



HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY AGENDA

Thursday, April 20, 2023 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

AMENDED

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INVOCATION AND PLEDGE OF ALLEGIANCE**
[PUBLIC PARTICIPATION](#)
- IV. CONSENT AGENDA**
 - [1.](#) Approval of Meeting Minutes 3-16-2023
- V. BOARD DISCUSSION**
 - [2.](#) To Discuss the Paint, Plant and Pave Program
 - [3.](#) To Discuss the Residential Demolition Grant Program
 - [4.](#) To Discuss Neighborhood Stabilization
- VI. BOARD DECISIONS**
- VII. STAFF REPORTS**
- VIII. BOARD REPORTS**
- IX. ADJOURNMENT**

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****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

APRIL 20, 2023 AT 06:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE:

Approval CRA Meeting Minutes – March 16, 2023

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: LEGISLATIVE (CLERK'S OFFICE)
CONSENT AGENDA	YES	Exhibits: <ul style="list-style-type: none"> CRA Meeting Minutes – March 16, 2023
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of the CRA Meeting Minutes for the March 16, 2023 meeting.

SUMMARY: The CRA Meeting was held on the 3rd Thursday, March 16, 2023, 6:30 p.m. and minutes were transcribed from the audio archive for approval for the public records.

RECOMMENDATION: For Board of Directors to approve the March 16, 2023 CRA meeting minutes.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, March 16, 2023 at 6:30 PM

Town Hall (Council Chamber) - 307 E Kennedy Blvd. 32751

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town's website on the Council Agenda Page.*

CALL TO ORDER – Chair Gardner called the meeting to order at 6:30 p.m.

ROLL CALL – Quorum was established through roll call by Ms. Nicole Bonds in the absence of the Town Clerk

PRESENT: (5) Chair Angie Gardner, Vice Chair Rodney Daniels, Director Wanda Randolph, Director Ruthie Critton, Director Theo Washington. **STAFF:** (3) Nicole Bonds, **CRA Executive Director**, Greg Jackson, **CRA Attorney**, Joseph Jenkins, **Deputy Chief**. (**Not In Attendance:** Director Marlin Daniels, Director Leviticus Henderson, Veronica King, Town Clerk)

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Gardner led the invocation through a Moment of Silence followed by the Pledge of Allegiance

PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced)

Shannon Thomas (Tommy Dixon Family Attorney) – Requesting property at 225 W. Kennedy Blvd. previously conveyed to the Town of Eatonville be given back to the family Estate for probate and distribution to the heirs.

APPROVAL CONSENT AGENDA – Chair Gardner Motions to approve Consent Agenda for approval of 1. TOECRA Meeting Minutes for 2-16-2023, TOECRA Meeting Minutes for 1-19-2023, and TOECRA FY23 Rebate Calculation. (Moved by Director Washington; Second by Director Randolph; **AYE: ALL, MOTION PASSES.**

BOARD DISCUSSION

TOECRA Financials for February 2023 – Executive Director solicited for questions pertaining to the documents provided outlining operating expenses and accounts: no questions nor further discussion.

Funding for 2024 Zora Festival – NY Nithiri, Executive Director of the Association to Preserve the Eatonville Community, Inc. (P.E.C.) presented through PowerPoint the mission and vision of PEC and offered opportunity for the CRA board to ask questions pertaining to the request resume funding for the 2024 Zora Festival (funded \$25,000 previously) which will be a season event highlighting events in Jan, March, and October. The funding will be leveraging dollars on behalf of the Orange County Tourist Development Tax Grant (cash match grant with attendance thresholds) to be submitted by June 15, 2023. Submitting for the moderate/medium grant category: with 75% cash match (\$80,000), 25% in kind, and 20,000 attendance thresholds. (**Discussion Items**) – 2024 Signature Season, Moderate/Medium threshold requirements, Collaboration (TOE -WCM-HBTSA), Festival Tenure, Anticipated Budget, Economic Development to the town, CRA Past Funding, Profits of the Festival, Impact of not receiving Grant Funding, Penalties of

not meeting the requirements, 2023 Attendance, Annual Report for 3 years (A Request) Previous voting results for funding by CRA (A Request), Neighborhood Engagement, National Recognition, and Head In Beds,

Neighborhood Stabilization – No Discussion; Presenter was a no show.

