



Marion County

Community Redevelopment Agency

Meeting Agenda

Tuesday, April 16, 2024

1:50 PM

**McPherson Governmental
Campus Auditorium**

ROLL CALL AND PLEDGE OF ALLEGIANCE

PROOF OF PUBLICATION

1. ADOPT THE FOLLOWING MINUTES

1.1. [Approval of Marion County Community Redevelopment Agency Minutes](#)

2. SCHEDULED ITEMS

2.1. [Request Approval for the Silver Springs Community Redevelopment Area
Sign Grant Program \(Budget Impact - Neutral\)](#)

3. NEW BUSINESS

ADJOURN



Marion County

Community Redevelopment Agency

Agenda Item

File No.: 2024-14797

Agenda Date: 4/16/2024

Agenda No.: 1.1.

SUBJECT:

Approval of Marion County Community Redevelopment Agency Minutes

INITIATOR:

Christopher D. Rison, AICP, FRA-P

DEPARTMENT:

Growth Services

DESCRIPTION/BACKGROUND:

Consideration of Marion County Community Redevelopment Agency Minutes:

1. February 21, 2023
2. March 21, 2023
3. June 20, 2023
4. September 19, 2023
5. October 17, 2023
6. December 19, 2023

BUDGET/IMPACT:

None

RECOMMENDED ACTION:

Motion to approve as presented.

**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

February 21, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 2:00 p.m. on Tuesday, February 21, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Craig Curry, District 1; Vice-Chairman Michelle Stone, District 5; Commissioner Kathy Bryant, District 2; Commissioner Jeff Gold, District 3; and Carl Zalak, III, District 4. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, Assistant County Administrator (ACA) Angel Roussel and ACA Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Lewter presented Proof of Sunshine Notice published on the County's Website, MarionCountyFl.org on December 29, 2022.

The Deputy Clerk was in receipt of a 17 page Agenda packet.

1. ADOPT THE FOLLOWING MINUTES:

- 1.1 June 21, 2022
- 1.2 September 20, 2022
- 1.3 October 18, 2022

A motion was made by Commissioner Bryant, seconded by Commissioner Stone, to adopt the meeting minutes of June 21, September 20, and October 18, 2022. The motion was unanimously approved by the Board (5-0).

2. SCHEDULED ITEMS:

- 2.1. Request Approval and Submittal Authorization for the Preliminary Silver Springs Community Redevelopment Agency (CRA) Trust Fund 2023-2024 Fiscal Year Budget

ACA Tracy Straub, on behalf of Growth Services, presented the following recommendation:

Description/Background: The Marion County Board of County Commissioners (Commission) is the governing agency for the Silver Springs Community Redevelopment Area (CRA). The CRA is a dependent special district wherein all CRA trust fund expenditures are completed through and by the Board of County Commissioners under the direction of the CRA Agency Board (Agency), pursuant to §163.363(387), F.S. As such, the CRA's budget is reflected within the overall Commission's budget documents and materials.

The Commission has initiated the annual budget consideration process for the 2023-2024 Fiscal Year, and the Agency must submit a preliminary annual budget to the Clerk of Court for use in establishing the general budget line items to be

February 21, 2023

reflected in the Commission budget process. The Agency's formal budget approval and authorization will occur in September prior to commencement of the new fiscal year.

A preliminary Silver Springs CRA 2023-2024 Fiscal Year Budget allocation is attached for Agency consideration. The budget is based on the Marion County Clerk of Court's current preliminary increment revenue estimate of \$284,900 based on the 2022-2023 Fiscal Year budget.

Budget/Impact: None.

Recommended Action: Motion to approve and authorize staff to submit the attached preliminary Silver Springs CRA Trust Fund 2023-2024 Fiscal Year Budget to Marion County Clerk of Court/Finance.

Mr. Rison commented on the preliminary budget for the upcoming fiscal year (FY) 2023-2024, noting the approximate revenue that will go to the CRA this coming FY is \$284,900.00. The final budget for the actual income revenue has not been determined, as staff is waiting for the finalization of the tax rolls from the Property Appraiser's Office. A motion was made by Commissioner Bryant, seconded by Commissioner Zalak, to approve and authorize staff to submit the proposed Silver Springs CRA Trust Fund 2023-2024 FY Budget to Marion County Clerk of Court/Finance. The motion was unanimously approved by the Board (5-0).

3. NEW BUSINESS:

Mr. Rison advised that staff is working to schedule a workshop with the Board to discuss the CRA Master Plan in the near future.

ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 2:03 p.m.

Craig Curry, Chairman

Attest:

Gregory C. Harrell, Clerk

**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

March 21, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 2:00 p.m. on Tuesday, March 21, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Craig Curry, District 1; Vice-Chairman Michelle Stone, District 5; Commissioner Jeff Gold, District 3; and Commissioner Carl Zalak, III, District 4. Commissioner Kathy Bryant, District 2 was absent due to a previous commitment. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, Assistant County Administrator (ACA) Angel Roussel and ACA Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Mills-McAllister presented Proof of publication of Legal ad No. 8561552 entitled, "Notice of Schedule of Meetings Marion County Community Redevelopment Agency" published in the Star Banner newspaper on March 14, 2023.

The Deputy Clerk was in receipt of a 48 page Agenda packet.

1. ADOPT THE FOLLOWING MINUTES:

1.1 None.

2. SCHEDULED ITEMS:

2.1. Request Approval and Authorization to Submit and Advertise the Silver Springs CRA Fiscal Year 2021-2022 Annual Report - (Budget Impact - Neutral; Advertising Cost Approved in the FY 21/22 Budget)

Acting Deputy Director Ken Weyrauch, Growth Services, presented the following recommendation:

Description/Background: The Marion County Community Redevelopment Agency (MCCRA) must file an Annual Report (Report) summarizing the Silver Springs Community Redevelopment Area's (CRA's) annual activities with the jurisdiction responsible for creating the CRA and each contributing taxing authority pursuant to §163.371(2), FS. The Marion County Board of County Commissioners is the jurisdiction responsible for the creation of the Silver Springs CRA and only contributing taxing authority for the Silver Springs CRA.

Staff has prepared and attached the Silver Springs CRA Fiscal Year (FY) 2021-2022 Annual Report. As the Silver Springs CRA was established in 2013, its initial funding occurred with FY 2014-2015, and operations have previously been limited due to the initial CRA funding levels. With FY 2021- 2022, the CRA continued to contact for an annual Community Policing Special Detail staffed by the Marion County Sheriff's Office. The CRA also increased the number of grant programs

offered to support private capital investment by bringing the CRA's total number of grant programs to three: Façade & Building Improvement Grant, Security Improvement Grant, and Utility Connection Grant. Due to the continuing impacts of Covid-19, including supply and cost issues, FY participation focused on utility connections and security improvements.

Staff recommends the Board approve the FY 2021-2022 Annual Report and authorize staff to submit the Report to the Marion County/Clerk of Court as required by §163.356(3)(c) FS.

Budget/Impact: Neutral.

