

**DRAFT**  
**CRA WORKSHOP MEETING**  
**November 22, 2021**  
**5:30 PM**

This CRA Board Meeting was conducted utilizing Communications Media Technology. Some Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

**CRA BOARD MEMBERS PRESENT IN CHAMBERS:**

Shirley Groover Bryant, Presiding Officer  
Harold Smith, Chair (Not Present)  
Tambra Varnadore, Vice Chair (Entered the meeting at 5:45 p.m.)  
Tamara Cornwell  
Sheldon Jones (Not Present)  
Brian Williams

**STAFF PRESENT IN CHAMBERS:**

Mark Barnebey, City Attorney  
Jim Freeman, City Clerk  
Mohammed Rayan, Public Works Director  
Scott Tyler, Chief of Police  
Jeff Burton, CRA Director  
Xavier Colon, Assistant CRA Director  
Penny Johnston, Executive Assistant (Not Present)  
Vanessa Cochran, Assistant City Clerk

**STAFF PRESENT ELECTRONICALLY:**

Todd Williams, Information Technology (IT) Consultant

Presiding Officer Bryant opened the meeting at 5:43 p.m., and switched the order of the items on today's agenda. Item 5 Amendment to Hotel Incentive Contract Discussion was presented first followed by Item 4 CRA Modification Process.

1. FIRST BAPTIST CHURCH PALMETTO P3 PARKING (X. COLON/J. BURTON)

Before the presentation, Mrs. Cornwell asked the meaning of build date as written in the brief, and was told when construction starts.

Mr. Burton, CRA Director, recapped the approval process for the project. He stated that the final design will be presented to the Board for approval and a Request For Proposal (RFP) or Invitation to Bid (ITB) will follow. Bids will come back to Commission for contract/bid approval and then construction can begin. A budget adjustment will be required and funding will come from the following sources:

- Brownfield Tax Credit of \$350,000
- Previous Riverside paver project \$100,000
- Land Acquisition of \$750,000

After discussing the approval process and funds that will be used for the project, he addressed the parking design and stated that 3 parking spaces will be lost based on the latest design. However, he is considering turning these parking spaces into bike/compact parking to gain some spaces back.

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Mr. Burton expressed that low impact development parking will be utilized and mentioned Sutton Park and Riverside Drive as examples. The proposed parking spaces will also include a sidewalk. He informed the Board that the only issue remaining is to make sure the lighting is adequate. Next, questions and comments were welcomed from the Board.

Mrs. Varnadore requested clarification on the donated land location and was informed that the land is located between 5th Street West and 6th Street West.

Mr. Williams asked the meaning of the rectangle boxes on the design graph and was told that they indicate the architectural location to a specific side view of the area.

Mrs. Cornwell inquired about the lighting, the cost, and the completion timeframe for the project. Mr. Burton stated this parking will be public parking and is not the CRA building parking for the church. In regards to the funding, Mr. Burton stated that the Finance Department will verify if it will be a budget amendment or a transfer, and the outcome will be presented to the Board. Also, pedestrian lights will be used for the project, and Mr. Moore, Moore 2 Design, was present via Zoom for the meeting and provided some information on the lights.

Mr. Moore reported that once he receives the photometric information for the lighting along the sidewalks, the project will be ready to go out for bid.

Mr. Williams asked about crosswalk availability for pedestrians. Mr. Burton pointed out that the crosswalks are indicated on the proposed design and will be in compliance with Florida Department of Transportation (FDOT).

A brief question and answer period ensued about the contract documents needed for the project before the ITB is issued.

### **2. PALMETTO WOMAN'S CLUB RENOVATION (X. COLON/J. BURTON)**

This item is a continuation from the November 15, 2021 Workshop Meeting. Mr. Colon, Assistant CRA Director, congratulated Moore 2 Design for giving a great presentation during this meeting and welcomed the Commission the opportunity to provide their comments and ask questions. Also, he informed the Board that Jon Moore, Moore 2 Design, is available to answer questions as well.

The Board inquired about the following topics pertaining to the renovation for the Woman's Club.

