



APOPKA COMMUNITY REDEVELOPMENT AGENCY AGENDA

January 21, 2026 6:00 PM

Apopka City Hall Council 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 11-05-2025.**

PUBLIC COMMENT PERIOD

The Public Comment Period is for City-related issues that may or may not be on today's Agenda. If you are here for a matter that requires a public hearing, please wait for that item to come up on the agenda. If you wish to address the Council, you must fill out an Intent to Speak form and provide it to the City Clerk prior to the start of the meeting. If you wish to speak during the Public Comment Period, please fill out a green-colored Intent-to-Speak form. If you wish to speak on a matter that requires a public hearing, please fill out a white-colored Intent-to-Speak form. Speaker forms may be completed up to 48 hours in advance of the Council meeting. Each speaker will have four minutes to give remarks, regardless of the number of items addressed. Please refer to Resolution No. 2025-19 for further information regarding our Public Participation Policy & Procedures for addressing the City Council.

PRESENTATION

NEW BUSINESS

1. **Request by Davis Lodge LLC regarding FRAP Application 2025-09**
2. **Discussion on New, Proposed Incentive Programs**

OLD BUSINESS

1. **CRA Master Plan Update**
2. **Update on Residential Renovation Assistance Program (RRAP)**

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 Council Chambers or exit the City Council 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 November 5, 2025 at 5:00 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
- Member Nikki Williams (Absent)
- Attorney Clifford Shepard

APPROVAL OF MINUTES

1. CRA meeting minutes of August 20, 2025.

MOTION by Member Drago and seconded by Member Smith to approve the CRA minutes of August 20, 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 else who wished to speak, **Chairman Nelson** closed the Public Period.

PRESENTATION

1. **Retail Recruitment Strategy by Retail Strategies LLC**
Presented by: Antranette Forbes, Economic Development Director and Garet Smitherman, Retail Strategies Portfolio Director.
2. **Update on CRA Assistance Programs**
Presented by: Antranette Forbes, Economic Development Director.

NEW BUSINESS (ACTION ITEMS)

1. **CRA Logo Redesign**
Presented by: Antranette Forbes, Economic Development Director.

2. **Resolution No. 2025-07 Adoption of the 2026 CRA Work Plan in compliance with House Bill 7013 and §163.371, FS.**

Presented by: Antranette Forbes, Economic Development Director.

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

MOTION by Member Drago and seconded by Member Anderson to amend resolution 2025-07 to replace the past adopted date with the 5th day of November 2025 and adopt the resolution.

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

3. **Use of Contingency Funding – Purchase of Playground Equipment**

Presented by: Radley Williams, Interim City Administrator.

4. **True Coffee Grant Agreement**

Presented by: Antranette Forbes, Economic Development Director.

OLD BUSINESS

ADJOURNMENT

The meeting adjourned at 6:55 P.M.

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

Bryan Nelson, Chair

Attest: _____
Susan M. Bone, City Clerk

Prepared by: _____
Carolina Baez, Administrative Specialist



City of Apopka

COMMUNITY REDEVELOPMENT AGENCY STAFF REPORT

Section:

NEW BUSINESS

Item #: 1.

Meeting Date: January 21, 2026

Department: Economic Development

SUBJECT:

Request by Davis Lodge LLC regarding FRAP Application 2025-09

ACTION ITEM INFORMATION:

REQUEST:

Discussion and possible action regarding FRAP Application No. 2025-09, including consideration of the applicant's request in relation to established program policies and funding limitations.

SUMMARY:

Board is requested to consider the Façade Renovation Assistance Program (FRAP) application submitted by Davis Lodge #47, located at 900 S. Central Avenue. Applicant is requesting a funding amount in excess of program guidelines, including exclusion from 50% contribution requirement over and above the requested grant amount.

FUNDING SOURCE:

610-9950-515-4910


RECOMMENDED MOTION:

ATTACHMENTS:

1. Memo to Board re FRAP 2025-09 Davis Lodge 1.13.2026
2. FRAP 2025-09 Davis Lodge



To: CRA Board Members

From: Antranette Forbes, Economic Development Director 

Date: January 13, 2026

Subject: FRAP Application Summary – Davis Lodge #47, 900 S. Central Avenue
(Application No. 2025-09)

This memorandum summarizes the request and application history for Façade Renovation Assistance Program (FRAP) Application No. 2025-09, submitted by Davis Lodge #47, located at 900 S. Central Avenue.

On September 8, 2025, staff reviewed the application and determined that the submitted cost estimate did not meet program requirements. The applicant was notified that the estimate must be itemized by scope and per façade and was reminded of the program’s 25% applicant contribution requirement and maximum award amount of \$10,000.

