



**CITY OF CALLAWAY
COMMUNITY REDEVELOPMENT AGENCY**

TUESDAY OCTOBER 28, 2025

TIME: FOLLOWING COMMISSION MTG. AT 6:00 P.M.

CALLAWAY ARTS & CONFERENCE CENTER
500 CALLAWAY PARK WAY
CALLAWAY, FL 32404

CRA CHAIR
PAMN HENDERSON

CRA BOARD MEMBERS
BOBBY BIRDELL
DAVID GRIGGS, VICE-CHAIR
BOB PELLETIER
KENNETH AYERS, JR.

AGENDA

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

- **September 18, 2025** Budget Hearing

REGULAR AGENDA

- 1. Mobile Home Skirting Grant**

PUBLIC PARTICIPATION

ADJOURNMENT

Ashley Robyck
City Clerk

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Callaway's City Clerk, at 6601 E. Highway 22, Callaway, FL 32404; or by phone at (850) 871-6000 at least five calendar days prior to the meeting.

If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-7661 (TDD).

**CITY OF CALLAWAY
COMMUNITY REDEVELOPMENT AGENCY
BUDGET HEARING MINUTES
SEPTEMBER 18, 2025 – 5:10 P.M.**

The Callaway Community Redevelopment Agency (CRA) met in budget hearing session with Pam Henderson, Chairman, Vice-chair David Griggs and Board Members, Bob Pelletier and Kenneth Ayers, Jr. in attendance. Also present was Eddie Cook, CRA Director; Ashley Robyck, City Clerk; David Schultz, Finance Director; Tim Legare, Leisure Services Director, Bill Frye Director of Public Works, Bonnie Poole, Director of Code Enforcement.

The meeting was called to order by Board Chairman Henderson at 5:09 p.m.

APPROVAL OF MINUTES

- September 19, 2024 Budget Hearing

Motion:

Motion made by Board Member Ayers and seconded Board Member Griggs to approve the September 19, 2024 minutes. Motion carried unanimously.

REGULAR AGENDA

CRA Resolution No. 2025-01 Adopting the FY2024/24 CRA Budget.

City Attorney Obos read CRA Resolution No. 2025-01 by title as follows:

**A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE CITY OF
CALLAWAY COMMUNITY REDEVELOPMENT AGENCY FOR THE 2025/26
FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER
30, 2026; PROVIDING FOR SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.**

Chairman Henderson called for Public Participation; there was none.

Motion:

Motion made by Board Member Ayers and seconded Board Member Pelletier to approve CRA Resolution No. 2025-01, adopting the CRA budget for FY2025/24. Motion carried unanimously upon roll-call vote.

ADJOURNMENT

There being no further business, the hearing adjourned at 5:12 p. m.

Pam Henderson, Board Chairman

Attest: _____
Ashley Robyck, City Clerk

**CITY OF CALLAWAY
COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

DATE: OCTOBER 28, 2025

ITEM: CRA - MOBILE HOME SKIRTING IMPROVEMENT GRANT

1. PLACED ON AGENDA BY:

Eddie Cook, City Manager

2. AGENDA:

PRESENTATION ☐
PUBLIC HEARING ☐
OLD BUSINESS ☐
REGULAR ☒

3. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES ☒ NO ☐

We will use the current Façade Budget.

4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)

There is a growing need for trailer skirting in the CRA district. This is a 50/50 grant match by the city to assist residents with this expense. The grant is like the façade grant we currently have in place. We will use the current CRA façade budget.

ATTACHMENTS: CRA - MOBILE HOME SKIRTING IMPROVEMENT GRANT

5. REQUESTED MOTION/ACTION: APPROVE THE CRA MOBILE HOME SKIRTING IMPROVEMENT GRANT



**APPLICATION
CALLAWAY CRA RESIDENTIAL
MOBILE HOME SKIRTING IMPROVEMENT GRANT
PROGRAM**

Callaway CRA
6601 E. Hwy. 22
Callaway, FL 32404

Prior to completing and submitting this application, please contact the Planning Department to review your proposed project, application and process at (850) 871-1033.

Check appropriately

☐ I own the property in consideration

☐ I lease/rent the property in consideration

APPLICANT INFORMATION

Name:
Phone:
Email:
Referred by:

FOR OFFICE USE ONLY

Application Date:			
Application File #:			
Staff Recommendation	☐ Approved	☐ Denied	Date:
Board Recommendation	☐ Approved	☐ Denied	Date
Grant Amount \$			

PROPERTY OWNER INFORMATION (If different)

Name:	Years Owned:	
Address:	Phone:	
City:	State:	Zip:
Owner's Signature (If different from applicant):		

PROJECT BIDS - Please attach actual bids. If three (3) bids are unavailable, please explain below.

Bid #1 - Company Name:	Total Cost: \$
Bid #2 - Company Name:	Total Cost: \$
Bid #3 - Company Name:	Total Cost: \$

Reduced Bid Explanation _____

GENERAL PROGRAM GUIDELINES

The Mobile Home Skirting Improvement Matching Grant is a \$1,000 dollar-for-dollar matching grant that can be used toward replacing residential mobile home skirting.

PROPOSED IMPROVEMENTS

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

Skirting (Approximate Length) Colors / Materials must be approved by the CRA Board__

Attachments: The following attachments are required:

- ☐ Proposed project schedule.
- ☐ Photographs of the existing building and proposed project area.
- ☐ Drawing(s) illustrating proposed work or pictures with project description and details.
- ☐ Materials and colors list with descriptions, including an outline of the construction procedures. Staff may request samples of materials and/or colors to be used.
- ☐ Three (3) bids/estimates.

