



**A REGULAR MEETING MINUTES  
COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD MEETING MINUTES  
August 14, 2012**

**1. CALL TO ORDER**

Chairman Larry Cappleman called the meeting of the Community Redevelopment Agency Advisory Board to order at 5:05 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 5:05 pm.

**Present:** Board Members: Vice Chair Bob Battaglia, Chairman Larry Cappleman, Charles Roper, Sandy Schupp, and Ronald Sikes.

**Absent:** Board Members: Joy Bouler (Excused), Alan Haughey (Un-excused), John Kirby (Un-excused), Kelly Randall (Excused),

**Arrived Late:** Board Members: None

**City Staff:** Economic Development Director Tanja Gerhartz, Comptroller Brian Strobeck, Senior Planner Laura Smith, Executive Assistant to City Manager Amy Martello and Community Development Department Administrative Specialist Corrina Williams.

**3. APPROVAL OF MINUTES**

***Motion made by Charles Roper to approve the regular meeting minutes of July 10, 2012. Seconded by Ron Sikes and carried unanimously 5-0.***

**4. DISCUSSION – Board Member Renewals**

Economic Development Director Tanja Gerhartz presented a summary of the Business Façade Matching Funds Grant Program (see attached handout – Exhibit “A”). Director Gerhartz advised the board of the following potential applications to be submitted; Winter Garden Pizza, Urban Flats, Encore Furniture, Winter Garden School of Fencing, 100 W. Plant, and Prisim One. Director Gerhartz asked for additional funds be added to the Business Façade Matching Funds Grant Program.

***Motion made by Charles Roper approving to allocate an additional \$50,000.00 to continue the Business Façade Matching Fund Grant Program. Seconded by Bob Battaglia and carried unanimously 5-0.***

**5. DISCUSSION – CRA Community Development Block Grant (CDBG)**

Economic Development Director Tanja Gerhartz provided the Board with a timeline of events for the CDBG (see attached handout – Exhibit “B”) of which the grant would be utilized for neighborhood stabilization and housing rehabilitation for the East Winter Garden Area.

The City Commission appointed the Citizen Task Force and John Kirby was appointed as a representative from this Board and the Task Force would be working with a consultant with the preparation of the grant application. The grant application is requesting \$750,000.00 of which a \$125,000.00 City contribution would be required. Director Gerhartz requested a motion for the \$125,000.00 matching funds to be recommended to the CRA for approval and would be taken to the September 13, 2012 CRA Board meeting. Director Gerhartz also requested Chairman Larry Cappleman be present at the CRA Board meeting to provide support for this request.

**6. MEMBER INPUT**

Chairman Larry Cappleman advised the Board that the City’s Farmers Market is in the running for a national ranking in the mid-sized farmers market category. Chairman Cappleman requested the Boards support and advised the Board to go onto the Winter Garden Farmers Market.com website and place their vote. The City is currently running in 1<sup>st</sup> place for the State of Florida and in 3<sup>rd</sup> place in the Nation.

**7. ADJOURNMENT**

***Meeting adjourned at 5:25 pm.***

**ATTEST:**

**APPROVED:**

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**Administrative Specialist Corrina Williams**

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**Chairman Larry Cappleman**

## EXHIBIT "A"



August 14, 2012

TO: CRA Advisory Board  
FR: Tanja Gerhartz  
Subject: Facade Matching Grant Program Update

The CRA approved \$100,000 for the Downtown Facade Matching Grant Program. To date, \$70,500 has been spent leaving a balance of \$29,500. Approximately three to four more grants can be made with the remaining funds.

### Grants Approved

Winter Garden Restaurant/China Panda – 7 S. Dillard Street	\$20,000
JoJo Smoothies & Frozen Yogurt – 141 W. Plant Street	\$5,000
Ms. Bee's Popcorn & Candy Shoppe – 2 E. Plant Street	\$5,500
The Bond Building – 2 & 12 W. Plant St., 22 & 24 S. Main St. (2 grants)	\$40,000
<b>Total</b>	<b>\$70,500</b>

**Winter Garden Restaurant/China Panda - 7 Dillard Street**

**Before**



**After**



**Jo Jo Smoothies – 141 W. Plant Street**

**Before**



**After**



**Ms. Bee's Popcorn & Candy Shoppe - 2 E. Plant Street**

**Before**



**After**





**22 Main Street Building**

**Before**



**After**



## EXHIBIT "B"

### City of Winter Garden CDBG Timeline

August 9 CC -	CC appoint Citizen Advisory Task Force
August 13	Notice for 1 <sup>st</sup> Reading/Hearing –Aug. 16 WO Times
August 23	Citizen Advisory Task Force Meets at 4:00 pm (Follow the City's Notice Requirements)
August 23	Fred Fox Enterprises attends meeting 1 <sup>st</sup> Public Hearing (Must be advertised) 1 <sup>st</sup> Reading Fair Housing Ordinance (Must be advertised) Adopt the following: Affirmative Action Plan, Anti-Displacement and Relocation Policy, Citizens Participation Plan Procurement Policy, Complaint and Grievance Procedures Adoption of Housing Assistance Plan
September 3	Notice for 2 <sup>nd</sup> Reading/Hearing/Workshop – Sept. 6 WO Times
September 13	2 <sup>nd</sup> Public Hearing (Must be advertised) 2 <sup>nd</sup> Reading Fair Housing Ordinance (Must be advertised) Resolution to submit the application Resolution to adopt a Community Development Plan Resolution for the \$125,000 Match
September 13	1 <sup>st</sup> Fair Housing Workshop (Requires Notice)
September 20	2 <sup>nd</sup> Fair Housing Workshop (Banks, Realtors)
September 28	Submit Grant Application