

**ORDER AND PROCEDURE  
OF THE  
SEBRING COMMUNITY REDEVELOPMENT AGENCY  
JANUARY 12, 2026**

**CALL TO ORDER: 5:30 PM**

**ROLL CALL**

**ANNOUNCE BUSINESS FROM THE AUDIENCE PROCEDURE**

**I. CONSENT AGENDA**

- A. Review and Approval of Minutes – December 8, 2025 Meeting
- B. Sign Design Review – 204 Circle Park Drive – Colleen Polatty
- C. Budget Amendment #24 – Officer Funds – David Leidel

**II. STAFF REPORTS:**

- A. Project & Financial Report – Kristie Vazquez

**III. NEW BUSINESS:**

- A. 104 Circle Park Drive Construction Extension Request – Audrey Ausciutto
- B. 2025-26 Vice-Chair Nomination – David Leidel

**IV. OLD BUSINESS:**

- A. Centennial Mural Contribution – Scott Noethlich

**V. BUSINESS FROM THE AUDIENCE NOT ON THE AGENDA:**

**VI. BOARD MEMBER REMARKS:**

**VII. ADJOURNMENT:**

*Use this link to watch the CRA meeting: [https://www.youtube.com/live/d-x53265NtI?si=-i4XDv1gfp3vN\\_q9](https://www.youtube.com/live/d-x53265NtI?si=-i4XDv1gfp3vN_q9)*

Any person who might wish to appeal any decision made by the Community Redevelopment Agency of Sebring, Florida in public hearing or meeting is hereby advised that he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such an appeal is based. The Community Redevelopment Agency of Sebring, Florida does not discriminate upon the basis of any individual's disability status. This non-discrimination involves every aspect of the Community Redevelopment Agency's functions, including one's access to, participation employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with disabilities Act should contact Nellie Albarran, CRA, Administrative Assistant, at 471-5104. One or more City Council members may be in attendance.

## Agenda Item # I – A: Consent Agenda

### SEBRING COMMUNITY REDEVELOPMENT AGENCY MINUTES OF THE DECEMBER 8, 2025, MEETING

The Monday, December 8, 2025, meeting of the Sebring Community Redevelopment Agency was called to order in the City Hall Council Chambers at 5:30 p.m. Commissioners present when the meeting was called to order were Rachel Lovett, Tracy McCoy, Brandon Craig, Tenille Drury-Smith, Sarah Beth Murphy, and David Leidel. Also, present were Assistant City Administrator - Penny Robinson, City, and City Building Official – Greg Griffin. Willem Badenhorst notified the office prior to the meeting regarding his absence.

Mr. Leidel presented the consent agenda. The items presented for approval were:

- Review and Approval of Minutes – November 10, 2025, Meeting
- Review and Approval of Minutes – November 10, 2025 Workshop
- 2026 CRA Board Meeting Dates – David Leidel
- Sign Design Review – 101 Circle Park Drive – Claudia Dos Santos
- Sign Design Review – 103 Circle Park Drive – Claudia Dos Santos
- Budget Amendment #174 – FY 24/25 Encumbrances – David Leidel
- Budget Resolution #2025-2 – FY 24/25 Encumbrances – David Leidel

Mr. Leidel called the meeting to order and noted two changes to the consent agenda. Under Item I-C, March 23<sup>rd</sup> will be added as the fourth meeting date in March. Under Item I-F, Budget Amendment #174 will be corrected to Budget Amendment #15. Motion made by Ms. McCoy seconded by Ms. Lovett to approve of the consent agenda items as presented with the changes Mr. Leidel presented. On roll call: Lovett, yes; McCoy, yes; Craig, yes; Drury-Smith, yes; Murphy, yes and Leidel, yes.

Ms. Vazquez presented the Project and Financial Report.

