



Community Redevelopment Advisory Board Regular Meeting

Agenda

December 15, 2022 @ 5:30 pm

Winter Park City Commission Chambers

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm 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**
 2. **Consent Agenda**
 - a. Approve the minutes of regular meeting, September 22, 2022. 1 minute
 - b. Approve the minutes of regular meeting, October 27, 2022. 1 minute
 3. **Public Comments (for items not on the agenda): three minutes allowed for each speaker.**
 4. **Action Items**
 - a. MLK Unity Corner - Selection Committee Volunteer 5 minutes
 5. **Non-Action Items**
 - a. Program Updates 40 minutes
 6. **Staff Updates**
 - a. CRA Advisory Board Meeting dates for 2023 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Community
Redevelopment
Advisory Board

agenda item

item type	Consent Agenda	meeting date	December 15, 2022
prepared by	Tatia Ghviniashvili	approved by	
board approval			
strategic objective			

subject

Approve the minutes of regular meeting, September 22, 2022.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1a_-_092222_CRA_AB_Minutes_ADA.pdf](#)



Community Redevelopment Advisory Board Minutes

September 22, 2022 at 5:30 pm

Hybrid Meeting

Present

Board Members: Carol M Rosenfelt, Maria Bryant, Linda Faye Washington, Murray Scott Wilton, Sherwin Sargeant

Staff Members: Peter Moore, Kyle Dudgeon

Absent

Anjali Vaya

(1) Call to order

Staff called the meeting to order at 5:30 pm.

(2) Consent Agenda

A. Approval of Minutes - July 28, 2022

Motion to approve minutes made by Carol Rosenfelt, seconded by Sherwin Sargeant. Motion Passes 5-0.

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

None.

(4) Action Items

None.

(5) Non-Action Items

A. Review of CRA mission & Agency meeting from August 24

CRA Assistant Division Director, Kyle Dudgeon, introduced the item. He outlined the CRA's mission, budget outcomes, and direction moving forward. He stated that the board's mission and plan were outlined in the approved CRA plan document and annual reports. Over the existing life of the CRA, he additionally highlighted successful projects, ebbs and flows of increment revenue changes over time, and the capital improvement plan. He continued that at the June 23 Agency worksession, he outlined the laws and processes related to CRA extension to the Agency and is reviewing them now with the board. Mr. Dudgeon went through applicable areas of Florida Statute 163 including finding of necessity requirements, highlighted CRA powers, conditions met within the CRA plan, compelling need to understand Winter Park's partnership with Orange County, and the

limitations and restrictions of increment revenue funding. He also articulated compelling arguments for a CRA extension including limited resources and funding opportunities due to the pandemic, past recessions, and inflation. He showed the board potential expansion areas and how they may influence increment revenue opportunities in the future. He confirmed none of these were under formal consideration, but used as a practical academic exercise to help in policymaking. He asked the board if there were other considerations staff needed to include as part of the process.

The board responded with questions regarding expansion potential, necessity for creating a clear, concise request to Orange County, and importance of community input and involvement as part of the process.

Mr. Dudgeon agreed and stated he will incorporate the comments provided to the board, continue to work with them on this process, and develop the necessary items needed under the direction of the Agency.

(6) Staff Updates

New York Avenue. *Phase II intersection improvements are underway. Will likely carry into 2023.*

Central Park Stage. Supply chain issues have caused some delays but staff is still working towards completion. Opening date for the stage is contemplated for October 4.

MLK Park. Staff has held two public meetings to discuss the project and its progress, which was met with good public engagement. The CRA Agency approved additional funding for the project at their August budget meeting.

(7) Board Comment

None.

(8) Upcoming Agenda Items

The board and staff agreed to come back with additional information related to the CRA extension process.

(9) Adjournment

There being no further business to discuss, the meeting adjourned at 6:34 pm.

Carol Rosenfelt, Chairperson

Board Liaison, Kyle Dudgeon



Community
Redevelopment
Advisory Board

agenda item

item type	Consent Agenda	meeting date	December 15, 2022
prepared by	Tatia Ghviniashvili	approved by	
board approval			
strategic objective			

subject

Approve the minutes of regular meeting, October 27, 2022.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Draft Minutes.pdf](#)



Community Redevelopment Advisory Board Meeting Minutes

October 27, 2022 at 5:30 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Linda Washington, Maria Bryant, and Murray Wilton; Board Coordinator Tatia Ghviniashvili.

Absent

Anjila Vaya, Carol Rosenfelt, and Sherwin Sargeant.

Staff Present

Assistant Division Director of Economic Development/CRA Kyle Dudgeon.

