



## **APOPKA COMMUNITY REDEVELOPMENT AGENCY AGENDA**

**April 15, 2026 6:00 PM**

**Apopka City Hall Commission Chambers**

**APOPKA CITY COUNCIL MEETING WILL BE LIVE-STREAMED ON YOUTUBE. TO WATCH, PLEASE VISIT:**

<https://www.youtube.com/CityofApopkaFL>

### **CALL TO ORDER**

### **INVOCATION**

### **PLEDGE**

### **APPROVAL OF MINUTES**

1. **Approval of CRA Meeting Minutes of 01-21-26.**

### **PUBLIC COMMENT PERIOD**

The Public Comment Period is for City-related matters that are not on today's Agenda as business items or public hearings. If you are here to speak for a matter that requires a public hearing, please wait for that item to come up on the agenda. The Public Comment period will be held to a total of thirty (30) minutes. Each speaker will be given three (3) minutes to speak. If you are here for the Public Comment Period, please fill out a GREEN Intent to Speak Form and provide it to the City Clerk prior to the start of the meeting. When the Mayor calls for Public Comment Period, the City Clerk will read the submitted GREEN Intent to Speak Forms in the order they were received. Should a large number of citizens submit public comment period speaker cards, the speaking time per citizen may be reduced to a minimum of two (2) minutes per speaker, to give as many citizens an opportunity to speak as possible during the Public Comment Period. Groups of citizens who wish to speak on the same item or concern may elect a spokesperson to speak on their behalf, in which case an additional one (1) minute will be given to the spokesperson's time per citizen, up to six (6) minutes total. Citizens wishing to elect a spokesperson must be present during the public comment period, indicate the spokesperson on their Intent to Speak forms, and submit their forms together to the City Clerk. If you wish to speak on one of the business items or public hearing items, please fill out a WHITE Intent to Speak Form and provide it to the City Clerk prior to the start of the meeting. Once the item has been presented, the Mayor will call for Public Comment on that specific item. At that time, the City Clerk will read the submitted WHITE Intent to Speak Forms for the current item, in the order they were received. Each speaker will be given three (3) minutes to speak. Please refer to Resolution No. 2025-19 for further information regarding Public Participation Policy & Procedures for addressing the City Council.

### **PRESENTATION**

1. **Introduction of Inderjeet Singh, Indian Bistro Restaurant**  
Presented by: Antranette Forbes, Economic Development Director

### **NEW BUSINESS**

1. **Purchase of 205 East 8th Street**
2. **Update to Existing Assistance Programs**
3. **Community Redevelopment Agency (CRA) Annual Comprehensive Financial Report for Fiscal Year Ended September 30, 2025 from Mauldin and Jenkins, LLC.**  
Presented by: Blanche Sherman, Finance Director

### **OLD BUSINESS**

1. **Discussion of New, Proposed Incentive Programs**

**ADJOURNMENT**

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (407) 703-1704. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Community Redevelopment Agency with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any opening invocation that is offered before the official start of the Community Redevelopment Agency meeting shall be the voluntary offering of a private person, to and for the benefit of the Community Redevelopment Agency meeting. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Community Redevelopment Agency meeting or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the Community Redevelopment Agency meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Commission Chambers or exit the City Commission Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

## **CITY OF APOPKA MINUTES**

Minutes of the City of Apopka Community Redevelopment Agency (CRA) Meeting held on January 21, 2026 at 6:00 PM, in the City of Apopka Council Chambers.

### **CALL TO ORDER**

#### **ROLL CALL:**

- Chairman Bryan Nelson
- Member Diane Velazquez
- Member Nick Nesta
- Member Alexander Smith
- Member Nadia Anderson
- Member John Drago
- Attorney Andrew Hand

#### **APPROVAL OF MINUTES**

1. CRA meeting minutes of November 5, 2025.

**MOTION by Member Drago and seconded by Member Anderson to approve the CRA minutes of November 5, 2025 as presented.**

**Motion carried unanimously with Chair Nelson, and Members Velazquez, Nesta, Smith, Anderson, and Drago voting aye.**

#### **PUBLIC COMMENT**

**Chairman Nelson** opened the Public Period. There being no one who wished to speak, **Chairman Nelson** closed the Public Period.

#### **PRESENTATION**

#### **NEW BUSINESS (ACTION ITEMS)**

1. Request by Davis Lodge LLC regarding FRAP Application 2025-09  
Presented by: Antranette Forbes, Economic Development Director

**Chairman Nelson** opened public comment period. Public comment was given as follows:

- **Leroy Bell** – Being fair to all residents being awarded.

There being no one else who wished to speak, **Chairman Nelson** closed the Public Period.

**MOTION by Member Nesta and seconded by Member Velazquez to update the program to reflect the change in times and have them resubmit a fully perfected application from there.**

**Motion carried unanimously with Chair Nelson, and Members Velazquez, Nesta, Smith, Anderson, and Drago voting aye.**

2. Discussion on New, Proposed Incentive Programs  
Presented by: Antranette Forbes, Economic Development Director

**OLD BUSINESS**

1. CRA Master Plan Update  
Presented by: Antranette Forbes, Economic Development Director
2. Update on Residential Renovation Assistance Program (RRAP)  
Presented by: Antranette Forbes, Economic Development Director

**Chairman Nelson** opened public comment period. There being no one else who wished to speak, **Chairman Nelson** closed the Public Period.

**MOTION by Member Smith and seconded by Member Anderson to have staff bring this item back.**

**Motion carried unanimously with Chair Nelson, and Members Velazquez, Nesta, Smith, Anderson, and Drago voting aye.**

**ADJOURNMENT**

The meeting adjourned at 6:50 P.M.

*All video recordings of City Council Meetings are always posted on the City of Apopka's YouTube page, for viewing.*

\_\_\_\_\_  
Bryan Nelson, Mayor

Attest: \_\_\_\_\_  
Susan M. Bone, City Clerk

Prepared by: \_\_\_\_\_  
Jodi Wrigley, Deputy City Clerk



# City of Apopka

## COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

**Section:** PRESENTATION

**Item #:** 1.

**Meeting Date:** April 15, 2026

**Department:** Economic Development

**SUBJECT:**

Introduction of Inderjeet Singh, Indian Bistro Restaurant

**ACTION ITEM INFORMATION:**

**REQUEST:**

Introduction of Inderjeet Singh, Indian Bistro Restaurant

**SUMMARY:**

**FUNDING SOURCE:**

N/A

**RECOMMENDED MOTION:**

N/A

**ATTACHMENTS:**

None



# City of Apopka

## COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

**Section:** NEW BUSINESS

**Item #:** 1.

**Meeting Date:** April 15, 2026

**Department:** Economic Development

**SUBJECT:**

Purchase of 205 East 8th Street

**ACTION ITEM INFORMATION:**

Owner(s): Duke Energy Florida Inc.

Applicant(s): City of Apopka

Location: 205 East 8th Street

Proposed Use: Industrial (FLU)

**REQUEST:**

Approval of a Resolution authorizing the purchase of vacant land within the Community Redevelopment Area (CRA) in an amount not to exceed \$156,000, based on the appraised value, and authorizing the CRA Chair to execute all necessary documents.

**SUMMARY:**

The Community Redevelopment Agency (CRA) seeks to acquire a vacant parcel located within the CRA boundaries to support future redevelopment opportunities and strategic land assembly. The subject property, owned by Duke Energy, is currently zoned Mixed Use; however, the Future Land Use designation identifies the site for industrial use, presenting an opportunity for employment-generating development consistent with long-term planning objectives.

An independent appraisal has established the market value of the property at \$156,000. Acquisition of this parcel will allow the CRA to proactively guide redevelopment, support targeted industry growth, and enhance the economic base within the district. The property may also serve as a catalyst site for future development consistent with the CRA Redevelopment Plan and economic development goals.

Funding for this acquisition is available within the CRA budget.

**FUNDING SOURCE:**

610-9950-515-6100

**RECOMMENDED MOTION:**

Approval of Resolution No. CRA-2026-25 authorizing the purchase of vacant land, located at 205 E 8th Street, within the CRA at a price not to exceed \$156,000 and authorizing the CRA Chair to execute all necessary documents.

**ATTACHMENTS:**

1. Appraisal of 205 E 8th St

2. Staff Report for Reso 2026-25 Vacant Land Purchase
3. CRA Resolution 2026-25 for vacant land purchase

# INVOICE

**FROM:**

Danny L. Dulgar Inc.  
 Danny L. Dulgar Inc.  
 4616 Thornlea Rd  
 Orlando, FL 32817-1256

Telephone Number: (407) 415-9514      Fax Number:

**INVOICE NUMBER**

25178

**DATE**

05/28/2024

**REFERENCE**

Internal Order #: 25178  
 Client File #: PO# 25-05729  
 Main File # on form: 25178  
 Other File # on form: PO# 25-05729  
 Federal Tax ID: 59-3270340  
 Employer ID:

**TO:**

Bobby Howell, AICP  
 City of Apopka  
 120 E. Main St.  
 2nd Floor  
 Apopka, FL 32703  
 Telephone Number: 407.703.1764      Fax Number:  
 Alternate Number:      E-Mail:

**DESCRIPTION**

Client: City of Apopka  
 Property Address: 205 E 8th St  
 City: Apopka  
 County: Orange      State: FL      Zip: 32703  
 Legal Description: ROBINSON & DERBYS ADD TO APOPKA B/40 LOT 1

**FEES**

**AMOUNT**

Fee For Appraisal Services Rendered..... 1,800.00

**SUBTOTAL** 1,800.00

**PAYMENTS**

**AMOUNT**

Check #:	Date:	Description:	
Check #:	Date:	Description:	
Check #:	Date:	Description:	
<b>SUBTOTAL</b>			0.00

Thank you for your business.      **TOTAL DUE** \$ 1,800.00

# VACANT LAND APPRAISAL REPORT

Property Address: 205 E 8th St City: Apopka State: FL Zip Code: 32703  
 County: Orange Legal Description: ROBINSON & DERBYS ADD TO APOPKA B/40 LOT 1

Assessor's Parcel #: 15-21-28-7540-00-010 Tax Year: 2025 R.E. Taxes: \$ 779.67 Special Assessments: \$ 0  
 Market Area Name: Apopka Map Reference: 36740 Census Tract: 0176.00  
 Current Owner of Record: Duke Energy Florida, Inc Borrower (if applicable): Intended User: City of Apopka  
 Project Type (if applicable):  PUD  De Minimis PUD  Other (describe) HOA: \$ N/A  per year  per month  
 Are there any existing improvements to the property?  No  Yes If Yes, indicate current occupancy:  Owner  Tenant  Vacant  Not habitable  
 If Yes, give a brief description:

