1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA
   A. Motion to approve minutes from the CRA meeting held March 11, 2019

6. PUBLIC INPUT

   (Three Minute Time Limit)

7. CRA ATTORNEY

8. CRA ADMINISTRATOR
   A. Motion to authorize staff to proceed with issuing a written sixty (60) day notice to Crystal River Boat Builders to vacate the Chamber Building, award the demolition contract to All Around Tractor, LLC in the amount of $9,000.00, and provide for an allowance of $1,000.00 to cover unforeseen conditions.
   B. Motion to adopt Resolution No. 19-R-09 and authorize staff to initiate negotiations with Southern Heritage, Inc. and secure an appraisal for the potential purchase of a strip of real property identified as Alt. Key 2914157 which is contiguous to the Town Square development site
   C. CRA Mini-Grant Application for Mural
   D. CRA Mini-Grant Application for Signage

9. BOARD MEMBER COMMENTS
   A. Joe Meek, Chair
   B. Cindi Guy, Vice Chair
   C. Ken Brown
   D. Pat Fitzpatrick
   E. Robert Holmes

10. PUBLIC INPUT

    (Five Minute Time Limit)

11. ADJOURNMENT
Requested Motion: Motion to approve minutes from the CRA meeting held March 11, 2019

Summary:

Staff Recommendation:

Funding Information:

- Project Cost:
- Funding Source:
- Amount Available:

ATTACHMENTS:

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Minutes
Community Redevelopment Agency
Regular Meeting
Monday, March 11, 2019 at 6:00 PM
Council Chamber, City Hall

1. **CALL TO ORDER**

   Chairman Meek called the meeting to order at 6:00 p.m.

   Members present: Chairman Meek, Vice Chairman Guy, Board member Fitzpatrick, Board member Brown, Board member Holmes

   Members absent: None.

2. **ADOPTION OF AGENDA**

   Motion to adopt the agenda.
   Made by Council member Brown; Seconded by Council member Fitzpatrick
   Motion Passed

3. **PRESENTATIONS**

   A. **Town Square Presentation**

   Mark Livingston, P.E., Project Manager, presented stakeholder input received during a previous meeting and Town Square concept with modifications requested from Board members including more shade trees, more shelter, elimination of permanent stage, and addition of electronic signage and wrought iron fencing. He also discussed proposed restroom location and addressed Board member questions regarding parking lot paving and permitting. Board discussion was also held regarding inclusion of a second fountain in place of the proposed flagpole location.

   Consensus was reached to move forward with Concept A1. Staff to add extra fountain where flagpole is shown, and to add parking with connectivity to the pump house in future project phase.

4. **UNFINISHED BUSINESS**

5. **APPROVAL OF CONSENT AGENDA**

   A. Motion to approve minutes of the CRA meeting held February 11, 2019

   Motion to approve consent agenda.
   Made by Council member Holmes; Seconded by Council member Fitzpatrick
   Motion Passed

6. **PUBLIC INPUT**

   **Karen Pieters**- Crystal River Main Street- discussed the Town Square project noting consistency with a previous recommendation by a Main Street consultant.

   **Marcia Chesnicka- 175 NW Bay Path Drive**- Inquired about the number of additional parking spaces planned for development and scow relocation.
Mike Gudis—fmr. Council/Board member—Commended the Board for Town Square development.

Phil Jannarone—Crystal River—Spoke in favor of developing more parking spaces, and CRA funding utilization for projects and acquisitions.

7. CRA ATTORNEY

Awaiting Longley Appraisal, to be available for next meeting. USFWS Management Plan Draft available.

8. CRA ADMINISTRATOR

Motion to direct staff to proceed with development of the Town Square Master Plan, phasing plan, timeline, and preliminary cost estimate based on input received during this public meeting and bring back the matter for future consideration.

Made by Council member Brown; Seconded by Council member Fitzpatrick

Dave—with concept we will have it will come with an order of magnitude cost...

