

# Meeting of the Redevelopment Advisory Committee

## Agenda - Regular Session

Commission Chambers

Thursday, April 16, 2026, 5:30 PM



PROUD Heritage | PROMISING Future

<u>Redevelopment Advisory Committee Board</u>	<u>City Officials</u>
<p style="text-align: center;"><b><u>Members</u></b></p> <p>Margaret Angell, Chair                      Bermice Thomas, Vice Chair                      Sonia Butler, Board Member                      Nikki Couture, Board Member                      Larry Guilford, Board Member                      Julie Hale, Board Member                      Ava Larkin, Board Member                      Patrick Simon, Board Member                      Michael Slicker, Board Member                      Steven Van Gorden, Board Member</p>	<p>Catherine Ralston, CRA Director                      Dean Reilly Williams, CRA Specialist</p>

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### MEETING PROCEDURES

The RAC will be meeting in person. As an alternate option, the public may attend virtually. The virtual meeting will be in "watch/listen mode" only; no public comments will be taken virtually.

#### To join the Teams Meeting by computer or smart device:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTA2YzZmZWEtZmM4NS00ZTA3LTliMzktM2MyNjk1Mjl1MWQy%40thread.v2/0?context=%7b%22id%22%3a%2293e30c94-d7e7-4a24-a77e-f78f00386b17%22%2c%22oid%22%3a%22438824bf-6490-46bb-af7d-55024a0d2d05%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTA2YzZmZWEtZmM4NS00ZTA3LTliMzktM2MyNjk1Mjl1MWQy%40thread.v2/0?context=%7b%22id%22%3a%2293e30c94-d7e7-4a24-a77e-f78f00386b17%22%2c%22oid%22%3a%22438824bf-6490-46bb-af7d-55024a0d2d05%22%7d)

**Public Comment:** If you are present in the Commission Chambers, you will be limited to **three minutes** to make your comments as is the usual rule of procedure for City Commission meetings, except for matters heard in a quasi-judicial capacity. Public comments will not be taken virtually.

**Submission of Presentations:** For security purposes, the City cannot accept jump drives or other USB devices. Please contact the City Clerk for more information.

### A. CALL TO ORDER

A.1. Pledge of Allegiance

A.2. Roll Call

**B. APPROVAL OF MINUTES**

B.1. March 19, 2026, RAC Meeting Minutes 4 - 6  
[RAC - 19 Mar 2026 - Draft Minutes](#)

**C. PUBLIC COMMENTS**

**D. NEW BUSINESS**

D.1. Alleyway Phase 1 Southwest Fence 7 - 8  
[Agenda Memo - Information and Discussion on Downtown Alleyway Project1 - fence addition](#)  
[Alley 1 proposed fence location](#)

D.2. Sign Grant Proposal 9 - 16  
[Sign Grant Agenda Memo - April RAC](#)  
[CRA Sign Grant Project Guidelines and Application](#)

**E. OLD BUSINESS**

**F. CITY ADMINISTRATION ITEMS (IF ANY)**

F.1. Public Mural Grant Update

F.2. Mainstreet Update

**G. MEMBER COMMENTS**

**H. PUBLIC COMMENTS (FOR ITEMS NOT ALREADY DISCUSSED)**

**I. ADJOURNMENT**

**J. FOOTER TEXT**

**NOTE: ONE OR MORE CITY COMMISSIONERS, PLANNING BOARD OR HISTORIC BOARD MEMBERS MAY BE PRESENT AT THIS MEETING AND MAY PARTICIPATE**

ADDRESSING THE BOARD: Any person desiring to address the Board shall secure the permission of the Presiding Officer to do so.

**MANNER OF ADDRESSING THE BOARD: TIME LIMIT:** Each person addressing the Board shall step up to the podium, shall give their name and address in an audible tone of voice for the records, and unless further time is requested and granted by the Board shall limit the address to **three minutes**. All remarks shall be made to the Board as a body and not to any member thereof. No person other than the person having the floor and the Board shall be allowed to enter into any discussion either directly or through a Board Member without the permission of the Presiding Officer. No question shall be asked a Board Member except through the Presiding Officer.