Mr. Leidel presented the proposed development agreement for the property located at 139 North Ridgewood Drive for approval. Mr. LeBlanc's project, "Sadie's Place," has a total estimated cost of \$2,525,000, and he is requesting a 20% contribution from the CRA, totaling \$505,000. Several additional items were discussed for potential CRA assistance. One item was the splash pad, estimated at \$75,941, which was included in the original concept and is strongly supported by the CRA due to frequent public requests and its value as a family-friendly amenity. Additional requests include a handicap ramp at the

rear of the building (\$21,177), gravel pits under the turf area (\$9,412), and the addition of a retention area on city-owned grass to allow the project's system to discharge through the city outfall grate (\$14,706).

Mr. Leidel is supportive of all items but noted that the addition of the retention area may be more appropriately handled by the city. However, the city has stated that retention is the responsibility of the developer. The retention improvements are intended to properly retain water on-site and prevent runoff to neighboring properties, an issue that has occurred in the past. These improvements, along with the additional drainage components, will help manage stormwater on the property, though hurricanes present unique challenges that Mr. LeBlanc is continuing to address. It was also noted that the splash pad will not worsen existing water issues, as it will be properly drained and produce significantly less water than normal rainfall on the property. Motion made by Ms. McCoy seconded by Ms. Murphy to approve the proposed agreement on the property located at 139 North Ridgewood Drive. On roll call: Lovett, yes; McCoy, yes; Craig, yes; Drury-Smith, yes; Murphy, yes and Leidel, yes.

Another motion made by Ms. McCoy seconded by Ms. Drury-Smith to approve the 20% contributions along with the splash pad, handicap ramp, gravel pits under turf area and additional retention area. On roll call: Lovett, yes; McCoy, yes; Craig, yes; Drury-Smith, yes; Murphy, yes and Leidel, yes.

Mr. Griffin submitted a request prior to the meeting to speak on items not listed on the agenda and was granted three minutes. Mr. Griffin, a business owner and property owner within the CRA district, shared concerns he has received from several downtown business owners regarding parking challenges. He noted that with the proposed development at 139 North Ridgewood Drive, parking issues are likely to increase. Mr. Griffin urged the CRA to take a closer look at the situation and consider strategies to create additional parking solutions for the downtown area.

#### Board Members Remarks:

- Mr. Lovett raised a question regarding the color of a downtown building (103 & 101 Circle Park Drive), noting it may clash with other buildings and affect the overall aesthetic. The board was unsure whether the color was approved by Historic Preservation.
- Ms. McCoy & Ms. Murphy are excited about Sadie's place and all of the exciting things coming to downtown.
- Mr. Leidel informed the Board that over the weekend a vehicle struck the gazebo in Circle Park. Repairs are underway, but he wanted to make the Board aware of the incident.

There being no further business to come before the CRA, the meeting was adjourned.

Alexa Chapa, CRA Redevelopment Coordinator

# Agenda Item # I – B: Consent Agenda

## CITY OF SEBRING COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM SUMMARY

**MEETING DATE:** 1-12-26

**PRESENTER:** Colleen Polatty

**AGENDA ITEM # I – B:**

Sign Design Review Application – 204 Circle Park Drive

**BACKGROUND:**

Ms. Polatty submitted a Sign Design Review application for the property located at 204 Circle Park Drive. The application proposes installing a double-sided freestanding sign to the Garden of Joy. See the attached application for additional details on the proposed signage.

**RECOMMENDED ACTION:**

Approve of the Sign Design Review application for the property located at 204 Circle Park Drive as presented and direct the applicant to consult with the building department to determine their next steps.

