



# COMMUNITY REDEVELOPMENT AGENCY MEETING AGENDA

Thursday, March 27, 2025 at 4:30 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

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ALL MEETING ITEMS WILL BE CONTINUED UNTIL MEETING IS COMPLETE.

1. Call the meeting to order

2. Pledge of Allegiance

3. Consent Agenda

- [a.](#) Approve the December 12, 2024 Agency Minutes

4. General Business

- [a.](#) Approve the Annual Report.
- [b.](#) Resolution 2025-35. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach to amend the FY 2024/2025 budget to fund improvements to parking facilities; providing for conflict and an effective date.
- [c.](#) Resolution 2025-36. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach to approve and award a Small Redevelopment Grant to Mr. and Mrs. Libretti, 215 S. 3rd Street, in an amount of 60% of the total cost at \$2,550, or 50% up to maximum amount not to exceed \$5,000; providing for conflict and an effective date.
- [d.](#) Resolution 2025-37. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach, Florida, approving an application to the Prioritized Projects Grant List of the River To Sea Transportation Planning Organization; providing for conflict and an effective date.

5. Public comments regarding items not on the agenda

***Citizens are encouraged to speak. However, comments should be limited to three minutes. A thirty-minute allocation of time for public comment on items not on the agenda. Each speaker has up to three-minutes to address the Chair, and one opportunity to speak, no time can be allotted to another speaker.***

6. Adjournment

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript. The City is not responsible for any mechanical failure of the recording equipment. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext 233 at least 72 hours prior to the meeting. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.



## COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Thursday, December 12, 2024 at 4:30 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

**PRESENT:** Mayor Patti King, Chair Scott Spradley, Vice-Chair James Sherman, Commissioners Rick Belhumeur, Eric Cooley and Jane Mealy, City Manager Dale Martin, City Attorney Drew Smith, City Planner Lupita McClenning and City Clerk Penny Overstreet.

1. **Call the meeting to order:** Chair Spradley called the meeting to order at 4:30pm.

2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Vice-Chair Sherman.

### 3. Consent Agenda

- a. Approve the 2025 Agency Meeting Schedule
- b. Approve the October 12, 2024 Agency Minutes

Commissioner Belhumeur made a motion to approve items 3a. and 3b. on the consent agenda; Vice Chair Sherman seconded the motion. The motion passed unanimously.

### 4. General Business

- a. Resolution 2024-55. A Resolution by the City Commission sitting as the Community Redevelopment Agency of the City of Flagler Beach, to award Bid No. FB-24-1024 Refurbishment of City Parking Lot #3 S. Central Avenue & S. 8th Street to DDS Enterprises, LLC in an amount not to exceed \$147,000, providing for conflict and an effective date.

City Attorney Smith presented the item. Commissioner Cooley inquired if the City Manager had any further information to provide to the Board other than the restroom setup previously discussed. Mr. Martin's response included adding appropriate code complaint landscaping and lighting at a future date. Board discussion ensued and included the cost of adding restrooms, requesting the contractor add another parking lot to the scope of work once the project commences and stub out delineation. Commissioner Mealy made a motion to approve item 4a.; Commissioner Cooley seconded the motion. Public comment was opened. No public comment was received. Roll call: Commissioner Belhumeur; Yea, Vice-Chair Sherman; Yea, Commissioner Mealy; Yea, Commissioner Cooley; Yea, Chair Spradley; Yea. The motion passed five (5) to zero (0).

#### b. Staff Comments & Updates

Mr. Martin presented an employee recognition plaque to Michele Ficocello. Mr. Martin reported the Employee Recognition Luncheon was well received and is looking forward to it becoming an annual event.

5. Public comments regarding items not on the agenda

Public comment was opened. Richard Clemmons, N 17<sup>th</sup> Street, spoke before the Board and comments included a status update request for the former Bank of America building. Mr. Martin provided an update to include the plans are in progress, the property owners are moving at their own pace, code enforcement concerns are being addressed by the Planning Department, the interior demolition has been completed, and the building permit application has not been submitted to date. No further public comment was received. Board comments included Commissioner Belhumeur’s request for new benches in the City Hall entryway and Mr. Martin agreed to provide information to move forward on this request. Ms. McClenning provided an update on the Branding Work Group and their discussions of updating benches, trash cans, etc. Vice-Chair Sherman inquired about the status of the beautification in the CRA District regarding landscaping. Mr. Martin provided an update on receiving two (2) bids for landscaping services which are under staff review and will be brought back to the Board for consideration. Mr. Martin provided a CRA Streetlights status update. Ms. McClenning added that an inventory of the lights has been completed. The discussion continued to include uniformity of streetlights and the upcoming Parks Committee meeting.

6. Adjournment

Commissioner Mealy motioned to adjourn the meeting. Chair Spradley adjourned the meeting at 4:46pm.

\_\_\_\_\_  
Scott Spradley, Chair

Attest:

\_\_\_\_\_  
Penny Overstreet, City Clerk

**City of Flagler Beach  
Community Redevelopment Agency  
Fiscal Year 2023 – 2024 Annual Report**



105 S. 2<sup>nd</sup> Street  
Flagler Beach, FL, 32136

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## Community Redevelopment Agency Director's Message

Despite the apparent lack of support for Community Redevelopment Agencies from the State of Florida Legislature, the Flagler Beach Community Redevelopment Agency is strongly positioned for future economic redevelopment in downtown Flagler Beach, especially as the City celebrates its Centennial Anniversary in 2025.

As described in the following report, the amount of *private* investment in the Community Redevelopment Agency district was unprecedented (approximately \$20,000,000), led by the construction of the first new hotel in Flagler County in approximately twenty years. As a county that relies heavily upon tourism and hospitality, the impact of the new hotel, when completed in mid-2025, cannot be underestimated.

The rise of the hotel, constructed on the same site upon which the original hotel in Flagler Beach was sited in the 1920s (subsequently demolished in the 1970s), has contributed to other large- and small scale-redevelopment projects within the Agency's boundaries. Another project adjacent to but outside of those boundaries included a \$27,000,000 beach renourishment project spearheaded by the United States Army Corps of Engineers. It is the beaches in Flagler Beach that has been demonstrated to be the economic driver for Flagler County- residents, "day-trippers," and overnight (extended) tourists. All of these people provide direct and substantial support to the small businesses and restaurants that dot Flagler Beach.