On October 3, 2025, staff contacted the applicant to follow up. During this conversation, the applicant indicated he believed he could receive up to \$20,000 without a contribution, stating that the City Commission may have referenced such an amount during a prior meeting. Staff clarified the FRAP policy limitations and advised the applicant to verify that information. The applicant also indicated he would work with his contractor to obtain a revised quote reflecting \$10,000 in eligible work.

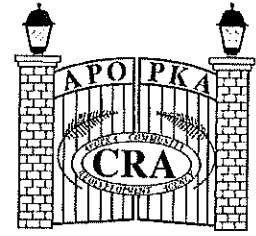
On December 10, 2025, staff received a revised quote totaling \$10,000 for window and door improvements. The applicant was instructed to resubmit the application to reflect the revised amount.

On December 12, 2025, staff met with Rev. Howard to discuss outstanding items, including the need for a revised application reflecting the \$10,000 request. During this meeting, Rev. Howard indicated that he wished to discuss the funding amount with his membership and potentially appear before the CRA Board to request a \$20,000 award. Staff advised that the application would not be processed unless a revised application for \$10,000 was submitted in accordance with program policy. Staff further explained that if an agreement were executed for \$10,000, any additional funds awarded later would be void, as FRAP policy does not allow awards for work already in progress.

At this time, staff is awaiting direction from the applicant regarding whether a revised application consistent with FRAP guidelines will be submitted for processing.



City of Apopka – CRA
**FAÇADE RENOVATION
ASSISTANCE PROGRAM**



Application

This application, along with all required information should be submitted to:
James Hitt, FRA-RA, Community Development Director
City of Apopka, Community Development Department
120 E. Main Street, 2nd floor
Apopka, Florida 32703

Office Use
Application No. _____

This Program is for non-residential structures only. The Apopka CRA review and approval will be conducted by City staff and the applicant will be notified of the next step for approval. No work should be done until final approval is completed and a Notice to Proceed is issued.

This application and all attachments to it constitute public records. Call 407-703-1712 if you have any questions about the Façade Renovation Assistance Program.

I. APPLICANT

Name: DAVIS Lodge #47

Address: 900 S. CENTRAL AVE., APOPKA, FL 32703

Telephone: 407-325-7536 E-Mail: HOWTIM4@AOL.COM

II. PROPERTY OWNER (If same as applicant, go to Section III)

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

III. PROPOSED PROJECT

Project/Business Name: DAVIS Lodge #47

Address: 900 S. CENTRAL AVE., APOPKA, FL 32703

Is the project within the CRA project area of the City of Apopka? Yes No

A. Project General Description. Please provide the following:

1. Color photographs clearly showing existing condition of the facade, neighboring buildings, and rear entrances. Historic photos if available.
2. Paint color samples for all colors planned. (if applicable)
3. Awning fabric and color sample. (If applicable)
4. Attach site plan and/or sketch plans and specifications detailing the scope of work.
5. Licensed Contractors – Three (3) written quotes to be used for projects up to \$25,000. Similar quotes for like items is required.

- B. Cost and description of renovation improvements, if any (attach itemized list and cost estimates).
REPLACE ALL EXTERIOR DOORS WINDOWS & LIGHTS
- C. Total cost of Exterior Improvements (attach itemized list and cost estimates).

- D. Dollar amount requested: \$ 1,9760,00
- E. Applicant cost (minimum 25% of Dollar amount requested): \$ _____
- F. Percent of total financial commitment by applicant (Applicant cost ÷ Total cost) for planned improvements. _____%

IV. SATISFACTION OF GRANT CRITERIA

Explain in written detail on a separate sheet: how your proposal meets each one of the listed criteria set forth in the Façade Renovation Assistance Program criteria. By filing this application, the Applicant agrees and understands that this grant is given at the sole discretion of the Apopka CRA and these criteria are used solely to evaluate Applicant's project and do not create an entitlement to funding.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

In addition, any grant funding award is on a first come, first served basis. Application funding shall be in accordance with the established FRAP Criteria, City *Land Development Codes* and the approved *Development Design Guidelines* for the City.

V. CERTIFICATION

Applicant hereby certifies under penalty of perjury, that all information provided is complete, current, accurate and truthful.

Jimmie D. Howard, Sr
 Signature

08-29-2025
 Date

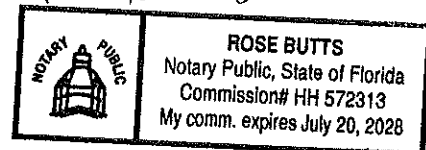
Jimmie D. Howard, Sr.
 Print

STATE OF FLORIDA
 COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this 29 day of August, 2025, by Jimmie D Howard Sr who is personally known to me or has produced Florida Drivers License as identification and who did (did not) take an oath.

Rose Butts
 Notary Signature
Rose Butts
 Print

Notary Public
 My Commission expires: July 20, 2028



ALL AMERICAN STRUCTURES – GENERAL CONTRACTORS

55 East 6th Street • Apopka, FL 32703
407-442-7694

We're Building A Better Tomorrow For Everyone Today! CBC1257495

CUSTOMER/OWNER NAME: Jimmie Howard "Masonic Hall" DATE: 8-26-25

PROJECT ADDRESS: 900 S. Central Ave Apopka Fl.

SCOPE OF WORK:

1. Front Facade of Hall
2. Remove and Replace windows
3. Remove Existing Doors
4. install New Doors
5. prime and stucco Building
6. paint and seal 2 coats
7. Install New Canopy over Doors
8. Install New Exterior lights
9. clean area Haul away All debris
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of 19,760.00 Dollars (\$ 19,760.00)

With payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.
Note – This proposal may be withdrawn by us if not accepted within 60 days

ACCEPTANCE OF PROPOSAL

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

Customer/Owner Signature

Date

Contractor Signature

Date

Lanard Hughes 8-26-25











City of Apopka Community Redevelopment Agency

WINDOW WRAPPING GRANT PROGRAM

POLICIES, GUIDELINES, AND CRITERIA

The Window Wrapping Grant Program (the “Program”) is a financial assistance initiative administered by the City of Apopka Community Redevelopment Agency (“CRA”) to enhance the appearance of vacant or underutilized storefronts within the CRA district. The Program provides funding for professionally designed and installed window graphics that showcase community branding, business opportunities, and upcoming developments. This initiative improves curb appeal, reduces the visual impact of vacancy, and supports a more vibrant, walkable, and inviting downtown environment aligned with the City’s Comprehensive Plan, 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 Window Wrapping Grant Program, the following criteria must be met:

- The subject property must be located within the boundaries of the Apopka Community Redevelopment Area, as designated by the CRA’s adopted redevelopment plan.
- The applicant must be the legal property owner of record or a commercial tenant with written authorization from the property owner.
- The storefront must be vacant or actively marketed for lease or redevelopment at the time of application.
- The property must be free of delinquent property taxes, unresolved code enforcement liens, or foreclosure proceedings, unless otherwise approved by the CRA.
- The proposed window wrapping must support downtown activation, business attraction, community branding, or redevelopment messaging, as determined by the CRA.
- Each storefront is eligible to receive up to one (1) Window Wrapping Grant award per calendar year.

ELIGIBLE ACTIVITIES

Eligible activities under this Program include costs directly related to the design, production, and installation of window graphics, including:

- Professional graphic design services for window wrap concepts.

- Printing and fabrication of window graphics or vinyl wraps.
- Installation and removal of window wraps by qualified vendors.
- Temporary removal of existing signage or coverings necessary to install approved graphics.
- Window wraps featuring community branding, downtown imagery, historic content, leasing information, business opportunity messaging, or upcoming development announcements.

INELIGIBLE ACTIVITIES

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

- Permanent signage or interior signage not visible from the public right-of-way.
- Window wraps installed prior to CRA approval and issuance of a Notice to Proceed.
- Content that includes offensive, political, or discriminatory messaging.
- Advertising for non-compliant or prohibited uses.
- Window wraps that conflict with historic preservation standards or City sign regulations.
- Work performed by the applicant without CRA approval of the vendor and design.

GRANT PROGRAM CONDITIONS

Maximum Award Amount: The maximum reimbursement available under this Program is \$2,500 per storefront.

Reimbursement Basis: Grant funds are provided on a reimbursement basis only, unless otherwise approved by the CRA.

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.

Design Approval: All window wrap designs must be reviewed and approved by CRA and City staff prior to production to ensure consistency with branding, redevelopment objectives, and applicable regulations.

Notice to Proceed: Installation may not begin until a fully executed grant agreement is in place and a written Notice to Proceed has been issued by the CRA.

Duration of Installation: Window wraps funded under this Program must remain in place for a minimum period established in the grant agreement, unless removal is required due to tenant occupancy or redevelopment.

Maintenance: The applicant is responsible for maintaining the window wrap in good condition for the duration of installation.

Removal Upon Occupancy: If the storefront becomes occupied, the window wrap may be removed without penalty following notification to CRA staff.

