

TAB 1

DRAFT
CRA BOARD MEETING
APRIL 5, 2010 – 7:15 PM

Elected Officials Present

Shirley Groover Bryant, Mayor
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2
Alan Zirkelbach, Commissioner-at-Large 1
Mary Lancaster, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2
Brian Williams, Commissioner, Ward 3

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, CRA Interim Administrator
Jim Freeman, City Clerk
Rex Hannaford, Deputy Chief of Police
Allen Tusing, Public Works Director
Diane Ponder, Deputy Clerk-Administration

CRA Presiding Officer Bryant called the meeting to order at 7:15 pm.

Swearing-in of persons wishing to address the CRA Board.

PUBLIC COMMENT: (non-agenda items): Comments will be limited to two minutes.



1. CRA BOARD AGENDA APPROVAL

MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 5-0 to approve the April 5, 2010 CRA Board agenda.



2. CRA CONSENT AGENDA

- A) Minutes: March 15, 2010
- B) 5th Street West Streetscape Pilot
- C) Commercial Façade Enhancement Grant Program (revised)
- D) Demolition of CBI Building

Items B, C and D were removed for discussion.



- A) March 15, 2010 Minutes

MOTION: Mr. Zirkelbach moved, Ms. Varnadore seconded and motion carried 5-0 to approve the minutes of March 15, 2010.



- Item B: 5th Street West Streetscape Pilot

Mr. Burton stated the proposal will create a conceptual streetscape plan that can be used throughout the City. The scope of work in Exhibit B of the contract will include Florida friendly landscaping, lighting, including the possible removal of overhead lighting, street curbs, and sidewalks. The plan will be brought back to the CRA Board for approval. He also confirmed that criteria developed in the Downtown Development Guidelines will be utilized in the plan's creation.

Attorney Barnebey recommended that the contract should be approved subject to attorney approval, as minor amendments, such as indemnification, were necessary.

MOTION: Mr. Zirkelbach moved, Mr. Williams seconded and motion carried 5-0 to approve funding of an amount less than \$10,000 for design of the 5th Street Landscape Design as set forth in the proposal by Ugarte & Associates, with funds to be taken from 1905508214, 8th Ave., Beautification Project, and authorize the CRA to enter into an agreement, subject to the approval of the CRA Attorney.



Item C: Commercial Façade Enhancement Grant Program

Mr. Burton reviewed a PowerPoint presentation of the previously discussed maintenance program being included in the Commercial Façade Enhancement Grant Program.

The "storefront grant" is a 50/50 match. An applicant can apply for a maximum of \$50,000 every 60 months. If maintenance is included, a maximum of the first \$10,000 of the grant would be a 75/25 match and would be included in the maximum \$50,000 available every 60 months. Because the grant is for commercial buildings, a licensed contractor must be used. Mr. Burton also stated that the maintenance portion of the program terminates the end of 2010 unless the CRA Board extends the program forward.

Discussion ensued on the funding of signage. It was consensus of the Board that the signage funding be removed until such time the new Sign Ordinance is finalized by Commission.

The application was reviewed, with the CRA Board requesting the following amendments:

Page 2: Bullet #3: Provide instruction where funding sources are located within the document.

Page 3: Bullet #1: Amend to read "Projects must be completed within 90 days of award, unless a written extension is requested of, and recommended for approval by, the CRA Advisory Board to the CRA Board.

Page #5: The last paragraph of the Timeliness section will be amended to establish a maximum of two grant extension periods, as recommended for approval by the CRA Advisory Board to the CRA Board.

Page #3: Define SBA (Small Business Administration).

Page #5: Discussion ensued on how the CRA will address any issues where the maintenance of completed improvements is not met after the award of grant, and how long the improvement will have to be maintained. Mr. Burton discussed the process the City would follow. Ms. Cornwell stated her opinion the Maintenance of Completed Improvement section is too ambiguous and requested that more explicit language be developed before the next grant cycle.

Page 5: Mr. Burton confirmed the document has been reviewed for compliance, but as the program evolves, the document will be made to comply more with the Downtown Development Guidelines, Comprehensive Plan and other City ordinances.

Mr. Burton also confirmed that the first meeting with staff for the application has to involve the owner of the building if the tenant is the applicant. It was requested that the information regarding the submission of the application be more explicit to explain how the City will accept the application.

The CRA Board members again reiterated that the funding of signage was to be deleted from the document. Beverly Minnix, CRA Executive Assistant, informed the Board that out of approximately 12 applications, half have requested funding for signage. The Board did not reverse their decision regarding the funding of signage.

MOTION: Ms. Cornwell moved and Mr. Zirkelbach seconded to approve the Commercial Façade Enhancement Grant Program with the revisions stated, including removing signage and adding the improvement points on the application.