The next impactful project, although again on the periphery of the district, is the scheduled reconstruction of the City's iconic Pier. This one-hundred-year-old structure is reflected in nearly all marketing materials for both Flagler County and Flagler Beach. The structure had been ravaged by storms for the past decade, leading to its eventual closure in 2022. Working with federal and state agencies and officials, the City has awarded the contract for the demolition of the remaining elements and the construction of a new Pier. This facility will have an overwhelming impact upon the number of residents and visitors to Flagler Beach (and Flagler County).

Leading the way into the start of the City's second hundred years will be a new Community Redevelopment Agency Executive Director. The new Executive Director will be presented and well-armed with studies and plans that have languished for approximately twenty years- all depicting the heritage and preservation efforts necessary to build Flagler Beach's future. With her background, she will be a leading "agent-of-change" to take advantage of the growing resident, business, and tourism excitement in Flagler Beach.

The Flagler Beach Community Redevelopment Agency is a remarkable program to lead this community forward, respectful of the past century and eager for the next.



City Manager

**Community Redevelopment Agency Board**

The Flagler Beach City Commission serves as the Community Redevelopment Agency Executive Board. Members for FY 2023/2024 (as of March 31, 2024) were:

Mayor	Patti King
Chairman	Scott Spradley
Vice Chairman	James Sherman
Commissioner	Rick Belhumeur
Commissioner	Jane Mealy

**Community Redevelopment Agency Administration**

The Community Redevelopment Agency Director, supported by additional City staff, provides administers Community Redevelopment Agency activities, including budget development and management, community outreach, and project management.

Director	Caryn Miller
City Manager	Dale L. Martin
Executive Assistant	Katherine Monroy

## **Community Redevelopment Agency History**

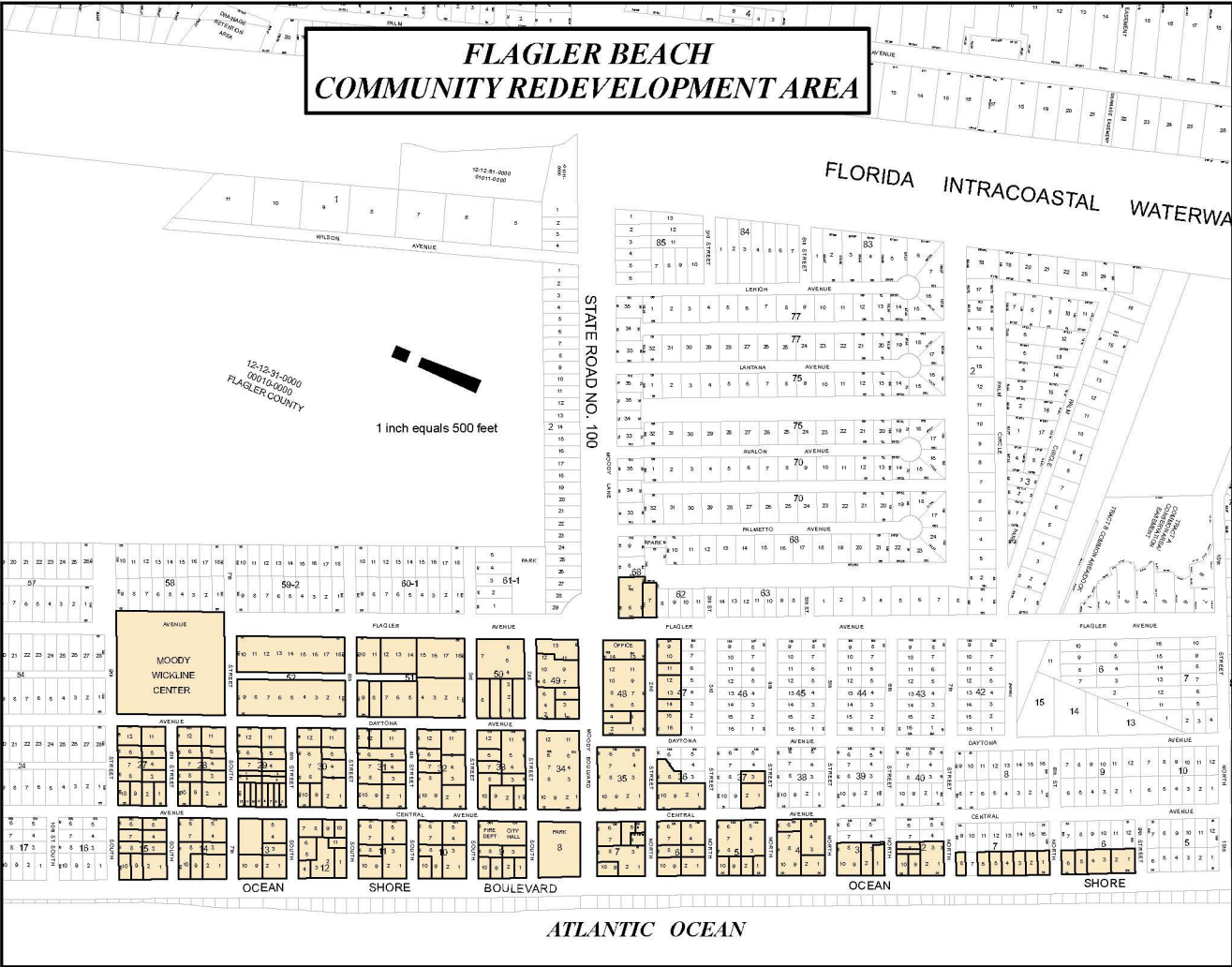
In 1969, the Florida Legislature passed the Community Redevelopment Act as a means for local communities to conserve, rehabilitate, or redevelop an area that constituted an economic and social liability as a result of a decreasing the tax base. The City of Flagler Beach established its Community Redevelopment Agency (CRA) in 2002, preparing the original CRA Plan with the mission “to preserve and protect the traditional Old Florida downtown area and address deteriorating physical and economic conditions prevailing in the downtown area.” The City of Flagler Beach City Commission officially designated itself as the Community Redevelopment Agency Board, pursuant to Section 163.387 of the Florida Statutes.

The City began its preservation and rehabilitation efforts in 2003, with a seven-day public charrette (February 1-7) examining and envisioning the future of downtown Flagler Beach and the associated State Highway A1A corridor. The charrette was facilitated by members of the Treasure Coast Regional Planning Council’s Design Studio and supported by officials from Flagler Beach, Flagler County, the Florida Department of Transportation, and the Northeast Central Florida Regional Planning Council. Additional participants included over 150 residents, property owners, and business owners; City of Flagler Beach staff; and Flagler County staff. A series of final presentations were provided in June, 2003. Subsequent review and additional planning efforts culminated with the development and adoption of the Downtown Master Plan (January, 2006).

