



**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, February 14, 2023
685 W. Montrose Street**

CALL TO ORDER

NEW BUSINESS

Item No. 1 - Minutes Approval

Consider approval of the October 11, 2022 Community Redevelopment Agency meeting minutes.

Item No. 2 - Easement Agreement

Consider approval of an Electrical Energy Easement Agreement with Duke Energy Florida, LLC to provide underground power to the 7th Street businesses.

Item No. 3 - Resolution No. 28

Consider approval of Fiscal Year 2023 CRA Budget Amendment.

Item No. 4 - CRA Grant Program

Consider grant program modifications to limit overall funding throughout the fiscal year.

ADJOURN

PUBLIC NOTICE

Meeting agendas are available on the city website and are posted within the first floor of City Hall.

Should any person desire to appeal any decision of the City Council with respect to any matter to be considered at this meeting, that person shall ensure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (F.S. 286.0105).

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.

**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, February 14, 2023
685 W. Montrose Street**

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
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
OCTOBER 11, 2022

CALL TO ORDER

The Community Redevelopment Agency met on Tuesday, October 11, 2022 in the Clermont City Council Chambers. Chair Murry called the meeting to order at 6:00pm with the following Board Members present: Board Members Crawford, Merrick, Pines, Entsuah, Bates, and Purvis.

Other City officials present were City Manager Bulthuis and City Clerk Howe.

AGENDA ITEMS

Item No. 1 – Meeting Minutes

Board Member Purvis moved to approve the meeting minutes from July 12, 2022. Seconded by Board Member Bates. Passed unanimously 6-0 with all members present voicing aye.

Item No. 2 – Resolution No. 27

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE
CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING THE BUDGET FOR
THE 2022-2023 FISCAL YEAR.

City Clerk Howe read the resolution title aloud by title only.

City Manager Bulthuis stated that the 2023 Fiscal Year began on October 1, 2022. A portion of the revenue for the CRA district is calculated based on the City and County millage rates. The estimated revenues for the CRA this year will be \$626,923.00 with most of those funds coming from the Ad Valorem taxes. Mr. Bulthuis reviewed the budget in detail explaining the usage of the funds.

Board Member Pines arrived at 6:05 pm.

One major CRA project this year is redesigning the boat docks in the 8th Street area. The study for the project has begun. Once plans are drafted, there will be community input and then a determination of moving forward with the project.

Mr. Bulthuis reviewed the CRA façade grant opportunities. City staff is working with Main Street to contact area businesses to bring awareness of grant opportunities. One issue facing the program this year is that there is currently only one application submitted for 12 door fronts which would take the entire \$100,000 budgeted for the whole year.

Planning Director Henschel explained how one applicant can apply for multiple grants. The rules state it is per door front which means that one building can have multiple businesses i.e.: multiple doors and the owner can apply for a grant for each door/business.

Discussion ensued regarding the CRA Boards involvement in the grant process. The Board members will review the grants and have input in the application. Once that part is complete, staff will handle the administrative process.

City of Clermont
MINUTES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
MEETING MINUTES
OCTOBER 11, 2022

Board members spoke about the approval process and reviewing the applications and criteria to include funding amount. Discussion followed on the applications and interest in the grants for the 2023 Fiscal Year. The program is currently set on a first come first serve basis

Board Members discussed freezing the program or not funding the program while they look at the application process. The application that has already been submitted would take priority, if the program is frozen and then opens back up.

City Manager Bulthuis spoke about coming together with the CRA Board and Main Street to review all the programs. For now, staff can freeze the program and amend the budget to possibly add more funds. After reviewing the budget, staff will come back to the CRA Board with more information.

Discussion was had regarding the audit fee, Christmas tree rentals which includes all decorations, training and education as well as conferences for CRA Board members and staff.

Chair Murry opened the public hearing. There were no comments. Chair Murry closed the public hearing.

Board Member Purvis moved to approve Resolution No. 27 as submitted; Seconded by Board Member Bates. Passed unanimously 7-0 with all members present voicing aye.

City Manager Bulthuis asked if the Board would like to freeze the grant program.

Board Member Crawford moved to suspend applications for the grant program while we re-evaluate the process and procedure of applications; Seconded by Board Member Purvis. Passed unanimously 7-0 with all members present voicing aye.

ADJOURN: With no further comments, this meeting adjourned at 6:27pm.

