis

The Historic Preservation Grant Program is available to residential property owners that are located within the Dunnellon Historic District. Applicants must propose a permitted/conforming use when applying for Grant Funds.

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

### **Additional Requirements:**

- The property owner or registered agent must be the grant applicant
- The proposed work covered by the grant must be approved by the City prior to initiating the work.
- A Certificate of Appropriateness must be obtained from the Historic Preservation Board.
- The application must include a detailed budget with reasonable costs for the proposed work
- Property taxes must be current as of the date of the application
- The property must have no outstanding building code citations, except those considered for the purpose of building preservation
- Preference to Historic structures.
- Proof of financial need if applicable

### **Ineligible Projects/Improvements (all applications):**

The Historic Preservation 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.

- 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

### **Application Process and Deadline:**

(1) Applications are accepted on a monthly basis, by the 15th of each month. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

(2) The Applicant must complete the application and submit it to the Community Development Department for processing. The application package submittal shall include the following:

- Completed Historic Preservation Facade Improvement Grant Program Application
- Current photo(s) of project site
- Property Appraiser Parcel ID number and proof of paid property taxes
- Description of proposed improvement(s)
- Rendering or sketch of proposed improvement(s)
- Photos of area(s) to be improved
- Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required)
- Signature of Property Owner (Applicant)
- Utility bill must be current
- Boundary Survey (if applicable)
- Must be primary residence, unless commercial which is considered case-by-case.
- Proof of financial need, if applicable

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 be 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 Historic Preservation 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 Historic Preservation Board and CRA Board.

The City is required to file informational returns (Form 1099-G) for individuals and entities

receiving grants from the Dunnellon CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be considered for reimbursement.

(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 paid invoices or receipts for improvements
- c. Photos of completed improvements.

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 Historic Preservation Board by the Applicant. The project must be completed essentially as presented to the Historic Preservation Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the Historic Preservation Board on the progress of the project either in writing or in person. The Historic Preservation Board reserves the right to make on-site inspections throughout the course of the project, subject to meeting sunshine law. **If applicant proves financial need, the Board will consider payment(s) directly to the contractor or vendor on a case-by-case basis.**

**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 reimbursement package. All requests for payments will be processed in the next available Accounts Payable warrant cycle.**

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 (if applicable).

**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:**

Categories in which grant funds are eligible:

- Façade Rehabilitation
- Demolition

### **Funding Structure (All grants):**

Eligible applicants may receive awards of **100%** of the total eligible project cost with no single grant exceeding \$2,500.

### **FACADE REHABILITATION**

#### **Purpose:**

The purpose of the facade improvement is to encourage and assist property owners within the Dunnellon Historic District 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.

#### **Guidelines:**

- Building must be structurally sound based on owner provided documentation.
- Only one Façade Rehabilitation Grant will be awarded per property.

#### **Eligible Improvements (includes but not limited to):**

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

### **DEMOLITION**

#### **Guidelines:**

- Structures that are beyond economic repair
- Only one Demolition Grant will be awarded per property.

#### **Eligible Properties:**

- Deteriorated properties with major structural defects beyond reasonable economic repair

## Frequently Asked Questions

**Q: What properties qualify for the Program and in what areas of Dunnellon is the Program available?**

A: The Program is available to all residential properties in the Historic District.

**Q: What are the Program funding limits?**

A: If an application is approved, the Program may provide grant funds for 100% of the total cost of the improvements (not to exceed \$2,500). The applicant is responsible for all costs not provided by the grant.

**Q: What kinds of improvements qualify for grant funds?**

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

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

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.



# Historic Preservation Board

## Application for Historic Preservation Grant Facade Renovations

OFFICIAL USE ONLY	
Application No.:	_____
Date Received:	_____

Property owner:

\_\_\_\_\_  
Name Individual Name if Applicant is a Business

\_\_\_\_\_  
Address City State ZIP Phone

Residential:  Amount Requested: \_\_\_\_\_

Applicant to select from the following:

- Paint:  Landscape:  Facade:  Structural Repairs:   
Other:   
(explain) \_\_\_\_\_

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

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

Additional Funding Source(s):

\_\_\_\_\_ % Match with Historical Society (State or Local)  
Owner Contribution: Yes  No  If yes, amount: \_\_\_\_\_ Labor: \_\_\_\_\_

If no, please state why:

Do you anticipate assistance from any other agency? Yes  No

If yes, please list agency and type / amount of assistance.

Agency: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Applicant must provide W-9

### OFFICIAL USE ONLY

Historic Preservation Board Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

CRA Board Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved: \_\_\_\_\_  
Community Development Signature Community Development Title

Amount of Grant: \_\_\_\_\_ Payable to: \_\_\_\_\_

**Attachment "A": Project Budget - Facade Grant Eligible Budget**

Construction Categories / Line Items <small>(insert lines or additional sheets as necessary)</small>	Improvements Costs	Grant Eligible Costs	
		Eligible	Grant
Primary Grant Eligible Work		Completed by Staff	
<b>Facade Work</b> (ex: windows, doors, ext lighting, landscaping, porch, railings,etc)			
<b>Ancillary Project Work</b> (Parking Lot Improvements, Painting, Signage, Etc)			
<b>Demolition</b>			
<b>Total Facade Work</b>			
<b>Other Work</b> (case by case)			
<b>Structural Construction</b> (Concrete, Masonry, Framing, Carpentry, Site Work, Etc)			
<b>Roofing</b>			
<b>Total Other Work</b>			
<b>Total Project Costs</b>			
<b>Total Project Cost</b>	\$0		
<i>Pro rata share eligible for Grant consideration</i>		100%	
<b>Grant Request (\$2,500 max):</b>			\$0

The undersigned understands that the information provided herein is to induce the City of Dunnellon and the Dunnellon CRA to consider a Community Redevelopment Area Facade Grant award for some or all of the above scope of work and certifies that the information contained is true and correct.

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Request for Reimbursement:**

Attachments	<input type="checkbox"/> W-9	Reimbursement Payable To: _____
	<input type="checkbox"/> ALL Receipts	
	<input type="checkbox"/> Pictures	Mailing Address (if different than W-9): _____
Signature of Requestor: _____		Date: _____

**OFFICIAL USE ONLY**

Was the project completed satisfactorily? Y / N	Inspection completed by: _____
If no, why? _____	
Amount of Reimbursement: _____	Coding: _____ - _____
Approved _____ City Finance Officer	Date: _____

**City of Dunnellon**  
**Community Redevelopment Area**  
**FACADE/EXTERIOR**  
**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 Requirements:**

- Any property owners of ~~retail~~ commercial or and residential properties in the CRA district.
- Applicant must be the owner or agent (i.e., Corporation, LLC...).

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 any active liens on the property.

**Additional Requirements:**

- 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 obtain get a Certificate of Appropriateness from the Historic Preservation Board for the proposed work.
- 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" as defined in Article II, Division 1, Sec 10-36 Dunnellon City Code.

**Ineligible Projects/Improvements (all applications):**

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 improvement anything not listed as an eligible project.

- 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.

### **Application Process and Deadline:**

(1) Applications are accepted on a monthly basis, by the 15th of each month. 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 must complete the application and submits it to the Community Development Department for processing. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

The application package shall include the following:

- Current photo(s) of project site;
  - Property Appraiser Parcel ID number and proof of paid property taxes;
  - Applicant Information;
  - Listing of businesses or services offered on site, if applicable;
  - Description of proposed improvements;
  - Identification of project's support of the Dunnellon CRA;
  - Business Tax Receipt (current), if applicable;
  - Rendering or sketch of proposed improvements;
  - Photos of area(s) to be improved;
  - Sign/Awning design drawings and/or plans;
  - Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required)
  - Boundary Survey (if applicable);
  - Signature of Property Owner (Applicant).
  - Utility bill must be current.
- ~~(o) Must be primary resident.~~

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 will be mailed notifying the Applicant of the status 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 [Dunnellon](#) CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be considered for reimbursement.

(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 paid invoices or receipts for improvements;
- c. Photos of completed improvements.

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 reimbursement. 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, subject to [compliance with Florida’s meeting Sunshine Law](#).

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 reimbursement package. All [requests for](#) payments will be processed in the next available Accounts Payable Warrant cycle.

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 (if applicable).

The following selection criteria will be used to review applications for the CRA Grant Program. Criteria are derived from the goals and objectives of the Dunnellon Community Redevelopment Plan.