The purpose of this appraisal is to develop an opinion of:  Market Value (as defined), or  other type of value (describe)  
 This report reflects the following value (if not Current, see comments):  Current (the Inspection Date is the Effective Date)  Retrospective  Prospective  
 Property Rights Appraised:  Fee Simple  Leasehold  Leased Fee  Other (describe)  
 Intended Use: The intended use of this appraisal is to estimate the current market value for the potential purchase of the subject property.  
 Intended User(s) (by name or type): The intended user of this appraisal is the Client, City of Apopka. There are no other intended users of this report.  
 Client: City of Apopka Address: 120 E. Main St., 2nd Floor, Apopka, FL 32703  
 Appraiser: Danny L. Dulgar Address: 4616 Thornlea Rd, Orlando, FL 32817

Characteristics		Predominant Occupancy		One-Unit Housing		Present Land Use		Change in Land Use	
Location:	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Owner	PRICE	AGE	One-Unit	45 %	<input checked="" type="checkbox"/> Not Likely		
Built up:	<input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	<input type="checkbox"/> Tenant	\$(000)	(yrs)	2-4 Unit	5 %	<input type="checkbox"/> Likely *	<input type="checkbox"/> In Process *	
Growth rate:	<input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	<input checked="" type="checkbox"/> Vacant (0-5%)	150	Low 0	Multi-Unit	5 %	* To:		
Property values:	<input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	<input type="checkbox"/> Vacant (>5%)	750	High 100	Comm'l	35 %			
Demand/supply:	<input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply		300	Pred 50	Vacant	10 %			
Marketing time:	<input type="checkbox"/> Under 3 Mos. <input checked="" type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.					%			

Factors Affecting Marketability											
Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Market Area Comments: The subject property is located within the northwest portion of orange county, Florida within the incorporated city limits of Apopka. It is improved with a mixture of commercial, city of Apopka municipal offices, fire department, churches and surrounding residential land uses. 8th street is four blocks south of Main street ( U.S Highway 441), which is the main east-west thoroughfare throughout the neighborhood and is the prime commercial development district for the City of Apopka. This immediate area has a variety of commercial, office and the older residential portion of the city surrounding the subject site. The primary use of the subject is for a variety of mixed-use developments.

Dimensions: 130x110x165x160 Site Area: 19,557 Sq.Ft.  
 Zoning Classification: APK-MU-D Description: Apopka Mixed Use - Downtown  
 Do present improvements comply with existing zoning requirements?  Yes  No  No Improvements  
 Uses allowed under current zoning: There is a variety of uses possible in this zoning and this property is within the City of Apopka Redevelopment Area, which is allowing for a variety of uses in order to promote the City of Apopka  
 Are CC&Rs applicable?  Yes  No  Unknown Have the documents been reviewed?  Yes  No Ground Rent (if applicable) \$ /  
 Comments: This is a Summary Appraisal report. Any CC&R's are unknown without a current title search.  
 Highest & Best Use as improved:  Present use, or  Other use (explain) Improve with commercial or residential improvements in accordance with the current zoning regulations as the local economy and demand dictates.  
 Actual Use as of Effective Date: Vacant Mixed Use Use as appraised in this report: Vacant Residential  
 Summary of Highest & Best Use: When considering those uses that are physically possible, legally permissible, financially feasible, and maximally productive, I am of the opinion that the highest and best use for the subject property, as vacant, would be for future development by the City of Apopka within their future land planning objectives.

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	Typical for the area
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Apopka	Street	Asphalt Paved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topography	Site is generally level
Gas	<input type="checkbox"/>	<input type="checkbox"/>	None	Width	2-Lane			Size	Typical for Area
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Apopka	Surface	Asphalt			Shape	Rectangular
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Apopka	Curb/Gutter	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage	Appears Adequate
Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Apopka	Sidewalk	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Industrial/Residential
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Multiple Providers	Street Lights	Mounted Pole	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Multimedia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Multiple Providers	Alley	Unpaved	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Other site elements:  Inside Lot  Corner Lot  Cul de Sac  Underground Utilities  Other (describe)  
 FEMA Spec'l Flood Hazard Area  Yes  No FEMA Flood Zone X FEMA Map # 12095C0120H FEMA Map Date 9/24/2021  
 Site Comments: The subject is located at the southwest corner of E. 8th Street and S Forest Ave, which is four blocks south of Main Street (U.S. Highway 441) within the Central Business Rezoning District of the City of Apopka (Apopka MU-D). This location fronts E. 8th Street on the north which runs east and west, but the west boundary is lined by the W Orange Bike Trail, the north is bounded by a drainage ditch, which is bounded by a Church Property and the east is a vacated roadway/conservation, which is bounded by a single family home. The south and west side of the property are Industrial Warehouse building properties. The site is slightly irregular, but generally level. There was no survey was available and the land dimensions and gross area were obtained from the Orange County property appraisers website.



# VACANT LAND APPRAISAL REPORT

My research  did  did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): Public Records

1st Prior Subject Sale/Transfer: Analysis of sale/transfer history and/or any current agreement of sale/listing: According to Stellar MLS and the County Public Records, the subject property has not been sold or listed within the previous 3-years. There were no other sales noted within the previous year for the 3 comparable sales other than noted above.

Date: \_\_\_\_\_ Price: \_\_\_\_\_ Source(s): \_\_\_\_\_

2nd Prior Subject Sale/Transfer: \_\_\_\_\_ Date: \_\_\_\_\_ Price: \_\_\_\_\_ Source(s): \_\_\_\_\_

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3			
Address	205 E 8th St Apopka, FL 32703	602 S Park Ave Apopka, FL 32703	155 M A Board St Apopka, FL 32703	58 E 7th St Apopka, FL 32703			
Proximity to Subject		0.21 miles NW	0.51 miles W	0.20 miles W			
Sale Price	\$ N/A	\$ 249,000	\$ 81,000	\$ 275,000			
Price/ Sq.Ft.	\$	\$ 11.54	\$ 6.88	\$ 7.61			
Data Source(s)	Inspection	StellarMLS#O6322308;DOM 5	StellarMLS#O6263652;DOM 34	StellarMLS#J981661;DOM 0			
Verification Source(s)	Public Records	Orange County Prop Appraiser	Orange County Prop Appraiser	Orange County Prop Appraiser			
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust	DESCRIPTION	+(-) % Adjust
Sales or Financing	None Known	None Known		None Known		None Known	
Concessions		Cash Sale		Cash Sale		Cash Sale	
Date of Sale/Time	N/A	07/19/2025		02/13/2025		10/08/2024	
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Location	Average	Average		Average		Average	
Site Area (in Sq.Ft.)	19,557	21,571	0	11,775	0	36,132	0
Access	Average	Average		Average		Average	
Zoning	MU-D Mixed use	MU-D Mixed use		MU-D Mixed use		MU-D Mixed use	
Improvements	None	None		None		None	
Shape/Topography	Slightly Irregular/L	Slightly Irregular/L		Rectangular/Level	0	Rectangular/Level	0
Additional Features	None	None		None		None	
Net Adjustment (Total, in \$)		<input type="checkbox"/> + <input type="checkbox"/> - \$		<input type="checkbox"/> + <input type="checkbox"/> - \$		<input type="checkbox"/> + <input type="checkbox"/> - \$	
Net Adjustment (Total, in % of \$ / Sq.Ft.)		Net %		Net %		Net %	
Adjusted Sale Price (in \$ / Sq.Ft.)		Gross % \$ 11.54		Gross % \$ 6.88		Gross % \$ 7.61	

Summary of Sales Comparison Approach: There were a limited amount of recent comparable vacant land sales in the subjects immediate neighborhood. The three sales used were the most recent sales and all are located in the Apopka Community Redevelopment area all in the MU-D zoning. The sales indicated an adjusted range of value from \$6.88 - \$11.54 per square foot of land area. The average is \$8.68 per sq.ft. I have considered the current market conditions being level since the increase in prices post-Covid era of 2021, but all sales were recent cash sales and no time adjustments were warranted. Because the rear north of the site is lined with drainage ditch and west side is bounded by the West Orange Trail, as well as the fact that the subject is bounded by Industrial Warehouse properties, a Church Building Property and a conservation site that is bounded by a single family home, as well as the current market conditions, I have estimated value to be based upon rounding down the average to \$8.00 per square foot of land area and used that as the market value indicator for the subject property. When multiplying that by the subject's 19,557 gross square foot of land area, a value of \$156,456 was indicated. Considering the markets tendency to deal in round numbers, I rounded the figure to \$156,000.

**PROJECT INFORMATION FOR PUDs (if applicable)**  The Subject is part of a Planned Unit Development.

Legal Name of Project: \_\_\_\_\_  
Describe common elements and recreational facilities: \_\_\_\_\_

**Indicated Value by: Sales Comparison Approach \$ 156,000**

Final Reconciliation: The sales comparison approach is the primary method for estimating the market value of vacant land. The cost and income approaches were not considered appropriate for valuation of the subject's vacant residential land parcel.

This appraisal is made  "as is", or  subject to the following conditions: Due to the tendency of the market to deal in round numbers, I have rounded the estimated market value. The market value was based on a unit market value indicator of \$8.00 per square foot. Multiplying that by the subject 19,557 square feet resulted in a final estimate of value of \$137,000 (Rounded)

This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.


Based upon an inspection of the subject property, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ 156,000, as of: 09/10/2025, which is the effective date of this appraisal.

If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

A true and complete copy of this report contains 15 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report, which contains the following attached exhibits:

Limiting Cond./Certifications  Narrative Addendum  Photograph Addenda  Sketch Addendum  Map Addenda  
 Additional Sales  Cost Addendum  Flood Addendum  Manuf. House Addendum  Hypothetical Conditions

Client Contact: Bobby Howell Client Name: City of Apopka  
E-Mail: bhowell@apopka.net Address: 120 E. Main St., 2nd Floor, Apopka, FL 32703

**APPRAISER**  
  
Appraiser Name: Danny L. Dulgar  
Company: Danny L. Dulgar, Inc.  
Phone: (407) 645-5042 Fax: \_\_\_\_\_  
E-Mail: danny@dulgarappraisals.com  
Date of Report (Signature): 09/12/2025  
License or Certification #: Cert Gen RZ601 State: FL  
Designation: \_\_\_\_\_  
Expiration Date of License or Certification: 11/30/2026  
Inspection of Subject:  Did Inspect  Did Not Inspect (Desktop)  
Date of Inspection: 09/10/2025

**SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)**  
Supervisory or Co-Appraiser Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Date of Report (Signature): \_\_\_\_\_  
License or Certification #: \_\_\_\_\_ State: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Expiration Date of License or Certification: \_\_\_\_\_  
Inspection of Subject:  Did Inspect  Did Not Inspect  
Date of Inspection: \_\_\_\_\_





### Aerial Map

Borrower	Intended User: City of Apopka				
Property Address	205 E 8th St				
City	Apopka	County	Orange	State	FL Zip Code 32703
Lender/Client	City of Apopka				



### Aerial Map

Borrower	Intended User: City of Apopka				
Property Address	205 E 8th St				
City	Apopka	County	Orange	State	FL Zip Code 32703
Lender/Client	City of Apopka				



### Land Subject Photos

Borrower	Intended User: City of Apopka						
Property Address	205 E 8th St						
City	Apopka	County	Orange	State	FL	Zip Code	32703
Lender/Client	City of Apopka						