APPROVED:

Tim Murry, Chair

ATTEST:

Tracy Ackroyd Howe, MMC
City Clerk



**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, February 14, 2023
685 W. Montrose Street**

Meeting Date		
Tuesday, February 14, 2023		
Agenda Item Name		
Easement Agreement		
Requested Action		
Request approval of an Electrical Energy Easement Agreement with Duke Energy Florida, LLC. for two transformers to provide underground power to the businesses on 7 th Street, between West Montrose Street and Desoto Street.		
Staff Report		
As part of the Streetscape Project Phase 3, electrical lines will need to be placed underground. Duke Energy requires a 6' by 25" easement to allow installation of two ground mount transformers to be placed at 732 West Desoto Street next to the city's restrooms, north wall. Staff recommend approval of and Electrical Easement Agreement to provide underground power to the 7 th Street businesses.		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1.	Duke Easement Agreement	Duke Easement Agreement.pdf
2.	Site Plan	Site Plan.pdf
3.	CRA Location map transformer	CRA Location map transformer.docx
4.	CRA Location Map Transformer 2	CRA Location Map Transformer 2.docx

PUBLIC NOTICE

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Prepared by: Duke Energy Florida, LLC
Return to: Duke Energy Florida, LLC
Attn: Land Services
2166 Palmetto St.
Mail Code: CW ENG
Clearwater, FL 33765

Parcel # 24-22-25-0100-092-00003

EASEMENT

State of Florida

County of Lake

THIS EASEMENT ("**Easement**") is made this ____ day of _____ 20____, from **KARL NELSON AND TAMMY NELSON a married couple** ("**Grantor**", whether one or more), to **DUKE ENERGY FLORIDA, LLC**, a Florida limited liability company, Post Office Box 14042, St. Petersburg, FL 33733 ("**Grantee**").

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, "**Facilities**").

Grantor is the owner of that certain property described in "Exhibit A" attached hereto and incorporated herein by reference. ("**Property**").

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land ten feet (10') in uniform width, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, (hereinafter referred to as the "**Easement Area**").

For Grantee's Internal Use:
Work Order #: 42556512

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. Grantee may increase or decrease the voltage and change the quantity and types of Facilities.
9. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and neighboring lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations at the widths defined in this Easement.
10. All other rights and privileges reasonably necessary, in Grantee's sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. The rights and easement herein granted are exclusive as to entities engaged in the provision of electric energy service. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

For Grantee's Internal Use:
Work Order #: 42556512

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this ____ day of _____, 20 ____.

Witnesses:

(Witness #1)
Printed Name _____

KARL NELSON

TAMMY NELSON

(Witness #2)
Printed Name _____

Grantor(s) Mailing Address:

838 W. Montrose St.
Clermont, FL 34711-2124

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20 ____ by KARL NELSON and TAMMY NELSON who are personally known to me or who have produced _____ as identification.

Notary Public: _____

Printed/Typed Name: _____

Commission Expires: _____

This instrument prepared by Manny R. Vilaret, Esquire, 10901 Danka Circle Suite C, St. Petersburg, FL 33716.

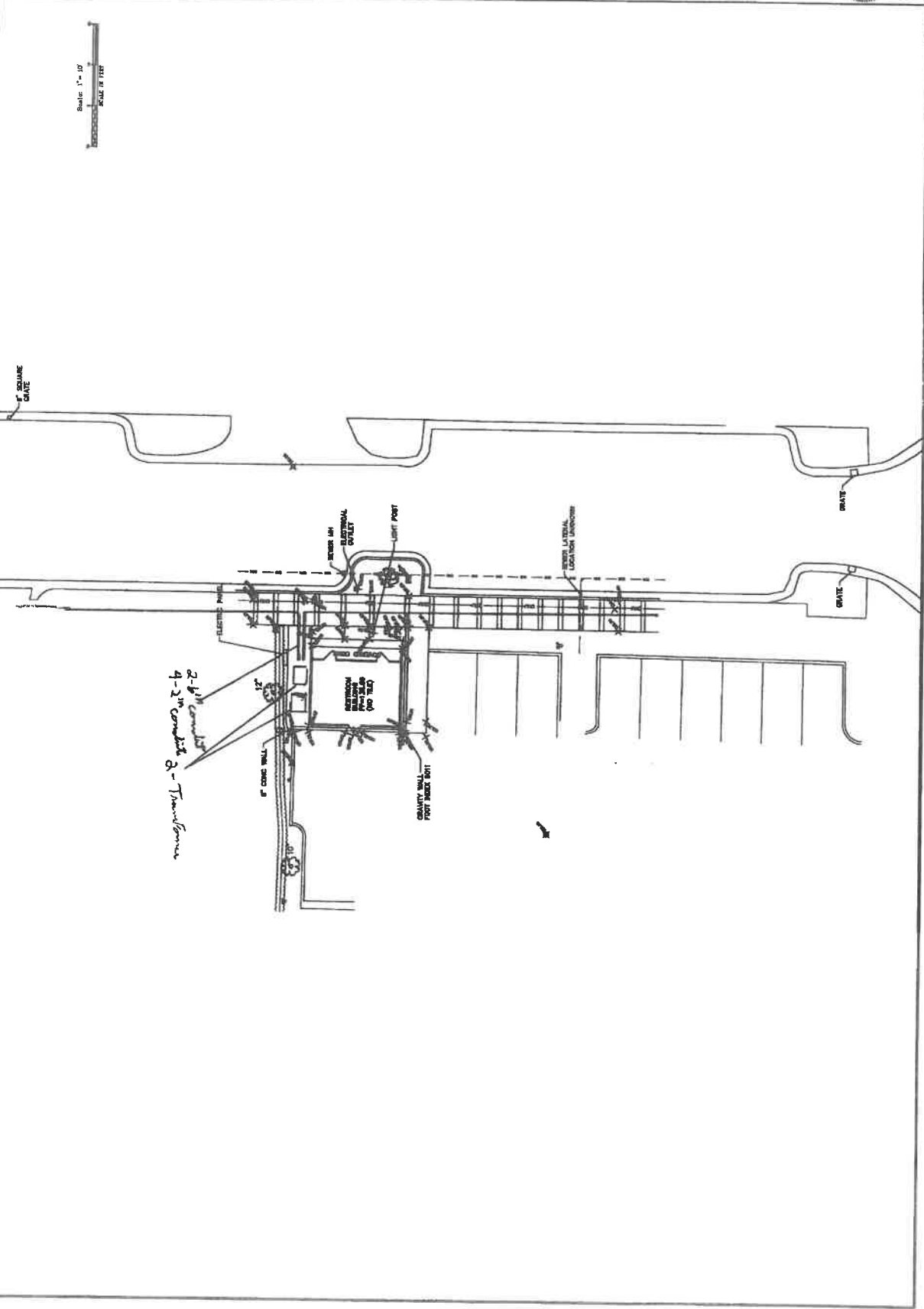
For Grantee's Internal Use:
Work Order #: 42556512