I have read the Callaway CRA Residential Mobile Home Skirting Improvement Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE _____

DATE _____

GENERAL PROGRAM INFORMATION

It is the intent of the Callaway Community Redevelopment Area (CCRA), under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of Residential properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic enhancement of the CCRA area.

Through the Mobile Home Skirting Improvement Grant Program, the CCRA seeks to help homeowners improve the attractiveness of properties and thereby work to achieve the agency's goal of eliminating conditions that have a negative impact on economic growth.

ELIGIBILITY

The Mobile Home Skirting Improvement Program Matching Grant funds are available to qualifying Residential property and homeowners within the indicated CRA Area (see attached map). Grants are intended for rehabilitation and restoration only, not new construction.

PROGRAM SUMMARY

The Mobile Home Skirting Improvement Matching Grant is a \$1,000 dollar-for-dollar matching grant that can be used toward replacing residential mobile home skirting.

ELIGIBLE IMPROVEMENTS

Mobile Home Skirting

- Removal of damaged skirting.
- Overall replacement of skirting that has structural deficiencies.

PROGRAM REQUIREMENTS AND REGULATIONS FOR ELIGIBILITY

Applications will be considered only if they meet all the following eligibility criteria:

- The CRA Board's approval must be secured prior to commencement of work.
- The project must be located within the CRA's boundaries and must facilitate the redevelopment activities as identified in the adopted CRA Plan. (Map attached.)
- Property must be current in water/sewer/garbage and tax bills and without city liens, active building permits or outstanding bills at time of application, approval and completion, as a condition of final payment by the CRA.
- Applicants shall not have any present city code violations or active building permits.
- Applicant must obtain and submit three (3) bids from appropriately licensed bidders for the work to be completed under this program.
- All designs, materials and colors shall be subject to City of Callaway guidelines and rules in effect at the time of application.
- Labor expenses are eligible only when performed by a licensed contractor in good standing in Bay County. All quotes/bills/invoices must reflect the contractor's license number.
- The CRA Board and Building Department must approve project. Project may be subject to City Commission approval.
- Applicants must ensure that all required approvals are obtained (building, zoning, architectural and all other applicable) for all improvements as a part of the Façade Improvement Program.
- The applicable city department, such as Planning, Building, Engineering, or any other government entity that has jurisdiction over the project, must approve any changes or alterations to the approved project.
- Projects must be completed within six (6) months of award unless a written extension is requested of and granted by the CRA Board.
- Failure to complete the façade improvements in a timely manner shall result in the property owner losing the grant reimbursement opportunity. The CRA Board may consider time extensions in extraordinary circumstances ONLY.

APPLICATION PROCESS

Applicants must complete all required application forms and submit the completed application package to the CRA Director to be considered for assistance.

Within five (5) business days of application submittal, CRA staff will review the application for completeness. A post-application submittal conference may be held with the applicant to discuss any issues with the applicant. At this time, additional information may be requested.

Within ten (10) business days of receiving and verifying the completeness of the application, the CRA Director or staff will review the application and prepare a recommendation for the CRA Board to be presented at the next regularly scheduled meeting. The applicant will be sent a copy of the CRA staff recommendation.

The CRA Board will determine the applicant's funding request approval or denial by majority vote. The applicant will be notified in writing of the CRA Board's decision within five (5) business days of the Board's decision.

In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

- Will the project positively contribute to the city's assisted redevelopment effort?
- Will the project eliminate or reduce a blighting influence?
- Will the project substantially leverage more investments than the required matching amount of the grant?
- Will the grant result in an improvement that would not be made otherwise?
- Does the project comply with the CRA Redevelopment Plan and Central Corridors Urban Design Overlay District?

REQUIRED APPLICATION DOCUMENTS

- ☐ Completed application form, including owner's signature authorizing the proposed improvements.
- ☐ Color photographs of existing conditions.
- ☐ Project Schedule.
- ☐ Drawings/illustrations of proposed work or pictures with a detailed project description.
- ☐ Materials and colors list with descriptions, including an outline of the construction procedures. Staff may request samples of materials and/or colors to be used.
- ☐ Executed "Release and Hold Harmless Agreement."
- ☐ Three (3) competitive cost estimates from licensed and bonded contractors. These proposals should give detailed information about the work to be done, materials to be used, costs and the project completion schedule. In certain cases, less than three bids will be considered acceptable, however, it will be considered on a project-by-project basis at staff's discretion.

Contractors and/or materials cannot be changed without prior written staff approval. At staff's discretion, a change in contractors or materials may require a new CRA Board Approval.

AWARD REIMBURSEMENT

The Applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award. The CRA Director or staff will disburse grant funds upon the receipt of a finding of project completion. Reimbursement can be expected in approximately three (3) to six (6) weeks after all required materials have been received. The finding of project completion will be granted when the following package is received:

- ☐ Written notification from the owner that the project is complete.
- ☐ Copies of paid invoices and evidence of payment (cancelled checks, credit card receipts).
- ☐ Photographs of completed project.

Ineligible Improvements

- Professional design and engineering services related to structural renovation, new construction and signage.
- Storm water enhancements.
- Physical or visual removal of architecturally important features.
- Any service performed by a non-licensed contractor.
- Improvements made prior to execution of final agreement with the CRA.
- Routine maintenance activities that are part of normal property ownership.
- An improvement to a property that has any judgment liens, not current on all mortgage and tax obligations or has any code violations.
- Improvements to properties that have non- conforming uses.
- New construction.