



Community Redevelopment Advisory Board Regular Meeting

Agenda

February 27, 2025 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

1. Call to Order

- a. CRAAB Annual Report Photo 5 minutes

2. Consent Agenda

- a. Approve the minutes of November 13, 2024

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. CRA Renewal Grant Program 15 minutes
b. CRA Business Facade Program Updates 10 minutes

5. Non-Action Items**6. Staff Updates**

- a. Project Updates 5 minutes

7. Board Comments**8. Upcoming Agenda Items****9. Adjournment**



Community Redevelopment Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

February 27, 2025

prepared by**approved by**

Peter Moore, Director of Office of
Management and Budget

subject

Approve the minutes of November 13, 2024

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. CRAB-mins-2024-11-06 DRAFT



Community Redevelopment Advisory Board Regular Meeting Minutes

November 6, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Carlos Benitez, Jay Trent, Pragasen Ramiah, Michael Perelman

Absent

Lindsay Eriksson

Staff Present

Assistant Director of Economic Development and CRA Kyle Dudgeon, CRA Coordinator Anne Sallee, Director of Office of Management & Budget Peter Moore

1. Call to Order

Carlos Benitez called the meeting to order at 5:31 p.m.

2. Consent Agenda

- a. Approve the minutes of October 17, 2024

**Motion made by Mr. Trent to approve the minutes, seconded by Dr. Perelman.
Motion carried unanimously with a 4-0 vote.**

3. Public Comments (for items not on the agenda)

4. Action Items

- a. CIP Discussion & Direction

Staff reported the CRA was extended and expanded. Appreciation was conveyed for the numerous individuals, the Mayor, the previous Mayor and Mr. Dudgeon who pushed for the extension and expansion. The CRA has become multi-jurisdictional with thirteen more years to continue doing wonderful things in the city. Mr. Trent read the letter sent to residents from the Mayor thanking staff for their work on the extension/expansion.

The \$8M playhouse grant was approved through the Tourist Development Tax (TDT) Fund. The Playhouse is raising \$2M for the \$10M project. Mr. Moore expounded on the TDT grant; \$6M of the \$8M requested will be received this fiscal year, \$2M will be floated, \$1M in 2026 and \$1M in 2028. Based on the timing of the grant, it suggests CRA funds may not be needed.

Staff presented a draft pro forma CIP list. Discussion took place on the list of capital projects, revised timelines and values. After approval by the Board, the CIP will be presented to the Agency at their next meeting on November 13.

Motion made by Mr. Benitez to amend the existing project balances and approve the revised 5 year CIP; seconded by Dr. Perelman. The motion carried unanimously by a 4-0 vote.

5. Non-Action Items

6. Staff Updates

a. Project Updates

Mr. Dudgeon provided an update on the MLK unity corner and invited the board to visit the sculpture at the foundry in Sanford. Staff met with the Winter Park Library to coordinate event planning around the MLK installation. The estimated target date for the ribbon cutting ceremony is February 15, 2024.

Staff updated the Board and discussed a number of the listed projects. Mr. Moore informed the Board of the temporary holiday parking deal on the lots behind Häagen-Dazs for 60 spaces of free public parking.

7. Board Comments

Board was reminded of the CRA meeting the following Wednesday, 11/13/24 at 2 p.m. The next Advisory Board meeting will be January 23, 2025.

8. Upcoming Agenda Items

The next meeting is scheduled for January 23, 2025

9. Adjournment

The meeting adjourned at 6:20 p.m.

Approved by the board on
/s/ Bahiyyah Layton, Board Coordinator



Community Redevelopment Advisory Board

agenda item 4.a

item type

Action Items

meeting date

February 27, 2025

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by

Peter Moore, Director of Office of
Management and Budget

subject

CRA Renewal Grant Program

motion | recommendation

Approve as requested

background

The 1994, 1999, and 2023 CRA plans speak to the opportunity for neighborhood improvement. The Winter Park Community Redevelopment Agency (CRA) Community Renewal Grant Program is designed to further these endeavors by incentivizing the removal of neighborhood blight and make way for neighborhood stability. This program provides grant funds for the remediation of dilapidated, hazardous, and/or vacant structures by request from the existing property owner within the CRA district. Applicants may apply on a first come, first serve basis with particular emphasis on:

- Health/safety of the existing environment
- Prevention of slum and/or blighted conditions
- Applicant must be the property owner and have claim to property for three years
- Cannot be corporate franchises, government offices

These types of grants are typical for CRA's and have been used statewide. Specific examples of other programs come from the following districts:

- Avon Park CRA Demolition Grant Program
- City of Calloway CRA, Demolition Grant Program
- South Daytona Beach CRA Demolition Grants
- Pinellas Park CRA Demolition Grant Program
- Cape Coral CRA Demolition Grant
- Fort Myers CRA

alternatives | other considerations

Amend the program

Do not consider the program

fiscal impact

Funds for the program will be derived from the CRA's existing FY25 budget. It is unclear at this time if a specific line item is required for this program; however, monies under the existing grant program are anticipated to cover early need.

attachments

1. CRA Community Renewal Grant Application 2024
2. CRA Community Renewal Grant Guidelines_2024



City of Winter Park Community Renewal Program

1. APPLICANT/PROPERTY OWNER

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Is property Commercial or Residential? _____

Legal Form: Sole Proprietorship ☐ Partnership ☐

Residential ☐ Non-Profit ☐

If a business, in which State are the incorporation and/or organization documents filed?

Social Security Number of Tax Identification Number: _____

2. BUILDING/STRUCTURE TO BE DEMOLISHED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____
--

4. BRIEF DESCRIPTION OF PROPOSED COMMUNITY NEED AND PROPOSED IMPROVEMENTS & WHY WORK HAS NOT BEEN COMPLETED TO DATE

5. ESTIMATED COST OF WORK FROM BIDS RECEIVED *(Applicant may make multiple copies of this page if the applicant is collecting bids from more than three vendors to ensure a complete scope of work. Please be advised, applicants are not permitted to list their own services/business as a potential vendor for use of grant funding. List each type of work separately under item 5 and enter the required bids below.)*

Bid #1:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____.

Bid #2:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____.

Bid #3:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____.

6. SOURCE(S) OF ANY ADDITIONAL FUNDING

7. ACKNOWLEDGEMENTS

- ☐ I have read and understand the program guidelines and criteria
- ☐ I have attached a copy of my current business license (if applicable) to this document
- ☐ I have attached a copy of my current property insurance
- ☐ To the best of my knowledge the business and the property are current on all local, state, and federal taxes
- ☐ I have attached a copy of the scope of work
- ☐ I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the City does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a Community Renewal grant and is true and complete to the best of the applicant's knowledge and belief.

Evidence of property ownership is attached.

The City is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the City's Community Renewal Grant Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the City from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to the City.

Economic Development/Community Redevelopment Agency
401 S. Park Ave
Winter Park, FL 32789

For additional information please contact:

Anne Sallee
CRA/Economic Development
Phone: 407-599-3225
Email: asallee@cityofwinterpark.org



Community Renewal Grant Program Guidelines

The Community Redevelopment Agency (CRA) of the City of Winter Park established the Community Renewal Grant Program with the intent to reduce or eliminate the costs associated with the removal of substandard, uninhabitable, or unsafe structures when the cost to rehabilitate is not financially feasible. Where demolition of a structure is necessary or desired for the rehabilitation, conservation and redevelopment of the Redevelopment Area in the interest of the public health and safety of the community to eliminate, remedy and prevent conditions of slum and blight, the program specifically encourages redevelopment and reinvestment for properties located in the Winter Park CRA district of the City.

ELIGIBLE APPLICANTS

- The grant applicant must be a property owner within the CRA;
- The property must be located within the boundaries of the Winter Park CRA (see map);
- Must be a permanent structure (includes Accessory Dwelling Units).
- Must be vacant and uninhabitable / unsafe.
- Property must be clear of any outstanding liens.
- Hazardous materials/ substances must be removed in compliance with federal and state law.
- The property must not be in foreclosure.
- The Renewal Grant can only be used once per property; regardless of ownership.
- The Renewal Grant cannot be combined with another CRA Grant within 12 calendar months.
- The project applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County and have no outstanding code violations.
- Property must be requested by owner only, and have claim to the property for at least three years.

Ineligible Applicants:

- National corporate franchises
- Government offices and agencies

ELIGIBLE PROJECTS

The Community Renewal Grant program is funded through Community Redevelopment Agency funds. The grant will fund Up to 100% of cost, not to exceed \$15,000 for residential structures

and up to \$25,000 for commercial structures, The property must be cleared at the completion of the project. Any application shall not be completed in the same year as any other CRA grant program.

Eligible work: Demolition and disposal of resulting materials for structure(s) visible to the street or public right-of-way, including structures that are:

- dilapidated,
- hazardous,
- vacant structures;
- condemned

Ineligible Activities:

- roofs;

AWARD TIMELINE

Applications will be collected quarterly beginning October 1st. Property owners may apply during any quarter of the fiscal year, but are encouraged to submit their applications as soon as possible to ensure funds are available for commitment. The CRA also reserves the right to review alongside other City Departments to ensure dilapidated, hazardous, or blighted conditions.

AWARD INFORMATION

- Applications will be reviewed and approved on a first come, first served basis, while funds are available.
- Up to 100% of cost, not to exceed \$15,000 for residential structures and up to \$25,000 for commercial structures,

Approved applicants may request up to 100% of the estimated awarded grant funds with proof of invoice and confirmation of satisfactory work completed.

COMPETITIVE BIDDING Applicants are required to get three (3) competitive bids for every type of proposed work. Please be advised, applicants are not permitted to use their own business as one of the required bids. The CRA will provide up to 100% of the cost not to exceed \$15,000 for residential structures and up to \$25,000 for commercial structures. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations Including compliance for debris removal, holding harmless the City and the CRA.

