



# HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY AGENDA (AMENDED)

Thursday, January 18, 2024, at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. INVOCATION AND PLEDGE OF ALLEGIANCE**

**IV. CITIZEN PARTICIPATION (Three minutes strictly enforced)**

**V. BOARD DECISION**

**1.** Approval of Resolution CRA-R-2024-1 Authorizing the Approval of a Business of the Month Program. (Administration)

**2.** Approval of Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall. (Administration)

**VI. BOARD DISCUSSION - (No Cover Sheet or Support Documents)**

**3.** Discuss Workshop Dates for the Homebuyer Program. (Administration)

**VII STAFF REPORTS**

**VIII. BOARD REPORTS**

**IX. ADJOURNMENT**

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**\*\*PUBLIC NOTICE\*\***

*This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26*



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### THURSDAY, JANUARY 18, 2024, 06:30 PM

#### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Approval of Resolution CRA-R-2024-1 Authorizing the Approval of a Business of the Month Program.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department: Administration</b>
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Resolution CRA-R-2024-1</li> <li>• Pricing for sandwich board, signage, certificate, and certificate holders</li> </ul>
<b>NEW BUSINESS</b>	YES	
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-1 Authorizing the Approval of the Business of the Month Program and authorizing the TOECRA Executive Director to purchase a sandwich board, signage, certificate and certificate holders.

**SUMMARY:** TOECRA Business of the Month program is aimed at recognizing local businesses in our community who provide an invaluable contribution to our community and residents. The program is intended for businesses in the service, commercial, or retail industry who directly provide a service or goods to residents and visitors. Through use of the Town’s social media platform and other community engagement opportunities (i.e.- monthly newsletter), businesses who participate in the program will receive the benefits of direct outreach and marketing.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve of Resolution CRA-R-2024-1 Authorizing the Approval of the Business of the Month Program and authorizing the TOECRA Executive Director to purchase a sandwich board, signage, certificate and certificate holders.

**FISCAL & EFFICIENCY DATA:** The proposed cost of the Business of the Month Program shall not exceed \$1,000; the FY 2023-24 operating supplies expenses budget has \$1,000 in the line item 303-0515-515.5210.

**RESOLUTION #CRA-R-2024-1**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING A BUSINESS OF THE MONTH PROGRAM AND AUTHORIZING THE TOECRA EXECUTIVE DIRECTOR TO SPEND UP TO \$1,000 PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

**WHEREAS**, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

**WHEREAS**, the TOECRA Board of Directors do hereby desire to Approve a Business of the Month Program and authorize the TOECRA Executive Director to purchase items needed for the program not to exceed \$1,000.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA,**

**SECTION ONE: BACKGROUND:** TOECRA Business of the Month program is aimed at recognizing local businesses in our community who provide an invaluable contribution to our community and residents. The program is intended for businesses in the service, commercial, or retail industry who directly provide a service or goods to residents and visitors. Through use of the Town’s social media platforms and other community engagement opportunities (i.e.- monthly newsletter), businesses who participate in the program will receive the benefits of direct outreach and marketing.

**SECTION TWO: PURPOSE:** Being featured will enhance the Town’s business visibility and connect with a broader audience both locally and beyond. As the TOECRA highlights the businesses, it demonstrates our commitment to the growth and success of businesses in our area. TOECRA deeply believes in the potential and value of each business within our redevelopment areas. This program is just one of the many ways we are dedicated to fostering growth, encouraging innovation, and building lasting partnerships. Business success resonates through the entire community, and we are here to not only support, but amplify it.

**SECTION THREE: ELIGIBILITY:** Businesses are eligible if they have the following: 1) A current TOE business license on file; 2) A physical storefront (home-based businesses do not qualify); 3) Must be a retail business (wholesale businesses do not qualify).

**SECTION FOUR: SELECTION PROCESS:** Businesses who meet all eligibility requirements will be automatically entered into an electronic drawing. The business selected from the drawing will be contacted prior to the beginning of the month to be asked to participate in the program. If the business accepts, they will be officially announced during the first regularly scheduled Town Council meeting of the month. Participants will be asked to attend the Council Meeting to be recognized by our Town Council.

**SECTION FIVE: RECIPIENT BENEFIT;** In person recognition at Town Council meeting with award certificate. Sandwich board sign provided by TOECRA to be placed outside their business location for the month of which they were awarded (sign to be delivered and picked up by town staff). Business featured on the TOE and TOECRA social media accounts. Business featured on the subsequent monthly Town newsletter.

**SECTION SIX: COSTS;** TOECRA needs to purchase an A-frame sandwich board, signage for both sides of the board that reads “Business of the Month”, blank certificates, and certificate holders for the business of the month recipient. TOECRA Executive Director is authorized to purchase items not to exceed \$1,000.

**SECTION SEVEN: CONFLICTS;** All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

**SECTION EIGHT: SEVERABILITY;** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

**SECTION NINE: EFFECTIVE DATE;** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:  
\_\_\_\_\_  
Veronica L. King, Town Clerk

Delivering to Orlando 32810  
Update location

Office Products ▾

durable a frame sandwich board

EN ▾ Hello, sign in  
Account & Lists

Section VI. Item #1.

All Medical Care ▾ Groceries ▾ Best Sellers Amazon Basics Today's Deals Registry New Releases Prime ▾ Customer Service Shop Winter Sale

Office Products Office Deals School Supplies ▾ Printers, Ink & Toner Projectors Amazon Business

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◀ Back to results



Roll over image to zoom in

# PerKoop 2 Pack A Frame Sidewalk Sign Plastic Sandwich Board 26.7 x 42.5 Inches Portable Folding Store Poster Stand Black and White Double Sided Curb Advertising Display

Brand: PerKoop

5.0 [1 rating](#)

\$192<sup>99</sup>

## Delivery & Support

Select to learn more



Ships from Amazon



Eligible for Return, Refund or Replacement within 30 day...



Customer Support

<b>Brand</b>	PerKoop
<b>Color</b>	black, white
<b>Pre-printed</b>	Letter
<b>Product</b>	42.51"L x 26.77"W
<b>Dimensions</b>	

## About this item

- **Package Includes:** you will receive 1 pieces of black and 1 pieces of white double sided A shaped frame board signs, which allows you to showcase your content on both sides, attracting more attention and seizing the opportunity to show your events
- **Quality Material:** the A frame sidewalk sign set is made of quality plastic material, which can withstand harsh weather outdoor such as winds, snow, rain, sleet, or high temperatures; It is not only dustproof and rainproof, not easy to corrode, but also thick and reliable
- **Easy to Apply:** the frame has a quick replacement function, which allows for easy sliding in and out of posters without the need for tape, hooks, or screws; Moreover, the poster stand is easily locked in the place through the top and bottom rails, and can be easily folded and stored with a carry handle
- **Portable Size:** the frame is approx. 26.7 x 42.5 inches/ 68 x 108 cm in size, and the sidewalk signs for advertising display can display two posters are measured approx. 24 x 36 inches/ 61 x 92 cm posters
- **Wide Application:** the heavy duty A frame sign can be applied as an advertising display stand to display event menus, messages, warning barrier, etc., which is suitable for restaurants, bars, weddings, shopping malls to attract more attention



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\$192<sup>99</sup>

FREE delivery **Thursday, January 11.** Order within **10 hrs 52 mins**

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In Stock

Quantity: 1 ▾

Add to Cart

Buy Now

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Sold by Htnyhtn

Returns Eligible for Return, Refund or Replacement within 30 days of receipt

Payment Secure transaction

Add a gift receipt for easy returns

Add to List

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Update location

Office Products Search Amazon

EN Hello, sign in  
Account & Lists

Section VI. Item #1.

VIDEOS IMAGES



Color: Navy Blue

Roll over image to zoom in



- **Plenty Combination Package:** you will receive 100 pieces of single sided certificate holder sets, which included 100 certificate holders with gold foil border, 100 gold foil border award certificate sheets, and 100 embossed gold foil certificate stamps, and the sufficient quantity to meet your daily needs
- **Classic and Professional Looking:** the certificate cardstock paper and the gold foil border award certificate sheets are trimmed with bronzing technology, which is elegant and formal as elegant. And the embossed gold foil certificate stamps also classic, the set suitable for presentation, award ceremony, summer camp
- **Size Information:** the single sided award diploma holder is about 9.5 x 12 inches/ 24.13 x 30.48 cm, features 4 corner slots, could hold well the gold foil border award certificate sheets of 8.5 x 11 inches/ 21.6 x 28 cm vertically and horizontally in place, and the self adhesive embossed gold foil seal is about 1.8 inches/ 4.5 cm in diameter
- **Structural Design:** there are semicircular cutouts at the 4 corners to hold the diploma cover in place and prevent slipping, which can be applied to secure horizontal or vertical orientation for award certificates, diplomas, important documents and photos; Just gently open the gaps in the corners with your hands and insert your certificate or diploma
- **Wide Usages:** these letter size certificate folder and papers are compatible with most inkjet and laser printers, which could suitable for most award ceremonies on most occasions; Also, you can use the award paper to print class awards, academic awards and even athletic certificates