NO.	DATE	DESCRIPTION

City of Chicago, Parks
Downtown Restroom
 Asbuilt Plan



DESIGNED BY: [] DATE: []
 DRAWN BY: [] DATE: []
 CHECKED BY: [] DATE: []
 JOB NO.: []
 SHEET NO.: []
Sheet 1 of 1



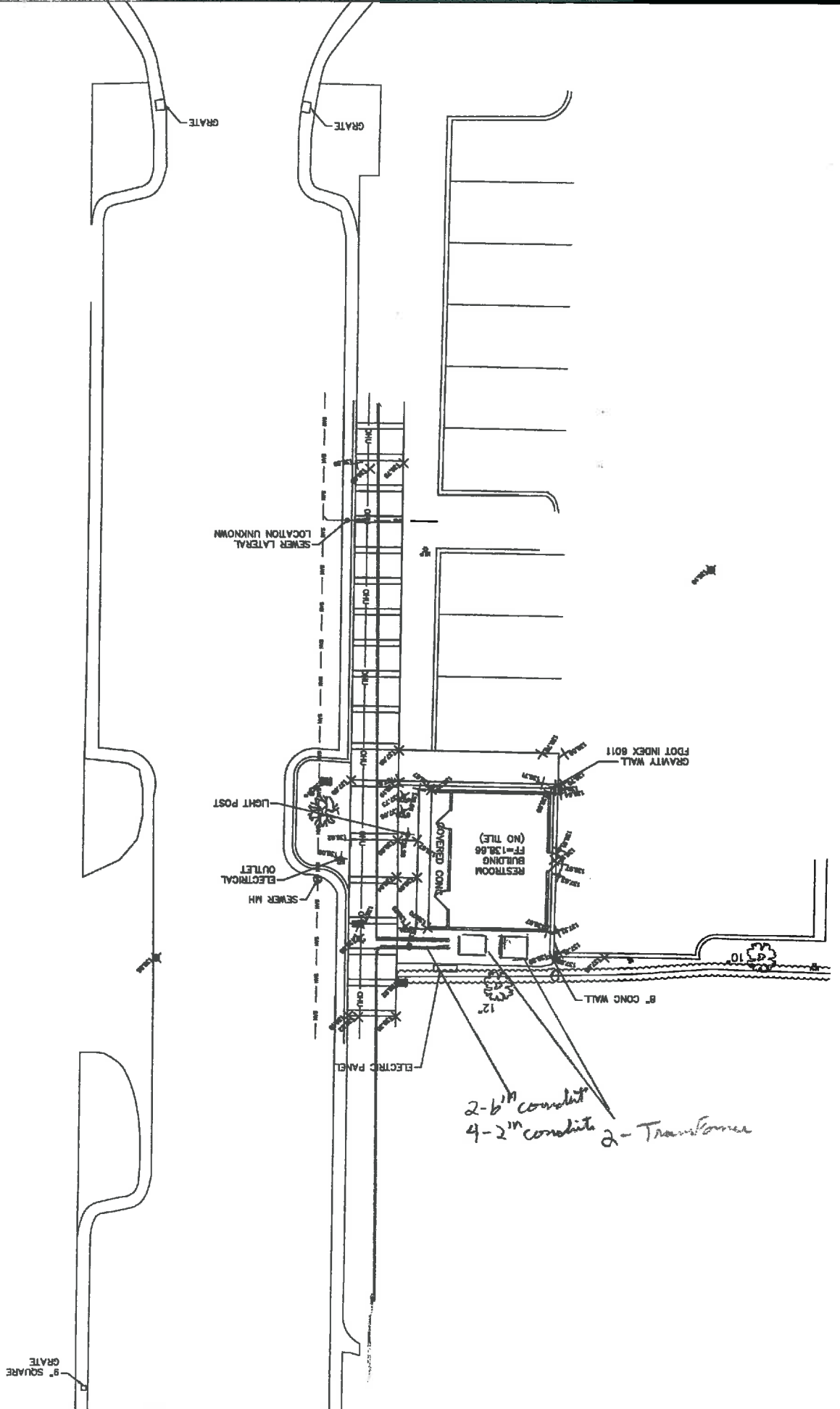
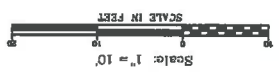
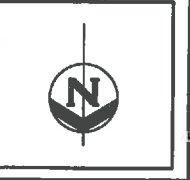
Scale: 1" = 10'
 SCALE IN FEET