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:**

Categories in which grant funds are eligible:

- Facade Rehabilitation
- Signage
- Paving
- Demolition

**Funding Structure (All grants):**

Eligible applicants may receive awards of ~~up to 52~~0% of the total eligible project cost with no single grant exceeding \$25,000.

**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.

**Guidelines:**

- Building must be structurally sound based on owner provided documentation.
- Only one Facade Rehabilitation Grant will be awarded per property.

### **Eligible Improvements (includes but not limited to):**

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

### **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.

#### **Guidelines:**

- Removal of old signs, replacement of existing signs to meet code, and the production and installation of new signage [that complies with City meets Ceode requirements](#).
- Color scheme should harmonize with surrounding structures.
- Only one Sign Grant will be awarded per property.

#### **Ineligible Improvements:**

- [Repair of](#) signs that do not meet current code, [Nonconforming](#)
- [Nonconforming signage](#).

### **PAVING:**

#### **Guidelines:**

- Repairs, replacement, or extension of paved surfaces.
- Only one Paving Grant will be awarded per property.

#### **Eligible Improvements:**

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

### **DEMOLITION**

#### **Guidelines:**

- Structures that are beyond economic repair.

- Only one Demolition Grant will be awarded per property.

### **Eligible Properties:**

- Deteriorated properties with major structural defects beyond reasonable economic repair

### **Frequently Asked Questions**

#### **Q: What are the Program funding limits?**

A: If an application is approved, the Program may provide grant funds for ~~up to 52~~20% of the total cost of the improvements (not to exceed \$25,000). The applicant is responsible for all costs not provided by the grant.

#### **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 Dunnellon Community Redevelopment 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 or structural stabilization will only be considered on a case by case basis.

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

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.



## 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	

Residential:  Commercial:

Applicant to select from the following:

Facade Rehabilitation:  Signage:  Paving:  Demolition

Other: (explain)

\_\_\_\_\_

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

\_\_\_\_\_

Amount of Grant Requested: \_\_\_\_\_

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

Primary Funding Source(s): \_\_\_\_\_  
Name Amount

Owner Contribution: Amount: \_\_\_\_\_ Labor: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Applicant must provide W-9

Applicant must complete Attachment A

### OFFICIAL USE ONLY

CRA Advisory Board Meeting: _____	Date	Time
CRA Board Meeting: _____	Date	Time
Approved: _____	Community Development Staff Signature	Community Development Staff Title
<u>Financial Summary</u>		
Project Cost: _____	Owner Contribution: _____	
CRA Funds Requested: _____	Other: (explain) _____	
Amount of Grant: _____	Payable to: _____	

**Attachment "A": Project Budget - Facade Grant Eligible Budget**

Construction Categories / Line Items <small>(insert lines or additional sheets as necessary)</small>	Improvements Costs	Grant Eligible Costs	
		Eligible	Grant
Primary Grant Eligible Work		Completed by Staff	
<b>Facade Work</b> (ex: windows, doors, ext lighting, landscaping, porch, railings,etc)			
<b>Ancillary Project Work</b> (Parking Lot Improvements, Painting, Signage, Etc)			
<b>Demolition</b>			
<b>Total Facade Work</b>			
<b>Other Work</b> (case by case)			
<b>Structural Construction</b> (Concrete, Masonry, Framing, Carpentry, Site Work, Etc)			
<b>Roofing</b>			
<b>Total Other Work</b>			
<b>Total Project Costs</b>			
<b>Total Project Cost</b>	\$0		
<i>Pro rata share eligible for Grant consideration)</i>		20%	
<b>Grant Request (\$25,000 max):</b>			\$0

The undersigned understands that the information provided herein is to induce the City of Dunnellon and the Dunnellon CRA to consider a Community Redevelopment Area Facade Grant award for some or all of the above scope of work and certifies that the information contained is true and correct.

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Request for Reimbursement:**

Attachments <input type="checkbox"/> W-9 <input type="checkbox"/> ALL Receipts <input type="checkbox"/> Pictures	Reimbursement Payable To: _____ Mailing Address (if different than W-9): _____
Signature of Requestor: _____ Date: _____	

**OFFICIAL USE ONLY**

Was the project completed satisfactorily? Y / N	Inspection completed by: _____
If no, why? _____	
Amount of Reimbursement: _____	Coding: _____ - _____
Approved _____ City Finance Officer	Date: _____