January 7. Order within 10 hrs  
49 mins

Delivering to Orlando 32810 -  
Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon  
Sold by Guouganty  
Returns Eligible for Return,  
Refund or Replacement  
within 30 days of receipt  
Payment Secure transaction

Add a Protection Plan:

- 3-Year Protection for \$6.99
- 4-Year Protection for \$8.99

Add a gift receipt for easy returns

Save with Used - Like New

\$38<sup>94</sup>

FREE delivery: Thursday, Jan 11

Ships from: Amazon  
Sold by: Amazon Warehouse

Add to List

Delivering to Orlando 32810  
Update location

Office Products Search Amazon

EN Hello, sign in  
Account & Lists

Section VI. Item #1.

All Medical Care Groceries Best Sellers Amazon Basics Today's Deals Registry New Releases Prime Customer Service Shop Winter Sale

Office Products Office Deals School Supplies Printers, Ink & Toner Projectors Amazon Business

Office Products > Office & School Supplies > Forms, Recordkeeping & Money Handling > Award & Certificate Supplies > Certificate Covers

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## Certificate Paper Kit Single Sided Award Certificate Holder with Gold Foil Border for 8.5 x11 Certificate Covers Gold Foil Award Stickers Diploma Covers in Supplies (Navy Blue)

31 ratings

100+ bought in past month

\$44.99

FREE Returns

lowest price from other sellers that may not offer shipping.

Color: Navy Blue

Roll over image to zoom in



- **Plenty Combination Package:** you will receive 100 pieces of single sided certificate holder sets, which included 100 certificate holders with gold foil border, 100 gold foil border award certificate sheets, and 100 embossed gold foil certificate stamps, and the sufficient quantity to meet your daily needs
- **Classic and Professional Looking:** the certificate cardstock paper and the gold foil border award certificate sheets are trimmed with bronzing technology, which is elegant and formal as elegant. And the embossed gold foil certificate stamps also classic, the set suitable for presentation, award ceremony, summer camp
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Pickup

Buy new:

\$44.99

FREE Returns

FREE delivery **Wednesday, January 10**

Or fastest delivery **Sunday, January 7**. Order within 10 hrs 49 mins

Delivering to Orlando 32810 - Update location

In Stock

Quantity: 1

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Returns Eligible for Return, Refund or Replacement within 30 days of receipt

Payment Secure transaction

Add a Protection Plan:

3-Year Protection for \$6.99

4-Year Protection for \$8.99

Add a gift receipt for easy returns

Save with Used - Like New

\$38.94

FREE delivery: **Thursday, Jan 11**

Ships from: Amazon

Sold by: Amazon Warehouse

Add to List



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### THURSDAY, JANUARY 18, 2024, 06:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Approval of Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department: Administration</b>
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution CRA-R-2024-2</li> </ul>
<b>NEW BUSINESS</b>	Yes	
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall.

**SUMMARY:** TOECRA seeks artists to design a mural for the Town of Eatonville Community Pool. The selected artist will need to submit their design to the Eatonville CRA staff by the deadline. The deadline for consideration is Thursday, February 29, 2024. This call aims to provide opportunities to local artists that will help bring character, culture, and awareness to the Town of Eatonville pool. This call will cover up 560 total square feet of the wall at the pool. The selected artist is requested to donate their time and talents to enhance this community amenity. TOECRA agrees to purchase supplies and equipment needed to complete the mural, as well as complete any wall preparation needed.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve Resolution CRA-R-2024-2 Authorizing the Approval Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall.