#### Subject Front

205 E 8th St	
Sales Price	N/A
Date of Sale	N/A
Site Area	19,557
Location	Average
Access	Average
Zoning	MU-D Mixed use
Improvements	None
Shape/Topography	Slightly Irregular/L
Additional Features	None



#### Subject Interior View



#### Street View

### Photograph Addendum

Borrower	Intended User: City of Apopka				
Property Address	205 E 8th St				
City	Apopka	County	Orange	State	FL Zip Code 32703
Lender/Client	City of Apopka				



**View from Southwest Corner**



**Northern View of Western Boundary**



**Eastern View across Property**



**Northern View along S Forest Ave**



**Southern View along S Forest Ave**



**Front View of Site**

### Land Comparable Photos 1-3

Borrower	Intended User: City of Apopka				
Property Address	205 E 8th St				
City	Apopka	County	Orange	State	FL Zip Code 32703
Lender/Client	City of Apopka				



#### Comparable 1

602 S Park Ave  
 Prox. to Subj. 0.21 miles NW  
 Sales Price 249,000  
 Date of Sale 07/19/2025  
 Site Area 21,571  
 Location Average  
 Access Average  
 Zoning MU-D Mixed use  
 Improvements None  
 Shape/Topography Slightly Irregular/L  
 Additional Features None



#### Comparable 2

155 M A Board St  
 Prox. to Subject 0.51 miles W  
 Sales Price 81,000  
 Date of Sale 02/13/2025  
 Site Area 11,775  
 Location Average  
 Access Average  
 Zoning MU-D Mixed use  
 Improvements None  
 Shape/Topography Rectangular/Level  
 Additional Features None



#### Comparable 3

58 E 7th St  
 Prox. to Subject 0.20 miles W  
 Sales Price 275,000  
 Date of Sale 10/08/2024  
 Site Area 36,132  
 Location Average  
 Access Average  
 Zoning MU-D Mixed use  
 Improvements None  
 Shape/Topography Rectangular/Level  
 Additional Features None

### Comparable Sales Map

Borrower	Intended User: City of Apopka						
Property Address	205 E 8th St						
City	Apopka	County	Orange	State	FL	Zip Code	32703
Lender/Client	City of Apopka						



Borrower	Intended User: City of Apopka	File No.	25178
Property Address	205 E 8th St		
City	Apopka	County	Orange
		State	FL
		Zip Code	32703
Lender/Client	City of Apopka		

**APPRAISAL AND REPORT IDENTIFICATION**

This Report is one of the following types:

- Appraisal Report (A written report prepared under Standards Rule 2-2(a), pursuant to the Scope of Work, as disclosed elsewhere in this report.)
- Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(b), pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use only by the specified client and any other named intended user(s).)

**Comments on Standards Rule 2-3**

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

**Reasonable Exposure Time**

(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: 120 days, based upon my analysis of the current comparable sales data and the days on the market for competing properties, as indicated by my analysis of MLS sales and listings in this area.

**Comments on Appraisal and Report Identification**


Note any USPAP-related issues requiring disclosure and any state mandated requirements:

I appraised this subject property just over a year ago in May of 2024 for the City of Apopka.

I certify the following: I certify, as the appraiser, that I have completed all aspects of this valuation, including reconciling my opinion of value, free of influence from the client, client's representatives, borrower, or any other party to the transaction.

The four tests used in the analysis of highest and best use of a property are (1) legally possible, (2) physically possible, (3) financially feasible and (4) maximum profitability. The subject's present zoning classification is Residential which is consistent with the Zoning and surrounding land uses. The subject's site is typical in size, shape and topography for residential dwellings. Therefore, the highest and best use, both vacant and as improved, is Residential.

**APPRAISER:**

Signature:   
Name: Danny L. Dulgar

State Certification #: Cert Gen RZ601  
or State License #: \_\_\_\_\_  
State: FL Expiration Date of Certification or License: 11/30/2026  
Date of Signature and Report: 09/12/2025  
Effective Date of Appraisal: 09/10/2025  
Inspection of Subject:  None  Interior and Exterior  Exterior-Only  
Date of Inspection (if applicable): 09/10/2025

**SUPERVISORY or CO-APPRAISER (if applicable):**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
State Certification #: \_\_\_\_\_  
or State License #: \_\_\_\_\_  
State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_  
Inspection of Subject:  None  Interior and Exterior  Exterior-Only  
Date of Inspection (if applicable): \_\_\_\_\_

**Assumptions, Limiting Conditions & Scope of Work**

File No.: 25178

Property Address: 205 E 8th St City: Apopka State: FL Zip Code: 32703

Client: City of Apopka Address: 120 E. Main St., 2nd Floor, Apopka, FL 32703

Appraiser: Danny L. Dulgar Address: 4616 Thornlea Rd, Orlando, FL 32817

**STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS**

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.
- Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.


The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

No survey was available, therefore I have relied upon the Public Records from the Orange County Property Appraiser for the site area. If the usable site area differs from what is reported, then I reserve the right to adjust the appraisal as needed.




License



Ron DeSantis, Governor

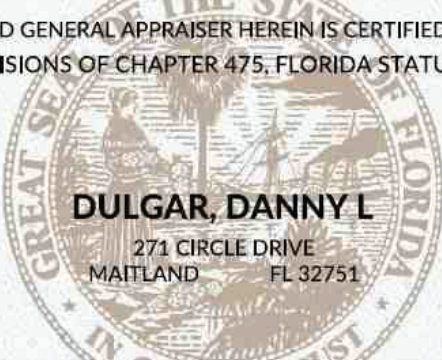
Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**FLORIDA REAL ESTATE APPRAISAL BD**

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE  
 PROVISIONS OF CHAPTER 475, FLORIDA STATUTES



**DULGAR, DANNY L**  
 271 CIRCLE DRIVE  
 MAITLAND FL 32751

**LICENSE NUMBER: RZ601**


**EXPIRATION DATE: NOVEMBER 30, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 10/30/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





W-9

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**Danny L. Dulgar, Inc.**

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor
- C corporation
- S corporation
- Partnership
- Trust/estate
- LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
- Other (see instructions)

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

Print or type.  
See Specific Instructions on page 3.

5 Address (number, street, and apt. or suite no.). See instructions.

**4616 Thornlea Rd**

6 City, state, and ZIP code

**Orlando, FL 32817**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

Grid for Social Security Number

or

Employer identification number

Grid for Employer Identification Number: 59-3270340

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

*Danny L. Dulgar*

Date

01/01/2025

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## City of Apopka CRA STAFF REPORT

**Section:** New Business (Action Item)

**Item #: 2026-122.**

**Meeting Date:** April 15, 2026

**Department:** Economic Development

**SUBJECT:**

Resolution Number 2026-25, Purchase of property

**REQUEST:**

Approve Resolution Number 2026-25, authorizing the purchase of vacant land located at 205 E 8<sup>th</sup> Street within the CRA at a price not to exceed \$156,000 and authorizing the CRA Chair to execute all necessary documents.

**SUMMARY:**

The Community Redevelopment Agency (CRA) seeks to acquire a vacant parcel located within the CRA boundaries to support future redevelopment opportunities and strategic land assembly. The subject property, owned by Duke Energy, is currently zoned Mixed Use; however, the Future Land Use designation identifies the site for industrial use, presenting an opportunity for employment-generating development consistent with long-term planning objectives.

An independent appraisal has established the market value of the property at \$156,000. Acquisition of this parcel will allow the CRA to proactively guide redevelopment, support targeted industry growth, and enhance the economic base within the district. The property may also serve as a catalyst site for future development consistent with the CRA Redevelopment Plan and economic development goals.

Funding for this acquisition is available within the CRA budget.

**FUNDING SOURCE:**

610-9950-515-6100

**RECOMMENDED MOTION:**

Approval of Resolution No. 2026-25 authorizing the purchase of vacant land, located at 205 E 8<sup>th</sup> Street, within the CRA at a price not to exceed \$156,000 and authorizing the CRA Chair to execute all necessary documents.

**ATTACHMENTS:**

1. Resolution Number 2026-25
2. Appraisal

**CITY OF APOPKA  
COMMUNITY REDEVELOPMENT AGENCY  
RESOLUTION NO. 2026-25**



**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF APOPKA, FLORIDA, AUTHORIZING THE PURCHASE OF REAL PROPERTY LOCATED AT 205 E 8<sup>TH</sup> STREET, APOPKA FL; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Community Redevelopment Agency (CRA) of the City of Apopka is authorized pursuant to Part III, Chapter 163, Florida Statutes, to acquire real property within the redevelopment area for the purpose of eliminating blight and promoting redevelopment; and

**WHEREAS**, the CRA has identified a vacant parcel of land, currently owned by Duke Energy located at 205 E 8<sup>th</sup> Street Apopka, FL within the CRA boundaries (the “Property”) as a strategic acquisition opportunity to support future redevelopment and economic development initiatives; and

**WHEREAS**, the 2017 CRA Master Plan Update specifies the evaluation of opportunities to land bank and to assemble substandard parcels into more easily developed parcels to encourage development and updating of the downtown; and

**WHEREAS**, pursuant to FS 163.370(2)(e) which allows CRAs to acquire by purchase, lease, option, gift, grant, bequest, devise, or other voluntary method of acquisition any personal or real property, together with any improvements thereon; and

**WHEREAS**, the Property is currently zoned Mixed Use, with a Future Land Use designation of Industrial, supporting long-term employment-generating uses; and

**WHEREAS**, an independent appraisal has determined the fair market value of the Property to be \$156,000; and

**WHEREAS**, funding for the acquisition is available within the CRA budget; and

**WHEREAS**, the CRA Board finds that acquisition of the Property is consistent with the adopted CRA Redevelopment Plan and is in the best interest of the public.

**NOW, THEREFORE, BE IT RESOLVED** by the Community Redevelopment Agency of the City of Apopka, Florida, as follows:

**Section 1.** The foregoing recitals are hereby verified as true and correct and are adopted as a material part of this Resolution.

**Section 2.** The CRA Board hereby approves the purchase of the subject property for an amount not to exceed \$156,000, consistent with the appraised value.

**Section 3.** The CRA Chair is hereby authorized to execute all necessary agreements, closing documents, and instruments required to complete the acquisition, subject to review and

approval by legal counsel.

**Section 4.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 15<sup>th</sup> day of April, 2026, by the Community Redevelopment Agency of the City of Apopka., Florida.

ATTEST:

---

Bryan Nelson, Chairman  
City of Apopka, Florida

---

Susan Bone, City Clerk



## City of Apopka COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

**Section:** NEW BUSINESS

**Item #:** 2.

**Meeting Date:** April 15, 2026

**Department:** Economic Development

**SUBJECT:**

Update to Existing Assistance Programs

**ACTION ITEM INFORMATION:**

**REQUEST:**

Approval to adopt the revised Façade Renovation Assistance Program (FRAP) and Building Code Assistance Program (BCAP), as presented by staff.