CONTRACTUAL AGREEMENT

Accepted applicants must enter into a contractual agreement with the CRA prior to contract signing of grant funds. The CRA will not pay for any work that takes place prior to the execution of the grant agreement.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost.

Failure to provide required information will delay the review and/or approval process.

The applications must include the following attachments:

1. Complete application form
2. Proof of property ownership
3. Copy of current property insurance
4. Digital photographs of existing conditions of project
5. Three competitive bids for each type of work proposed

Owner satisfactory completion form must be submitted upon satisfactory completion of the project.

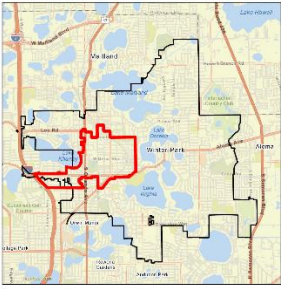
Submit complete applications to:
Community Redevelopment Agency
Attn: Community Renewal Grant Program
401 Park Avenue South
Winter Park, FL 32789

For more information about the CRA's community Renewal Grant Program, please contact our office at 407-599-3225.



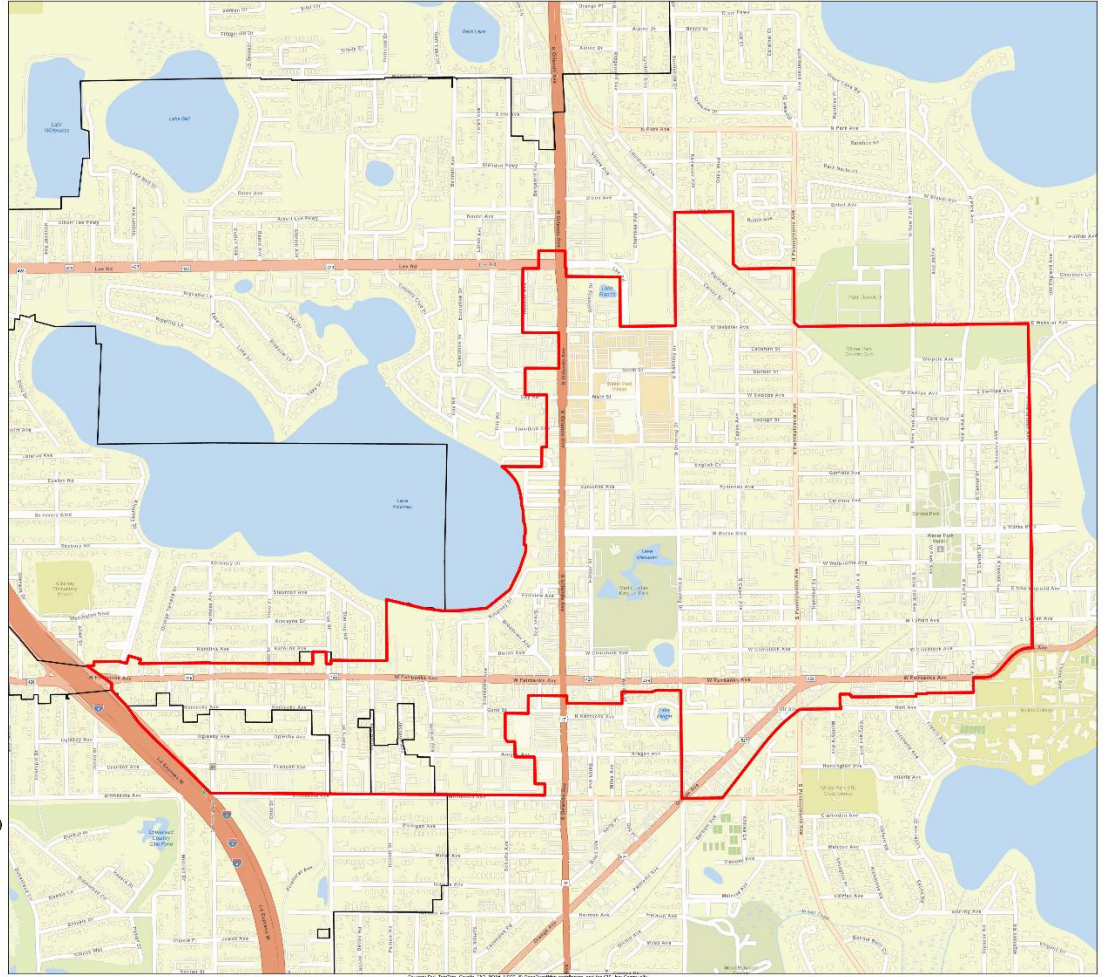
Community Redevelopment Agency Boundary

City of Winter Park
Florida



0 1,000 2,000 4,000
Feet

Date: 12/4/2024
Project: 20241204 CRA Layout
Source: City of Winter Park CRA





Community Redevelopment Advisory Board

agenda item 4.b

item type

Action Items

meeting date

February 27, 2025

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by

Peter Moore, Director of Office of
Management and Budget

subject

CRA Business Facade Program Updates

motion | recommendation

Approve as requested

background

One of the earliest CRA programs has been its business facade grant. Under policy 7.4C "the Agency shall establish a Facade Improvement Program" the program provides a dollar-for-dollar matching grant for physical improvements to storefront windows, doors, awnings, new paint, and other similar enhancements. Over the years, the program is responsible for a 14:1 private to public ratio (for every \$14 spent privately, the CRA has contributed \$1), participation by over 70 businesses, and close to \$1M in public investment. Over time, the CRA has provided amendments to the program to coincide with the adaptation of existing conditions. In April 2023 for example, the CRA Advisory Board expanded its program list to include "public-facing, small-scale utility improvements, such as mop sinks, condensate discharge drainage connections, and others as may be provided within the city code" in order to respond to public requests.