The Flagler Beach CRA encompasses the City’s core downtown area, generally described as bounded by N. 9th Street (north), Oceanshore Boulevard (also known as State Highway A1A; east) S. 9th Street (south), and Flagler Avenue (west). South of Moody Boulevard (also referred to as State Route 100), the boundary is regularly configured, but north of Moody Boulevard, the boundary is uneven, including only a few blocks north of Moody Boulevard along N. Flagler Avenue before expanding further north along Oceanshore Boulevard. The area was selected for revitalization due to an inadequate street layout, shortage of parking, and general deterioration of structures.

Over the years, the Community Redevelopment Plan has met many of its Goal and Objectives set to be completed between 2006 and 2012. Phase I, II, and III of the Streetscape Improvements moved the utilities underground in the core downtown, repaved sidewalk and streets, constructed stormwater systems, and increased the number of parking spaces through the purchase of vacant lots. Between 2012 and 2021, the Wickline Park was upgraded with lighting and picnic tables. Decorative street lamps were added and the number of wayfaring signs directing residents and tourists to downtown businesses increased. The most consistent and longstanding CRA effort has been the Downtown Large (up to \$15,000) and Small (up to \$5,000) Redevelopment Grants program benefitting business and property owners to reduce visual blight and improve the aesthetics of the CRA district.

Community Redevelopment Agency Boundaries

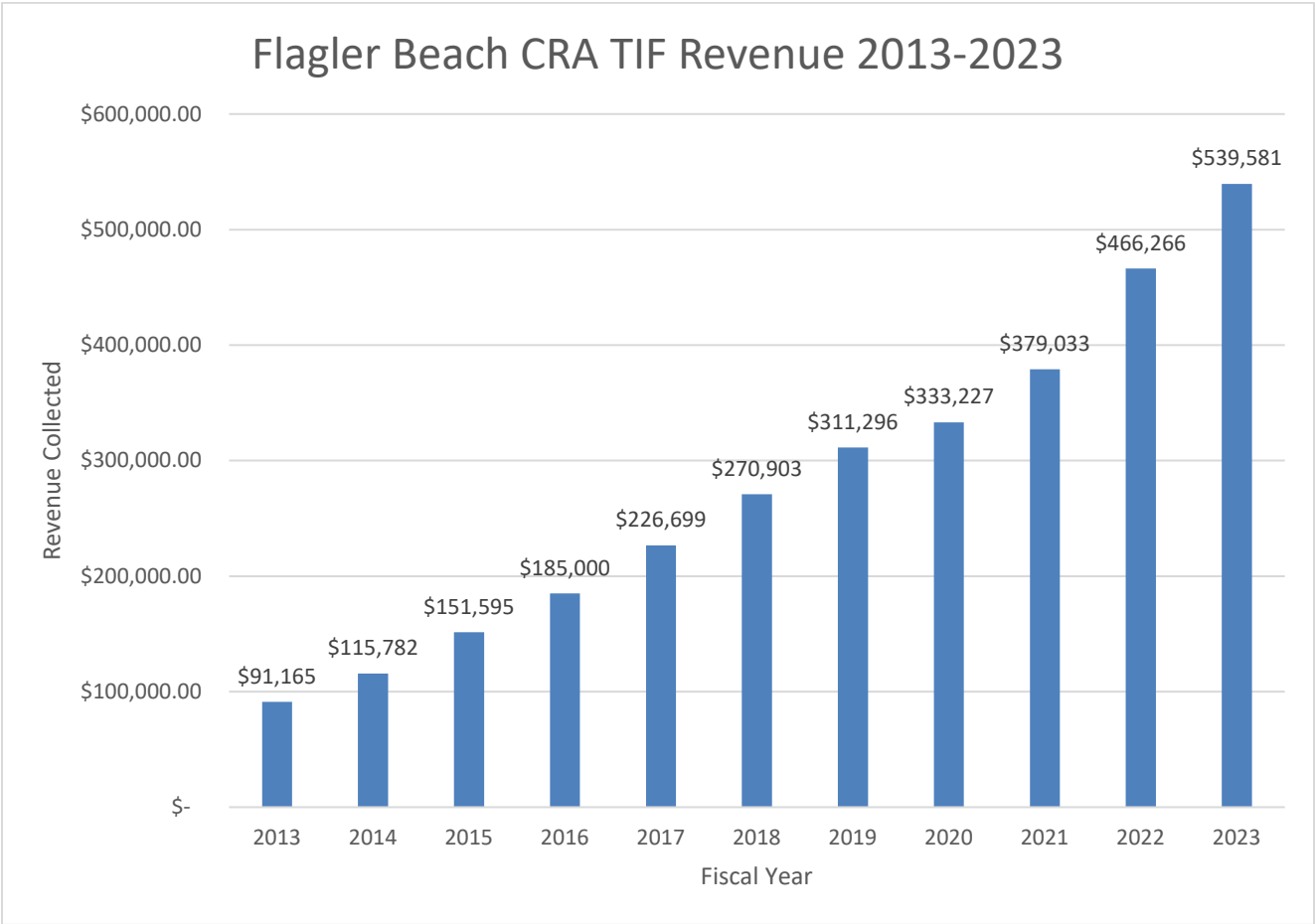


Community Redevelopment Agency Funding

The CRA is funded by **Tax Increment Financing (TIF)**, a unique tool that allows the City to leverage public funds to promote redevelopment efforts in the private sector. The dollar value of all real property within the Community Redevelopment Area was determined at fixed date, also known as the "frozen value." Flagler Beach's frozen property value, assessed in 2001, was \$24,000,000.

Frozen value revenues are available for General Government purposes; however, tax revenues from increases in real property value, that is, amounts above the frozen value, are referred to as "incremental" revenue. Incremental revenue is deposited in the CRA Trust Fund, which is dedicated to the redevelopment area.

The graph below depicts the increase of TIF revenues over the last decade. Revenue collected in FY 2023/2024 nearly reached \$540,000. Revenue streams increase as the rates of property value go up and the amount of “blight” decreases within the CRA boundaries.



