



**ALACHUA CRA**  
COMMUNITY REDEVELOPMENT AGENCY

**Chair Rudy Rothseiden**  
**Vice Chair Kelly Harris**  
Member Brian Boukari  
Member Mandy Bucci  
Member Jovante Hayes

**City Manager Rodolfo  
Valladares**  
City Attorney Marian Rush

The Community Redevelopment Agency Advisory Board will conduct a  
**Community Redevelopment Agency Advisory Board  
Meeting**  
**At 3:00 PM**

to address the item(s) below.

**Meeting Date:** June 23, 2025

**Meeting Location:** James A. Lewis City Commission Chambers  
15100 NW 142 Terrace  
Alachua, FL 32615

**Community Redevelopment Agency Advisory Board Meeting**

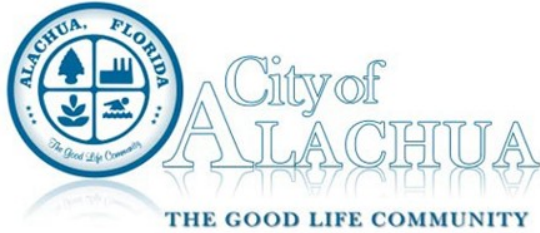
Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

**CALL TO ORDER**

**I. NEW BUSINESS**

- A) BUSINESS FACADE GRANT PROGRAM APPLICATION: A REQUEST BY FLA HOMES INC., APPLICANT, AND ALACHUA COMMERCIAL PROPERTIES LLC, PROPERTY OWNER, SEEKING APPROVAL OF A BUSINESS FACADE GRANT APPLICATION FOR PROJECT IMPROVEMENTS TO A BUILDING LOCATED AT 14910 MAIN STREET.**

**ADJOURN**



## Commission Agenda Item

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**MEETING DATE:** June 23, 2025

**SUBJECT:** Business Facade Grant Program Application: A request by Fla Homes Inc., applicant, and Alachua Commercial Properties LLC, property owner, seeking approval of a Business Facade Grant Application for project improvements to a building located at 14910 Main Street.

**PREPARED BY:** Susan King

**RECOMMENDED ACTION:**

Staff recommends that the Community Redevelopment Agency Advisory Board find the Business Facade Grant Program Application, submitted by Fla Homes Inc., applicant, and Alachua Commercial Properties LLC, property owner for improvements to a building located at 14910 Main Street, to be consistent with the Business Facade Grant Program Policies and Procedures and transmits the application to the City of Alachua Community Redevelopment Agency with a recommendation to approve, upon making the following motion:

- *Based upon Staff's recommendation, this Board finds the Business Facade Grant Program Application submitted by Fla Homes Inc., applicant, and Alachua Commercial Properties LLC, property owner, for improvements to a building located at 14910 Main Street to be consistent with the Business Facade Grant Program Policies and Procedures and transmits the application to the City of Alachua Community Redevelopment Agency with a recommendation to approve.*
- 

### Summary

This application is a request by Fla Homes Inc., applicant, and Alachua Commercial Properties LLC, property owner, seeking the approval of a Community Redevelopment Agency (CRA) Business Facade Grant Application for Project improvements to a building located at 14910 Main Street. The Project improvements proposed by the applicant include the following: replacing and updating the awning in front of the building leased by Kelly's Kreations, which is weathered, torn and missing awning sections due to the 2024 hurricanes.

Resolution CRA19-01 established the Business Facade Grant Program (the Program) as well as the Program's Policies and Procedures. Resolution CRA22-04 amended the Business Façade Grant Program Policies and Procedures to increase the maximum matching grant amount.

The general purpose of the Program is to provide assistance to rehabilitate the facades of

commercial buildings within the Community Redevelopment Area. In order to be eligible for the Program, projects must improve the aesthetics of the exterior façade of a commercial building and facilitate redevelopment consistent with the CRA Community Redevelopment Plan. Project improvements must also be compatible and complimentary to buildings located on either side of the street in the area surrounding the Project building.

To support that the Project meets the requirements of the Program Policies and Procedures, the applicant has submitted a sketch of the proposed improvements and color sample. The applicant has also submitted a picture of the existing building and its current condition.

Staff has reviewed the application and supporting materials submitted by the applicant, and finds that the application meets the requirements of the Business Façade Grant Program Policies and Procedures, including: applicant and property eligibility; property and occupant requirements; project requirements; and the minimum requirements for applications and supporting materials. The application and supporting materials are attached to this agenda item.

The Program provides a 50% matching grant between \$500 and \$12,500 for actual Project costs. The total estimated Project costs is **\$1,128.75**; therefore, the maximum grant award is **\$565.00**.

## **FINANCIAL IMPACT**

### **ADDITIONAL FINANCIAL INFORMATION**

#### **ATTACHMENTS**

1. Fla Homes Inc - Business Facade Grant Program Application
2. Funding Priority Sheet
3. Business Facade Grant Program - Policies and Procedures



**ALACHUA CRA**  
COMMUNITY REDEVELOPMENT AGENCY

**Business Facade Grant Program  
Application**

**CONTACT INFORMATION:**

**Applicant Information**

Applicant name: Fla Homes, Inc.  
 Mailing Address: 13919 NW 145<sup>th</sup> Avenue  
 Alachua, FL 32015  
 Phone/Cell #: 386-418-4663  
 Email: flahomes@windstream.net

**Property Owner Information**

If the applicant is not the property owner, a Property Owner Authorization Form must be completed and submitted with this Application.

Property Owner Name: Alachua Commercial Properties, LLC  
 Mailing Address: 13919 NW 145<sup>th</sup> Avenue  
 Alachua, FL 32015  
 Phone/Cell #: 386-418-4663  
 Email: flahomes@windstream.net

**Business Owner Information (Tenant)**

Business Owner Name: Kelly Harris - Kelly's Kreations Gifts + Flowers  
 Mailing Address: 14910 Main Street  
 Alachua, FL 32015  
 Phone/Cell #: 352-575-5533  
 Email: kkgiftsandflowers@outlook.com  
 City Local Business Tax Receipt Number:

**SITE IDENTIFICATION AND HISTORY**

Name of business or site: Kelly's Kreations Gifts + Flowers  
 If property is not occupied will it be occupied upon completion of the project?   
 Location Address: 14910 Main Street  
 Year building was constructed: 1900  
 Tax Parcel Number: 03627-000-000  
 Existing Use: Store Retail  
 Proposed Use: Store Retail

What is the current condition of the building facade? Response may be separately attached.

The canvas awning is weathered, torn and missing sections.

#### SCOPE OF WORK

Provide a 1-2 paragraph summary of the proposed improvements and how the proposed improvements will enhance the Community Redevelopment Area. Response may be separately attached.

We are proposing the replacement of the awning in front of our building at 14910 Main Street, Alachua. Due to last years storm, Helene, it is torn, missing in several places and weathered. We feel that we will be aligning with the goals of the C.R.A. to "rehabilitate, conserve and redevelop" by making this improvement. Many awnings on Main Street have been updated and we are looking forward to contributing to the historic character of Main Street by doing the same.

#### REQUIRED MATERIALS TO SUBMIT WITH APPLICATION

Please include the following attachments with your application before you submit:

- Current photos of building and issues that will be resolved under the Program.
- Signed and sealed plans (if required by City Building Department for the type of work proposed).
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements.
- Information regarding project components such as color swatches, pictures of added features, etc.
- Proof property taxes are current.
- A copy of Local Business Tax Receipt.
- Proof property is current in utility bills.
- Copy of a lease or rental agreement that indicates building will be occupied after rehabilitation (if applicable).
- Two written contractor estimates if purchase or labor is \$1,000 or greater (staff will review for reasonableness of cost).



SIGNATURE PAGE

I, Debbie Herring, attest under penalty of perjury that the information contained in this City of Alachua CRA Application for Facade Grant is true and correct to the best of my knowledge. I understand that the Alachua CRA Business Facade Grant Program benefits are contingent upon funding availability and Alachua CRA approval and are not to be construed as an entitlement or right of a property owner or Applicant. Properties within the designated Alachua CRA boundary are not eligible for grant-funded programs when the work proposed to be funded would conflict with the goals expressed in the CRA Amended Community Redevelopment Plan. I understand that all improvements funded by any grant awarded must be consistent with the information submitted with this application and considered by the CRA. I have received and reviewed the Business Façade Grant Program Policies and Procedures (the "Procedures") and I agree that all work and activities funded by any grant award will be done in accordance with the Procedures. I further agree to comply with the Florida Public Records Law Requirements attached as Exhibit C to the Procedures for all labor and materials paid for by the grant award. I further understand that I am responsible for providing construction documents and obtaining any permits required for the proposed work, and hold harmless the City of Alachua CRA for any damage associated with this Application or the Alachua CRA Business Facade Grant Program.

