

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday, February 1, 2018  
3:00 – 5:00 PM  
City Commission Conference Room, City Hall**

**Attendance**

Board Members: Ben Mundy (Vice-Chair), Brian Goding, Pastor Edward Lake, Frank Lansford, Commissioner Stephanie Madden, Cliff Wiley, Dean Boring

Absent: Cory Petcoff (Chair) and Zelda Abram

Staff: Nicole Travis (CRA Manager), Charles “Chuck” Barmby (Community Development), Alis Drumgo, Valerie Ferrell, D’Ariel Reed, Jonathan Rodriguez and Michael Smith

Guests: Oscar Sol and Gene Strickland (Green Mills Group) and Jeffery Hynes

**Packets**

- Meeting Minutes dated January 4, 2018
- Financial Update
- Memo – 114 East Parker Street Update
- Memo – Expansion of CRA Incentive Programs
- Memo – Parker Street Block Purchase Contract

**Housekeeping**

**Action Items – Old Business**

**Meeting Minutes dated January 4, 2018**

At the request of Zelda Abram, Nicole Travis noted that the minutes were revised to correct the spelling in Mrs. Abram’s name. Ben Mundy also noted a correction needed in the total annual Fix-It Up budget, which should have read \$300,000.

Frank Lansford moved approval of the minutes as amended. Eddie Lake seconded the motion and it passed unanimously.

**Financial Update**

Nicole Travis reviewed the monthly report noting the estimated income for the upcoming fiscal year was added to the report, as requested by the Board.

**South Florida Avenue Update**

Chuck Barmby updated staff on the planning progress of the resolution adopted by the Commission in May of 2017. The Florida Department of Transportation (FDOT) is currently developing implementation options for a “Road Diet Test”, which would entail blocking off lanes within the South Florida Avenue corridor. By the end of the calendar year, FDOT will also be moving forward with a Motorist Bypass System, which would involve the installation of “blank-out signs” used to suggest to motorists an alternate or “bypass route” to take when railroad gates are down along South Florida Avenue. The Central Lakeland Transit Signal Prioritization project is expected to be implemented within the next FDOT fiscal year, permitting the adjustment of red light times based on the presence of buses in the area and in consideration of any delays in schedules along South Florida Avenue.

### **114 East Parker Street Update**

Alis Drumgo provided an update on the Board's request for Staff to obtain renovation estimates to better understand the cost differential between tenant improvements and general improvements to bring the building to code. Staff collaborated with Furr & Wegman Architects and Mid-South Contractors and the proposed cost of improvements is \$279,500 or \$37.27/SF. Should the Board elect to subdivide the space for two tenants, the cost would be an additional \$20,350.

The construction timeline is projected at 45 days from permit approval. Staff recommends the Board allow Staff to obtain two additional quotes for service scope and move forward with the most favorable quote. Staff would actively recruit and invite proposals from interested parties to be reviewed at the April 5th meeting.

Nicole Travis asked for direction from the Board with respect to a recruitment timeline for potential tenants and/or clarification as to whether there is an option to sell the property.

Alis noted a multimedia company proposing to master tenant the space; the subtenants would serve as an artistic studio and Caribbean Café. They are currently offering \$50,000 annually in base rent, not including utilities, which equates to approximately \$6/SF superseding the status quo.

Discussion ensued regarding the renovation estimates received by Staff, approximate costs for the buildout needed to house the Caribbean Café and the status of the purchase of 717 North Florida Avenue and 111 East Parker Street properties.

Dean Boring arrived during this discussion.

Michael Smith provided an update on the purchase of the Lighthouse properties located at 717 North Florida Avenue and 111 East Parker Street. Staff received a bottom line offer for both properties at \$513,800 with a 30-day due diligence period. This proposal is \$68,800 more than the amount previously approved by the Board. Staff is requesting the ability to meet the lowest acceptable offer.

Eddie Lake moved approval of Staff's recommendation to obtain additional quotes and contract services for "vanilla boxing" 114 East Parker Street property and to secure a lease agreement with Multimedia/Caribbean Café tenant. Cliff Wiley seconded the motion and it passed unanimously.

## **Action Items – New Business**

### **Expansion of Incentive Programs**

Nicole Travis proposed the Board consider the expansion of the incentive programs currently offered by the CRA across the three districts. In the past year we have seen development activity increase throughout the city. The property owner incentives continue to add great value to our revitalization efforts in the CRA districts. In an effort to continue encouraging private investment in the three districts, Staff is proposing an expansion of the incentives offered by the CRA.

The structure of each individual incentive would remain consistent with the terms of eligibility and approval process as previously approved by the Board. Staff recommends approval of the following:

#### **Downtown**

- Infill Adaptive Reuse for Second Floor uses
- Fix It Up Program (Garden District) for Investors
  - \$2,500 Matching Grant

## **Dixieland**

- Infill Adaptive Reuse \$15,000
- Tax Increment Financing

Discussion ensued regarding investor stipulations.

Dean Boring moved approval of Staff's recommendation for the Downtown CRA district with the following stipulations; restriction of Infill Adaptive Reuse to second floors only, with up to \$30,000 per project and a 1-to-1 match, limitation of the Fix-It Up program for investors in the Garden District to a maximum \$40,000 annual allotment for the first year, \$15,000 per property and up to \$1,500 per unit for exterior improvements with a 2-to-1 match. Eddie Lake seconded the motion and it passed unanimously.

Frank Lansford moved approval of Staff's recommendation for the Dixieland CRA district with the following stipulations; Infill Adaptive Reuse up to \$15,000 with a 1-to-1 match and the implementation of Tax Increment Financing. Cliff Wiley seconded the motion and it passed unanimously.

## **Parker Street Block Purchase Contract**

Oscar Sol presented a purchase contract for CRA owned properties identified as parcel ID's 24-28-18-200000-050011, 24-28-18-200000-050050, 24-28-18-200000-050080, 24-28-18-200000-050070 and 24-28-18-200000-050110 for \$324,000. Green Mills is seeking a partnership with the CRA in an effort to develop approximately 80 affordable housing residences within a 4 story residential building. Their current business model is to seek Low Income Housing Tax Credit Financing in upcoming Florida Housing Finance Corporation funding rounds, receive a one-time subsidy in the form of a tax credit from the CRA and eliminate any operational support thereafter.

Discussion ensued regarding the terms of Florida Housing Finance Corporation's program approval process, construction specifications and parking options.

Staff recommends approval of the purchase contract as presented to the Board, contingent upon the Green Mills' receipt of the Low Income Housing Tax Credit.

Frank Lansford moved approval of Staff's recommendation with architectural review to be conducted by CRA Staff. Dean Boring seconded and the motion passed unanimously.

## **Discussion Items**

Nicole Travis asked the Board to revisit the recommendation for the purchase of the Lighthouse properties located at 717 North Florida Avenue and 111 East Parker Street.

Discussion ensued regarding marketing the property and the use of space as proposed by Jon Bucklew.

Cliff Wiley moved approval of the purchase of 111 East Parker Street at \$513,800 with terms acceptable by Staff. Brian Goding seconded the motion and it passed unanimously.

## **Adjourned at 5:03 PM**

**Next Meeting, Thursday, March 1, 2018, 3 PM, City Commission Conference Room.**

  
\_\_\_\_\_  
Cory Petcoff, Chairman

3/1/18  
\_\_\_\_\_  
Date