**SUMMARY:**

The Community Redevelopment Agency (CRA) currently administers three incentive programs designed to encourage redevelopment, reinvestment, and economic activity within the CRA district. These programs have supported targeted property improvements and contributed to visible progress and private investment throughout the area.

As redevelopment needs evolve and market conditions shift, staff has identified opportunities to enhance the effectiveness and accessibility of these programs. At the January 21, 2026 CRA Board meeting, the Board directed staff to re-review existing assistance programs to promote greater participation and refine program language for clarity, consistency, and ease of administration.

In response, staff conducted a comprehensive review of the Façade Renovation Assistance Program (FRAP) and Building Code Assistance Program (BCAP) and is recommending the following updates:

- Increased maximum award amount from \$5,000 to \$10,000
- Removed non-profits from the eligibility category
- Added formal appeals process with defined consideration criteria
- Established eligibility requirements including active Business Tax Receipt (BTR) and non-delinquency on property taxes
- Revised payment structure to provide direct payment to contractors
- Extended project completion timeline from 6 months to 1 year
- Incorporated dispute resolution procedures
- Established a 5-year ineligibility period for recipients of other City/CRA grant programs

These updates are intended to strengthen program integrity, improve accountability, and ensure alignment with current redevelopment priorities while maintaining flexibility to support impactful projects.

**FUNDING SOURCE:**

CRA funds

**RECOMMENDED MOTION:**

To approve and adopt the revised Façade Renovation Assistance Program (FRAP) and Building Code Assistance Program (BCAP), as presented by staff, and authorize implementation in accordance with the updated policies and guidelines.

**ATTACHMENTS:**

- 1. FRAP Guidelines (clean version)
- 2. BCAP Guidelines (clean version)



**CITY OF APOPKA COMMUNITY REDEVELOPMENT AGENCY**  
**COMMERCIAL FAÇADE RENOVATION ASSISTANCE PROGRAM (FRAP)**  
**GUIDELINES, POLICIES, AND PROCEDURES**

**I. PROGRAM PURPOSE**

The Façade Renovation Assistance Program (FRAP) is a financial incentive initiative administered by the City of Apopka Community Redevelopment Agency (“CRA”) to encourage the rehabilitation and visual enhancement of commercial properties located within the CRA district. The program is intended to eliminate blight, stimulate private investment, improve building aesthetics, and support economic vitality consistent with the adopted CRA Redevelopment Plan and applicable Florida Statutes.

Grants are designed to assist property owners and eligible business tenants in completing façade improvements visible from the public right-of-way that contribute to an attractive, safe, and economically competitive commercial environment.

**II. FUNDING STRUCTURE**

- Maximum grant award: up to \$10,000 per property
- Funding to be paid directly to contractor, upon completion and inspection of work
- Matching funds are required (25% of project value, up to maximum award, unless otherwise approved)
- Funding is subject to CRA budget availability
- A property may not receive another CRA grant within five (5) years

**III. APPLICANT ELIGIBILITY**

To qualify, applicants must meet all of the following:

1. Property must be located within the CRA boundaries.
2. Property must be commercially zoned or used for an approved commercial purpose.
3. Applicant must be:
  - Property owner, OR
  - Tenant with written notarized property owner authorization.
4. Property taxes must be current and not delinquent.
5. Property must not have outstanding code enforcement liens or unresolved violations (unless improvements will correct violations).

6. Business must hold an active Business Tax Receipt.
7. Applicant must not be a nonprofit organization.
8. Property must be compliant with all City codes or agree to become compliant as part of the project.
9. Applicant must demonstrate financial capacity to complete project.

#### **IV. ELIGIBLE IMPROVEMENTS**

Eligible improvements must be exterior, permanent, and visible from public view, including:

- Exterior painting or resurfacing
- Façade restoration or modernization
- Window and door replacement or repair (exterior)
- Installation or replacement of awnings, canopies, or storefront systems
- Architectural detailing or decorative features
- Exterior lighting improvements
- Masonry repair
- Sign removal, installation or façade preparation for compliant signage
- Accessibility improvements (ADA-related exterior upgrades)
- Removal of nonconforming exterior materials
- Exterior code compliance corrections

Disclaimer:

The list of eligible improvements provided under the Façade Renovation Assistance Program is intended as a general guide and is not exhaustive. The Community Redevelopment Agency (CRA) reserves the right to review and evaluate all proposed projects on a case-by-case basis and to conduct additional vetting as necessary to determine eligibility. All funding decisions shall be made in accordance with the provisions and intent of Florida Statutes Chapter 163 Part III, as well as applicable CRA policies, guidelines, and redevelopment objectives.

#### **V. INELIGIBLE EXPENSES**

- Interior renovations including but not limited to plumbing, mechanical/HVAC, electrical
- Routine maintenance
- Furniture, décor, or non-fixed fixtures
- Security systems
- Work begun prior to written approval

- Labor performed by owner or related parties
- Debt refinancing or operating expenses
- Roof replacement unless visible façade component
- Work not consistent with redevelopment plan or state law

## **VI. DESIGN & REGULATORY COMPLIANCE**

All projects must:

- Meet City of Apopka Code of Ordinances design standards
- Be consistent with CRA Redevelopment Plan goals
- Comply with all permitting requirements
- Meet Florida Building Code
- Receive any required historic or design approvals prior to construction

Failure to obtain approvals may result in denial or repayment obligation.

Disclaimer:

All projects funded under this program must comply with applicable local, state, and federal regulations, including all permitting and development requirements. In addition, all improvements must be consistent with the provisions and intent of Florida Statutes Chapter 163 Part III. The CRA reserves the right to review proposed designs and project scopes to ensure alignment with statutory requirements, adopted redevelopment plans, and program objectives prior to approval and funding.

## **VII. APPLICATION PROCESS**

Applications must include:

- Completed application form
- Proof of ownership or authorization
- Current tax receipt verification
- Photos of existing conditions
- Detailed scope of work
- Material samples or renderings
- Three contractor bids (unless waived), unless performed by a City-approved vendor
- Contractor license and insurance

- Project timeline

Incomplete applications will not be reviewed. Applications are reviewed on a first-come, first-qualified basis.

#### **VIII. REVIEW & APPROVAL PROCEDURE**

1. Staff eligibility review
2. Design compliance review
3. Funding analysis
4. CRA staff approval
5. Grant Agreement execution
6. Notice to Proceed issuance

**No work may begin before Notice to Proceed.**

#### **IX. PROJECT COMPLETION REQUIREMENTS**

- Project must be completed within 1 year of Notice to Proceed
- Extensions require written approval and notification to the CRA Board.
- Inspections required before payment
- Final payment issued only after project verification

Any extension of the deadline for completing the improvements shall be by written instrument executed by the Economic Development Director or their designee and the Grant Recipient; however, no extension shall exceed an additional six (6) months without the CRA Board's prior approval. Any and all extension requests must be made a minimum of 5 business days prior to the expiration of the completion date.

Failure to complete the project within the required timeframe may result in cancellation of the grant or repayment requirements, as outlined in the grant agreement.

#### **X. DISBURSEMENT**

Funds will be disbursed to the grant recipient's contractor upon completion of each phase of the proposed work as set forth in the Progress Schedule and Payment Application Procedures and compliance with the grant program requirements. Funds are paid directly to the contractor after:

- Verified percentage of project completion
- Submission of invoice(s)
- Inspection approval

- Owner’s affidavit, validating work progress
- Compliance confirmation

**XI. REPAYMENT / CLAWBACK PROVISION**

If property ownership changes within five (5) years of payment:

**Time After Completion Repayment Required**

Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%
After Year 5	None

CRA may record lien to secure repayment obligation.

**XII. DISPUTE RESOLUTION**

Any disputes arising under this Program related to project progress, performance, or payment shall be addressed between the contractor and the Community Redevelopment Agency (CRA) in accordance with the established progress schedule and payment application procedures. These procedures, as detailed in the applicable exhibit to the Grant Agreement, shall govern the review, documentation, and resolution of such disputes. All parties are expected to adhere to the outlined process to ensure timely and equitable resolution consistent with program requirements.

**XII. RE-REVIEW PROCESS**

Staff will review all applications based on the above-referenced criteria. The CRA Board may waive certain requirements of eligibility. Applicants denied funding may submit in writing a request to be re-reviewed within 15 business days if they meet at least one of the following criteria:

1. Retains or recruits minimum 5 full-time jobs
2. Expands building square footage by 50% or more
3. Demonstrates substantial, substantive economic impact. Examples including economic impact analysis, workforce training/apprenticeship commitments, multi-phase development plan tied to project
4. Activation of vacant or underutilized property

5. Project fills a documented vacancy or eliminates blight i.e. filling a long-term vacancy with executed lease agreement
6. Project supports targeted redevelopment corridor priorities
7. Project leverages significant private investment exceeding at least three times the requested grant amount.
8. Project provides unique public benefit (historic preservation, catalyst project, etc.)

Applications reviewed by the CRA Board are final.

### **XIII. PROGRAM COMPLIANCE & MONITORING**

The CRA reserves the right to:

- Inspect property before, during, and after construction
- Withhold payment for noncompliance
- Withhold 10% of payment for retainage
- Require corrective action
- Terminate agreements for violations

### **XIV. DISCLAIMER**

Participation in this program does not guarantee funding. All awards are contingent upon budget availability, eligibility verification, and CRA approval. The CRA is not responsible for contractor performance or disputes.

**FACADE RENOVATION ASSISTANCE PROGRAM  
APPLICATION FORM**

**City of Apopka Community Redevelopment Agency**

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner

Tenant (Owner Authorization Form required)

**PROPERTY INFORMATION**

Project Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Is property located within CRA boundaries?  Yes  No

Current Property Taxes Delinquent?  Yes  No

Active Business Tax Receipt?  Yes  No (BTR # \_\_\_\_\_)

Property Use Type: \_\_\_\_\_

Is property subject to code enforcement action?  Yes  No

If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DETAILS**

Requested Grant Amount (max \$10,000): \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Private Match Amount: \$ \_\_\_\_\_

Proposed Improvements (attach additional pages if needed):

\_\_\_\_\_

Estimated Timeline:

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Will project expand building square footage?  Yes  No

If yes, % increase: \_\_\_\_\_

Projected Jobs Created/Retained: \_\_\_\_\_

Describe anticipated economic impact:

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### CONTRACTOR INFORMATION

Contractor Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Phone: \_\_\_\_\_

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### REQUIRED ATTACHMENTS CHECKLIST

- Proof of ownership or authorization
- Current tax receipt verification
- Photos of existing façade
- Detailed scope of work
- Material samples/renderings
- Three contractor bids (unless waived)
- Contractor license & insurance
- Project timeline
- Design approval (if applicable)

### APPLICANT CERTIFICATION

By signing below, I certify:

- All information is accurate and complete
- I understand approval is not guaranteed
- Work will not begin prior to Notice to Proceed
- I agree to comply with all program requirements

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance, I understand and agree with the following conditions:

Filing an application does not guarantee funding, and that approval of grant funds does not guarantee approval at required public hearings.

