CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, March 10, 2015

Council Chambers
685 West Montrose Street

CALL TO ORDER

NEW BUSINESS

Item No. 1 - Minutes	Consider approval of the January 27, 2015 Community Redevelopment Agency meeting minutes.
Item No. 2 - Façade Improvement Grant Program (FIGP)	Consider request from Trish Leisner - Real Team Realty, located at 826 West Desoto Street.
Item No. 3 - Building Code Assistance Program (BCAP)	Consider request from Trish Leisner - Real Team Realty, located at 826 West Desoto Street.
Item No. 4 - Building Code Assistance Program	Consider request from Chris Garcia - YUMMI'S Frozen Yogurt & Cafe, located at 650 8th Street.
Item No. 5 - Incentive application and approval process	Consider approval of requested changes to the CRA Incentive application and approval process.

ADJOURN

Any person wishing to appeal any decision made by the City Council at this meeting will need a record of the proceedings. For that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. In accordance with the Americans with Disabilities Act (ADA), if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding he/she should contact Clermont, City Clerk's Office, 352-241-7331.

Please be advised that if you intend to show any document, picture, video or items to the Council or Board in support or opposition to any item on the agenda; a copy of the document, picture, video or item must be provided to the City Clerk for the City's records.

City of Clermont
Community Redevelopment Agency
January 27, 2015

The Community Redevelopment Agency (CRA) met on Tuesday, January 27, 2015 in the Council Chambers at City Hall. Community Redevelopment Agency Chairman Ash called the meeting to order at 6:32pm with the following members present: Mary Jo Pfeiffer, Roger Pierce, Timothy Bates, Keith Mullins, Diane Travis, and Ray Goodgame. Other City officials present were: City Manager Gray and City Clerk Ackroyd.

New Business

Item No. 1 *- Minutes*

Community Redevelopment Agency minutes of September 9, 2014 and October 28, 2014.

> Board Member Mullins moved to approve the minutes of September 9, 2014 and October 28, 2014; seconded by Board Member Goodgame. The motion passed with all members present voting aye.

Item No. 2 - Facade Improvement Grant Program *– Dr. Oscar Rosario D.M.D. – New Age Dentistry*

Economic Development Director Hitt presented the grant request for the Façade Improvement Grant Program. The business is located at 659 W. Juniata Street. The criterion requires no physical renovation or work be done until approved by the CRA, a contract was completed and Notice to Proceed was issued. The request is to clean, prep and paint the entire building. Three quotes have been attained for the requested items as required by the criteria. The total low bid is $6,215. The total request is $4,661.25 and the applicant cost/match is $1,553.75 which equals 25 percent. Staff recommended approval.

The applicant was present to request approval.

> Board Member Goodgame moved to approve the application; seconded by Board Member Mullins. The motion passed with all members present voting aye.

Item No. 3 *– **CRA Redevelopment Plan Update Study and Budget Amendment***

Economic Development Director Hitt presented the plan update study and budget amendment request. The Downtown Community Redevelopment Agency (CRA) and Redevelopment Plan are due to be updated in 2015 which is a normal 5 year cycle for amending the plan. This keeps the plan updated with a valid list of projects, plans and action items for the three primary goals of the plan: Goal 1 – Physical; Goal 2 – Organizational; Goal 3 – Business and Economic Environment.

Mr. Hitt reviewed the CRA and the redevelopment plan history. As part of this update, the consultant will include those action items being outlined in the Master Plan. The primary portion of the Master Plan will
include items for the Downtown and Waterfront district. The CRA cannot expend any funds from the Redevelopment Trust Fund unless those items are included in the Redevelopment plan. Other

items shall also be included in the Redevelopment plan that could be completed within the foreseeable future.

The GAI Redevelopment Plan update proposal can piggyback on the bid from the Master Plan, which is an opportunity to include the items from the Master Plan as they are formulated.

The total budget amendment is $28,750 inclusive of all out of pocket expenses.

Economic Development Director Hitt reported on proposed projects.

CRA Member Mullins moved to have GAI do the redevelopment plan within the budget amendment; seconded by CRA Member Pierce. The motion passed all members present voting aye.

CRA Member Bates suggested a workshop with the CRA and the downtown partnership to discuss ideas.

CRA Member Mullins also asked to explore a music program along with the lights to add ambiance to downtown area along with an intercom capability.

Adjourn: With no further business, the meeting adjourned at 6:57pm.

APPROVED:

_____
Gail L. Ash, CRA Chairman

ATTEST:

_____
Tracy Ackroyd, City Clerk

CITY OF CLERMONT

AGENDA ITEM

Meeting Date
Tuesday, March 10, 2015

Agenda Item Name
Façade Improvement Grant Program (FIGP)

Requested Action
Move to approve 2015-25 FIGP for Trish Leisner; Real Team Realty at 826 West Desoto Street.

Staff Report

Application 2015-25 FIGP, Trish Leisner - RealTeam Realty at 826 West Desoto Street.
Façade Improvement Grant Program applicants are eligible for up to $5,000 per storefront (or street side) with at least a 25% match. This request is located on the north side of West Desoto Street just west of 8th Street.

Three quotes have been obtained for all the items and the applicant is requesting the following as part of the FIGP:
* Stucco existing block walls and new parapet walls

This request is part of an overall complete exterior renovation that totals over $48,000

CRA FIGP: $5,000.00
Applicant: $3,625.00 (42.2% match)
Total: $8,625.00

All permits if required for must be applied for and granted prior to work at each stage of the project.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

1. #2015-25 FIGP, Leisner, RealTeam Realty application 2015-25 FIGP app-Leisner.pdf

City of Clermont - CRA
FACADE IMPROVEMENT GRANT PROGRAM
Application

This application, along with all required information should be submitted to:

James Hitt, Economic Development Director
Clermont Economic Development Department
685 W. Montrose Street
Clermont, Florida 34711

Office Use
Application No. 2015-25 FIGP

The Clermont CRA review and approval will be conducted at the next available meeting. This application and all attachments to it constitute public records. Call (352) 241-7305 if you have any questions about the Facade Improvement Grant Program.

I. **APPLICANT**

Name: Trish Leisner

Address: 826 W. Desoto Street

Telephone: 352-267-6216 Fax: _____

E-Mail: maryleisner@gmail.com

II. **PROPERTY OWNER** (If same as applicant, go to Section III)

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

III. **PROPOSED PROJECT**

Project/Business Name: RealTeam Realty Inc

Address: 826 W. Desoto Street

A. Is the project within the CRA project area of the City of Clermont? Yes ✓ No ____

B. Project General Description. Please provide the following:
1. Color photographs clearly showing existing condition of the facade, neighboring buildings, and rear entrances. Historic photos if available.
2. Paint color samples for all colors planned. (if applicable)
3. Awning fabric and color sample. (If applicable)
4. Attach site plan and/or sketch plans and specifications detailing the scope of work.
5. Licensed Contractors – Three (3) written quotes to be used for projects up to $25,000. Projects over $25,000 must be bid.

C. Cost of Required Structural/Code Improvements, if any (attach itemized list and cost estimates).

_____

D. Total cost of Exterior Improvements (attach itemized list and cost estimates).
48,200 (8,625 for stucco + new walls)

E. Dollar amount requested: $ 5,000

H. Applicant cost (minimum 25% of Dollar amount requested): $ 3,625

I. Percent of total financial commitment by applicant (Applicant cost ÷ Total cost) for planned improvements. 42.2 %

IV. SATISFACTION OF GRANT CRITERIA

Explain in written detail on a separate sheet; how your proposal meets each one of the listed criteria set forth in the Facade Improvement Grant Guidelines. By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Clermont CRA and these criteria are used solely to evaluate Applicant's project and do not create an entitlement to funding.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

In addition, any grant funding award is on a first come, first served basis. Application funding shall be in accordance with the established FIGP Criteria, City Land Development Codes and the approved Architectural Standards for the City.

V. CERTIFICATION

Applicant hereby certifies under penalty of perjury, that all information provided is complete, current, accurate and truthful.

Mary P. Leisner
Signature

2.2.2015
Date

Mary P. Leisner
Print

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me on this 2 day of Feb, 2015 by Mary Leisner who is personally known to me or has produced Fl driver licence as identification and who did (did not) take an oath.