Debbie Herring, mgma  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Debbie Herring, Managing Member  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

5/19/25  
Date

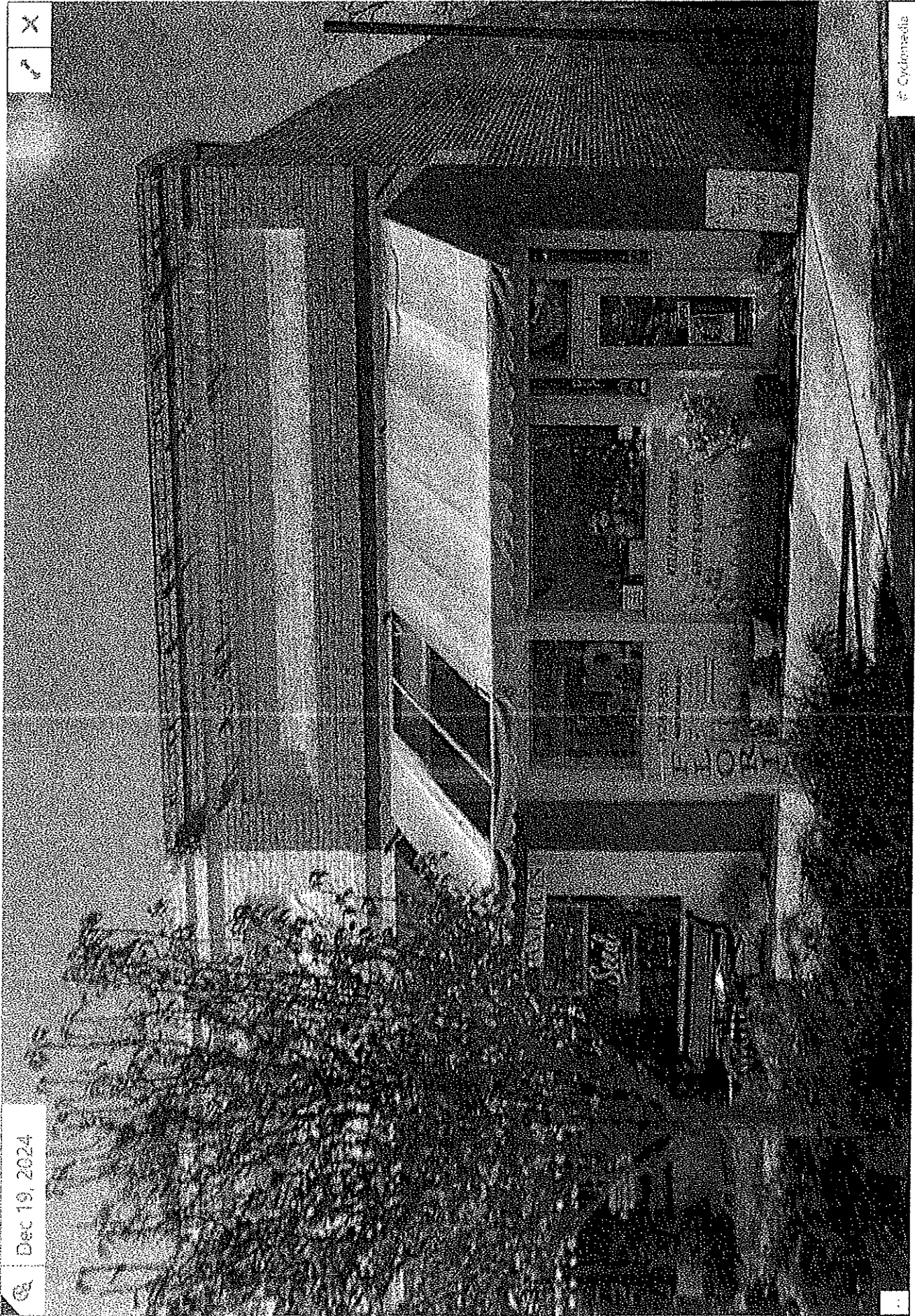
\_\_\_\_\_  
Date

State of Florida County of Alachua

The foregoing application is acknowledged before me this 19<sup>th</sup> day of May, 2025 by Debbie Herring, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.



Kristy Morgan  
Signature of Notary Public, State of Florida

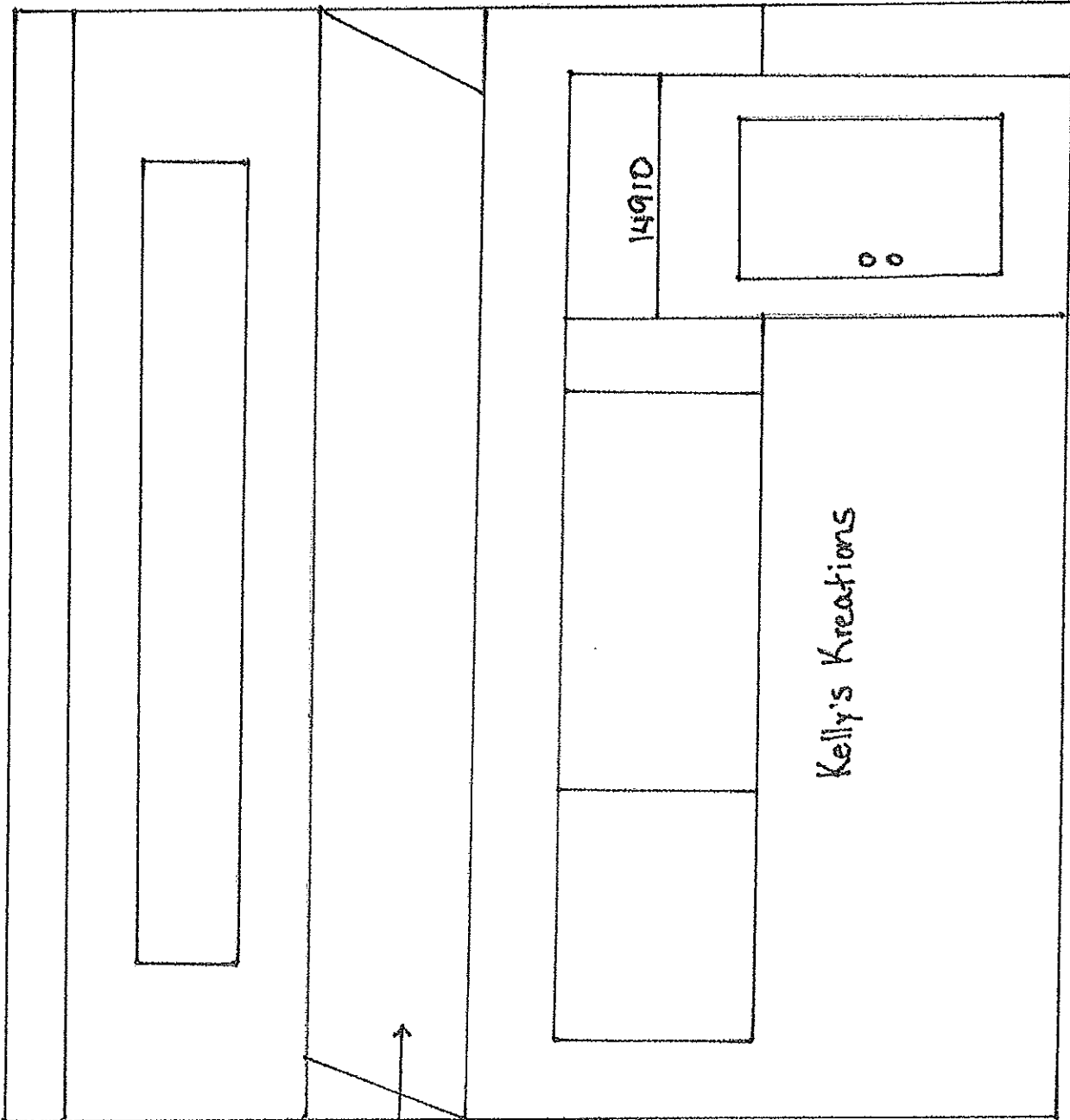


Dec 19, 2024



Cyclonmedia





Proposed Replacement of Awning



2024 PAID REAL ESTATE  
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

ACCOUNT NUMBER	PROPERTY ADDRESS	MILLAGE CODE
03627-000-000	14910 MAIN ST	1700

ALACHUA COMMERCIAL PROPERTIES  
LLC  
13919 NW 145TH AVE  
ALACHUA, FL 32615-6218

EXEMPTIONS:



AD VALOREM TAXES					
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION(S)	TAXABLE VALUE	TAXES LEVIED
COUNTY GENERAL	7.6180	90,762	0	90,762	691.42
LIBRARY GENERAL	1.0000	90,762	0	90,762	90.76
SCHOOL CAP PROJECT	1.5000	154,270	0	154,270	231.41
SCHOOL DISCRNRY & CN	0.7480	154,270	0	154,270	115.39
SCHOOL GENERAL	3.0130	154,270	0	154,270	464.82
SCHOOL VOTED	1.0000	154,270	0	154,270	154.27
CHILDREN'S TRUST	0.4500	90,762	0	90,762	40.84
SUWANNEE RIVER WATER MGT DIST	0.2936	90,762	0	90,762	26.65
CITY OF ALACHUA	5.9500	90,762	0	90,762	540.03
<b>TOTAL MILLAGE</b>		<b>21.5726</b>		<b>AD VALOREM TAXES</b>	<b>\$2,355.59</b>

Please Retain this Portion for your Records. Receipt Available Online.

LEGAL DESCRIPTION
OLMSTEAD SURVEY PB C-79B N 35.4 FT OF E 140 FT OF LOT 4 BK 2 LESS W 40 FT PER OR See Additional Legal on Tax Roll

NON-AD VALOREM ASSESSMENTS			
LEVYING AUTHORITY	UNIT	RATE	AMOUNT
801 BOCC SOLID WASTE MGMT	1.000	@ 23.6100	23.61
550 COUNTY FIRE SERVICES	1.000	Varies	256.89
<b>NON-AD VALOREM ASSESSMENTS</b>			<b>\$280.50</b>

PAY ONLY ONE AMOUNT.

<b>COMBINED TAXES AND ASSESSMENTS</b>	<b>\$2,636.09</b>
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IF PAID BY PLEASE PAY	Dec 31, 2024 \$0.00				
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**JOHN POWER, CFC** 2024 PAID REAL ESTATE  
ALACHUA COUNTY TAX COLLECTOR NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS  
PLEASE PAY IN U.S. FUNDS TO JOHN POWER, TAX COLLECTOR • P.O. BOX 44310 • JACKSONVILLE, FL 32231-4310

ACCOUNT NUMBER	PROPERTY ADDRESS
03627-000-000	14910 MAIN ST

ALACHUA COMMERCIAL PROPERTIES  
LLC  
13919 NW 145TH AVE  
ALACHUA, FL 32615-6218

PAY ONLY ONE AMOUNT	
IF PAID BY	PLEASE PAY
<input type="checkbox"/> Dec 31, 2024	\$0.00
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

WANT TO RECEIVE YOUR BILL ELECTRONICALLY NEXT YEAR? VISIT  
[www.AlachuaCollector.com](http://www.AlachuaCollector.com) AND SIGN UP FOR E-BILLS!

# LOCAL BUSINESS TAX RECEIPT

CITY OF ALACHUA  
STATE OF FLORIDA

NO. 0669

*The business identified below has paid the local business tax to engage in or manage the business, profession or occupation of*

MERCHANT

*doing business at 14910 MAIN ST  
in the city of CITY OF ALACHUA  
for the period beginning on October 01 2024 and ending on September 30, 2025*

*Issued: August 2024*

KELLYS KREATIONS GIFT BASKETS  
13950 NW 131ST PL  
ALACHUA, FL 32615-6237

*Kelly Winburn*  
City Manager or Designee



**CITY OF ALACHUA**  
 PO Box 0  
 Alachua, FL 32616-0000

FOR BILLING INFORMATION CALL (386) 418-6110

Account Number	26098
Billing Date	06/08/25
Cycle	2
Due Date	05/25/25
Total Due	\$224.37
Amount Due After Due Date	\$246.81
Cutoff Date	06/19/2025

KELLY'S KREATIONS  
 14910 MAIN ST  
 ALACHUA, FL 32616-8591

Amount Paid: \_\_\_\_\_



DETACH AND RETURN STUB WITH REMITTANCE

KELLY'S KREATIONS

Online Account PIN: 25098

Account #	Service Address	Bill From	Bill To	Not Days	Due Date	TOTAL DUE
26098	14910 MAIN ST	03/19/25	04/24/25	36	05/25/25	\$224.37

Service	Prov. Read	Current Read	Usage	Service	Charge
FL-0	54956	58491	1535	POWER COST ADJ @ \$1.00/300	\$4.00
WA-0	11930	12660	730	ELECTRIC USAGE	\$162.88
				SEWER USAGE	\$20.08
				WATER USAGE	\$14.62
				MOSQUITO SERVICE	\$1.10
				WATER UTILITY TAX	\$1.46
				GROSS RECEIPTS TAX	\$4.07
				ELECTRIC UTILITY TAX	\$16.83
				STATE SALES TAX	\$13.37
				NON-TAXABLE	-\$4.44

CITY OF ALACHUA / PO BOX 0 / ALACHUA, FL 32616-0000

YOUR BILL MUST BE PAID BY 6:00 A.M. ON THE CUT OFF DATE ABOVE TO AVOID HAVING YOUR SERVICES DISCONNECTED WHICH WILL RESULT IN ADDITIONAL SERVICE FEES AND INCREASE IN YOUR DEPOSIT. ANY PAYMENTS MADE ON CUT OFF WILL BE CHARGED AN ADDITIONAL \$50.00 SERVICE FEE.

YOUR NEXT METER READING WILL BEGIN ON MAY 19TH.

CITY HALL WILL BE CLOSED MONDAY, MAY 26TH IN OBSERVANCE OF MEMORIAL DAY.

PLEASE VISIT [HTTP://WWW.CITYOFALACHUA.COM/PAPERLESS](http://WWW.CITYOFALACHUA.COM/PAPERLESS) TO ENROLL IN PAPERLESS BILLING.

ANY PAST DUE BALANCES ARE SUBJECT TO IMMEDIATE DISCONNECTION.

Previous Balance	\$0.00
Current Charges	\$224.37
<b>Total Due</b>	<b>\$224.37</b>



## BUSINESS LEASE

### 1. PARTIES - The parties to this business lease are:

- 1.1 Alachua Commercial Properties, LLC, a Florida limited liability company, whose address is 13919 NW 145th Avenue, Alachua, Florida 32615 as LANDLORD; and
- 1.2 Kelly's Kreations Gifts & Flowers, 14910 Main Street, Alachua, Florida 32615, as TENANT

### 2. PREMISES

- 2.1 Landlord hereby leases to Tenant the following property (the premises):  
The premises located at 14910 Main Street, Alachua, Florida 32615  
(Alachua County Tax Parcel Number - 03627-000-000)

### 3. TERM

- 3.1 This lease will be for a one-year term.
- 3.2 The parties will execute and Landlord may record a memorandum in the form set out in Appendix A to reflect the date on which the term begins and ends.

### 4. RENT

- 4.1 Base Rent - Tenant agrees to pay the Landlord the sum of:

\$1600 as base rent plus \$56 as sales and use taxes in advance with the first month's rent to be paid upon signing this agreement and held by the Landlord.

4.1.1 If the rent commencement date is the first day of the month, the next monthly rent payment shall be due and payable on the first day of the month following the rent commencement date and successive rent payments shall be due and payable on the first day of each month during the lease term.

4.1.2 If the rent commencement date is not the first day of the month, prorated rent for the remaining days of the month shall be due and payable on the rent commencement date. The first month's rent shall be applied to the first full calendar month of the lease term and thereafter rent shall be due on the first day of each month during the lease term.

- 4.2 Additional Rent - The following will be deemed additional rent payable on the date that installments of base rent are due unless otherwise provided:

4.2.1 All sales and use taxes imposed by law on this lease or the rents payable under this lease. If Tenant represents to Landlord that Tenant is exempt from the obligation to pay sales tax and, Tenant shall provide proof of exemption to Landlord, and upon receipt of satisfactory proof Landlord shall not collect taxes for which Tenant is exempt.

4.2.2 All other costs or charges to be borne by Tenant under this lease whether or not advanced by Landlord.

- 4.3 Any rent payment not received within ten (10) days of its due date shall be subject to a late fee of ten percent (10%) of the payment amount.
- 4.4 All rent must be paid in United States currency without demand, setoff, or deduction, at Landlord's address provided in section 1, or to any person and place designated in writing by Landlord.
- 4.5 For purposes of sections 3 and 4, the "rent commencement date" is the date Landlord delivers the premises to Tenant for occupancy.

## **5. USE OF PREMISES**

- 5.1 The premises will be used for Tenant's various activities related to retail sales of gift baskets and flowers and no other purpose.

## **6. ASSIGNMENT AND SUBLETTING**

- 6.1 Tenant may not assign this lease in whole or in part or sublet all or any part of the premises without first obtaining Landlord's written consent.

## **7. COMPLIANCE WITH REGULATIONS**

- 7.1 Tenant, at Tenant's own expense, must comply with all governmental regulations applicable to the use and occupancy of the premises by Tenant.

## **8. FIXTURES**

- 8.1 If Tenant faithfully performs Tenant's obligations under this lease, Tenant may remove all of the furniture, fixtures and equipment from the premises on expiration of the term irrespective of the manner in which they may be attached to the realty, provided, however, that Tenant must repair all damage to the premises that results from the removal of the property.

## **9. IMPROVEMENTS**

- 9.1 Tenant shall make no alterations or improvements to the premises without the written consent of the Landlord.

## **10. RESERVED**

## **11. INSURANCE**

- 11.1 During the term, Tenant will obtain and maintain in good standing, at Tenant's expense:
  - 11.1.1 Casualty insurance for fire, windstorm, and extended coverage for the full replacement value of tenant's contents.
- 11.2 Landlord will be named as an additional insured. No insurance provided under this lease will be subject to cancellation or reduction of limits unless at least thirty (30) days' notice is given to Landlord. Certificates of all policies evidencing the insurance required must be delivered to Landlord. A copy of each receipted payment must be furnished to Landlord at least ten (10) days before each lease renewal date.

11.3 RESERVED

11.3.1 RESERVED

## 12. CONSTRUCTION LIENS

- 12.1 Landlord's interest in the premises and the underlying fee is not subject to any lien for improvements to the premises undertaken by Tenant whether or not such improvements were made with the consent of the Landlord.
- 12.2 If any lien or claim of lien is filed against the premises as a result of any act of Tenant, Tenant must transfer the lien to deposit or bond as provided by law within fifteen (15) days after the lien or claim of lien was filed.
- 12.3 The parties will execute and Landlord may record a short form lease containing the prohibition against liens on the interest of Landlord in accordance with this section.

## 13. REPAIRS AND MAINTENANCE

- 13.1 Tenant shall perform all repairs and maintain the premises in the same condition as delivered to Tenant, except for ordinary wear and tear.
- 13.2 Tenant shall change air conditioner filters every three months, perform annual maintenance on the air conditioning system, and perform such housekeeping functions as are ordinarily required to keep the premises clean and neat in appearance.

## 14. SUBORDINATION

- 14.1 This lease is expressly subordinate and inferior to the lien of any present or future mortgage that secures the cost of Construction and permanent financing of the improvements on the premises.
- 14.2 On request of Landlord, Tenant will execute and deliver a subordination agreement as the lender reasonable may require.

## 15. SECURITY DEPOSIT

- 15.1 Tenant shall pay \$0 (Zero) as security deposit to guaranty Tenant's performance of each and every item of this lease. The security deposit shall be delivered to Landlord to be held in a non-interest bearing account that may include security and other escrowed deposits from other tenants. If Landlord applies the security to payment of any sum that Tenant is obligated to pay, Tenant will restore the full amount so applied on Landlord's demand.
- 15.2 If Tenant fully performs the obligations under this lease, Landlord must repay the security to Tenant, subject to claims, if any, of Landlord. This repayment will be without interest and within thirty (30) days after expiration of the term and timely surrender of the premises.

## 16. TAXES AND ASSESSMENTS

RESERVED

**17. DEFAULT-** Time is of the essence in the performance of this lease, and Tenant will be deemed in default if:

- 17.1 Tenant fails to pay rent within thirty (30) days after the payment is due; or
- 17.2 Tenant fails to perform or observe any of Tenant's agreements or conditions of this lease other than the payment of rent for thirty (30) days after demand for performance by Landlord.

**18. REMEDIES-** If Tenant defaults, Landlord may exercise the following remedies in addition to all other remedies provided by law:

- 18.1 Accelerate the maturity of all rent due and to become due during the remainder of the term.
- 18.2 Terminate this lease.
- 18.3 Recover the cost of collection and enforcement of this lease, including reasonable attorneys' fees, whether or not action is instituted.

**19. GENERAL**

- 19.1 Notices. All notices required by this lease or otherwise given by one party to the other must be in writing and delivered by personal delivery or by certified or registered mail. Notices to Landlord must be delivered to Landlord's address provided in section 1, and to Tenant at the premises. Landlord may change its address from time to time by giving written notice to Tenant of the change.
- 19.2 Entire Agreement. This lease contains the entire agreement of the parties. There are no express or implied warranties or covenants that are not contained in this lease. No agreement to modify this lease will be effective unless in writing and executed by the party against whom the modification is sought to be enforced.
- 19.3 Parties Bound. This lease is binding on and inures to the benefit of the parties and their respective heirs, successors, and personal representatives. Whenever the context requires, the singular includes the plural, and the masculine includes the feminine and neuter.
- 19.4 References. Appendices to this lease if not physically attached, are incorporated by reference when identified in this lease and initialed by the parties.

**20. UTILITIES** - Tenant shall be responsible for payment of all utilities used by tenant. Utility costs shall be paid by tenant directly to the utility provider where possible, and where entire building is serviced by one utility meter or charge, tenant shall pay a fraction of the total utility cost, the numerator being the number of square feet supplied by the meter or subject to the charge.

**21. SURRENDER** - At the end of the lease, Tenant shall surrender the premises to Landlord in the same condition as when the Tenant received the premises, ordinary wear and tear excepted. If Tenant shall fail to deliver the premises to Landlord, Landlord shall be entitled to charge Tenant twice the total rent due for each month or portion of a month that Tenant shall hold over.

**22. SHOWING OF PROPERTY** - Beginning ninety (90) days from the end of the lease (or renewal) term, Landlord may show the premises to prospective Tenants. Landlord shall notify Tenant at least 24 hours prior to showing.

EXECUTED by the parties on the d. s set forth below:

ALACHUA COMMERCIAL PROPERTIES, LLC

Kristy Morgan  
Witness

BY: Deborah Herring, MGR  
Deborah Herring, Managing Member

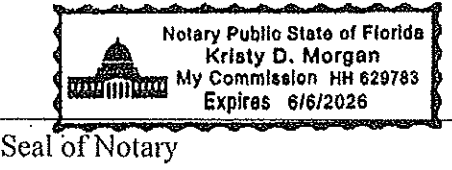
Date of execution: 5/29/25

STATE OF FLORIDA  
COUNTY OF FLORIDA

Sworn to and subscribed before me this 29 day of May, 2025 by Deborah Herring, Managing Member of Alachua Commercial Properties; LLC who:

- is personally known to me
- produced a current Florida driver's license as identification \_\_\_\_\_
- produced \_\_\_\_\_ as identification

Kristy Morgan  
Signature of Notary



KELLY'S KREATIONS GIFTS & FLOWERS

Kristy Morgan  
Witness

BY: Kelly Harris  
Kelly Harris, Owner

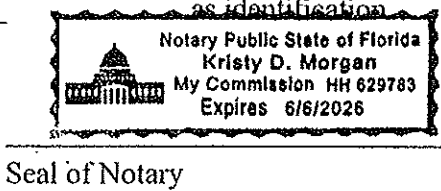
Date of execution: 5/29/25

STATE OF FLORIDA  
COUNTY OF FLORIDA

Sworn to and subscribed before me this 29 day of May, 2025 by Deborah Herring, Managing Member of Alachua Commercial Properties; LLC who:

- is personally known to me
- produced a current Florida driver's license as identification \_\_\_\_\_
- produced \_\_\_\_\_ as identification

Kristy Morgan  
Signature of Notary



Appendix "A"

Memorandum of Rent Commencement Date

The undersigned are Landlord and Tenant, respectively, in that certain Business Lease (Short Form) recorded on \_\_\_\_\_, in Official Records Book \_\_\_\_\_ at Page \_\_\_\_\_ of the Public Records of Alachua County, Florida, with respect to the premises described in Appendix A.

The purpose of the memorandum is to establish the rent commencement date as June 1, 2025 and to give notice of the term to all whom it may concern.

The term of the lease begins on June 1, 2025 at 12:01am and ends May 31, 2026 at 11:59pm, unless sooner terminated as provided in the lease.

Executed on the dates and places set forth below.

ALACHUA COMMERCIAL PROPERTIES, LLC

BY: Deborah Herring, msam

Deborah Herring, Managing Member

Date of Execution: 5/29/25

Kusty Morgan

WITNESS

KELLY'S KREATIONS GIFTS & FLOWERS

BY: Kelly Harris

Kelly Harris, Owner

Date of Execution: 5/29/25

Kusty Morgan

WITNESS

+1 (352) 681 - 3327  
seth6391@gmail.com

## Florida Homes

 Christy

(352) 224 - 8437

14910 Main Street, Alachua,  
Florida, United States, 32615

ITEM(S)	RATE & QTY	MATERIALS	TOTAL
project costs	\$800.00 16.00 Hours \$50.00/Hours	\$250.00 2 items 7.5000% Sales Tax	\$1,128.75
Labor Total = 16 Hours	\$860.00	\$268.75	\$1,128.75
Items Total			\$800.00
Material Total			\$250.00
Sub Total			\$1,050.00
Total Tax			\$78.75
<b>TOTAL</b>			<b>\$1,128.75</b>

Powered by:



\* Sides included  
\* 2leg. galvalume





P.O. Box 485  
 High Springs, FL 32655  
 Ph: 386-454-7775 [www.tentdoctor.com](http://www.tentdoctor.com)  
 email: [thetentdoctorinc@gmail.com](mailto:thetentdoctorinc@gmail.com)

Date: 11-24-2025

NAME: Debbie Herring for Kelly's Creations  
 ADDRESS: 14910 Main St.  
 CITY: Alachua  
 STATE: FL  
 PHONE: 352-224-8437 [flahomes@windstream.net](mailto:flahomes@windstream.net)

PROPOSAL	
TYPE	Replacement cover for existing awning
WIDTH	Approx. 21'8
PROJECTION	App. 4'
DROP	App. 4'
VALANCE	ALL VALANCES ARE NOW STRAIGHT EDGED, HEMMED
BINDING	
FABRIC	To be selected from Coastline Plus vinyl or Sunbrella canvas
	Solid color
LETTERING	No lettering
SPECIAL INSTRUCTIONS:	
Price: \$1675.00 + 125.62 = \$1800.62	
50% DOWN REQUIRED TO START, BALANCE DUE AT INSTALLATION. Any permits extra.	

Price quotes are valid for 30 days As the material necessary to fill this order is custom made, it is understood and agreed that this order is not subject to cancellation except as noted below. It is further understood and agreed that if the Buyer breaches this contract prior to installation for any reason whatsoever, the Buyer will pay to the Tent Doctor, Inc., a sum of not less than fifty (50) percent of the total selling price herein agreed upon to be paid, as fixed, liquidated and ascertained, damages without proof of loss or damages.

I/We further agree that the Seller shall not be responsible for loss or delay, due to strikes, fires, accidents or other causes including failure of dependent third parties, beyond its control.

This instrument shall become binding on Tent Doctor, Inc. upon commencing performance of work; it being understood that this instrument upon such acceptance, contains all and the only agreements between Tent Doctor, Inc. and that no representatives of Tent Doctor, Inc. has made any representations, warranties or agreements oral or written, modifying or adding to, the terms and conditions herein set forth on the copy.

It is further understood and agreed by the parties thereto that if any payment as here and elsewhere set forth is not made in accordance with the terms hereof, the purchaser agrees to pay all cost of collection including reasonable attorney's fees.

Special conditions: Buyer agrees to pay the company installer with a check the total "balance due" at the time and date of installation. Any violation of this agreement with regard to payment, the Buyer agrees to pay daily interest at a rate of 18% annum on the balance due. The seller may exercise his right to lien if the balance due plus interest is not paid within 30 days thereafter. Buyer and seller agree that the attached worksheet(s), if any, are part of this contract.

DATE: \_\_\_ / \_\_\_ / \_\_\_

BUYER SIGNATURE: \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_

Thank you for calling Tent Doctor, Inc.

City of Alachua Community Redevelopment Agency (CRA)  
 Business Façade Grant Program  
 Funding Priority Rating Sheet

**ABOUT**

The Business Façade Grant Program Funding Priority Rating Sheet offers a point system that rates how well the proposed Project meets the objectives listed in the CRA Amended Community Redevelopment Plan and the CRA Market Study & Economic Development Implementation Plan. Projects must get a **minimum of 30 points** to be eligible for Façade Grant Program Funding.

Through the façade improvement grant program, the CRA provides assistance to businesses to improve the attractiveness of their properties, and thereby works to achieve the CRA's goal to rehabilitate, conserve, and redevelop the Community Redevelopment Area. The CRA strives to improve economic development, historic preservation, and streetscape through grant program projects.

**1. Economic Development**

It is the CRA's intention to incentivize business opportunities that enhance the character of the CRA Area. A diverse balance of places to shop, walk, meet and make acquaintances is an important objective for the district to achieve long-term economic resilience. As listed in the CRA Market Study & Economic Development Implementation Plan, businesses types that the CRA is focused on are specialty markets, sporting goods stores, coffee shops, bakeries, antique stores, breweries, and bed and breakfasts.

<u>Economic Development</u>	<u>Points Total</u>
<p>Facade is visible from Main Street, US 441, or SR 235 or is located within a block of a cross-street to Main Street US 441, or SR 235.</p>	
<b>YES</b>	<b>5</b>
NO	0
<p>Business is a use recommended to be targeted to revitalize downtown by the Alachua CRA Market Study &amp; Economic Development Implementation Plan (see page 40):</p>	
<b>YES</b>	<b>10</b>
NO	0
TOTAL	

**NOTES:**

**2. Historic Preservation**

Rehabilitation of historic properties is an important CRA objective. As encouraged in the CRA Community Redevelopment Plan, historic properties “should be maintained and respected in a manner that upholds their integrity as cultural resources.”

The National Register of Historic Places has designated an area within the CRA as the “City of Alachua Downtown Historic District”. There are 102 buildings within this district designated as structures that add to the historical integrity or architectural qualities of the District, referred to within the Master Site File as “contributing structures”. Improvements to these structures should preserve and restore the historic nature of the building.

Structures that are not listed as contributing to the City of Alachua Downtown Historic District should be considerate to the historic nature of its surroundings, and improvements made under the Program and should complement the character of the District as a whole.

<u>Historic Preservation</u>	<u>Points Total</u>
If the property is a “contributing structure” to the City of Alachua Downtown Historic District the proposed improvements restores or preserves the historic nature of the building.	
Poor	0
Fair	10
<b>Good</b>	<b>20</b>
If structure is not a “contributing structure” to the City of Alachua Downtown Historic District, the proposed improvements respect the historic character of the Community Redevelopment Area and the Downtown Historic District.	
Poor	0
Fair	5
Good	15
TOTAL	

**NOTES:**

**3. Streetscape & Aesthetics:**

Commercial areas benefit from enhanced streetscapes for pedestrians. Such improvements can lead to better connectivity between commercial businesses within the district. Improvements that help to create a safe and pleasant experience for pedestrians include: human scale lighting, large bay windows, decorative entries, transparent windows, awnings, and a variation of façade materials. By accommodating pedestrians, the space can become a place where people want to be, further activating them.

<u>Streetscape Aesthetics and Functionality</u>	<u>Points</u>
Improvements enhances building aesthetics on a pedestrian scale and creates an overall streetscape of visual interest.	
Poor	0
Fair	10
<b>Good</b>	<b>20</b>
TOTAL	
Improvements are complementary to surrounding buildings.	
Poor	0
Fair	10
<b>Good</b>	<b>20</b>
TOTAL	

<u>Improvement</u>	<u>Points</u>
Current condition or appearance of the building façade.	
Poor	20
<b>Fair</b>	<b>10</b>
Good	0
TOTAL	

NOTES:

4.

<b>TOTAL POINTS EARNED:</b>	<b>85</b>
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Notes:



# ALACHUA CRA

COMMUNITY REDEVELOPMENT AGENCY

## Business Facade Grant Program

# Policies & Procedures

Application Packet  
2023

P.O. Box 9  
15100 NW 142<sup>nd</sup> Terrace  
Alachua, FL 32616-0009

Susan King, CRA Coordinator  
Office: (386)-418-6134  
Cell: 386-853-5294  
Email: [su\\_king@cityofalachua.com](mailto:su_king@cityofalachua.com)

[www.cityofalachua.com](http://www.cityofalachua.com)

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### **Appendix A: Application for Facade Grant**

### **Appendix B: Funding Priority Rating Sheet**

### **Appendix C: Florida Public Record Law Requirements**

### **Appendix D: Map of the Community Redevelopment Area**

### **Appendix E: Property Owner Authorization Form**

## **PURPOSE & GENERAL PROGRAM INFORMATION**

The purpose of the City of Alachua Community Redevelopment Agency (CRA) Business Facade Grant Program (Program) is to provide assistance to rehabilitate the facades of commercial buildings within the Community Redevelopment Area.

Grant funds are awarded to projects that best facilitate and foster the goals and objectives of the CRA Amended Community Redevelopment Plan and the CRA Market Study and Economic Development Implementation Plan. A copy of these plans may be found on the CRA's website.

The CRA and CRA Advisory Board (CRAAB) use the *Business Facade Grant Program Funding Priority Rating Sheet* to determine funding recommendations and award decisions. A copy of this Rating Sheet is attached as Appendix B to these Policies & Procedures.

The Policies and Procedures are meant to provide applicants with important information about the Business Facade Grant Program requirements. Applicants should use this document as a guide when applying for a grant in order to make sure that all requirements are met.

## **AVAILABLE GRANT FUNDING AND MATCHING REQUIREMENTS**

The Program provides a 50% matching grant between \$500 and \$12,500 for facade improvement project costs. Signage shall only be a reimbursable expense of 50% matching up to \$3,000 and only if the CRA, in its sole discretion, approves the sign design. Grant recipients must provide a cash or loan match of 50% of total project cost. Funding is appropriated annually by the CRA, and is available on a first-come, first-served basis. Applicants must finish the project and pay all project costs before being eligible for reimbursement.

Applicants are reminded that grant awards are discretionary and there is no entitlement for anyone to receive a grant. The grant criteria are guidelines, not guarantees, for grant awards. If an Applicant meets all grant criteria, a grant may or may not be awarded at the CRA's sole discretion based upon funding limitations, competing applications and/or competing priorities. All grant applications will be reviewed and grants awarded without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

## **APPLICANTS AND PROPERTY ELIGIBILITY**

The Business Facade Grant Program is available for commercial properties located within the Redevelopment Area. For a map of the Community Redevelopment Area, please see Appendix D.

Eligible buildings must have a facade that is visible from a street or parking lot. Buildings located on a corner lot containing a single business may be considered to have two or more facades. If a building is divided into more than one business unit, each business unit may be considered a separate facade if each unit has a separate primary entrance and each

occupant has an individual Local Business Tax Receipt. If a building is a multi-use building (e.g. residential and commercial), only the commercial portion of the building is eligible under the Program. Buildings used exclusively for residential purposes are not eligible for the Program. If Applicant is not the owner of the property to be improved, they must receive authorization from the property owner.

### Property Requirements

- Located within the City of Alachua Community Redevelopment Area (see Appendix D.)
- Privately owned commercial buildings.
- Building must be structurally sound.
- No past due utility bills (including but not limited to water, wastewater, electric, and garbage).
- No past due property tax bills.
- No City liens, or open permits.
- Must be occupied at the time funding is requested or, if unoccupied at the time of application, have a bona fide lease or rental agreement (must be occupied by completion of the project). Under no circumstances will funds be expended on a building that will not be immediately occupied after rehabilitation.

### Occupant Requirements

- Must have all applicable licensing.
- Must have valid Local Business Tax Receipt at the time of grant application and at project completion.
- Use must be permitted by the City's LDRs (see Table 4.1-1) or have obtained a Special Exception Permit.
- Must be legally constituted business.
- Must be a commercial business.

## **PROJECT REQUIREMENTS**

Grant funds may only be used for projects that substantially improve the aesthetics of the exterior facade of a commercial building and that facilitate redevelopment consistent with the CRA Community Redevelopment Plan. Projects must also be consistent with all Federal, State, and local laws and regulations, including without limitation, the City's Comprehensive Plan, Code of Ordinances, and Land Development Regulations.

The total project costs may only include labor and materials. Labor is only eligible for reimbursement if performed by a contractor or entity other than the applicant. No building owner, lessor, lessee, tenant, occupant, employee, or immediate relative of the applicant, either personally or corporately, shall be paid to serve as a contractor or subcontractor for the work to be performed. **The cost of paint is a reimbursable expense whether or not it is applied by a contractor.**

All contractors must have a General or Building contractor's license (Class A or B) as required by Chapter 489, Part I, Florida Statutes, or appropriate licensure as required for the type of work to be performed.

Permit fees and project design fees (i.e., architectural or engineering services) are not reimbursable expenses. Additionally, any work performed before the grant is approved will not be eligible for reimbursement by the Program.

All Applicants must disclose any personal or business relationship with members of the City Commission or City employees at the time of application. Applicants must be approved by the CRA if they have an apparent conflict of interest and are otherwise eligible to receive assistance through this Program.

Code violations may be corrected under this Program, but no funds will be reimbursed until all code violations are addressed and the property is found to be in compliance with applicable codes.

Improvements must be compatible and complementary to buildings located on the same block on both sides of the street. Strikingly different design treatments, including color, from one storefront to the next shall be avoided.

#### Examples of Eligible Projects

- Refurbishing of exterior walls, including repainting, repairs, re-siding or similar cosmetic or structural improvements.
- Removal of false facades.
- Facade cleaning other than general maintenance.
- Stucco restoration or other exterior nonstructural masonry repair.
- Painting (colors must be compatible or complementary to surrounding buildings).
- Replacement of damaged windows or doors.
- Installment or improvements to permanent awnings, canopies, or other coverings over windows or walkways.
- Adding or increasing windows of storefront.
- Electrical repairs or additions (directly related to exterior or display window), lights, or awnings.
- Decorative additions such as sconces and other architectural features.
- Code violation corrections which also enhance the aesthetics of the façade.

#### Examples of Ineligible Projects

- Improvements made prior to grant award.
- Roof repair or replacement.

- Interior renovations.
- Non-fixed improvements such as removable awnings with no fixed improvements to the building, removable equipment, etc.
- General maintenance.
- Payment for sweat equity.
- Non-aesthetic improvements.

## **APPLICATION STEPS**

Before a property or business owner applies for Program funding, they must meet with CRA and City Staff to review the Grant Policies and Procedures and any permitting requirements. After this meeting, an applicant may begin the application process.

Applications will be accepted on the **first day of each month**. If this date falls on a non-City business day, the deadline shall be the next City business day. The application will be reviewed by Staff within 10 business days of the application submission. If an application is incomplete, it will be returned and the applicant will be allowed 10 business days from the notice that the application is incomplete to resubmit. The *Application for Facade Grant* is located in Appendix A.

Designs must be of a professional quality and must clearly depict the proposed improvements. When required for the type of construction proposed, plans must be signed and sealed by a registered architect or professional engineer (as applicable). All designs must be in compliance with the applicable laws and regulations, including the City's LDRs and the Florida Building Code.