All improvements must follow plans as approved by the CRA Façade Renovation Assistance Program. Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of Apopka.

If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable Apopka building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.

Eligible activities include repairs to eligible buildings in a targeted corridor. These repairs may include building and site improvements which are visible within the corridor. No improvements should be made prior to the issuance of an Approval / Purchase Order in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for funding. Grant funds cannot reimburse past projects.

Following issuance of the Facade Renovation Assistance Program award, the applicant shall have one (1) calendar year to complete approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted by the CRA Board of Directors on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, so as to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date.

All requests must be in writing and must be received before any consideration is given. The contractor payment shall be processed only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided, if project is deemed eligible at any point of project process. The program can only refund up to 50% of cost incurred per eligible project, upon proof of full payment.

All work for which payment is requested must be performed by a Florida licensed and insured contractor, prior to payment processing. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be funded for work done on an owner's own property.

All improvements/changes that have been approved should be maintained for at least five (5) years.

To the fullest extent of the law, the applicant shall indemnify and hold harmless Apopka from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

**Applicant's Certification:**

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the City of Apopka's Community Redevelopment Agency, hereinafter referred to as "Agency," must approve the application.

I further understand that if I accept the award, I will comply with all of the requirements contained therein. No funding will be awarded until a completed application has been approved by the Agency and the required items from the checklists have been submitted and proof of payment of eligible expenses have been submitted, to CRA/City satisfaction.

At the discretion of the Agency, I agree to place a program sign on my property for the duration of the project. I also agree to participate in any program marketing including but not limited to photos, social media posts, testimonials, etc.

I understand that grant funds will not be disbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. I understand the project must be completed within one year of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured.

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CITY OF APOPKA COMMUNITY REDEVELOPMENT AGENCY**  
**BUILDING CODE ASSISTANCE PROGRAM (BCAP)**  
**GUIDELINES, POLICIES, AND PROCEDURES**



**I. PROGRAM PURPOSE**

The Building Code Assistance Program (BCAP) is a financial incentive initiative administered by the City of Apopka Community Redevelopment Agency (“CRA”) to encourage the rehabilitation and visual enhancement of commercial properties located within the CRA district. The program is intended to eliminate blight, stimulate private investment, improve building aesthetics, and support economic vitality consistent with the adopted CRA Redevelopment Plan and applicable Florida Statutes.

Grants are designed to assist property owners and eligible business tenants in completing façade improvements visible from the public right-of-way that contribute to an attractive, safe, and economically competitive commercial environment.

BCAP is open to existing commercial properties within the CRA. The program encourages business and property owners to improve their existing business sites through exterior improvements and/or business expansion projects. The intent of the program is to help defray the cost of exterior improvement projects to commercial properties that result in a publicly visible improvement or the enhanced viability of business activity within the CRA District. Reimbursable costs generally include design, labor, installation and material costs associated with building expansions, renovations and activations.

Criteria that will be considered in the review of an application may include, but are not limited to:

1. The visual impact of the project on the area.
2. The impact the project will have on property values in the area.
3. The project’s probability of success.
4. The number of new jobs that the business will create, particularly for area residents
5. The level of appropriateness for the type of business use in its respective location as consistent with CRA and City plans.
6. The amount of private funds being invested into the project.

**II. FUNDING STRUCTURE**

- Maximum grant award: \$10,000 per property
- Funding is to be paid directly to contractor, upon completion and inspection of work.
- Matching funds are required (25% of project value up to maximum award amount, unless otherwise approved)
- Funding is subject to CRA budget availability
- A property may not receive another CRA or City grant within five (5) years

### III. APPLICANT ELIGIBILITY

To qualify, applicants must meet all of the following:

1. Property must be located within the CRA boundaries.
2. Property must be commercially zoned or used for an approved commercial purpose.
3. Applicant must be:
  - Property owner, OR
  - Tenant with written notarized property owner authorization.
4. Property taxes must be current and not delinquent.
5. Property must not have outstanding code enforcement liens or unresolved violations (unless improvements will correct violations).
6. Business must hold an active Business Tax Receipt.
7. Applicant must not be a nonprofit organization.
8. Property must be compliant with all City codes or agree to become compliant as part of the project.
9. Applicant must demonstrate financial capacity to complete project.

### IV. ELIGIBLE IMPROVEMENTS

Commercial business functions may include general retail, office, restaurant, medical, professional services and facilities, recreational and other commercial uses as allowed by the City's comprehensive plan and its future land use elements. Eligible improvements must be exterior, permanent, and visible from public view, including:

Eligible improvements include building code upgrades necessary for the establishment, expansion, or continued operation of a commercial business within the CRA district, including but not limited to:

- Fire alarm systems
- Fire suppression systems
- Firewalls required for occupancy
- Electrical upgrades
- ADA accessibility improvements
- Door and entrance modifications required for compliance
- HVAC systems required for occupancy
- Grease traps required for restaurant uses
- Other improvements required by the Florida Building Code, Fire Code, or City code to obtain a Certificate of Occupancy.

- Accessibility improvements (ADA-related exterior upgrades)
- Removal of nonconforming exterior materials
- Exterior code compliance corrections

Disclaimer:

The list of eligible improvements provided under the Building Code Assistance Program is intended as a general guide and is not exhaustive. The Community Redevelopment Agency (CRA) reserves the right to review and evaluate all proposed projects on a case-by-case basis and to conduct additional vetting as necessary to determine eligibility. All funding decisions shall be made in accordance with the provisions and intent of Florida Statutes Chapter 163 Part III, as well as applicable CRA policies, guidelines, and redevelopment objectives.

## **V. INELIGIBLE EXPENSES**

To ensure that CRA incentive funds support the goals and objectives of the adopted redevelopment plan, certain uses are not eligible to receive assistance under the Building Code Assistance Program.

Businesses or uses that are determined by the CRA to be inconsistent with the vision, character, or economic development goals of the Community Redevelopment Area shall be ineligible for funding.

Examples of ineligible uses include, but are not limited to:

- Work completed prior to grant approval
- Routine maintenance or cosmetic improvements
- Off-site signage or freestanding signage
- Awnings not required for code compliance
- Structural improvements unrelated to code compliance
- Permit fees (or any other municipal fees tied to the project)
- Improvements previously funded by a CRA grant program
- Uses involving outdoor storage or activities that negatively impact pedestrian-oriented environments
- Dumpster enclosures

The CRA reserves the right to determine eligibility of proposed uses on a case-by-case basis to ensure consistency with the adopted CRA Redevelopment Plan and the City's economic development objectives.

Additionally, the following activities are considered ineligible:

- Interior renovations including but not limited to plumbing, mechanical/HVAC, electrical

- Routine maintenance
- Furniture, décor, or non-fixed fixtures
- Security systems
- Work begun prior to written approval
- Labor performed by owner or related parties
- Debt refinancing or operating expenses
- Roof replacement unless visible façade component
- Work not consistent with redevelopment plan or state law
- Certain uses not in agreement with the future land use element

## **VI. DESIGN & REGULATORY COMPLIANCE**

All projects must:

- Meet City of Apopka Code of Ordinances design standards
- Be consistent with CRA Redevelopment Plan goals
- Comply with all permitting requirements
- Meet Florida Building Code
- Receive any required historic or design approvals prior to construction

Failure to obtain approvals may result in denial or repayment obligation.

Disclaimer:

All projects funded under this program must comply with applicable local, state, and federal regulations, including all permitting and development requirements. In addition, all improvements must be consistent with the provisions and intent of Florida Statutes Chapter 163 Part III. The CRA reserves the right to review proposed designs and project scopes to ensure alignment with statutory requirements, adopted redevelopment plans, and program objectives prior to approval and funding.

## **VII. APPLICATION PROCESS**

Applications must include:

- Completed application form
- Proof of ownership or authorization
- Current tax receipt verification

- Photos of existing conditions
- Detailed scope of work
- Material samples or renderings
- Three contractor bids (unless waived), unless performed by a City-approved vendor
- Contractor license and insurance
- Project timeline

Incomplete applications will not be reviewed. Applications are reviewed on a first-come, first-qualified basis.

### **VIII. REVIEW & APPROVAL PROCEDURE**

1. Staff eligibility review
2. Design compliance review
3. Funding analysis
4. CRA approval
5. Grant Agreement execution
6. Notice to Proceed issuance

**No work may begin before Notice to Proceed.**

### **IX. RE-REVIEW PROCESS**

Applicants who are denied funding through the Building Code Assistance Program may submit a written appeal for reconsideration.

Staff will review all applications based on the above-referenced criteria. The CRA Board may waive certain requirements of eligibility. Administrative determinations related to completeness of an application or failure to meet minimum eligibility requirements are not subject to re-review.

The request must be submitted to the City of Apopka Community Redevelopment Agency within fifteen (15) business days of the written notice of denial. The request must clearly state the basis for the request for reconsideration and may include any additional documentation supporting the application.

Applicants denied funding may submit a written appeal within 15 business days if they meet at least one of the following criteria:

1. Significant public benefit i.e. services underserved population, target industry, enhancement above minimum code requirements.
2. Project readiness with unique constraints

3. Demonstrates substantial, substantive economic impact. Examples including economic impact analysis, workforce training/apprenticeship commitments, multi-phase development plan tied to project
4. Adaptive re-use or activation of vacant or underutilized property
5. Project fills a documented vacancy or eliminates blight i.e. filling a long-term vacancy with executed lease agreement
6. Project supports targeted redevelopment corridor priorities
7. Project leverages significant private investment exceeding at least three times the requested grant amount.
8. Project provides unique public benefit (historic preservation, catalyst project, etc.)

Upon receipt of the appeal, the CRA Director or designee will review the request and supporting materials. The Director may either uphold the original determination or forward the request for re-review to the Apopka Community Redevelopment Agency Board for consideration.

If forwarded, the request will be placed on a future CRA Board agenda for review and final determination. The decision of the CRA Board shall be final.

Submission of a re-review does not guarantee reconsideration or approval of funding, and all grant awards remain subject to program eligibility requirements and the availability of funds.

#### **X. PROJECT COMPLETION REQUIREMENTS**

- Project must be completed within 1 year of Notice to Proceed
- Extensions require written approval and notification to the CRA Board.
- Inspections required before payment
- Final payment issued only after project verification

Any extension of the deadline for completing the improvements shall be by written instrument executed by the Economic Development Director or their designee and the Grant Recipient; however, no extension shall exceed an additional six (6) months without the CRA Board's prior approval. Any and all extension requests must be made a minimum of 5 business days prior to the expiration of the completion date.

Failure to complete the project within the required timeframe may result in cancellation of the grant or repayment requirements, as outlined in the grant agreement.