**APPEALS:** Any person desiring to appeal any decision made by the Redevelopment Advisory Committee with respect to any matter considered at any meeting or

hearing will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

**DISABILITY:** If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled at no cost to you to the provision of certain assistance within two (2) working days of your receipt of this notice. Please contact the Dade City Clerk's office, P.O. Box 1355, Dade City, FL 33526-1355; (352) 523-5052 for further assistance and information.

# Meeting of the Redevelopment Advisory Committee

## Minutes - RAC

Commission Chambers

Thursday, March 19, 2026, 5:30 PM



PROUD Heritage | PROMISING Future

### **Members Present**

Margaret Angell, Chair  
Larry Guilford, Board Member  
Juliann Hale, Board Member  
Ava Larkin, Board Member  
Patrick Simon, Board Member  
Steven Van Gorden, RAC Member  
Bermice Thomas, Board Member  
Michael Slicker, RAC Member  
Nikki Couture, RAC Member  
Sonia Butler, Board Member

### **Staff Present**

Catherine Ralston, Community & Economic  
Development Director

### **Members Absent/Regrets**

## MEETING PROCEDURES

### 1. CALL TO ORDER

Meeting called to order at 5:30PM

1.1 Pledge of Allegiance

1.2 Roll Call

### 2. APPROVAL OF MINUTES

2.1 February 19, 2026, RAC Meeting Minutes

**FOR:** Angell, Guilford, Hale, Larkin, Simon, Van Gorden, Thomas, Slicker,  
Couture, and Butler

**AGAINST:** None

**CARRIED.**

### 3. PUBLIC COMMENTS

## 4. NEW BUSINESS

### 4.1 Public Mural Grant Proposal

CRA Director Catherine Ralston presented Public Art grant programs from three different jurisdictions to receive the board members' feedback.

There was an inquiry about the enforcement of maintenance of the art and CRA Director stated that the CRA would maintain the right for grant funding to be returned if there was improper maintenance of the mural. Member Larkin requested clarity on if mosaic murals would qualify and Director Catherine said that the current proposal would fund 2-dimensional murals only at this time, but the program can expand to 3-dimensional murals should the demand arise. Member Couture asked about how the program would be funded with Director Catherine explaining that it would come from the current CRA grant line item and at this point in the fiscal year we still have funding to approve a few projects being we have only issued 1 grant so far and that grant funding may increase based on demand. There was an inquiry about artist qualifications and timing, Director Catherine responded that the timing would be similar to current CRA grant programs and artists would need to provide a rendering and sizing. Member Couture raised concerns about painting historic brick buildings but there was consensus about it being at the discretion of the property owner, but the city would not recommend painting exposed brick but to come up with an alternative solution if a mural was still desired on the building.

**FOR:** Angell, Guilford, Hale, Larkin, Simon, Van Gorden, Thomas, Slicker, Couture, and Butler

**AGAINST:** None

**CARRIED.**

## 5. OLD BUSINESS

## 6. CITY ADMINISTRATION ITEMS (IF ANY)

### 6.1 Downtown Coming Soon Sign

CRA Director Catherine Ralston spoke about the Coming Soon Signs to show that a lot of vacancies in downtown have been filled they are simply working on the build out.

Chair Angell spoke from the merchant perspective that visitors and patrons in downtown have noticed the signs, and it has built excitement around coming to downtown instead of the unease of the unknown.

### 6.2 Downtown Adopt-a-Pot

CRA Director Catherine Ralston spoke about the Adopt a Pot program, in which a business can volunteer to maintain flowerpot(s) adjacent to the business, and stated that giving the freedom of planting at the discretion of the business has brought a uniqueness to downtown.

### 6.3 Alleyway Phase 2 Update

CRA Director Catherine Ralston announced that phase 2 of the alleyway has commenced. The CRA team had a meeting with TECO to begin the lighting process being that phase 2A

and 2B will have different sized arches than phase 1. The CRA Team will be meeting with Pasco Hernando College to discuss the feasibility of fabricating a metalwork fence in the shapes of vintage cars for alley 2A to pay homage to the original dealership in the next week. The vision for 2B will have 3 archways and being that this alley way is 25 feet wide the most eastern half will narrow and meander as it leads to the county parking lot with additional benches and landscaping.

#### **6.4 Wayfinding Sign Program Update**

CRA Director Catherine Ralston provided an update to the Wayfinding Sign Program. The CRA currently has 25 applicants, and we will be starting the program with 4 of the 7 proposed pole placements.