FREQUENTLY ASKED QUESTIONS (FAQ)

What types of storefronts are eligible?

Vacant or underutilized ground-floor commercial storefronts within the CRA boundaries are eligible, including retail, office, and mixed-use buildings.

Can occupied businesses apply?

No. This Program is intended solely for vacant or inactive storefronts to reduce the visual impact of vacancy.

Who selects the design?

Designs may be developed by the applicant's vendor or coordinated through CRA-approved designers. All designs must receive CRA approval prior to production.

Can the window wrap advertise a specific business?

Window wraps may include leasing or opportunity information, but may not function as permanent commercial advertising unless approved by the CRA.

Does receiving this grant guarantee business recruitment assistance?

No. Participation in the Program does not guarantee tenant placement or additional CRA incentives.

APPLICATION PROCEDURES

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

Applicants must submit:

- ✓ Completed application form
- ✓ Proof of property ownership or tenant authorization from owner
- ✓ Photographs of the storefront windows
- ✓ Proposed design concept or narrative
- ✓ Cost estimate from a qualified vendor

CONTRACTOR SELECTION

Applicants may select a contractor of their choosing or utilize a contractor from the CRA's preferred vendor list, subject to the following requirements:

CRA Preferred Contractor List:

*Window Wrapping Grant Program
Policies & Guidelines*

Applicants are encouraged, but not required, to use a contractor from the CRA’s preferred vendor list. Contractors on the preferred list have previously demonstrated experience, proper licensing, and familiarity with CRA program requirements.

Applicant-Selected Contractor:

Applicants who choose to use a contractor not on the CRA’s preferred list must submit **a minimum of two (2) written cost estimates** from qualified, licensed vendors for the proposed window wrapping work. All estimates must clearly identify the scope of work, materials, design services (if applicable), installation costs, and total project cost.

CRA Review and Approval:

All contractors—whether selected from the CRA’s preferred list or independently by the applicant—are subject to CRA staff review and approval to ensure compliance with program guidelines, licensing requirements, insurance standards, and design objectives.

Final Contractor Selection:

Final approval of the selected contractor and associated costs rests with the CRA. The CRA reserves the right to require additional information, reject contractors that do not meet program standards, or limit reimbursement to the lowest reasonable and responsive quote.

Conflict of Interest:

Grant funds may not be used to pay contractors or vendors in which the applicant has a financial interest or familial relationship.

DISCLAIMERS AND NOTICES

Submission of an application does not guarantee grant approval or funding. All records are subject to Florida’s Public Records Law. The CRA is not responsible for vendor 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

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 City's Comprehensive Plan 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

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 by providing financial assistance for professional design, engineering, and architectural services necessary to advance redevelopment, renovation, or improvement projects.

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.

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 and not have unresolved code enforcement liens or delinquent fines.
5. Applicant must commit to using services from a licensed professional (registered architect/engineer).

III. ELIGIBLE SERVICES & COSTS

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. 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.

V. 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.

VI. APPLICATION PROCEDURES

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

VII. 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.

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.

VIII. FUNDING DISBURSEMENT PROCESS

Funding will be released on a reimbursement basis upon receipt of:

- Detailed invoice from the design/engineering professional
- Proof of payment (cancelled checks or credit card statements)
- 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.



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.

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.

III. PROGRAM ELIGIBILITY

To be eligible 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.

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.


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.



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To: CRA Board Members

From: Antranette Forbes, Economic Development Director 

Date: January 13, 2026

Subject: Residential Renovation Assistance Program (RRAP) – Program Update

This memorandum provides a summary of activity and outcomes to date for the CRA’s Residential Renovation Assistance Program (RRAP).

Since program launch, the CRA received a total of 192 inquiries from residents seeking assistance. Following eligibility review, 24 applications were denied for not meeting program requirements, and 2 applications were placed on a waitlist due to funding limitations.

To date, the RRAP has awarded improvements to 33 homes, including five (5) projects incorporating ADA-related improvements to enhance accessibility. Program-funded improvements included driveway repair or replacement, installation of new windows and doors, exterior painting, fencing, and landscaping. In addition, the improvements will include 15 roof replacements, addressing critical health and safety needs.

The total amount awarded through the program is \$899,747.71, with participating homeowners contributing \$6,298.87 toward project costs exceeding program limits or for ineligible items. These investments have helped stabilize housing conditions, improve neighborhood appearance, and support long-term housing sustainability.

There have been 5 homes completed to date; with the others in various stages of construction.

Overall, the RRAP continues to demonstrate strong community demand and measurable impact by addressing critical residential needs, improving quality of life for residents, and advancing neighborhood revitalization goals.