DATE: 09-21-2017
 DESIGNED BY: DKB
 DRAWN BY: TMB
 CHECKED BY: DKB
 JOB NO.: 081004.0080
 FILE NAME: RESTROOM

BUSH
 ENGINEERING & SURVEYING • LAND PLANNING
 200 South Orange Ave.
 Tampa, Florida 33602
 Phone: 813.251.1111
 Fax: 813.251.1111
 Website: www.busheng.com
 Division of Administration Services Form

City of Ocala, Florida
Downtown Restroom Facility
 Asbuilt Plan

DATE	REVISION



*2-6" conduit
 4-2" conduit
 2- Transformers*

Location Map
(Transformer location)



Location Map





AGENDA ITEM

Meeting Date		
Tuesday, February 14, 2023		
Agenda Item Name		
Resolution No. 28		
Requested Action		
Request approval of Resolution No. 28 to amend the FY 2023 Budget.		
Staff Report		
Resolution No 28 is proposed to amend the CRA Fiscal Year 2023 budget. This resolution formally amends the annual budget for the carry forward of unexpended funds from FY 2022 for multiple projects. This amendment includes projects that began in FY 2022 that were not completed by September 30, 2022. This includes the evaluation of Victory Pointe drainage basin and consolidation of the sub-basins into one basin, 8th Street Waterfront and Downtown Trailhead Improvements, the annual CRA audit, and additional funding for contractual services. There is no impact to the ending fund balance in the current fiscal year.		
Additional Analysis		
Fiscal Impact Summary		
The net change to ending fund balance is \$0.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. CRA Budget - Resolution 28 FINAL	CRA Budget - Resolution 28 FINAL.pdf	



CITY OF CLERMONT
Community Redevelopment Agency
RESOLUTION NO. 28

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY
 OF THE CITY OF CLERMONT, LAKE COUNTY, FLORIDA, ADOPTING
 THE BUDGET AMENDMENT FOR THE 2022-2023 FISCAL YEAR.**

WHEREAS, it is hereby found and determined by the Community Redevelopment Agency Board of the City of Clermont, Lake County, Florida that the following budget amendments are necessary for the Fiscal Year of October 1, 2022 to September 30, 2023.

COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

CRA Account Description	2023 Current Budget	Proposed Budget Amendment	Total 2023 Revised Budget
Beginning Reserves	\$0	\$260,643	\$260,643
Contractual Services	\$0	\$7,500	\$7,500
Audit Services	\$4,000	\$4,000	\$8,000
Capital-Professional Services	\$10,933	\$185,000	\$195,933
Prof Svcs-Victory Pointe West Lake	-	\$64,143	\$64,143
CRA Fund Expense	\$14,933	\$260,643	\$275,576
Net Impact to CRA Fund Balance			\$0

NOW, THEREFORE, BE IT RESOLVED, that the above said budget amendments for the City of Clermont Community Redevelopment Agency for the 2022-2023 Fiscal Year and appropriations therefore are hereby adopted.

DONE AND RESOLVED by the Community Redevelopment Agency Board of the City of Clermont, Lake County, Florida, this 14th day of February, 2023.

