

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MINUTES
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
August 8, 2013; 4:00 p.m.

Proceedings of a regular meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 8th day of August, 2013.

PRESENT:

Vernon Myers	Mayor
Mary Lawson Brown	Commissioner
Allegra Kitchens	Commissioner
Phil Leary	Commissioner
James Norwood, Jr.	Commissioner
Alex Sharp	President, Downtown Palatka, Inc.
Karl N. Flagg	Commissioner, Putnam Co. BOCC

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Fire Marshal Mark Lynady; Planning Director Thad Crowe; Main Street Manager Charles Rudd, Projects Manager Jonathan Griffith

CALL TO ORDER: Mayor Myers called the meeting to order at 5:00 p.m. and read the following meeting call, dated August 2, 2013:

TO CRA MEMBERS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY, JAMES NORWOOD, Jr., ALEX SHARP AND KARL N. FLAGG:

You are hereby notified that the time of the regular August 8, 2013 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 4:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2nd Street, Palatka, has not changed.

Please govern yourselves accordingly.

/s/ Vernon Myers
Vernon Myers, MAYOR/Chairman

We acknowledge receipt of a copy of the foregoing notice of meeting time change on the 2ND day of August, 2103.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Phil Leary
COMMISSIONER

/s/ Alex Sharp
PRESIDENT
DOWNTOWN PALATKA, Inc.

/s/ Karl N. Flagg
PUTNAM COUNTY BOCC
DISTRICT 3 COMMISSIONER

INVOCATION – Commissioner Karl N. Flagg

PLEDGE OF ALLEGIANCE - Commissioner Norwood

1. **APPROVAL OF MINUTES** – 06/27/13 Meeting – Commissioner Norwood moved to adopt the minutes as read. Commissioner Leary seconded the motion, which passed unopposed.
2. **PUBLIC COMMENTS** – There were none
3. **CBD TAX INCREMENT FUND EXPENDITURES/BUSINESS:**

UPDATE – Allocation of Funds for the Century Block Clean-Up – Mr. Czymbor said this item was introduced on June 27th and asking for the authority to allocate a certain amount of funds to clean up the Century Block, including environmental testing. The CRA approved this contingent upon a development agreement being executed at a future date. This is an update to that Purchase and Sale Agreement, which the Commission entered into on July 18, 2013.

Jonathan Griffith, Projects/Grants Manager, narrated a power point presentation that was given to the Commission on July 18. The area is approximately 1.1 acres; the purchase price is \$150,000. They propose to rehabilitate the existing buildings. They will construct commercial space on N. 2nd Street and have an option to construct commercial space on St. Johns Avenue. There are provisions as listed in the slide (filed). The exhibits to the agreement act as a deed restriction concerning what can and will be built on the property. The construction amount is estimated at \$3 million, which will also be the amount of the Irrevocable Letter of Credit, which is due at closing. Mr. Czymbor said the resolution that will be before the Commission tonight is to fund \$26,000 towards the clean-up of these buildings. Mr. Griffith said this is to bring the buildings up to a marketable state. This will help the developer solicit tenants for the proposed property. The cost to remove trash by hand will be more than raking it out with a back hoe, but some of the investment will not be lost if the City ultimately ends up demolishing the buildings. Discussion ensued regarding cleaning the buildings versus ultimately tearing them down, and what portion of this investment will have to be made if those buildings are ultimately torn down. Mr. Griffith said there was an environmental study done on the buildings. If the architect and CBO tell them they can rely on that prior assessment, they will take that into consideration when considering whether or not to do a new study. Mr. Sharp said they should put that money to better use than duplicating the study. There have been no new tenants since that study was done. Commissioner Kitchens concurred. She does not agree with the City paying for a new survey and replatting. This comes to a total of \$5 to \$6 thousand for both of those expenses. Commissioner Brown said those buildings are in the shape they are in partially because of the City and they have an obligation to clean them up. Mr. Holmes said in order to convey the property they will have to have a legal description, and the survey is what generates that. They

are selling portions of the block. He does not know how they could convey the property without a survey and legal description. Mr. Griffith said the budget sheet was prepared based upon what was needed to get the property to closing status, as advised by Mr. Holmes. Mr. Czymbor said the City has spent a nominal amount of money maintaining this property. This will help people to visualize what these buildings could be. This is a good investment.

Commissioner Flagg said he has a difficult time understanding the process of the calculation of the developer equity into the property. He asked what has been brought to the table by the developer at this point, versus that of the City's investment. Mr. Czymbor said the Developer specified he has spent around \$70,000 to date. He has put in a good faith effort in preparing the RFP and putting plans and drawings in place. Commissioner Kitchens requested receipts from Mr. Diamond showing he has spent that money. Mr. Griffith confirmed that if another environmental study is not necessary, that money won't be spent.