### **7. MEMBER COMMENTS**

Member Simon announced he would not be available the next RAC and potentially also the one in May as he is expecting his wife to give birth to their first child around that time.

Member Larkin inquired about buildings that have received grant funding in the past but remain vacant and Director Catherine Ralston explained that we have that provision in our current grant guidelines and that previous grant guidelines did not.

Member Larkin also inquired about the implementation of the Main Street program. CRA Director Catherine Ralston says that we will be making the official announcement about pursuing reorganization to the CRA board at the April meeting and if we have a positive response Florida Downtown Association will be coming to do a community meeting after the May RAC meeting.

### **8. PUBLIC COMMENTS (FOR ITEMS NOT ALREADY DISCUSSED)**

### **9. ADJOURNMENT**

Meeting adjourned at 6:14PM

### **10. FOOTER TEXT**



## AGENDA MEMO DADE CITY REDEVELOPMENT ADVISORY COMMITTEE

**TO:** Honorable Chairwoman and Members of the RAC  
**FROM:** Catherine Ralston, Community and Economic Development Director  
**RE:** Discussion and direction on the addition of a screen fence on Alley #1  
**DATE:** April 16, 2026

### **RECOMMENDED ACTION**

Make a recommendation on the addition of a white 6 foot tall fence to the Downtown Alleyway #1 to screen the service alley behind the 7<sup>th</sup> Street buildings.

### **BACKGROUND SUMMARY/ANALYSIS**

The new pedestrian alley was completed between Olio's restaurant and E&G Cigars. This is the first alley way project to be constructed in the downtown. Now that the alley is open for public use, it was brought to staff's attention that the adjacent service alley serving the businesses on 7<sup>th</sup> Street does not present a pleasant view for pedestrians utilizing this new pedestrian thoroughfare.

The service alley houses all of the trash receptacles for the businesses that front onto 7th Street, including trash cans for the restaurant, antique store, bakery/donut shop, boutique and embroidery store. In order to improve this aesthetic, staff is recommending the installation of a new 6' tall white vinyl fence that would be installed from the corner of the restroom building to the corner of the Olio's restaurant. This will allow the businesses to still use the alley way without having the items visible. A gate will be installed in the fence to ensure there is exit capabilities from the service alley onto the pedestrian alley in case of emergency.

The white fence will match the fence that was installed on the opposite side of the alleyway at the back edge of the parking lot for The Bookshack.

The final cost of the fence will be presented at the meeting.

