



# AGENDA

## Community Redevelopment Agency Meeting

5:30 PM – Thursday, January 16, 2025 – City Hall

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### Call to Order

### Acknowledgement of Quorum and Proper Notice

#### 1. Approval of Minutes

##### 1.1 Approval of Minutes

December 12, 2024 CRA Meeting

#### 2. CRA Item with Board Discussion, Public Input and Direction

##### 2.1 CRA Resolution Number 25-01: Adoption of Downtown Master Plan

#### 3. Adjournment

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: COMMUNITY REDEVELOPMENT AGENCY (CRA)

FROM: Tom Carrino, City Manager

DATE: January 16, 2025

RE: Approval of Minutes

December 12, 2024 CRA Meeting

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**Introduction:**

This item is for consideration of the minutes of the December 12, 2024 CRA Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## Community Redevelopment Agency Meeting

5:30 PM – Thursday, December 12, 2024 – City Hall

Call to Order: 5:30 p.m.

### Acknowledgement of Quorum and Proper Notice

PRESENT: Mr. Gary Ashcraft, Ms. Christine Cruz, Mr. Willie Hawkins, Vice Chair Emily Lee and Chairman Michael Holland

### 1. Approval of Minutes

August 1, 2024 CRA Meeting

Motion made by Mr. Ashcraft, Seconded by Mr. Hawkins, to approve the Minutes. Motion passed on the following vote:

Voting Yea: Mr. Ashcraft, Ms. Cruz, Mr. Hawkins, Vice Chair Lee, Chairman Holland

### 2. CRA Item with Board Discussion, Public Hearing and Direction

#### 2.1 CRA Resolution Number 24-01: Approving An Exclusive Rights to Negotiate Development Agreements For The Eustis Downtown and East Town Redevelopment Agency Former Waterman Hospital

Tom Carrino, City Manager, asked if the board would accept public input since there is no Audience to be Heard. The Board agreed to allow public input prior to getting into discussion on the issue. It was agreed to allow three minutes per person.

Chairman Holland opened the floor to public comment at 5:31 p.m.

George Asbate noted that it took the City of Winter Garden almost 25 years to get their plans completed. He commented on the need for the agreement to include items such as benchmarks for standards, pre-development agreements, thresholds and other issues. He stated the subject agreement is a good foundation but needs to have the items he mentioned added. He recommended postponing consideration until other items may be added to the agreement.

Sean Jenness expressed opposition to the agreement. He indicated the project should not be market driven but should be a market driver. He recommended that the City create a community advisory committee under the CRA to provide input from the community. He added that previous discussion was for underground parking and the agreement calls for surface parking. He suggested that the properties be subdivided with the public spaces and green spaces carved out.

Daniel DiVenanzo commented on the nature of the agreement being non-binding and premature given the expected growth of the market in Central Florida. He expressed concern about the possibility of the project including low income housing. He stated that surface parking would not suffice for the project. He referenced Item #8 in the

agreement and cautioned getting locked into something. He stated the agreement premature.

Mr. Asbate referenced Item #9b and said that it indicates milestones that were not attached to the agreement.

Chairman Holland asked City Attorney Sasha Garcia for her input.

Attorney Garcia indicated she had reviewed the agreement and noted there are elements missing from the agreement.

Mr. Carrino explained that the agreement is just the first step in a number of agreements. He stated that the CRA is not ready to commit to G3C2 as they still need to flesh out their concept. He added that this is a compromise for a first step. He further explained the agreement does not commit the CRA to any money and only provides for the CRA to work with G3C2 for six months while they develop a concept for the project using the master plan as a basis. He stated that is why there is not a lot of details in the agreement. He continued that the agreement allows G3C2 to develop their initial concept and bring it back to the CRA. They have six months to accomplish that. Once the preliminary concept is submitted, the CRA can review it and decide if they want to move to the next step or go in a different direction. He indicated that, if the agreement was for the sale or lease of the property or for a long term commitment, then it would be premature. He emphasized it is just a first step to develop the concept for the project. It simply guarantees the CRA will work with them exclusively for six months. He confirmed it does not lock the CRA into any commitment. He added that it only applies to the Waterman three-block site.

