



**A REGULAR MEETING MINUTES
COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD MEETING MINUTES
DECEMBER 14, 2010**

1. CALL TO ORDER

Chairman Larry Cappleman called the meeting of the Community Redevelopment Agency Advisory Board to order at 4:35 pm in the 3rd Floor Conference Room of City Hall.

2. ROLL CALL AND DETERMINATION OF QUORUM

A quorum was declared present at 4:35 pm.

Present: Board Members: Chairman Larry Cappleman, Vice Chairman Bob Battaglia, Kelly Randall, Charlie Roper, John Kirby, Alan Haughey, and Ronald Sikes. Staff: Community Development Director Tim Wilson, Community Relations Manager Andrea Vaughn, Economic Development Director Tanja Gerhartz, Executive Assistant Amy Martello and Community Development Administrative Specialist Corrina Williams.

Absent: Board Members: Joy Boulter unexcused.

Arrived Late: Board Members: John Kirby - 4:50.

3. APPROVAL OF MINUTES

Motion by Charlie Roper to approve the regular meeting minutes of November 9, 2010 as submitted. Seconded by Bob Battaglia and carried unanimously 6-0.

4. DISCUSSION – GRANT PROPOSAL FOR DOWNTOWN AREA

Economic Development Director Tanja Gerhartz as directed by the previous meeting presented a summary of the “Business Facade Matching Grant Program” and a draft of the program application for the boards review and discussion. Director Gerhartz also provided a map showing the areas that the grant would cover and how it would expand the downtown commercial area through the northern and southern streets.

Director Gerhartz requested the board to approve a funding amount of \$50,000 to be distributed through the grants with either a \$5,000 to \$10,000 maximum grant award. Director Gerhartz suggested that the board set criteria for the amount of each grant based on the greater the private investment the greater on the amount of the grant.

Chairman Larry Cappleman asked what would be the actual process of applying for the grant, how would the caps be determined and how would they create a sliding scale. Director Gerhartz replied that the procedure would be for an applicant to complete the application and it would be submitted to this board for review for recommendation or denial to the CRA. Upon approval by the CRA the applicant would enter into an agreement with the City. Member Charlie Roper advised that applicants that reside within the Historic Downtown District would also be subject to review by the Architectural and Historic Preservation Board.

Member Bob Battaglia advised that we have done a small scale grant program previously and it had a good response with the help of the merchants.

Member John Kirby arrived at 4:50 pm.

Discussions were made regarding the amount of investment to the amount of grant and it was noted that tenant interior improvements would be blocked from this grant. An owner who is building out or rehabbing the interior of a building and will have exterior improvements would be eligible. The grant is for the exterior improvements of building facades and can be requested by a tenant if the tenant is responsible for the exterior of the building.

Chairman Cappleman asked, "What was it that we were trying to achieve with this program?" Director Gerhartz replied that the program was trying to grow the north and south sides of the downtown. An example of the City's attempt to expand the downtown area was the revitalization of Tremaine Street and having it match the look of Plant Street.

Chairman Cappleman suggested that we come up with a different program for interior investments of structures. Director Gerhartz commented that this program could evolve into another program or extension of it but the way this program is written was to improve the existing exterior environment. Chairman Cappleman said this program can still be used as an enticement to encourage businesses into downtown.

Chairman Cappleman reaffirmed that awnings and signs are considered eligible exterior rehabilitations. Member Ron Sikes used the Tony's Liquor recent improvements of an example that may qualify. The general census of the board is that it would have qualified. Director Gerhartz further acknowledged that the CRA would have more discretion over the aesthetics and standards and what makes the program successful is the partnership with the businesses. This partnership allows the City's influence on the outcome of the improvements.

Member Kelly Randall asked if the application applies to property owners for vacant properties or is it geared toward small businesses. Member Sikes replies that the program is seeking more permanent facade improvements but, can include temporary if it makes it look better.

Director Gerhartz reaffirmed that any business may apply and qualify but it still may not be approved by the board.

Discussion was made confirming the budget has \$403,000.00 currently and would have an additional \$195,000 to be rolled over from 2010, and the budget to start up the program would be \$50,000.00.

Motion by Charlie Roper to have Director Tanja Gerhartz make minor adjustments to the draft “Business Facade Matching Grant Program” application and for the revised document to be sent out via email for the board’s approval and Director Gerhartz would certify the tally of the vote. Seconded by John Kirby no vote was taken...

Director Gerhartz suggested to vote now with the future modifications so that the item can be presented at the next commission meeting.

Charlie Roper moved to amend the motion to have Director Tanja Gerhartz make minor adjustments to the draft “Business Facade Matching Grant Program” application and for the revised document to be sent out via email for the board’s approval and Director Gerhartz would certify the tally of the vote. To approve the program guidelines and application subject to five modifications as stated. 1) Define existing buildings and new buildings. 2) Use of “rehab” verbiage changed to “improvements”. 3) Property Tax / Qualifying clarity. 4) Insurance – City as additional insured – deleted. 5) Add “Business Facade Matching Grant” words to application areas defining the program reuse description. Seconded by John Kirby and carried unanimously 7-0.

5. DISCUSSION – BOARD MEMBER CANDIDATES

Chairman Cappleman advised the board that there were only two application submitted so far for the open board position and requested the assistance of the members to seek qualified candidates. Director Wilson advised the board to have interested people contact Kathy Golden and go online to complete the application of interest form.

No motion was presented to the board on this item. The Chair directed that, this item be tabled until the next meeting.

6. MEMBER INPUT

Member Alan Haughey advised the board that the Tuesday meeting date and time was in conflict with his schedule and asked that the board consider adjusting the day

or time to help with his schedule conflict. Member Ron Sikes suggested moving the day to the 3rd or 1st Tuesday of the month. Director Tim Wilson advised that the 1st and 3rd conflict with other city monthly meetings and that it may be better to keep 2nd Tuesday but adjust the time to 5:00pm.

Motion by Alan Haughey to change the meeting start time from 4:30 to 5:00 pm beginning January 2011 upon approval of the City Staff. Seconded by John Kirby and carried unanimously 7-0.

7. ADJOURNMENT

Meeting adjourned at 5:40 pm.

ATTEST:

APPROVED:

Administrative Specialist Corrina Williams

Chairman Larry Cappleman