

A meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, October 22, 2025, at City Hall, 400 South Orange Avenue, Second Floor, Veterans Conference Room, Orlando, Florida. Chair Kimberly Stewart called the meeting to order at 3:21 p.m. noting a quorum was present.

Board Members Present

Kimberly Stewart, *Chair*
Rachel Moalli, *Vice Chair*
Dr. Robert M. Spooner
Jason Chin
Steve Garrity

Staff Present

David Barilla, Executive Director
Justin Eason, Assistant Director
Dr. Khristen Holmes, Assistant Director
Alison Brackins, Assistant City Attorney
Felix Roman, Board Secretary
Alejandra Caceres, Interactive Media Coordinator
Charles Zollars, Economic Development Coordinator
Christel Brooks, Fiscal Coordinator
Christina Hyson, Project Manager
Eric Ushkowitz, Business Development Division Manager
Jeremiah Caret, Project Manager
Juliana Bernal Guinand, Project Manager
Kelly Allen, Marketing and Communications Manager
Manuel Ospina, Economic Development Coordinator
Mary-Stewart Droege, Project Manager
Michael Whiteman, Economic Development Coordinator
Molly Diaz, Fiscal Manager
Nicole Carro, Marketing and Communications Intern
Robyn Gray, Marketing and Communications Coordinator
Samantha Levine, Housing and Homelessness Initiatives Manager
Rose Garlick, Discover Downtown Manager
Harry Tejada, CRA Operations Manager
Harmon Wattenbarger, Economic Development Coordinator

Approval of Minutes

A motion was made by Rachel Moalli and seconded by Dr. Robert M. Spooner to approve the September 24, 2025, CRA Advisory Board meeting minutes. The motion carried unanimously.

Public Comment

None

New Business**A. Budget Amendment Three for Fiscal Year 2024-2025**

Molly Diaz, Fiscal Manager

Budget Amendment Three for Fiscal Year 2024–2025 corrects a miscalculation in the amount of \$4,321 related to the available un-used funds to allocate from the Under I-4 Grant Match project to the DTO Implementation project.

Additionally, this amendment reallocates \$400,000 from the Transportation & Connectivity budget line item to the Business Recruitment & Retention line item.

Staff requested that the CRA Advisory Board recommend to the CRA that it adopt Budget Resolution Amendment Three for Fiscal Year 2024-2025.

A motion was made by Rachel Moalli and seconded by Jason Chin to recommend to the CRA that it adopt Budget Resolution Amendment Three for Fiscal Year 2024-2025. The motion carried unanimously.

B. Budget Amendment Four for Fiscal Year 2024-2025

Molly Diaz, Fiscal Manager

The Community Redevelopment Agency (CRA) is requesting approval of Budget Amendment Four for Fiscal Year 2024–2025 to recognize additional revenue and allocate such funds to projects pursuant to Section 163.387(7)(d), Florida Statutes. This amendment proposes the transfer of \$500,000 from the CRA–Downtown Area Trust Fund to the CRA Operating Fund, as well as a fund balance allocation of \$6,300,000 within the CRA Operating Fund.

The following projects have been identified as priority projects for such allocations:

Business Recruitment & Retention	\$1,448,071
Downtown Lighting	\$400,000
Streetscapes, Plazas, & Corridors	\$250,000
Venues & Open Spaces	\$2,000,000
DTO Action Plan	\$1,901,929
SED Conference Center	\$800,000

Staff requested that the CRA Advisory Board recommend to the CRA that it adopt Budget Resolution Amendment Four for Fiscal Year 2024-2025.

A motion was made by Dr. Robert M. Spooner and seconded by Steve Garrity to recommend to the CRA that it adopt Budget Resolution Amendment Four to Fiscal Year 2024-2025. The motion carried unanimously.

C. Downpayment Assistance Program Amendment

David Barilla, Executive Director

In an effort to increase owner-occupancy of single-family homes in the Parramore area, the CRA has constructed homes on some CRA and City owned lots within the Downtown CRA over the last seven years. To ensure the success of the project, the CRA approved a down payment assistance program for purchasers of the CRA constructed homes on April 16, 2018 and updated the program in 2019 to make qualification requirements for the CRA's down payment assistance program generally consistent with the City's updated down payment assistance program. The current proposed revisions take into account the rising costs of construction and associated increase in home prices for the later built homes.

The amount of assistance in each case will be based on the actual need of the applicant. This amount will be determined by the CRA in consultation with the lender and based on the difference between the Buyers' loan qualifying amount, as determined by the lender, and other down payment/closing cost assistance funds available to the Buyer. The CRA assistance will be no greater than the difference between the amount determined with the lender and appraised value of the property, with maximum funding of \$140,000 per applicant for Model A homes (748 S. Lee Ave., 749 S. Lee Ave., 748 Short Ave., 748 Jernigan Ave., and 749 Quill St.), and \$155,000 for Model B homes (805 McFall Ave., 622 Conley St., and 839 Short Ave.). Qualified first responders will be eligible for an additional \$10,000 in down payment assistance funding. Positions that qualify as First Responders are law enforcement officers, firefighters, and emergency medical technicians (EMTs).

Applicants must meet certain criteria to be eligible for such assistance from the CRA:

- Be a first time homebuyer (not owned a home within previous 3 years) UNLESS are a qualified First Responder.
- Complete a first-time home buyer education course by a HUD approved housing counseling agency as listed on the City and CRA websites.
- Be able to obtain a loan commitment for a first mortgage with a fixed rate from a City of Orlando certified lender for a minimum of \$225,000.
- Maintain the home as applicant's homestead/principal residence for a minimum of ten (10) years (a recorded mortgage and note will be placed on the property for the ten (10) year period); if rented or sold within such period, the total amount of assistance must be paid back to the CRA.
- Provide a minimum of \$1,000 of household money toward down payment/closing costs

In conjunction with the closing on each home, purchasers receiving DPA under this program will be required to execute a joinder to the Restrictive Covenant Requiring Occupancy as Primary Residence and Option to Repurchase being placed on the home by the City.

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the amended CRA Infill Housing Down Payment Assistance Program for new construction homes that are part of the CRA's infill housing initiative, subject to review and approval of the City Attorney's Office, and authorize the Chair and Executive Director to execute all necessary program documents including but not limited to notes and mortgages, all subject to review and approval of the City Attorney's Office.

A motion was made by Dr. Robert M. Spooner and seconded by Jason Chin to recommend to the CRA that it approve the amended CRA Infill Housing Down Payment Assistance Program for new construction homes that are part of the CRA's infill housing initiative, subject to review and approval of the City Attorney's Office, and authorize the Chair and Executive Director to execute all necessary program documents including but not limited to notes and mortgages, all subject to review and approval of the City Attorney's Office. The motion carried unanimously.

D. 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 Rachel Moalli and seconded by Steve Garrity to defer this item to the next board meeting. The motion carried unanimously.

Next Meeting

The next regularly scheduled Community Redevelopment Agency Advisory Board will be held on Wednesday, November 19, 2025, 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, Chair Kimberly Stewart adjourned the meeting at 3:48 p.m.



David Barilla
Executive Director



Felix Roman
Board Secretary: