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**DRAFT MINUTES
PALMETTO COMMUNITY REDEVELOPMENT AGENCY
ADVISORY BOARD MEETING
JANUARY 11, 2011 - 5:30 PM**

Board Members Present:

Sia Mollanazar, Chair
Betty Ann Price, Vice Chair
Nick Costides
McArthur Sellars
Charles Smith

Staff and Others Present:

Jeff Burton, CRA Director
Scott Rudacille, City Attorney
Deanna Roberts, Administrative Assistant

Vice Chair Betty Ann Price called the meeting to order at 5:31 p.m., followed by a Moment of Silence and the Pledge of Allegiance. Mr. Sellars asked all to remember Arizona during the Moment of Silence.

1. CRA ADVISORY BOARD AGENDA APPROVAL

Motion: Mr. Sellars moved, Mr. Costides seconded, and motion carried unanimously to approve the January 11, 2011 agenda with the correction of the spelling of Ms. Price's name.

2. APPROVAL OF MINUTES – DECEMBER 14, 2010

Motion: Mr. Costides moved, Mr. Sellars seconded, and motion carried unanimously to approve the December 14, 2010 minutes of the CRA Advisory Board meeting with corrections: Page 2, line 1, ...applicant might need to return too CRA., too should be changed to to, and line 3, ...agenda be tabled... should be changed to agenda item be tabled.

3. DOWNTOWN COMMERCIAL CORE INCENTIVE PLAN (Jeff Burton)

Mr. Burton informed the Board that per the recommendations of the December meeting, the following verbiage was added:

All applications, eligible or not, shall be reviewed on a case-by-case basis by the Agency Advisory Board to determine if an application meets the intended program goals and make a recommendation to the Agency Commission. The Agency Commission shall have final approval of all applications.

Payment to the property owner shall be made when the official Certificate of Occupancy or Certificate of Completion and all required documentation have been received by Agency staff. No partial payments shall be distributed.

The Board asked for \$1,000,000.00 to be put into the budget for the program.

Mr. Burton commented that all recommendations from the previous meeting had been addressed.

Mr. Mollanazar entered the meeting late, and Ms. Price turned the meeting over to him.

Charlie Ugarte, 434 9th Avenue West, Palmetto, addressed the Board. He said he has an architectural firm in Palmetto and he thinks the program is a great idea with an unbelievable incentive package. It is the carrot to the stick for Code Enforcement. He commended Mr. Burton and the Board for starting the

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program. Mr. Burton said the program is the first of its kind in the State. It is an aggressive program. He recommends adjusting the percentages after the program takes off.

Mr. Mollanazar commented that the Commercial Core map excludes some neighborhoods from 8th Avenue to 17th Street. He would like to see a similar concept to include this area. Mr. Burton said it will be called Commercial General, and it will be next.

Mr. Mollanazar asked Mr. Burton to talk to the City Attorney about the concept of payment being made sooner than at receipt of the CO. The City could put a lien on the property for early withdrawal of funds in case the property does not go into full-blown construction. Mr. Burton said he will address that in the secondary program. It would be similar to what a bank does by giving construction draws.

Mr. Smith commented that 8th Avenue should be included in the next step.

Motion: Mr. Costides moved, Mr. Smith seconded, and motion carried unanimously to recommend approval of the Downtown Commercial Core Incentive Package with the changes outlined.

4. STORE FRONT GRANT – PALMETTO PLUMBING, INC. & GUN SHOP (Jeff Burton)

Motion: Mr. Sellars moved, Mr. Smith seconded, and motion carried unanimously to recommend approval for Store Front Grant SF11-01, Palmetto Plumbing & The Gun Shop, in an amount not-to-exceed \$2,996.00, with the stipulation of the receipt of the letter [from the property owner].

Discussion: Mr. Burton said he has not received the letter from the property owner authorizing the business owners to do the work on the building. Mr. Burton asked the Board to proceed with the recommendation, and he will not take it to the CRA Board before he gets the letter.

Mr. Costides commented that he thought the TMP Program expired at the end of the year and was no longer in effect. Mr. Burton believes it was renewed. He will check on it.

5. STORE FRONT GRANT – LONE OAK MOBILE HOME PARK (Jeff Burton)

Mr. Burton said this store front grant application is for vinyl fencing at Lone Oak Mobile Home Park. The owners have been to City Commission and have been granted a variance for the fence.

Mr. Costides opined that this meets the intent of the Commercial Façade Enhancement Program, but it does not meet the intent of the TMP Program. The TMP Program was not intended for upgrades, and this is for an upgrade from a broken down steel fence to a vinyl fence. The two programs pay out differently.

