



CITY OF AVON PARK

Highlands County, Florida

110 East Main Street

Avon Park, Florida 33825

**CRA BOARD
REGULAR MEETING AGENDA
123 E. Pine St. Avon Park, FL 33825
Monday, November 24, 2014
5:30 PM**

(Please turn off pagers and cell phones)

A. OPENING

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. **MOTION:** Approval of Regular Meeting / Board Minutes of October 27, 2014

B. Main Street had met November 6, 2014:

5. Façade Grant tabled for 15-17-19-21-23 W. Main (Depot Restaurant building)
6. Approval of changes to façade grant application and table façade grant application modifications.
7. Motion to appoint Laura Wade as chair of Oktoberfest.

C. Southside did not meet in November.

D. Airport did not meet in November.

E. ADJOURN

Any person who might wish to appeal any decision made by the Avon Park CRA of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

**AVON PARK COMMUNITY REDEVELOPMENT AGENCY
MINUTES REGULAR MEETING
Council Chambers — 123 E. Pine St.
Monday October 27, 2014
5:30 PM**

Members Present: Councilman Garrett Anderson, Councilman Parke Sutherland, Councilman Terry Heston, Mayor Sharon Schuler.

Members Absent: Deputy Mayor Brenda Giles

Others Present: Administrative Services Director Maria Sutherland, Members of the audience.

Mayor Sharon Schuler called the meeting to order at 5:30PM

The invocation was given and the Pledge of Allegiance was recited. The roll was called and a quorum was present.

Approval of Regular Meeting Minutes of September 22, 2014. **Motion** made Councilman Parke Sutherland, Seconded by Councilman Garrett Anderson to approve minutes as presented. Motion carried unanimously.

Main Street met October 2nd, 2014 and the following items were motioned.

Motion: Approve \$5,000.00 total for 108 E Pleasant and 136 N. Verona. A resident from 136 N Verona addressed the Council regarding the repair needed. After a discussion, **Motion** made by Councilman Garrett Anderson, Seconded by Councilman Parke Sutherland, to fund \$5,000.00 each to 108 E. Pleasant and 136 N. Verona for a total of \$10,000. Motion carried unanimously.

Motion: Denial of façade grant for solar panels for 22 E Main St. After discussion the Council agreed with the CRA Board and did not make a motion on this item.

Jingle Bell Run: Administrative Service Director Maria Sutherland advised the Council that the CRA Board had recommended \$200.00 for advertising, and \$200.00 for advertisement. There was discussion regarding advertising such as T-shirts and hats. The Council also discussed the difference in what Jingle Bell event owners were granted last year for the Jingle Bell Run and what they were being allowed this year. **Motion** made by Councilman Terry Heston, Seconded by Councilman Parke Sutherland to allow the \$200.00 for advertising as suggested by the CRA Board. Motion passed unanimously.

Southside CRA had no agenda items and did not meet in October.

Airport CRA had no agenda items and did not meet in October.

A-4
cont.

The Council directed Administrative Service Director Maria Sutherland to direct the Advisory Board to set some application rules and guidelines and to bring them back before the CRA next meeting.

Meeting adjourned at 5:56 P.M.

Attest

Maria Sutherland, City Clerk

Sharon Schuler, CRA Board Chairperson

B
B5
B6
B7

Main Street CRA Advisory Board

Minutes Regular Meeting

City Council Chambers- 123 E Pine St., Avon Park, FL 33825
November 6, 2014 -- 12 noon

Members Present: Chairperson Carlos De la Fuente, Gaylin Thomas, Rob Bullock, Laura Wade, Charles Hardin

Members Absent: Don Appelquist, Robert Flores

Others Present: Maia Fowler

The meeting was called to order at 12:00. Roll was called and a quorum was met.

Approval of Minutes: A motion was made by C. Hardin approve the minutes of **October 2, 2014**. Motion was seconded by L. Wade. Motion carried unanimously.

Facade Grant – 15-17-19-21-23 W. Main Street façade grants: Motion made by R. Bullock and seconded by G. Thomas to table this façade grant until a 2nd bid could be obtained. Motion passed with R. Bullock, G. Thomas and C. De la Fuente voting in favor, L. Wade opposing, and C. Hardin abstaining. Motion passed.

Update Event Grant and Façade Grant Application Forms: A revised form for Event Grants was presented with wording changed to show that only advertising, up to \$2000, will be paid for with Event Grant money. A sentence was added that states someone from the organization requesting the money must be present at the CRA Board meeting for money to be approved. The Façade Grant application form was tabled until next meeting to allow Maia Fowler and Maria Sutherland to make required changes to the form. G. Thomas made a motion to accept the changes in the Event Grant application and table the Façade Grant application. Motion was seconded by R. Bullock. Motion carried unanimously.

New Business: R. Bullock made a motion to form an Oktoberfest committee with L. Wade as the chairperson of this committee. Motion was seconded by G. Thomas. Motion carried unanimously.

The meeting adjourned at 1:00 pm.

Maia Fowler

Chairperson Carlos De la Fuente

Avon Park Community
REDEVELOPMENT
Main Street District Agency



MAIN ST. CRA ADVISORY BOARD

City Council Chambers
123 E. Pine Ave, Avon Park, FL 33825
Thursday, November 6, 2014
12 noon

- 1. Roll Call**
- 2. Approval of minutes from the October 2, 2014 regular meeting**
- 3. Façade Grant**
 - a. 15-17-19-21-23 W. Main Street - \$797.50
- 4. Update Event Grant and Façade Grant Application Forms**
- 5. Adjourn**

Any person who might wish to appeal any decision by the Main St. Advisory Board of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

The City of Avon Park
Community Redevelopment Agency
110 E. Main St.
Avon Park, FL 33825
863/452-4403 – FAX 863/452-4413

Facade Grant Application

Date: 9/22/14

Applicant's Name: Hill/DEVANY ENTERPRISES

Property Address: 15/17/19/21/23 WEST MAIN ST

453-5600
Business phone

202-0171
cell phone

N/A
home phone

N/A
FAX

For **home** grants: Is the property Owner Occupied? Yes ___ No ___

For **business** grants: How many store fronts are you applying for? 5

Summary of Proposed Improvements 5- AWNINGS -
NEVILLE EXISTING - MATERIAL ON AWNING
FRAMES ARE STILL GOOD. SOLID DARK GREEN

Please attach the following information to the application:

1. Photographs clearly showing existing condition of the facade, including close-up showing detail, and long shots showing adjacent structures.
2. If the project involves new construction or structural renovation, preliminary plans and specifications drawn to scale that show the scope of work. Also, include a complete written description of materials and construction methods to be used for proposed improvement or change.
3. Samples of all colors, to include paint, awnings, etc., and a sample of awning material if available.
4. Include historic photo if available on historic properties.
5. Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.

TYPE OF FAÇADE GRANT REQUEST (see above Grant Types for accurate selection):

Free Home Façade Grant Matching Home Façade Grant X
Business Matching Grant

TOTAL COST OF PROPOSED IMPROVEMENTS
(Obtain and attach at least two bids/quotes for this project). Company license and logo must be on the quote.
\$ 1595⁰⁰

TOTAL AMOUNT OF GRANT REQUESTED
(see details of funding parameters at top of this page)
\$ 797.50

I understand this application for a Façade Grant requires that I comply with the design guidelines established by the City of Avon Park CRA Board, and that the money will be granted on a reimbursable basis. Those changes or improvements not approved by the CRA Board will not be funded. I understand that work needs to be completed within one year from the date of approval by the CRA Board.

I also understand that these improvements and attachments must remain as part of the real property and reside within the CRA target area. I also give my permission to the CRA Board to place a "Redevelopment by Design" sign on my property during the improvement phase for a minimum of 30 days after completion.

The CRA reserves the right to accept or reject any application, or part thereof.

Hill/DEVANY ENTERPRISES
PRINT PROPERTY OWNER'S NAME
[Signature]
PROPERTY OWNER'S SIGNATURE 10-08-14
DATE

PRINT LESSEE'S NAME

LESSEE'S SIGNATURE _____
DATE

For official use only			
CRA Advisory approved:	Yes	No	DATE: _____
CRA Board approved:	Yes	No	DATE: _____
Informed grantee date:	_____	Initials:	_____
CLOSEOUT DATE:	_____	Initials:	_____



Proposal

Phone: (863) 293-2442

Fax: (863) 299-6655

AWNING & UPHOLSTERY, INC.

503 FIFTH STREET, S.W. • WINTER HAVEN, FLORIDA 33880

PROPOSAL SUBMITTED TO:

PHONE: 863-453-5600

DATE: 9-16-13

NAME: Depot Restaurant

JOB NAME:

STREET: 21 W. Main St

STREET:

CITY: Avon Park, FL

CITY:

STATE:

STATE:

ARCHITECT:

DATE OF PLANS:

We hereby submit specifications and estimates for:

re-cover 5 existing awning w/ Forest Green Outdoor

1 ea 410.00

1 ea 315.00

3 ea 290.00 ea

10 year warranty on fabric

We hereby propose to furnish labor and materials — complete in accordance with the above specifications, for the sum of:

dollars (\$ 1595.00) with payment to be made as follows:

Any alterations or deviations from the above specifications must be made in writing and all extra costs including materials and labor will become a charge over the sum mentioned in this contract.

All sales are not final and all materials remain the property of Ard's Awning & Upholstery, Inc., until paid for in full. In default of any payment by the purchaser, the seller may take possession of goods without legal process. If seller requires an attorney's services in order to institute legal action of any kind, in the event of default, then the buyer agrees to pay all attorney's fees of the seller, including all costs of collection.

Authorized Signature Randy D. D.

NOTE: This proposal may be withdrawn by us if not accepted within 45 days.

Cancellation Policy: All cancellations must be made in writing and forwarded to our Accounting Department. Customer will be responsible for any and all work done up and through the date of customer's cancellation of the contract. The Cancellation Date is the date on which Ard's receives and processes your cancellation request.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: _____ Signature _____

