



CITY OF DELAND
REGULAR MEETING OF THE DOWNTOWN COMMUNITY
REDEVELOPMENT AGENCY
MAY 1, 2023 AT 6:45 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE

AGENDA

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Consideration re Façade Improvement Grant within the Downtown CRA at 200 North Woodland Boulevard.

Staff recommends that the Downtown CRA approve the grant request for \$5,000 conditional upon the issuance of a Certificate of Appropriateness.

ADJOURNMENT

The City of DeLand may take action on any matter during this meeting, including items that are not set forth within this agenda.

Public participation is encouraged on any matter on the agenda. If you desire to be recognized by the Mayor, please fill out a Speaker's Card and present it to the City Clerk.

Minutes of the DeLand Downtown Community Redevelopment Agency meetings are not transcribed verbatim. If any person decides to appeal a decision made by the CRA with respect to any matter considered at a public meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made by a court reporter, at the person's own expense.

In accordance with the American Disabilities Act, persons needing special accommodation in order to participate in the proceedings should notify the City Clerk's Office at least 48 hours in advance of the meeting: 626-7132.

Assisted Listening System receivers are available for the hearing impaired, and can be obtained from the City Clerk.

If you wish to obtain information regarding the CRA's Agenda, please call the City Clerk's Office: 626-7132.

We respectfully request that all pagers and cell phones be turned OFF during CRA meetings.

CITY OF DELAND
Request for Commission Action
May 1, 2023

SUBJECT: Consideration re Façade Improvement Grant within the Downtown CRA at 200 North Woodland Boulevard.

DEPARTMENT: Community Development

PREPARED BY: Rick Werbiskis, Community Dev. Director

ATTACHMENTS: 200 N. Woodland

APPROVED BY: Michael Pleus, City Manager, April 25, 2023

SUMMARY/HIGHLIGHT:

The owner of property located at 200 N. Woodland Boulevard has applied for a CRA Facade Grant for outdoor exterior improvements in the amount of \$5,000. The project involves the repair and painting of the stucco facade at an estimated cost of \$9,850.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

Preserving "Sense of Community" as a key asset

SUSTAINABILITY:

N/A

FISCAL IMPACT:

There is currently a balance of \$60,000 in the reserve for Downtown CRA Grants.

RECOMMENDATION:

Staff recommends that the Downtown CRA approve the grant request for \$5,000 conditional upon the issuance of a Certificate of Appropriateness.

BACKGROUND/DISCUSSION:

The applicant is a long-time downtown housing complex at 200 N. Woodland Boulevard and is repairing and replacing all cracked exterior stucco on the building. The applicant is undertaking a substantial investment in exterior renovations in accordance with the grant's eligible improvements category.

DOWNTOWN DELAND

FACADE IMPROVEMENT PROGRAM

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements vital to creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of DeLand Community Redevelopment Agency has created a Façade Grant program that is designed to assist businesses in rehabilitating store fronts and publicly visible sides of buildings. This program is available to commercial properties within the downtown tax increment district. Matching Grants are available to downtown businesses or property owners for refurbishing publicly visible facades of buildings. Eligible projects may receive grant awards of up to 75% of total project cost as a reimbursement for expenditures, with no single grant exceeding \$5,000. Only one grant may be used for a specific project. The grant program will be administered by the MainStreet DeLand Association. The MainStreet staff will assist applicants through the grant process; however, it is the applicant's responsibility to meet the requirements of the grant program and all applicable City regulations.

PLEASE NOTE: It is the expectation that all awarded grant projects will be completed with all documentation specified as necessary for payment submitted to the City of DeLand no later than September 30 of the year of the grant award.

Attached are the following forms:

- A. Façade grant instructions
- B. Permit Requirements
- C. Architectural Guidelines
- D. Facade Grant Application
- E. Facade Grant Contract

MAINSTREET DELAND ASSOCIATION

100 N. Woodland Boulevard, Suite 4

(386) 738-0649 MainStreetDeLand.org

Call now for an appointment with a MainStreet Representative to discuss your project.

FACADE GRANT INSTRUCTIONS

Name of owner or lessee JOHELEN LLC
Address 200 N. Woodland Blvd DeLand FL 32720
Phone: 407 212 - 0621 FAX:
E-Mail JOHELENLLC@gmail.com
Building Owner if different from lessee Stasia Paszkiewicz

1. Applicant (owner/lessee) contacts MainStreet DeLand Association (MSDA) for a Grant Application. If the applicant is the lessee, written consent of the owner must be attached to the application.
2. MSDA representative reviews the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. Photographs, clearly showing existing conditions.
 - b. Detailed drawing, to approximate scale, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Sample of colors to be used on facade and signs.
 - e. Project budget, showing estimates of all work items. (Copies of previously accepted Grant applications will be available to owners to be used as examples.)
4. MSDA representative meets with applicant to review the grant application prior to submission.
5. MSDA will then collect and review applications to insure all required documents are present and applications are complete.
6. MSDA will then forward the applications to designated City staff for preliminary review of building regulations, planning and historic preservation compliance.
7. After sign-off by City staff the grant applications deemed as compliant will be returned the MSDA for review and recommendation by the MSDA Design and Grant Review Committee.

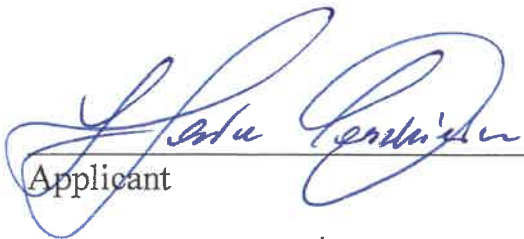
NOTE: Any grant applications flagged by City staff as problematic will be returned to the MSDA with comments from City staff attached. City staff and MSDA representatives will then meet to attempt to resolve any issues or concerns with a grant application.
8. MSDA Grant Committee meets to review the pre-screened project and if necessary makes recommendations for any necessary changes.
9. Upon approval by MSDA the grant requests are submitted to the CRA for review and approval.
10. MSDA informs applicant of funding decisions.
11. When approved by CRA, MSDA representative reviews the contract with the applicant and applicant obtains required signatures.
12. Applicant/Contractor presents final plans to the City building department for review of building regulations and historic preservation compliance.

Note: Any unapproved deviation from approved proposal will void any grant funding.

FACADE GRANT INSTRUCTIONS (continued)

13. Building department issues building permit.
14. Project work commences within 45 days of obtaining a building permit.
15. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant
16. Applicant provides MSDA with documentation of project, permits, certificate of completion, canceled checks or paid receipts and makes a request for reimbursement.
17. MSDA inspects project to determine compliance with guidelines and issues a request to the City representative for reimbursement to the owner/lessee.

I have read and understand these instructions


Applicant

2.9.2023
Date


Witness

2-9-2023
Date

FACADE GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7007.

Owner may act as their own contractor, but they will still need a building permit.

PERMITS WHICH MUST BE OBTAINED:

Electrical
Awnings
Signage
Renovation – Structural Renovation or Structural Aesthetic Changes

If grantee is in the Historic District paint colors must be approved by the City Historical Resource Coordinator Ph: 386-626-7013.

Note:

- Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc.
- Owner/grantee must comply with all relevant requirements.
- Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____

Applicant

Date: _____

2.10.23

ARCHITECTURAL GUIDELINES

1. The criteria utilized by the MainStreet DeLand Grant Committee will be based on the United States Secretary of the Interior's Standards of Historic Rehabilitation, and standards and guidelines adopted by the DeLand Historic Preservation Board and the MainStreet DeLand Association.
2. Changes to the facades of the buildings will not remove, alter, damage, or cover up significant architectural features of the building which are original or which reflect a major alteration or addition that has historic architectural value in its own right, or which help create a unified and attractive appearance to the building.
3. Changes to the facades of the buildings will either: a) partially or fully restore to the original appearance of the building based on actual evidence, including photographs, and written documentation, or b) represent a modern treatment which blends into and is compatible with the building and adjoining buildings or c) restore to an appearance consistent with the historic district.
4. Colors harmonious with the historic character of DeLand, as set by the DeLand Historic Preservation Board, are required. These colors may be seen at the City Building Department.
5. The size, color, and shape of all signs shall compliment the building, add to the historic character of the area and meet all applicable city regulations and guidelines.
6. Removal of paint or other coatings on building exteriors shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.
7. General building maintenance is not eligible under this program.
8. No building that is subject to Code Enforcement action is eligible.