Discussion: All the issues discussed will be implemented in the next grant cycle.

Motion on the floor carried 5-0.

 CBI Building Demolition (924 5th St. W.)

Mr. Burton discussed his reasons for recommending that the building be demolished, citing the major violations and the fact the building and its placement on the property does not meet the development guidelines the City has put in place. He informed the Board the negotiations with the party that was purchasing the property have been exhausted.

Mr. Burton outlined possible plans for the property once the building is demolished, which will also include the two pieces of City owned property to the north. The property will be utilized for parking and will incorporate pedestrian connectivity with other businesses in the area.

Mrs. Lancaster inquired why the CRA would not issue a new RFP for the property. Discussion ensued, with Mr. Burton citing his opinion on why the building should be demolished. Mr. Williams suggested that the building at 930 5th St. W. should also be demolished with the CBI building.

Individuals wishing to speak to the topic were sworn in.

Chris Humphrey and Richard Pelton both spoke in support of issuing a new RFP for the building. Mr. Humphrey spoke of his desire to purchase the building and bring it into compliance with City codes. Mr. Pelton spoke of the opportunities the building could provide in conjunction with the Olympia Theater. Joel Jarvis also agreed that an RFP should be issued, opining the building can be fixed. He also spoke of his interest in the building at 930 5th St. W.

Ms. Bryant referred to the proposal that was received on the property and its plan that would take the metal building and make it consistent with and enhance the era. She opined that the plan was a major consideration in awarding the bid.

Ms. Cornwell spoke of the existing building's placement on the property and the opportunity the City now has to address the lack of parking in the downtown.

Mr. Zirkelbach commented on the community interest in the building and agreed that an RFP should be issued before demolishing the building. He suggested making the RFP a short process so people have the opportunity they have asked for to submit a proposal, and to incorporate the Board's comments into a proposal they might submit.

Mr. Williams spoke of the opportunity to now begin defining the City's image. He also commented on the safety of the building and the length of time the RFP process would take. Ms. Varnadore asked about the safety issues surrounding the building. Mr. Burton estimated it would take approximately \$10,000 to secure the public health and safety issues and described the areas the CRA would address. Ms. Varnadore stated she had no objection to issuing a new RFP but the building should be secured and a timetable must be developed. Ms. Cornwell agreed with temporarily securing the building. She echoed Ms. Bryant's comment that the building should not look like a metal building.

Mr. Burton asked that the motion include moving the RFP to the front of the RFP process the City Clerk's office follows. Mr. Burton also stated he will take the steps to alert the public of the pending RFP. He also suggested that it should be enforced that the use of the building complies with what has been approved for the area.

Attorney Barnebey inquired if written documentation has been received terminating the existing RFP. Mr. Burton informed the Board a letter was sent to Dr. Alkire's representative but no response has been received. Attorney Barnebey suggested that as part of the motion that the Board acknowledge the termination of negotiations with Dr. Alkire and authorize the Mayor to send a letter to Dr. Alkire acknowledging the appropriate terms.

MOTION: Ms. Varnadore moved, Ms. Cornwell seconded and motion carried 5-0 to table the item and bring it back to the next meeting with additional information.

Discussion: Mr. Burton confirmed that Dr. Alkire was notified that if no response was received by April 1, 2010, that the CRA would move forward with demolition.

Ms. Cornwell requested Attorney Barnebey to assist Mr. Burton in protecting the City in terminating the outstanding RFP. She also requested that Mr. Burton itemize the amounts to secure the building.



3. INTERIM CRA ADMINISTRATOR'S COMMENTS

A joint meeting with the CRA Advisory Board was scheduled for May 11, 2010, beginning at 5:30 pm.

Reported the billboard is up.

Regarding the Methodist Church issue, it is exactly what it was described to be; CRA funded \$16,000 to demolish Higgins Apts.; there was a verbal agreement for a parking lot to be erected. The building was demolished and paid for before any written agreement was documented. Reported he has met with representatives from church regarding the issue and the topic will be taken back to the church's board.

Displayed the Map Book prototype. CRA has an electronic version, which will be updated as information is gathered. Mr. Williams suggested the maps need to include street names.

4. PRESIDING OFFICER'S COMMENTS

None

5. CRA BOARD MEMBERS' COMMENTS



Mr. Williams

Referring to questions received during the Riviera Dunes meeting where the medians at Haben Blvd. were discussed, Mr. Tusing will confirm if reuse is available and who is responsible for the maintenance of the planted material in the medians.



Mrs. Lancaster

Inquired why the Board elects a chair and vice chair, yet they don't preside at meetings. Attorney Barnebey explained the Statute provides for appointment of the position, but the City's ordinance allows for a presiding officer.

Meeting adjourned at 9:00 pm.

Minutes approved:

James R. Freeman
City Clerk