## Community Redevelopment Agency FY 2023/2024 Achievements

### Capital Improvements

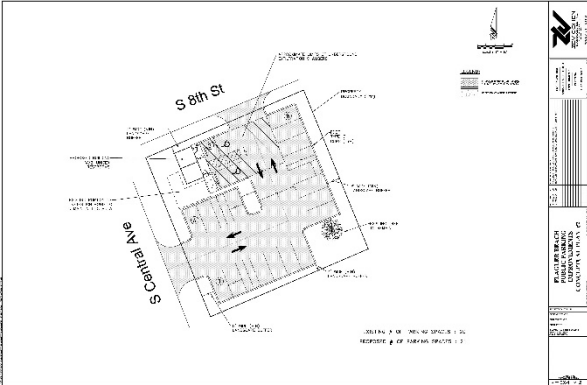
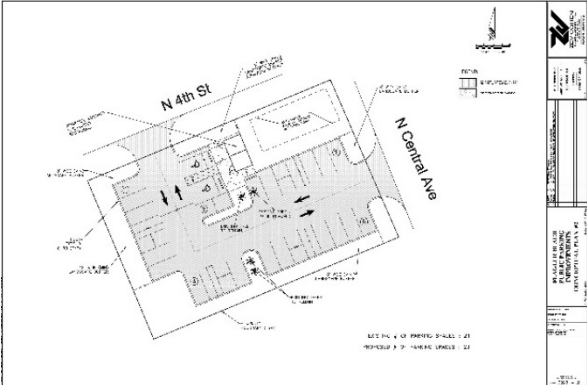
The CRA Board approved the replacement of nineteen decorative lamps, changing the white lighting to amber lighting, which, given the proximity of sea turtle nesting sites on the beach along State Highway A1A, ensures that the City complies with local, state, and federal turtle lighting regulations.



Other decorative lamps had decorative arms and light fixtures replaced, including those by Moody Boulevard (State Route 100) and South Daytona Avenue, behind the City Hall Parking Lot, at the south corner of S. 3<sup>rd</sup> Street and S. Central Avenue, and at the intersection of S. 3<sup>rd</sup> Street and S. Oceanshore Boulevard (State Route A1A). Planning for replacement of the remaining outdated and ineffective broken decorative lamps has begun.



Parking within the CRA is in high demand: the CRA area provides easy access to recreational amenities, the beach, parks, restaurants, and many local businesses. The City has five public parking facilities scattered throughout the CRA. Improvement for those facilities (primarily landscaping, stormwater management, and public restrooms) has been contemplated for several years. The CRA retained an engineering contractor, Zev Cohen & Associates, to prepare conceptual plans illustration those improvement for two of the parking facilities.



Previously purchased trash carts within the CRA, although embraced community engagement by allowing children in the City to paint the carts, became unattractive after months due to the harsh local environment (sun, salt) Florida. The unappealing carts were replaced by thirty-two more weather-resistant, recycled-material containers to provide a cleaner and coordinated look for the CRA.



Stop bars and crosswalks throughout the CRA were re-painted using thermoplastic material to enhance visibility and safety. Thermoplastic markings can have a life span of up to eight years, require less maintenance, and are more visible than normal paint. Work began towards the end of FY 2023/2024, and will be completed shortly into the next fiscal year.



*Downtown Leadership Playbook*

The City, led by the CRA, was selected as the nation’s first “Downtown Playbook Community,” a revitalization effort spurred by Mr. Jeff Siegler, the author of *Your City is Sick* (2023). Mr. Siegler’s philosophy is that American cities, especially those with traditional downtowns, have enslaved themselves to both automobiles and technology to the point that residents of those communities have become “sick” (disengaged), leading to the deterioration of neighborhoods and communities which thrived in earlier generations. The CRA Executive Board appointed a group of interested volunteers designated as the Downtown Leadership Team. The Flagler Beach CRA is an exceptional program to rejuvenate the spirit and efforts associated with a thriving pedestrian and business community.



*First Fridays in Veterans Park*

On the evening of the First Friday of each month, the CRA and a local radio station, Surf 97.3 FM, host a First Friday event in Veterans Park. The event allows for local vendors, organizations, residents, and visitors to interact in the City’s “village green.” The evening often includes live music, kids’ games, and other community outreach efforts and celebrations. Last year, the events including a “Pinewood Derby” competition, a wooden boat “regatta,” and a photo contest.



*Compass Hotel by Margaritaville*

Last year’s Annual Report highlighted a critically important development project within the CRA: the Compass Hotel by Margaritaville. During the year, residents and visitors alike watched the hotel be constructed. The hotel is projected to open in late spring, 2025. The City recognizes the significant role this attraction will play in shaping the future of downtown.



*Grants*

During FY 2023/2024, the CRA continued to fund the Small and Large Redevelopment Grants program. This program is available to any business or residence within the CRA to improve the aesthetics of their properties. The program is an effective driver for incentivizing beautification and meeting the goals of the Downtown Master Plan.

The Small Redevelopment Grant is tiered, based on the property owner’s investment, with a maximum reimbursement of \$5,000. These grants are geared toward façade improvements, repairs, painting, landscaping, and other smaller beautification upgrades. Eleven small grants were awarded, totaling \$19,000 in improvements.

- 614 S. Central Ave.
- 612 S. Central Ave.
- 602 S. Central Ave.
- 606 S. Central Ave.
- 604 S. Central Ave.
- 600 S. Central Ave.

- 610 S. Central Ave.
- 608 S. Central Ave.
- 323 Moody Boulevard
- 111 S. 5<sup>th</sup> Street
- 211 S. 3<sup>rd</sup> Street

Photos of some of the completed grant projects are pictured on the following page.



323 Moody Blvd



600-612 S. Central Ave



111 S. 5<sup>th</sup> Street

Large Redevelopment grants will reimburse up to \$15,000 on improvements which total \$100,000 or more. The grant is more aimed to assist business expansion with a focus on façade revitalization. No Large Grant Redevelopment Grants were sought (or awarded) in FY 2023/2024.

*New Businesses*

In FY 2023/2024, thirty-two new businesses opened within the CRA district. In addition, there were five new registered short term vacation rentals within the CRA boundaries, with approximately forty-five active short-term rentals.

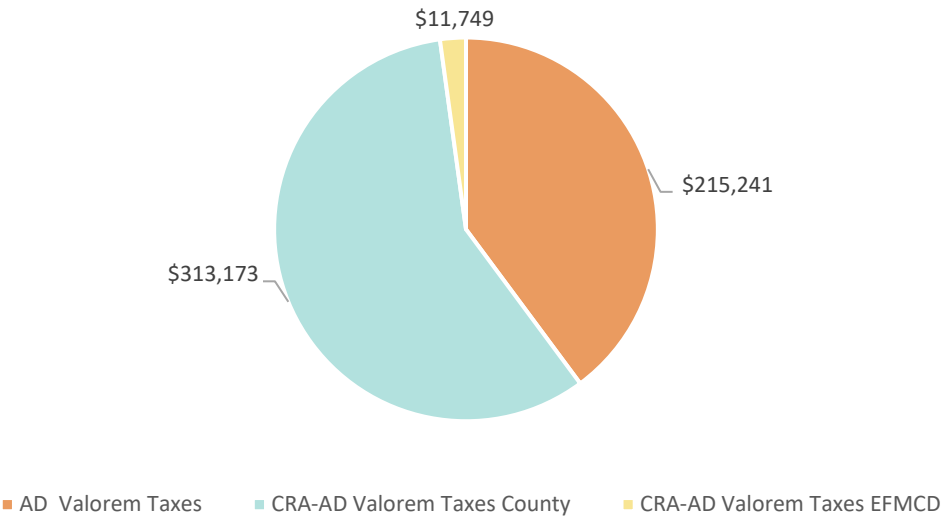
**Community Redevelopment Agency Future**

Leading the CRA efforts for next fiscal year, 2024/2025, will be a new CRA Director, bringing an enthusiastic familiarity of the City’s business district as well as an extensive professional marketing background. Her “non-traditional” redevelopment experience will offer a different perspective to Flagler Beach, which is itself experiencing a new direction as it prepares to celebrate its centennial anniversary in 2025: a new 100-room downtown hotel (Compass by Margaritaville- the first new hotel in Flagler County in twenty years); the re-construction of the City’s historic Pier (although just beyond the official CRA limits, when operational, it is the most impactful draw for visitors to downtown); the expansion of the City’s (County’s) most significant economic driver- the miles of unhindered sandy beaches; newly resurfaced roads by the Florida Department of Transportation; extensive private in-fill redevelopment, blending the urban mix of residential, office, and commercial uses. Flagler Beach is primed for its next one hundred years as an exciting Florida seaside community.

Community Redevelopment Agency Revenue/Expense Summaries

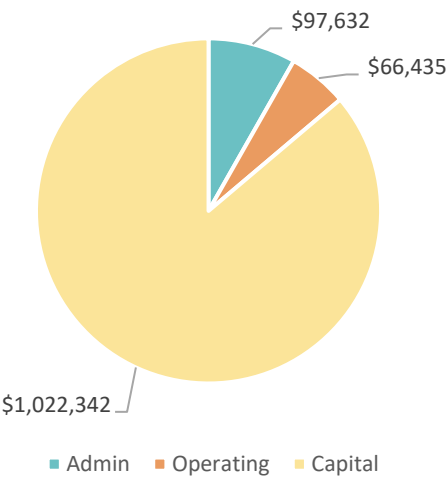
CRA Revenues Fiscal Year 2023/2024	
AD Valorem Taxes	\$ 215,241
CRA-AD Valorem Taxes County	\$ 313,173
CRA-AD Valorem Taxes EFMCD	\$ 11,749
Total	\$ 540,163

CRA Revenues Fiscal Year 2023/2024



CRA Expenditures Fiscal Year 2023/2024	
Administrative	\$ 97,632
Operating	\$ 66,435
Capital	\$ 1,022,342
Total	\$ 1,186,409

CRA Expenditures Fiscal Year 2023/2024





## STAFF REPORT

### Community Redevelopment Agency Regular Meeting

March 27, 2025



**To:** Elected Officials

**From:** Dale L. Martin, City Manager

**Date:** March 21, 2025

**Item Name:** Resolution 2025-35. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach to amend the FY 2024/2025 budget to fund improvements to parking facilities; providing for conflict and an effective date.

**Background:** City staff solicited proposals for the S. Central Avenue/ S. 8<sup>th</sup> Street parking facility and opened proposals on November 14, 2024. This project was presented before the Commission (and the Community Redevelopment Agency Executive Board) and approved on December 12, 2024 (Resolution 2024-55). The award was for \$147,000.00 to DDS Enterprises, LLC (DDS). Work commenced the week of January 6, 2025 and is nearing completion.

The City Engineer, at the request of the City Manager, delegated to staff the task of obtaining a Change Order to the original contract with DDS Enterprises to similarly improve Parking Lot #4, located at the corner of N. Central Avenue and N. 5th Street. This work will remove the current shell surface and install turf block with gravel infill. Also included are stub-outs for water and sewer to connect a future restroom facility constructed on site (when determined and budgeted by the City Commission/Community Redevelopment Agency Executive Board).

Staff analyzed the proposal and found it to be reasonable and consistent with the project amount approved for Parking Lot #3. This item was presented and approved at the February 13, 2025 City Commission Regular Meeting.

**Fiscal Impact:** The Community Redevelopment Agency FY 2024/2025 budget included an appropriation of \$285,000 for Parking Facility Improvements (said funds transferred to the Capital Fund). The original project (Parking Lot #3) cost \$147,000. The proposed cost for the second parking facility (Parking Lot #4) is \$164,500, for a total Parking Facility Improvement cost of \$311,500, leading to a deficit of \$26,500 for the two projects in relation to the budgeted amount. The proposed Resolution includes a budget amendment to transfer funds within the Community Redevelopment Agency (from Salaries and related benefits to Transfer to Capital Fund) to address the \$26,500 shortfall.

**Staff Recommendation:** Staff recommends approval of Resolution 2025-35.

**Attachment:**  
Resolution 2025-35

**RESOLUTION 2025-35****A RESOLUTION BY THE COMMUNITY REDEVELOPMENT AGENCY  
EXECUTIVE BOARD OF THE CITY OF FLAGLER BEACH TO AMEND  
THE FY 2024/2025 BUDGET TO FUND IMPROVEMENTS TO  
PARKING FACILITIES; PROVIDING FOR CONFLICT AND AN  
EFFECTIVE DATE.**

**WHEREAS**, the City owns several parcels within the Community Redevelopment Agency (CRA) district, with those parcels being used for public parking; and,

**WHEREAS**, the 2024/2025 CRA budget included an appropriation of \$285,000 for improvements to two of the public parking facilities (S. 8<sup>th</sup> Street at S. Central Avenue and N. 5<sup>th</sup> Street at N. Central Avenue); and,

**WHEREAS**, a contract for improvements to the S. 8<sup>th</sup> Street at S. Central Avenue parking facility was awarded to DDS Enterprises in the amount of \$147,000 on December 12, 2024 (Resolution 2024-55); and,

**WHEREAS**, City staff requested that DDS Enterprises submit a proposal to construct similar improvements to the N. 5<sup>th</sup> Street at N. Central Avenue parking facility; and,

**WHEREAS**, DDS Enterprises submitted the proposal as a Change Order to the original contract for improvements to the N. 5<sup>th</sup> Street at N. Central Avenue parking facility for City consideration; and,

**WHEREAS**, additional funds within the CRA Fund budget are available to be transferred for the costs that exceed the approved budget appropriation (\$26,500); and

**WHEREAS**, the City Commission approved Resolution 2025-12 on February 13, 2025, approved the proposed DDS Enterprises Change Order;

**NOW THEREFORE BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY BOARD OF  
THE CITY OF FLAGLER BEACH, AS FOLLOWS:**

**SECTION 1.** The City of Flagler Beach Community Redevelopment Agency Board approves the proposal from DDS Enterprises (January 30, 2025), as Change Order #1 to the original contract with DDS Enterprises (Resolution 2024-55).

**SECTION 2.** The Board approves a budget transfer in the amount of \$26,500 from CRA Department Salaries (Line 101.5391.101200) to Transfer to Capital Fund (Line 101.5391.909304).

SECTION 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF MARCH, 2025.

CITY OF FLAGLER BEACH, FLORIDA  
COMMUNITY REDEVELOPMENT  
AGENCY EXECUTIVE BOARD

ATTEST:

\_\_\_\_\_  
Patti King, Mayor

\_\_\_\_\_  
Penny Overstreet, City Clerk



## STAFF REPORT

### Community Redevelopment Agency Regular Meeting

March 27, 2025



**To:** Community Redevelopment Agency Board

**From:** Lupita McClenning, City Planner

**Date:** March 21, 2025

**Item Name:** Resolution 2025-36. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach to approve and award a Small Redevelopment Grant to Mr. and Mrs. Libretti, 215 S. 3rd Street, in an amount of 60% of the total cost at \$2,550, or 50% up to maximum amount not to exceed \$5,000; providing for conflict and an effective date.

**Background:** Mr. and Ms. Libretti submitted an application for a Small Redevelopment Grant to fund property improvements, specifically to replace a dilapidated wood fence with a white vinyl fence along the east property line. The applicant received two bids, consistent with Community Redevelopment Agency (CRA) Application Guidelines.

**Fiscal Impact:** The two bids projected costs of \$4,250 and \$6,050. Applicants will work with Blueline Fence Company, the lowest bidder. CRA Application guidelines establishes that for project costs between \$2,000-\$5,000, the CRA may award a grant amount of 60% of the total costs. The estimated grant amount is \$2,550.

**Staff Recommendation:** Staff recommends the CRA Board approve the grant request and award the applicant \$2,550 for 60% of the total cost, or 50% up to maximum of \$5,000 for replacing the dilapidated privacy fence.

**Attachments:**

Grant Application Package  
Findings Report  
Resolution 2025-36



## City of Flagler Beach CRA

Date rcvd \_\_\_\_\_

## Application Form

## Small Redevelopment District Grant Program

NAME: Anthony + Michelle Libretti Own ☒ Lease \_\_\_\_\_PROPERTY ADDRESS: 215 St 3rd St, Flagler Beach 32136MAILING ADDRESS: 560 Shearwood Dr. Flagler Beach FL 32136PROPERTY ID # (on taxes) 1212314500003200110 CURRENT USE LTR - Dentist officeTELEPHONE: 386 793 2640 (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_EMAIL: MLL8378@gmail.com

TYPE OF IMPROVEMENT PLANNED: (Attach a written summary)

## PROJECT PROPOSAL ON IMPROVEMENTS (Not all inclusive, see procedures and guidelines for full requirements)

- A written summary of the scope of work to be performed.
- Tenants must obtain a letter from the property owner allowing the improvements in accordance with the grant application guidelines.
- Digital color photographs clearly showing existing conditions of the facade, neighboring buildings and public entrances
- Site/Sketch plans and specifications detailing the scope of work that will be required at the time of application and will be further developed at the project review conference.
- Samples of all paint colors, signage and awnings materials to be used on the building. (if applicable)
- An all inclusive estimate supporting project costs. At least two (2) estimates must be provided.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ 5,000.00  
GRANT APPLICATION MOUNT: \$ \_\_\_\_\_

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

- To follow the design recommendations as approved by the CRA Board and the City of Flagler Beach Ordinances. I further agree to maintain all improvements and not to alter the project for a period of three (3) years without approval from the CRA. Acknowledgement of notification ALML
- To adhere to the Application Procedures and Guidelines and the Grant Agreement as specified.  
Acknowledgement of notification ALML
- That I shall incur all initial project costs and receive reimbursement only after:
  - All improvements have been completed.
  - Final inspections of the improvements are approved and accepted by the CRA and Building Official.
  - Proof of payment for project costs have been received and verified.
- Additional improvements or changes not approved will not be funded.  
Acknowledgement of notification ALML
- Grant awards will be based on lowest bid unless approved by the CRA Board.  
Acknowledgement of notification ALML
- Attendance at the CRA Board meeting when this application is reviewed is mandatory.  
Acknowledgement of notification ALML

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES, THE REDEVELOPMENT DISTRICT GRANT PROGRAM PROCEDURES AND THE GRANT AGREEMENT.

APPLICANT SIGNATURE Michelle LibrettiDATE 2/5/25

- XI. The CRA reserves the right to verify any and all cost associated with design or renovation work for which the reimbursement is requested.
- XII. The approved project must comply with the requirements of the City Code and the applicant must obtain the necessary permits, and zoning approvals.
- XIII. Work on projects receiving funding must begin within forty-five (45) days, and must be completed within one year from the date of grant approval, unless a written request has been submitted and approved by the CRA. Under no circumstances will a project be extended more than six (6) months. Applicants for those projects that have not received a written extension and whose work is not completed within one year from the date of grant approval will not be eligible for reimbursement.
- XIV. Each applicant may receive only one Grant Award in any one cycle. An applicant having more than one property applying for a Grant will be placed on an "Alternate List," which may be considered if funds are still available
- XV. Grant applications and reimbursements shall be submitted to and received by the Flagler Beach Redevelopment Director. Grant applications, once reviewed, shall go to the CRA Board for final approval.

### **Flagler Beach Redevelopment District Grant Program**

#### **Design Guidelines**

The primary guidance for design of improvements shall be the objectives contained in the Community Redevelopment Plan, Downtown Master Plan, Downtown Design Guidelines, and the existing codes of the City of Flagler Beach. Consideration must be given to the impacts of improvements on the overall façade and building appearance and how it will impact surrounding uses.

Michelle and Anthony Libretti  
560 Shearwood Dr.  
Flagler beach, FL 32136

To whom it may concern,

This letter is to inform you of our intentions for improvement of our property at 215 S. 3rd St., Flagler Beach Florida. At present the fence installed on the east side of the property is broken and in some areas almost falling down. We are looking to hire a fencing company to remove the existing fence and retaining wall and install a new 6 foot vinyl white privacy fence along the east side property line. I have attached the copy of Blueline Fence's estimate.

