



AGENDA

MINNEOLA COMMUNITY REDEVELOPMENT AGENCY MEETING

800 N Highway 27

September 15, 2026

**Immediately Following the Budget Hearing
Beginning at 6:30 P.M.**

I. CALL TO ORDER

II. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

The Minneola City Council will hear questions, comments, and concerns from the public. Action may not be taken by the city council at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Minneola's Public Participation Policy adopted by Resolution 2013-19, members of the public shall be given a reasonable opportunity to be heard on propositions before the city council. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the city council addresses such items during this meeting.

Pursuant to Resolution 2013-19, public comments are generally limited to three minutes.

IV. CITY MANAGER'S CONSENT AGENDA

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| Item 1. Community Redevelopment Agency Meeting Minutes - September 1, 2026 | Consider a Request to Approve the Minutes from the September 1, 2026 Community Redevelopment Agency Meeting. |
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V. COUNCIL DISCUSSION & ACTION ITEMS

- | | |
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| Item 2. Downtown CRA Improvement Grant | Consider a Request to Approve of Revisions to the Downtown CRA Small Business Improvement Grant Program. |
| Item 3. Resolution 2026-20 - CRA Final Budget | A Resolution of the City of Minneola Community Redevelopment Agency, Adopting the Final Budget for the City of |

Minneola Community Redevelopment
Agency for the Fiscal Year 2026-2027;
Providing for an Effective Date.

VI. FINAL PUBLIC COMMENTS

Note: Pursuant to F.S. 286.0114 and the City of Minneola's Public Participation Policy adopted by Resolution 2013-19, members of the public shall be given a reasonable opportunity to be heard on propositions before the city council. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the city council addresses such items during this meeting. Pursuant to Resolution 2013-19, public comments are generally limited to three minutes.



AGENDA SUMMARY

Community Redevelopment Agency Meeting
September 15, 2026

Agenda Item: 1.

Subject Title: Community Redevelopment Agency Meeting Minutes - September 1, 2026

Objective:

Consider a Request to Approve the Minutes from the September 1, 2026 Community Redevelopment Agency Meeting.

Summary:

Exhibits:

None

Options:

Fiscal Impact:

Staff Recommendation:



AGENDA SUMMARY
Community Redevelopment Agency
September 15, 2026

Agenda Item: 2.

Subject Title: Downtown CRA Improvement Grant

Objective:

Consider a Request to Approve of Revisions to the Downtown CRA Small Business Improvement Grant Program.

Summary:

On March 17, 2026 City Council and the Community Redevelopment Board voted to activate a Downtown CRA Small Business Improvement Reimbursement Grant. The Grant is designed to assist small businesses in the Downtown CRA District of Minneola with funding for external property improvements. The program aims to enhance the visual and aesthetic appeal of properties, bring them up to current code standards, and increase property values, while supporting small businesses that contribute to the economic vitality of the area.

Key Features of the Program:

Funding: Grants of up to \$5,000.00 per property. Revised not to require matching funding. Special approval is required for amounts exceeding \$5,000.

Eligible Improvements: Removal of nonconforming signs, installation of code compliant signs, ADA modifications, and visual treatments that conform to city codes. City Council added stump removal and landscape replacement for landscape damage by storms.

Ineligible Improvements: Other landscaping, irrigation, internal repairs, new construction, and work done by the property owner.

Process: Applications are reviewed on a first-come, first-served basis. Funds are reimbursed after project completion, inspection, and submission of paid invoices.

This program aligns with the City's goals of utilizing property taxes within CRA areas to preserve and enhance properties, support small business, and improve the visual appeal of the downtown area.

Exhibits:

1. DOWNTOWN CRA IMPROVEMENT GRANT 2026 Revised

Options:

1. Approve the Guidelines as presented.
- 2., Approve the Guidelines with conditions.
3. Postpone the decision.
4. Deny approval of the Guidelines.

Fiscal Impact:

Undetermined.

P & Z Recommendation:

N/A

Staff Recommendation:

Staff recommends approval

DOWNTOWN CRA SMALL BUSINESS IMPROVEMENT REIMBURSEMENT GRANT

The purpose of the Downtown CRA Small Business Improvement Reimbursement Grant is to assist small businesses in the Downtown CRA with funding external improvements to their property to further the purposes of the Downtown Community Redevelopment Plan by improving the visual and aesthetic appearance of property and structures located in the CRA and to help bring them up to current code standards. Most Grants are for up to \$5,000.00 per property. Amounts over \$5,000.00 will require special approval and may require additional documentation or conditions before approval. Any grants will require the owner to retain the property for ten years after the funds are dispersed. If owner sells the property before the ten years is up, they must repay the grant to the City.