Moved by: \_\_\_\_\_; Seconded by: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Denied  
\_\_\_\_ Tabled to: \_\_\_\_\_  
\_\_\_\_ Other

Brugos \_\_\_\_\_  
Craig \_\_\_\_\_  
Drury-Smith \_\_\_\_\_  
Leidel \_\_\_\_\_  
Lovett \_\_\_\_\_  
McCoy \_\_\_\_\_  
Murphy \_\_\_\_\_

City of Sebring  
Community Redevelopment Agency  
Sign Design Review Application

**Applicant/ Owner**

Name: Garden of Joy on The Circle, Inc. - President Colleen Polatty  
 Address: 204 Circle Park Dr. Sebring, FL  
 Phone Number: 863-273-9358 Email: Polatty@earthlink.net

**Sign Company/ Designer**

Name: Artistic Frames + Images, Local Artist  
 Address: Robert SSS Art Club  
 Phone Number: 863-382-2752 Email: 863-382-2752

Who is the primary contact for this project? (please circle one)  
 Applicant/ Owner       Sign Company/ Designer

**Project Location**

Site Address: 204 Circle Park Dr. Sebring FL  
 Zoning Designation: \_\_\_\_\_

**Signage information:**

Sign location (i.e. window, wall, freestanding): free standing  
 Single or double faced sign: double faced  
 Sign Size: Height 22" Width 28" Depth 3/4" - Attached to pole no taller than 59 1/2"  
 Material: Cypress wood, Aluminum Composite,  
 Type of illumination: \_\_\_\_\_  
 Color: Background white Lettering black - Address inserted 10" x 12"  
 Border flowers + butterflies

Please provide at least one (1) colored rendering of the proposed sign.

I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Applicant Signature: Colleen Polatty Date: 12/30/2025

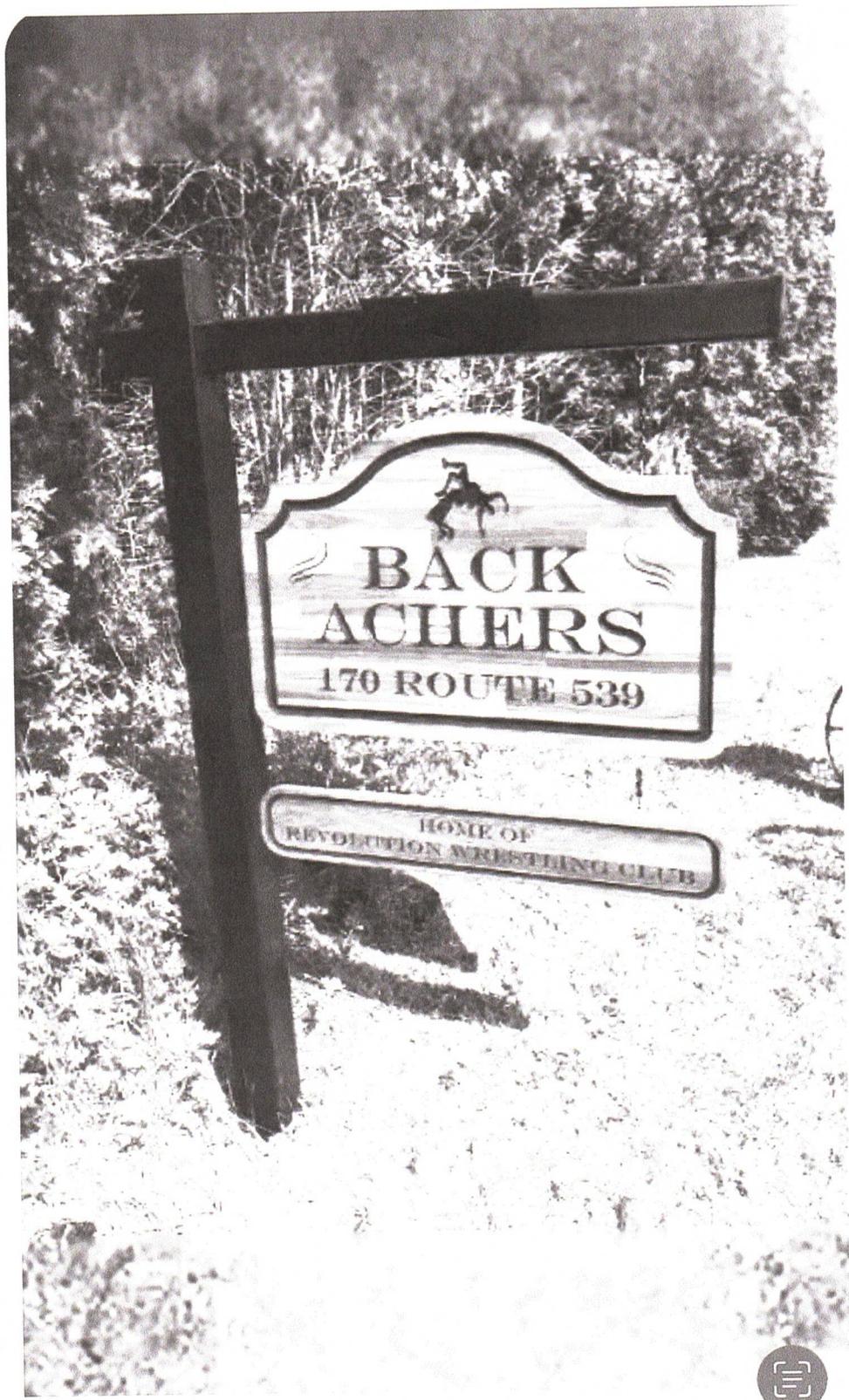
NOTE: THIS IS NOT A SIGN PERMIT. IF A SIGN PERMIT IS REQUIRED REFER TO CITY BUILDING DEPARTMENT.

\*\*\*\*\*

**CRA USE ONLY**

Approved \_\_\_\_\_ Tabled \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Staff initials \_\_\_\_\_

July 26  
4:06 PM



Commerce



NE BRUNN  
SOUTH  
SAVING  
SEEDING

1111

BROOKER 813-485-0911  
Fence Company, Inc.



Garden of Joy on the Circle Inc.

204 Circle Park Drive *16" X 12"*

# Agenda Item # I – C: Consent Agenda

## CITY OF SEBRING COMMUNITY REDEVELOPMENT AGENCY AGENDA ITEM SUMMARY

**MEETING DATE:** 1-12-26

**PRESENTER:** David Leidel

**AGENDA ITEM # I – C:**

Budget Amendment #24 – Officer Funds

**BACKGROUND:**

The attached budget amendment will transfer the budgeted funds for our downtown officers and reallocate them to the correct line item to be utilized.

**RECOMMENDED ACTION:**

Approve of the Budget Amendment #24 as presented.

Moved by: \_\_\_\_\_; Seconded by: \_\_\_\_\_

_____ Approved	Brugos _____
_____ Denied	Craig _____
_____ Tabled to: _____	Drury-Smith _____
_____ Other	Leidel _____
	Lovett _____
	McCoy _____
	Murphy _____



## Agenda Item # II - A

### Project & Financial Report – January 2026

- **Check Run**

Monthly Check Run					
January 12, 2026 Meeting					
Payable To	Description	Check Date	Invoice #	Check #	Amount
Jack's Lawn Service	Mowing	12/16/2025	NOV	142509	\$ 175.00
Eastern PA Property Management	Façade Grant - 510 Grapefruit Avenue	12/16/2025	250485	142495	\$ 10,000.00
Seyich Holdings LLC	Downtown Revitalization Grant - 522 Lemon Avenue	12/16/2025	250445	142522	\$ 1,750.00
Duke Energy	231 South Ridgewood Drive	12/31/2025		142593	\$ 393.21
Duke Energy	309 Circle Park Drive	12/31/2025	91088688748	142593	\$ 142.69
<b>TOTAL</b>					<b>\$ 12,460.90</b>

### **Property Restorations**

- **139 North Ridgewood Drive - Nan-Ces-O-Wee Hotel Property**
  - The developer is working to finalize their financing to where we can schedule the closing on the lot. Staff is working with the developer on the tenant selections and the selection committee for the property will meet prior to the next board meeting to finalize the tenants for the property. The committee's recommended tenants will be on the board's February agenda for approval.
- **228 North Ridgewood Drive – Wachovia Bank**
  - Mr. Blackmon will hold a groundbreaking ceremony for the project on Friday, January 17<sup>th</sup> to commence construction on the property.
- **231 South Ridgewood Drive – Bank of America**
  - The selection committee met on December 16<sup>th</sup> to review the agreement and discuss the project. The committee has asked for additional information to assist in their decision making.
- **Waterfront Redevelopment Project**
  - The City has asked CivilSurv to devise a simplified alternative solution to address the drainage issues for the property and provide that for their review to determine how to move forward with the project.