4. **FY 2013-14 CRA/TIF FUNDS BUDGET** – Mr. Czymbor said any government board sets a spending plan and priorities. This presentation goes over the history of the CRA, the statute governing its expenditures, and the proposed budget for FY 2013-14.

Mr. Griffith said the CRA is given its power by FS 163 Part III. Funds are committed for the removal of slum and blight and for economic development. Tax Increment (TIF) funds must be used for redevelopment and each area must be accounted for separately.

The CRA Board reports to the Commission. Citizens and committees make recommendations through the City Manger to the CRA board. Those recommendations and policies are sent to the Commission for final action.

A map of the three TIF districts was shown. Mr. Griffith said some of those overlap with the two designated historic districts.

Charles Rudd, Main Street Manager, said they looked at the 2010 goals and objectives in the 2010 redevelopment Plan. There are five goals: Economic Development – investigation on Tax Abatement Programs – they've provided those incentives up front rather than providing tax abatement, which involves "shooting yourself in the foot." They've revised the BIG grant program, supported the SBDC program, revised the façade grant program, done infrastructure improvements through FEMA and FDOT, and participated in riverfront improvements.

As to marketing, they've developed partnerships for marketing with Main Street, DPI, TDC, Chamber of Commerce, and developed Brand elements.

As to Festival and Sustainable events, they've developed partnerships for festivals and special events.

2011-13 priorities – Mr. Rudd said they supported and developed the Main Street Program and developed 'soft' projects, which are marketing, special events and expanding stakeholder/community participation. They've accomplished this through an active main street program. As to continuing Hard or Brick & Mortar projects, a list of those was provided. They intend to continue to work on the riverfront redevelopment area project and riverfront park improvements. They intend to fill remaining property vacancies by getting them tenant-ready through the BIG program and SBDC support, and improve the environment downtown through façade grants and landscaping improvements/maintenance. They intend to implement the way-finding plan and other plans developed for the benefit of the Area.

Mr. Griffith said, as to Plan goals, they intend to look at district boundaries, underground utilities, and driveway aprons. Infrastructure needs as to the water distribution system have been identified. Those were brought to the Commission for prioritization. They have been included in the 5-year Capital Improvement Program for the CRA. Commissioner Norwood said they need to take care of infrastructure before they fund all these programs and grants. They need to look at those infrastructure needs and put a plan in place to fund them so the districts can look at ways to fund those upgrades. They can't continue to move forward with these infrastructure needs not being met. They have to be able to move this forward. Mr. Griffith said they will identify those and put them on the three and five year programs. They will be shared programs with the City as they are major projects; they will need a partner to bring to fruition. Commissioner Norwood said they need to know what those projects are. Commissioner Leary said they need to prioritize under the "infrastructure umbrella" and the first priority should be the water delivery system. They need to look at it comprehensively in relation to the surrounding areas. They need a sub-committee to look at this.

Commissioner Brown said they need to get FDOT involved with fixing Hwy 20. It's their road. When they get that fixed, it will help with the other infrastructure issues. Mr. Griffith said their partners at FDOT are working on this; they are putting it on their five-year plan. Their process is slow. Commissioner Brown said they've known about this for several years. The City needs to put some pressure on our legislative delegation to put pressure on FDOT for this. Commissioner Norwood said he received information on who to contact with FDOT to push these improvements forward, and he will forward that to Mr. Czymbor.

Mr. Griffith said, as to priorities, the North District would like to continue with the TIFF HIP program and make capital improvements, i.e. reduced signage, decorative posts and street lighting and development of pocket parks.

As to plan goals for the South Historic district, those include underground utility upgrades, drainage and on-street parking, and the realignment of Laurel Street. They include traffic calming on River Street, drainage on River Street, and they'd like to coordinate a tentative trail project along River Street. As to riverfront public access, they want to explore the potential for park space within the right of way of Dodge and Kirkland Streets east of River Street. Priorities include continuation of TIFF-HIP program, signage, the Live Where You Work Program, the Commercial Rehabilitation Program, and the Hammock Grove proposal. They will identify the storm water drainage area and will bring that to the Commission in the 3 and 5 year capital improvement plan.

The five year priorities are to continue to grow the TIFF by increasing the taxable value of properties, facilitate redevelopment through Gap Financing, which is filling a financial gap to bring a project to fruition, and plan for large capital improvements, i.e. streetscape improvements, infrastructure improvements and CRA boundary and audit revision.

Regarding the process for redoing boundaries, Mr. Crowe said there is a process. It involves redoing the CRA Plan to change the boundaries. Mr. Czymbor said the nature of the amendment will impact the County and they will have input and concurrence with the revision.

This concluded that presentation.

