



CITY OF CLEWISTON

115 W Ventura Avenue
Clewiston, Florida 33440
City Hall Commission Chambers

Tuesday, July 28, 2026 – 1:00 P.M.

COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Commission:

James Pittman, Mayor
Hillary Hyslope, Vice Mayor
Mali Gardner, Commissioner
Barbara Edmonds, Commissioner
Jason Williams II, Commissioner

Administration:

City Manager, Danny Williams
City Attorney, Kaylee Tuck
City Clerk, Fransheska Berrios, CMC

Civility: Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in the City of Clewiston. Civility is practiced at all City meetings.

Special Needs: In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, City Hall is wheelchair accessible and accessible parking spaces are available. Please contact the City Clerk's office at (863) 983-1484, extension 104, or email fransheska.berrios@clewiston-fl.gov for information or assistance.

Quasi-Judicial Hearings: Some of the matters on the agenda may be "quasi-judicial" in nature. City Commission Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. An unsworn comment will be given its appropriate weight by the City Commission.

Appeal of Decision: If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, noncontroversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any City Commission Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a City Commission Member, or by any member of the public desiring it to be heard, without a motion.

CITY COMMISSIONER AGENDA ITEMS

CALL TO ORDER

PRAYER AND PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS, DELETIONS, MODIFICATIONS AND APPROVAL OF AGENDA

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Public Comments for all meetings may be received by email, or by writing to the City Clerk's Office until 12:00 PM on the day of the meeting. Comments will be "received and filed" to be acknowledged as part of the official public record of the meeting. City Commission meetings are livestreamed and close-captioned for the public via our website; instructions are posted there.

REGULAR AGENDA

1. Consideration for approval of the changes to the Community Redevelopment Agency Grant Application

CITY STAFF COMMENTS

City Manager
City Attorney
City Staff

CITY COMMISSION COMMENTS

Commissioner Barbara Edmonds
Commissioner Mali Gardner
Commissioner Jason Williams II
Vice Mayor Hillary Hyslope
Mayor James Pittman

ADJOURNMENT

Comment Cards: Anyone from the public wishing to address the City Commission, it is requested that you complete a Comment Card before speaking. Please fill it out completely with your full name and address so that your comments can be entered correctly in the minutes and given to the City Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comments. Any person who decides to appeal against any decision of the Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodation to participate should contact the City Clerk's Office (863-983-1484), at least 48 hours in advance to request such accommodation.



Agenda Item Memorandum

TO: Community Redevelopment Agency Board

FROM: Christopher Cooper, Community Development Director

VIA: Danny Williams, City Manager

DATE: July 28, 2026

SUBJECT: Consideration for approval of the changes to the Community Redevelopment Agency Grant Application

Background:

The Community Redevelopment Agency Advisory Board reviewed revisions to the Community Redevelopment Agency (CRA) Grant Application. The Commission is being asked to review and consider approval of the proposed changes to the CRA grant application and consider approval.

Attachments:

- a. CRA Grant Application Example

Recommendation:

Staff and the CRA Advisory Board recommend approval

City of Clewiston, Florida

121 Central Avenue

Clewiston, FL 33440

(863) 983-1500 | Fax: (863) 983-1430



City of Clewiston CRA Grant Program – Guideline Form Introduction

Program Overview

As part of its outreach to business owners, Clewiston's Community Redevelopment Agency (CRA) offers technical and financial assistance for the improvement of existing business buildings located within the Community Redevelopment District. The program's goal is to support the implementation of the Community Redevelopment Plan, encouraging improvements through financial incentives aligned with Land Development Codes and Design Guidelines.

Program Objective

By improving the visual appearance of downtown Clewiston, the CRA aims to:

- Attract new businesses and construction projects.
- Support the expansion of existing businesses.
- Create a more inviting environment for customers and investors.

Eligibility and Funding

Who is Eligible?

- Owners/Tenants of new and existing businesses located within the CRA District (Proof of lease required, or lease agreement executed within 30 days of CRA Grant Approval)
- Businesses must be a conforming use under CRA and City of Clewiston Codes
- Businesses must be registered with the City of Clewiston

Funding Structure

- One-time grant every 3 years per storefront or business address.
- Reimbursement-based grants: 50% of eligible project costs (materials + professional labor).
- Maximum Funding Limits for Grant: (subject to CRA Board approval)
 - \$25,000 per storefront/business address.
 - Up to \$50,000 per property with multiple storefronts/businesses.
 - Property owners may apply for grant funding for eligible exterior improvements, which will not affect the eligibility of the lessee business entities, to apply for grant funding for eligible interior improvements.

Award Process

- Grants are awarded on a first-come, first-completed basis within each fiscal year (Oct 1 – Sept 30).
- The City of Clewiston CRA Board may give preference to local businesses. For purposes of this grant, local business means a duly licensed business entity within the City of Clewiston.
- Building and Zoning reviews application for sufficiency, the CRA Advisory Board Committee reviews and gives their recommendation to the CRA Board.
- CRA Board gives final decision



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Eligible Expenditures

- Removal of deteriorated materials (plywood, metal, stucco)
- Demolition
- New or repaired stucco
- Exterior Painting (color requires pre-approval)
- Window and door replacements
- Architectural woodwork and details
- Masonry work
- Exterior Signage (removal and installation)
- Awning replacement
- Entrance reconfiguration
- Landscaping, irrigation, and screening
- Exterior lighting
- Brick/textured pavement
- Professional design services
- Removal of curb cuts
- Parking lot improvements (excluding sealing/stripping)
- Courtyard/outdoor dining development
- Barrel tile or standing seam roof work
- Flat roof repairs
- Interior Renovations (subject to approval)
 - Hood and Fire Suppression
 - Flooring
 - Structural Walls
 - Interior lighting
 - Interior Painting
- Vehicle Charging Station

Ineligible Expenditures

- Work completed before approval
- Debt refinancing
- Non-fixed improvements
- Inventory, fixtures, or equipment
- Sweat equity (self-labor)
- Payroll or wages
- Routine maintenance
- Solar Panels
- Permit Fees
- Work not consistent with Design Guidelines or zoning
- New buildings or additions



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Application Procedure

Step 1: Submit Application

Deliver all required documentation to CRA at 121 Central Ave:

- Completed application form.
- Two (2) competitive bids from licensed contractors
- Paint color chips.(If applicable)
- Photographs of current building conditions
- Sketches for non-structural changes
- Architectural/engineering plans for structural changes
- Building permit application
- Proof of paid taxes, fees, and assessments

Step 2: Project Approval

- All renovations must be reviewed and approved by the City Building Official.
- The applicant is responsible for acquiring all necessary permits.
- Any scope changes or change orders must receive CRA Board approval before proceeding.

Step 3: Completion and Reimbursement

- Submit photographs of completed work.
- Provide City inspection records for completed work. invoices, receipts or other acceptable evidence of payment from suppliers and licensed contractor(s) that have been marked "*paid in full.*" ***Proposals for "work to be completed" or "bids" are not considered proper documentation***
- Project Completion Period, up to 12 months (at board's discretion)
- Reimbursement will be issued (60) Days after final inspection, and all required documentation has been provided.

Quality Assurance

All work must be:

- Professionally and skillfully executed.
- Fully permitted and inspected.
- In compliance with Federal, State, County, and City regulations

The CRA reserves the right to withhold reimbursement if work fails inspections or quality standards.

Post-Award Obligations

Alterations

- Recipients must maintain the approved improvements without alteration for three (3) years, unless written permission is obtained from the CRA.
- Maintenance
- The recipient must maintain improvements, including landscaping, for three (3) years from the date of the grant award.

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COMMUNITY REDEVELOPMENT AGENCY GRANT APPLICATION FORM

(Please print or type requested information)

APPLICANT NAME: _____

BUSINESS NAME (If applicable): _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

PROPERTY ADDRESS: _____

PROJECT BUDGET: \$ _____ REQUESTED GRANT AMOUNT: \$ _____

LEASE TERM (If applicable): _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S MAILING ADDRESS: _____

PID NUMBER: _____ LOT: _____ BLOCK: _____

PHONE: _____ EMAIL ADDRESS: _____

BUILDING'S EXISTING USE (S): _____

BUILDING'S NEW USE (S): _____

General description of proposed improvements:

- | | | | |
|---|---|--------------------------------------|--|
| ☐ New Construction | ☐ Rehabilitation | | |
| ☐ Façade | ☐ Awnings/Canopies | ☐ Signs | ☐ Walls/Fencing/Landscaping |
| ☐ Electric | ☐ HVAC | ☐ Plumbing | ☐ Fire Suppression |
| ☐ Mural | ☐ Demolition | ☐ Other _____ | |

Please provide a brief description of the work to be performed, materials to be used, color and material samples (if applicable).

TOTAL COST OF PROPOSED IMPROVEMENT: \$ _____

AMOUNT OF FUNDING REQUESTED: \$ _____

*(Subject to CRA Board approval) *

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Required Documentation

- ☐ Project Schedule
- ☐ Proposed Budget
- ☐ Two competitive bids
- ☐ Schematic Drawings Illustrating proposed site plan/floor plan
- ☐ Description of materials to be used, construction plans, and colors (if applicable)
- ☐ Photographs of the existing building and proposed project area
- ☐ Notarized letter from property owner
- ☐ W-9
- ☐ Rendering of proposed artwork- if applicable

CONTRACT ACKNOWLEDGEMENT

I/we acknowledge, as evidenced by my/our signature(s) below, that I/we have received, read, understand and agree to comply with the terms and conditions as set forth in the CRA's Grant Program Policy Guide. I/We further acknowledge that any breach of this contract may result in my/our being required to refund any funds awarded to me/us under this program.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

CRA USE ONLY

Date Received by CRA: _____

Date Considered by CRA Advisory Committee: _____

Date Approved/Denied by CRA Board: _____