- **Pedestrian Safety & Lightings Improvement Project**

- The engineering proposal was too costly, so staff is working to price out the items separately with Excavation Point to see if they can undertake the improvements through their contract with the city.

- **HGTV**

- The outdoor informational kiosk was installed in Circle Park and is operational. These kiosks will provide area information to guests during their visit. Staff continues to have monthly meetings with our regional team to discuss continual efforts to capitalize on our HGTV exposure. Efforts continue to promote and market the digital tour of downtown's HGTV improvements as staff works on new rack cards for area hotels and tabletop signs for downtown restaurants.

- **Upcoming Board Meetings**

- The board will meet on the following upcoming dates:

- **Monday, February 9<sup>th</sup> @ 5:30 pm**
- **Monday, March 9<sup>th</sup> @ 5:30 pm**
- **Monday, April 13<sup>th</sup> @ 5:30 pm**
- **Monday, May 11<sup>th</sup> @ 5:30 pm**
- **Monday, June 8<sup>th</sup> @ 5:30 pm**
- **Monday, July 13<sup>th</sup> @ 5:30 pm**
- **Monday, August 10<sup>th</sup> @ 5:30 pm**
- **Monday, September 14<sup>th</sup> @ 5:30 pm**
- **Monday, October 12<sup>th</sup> @ 5:30 pm**
- **Monday, November 9<sup>th</sup> @ 5:30 pm**
- **Monday, December 14<sup>th</sup> @ 5:30 pm**

- CRA Grants Tracker

CRA Grants Tracker									
1-12-26 Meeting									
Grant Type	Recipient	Project Address	Amount Awarded	Date Awarded	Status	Construction Start Deadline	Project Completion Deadline	PO#	Notes
Façade Grant	Kiapita LLC	116 Magnolia Avenue	\$1,137.50	10/13/2025	In process	4/13/2026	10/13/2026	250257	Additional funds for mural wall
Façade Grant	Macbeth Associates LTD	231 S Commerce Ave	\$10,000.00	11/10/2025	In process	5/10/2026	11/10/2026	260612	
Café Seating	Yunit del Cueto	120 North Ridgewood Drive	\$1,434.21	4/28/2025	In process	10/28/2025	4/28/2026	250366	
Downtown Revitalization	Audrey Ascuitto	104 Circle Park Drive	\$10,000.00	1/13/2025	In process	6/13/2025	1/13/2026	250512	
Downtown Revitalization	Charles Cox	522 Lemon Avenue	\$3,250.00	6/9/2025	In process	12/9/2025	6/9/2026	250445	Processed for payment