BOARD DECISIONS - None

STAFF REPORTS

Nicole Bonds - Executive Director – Annual Report: will be provided at the next meeting Budget Season: solicit initiatives from board members.

Attorney Jackson – Dixon Property – Request direction, the Lien matter on the Chambers, and on the considering other platforms for live broadcasting.

BOARD REPORTS

1. **Director Ruthie Critton** – **No Report**
2. **Director Theo Washington** – **No Report**
3. **Director Wanda Randolph** – Investigation: Responses/Updates were made by legal and Executive Director; Board needs to decide on the special council per Attorney Jackson. Ms. Bonds can reach out to the firm(s) to ask for the RFP; there is language to change in the RFP per Ms. Bonds.
4. **Vice Chair Rodney Daniels** – Dixon Property: Find a way to return property; authorization has already been given to begin the investigation; PEC: Support fair collaboration that benefits both sides of the partnership.
5. **Chair Angie Gardner** – Ring Camera Initiative: Request to extend to a camera system. Initiative: Down Payment Assistance funded possibly through the Affordable Housing Leakage Fee (\$.50 per sq. ft.) and CRA funding; need policies in place for the affordable housing leakage fee on how to distribute the funds. Dixon Property: the laws cover this type of matter; Attorney Shepard would need to be involved. There is nothing this board can say or do without the law/statutes governing the property. .

ADJOURNMENT Chair Gardner Motions for Adjournment of Meeting (Moved by Chair Gardner; Second by Director Randolph; **AYE: ALL, MOTION PASSES. Meeting Adjourned AT 7:35 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
APRIL 20, 2023 AT 6:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: To Discuss the Paint, Plant and Pave Program.

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: Administration
CONSENT AGENDA		Exhibits: Paint, Plant and Pave Program
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	X	

REQUEST: For Town Council to discuss the Paint, Plant and Pave Program.

SUMMARY: The Paint, Plant, and Pave program was created to immediately enhance the aesthetics of single-family and multi-family 4-unit properties within the residential neighborhoods. This program was created to provide curb appeal to single-family and multi-family 4-unit properties in disrepair in residential neighborhoods within the Town Of Eatonville The proposed improvements may include painting, landscaping, awnings, sidewalks, etc. The CRA will assist up to \$5,000 per property for exterior improvements. Applications must be reviewed and approved prior to beginning work.

RECOMMENDATION: Staff are recommending the TOECRA Board discuss the Paint, Plant and Pave Program.

FISCAL & EFFICIENCY DATA: N/A

Town of Eatonville Community Redevelopment Agency



PAINT, PLANT and PAVE PROGRAM

April 2023

- Program:** Town of Eatonville CRA Paint, Plant and Pave Program
(Residential Properties Enhancement Program)
- Objectives:** To immediately enhance the aesthetics of single-family and multi-family up to 4-unit properties within the residential neighborhoods of the TOECRA CRA.
- Description:** This program is created to provide curb appeal to single-family and multi-family up to 4-unit properties in disrepair in residential neighborhoods of the Town of Eatonville CRA. The proposed improvements may include pressure cleaning, painting, minor facade repairs, landscaping, awnings, sidewalks, driveways and/or parking lot sealing, irrigation systems, fence repair or removal, and minor interior repairs affected by exterior improvements. The CRA will assist with approximately \$2,500 to \$7,500 per property for exterior improvements. Approved applicants must provide an invoice after work is completed along with contractor invoices. The CRA will issue payment to approved applicants within 45 days of receipt of invoice.