Thank you for your time

Sincerely,

Michelle and Anthony Libretti



**Total**                      **\$4,250.00**

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**Finance Your Home Project**

<https://client.joistapp.com/estimates/9683339482bf2f9920ba2734>

**Prepared For**

Anthony Libretti  
215 South 3rd Street  
Flagler Beach, FL 32136  
(386) 793-2640

**Blueline Fence Company**

1050 Lake Disston Drive  
Bunnell, FL 32110  
Phone: (386) 986-0426  
Email: [BluelineFencePros@gmail.com](mailto:BluelineFencePros@gmail.com)  
Web: [www.BPSFence.com](http://www.BPSFence.com)

Estimate # 3088

Date 01/17/2025

**Description**

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**6' White Vinyl Privacy Fence**

Remove existing wood fence and install 78'. Cost may differ if flush mount brackets are required based on application. Cost includes commercial Flagler Beach Permitting.

\$3000

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**Concrete block retaining wall demo**

Removal and disposal of concrete retaining wall separating properties.

\$1250.00

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<b>Subtotal</b>	<b>\$4,250.00</b>
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<b>Total</b>	<b>\$4,250.00</b>
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321-489-3131



Date: 2/5/2025

Lorena

NAME: Anthony Libretti  
STREET: 215 S. Daytona  
CITY/STATE/ZIP: Flagler Beach, FL 32136  
PHONE: (386) 793-2640  
EMAIL:

Type of work: ☐ Residential ☒ Commercial

☒ Permit Required ☐ HOA ☐ Pool Code

26917 / 24-FE-CT-00110

### STYLES

(\$)AMOUNT

#### Vinyl / PVC

☐ 4ft / Total  
☐ 5ft / Total  
☒ 6ft / Total 78'  
Color: white  
Style:  
Gates:

Privacy

Privacy + one

☐ 4ft / Total  
☐ 5ft / Total  
☐ 6ft / Total  
Color:  
Style:  
Gates:

Semi-Privacy

☐ 4ft / Total  
☐ 5ft / Total  
☐ 6ft / Total  
Color:  
Style:  
Gates:

#### Aluminum

☐ 4ft / Total  
☐ 5ft / Total  
☐ 6ft / Total  
Color:  
Style:  
Gates:

2 - Rail

☐ 4ft / Total  
☐ 5ft / Total  
☐ 6ft / Total  
Color:  
Style:  
Gates:

3 - Rail

#### Wood

☐ 4ft / Total  
☐ 5ft / Total  
☐ 6ft / Total  
Color:  
Style:  
Gates:

#### Layout

#### Chain Link

Comments:

Wood & Chainlink  
Removal  
78' + 78'  
Concrete base (\*)

#### FINANCING

12 Months 0% APR - NO MIN PAYMENTS

18 Months 0% APR

120 Months 9.99%

NO FEE ON CREDIT CARDS!

NO MONEY DOWN!

On stock products. Custom Orders require 50% non-refundable deposit.

5 YEAR LABOR WARRANTY on Vinyl. Aluminum. Chain Link.

Discounts: Veteran \$250 Senior \$250 Friends and Family \$150 Referral \$250  
First Responders \$250 Realtor \$150 BNI \$150 Savings Safety \$250

Discounts applied:

-250

TOTAL

\$6,050

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Representative: fr Date: 2/5/2025  
Lorena Castillo - 321-489-3131

The complete balance will be collected the day of commencement and completion. Any delay in payments will incur a \$25.00 per day late fee from the invoice date. Payment obligations cannot be withheld due to any 3rd party, inspections, approvals or certifications. Initials: \_\_\_\_\_

I have read and understand this proposal, the terms and conditions, and all documents referenced therein and agree to be bound by the terms of this agreement.



TO: CRA Board

FROM: Lupita McClenning, City Planner

DATE: March 5, 2025

RE: Small-Scale Redevelopment Grant Application

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APPLICANT INFORMATION

Anthony and Michelle Libretti  
Professional Building/Dental Office  
215 3<sup>rd</sup> St S.  
Flagler Beach, FL 32136

[mll8378@gmail.com](mailto:mll8378@gmail.com)  
386.7932640

PARCEL DATA

Parcel ID: 12-12-31-4500-00320-0110

Lot: 100 x 100 located at the SE Corner of Daytona and 3<sup>rd</sup> St.

Address: 215 3<sup>rd</sup> St S., located on corner of 3rd St and S Daytona St.

LAND USE AND ZONING

Future Land Use: General Commercial

Zoning District: General Commercial

Overlay: CRA District Boundary

PROJECT INTENT

The applicant submitted a small-scale grant application to fund property improvements.

The applicant proposes replacing a dilapidated 6' fence with a 6' vinyl white fence along the east property line.

PROJECT DESCRIPTION

The project scope includes seeking City of Flagler Beach permit for removing and disposing the existing wood fence, the concrete retaining wall, and installing a 6' vinyl white privacy fence.

PROJECT PROPOSAL

The applicant received two (2) bids with project costs of \$4,250 and \$6,050.

The fence contractors that submitted bids include Blueline Fence Company, and Liberty Fence.

Construction is scheduled post CRA Board approval and anticipated to be completed within 1 week.

CONSISTENCY WITH CRA APPLICATION GUIDELINES

The proposed project is consistent with the CRA Small-Scale Grant Program which is intended for exterior renovations that adhere to the CRA Design Guidelines.

Eligible expenditures prescribed in the application include screening as long as the fencing material compliments the building; and to allow property owners assistance in bringing property into compliance with local requirements as long as the project improves the overall appearance of the property.

FINDINGS AND RECOMMENDATION

The proposed project is consistent with the CRA Design Guidelines and with the prescribed eligible expenditures outlined in the grant application.

Applicant understands that permits must be obtained before commencing construction and that final inspection of the project shall be made as a requirement for project costs reimbursement.

Project documentation for reimbursement includes copies of invoices, cancelled checks, and name, address, telephone number of design professional, general contractor, and/or sign contractor as applicable.

Staff recommends the CRA Board approve grant request and award applicant 50% up to maximum of \$5,000 for replacing the dilapidated privacy fence.