Recommended Action: Motion to approve the attached Silver Springs CRA FY 2021-2022 Annual Report and authorize staff to submit and advertise the Report as required by §163.372(2), FS.

Senior Planner Christopher Rison, Growth Services, advised that the Annual Report is required by Florida Statute (FS) and has been provided to the local governments who contribute to the CRA. He advised that this is a simple summary report, noting the inclusion of letters from Marion County Sheriff's Office (MCSO) regarding their activity under the MCSO Special Detail Program for CRA Community Policing Program Project with the County.

Mr. Rison commented on current projects including 2 quadplexes that are under construction and have Utilities Connection Grants, in addition to a collaboration with Marion County Utilities for a Septic to Sewer Grant for the Event Warehouse Complex.

A motion was made by Commissioner Zalak, seconded by Commissioner Stone, to approve the attached Silver Springs CRA 2021-2022 FY Annual Report and authorize staff to submit and advertise the Report as required by §163.356(3)(c) FS. The motion was unanimously approved by the Board (4-0).

3. NEW BUSINESS

Mr. Rison advised that staff participated in a field visit with the consultant who is developing the CRA Master Plan on Friday, March 17, 2023, to look at different activities and evaluate related components. He stated staff is working on an online survey that will be conducted in coordination with the Public Relations Department, noting the Board will be notified of that survey launch.

Commissioner Zalak commented on additional work relating to Code Enforcement and other blighted areas.

Mr. Rison advised that the Community Services Department is looking for an Ambassador for the CRA through their programs.

Commissioner Zalak commented on building this community back again to some reflection of what the Board hopes it will be, noting in the next year or two the new plan for the Silver Springs Park will come back. He advised that he hoped the Board could be involved in that and addressed the need to ensure the area gets cleaned up.

Commissioner Gold stated there should be an exit strategy for Law Enforcement, noting those budget funds could be used for other purposes in the CRA.

Mr. Rison advised that currently a pair of Deputies are typically funded for 5 days a week and an alternative could be to lower that to 4 days a week.

March 21, 2023

ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 2:03 p.m.

Craig Curry, Chairman

Attest:

Gregory C. Harrell, Clerk

DRAFT

March 21, 2023

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**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

June 20, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 2:10 p.m. on Tuesday, June 20, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Craig Curry, District 1; Commissioner Kathy Bryant, District 2; and Commissioner Carl Zalak, III, District 4. Vice-Chairman Michelle Stone, District 5 appeared telephonically. (The District 3 Commissioner seat was vacated effective June 6, 2023). Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, Assistant County Administrator (ACA) Angel Roussel and ACA Tracy Straub.

Deputy Clerk Mills-McAllister presented Proof of publication of Legal ad No. 8561552 entitled, "Notice of 2023 Schedule of Meetings, Marion County Community Redevelopment Agency" published in the Star Banner newspaper on March 14, 2023.

The Deputy Clerk was in receipt of a 52 page Agenda packet.

ADOPT THE FOLLOWING MINUTES

1. December 20, 2022
2. February 21, 2023

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to adopt the meeting minutes of December 20, 2022, and February 21, 2023. The motion was unanimously approved by the Board (4-0).

SCHEDULED ITEMS

3. Request Adoption of Budget Amendment for Silver Springs Community Redevelopment Area (CRA) Trust Fund Fiscal Year 2022/2023 - Administrative (Budget Impact - Neutral)

Senior Planner Chris Rison, Growth Services, presented the following recommendation:
Description/Background: The Silver Springs Community Redevelopment Area (CRA) Trust Fund's Fiscal Year 2022/2023 (FY 2022/23). Budget was adopted in September 2022, and subsequently amended to reflect increases in fund reallocations and tax increment revenue received. A proposal to fund a Marion County Utilities central water main extension project is currently being evaluated, wherein the current estimated cost is ±\$150,000, subject to final bid and construction costs. The current funding line item is insufficiently allocated at ±\$132,000, resulting in ±\$18,000 shortfall.

Staff recommends approval of the attached budget amendment resolution to transfer \$50,000 from the Grants and Aid line item to the Improvements Other Than Buildings as listed in the attached resolution.

Budget/Impact: Neutral.

Recommended Action: Motion to approve the attached Budget Amendment Resolution.

Senior Planner Christopher Rison, Growth Services advised that this Budget Amendment request is an administrative change to shift \$50,000.00 from the CRA fund for Grants and Aid line item to the Improvements Other Than Buildings. The intention is to fund the extension of a water main, which will make service more directly available to approximately 7 to 10 lots within Silver Springs where a number of undeveloped multi-family lots are located.

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to adopt Budget Amendment Resolution 23-R-217 transferring \$50,000.00 from the Grants and Aid line item to the Improvements Other Than Buildings line item. The motion was unanimously approved by the Board (4-0).

4. Request Approval for Updates to the Silver Springs Community Redevelopment Area Grant Programs for Façade and Building Improvement Grants, Security Improvement Grants, and Utility Connection Grants (Budget Impact - Neutral)

Senior Planner Chris Rison, Growth Services, presented the following recommendation: Description/Background: The Marion County Community Redevelopment Agency offers three grant programs to support investment for new and existing development in the Silver Springs Community Redevelopment Area (CRA). The programs were previously limited in potential grant amounts due to limited funding. Funding amounts have increased and staff recommends increasing the maximum grant awards to encourage participation and support further redevelopment and development activities. Maximum grant award amounts will remain subject to available budgeted funds at the time a grant application filed.

The proposed grant amount changes are summarized below:

1. Façade and Building Improvement Grant

- a. Area 1 - From \$30,000 to \$75,000,
- b. Area 2 - from \$20,000 to \$50,000,
- c. Area 3 - from \$20,000 to \$30,000

2. Security Improvement Grant

- a. Area 1 - from \$7,500 to \$10,000
- b. Area 2 - from \$3,000 to \$7,000

3. Utility Connection Grant

- a. Area 1 - from \$75,000 to \$150,000
- b. Area 2 - from \$30,000 to \$75,000

Staff recommends approval of the attached grant application updates with the revised maximum grant amounts.

Budget/Impact: Neutral.

Recommended Action: Motion to approve the attached updates to the Silver Springs CRA grant program applications for Façade and Building Improvement Grants, Security Improvement Grants, and Utility Connection Grants.

Senior Planner Christopher Rison, Growth Services advised that this Item proposes to increase the funding amounts relating to the Silver Springs CRA grant program

applications for Façade and Building Improvement Grants, Security Improvement Grants, and Utility Connection Grants.

Commissioner Bryant questioned if there is less interest relating to the Security Improvement Grant compared to the other Grants, noting the amount of the requested increase. Mr. Rison stated there have only been 2 applications submitted but the increase in funds might encourage someone to install fire alarms. The applications that were received were for camera systems and this would allow for the purchase of a package including both.

In response to Commissioner Bryant, Mr. Rison advised that the combined package has not been priced out, but if there is an issue with the cost, the CRA can propose to adjust the amounts available again.

A motion was made by Commissioner Zalak, seconded by Commissioner Bryant, to approve the attached updates to the Silver Springs CRA grant program applications for Façade and Building Improvement Grants, Security Improvement Grants, and Utility Connection Grants. The motion was unanimously approved by the Board (4-0).