1) Call to Order

Vice Chair Maria Bryant called the meeting to order at 5:38 p.m. With the absence of Anjila Vaya, Sherwin Sargeant, and Carol Rosenfelt a physical quorum was not met; therefore, no action was taken.

2) Consent Agenda

- a. Approval of minutes from September 22, 2022 meeting.

Deferred to next meeting due to lack of quorum.

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

There were no public comments.

4) Action Items

- a. CRAB Meeting Dates - November/December 2022

Kyle Dudgeon led a discussion about the changes to the upcoming meeting dates. Possible new dates provided were December 8 or 15. No immediate action was taken, however, he agreed to finalize a date agreed on by the board at large in the near future.

5) Non-Action Items

- a. CRA extension discussion continued

Mr. Dudgeon presented on the continuation of the CRA extension discussion from the September 22, 2022 meeting. Based on previous board feedback, staff drafted a scope of services for an outside consulting firm to assist with compiling data, and portraying a fact-based assessment towards needing a CRA extension. He requested board input on this draft to ensure it highlights all elements of extension and potential expansion before presenting it to the CRA Agency on November 9, 2022. He provided details on the following proposed tasks:

1. Preparing a review of adjacent areas to the existing CRA boundary for potential inclusion into the CRA plan update and extension request. This includes asking the consultant to evaluate areas previously discussed for blight.
2. Drafting a finding of necessity study for any boundary modification that outlines to Orange County an argument towards the modification.
3. Developing a matrix to narrate the impacts of the CRA, along with potential external factors that lead to an inability to execute plans within the existing timeline. This would include various data, infographics, annual reports, etc., highlighting completion of Winter Park CRA to date.
4. Proposing a CRA Plan Update for a ten-year extension, within which private and public resources could be used for redevelopment activities.
5. Outlining and coordinating a regulatory process required to complete and/or modify the CRA and CRA Community Redevelopment Plan. This task would focus on asking questions of, how the CRA could alleviate blighted slums and remediate conditions, as well as how it could encourage and facilitate redevelopment in an impactful way.
6. Coordinating with CRA staff and attorney on relevant drafting of resolutions and ordinances consistent with F.S. 163 (Florida Statute 163).

He also spoke briefly on the Delegation of Authority resolutions from Orange County, which state that Orange County has granted Winter Park the authority to participate in CRA work/redevelopment.

The floor opened for discussion and Mr. Dudgeon answered questions about F.S. 163 and CRA increment revenue. The board emphasized the importance in considering all communities when creating plans to benefit the city.

6) Staff Updates

- a. Minutes Protocol

Deputy City Clerk Kim Breland gave a brief update on the transfer of administrative board support to the City Clerk's Office and introduced Board Coordinator Tatia Ghviniashvili.

b. Project Updates

Staff has successfully acquired a temporary certificate of occupancy (TCO) for the Central Park Stage project.

A contract with George Gadson has been executed for the Shady Park art piece. Additional improvements to Shady Park such as hardscapes, landscapes, and fixtures will also be coordinated.

Mr. Dudgeon explained that there are several components to the MLK Park Enhancement Project, and while some were moving forward such as the memorial corner, others continued to solicit public process and verification of costs. He showed the 2022-2023 budget plan and stated the board does have options to consider additional funding for projects in future years. He assured the board no budget adjustment was requested, but wanted to gauge their overall thoughts on the issue.

Discussion continued regarding completion and prioritization of projects based on funding.

7) Board Comments

8) Upcoming Agenda Items

Items in need of further discussion will be brought back on a future agenda.

9) Adjournment

The meeting was adjourned at 6:26 p.m.

Minutes approved by the board on _____.

/s/ Tatia Ghviniashvili, Board Coordinator



Community Redevelopment Advisory Board

agenda item

item type	Action Items	meeting date	December 15, 2022
prepared by	Kyle Dudgeon	approved by	
board approval			
strategic objective			

subject

MLK Unity Corner - Selection Committee Volunteer

motion / recommendation

Direction is at the pleasure of the board

background

Over recent months, staff has continued to move forward on establishing a framework for enhancements to MLK Park including concept development, community meetings, stakeholder input, and cost evaluations. As these items take shape, the project also progresses in key areas including the installation of new sodded sports fields previously approved by the Agency. Moving forward, staff is pushing with more phased enhancements with the next component focused on the MLK Park Memorial Corner.

At the February 2022 CRA Agency meeting, staff presented a proposal for an updated portion of MLK Park known as the Memorial Corner. This included honoring and depicting Dr. Martin Luther King Jr. through public art, a memorial wall, and hardscape and landscape improvements. The Agency approved these items and provided a budget for implementation. Since that time, staff has had continued discussions with the public and stakeholders on a more comprehensive concept that both depicts the integrity of the corner as well as its integration into the park as a whole. Based on feedback, consensus included a 1x sculpture of Dr. King to be the centerpiece. Staff continues to work through additional items such as material selection for the memorial wall, grading of landscape, and manicuring of the overall area to create a sense of place. Because these multiple factors align towards a common goal, it is critical that staff bring in all working parties early in the process. This includes an artist for the Dr. King sculpture.

At the November 9 CRA Agency meeting, Staff received approval to write and solicit a RFQ/RFP now in order to collaborate with the artist early, and assist in the consulting of the space overall including the additional items (memorial wall, hardscape, etc.) as

approved. Currently the solicitation is scheduled for January 9, and will provide a 30 day window for artists to apply. The solicitation process also requires a selection committee.

As with the Shady Park Call for Artists RFP, staff is requesting a member of the CRA Advisory Board participate along with a member from the Parks and Public Arts boards. Commitment includes two solicitation meetings to be coordinated with member and staff availability.

alternatives / other considerations

N/A

fiscal impact

N/A



Community
Redevelopment
Advisory Board

agenda item

item type Non-Action Items	meeting date December 15, 2022
prepared by Kyle Dudgeon	approved by
board approval	
strategic objective N/A	

subject

Program Updates

motion / recommendation

N/A

background

Recent flooding due to unprecedented rainfall has highlighted the potential need to add an emergency response clause to the CRA's Home Rehab program. Staff is providing an update to the Housing Renovation Program as directed by the CRA Agency, for modifications that may allow more flexibility in coordinating emergency response.

The modified program guidelines and application are attached for review.

Staff is also providing an updated on internal discussions regarding the city's business facade program, and a potential modification to mitigate new challenges.

alternatives / other considerations

N/A

fiscal impact

N/A

ATTACHMENTS:

[2022 Home Renovation Application-FINAL_EM Provision.pdf](#)

ATTACHMENTS:

[2022 Home Renovation Program Guidelines_EM Provision.pdf](#)

ATTACHMENTS:

[WP Business Facade Application 2022.pdf](#)

ATTACHMENTS:

[WP Business Facade Guidelines 2022.pdf](#)



Home Renovation Program Grant Application

401 S. Park Avenue, Winter Park, FL 32789 (P) 407-599-3217

Date _____

Applicant Name _____ **SS#** _____

Co-Applicant Name _____ **SS#** _____

Address _____ Winter Park, FL 32789

Home Phone # _____ **Work Phone #** _____ **Cell Phone #** _____

E-mail _____

Is your property located within the CRA district of Winter Park? (see map) ☐ Yes ☐ No

Are you applying under the Emergency Management Provision of the grant? ☐ Yes ☐ No

Please check one of the race categories that best describes your household (optional)

- | | |
|--|--|
| ☐ American Indian / Alaska Native | ☐ Hispanic / Latino |
| ☐ Asian | ☐ White / Caucasian |
| ☐ Black / African American | ☐ Other _____ |

Additional Household Information (optional, check all that apply)

- | | |
|---|--|
| ☐ Single Parent | ☐ Single / Non-Elderly |
| ☐ Two-Parent | ☐ Elderly (62+ years) |
| ☐ Female Head of Household | ☐ Person(s) with a Disability |
| | ☐ |

Household Size - Complete the following information for all persons living in the home. Use separate sheet if necessary.

Name	M / F	Age	Relationship	Social Security #

--	--	--	--	--

Household Income Information - List income and source of income for all persons age 18 or older residing in your home, or proof of full time student status.

Name	Age	Gross Monthly Income	Income Source

Size of Home: My house has _____ bedrooms and _____ bathrooms

Proposed Improvements - Check the item boxes that need improvement. The CRA reserves final right to approve or disapprove qualifying repairs and replacements.

- ☐ Correct Exterior Cited Code Violations
- ☐ Handicap Accessibility Improvements
- ☐ Roof Repair
- ☐ Exterior Wall/Foundation Repairs
- ☐ Exterior Doors
- ☐ Exterior Paint
- ☐ Exterior Windows
- ☐ Other: _____

Previous Participation - Please note, homeowners who have previously participated in the program within the last ten (10) years are not eligible to apply unless an emergency exists that creates a health or safety problem *(see guidelines for details)*.