#### **XI. DISBURSEMENT**

Funds will be disbursed to the grant recipient's contractor upon completion of each phase of the proposed work as set forth in the Progress Schedule and Payment Application Procedures and compliance with the grant program requirements. Funds are paid directly to contractor after:

- Verified percentage of project completion

- Submission of invoice(s) illustrating detailed scope of work and verified payment
- Owner’s affidavit, validating work progress
- Inspection approval
- Compliance confirmation

**XII. DISPUTE RESOLUTION**

Any disputes arising under this Program related to project progress, performance, or payment shall be addressed between the contractor and the Community Redevelopment Agency (CRA) in accordance with the established progress schedule and payment application procedures. These procedures, as detailed in the applicable exhibit to the Grant Agreement, shall govern the review, documentation, and resolution of such disputes. All parties are expected to adhere to the outlined process to ensure timely and equitable resolution consistent with program requirements.

**XIII. REPAYMENT / CLAWBACK PROVISION**

If property ownership changes within five (5) years of payment:

**Time After Completion Repayment Required**

Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%
After Year 5	None

CRA may record lien to secure repayment obligation.

**XIV. PROGRAM COMPLIANCE & MONITORING**

The CRA reserves the right to:

- Inspect property before, during, and after construction
- Withhold payment for noncompliance
- Withhold 10% of payment for retainage
- Require corrective action
- Terminate agreements for violations

## **XV. DISCLAIMER**

Participation in this program does not guarantee funding. All awards are contingent upon budget availability, eligibility verification, and CRA approval. The CRA is not responsible for contractor performance or disputes.

**BUILDING CODE ASSISTANCE PROGRAM**

**APPLICATION FORM**

**City of Apopka Community Redevelopment Agency**

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner

Tenant (Owner Authorization Form required)

**PROPERTY INFORMATION**

Project Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Is property located within CRA boundaries?  Yes  No

Current Property Taxes Delinquent?  Yes  No

Active Business Tax Receipt?  Yes  No (BTR # \_\_\_\_\_)

Property Use Type: \_\_\_\_\_

Is property subject to code enforcement action?  Yes  No

If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DETAILS**

Requested Grant Amount (max \$10,000): \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Private Match Amount: \$ \_\_\_\_\_

Proposed Improvements (attach additional pages if needed):

\_\_\_\_\_

Estimated Timeline:

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Will project expand building square footage?  Yes  No

If yes, % increase: \_\_\_\_\_

Projected Jobs Created/Retained: \_\_\_\_\_

Describe anticipated economic impact:

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### CONTRACTOR INFORMATION

Contractor Name: \_\_\_\_\_

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Phone: \_\_\_\_\_

---

### REQUIRED ATTACHMENTS CHECKLIST

- Proof of ownership or authorization
- Current tax receipt verification
- Photos of existing façade
- Detailed scope of work
- Material samples/renderings
- Three contractor bids (unless waived)
- Contractor license & insurance
- Project timeline
- Design approval (if applicable)

### APPLICANT CERTIFICATION

By signing below, I certify:

- All information is accurate and complete
- I understand approval is not guaranteed
- Work will not begin prior to Notice to Proceed
- I agree to comply with all program requirements

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance, I understand and agree with the following conditions:

Filing an application does not guarantee funding, and that approval of grant funds does not guarantee approval at required public hearings.

All improvements must follow plans as approved by the CRA Building Code Assistance Program. Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of Apopka.

If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable Apopka building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.

Eligible activities include repairs to eligible buildings in a targeted corridor. These repairs may include building and site improvements which are visible within the corridor. No improvements should be made prior to the issuance of an Approval / Purchase Order in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for funding. Grant funds cannot reimburse past projects.

Following issuance of the Building Code Assistance Program award, the applicant shall have one (1) calendar year to complete approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted by the CRA Board of Directors on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, so as to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date.

All requests must be in writing and must be received before any consideration is given. The contractor payment shall be processed only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided, if project is deemed eligible at any point of project process. The program can only refund up to 75% of cost incurred per eligible project, upon proof of full payment.

All work for which payment is requested must be performed by a Florida licensed and insured contractor, prior to payment processing. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be funded for work done on an owner's own property.

All improvements/changes that have been approved should be maintained for at least five (5) years.

To the fullest extent of the law, the applicant shall indemnify and hold harmless Apopka from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

**Applicant's Certification:**

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the City of Apopka's Community Redevelopment Agency, hereinafter referred to as "Agency," must approve the application.

I further understand that if I accept the award, I will comply with all of the requirements contained therein. No funding will be awarded until a completed application has been approved by the Agency and the required items from the checklists have been submitted and proof of payment of eligible expenses have been submitted, to CRA/City satisfaction.

At the discretion of the Agency, I agree to place a program sign on my property for the duration of the project. I also agree to participate in any program marketing including but not limited to photos, social media posts, testimonials, etc.

I understand that grant funds will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. I understand the project must be completed within one year of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured.

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## City of Apopka COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

**Section:** NEW BUSINESS

**Item #:** 3.

**Meeting Date:** April 15, 2026

**Department:** Finance Department

**SUBJECT:**

Community Redevelopment Agency (CRA) Annual Comprehensive Financial Report for Fiscal Year Ended September 30, 2025 from Mauldin and Jenkins, LLC.

**ACTION ITEM INFORMATION:**

**REQUEST:**

Acceptance of the Community Redevelopment Agency (CRA) Annual Comprehensive Financial Report for Fiscal Year Ended September 30, 2025, from Mauldin and Jenkins, LLC.

**SUMMARY:**

Presentation of the CRA Annual Comprehensive Financial Report for Fiscal Year Ended September 30, 2025, by Daniel Anderson with Mauldin and Jenkins, LLC.

**FUNDING SOURCE:**

FY2024-2025 Budget

**RECOMMENDED MOTION:**

Acceptance of the CRA Annual Comprehensive Financial Report for Fiscal Year Ended September 30, 2025, from Mauldin and Jenkins, LLC.

**ATTACHMENTS:**

None



## City of Apopka COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

**Section:** OLD BUSINESS

**Item #:** 1.

**Meeting Date:** April 15, 2026

**Department:** Economic Development

**SUBJECT:**

Discussion of New, Proposed Incentive Programs

**ACTION ITEM INFORMATION:**

**REQUEST:**

Approval to establish and adopt three new CRA incentive programs: the Demolition Grant Program, Design Engineering Services Grant Program, and Special Project Grant Program, as presented by staff.

**SUMMARY:**

The Community Redevelopment Agency (CRA) continues to advance its mission of promoting redevelopment, reinvestment, and economic activity within the CRA district through targeted incentive programs. As part of ongoing efforts to enhance the CRA's impact and responsiveness to market conditions, staff has identified strategic gaps in the current incentive toolkit that limit the ability to fully support redevelopment projects from early planning through implementation.

At the January 21, 2026 CRA Board meeting, the Board directed staff to evaluate opportunities to expand and strengthen available incentive programs. In response, staff developed three new programs designed to address key barriers to redevelopment and provide support at critical stages of the development process:

- **Demolition Grant Program:**  
Provides financial assistance for the removal of blighted or obsolete structures, facilitating site readiness and encouraging redevelopment of underutilized properties.
- **Design Engineering Services Grant Program:**  
Offers technical assistance and funding for early-stage planning activities, including architectural and engineering services, to help applicants evaluate feasibility, develop concepts, and prepare for permitting and construction.
- **Special Project Grant Program:**  
Provides flexible funding for unique, high-impact projects that may not fall within traditional program categories but demonstrate significant potential to advance CRA goals, stimulate investment, or serve as catalyst developments.

These programs are intended to complement existing incentives by addressing pre-development challenges, reducing barriers to entry, and enabling the CRA to respond more strategically to redevelopment opportunities. Collectively, they expand the CRA's ability to support projects from concept through completion, while aligning with the adopted Redevelopment Plan and broader economic development objectives.

**FUNDING SOURCE:**

CRA funds

**RECOMMENDED MOTION:**

To approve and adopt the Demolition Grant, Design Engineering Grant and Special Project Grant assistance programs, as presented by staff, and authorize implementation in accordance with the updated policies and guidelines.

**ATTACHMENTS:**

1. Demolition Grant Program Policies Guidelines (clean version)
2. Special Project Grant Program - Policies & Guidelines (clean version)
3. Design Engineering Services (clean version)



## City of Apopka Community Redevelopment Agency

# DEMOLITION ASSISTANCE GRANT PROGRAM

### POLICIES, GUIDELINES, AND CRITERIA

The Demolition Assistance Grant Program (the “Program”) is a financial assistance initiative administered by the City of Apopka Community Redevelopment Agency (“CRA”) to support the strategic demolition and removal of structures within the CRA district that are incompatible with existing or anticipated redevelopment efforts, fail to meet minimum safety standards, or detract from the aesthetic and economic goals of the community. The Program is intended to eliminate blight, remove barriers to redevelopment, and implement the City’s adopted Comprehensive Plan, including the Future Land Use Element and the CRA Redevelopment Plan.

This document outlines the Program’s eligibility requirements, eligible and ineligible activities, grant conditions, frequently asked questions, and application procedures.

### APPLICANT ELIGIBILITY

To be eligible for funding under the CRA Demolition Assistance Grant Program, all of the following criteria must be met:

- The subject property must be located within the boundaries of the Apopka Community Redevelopment Area, as established by the CRA’s adopted redevelopment plan.
- The applicant must be the legal owner of record of the property, as evidenced by a recorded deed. Applications submitted by contract purchasers or tenants are not eligible.
- The property must contain a structure that is deemed incompatible with existing or planned redevelopment, obsolete under the City’s Future Land Use Map, structurally unsound, unsafe, or visually detrimental to surrounding redevelopment efforts, as determined by the CRA.
- The property must not be subject to delinquent property taxes, unresolved code enforcement liens, or foreclosure proceedings at the time of application, unless demolition is required to remedy an active code enforcement violation and is approved by the CRA.
- The applicant must demonstrate site control and the legal authority to demolish the structure.
- Each property is eligible to receive a maximum of one (1) demolition grant award.

### ELIGIBLE ACTIVITIES

Eligible activities under this Program include costs directly related to the demolition and removal of qualifying structures, including:

- Demolition and removal of principal or accessory structures that are incompatible with existing or anticipated redevelopment projects.
- Demolition of structures that fail to meet minimum life-safety standards or present a public safety hazard.
- Removal and lawful disposal of demolition debris.
- Asbestos testing, abatement, and other environmental remediation activities required for demolition.
- Utility disconnections directly related to demolition activities.
- Site stabilization following demolition, including rough grading and removal of foundation remnants.
- Erosion control measures, including seed, straw, sod or matting following demolition

### **INELIGIBLE ACTIVITIES**

The following activities are not eligible for funding under this Program:

- Interior demolition or selective demolition not resulting in full structure removal.
- Site redevelopment, construction, landscaping, or vertical improvements following demolition.
- Demolition work commenced prior to CRA approval and issuance of a Notice to Proceed.
- Acquisition costs, property maintenance, or property holding costs.
- Permitting and inspection fees associated with demolition.
- Work performed by the property owner or by an unlicensed contractor where licensure is required.
- Any work performed prior to receiving grant approval and Notice to Proceed by the CRA.
- Any costs not directly related to the demolition scope approved by the CRA.

