

**Agenda**  
**City of Dunnellon**  
**Special Community Redevelopment Agency Meeting**  
**20750 River Drive, Dunnellon, FL 34431**  
**May 23, 2022**  
**5:00 p.m.**  
Join Zoom  
[https://dunnellon.zoom.us/j/81601779381?  
pwd=a01kUVREZm12VjRkYjBSUUsvMUpnZz09](https://dunnellon.zoom.us/j/81601779381?pwd=a01kUVREZm12VjRkYjBSUUsvMUpnZz09)

Meeting ID: 816 0177 9381

**Dunnellon Special Community Redevelopment Agency meeting will be held on May 23, 2022, 5:00 p.m. at Dunnellon City Hall.**

**Public Comment:** Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "AUDIO ONLY" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at [mroberts@dunnellon.org](mailto:mroberts@dunnellon.org)

Members of the public who would like to participate are encouraged to register in advance by Noon on Monday, May 23rd. Please see instructions below on how to register.

**Instructions on How to Listen and/or Participate in the Meeting**

Attachment: [Meeting Instructions \(PDF\)](#)

**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 do so if no invitees/citizens volunteer.)

**Roll Call**

**Proof of Publication** - Posted on City's website and City Hall bulletin board on Monday, May 16, 2022.

**Regular Agenda**

- 1. Application For CRA/Historic Preservation Façade Rehabilitation Reimbursement Grant HPBG20220249, Andres Arevalo, 11928 N. Williams St. (Old Triangle)**

[Accept Public Comment](#)

Proposed Motion: I move CRA Grant Funds be awarded in the maximum eligible amount of \$5,000 for application HPBG20220249 to Andres Arevalo.

Documents:

[Agenda Summary Form Grant Application HPBG20220249\\_Andres Arevalo.pdf](#)

**2. Application For CRA/Historic Preservation Façade Rehabilitation Reimbursement Grant HPBG20220252, Gloria Williams, 20698 Chestnut St.**

**Accept Public Comment**

Proposed Motion: I move CRA Grant Funds be awarded in the maximum eligible amount of \$5,000 for application HPBG20220252 to Gloria Williams.

Documents:

[Agenda Summary Form Grant Application HPBG20220252\\_Gloria Williams.pdf](#)

**3. Application For CRA/Historic Preservation Façade Rehabilitation Reimbursement Grant HPBG20220254, Nicola Champ (Illusions Of U), 20731 Powell Rd.**

**Accept Public Comment**

Proposed Motion: I move CRA Grant Funds be awarded in the maximum eligible amount of \$5,000 for application HPBG20220254 to Nicola Champ.

Documents:

[Agenda Summary Form Grant Application HPBG20220254\\_Nicola Champ.pdf](#)

**4. Historic Preservation Board Grant Policy Revision**

**Accept Public Comment**

Proposed Motion: Approve Proposed Revisions to the Historic Preservation Board Grant Policy as Presented.

Documents:

**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  
Agenda Summary Form

**Meeting Date:** May 10, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval

**Subject:** Application for CRA Grant Funds and Certificate of Appropriateness

**Request for Approval Summary Explanation & Background:**

Mr. Andres Arevalo is requesting a façade improvement grant in the amount of \$5,000 for preparation and painting of the non-contributing building exterior at 11928 N Williams St. (Old Triangle).

Samples of the following pre-approved historic paint colors have been provided for the board to review:

- SW 7559 Décor White for the main building
- SW 7524 Dhurrie Beige for the main building's indented archways (see photo)
- SW 7004 Snowbound for the roof and window trim

It is staff recommendation that this item be approved.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** May 10, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval

**Subject:** Application for CRA Grant Funds and Certificate of Appropriateness

**Request for Approval Summary Explanation & Background:**

Mrs. Gloria Williams is requesting a façade improvement grant up to the amount of \$5,000 for exterior preparation and painting, and materials for new landscaping of the non-contributing home at 20698 Chestnut St.

Samples of the following pre-approved historic paint colors have been provided for the board to review:

- SW 6176 Liveable Green for the main
- SW 6371 Vanillin for the trim
- SW 2857 Peace Yellow for inside porch door

It is staff recommendation that this item be approved.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** May 10, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval

**Subject:** Application for CRA Grant Funds and Certificate of Appropriateness

**Request for Approval Summary Explanation & Background:**

Ms. Nicola Champ (Illusions of U) is requesting a façade improvement grant in the amount of \$5,000 for white seamless gutters and new landscaping for the non-contributing building located at 20731 Powell Rd.

It is staff recommendation that this item be approved.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** May 23, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid, Community Development Manager
3. Recommended Action: Approve revision to the Historic Preservation Board Grant Policy

**Subject:** Historic Preservation Board Grant Policy Revision

**Request for Approval Summary Explanation & Background:**

The Historic Preservation Board Members have requested for the Policy mentioned above to be revised. The revision consists of adding text that allows contractors to get paid directly by the City for project costs associated with the approved façade improvement grant application.

**Procurement Method:** CRA/Historic Preservation Façade Improvement Grant

**Fiscal Information:** FY2021-2022

**Department Head Approval:** Georgina Cid, Community Development Manager

**Attorney Review:** N/A

## **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:**

- Properties in the Historic District
- Applicant must be the property owner/designee

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 designee 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, following permitting guidelines.
- 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.
- 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 during office working hours. 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 and processed by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431.

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

- (a) Completed Historic Preservation Facade Improvement Grant Program Application.
- (b) Current photo(s) of project site.
- (c) Property Appraiser Parcel ID number and proof of paid property taxes.
- (d) Description of proposed improvement(s).
- (e) Rendering or sketch of proposed improvement(s).
- (f) Photos of area(s) to be improved.
- (g) Documentation of cost estimates – copies of vendor bids (three required), estimates, etc.
- (h) Signature of Applicant.
- (i) Boundary Survey (if applicable).
- (j) Proof of financial need, if applicable.

The Applicant is responsible for all building 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 considered.

(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 section within the grant application (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 **or instruct the contractor to submit all invoices for payment directly to the City**. 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.

**Projects must begin within 30 days of approval, and applicants **and or contractors** have 30 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 from vendors clearly detailing the work done for the project, as well as 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 \$5,000, per property/project.

### **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.
- Façade Rehabilitation Grant will be awarded per property/project.

#### **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/project.

#### **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 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 \$5,000). 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. 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 **either by applicant or his/her contractor.**