Have you ever participated in the CRA's Home Renovation Grant Program? ☐ Yes ☐ No Date: _____

Have you ever participated in Orange County's Housing Rehabilitation Program? ☐ Yes ☐ No Date: _____

***NOTE:** Applicant(s) may not apply or participate in the Home Renovation Grant Program and the Driveway Grant Program or Paint Only Grant Program within the same fiscal year.*

Photograph Release Statement- The CRA has my permission to use photographs of me and/or my home in presentations and publications in conjunction with the City's Home Renovation Program. **Initials:** _____

Applicant's Declaration: I/We declare under penalty of perjury, that the above statements are true and correct. I/We consent to the physical inspection(s) of the premises to process this application. I/We understand that the enrollment and qualification process may impose additional conditions and limitations on my property. The CRA reserves the right to change programmatic priorities and process without notification. I/We agree to provide additional descriptive, financial, and/or other information upon request by the City. I/We understand that the grants are available in limited quantities and selection is based on the criteria listed on the Home Renovation Program guidelines. I/We have received, reviewed and understand the program rules, limitations, and the homeowner obligations listed in the program guidelines.

Applicant's Signature

Date

Co-Applicant's Signature

Date

FOR OFFICE USE ONLY:

Date Application Received _____

Application Reviewed By _____

Income Level: VL____L____

Number of persons in HH _____ HH Monthly Income\$ _____ HH Annual Income \$ _____ Is income within HRP guidelines? Yes____ No____

Eligible _____ Date Notified: _____ Volunteer hours completed? Yes____ No____ Wait Listed _____ date: _____

Ineligible _____ (reason: _____)

Home Renovation Program Application Checklist

Before submitting the application, please ensure that you have completed and provided the following:

- ☐ Completed loan application
- ☐ Copy of photo identification for both the applicant and co-applicant (*drivers' license, state ID, or passport*)
- ☐ Copy of the last two (2) year's tax returns for every working member of the household over the age of 18. (*last three (3) years' returns required if self-employed*)
- ☐ Provide the last three (3) paystubs for each working member of the household over the age of 18.
- ☐ Copy of verification of any other sources of earned and/or unearned income for all members of the household (*social security award letter, unemployment form, pensions, etc.*)
- ☐ Copy of the last three (3) complete bank statements for all members of the household (*checking, savings, 401K, CDs, money market accounts, etc.*)
- ☐ Copy of current mortgage statement
- ☐ Proof of home ownership (*warranty deed, quit-claim deed, etc.*)
- ☐ Proof of homeowner's insurance (*declaration page*)
- ☐ Signed employment verification form or unemployment affidavit (*if applicable*)
- ☐ Signed current income statement form
- ☐ Signed and notarized Home Renovation Affidavit

Please submit completed applications to:

**City of Winter Park
Community Redevelopment
401 S. Park Ave.
Winter Park, Florida 32789**

ONCE APPROVED, THE HOMEOWNER, OR REPRESENTATIVE, MUST COMPLETE TEN (10) HOURS COMMUNITY SERVICE PRIOR TO THE START OF THE HOME RENOVATION. THE CRA WILL NOT AWARD ANY RENOVATION FUNDS IF HOME OWNER HAS NOT FULFILLED THIS REQUIREMENT

SUBMISSION OF APPLICATION DOES NOT GUARANTEE APPROVAL/FUNDING



HOME RENOVATION PROGRAM GUIDELINES

The Community Redevelopment Agency (CRA) of the City of Winter Park has developed a forgivable zero-interest loan program to qualified homeowners to help improve neighborhoods, bring dwellings into compliance with applicable adopted housing standards, reduce future maintenance costs, preserve decent affordable owner-occupied housing, and to eliminate threatening health and safety-related property conditions of dwellings located in the CRA District.

This program is designed to provide a zero-interest ten (10) year forgivable loan to income-qualified homeowners of owner-occupied single-family homes whose property needs improvements. The homeowner will be required to maintain the property in a condition acceptable to the City. This program is intended to be for capital improvements and is not responsible for minor maintenance.

Should unique circumstances arise, the program also provides for emergency management support in the event of a State of Emergency declared by the Governor of Florida that is directly related to home impacts.