GRANT AWARD CRITERIA

1. Removal of non-historical facades and signs.
2. Installation or rehabilitation of doors and windows.
3. Installation or rehabilitation of signs/canopies.
4. Painting.
5. Non-Repeat location within five years.

FAÇADE GRANT APPLICATION

Project: CREMA House
Applicant/owner: Name: Johelen LLC
Mailing Address: P.O. Box 1895 Mt. Dora, FL 32756
Property Address: 200 N. Woodland Blvd. Deland
E-Mail Address: JohelenLLC@gmail.com
Daytime Phone: 407 212 0621 FAX #:
Type of Facade Improvement Planned:
Estimated Cost of Project: \$ ~~5000~~ 9,850 Amount Requested \$ 5000

(Maximum grant \$5,000; cannot be more than 75% of project cost)

I am applying for a "GREEN" project supplement and agree to provide proper documentation to demonstrate that I have complied with the supplement requirements. YES ☐ NO ☐

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on facade and signs, if applicable.
4. Project budget with contractor estimates.

AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the MainStreet Grant Committee and comply with the following:

1. Facade grants apply only to those commercial structures and buildings within the designated Downtown CRA.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city BEFORE beginning any work. No reimbursements will be received without the proper permits before work begins.
4. Project work must begin 45 days after permits are obtained.
5. Monies are for exterior improvements only and will be reimbursed upon completion and verification of work. (Any changes made to the facade that have not been approved by the MainStreet Grant Committee will not be funded.)

Note: Any unapproved deviation from the approved proposal will void any grant funding.

6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Grant Permit Requirements on Application)

SIGNED: _____

Applicant

Date: _____

2.9.2023

OPERA HOUSE BUILDING

**REPAIRS AND REPLACEMENT OF CRACKED STUCCO FROM RICH AVE SIDE PLUS REPAINT OF
THE WHOLE BUILDING**





Mazur Painting Inc

Phone: (352) 777- 0096. Email: mazurpainting@yahoo.com

PROPOSAL AND CONTRACT

NAME: Mrs. Paszkiewics	JOB NAME: Woodland Building
ADDRESS:	JOB ADDRESS: 200 North Woodland Blvd Deland, FL 32720

We hereby submit specifications and estimate for:

- Pressure washing the back of the building (east side)
- Caulking all holes and cracks where needed with elastomeric patch
- Priming all exposed wood with oil base primer
- ~~Painting the fascia, walls, and trim on entire back of the building (east side), applying one coat of sealer and one coat of SW Latitude Satin finish~~
- Priming metal ac balconies and applying two coats of SW Pro Industrial DTM satin finish paint
- Lift rental included in price

TOTAL: \$11,750.00

- Pressure washing the left side of the building (south side)
- Caulking all holes and cracks where needed with elastomeric patch
- Fixing Stucco patch area, removing bad stucco and applying new stucco to area
- ~~Priming all exposed wood with oil base primer~~
- Painting the fascia, walls, and trim on entire left side of the building (south side), applying one coat of sealer and one coat of SW Latitude Satin finish
- Lift rental included in price

*Grant application
based on this quote* TOTAL: \$9,850.00

- Pressure washing the right side of the building (north side)
- Caulking all holes and cracks where needed with elastomeric patch
- Priming all exposed wood with oil base primer
- Painting the fascia, walls, and trim on entire right side of the building (north side), applying one coat of sealer and one coat of SW Latitude Satin finish
- Lift rental included in price

TOTAL: \$8,800.00

- Pressure washing the front side of the building (west side)
- ~~Caulking all holes and cracks where needed with elastomeric patch~~
- Priming all exposed wood with oil base primer

- Painting the fascia, walls, and trim on entire front side of the building(west side), applying one coat of sealer and one coat of SW Latitude Satin finish
- Lift rental included in price
-

TOTAL: \$8,200.00

*The estimated cost is based on the aforementioned scope. Any changes that affect the scope of work may require additional costs.

We hereby propose to furnish labor and materials – complete in accordance with the above specifications for the sum of (\$38,600.00). Cash and check are accepted.

One third of the total (\$12,800.00) will be due upon acceptance of the proposal. The balance is to be paid when the labor is completed and all above specifications have been met.

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner per standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accident or delays beyond our control. This proposal is subject to acceptance within thirty days and is void at the option of the undersigned.

David Mazur

February 7, 2023
Date

Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Signature: _____

Date: _____