

A meeting of the Community Redevelopment Agency Advisory Board was held on Thursday, December 4, 2025, at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Kimberly Stewart called the meeting to order at 3:09 p.m. noting a quorum was present.

**Board Members Present** Rachel Moalli, *Vice Chair*  
Dr. Robert M. Spooner  
Jason Chin  
Steve Garrity

**Board Members Absent** Kimberly Stewart, *Chair*

**Staff Present** Justin Eason, Assistant Director  
Dr. Kristen Holmes, Assistant Director  
Stacey Young Adams, Chief Assistant City Attorney  
Mary-Stewart Droege, Project Manager  
Charles Zollars, Economic Development Coordinator  
Eric Ushkowitz, Business Development Division Manager  
Harry Tejada, CRA Operations Manager  
Jeremiah Caret, Project Manager  
Manuel Ospina, Economic Development Coordinator  
Michael Whiteman, Economic Development Coordinator  
Molly Diaz, Fiscal Manager  
Robyn Gray, Marketing and Communications Coordinator  
Rose Garlick, Discover Downtown Manager  
Samantha Levine, Housing and Homelessness Initiatives Manager  
Kim King-Maysonet, Business Development Assistant Manager  
Gerhard van der Snel, Downtown Facility Supervisor  
Flynn Dobbs, Public Art Coordinator

### Approval of Minutes

A motion was made by Jason Chin and seconded by Steve Garrity to approve the October 22, 2025, CRA Advisory Board meeting minutes. The motion carried unanimously.

### Public Comment

None

### Old Business

#### A. DTO Restaurant Program Funding Agreement with DTO Hospitality, LLC

*Michael Whiteman, Economic Development Coordinator*

In 2010, the Community Redevelopment Agency (CRA) created the CRA Retail Stimulus Program to attract strong retail operators and to achieve high-quality interior buildouts of new retail establishments within the CRA. In 2023, the program was divided into two programs, the DTO Retail Program and the DTO Restaurant Program. The DTO Restaurant Program allows qualifying businesses to be eligible to receive reimbursement funding for tenant improvements and rent expenses. Exact funding levels are dependent on program criteria such as location, square footage, and restaurant classification.

DTO Hospitality LLC, a full-service restaurant, has entered into a lease for the space located at 24 E. Washington Street, Orlando, Florida 32801. This new restaurant space is 2,400 sq. ft. and will have approximately 49 seats. Moreover, this restaurateur brings over five (5) years of restaurant ownership and operations experience to this new venture.

The overall build-out of the restaurant space is anticipated to cost approximately \$400,000. DTO Hospitality LLC qualifies for funding in the amount of \$120,000 for tenant improvements. Funding received would be used for build-out expenses including plumbing, flooring, mechanical, electrical, and interior finishings and walls. DTO Hospitality LLC also qualifies for up to \$50,000 in rental assistance for the first year of the agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and DTO Hospitality LLC, subject to review and approval of the City Attorney's Office and authorization for the Chair of the CRA and Executive Director of the CRA to execute such DTO Restaurant Program Funding Agreement.

A motion was made by Jason Chin and seconded by Steve Garrity to recommend to the CRA that it approve the DTO Restaurant Agreement between the Community Redevelopment Agency and DTO Hospitality, LLC, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute such Funding Agreement. The motion carried unanimously.

## **New Business**

### **A. DTO Restaurant Program Funding Agreement with Osteria Ester Orlando, LLC**

*Michael Whiteman, Economic Development Coordinator*

In 2010, the Community Redevelopment Agency (CRA) created the CRA Retail Stimulus Program to attract strong retail operators and to achieve high-quality interior buildouts of new retail establishments within the CRA. In 2023, the program was divided into two programs, the DTO Retail Program and the DTO Restaurant Program. The DTO Restaurant Program allows qualifying businesses to be eligible to receive reimbursement funding for tenant improvements and rent expenses. Exact funding levels are dependent on program criteria such as location, square footage, and restaurant classification.

Osteria Ester Orlando, LLC, a full-service restaurant, has entered into a lease for the space located at 629 E. Central Boulevard, Orlando, Florida 32801. This new restaurant space is 4,075 sq. ft. and will have approximately 150 seats. This restaurateur brings eighteen (18) years of restaurant ownership and operations experience to this new venture, including Seito Sushi, Sparrow, The Osprey, Reyes Mezcaleria, and The Monroe.