5. Present Marion County Property Appraiser Silver Springs CRA 2023 Estimate of Property Values

Senior Planner Christopher Rison, Growth Services, presented the following recommendation:

Description/Background: The Marion County Property Appraiser Office submitted the June 2023 Estimate of Property Values for the Silver Springs Community Redevelopment Agency (CRA). The CRA's estimated property value is \$162,200,000 representing an increase of \$88,172,075 above the CRA's base 2013 taxable value of \$74,027,925. The increased taxable values will result in a project tax increment revenue for the 2023/2024 Fiscal Year of \$350,131.

Budget/Impact: None.

Recommended Action: No action, information only.

Senior Planner Christopher Rison, Growth Services, advised that the Marion County Property Appraiser's Office provided their estimate for property values within the CRA for this Tax Year, noting the value is \$162,200,000.00, an increase of over \$88,000,000.00. He stated based on the prior millage rates for Marion County that were adopted by the Commission at that time, there will be roughly \$350,000.00 for the 2023-24 Fiscal Year (FY) CRA allocation.

NEW BUSINESS: NONE.

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June 20, 2023

ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 2:16 p.m.

Craig Curry, Chairman

Attest:

Gregory C. Harrell, Clerk

DRAFT

**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

September 19, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 1:57 p.m. on Tuesday, September 19, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Craig Curry, District 1; Vice-Chairman Michelle Stone, District 5; Commissioner Kathy Bryant, District 2; Commissioner Matthew McClain, District 3; and Commissioner Carl Zalak, III, District 4. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, Assistant County Administrator (ACA) Angel Roussel, and ACA Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Lewter advised that there are 2 Proofs of Publication to be presented for this afternoon's meeting.

The first Proof of Publication is a legal ad No. 9212707 entitled, "Notice of Revised 2023 Schedule of Meetings Marion County Community Redevelopment Agency", published in the Star Banner newspaper on August 30, 2023.

The second Proof of Publication is a legal ad No. 9212707 entitled, "Notice of Budget Hearing Marion County Community Redevelopment Board" published in the Star Banner newspaper on September 14, 2023. The Notice states the Board will consider adoption of the Silver Springs Community Redevelopment Area (CRA) Fiscal Year 2023-2024 Budget.

The Deputy Clerk was in receipt of a 16 page Agenda packet.

1. ADOPT THE FOLLOWING MINUTES: NONE

2. SCHEDULED ITEMS:

2.1. Request Approval of the Silver Springs Community Redevelopment Agency (CRA) Trust Fund Budget for Fiscal Year 2023-2024

Senior Planner Chris Rison, Growth Services, presented the following recommendation:
Description/Background: The Marion County Property Appraiser has certified that the Silver Springs CRA's taxable values increased from the 2013 base year, resulting in a Silver Springs CRA Trust Fund contribution for Fiscal Year (FY) 2023-2024. The projected increment revenue contribution, as estimated by the Marion County Clerk Finance Department, is \$377,490. The Agency Board must approve a final Silver Springs CRA FY 2023-2024 Budget, and may allocate unspent prior fiscal year funds to CRA Plan project tasks and project programs. The proposed budget is attached with the allocations of new funds, unspent funds, and total funds available for each line item. Staff recommends approval of the attached Silver Springs CRA Trust Fund Fiscal Year 2023-2024 Budget.

Budget/Impact: None.

Recommended Action: Motion to approve the Silver Springs CRA Trust Fund Fiscal Year 2023-2024 Budget and authorize staff to transmit the final budget to the Marion County Board of County Commissioners and Clerk of Court/Finance.

Senior Planner Christopher Rison, Growth Services, presented the annual budget for FY 2023-2024, noting the projected increment revenue contribution, based on the estimated taxable value increase and Marion County Board of County Commissioners projected gross millage rate as estimated by the Marion County Clerk Finance Department is \$377,490.00.

Mr. Rison advised that the primary initiatives include the Community Policing Services, which has increased over the prior years budget as the rates have increased. He stated funds are also allocated to Improvements Other Than Buildings, as well as Grants And Aid programs.

Chairman Curry opened the floor to public comment.

There being no public comment, Chairman Curry advised that public comment is now closed.

A motion was made by Commissioner Stone, seconded by Commissioner McClain, to adopt Resolution 23-R-412 approving the Silver Springs CRA Trust Fund FY 23/24 Budget and authorize staff to transmit the final budget to the Marion County Board of County Commissioners and Clerk of Court/Finance. The motion was unanimously approved by the Board (5-0).

Resolution 23-R-412 is entitled:

A RESOLUTION OF THE MARION COUNTY COMMUNITY REDEVELOPMENT AGENCY OF MARION COUNTY, FLORIDA, TO APPROVE THE SILVER SPRINGS COMMUNITY REDEVELOPMENT AREA FISCAL YEAR 2023-2024 BUDGET

2.2. Request Direction and Approval of the Marion County Sheriff Special Detail Agreement for Community Policing Services for the Silver Springs Community Redevelopment Area for Fiscal Year 23/24 - (Budget Impact-Neutral)

Senior Planner Chris Rison, Growth Services, presented the following recommendation:

Description/Background: The Silver Springs Community Redevelopment Area (SSCRA) receives supplemental community policing as a special detail service (detail) from the Marion County Sheriff's Office. The detail initially started in FY 2018/19 and provides for a two-man detail in five-hour blocks up to five days per week.

The Sheriff's Office confirmed the detail's hourly rates will increase for the coming fiscal year to a base rate of \$65.00/hour, with an additional \$10.00/hour for legal holidays. Staff is seeking direction to maintain the current detail level of service or opt to reduce the level of service due to the increase in the detail's hourly rate.

For reference, the SSCRA FY 22/23 budget allocated \$135,000 for the detail, based on a projected cost of \$131,000. Renewing the Detail Agreement for the current two-man detail in five-hour blocks up to five (5) days per week results in a projected base annual cost of \$170,000; an increase of \$39,000 or 30% over the prior year. Adjusting the Detail Agreement to reduce the days of service to four (4) days per week results in a projected base annual cost of \$136,200; an increase of

\$5,200 or 4% over the prior year. The current and projected cost options are presented in the table below for comparison.

FY	Service Level	Total	Increase	Percent
FY22/23	2 Deputies, 5-hours/day, 5 days/week	\$131,000	-	-
FY23/24	2 Deputies, 5-hours/day, 5 days/week	\$170,000	\$39,000	30%
FY23/24	2 Deputies, 5-hours/day, 4 days/week	\$136,200	\$5,200	4%

The SSCRA's tax increment financing (TIF) revenue is projected to increase by \pm \$93,100 with FY 23/24. The increased cost to maintain the current detail level of service would utilize \pm 24% of that increase. As the funds will be available, staff recommends maintaining the current detail level of service at this time.

The SSCRA FY 23/24 Budget proposes a total of \$175,000 for the supplemental community policing detail; \$170,000 to maintain the current level of service plus \$5,000 to accommodate incidental overages.

