



AGENDA

Community Redevelopment Agency Meeting

5:30 PM – Thursday, March 06, 2025 – City Hall

Call to Order

Acknowledgement of Quorum and Proper Notice

1. Approval of Minutes

1.1 Approval of Minutes

January 16, 2025 CRA Meeting

2. CRA Item with Board Discussion and Direction

2.1 Recommendation for City Commission Adoption of the Downtown Master Plan Developed by MIG, Inc.

2.2 CRA Resolution Number 25-01: Budget Transfer to Fund Development and Redevelopment Real Estate Consultant

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: March 6, 2025

RE: Approval of Minutes

January 16, 2025 CRA Meeting

Introduction:

This item is for consideration of the minutes of the January 16, 2025 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, January 16, 2025 – City Hall

Call to Order: 5:32 p.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Ms. Emily Lee, Mr. George Asbate, Vice Chair Gary Ashcraft, Chairman Willie Hawkins

ABSENT: Mr. Michael Holland

1. Approval of Minutes

1.1 December 12, 2024 CRA Meeting

Motion made by Vice Chair Ashcraft, Seconded by Ms. Lee, to approve the Minutes. Motion passed on the following vote:

Voting Yea: Ms. Lee, Mr. Asbate, Vice Chair Ashcraft, Chair Hawkins

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

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

Miranda Burrowes, Assistant City Manager, stated that the City Manager is requesting that Resolution Number 25-01 be postponed until after the workshop.

Vice Chair Ashcraft asked why they need another workshop and why it needs to be deferred.

Chairman Hawkins explained that CRA funds were used to purchase the downtown property.

Discussion was held regarding the CRA downtown master plan and what it is used for.

Sasha Garcia, City Attorney, explained that the CRA does own the lots and this would be a recommendation to the Commission for incorporation of the downtown master plan into the redevelopment plan. She explained that would be necessary to allow the use of CRA funds.

Chairman Hawkins agreed that they need to be more informed prior to considering the plan.

Tanya Wilder, CRA East Town Representative, agreed with the need to obtain more information.

Al Latimer, Economic Development Director, explained the master plan, once approved, would be adopted into the redevelopment plan. He stated the redevelopment plan is what governs how the CRA may spend its money.

Chairman Hawkins opened the floor to public comment. No one came forward at that time.

Motion made by Ms. Lee, Seconded by Mr. Asbate, to postpone consideration of Resolution Number 25-01 until after a future workshop. Motion passed on the following vote:

Voting Yea: Ms. Lee, Mr. Asbate, Vice Chair Ashcraft, Chair Hawkins

Ms. Burrowes proposed the following date for the workshop: Thursday, January 30th. Mr. Asbate indicated he would not be available. It was tentatively agreed to meet on Thursday, February 13th, for the workshop.

3. Adjournment: 5:45 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 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.*

CHRISTINE HALLORAN
City Clerk

WILLIE HAWKINS
Chairman



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: MARCH 6, 2025

RE: Recommendation for City Commission Adoption of the Downtown Master Plan Developed by MIG, Inc.

Overview

The 2025 Downtown Master Plan provides a conceptual context to guide future growth and development. It outlines future land uses, building projects, and community improvements and enhancements. The proposed development options included in the Master Plan are based on the City's uniqueness. The plan 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 acres the 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. 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, and Mike Sheppard, Finance Director with Purchasing Director Tracy Jeanes as facilitator.

In order to develop a market-based, shared vision for the Waterman site and downtown, it was agreed that a master plan process was necessary. To help create a cohesive guide for future development projects G3C2 and City staff interviewed two firms to develop the Eustis Downtown Master Plan. MIG was the firm selected for the project.

Duration

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

The Eustis Downtown Master Plan marks a pivotal step toward revitalizing the city center while preserving our unique charm. With a clear 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 continue to help guide details and ensure alignment with our community values. As projects move closer to construction, collaboration between all stakeholders

will be key to transforming the Downtown Master Plan vision into a vibrant, sustainable downtown for Eustis.

Community Feedback

MIG's presentation of the final draft of the master plan at a November 14, 2024 community meeting was very favorably reviewed by over 100 residents.

Action:

Staff recommends that the CRA Board recommend that the City Commission adopt the 2025 Downtown Master Plan.

Prepared by:

Al Latimer, Economic Development Director



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: March 6, 2025

RE: CRA Resolution Number 25-01: Budget Transfer to Fund Development and Redevelopment Real Estate Consultant

Introduction:

With the completion of the Master Plan and the beginning of the implementation phase, which includes entering into a development agreement with G3C2, a workshop was held on Monday, January 13 for Commissioners to hear a presentation from a development and redevelopment real estate consultant. Mike Goman of Goman & York spoke about the diverse range of specialized expertise needed to ensure that development projects meet commission goals and community needs and expectations.

After the presentation, Commission agreed that hiring a development and redevelopment real estate consultant would be in the best interest of the City and its development efforts.

