

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
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
Price Martin Community Center
December 10, 2009; 3:00 p.m.**

Proceedings of a called meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 10th day of December, 2009.

PRESENT: Mayor Karl N. Flagg
Commissioner Allegra Kitchens
Commissioner Vernon Myers
Commissioner James Norwood, Jr.
Member Sam Deputy, President
Downtown Palatka, Inc.

ABSENT: Commissioner Mary Lawson Brown

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald Holmes; City Clerk Betsy Driggers; Finance Director Matt Reynolds; Fire Chief Mike Lambert; Police Chief Gary Getchell; Parks Supervisor Jeff Norton; Planning Administrator Debbie Banks

CALL TO ORDER Mayor Flagg called the meeting to order at 3:05 p.m. and read the following call, dated November 25, 2009:

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS, JAMES NORWOOD, AND SAM DEPUTY:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the Price Martin Community Center, 220 N. 11th Street, Palatka, on Thursday, Dec. 10, 2009 at 3:00 p.m.

The purpose of the meeting is to consider the following items:

1. Adoption of CRA Annual Plan, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD)
2. Adoption of proposed Main Street Building Improvement Grant Program
3. Adoption of Regular meeting Schedule

/s/ Karl N. Flagg

Karl N. Flagg, MAYOR

The following members acknowledged receipt of a copy of the foregoing notice of a special meeting on the 18th day of November, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, Inc.

Vacant
MAIN STREET MANAGER

INVOCATION - Commissioner Kitchens

PLEDGE OF ALLEGIANCE – Sam Deputy

APPROVAL OF MINUTES – 11-12-09 – Commissioner Norwood moved to adopt the minutes as read. Commissioner Myers seconded the motion, which passed unopposed.

ADOPTION OF PROPOSED MAIN STREET BUILDING IMPROVEMENT GRANT PROGRAM

– John Hodge – tabled from 11/10/09 – Mr. Hodge said their committee met with Mr. Holmes and the legal language was added. The final copy has been distributed. Mr. Deputy said he did not receive updated changes. Mr. Boynton said it came to his attention late yesterday that the changes made were not incorporated into this version. Mr. Holmes will read into the record the changes that were made. Mayor Flagg asked if the corrected version was circulated. Mayor Flagg asked if revisions are made to a document, they noted the revision date at the bottom.

Mr. Holmes said no changes were made to pages 1 and 2. On page three there are substantial changes under Grant Criteria. Changes begin with the 2nd paragraph, which was added as a result of their meeting. Mr. Holmes read that paragraph into the record. Mr. Deputy said he's fine with the newspaper advertisement clause, but many people don't read the PDN or its advertising section daily. They need to mail this to each building owner so everyone is aware of this program. Mr. Hodge said one of the Main Street committees, such as promotional, will do that. This is a Main Street program. Mr. Boynton said he will direct main street staff to send the program to each property owner.

Mr. Holmes said on Page 4, duration of grant, he added language to this yesterday to provide a method of fixing a lien on property to insure that grant payments would be repaid if necessary. He added "The specific terms of repayment shall be included in a written agreement executed between Palatka Main Street/City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant."

Mr. Holmes said on page 5, under Grant Process, in the 2nd paragraph, he added a 2nd sentence reading "All three members of the evaluation committee must be present and participate in any meeting at which funding is to be considered. All decisions of the committee shall be by majority rule."

Mr. Holmes said there were no changes to page 6. Page 7 contains changes under Evaluation: After the 4th bullet point he added "Each member of the Evaluation Committee shall score each

application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.” A bullet point added yesterday reads “Any application which receives an “average” total score of less than 50 points shall not be awarded funds.”

Mr. Holmes noted the total criteria points equal 100. The language at the bottom of the chart was stricken. It was not necessary in view of the additions he noted. This concludes the changes.

Commissioner Kitchens said, regarding scoring criteria, at the last meeting Mayor Flagg and Commissioner Brown had concerns with making certain that existing businesses receive due consideration. She doesn't note that there is any language stating they have extra consideration. She suggested they give that long-term occupancy category 5 points and add a category for existing business, giving them 5 points. Mr. Hodge said this document is mostly for making business buildings complete -- finishing walls, HVAC, making sure the buildings are rentable, finished shells. Fixing buildings is exactly doing work to increase business downtown. He wants to support new business rather than fix up empty buildings that aren't occupied. He wants to tie this to tenant occupancy. They wanted this to be a “broad brush” so that most any case that shows up with a legitimate application can be considered, whether an old or new business. Commissioner Kitchens said the South Historic District has taken part of their TIF funds to bring buildings up to code for those who can't afford it. This is something the downtown district can do. Mr. Hodge said they have had success with façade grants; this program builds on that. They will be able to do far more in the future. Mr. Deputy stated he has no objections. Mr. Boynton asked the Clerk to advertise this program in the newspaper to meet the deadline. This program will be ready to begin January 1. Commissioner Kitchens moved to adopt the proposed Main Street Building Improvement Grant Program as amended. Mr. Deputy seconded the motion, which passed unopposed.