To that end, staff has seen an increase the programs match to coincide with modern conditions. These include:

- The grant match of \$20,000 has not been adjusted since 2009.
- 'Keeping pace with' new normal of construction and labor costs.
- CRA area expansion participation

Staff request is to consider approval by the CRA Advisory Board to increase the program's maximum match contribution to \$30,000. The match would also run parallel to the CRA's prior approval of increasing the home renovation program (30k).

alternatives | other considerations

Amend the request

Do not consider the request

fiscal impact

Facade program funding may be adjusted for the FY26 budget pending amendment approval.

No immediate additional funds are being requested.

attachments

1. CRA Business Facade Guidelines
2. CRA Business Facade Application



Business Façade Grant Program Guidelines

The Community Redevelopment Agency (CRA) of the City of Winter Park established the Business Façade Grant Program to provide a financial incentive to property and business owners to renovate and reinvest in the exterior of their business or commercial property. The program specifically encourages redevelopment and reinvestment for commercial properties located in the Winter Park CRA district of the City.

ELIGIBLE APPLICANTS

- The grant applicant must be a property owner or a business owner leasing a storefront;
- The business must be located within the boundaries of the Winter Park CRA (see map);
- If applying as the tenant, an affidavit must be signed by the property owner consenting to the improvements (see application);
- Proposed project must be a small business as defined by the U.S. Small Business Administration (For more information visit www.sba.gov/size;
- Business may be an individually owned franchise as long as it meets all other criteria;
- Tenant must have at least two years remaining in lease at location of proposed project;
- Exterior Improvement Program Grant can only be used once per building; regardless of ownership;
- Buildings with multiple occupants may be eligible on a case by case basis;
- The project applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County and have no outstanding code violations.

Ineligible Applicants: National corporate franchises, government offices and agencies (non-governmental, for-profit, tenants are eligible), businesses that exclude service to minors, properties primarily in residential use, properties exempt from property taxes.

ELIGIBLE PROJECTS

The Exterior Improvement Façade Grant program is funded through Community Redevelopment Agency funds. The CRA will match the Owner/Lessee up to fifty percent (50%) of the total cost of eligible improvements up to \$20,000. Project cost must exceed \$2,500 of eligible improvements to be considered for façade grant. All work must be done on the exterior of a street facing side of the building. Grant funds cannot be used on work already completed. Eligible work must be completed **after** an applicant's request has been reviewed and approved.

Eligible work: Rehabilitation of building facades visible to the street or public right-of-way, including:

- storefronts;

- ledges;
- gutters and downspouts;
- signs and graphics;
- exterior lighting;
- canopies and awnings;
- painting and masonry work.

Following repairs are allowed as long as they are part of work which is directly visible from public right-of-ways and specifically approved by the CRA:

- landscaping and irrigation;
- fences;
- seal coating, re-stripping of parking lots and bike racks;
- public-facing, small-scale utility improvements, such as mop sinks, condensate discharge drainage connections, and others as may be provided for within the city code;
- New construction may be considered on a case-by-case basis if the applicant is upgrading the current façade of a property.

Ineligible Activities:

- roofs;
- structural foundations;
- billboards;
- security systems;
- non-permanent fixtures;
- interior window coverings;
- personal property and equipment;
- security bars; razor/barbed wire fencing;
- sidewalks and paving;
- all necessary government approvals, building permits, and taxes;
- services performed by a non-licensed contractor
- work performed prior to grant award

AWARD TIMELINE

Applications will be collected quarterly beginning October 1st. Businesses may apply during any quarter of the fiscal year, but are encouraged to submit their applications as soon as possible to ensure funds are available for commitment.

First time applicants are encouraged to participate as they will be given priority over businesses who have previously participated in the CRA Business Façade Program. Staff will also review safety repairs and total leverage of CRA funding to determine award.

AWARD REIMBURSEMENT

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements,

not to exceed \$20,000 per storefront. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for a larger grant on a case by case basis by the CRA Director. Any projects totaling less than \$2,500 in qualified improvements are not eligible.

Approved applicants may request on up to 50% of the estimated awarded grant funds, with proof of paid invoice. The remaining grant funds will be paid once the project is complete. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The CRA reserves the right to refuse reimbursements in whole or in part for work that is not completed within 9 months. The CRA cannot reserve funds indefinitely. Grants may be subject to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs funds have been committed, owner/lessee may still submit an application, complete approved façade work, and be reimbursed for that work if funding is approved and available. Due to the uncertain nature of budget availability in any given year, the CRA cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list may be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied and been placed on the waiting list prior to beginning any exterior improvement under this program may be eligible for funding.

Multi-Tenant Building: Business tenants in a multi-tenant property may apply to the program as long as the tenant has a clearly definable independent entrance into the storefront that is clearly visible from public rights-of-way (ex. strip-mall tenants). Business tenants in multi-tenant buildings that do not have independent storefronts are not eligible to apply, however the property owner may still apply if they meet the eligibility requirements. Multi-tenant property owners may still apply if they meet all other eligibility requirements. Property owners will not be able to apply if other tenants in the same property have previously used the program. If no other tenant in the property has utilized the program then the property owner may apply as the applicant and receive up to \$20,000 for the entire property.

COMPETITIVE BIDDING Applicants are required to get three (3) competitive bids for every type of proposed work. Please be advised, applicants are not permitted to use their own business as one of the required bids. The CRA will match up to 50% of the cost up to \$20,000. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

CONTRACTUAL AGREEMENT

Accepted applicants must enter into a contractual agreement with the CRA prior to disbursement of grant funds.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost.

Failure to provide required information will delay the review and/or approval process.

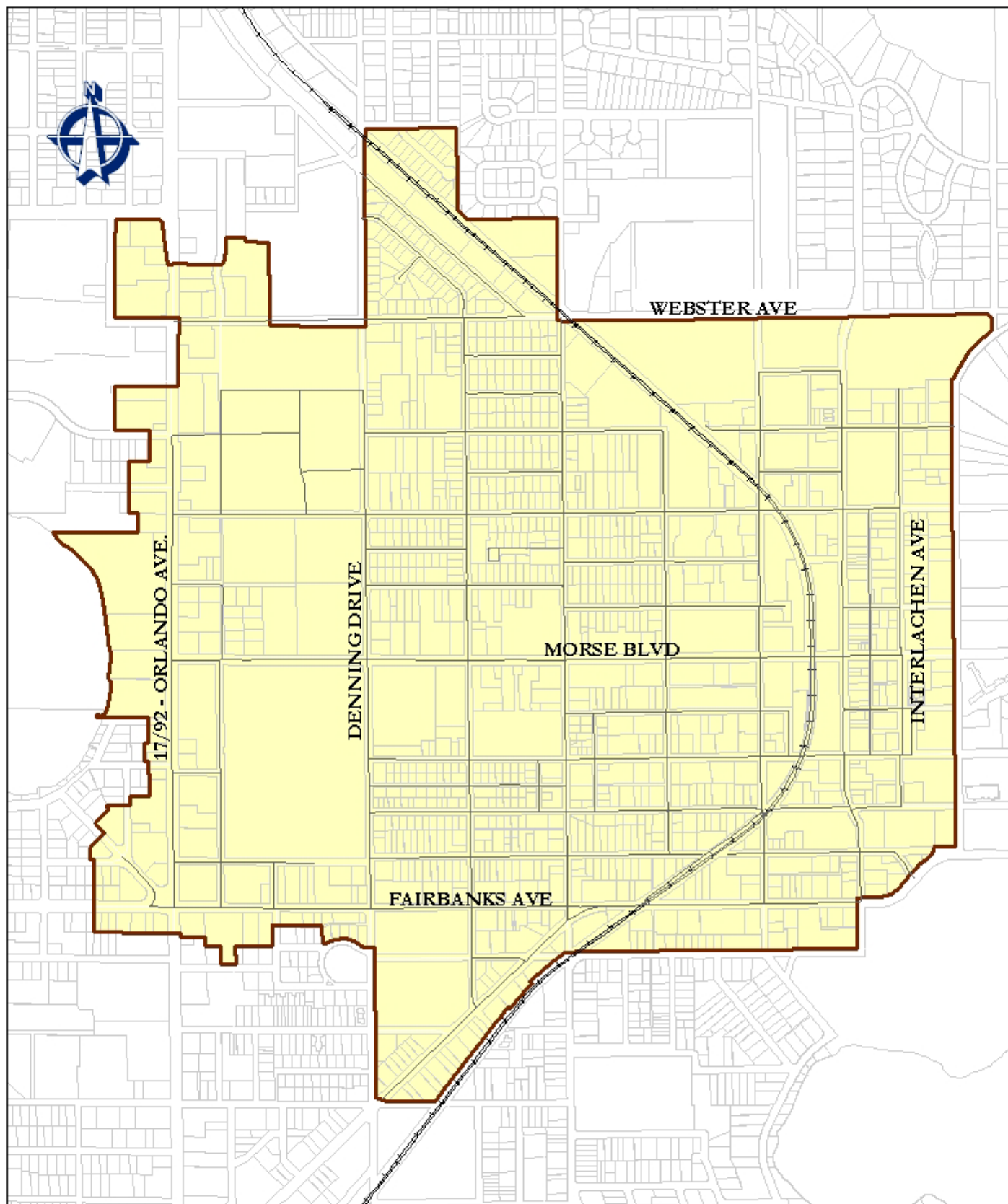
The applications must include the following attachments:

1. Complete application form
2. Copy of current business license
3. Copy of current property insurance
4. Written consent from property owner giving permission to conduct exterior improvements (*if necessary*)
5. Digital photographs of existing conditions of project
6. Written description of project improvements including material list and color selections
7. Simple sketch of improvement project
8. Three competitive bids for each type of work proposed

Submit complete applications to:
Community Redevelopment Agency
Attn: Exterior Improvement Grant Program
401 Park Avenue South
Winter Park, FL 32789

For more information about the CRA's Business Façade Program, please contact our office at 407-599-3217.

Winter Park Community Redevelopment Agency Boundary Map





City of Winter Park Business Façade Program

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Sole Proprietorship ☐ Partnership ☐

Corporation: Profit ☐ Non-Profit ☐

In which State are the incorporation and/or organization documents filed?

Tax Identification Number: _____

2. BUILDING/BUSINESS TO BE IMPROVED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____
--

4. AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR IMPROVEMENTS

6. ESTIMATED COST OF WORK FROM BIDS RECEIVED *(Applicant may make multiple copies of this page if the applicant is collecting bids from more than three vendors to ensure a complete scope of work. Please be advised, applicants are not permitted to list their own services/business as a potential vendor for use of grant funding. List each type of work separately under item 5 and enter the required bids below.)*

Bid #1:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

Bid #2:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

Bid #3:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

7. SOURCE(S) OF ADDITIONAL FUNDING

8. INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT

Include the total cost estimate of all work being performed at the business, both exterior and any interior improvements being made. \$_____._____

9. ACKNOWLEDGEMENTS

- ☐ I have read and understand the program guidelines and criteria
- ☐ I have attached a copy of my current business license to this document
- ☐ I have attached a copy of my current property insurance
- ☐ To the best of my knowledge the business and the property are current on all local, state, and federal taxes
- ☐ I have attached a copy of the scope of work and available drawings or sketches
- ☐ I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the City does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a 50/50 grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The City is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the City's Business Façade Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the City from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to the City.

Economic Development/Community Redevelopment Agency Division
401 S. Park Ave
Winter Park, FL 32789

For additional information please contact:

Kyle Dudgeon
CRA/Economic Development
Phone: 407-599-32217
Email: kdudgeon@cityofwinterpark.org

Business Façade Program Property Owner Authorization

I, _____, understand that

_____, a leaseholder of my property located at

_____ is considering improvements under the City of Winter Park Business Façade Grant Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the City of Winter Park as "City".

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements under the Program.

I understand and agree that neither the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the City or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program.

I assure the City that the tenant holds a valid lease with no expiration pending within the next twenty-four months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____, who is personally

known to me or who has produced _____ as identification.

Notary Public



Community Redevelopment Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

February 27, 2025

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by

Peter Moore, Director of Office of
Management and Budget

subject

Project Updates

motion | recommendation

background

(1) **New York Avenue Streetscape** - Phase II intersection of New York at Comstock is complete. Morse is at 50% including removal of mast arm on the northeast corner. Remaining intersection sections are nearing completion. Milling and repaving of the road is in coordination with the public facility/restroom project to ensure coordination with water/wastewater. Full completion is expected in Q2 2025.

(2) **Denning/Fairbanks Improvements** - Staff has been requested by administration to review the northwest corner of the Denning/Fairbanks intersection, and has engaged with a consultant on concepts for potential improvements on the CRA's purchased lots. Enhancements would include continuity with the recent acquisition of the sinkhole properties and the MLK Master Plan. Staff will share preliminary deliverables with the board once drafted.

(3) **MLK Park Unity Corner** - City staff has been coordinating with an artist, landscape architect (Dix Hite), and general contractor (GC) regarding construction and installation. The artist has coordinated on detailed site fixtures such as the memorial wall and sculpture. The transport of the memorial wall pieces are anticipated the week of 2/21, and the Dr. King sculpture is currently at the foundry in Sanford. Staff has been requesting weekly updates on both to provide clarity on final install date. Staff has met with the Winter Park Library to coordinate event planning. Site preparation and construction has undergone significant improvement. Attached is a February aerial view of the site. Copies of the latest information on MLK Park can be found at: <https://cityofwinterpark.org/government/projects/mlk-jrpark-renovations-project/>

(4) **MLK Park Community Playground** - Contract award has been issued for the project. The vendor consisting of Ovation construction and several sub-vendors are working on a design update. Staff coordinated a public meeting on 2/20 to ensure schematic design is

consistent with construction documents currently under development.

(5) **CRA Stormwater Improvement/W. Fairbanks Stormwater Improvements** – Staff is working with a consultant on updating project costs to maximize the effectiveness of the CRA's intent to invest in stormwater. In addition, staff is reaching out to Orange County to coordinate W. Fairbanks multi-jurisdictional stormwater benefits which include a detailed study from a consultant. Study and design is expected to be a multiple-month process. Staff is also currently working with Public Works on existing projects near Lake Killarney for immediate improvements reviewed by the CRA Agency on 2/26.