   A. Motion to direct staff to proceed with development of the Town Square Master Plan, phasing plan, timeline, and preliminary cost estimate based on input received during this public meeting and bring back the matter for future consideration

      Made by Council member Brown; Seconded by Council member Fitzpatrick
      Motion Passed

   B. Motion to adopt Resolution No. 19-R-05 and approve funding assistance to Crystal River Main Street for the renovation of the City of Crystal River Pump House in the total sum of $30,000.00

      Made by Council member Holmes; Seconded by Council member Fitzpatrick
      Motion Passed

9. BOARD MEMBER COMMENTS

   A. Joe Meek, Chair
   B. Cindi Guy, Vice Chair
   C. Ken Brown
   D. Pat Fitzpatrick
   E. Robert Holmes

10. PUBLIC INPUT

11. ADJOURNMENT

Chairman Meek adjourned the meeting at 7:00 p.m.
Requested Motion: Motion to authorize staff to proceed with issuing a written sixty (60) day notice to Crystal River Boat Builders to vacate the Chamber Building, award the demolition contract to All Around Tractor, LLC in the amount of $9,000.00, and provide for an allowance of $1,000.00 to cover unforeseen conditions.

Summary:
Based on input received during prior CRA meetings, Staff is seeking authorization to proceed with demolition of the Chamber Building located at 28 NW Highway 19. Demolition of the building will allow for additional public parking within the downtown area.

The building is presently occupied by the Crystal River Boat Builders (CRBB). If the CRA desires to proceed with the demolition, Staff seeks authorization to issue a formal written notice to CRBB to vacate the premises within sixty (60) days of receipt of such notice.

An asbestos survey of the building has recently been completed by Universal Engineering Services. Their findings are that none of the suspected materials tested contained asbestos fibers in excess of one (1) percent --- an apparent regulatory threshold. The report advises that even though no asbestos was detected, the controlling agency (FDEP in this case) must be provided with a ten-day notification prior to the start of demolition work. This requirement was relayed to prospective bidders through the Request For Quote process and notification will be the awarded contractor’s responsibility.

Staff has evaluated three (3) quotes for demolition of the building. Quotes received are as follows:

- All Around Tractor, LLC = $9,000.00
- Daly & Zilch Florida, Inc = $19,250.00
- Pallex Tree Service = $35,000.00

The lowest responsive bidder is All Around Tractor, LLC who has satisfactorily performed demolition services for the City in the past.

If demolition is desired, Staff recommends awarding the demolition contract to All Around Tractor, LLC in the amount of $9,000.00 and requests an allowance of an additional $1,000.00 to cover unforeseen conditions. Of course, a Notice to Proceed would not be issued until the building has been properly vacated.

Staff Recommendation:
If the CRA desires to demolish the Chamber Building, Staff recommends: issuing a formal written sixty (60) day notice to vacate the premises to Crystal River Boat Builders; and award the demolition contract to All Around Tractor.

Funding Information:

- Project Cost: $10,000.00
- Funding Source: Community Redevelopment Agency (CRA), Dept# 601-61552-63000-16-01
- Original Budget: $10,000
- Amount Available: $8735

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Requested Motion: Motion to adopt Resolution No. 19-R-09 and authorize staff to initiate negotiations with Southern Heritage, Inc. and secure an appraisal for the potential purchase of a strip of real property identified as Alt. Key 2914157 which is contiguous to the Town Square development site.

Summary:
Staff is seeking authorization to initiate negotiations with Southern Heritage, Inc. and secure an appraisal for the potential purchase of a strip of real property identified as Alt. Key 2914157 which is contiguous to the Town Square development site.

As a separate item on this evening’s agenda, Staff is requesting that the CRA authorize engineering services to continue moving forward with construction of the Town Square on the southeast corner of US-19 and N. Citrus Ave. The City owns a public parking lot to the southeast of Town Square on NE 5th ST and south across that street, City-owned property is envisioned to be improved into a playground/splash park.

With reference to the attached aerial, the property in question is situated right in the middle of this regional concept plan. This property is approximately 0.33-acres in size and is roughly 43’ wide x 365’ long.

Ownership of the subject property would allow for unified control by making Town Square contiguous to the parking lot on 5th and would alleviate the need for future easements or agreements from private parties. It would also allow the City to use the property for stormwater management, walkways/boardwalks, or wetland mitigation (if necessary for Town Square Phase II development).

As with similar real property purchases that lie within the CRA, if the purchase comes to fruition, Staff intends to request 50/50 funding between the CRA and the General Fund at a subsequent hearing. The appraisal is estimated to not exceed $1,500.00

ATTACHMENT: Aerial of subject parcel

Staff Recommendation:
Approval.

Funding Information:

Project Cost: $1,500.00
Funding Source: 601-61552-99020 (CRA Undesignated Reserves)
Amount Available: $440,000

ATTACHMENTS:
Description          Upload Date  Type
Southern Heritage Property Aerial 4/3/2019  Exhibit
Budget Amendment  4/4/2019  Cover Memo
Resolution 4/4/2019  Cover Memo

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Department  Reviewer  Action  Date
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**JOURNAL ENTRY**

**Post Date:** 04/08/2019  
**Entry Date:** 04/04/2019  
**Description:** RES #19-R-09 APPRAISAL PROPERTY TOWN SQ

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**Journal Total:**

- **DR:** 1,500.00  
- **CR:** 1,500.00

**APPROVED BY:** ________________________________
RESOLUTION 19-R-09

A RESOLUTION OF THE CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE TRANSFER OF FUNDS FROM CRA UNDESIGNATED FUNDS IN THE AMOUNT OF $1,500.00 TO CRA CIP TOWN SQUARE PROJECT TO PROVIDE FUNDING TO SECURE AN APPRAISAL FOR THE POTENTIAL PURCHASE OF A STRIP OF REAL PROPERTY IDENTIFIED AS ALT. KEY 2914157 WHICH IS CONTIGUOUS TO THE TOWN SQUARE DEVELOPMENT PLAN.

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

WHEREAS, Staff is seeking authorization to initiate negotiations with Southern Heritage, Inc. and secure an appraisal for the potential purchase of a strip of real property identified as Alt. Key 2914157 which is contiguous to the Town Square development site. As a separate item on this evening’s agenda, Staff is requesting that the CRA authorize engineering services to continue moving forward with construction of the Town Square on the southeast corner of US-19 and N. Citrus Ave. The City owns a public parking lot to the southeast of Town Square on NE 5th ST and south across that street, City-owned property is envisioned to be improved into a playground/splash park. Ownership of the subject property would allow for unified control by making Town Square contiguous to the parking lot on 5th and would alleviate the need for future easements or agreements from private parties. It would also allow the City to use the property for stormwater management, walkways/boardwalks, or wetland mitigation (if necessary for Town Square Phase II development). As with similar real property purchases that lie within the CRA, if the purchase comes to fruition, Staff intends to request 50/50 funding between the CRA and the General Fund at a subsequent hearing. The appraisal is estimated to not exceed $1,500.00.. 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 8th day of April, 2019 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 ___________________, 2019.

Attest: ____________________________ By: ____________________________
Mia Fink, City Clerk                          Jim Farley, Mayor
Approved as to form and content
For the reliance of the City of
Crystal River only:

_____________________________________

Jennifer Rey, City Attorney

VOTE OF COUNCIL:
Meek _____
Brown _____
Holmes _____
Fitzpatrick _____
Guy _____
Requested Motion: CRA Mini-Grant Application for Mural

Summary:
(Discussion Only)
The Leather Shop located at the 1 NW Hwy 19 at Corner of Citrus Avenue and Highway submitted an application to paint a mural on the exterior of the storefront. Attached please find the application along with the approved paint colors. The applicant is requesting reimbursement in the amount of $1000 (50% of $2000).

