

**Community Redevelopment Agency (CRA)  
Meeting Minutes January 15, 2019  
(APPROVED)**

1/15/2019 - Minutes

1. ROLL CALL

**CRA members Present:** Mayor Fultz, Commissioner Stewart, Commissioner Curtis Gibson, Chair Robin Gibson, Commissioner Howell

**Staff Present:** Kenneth Fields, CRA Director; Albert C. Galloway Jr, City Attorney; Jennifer Nanek, City Clerk

Chair Deputy Mayor Robin Gibson called the meeting to order at 5:30 p.m

2. Minutes - November 13, 2018

Mayor Fultz made a motion to approve the minutes of November 13, 2018. Commissioner Howell seconded the motion.

By Voice Vote:

Mayor Fultz "YES"

Commissioner Howell "YES"

Commissioner Curtis Gibson "YES"

Commissioner Stewart "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

3. Contract Dover Kohl & Partners, Master Plan NW Redevelopment Area

[Agenda Memo Begins]

**SYNOPSIS**

Staff is requesting Board approval to contract Dover Kohl & Partners for planning services in pursuant of a Master Plan for the NW Redevelopment Area to include:

- a. Development strategy which will address affordable housing and potential locations for assisted living facilities.
- b. Develop neighborhood connections (Northwest and Southwest) to planned and existing trails and downtown.
- c. Identify potential locations for streetscape refreshment and updates to connect to or improve functionality of existing improvements on Lincoln Avenue.
- d. Evaluate current and potential facilities and sites within the redevelopment area boundaries that may support cultural or entertainment uses.

The contract will be pursuant to FS 287.055 (C.C.N.A).

## **RECOMMENDATION**

Staff recommends contracting Dover Kohl & Partners for planning services in pursuant of a Master Plan for the NW Redevelopment Area. In addition, the CRA Advisory Committee is recommending Dover Kohl with the following suggestions:

- a. Combine the Downtown Plan for the purposes of cost savings.
- b. Creative ways to notify the public about the community meetings. Example: Flyer in water bills.
- c. Insure that each area will possess character unique to the area. Example: Not "cookie cutter"

## **BACKGROUND**

The recently updated CRA Master Plan identified goals and objectives specific to the NW Redevelopment Area of the CRA to include address affordable housing, identify potential assisted living locations, develop a neighborhood connection to downtown, streetscape refreshment to Lincoln Avenue and support and enhance cultural or entertainment uses. Staff met on multiple occasions with leaders and organizations established in the Northwest neighborhood and requested three priorities as identified

by the entire community. Top four priorities are as follows:

- a. NW Redevelopment Area Master Plan
- b. Affordable Housing
- c. Arts and Cultural Programs
- d. Revitalize Lincoln Avenue

Approving this contract for planning services will address all the priorities as identified by the community and provide a long-range comprehensive plan for the NW Redevelopment Area while keeping in line with our CRA Master Plan.

## **OTHER OPTIONS**

Not to approve staff to contract planning services.

## **FISCAL IMPACT**

Estimated cost of the Master Plan not to exceed \$95,000.00. Unallocated funds are available in CRA, budget amendment to follow.

[End Agenda Memo]

Karen Thompson, Assistant Director of the CRA, reviewed this item.

Chair Robin Gibson asked if Dover Kohl has been asked about putting the two contracts together. Mr. Fields said that the costs for each contract will be reduced 10-15% by combining the projects. They will be able to save on trips here and other areas.

Commissioner Howell made a motion to approve the contract. Commissioner Stewart seconded the motion.

By Voice Vote

Commissioner Howell "YES"

Commissioner Stewart "YES"

Commissioner Curtis Gibson "YES"

Mayor Fultz "YES"

Chair Robin Gibson "YES"

Motion passed 5-0.

#### 4. EXECUTIVE DIRECTOR'S REPORT

Mr. Fields asked the board's permission to apply for grants on behalf of the CRA and bypass the pre-approval process that the City goes through. The Board consented to this. Mr. Fields explained that any grant the CRA gets will come to the board for approval.

Mr. Fields said that he is thinking of formalizing the Northwest area advisory group in the future.

Commissioner Howell commended Ms Thompson on the good job she is doing working with the Northwest group.

Chair Robin Gibson noted in the agenda memo that they were referred to as the Commission and said that as of now they are an Agency board. Mr. Fields said the memo will be edited appropriately.

Mr. Fields announced that the Main Street Mixer will be January 24th. Karen Thompson reviewed the details on the event. It is free and open to the community.

#### 5. COMMUNICATIONS AND PETITIONS

none

The meeting was adjourned at 5:47 p.m.

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Chair/Vice-Chair

ATTEST:

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City Clerk/Deputy City Clerk