- Complete applications will be approved on a first-come, first-serve, priority basis and must meet the following minimum criteria:
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind.
 - The property must be in compliance with all Town regulatory requirements, including but not limited to code enforcement and rental housing licensing. (This requirement may be requested to be waived by the CRA Board if the improvements will help to remedy minor outstanding code violations. No guarantees of approval are implied by this provision).
 - Single-family and multi-family up to 4-unit properties are eligible.
 - 2 estimates from licensed contractors must be provided

The Owner shall maintain the improvements to the property. Should the Owner fail to maintain the improvements, Owner will be required to repay the CRA/Town for the cost of improvements, including labor.

Properties listed for sale may not apply. Properties sold within eighteen (18) months of receiving façade funding must repay the full amount. Work on the project must begin within thirty (30) days following CRA approval process.

The Town of Eatonville CRA Paint, Plant and Pave Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision may be waived by the CRA Board if development plans for said property meets the goals and objectives as set forth in the CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Town of Eatonville
CRA NEIGHBORHOOD PAINT, PLANT &
PAVE PROGRAM APPLICATION

Date: _____ Applicant's Name: _____

Co-Applicant's Name (if applicable): _____

Street Address: _____

Tel. Numbers: Home _____ Cell _____

Do you currently own the property? Yes _____ No _____

Have you ever participated in or applied to a housing program sponsored by other agencies?

Yes _____ No _____

If the answer is yes, please provide the name of the agency, services received and when.

Services to be rendered at the following location:

The Town of Eatonville CRA Paint, Plant and Pave Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Action Plan or Community Redevelopment Plan.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision may be waived by the CRA Board if development plans for said property meets the goals and objectives as set forth in the CRA Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

(Property Owner and Applicant, if different, to Initial)

_____ I have fully read the program information contained in this application and I fully understand the requirements and criteria contained herein.

Signature of owner and applicant, if different: _____

Date: _____ Print Name: _____

Office Use:
Approved _____ or Denied _____ Date: _____



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

APRIL 20, 2023 AT 6:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: To Discuss the Residential Demolition Grant

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: Administration
CONSENT AGENDA		Exhibits: Demolition Grant
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	X	

REQUEST: For Town Council to discuss the Residential Demolition Grant.

SUMMARY: The Residential Demolition Grant program would eliminate slum and blight throughout the Town of Eatonville. Slum Area means an area having physical or economic conditions conducive to disease, infant mortality, juvenile delinquency, poverty, or crime because there is a predominance of buildings or improvements, whether residential or nonresidential, which are impaired by reason of dilapidation, deterioration, age, or obsolescence, and exhibiting one or more of the following factors:

Inadequate provision for ventilation, light, air, sanitation, or open spaces.

Blighted Area means an area in which there are a substantial number of deteriorated, or deteriorating structures, in which conditions, as indicated by government-maintained statistics or other studies, are leading to economic distress or endanger life or property, and in which two or more of the following factors are present: Unsanitary or unsafe conditions and deterioration of site or other improvements.

RECOMMENDATION: Staff are recommending the TOECRA Board discuss the Residential Demolition Grant.

FISCAL & EFFICIENCY DATA: N/A



APPLICATION

TOWN OF EATONVILLE CRA RESIDENTIAL PROPERTY

DEMOLITION GRANT PROGRAM

Prior to completing and submitting this application, please contact the Planning Department to review your proposed project, application and process at (407) 623-8900.

APPLICANT INFORMATION

Name:
Phone:
Email:
Referred by:

FOR OFFICE USE ONLY

Application Date		
Application File #		
Staff Recommendation	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Board Recommendation	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Grant Amount \$		

PROPERTY OWNER INFORMATION

Name	Years Owned
Address	Phone
City	State Zip
Owner's Signature	

PROJECT INFORMATION

Name of Business	Business Owner's Name
Address	Phone
City	State Zip
Type of Business	Tax ID #

PROPOSED IMPROVEMENTS

<input type="checkbox"/> Principle Structure Demolition	<input type="checkbox"/> Secondary Structure Demolition	<input type="checkbox"/> Site Preparation Work
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PROJECT BIDS Please attach actual bids. If three (3) bids are unavailable, please explain below.

Bid #1	Company Name
Bid #2	Company Name
Bid #3	Company Name
Reduced Bid Explanation	

GENERAL PROGRAM GUIDELINES

The Residential Property Demolition Grant Program is a \$5,000 dollar-for-dollar matching grant that is to be used for the demolition of blighted residential buildings, and/or site improvements.

PROPOSED IMPROVEMENTS

Please provide a brief, general description of the work to be performed, materials to be used (if applicable).

Principle Building to be Demolished_____

Secondary/Accessory Building to be Demolished_____

Other Proposed site Improvements_____

Attachments: The following attachments are required:

- ☐ Proposed project schedule.
- ☐ Photographs of the existing building and proposed project area.
- ☐ Site Plan or Survey, drawn to scale depicting the building(s) to be demolished and other structures and impervious surface areas upon the site.
- ☐ Report on results of toxic substance/contaminant study.
- ☐ Three (3) bids/estimates.

Check appropriately

☐ I own the property in consideration

I have read the Town of Eatonville CRA Residential Property Demolition Grant Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT’S SIGNATURE_____DATE _____

General Program Information

Eligible Projects

Intent

It is the intent of the Town of Eatonville Community Redevelopment Area (TOECRA), under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of Residential properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic enhancement of the TOECRA area.

Through the Residential Property Demolition Grant Program, the TOECRA seeks to help homeowners improve the attractiveness of properties, and thereby work to achieve the agency's goal of eliminating conditions that have a negative impact on economic growth and encouraging the siting of new businesses.

Eligibility

The Residential Property Demolition Grant Program Matching Grant funds are available to qualifying residential property owners within the indicated CRA Area (see attached map). Grants are intended for rehabilitation and restoration of sites only, not for the improvement of undeveloped sites.

Program Summary

The Residential Property Demolition Grant Program is a dollar-for-dollar matching grant of up to \$5,000 that can be used toward demolition of old, dilapidated, blighted structures, which are an eyesore. The CRA Board will make the determination of whether a building meets the eligibility criteria.

Structure Demolition

- Demolition of principal existing structures
- Demolition of secondary and/or accessory structures

Other Eligible Improvements

- Site preparation work following the demolition of dilapidated/blighted structures to encourage the location of new residential properties.

Program Requirements and Regulations For Eligibility

Applications will be considered only if they meet all of the following eligibility criteria:

- The CRA Board's approval must be secured prior to commencement of work.
- The project must be located within the CRA's boundaries and must facilitate the redevelopment activities as identified in the adopted CRA Plan.
- Property must be current in water/sewer/garbage and tax bills and without Town liens, active building permits or outstanding bills at time of application, approval and completion, as a condition of final payment by the CRA.
- Applicants shall not have any present Town code violations or active building permits.
- Applicant must obtain and submit three (3) bids from appropriately licensed bidders for the work to be completed under this program.
- All applicants should have conducted a study into the presence of contaminants and/or toxic substances within the structure of the building and should submit a copy of the report at the time of application.
- Labor expenses are eligible only when performed by a licensed contractor in good standing in Orange County. All quotes/bills/invoices must reflect the contractor's license number.

- The CRA Board and Planning Department must approve project(s). Project(s) may be subject to Town Council approval.
- Applicants must ensure that all required permits and approvals are obtained (demolition, site clearance, and all other applicable) for all projects.
- The applicable Town department, such as Planning, Building, Engineering, or any other government entity which has jurisdiction over the project, must approve any changes or alterations to the approved project.
- Projects must be completed within four (4) months of award of grant or permit issuance if applicable, unless a written extension is requested of and is granted by the CRA Board.

Failure to complete the improvements in a timely manner shall result in the property owner losing the grant reimbursement opportunity. The CRA Board may consider time extensions in extraordinary circumstances ONLY.

PROGRAM GUIDELINES

Application Process

Required Application Documents

Applicants must complete all required application forms and submit the completed application package to the CRA in order to be considered for assistance.

Within five (5) business days of application submittal, CRA staff will review the application for completeness. A post-application submittal conference may be held with the applicant to discuss any issues with the applicant. At this time, additional information may be requested.

Within ten (10) business days of receiving and verifying the completeness of the application, the CRA Director or staff will review the application and prepare a recommendation for the CRA Board to be presented at the next regularly scheduled meeting. The applicant will be sent a copy of the CRA staff recommendation.

The CRA Board will determine the applicant’s funding request for approval or denial by majority vote. The applicant will be notified in writing of the CRA Board’s decision within five (5) business days of the Board’s decision.

In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

- 1. Will the project positively contribute to the town’s assisted redevelopment effort?
- 2. Will the project eliminate or reduce a blighting influence?
- 3. Will the project substantially leverage more investments than the required matching amount of the grant?
- 4. Will the grant result in an improvement that would not be made otherwise?
- 5. Does the project comply with the CRA Redevelopment Plan?

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide required information will delay the review process. The items submitted should include the following documents:

- ☐ Project Schedule
- ☐ Photographs of the existing building and proposed project area.
- ☐ Site Plan or Survey, drawn to scale, depicting the buildings to be demolished and other structures and impervious surface areas upon the site.
- ☐ Report on results of toxic substance/contaminant study.
- ☐ Three (3) competitive cost estimates from licensed and bonded contractors. These proposals should give detailed information about the work to be done, materials to be used, costs and the project completion schedule. In certain cases, less than three (3) bids will be considered acceptable, however, it will be considered on a project-by-project basis at staff’s discretion.

Contractors and/or materials cannot be changed without prior written staff approval. At staff’s discretion, a change in contractors or materials may require a new CRA Board Approval.

- ☐ Executed “Release and Hold Harmless Agreement.”

PROGRAM GUIDELINES

Award Reimbursement	Ineligible Improvements
<p>The Applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.</p> <p>The CRA Director or staff will disburse grant funds upon the receipt of a finding of project completion. The finding of project completion will be granted when the following package is received:</p> <ol style="list-style-type: none">1. Written notification from the owner that the project is complete.2. Copies of all required permits.3. Copies of paid invoices and evidence of payment (cancelled checks, credit card receipts).4. Photographs of completed project. <p>Reimbursement can be expected in approximately three (3) to six (6) weeks after all required materials have been received.</p>	<ul style="list-style-type: none">• Any service performed by a non-licensed contractor.• Improvements made prior to execution of final agreement with the CRA.• Routine maintenance activities that are part of normal property ownership.• An improvement to a property that has any judgment liens, is not current on all mortgage and tax obligations, or has any code violations.• Improvements to properties that are exclusively commercial.• Permitting fees



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

APRIL 20, 2023 AT 6:30 PM

Cover Sheet

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ITEM TITLE: To Discuss Neighborhood Stabilization

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: ADMINISTRATION
CONSENT AGENDA		Exhibits: N/A
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: To Discuss A Neighborhood Stabilization Program

SUMMARY: March 1, 2023, Mr. Anthony Grant expressed a concern that seems to be a critical turning point for the Eatonville community. Mr. Grant is home builder and community activist and has observed a tremendous influx of rental owners within the community over the past six years. It is the opinion of Mr. Grant that if this trend continues a major section of Eatonville residential housing market will be non-homeowners.

As expressed by Mr. Grant, The Town of Eatonville once enjoyed a substantially high homeownership rate only to see those numbers drastically decline during the past six years. The sure volume of absentee owner investors will continue to erode the ownership population unless the Town and or the TOECRA board take emergency steps to address the issue. Eatonville will ultimately become a rental community. Mr. Grant is encouraging staff to aggressively look to implement a neighborhood stabilization program. There are federal funds available to address this crucial issue and will assist with providing help with foreclosures and other issues with respect to the sustainability of homeownership. There should be a program that provides a blueprint and financial resources to encourage and assist with homeownership. If Eatonville acts with urgency, the community of Eatonville can begin to turn the tide and start the increase with homeownership levels.

RECOMMENDATION: Staff is recommending that the Board of Directors hear Mr. Grant presentation and consider a Neighborhood Stabilization Program.

FISCAL & EFFICIENCY DATA: N/A