**FISCAL & EFFICIENCY DATA:** There is no fiscal impact for this item.



**RESOLUTION #CRA-R-2024-2**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING AN ARTIST CALL TO COMPLETE A MURAL ON THE TOE POOL WALL PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

**WHEREAS**, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

**WHEREAS**, the TOECRA Board of Directors do hereby desire to Approve an artist call to install a mural on the TOE pool wall.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA,**

**SECTION ONE: OPPORTUNITY:** TOECRA seeks artists to design a mural for the TOE Community Pool. The selected artist will need to submit their design to the TOECRA staff by the deadline. The deadline for consideration is Thursday, February 29, 2024.

**SECTION TWO: ABOUT THE CALL:** This call aims to provide opportunities to local artists that will help bring character, culture, and awareness to the TOE pool. This call will cover up 560 total square feet of the wall at the pool. The selected artist is requested to donate their time and talents to enhance this community amenity. TOECRA agrees to purchase supplies needed to complete the mural and complete any wall preparation that is needed. After the selection process and selection notification, TOECRA staff will contact the artist to coordinate start date. If necessary, the TOECRA will be responsible for obtaining any necessary permits, agreements, and large equipment. Artists must carry their own insurance for the duration of the installation and coordinate any necessary wall preparation before mural installation. This call has no specific theme, allowing for open interpretation and creativity.

**SECTION THREE: ELIGIBILITY:** This call is open to all active professional visual artists with preference given to Eatonville and Orange County, FL residents. Experience in creating and painting murals is preferred. Artists must be able to travel to the Town of Eatonville to install their designs in late spring of 2024 (May 2024). Artists must also meet the Town’s mandatory insurance coverage, including Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.

**SECTION FOUR: PROJECT TIMELINE:** The artist call will close on Thursday, February 29, 2024. There will be a convening of a TOE Panel to review the submissions. During the March 2024 TOECRA meeting an artist will be announced, and the artist will sign an agreement. In April 2024 TOECRA staff will coordinate wall preparation, equipment, and supplies. In May 2024 the selected artist will begin work on the mural with anticipation of it being completed before the reopening of the pool Memorial Day weekend 2024.

**SECTION FIVE: DEADLINE:** All submissions are due by Thursday, February 29, 2024 at midnight. All participants are requested to allow ample time to submit their artwork; artwork submitted after the deadline will not be accepted. If a participant is experiencing technical difficulties, they are requested to reach out before the deadline. If a participant does not have access to a computer, arrangements can be made to submit paper artwork; in this case, participant is advised to TOECRA us no later than Friday, February 23, 2024.

**SECTION SIX: APPLICATION REQUIREMENTS:** All submissions are requested to be sent by email to [CRA@townofeatonville.org](mailto:CRA@townofeatonville.org). It must include the artist full name and desired name to be used in the artwork labels; artist biography or resume; artist e-mail and telephone number; proposed artwork for the pool wall in JPG format (artwork related to African American culture is recommended), descriptions about each piece of artwork. Each submission must be labeled with the: name of the artist; art title, and year created.

**SECTION SEVEN: SELECTION CRITERIA AND PROCESS:** Artwork will be selected based on the following criteria: artistic merit, mural experience, and compelling example artwork relevant to this project. Artists residing in Eatonville and Orange County, FL will be given additional consideration by the selection panel. A panel composed of the CRA Executive Director, or their designee, one arts professional, and one Eatonville resident will recommend an artist selection. Eatonville CRA staff will present the panel’s recommendations to the CRA Directors during the TOECRA March 2024 meeting for approval before working with the artist on installation. TOECRA Board reserves the right not to select any applicants.

**SECTION EIGHT: GENERAL DESIGN GUIDELINES:** The artist must supply an original design that can be painted onto a flat surface (wall). The artwork is not required to be brand new and can be an earlier work from the applicant. The artist must own all rights to images and content used in the artwork. The artwork must be appropriate for display in public spaces and viewing by a general audience, containing no text (including words, quotes, or letters), advertising or branding, or graphic depictions of violence and sexually explicit material (including nudity). The average lifespan of a maintained mural is typically 20 years. This time frame should be considered the general lifespan of the artwork; however, it is possible to be much shorter if the existing wall is demolished or funding for maintenance is not available.

**SECTION NINE: CONFLICTS:** All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

**SECTION TEN: SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

**SECTION ELEVEN: EFFECTIVE DATE:** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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**Angie Gardner, Chair**

ATTEST:

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Veronica L. King, Town Clerk