



**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, September 13, 2016**

**Council Chambers
685 West Montrose Street**

CALL TO ORDER

Item No. 1 - Meeting Minutes

Consider approval of the February 23,
2016 CRA minutes.

Item No. 2 - Resolution No. 11

Consider approval of the Clermont
Redevelopment Agency proposed budget
for Fiscal Year 2016-17.

Item No. 3 - Building Code Assistance Program

Consider Fire system funding criteria
amendment.

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.

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City of Clermont
Community Redevelopment Agency
February 23, 2016

The Community Redevelopment Agency (CRA) met on Tuesday, February 23, 2016 in the Council Chambers at City Hall. Community Redevelopment Agency Chair Gail Ash called the meeting to order at 6:00pm with the following members present: Mary Jo Pfeiffer, Roger Pierce, Tim Bates, Diane Travis, Ray Goodgame, and Keith Mullins. Other City officials present were: City Manager Gray and City Clerk Ackroyd Howe.

Item No. 1 – Meeting Minutes

CRA Member Mullins moved to approve the minutes of the October 13, 2015 CRA meeting; seconded by CRA Member Goodgame. The motion passed with all members present voting aye.

Item No. 2 – Street Lighting

Economic Development Director Hitt presented the proposal to install ten additional street lights on Montrose Street between 7th Street and 8th Street. The estimated cost for the light poles, replacement LED bulbs, and installation is \$95,000, and funded through the CRA budget. Staff recommended approval of the proposed street lights.

CRA Member Mullins asked of future plans for additional lighting for the remainder of the downtown area. City Manager Gray stated future lighting plans would be reviewed by staff.

CRA Member Mullins suggested the CRA Facade Grant Program require lighting underneath awnings.

CRA Chair Ash stated storeowners have suggested the City install additional lighting on the downtown area side streets. City Manager Gray commented lighting for the side streets will be included for consideration.

CRA Member Pfeiffer requested the new light poles align with the parking striping to prevent damage to vehicle doors.

CRA Member Mullins asked if funds were available for additional holiday season banners and brackets for the proposed light poles. City Manager Gray commented staff would review the costs for the banners and brackets. The banners and brackets would be funded through the General Fund.

CRA Chair Ash opened for public comments.

Ron Smart; Clermont Downtown Partnership, spoke in favor of the additional lighting.

CRA Chair Ash closed the public comments.

CRA Member Bates inquired of additional lights during the holidays. City Manager Gray commented staff is reviewing possible options for Council to review.

City of Clermont
Community Redevelopment Agency
February 23, 2016

CRA Member Mullins moved to install ten more lights as presented by staff; seconded by CRA Member Goodgame. The motion passed with all members present voting aye.

CRA Member Pfeiffer asked when the installation would be completed. Economic Development Director Hitt stated approximately two months.

CRA Member Mullins suggested using spare athletic field lights during evening events. City Manager Gray will follow up with staff.

Adjourn: With no further business, the meeting adjourned at 6:19pm.

APPROVED:

Gail L. Ash, CRA Chair

ATTEST:

Tracy Ackroyd Howe, City Clerk



**CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, September 13, 2016**

**Council Chambers
685 West Montrose Street**

Meeting Date	
Tuesday, September 13, 2016	
Agenda Item Name	
Resolution No. 11	
Requested Action	
Move to approve Resolution No. 11 for the FY 2016-2017 CRA budget.	
Staff Report	
In accordance with Florida Statutes, the Clermont Redevelopment Agency is considered a Special District, and is required to approve a budget. Any projects and budgeted items must be included within the CRA Redevelopment Plan. There are multiple projects listed in the CRA Redevelopment Plan that reflect the Downtown & Waterfront Master Plan. There are also other projects and funding options built into the Plan that further the goals of the CRA. The proposed CRA Budget includes the following projects: * Streetscape - continuation of various additions (benches, trash cans, bike racks, lighting, etc.) * Signage - 8th Street & SR 50 entrance and Wayfinding signage (part of City-wide program) * Downtown Trail Loop (spur) * Professional Services - engineering, design, appraisals, surveys, etc. * Public Restroom Building at City Hall Park area. * CRA Incentive Programs: > Facade Improvement Grant Program > Building Code Assistance Program > Building Permit Assistance Program > Impact Fee Assistance Program The CRA Redevelopment Plan allows for flexibility in various programs or projects and a budget amendment may be needed to fund any of those projects as they occur. Once the millage rate and budget are approved by City Council, the CRA budget will be in effect.	
Additional Analysis	
Fiscal Impact Summary	

CITY OF CLERMONT
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685 West Montrose Street

Fiscal Impact		Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)			
1.	CRA Budget - FY 2016-2017	CRA Final Budget Resolution 11.pdf	
2.	Ad	NOTICE TO THE CITIZENS OF CLERMONT- CRA 9-13.doc	

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CITY OF CLERMONT
Community Redevelopment Agency
RESOLUTION NO. 11

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF CLERMONT, LAKE COUNTY,
FLORIDA, ADOPTING THE BUDGET FOR THE 2016-2017
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 sums of money or as much thereof as may be authorized by law are required for the purpose of carrying out the Community Redevelopment Programs and Plans for the Fiscal Year of October 1, 2016 to September 30, 2017.