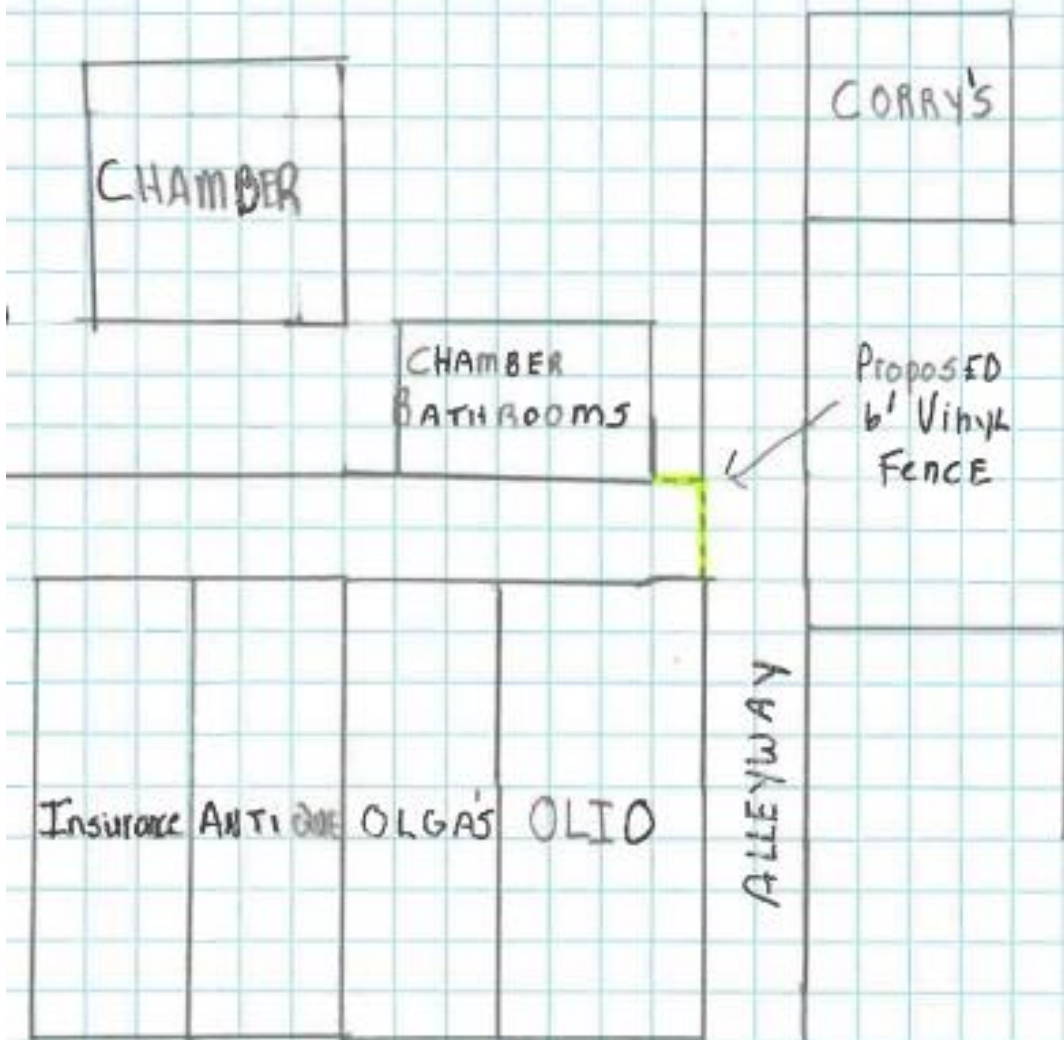
### **ATTACHMENT**

- Proposed location of the fence

### **FUNDING**

The CRA budget does have funds set aside for the alley way projects that can be used for the fence installation. The final cost of the fence will be presented at the meeting.

# OLIO ALLEYWAY FENCE





## AGENDA MEMO – REDEVELOPMENT ADVISORY COMMITTEE

**TO:** Honorable Chair and Members of the Committee  
**FROM:** Catherine Ralston, CRA Director  
**RE:** CRA Sign Grant  
**DATE:** April 16, 2025

### **RECOMMENDED ACTION**

Discuss and re-formalize the Downtown CRA Sign Grant Program and application process. Once all the details are finalized and the RAC committee makes their final recommendation staff will bring the proposed program to the CRA board for approval.

### **BACKGROUND SUMMARY/ANALYSIS**

In January, the CRA Board directed staff to reintroduce and reimplement a commercial signage grant program. The CRA Sign Grant Program was rescinded Q1 of 2024 to allocate the grant funds for other CRA grant programs. With inflation and the importance of maintaining the integrity of our downtown historic structures, the Sign Grant Program provides an incentive for businesses to invest in high quality signage.

The purpose of the Sign Grant Program is to improve visibility for local businesses and enhance the downtown experience by encouraging carefully located and appropriately sized signage with respect to the architectural character of the area within the CRA district. Program and application guidelines will reflect similarly to current commercial grant programs.

The 25-26 CRA Budget allocated \$45,000 for CRA Grants. Funding for the new grant program will be allocated from these dollars. The CRA grants are funded through the annual CRA budget adopted by the CRA Board. No additional funding is needed for the proposed program.

The CRA Grant Programs fall within the Redevelopment Plan under: Improve Quality of Life for Residents and Visitors; and, Establish Dade City as an Entrepreneurial Destination.

### **ATTACHMENTS**

Attachment A – Program Guidelines and Application

## CRA Sign Grant

### General Project Guidelines

The purpose of the Sign Grant Program is to improve visibility for local businesses and enhance the downtown experience by encouraging carefully located and appropriately sized signage with respect to the architectural character of the area within the CRA district. Approval of a proposed project is based upon the project's overall consistency with the adopted Design Guidelines, CRA Redevelopment Plan and Dade City Land Development Regulations (LDR).