Program applications year-round as funds are available. Applicants must submit a complete application with all necessary attachments to be considered. Applications will be prioritized in the following categories:

- Health and Safety
- Code Violations
- New Applicants
- Emergency Management Provisions

ELIGIBILITY REQUIREMENTS

- ✓ The home must be located in the CRA district (see map)
- ✓ Must meet Orange County's Income guidelines for very-low and low income
- ✓ Home must be owner-occupied
- ✓ Property must be current on all taxes and liens
- ✓ Property must have homeowner's insurance
- ✓ Property must not have had prior rehab assistance under City of Winter Park rehabilitation programs within the last ten (10) years

INCOME LIMITS (adjusted by household size) Household must meet the Orange County Income Limit Guidelines for low income (80% AMI) or below. The income limits are as follows:

Orange County, Florida 2022 Income Limits

Area Median (Family) Income \$80,100

HOUSE- HOLD SIZE	INCOME CATEGORY			
	EXTREMELY LOW	VERY LOW	LOW	MODERATE
	(30% OF MEDIAN)	(50% OF MEDIAN)	(80% OF MEDIAN)	(120% OF MEDIAN)
1	\$17,400	\$29,050	\$46,450	\$69,720
2	\$19,900	\$33,200	\$53,050	\$79,680
3	\$23,030	\$37,350	\$59,700	\$89,640
4	\$27,750	\$41,450	\$66,300	\$99,480
5	\$32,470	\$44,800	\$71,650	\$107,520
6	\$37,190	\$48,100	\$76,950	\$115,440
7	\$41,910	\$51,400	\$82,250	\$123,360
8	\$46,630	\$54,750	\$87,550	\$131,400

Orange County Housing and Community Development Division
Effective: April 18, 2022

ELIGIBLE IMPROVEMENTS

The home renovation program assists homeowners in correcting health and safety hazards, code violations, and making other repairs to the interior of the home. Eligible improvements may include:

- Replacing windows, doors and screens
- Weather stripping
- Electrical repairs

- Foundation repairs
- Plumbing repairs
- Roof system repair
- Insulation
- Drywall repair/replacement
- Handicap accessibility improvements
- Installing smoke detectors
- Environmental– lead/mold correction
- Termite treatments (initial treatment only)
- Sewer and Septic – repair, replacement, and connection fees
- Tree trimming, removal, & replacement (only if deemed an immediate safety issue by City Inspectors)
- And any other health, safety and code violation improvements deemed necessary by the city

All repairs provided under this program will be completed by a contractor and will be covered by a one-year guarantee period, with the exception of a roof repair which has a three-year guarantee period. Applicants will be referred to Orange County if more work is needed other than what the Home Renovation Program can offer.

The city has the discretion to prioritize the improvements based on severity of health and safety property conditions as well as severity of Code Enforcement violations. The city reserves final right to approve or disapprove of qualifying repairs and replacements. Final inspections on all work will be performed and approved by city building inspectors.

PROCESS AND TIMEFRAME – An inspection of the dwelling unit will be performed by a City-supplied construction inspector to determine minimum rehabilitation requirements and prepare an itemized scope of the needed improvements.

Once scope is determined, the homeowner will be responsible for obtaining and submitting three written quotes from licensed contractors for each requested improvement to CRA in accordance with the City's Procurement Policy. Homeowner is responsible for confirming all contractors are licensed and have proper liability insurance coverage. Once all necessary quotes are submitted and acknowledged by CRA, contracts will be signed between homeowner and contractor, and between CRA and contractor. Upon contract signing, the contractor will have seven (7) days to acquire permits and thirty-five (35) days to complete the contracted repairs and improvements. An extension will be given to the contractor only if the contractor experiences a manufacturer's delay of materials ordered for the job. Regular inspections will be made by staff and a city inspector to coordinate and direct the work of the contractor. Homeowners are to make all reasonable effort to allow access to the property so work can be completed in a timely manner. It is the responsibility of the homeowner to move/relocate all furniture or other items interfering with completion of the job. The homeowner is also responsible for the cleaning and additional maintenance supplies once the project has been completed. The contractor will not move any furniture or provide maintenance supplies.

The loan agreement entered into by the homeowner in the contract will be forgiven after ten (10) years of continuous residence. If the homeowner chooses to sell the property within this period, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term. If the home ownership passes to another relative, that person must also meet the income limit guidelines or be subject to repayment.

COMMUNITY SERVICE - Community service of two (2) hours for every \$500.00 of grant money awarded will be required. **Homeowner, or representative, must complete ten (10) hours of community service prior to the start of home rehabilitation. The CRA will not commence any rehabilitation work if homeowner or representative has not completed the initial service hours.** Community service work must benefit the CRA district and may be served through churches, nonprofit organizations and the City of Winter Park Public Library. Initial service hours will be deducted from required total service hour amount.

PROGRAM REUSE - A property that has participated in a Winter Park home renovation program may not reapply for future assistance for a period of ten (10) years. Homeowners will be able to submit new applications after the ten (10) year term limitation. (See Emergency Management Provision for exceptions.)