• FY 25-26 Budget vs. Available Report

**City of Sebring  
Community Redevelopment Agency  
FY 25/26 FINAL ADOPTED BUDGET**

**Budget Report for 1-12-26 Meeting**

	<b>ADMINISTRATIVE STAFFING</b>	<b>BUDGETED AMOUNT</b>	<b>AVAILABLE AMOUNT</b>
103-5210-512.12-10	Salaries	\$ 187,626.00	\$ 142,221.56
103-5210-514.14-10	Over-Time	\$ 1,000.00	\$ 1,000.00
103-5210-521.21-00	FICA / Med. Taxes	\$ 14,355.00	\$ 11,023.45
103-5210-522.22-10	FRS Retirement Contribution	\$ 26,326.00	\$ 19,955.74
103-5210-523.23-01	Health / Vision / Dental / Life Insurance	\$ 58,746.00	\$ 45,569.16
103-5210-524.24-00	Workers' Compensation Insurance	\$ 366.00	\$ 366.00
	<b>TOTAL</b>	<b>\$ 288,419.00</b>	<b>\$ 220,135.91</b>
	<b>PROFESSIONAL SERVICES</b>		
103-5210-567.67-68	Engineering Services ( <i>Waterfront Redevelopment Project</i> )	\$ -	\$ -
103-5210-531.31-19	Grants Administration Services	\$ 15,000.00	\$ 15,000.00
103-5210-531.31-10	Other Professional Services	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>
	<b>GENERAL OPERATING EXPENSES</b>		
103-5210-532.32-00	Accounting & Auditing	\$ 6,531.00	\$ 4,739.00
103-5210-545.45-00	Liability / Auto / Property Insurance	\$ -	\$ -
103-5210-549.49-30	Ad Valorem Taxes	\$ 45,000.00	\$ 21.65
103-5210-540.40-20	Staff Travel & Per Diem	\$ 1,000.00	\$ 471.57
103-5210-531.31-20	Legal Service	\$ 20,025.00	\$ 2,022.50
103-5210-551.51-20	Office Furnishings	\$ -	\$ -
103-5210-541.41-10	Communication Services ( <i>Telephone &amp; Internet</i> )	\$ 5,660.00	\$ 5,660.00
103-5210-543.43-00	Utility Services	\$ 35,000.00	\$ 32,656.53
103-5210-555.55-10	Training & Education	\$ 1,000.00	\$ 605.00
103-5210-542.42-10	Freight & Postage Services	\$ 1,500.00	\$ 1,490.81
103-5210-552.52-13	Computers / Hardware / Software	\$ 5,000.00	\$ 3,906.03
103-5210-552.52-10	Operating Supplies	\$ 15,000.00	\$ 13,675.53
103-5210-546.46-18	CRA District Beautification	\$ 30,000.00	\$ 24,867.00
103-5210-546.46-05	Repairs & Maintenance - Buildings	\$ 15,000.00	\$ 7,912.00
103-5210-571.71-00	Debt Service - Principal*	\$ 228,000.00	\$ 228,000.00
103-5210-572.72-00	Debt Service - Interest*	\$ 215,920.00	\$ 215,920.00
103-5210-573.73-00	Other Debt Cost	\$ -	\$ -
103-5210-548.48-10	Advertising	\$ 15,000.00	\$ 9,599.10
103-5210-554.54-10	Books / Subscriptions / Memberships	\$ 1,500.00	\$ 725.12
	<b>TOTAL</b>	<b>\$ 641,136.00</b>	<b>\$ 552,271.84</b>
	<b>CRA GRANT PROGRAMS</b>		
103.5210-582-82-66	Commercial Interior Grant Program	\$ 50,000.00	\$ 50,000.00
103-5210-582.82-70	Outdoor Café Seating Grant Program	\$ 10,000.00	\$ 10,000.00
103-5210-582.82-71	Commercial Rental Incentive Grant Program		
103.5210-582-82-68	Façade Improvement Grant Program	\$ 50,000.00	\$ 38,862.75
	<b>TOTAL</b>	<b>\$ 110,000.00</b>	<b>\$ 98,862.75</b>
	<b>CAPITAL OUTLAY</b>		
103-5210-534.34-10	Demolition Services / Site Preparation	\$ -	\$ -
103-5210-552.63-22	Signage	\$ -	\$ -
103-5210-552.63-27	Sidewalk Beautification	\$ -	\$ -
103-5210-561.61-10	Land Acquisition	\$ -	\$ -
103-5210-562.62-01	Buildings	\$ 2,000,000.00	\$ 1,997,163.00
103-5210-562.62-50	Building Improvements	\$ 100,000.00	\$ 100,000.00
103-5210-552.52-88	Supplies / Signage / Light Poles	\$ 100,000.00	
103-5210-599.99-99	Contingency	\$ 310,090.00	\$ 310,090.00
103-5210-552.63-30	Grant Local Matching Funds / Streetscape Projects	\$ -	\$ -
103-5210-563.63-01	Infrastructure - General	\$ -	\$ -
103-5210-552.64-95	Capital Funds / Equipment	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 2,510,090.00</b>	<b>\$ 2,407,253.00</b>
	<b>CRA TOTAL ANNUAL BUDGET</b>	<b>\$ 3,564,645.00</b>	<b>\$ 3,293,523.50</b>