Following up on the Commission's wishes, staff posted a bid solicitation for development and redevelopment real estate consultants. Five companies responded to the solicitation. Goman & York was selected by a staff review committee as the firm to provide the range of services listed on Attachment A.

Staff estimates that \$80,000 will be needed through the end of the fiscal year. Currently, there is only \$15,000 available in the CRA budget for Professional Services. Therefore, another \$65,000 needs to be transferred from CRA Reserves for Future Projects. As of September 30, 2024, the CRA Reserves for Future Projects was \$3,604,127.

Recommended Action:

Staff recommends Commission approve the budget transfer as part of CRA Resolution Number 25-01.

Prepared By:

Al Latimer, Economic Development Director

Attachment A

Real Estate Consultant Services may include, but not be limited to, the following:

1. Analysis & assistance in implementing and executing various plans to include:
 - Downtown Master Plan
 - CRA Redevelopment Plan
 - City's Comprehensive Plan
2. Evaluate LDR's, regulations, design guidelines, etc., to determine impact on development and redevelopment.
3. Examining market conditions for real estate development in Eustis, Florida, focusing on the residential, retail, office, and industrial uses that exist in the City and market trends such as changes in rents, sale prices, vacancy, and the rate of absorption.
4. Identifying and assessing potential deal structures and valuations for redevelopment properties, potential incentives, including an evaluation of any applicable statutory provisions that would impact the ability of the City to participate in them.
5. Assist the City with any current and future development proposals, including evaluating the value, financial implications, and project pro-forma statements from any current and potential development partners, ground lessees, or other stakeholders. Upon consultant's selection, should the City have existing contractual obligations with a developer(s) falling within the scope of the consultant's services, the consultant shall work with the City's chosen developer(s) in good faith, ensuring the City's compliance with its duties and commitments to said developer(s).
6. Analyzing the implications of exercising different public policy levers on development, including the impact of affordable housing, changes to tax abatement programs, and alternative financing structures.
7. Developing narratives to support engagement and negotiations with key stakeholders and attending and participating in meetings with key stakeholders.
8. Supporting the City in the negotiation of key business terms and agreements in its real estate transactions.
9. Evaluating assessed valuations, incentives/tax abatements, and tax rates for residential and commercial properties.
10. Preparing revenue forecast reports in connection with financing activities and making presentations of such reports.
11. Preparing, or causing to be prepared, feasibility reports, appraisals, market analyses, or any other real estate related reports.
12. Attend meetings (internal and external) and telephone conferences as necessary.

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 A RESOLUTION AMENDING THE CRA BUDGET FOR FISCAL YEAR 2024/25 FOR THE CRA TRUST FUND AND ESTABLISHING A BUDGET FOR DEVELOPMENT AND REDEVELOPMENT RELATED REAL ESTATE CONSULTING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Downtown and East Town Redevelopment Agency (Agency) has identified the need for Development & Redevelopment Related Real Estate Consulting Services; and

WHEREAS, the City Commission did authorize the City Manager to hire a Development & Redevelopment Related Real Estate Consultant; and

WHEREAS, a Development & Redevelopment Related Real Estate Consultant will provide services, expert advice and guidance in analyzing & assisting the implementation and execution of various plans, including the Downtown Master Plan and the CRA Redevelopment Plan; and

WHEREAS, on January 24, 2025 the Purchasing Department posted a bid solicitation for Development & Redevelopment Related Real Estate Consultant, and five (5) companies responded; and

WHEREAS, Goman & York was selected as the firm to provide the services; and

WHEREAS, staff estimates that the amount needed to pay for needed services is \$80,000; and

WHEREAS, only \$15,000 is available within existing budgeted funds for Professional Services: 014-1230-516-30-31, and there is a remaining need for \$65,000; and

WHEREAS, it is in the best interest of the City and the Agency to allocate these funds to support the work of the Development & Redevelopment Related Real Estate Consulting Services; and

WHEREAS, the funds will be transferred from CRA Reserves For Future Projects; and

WHEREAS, the FY 2024/25 adopted budget for the CRA Trust Fund Fund (014) will be amended as follows:

Expenditures:

014-1230-516-30-31 – Operations Expense – Professional Services - \$65,000

NOW, THEREFORE, BE IT RESOLVED, by the Downtown and East Town Redevelopment Agency as follows:

Section 1

That the FY 2024/25 Adopted Budget for the CRA Trust Fund is amended to reflect a transfer of \$65,000 from one operations line item in the Fund to another within the Fund.

Section 2

That the Finance Director of the City of Eustis is hereby authorized to amend the FY 2024/25 adopted budget for the CRA Trust Fund.

Section 3

That this Resolution shall take effect immediately upon its adoption.

DONE AND RESOLVED this 6th day of March, 2025 in regular session of the Downtown and East Town Redevelopment Agency.

**Board of the Eustis
Downtown and East Town
Redevelopment Agency**

Willie Hawkins
Board Chair

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 6th day of March, 2025, by Willie Hawkins, Board Chair, 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 use and reliance of the Eustis Downtown and East Town Redevelopment Agency.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing 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 Parks & Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk