

Winter Haven Community Redevelopment Agency

Board Meeting

December 14, 2009

5:00 p.m.

Winter Haven City Hall
John Fuller Auditorium
451 Third Street, N.W., Winter Haven, Florida

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
September 14, 2009
4. CRA Board Chairman and Vice-Chairman Selections
5. 2010 Annual Meeting Schedule
6. Project Updates
 - a. 3rd Street Streetscape South Extension Project
 - b. Avenue T Phase II/Florence Villa Phase IV
7. Leisure Services Project Updates within the CRA Districts
 - a. South Central Park
 - b. Downtown Trailhead
 - c. Inman Park
8. New Business
 - a. Ritz Theatre Agreement Extension
9. Comments from the Board and Public
10. Adjournment

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they 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 (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the CRA Director's Office, 451 Third Street, NW, Winter Haven, FL 33883, in writing no later than 48 hours prior to the proceeding. If not in writing, not later than four (4) days prior to the proceeding at (863) 291-5600. If hearing impaired call (863) 291-5624, or voice (800) 955-8770, for assistance.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 14, 2009**

DATE: December 8, 2009

TO: Winter Haven Community Redevelopment Agency

VIA: David L. Greene, City Manager

FROM: Dale Smith, Assistant City Manager/CRA Director
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk

SUBJECT: CRA Board Chairman and Vice-Chairman Selections

In February 2004, the CRA Board approved Resolution R-04-02, adopting a set of By-Laws. The By-Laws state:

“The Governing Body shall designate a Chairman and Vice-Chairman from among the Board Members during the Governing Body’s first meeting of the new fiscal year (October 1 – September 30).”

RECOMMENDATION:

Staff requests the CRA Board select a Chairman and Vice-Chairman to serve a one year term.

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TO: Winter Haven Community Redevelopment Agency

VIA: David L. Greene, City Manager

FROM: Dale L. Smith, Assistant City Manager/CRA Director
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk

SUBJECT: 2010 Annual Meeting Schedule

BACKGROUND

Florida Statutes 189.417 requires governing bodies for each special district to file a quarterly, semiannual or annual schedule of its regular meetings with the local governing authority. The Winter Haven CRA is considered a special district under Florida Statutes.

The CRA Board, Florence Villa Advisory Committee and Downtown Advisory Committee currently meet on a quarterly basis as required by the CRA By-Laws.

The following is the proposed 2010 meeting schedule for the CRA Board, Florence Villa Advisory Committee and Downtown Advisory Committee:

Winter Haven CRA Board	Downtown Advisory Committee	Florence Villa Advisory Committee
March 8, 2010	February 8, 2010	January 11, 2010
June 14, 2010	May 10, 2010	April 12, 2010
September 13, 2010	August 9, 2010	July 12, 2010
December 13, 2010	November 8, 2010	October 11, 2010
Meetings will be held at 5:00 p.m. at Winter Haven City Hall	Meetings will be held at 5:30 p.m. at Winter Haven City Hall	Meetings will be held at 5:00 p.m. at Winter Haven City Hall

RECOMMENDATION

Staff recommends the CRA Board approve the 2010 Annual Meeting Schedule as presented.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
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DATE: December 8, 2009

TO: Winter Haven Community Redevelopment Agency

VIA: David L. Greene, City Manager

FROM: Dale L. Smith, Assistant City Manager/CRA Director
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk

SUBJECT: Third Street Streetscape South Extension and Avenue A addition –
Update

SOUTH EXTENSION (Avenue A SW to Avenue B SW)

Plans for the South Extension were prepared by the Technical Services staff and construction on this portion of the project began in June 2009. The design to accommodate angle parking on the west side of 3rd Street added four parking spaces. Project funding was allocated in the 2008-09 CRA Budget.

The parking lot that was purchased from Mr. Steve Gold has been resurfaced and parking spaces have been defined. An additional 31 spaces have been added by the improvements made in this area which include on-street angle parking and the parking lot.

The project is currently 99% complete with minor punch list items to complete.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 14, 2009**

DATE: December 8, 2009

TO: Winter Haven Community Redevelopment Agency

VIA: David L. Greene, City Manager

FROM: Dale L. Smith, Assistant City Manager/CRA Director
Kim Hansell, Strategic Initiatives/Capital Projects Division Director

SUBJECT: Avenue T Phase II/Florence Villa Phase IV - Update

Avenue T Phase II

CenState Contractors began the Avenue T Phase II project in August 2008. This project was completed under budget for \$596,000.

Florence Villa Phase IV

Florida Telecom began the Florence Villa Phase IV project in August 2008. This project was completed under budget for \$566,000.

WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 14, 2009

DATE: December 7, 2009

TO: Community Redevelopment Agency

VIA: David L. Greene, City Manager
Dale L. Smith, Assistant City Manager/CRA Director

FROM: T. Michael Stavres, Community Services Department Director
Travis Edwards, Leisure Services Division Director

SUBJECT: Leisure Services Project Updates within the CRA Districts

There are presently three major park projects occurring within the two CRA Districts to include the South Central Park Renovation Project (presently in the design phase), the Downtown Trailhead Construction Project (presently at 100% Plans review) and the Inman Park Renovation Project (projected to commence construction in January 2010).

As of December 7, 2009, the following is an update of each project:

South Central Park Renovation Project

Projected Cost: \$4 Million (multiple phases)

Projected Commencement: April 2011

Parking Impacts: +23 Spaces (not including 31 gained during 3rd Street Project)

In January 2009, staff commenced work with Envisors, LLC on design and construction documents for the redevelopment of South Central Park and surrounding roadways. The project includes expanding the current park to the east so that it more accurately lines up with Central Park to the north. The project also includes numerous improvements to the surrounding roadway network and parking infrastructure including narrowing Avenue A, SW through the addition of on-street parking; reconfiguring the current parking on 4th Street, SW and 5th Street, SW from angle to perpendicular stalls; realignment of Magnolia Avenue at Avenue A, SW; and the use of brick pavers to aid in traffic calming on 4th and 5th Streets, SW and Avenue A, SW. Park enhancements include a performance stage, open-air market pavilion, water play feature, restrooms and open space.

Staff received 30% construction/design documents in May 2009. In addition to being circulated to various City departments for review and comment, the documents were presented to several groups for feedback and opinion. Included were separate presentations to the Main Street Winter Haven Design Committee (June 3, 2009) and

Board of Directors (June 10, 2009), and two focus group presentations comprised of property owners within and adjacent to the project limits (June 10 & 23, 2009). Overall, response to the design was favorable by all parties. Several suggestions/concerns were raised by staff and those participating in the presentations, which have since been provided to the design team for inclusion/consideration in the 60% construction/design documents.

Because of the proposed changes to 4th Street, SW; 5th Street, SW; Avenue A, SW; and Magnolia Avenue, driveway modifications are needed at several adjacent parcels including Firestone, Weeks Family Properties (fueling station), Andy Thornal Company and Ed Gardner & Associates. Reconfiguration of Magnolia Avenue will also require coordination with properties owned by JT Smith & Sons and TECO.

Over the past few months staff has met with all but one affected owner to review the plans and discuss the impacts to their respective properties. All feedback has been favorable with some modifications recommended, which in turn were provided to the design team. Once the driveway and right-of-way issues are fully resolved, Envisors will complete the 60% drawings. Upon receipt, staff will schedule meetings with Main Street Winter Haven and the Stakeholder group previously engaged.

Staff is also communicating with the Florida Department of Transportation (FDOT) to coordinate the crosswalk improvements at the intersection of Avenue A, SW and US Highway 17. The South Central Park Renovation Project includes aesthetic improvements at the intersection (brick crosswalks); however FDOT will not permit the use of actual brick on the US Highway. Staff is recommending the crossings be modified with a stamped epoxy resin, consistent with recent improvements on Avenue T. Furthermore, staff is coordinating with FDOT to have these particular improvements completed in conjunction with the resurfacing of US Highway 17 as outlined in the FDOT Five-Year Work Plan (2011-2015 FPN 4252411).

Downtown Trailhead Construction Project

Projected Cost: \$1.7 Million (single phase)

Projected Commencement: Spring 2010

Parking Impacts: +140 Spaces

The Chain of Lakes Downtown Trailhead will be located on City-owned property immediately north of the current Fire Station 1. The primary focus of this facility is to provide access to the recently completed Chain of Lakes Trail, while also expanding the City's general recreation offerings. The facility's proximity to the Winter Haven Area Transit (WHAT) Terminal will allow for enhanced connectivity between multiple transportation modes (vehicular, pedestrian, mass transit, etc.). As an indirect benefit, the facility will help meet parking needs associated with use of the Trail and other destination facilities in the immediate area (i.e. City Hall; MLK, Jr. Park; Senior Adult Center; Garden Center; and Nora Mayo Hall).

Improvements associated with the project include 140 new parking spaces,

restroom/concession facilities, transportation themed playground, open space, maintenance storage building, picnic facilities, shade pavilion, bike lockers, and general site furnishings. The 11,700sf destination playground will feature age specific play areas for 2-5 years and 5-12 years as well as independent play features. The landscape/layout design is consistent with recent redevelopment patterns of downtown and incorporates Mediterranean Revival themed architecture consistent with the Winter Haven Public Library and WHAT Terminal.

Current cost estimates for the project are approximately \$1.7 million. Over the next two years, the City has approximately \$1.22 million budgeted for the project in addition to \$475,000 in Florida Department of Transportation matching grants. All approvals for an FDOT Intermodal 50/50 Matching Grant (\$75,000 City / \$75,000 FDOT) were received and staff has submitted 100% Plans to FDOT for a non-matching Transportation Enhancement Grant (\$400,000). Staff is awaiting receipt of a Local Agency Agreement (LAP) from FDOT, which will be presented to the City Commission for consideration. The Project is anticipated to go to bid in the first quarter of 2010 with construction starting by April 2010 and lasting approximately 9 months.

Inman Park Renovation Project

Projected Cost: \$400,000 (single phase)
Projected Commencement: February 2010
Parking Impacts: +28

Inman Park is approximately 7± acres and is located at the southeast intersection of Avenue T, NW and U.S. Highway 17. Current site amenities include a burial plot for the Inman Family, picnic tables, benches, a large tree canopy and park signage. The CRA and Parks, Recreation, and Trails Master Plans listed the redevelopment of Inman Park as a priority.

In July 2008, the City was awarded a \$135,611 Florida Recreation Development Assistance Program (FRDAP) Grant for the renovation of the Park. The City's Technical Services Division completed the design focusing on maintaining the existing open space and tree canopy, while developing additional passive recreational opportunities and enhancing the overall site to better serve as an entryway feature for Winter Haven. Due to the large amount of right-of-way on Avenue S, NW and 6th Street, NW, the site can be served with on-street parking as opposed to developing a traditional large parking area within the park limits. In addition, the park is expected to have a high volume of pedestrian/bicycle traffic from neighboring condominium complexes and serve as a destination/stopping point for the Chain of Lakes Trail.

The redevelopment plan includes the elimination of the horseshoe driveway and the existing picnic tables/benches and construction of the following improvements:

- A one-half mile, 8-foot wide asphalt looped walking trail consisting of two ¼ mile sections;

- New landscaping consistent with the Avenue T Streetscape, including low berms to buffer the park from adjacent roadways and an enhanced Winter Haven entryway sign;
- An educational display pertaining to the Inman Family history and how it relates to the origins of Winter Haven;
- Designated areas to display public art;
- Picnic facilities;
- 28 on-street parking spaces; and
- Interactive play area surrounded by four Florida Friendly demonstration gardens.

A bid opening for the project was held December 2, with 11 bids received. Staff anticipates awarding a contract by the end of December 2009 with construction starting shortly after the first of the year, lasting approximately four months.