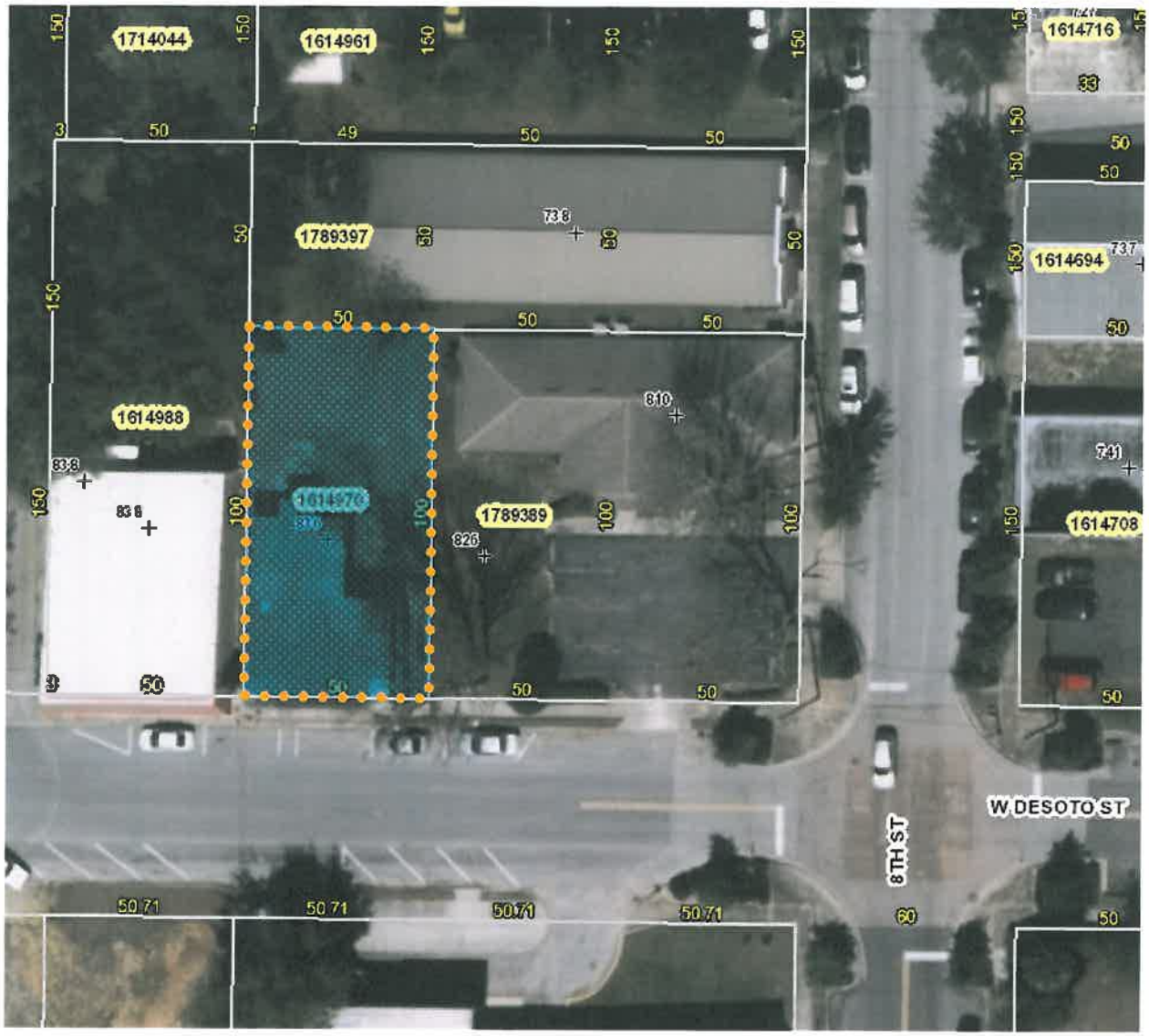
Renee Cole
Notary Signature

Notary Public
My Commission expires:

Renee Cole
Print

RENEE COLE
MY COMMISSION # EE061389
EXPIRES February 03, 2015
(407) 398-0153 FloridaNotaryService.com

826 W. Desoto St.



\\cityhall\shares\Economic Development\JHITT\CRA Incentives\Facade Improvement Grant Program\Applicants\826 W Desoto - Leisner, Real Team Realty\826 W Osceola St - Leisner.doc

Sample storefront for 826 W. Desoto St.- #2015-25 FIGP

CITY OF CLERMONT

AGENDA ITEM

Meeting Date
Tuesday, March 10, 2015

Agenda Item Name
Building Code Assistance Program (BCAP)

Requested Action
Move to approve #2015-7 BCAP for Trish Leisner; RealTeam Realty at 826 West Desoto Street.