ATTACHMENTS

Grant Application

Property Survey

Picture of Existing Conditions

Picture of Proposed 6' Vinyl White Fence

Quote/proposal from Blueline Fence Company, and Liberty Fence

RESOLUTION 2025-36

A RESOLUTION BY THE COMMUNITY REDEVELOPMENT AGENCY EXECUTIVE BOARD OF THE CITY OF FLAGLER BEACH TO APPROVE AND AWARD A SMALL REDEVELOPMENT GRANT TO MR. AND MRS. LIBRETTI, 215 S. 3RD STREET, IN AN AMOUNT OF 60% OF THE TOTAL COST AT \$2,550, OR 50% UP TO MAXIMUM AMOUNT NOT TO EXCEED \$5,000; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE.

**WHEREAS,** The Community Redevelopment Agency (“CRA”) was created in 2002 to drive redevelopment efforts; and,

**WHEREAS,** the CRA implemented a Small Redevelopment Grants program to incentivize businesses and resident within the CRA boundaries to invest in beatification improvements to their properties; and,

**WHEREAS,** the property owners, Mr. and Mrs. Libretti, of 215 S. 3rd Street submitted an application for the Small Redevelopment Grant program for fence improvements which is estimated to cost \$4,250; and,

**WHEREAS,** the CRA Small Grant Application outlines that the CRA will reimburse 60% of estimated costs between \$2,000-\$5,000, or 50% of costs over \$5,000, not to exceed \$5,000; and,

**WHEREAS,** City Staff have reviewed the application and verified the application complies with the CRA’s application guidelines and recommends approval for a grant amount of \$2,250, which is 60% of the estimated total cost, or up to 50% of costs over \$5,000, not exceed a reimbursement amount of \$5,000.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, AS FOLLOWS:**

SECTION 1. The Community Redevelopment Agency Executive Board approves and awards the Small Redevelopment Grant to Mr. and Mrs. Libretti, 215 S. 3<sup>rd</sup> Street, in an amount of 60% of the total cost at \$2,550 or 50% up to a maximum amount not to exceed \$5,000.

SECTION 2. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS 27<sup>TH</sup> DAY OF MARCH 2025.

CITY OF FLAGLER BEACH, FLORIDA  
COMMUNITY REDEVELOPMENT AGENCY  
EXECUTIVE BOARD

ATTEST:

\_\_\_\_\_  
Patti King, Mayor

\_\_\_\_\_  
Penny Overstreet, City Clerk



## STAFF REPORT

### Community Redevelopment Agency Regular Meeting

March 27, 2025



**To:** Elected Officials

**From:** Dale L. Martin, City Manager

**Date:** March 21, 2025

**Item Name:** Resolution 2025-37. A Resolution by the Community Redevelopment Agency Executive Board of the City of Flagler Beach, Florida, approving an application to the Prioritized Projects Grant List of the River To Sea Transportation Planning Organization; providing for conflict and an effective date.

**Background:** The City Commission, on February 27, approved Resolution 2025-17 which accepted the conceptual design of Moody Boulevard as the basis for a Transportation Planning Organization grant. In summary, the design depicted the reconfiguration of Moody Boulevard, between Flagler Avenue and Oceanshore Boulevard (State Highway A1A), to one lane of vehicular traffic in each direction, restored on-street parking, and improved pedestrian amenities. The basis of this concept was expressed in the City's 2003 charrette process and resulting document regarding the preservation and development of Flagler Beach.

Staff indicated that the formal application would return to the City Commission for final approval before submitting the application (due March 31). Mr. Paul Mykytka prepared revised conceptual sketches based upon comments at the February 27 City Commission meeting and he is assisting staff in development of the supporting language of the application.

Please note that the final application document may not be included when the agenda is first published, but will be presented to you for review prior to the March 27 meeting date.

**Fiscal Impact:** The initial concepts were prepared by Mr. Mykytka. Subsequent assistance from Mr. Mykytka to complete the application will be billed at an hourly rate, not to exceed \$1,000. All funding associated with Mr. Mykytka's efforts will be appropriated on the Community Redevelopment Agency Fund, Professional Services line (balance: \$40,000). If the application is prioritized for funding, funding will be provided by the Transportation Planning Organization to conduct the feasibility study of the Moody Boulevard reconfiguration.

**Staff Recommendation:** Staff recommends approval of Resolution 2025-37.

**Attachment:**  
Resolution 2025-37

**RESOLUTION 2025-37**

**A RESOLUTION BY THE COMMUNITY REDEVELOPMENT AGENCY  
EXECUTIVE BOARD OF THE CITY OF FLAGLER BEACH, FLORIDA,  
APPROVING AN APPLICATION TO THE PRIORITIZED PROJECTS  
GRANT LIST OF THE RIVER TO SEA TRANSPORTATION PLANNING  
ORGANIZATION; PROVIDING FOR CONFLICT AND AN EFFECTIVE  
DATE.**

**WHEREAS**, the “Flagler Beach & Flagler County Scenic Highway Charrette: A Plan for the Preservation of Flagler Beach and the A1A Corridor” (the “Charrette”) was the result of a public, seven-day charrette conducted between February 1 and February 7, 2003, with the results presented in June, 2003; and,

**WHEREAS**, the Charrette offered many recommendations to enhance the quality of life and the sense of community in Flagler Beach, including the reconfiguration (actually restoration) of Moody Boulevard to promote downtown cohesion, develop parking, and enhance pedestrian safety, but limited community action has pursued the recommendations of the Charrette; and,

**WHEREAS**, the Volusia-Flagler County River to the Sea Transportation Planning Organization has issued its annual call for projects (due March 31, 2025); and,

**WHEREAS**, City officials believe that the 2003 Charrette recommendations, specifically the reconfiguration of Moody Boulevard, remain viable, attractive, and eligible for consideration as an application to the Volusia-Flagler County River to the Sea Transportation Planning Organization; and,

**WHEREAS**, a preliminary conceptual plan for Moody Boulevard was presented for City Commission consideration and approved on February 27, 2025; and,

**WHEREAS**, the application to the Prioritized Projects Grant List of the River to Sea Transportation Planning Organization is offered to the Community Redevelopment Agency Executive Board for consideration;

**NOW THEREFORE BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT BOARD OF THE CITY OF FLAGLER BEACH, AS FOLLOWS:**

**SECTION 1.** The City of Flagler Beach Community Redevelopment Board approves the application to the Prioritized Projects Grant List of the River to Sea Transportation Planning Organization (Exhibit A).

**SECTION 2.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 3. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF MARCH 27, 2025.

CITY OF FLAGLER BEACH, FLORIDA  
COMMUNITY REDEVELOPMENT  
AGENCY EXECUTIVE BOARD

ATTEST:

\_\_\_\_\_  
Patti King, Mayor

\_\_\_\_\_  
Penny Overstreet, City Clerk

Attachment:  
Exhibit A (to be provided)