

# COMMUNITY REDEVELOPMENT AGENCY MEETING

Tuesday, August 11, 2009

5:30 p.m.

<u>CITY COMMISSION / PLANNING AGENCY / CRA</u>	<u>CITY STAFF</u>
Scott Black, Mayor Steve Van Gorden, Mayor Pro-Tem Eunice M. Penix, Commissioner Camille Hernandez, Commissioner Curtis A. Beebe, Commissioner	William C. Poe, Jr., City Manager James D. Class, City Clerk & Finance Director Karla S. Owens, City Attorney & Community Development Director Lennie M. Naeyaert, P.E., City Engineer & Public Works Director

## AGENDA

**A. CALL TO ORDER:**

Invocation:  
Pledge of Allegiance:  
Roll Call:

**B. MINUTES:**

Approval: July 14, 2009

**C. PUBLIC COMMENTS:**

**D. OLD BUSINESS:**

**E. NEW BUSINESS:**

- E1. RAC Member Vacancy Recommendation
- E2. Approval – Olde City Hall Façade Grant, 37951 Meridian Avenue
- E3. RAC / CRA Projects Update – Karen Traenkner
- E4. Project Review Procedures
- E5. Window of Opportunity Grant Proposal – Downtown Main Street

**F. NOTED ITEMS:**

- F1. July 21, 2009 RAC Minutes

**ADJOURNMENT:**

**APPEALS:** Any person desiring to appeal any decision made by the Community Redevelopment Agency with respect to any matter considered at any meeting or hearing will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

**DISABILITY:** If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled at no cost to you to the provision of certain assistance within two (2) working days of your receipt of this notice. Please contact the Dade City Clerk's office, P.O. Box 1355, Dade City, FL 33526-1355; (352) 523-5052 for further assistance and information.

Sean E. Ashburn  
12730 Prosser Rd.  
Dade City, FL 33525  
813-713-3031  
vert.sean@gmail.com

July 22, 2009

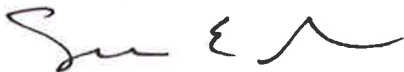
Karen Traenkner  
CRA Director  
City of Dade City  
38020 Meridian Ave.  
Dade City, FL 33525

Dear Karen,

I am writing this letter to inform you of my resignation from the Redevelopment Advisory Committee to the CRA of Dade City. I have resigned from the Greater Dade City Chamber of Commerce and therefore can no longer represent their interests on the panel. I have been accepted as a student to the Notre Dame Law School in South Bend, IN so I will no longer be able to be of service to Dade City.

I would like to thank you as well as my fellow RAC members for allowing me to serve the town I love. It has been a privilege to work with such a fine group of people towards our common vision of a better Dade City. I look forward to visiting my home frequently to see the redevelopment projects you have completed.

Sincerely,



Sean E. Ashburn

RECEIVED  
DATE 7/22/09  
BY [Signature]



# Greater Dade City Chamber of Commerce

14112 8th Street • Dade City, Florida 33525  
Phone: (352) 567-3769 • Fax: (352) 567-3770

email: [info@dadecitychamber.org](mailto:info@dadecitychamber.org)

Web: <http://www.dadecitychamber.org>

July 23, 2009

Dear Ms. Traenkner,

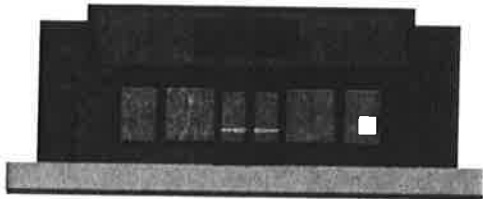
The Greater Dade City Chamber of Commerce has decided to have Pete Odom as our representative on the Redevelopment Advisory Committee.

If you have any questions please feel free to contact me at (352) 567-3769.

Sincerely,

A handwritten signature in black ink that reads "Nita H. Beckwith". The signature is written in a cursive style with a long, sweeping underline.

Nita H. Beckwith  
Executive Director



CRA Bldg Exteriors Grant – Dade City, FL  
Design Review Committee  
(352) 567-0284

July 27, 2009

City of Dade City  
Community Redevelopment Agency  
PO Box 1355  
Dade City, FL 33525

Members of the Community Redevelopment Agency:

On July 24, 2009, the Design Review Committee of the CRA Building Exteriors Grant considered an application for funding.

- Jon Larkin, Olde city Hall, for property they own at 37951 Meridian Ave. The grant request is for \$7,404 to Repair the concrete walls, repaint awning structure, fix side door, repair broken widows and re-canvas the awnings.

The Design Review Committee determined that the proposal qualifies for grant funding and recommended approval of the application. This application is for a 2<sup>nd</sup> grant within a one year time period. The CRA voted in the past to make special exceptions for larger buildings to qualify for more than one grant. The Design Review Committee feels that this building qualifies for this and would benefit from another grant. We request that this item be placed on the CRA agenda August 11<sup>th</sup>, 2009.

I have attached the application for your review.

Thank you for your consideration. If I can answer any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Davenport', with a long horizontal line extending to the right.

Crystal Davenport  
Grant Administrator



# APPLICATION FOR ARCHITECTURAL REVIEW BOARD

Date Received: 7-20-09

File No. A-2008-\_\_\_\_\_

This application must be legible and complete and returned to the Community Development Department of the City of Dade City, Florida, along with all required documents. The application will be reviewed by Staff, placed on the next Agenda and referred to the Architectural Review Board.

## APPLICATION OR REPRESENTATIVE MUST BE PRESENT AT THE MEETING AND HAVE THE AUTHORITY TO PRESENT CHANGES, UPGRADES OR ALTERNATIVE DESIGNS.

1. APPLICANT NAME: Jon Larkin  
CONTACT PERSON: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_  
SITE ADDRESS: 37951 Meridian Ave. 33523  
MAILING ADDRESS: P.O. Box 381 Dade City FL 33526  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
TELEPHONE: (813) 713-0641 FAX: (352) 567-5096
  
2. OWNER OF PROPERTY: Jon Larkin  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_
  
3. REPRESENTATIVE NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_
  
4. SPECIFIC REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. THE FOLLOWING ITEMS ARE REQUIRED FOR SUBMITTAL:
  - Sketches, drawings, photographs, descriptions or other information showing the proposed exterior alterations, additions, changes, renovations, rehabilitations or new construction as are reasonably required for the Board and the Community Development Director to make a decision.
  - Information to be of sufficient detail to show architectural design of the building (both before and after the proposed work is done) including proposed materials, textures and colors, and the site plan layout, including all site improvements or features such as walls, walks, terraces, planting, accessory buildings, signs, lights and other appurtenances.
  - Provide 8 COLOR renderings detailing requested changes to the site.
  - Provide 8 COLOR photographs or renderings of the building.
  - Items should provide a clear understanding of the present conditions, changes that will be made, and resulting outcome.

Jon Larkin  
SIGNATURE OF APPLICANT

Date: 7-20-09

CRA Building Exteriors Grant Program

APPLICATION

Name of Applicant: Jon S. Larkin

Is Applicant a Tenant or Property Owner? Owner  
(If applicant is a tenant, written authorization by the property owner must be included with application.)

Property Address: 37951 Meridian Ave. 33523  
Dade City, FL

Applicant Phone # 813-713-0641

Is this an initial grant request (primary) or second request for the same project (supplemental)? primary

Type of Exterior Improvement Planned (please check/note all that apply)

Signage: Removal  New  Alteration  Repair

Building Improvements:

Side(s): Clean walls and repair concrete walls

Painting: Paint structure associated with awnings

Structural Alterations: \_\_\_\_\_

Cosmetic Alterations: (molding, trim, etc.) New Door and hardware  
Tint windows, repair broken glass on windows

Awnings: New Awnings

Other Work: (Please specify) \_\_\_\_\_

Total Cost of Project: 9,872.00

Amount Requested: \$7,404.00 (Not to exceed \$7,500)  
(Please note all grant funds are awarded based on a 25% - 75% owner-city match.)

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the CRA Board.

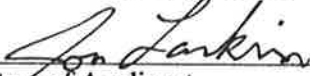
I understand that no work can begin until I have received written approval from the CRA.

I further understand that the project must be completed within 4 months from date of approval and grant monies will not be paid until the project is complete.

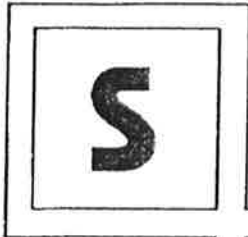
I agree to leave the project in its approved design and colors for a period of 3 years from the date of its completion.

**I agree that I have read the CRA Building Exteriors Grant General project Guidelines and Program Procedures.**

**PLEASE CONTACT THE GRANT PROGRAM ADMINISTRATOR, CRYSTAL DAVENPORT 352-567-0284, PRIOR TO SUBMITTING THIS APPLICATION.**

  
\_\_\_\_\_  
Signature of Applicant

7-20-09  
\_\_\_\_\_  
Date



# Simpson Environmental Services, Inc.

Professional Abatement Services

CJC056717

P.O. Box 735 · Trilby, FL 33593 · (352) 583-2509 · Fax (352) 583-3371

www.simpsonenv.com

July 20, 2009

Mr. Jon Larkin  
P.O. Box 381  
Dade City, Florida 33525

Pricing: "Old City Hall" Building  
Dade City Florida

This proposal is for the above listed address. Our price includes all labor, equipment, materials, personnel air monitoring, disposal, and insurance to complete the following scope of work.

- Remove and replace 2<sup>nd</sup> floor door and hardware
- Remove and replace awnings
- Sand and repaint metal structure associated with awnings
- Replace broken glass
- Remove glue and fix brick by exhaust flute
- Tint windows

Total Price ..... \$9,872.00

We appreciate the opportunity of quoting this work to you, and look forward to working with you on this and other projects.

Sincerely,

Simpson Environmental Services, Inc.

*Wilson Simpson*  
President

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Creighton Bros. Awning Co., Inc.**

5900 N. Florida Ave. • Tampa, Florida 33604  
(813) 238-2596 • FAX: (813) 238-2787

**PROPOSAL and CONTRACT**

TO Jean Weightman Date Oct 10 20 08  
Olde City Hall

Dear Sir:

We propose to furnish all materials and perform all labor necessary to complete the following:

- 1 Big front awning \$ 2,398.00
  - 2 awnings on east side 840.00
  - 3 total - Big front and 2 side awnings
- Material: your choice \$ 3,238.00

Balance: \_\_\_\_\_  
Brid: \_\_\_\_\_ Appx. Due Date: \_\_\_\_\_

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of \_\_\_\_\_ Dollars (\$ 3,238.00)

Payments to be made 50% Deposit / Balance Due Day of Installation.

Job to be put in to work process - upon receipt of signed contract and deposit.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

All sales are not final and all material remains the property of Creighton Bros. Awning Co., Inc. until paid 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 buyer agrees to pay attorney's fees of seller, including all costs of collection.

Respectfully submitted

Creighton Bros. Awning Co., Inc.

By Wesley [Signature]

**ACCEPTANCE**

Creighton Bros. Awning Co., Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which customer agrees to pay the amount mentioned in said proposal, and according to the terms thereof.

Price good for 30 days

ACCEPTED: Jean Weightman DATE: Jan 23, 2009

I have read the Proposal, Warranty, and Conditions and hereby accept them.

WHITE - OFFICE

YELLOW - CUSTOMER

PINK - SALESMAN

# CITY OF DADE CITY

## REDEVELOPMENT ADVISORY COMMITTEE MINUTES

Tuesday, July 21, 2009

5:30 p.m.

**MEMBERS PRESENT:** Jean Ward, Chairman                      Sean Ashburn  
                                 Nancy Johnson    Allison Todd

**MEMBERS ABSENT:** Mike Agnello                                      Bill Dennis  
                                 Bob Larkin, Vice-Chairman

The meeting was called to order at 5:35 p.m. by Chairman Jean Ward. The Pledge of Allegiance was recited and roll was called; Mike Agnello, Bill Dennis and Bob Larkin were absent.