Following Board discussion, the Board may provide direction and approve the Detail Agreement with or without modification, and authorize the chairman to execute the approved Detail Agreement.

Budget/Impact: None, within line item budgeted amount.

Recommended Action: Motion to Approve, with modification if any, the Fiscal Year 23/24 Sheriff Special Detail Agreement and authorize the Chairman to execute said Agreement.

Senior Planner Rison, Growth Services, stated this Item relates to the renewal of the annual agreement with the Marion County Sheriff's Office (MCSO) for the Community Policing Detail. He advised that the current level of service is 2 deputies for 5 hour shifts each for 5 days per week, noting the hourly rate is increasing by \$15 per hour for the regular and holiday rates. The projected cost overall maintaining the current level of service would be \$170,000.00. The Department has budgeted \$175,000.00 to account for the increase.

Chris Rison presented a 1 page handout entitled, "Silver Springs CRA – Marion County Sheriff Detail – Annual Summary of Activities – October 2022 – September 2023".

Commissioner Zalak expressed support for the current level of service.

Lieutenant Carlton Curtis, MCSO, advised that MCSO is willing to accommodate whatever level of service the Board requests.

Commissioner Bryant opined that the Special Detail is what is causing the improvement in the area and expressed support in increasing the budget to keep the current level of service.

Lieutenant Curtis commented on the benefits of the cameras installed in the area.

In response to Commissioner Zalak, Lieutenant Curtis advised that a lot of arrests are taking place within the CRA.

General discussion ensued.

A motion was made by Commissioner Bryant, seconded by Commissioner Zalak, to approve the Sheriff Special Detail Agreement for Community Policing Services, with the increase, for the Silver Springs CRA for FY 23/24. The motion was unanimously approved by the Board (5-0).

September 19, 2023

3. NEW BUSINESS: NONE

ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 2:04 p.m.

Craig Curry, Chairman

Attest:

Gregory C. Harrell, Clerk

DRAFT

**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

October 17, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 1:57 p.m. on Tuesday, October 17, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Craig Curry, District 1; Vice-Chairman Michelle Stone, District 5; Commissioner Kathy Bryant, District 2; Commissioner Matthew McClain, District 3; and Commissioner Carl Zalak, III, District 4. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes and ACA Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country.

Deputy Clerk Lewter presented Proof of Publication No. 8561552 entitled, "Notice of 2023 Schedule of Meetings Marion County Community Redevelopment Agency", published in the Star Banner newspaper on March 14, 2023.

The Deputy Clerk was in receipt of a 16 page Agenda packet.

1. ADOPT THE FOLLOWING MINUTES: None.

2. SCHEDULED ITEMS:

2.1. Request for Direction Regarding Proposed Silver Springs Community Redevelopment Area Sign Grant Program (Budget Impact – Neutral)

Senior Planner Christopher D. Rison, AICP, Growth Services, presented the following recommendation:

Description/Background: The Marion County Community Redevelopment Agency offers grant programs to support investment for new and existing development in the Silver Springs Community Redevelopment Area. Signage has previously been part of the Façade and Building Improvement Grant Program. To encourage and support signage improvements, a targeted Sign Grant Program is proposed to address on-site advertising signs, on-site wall/awning signs, and on-site wayfinding signs for all properties in the Silver Springs Community Redevelopment Area (CRA). Varied grant amounts are proposed based on the location of a site with higher grant amounts on more significant roadways. Further, the grant will require all funded signs to comply with the Silver Springs CRA Overlay area's sign design standards, even for signs located outside the formal Overlay area, to create a "visual connection" throughout the overall Silver Springs CRA. Maximum grant award amounts will remain subject to available budgeted funds in the "Grants & Aid" line item at the time a grant application is filed.

The proposed roadway segments and grant amounts are summarized below:

1. East Silver Springs Boulevard - from west CRA boundary to Northeast 60th Place

October 17, 2023

- 75% or \$15,000, whichever is less.
- 2. Northeast 58th Avenue - from East Silver Springs Boulevard to Northeast 7th Street
50% or \$8,000, whichever is less.
- 3. Northeast 55th Avenue - from East Silver Springs Boulevard to Northeast 36th Place
50% or \$8,000, whichever is less.
- 4. All other CRA roadways
50% or \$3,000, whichever is less.

Budget/Impact: Neutral.

Recommended Action: Discuss and provide direction to staff regarding the proposed Silver Springs CRA Sign Grant Program application and authorized grant amounts.

Senior Planner Chris Rison, Growth Services provided a brief overview of the proposed Silver Springs CRA Sign Grant program and the focus areas.

Chairman Curry opened the floor to public comment.

There being none, Chairman Curry advised that public comment is now closed.

A motion was made by Commissioner Bryant, seconded by Commissioner Zalak, to approve the authorized grant amounts as presented.

Mr. Rison advised that this matter will be brought back before the Board for approval at the December 19, 2023 MCCRAB meeting and a motion is not required today. He stated staff is requesting direction today to determine if the Board would like to leave NE 36th Avenue and NE 35th Street at the 25% or shift it to the 50% and higher amount.

Commissioner Bryant stated she is in favor of moving forward with how it was presented today.

Commissioner Bryant withdrew her motion.

Commissioner Zalak withdrew his second.

It was the general consensus of the Board to move forward with the roadway segments and grant amounts as presented.

3. NEW BUSINESS

Mr. Rison advised that the valuations for the CRA were received, noting the amounts are slightly lower than anticipated. The original projected amount was approximately \$377,000.00, but the actual valuation is roughly \$350,000.00. He stated staff will be adjusting the budget to reflect the reduced income and will be bringing it to the Board for review at the December 19, 2023 meeting.

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ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 2:04 p.m.

Craig Curry, Chairman

Attest:

Gregory C. Harrell, Clerk

DRAFT

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**Official Minutes of
MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

December 19, 2023

CALL TO ORDER:

The Marion County Board of County Commissioners met as the Marion County Community Redevelopment Agency Board (MCCRAB) in a special session at 1:52 p.m. on Tuesday, December 19, 2023 at the Marion County Governmental Complex located in Ocala, Florida.

ROLL CALL AND PLEDGE OF ALLEGIANCE:

Upon roll call the following members were present: Chairman Michelle Stone, District 5; Commissioner Craig Curry, District 1; and Commissioner Matthew McClain, District 3. Vice-Chairman Kathy Bryant, District 2, and Commissioner Carl Zalak, III, District 4 arrived shortly after the meeting commenced. Also present were County Attorney Matthew G. Minter, County Administrator Mounir Bouyounes, and Assistant County Administrator (ACA) Tracy Straub.

The meeting opened with the Pledge of Allegiance to the Flag of our Country. Commissioner Bryant and Commissioner Zalak arrived at 1:54 p.m.

The Deputy Clerk was in receipt of a 3 page Agenda packet.

1. ADOPT THE FOLLOWING MINUTES: NONE

2. SCHEDULED ITEMS:

- 2.1.** Request Approval to Schedule and Advertise the Marion County Community Redevelopment Agency 2024 Schedule of Meetings – (Budget Impact -Neutral; Advertising Cost Approved in the FY 23/24 Budget)

Senior Planner Chris Rison, Growth Services, presented the following recommendation:

Description/Background: The Board for the Marion County Community Redevelopment Agency (Agency) must meet regularly to maintain the active status of the Agency consistent with §163.330 and §189, Florida Statutes.

A limited meeting schedule is recommended, including meetings for considerations related to the Agency's Silver Springs Community Redevelopment Area (CRA) Budget. The attached recommended 2024 Schedule of Meetings is coordinated with the Board County Commissioners' approved 2024 Schedule of BCC Meetings. This pattern is similar to other local governments in regards to Agency meetings, including the City of Ocala.

Approval of the annual schedule of meetings allows for advance planning and proper notice of meetings at the beginning of each year. The Agency Board maintains flexibility to schedule, cancel, or reschedule any meetings should the need arise.

Budget/Impact: Neutral; advertising cost approved in FY 2023-24 budget.

Recommended Action: Motion to approve the attached 2024 Schedule of Meetings and authorize staff to advertise the Schedule.

Senior Planner Chris Rison, Growth Services, provided an overview of the request to schedule and advertise the MCCRAB 2024 schedule of meetings.

December 19, 2023

A motion was made by Commissioner Bryant, seconded by Commissioner McClain, to approve the attached 2024 Schedule of Meetings and authorize staff to advertise the Schedule. The motion was unanimously approved by the Board (5-0).

3. NEW BUSINESS:

Mr. Rison advised that staff is working to schedule a workshop with the Board to discuss the CRA Master Plan in the near future.

ADJOURN

There being no further business to come before the MCCRAB, the meeting thereupon adjourned at 1:55 p.m.

Michelle Stone, Chairman

Attest:

Gregory C. Harrell, Clerk



Marion County

Community Redevelopment Agency

Agenda Item

File No.: 2024-14796

Agenda Date: 4/16/2024

Agenda No.: 2.1.

SUBJECT:

Request Approval for the Silver Springs Community Redevelopment Area Sign Grant Program (Budget Impact - Neutral)

INITIATOR:

Christopher D. Rison, AICP, FRA-P

DEPARTMENT:

Growth Services

DESCRIPTION/BACKGROUND:

The Marion County Community Redevelopment Agency offers grant programs to support investment for new and existing development in the Silver Springs Community Redevelopment Area. Signage has previously been part of the Façade and Building Improvement Grant Program. To encourage and support signage improvements, a targeted Sign Grant Program is proposed to address on-site advertising signs, on-site wall/awning signs, and on-site wayfinding signs for all properties in the Silver Springs Community Redevelopment Area (CRA). Varied grant amounts are proposed based on the location of a site with higher grant amounts on more significant roadways. Further, the grant will require all funded signs to comply with the Silver Springs CRA Overlay area's sign design standards, even for signs located outside the formal Overlay area, to create a "visual connection" throughout the overall Silver Springs CRA. Maximum grant award amounts will remain subject to available budgeted funds in the "Grants & Aid" line item at the time a grant application is filed.

The proposed roadway segments and grant amounts are summarized below:

1. East Silver Springs Boulevard - from west CRA boundary to Northeast 60th Place
75% or \$15,000, whichever is less.
2. Northeast 58th Avenue - from East Silver Springs Boulevard to Northeast 7th Street 50% or \$8,000, whichever is less.
3. Northeast 55th Avenue - from East Silver Springs Boulevard to Northeast 36th Place 50% or \$8,000, whichever is less.
4. All other CRA roadways 50% or \$3,000, whichever is less.

Staff recommends approval of the Sign Grant Program, the Application, and the supporting information.

BUDGET/IMPACT:

Neutral, funds budgeted.

RECOMMENDED ACTION:

Motion to approve creating the Silver Springs CRA Sign Grant Program, the Application, and the

supporting information.



LEGAL REQUEST MEMORANDUM (LRM)

To: ☐ Matthew Minter, County Attorney ☐ Dana E. Olesky, Chief Asst County Attorney ☐ Elizabeth Alt, Sr Asst County Attorney ☒ Tom Schwartz, Asst County Attorney ☐ William Harris, Asst County Attorney

From: (Name) Rison Christopher (Dept) Planning - 2730
 Last First
 (Title) Senior Planner (Phone) xt. 2624
 Signature [Signature] Date Thursday, October 12, 2023

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for: ☐ New Document ☒ Review & Comment ☐ RESUBMIT LRM No. _____
☐ Approve as to Form ☐ Other

Description of Request

CRA Sign Grant Application and "contract" - this is modeled after our others, and they were modeled on the City's CRA's versions.

For more information or discussion, contact: ☒ Same as above

(Name) _____ (Title) _____ (Phone) _____
 Last First

COMPLETION IS REQUESTED BY: (specific date) _____ ASAP

Please allow for a MINIMUM of five (5) working days from receipt of LRM:

Agenda Item? ☒ Yes ☐ No

Agenda Deadline Date: _____ Agenda Date: Tuesday, October 17, 2023

LRM No. 2023-884 DO NOT COMPLETE - Office of the County Attorney use ONLY

Outcome:

Approved as to form.

Date Received:

Marion County Attorney
 Received:
 10/13/2023

Attorney Signature: [Signature] Date 10/13/23

Staff Signature: [Signature] 10/13/23 Returned: ☒ Department ☐ Admin ☐ Procurement
 Completed

**Marion County Community Redevelopment Agency (Agency)
Silver Springs Community Redevelopment Area (CRA)
Sign Grant Program (Program) Application**

The Agency is authorized to undertake activities to support the redevelopment and improvement of properties. Incentive programs that encourage private investment have proven to be a successful activity to achieve this redevelopment function. The Silver Springs CRA Sign Grant Program (Program) has been created to support targeted investment in the Silver Springs CRA with emphasis on the Overlay area along three roadway segments. The Program addresses key statutorily defined blight conditions that currently exist in the CRA, including vacant or underutilized commercial space and obsolete or substandard facilities, by addressing deteriorating, out-of-date, or out-of-character signage that does not comply with the Silver Springs CRA Overlay standards.

Improving the appearance of signs is one basis of the public's overall impression of the Silver Springs CRA community that plays an important role in marketing Silver Springs as a special place to encourage use, reuse, and patronage of new and existing buildings.

The Program focuses on key roadway segments/areas in the Silver Springs CRA as follows:

- East Silver Springs Boulevard: from the west CRA boundary east to the Northeast 60th Court.
- Northeast 58th Avenue: from East Silver Springs Boulevard south to Northeast Seventh Street.
- Northeast 55th Avenue: from East Silver Springs Boulevard north to Northeast 38th Place.
- All other roadways within the Silver Springs CRA lying outside the Silver Springs CRA Overlay.

The Program follows the same general process and requirements for each roadway segment; however, each area has a specific maximum grant amount. Additionally, all signs are required to comply with the Silver Springs CRA Overlay sign standards, including those sites outside the Overlay.

Only work begun after approval by the Agency will be eligible for a grant. Work in progress or performed before approval will not be eligible for grant funding.

HOW TO GET STARTED

Step 1: Eligible grant area: Verify if your property is in the Silver Springs CRA and which roadway it is located on for eligibility. You may use Marion County's Geographic Information System to identify your property's location click here:

<https://maps.marioncountyfl.org/interactivemap/>

Enter your address or parcel ID to see the property location. If you are unable to locate the property for any reason, please contact CRA staff as noted further below.

Step 2: Once you know if your property is in the eligible area, refer to the Program Summary to learn about:

- Grant Amounts;
- Improvements eligible for a grant;
- Other eligibility requirements of the program.

Step 3: **Contact CRA staff with questions at SilverSpringsCRA@MarionFL.org**

Table of contents

I.	Eligibility and general requirements	3
II.	Application materials	5
III.	Application submittal and review process	6
IV.	Application evaluation	6
V.	Reimbursement	7
	Application form	8
	Scope of work checklist	10
	General conditions	11
	Applicant and owner signature page	12
	Silver Springs CRA Grant Program summary	13

I. Eligibility and general requirements

- (a) Eligible applicants - Applicants for the Program can be either the property owner or tenant. A tenant must provide a signed form from the property owner allowing the tenant to apply for the grant and make the improvements to the property.
- (b) Eligible areas - The property or building must be located within the Silver Springs CRA. **See the Program Summary** on page 13.
- (c) Ineligible properties - The following types of property are **not eligible** without Agency Board approval for participation:
 - 1. Tax delinquent property
 - 2. Property in litigation
 - 3. Property in condemnation or receivership
 - 4. Property or tenants with outstanding financial obligations to the county.
- (d) Ineligible business - See the Program Summary sheet at end of this document for the list of businesses excluded from the grant program. Places of worship and single-family home rental properties are not considered as eligible properties for the purpose of this grant.
- (e) Ineligible work:
 - 1. Grants cannot be used to correct outstanding code violations in an active code enforcement case.
 - 2. Except as noted in the attached Program Summary (pg. 13), routine maintenance procedures or general updates, such as painting or minor repairs to existing materials alone, lighting change-outs, sign panel change outs, etc., will not be eligible for a grant, but may be a component of a larger project. (Routine maintenance is defined as minor work to a building or structure, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the structure or part thereof, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage.) A sign that not comply with the provisions of LDC Section 5.9.3.B(18) when work is completed is not eligible for a grant award.
- (f) Minimum performance: The resulting signage must comply with the provisions of LDC Section 5.9.3.B(18) regarding sign design requirements. Compliance with the provisions of LDC Section 5.9.3.B(18) is required for all signage, including signs located outside the Silver Springs CRA Overlay area. Covered work may include improvements to achieve sign compliance, such as but not limited to sign foundation work. The Silver Springs CRA Overlay's sign guidelines may be found in Marion County Land Development Code Division 5.9.3.B(18). The following is the website link to Division 5.9:
https://library.municode.com/fl/marion_county/codes/land_development_code?nodeId=LADeco_ART5OVZOSPAR_DIV9SISPCOREARSS_S5.9.3SISPCROVSS
- (g) Only the sign project's design, permitting, construction and materials costs are eligible for the Program. Design, permitting, construction and materials costs for any other site related improvements are not eligible for the Program.
- (h) Owners with multiple properties can submit a separate grant application for each

property.

- (i) All work done must be in accordance with the Florida Building Code, Marion County Code of Ordinances, and Marion County Land Development Code (the Codes) and all required permits and inspections must be obtained; no grant award will be made unless and until the funded activities are completed and all final inspection approvals have been obtained for said work.
- (j) Only work begun **after** approval by the Agency will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- (k) Any changes to the approved plan and work element will require a written request from the applicant and approval by the Agency in order to retain eligibility for the grant. Staff will inspect work, following completion of project to confirm outcome as proposed.
- (l) Grants may be subject to cancellation if not completed or significant progress has not been made by the project completion deadline. Requests for extensions will be considered **only** if made **in writing** and progress toward completion has been demonstrated.
- (m) All work must comply with the Program guidelines and be approved by the Agency.
- (n) The contractor(s) and subcontractor(s) must be licensed to work in Marion County. Neither the CRA nor Marion County warrant or assume responsibility for any issues arising between the applicant and its contractor(s) or subcontractor(s).
- (o) Organizations that own property on which property taxes are not collected or that have not contributed to the CRA Tax Increment Financing Fund (TIFF) are eligible to apply for grants; however, properties on which property taxes are collected or have contributed to the TIFF will take priority over those that do not, particularly when ranking for funding is required.
- (p) Applicants will agree that improvements made using these grant funds will stay in place for a minimum of five years. If improvements are replaced or removed within five years, the grant recipient must pay a pro-rata share of the grant proceeds invested in the project for the number of months remaining. For example: if \$15,000 is reimbursed and improvements are replaced or removed during month 33 of the 60 month period the recipient pays the CRA back \$6,750 (calculated as follows: 60 months - 33 months = 27 months remaining; 27 months divided by 60 months = 45%, which is the pro-rata percentage. Multiply the reimbursed amount by the pro-rata percentage to calculate the payback amount (\$15,000 x 45% = \$6,750)). Previous improvements funded by a CRA grant are not eligible for a new grant to alter the improvements within five years of completion, unless the previous grant is paid back as specified above.
- (q) Owners or merchants who are in the contracting business and intend for their company to perform work on their own properties or businesses, must furnish at least two proposals other than their own for the work to be done.
- (r) Owners and merchants (as private individuals) may perform work on their own buildings, as provided by law (contact the Marion County Building Official for determination); however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material cost and the labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay, the employee's social security numbers, etc. Any contract more than \$2,000 is subjected to federal labor standards; therefore, the contractor's employees must be paid the prevailing wage rate.

- (s) The applicant may be required to obtain a building permit for certain types of construction work. Building permit fees are based upon the value of work. Applicants should contact Marion County Building Safety at 352-438-2400, if they are interested in receiving an estimate of those fees, particularly if those fees will be proposed as part of the grant application costs for reimbursement.
- (t) The American with Disabilities Act requires some handicap upgrades when a building permit is required. Please contact Building Safety about possible additional costs and include these in your submittal.
- (u) Any eligible property owners who intend to pursue state or federal tax incentives, or energy rebates should contact the appropriate agency prior to beginning the application process. If a federal historic preservation tax credit is to be pursued, the project must meet all 10 standards of the secretary of the interior's standards for rehabilitation. References to such intentions should be included in the grant application.