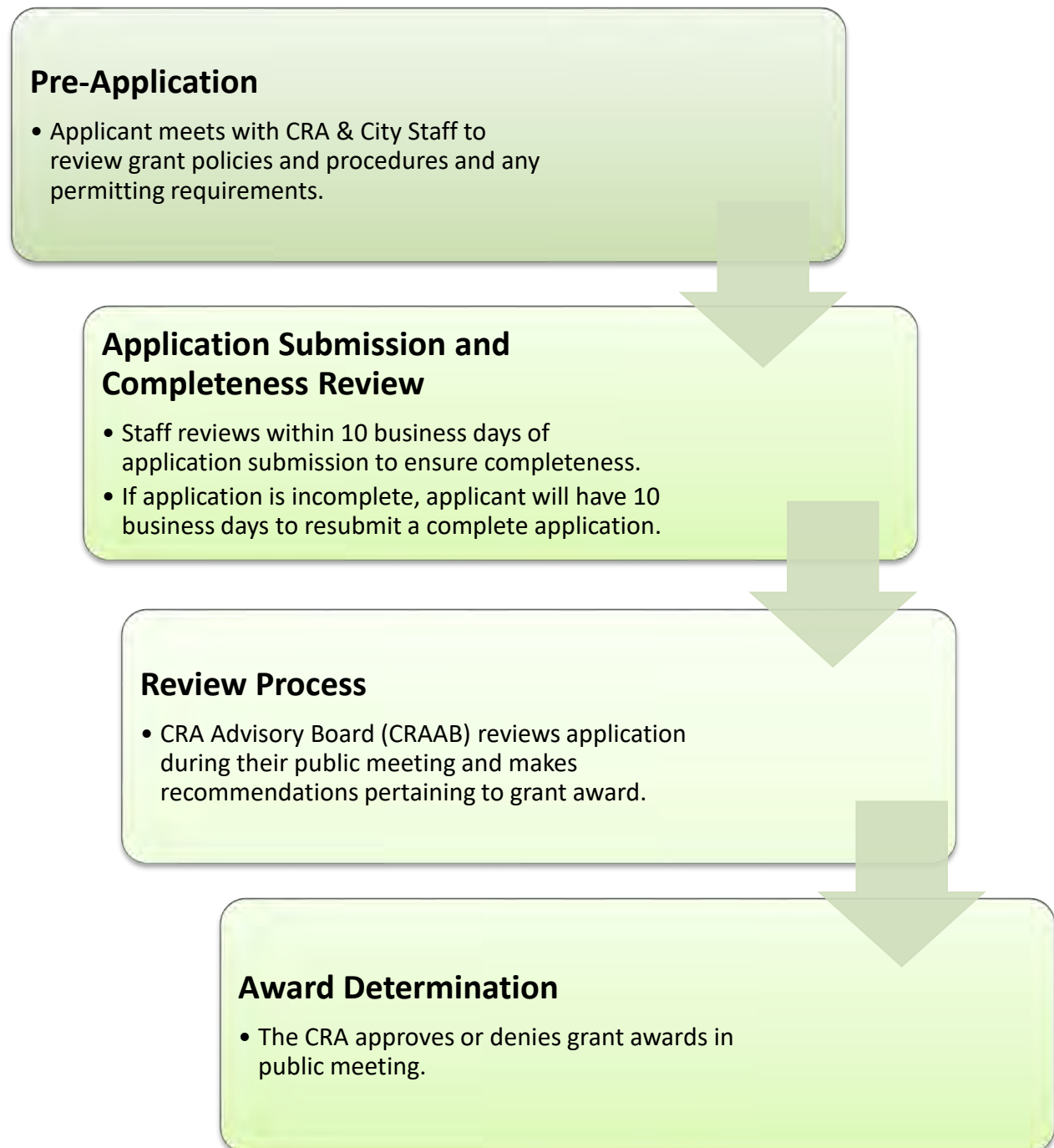
### Required Materials to Submit with Application

- Current photos of building and issues that will be resolved under the Program.
- Signed and sealed plans (if required by City Building Department for the type of work proposed).
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements.
- Information regarding project components such as color swatches, pictures of added features, etc.
- Proof property taxes are current.
- A copy of Local Business Tax Receipt.
- Proof property is current in utility bills.
- Copy of a lease or rental agreement that indicates building will be occupied after rehabilitation (if applicable).
- Two written contractor estimates if purchase or labor is \$2,500 or greater (staff will review for reasonableness of cost).

Applications will be reviewed during a CRA Advisory Board (CRAAB) meeting. This Board will make a recommendation to the CRA, who will make the grant awards in its sole discretion. For a schedule of these meetings please visit the CRA's webpage at [www.cityofalachua.com](http://www.cityofalachua.com).

The award of a grant must meet all public record requirements (including the right to audit) and other public purpose actions and findings necessary to establish the foregoing. For details about Florida Public Records law requirements (F.S. 119) please see Appendix C.

**Figure 1: Application Steps**



## **PROJECT STEPS & DEADLINES**

Once a grant is awarded by the CRA in a public meeting, the project must begin within 80 days and be completed within 120 days of grant approval. Upon a showing of good cause, the applicant may request a 30 day extension. No more than three extensions shall be granted. Extension requests shall be reviewed and approved by the CRA Executive Director. Minor changes to the awarded Project must also be approved by the CRA Executive Director and substantial changes must be approved by the CRA.

Applicants must finish the project and pay all project costs before being eligible for reimbursement. Funds will be reimbursed at the completion of the project and upon verification that all grant criteria has been met. In no event will the reimbursement amount exceed the amount originally awarded.

Prior to beginning any work, the applicant must obtain all necessary permits, which may include, but is not limited to, a Certificate of Appropriateness and/or a building permit(s). Contractor estimates and quotes must also be reviewed by CRA staff for reasonableness of cost and be approved for such purposes before the applicant enters into a contract with the contractor and before work is performed. The CRA reserves the right to verify any and all costs associated with the construction for improvements funded by the Program.

Figure #2 contains step-by-step information about the project process.

### What to Submit for Reimbursement

- Request for Reimbursement Form.
- Documentation of all project costs:
  - Cancelled checks.
  - Detailed invoices.
  - Paid receipts.
  - Signed statement attesting to construction costs incurred.
- Contractor's license number (if applicable).
- Proof of payment for project improvements (paid invoices, receipts, etc.).
- Before and after photos of project improvements.
- Copy of Certificate of Occupancy or Completion (if applicable).
- Copy of Certificate of Appropriateness (if applicable).

**Figure 2: Grant & Project Steps**

### **CORRECTION OF PROGRAM VIOLATIONS**

If the provisions of this Program are violated, the applicant will be notified of any noted violations, and will be given 60 days to correct the violations. If the violations are not corrected within this time frame, the building will not be eligible for any further benefits under this Program.

### **REQUIREMENTS FOLLOWING COMPLETION**

After the project has been completed and grant reimbursements have been made, the applicant has an obligation to keep the property maintained and not make any substantial changes to the project improvements without approval by the CRA for two years after the completion of the project. Failure to do so may exclude the grant recipient from future grants.

In order to allow funding for as many applicants as possible, the project building is not eligible for the Business Facade Grant for three years after receiving assistance.

By accepting assistance, the building owner and/or tenant agree that the CRA may use images of the property before and after renovation.



# ALACHUA CRA

COMMUNITY REDEVELOPMENT AGENCY

## Business Facade Grant Program Application

### CONTACT INFORMATION:

#### Applicant Information

Applicant name: \_\_\_\_\_

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

\_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

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

#### Property Owner Information

If the applicant is not the property owner, a Property Owner Authorization Form must be completed and submitted with this Application.

Property Owner Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

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

#### Business Owner Information

Business Owner Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

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

City Local Business Tax Receipt Number: \_\_\_\_\_

### SITE IDENTIFICATION AND HISTORY

Name of business or site: \_\_\_\_\_

If property is not occupied will it be occupied upon completion of the project? \_\_\_\_\_

Location Address: \_\_\_\_\_

Year building was constructed: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

What is the current condition of the building facade? Response may be separately attached.

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**SCOPE OF WORK**

Provide a 1-2 paragraph summary of the proposed improvements and how the proposed improvements will enhance the Community Redevelopment Area. Response may be separately attached.

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**REQUIRED MATERIALS TO SUBMIT WITH APPLICATION**

Please include the following attachments with your application before you submit:

- Current photos of building and issues that will be resolved under the Program.
- Signed and sealed plans (if required by City Building Department for the type of work proposed).
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements.
- Information regarding project components such as color swatches, pictures of added features, etc.
- Proof property taxes are current.
- A copy of Local Business Tax Receipt.
- Proof property is current in utility bills.
- Copy of a lease or rental agreement that indicates building will be occupied after rehabilitation (if applicable).
- Two written contractor estimates if purchase or labor is \$1,000 or greater (staff will review for reasonableness of cost).