The overall build-out of the restaurant space is anticipated to cost approximately \$150,000. Osteria Ester Orlando, LLC qualifies for funding in the amount of \$75,000 for tenant improvements. Funding received would be used for build-out expenses including plumbing, flooring, mechanical, electrical, interior finishings, and walls. Osteria Ester Orlando, LLC also qualifies for up to \$25,000 in rental assistance for the first year of the agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and Osteria Ester Orlando, LLC, subject to review and approval of the City Attorney's Office and authorization for the Chair of the CRA and Executive Director of the CRA to execute such DTO Restaurant Program Funding Agreement.

A motion was made by Dr. Robert M. Spooner and seconded by Steve Garrity to recommend to the CRA that it approve the DTO Restaurant Agreement between the Community Redevelopment Agency and Osteria Ester Orlando, LLC, subject to review

and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute such Funding Agreement. Prior to the vote, board member Justin Chin declared a conflict. The motion carried 3-0, with Jason Chin abstaining.

**B. DTO Restaurant Program Funding Agreement with MSFMCO, LLC dba Milkshake Factory Downtown Orlando**

*Kim C King-Maysonet, Business Development Assistant Manager*

In 2010, the Community Redevelopment Agency (CRA) created the CRA Retail Stimulus Program to attract strong retail operators and to achieve high-quality interior buildouts of new retail establishments within the CRA. In 2023, the program was divided into two programs, the DTO Retail Program and the DTO Restaurant Program. The DTO Restaurant Program allows qualifying businesses to be eligible to receive reimbursement funding for tenant improvements and rent expenses. Exact funding levels are dependent on program criteria such as location, square footage, and restaurant classification.

MSFMCO, LLC dba Milkshake Factory Downtown Orlando, has entered into a ten (10) year lease for the space located at 595 West Church Street, Suite K Orlando, Florida 32805. This new restaurant space is 1,502 sq. ft. and will be a franchise ice cream shop with approximately sixteen (16) seats. This restaurateur brings five (5) years of restaurant operations experience to this new venture. The Downtown Orlando Milkshake Factory will be one of several in the Orlando area, owned and operated by the same franchisee.

The overall build-out of the restaurant is expected to cost approximately \$286,500. MSFMCO, LLC qualifies for funding in the amount of \$37,550 for tenant improvements. Funding received would be used for build-out expenses including interior electrical, plumbing, HVAC upgrades, lighting, interior improvements for ADA compliance, prep space fixtures, kitchen equipment, grease trap, flooring, drywall, ceiling, walk in cooler, doors, carpentry, interior life safety improvements, and bathrooms. MSFMCO, LLC also qualifies for up to \$33,868.08 in rent assistance for the first year of the agreement.

Staff requested that the CRA Advisory Board recommend to the CRA approval of the DTO Restaurant Program Funding Agreement between the Community Redevelopment Agency and MSFMCO, LLC dba Milkshake Factory Downtown Orlando subject to review and approval of the City Attorney's Office and authorization for the Chair and Executive Director of the CRA to execute such DTO Restaurant Program Funding Agreement.

A motion was made by Jason Chin and seconded by Dr. Robert M. Spooner to recommend to the CRA that it approve the DTO Restaurant Agreement between the Community Redevelopment Agency and MSFMCO, LLC, subject to review and approval of the City Attorney's Office, and authorization for the Chair and Executive Director to execute such Funding Agreement. The motion carried unanimously.

**Next Meeting**

The next regularly scheduled Community Redevelopment Agency Advisory Board will be held on Wednesday, January 28, 2026, at 3:00 p.m. in the Veterans Conference Room.

**Adjournment**

There being no further business to come before the Community Redevelopment Agency Advisory Board, Vice-Chair Rachel Moalli adjourned the meeting at 3:39 p.m.



Justin Eason  
Assistant Director



Dr. Kristen Holmes  
Acting Board Secretary

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>CHIN JASON DALE</b>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CRA Advisory Board</b>	
MAILING ADDRESS <b>5219 HIGH PARK LN</b>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <b>ORLANDO FL</b>		<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
COUNTY <b>ORANGE</b>		NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JASON Chin, hereby disclose that on DECEMBER 4<sup>th</sup>, 2025:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☐ inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

12/4/25  
Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.