Mr. Hawkins commented on the previous Atrium proposal and stated he does not blame a company for wanting some assurance about the CRA working with them exclusively and stated that the agreement is a good first step.

Jerry Gunther, G3C2 Representative, commented on their request to have six months to develop a plan to give the City a concept for the way to move forward.

Mr. Hawkins asked if G3C2 would agree to benchmarks within the six month timeframe with Mr. Gunther agreeing to that. He expressed agreement to provide a timeline.

Mr. Ashcraft stated that the six months is the benchmark with Mr. Hawkins indicating there needs to be a timeline for their work.

Discussion was held regarding possible benchmarks and when concepts would be provided with Mr. Carrino indicating that staff could place them on the agenda every month or two months to provide an update.

Discussion was held regarding the need to move forward with Ms. Cruz expressing concern about moving forward based on the comments made by the City Attorney.

Attorney Garcia indicated that the proposed agreement needs to include some termination language that would allow the agreement to end if the Commission is unhappy with what is presented at the benchmarks.

Vice Chair Lee questioned why are the concerns only coming up that night instead of being addressed previously.

Mr. Hawkins asked when the agreement was submitted with Mr. Carrino indicating template was presented by Derek Wallace about three to four weeks previously and they have been working on it since then.

Mr. Wallace explained it is a basic agreement that would then move to a pre-development agreement. He stated there is a lot of work that has to occur within the next six months.

Mr. Carrino asked Attorney Garcia if the monthly updates would satisfy her concerns with Attorney Garcia responding that could be included. She emphasized her concern that it does not include termination language so the CRA does not have to continue for the entire six months if what they present in the interim does not meet with the CRA's satisfaction.

Mr. Gunther responded that this is just a start; however, if the project does not meet expectations, they would be happy to bow out as their time is what is valuable to them.

Mr. Hawkins noted that G3C2 would be expending money over those six months; however, the CRA would not be; therefore, they would not be risking anything.

Mr. Wallace noted the concepts are present in the master plan and the project will consist of a number of smaller projects.

Chairman Holland asked about the stability of their business relationship with Mr. Wallace and Mr. Gunther assuring them they are working together.

Mr. Carrino confirmed they need the resolution voted on by the CRA.

Discussion was held regarding adding the benchmarks into the agreement.

Mr. Carrino also confirmed that the agreement does not have to go to the Commission.

Motion made by Mr. Hawkins, Seconded by Mr. Ashcraft, to approve CRA Resolution Number 24-01 with the addition of the benchmarks. Motion passed on the following vote:

Voting Yea: Mr. Ashcraft, Mr. Hawkins, Vice Chair Lee, Chairman Holland

Voting Nay: Ms. Cruz

**3. Adjournment: 6:03 P.M.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

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CHRISTINE HALLORAN  
City Clerk

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MICHAEL L. HOLLAND  
Chairmen



# City of Eustis

Economic Development Department

P.O. Drawer 68 • Eustis, Florida 32727 • (352) 484-5430

Item 2.1

TO: EUSTIS CRA BOARD

FROM: TOM CARRINO, CITY MANAGER

DATE: JANUARY 16, 2025

RE: CRA RESOLUTION NUMBER 25-01: ADOPT DOWNTOWN MASTER PLAN DEVELOPED BY MIG, INC

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## Overview

The Downtown Master Plan provides a conceptual context to guide future growth and development. It outlines future land uses, building projects, community improvements and enhancements. The proposed development options included in the Master Plan are based on the City's uniqueness, which was derived from public input, analysis of planning initiatives, existing development, physical characteristics, and social and economic conditions.

## Background

An RFQ was issued on July 8, 2022 to find a developer for the 4.58 acre Former Waterman Hospital Site in downtown Eustis. Two companies responded to the solicitation and a City staff review committee selected G3C2 as the top choice for redevelopment negotiations. The members of the City staff review committee were: Tom Carrino, City Manager, Rick Gierok, Public Works Director, Mike Lane Development Services Director, Al Latimer, Economic Development Director, Mike Sheppard, Finance Director, and Tracy Jeanes, Purchasing Director, as facilitator.