 Tim Murry, CRA Chairman

Attest:

 Tracy Ackroyd Howe, MMC
 City Clerk



AGENDA ITEM

Meeting Date		
Tuesday, February 14, 2023		
Agenda Item Name		
CRA Grant Program		
Requested Action		
Staff Report		
<p>Staff is proposing modifying the CRA grant program to better distribute the grant funds throughout the year. Currently there is a total \$100,000 available for CRA grants throughout the fiscal year. This modification limits the overall funding amount to \$50,000 for the first 6 months, and then the remaining \$50,000 for the second half of the fiscal year. This is to allow for multiple grant recipients. One applicant will not be able to apply for more than \$50,000 at one time. After the first 6 month application period, a previous applicant may apply for additional grants during the second application period. Staff is not proposing grant amounts for individual projects to change. Application modifications are included in this packet.</p>		
Additional Analysis		
Fiscal Impact Summary		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		
1. CRA Grant Application 2023	CRA Grant Application 2023.docx	
2. Food-Related Services Grant Criteria-2023	Food-Related Services Grant Criteria-2023.docx	
3. Facade Improvement Grant Criteria-2023	Facade Improvement Grant Criteria-2023.doc	
4. Building Code Assistance Program-2023	Building Code Assistance Program-2023.doc	



CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY
GRANT INCENTIVE APPLICATION

This application, along with all required information should be submitted to:
 Curt Henschel, Development Services Director
 City of Clermont
 685 W. Montrose Street
 Clermont, Florida 34711

Application Date	Application Number (Assigned by CRA Staff)
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PART I: APPLICANT INFORMATION

Name

Address	City	State	Zip
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Telephone	Fax
------------------	------------

E-mail

PART 2: PROPERTY OWNER (If same as applicant, go to Section III)

Name

Address	City	State	Zip
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Telephone	Fax
------------------	------------

E-mail

PART 3: PROPOSED PROJECT

Project/Business Name

Address	City	State	Zip
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FAÇADE IMPOVEMENT

 BUILDING CODE ASSISTANCE

 FOOD-RELATED SERVICES

- A. Is the project within the Community Redevelopment Area? Yes No
- B. Project General Description. Please provide the following:
1. Color photographs clearly showing existing condition of the façade, neighboring buildings, and rear entrances. Historic photos if available.
 2. Exact description of the work required for building code compliance or upgrades to structure or unit needed. Specify interior or exterior. (If applicable)
 3. Paint color samples for all colors planned. (If applicable)
 4. Awning fabric and color sample. (If applicable)
 5. Attach site plan and/or sketch plans and specifications detailing the scope of work.
 6. Licensed Contractor – Three (3) written quotes to be used for projects up to \$25,000. Projects over \$25,000 must be bid.

C. If applying for the Food-Related Services Grant, please fill out the following:

What type of food relate business is being proposed? _____

Hours of operation? _____

Proposed seating capacity of the restaurant? _____

Will there be outdoor seating? Yes No

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

Total cost of improvements (attach itemized list and cost estimates).

E. Dollar amount requested

F. Applicant cost (minimum 50% of dollar amount requested):

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

PART 4: 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 Food-Related Service Grant criteria, City Land Development Codes and the approved Architectural Standards for the City.

PART 5: 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, **by means of** **physical presence** or **online notarization**, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument, and who did take an oath.

Signature of Notary Public – State of Florida

My commission expires:

(Print, type, or stamp commissioned name of Notary Public)



CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY
FOOD-RELATED SERVICES GRANT

I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area in order to further the purposes of the Downtown Redevelopment Plan by attracting food-related service providers, restaurateurs and specialty food providers to relocate or establish location in Downtown or help an existing food related business to expand services that will result in additional products/services and extended hours of operation. Such assistance for Food-Related Services will be in the form of a financial grant or reimbursement grant to qualified owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

II. Program Description

The CRA's *Food-Related Services Grant* offers up to \$15,000 financial grant or reimbursement to assist in establishing or upgrading food-related businesses in the City of Clermont Community Redevelopment Area. Matching funds are a grant that can be used to offset the cost of eligible improvements necessary to establish and operate a food service or restaurant business.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2010. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2010. Property must be considered food-related service providers, restaurateurs and specialty food providers according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long term commitment to maintain the property in the condition to which it will be renovated.

3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any project must have a Business tax Receipt, or be a permitted use, or have a Conditional Use Permit to operate.

4. Eligible Projects and Costs

- A) It is the intent of the *Food-Related Services Grant* to refund a cost for interior, exterior or structural improvements that will allow new users or existing restaurant operators to open or expand within the CRA district. Eligible businesses are food-related ventures such as sit-down restaurants, bakeries, commissary kitchens, health food stores, breweries, distilleries and other specialty food establishments. Drive through facilities, convenience stores with motor vehicle fuel sales and related entertainment uses are not eligible for the *Food-Related Services Grant*. Governmental entities and not-for-profit entities are not eligible. Grants are intended for rehabilitation, restoration and new construction. Any other grants from other City/City programs may not be combined with the *Food-Related Services Grant*. Handicap access must be available.