PROGRAM FUNDS AVAILABILITY - Due to the uncertain nature of budget availability in any given year and the uncertainty of future grant awards, the CRA cannot guarantee that funding will be available in future years for home renovation. In no way will the CRA be required to offer funding for any home renovation work outside of officially established funds budgeted specifically for the program.

SUBMISSION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE/FUNDING

EMERGENCY MANAGEMENT PROVISION: In the event of a State of Emergency declared by the Governor of Florida, specifically relating to a natural disaster such as flooding, hurricane, or other similar hazard, certain provisions are amended to provide support under these unique circumstances. The amendments to the program only apply under these constraints as defined by these provisions and administered and approved by staff.

PROGRAM FEATURES:

- Waives the restriction on use based on prior participation in the CRA's Home Renovation Program. Prior use of the CRA's program will not affect an applicant's ability to apply for aid.
- Property owners must have already applied to FEMA through www.disasterassistance.gov, and exhausted all eligible support. Applicants will be required to submit their FEMA application numbers and may be asked to provide proof all correspondence and aid received.
- For homeowners that have eligible insurance, this program will support the policy deductibles that cover damages due to the emergency. This may encourage homeowners to get additional insurance coverage, such as flood insurance that may help them in future emergencies.
- This program will not provide funding for any repair or remediation that is covered by any insurance policy. Homeowner may be required to provide information regarding active insurance coverage, proof of payment received by any claim, or denial letters.

INCOME LIMITS: (adjusted by household size) Household must meet the Orange County Income Limit Guidelines for moderate income (120% AMI) or below.

ELIGIBLE IMPROVEMENTS:

- ✓ Water remediation from any licensed and insured business.
- ✓ Home repairs covered under the Home Renovation Program directly related to damage received from the emergency event and not covered by either FEMA or insurance.
- ✓ Improvements external to the home such as landscaping, fencing, gates, drives, and all other items exterior to the home, are not eligible under this provision.
- ✓ This provision is not intended to replace damaged personal property but is intended to restore a home to safe and functional operation.

PROCESS AND TIMEFRAME: Program staff will review completed applications and notify the applicant through the email address provided for their approval or denial. All application documents should be included. Based on demand, staff will attempt to review applications within 48 hours of receipt.

COMMUNITY SERVICE: Community service hours may be deferred for Emergency Management until such time remediation is underway. It is the responsibility of the applicant to coordinate with staff on an appropriate work plan to satisfy requirements under the program.

PROGRAM FUND AVAILABILITY: Properties applying under the Emergency Management Provision are eligible for up to \$20,000 in improvements and remediation. The CRA cannot guarantee funding availability in any fiscal year. In no way will the CRA be required to offer funding for any home renovation work outside of officially established funds budgeted specifically for the program.

CRA HOME RENOVATION PROGRAM PROCESS

- Step One** **Submit application documents.** Make sure all required supporting documents are completely filled, signed, and attached.
- Step Two:** **Complete 10 hours of community service hours, unless applying under the emergency management provision.** Please reach out to the CRA for a list of suitable nonprofit organizations
- Step Three:** Meet with CRA-supplied construction inspector for **initial home inspection**. The CRA will work with you to determine a suitable time to schedule the initial home inspection.
- Step Four:** **Collect three quotes** from contractors for all requested improvements. The scope rendered from the CRA-supplied construction inspector **will not** count as one of the required quotes. Residents are not required to use Ovation Construction to complete requested repairs.
- Step Five:** **Sign contract agreement.** Once the applicant submits all required quotes and completed community service hours, the CRA will send over the contract agreement via email.
- Step Six:** **Schedule repairs.** Once the contract is signed by all required parties, the applicant can work with selected contractors to begin work on home.
- Step Seven:** **Check permitting.** Once the work is complete, the city will verify that all improvements have been made to the home by verifying that the requested permits are closed. The resident will need to reach out to the city to disclose repair status.
- Step Eight:** **Complete Community Service Hours.** Prior to payment, the city will need to verify that all required community service hours have been met.
- Step Nine:** **Payment.** Upon approval of completed repairs, the CRA will issue a check to the applicant for the grant amount. It is the responsibility of the applicant to provide final payment to the contractor(s).

CRA HOME RENOVATION PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

What is the CRA Home Renovation Program?

The CRA Home renovation program a forgivable zero-interest loan program to qualified homeowners to help improve neighborhoods, bring dwellings into compliance with applicable adopted housing standards, reduce future maintenance costs, preserve decent affordable owner-occupied housing, and to eliminate threatening health and safety-related property conditions of dwellings located in the CRA District.