II. Application materials

- (a) Application packages must include enough documentation to illustrate the visual impact of the project and its cost. Failure to provide required information may delay the review process or cause the application to be ineligible. The following items are **required** to be submitted:
 - 1. A completed application form.
 - 2. Proof of ownership or option to buy/leasehold agreement for at least five years. If a tenant, the owner's authorization for the specified improvements to be completed must be provided.
 - 3. Color photographs of the existing conditions.
 - 4. Accurate, scaled drawings of the proposed improvements, including color illustrations, and general construction information. Full construction documents do not need to be submitted until the project is approved by the CRA and submitted for permitting.
 - 5. Project schedule.
 - 6. Project budget, showing detailed itemized estimates for all work items. Only design and permitting costs for the sign may be proposed as part of the project. Do not include any design, permitting, or construction costs in the project estimate for other property related improvements.
 - 7. At least three competitive bid proposals from contractors (licensed within Marion County). These proposals should provide a detailed list of the work to be completed, a detailed breakdown of the costs, and the project schedule; failure to provide such information may delay or disqualify an application submittal. Failure to provide three bids may disqualify an application and/or may be subject to a reduced grant award if accepted and approved by the Agency Board.
 - 8. Manufacturer's literature and specifications for sign materials, including colors. Samples of materials may be included or may be requested during the review process.
 - 9. Any other documentation necessary to illustrate the visual impact of the proposed project.
 - 10. Provide proof of property or liability content insurance (as applicable)

11. Demonstrate source of funding and ability to meet the financial obligations of the program. Applicant funding may include a bank loan, line of credit, equity, or any combination thereof. In addition, startup business applicants must also submit a copy of their business plan.

III. Application submittal and review process

- (a) Applications must be submitted to the **Growth Services, ATTN: Christopher Rison, Senior Planner, 2710 E. Silver Springs Blvd., Ocala, FL 34471**, for review and determination of eligibility of improvements. The property owner(s) as well as the applicant must sign the application agreeing to the general conditions, set forth therein.
- (b) CRA and county staff will review, document, and determine if the application meets all eligibility requirements and is sufficiently complete to review. Staff will meet with applicant to review completed application and complete a walk-through of building interior/exterior.
- (c) Applications deemed complete will be reviewed by staff to recommend if the project should receive a grant and if so, recommend the amount of the award. *The Silver Springs CRA Agency Board makes the final determination if a grant is approved.* The determination is based on the evaluation criteria in Section IV – Application Evaluation.
- (d) The CRA will notify the applicant/property owner in writing of award approval. Work cannot begin until applicant has received a written notice from the CRA indicating the grant has been approved.
- (e) If Construction Permits are required, permit applications for work funded by a grant must be submitted to Marion County Building Safety no later than 60 days after receiving the grant approval. One 60-day extension may be granted upon a written request from the property owner.
- (f) Any deviation from the approved plan must be reviewed and approved by the Agency.
- (g) CRA and county staff will review progress during the renovation process.
- (h) Upon completion of work, CRA and county staff will conduct a site inspection to verify compliance with the project application. This walk-through maybe coordinated to take place concurrently with a final inspection conducted by Marion County Building Safety.

IV. Application evaluation

After an application has been deemed to meet all eligibility requirements, the application will be evaluated and a grant may be awarded based on the following criteria.

- (a) Does the proposed project result in a building/structure façade that complies with the Silver Springs CRA façade design guidelines established in the Marion County Land Development Code, section 5.9.3.F(2)(a) and (b).
- (b) What is the ratio of public to private investment?
- (c) If property has received a previous grant for improvements.
- (d) Will the grant result in an improvement that would not be made otherwise?
- (e) What is the number and type of jobs being created? For multi-family residential projects, number and type of units being created.
- (f) What will be the business hours of operation?
- (g) Is this property the company's corporate headquarters?

- (h) Does the business or structure support and/or enhance the eco-tourism focus of the Silver Springs CRA?
- (i) Does the business support and facilitate a pedestrian environment?

V. Reimbursement

- (a) Reimbursement shall be made according to the requirements of the grant program.
- (b) Upon submission of complete documentation, reimbursement will be made to the applicant. Submissions shall include:
 - 1. Copies of the signed contracts with contractors chosen to do the work.
 - 2. Copies of all paid invoices and cancelled checks for all of the work covered by the grant. These must equal at least the required matching amount plus the amount of the grant. Invoices must be marked paid, signed, and dated by the contractors and included appropriate paid received for all labor and materials.
 - 3. Copies of release of lien/lien waivers from all general contractors, subcontractors, and major material suppliers.
 - 4. All necessary federal labor standards materials from contractors.
 - 5. Documentation of the Building Safety Department's Building Permit(s) final inspection and/or certificate of occupancy confirming completion of the planned work.
 - 6. Photographs of the completed project.
 - 7. Active State of Florida business tax certificate, if applicable.
 - 8. IRS W-9 Tax Form for the reimbursement recipient.
- (c) The Agency reserves the right to refuse reimbursement of expenditures in whole or in part for work that:
 - 1. Does not conform to the program guidelines.
 - 2. Does not conform to the proposal(s) submitted with the application and authorized by the Agency.
 - 3. Is not commensurate with the workmanship and costs customary in the industry.
 - 4. Is not completed within the established time frame (typically 6 to 12 months depending on the scope of the project). Since the Agency cannot reserve funds for projects indefinitely, projects may be subject to cancellation if not completed or if significant progress has not been made by the progress deadline. Requests for extensions will be considered only if made in writing and progress toward completion has been determined to be evident.
 - 5. Staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the Agency in order to retain the grant.
- (d) Reimbursement can be expected approximately **6-8 weeks** after all of the following documentation has been submitted, evaluated and verified by staff.
- (e) Projects that have received a grant prior to having secured tenants for rental spaces must have at least partial occupancy before a reimbursement will be processed.

**Marion County Community Redevelopment Agency (Agency)
Silver Springs Community Redevelopment Area (CRA)
Sign Grant Program Application**

This application must be completed in full and all required documentation received in order for this application to be processed.

Project information

Business/Project name: _____

Address: _____

Parcel number: _____

Applicant information

Name: _____

Name of person to receive all correspondence if different from applicant:

Business name (if applicable): _____

Type of business: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: ____ (____) _____ Fax: ____ (____) _____

Email address: _____

Applicant is the _____ property owner or _____ business owner/tenant.

How long has the business been at the current location? _____

If tenant/renter, when does your current lease expire? _____

Property owner information (if different from applicant)

Name: _____

Business name (if applicable): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax: _____

Email address: _____

Project description

If necessary, attach additional sheets addressing the following

Describe the existing or proposed business. _____

Explain the purpose of and need for the proposed improvements. _____

Would the proposed improvements be made without the assistance of the grant program? If not, please explain. _____

Number and types of jobs being created. _____

What will be the business hours of operation? _____

For projects with mixed commercial/residential component or multi-family residential:

1. Number and types of units being created: _____

2. Number and types of units being renovated: _____

(Scope of work/improvements/timeline should clearly indicate the type and extent of work/improvements/timeline and the units subject to each.)

3. If not all units are subject to the work/improvements/timeline, the percentage of all the units that are subject to the work/improvements must also be listed.

Total project costs and timeline schedule

Estimated cost of project based on attached submitted low bid(s). _____

[A minimum of three bids must be obtained and submitted.]

Required: attach itemized bid sheets.