Staff Recommendation:
N/A

Funding Information:

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CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)

MINI-GRANT PROGRAM

Purpose: The purpose of the City of Crystal River Community Redevelopment Agency (CRA) Mini-Grant program is to encourage private investment to improve the appearance and functionality of existing buildings (residential or commercial) within the CRA District (see attached map). The program provides a 50% match to pay for improvements identified by category as follows:

**Distressed Property Grant** – 50% up to $10,000. These funds shall be used to perform general repair, demolition, structural or habitable work to meet code to occupy the structure focusing mainly on upgrading abandoned properties that are considered “eye-sores” within the CRA District.

**Commercial Site Improvement Grant** – 50% up to $2,500. These funds are to be used for landscaping that meets the requirements of the City’s Land Development Code and must be maintained by trimming, pruning and irrigation systems as needed to maintain a healthy landscape project.

**Commercial Sign Improvement Grant** – These funds are to be used for the restoration of exiting signs or the construction of new signs that adhere to the CRA appearance guidelines.

**Commercial Façade Grant** – Funds are to be used to bring the structure into harmony with adjacent buildings and comply with the vernacular appearance guidelines for the CRA District. All colors are to be chosen from the CRA approved color chart.

**Residential Façade Grant** – All residential structures shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. Color schemes shall accent the structure and shall harmonize with adjacent buildings. All colors are to be chosen from the CRA approved color chart.

**Mural Grant** – Mural Grants shall be consistent with the stated theme of the CRA District and comply with the colors stated in the Appearance Guidelines. Design cannot contain any direct advertisement of the business or businesses adjacent to the primary structure and/or surrounding structures. Attached statement “Required Mural guidelines for Artists, building Owners and the Community” must be signed and notarized and submitted with the application, Murals are approved by the CRA Board only.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. CRA reserves the right to deny grants awards if the project does not fulfill the intent of the program or is inconsistent with goals and objectives of the Board.

Eligibility Requirements:

The CRA Mini-Grant Program is available to businesses and/or property owners that are located within the CRA District. Businesses must have a valid and current business license and must propose a permitted/conforming use within the CRA District.
Applications will not be accepted from property owners (and tenants) who are delinquent on their property taxes. Applications must not have outstanding code violations or code liens and must be in compliance, or submit an application bringing the property into compliance with the CRA Appearance Standards. This does not include existing architectural standards.

**Application Process and Deadlines:**

Applications are accepted and approved on a monthly basis. It is important that we receive the application early enough to review and place on the CRA Board Agenda prior to approval. Applications are generally approved within 45 days.

**NOTE:** Incomplete applications will not be accepted! Any work completed prior to approval is not grant eligible. 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.
GRANT TYPE

☐ Distress Property Grant
☐ Commercial Site Improvement
☐ Commercial Sign Grant
☐ Residential Façade
☐ Commercial Façade
☐ Mural

Owner's/Business Owner's Name _____________________________
Owner's/Business Owner's Address ___________________________

Phone: __________________ Fax: ___________________________
E-mail: __________________
Grant Site Address ___________________________

Check when completed:

☐ Copy of Warranty Deed
☐ Business Status: ___ Corporation ___ Sole Proprietor X Other ________
☐ Copy of Business License
☐ Type of Business: ________
☐ Conflict of Interest – Business or personal relationship with CRA? ___ Yes  X No
If "Yes" please explain: ___________________________

Site / Project Information:

☐ Alternate Key Number: ____________________________ (Attach property record card)

What is the proposed scope of work/improvement?

_____________________________________________________

Have you received CRA Grant funding at this property before? ___ Yes  X No
If yes,
Date funding was received __________
Purpose for funding __________________________
Amount received $_________

☐ Scaled Drawings and or Renderings/Conceptual Drawings (ATTACH)

☐ Before Photos (ATTACH) – At least 4 – 4x6 color photos of the existing building showing all sides of the structure, with emphasis on the area to be improved.

☐ Scope of Work (ATTACH) – Please be specific in describing the nature of the project and address the improvements that will be made.
Timetable for completing the proposed improvements (ATTACH) – A site visit with the applicant may be necessary to understand the scope and nature of the project. 1 month from approval.