SOUTH HISTORIC NEIGHBORHOOD ASSOCIATION recommendation to reallocate 2008 funds – Mr. Boynton said this item comes before the CRA at the request of the South Historic District. The home improvement program is very successful and they wanted to allot another \$50,000 this year. This will take that total allocation for 2008 to over \$261,000. This program has matured over time and continues to work. He recommends these funds be reallocated. Commissioner Myers asked what amount of funds are generated annually? Mr. Boynton said approximately \$127,000 for the South Historic District at this time. Much of their current balance was accumulated in years past. They had around \$480,000 entering the year. Over \$200,000 was spent on the Tilghman House. Commissioner Myers moved to recommend reallocation of 2008 South Historic District TIF funds to move \$50,000 into the Home Improvement Program. Commissioner Norwood seconded the motion which passed unopposed.

ADOPTION OF CRA ANNUAL PLAN, including the Central Business District (CBD), North Historic District (NHD) and South Historic District (SHD) – Mr. Boynton said each TIF district has to have an annual plan for fund allocation. If a project changes or more money is needed, they can reallocate the funds that are needed as available. He asked for and received input from each TIF association regarding their needs. Over the past year they completed a needs assessment in which several critical elements were identified. They will still need a work plan. The only money assigned to a specific project is the \$200,000 for the building improvement project. There is still a significant amount of money on that program. They have tentatively allocated the remaining funds as noted in his memorandum (filed). The funds can be reallocated at any time. This tentative allocation meets government standards. Mr. Boynton then read his memorandum into the record (filed). The following is the proposed 2010 assignment of funds by district:

South Historic District

Home Improvement Grant Program	\$100,000
Interior Restoration Grant Program	\$ 15,000
Reserve Funds (estimated)	\$ 25,000

Total **\$140,000**

North Historic District

Home Improvement Gant Program	\$200,000
Reserve Funds (estimated)	\$ 45,000

Total **\$245,000**

Mr. Boynton noted that the NHD should have an approval on their HIP within the next several months. This does not include projects that were already approved in 2009.

Central Business District:

Land use and zoning	\$ 00
Directional Signage and Way-finding	\$ 50,000
Streetscape and Infrastructure	\$150,000
Parking	\$150,000
Design Guidelines	\$200,000
Historic Preservation	\$ 00
Riverfront, Parks and Open Space	\$ 50,000
Public Investment Properties	\$ 00
Public Involvement	\$ 00
Marketing	\$110,000
Additional Economic Dev. Funding Mechanisms	\$400,000

Subtotal **\$1,110,000.00**

CBD Preapproved and/or Recurring costs include the following:

Legal Fees (est)	\$ 10,000
Riverfront Master Plan	\$ 60,000
Main Street Manager (est.)	\$ 70,000

Subtotal **\$ 140,000.00**

Total **\$1,250,000.00**

Mr. Boynton said several projects can be funded under each heading. This also does not mean all the funds need to be spent in that category; this is a preliminary assignment. No formal spending has been formulated for any of these categories except for the BIG program. A more formal program will come in February.

Mr. Deputy said in the future they need to come up with a policy regarding the funding of festivals. They will be fielding requests from many festivals. They need to develop a policy to handle those requests. Commissioner Myers had several questions concerning balances carried forward, income and expenditures, which were addressed.

There being no further discussion, Mr. Deputy moved to adopt the 2010 CRA Annual Plan as presented. Commissioner Kitchens seconded the motion, which passed unopposed.

REGULAR MEETING SCHEDULE – Mr. Boynton noted at the 11-12-09 City Commission meeting he asked for input in a regular meeting date. Hearing none, he and the Clerk have recommended regularly scheduled meetings on the even months on the 2nd Thursday of the Month. They will advertise this schedule in the PDN and meetings can be cancelled if they are not needed. This means amending regular Board of Zoning Appeals meetings to the 2nd Tuesday instead of the 2nd Thursday. Commissioner Kitchens asked if the Code needs to be changed. The Clerk noted they can change the Board of Zoning Appeals meeting date by resolution.

REMARKS/COMMENTS

Commissioner Norwood said the CRA has put together a good plan that helps all neighborhoods maintain their historic quality. He thanked all those who worked on these plans.

Commissioner Myers thanked Mr. Hodges for his work on the BIG Program. He noted all those who worked on this program should be commended.

Commissioner Kitchens noted she is excited about the BIG Program, and thanked the Districts for their work.

Mr. Deputy said the Tour of Homes was held this past week and was very successful. The Riverfront Development Meeting held Tuesday was heartening. He thanked Mr. Hodge and Sam Carr for their work on the BIG Program.

Mayor Flagg commended city staff working in partnership with these districts. It is refreshing to have guidelines to work from.

Roberta Correa, 703 Emmett Street, said there is a display on the side board showing the houses granted funds for renovation under the program. People are also privately working on their homes because of the improvements made under the program. There have been many positive actions taken because of this program.

ADJOURN – There being no further business to discuss, the meeting was adjourned at 3:50 p.m. upon a motion by Commissioner Kitchens, seconded by Mr. Deputy.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS 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 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.