- 1) Signage must be planned to meet the City of Dade City, Sign Regulations and any revisions.
- 2) Signage shall be designed, constructed, and maintained to complement and accent the architectural features of the building. It should harmonize with the overall character of the building. All color schemes shall accent the building, as well as harmonize with adjacent structures.
- 3) Within a three (3) year period, only one (1) CRA Sign Grant shall be allocated to any one applicant or property, and grants shall be awarded on a first-come, first-served basis. During this three (3) year period, the receipt of a sign grant will not preclude the applicant from applying for or receiving other grants offered by the CRA and; the receipt of a previous CRA grant does not preclude an applicant from applying for or receiving a sign grant. Signage grants awarded are based on a 50/50 (Property Owner/Tenant & CRA) match of available funds, not to exceed \$2,000 within any three (3) year period.
- 4) No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- 5) No Signage grant will be made to CRA Board member, a CRA Board member's immediate family, or to a business entity (sole proprietorships, partnerships, corporations or limited liability companies), in which a CRA Board member or his/her immediate family member(s) has/have any ownership interest.
- 6) All property taxes, business tax receipts, and utility charges must be current at the time of the application to receive grant funds.
- 7) The applicant is responsible for obtaining any permits required to do the project. No grant funds can be used to pay any permitting fees.
- 8) In order to verify that costs are within reasonable parameters, estimates from three (3) sources are required. NOTE: Contractors who apply for permits must be certified by the City of Dade City in that specific trade.

9) To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City, Attn: CRA Director, 38020 Meridian Ave (City Hall), Dade City, FL 33525-1355. Plans must comply with the City's permitting regulations.

10) No work funded by a Signage grant shall begin until authorized by the CRA Board.

## **CRA Sign Grant**

### **Grant Program Procedures**

#### Responsibilities

CRA Director – Primary contact person, record keeper and authority for coordination of the matching grant program.

Community Redevelopment Agency Board (CRA Board) – Considers Staff's recommendations and approves or denies funding of proposed projects.

#### Procedures

1. A PRE-APPLICATION MEETING IS HELD BETWEEN THE CRA DIRECTOR AND GRANT APPLICANT(S) TO DISCUSS PROGRAM BENEFITS AND REQUIREMENTS, DESIGN GUIDELINES, THE LAND DEVELOPMENT REGULATIONS, APPLICATION PROCESS, SPECIFIC PROPOSAL AND ANY OTHER PERTINENT INFORMATION. (THE APPLICANT MAY FIRST WISH TO DISCUSS THE PROJECT WITH ANY PERMITTING AGENCIES IN ORDER TO GAIN SOME LEVEL OF ASSURANCE THAT THE PROJECT IS CAPABLE OF BEING PERMITTED.) TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE CRA DIRECTOR, 352-523-5050 ext 413.
2. Applicant submits a one (1) copy of the application, including supporting data, to the CRA Community Development Director's office. The application packet is reviewed for completeness and returned to the applicant if further information is required.
3. All properties on the Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration.
4. Staff reviews the application for its consistency with the adopted Design Guidelines, Land Development Regulations, Community Redevelopment Plan and general compatibility with current Community Redevelopment Area structures and themes. Grant-assisted improvements must provide continuity of historic design and strengthen

existing architectural features. A recommendation of approval or denial of the application shall be made by Staff. Project applications with the Committee's recommendation will be submitted to the CRA Board for consideration at its next regularly scheduled meeting. The applicant shall also be notified of the Committee's recommendation. The applicant will be provided every opportunity to modify the original application to achieve a positive Staff recommendation prior to consideration by the CRA Board.

5. All properties located in the Dade City Historic District and designated on the Dade City Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration.
6. The CRA Board will review the project application and Staff's recommendation. The CRA Board shall approve, deny, or return the application to Staff for modification of the project or additional information gathering. Any modifications to the project suggested at the CRA Board meeting, which will be incorporated into the project, must be rescheduled for another meeting with Staff. The CRA Board may approve or deny an application contrary to the Staff recommendation. However, the project considered by the CRA Board must have been wholly reviewed by Staff with no subsequent modifications. The CRA Board's ability to approve, deny, or return the application is subject to the discretion of the CRA.
7. The applicant shall be notified of the impending CRA Board application review meeting and shall be invited by the CRA Director to attend the meeting to discuss the application and respond to any questions that may arise from the CRA Board discussions. Results of the CRA Board action shall be provided in a letter to the applicant by the CRA Director. The letter shall state the reasons for the action taken by the CRA Board.
8. No work for which a grant has been sought shall begin until authorized by the CRA Board and written approval has been received by the applicant. Once written notice of CRA Board approval has been received, work may begin in accordance with the approved application. The applicant is responsible for obtaining any permits required to complete the project. CRA Board approval of the project application does not guarantee its permitting status. All related licensing requirements shall be met.
9. Any unapproved changes to the application or artistic renderings will void the grant award. If the applicant wishes to change the project after approval by the CRA Board, the applicant must contact the CRA Director. Changes will then be submitted by the CRA Director to the CRA Board for consideration.