Staff Report

Application #2015-7 BCAP, Trish Leisner (RealTeam Realty) at 826 West Desoto Street. Building Code Assistance Program applicants are eligible for up to $5,000 per building with at least a 25% match.

Three quotes have been obtained for all items and the applicant is requesting BCAP incentive grant funding for the following:

* Air conditioning 3.5 ton unit with all materials, electrical and conduit as applicable.

This request is part of an overall complete interior renovation that totals over $45,800

CRA BCAP: $5,000.00
Applicant: $3,625.00 (42.2% match)
Total: $8,625.00

All permits for installation must be applied for and granted for the project.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

1. #2015-7 BCAP application; Leisner (RealTeam Realty) BCAP App -826 W Osceola, Leisner.pdf

City of Clermont - CRA
BUILDING CODE ASSISTANCE PROGRAM
Application

This application, along with all required information should be submitted to:

James Hitt, Economic Development Director
Clermont Economic Development Department
685 W. Montrose Street
Clermont, Florida 34711

Office Use
Application No._____

The Clermont CRA review and approval will be conducted at the next available meeting. This application and all attachments to it constitute public records. Call (352) 241-7305 if you have any questions about the Building Code Assistance Program (BCAP).

I. APPLICANT

Name: Trish Leisner

Address: 826 W. Desoto St.

Telephone: 352-267-6216 Fax:_____

E-Mail: maryleisner@gmail.com

II. PROPERTY OWNER (If same as applicant, go to Section III)

Name:_____

Address:_____

Telephone: _____ Fax:_____

E-Mail:_____

III. PROPOSED PROJECT

Project/Business Name: Real Team Realty, Inc.

Address: 826 W. Desoto St.

A. Is the project within the CRA project area of the City of Clermont? Yes X No_____

B. Project General Description. Please provide the following:
1. Exact description of the work required for building code compliance or upgrades to structure or unit needed. Specify Interior or exterior.
2. Attach site plan and/or sketch plans and specifications detailing the scope of work.
3. Licensed Contractors – Three (3) written quotes to be used for projects up to $25,000. Projects over $25,000 must be bid.

C. Cost of Required Structural/Code Improvements, if any (attach itemized list and cost estimates).

_____

D. Total cost of Improvements (attach itemized list and cost estimates).
7,950.00

E. Dollar amount requested: $ 5,000

H. Applicant cost (minimum 25% of Dollar amount requested): $ 2950.00

I. Percent of total financial commitment by applicant (Applicant cost ÷ Total cost) for planned improvements. 37.1 %

IV. SATISFACTION OF GRANT CRITERIA

Explain in written detail on a separate sheet; how your proposal meets each one of the listed criteria set forth in the Building Code Assistance Program. By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Clermont CRA and these criteria are used solely to evaluate Applicant's project and do not create an entitlement to funding.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

In addition, any grant funding award is on a first come, first served basis. Application funding shall be in accordance with the established BCAP Criteria, City Land Development Codes and the approved Architectural Standards for the City.

V. CERTIFICATION

Applicant hereby certifies under penalty of perjury, that all information provided is complete, current, accurate and truthful.

_____ _____
Signature Date

_____
Print

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me on this _____day of _____, 20___ by _____who is personally known to me or has produced _____as identification and who did (did not) take an oath.

_____ Notary Public
Notary Signature My Commission expires:

_____
Print

CITY OF CLERMONT

AGENDA ITEM

Meeting Date
Tuesday, March 10, 2015

Agenda Item Name
Building Code Assistance Program

Requested Action
Move to approve #2015-8 BCAP for Chris Garcia; YUMMI'S Frozen Yogurt & Café at 650 8th Street.

Staff Report

Application #2015-8 BCAP, Chris Garcia (YUMMI'S Frozen Yogurt & Café) at 650 8th Street. Building Code Assistance Program applicants are eligible for up to $5,000 per building with at least a 25% match.

Three quotes have been obtained for all items and the applicant is requesting BCAP incentive grant funding for the following:

* Install 3-phase electrical and panel for ice cream machines
* Install new pipes, lavatory and toilet system

CRA BCAP: $5,000.00
Applicant: $2,487.42 (33.2% match)
Total: $7,487.42

All permits for installation must be applied for and granted for the project.