(6) **Park Avenue Gateway Arches** - Final renderings and construction documents have been crafted. Gateways are in fabrication. Construction of the project is expected in May 2025.

(7) **West Meadow Public Facility (Public restrooms)** – Construction of the project is underway. The process is expected to take an estimated 6-8 months.

(8) **CRA Extension** - Project complete. 2024 annual report due by March 31.

(9) **Misc.** – Staff has reached out to a videographer on coordinating new videos for an expanded content library. Staff is encouraging the board to share any topics or conversation pieces they feel appropriate.

alternatives | other considerations

fiscal impact

attachments

1. MLK Unity Corner - Photo Feb 17 2025, 2 06 15 PM (2)
2. MLK Community Playground Postcard - 02.20.25
3. neighborhood-public-meeting-for-enhancements-mlk-park-community-playground-2025-02.20
4. MLKP-Town Hall Presentation Graphic Package-FCA_01-22-2025



neighborhood **PUBLIC MEETING**



MARTIN LUTHER KING, JR. PARK COMMUNITY PLAYGROUND

2025

THURSDAY 02-20-25 | 6 p.m.

Winter Park Community Center | 721 W. New England Ave.

This meeting will continue the conversation of how the city intends to keep the legacy of the park intact while simultaneously providing new features, access and family-friendly additions to the playground for all to enjoy.

more info @ cityofwinterpark.org/mlk-project

City of Winter Park

401 South Park Avenue
Winter Park, FL 32789



401 South Park Avenue • Winter Park, Florida 32789

Communications

Media Inquiries: Craig O'Neil
407-599-3506 • 321-303-2653 cell

PRESS RELEASE

Neighborhood Public Meeting regarding enhancements to Martin Luther King, Jr. Park Community Playground

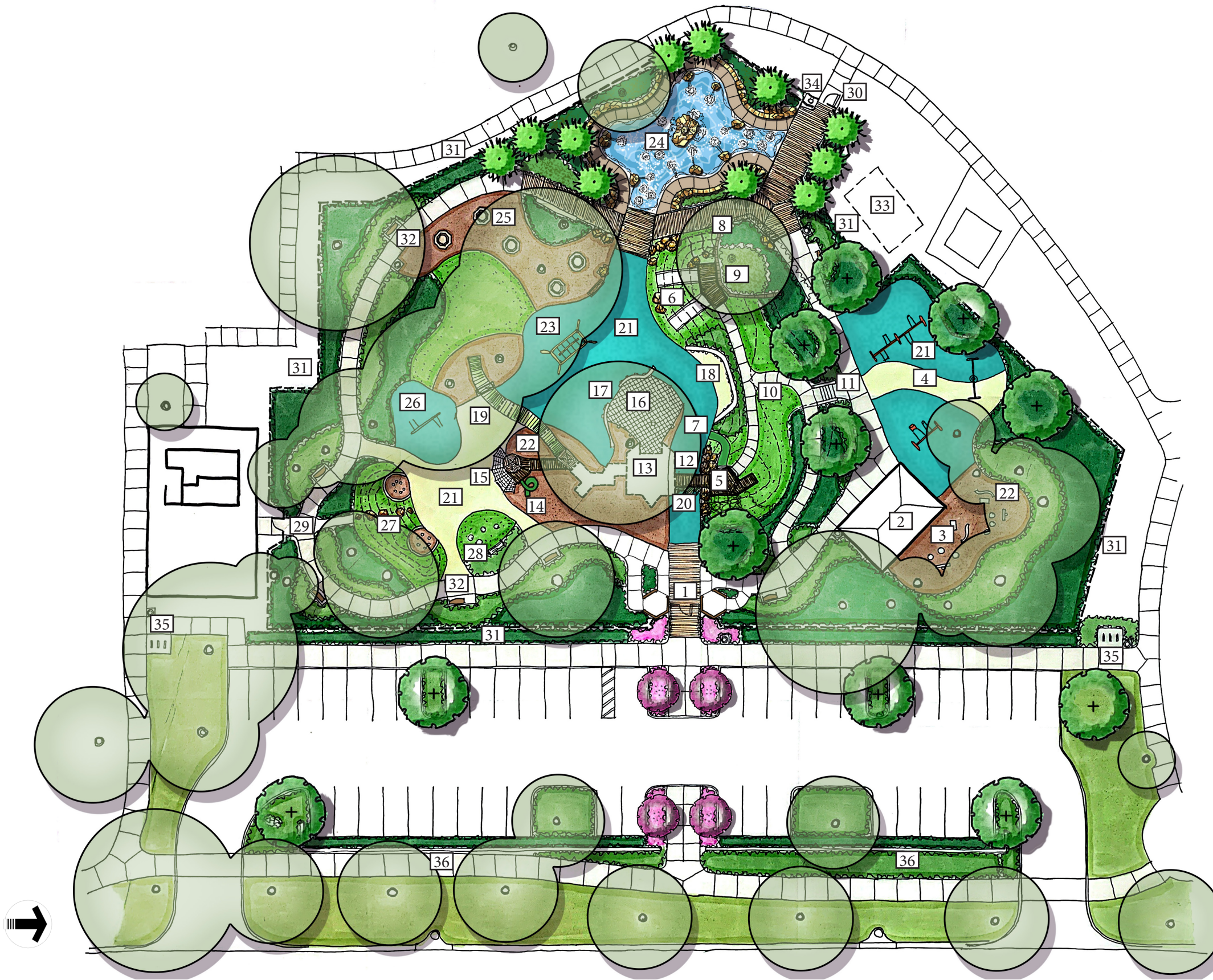
WINTER PARK, FL (February 14, 2025) The City of Winter Park and its [Community Redevelopment Agency](#) (CRA) will host a Neighborhood Public Meeting **Thursday, February 20, at 6 p.m.**, in the Winter Park Community Center located at 721 W. New England Ave. The purpose of this meeting is to reaffirm concepts developed from public and stakeholder input received during public meetings in 2022 and 2023, regarding enhancements to the Community Playground and surrounding area in [Martin Luther King, Jr. Park](#).