□ Color Samples – Please refer to the CRA approved color chart.

Have you received CRA Grant funding at other locations?  □ Yes  □ No
If yes, Date funding was received __________
Purpose for funding _______________________ Location _______________________

Do you expect to request further grant funding for this property within the next 3 years?  □ Yes  □ No
If yes, please explain: applying for sign grant

Does the property presently comply with land development code/building code?  □ Yes  □ No
If no, does this grant correct to compliance situation?  □ Yes  □ No
If no, please explain situation: _______________________

Please explain why you believe the City should monetarily support this grant request. improves appearance of downtown crystal springs

Is the property occupied at this time?  □ Yes  □ No
If no, explain why: _______________________

Does the property have any liens and/or foreclosure actions?  □ Yes  □ No
If yes, please explain: _______________________

Does the contractor selected for the job have any past or present relationship with you, i.e.? □ Business Partner
□ Investor with you or said property
□ Family Member

Is the contractor local?  □ Yes  □ No
If no, why was a local contractor not selected? _______________________

Total project cost  $2000

What amount of grant funds are you requesting?  $1000

Does applicant pay 50% or greater of the total project cost?  □ Yes  □ No

From the time of grant approval, how many weeks will it take to complete the project? _______________________

Does your project meet CRA appearance guidelines?  □ Yes  □ No
If no, please explain: _______________________

Have you submitted 3 quotes from licensed contractors for this project?  □ Yes  □ No
If no, please explain: ________________________________

Have you chosen to use low bidder on this grant application?  □ Yes  □ No
If no, please explain: ________________________________
CERTIFICATION

Please read the following and sign below. All owners, authorized corporate officers, or partners must sign this application.

I understand that this grant application requires that I comply with the design requirements established by the City of Crystal River Land Development Code 4.02.03, and that the money will be granted on a reimbursable basis. Changes to the scope of work must be approved in advance by the Community Redevelopment Agency. All work must be commenced within 30 days of grant issue.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years and that these improvements and attachments must remain as part of the real property. I authorize the Community Redevelopment Agency to place a “Redevelopment by Design” sign on the improved property during the improvement phase and for a minimum of 30 days after completion.

The City of Crystal River and the Community Redevelopment Agency reserve the right to reject any and all applications for grant funding for any reason what-so-ever, to waive any informalities or irregularities in the application or approval process, and to award the grants in the best interest of the City of Crystal River. There is no expressed or implied obligation by either the City of Crystal River or the Community Redevelopment Agency to reimburse responding firms or individuals for any expenses incurred in preparing applications for grants.

By the submission of an application for a Community Redevelopment Agency Grant, and in consideration for the review of the application by the Community Redevelopment Agency Board, the applicant hereby automatically agrees to voluntarily relinquish any and all rights to protest or appeal the determination by the Community Redevelopment Agency regarding the grant. No further documentation or agreements need be executed in order to make this relinquishment of rights entirely functional and enforceable by the Community Redevelopment Agency or the City of Crystal River.

DeAnna Boyer
Name (print)

Owner
Title

DeAnna Boyer
Signature

4-3-19
Date

Name (print)

Title

Signature

Date
State of Florida:
Citrus County Florida:

The foregoing instrument was acknowledged before me this ___ day of ________________, 20__, by ________________ who is personally known to me or has produced as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida (Signature of Notary taking acknowledgement)

Name of Notary typed, printed or stamped

My Commission Expires:

Commission Number

Council Review □ Yes □ No
Development Services Review □ Yes □ No
Building Inspector Review □ Yes □ No □ NA
Code Enforcement Inspected □ Yes □ No □ NA

Approved for $ __________

Approved by ___________________________ Date __________

Rejected by ___________________________ Date __________

Reason for Rejection: ___________________________

______________________________

AFTER APPROVAL

The City will pay out within 30 days after submittal of final billing by applicant and successful inspection of the improvement(s).

Grant Issue Date: ___________________________ Initials: __________

Inspection Date: ___________________________ Initials: __________

Final Project Total: $ ___________________________ Initials: __________

CRA Contribution Amount: $ ___________________________ Initials: __________

CLOSEOUT DATE: ___________________________ Initials: __________

Grant funds will be paid out after:
• Project is completed and inspected
• Project is paid for in full by owner
• Proof of payment via credit card receipt or cancelled check

Page 7 of 8
REQUIRED MURAL GUIDELINES FOR ARTISTS, BUILDING OWNERS AND THE COMMUNITY

(The Applicant is instructed to initial at the end of each statement below which will indicate that the applicant agrees with the statement.)

A written contract should be signed between all parties involved, i.e., artist, building owner and lessee (attach copy of signed contract) with the following information included:

1. The artist and the building owner agree upon the content of the mural with an estimate of the cost.  ______ (initial)

2. The contract should designate the lifetime of the mural, the agreed upon number of years that the mural will be undisturbed, after which the mural can be painted over without penalty.  ______ (initial)

3. Preparation of the wall surface must be detailed in the quotation so the mural will have a long life.  ______ (initial)

4. Investigate the different paints available and submit specification to strive for the most durable.  ______ (initial)

5. Submit who will be responsible to maintain the mural if the work is damaged. It is recommended that a protective anti-graffiti coating be applied to murals to protect them from graffiti and vandalism.  ______ (initial)

6. Take into account the surrounding businesses and residents when planning the mural.  ______ (initial)

7. City retains the rights to disapprove CRA funding on any proposal mural deemed inappropriate in design, location or judged to be inconsistent with CRA District initiatives.  ______ (initial)
Requested Motion: CRA Mini-Grant Application for Signage

Summary:
(Discussion Only)
The Leather Shop located at the Corner of Citrus Avenue and Highway submitted an application to update/add on the exterior of the storefront. Attached please find the application. The applicant is requesting reimbursement in the amount of $2,385 (50% of $4,770).

Staff Recommendation:
N/A

Funding Information:

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CITY OF CRYSTAL RIVER COMMUNITY REDEVELOPMENT AGENCY (CRA)

MINI-GRANT PROGRAM

Purpose: The purpose of the City of Crystal River Community Redevelopment Agency (CRA) Mini-Grant program is to encourage private investment to improve the appearance and functionality of existing buildings (residential or commercial) within the CRA District (see attached map). The program provides a 50% match to pay for improvements identified by category as follows:

*Distressed Property Grant* – 50% up to $10,000. These funds shall be used to perform general repair, demolition, structural or habitable work to meet code to occupy the structure focusing mainly on upgrading abandoned properties that are considered “eye-sores” within the CRA District.

*Commercial Site Improvement Grant* – 50% up to $2,500. These funds are to be used for landscaping that meets the requirements of the City’s Land Development Code and must be maintained by trimming, pruning and irrigation systems as needed to maintain a healthy landscape project.

*Commercial Sign Improvement Grant* – These funds are to be used for the restoration of exiting signs or the construction of new signs that adhere to the CRA appearance guidelines.

*Commercial Façade Grant* – Funds are to be used to bring the structure into harmony with adjacent buildings and comply with the vernacular appearance guidelines for the CRA District. All colors are to be chosen from the CRA approved color chart.

*Residential Façade Grant* – All residential structures shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. Color schemes shall accent the structure and shall harmonize with adjacent buildings. All colors are to be chosen from the CRA approved color chart.

*Mural Grant* – Mural Grants shall be consistent with the stated theme of the CRA District and comply with the colors stated in the Appearance Guidelines. Design cannot contain any direct advertisement of the business or businesses adjacent to the primary structure and/or surrounding structures. Attached statement “Required Mural guidelines for Artists, building Owners and the Community” must be signed and notarized and submitted with the application. Murals are approved by the CRA Board only.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. CRA reserves the right to deny grants awards if the project does not fulfill the intent of the program or is inconsistent with goals and objectives of the Board.