Additional Analysis

Fiscal Impact Summary

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)

1.	2015-8 BCAP application - Garcia (YUMMI'S Frozen Yogurt & Cafe), 650 8th Street	2015-8 BCAP app-Garcia.pdf

City of Clermont - CRA
BUILDING CODE ASSISTANCE PROGRAM
Application

This application, along with all required information should be submitted to:

James Hitt, Economic Development Director
Clermont Economic Development Department
685 W. Montrose Street
Clermont, Florida 34711

Office Use
Application No. 2015-8 BCAP

The Clermont CRA review and approval will be conducted at the next available meeting. This application and all attachments to it constitute public records. Call (352) 241-7305 if you have any questions about the Building Code Assistance Program (BCAP).

I. **APPLICANT**

Name: Chris Garcia

Address: 650 8th Street

Telephone: 305-407-5631 Fax: _____

E-Mail: rendoni.chris@gmail.com

II. **PROPERTY OWNER** (If same as applicant, go to Section III)

Name: Alan Pool

Address: 801 W. Montrose St.

Telephone: 352-360-5722 Fax: _____

E-Mail: _____

III. **PROPOSED PROJECT**

Project/Business Name: YUMMI'S Frozen Yogurt & Cafe'

Address: 650 8th Street

A. Is the project within the CRA project area of the City of Clermont? Yes X No ____

B. Project General Description. Please provide the following:
1. Exact description of the work required for building code compliance or upgrades to structure or unit needed. Specify Interior or exterior.
2. Attach site plan and/or sketch plans and specifications detailing the scope of work.
3. Licensed Contractors – Three (3) written quotes to be used for projects up to $25,000. Projects over $25,000 must be bid.

C. Cost of Required Structural/Code Improvements, if any (attach itemized list and cost estimates).

D. Total cost of Improvements (attach itemized list and cost estimates).
$ 7,487.42

E. Dollar amount requested: $ 5,000.00

H. Applicant cost (minimum 25% of Dollar amount requested): $ 2,487.42

I. Percent of total financial commitment by applicant (Applicant cost ÷ Total cost) for planned improvements. 33.22 %

IV. SATISFACTION OF GRANT CRITERIA

Explain in written detail on a separate sheet; how your proposal meets each one of the listed criteria set forth in the Building Code Assistance Program. By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Clermont CRA and these criteria are used solely to evaluate Applicant's project and do not create an entitlement to funding.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

In addition, any grant funding award is on a first come, first served basis. Application funding shall be in accordance with the established BCAP Criteria, City Land Development Codes and the approved Architectural Standards for the City.

V. CERTIFICATION

Applicant hereby certifies under penalty of perjury, that all information provided is complete, current, accurate and truthful.

Signature 3-2-15 Date

Chris Garcia
Print

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me on this 2 day of March, 2015 by Chris R. Garcia who is personally known to me or has produced DL G670-116-75-463-0 as identification and who did (did not) take an oath.

Notary Signature Notary Public
My Commission expires:

James K. Hitt
Print

Notary Public State of Florida
James K Hitt
My Commission EE 835298
Expires 12/27/2016

YUMMI Frozen Yogurt & Café
650 8th Street

CITY OF CLERMONT

AGENDA ITEM

Meeting Date
Tuesday, March 10, 2015
Agenda Item Name
Incentive application and approval process
Requested Action
Move to approve the amended application and approval process.
Staff Report

In an effort to be more responsive to new and existing businesses in the CRA District, staff is recommending an amendment to the approval process for the CRA Incentive programs.

Several redevelopment and renovation projects for businesses have had to be delayed due to the scheduling of CRA meetings. Once an application with the three quotes has been submitted, anywhere from 3 to 5 weeks may delay the start of the project.

Staff requires at least two weeks prior to a meeting to prepare the staff report. CRA meetings are normally set up at a City Council meeting (5 of the 7 CRA board members). Setting a meeting date and time may also delay the projects since a limited number of meeting days and times are available each month.

The CRA Meetings had normally occurred prior to a City Council meeting, but if multiple items are on the CRA agenda, than time constraints can become an issue.

Staff is requesting the following:
> Staff be allowed to process and approve the CRA Incentive programs internally without a CRA meeting, provided they are in accordance with the approved criteria for each program.

> Quarterly summaries would be provided to the CRA board and any special meetings would be set in accordance with the City process used before.

> If there are special circumstances, changes or requests by an applicant or staff would be required to come before the CRA board.

Additional Analysis
Fiscal Impact Summary

Fiscal Impact	Fund Number and Description	Available Budget Amount

Exhibits Attached (copies of original agreements)	