Estimated Revenues:

Ad Valorem Taxes	222,872
Miscellaneous Revenue	2,929
Reserves	<u>206,259</u>
Total Revenues & Reserves	\$ 432,060

Expenditures:

Economic Development	256,396
Transfers	126,094
Reserves	<u>49,570</u>
Total Expenditures & Reserves	\$ 432,060

NOW, THEREFORE, BE IT RESOLVED, that the above said budget for the City of Clermont Community Redevelopment Agency for the 2016-2017 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 13th day of September, 2016.

Gail L. Ash, CRA Chair

Attest:

Tracy Ackroyd Howe, City Clerk

NOTICE TO THE CITIZENS OF CLERMONT

The City of Clermont Community Redevelopment Agency (CRA) will hold a meeting Tuesday, September 13, 2016 at 6:00pm in the City Council Chambers, 685 West Montrose Street, Clermont, FL 34711, to approve the CRA budget for the Fiscal Year 2016-2017.



CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY (CRA)
6:00 PM, Tuesday, September 13, 2016

Council Chambers
685 West Montrose Street

Meeting Date		
Tuesday, September 13, 2016		
Agenda Item Name		
Building Code Assistance Program		
Requested Action		
Recommend approval.		
Staff Report		
The Building Code Assistance Program has proven to be a vital link for businesses to improve the interior of their buildings to meet the various building and fire codes that are required by the State of Florida. As the City grows and works to attract new business to our downtown, one item that has proven a challenge are some fire code requirements for certain systems needed for higher occupancy rates (greater than 200) and for rooming and lodging facilities. Many of these costs are fairly high and can mean the difference between building or not. To help with these costs, staff is recommending an addition to the criteria that can help with these code requirements. Please see Section 4, (C) iv). which includes up to \$10,000 in addition to other Code improvements that may be needed. This is only for fire systems, which are specific, both to a particular fire system and the use that requires it. The Florida Fire Prevention Code, Fifth Edition, and the Florida Building Code, Fifth Edition; as amended, shall be used for this evaluation and approval of a fire system.		
Additional Analysis		
Fiscal Impact Summary		
Additional funding for the BCAP may be needed through a budget amendment in the future, depending on applications for this new economic development tool for the downtown and waterfront businesses.		
Fiscal Impact	Fund Number and Description	Available Budget Amount
Exhibits Attached (copies of original agreements)		

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- | | | |
|----|---|---------|
| 1. | CRA Incentive, BCAP-Building Code Assistance Program, criteria BCAP Criteria-add fire 4-C-amendment | iii.pdf |
|----|---|---------|

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City of Clermont - CRA
BUILDING CODE ASSISTANCE PROGRAM
Criteria

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 in 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 Program* (BCAP) provides a 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, 2005. 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, 2005. 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 façade 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 Program* to refund a portion of the applicant's cost for interior, exterior or structural 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 or upgrading Fire exits, as 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. Does not include parking upgrades.
- 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 25% over and above the cost of the requested grant amount.
- i) The grant amount shall in no event exceed \$5,000.00 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 *BCAP* 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.
 - ii) 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 \$10,000.00 and is still required to have a minimum 25% match by the applicant. Please contact the CRA Incentive coordinator.
 - iv) Existing buildings or new construction of non-residential buildings that require fire systems such sprinklers or a Voice Evacuation Fire Alarm System may be eligible for up to \$10,000. Requirements are in accordance with the Florida Fire Prevention Code, Fifth Edition, 2012 (or as amended) for an assembly occupant load greater than 200 persons, or for rooming and lodging facilities. Verification by the City's Fire Marshall is required for eligibility. This option may be completed in addition to a normal BCAP as listed above in i) and ii).
- Fire systems designed to meet state fire code regulations may be permitted with only one cost estimate provided the Building Official or Fire Marshall agree that the provided cost estimate is appropriate for the work proposed. A separate cost estimate must be provided and all work shall be permitted.
- 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 the *Building Code Assistance Program* funding up to \$5,000 as listed in above in C) i) only. The applicant must contribute at least 50% over and above the cost of the requested grant amount.

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 for completeness and eligibility prior to any approvals.

* 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 FIGP 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 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. BUILDING PERMITS MAY BE REQUIRED.

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

City of Clermont

James Hitt, CRA & Mobility Director
Community Redevelopment Agency
685 W. Montrose St.
Clermont, FL. 34711
(352) 241-7305
Email: jhitt@clermontfl.org