Who is eligible for the program?

An applicant is eligible for the program if they meet the following requirements:

1. Applicant meets Orange County's Income guidelines for very-low and low-income residents.
2. The property is located within the City of Winter Park's CRA boundary (see map)
3. Home is **owner-occupied**
4. Property is **current on all taxes and liens**
5. Property has homeowner's insurance
6. Property has have had prior rehab assistance under City of Winter Park rehabilitation programs within the last ten (10) years

Special terms apply to the Emergency Management Provision section of the Program.

Who decides what work is needed?

The homeowner will provide a list of requested improvements upon applying for the program. From this point, a CRA supplied contractor will assess the property to develop a scope of work and estimated cost for the project. After the scope is delivered, it is up to the applicant to determine what repairs he/she will move forward with in the program.

What improvements can be made?

Please refer to the program guidelines for a list of eligible improvements.

Do I have to pay back the funds?

The loan agreement entered into by the homeowner in the contract will be forgiven after ten (10) years of continuous residence. If the homeowner chooses to sell the property within this period, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term. If the home ownership passes to another relative, that person must also meet the income limit guidelines or be subject to repayment.

How long does the process take?

The application process can take approximately 2-3 weeks to complete depending on how quickly it takes for the applicant to submit required documents and collect required quotes for repairs.

Depending on the extent of the repairs and improvements to be made, the average process will take about six months to complete from application to completion.

What happens if I sell my home?

If you sell your home, or rent, refinance, transfer title or if the home ceases to be your principal residence, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term.

What is the maximum loan amount that I can get?

The maximum assistance amount is \$30,000. \$20,000 under emergency management.

Why do I need to provide three quotes for each required repair?

Florida statute stipulates that contracted services of this nature must be accompanied by at least three (3) written quotes prior to CRA approval.

If I collected three quotes for one of my requested improvements, can I get started on that repair while I continue collecting quotes for my remaining improvements?

No. Work cannot begin until the CRA staff receives *all* required paperwork, approves the resident's application, and all necessary parties sign the required contract agreement. Once the contract agreement has been signed, the applicant cannot add on additional repairs and will have to wait a minimum of ten (10) years before requesting any additional improvements.



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



City of Winter Park Business Façade Grant Program Guidelines

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 City of Winter Park.

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 City of Winter Park (see map, which may be updated periodically);
- 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;
- Business Façade 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 Grant program is funded through the City of Winter Park. The City 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 City:

- landscaping and irrigation;
- fences;
- seal coating, re-stripping of parking lots and bike racks;

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 throughout the year. Businesses may apply any time during the fiscal year, but are encouraged to submit their applications as soon as possible to ensure funds are available for commitment.

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 City. 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 City reserves the right to refuse reimbursements in whole or in part for work that is not completed within 9 months. The City 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.

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 City 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 City 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 City prior to disbursement of grant funds.

SUBMISSION REQUIREMENTS

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

PROGRAM REUSE

An applicant's property can be approved for program reuse once every 10 years.