The following are examples of eligible improvements:

- i. Fire Alarm systems required for safe operation of business
 - ii. Fire walls as required by the Fire Marshall for particular type of restaurant use
 - iii. Air system handlers- heating and air conditioning systems
 - iv. Handicap access for entries into the building, restrooms or improving internal mobility
 - v. Electrical- can include rewiring, replacement and electrical portions of signage
 - vi. Awnings, mansards or canopies over windows or walkways and other decorative improvements, including shutters; and that are in disrepair and are a threat to general health, safety and welfare. Must be for public facing sidewalk coverings.
 - vii. Other improvements required of the property by Florida Building Code
 - viii. Other code items as may be presented and subsequently approved by the city for inclusion
 - ix. Refurbishing of an exterior wall, including, repairs, painting, re-siding or similar cosmetic improvements
 - x. Exterior windows and doors
- B) Specifically exempted from the grant monies are the following:
- i. Business copy on signage
 - ii. All structural improvements not substantially contributing to the improvement of the property
 - iii. Building permits
 - iv. Parking lot paving or resurfacing
 - v. Landscape or irrigation
 - vi. Grant cannot be combined with any other grant programs for the same work.
 - vii. Once a grant is awarded, the property is not eligible for another grant within a 3-year period.

- C) The applicant must contribute at least 50% over and above the cost of the requested grant amount.

The grant amount shall in no event exceed \$15,000.00 per applicant, and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Food-Related Services Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

- D) Any applicant not meeting the *Food-Related Services Grant* criteria may request further consideration for an exception from the CRA, depending on the intent of the renovation.

5. Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (i.e. sign replacement, new awnings, stucco, signage, new brick, brick re-pointing, etc.)
- c. Material samples or color swatches should be provided for approval.
- d. Cost estimates for each aspect of the project.

Example:

Awnings:	\$3,590.00
Air/heat Handler:	4,600.00
Sign(s):	<u>2,230.00</u>
TOTAL:	\$10,420.00

6. Application and Grant Availability

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the Clermont Planning & Zoning Department and the Site Review Committee, if required, for completeness and eligibility prior to any approvals.

The timeframe for the application period is:

APPLICATION PERIODS

First Grant Application Period

First Monday in October Application Period Opens

Last Friday in March Application Period Closed

Second Grant Application Period

First Monday in April Application Period Opens

First Friday in Sept Application Period Closed

*Funding Cap: There is a funding cap of \$100,000 (including all CRA grant types) annually with a maximum \$50,000 to be distributed during the first application period and the remainder be distributed during the second application period.

* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. Only one grant per unit every three (3) City fiscal years.

*** CRA Incentive program funds are NOT available for repeat or replacement of the same work that was previously part of a CRA Incentive grant.**

Please note: All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the City of Clermont and CRA staff and any required City building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the CRA, according to contract requirements.

7. Disbursement of Funds

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a. Applicant may receive monthly payments based on submittal of paid receipts. Maximum payout is 75% of the grant amount until final CO or approval is completed. Building permits may be required for work to be done, and the applicant must check with the Building Official to determine permit needs.
- b. In the event building permits are not required for such grant approved renovations, approval may be granted by the City or it's representative to proceed; and/or
- c. Applicant will be eligible for the remaining portion of the grant at the time of approved final inspection by, or issuance of final approval from the City of Clermont and the CRA for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- d. All grant requirements must meet all requirements and City of Clermont codes.
- e. Applicant will be notified in writing as to approval or denial.
- f. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Food-Related Services Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNLESS AN APPLICATION HAS BEEN SUBMITTED AND IN REVIEW BY THE PLANNING AND BUILDING DEPARTMENT. ~~DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED. BUILDING PERMITS MAY BE REQUIRED.~~

* For more information about the Clermont
Food-Related Services Grant, please contact:

Curt Henschel, Development Services Director
City of Clermont
685 W. Montrose Street
Clermont, Florida 34711



CITY OF CLERMONT

COMMUNITY REDEVELOPMENT AGENCY

FAÇADE IMPROVEMENT GRANT

I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area in order to further the purposes of the Downtown Redevelopment Plan by improving the visual and aesthetic appearance of structures located in that area. Such assistance for external aesthetic improvements will be in the form of a financial grant or reimbursement grant to qualified owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

II. Program Description

The CRA's *Façade Improvement Grant* provides a \$10,000 financial grant or reimbursement grant to pay eligible costs incurred by a qualified owner or tenant in making exterior improvements. Such exterior improvements may include structural, sign, facade visual treatments (paint, stucco, windows, etc.), awnings, and especially historical theme improvements which reflect Clermont history. Grants will be awarded only in the CRA's redevelopment area.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2010. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2010. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long term commitment to maintain the property in the condition to which it will be renovated.

Nonprofit and/or religious entities may be eligible. Please see #4, D.

3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any project must have a Business tax Receipt, or be a permitted use, or have a Conditional Use Permit to operate.

4. Eligible Projects and Costs

A) It is the intent of this grant program to refund a portion of the applicant's cost for exterior cosmetic, non-structural improvements to a structure that will increase aesthetic appeal. Exterior improvements to existing property within the CRA project area must improve the appearance of the exterior of the non-residential building. All new construction not substantially contributing to the aesthetic improvement will be excluded from this program. Any other grants from other City programs may not be combined for the same materials or work. Handicap access must be available.

