



**A REGULAR MEETING MINUTES  
COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD MEETING MINUTES  
NOVEMBER 9, 2010**

**1. CALL TO ORDER**

Vice Chairman Bob Battaglia called the meeting of the Community Redevelopment Agency Advisory Board to order at 4:37 pm in the 3<sup>rd</sup> Floor Conference Room of City Hall.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

A quorum was declared present at 4:37 pm.

**Present:** Board Members: Vice Chairman Bob Battaglia, Kelly Randall, Charlie Roper, John Kirby, Joy Boulter, Ronald Sikes. Staff: City Manager Mike Bollhoefer, Finance Director Robin Hayes, Community Development Director Tim Wilson, Community Relations Manager Andrea Vaughn, Economic Development Director Tanja Gerhartz, and Community Development Administrative Specialist Corrina Williams.

**Absent:** Board Members: Chairman Larry Cappleman unexcused, Alan Haughey unexcused.

**3. APPROVAL OF MINUTES**

*Motion by Charlie Roper to approve the regular meeting minutes of September 14, 2010 as submitted. Seconded by John Kirby and carried unanimously 6-0.*

**4. DISCUSSION – OPPORTUNITIES FOR GRANTS IN THE DOWNTOWN AREA**

City Manager Mike Bollhoefer presented a “Downtown Winter Garden Façade Matching Grant – Program Summary” handout and discussed the expansion of the downtown redevelopment with the use of a grant program. The specific target areas are Tremaine Street, and the other side and rear streets to Plant Street.

Ronald Sikes asked whether limitations would be set on selling of the property after someone receives a grant. Mr. Bollhoefer replied that the grant is really applied to the property and we would more than likely have regulations on the maintenance of the property once a grant is awarded.

Kelly Randall asked who would review the applications. Mr. Bollhoefer replied that he assumes the Community Redevelopment Advisory Board would be the most appropriate Board to oversee the applications.

Ronald Sikes acknowledged his support of the grant program, with a general agreement from the other Board Members and asked what is the next step. Mr. Mike Bollhoefer said the Board should take the handout home and review and prepare to make suggestions and comments at the next meeting while the city's Economic Development Director Tanja Gerhartz will prepare a final document of the grant program by the next meeting.

Charlie Roper requested clarification on the 2010-2011 budget to ask if the \$475,000 discussed at the September 14<sup>th</sup> meeting was the total for the year or was this a carryover balance to add to this year's revenue. Director of Finance Robin Hayes advised the Board that the \$475,000 would be in addition to this year's revenue making the budget dollars available between \$741,000 and \$800,000 dollars. Ms. Hayes also advised that they did have a budget item of \$75,000 grant dollars as a placeholder into the new year.

Bob Battaglia reviewed the program summary and surmised that an applicant could complete \$100,000 of improvements with a \$50,000 City grant contribution. Also, how will we market the grant. Mr. Bollhoefer replied that based on the applications this amount could still vary and grants would be issued on a first come first serve, and we would initially start out marketing the grant at the merchants meetings and then it would probably expand once the word got out about the new program. John Kirby further added that the first come first serve system should also have a rating service depending on the quality and quantity of what is submitted. Discussions were also made regarding the applicants complying with the standards and guidelines of the Historic Downtown District Overlay and maybe subject to review by Architectural Review and Historic Preservation Board.

## **5. MEMBER INPUT**

City Manager Mike Bollhoefer advised the Board that the *Bond Foundation* is purchasing "Shirley's Antiques Building" (2-12 W. Plant Street) and he anticipates they are looking for some facade assistance from the City. Mr. Bollhoefer said this would be something the City would consider but only after the closing.

Ronald Sikes asked what would be the status of the outstanding fees from the lien on "Shirley's Building". Mr. Bollhoefer advised that the City Commission has negotiated to forgive the fines and just charge the costs incurred to the City. The agreement is held contingent upon the closing of the property.

Mr. Bollhoefer advised that he has been hearing feedback from the downtown businesses and they are saying business is up as much as 20% in some cases. This is a good sign for the current economy.

Kelly Randall inquired about the status of Jay Lakes' property at 24-28 S. Main Street and where she saw they started to work on the building but it seems things have stopped. Mr.

Bollhoefer advised that Mr. Lake brought the building exterior up to code by completing only the basics that were necessary to do so.

Mr. Bollhoefer provided several project status updates:

- East Winter Garden Project. Plans have been submitted but did not look good. Modular homes were also submitted and the look was still not good. Based on the current market we may want to consider something different. The lot is large enough for eight (8) houses.
- Magic Gym. The project looks good and they had an initial dedication date set for December 9, 2010, but this is mostly likely changing.
- WSR50 Construction. The expected completion date for the project is September 2011.

Economic Development Director Tanja Gerhartz advised the Board that the Florida Redevelopment Association (FRA) came out to downtown Winter Garden for a mobile tour. Community Development Director Tim Wilson held a presentation that received favorable reviews from the Association and the attendees.

Further, Ms. Gerhartz advised that she is working with Progress Energy on access to a powerful data marketing tool which would be made available to our citizens.

Joy Bouler asked when or if the signage on the eastside would be removed. Mr. Bollhoefer advised that they have not had any requests for it to be removed.

Bob Battaglia reminded the members to send out personal requests to individuals they feel would have an interest in being a candidate as a board member to replace Jim Gustinos' membership and have them to submit an application to Kathy Golden for consideration. The board interest forms can be found on the City Website and Ms. Golden will have the list of candidates. This would be discussed further at the next meeting.

## 6. ADJOURNMENT

*Meeting adjourned at 5:06 pm.*

**ATTEST:**

**APPROVED:**

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**Administrative Specialist Corrina Williams**

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**Chairman Larry Cappleman**