**Agenda Item # III – A**

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

**MEETING DATE:** 1-12-26

**PRESENTER:** Audrey Ausciutto

**AGENDA ITEM # III – A:**

104 Circle Park Drive Construction Extension Request

**BACKGROUND:**

Ms. Ausciutto was awarded a Downtown Revitalization Grant application in the amount of \$10,000 at the board’s 1-13-25 and, per our grant guidelines, was required to complete the project by 1-13-26. Ms. Ausciutto has requested to approach the board for a construction extension in order to complete the project.

**RECOMMENDED ACTION:**

Pleasure of the board.

Moved by: \_\_\_\_\_; Seconded by: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Denied  
\_\_\_\_ Tabled to: \_\_\_\_\_  
\_\_\_\_ Other

Brugos \_\_\_\_\_  
Craig \_\_\_\_\_  
Drury-Smith \_\_\_\_\_  
Leidel \_\_\_\_\_  
Lovett \_\_\_\_\_  
McCoy \_\_\_\_\_  
Murphy \_\_\_\_\_

**Agenda Item # III – B**

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

**MEETING DATE:** 1-12-26

**PRESENTER:** David Leidel

**AGENDA ITEM # III – B:**

2025-26 Vice-Chair Nomination

**BACKGROUND:**

With the resignation of Willem Badenhorst from the board, the vice-chair position is vacant. The board will vote to nominate a new vice-chair for the 2025-26 fiscal year.

**RECOMMENDED ACTION:**

Pleasure of the board.

Moved by: \_\_\_\_\_; Seconded by: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Denied  
\_\_\_\_ Tabled to: \_\_\_\_\_  
\_\_\_\_ Other

Brugos \_\_\_\_\_  
Craig \_\_\_\_\_  
Drury-Smith \_\_\_\_\_  
Leidel \_\_\_\_\_  
Lovett \_\_\_\_\_  
McCoy \_\_\_\_\_  
Murphy \_\_\_\_\_

**Agenda Item # IV – A**

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

**MEETING DATE:** 11-10-25

**PRESENTER:** Scott Noethlich

**AGENDA ITEM # IV – A:**

Centennial Mural Contribution

**BACKGROUND:**

The City Administrator will approach the board to request additional funds for the refurbishment of the Centennial Mural located on the wall of the property located at 116 Magnolia Avenue. The City Council received a quote from the Art League to update the mural in the amount of \$5,500. For reference, at the board’s October 8<sup>th</sup> meeting, a façade grant was awarded to the building owner to paint over the mural in the amount of \$1,137.50. At the board’s November 10<sup>th</sup> meeting the City Administrator approached the board and requested that the CRA contribute additional funds towards the mural’s refurbishment increasing it from \$1,137.50 to \$2,181,85, with the grant funds to be paid to the City and not the building owner as previously discussed. The building owner has declined financially participating in the mural, so the City Administrator will be present to request that the CRA contribute half of the total cost in the amount of \$2,750.

**RECOMMENDED ACTION:**

Pleasure of the board.

Moved by: \_\_\_\_\_; Seconded by: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Denied  
\_\_\_\_ Tabled to: \_\_\_\_\_  
\_\_\_\_ Other

Brugos \_\_\_\_\_  
Craig \_\_\_\_\_  
Drury-Smith \_\_\_\_\_  
Leidel \_\_\_\_\_  
Lovett \_\_\_\_\_  
McCoy \_\_\_\_\_  
Murphy \_\_\_\_\_