



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 17, 2025

Originating Department: Community Development
Resolution 68-09-25 - Town Grant Award - Community Beautification
Improvement Fund (CBIF) - 339 Evergreen Drive - \$13,000 (Driveway
Replacement)

Agenda Title:

Agenda Category (i.e., Consent, New Business, etc.): **Consent**

Approved by Town Manager: **Date:**

Cost of Item: \$13,000 **Funding Source:** Beautification Reserve Exp.

Account Number: 900-58000 **Finance Signature:** Barbara A. Gould

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: Resolution 68-09-25 with Exhibit "A" (Application)

Please initial one:

Yes I have notified everyone

ND Not applicable in this case

Summary Explanation/Background:

The Community Development Department is requesting the Town Commission to consider authorizing funding from the Town's Community Beautification Improvement Fund (CBIF) to support redevelopment of the driveway gravel to code compliant pavers at 339 Evergreen Drive, which is owned by Ms. Shelly Travelstead (Applicant) in is requesting assistance, in the amount of \$13,000.

Note: The Community Beautification Improvement Fund (CBIF) provides grant funding to Town property owners to assist in beautification efforts within the Town while remedying code violations. At this time, the fund maintains \$10,000 within the FY 2025 Budget. Funding to support this Fund is provided by code fines (20% paid).

Currently, the program identifies the following criteria:

- A violation has been found (Staff Response: Gravel driveways are legal, nonconforming. A compliant surface is required upon replacement)
- Ensure that CBIF funding is available (Staff Response: The fund currently maintains approx.. \$89,604.22)
- Funds are allocated on a first-come, first-serve basis to ensure eligibility and fund availability [Staff Response: Applicant is eligible and funds are available (this fiscal year and next fiscal year)]
- Grant awards shall be distributed on a reimbursement basis only (Staff Response: The contract identifies that the full payment shall be made upon completion of work. Completion also includes a passed final inspection by the Town. An initial deposit is not required)
- The Grant recipient shall be responsible for at least 25% of the total cost of the improvements unless the Director of Community Development or the Special Magistrate determines that an extreme financial hardship exists. A financial hardship is evident when the applicant is financially unable to pay some or all of the costs of the repair. The applicant shall provide tax returns(...) (Staff Response: The homeowner (applicant) is on restricted income and has provided copies of two years of tax returns that identify extreme financial hardship. The cost of the driveway replacement is equal to at least 1/3 (one-third) of the homeowner's total annual gross income. The Director of Community Development is proposing to award 100% of the requested amount)
- Previously, a second mortgage document and a promissory note to repay the grant to guarantee the continued tenancy of the grantee was required, however this requirement has been eliminated pursuant to recent discussions in that the main purpose of the program is to provide assistance towards remediation of code violations, resulting in beautification to homeowner occupied properties, regardless of their long term tenancy (Staff Response: Not required)

The applicant has submitted all appropriate documentation and information and staff has determined that a significant financial hardship exists. Thus, the CBIF grant funding is needed to perform the requisite repairs.

All grant funding will not be paid out until the redevelopment (driveway) work is completed and inspected by the Town.

If approved, a permit along with contractor registration will be submitted to Town prior to commencement of work, which is expected in the coming months.

Recommended Motion:

I move to approve Resolution 68-09-25 and approve a Town Grant Award from the Town's Community Beautification Improvement Fund (CBIF) to support a driveway replacement at 339 Evergreen Drive, in the amount of \$13,000 (Driveway Replacement); and authorize the Mayor to execute the Resolution.