- Hurricane regulations
- American Disabilities Act (ADA) guidelines
- Historical site designation
- Stage dimensions
- Wedding layouts
- Cover parking
- Project cost breakdown
- Crime prevention

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Commissioner Varnadore stated they need to decide the primary purpose for the building as that will impact the estimated budget and cost for improvements of \$2 million. This item will be brought back for more discussion.

**3. POTENTIAL PALMETTO RECREATION CENTER DISCUSSION**

Mr. Burton, CRA Director, first referenced the conceptual pictures of the Palmetto Recreation Center that was forwarded to the Commission on September 20, 2021. He spoke about the Board's concerns about the sport activities proposed location next to the wedding venue (Woman's Club) and having more green space.

He suggested to move the athletic activities that includes the tennis courts, basketball courts, and pickleball courts, over to the 14th Avenue property, and provide smaller restrooms. The City owns the property at the northwest corner of 14th Avenue West and 10th Street West where the current tennis courts are located and they are maintained by the County. If these tennis courts were moved to the proposed area on the southwest corner of 14<sup>th</sup> Ave West and 10<sup>th</sup> Street West, the current tennis court property could be redeveloped by the City into businesses that could create revenue for the City. Also, this Plan will put all the athletic activities into one area and will provide more green space at Sutton and Lamb Parks.

Mr. Williams asked about the retention pond and the possibility of connecting to the existing retention pond by the current Police building.

Mrs. Varnadore inquired about the 14th Street location and noted that the City would be responsible for maintenance if the tennis courts were relocated as proposed. Mr. Freeman, City Clerk, presented a few possibilities on how to fund the project including ½ cent sales tax and American Rescue Protection Act (ARPA) funding.

Mrs. Cornwell expressed that it is important that the proposed location's lighting is equitable to the current location.

**4. AMENDMENT TO HOTEL INCENTIVE CONTRACT DISCUSSION (X. COLON/J. BURTON)**

Mr. Burton, CRA Director, reported that due to the pandemic, the Certificate of Occupancy (CO) will be delayed, and if the project is completed by 2024 and online by 2025, we will lose about \$800,000 in tax increment (TIF). The CRA will still be ok, but just not receiving as much in tax increment over the life of the project. He communicated that Attorney Barnebey will discuss the contract modifications.

Attorney Barnebey reported that he is proposing to give the contractor about 2 1/2 years to complete the project. The 7th Street road improvements that were already approved will be attached to this contract as well. Also, the developer wants to change the entity that receives the incentive, and he will review the request. Some work has been done to the site such as the clearing and the stormwater improvements, however, no monies will be paid until the project (road and hotel) is done. Only 80 percent of the tax increment is paid to the developer up to 6 million dollars, so the CRA will receive the remaining 20 of TIF. Mr. Barnebey stated the agreement must be amended by December 31st, and the item will be placed on the December 6th Commission Agenda. Mrs. Varnadore requested that the changes be in red line to make it easier to review the amended and restated agreement.

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### 5. CRA MODIFICATION PROCESS (X. COLON/J. BURTON)

Mr. Colon, Assistant CRA Director, gave a presentation on the CRA Modification Process. In regards to the Florida Redevelopment Association's Best Practices, it is recommended that the CRA Plan is modified every 5–8 years, and the current CRA Plan was modified in 2014. He discussed the amendments, the timeline for the final Draft Plan to be reviewed, and the Plan's approval.

Mrs. Cornwell referenced the language low income housing versus work force housing used in the CRA Modification Plan. She expressed that there is a need to upgrade our current housing, but there is no reason to have a housing authority to initiate it.

Mr. Colon announced that the Plan was shown to the CRA Advisory Board on November 9th, and time ran out at the November 15th City Commission Meeting, so it was not presented to the Commission. Mr. Colon will hold public forums after the first of the year to receive feedback with a proposed CRA Board approval of the revised plan by the end of March 2022.

Presiding Officer Bryant reported that she will be on vacation starting Monday, November 29th, and will be reachable. She adjourned the meeting at 7:35 p.m.