10. All grant-compensated projects must be complete, and a detailed bill showing final payment or a final lien waiver, if applicable, submitted for reimbursement within four (4) months of CRA Board approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA Board.
11. After work is complete, the applicant must submit to the CRA Director: (a) all paid bills or a final lien waiver for reimbursement, (b) a W-9, (c) proof of payment (i.e., cancelled check) and (d) an affidavit from the contractor certifying that all work is complete. The CRA Director shall notify the applicant of incomplete reimbursement information within five (5) days of receipt of the reimbursement request.
12. The CRA Director shall submit the detailed paid bill(s) or final lien waiver to the Finance Officer for reimbursement **once all reimbursement information is submitted within five (5) days of receipt**, along with verification that the work has been completed in accordance with the approved application. Copies will also be submitted to the City Manager.
13. The Finance Officer shall process the reimbursement to the applicant in accordance with the regular payment procedures of the City. **No funds will be disbursed until all work is completed and all items set forth in paragraph 10 above have been submitted.**

**NOTE: All grant-compensated projects (design & colors) must remain for a period of three (3) years from the date of completion before a new application may be submitted for the same property.**

### **CRA Sign Grant Program Application**

**Name of Applicant:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Is Applicant a Tenant or Property Owner?** \_\_\_\_\_

*(If applicant is a tenant, written authorization by the property owner must be included with application.)*

**Property Address:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Applicant Phone #** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Description of Work to be completed:** *(Appropriate Drawings/Plans must be attached depicting work)*

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

Are there any current Code Enforcement violations, outstanding business tax receipts, utility payments or property taxes due? YES or NO If yes, explain:

\_\_\_\_\_

**Signage work to be done:**    NEW                      ALTERATION                      REPAIR

**Bid One:**    Contractor Name \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_

**Bid Two:**    Contractor Name \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_

**Bid Three:**    Contractor Name \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_

**Total Cost of Project:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these will be subject to review and must be approved by the CRA Board.**

**I understand that no work can begin until I have received written approval from the CRA Board.**

**I further understand that the project must be completed within 4 months from date of approval and grant monies will not be paid until the project is complete.**

**I certify that I have read the CRA Sign Grant General Project Guidelines and Program Procedures and agree to comply with all requirements. I further certify that no member of the CRA Board, nor any immediate family member of the CRA Board, owns a majority interest in the applicant for this grant.**

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

Date \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ who are personally known to me or who have produced \_\_\_\_\_ identification.

(Seal)

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

**Sign Grant Program Application Supporting Data**

**Each application shall include photos that clearly depict the proposed location of the signage and the existing condition of the building exterior(s).**

**NOTE: Selections must take into account the architectural style of the building. If the property is listed on the City’s historic registry, the proposed signage will be submitted for review and recommendation by the Historic Preservation Advisory Board.**

**Signs**

1. Provide a color rendering of the proposed design, including specifications as to size and width.
2. Note how and where sign will be installed on the building or property.
3. Submit a written estimate(s) from the sign company.
4. Provide verification that proposed signage conforms to city ordinance.

**Projects Proposed by Tenants**

1. To be eligible for a direct grant, tenants must provide a notarized authorization for the work from the property owner.

**CRA Sign Grant Program Application Checklist**

- \_\_\_\_\_ Grant Application
- \_\_\_\_\_ 3 Bids
- \_\_\_\_\_ Drawings/Plans of work to be done
- \_\_\_\_\_ Current Color Photo(s) of building
- \_\_\_\_\_ Notarized approval letter from building owner if tenant is applying
- \_\_\_\_\_ W-9
- \_\_\_\_\_ Code Enforcement Actions, if any
- \_\_\_\_\_ Ad Valorem Taxes, Business Tax Receipt, Utilities Paid
- \_\_\_\_\_ TAC Review
- \_\_\_\_\_ Historic Preservation Advisory Board Review