**SIGNATURE PAGE**

I, \_\_\_\_\_, attest under penalty of perjury that the information contained in this City of Alachua CRA Application for Facade Grant is true and correct to the best of my knowledge. I understand that the Alachua CRA Business Facade Grant Program benefits are contingent upon funding availability and Alachua CRA approval and are not to be construed as an entitlement or right of a property owner or Applicant. Properties within the designated Alachua CRA boundary are not eligible for grant-funded programs when the work proposed to be funded would conflict with the goals expressed in the CRA Amended Community Redevelopment Plan. I understand that all improvements funded by any grant awarded must be consistent with the information submitted with this application and considered by the CRA. I have received and reviewed the Business Façade Grant Program Policies and Procedures (the "Procedures") and I agree that all work and activities funded by any grant award will be done in accordance with the Procedures. I further agree to comply with the Florida Public Records Law Requirements attached as Exhibit C to the Procedures for all labor and materials paid for by the grant award. I further understand that I am responsible for providing construction documents and obtaining any permits required for the proposed work, and hold harmless the City of Alachua CRA for any damage associated with this Application or the Alachua CRA Business Facade Grant Program.

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

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_

City of Alachua Community Redevelopment Agency (CRA)  
 Business Facade Grant Program  
 Funding Priority Rating Sheet

**ABOUT**

The Business Facade Grant Program Funding Priority Rating Sheet offers a point system that rates how well the proposed Project meets the objectives listed in the CRA Amended Community Redevelopment Plan and the CRA Market Study & Economic Development Implementation Plan. Projects must get a **minimum of 30 points** to be eligible for Facade Grant Program Funding.

Through the facade improvement grant program, the CRA provides assistance to businesses to improve the attractiveness of their properties, and thereby works to achieve the CRA’s goal to rehabilitate, conserve, and redevelop the Community Redevelopment Area. The CRA strives to improve economic development, historic preservation, and streetscape through grant program projects.

**1. Economic Development**

It is the CRA’s intention to incentivize business opportunities that enhance the character of the CRA Area. A diverse balance of places to shop, walk, meet and make acquaintances is an important objective for the district to achieve long-term economic resilience. As listed in the CRA Market Study & Economic Development Implementation Plan, businesses types that the CRA is focused on are specialty markets, sporting goods stores, coffee shops, bakeries, antique stores, breweries, and bed and breakfasts.

<u>Economic Development</u>	<u>Points Total</u>
Facade is visible from Main Street, US 441, or SR 235 or is located within a block of a cross-street to Main Street US 441, or SR 235.	
YES	5
NO	0
Business is a use recommended to be targeted to revitalize downtown by the <i>Alachua CRA Market Study &amp; Economic Development Implementation Plan</i> (see page 40):	
YES	10
NO	0
TOTAL	

**NOTES:**

## 2. Historic Preservation

Rehabilitation of historic properties is an important CRA objective. As encouraged in the CRA Community Redevelopment Plan, historic properties “should be maintained and respected in a manner that upholds their integrity as cultural resources.”

The National Register of Historic Places has designated an area within the CRA as the “City of Alachua Downtown Historic District”. There are 102 buildings within this district designated as structures that add to the historical integrity or architectural qualities of the District, referred to within the Master Site File as “contributing structures”. Improvements to these structures should preserve and restore the historic nature of the building.

Structures that are not listed as contributing to the City of Alachua Downtown Historic District should be considerate to the historic nature of its surroundings, and improvements made under the Program and should complement the character of the District as a whole.

<u>Historic Preservation</u>	<u>Points Total</u>
If the property is a “contributing structure” to the City of Alachua Downtown Historic District the proposed improvements restores or preserves the historic nature of the building.	
Poor	0
Fair	10
Good	20
If structure is not a “contributing structure” to the City of Alachua Downtown Historic District, the proposed improvements respect the historic character of the Community Redevelopment Area and the Downtown Historic District.	
Poor	0
Fair	5
Good	15
<b>TOTAL</b>	

### NOTES:

**3. Streetscape & Aesthetics:**

Commercial areas benefit from enhanced streetscapes for pedestrians. Such improvements can lead to better connectivity between commercial businesses within the district. Improvements that help to create a safe and pleasant experience for pedestrians include: human scale lighting, large bay windows, decorative entries, transparent windows, awnings, and a variation of façade materials. By accommodating pedestrians, the space can become a place where people want to be, further activating them.

<u>Streetscape Aesthetics and Functionality</u>	<u>Points</u>
Improvements enhances building aesthetics on a pedestrian scale and creates an overall streetscape of visual interest.	
Poor	0
Fair	10
Good	20
<b>TOTAL</b>	
Improvements are complementary to surrounding buildings.	
Poor	0
Fair	10
Good	20
<b>TOTAL</b>	

<u>Improvement</u>	<u>Points</u>
Current condition or appearance of the building façade.	
Poor	20
Fair	10
Good	0
<b>TOTAL</b>	

**NOTES:**

4.

<b>TOTAL POINTS EARNED:</b>	
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**Notes:**

**City of Alachua Community Redevelopment Agency (CRA)  
Business Facade Grant Program (Program)  
Florida Public Records Law Requirements**

**PUBLIC RECORDS** - GRANT RECIPIENT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the GRANT RECIPIENT and their contractors in conjunction with this Contract. Specifically, the GRANT RECIPIENT must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the services being performed by the GRANT RECIPIENT.
- b) Provide the public with access to public records on the same terms and conditions that the CRA would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to the CRA all public records in possession of the GRANT RECIPIENT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CRA in a format that is compatible with the information technology systems of the CRA.

The GRANT RECIPIENT shall promptly provide the CRA with a copy of any request to inspect or copy public records in possession of the GRANT RECIPIENT and shall promptly provide the CRA a copy of the GRANT RECIPIENT's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by the CRA.

This provision will apply to all services provided unless the GRANT RECIPIENT can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of the CRA under Florida law. The GRANT RECIPIENT will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the GRANT RECIPIENT unlawfully refused to comply with a public records request within a reasonable time.

The GRANT RECIPIENT shall contact Deputy City Clerk LeAnne Williams at (386) 418-6100 or [lwilliams@cityofalachua.com](mailto:lwilliams@cityofalachua.com), concerning any questions the GRANT RECIPIENT may have regarding the duty of the GRANT RECIPIENT to provide Public Records.

**THE CRA OF ALACHUA RIGHT TO AUDIT**

**RIGHT TO AUDIT.** The GRANT RECIPIENT agrees to furnish such supporting detail as may be required by the CRA to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase and to make appropriate adjustments in the event discrepancies are found. The CRA will pay the cost of any audit. The CRA shall have the right to audit the GRANT RECIPIENT's records pertaining to the work/product for a period of three (3) years after final payment.



## Business Facade Grant Program Property Owner Authorization

I, \_\_\_\_\_, understand that \_\_\_\_\_, is the leaseholder (the "Lessee" of the property located at \_\_\_\_\_ (the "Property" and is \_\_\_\_\_ considering making certain improvements to the Property which may be funded in part by the City of Alachua Community Redevelopment Agency Business Facade Grant Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of Alachua as "City".

I have reviewed the Program Policies and Procedures and the Program application to be submitted to the CRA by the Lessee. I agree and consent to the proposed improvements to the building located at the Property, as described and depicted in the Lessee's application for participation in the Program. I understand that the Lessee shall assume responsibility for completing all proposed improvements, and that I am not financially responsible for the Lessee's participation in the Program.

I understand and agree that neither the CRA nor the City shall assume any responsibility or liability for the improvements proposed by the Lessee or any other part for any action or failure of any contractor or other third party acting on behalf of the Lessee, and in no way does the CRA or the City guarantee any work to be done or material to be supplied for.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents or contractors acting on their behalf regarding any matters relevant to the participant obligations under the Program.

I affirm to the CRA and the City that the Lessee holds a valid lease which shall remain valid for no less than six (6 months following the date of application for Program funding.

I have read the above statements and acknowledge and agree that the terms stated therein are met. I have no objection to the Lessee pursuing the funding under the Program for the improvements described in the Lessee's application for participation in the Program, and I authorize the Lessee to make the proposed improvements to the building at the Property as described in the Lessee's application.

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Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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Typed or Printed Name of Property Owner \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_