The following are examples of eligible improvements:

- i) Refurbishing of an exterior wall, including repainting, repairs, re-siding or similar cosmetic improvements;
- ii) Exterior windows and/or doors, including:
 - (a) Installation of new or replacement windows and/or doors;
 - (b) Repair or refurbishing of existing windows and/or doors; or
 - (c) Similar cosmetic improvements;
- iii) Signs, including the removal of old signs and the design production and installation of new signs. One monument sign may be eligible but at least half the grant funding must be used for the façade itself.
- iv) Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements;
- v) Awnings or canopies over windows or walkways and other decorative improvements, including shutters; and
- vi) Re-shingling or re-surfacing of the roof or mansard, provided that the re-shingling or re-surfacing contributes to the aesthetics of the facade.
- vii) A building on a corner or having a rear facade facing a major street, and containing a single business, may be considered to have two facades, and may combine funding over all, not to exceed \$20,000 (\$10,000 each side). Each facade must be separated for grant funding, and funds and receipts cannot be combined.
- viii) Buildings with multiple units under one roof may combine grant funds provided that units have separate entrances, and have been previously subdivided or partitioned such that:

1. There are separate primary entrances for each business.
 2. Each of the businesses has separate and distinct business tax receipts and sales tax licenses.
 3. Permanent interior walls must have been in place to be considered as multiple facades, under one roof.
- B) Specifically exempted from the grant monies are the following:
- i) Parking lot paving or resurfacing;
 - ii) Landscaping and/or irrigation;
 - iii) Off building signage (i.e. any signs not attached to the building, mansard or canvas type awnings);
 - iv) All structural improvements not substantially contributing to the aesthetic improvement of the property, including load-bearing walls or other similar structural components; and
 - v) Other improvements required for the re-occupation of the property by the City's adopted Standard Building Code.
 - vi) Any internal improvements
 - vii) Building permits.

- C) The applicant must contribute at least 50% over and above the cost of the requested grant amount.

The grant amount shall in no event exceed \$10,000.00 per storefront (see A.vii above), and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Façade Improvement Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

- D) Any building owned by a nonprofit and/or religious entity for services or meetings that do not pay property taxes shall only be eligible for *Façade Improvement Grant* funding up to \$5,000. The applicant must contribute at least 25% over and above the cost of the requested grant amount.

- E) Any applicant not meeting the *Façade Improvement Grant* criteria may request further consideration for an exception from by the CRA, depending on the intent of the renovation.

5. Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (i.e. sign replacement, new awnings, stucco, signage, new brick, brick re-pointing, etc.)

c. Material samples or color swatches should be provided for approval.

d. Cost estimates for each aspect of the project.

Example:

Awnings:	\$3,590.00
Paint:	900.00
Sign(s):	<u>2,230.00</u>
TOTAL:	\$6,720.00

6. Application and Grant Availability

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the Clermont Planning & Zoning Department and the ~~Site Review Committee~~ for completeness and eligibility prior to any approvals.

The timeframe for the application period is:

APPLICATION PERIODS

First Grant Application Period

First Monday in October Application Period Opens

Last Friday in March Application Period Closed

Second Grant Application Period

First Monday in April Application Period Opens

First Friday in Sept Application Period Closed

*There is a combined total of \$1000,000 for CRA grants with a maximum of \$50,000 to be distributed during the first application period and the remained to be distributed during the second application period. If an applicant meets the \$50,000 threshold during the first application period they are eligible to submit a new grant application during the second application period for any remaining funds for that fiscal year.

* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. A maximum of two applications within a three (3) year (City fiscal year), provided the two applications do not exceed the \$10,000 per front for both requests, and that the grants would not be available for the same item.

*** CRA Incentive program funds are NOT available for repeat or replacement of the same work that was previously part of a CRA Incentive grant.**

Please note: All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the City of Clermont and CRA staff and any required City building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the CRA, according to contract requirements.

7. Disbursement of Funds

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a. Applicant may receive monthly payments based on submittal of paid receipts. Maximum payout is 75% of the grant amount until final CO or approval is completed. Building permits may be required for work to be done, and the applicant must check with the Building Official to determine permit needs.
- b. In the event building permits are not required for such grant approved renovations, approval may be granted by the City or it's representative to proceed; and/or
- c. Applicant will be eligible for the remaining portion of the grant at the time of approved final inspection by, or issuance of final approval from the City of Clermont and the CRA for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- d. All grant requirements must meet all requirements and City of Clermont codes.
- e. Applicant will be notified in writing as to approval or denial.
- f. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *Façade Improvement Grant* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNLESS AN APPLICATION HAS BEEN SUBMITTED AND IN REVIEW BY THE PLANNING AND BUILDING DEPARTMENT. ~~DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED. BUILDING PERMITS MAY BE REQUIRED.~~

* For more information about the Clermont
Façade Improvement Grant, please contact:

Curt Henschel, Development Services Director
City of Clermont
685 W. Montrose Street
Clermont, Florida 34711



