

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on June 25, 2018 at 5:04 p.m. in the Meeting Room of the Zephyrhills Public Library.

CRA Board Vice President Proctor called the meeting to order. Roll call was taken. Present were members Charlie Proctor, Ken Burgess, Alan Knight, and Mayor Gene Whitfield. Lance Smith and Jodi Wilkeson were absent. City Manager Dr. Spina and City Attorney Matthew Maggard were also present.

Staff present: CRA Director Gail Hamilton, Police Chief Derek Brewer, Utilities Director John Bostic, Airport Manager Nathan Coleman, Main Street Coordinator Anna Stutzriem, Historic Preservation Officer Audrey McGuire, and City Clerk Lori Hillman.

Ken Burgess moved to approve the minutes of the May 14, 2018 Regular Meeting of the CRA. Seconded by Alan Knight. Motion passed unanimously.

BUSINESS ITEMS

1. New Business Start-Up Guide

CRA Director Gail Hamilton presented a new business start-up guide. CRA staff has developed a guide in effort to educate each prospective business owners on the city, county, and state regulations for new businesses. The guide provides information on zoning, building, licensing requirements, including county and state requirements and contact information. The guide is a proactive approach in effort to help business owners make the best decisions in choosing to open a business in Zephyrhills. This guide will be provided to the Zephyrhills Chamber of Commerce, placed on the City website, and on the Main Street website. Main Street will also hand this guide out at their merchant quarterly meeting to all the current business owners.

Alan Knight moved to approve Business Item 1. Seconded by Ken Burgess. Motion passed unanimously.

2. New Business Start-Up Guide – Restaurants

CRA Director Gail Hamilton presented a new business start-up guide for opening a restaurant. Staff received comments regarding the need for information of regulations and licensing for restaurants. Working with the State of Florida Department of Business and Professional Regulation's Division of Hotels and Restaurants, staff created an informational new business start-up guide for anyone considering opening a restaurant.

Alan Knight moved to approve Business Item 2. Seconded by Ken Burgess. Motion passed unanimously.

3. Residential Paint Grant Program and Application

CRA Director Gail Hamilton presented a residential paint program and application. Staff has created a paint program for owner-occupied residential homes within the CRA district. The paint program will help eliminate blight within the CRA neighborhoods. The partnership with Home Depot and Behr will provide additional resources to help with the revitalization of the CRA neighborhoods. The program matches up to \$500.00 in reimbursable funds for paint, to owner-occupied homes within the CRA District. Funding is on a first come first serve basis, funds will come from CRA Budget line item – Grants.

Councilman Burgess suggested creating a yard sign to recognize those who have cleaned up and improved their properties.

Mayor Whitfield suggested taking pictures of those homes and having them displayed on the website for more recognition.

Ken Burgess moved to approve Business Item 3. Seconded by Alan Knight. Motion passed unanimously.

4. Main Street Activity Report

Main Street Coordinator Anna Stutzriem addressed the CRA Board with current Main Street activities. The next Saturday in the Square event will be on June 30 and will be a Touch a Truck event. Children will have the opportunity to get up close, sit behind the wheel, honk the horn, and explore their favorite vehicles they see on the road every day. The following Saturday in the Square will be on July 28 and will be a Pet-A-Palooza event. Residents will be able to bring their pet's downtown for shopping, food, and music. From now until the end of the year,

there will be an event every month downtown. The next merchant's quarterly meeting will be on July 17 at the Micro-Brewery.

5. CRA Director's Report

CRA Director Gail Hamilton stated that she would like to remove the signage grant information from the façade grant application and create a separate signage application. Business owners are getting confused when looking for more information on the signage grant and not being able to find it within the façade grant application. Information and a separate application just for signage will be easier to find for business owners.

Code Enforcement task force has been working with the CRA to tackle illegal signs within the district. Code Enforcement Office Joel Bacon will give a citation to those with illegal signs but they have 30 days to remove the sign with no penalties. Most cities are 24 hours. Code Enforcement task force is looking at changing the sign ordinance.

Police Chief Brewer, Planning Director Todd Vade Berg, and CRA Director Gail Hamilton were invited to participate in the West Zephyrhills Elementary Community Assessment Team. West Zephyrhills Elementary has a bad reputation and the CRA would like to tell all the good stories and success stories to help promote the good things coming from all of our schools within our City. The CRA will start doing a story a month when the schools open back up in August to help get out their success stories.

Meeting Adjourned 5:49 p.m.