



**For More Information, Contact:**

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## COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD AGENDA

**BOARD MEMBERS:** Chairman Derek Blakeslee, Vice-Chairman Nick Asma, Larry Cappleman, Tim Keating, Tara Moore, George Spigener, Daniel Starks, and Donald Wingate

**OTHER ATTENDEES:** City Manager Mike Bollhoefer, Assistant to City Manager Amy Martello, Economic Development Director Tanja Gerhartz, Community Development Director Steve Pash, Finance Director Laura Zielonka, Community Relations Manager Andrea Vaughn, Urban Designer Kelly Carson, City Clerk Angela Grimmage, OC Growth Manager Carla Bell-Johnson

### Agenda for Tuesday, August 25, 2020 at **5:30 p.m.**

Third Floor Conference Room, City Hall – Special Session **VIRTUAL**  
300 W. Plant Street, Winter Garden

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1. Call to Order and Determination of Quorum
  2. Approval of minutes from the August 11, 2020 meeting.

**Items**

3. Targeted Retail Recruitment Incentive for 32 W. Plant Street

To the next regular CRA Advisory Board meeting scheduled for **Tuesday, October 13, 2020 at 5:00 pm** in the Third Floor Conference Room, City Hall, 300 W. Plant Street

Posted: August 21, 2020

PLEASE NOTE: IN ACCORDANCE WITH FLORIDA STATUTES 286.0105: ANY PERSON WHO DESIRES TO APPEAL ANY DECISION AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND FOR THIS PURPOSE 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, WHICH SUCH WRITTEN RECORD IS NOT PROVIDED BY THE CITY OF WINTER GARDEN.

PLEASE NOTE: IN ACCORDANCE WITH FLORIDA STATUTE 286.26: PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT TANJA GERHARTZ, 300 WEST PLANT STREET, WINTER GARDEN, FL 34787, (407) 656-4111, EXT 2308 - 48 HOURS IN ADVANCE OF THE MEETING.



**COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD  
REGULAR MEETING MINUTES  
AUGUST 11, 2020**

**1. CALL TO ORDER**

Chairman Derek Blakeslee called the meeting of the Community Redevelopment Agency Advisory Board to order at 5:05 pm in City Hall's 3<sup>rd</sup> Floor Conference Room.

Quorum was declared present.

Present via GoTo Webinar: Chairman Derek Blakeslee, Vice-Chairman Nick Asma, and Board Members: Tim Keating, Tara Moore, Donald Wingate, Larry Cappleman, George Spigener (arrived 5:08 pm in person) and Daniel Starks (arrived 5:17 pm)

**Staff Present:** City Manager Mike Bollhoefer, Finance Director Laura Zielonka, Economic Development Director Tanya Gerhartz, IT Director Chad Morrill and recording secretary Colene Rivera

**2. APPROVAL OF MINUTES**

Chairman Blakeslee stated that the minutes from previous meeting were sent out as part of the meeting packet. Everyone acknowledged receipt and no one stated any changes needed.

***Motion by Chairman Blakeslee to approve the minutes as sent out. No second was made/ called for. All approved the minutes of regular meeting minutes of August 13, 2019. The motion carried unanimously 6 – 0. (George Spigener and Daniel Starks, not yet present during this vote.)***

**3. DISCUSSION – Proposed Budget for Fiscal Year 2020**

The proposed 2021 budget was emailed out prior to meeting and reviewed by board.

General discussion ensued regarding the development plans for East Winter Garden and various properties owned by the city for single family homes along with coordination of various property owners for development of commercial and industrial locations. City Manager Bollhoefer stated the starting point for this revitalization would be at the intersection of Center Street and 10<sup>th</sup> Street. He expressed that this project is progressing along nicely and appears to be more like a ten-year plan rather than twenty-year plan. The various entities in East Winter Garden will need to present their concepts to CRA Board for city review and approval and apply for funding, etc. The 2021 budget will remain flexible.

***Motion by Larry Cappleman to recommend approval of the Fiscal Year 2021 budget. Seconded by Tim Keating and the motion carried unanimously 7 – 0. (Daniel Starks was not yet present at this meeting during this vote)***

**4. DISCUSSION – Open questions**

Board members inquired about how long the Plant Street outdoor dining areas would remain. City Manager stated that the market will dictate the demand for removal of the outdoor seating in order to re-establish the on street parking. Many of the board members expressed their desire to keep the additional outdoor seating even beyond the COVID-19 restrictions.

Board members also inquired about an update on the downtown boutique hotel? City Manager explained the final construction plans are moving along with this project.

**4. ADJOURNMENT**

There being no further business the meeting was adjourned at 5:18 pm.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Recording Secretary Colene Rivera**

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**Chairman Derek Blakeslee**

DRAFT

**CITY OF WINTER GARDEN  
FY 2020/2021 BUDGET  
COMMUNITY REDEVELOPMENT AGENCY FUND**

	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2021 PROPOSED BUDGET</u>
<b>REVENUES</b>			
Shared Revenues - Other Local	517,276	602,097	786,897
Interest	53,075	15,248	22,587
Inter-Fund Transfer In	497,593	610,962	798,484
Use of Fund Balance	-	158,558	-
<b>TOTAL CRA REVENUES</b>	<b><u>1,067,944</u></b>	<b><u>1,386,865</u></b>	<b><u>1,607,968</u></b>
<b>EXPENDITURES</b>			
Interfund Management Fees	17,284	16,563	16,911
Total Operating Expenditures	17,284	16,563	16,911
Downtown Wayfinding Signs	-	60,000	-
East Winter Garden	-	300,000	-
CRA Capital Funding Projects	-	210,047	-
Total Capital Outlay	-	570,047	-
Interest	5,914	3,105	3,501
Total Debt Service	5,914	3,105	3,501
Aids to Private Organizations	10,000	50,000	50,000
Total Grants and Aids	10,000	50,000	50,000
Interfund Transfer - Garage Debt Service	747,150	747,150	747,150
Transfer to Fund Balance	287,596	-	790,406
Total Other Uses	1,034,746	747,150	1,537,556
<b>TOTAL CRA EXPENDITURES</b>	<b><u>1,067,944</u></b>	<b><u>1,386,865</u></b>	<b><u>1,607,968</u></b>
Fund Balance - Ending	\$1,163,323	\$1,004,765	\$1,795,171



## STAFF REPORT

**To:** CRA Advisory Board

**From:** Tanja Gerhartz, Economic Development Director

**Date:** August 20, 2020

**Subject:** Targeted Anchor Retail Interior Improvements Grant for 32 W. Plant Street  
Business Owner: Writer's Block LLC  
Property Owner: JKSH Properties LLC

**Discussion:** The City has an opportunity to bring an independent bookstore to Downtown Winter Garden. Winter Garden has been without a bookstore since Barnes and Nobles closed in 2015. Bookstores are considered anchor stores and are important to downtowns as well as shopping centers. The Writer's Block, which is an existing bookstore located in Winter Park, Florida would like to open a bookstore in Winter Garden to serve the West Orange community.

The buildout and inventory costs are extensive. In order to make this happen, City staff is recommending a targeted retail grant for interior improvements that will allow the bookstore to open by the fall of 2020. City staff believes this store will fill a much needed gap in the marketplace, bolster Downtown businesses and support the Winter Garden community.

City staff is requesting a targeted retail grant for \$25,000 from the CRA to assist with interior alterations and buildout costs.

### **Recommended Action:**

Move to approve the grant and authorize the City Manager to enter into an agreement with the owner of the Writer's Block Bookstore and provide a grant of \$25,000.

**Project Location – 32 W. Plant Street**