Mr. Smith commented that he has ridden through the park, and there are "hundreds" of code violations. He wants to make sure the fence is not just to hide something. Mr. Burton said the owners have been working with the Police Department and Code Enforcement. They want to make improvements to the park and then sell it. Mr. Burton said he could have the owners and Code Enforcement speak to the Board about the issues at the next meeting.

Mr. Mollanazar asked if the owners owed the City money and if there were outstanding code violations. No one should be able to apply for the grant if that were the case. Mr. Burton said there are no City liens on the property, and no violations that he is aware of.

Mr. Sellars remarked that the most practical thing to do was to table this item until the owners and Code Enforcement could come and answer some of the Board's questions. Mr. Smith said he would like to speak to the owners to determine what their plans are for the park. Ms. Price asked for an assessment by Code Enforcement. Mr. Burton said he will ask the Police Department to provide crime statistics.

Mr. Costides suggested an amendment to the current policy that would require that all properties go through Code Enforcement for a clean bill of health. Mr. Burton said he will bring back some amended verbiage for the program.

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Motion: Mr. Sellars moved, Ms. Price seconded, and motion carried unanimously to continue the item to the next meeting, and to make the award under the Facade Program at 50% for a total of \$13,569.40 [as amended by Mr. Costides].

6. CRA ACTION STATUS SPREADSHEET (Jeff Burton)

Mr. Burton informed the Board that there are not significant changes to the spreadsheet. He will update it and remove items that have been completed. He will be taking the Incentive Plan approved tonight to the CRA Board meeting on January 24, 2011.

7. CRA PROJECTS MANAGED BY PUBLIC WORKS (Jeff Burton)

Mr. Burton informed the Board that he will be attending a Ward I Phase 2 construction meeting in early February. The CRA has already given \$1,000,000 to Public Works towards the project. They are seeking an additional \$31,000. He's sure that that request will come before the Board.

All new projects are going through the private sector, the reason for CCNAs. Next week is the deadline for submittal. Projects can be completed more quickly and more efficiently through this process.

Mr. Smith asked if someone from Public Works was supposed to be at the meeting. Mr. Burton said there is a standing date with Public Works to have someone at the meeting, at the Board's request, to discuss projects funded through Public Works.

Mr. Costides interjected that Mr. Sellars had found that the TMP program was reapproved on Sept 14. Mr. Burton said he did take it to the CRA Board.

8. UPDATE CRA RESIDENTIAL REHABILITATION (Jeff Burton)

1. 304 11th Street West, Betty Jean Hammond.
2. All department heads have signed off on address.
3. Address has been delivered to Habitat for Humanity.
4. Waiting for pre-approval.

Mr. Burton said this home was recommended by Code Enforcement. A check was done for historic criminal activity. He is confident the owner will qualify. Regarding item #2, the Department Heads sign offs, he sees this as something that could be done in the other programs, as discussed previously.

9. UPDATE CRA Competitive Contract Negotiation Act (CCNA)(Jeff Burton)

1. Within one week both CCNA offers to close.
2. Staff pre-review and organization.
3. February Review by Advisory Board.
4. Recommendation by Advisory Board.
5. Approval by CRA Board.
6. Negotiation.

Two applications were received for public art. They will be rated and brought to the Board at the next meeting. The Professional Services CCNA closes next week on January 19. It has had a higher response. Once this is decided some of the approved projects can began, e.g. MLK Park and 5th Street.

10. CRA ATTORNEY'S COMMENTS

None

11. CRA ADVISORY BOARD COMMENTS

Mr. Sellars - No comment

Ms. Price – Asked for latest budget, dated and time stamped.

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Mr. Smith – No comment

12. CRA DIRECTOR COMMENTS

1. Website update.

The website is moving forward and is under budget. A Palmetto-based web designer created the web site. The twitter page is up, and videos promoting the incentives will go on the Facebook page,

Mr. Burton said the fair opens on Thursday. He thanked Mr. Costides for volunteering for the fair booth. The mural is at the fair booth. The 9/11 flag will be on display, and the Police Department and Crime Stoppers will have a presence there. MLK Banquet tickets are now available. He handed out a hard copy of the draft CRA Plan to all the Board members.

Mr. Mollanazar – No comment

13. CITIZENS COMMENTS

None

14. ADJOURNMENT

Mr. Mollanazar adjourned the meeting at 6:36 p.m.

Minutes approved:

Jeff Burton, CRA Director