Applications will be accepted on a first-come, first-served basis until funds are depleted. Improvements may include but are not limited to: removal of non-conforming signs, installation of code conforming signs, removal of billboards, Landscaping restoration, such as removal of unsightly tree stumps, visual treatment improvements that conform with City Code, and ADA modifications. Improvements may not include: Landscaping, sod or irrigation; internal repairs or improvements, improvements required for the re-occupation of the property, building permits.

Money will be awarded after the work is complete, has been inspected, and copies of all receipts for materials/and or work completed marked "Paid in Full" are submitted. Materials must be new and work and materials must be purchased from a licensed provider. Work done by owner will not be reimbursed for labor. New construction will not be funded. Work done must meet City Code and Florida Building Code Standards. The grant amount shall in no event exceed \$5,000.00 per property unless prior approval has been granted. The applicant must pay any costs over and above the grant amount. Owner must agree to continue to maintain any improvements funded. **ANY COSTS FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY WORK UNTIL AFTER FINAL APPROVAL BY THE CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.**

Eligibility Requirements

Property must be located within the City of Minneola Downtown CRA District, be zoned Business District (B-1), Industrial District (I-1), Public Facilities/Institutional District (P), or Office/Residential District (OR), be an allowed use for that zoning, and be currently occupied. Unless the property is being used for a non or not for profit use, Grants will only be awarded for eligible properties that pay ad valorem taxes.

- Applications must be for on an existing site.
- All business owner applicants must be a small business as defined by the U.S. Small Business Administration.

- All existing business owner applicants must possess a current city of Minneola Business Tax Receipt.
- All applicants must be current with state and local taxes and not have any outstanding tax liens imposed against any property.
- All applicants (business and property owner) must not have outstanding code enforcement violations or liens.
- Uses must be permitted uses in Business District (B-1), Industrial District (I-1), Public Facilities/Institutional District (P), or Office/Residential District (OR) zoning in the Land Development Code of the City of Minneola unless prohibited in the Downtown CRA per Ordinance 2024-09 passed April 2, 2024. Grants for Office Residential zoning will only be allowed if there is a Special Exception Commercial Use permitted and active on the property.
- All permits required (Zoning Clearance, Sign Permit, Building Permit, etc.) must be obtained before any work is started. Permitting fees are not reimbursable.

Ineligible Businesses

- National Franchises
- Home Businesses
- Residential Property
- Tattoo Parlors
- Body Piercing or Body Art Shops
- Businesses prohibited in the Downtown CRA by Ordinance 2024-09
- Any business without a current Business Tax Receipt
- Any property with outstanding code enforcement violations or liens
- Any property that is not current with state and local taxes, and/or has any outstanding tax lien(s) against the property
- Any business or commercial property or office residential property with outstanding debt to the City.

Documentation

The grant application must be completed and submitted to the Downtown CRA with the following additional items:

- Photographs of the existing property and the proposed project area.
- Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials, colors (if applicable), and methods to be used, depending on the proposed project (sign replacement, new brick, stucco, non-conforming sign removal, etc.)
- Project schedule. **Please note:** All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the Downtown CRA and any City of Minneola building permit issuance. Incomplete projects or projects not completed by the completion date will not receive grant funds. If a building permit is required, reimbursement will not occur until CO is issued.

DOWNTOWN CRA SMALL BUSINESS IMPROVEMENT REIMBURSEMENT GRANT APPLICATION

Business Name _____

Business Address _____

Type of Business _____

Owner Name _____

Owner Address _____

Telephone _____ email _____

Amount of Grant Request _____

If the business is a partnership, attach a sheet listing the name, address, telephone number and email of each partner. If business is a corporation attach a sheet listing name, address, telephone number and email of each shareholder and officer who owns any portion of the corporate stock. If business is a non or not for profit, list authorized agent.

Project Type

☐ Facade ☐ Signage ☐ Painting ☐ Windows ☐ Doors ☐ Lighting ☐ Awnings/Canopies

☐ Parking Resurfacing ☐ Other _____

Please provide a brief description of the planned external improvement: (attach sheets as necessary). Include any drawings or renderings of planned improvements. Include description of materials, colors, etc.

Provide a timeline for the project.

Attach at least 3 photos of the building exterior in its current condition.

Please provide cost estimates for the improvements.