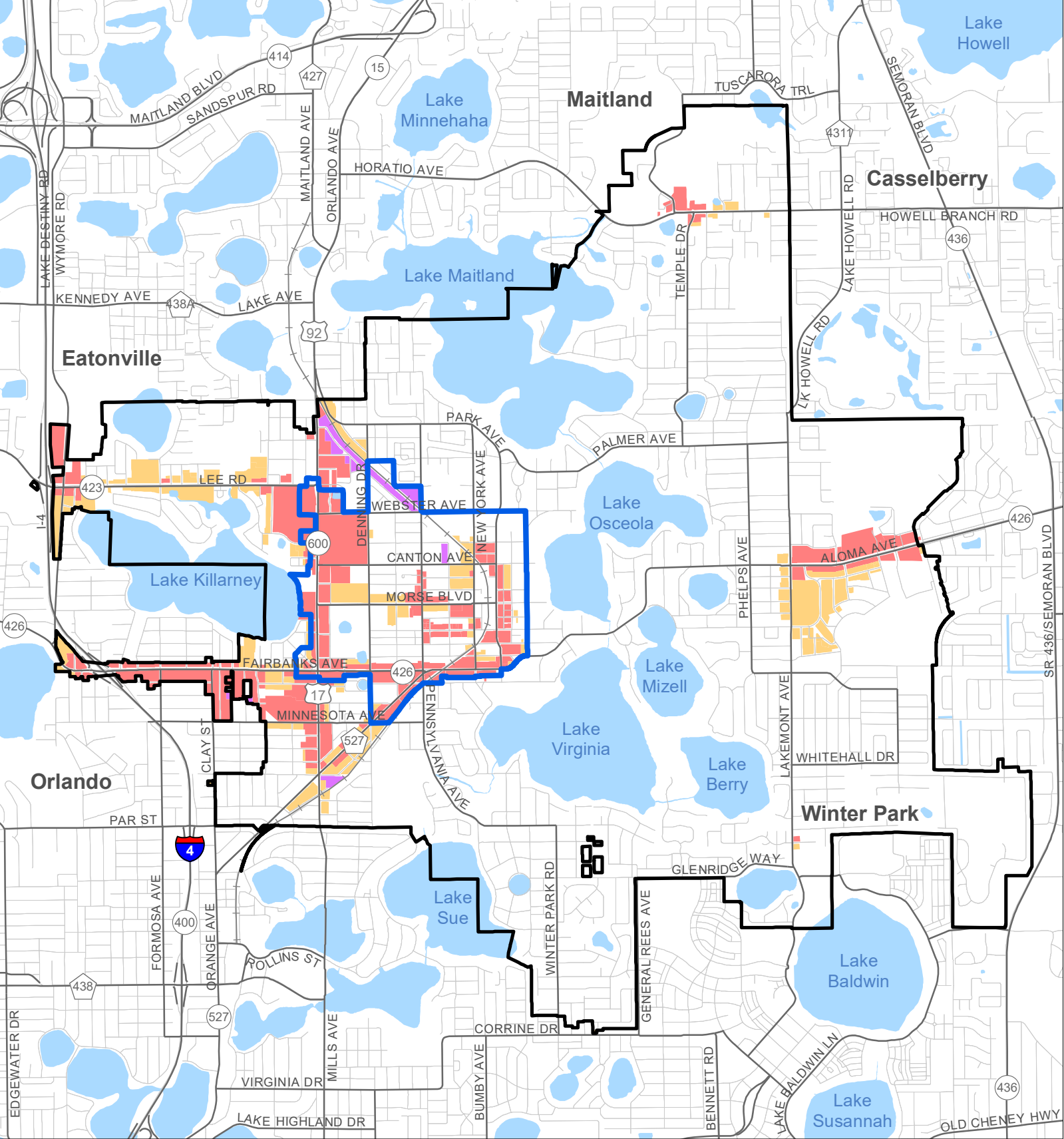
Failure to provide required information will delay the review and/or approval process.

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:
Economic Development/ Community Redevelopment
Agency Division
Attn: Business Façade Grant Program
401 Park Avenue South
Winter Park, FL 32789

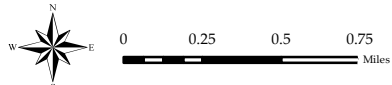
For more information about the City's Business Façade Program, please contact our office at 407-599-3225 or online by visiting www.cityofwinterpark.org/depts/admin/ED



**COMMERCIAL, INDUSTRIAL
AND INDUSTRIAL ZONING**
City of Winter Park, Florida

- CRA Boundary
- Winter Park Zoning
- Commercial
- Industrial
- Office

Date: 12/28/2021
 Project: CRA20211111
 Source: Winter Park Planning Department





Community Redevelopment Advisory Board

agenda item

item type	Staff Updates	meeting date	December 15, 2022
prepared by	Kyle Dudgeon	approved by	
board approval			
strategic objective	N/A		

subject

CRA Advisory Board Meeting dates for 2023

motion / recommendation

Modify the 2023 calendar to accomodate scheduling conflicts and timelines

background

Staff is providing an updated 2023 meeting calendar for discussion and awareness to potential date changes. Specifically staff is requesting a modification to the February, November, and December 2023 dates as they currently exist. In February, based on the existing schedule the CRA Advisory Board would not have the opportunity to review the selected RFP respondent for CRA extension documents prior to the Agency. November and December dates are in close proximity to holidays and typical standard operating procedure has been to move these dates to accomodate as such.

alternatives / other considerations

Do not amend the schedule

fiscal impact

N/A

ATTACHMENTS:

[CRAAB Board Meeting Calendar 2023.pdf](#)



CRA Advisory Board Meeting Schedule

2023

The Community Redevelopment Agency Advisory Board regular meetings are typically held at 5:30pm on the fourth Thursday of each month in the City Hall Commission Chambers, 401 South Park Avenue, Winter Park, FL 32789.

MEETING DATES

January 26

February 23*

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 26

November 23*

December 28*

* Subject to Change

Meeting are open to the public.

Please access <https://cityofwinterpark.org/government/meetings/> to confirm meeting dates and times.