During the summer of 2022, the city held public meetings to receive feedback on necessary renovation and upgrades of the [Community Playground](#), also known as Castle Park. After decades of wear and tear, the playground is in need of renovation. The intent is to incorporate key elements of the existing park while cultivating a creative and exciting refresh, adding safety improvements, accessibility, community amenities, splash pad and more.

Martin Luther King, Jr. Park has become more enlivened and engaged with the 2021 opening of the [Winter Park Library & Events Center](#) which overlooks Lake Mendsen and the 23-acre park. In recent years, the CRA has worked to establish parameters for public investment into the park, including a Unity Corner Memorial near the intersection of South Denning Drive and West Morse Boulevard, and an overall park Master Plan approved by the CRA and City Commission.

For additional information, please contact Parks & Recreation at [407-599-3357](tel:407-599-3357) or MLKParkRenovatoin@cityofwinterpark.org.

###



PLAN KEY

1. PARK ENTRY GATE WITH FAUX DRAW BRIDGE AND 'CASTLE' TOWERS
2. EXISTING PAVILION
3. NATURE SENSORY STATION
4. RELOCATED SINGLE AND GROUP SWINGS
5. CASTLE PLATFORM OVER 5' ARTIFICIAL TURF MOUND
6. ROLLER SLIDES OVER TURF MOUND
7. OPEN TUBE SLIDE OVER MOUND
8. ROCKS WITH REPELLING ROPES
9. RETAINING WALL AT EXISTING TREE
10. CONCRETE ACCESS WALK
11. CONCRETE ACCESS STEPS
12. BRIDGE CONNECTION TO EXISTING CASTLE
13. EXISTING CASTLE PORTION TO REMAIN AND BE REFURBISHED
14. TOWER FEATURE WITH SLIDE
15. CLIMBING NET
16. TRAVERSING CARGO NET
17. CLIMBING WALLS
18. SENSORY WALL
19. 'DRAGON TAIL' CLIMBING FEATURE WITH TUNNELS
20. 'DRAGON HEAD' PLAY AREA ENTRY
21. POURED IN PLACE RUBBER PLAY SURFACING
22. PLAYGROUND MULCH
23. ROPE SWING
24. SPLASH PAD / RIVERINE WITH INTERACTIVE POP-JETS
25. RELOCATED PICNIC TABLES OVER MULCH
26. RELOCATED TODDLER SWING
27. ARTIFICIAL TURF MOUND WITH SENSORY 'ROOMS'
28. SOUND EQUIPMENT ON ARTIFICIAL TURF
29. ENTRY GATE FROM EXISTING RESTROOM
30. ENTRY GATE FROM PARK LAWN
31. PLAYGROUND FENCE
32. PLAYGROUND SEATING, TYP.
33. SPLASH PAD EQUIPMENT
34. SPLASH PAD SHOWER
35. BIKE RACKS WITH TRASH RECEPTACLE
36. LOW SCREEN WALL WITH LANDSCAPE

Dr. Martin Luther King, Jr. Park - Playground Site Plan

City of Winter Park, Florida

01.22.2025



Dr. Martin Luther King, Jr. Park - Playground Elements
City of Winter Park, Florida

01.22.2025



Dr. Martin Luther King, Jr. Park - Playground Elements
City of Winter Park, Florida

01.22.2025



'CASTLE TOWERS' ENTRY GATE - FRONT ELEVATION



'CASTLE TOWER' ENTRY GATE - SIDE ELEVATION

Dr. Martin Luther King, Jr. - Playground Elevations

City of Winter Park, Florida



PLAYGROUND 'CENTER PIECE' - FRONT ELEVATION FACING EAST



PLAYGROUND 'CENTER PIECE' - REAR ELEVATION FACING WEST

Dr. Martin Luther King, Jr. - Playground Elevations

City of Winter Park, Florida