How much funding assistance are you requesting? _____

Anticipated start date: _____

Anticipated completion date: _____

Provide a timeline of improvement/construction milestones. Milestones should be keyed to the itemized work as listed in the bids in order to verify work is progressing as expected to achieve the anticipated completion date. [Attach a separate sheet if needed.]

TASK/ITEM	MILESTONE	DATE

Scope of work checklist

Check all that apply (documentation must correspond to all checked items)		
<input type="checkbox"/>	On-site wayfinding signage [reference LDC Section 5.9.3.B(18)(b)]	
<input type="checkbox"/>	<input type="checkbox"/>	Sign foundation
<input type="checkbox"/>	<input type="checkbox"/>	Sign structure/frame
<input type="checkbox"/>	<input type="checkbox"/>	Sign lighting
<input type="checkbox"/>	<input type="checkbox"/>	Sign electrical
<input type="checkbox"/>	On-site advertising signage [reference LDC Section 5.9.3.B(18)(c)]	
<input type="checkbox"/>	<input type="checkbox"/>	Sign foundation
<input type="checkbox"/>	<input type="checkbox"/>	Sign structure/frame
<input type="checkbox"/>	<input type="checkbox"/>	Sign lighting
<input type="checkbox"/>	<input type="checkbox"/>	Sign electrical
<input type="checkbox"/>	On-site wall/awning signage [reference LDC Section 5.9.3.B(18)(d)]	
<input type="checkbox"/>	<input type="checkbox"/>	Sign wall/structure mounting
<input type="checkbox"/>	<input type="checkbox"/>	Sign lighting
<input type="checkbox"/>	<input type="checkbox"/>	Sign electrical

General conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that the applicant will not seek to hold the CRA, Marion County, CRA Agency Board, Marion County Board of County Commissioners and/or its agents, employees, board members, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the program.

It is expressly understood and agreed that the applicant will hold harmless the CRA, county, its agents, officers, employees and attorneys for all costs incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending any document (such as an environmental impact report, specific plan, or general plan amendment) if made necessary by said proceeding and if the applicant desires to pursue such approvals and/or clearances, after initiation of the proceeding, which are conditioned on the approval of these documents.

The applicant authorizes the CRA and/or Marion County to promote any approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in CRA or Marion county materials and press releases.

If the applicant fails to perform the work approved, the CRA and/or county reserves the right to cancel the grant. The applicant also understands that any work started/completed before the application is approved is done at their own risk, and that such work will jeopardize their grant award.

Completion of this application by the applicant **does not** guarantee that grant monies will be awarded to the applicant.

Applicant

I, the undersigned business owner/tenant of the building located at [print physical address]

have read and understand the terms and conditions of the program. I agree to the terms and conditions outlined in the application process and guidelines of the program.

Signature: _____ Date: _____

Print name: _____

Property owner approval for tenant applicant

I, the undersigned owner/agent of the building located at [print physical address]:

_____,

on parcel identification number (Print PID#) _____,

have read and understand the terms and conditions of the program and agree to the general conditions and terms outlined in the application process and guidelines of the program. I give my consent to the applicant to move forward with improvements on the building as outlined in the scope of work section of this application.

Signature: _____ Date: _____

Printed name: _____

Title: _____

Corporate name: _____

Property information – *For staff use only*

CIRCLE ONE

Is the property assessed Marion County property taxes? Y / N

Are property taxes paid up to date? Y / N

Is the property in condemnation or receivership? Y / N

Is there an active county code enforcement case on the property? Y / N

Is the building on the National Register of Historic Places registry? Y / N

**Marion County Community Redevelopment Agency
Silver Springs Community Redevelopment Area (CRA)
Advertising Sign Grant Program Summary**

Eligible area and road segments	Silver Springs CRA		
	#	Roadway	Segment
	1	East Silver Springs Boulevard	West CRA boundary to NE 60 th Court
	2	Northeast 58th Avenue	East Silver Springs Boulevard to Northeast Seventh Street
	3	Northeast 55th Avenue	East Silver Springs Boulevard to Northeast 36th Place
	4	All CRA other roadways	All other roadways located within the Silver Springs CRA
Road segment maximum grant ratio / match and maximum grant amount	Maximum grant funding (whichever is less)		
	Roadway Segment	Expense / Cost ratio	Amount
	1	75% / 1:1	\$15,000
	2	50% / 1:1	\$8,000
	3	50% / 1:1	\$8,000
	4	50% / 1:1	\$3,000
	The Silver Springs CRA provides for a general pool of funding for authorized grant programs. Funds are available on a first come basis and are subject to obtaining final approval from the Marion County Community Redevelopment Agency's Agency Board. The submission of grant applications is encouraged.		
Eligible businesses	New and existing businesses such as retail, office, industrial, general business and nonprofit organizations, and/or multiple-family residential properties.		
Eligible applicant	Property owner or business owner for on-site signs (not for off-site signs and/or billboards).		
Eligible building type	New or existing commercial, industrial, multiple-family, or institutional business/buildings.		
Eligible property type	Taxable ad valorem properties only. Properties must be in one of the following zoning districts: <u>B-1, B-2, B-4, B-5, M-1, M-2, or R-3</u> (provided the R-3 property is a multiple-family, site-built structure of three dwelling units or more).		
Ineligible properties	Tax delinquent property; property in litigation, condemnation or receivership; property or tenants with outstanding financial obligations to Marion County require the board's approval.		
Eligible work	<u>Priority work elements include:</u> <ol style="list-style-type: none"> 1. On-site advertising signs 2. On-site wall/awning signs 3. On-site wayfinding signs 4. Demolition/retrofit work related to the replacement/upgrade of a new sign(s). Demolition of former/old signage not being replaced may be considered under a separate CRA grant program; please contact staff for additional details. 		
Ineligible work	<ol style="list-style-type: none"> 1. Only work begun after approval by the agency board will be eligible for a grant. Work in progress or performed before approval will not be eligible. 2. Grant cannot be used to correct outstanding code violations in an active code enforcement case. 3. Routine maintenance procedures, such as lighting change-outs, sign-face change-outs, painting or minor repairs to existing materials alone, are not eligible for a grant but may be eligible as a component of a larger project. 		
Minimum grant performance	Resulting improved structures must comply with the provisions of LDC Section 5.9.3.B(18) upon the completion and final inspection of all work.		
Design guidelines	See LDC Section 5.9.3.B(18).		

Ineligible businesses	<p>The following business do not conform to the vision for the Silver Spring CRA and community plan and as such are not eligible for the grant.</p> <ol style="list-style-type: none"> 1. Adult-oriented businesses. 2. Tattoo parlors/shops. 3. Bail/Bonds. 4. Check-cashing service. 5. Pawn shops. 6. Bars; bars as part of restaurant are permissible but restaurant must be the primary business pursuant to Florida Statutes 7. Electronic or vapor cigarette store 8. Medical marijuana dispensary as a single-use site or single-use storefront 9. Internet/gaming arcades; however, businesses that may include a video/game arcade for minors as an accessory use for their business (e.g., hotel) will be eligible, subject to approval by the Agency Board. 10. Residential treatment centers and/or transitional housing facilities, 11. Mini-storage facilities.
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