### **GRANT PROGRAM CONDITIONS**

Maximum Award Amount: The maximum reimbursement available under this Program is \$15,000 per property.

Reimbursement Basis: Grant funds are provided on a reimbursement basis only. The applicant is responsible for all upfront costs.

Funding Availability: Grant awards are subject to CRA budget availability and are awarded on a first-come, first-served basis unless otherwise prioritized by the CRA Board.

Notice to Proceed: No demolition work may begin until a fully executed grant agreement is in place and the CRA issues a written Notice to Proceed.

Completion Deadline: All demolition activities must be completed within the timeframe established in the grant agreement.

Payment Disbursement: Reimbursement will be issued upon submission of required closeout documentation, including paid invoices, lien releases, inspection approvals, and photographic evidence of completed demolition.

Future Use Requirement: The cleared site must be maintained in a safe and orderly condition and be consistent with the Land Development Code and Future Land Use designation.

Repayment Requirement: If the property is redeveloped, sold, or transferred in a manner inconsistent with the approved redevelopment intent within three (3) years of grant disbursement, the CRA reserves the right to require partial or full repayment of grant funds.

Security: The CRA reserves the right to record a restrictive covenant or lien to secure compliance with grant conditions.

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

*What types of properties are eligible?*

Eligible properties include residential, commercial, or mixed-use parcels containing structures that are obsolete, unsafe, or incompatible with planned redevelopment within the CRA district.

*Can I redevelop the property immediately after demolition?*

Yes, provided the redevelopment complies with the City's Comprehensive Plan, zoning regulations, and any conditions established in the grant agreement.

*Are environmental costs eligible?*

Yes. Required asbestos surveys, abatement, and environmental remediation necessary to complete demolition are eligible costs.

*Can I perform the demolition work myself?*

No. All demolition work must be performed by properly licensed and insured contractors. This includes if the property owner is also a licensed and insured contractor.

*Does approval guarantee future redevelopment funding?*

No. Approval of a demolition grant does not guarantee eligibility for any future CRA incentives or redevelopment funding.

## **APPLICATION PROCEDURES**

Completed applications must be submitted to the Economic Development Department. Applications will be reviewed for completeness, eligibility, and consistency with CRA

redevelopment objectives. The CRA reserves the right to request additional documentation or deny applications that do not advance redevelopment goals.

Applicants must submit:

- ✓ Completed application form
- ✓ Proof of property ownership
- ✓ Current photographs of the structure(s)
- ✓ Demolition cost estimates from licensed contractors
- ✓ Description of anticipated future land use or redevelopment intent
- ✓ Environmental reports, if applicable

### **DISCLAIMERS AND NOTICES**

Submission of an application does not guarantee funding approval. All records are subject to Florida's Public Records Law. The CRA is not responsible for contractor selection, performance, or disputes. Failure to comply with program requirements may result in denial or repayment of funds.

### **CERTIFICATION**

By submitting an application, the applicant certifies that all information provided is true and accurate and agrees to comply with all program requirements and applicable laws.



# City of Apopka Community Redevelopment Agency

## SPECIAL PROJECT GRANT PROGRAM

### I. PURPOSE

The Special Project Grant Program (“Program”) is established to support significant private investment projects within the City of Apopka Community Redevelopment Area (“CRA”). This Program is intended to incentivize development that may not otherwise occur due to extraordinary market conditions, site constraints, or other factors outside the control of the developer or property owner. Projects that advance economic vitality, job creation, increased property tax base, and community goals are eligible for consideration.

### II. DEFINITIONS

**Special Project:** A proposed development project that results in substantial economic, social, or community benefits, including but not limited to:

- An innovative commercial project that creates employment opportunities, increases property values, or fills an unmet market need.
- Installation, construction or reconstruction of convention center, hotel, banquet facilities, parking garages, and other improvements as specified in the community redevelopment plan.
- Repair and/or rehabilitation of buildings and other improvements in accordance with the community redevelopment plan.
- Installation, construction or reconstruction of certain public improvements in connection with project i.e. parks, utilities and roadway improvements.

The list of eligible improvements provided under the Special Project Grant Program is intended as a general guide and is not exhaustive. The CRA reserves the right to review and evaluate all proposed projects on a case-by-case basis and to conduct additional vetting as necessary to determine eligibility. All funding decisions shall be made in accordance with the provisions and intent of Florida Statutes Chapter 163 Part III, as well as applicable CRA policies, guidelines, and redevelopment objectives.

**Tangible Project Costs:** Physical development costs that directly contribute to increasing the taxable value of the property (e.g., site development, construction, permanent building improvements). “Soft costs” such as architectural or legal fees are not eligible unless otherwise specified.

Disclaimer:

All projects funded under this program must comply with applicable local, state, and federal regulations, including all permitting and development requirements. In addition, all improvements must be consistent with the provisions and intent of Florida Statutes Chapter 163 Part III. The CRA reserves the right to review proposed designs and project scopes to ensure

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*Special Project Grant Program  
Policies & Guidelines*

alignment with statutory requirements, adopted redevelopment plans, and program objectives prior to approval and funding.

### **III. PROGRAM ELIGIBILITY**

For consideration under the Program, a project must meet the following:

1. Property and project are located within the boundaries of the City of Apopka CRA.
2. Applicant must be the legal property owner, or an authorized agent with written owner consent.
3. The proposed project must clearly demonstrate a financial need for public investment.
4. The project must align with CRA goals and redevelopment plans.
5. Property taxes must be current, or arrangements made to bring them current upon transfer of ownership.
6. Assistance under this Program may only be approved once per property within a specified time period unless otherwise determined by the CRA Board.
7. Projects with one or more of the following have a greater chance of being awarded:
  - a. Job creation and workforce quality: Project should result a minimum of 10 jobs at 115% of the Orange County average area wage.
  - b. Maximum capital investment: Projects must demonstrate that the public investment committed to a project will leverage substantial private capital investment. For evaluation purposes, a minimum investment ratio of 3:1, private to public investment, will be utilized.
  - c. Economic Impact & Tax Base: Project significantly increases the taxable value of the property; fills a demonstrated market gap or unmet community need; diversifies the local economic base or supports targeted industry sectors.
  - d. Project Readiness & Feasibility: Project has realistic development timelines; project has obtained or is actively pursuing required entitlements and permits; Applicant demonstrates financial capacity and development experience.
  - e. Design quality & placemaking: Project incorporates high-quality urban design, architecture, and streetscape elements; promotes walkability, public spaces, or community connectivity; supports mixed-use or density consistent with adopted plans.
  - f. Community & Public Benefit: Project provides a measurable public benefit, such as community space, public art, or infrastructure improvements; Project includes sustainable or resilient design features; Project demonstrates long-term community value beyond immediate economic returns; Project expands access to employment or services for underserved populations.
8. To be eligible for reimbursement, project must result in issuance of a certificate of use or applicable permit.

### **IV. PUBLIC BENEFITS & PRIORITY CRITERIA**

The CRA will evaluate applications on factors including, but not limited to:

- Leverage of private investment relative to public support (e.g., higher private to public investment ratios preferred).

- Job creation with average wages at or above area benchmarks.
- Enhancement of public infrastructure or amenities (e.g., public spaces, community facilities).
- Alignment with CRA Redevelopment Plans and goals.
- Project impact on community identity, design quality, and long-term sustainability.

## V. APPLICATION PROCESS

### 1. Pre-Application Meeting

Applicants are encouraged to schedule a pre-application consultation with CRA staff to discuss eligibility and project scope.

### 2. Application Submission

Completed applications must include:

- Program application form
- Proof of property ownership or authorization
- Project narrative and public benefits statement
- Site plans, elevations, conceptual drawings
- Financial feasibility documents (budget, pro forma)
- Evidence of financing commitments

### 3. CRA Staff Review

CRA staff will review submitted materials for completeness and compliance with Program guidelines.

### 4. CRA Board Review & Decision

Staff will prepare a recommendation for the CRA Board, which has final authority on awards and terms.

## VI. DISBURSEMENT TERMS

- Assistance will be provided based on conditions approved by the CRA Board.
- Disbursement may be structured in one or multiple payments over time to align with project milestones.
- All disbursements are contingent upon submission of documentation verifying project progress and compliance with the approved terms.
- All disbursements are contingent upon the availability of funds.

## VII. CONDITIONS OF PARTICIPATION

- Projects must commence within a specified timeframe following approval, or risk forfeiture of award.
- Applicants must comply with applicable building codes, zoning, and permit requirements.
- Projects receiving assistance under this Program may be subject to performance agreements, liens, or other security instruments as determined by the CRA.
- Projects receiving assistance under this program are not eligible for additional CRA financial assistance programs.



# City of Apopka Community Redevelopment Agency

## DESIGN, ENGINEERING & ARCHITECTURAL SERVICES ASSISTANCE PROGRAM

### POLICIES, GUIDELINES, AND APPLICATION MATERIALS

The Design, Engineering & Architectural Services Assistance Program (“Program”) is a financial assistance initiative administered by the City of Apopka Community Redevelopment Agency (“CRA”). The Program aims to support commercial and mixed-use property owners within the CRA district during the pre-leasing, early planning, and pre-development phases of a project by providing financial assistance for professional design, engineering, and architectural services necessary to advance redevelopment, renovation, or improvement projects.

Through this Program, eligible applicants may receive professional design, engineering, and architectural services, including one-on-one consultations with a licensed architect, to evaluate project feasibility, explore development concepts, and prepare for future permitting and construction.

Assistance from this Program is intended to facilitate project feasibility analysis, conceptual design, permitting documents, site plans, and construction drawings required to obtain regulatory approvals and advance redevelopment efforts.

#### I. PROGRAM OBJECTIVES

- Support early-stage feasibility analysis and project planning
- Encourage quality design and redevelopment outcomes
- Assist applicants in understanding development requirements and costs
- Stimulate private investment and activation within the CRA

#### II. PROGRAM ELIGIBILITY

##### **Applicant Eligibility:**

To be eligible for funding under this Program, applicants must meet the following criteria:

1. Property and project must be located within the City of Apopka Community Redevelopment Area (CRA).
2. Applicant must be the legal owner of the property (as evidenced by deed) or an authorized agent with written property owner authorization.
3. Applicant must demonstrate a viable redevelopment project that necessitates professional design, architectural, or engineering services.
4. Applicant must be current on property taxes, business taxes and not have unresolved code enforcement liens or delinquent fines.