5. OTHER BUSINESS/REPORTS

Small Business Development Center Quarterly Report – Cheryl Lynch, Director – 1100 Reid Street, said they should all have a copy of her report (filed). During the past quarter they had nine jobs created and five business start ups. The resource fair in July was doubled in size and

number of vendors compared to last year's fair. Mayor Myers said the resource fair was well attended and there were a lot of vendors there for not only providers but also users of services. He said Ms. Lynch did a great job of putting this together. Ms. Lynch said the quarterly Business Connect is Tuesday evening at the Larimer Center, and the quarterly HR roundtable next week is at the Chamber. On the 20th at the Chamber is a workshop called "Where's The Money" intended to give people an understanding of where the money is and how they can access it. Lending restrictions are being loosened and borrowing will be easier.

North Historic District Update – Coenraad van Rensburg, President, PHNNA, 310 N. 3rd Street, said the budget presentation covered everything they are doing. They are doing improvements through the TIFF-HIP program. They've eliminated some of the excess signage in the neighborhood. Commissioner Leary asked as to the status of the district's negotiations with St. Marks on the houses. Mr. Van Rensburg said they are still in discussion and don't have any hard costs on it yet. The church Vestry is awaiting feedback from the Diocese.

South Historic District Update – Michael Gagnon, President, SHNA, 703 Emmett Street, said they've covered their business plan in the budget presentation. He thanked the members of the CRA for meeting with him and Ms. Correa this week on issues they want to address. He's glad to hear they will be addressing infrastructure issues. He thinks they should put a task force together to identify issues and come up with a plan to fix them. They support using their funds to do this. They need a schedule of improvements that are both viable and doable. Commissioner Leary asked where Mr. Jutras is on the Condominiums. Mr. Gagnon said that's all on hold. The FFI site is on indefinite hold. Mr. Holmes said the State has mandated extensions on PUDs due to the development climate that are not limited to DRIs. The development he did on Morris Street may well have been an initiation of a development of tolling some of the time that's running against him. Commissioner Leary said they need to look at this from a punitive standpoint. This is a huge section of the community that is a bit of an eyesore.

Commissioner Kitchens said he started construction, which stopped the sunset on Phase I; there is a clause in Phase II that eliminates any sunset. Mr. Crowe said the Statute states the PUD can be extended when a request to extend has been submitted in writing, which he has done consistently. Commissioner Leary said the Morris street property is the "boundary" of this and he'd like to see this completed. There is marketing potential there. Mayor Myers said the housing bust put his plans on hold, but indications are they are coming out of this.

Christy Sanford, 312 Dodge Street, said the City won't declare imminent domain, but since the TIF district is a blighted area, and elimination of blight is the objective of the CRA, she asked if they have the right as a community to ask someone what they expect to do with property they've bought and held for some 20 years. Mr. Holmes said it is a matter of what the law allows and condones. The City has to abide by the law. He's not aware of any requirement that exists for an owner of a property to do anything with it other than comply with codes for maintenance and upkeep. None of those require a building be occupied or a used for particular use. A City can't tell someone what they must do with a building as long as it's being properly maintained. Commissioner Leary said he'd asked the Planning Director to send him a draft of a vacant building ordinance. They have passed those in areas around the Country. They have established higher tax rates for those buildings, put remodeling requirements in place. He understands there have been offers to purchase some vacant buildings at 150% profit that have been turned down. Now that they have plans in place for redevelopment of the city's property, they need to draft an ordinance to address these vacant buildings.

Mr. Czymbor said, regarding the PUDs, they can put tougher a timeline on the status of these properties and note what legal extensions are being granted.

MURAL COMMITTEE UPDATE - Clint Snyder, Snyder-Conlee Mural Committee, Crill Avenue, said the next mural contemplated is called "Belton's Society Syncopators, Palatka, Florida." He displayed an artist's rendition of the mural. It will be located on the side of Angela's Boutique. The Belton family is a local family established in Palatka in 1895. Courtland and Wilbur Belton, second generation Belton brothers, made a name for themselves in the early 1940's and 1950's in New York. They formed the CS Belton Syncopators, renowned throughout the US as one of the top 10 dance bands in the nation. CS Belton was considered a virtuoso. Mr. Snyder thanked the Commission and CRA members for their continued support of the Snyder-Conlee Mural Committee.

Mr. Griffith said the Mural Committee has made a request of \$4,000 for inclusion in the budget. They are already included for \$4,000. Murals are included as a part of the Plan. This will not impact the contingency. Commissioner Norwood moved to amend the CRA TIF budget to fund the \$4,000 needed to complete the mural. Commissioner Brown seconded the motion. Commissioner Leary said they need some community support on this and all murals. Mayor Myers said the Conlee-Snyder Committee does solicit support from the community. There being no further discussion, the motion passed unopposed.

Mr. Griffith said they distributed a copy of the mock-up of the proposed sculpture that will be installed at the Riverfront Park. He recognized three members of the Public Art Committee in attendance: Mr. Rudd, Ms. Correa and Ms. Sanford.

6. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 5:00 p.m. upon a motion by Mr. Sharp.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 288.105