CITY OF CLERMONT
**COMMUNITY REDEVELOPMENT
AGENCY**

BUILDING CODE ASSISTANCE GRANT

I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area, in order to further the purposes of the Downtown Redevelopment Plan, by improving the ability keep existing businesses and for new businesses to move in and open structures located in that area. Such assistance for code required improvements will be in the form of a financial grant or reimbursement to qualified businesses, owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

II. Program Description

The CRA's *Building Code Assistance Grant (BCAG)* provides a \$10,000 financial grant or reimbursement to help pay eligible costs incurred by a qualified owner or tenant in making improvements that are required due to building code requirements. Code requirements may be from building, fire or City codes that could have prevented a new business from starting. Such improvements may include: fire alarms; air system handlers (heating/air conditioning units); fire walls (needed for various uses); handicap access, including bathroom facilities (ADA requirements); front doors; grease traps (restaurants); electrical; awnings or mansards. Grants will be awarded only in the CRA's redevelopment area. This program is for building code issues/items and is not utilized for simple replacement.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2010. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2010. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long-term commitment to maintain the property in the

condition to which it will be renovated.

3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any project location must have a Business tax Receipt, be a permitted use, or have a Conditional Use Permit to operate.

4. Eligible Projects and Costs

A) It is the intent of the *Building Code Assistance Grant* to refund a portion of the applicant's cost for building code improvements for non-residential structures that will enable an existing business or a new business to operate/open within the CRA district. Exterior code required improvements and interior code required improvements to existing property within the CRA project area would be eligible for non-residential building. All new construction not substantially contributing to building code improvements will be excluded from this program. Any other grants from other City/City programs may not be combined for the same materials or work. Handicap access must be available.

The following are examples of eligible improvements:

- i) Fire alarm systems required for the safe operation of businesses.
- ii) Fire walls as required by the Fire Marshall for particular types of businesses.
- iii) Air system handlers – heating and air conditioning systems.
- iv) Handicap access for front or back doors, bathrooms or internal movement renovations such as door widening,
- v) Electrical – can include rewiring, replacement, and electrical portions of signage.
- vi) Awnings, mansards or canopies over windows or walkways and other decorative improvements, including shutters; and that are in disrepair and are a threat to the general health, safety and welfare. Must be for public facing sidewalk coverings.
- vii) Other improvements required for the re-occupation of the property by the Florida Building Code.
- viii) Other code items as may be presented and subsequently approved by the City for inclusion into the program.

B) Specifically exempted from the grant monies are the following:

- i) Off building signage (i.e. any signs not attached to the building, mansard or canvas type awnings).

- ii) All structural improvements not substantially contributing to the improvement of the property, including load-bearing walls or other similar structural components; and
- iii) Building permits.

C) The applicant must contribute at least 50% over and above the cost of the requested grant amount.

The grant amount shall in no event exceed \$10,000.00 per unit or building, and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the BCAG come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

Buildings that exceed 4,000 square feet may be eligible for an additional \$5,000.00 for code updates to the interior of the building. The additional funds can be applied for with the initial application for a total of \$15,000.00 and is still required to have a minimum 50% match by the applicant. Please contact the CRA Incentive coordinator.

5. Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (see 4. A.).
- c. Cost estimates for each aspect of the project.

Example:	Air/heat Handler:	\$3,590.00
	Front door:	900.00
	Grease trap:	<u>2,230.00</u>
	TOTAL:	\$6,720.00

6. Application and Grant Availability

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the Clermont Planning & Zoning Department and the Site Review Committee, if required, for completeness and eligibility prior to any approvals.

The timeframe for the application period is:

APPLICATION PERIODS

First Grant Application Period

First Monday in October Application Period Opens
Last Friday in March Application Period Closed

Second Grant Application Period

First Monday in April Application Period Opens
First Friday in Sept Application Period Closed

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* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. Only one grant per unit every three (3) City fiscal years.

*** CRA Incentive program funds are NOT available for repeat or replacement of the same work that was previously part of a CRA Incentive grant.**

Please note: All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the City of Clermont and the CRA and any required City building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the CRA, according to contract requirements.

7. Disbursement of Funds

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a. Applicant may receive monthly payments based on submittal of paid receipts. Maximum payout is 75% of the grant amount until final CO or approval is completed. Building permits may be required for work to be done, and the applicant must check with the Building Official to determine permit needs.
- b. In the event building permits are not required for such grant approved renovations, approval may be granted by the City or it's representative to proceed; and/or
- c. Applicant will be eligible for the remaining portion of the grant at the time of approved final inspection by, or issuance of final approval from the City of Clermont and the CRA for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- d. All grant requirements must meet all requirements and City of Clermont codes.
- e. Applicant will be notified in writing as to approval or denial.

- f. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the BCAG come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

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* For more information about the Clermont
Building Code Assistance Grant, please contact:

Curt Henschel, Development Services Director
City of Clermont
685 W. Montrose Street
Clermont, Florida 34711