Attach an itemized listing of costs or estimates from a minimum of 3 licensed contractors.

Acknowledgement Form

Please read and initial all of the following:

_____The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.

_____The undersigned applicant acknowledges that the grant application must receive approval by the community Redevelopment Agency before any construction can commence. No grants will be awarded on an application if work has been started or completed.

_____The undersigned applicant acknowledges that they will be required to obtain proper permitting through the Planning and Building Departments before any application will receive an “approved” grant award. This includes any changes required to obtain a building permit. Variances, Special Exceptions, Conditional Use Permits, and zoning change requests must be handled prior to award approval.

_____The undersigned acknowledges that “cash receipts” submitted for reimbursement will not be accepted due to auditing requirements – NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request and Affidavit of Construction Completion. Labor provided for by the owner is not eligible for reimbursement.

_____Only properties located within the Downtown CRA zoned B-1, I-1 or Office Residential are eligible for this grant. Grants for Office Residential zoning will only be allowed if there is a Special Exception Commercial Use permitted and active on the property.

_____Only exterior improvements that meet code and can be seen from the public street front will be considered for funding. No landscaping or irrigation other than landscape restoration shall be eligible. No sod replacement is eligible.

_____Any improvements made prior to approval will be ineligible for funding.

_____All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

_____All projects must be completed within 120 days (4 months) or by the contracted date. In the event an extension is needed beyond the timeframe set, the Grant recipient must petition the Community Redevelopment Agency for approval documenting the reason for delay. If an extension is not approved, the grant funds will be reallocated. No structure will be eligible for a grant within 5 years of the approval of a previous grant.

_____The Community Redevelopment Agency shall disburse funds to the grant recipient only upon demonstration that the work has been completed and if required a CO

has been issued by the building department.

_____The Downtown CRA will fund up to a maximum of \$5,000.00 of the project unless otherwise approved by the CRA at application.

_____The Community Redevelopment Agency shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

_____The owner must retain the property for no less than ten years after the grant funds are dispersed. If the property is sold before the ten years is up, the owner agrees to reimburse the City the total amount of the grant.

If my project is funded, I agree to abide by all of the terms of the grant program.

Owner or Authorized Agent of _____

Witness

Witness

Witness Name

Witness Name

Witness Address

Witness Address

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me ____Physical Presence or ____Online on this ____day of 2026 by _____ who is ____Personally Known ____or Produced Identification. Type of Identification Produced _____

Signature of Acknowledger

Acknowledger Name

Serial Number

My Commission Expires



AGENDA SUMMARY

Community Redevelopment Agency Meeting
September 15, 2026

Agenda Item: 3.

Subject Title: Resolution 2026-20 - CRA Final Budget

Objective:

A Resolution of the City of Minneola Community Redevelopment Agency, Adopting the Final Budget for the City of Minneola Community Redevelopment Agency for the Fiscal Year 2026-2027; Providing for an Effective Date.

Summary:

Exhibits:

1. RESOLUTION 2026-20 CRA Final Budget

Options:

1. Approve the resolution as presented.
2. Approve the resolution with modifications.
3. Deny the resolution.

Fiscal Impact:

Staff Recommendation:

Staff recommends approval of the resolution as presented.

RESOLUTION 2026-20

A RESOLUTION OF THE CITY OF MINNEOLA COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF MINNEOLA COMMUNITY REDEVELOPMENT AGENCY FOR THE FISCAL YEAR 2026-2027; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the governing body of the City of Minneola Community Redevelopment Agency (the CRA) met at a duly noticed meeting held on September 10, 2026 to consider adopting the budget for the CRA; and

WHEREAS, the governing board of the CRA desires to adopt its budget for fiscal year 2026-2027 and make a recommendation to the City Council that such budget should also be approved by the City Council; and

WHEREAS, the governing body of the CRA accordingly desires to pass this Resolution 2026-20 to do so.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MINNEOLA COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:

Section 1. The City of Minneola Community Redevelopment Agency does hereby ratify and adopt the final budget for the CRA for the 2026-2027 fiscal year attached hereto as Exhibit “A”.

Section 2. The City of Minneola Community Redevelopment Agency hereby makes a recommendation that the City of Minneola City Council approve the final budget for the CRA for fiscal year 2026-2027.

Section 3. This Resolution shall become effective immediately upon passage.

PASSED AND RESOLVED this 15th day of September, 2026, by the City of Minneola Community Redevelopment Agency.

Pam Serviss, Mayor

ATTEST:

Kristine Thompson, City Clerk