5. Applicant must commit to using services from a licensed professional (registered architect/engineer).
6. Proposed project must comply with City zoning and land development regulations

### **III. ELIGIBLE SERVICES & COSTS**

The Program may fund professional services necessary to evaluate and advance a project, the following services are eligible for assistance under this Program:

- Professional design and architectural services necessary for project planning
- Engineering services required for site plans, civil, structural, mechanical, electrical, plumbing (MEP), and permitting
- Creation of drawings and specifications for submission to the City for plan review and permitting
- Feasibility studies, schematic design, and conceptual site plans
- Surveying and related technical reports where applicable

#### **Ineligible Costs:**

Assistance may **not** be used for:

- Construction activities or physical improvements
- Project costs incurred before written approval of the grant
- Non-professional services (e.g., administrative, legal services not tied to design). This includes in-house providers.
- Interior build-out services except when explicitly required for permitting

### **IV. SCOPE OF SERVICES**

Through contracts that the City of Apopka/CRA has with consulting, engineering and architectural design firms, eligible property owners will receive the following services:

1. The selected consultant will help to explore possible uses permitted on the applicant's property.
2. The selected consultant will provide in-person consultations, with the owner, to evaluate the project (discuss needs, desires and possible overall budget). The assigned CRA staff must be present at all meetings.
  - a. The number of consultations will be determined by CRA Staff based on the complexity of the project, but all projects will have a minimum of two one-hour consultations.
3. After the consultations, the consultant will provide:
  - a. Rendering concept of building elevation showing suggested changes, preliminary colors and possible signage.

- b. Conceptual project site layout.
- c. Proposed overall project scope,
- d. Preliminary project budget.

The selected consultant or additional selected Consultants may provide the following additional services as required:

1. Schematic Project Designs
2. Detailed Design Development (basic services for architectural/structural/mechanical/electrical/plumbing/security/IT)
3. Landscaping, civil, site control planning (surveying will be determined by project scope of services)
4. Working Construction Drawings (for final revisions)
5. Permit Ready Construction Documents (signed and sealed by a registered architect or other applicable professional)

## V. AWARD LIMITS

- **Maximum Award:** Up to **\$50,000** per project.
- Applicants may not reapply for additional funding for the same project after receiving a full \$50,000 grant.
- Assistance will be provided on a reimbursement basis, subject to documentation of services rendered and proof of payment.

## VI. PROGRAM CONDITIONS

- Applicants may only begin work after execution of a funding agreement and notice to proceed is issued.
- All services funded must be performed by licensed professionals in compliance with City codes. Using a contractor from the pre-approved list is recommended but not required. A list of those contractors can be provided upon request. If electing to select its own contractor, a minimum of three cost estimates must be provided as part of the application.
- Applicants may be required to complete a professional services agreement with the CRA.
- The CRA may record a lien or similar instrument to secure repayment if conditions are not met.
- Acceptance of reimbursement infers the applicant's acceptance of final work product and intention to proceed as presented. Navigation from the approved, final work product will be subject to recapture of grant funds.

- All plans and documents produced using grant funds are the property of the CRA
- Applicant is granted a non-exclusive license to use materials for project development

## **VII. APPLICATION PROCEDURES**

Grants will be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. Submitted applications do not automatically qualify applicant for funding. Applicants may exhaust the maximum allowable grant across each CRA. Any work, including pulling permits, must begin after the issuance of a Notice to Proceed is issued. Failure to follow the process will render your application ineligible for grant funding.

### **1. Pre-Application Consultation**

Applicants are strongly encouraged to meet with CRA staff to determine eligibility and discuss project scope before submitting an application.

### **2. Submission Requirements**

Completed applications must include:

- Program application form
- Proof of property ownership or owner authorization
- Project description and intended outcomes
- Three (3) detailed cost estimates from licensed design professionals; OR one detailed cost estimate from the city’s list of preferred consultants.
- Professional qualifications of proposed design/engineering provider
- Location map and photographs of site conditions

CRA staff will provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten (10) business days of application receipt, CRA staff will review applications for completeness and accuracy and notify the applicant regarding any deficiencies or issues with the application; additional information may be requested. Applications are considered submitted once all required documents have been received. Incomplete applications will only be held open for a maximum of 60 days after initial submission. After 60 days, if the application remains incomplete, it will be withdrawn by staff. Thereafter, an Applicant will have to reapply for a grant by submitting an entirely new grant application for the project, including any documents originally submitted by the applicant in connection with its initial application.

The CRA will issue a Notice to Proceed (NTP) prior to the start of each phase of the Pre-Development process. If the project scope changes to the extent it no longer qualifies for CRA funding, staff reserves the right to terminate the grant, and the amount provided to the Grantee will be immediately repayable to the CRA. The CRA will be the owner of any plans, documents, permit applications or work product of any kind or nature produced and paid for from a Pre-Development Grant from the CRA (“Pre-Development Work Product”). The Owner/Applicant will have a revocable license from the CRA to use the Pre-Development

Work Product in connection with the development of the property subject to the Pre-Development Grant. This license may be revoked if: (a) an owner or applicant fails to develop the awarded property subject to the Pre-Development Grant within a time-frame prescribed by the CRA in any agreement for the Pre-Development Grant; or (2) if the property is developed for a non-commercial purpose or for a “bar,” “tavern,” “lounge” or business involving the sale of alcohol or an “adult use” as those terms are defined in the City’s Land development Code.

## **VIII. REVIEW & APPROVAL**

Once eligibility and completeness are verified:

1. CRA staff will prepare an evaluation for recommendation to the CRA Board.
2. The CRA Board will make a final determination on award amount and any other conditions it deems necessary.
3. Approved applicants must enter a funding agreement prior to commencing services.
4. Approved applicants will be issued a written Notice to Proceed.

Approved grant requests will require:

- Execution of a Grant Agreement within 10 business days after it has been provided to the Applicant for execution, and prior to obtaining permits and commencing any work to be funded by the grant.
- Grant agreement will specify that the applicant must initiate permitting and/or construction within one (1) year of receiving the final deliverables. Extensions may be considered upon request.
- Granting of reasonable access to all documents pertaining to the planning, construction and financing of the project as may be reasonably required to assure compliance with the terms of the Grant Agreement.
- Granting the CRA ownership and right of use of all work-products and plans produced from the grant funds.

The CRA may impose any additional or alternate terms and conditions it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement. Failure to comply will result in the repayment of grant funds and ineligibility for future CRA programs.

Funding is subject to availability and CRA Board approval. Participation does not guarantee permitting or additional funding. The CRA reserves the right to modify or termination the program at any time.

## **IX. Evaluation Criteria & Scoring**

All complete applications will be evaluated and scored by CRA staff based on the following criteria. A minimum score is required for funding consideration.

## Scoring Summary

Criteria	Maximum Points
Project Readiness & Feasibility	25
Redevelopment Impact	25
Location & Visibility	15
Design Quality & Site Enhancement Potential	15
Economic Impact	10
Leveraging & Investment Commitment	10
<b>Total Score</b>	<b>100 Points</b>

**Minimum Score for Consideration:** 60 points

### 1. Project Readiness & Feasibility (0–25 points)

Evaluates how prepared the applicant is to move forward with the project.

- Clearly defined project scope and business use (0–10)
- Demonstrated ability to proceed (financial capacity, timeline, site control) (0–10)
- Completeness and quality of application materials (0–5)

### 2. Redevelopment Impact (0–25 points)

Measures the extent to which the project contributes to CRA goals.

- Activation of vacant or underutilized property (0–10)
- Contribution to corridor revitalization or placemaking (0–10)
- Alignment with CRA Master Plan priorities (0–5)

### 3. Location & Visibility (0–15 points)

Considers the strategic importance of the project site.

- Location along major corridor, gateway, or high-visibility area (0–10)
- Corner lot or prominent site (0–5)

### 4. Design Quality & Site Enhancement Potential (0–15 points)

Evaluates anticipated improvements to aesthetics and functionality.

- Potential for high-quality design and architectural enhancement (0–10)

- Incorporation of design standards, branding, or placemaking elements (0–5)

**5. Economic Impact (0–10 points)**

Assesses broader economic benefits.

- Potential for job creation or retention (0–5)
- Contribution to tax base, business activity, or service expansion (0–5)

**6. Leveraging & Investment Commitment (0–10 points)**

Evaluates private investment and commitment beyond the grant.

- Demonstrated private investment in future construction (0–5)
- Use of additional funding sources or CRA programs (0–5)

**Bonus Points (Up to 20 Points)**

Bonus Criteria	Points
Project includes mixed-use development	5
Project supports locally owned business	5
Property is 50+ years old or has historic significance	5
Applicant commits to proceeding to construction within 1 year	5

**Evaluation Notes**

- Applications will be scored by CRA staff and used to inform recommendations to the CRA Board
- Meeting the minimum score does not guarantee funding
- The CRA Board reserves the right to approve, deny, or modify funding awards
- Priority may be given to projects that are implementation-ready and aligned with strategic redevelopment goals

**X. FUNDING DISBURSEMENT PROCESS**

Payment to the Contractor shall be made in accordance with the procedures set forth herein:

- Applications for Payment must be submitted to the following address:  
 Apopka Community Redevelopment Agency  
 120 E Main Street  
 Apopka, FL 32703  
[CRA@apopka.net](mailto:CRA@apopka.net)

- The CRA will process progress payments within 20 business days after receipt of a properly completed Application for Payment. All amounts not paid when due will bear interest at a rate of 2% per month until paid.
- Rejection of an Application for Payment by the CRA will be within 20 business days after receipt and will specify the deficiency and necessary corrective action. The CRA's objection to any submitted payment amount will be accompanied by the CRA's remittance of any undisputed portion of the payment.
- Upon submission of a corrected Application for Payment, the CRA will process disbursement of the grant funds due or reject the corrected Application for Payment on the later of: 10 business days after the corrected Application for Payment's receipt date; or, if the CRA Board is required by ordinance, charter, or other law to approve/reject the corrected Application for Payment, the first business day following the next regularly scheduled CRA Board meeting which occurs after the corrected Application for Payment's receipt date.
- If after resubmission of an Application for Payment a dispute relating to said Application remains, dispute resolution procedures must be initiated as provided below.

Funding will be released upon receipt of:

- A sworn and certified progress payment affidavit indicating that all laborers, material suppliers, and/or subcontractors dealing with the Contractor were paid in full as it relates to all work performed up to the time of the request for payment;
- The Grant Recipient's signature;
- Partial conditional releases or waivers of lien by the Contractor, material suppliers, and/or subcontractors, and evidence of proof of payment of any indebtedness incurred with respect to the work of the Contractor as may be required by the CRA;
- Evidence that all work has been fully performed as required by the Grant Agreement up to the time of the request for payment and, as may be applicable, that the work was inspected and accepted by the CRA and any other governmental authorities required to inspect the work; and
- Any other information required by the CRA, in the CRA's sole discretion.
- Professional deliverables (drawings, plans, reports) as outlined in the award
- W-9 form from vendor
- Any additional documentation as requested by CRA staff

The CRA may disburse funds directly to design professionals or reimburse the applicant.

## **XI. DISPUTE RESOLUTION**

Any disputes arising under this Program related to project progress, performance, or payment shall be addressed between the contractor and the Community Redevelopment Agency (CRA) in accordance with the established progress schedule and payment application procedures. These procedures, as detailed in the applicable exhibit to the Grant Agreement, shall govern the review, documentation, and resolution of such disputes. All parties are expected to adhere to the outlined process to ensure timely and equitable resolution consistent with program requirements.