Eligibility Requirements:

The CRA Mini-Grant Program is available to businesses and/or property owners that are located within the CRA District. Businesses must have a valid and current business license and must propose a permitted/conforming use within the CRA District.
Applications will not be accepted from property owners (and tenants) who are delinquent on their property taxes. Applications must not have outstanding code violations or code liens and must be in compliance, or submit an application bringing the property into compliance with the CRA Appearance Standards. This does not include existing architectural standards.

**Application Process and Deadlines:**

Applications are accepted and approved on a monthly basis. It is important that we receive the application early enough to review and place on the CRA Board Agenda prior to approval. Applications are generally approved within 45 days.

**NOTE:** Incomplete applications will not be accepted! Any work completed prior to approval is not grant eligible. 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.
GRANT TYPE

☐ Distress Property Grant  ☐ Commercial Site Improvement  ☒ Commercial Sign Grant  ☐ Residential Façade  ☐ Commercial Façade  ☐ Mural

Owner’s/Business Owner’s Name: DeAnna Bouer
Owner’s/Business Owner’s Address: 1 North West 15-19

Phone: ☐ 352-795-1394  Fax: ☐ E-mail: ☐
Grant Site Address: 1 North West 15-19

Check when completed:

☐ Copy of Warranty Deed
☐ Business Status:  ___ Corporation  ___ Sole Proprietor  ☒ Other  _____________
☐ Copy of Business License
☐ Type of Business:  Retail
☐ Conflict of Interest – Business or personal relationship with CRA?  ___ Yes  ☒ No
If “Yes” please explain: ☐

Site / Project Information:

☐ Alternate Key Number:  ________________ (Attach property record card)
What is the proposed scope of work/improvement?

Paint sign on front of building

Have you received CRA Grant funding at this property before?  ☐ Yes  ☒ No
If yes,
Date funding was received:  ____________
Purpose for funding:  ____________
Amount received:  $__________
☐ Scaled Drawings and or Renderings/Conceptual Drawings (ATTACH)
☐ Before Photos (ATTACH) – At least 4 – 4x6 color photos of the existing building showing all sides of the structure, with emphasis on the area to be improved.
☐ Scope of Work (ATTACH) – Please be specific in describing the nature of the project and address the improvements that will be made.
☐ Timetable for completing the proposed improvements (ATTACH) – A site visit with the applicant may be necessary to understand the scope and nature of the project.

☐ Color Samples – Please refer to the CRA approved color chart.

Have you received CRA Grant funding at other locations?    ☐ Yes    ☐ No
If yes,
Date funding was received __________
Purpose for funding ____________________________________________
Location _______________________________________________________

Do you expect to request further grant funding for this property within the next 3 years?    ☐ Yes    ☐ No
If yes, please explain: _________________________________________

Does the property presently comply with land development code/building code?    ☐ Yes    ☐ No
If no, does this grant correct to compliance situation?    ☐ Yes    ☐ No
If no, please explain situation: __________________________________

Please explain why you believe the City should monetarily support this grant request.

Is the property occupied at this time?    ☐ Yes    ☐ No
If no, explain why: __________________________________________

Does the property have any liens and/or foreclosure actions?    ☐ Yes    ☐ No
If yes, please explain: _________________________________________

Does the contractor selected for the job have any past or present relationship with you, i.e.?

☐ Business Partner
☐ Investor with you or said property
☐ Family Member

Is the contractor local?    ☐ Yes    ☐ No
If no, why was a local contractor not selected? ____________________________________

Total project cost    $4,4770

What amount of grant funds are you requesting?    $2385

Does applicant pay 50% or greater of the total project cost?    ☐ Yes    ☐ No

From the time of grant approval, how many weeks will it take to complete the project? __________

Does your project meet CRA appearance guidelines?    ☐ Yes    ☐ No
If no, please explain: _________________________________________

Have you submitted 3 quotes from licensed contractors for this project?    ☐ Yes    ☐ No
If no, please explain: 

Have you chosen to use low bidder on this grant application?  □ Yes  □ No
If no, please explain:
CERTIFICATION

Please read the following and sign below. All owners, authorized corporate officers, or partners must sign this application.