Date _____ Signature _____



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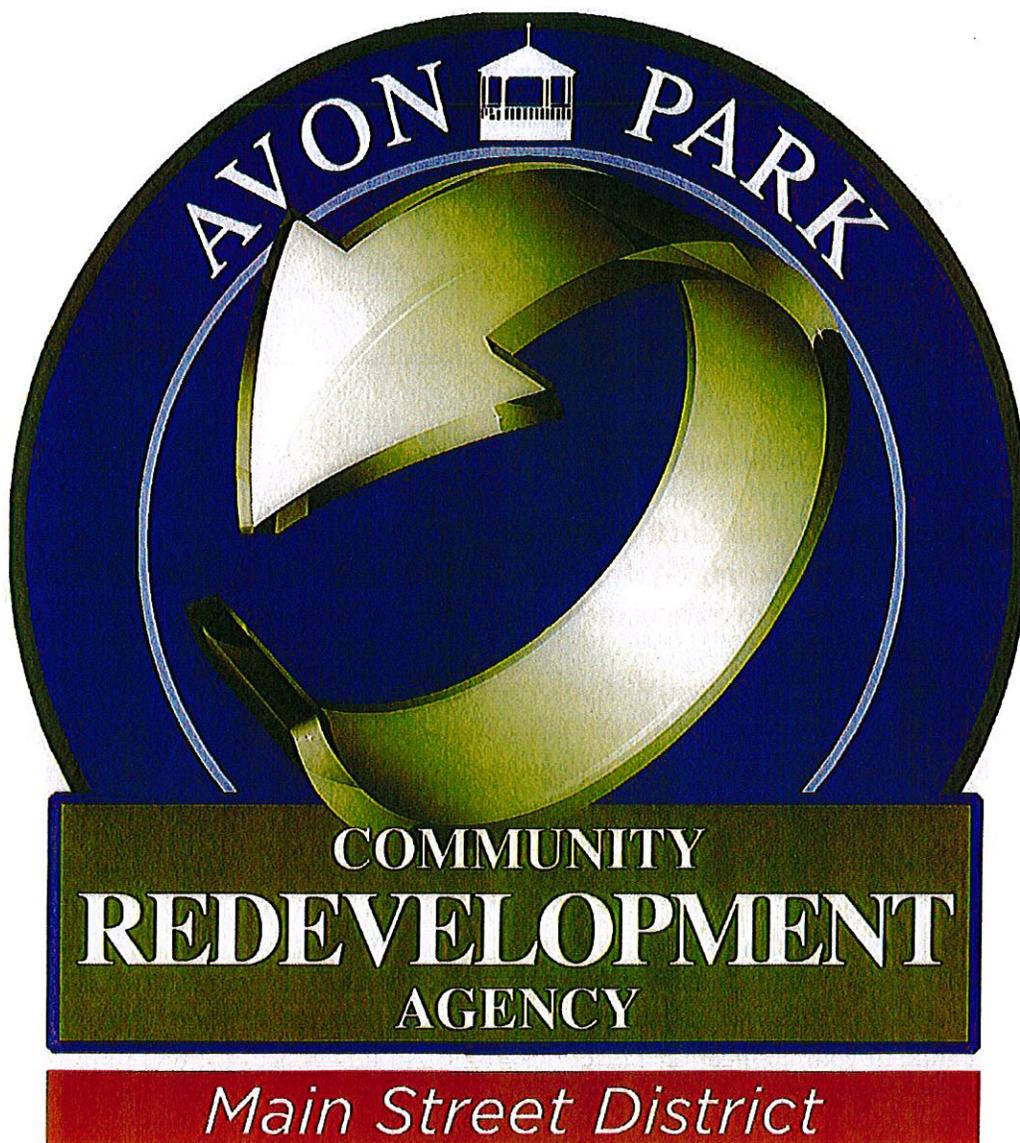




Community Redevelopment Agency

EVENT GRANT

APPLICATION



**The City of Avon Park
Community Redevelopment Agency
110 E. Main Street
Avon Park, FL 33825
863/452-4403 - FAX 863/452-4413**

Event Grant Application

Date: _____

Applicant's Name: _____

Event Location: _____

Business Phone

Cell Phone

Home Phone

FAX

Summary of Proposed Event: _____

The following rules apply to all applications:

- 1. CRA Event Grant funds shall be used for:**
 - a. Digital Advertising (Website, Social Media, and Search Engine Marketing)**
 - b. Traditional Advertising (newspaper, Radio, Television, Flyers/Postcards and Billboards)**
 - c. Brochures and Event Website Production**
- 2. The maximum amount paid by the CRA for advertising will not exceed \$2,000.**
- 3. Each applicant shall provide a brief presentation (five minutes or less) that details the event and be prepared to answer any questions from the CRA Board on the designated meeting date.**

1. Matching Event Grants are made available to individuals and organizations on a case by case basis. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the Main Street Advisory Board. You must include in your application a brief description of how this event will improve the CRA District.
2. The Event must take place within the CRA Main Street District.
3. The Event must be open to the general public and any admission fees proposed to be charged must be disclosed in the application. Please include in the project narrative the estimated number of attendees.

4. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees. You should also apply for funds from the Tourism Grant Program from Highlands County Tourist Development Council Visitor & Convention Bureau. tdc@highlandscvb.com
5. Eligible expenses include, ~~but are not necessarily limited to,~~ advertising **only** (including radio, newspapers, and the printing of posters and flyers). ~~T-shirts are not considered advertising.~~ **The maximum amount paid by the CRA for advertising will not exceed \$2,000.**
6. The applicant must obtain all necessary permits and approvals, including Health Department permits for food preparation (~~flyer attached~~).
7. Event planners will return City property and infrastructure to the condition it was prior to the event.
8. **For reimbursement of funds, all paid receipts must be returned within 3 months of the completion of the event.**

TOTAL ADVERTISING COST FOR EVENT \$ _____
 (Obtain and attach bids/quotes for this Event)

TOTAL AMOUNT OF GRANT REQUESTED \$ _____
 (not to exceed 50% of eligible Event costs)

I understand this application for an Event Grant requires that I submit paid receipts for all eligible expenses. All print advertising shall list the **Main Street CRA** as an event sponsor.

The CRA reserves the right to accept or reject any application or part thereof.

PRINT EVENT SPONSOR'S NAME

AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____

Community Redevelopment Agency

FAÇADE GRANT

APPLICATION



City of Avon Park

Community Redevelopment Agency

110 East Main Street

Avon Park, FL 33825

Phone: 863/452-4403 FAX: 863/452-4413

**The City of Avon Park
Community Redevelopment Agency
110 E. Main St.
Avon Park, FL 33825
863/452-4403 – FAX 863/452-4413**

Façade Grant Application

Date: _____

Applicant's Name: _____

Property Address: _____

_____ Business phone _____ cell phone _____ home phone _____ FAX

For **home** grants: Is the property Owner Occupied? Yes ____ No ____

For **business** grants: How many store fronts are you applying for ? _____

Summary of Proposed Improvements _____

Please attach the following information to the application:

1. Photographs clearly showing existing condition of the façade, including close-up showing detail, and long shots showing adjacent structures.
2. If the project involves new construction or structural renovation, preliminary plans and specifications drawn to scale that show the scope of work. Also, include a complete written description of materials and construction methods to be used for proposed improvement or change.
3. Samples of all colors, to include paint, awnings, etc., and a sample of awning material if available.
4. Include historic photo if available on historic properties.
5. Applications are based on appropriated funding designated for the CRA Program and are on a first come first served basis.

GRANT TYPES:

Free Home Façade Grants must meet Very Low, Low, or Moderate Income and other criteria verification for qualification of funds (see chart below). Total allowable funds for the Free Home Façade Grants are up to \$2,500 per owner-occupied home every two years. **Southside CRA District allows one Free Home Façade Grant up to \$2,500 per owner-occupied home every FIVE years.**

Want a Free Grant? Resident must bring:

- proof of home ownership (property tax statement, title)
- Income tax statement / social security statement
- Previous year W-2

Income Limits Adjusted to Family Size July 2008

<i>Family Size</i>	<i>Extremely Low Income 30%</i>	<i>Very Low Income 50%</i>	<i>Low Income 80%</i>	<i>Moderate Income 120%</i>
1 Person	\$9,960.00	\$16,150.00	\$25,850.00	\$38,760.00
2 Person	\$11,076.00	\$18,450.00	\$29,500.00	\$44,280.00
3 Person	\$12,450.00	\$20,750.00	\$33,200.00	\$49,800.00
4 Person	\$13,800.00	\$23,050.00	\$36,900.00	\$55,320.00
5 Person	\$14,940.00	\$24,900.00	\$39,850.00	\$59,760.00
6 Person	\$16,050.00	\$26,750.00	\$42,800.00	\$64,200.00
7 Person	\$17,160.00	\$28,600.00	\$45,750.00	\$68,640.00
8 Person	\$18,270.00	\$30,450.00	\$48,700.00	\$73,080.00

Matching Home Façade Grants are for persons with income above the Moderate Income level. Total allowable funds for the Matching Home Façade Grants are 50% of costs up to a maximum of \$2,500 per residence. These grants do not require owner occupied homes. One grant per property owner/per year. If approved, funds will be reimbursed after job is complete. Owner must provide copy of cancelled check(s) showing payment made to contractor(s).