Minutes of the June 16, 2009 RAC meeting were approved as submitted.

### Old Business

#### Newspaper Racks: Funding

April Hemby, Rack Maintenance Manager at the *St. Petersburg Times*, has still not gotten any response to her request for publications to abandon their free-standing distribution boxes in favor of modular newsracks provided by the CRA.

A proposal was therefore made to RAC to have CRA subsidize the purchase of newsracks for City Hall and the 8<sup>th</sup> Street parking median. The *Times* and *Tampa Tribune* will purchase their space, as well as space for *TBT*. Under First Amendment dictates, we cannot exclude free newspapers such as *The Laker* and *Focus*. Advertising-only publications such as real estate books, employment guides, shoppers and auto publications will have to buy into the newsracks – or remove their publications entirely.

RAC voted 4-0 to get prices for two newsracks and request CRA to subsidize space for the free newspapers.

#### Main Street: Window of Opportunity Grants

Crystal Davenport handed out copies of CRA Building Exteriors Grant Guidelines, edited to reflect terms for a Window of Opportunity Grant. This grant would provide 100% funding for painting buildings in the CRA district. A timeframe would be set for application for funds and completion of painting. Under current requirements, the Architectural Review Board will have to review applications; review by the Historic Preservation Advisory Board would also be necessary in the case of historic structures. The guidelines will be presented at the August 11 CRA meeting for their consideration.

### WiFi Vendors

A brief discussion was held concerning WiFi service in the CRA district. Individual businesses would still have to provide wireless service even if nodes were installed in the area. Since there are grant funds available for wide-area WiFi access, it was decided 4-0 not to pursue the project for the CRA district only. Karen will, however, request that the City extend its wireless coverage into Commission Chambers so the public can use it during meetings.

### Recycling

Members were reminded to fax reports to Jennifer Seney, Pasco County Recycling Coordinator, whenever recycling containers are used at events. The brief report is a requirement to ensure grant money continues for the containers.

### TECO Streetlights

Per Lee Isham of TECO, they hope they can provide a rate on the Classic light fixtures sometime in late September or October. The project can then be scheduled to start after the first of the year.

### **New Business**

#### Benches

Commissioner Hernandez requested that one of the new metal benches be installed in Agnes Lamb Park. There are two benches left in City Yard and available for installation; one has been reserved for the 7<sup>th</sup> Street Alleyway project. Members voted 4-0 to release the other bench for placement in the Park.

Two of the new benches installed along 7<sup>th</sup> Street have dedication plaques on them. The question was raised about how payment was received for these benches, since CRA was not reimbursed. The answer: Main Street received the money, as reimbursement for two of the five benches they funded. Since payment for dedication plaques hadn't been addressed specifically in the past, members were requested to bring any dedication requests to RAC, with funds being used to reimburse the CRA or to purchase additional benches.

### 2009 – 2010 Budget

In conjunction with development of the CRA budget for 2009 – 2010, members were given copies of the Revenue & Expense Report through June 30, 2009.

Information was distributed about the Florida Redevelopment Association Annual Conference, October 28-30 in Orlando. It was recommended that one RAC member attend the conference.

### Bicycle Racks

Commissioner Hernandez requested that bicycle racks be provided at Agnes Lamb Park and the Hardy Trail. Members agreed to have Karen price them.

### Public Comment

Kathy Lambert thanked RAC for providing benches and trashcans throughout the Downtown area.

### Other Business

At an abbreviated RAC meeting on June 16, members voted 4-2 to revise their original choice for streetlight fixtures, approving the Salem light rather than the Classic fixture. At their July 14 meeting, the CRA voted 5-0 to stay with the original fixture choice (Classic).

RAC Chairman Jean Ward noted that, if RAC members changed their mind about their vote after the RAC meeting, they should have contacted Karen to arrange a called meeting to discuss it as a Committee – before it went to CRA.

**Adjournment:** The meeting was adjourned at 7:00 p.m.

Respectfully submitted by Karen Traenkner