Following the selection of G3C2, the next step in the process was to hire a firm to develop a Downtown Master Plan. Representatives of G3C2 along with City staff interviewed GAI and MIG for the assignment. MIG was the selected service provider.

## Duration

The development of the Master Plan was projected to take nine months to complete, beginning in June 2023 and ending in February 2024. But due to a number of unanticipated scheduling conflicts, changes in personnel, illnesses and weather events the project actually took 18 months to complete.

The Eustis Downtown Master Plan marks a pivotal step toward revitalizing the city center while preserving its unique charm. With a shared vision in place, once the plan has been approved, the CRA Board can focus on the implementation phase, addressing infrastructure needs, development projects, and funding strategies. Ongoing community input will help guide details and ensure alignment with local values. As the project moves closer to construction, collaboration between all stakeholders will be key to transforming the Downtown Master Plan vision into a vibrant, sustainable downtown for Eustis.

**Prepared by:**  
Al Latimer, Economic Development Director

**CRA RESOLUTION NUMBER 25-01**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF EUSTIS KNOWN AS THE DOWNTOWN AND EAST TOWN REDEVELOPMENT AGENCY, LAKE COUNTY, FLORIDA, APPROVING THE MASTER PLAN AND AMENDING THE REDEVELOPMENT PLAN TO INCLUDE ITS VISIONS AND RECOMMENDATIONS.**

**WHEREAS**, the Downtown and East Town Redevelopment Agency entered into an agreement with MIG, INC to prepare a Downtown Master Plan; and

**WHEREAS**, a draft Downtown Master Plan was prepared based on extensive input from commissioners, public officials, residences, businesses, and community stakeholders, and gathered through in-depth research and analysis; and

**WHEREAS**, the City Manager and Economic Development Director conducted individual sessions with each City Commissioner to review the preliminary draft and final draft of the Downtown Master Plan; and

**WHEREAS**, MIG presented a preliminary draft of the Master Plan a Eustis City Commission Workshop on November 16, 2023, and presented the final draft at a community meeting attended by commission members on November 14, 2024; and

**WHEREAS**, at the conclusion of the Community Meeting referenced above, attendees expressed very favorable views of the Master Plan vision and recommendations; and

**WHEREAS**, The Master Plan exemplifies the principles (Florida Law Chapter 163, Part III) needed for inclusion in CRA's Redevelopment Plan, as it addresses the unique needs of the CRA Area, and proposes concepts that are consistent with the comprehensive plan; and

**WHEREAS**, the Downtown and East Town Redevelopment Agency finds that the Master Plan vision and recommendations will help achieve the goals of the CRA's Redevelopment Plan; and

**WHEREAS**, the Downtown and East Town Redevelopment Agency recommends that the Master Plan be incorporated into the CRA's Redevelopment Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Downtown and East Town Redevelopment Agency of the City of Eustis, Florida as follows:

1. The Downtown and East Town Redevelopment Agency hereby approves the Downtown Master Plan developed by MIG, Inc. and recommends that the Downtown Master Plan be incorporated into the CRA Redevelopment Plan.



**DONE AND RESOLVED**, this 16th day of January 2025, in regular session of the Downtown and East Town Redevelopment Agency of the City of Eustis, Lake County, Florida.

**DOWNTOWN AND EAST TOWN  
REDEVELOPMENT AGENCY**

\_\_\_\_\_  
Willie Hawkins  
Chairman

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 16<sup>th</sup> day of January, 2025, by Willie Hawkins, Chairman, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial No:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the Community Redevelopment Agency of the City of Eustis, Florida.

\_\_\_\_\_  
City Attorney's Office Date

**CERTIFICATE OF POSTING**

The foregoing CRA Resolution Number 25-01 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

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Christine Halloran, City Clerk