Business Matching Grants are available for the improvement of storefronts. Total allowable funds per business are **50% of costs up to a maximum of \$5,000** per individual storefront. (i.e.: you spend \$10,000 you get back \$5,000... you spend \$4,000 you get back \$2,000). If approved, funds will be reimbursed after job is complete with copy of cancelled check(s) showing payment made to contractor(s).

All grant work must commence within 30 days after written approval of grant. If work on the project is unable to commence within 30 days of approval, applicant may be required to submit a request for an extension to the CRA Board citing the reasons for the delay. Work on a proposed project should not commence prior to the approval of the application. Approved projects will be reviewed and monitored to insure the work is progressing in a timely fashion. Changes of improvements or construction change orders that differ in the scope of work from the original approved plan need to be addressed with the CRA Board prior to any new work or applicant may not be reimbursed.

TYPE OF FAÇADE GRANT REQUEST (see above Grant Types for accurate selection):

Free Home Façade Grant

Matching Home Façade Grant

Business Matching Grant

TOTAL COST OF PROPOSED IMPROVEMENTS
(Obtain and attach at least two bids/quotes for this project). Company license and logo must be on the quote.

\$ _____

TOTAL AMOUNT OF GRANT REQUESTED
(see details of funding parameters at top of this page)

\$ _____

I understand this application for a Façade Grant requires that I comply with the design guidelines established by the City of Avon Park CRA Board, and that the money will be granted on a reimbursable basis. Those changes or improvements not approved by the CRA Board will not be funded. I understand that work needs to be completed within one year from the date of approval by the CRA Board.

I also understand that these improvements and attachments must remain as part of the real property and reside within the CRA target area. I also give my permission to the CRA Board to place a "Redevelopment by Design" sign on my property during the improvement phase for a minimum of 30 days after completion.

The CRA reserves the right to accept or reject any application, or part thereof.

PRINT PROPERTY OWNER'S NAME

PROPERTY OWNER'S SIGNATURE

DATE

PRINT LESSEE'S NAME

LESSEE'S SIGNATURE

DATE

For official use only

CRA Advisory approved: Yes No DATE: _____

CRA Board approved: Yes No DATE: _____

Informed grantee date: _____ Initials: _____

CLOSEOUT DATE: _____ Initials: _____

FACADE GRANT GUIDELINES

All projects requesting a Façade Grant from the Main Street Community Redevelopment Agency (CRA) must comply with the Minimum Maintenance Ordinance #08-02 established by the Avon Park Main Street CRA Board. These guidelines have been adopted by the City Council and are supported by the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

The Design guidelines and CRA requirements call for the following:

1. Changes to the façade of (building or residence) will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building and those adjacent to it.
2. Changes to facades will either: (A) partially or fully restore the appearance of the building based on actual evidence, including photographs, written documentation, data on the building site or other data or, (B) represent a modern treatment, if appropriate, that blends into and is compatible with the building and those adjacent to it.
3. In general, repair and preservation of existing structures and facades is encouraged, unless those alterations will result in an incoherent, unattractive or inharmonious appearance.
4. For facades that have been substantially altered previously, and for which a modern treatment is chosen, such a treatment will conform to the features, material rhythms, colors and general appearance of the building and those adjacent to it, particularly if the building is in a row of other buildings with identical or similar design.
5. Paint colors will be selected from the approved designated color chart adopted for the CRA area.
6. Surface cleaning of structures will be undertaken with the gentlest means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken. ^{July 2008}
7. Self help projects require an estimated cost for the materials to be used to complete the project. **The program will not reimburse for labor provided by the applicant.** If you are a contractor seeking façade funds, the CRA will not pay for material mark-up costs.
8. **Façade grants apply to the exterior of the building only**, generally including paint, roofing, awnings, etc. **The Southside CRA does allow for interior repairs for ADA compliance (handicap accessible) for Business Matching Grants only.**
9. Excluded from this grant are items such as signage, parking, sidewalks, and landscaping. However, these items may be considered on a case-by-case basis depending on the nature and scope of the project.