I understand that this grant application requires that I comply with the design requirements established by the City of Crystal River Land Development Code 4.02.03, and that the money will be granted on a reimbursable basis. Changes to the scope of work must be approved in advance by the Community Redevelopment Agency. All work must be commenced within 30 days of grant issue.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years and that these improvements and attachments must remain as part of the real property. I authorize the Community Redevelopment Agency to place a “Redevelopment by Design” sign on the improved property during the improvement phase and for a minimum of 30 days after completion.

The City of Crystal River and the Community Redevelopment Agency reserve the right to reject any and all applications for grant funding for any reason what-so-ever, to waive any informalities or irregularities in the application or approval process, and to award the grants in the best interest of the City of Crystal River. There is no expressed or implied obligation by either the City of Crystal River or the Community Redevelopment Agency to reimburse responding firms or individuals for any expenses incurred in preparing applications for grants.

By the submission of an application for a Community Redevelopment Agency Grant, and in consideration for the review of the application by the Community Redevelopment Agency Board, the applicant hereby automatically agrees to voluntarily relinquish any and all rights to protest or appeal the determination by the Community Redevelopment Agency regarding the grant. No further documentation or agreements need be executed in order to make this relinquishment of rights entirely functional and enforceable by the Community Redevelopment Agency or the City of Crystal River.

DeAnna Boyer

Name (print)

Owner

Title

Signature

4-13-19

Date

DeAnna Boyer

Name (print)

Title

Signature

Date
State of Florida:
Citrus County Florida:

The foregoing instrument was acknowledged before me this ___ day of _______________, 20__, by ________________________________ who is personally known to me or has produced ________________________________ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida (Signature of Notary taking acknowledgement)

Name of Notary typed, printed or stamped

My Commission Expires:

Commission Number

Council Review

☐ Yes ☐ No

Development Services Review

☐ Yes ☐ No

Building Inspector Review

☐ Yes ☐ No ☐ NA

Code Enforcement Inspected

☐ Yes ☐ No ☐ NA

Approved for $________

Approved by _______________________________ Date ____________

Rejected by _______________________________ Date ____________

Reason for Rejection: ________________________________

______________________________

AFTER APPROVAL

The City will pay out within 30 days after submittal of final billing by applicant and successful inspection of the improvement(s).

Grant Issue Date: _______________________________ Initials: ____________

Inspection Date: _______________________________ Initials: ____________

Final Project Total: $______________________ Initials: ____________

CRA Contribution Amount: $____________________ Initials: ____________

CLOSEOUT DATE: _______________________________ Initials: ____________

Grant funds will be paid out after:
• Project is completed and inspected
• Project is paid for in full by owner
• Proof of payment via credit card receipt or cancelled check
REQUIRED **MURAL GUIDELINES FOR ARTISTS, BUILDING OWNERS AND THE COMMUNITY**

(The Applicant is instructed to initial at the end of each statement below which will indicate that the applicant agrees with the statement.)

*A written contract should be signed between all parties involved, i.e., artist, building owner and lessee (attach copy of signed contract) with the following information included:*

1. The artist and the building owner agree upon the content of the mural with an estimate of the cost. 

2. The contract should designate the lifetime of the mural, the agreed upon number of years that the mural will be undisturbed, after which the mural can be painted over without penalty. 

3. Preparation of the wall surface must be detailed in the quotation so the mural will have a long life. 

4. Investigate the different paints available and submit specification to strive for the most durable. 

5. Submit who will be responsible to maintain the mural if the work is damaged. It is recommended that a protective anti-graffiti coating be applied to murals to protect them from graffiti and vandalism. 

6. Take into account the surrounding businesses and residents when planning the mural. 

7. City retains the rights to disapprove CRA funding on any proposal mural deemed inappropriate in design, location or judged to be inconsistent with CRA District initiatives.