

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday June 3, 2021  
3:00 – 5:00 PM  
City Commission Conference Room**

**Attendance**

Board Members: Pastor Edward Lake (Chair), Brandon Eady (Vice-Chair), Cliff Wiley, Commissioner Chad McLeod, Zelda Abram, Harry Bryant, Brian Waller, Cory Petcoff, and Brian Goding

Absent: Frank Lansford and Dean Boring

Staff: Alis Drumgo, Terrilyn Bostwick, Iyanna Jones, Damaris Stull, D’Ariel Reed and Heisel Ortiz

Guests: Kevin Schutter (LPD), Sara-Megan Walsh (The Ledger), Jerrod Simpson (Assistant City Attorney) and Jason Lewis (725 E. Orange, LLC)

**Packets**

- Meeting Minutes dated April 1, 2021
- Financial Update
- Project Progression Report
- 2020 Independent Financial Audit
- Memo- 725 E. Orange, LLC TIF Agreement

**Housekeeping**

**Action Items – Old Business**

**Financial Update & Project Tracker**

Alis Drumgo mentioned that the Lake Beulah Gateway is programmed for fiscal year 2022. The West 14<sup>th</sup> Street sidewalk project was completed under budget. The Kentucky parking lot associated with Haus 820 lease addendum was completed under budget. Also, the West Lake Parker Shared-Used Path & Art Walk was completed under budget. Construction progress at 114 E. Parker is moving along on budget. The Robinson-Kyles office renovation was completed as well. At this time, four new EDGE Grant requests are under review.

**Meeting Minutes Dated April 1, 2021**

Brian Goding moved to approve. Cliff Wiley seconded motion which passed unanimously.

**Action Items – New Business**

**2020 Independent Financial Audit**

Cory Petcoff moved to approve as presented. Brandon Eady seconded motion which passed unanimously.

**725 E. Orange LLC TIF Agreement**

725 E. Orange LLC submitted a request for Tax Increment Financing (TIF) for properties the entity owns at 721 & 725 East Orange Street and 0 Lake Avenue. This is the proprietor's second residential project in the area. Jason Lewis also brought the Lemon Street Apartments before the Advisory Board for TIF reimbursement in October 2020. Plans for these properties include new construction and site improvements which are located in the Downtown CRA's Garden District.

This 40,510 square foot site consisted of two pre-existing structures. A 1925 two-story single-family house has been demolished, and the other, a 1920 single-family house, is in the process of being relocated for restoration purposes.

The Developer is proposing new construction of four, 3-story buildings, consisting of thirty-two (32) apartment units. There will also be forty (40) off-street and eight (8) on-street parking. The current total assessed value of the properties is \$132,141, and improvements are estimated to be \$3.7 million. Based on this information, the renovation/improvement exceeds the required 50% investment above the current assessed value.

CRA Staff recommends a standard 5-year TIF with 50% reimbursement for each year with a projected total of \$109,374.08 over five years.

The Developer is requesting consideration for a modified 5-year TIF with 100% reimbursement for years 1 through 3, and 80% for years 4 and 5. Based upon estimated project costs, TIF payments under the modified TIF are projected to total \$201,248.31 over the five-years.

Jason Lewis expressed gratitude for the Board's consideration of his modified TIF reimbursement. The Developer explained hard cost and soft cost of the project and his efforts in only contracting Lakeland based businesses for his project.

Cory Petcoff recommended 100% TIF reimbursement for years 1 and 2 with year 3 being only 50%. There would be no TIF reimbursement in years 4 and 5.

Cory Petcoff moved to approve his recommendation. Brian Waller seconded the motion which passed unanimously.

## **Discussion Items**

### **Updates**

Damaris Stull provided a virtual "walking" tour of ongoing murals along the Florida Ave corridor. Currently three (3) active projects in the Downtown district and fifteen (15) active in the Dixieland district. Among those participating in the Dixieland Art Infusion, Lakeland Foot and Ankle and Subs N' Such are receiving the Façade and Site Improvement grant, while Reececliff Diner will be receiving both Façade and Site Improvement and Infill Adaptive Reuse grants.

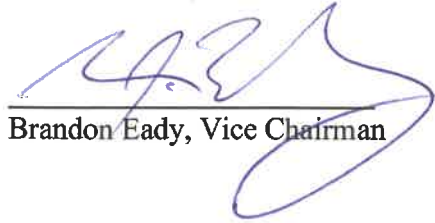
Discussion ensued over owner's mural maintenance concerns and hesitance in receiving murals on their businesses. Staff highlighted the ongoing funding commitment to mural maintenance.

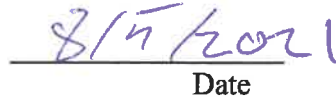
Alis Drumgo praised Damaris Stull for managing eighteen (18) projects in the Dixieland Art Infusion.

Pastor Lake expressed appreciation to the CRA Staff during the years of his service on the Advisory Board and shared that he will not be present at his last meeting in July.

**Adjourned at 3:37PM**

**Next Meeting, Thursday, July 8, 2021 3:00 PM.**

  
\_\_\_\_\_  
Brandon Eady, Vice Chairman

  
\_\_\_\_\_  
Date

**By-Laws  
of the  
Lakeland Community Redevelopment Area Advisory Board**

**Rule 1 – Name**

- A. The name of this Board is the Lakeland Community Redevelopment Area (CRA) Advisory Board.

**Rule 2 – Purpose**

- A. The purpose of these By-Laws is to provide operating policies and procedures to enable the Advisory Board to make program and policy recommendations to the Lakeland Community Redevelopment Agency (hereinafter the “Agency”), which has been charged with carrying out implementation of the Downtown, Mid-Town, and Dixieland CRA Redevelopment Plans per Part III, Chapter 163 of the Florida Statutes, and City of Lakeland Resolution 5212.

**Rule 3 – Advisory Board Members**

- A. The Advisory Board (hereinafter the “Board” or “Advisory Board”) consists of eleven (11) members appointed by the City Commission.

Three (3) members of the Board must be business or property owners or be employed within the Downtown CRA district. Three (3) members of the Board must be business or property owners or be employed within the Mid-Town CRA district. Three (3) members of the Board must be business or property owners or be employed within the Dixieland CRA district. One (1) member will be a representative of the City of Lakeland at large and must work, live, or own a property or business within the City of Lakeland. One member will be a City Commissioner appointed by the Mayor and ratified by a majority of the City Commission.

- B. Within the authority granted by the City Commission as the Community Redevelopment Agency, the Board may make recommendations regarding the policies and programs that are necessary to fulfill the purposes of the Community Redevelopment Act.

**Rule 4 – Officers and Their Duties**

- A. The **Chairman** has the general powers and duties of supervision and management usually vested in the office of the chairman of a board. The Chairman shall preside over all meetings of the Board and has supervision and direction of the business of the Advisory Board.
- B. The **Vice Chairman** shall have and may exercise the powers and functions of Chairman in the event of absence or disability of the Chairman. The Vice Chairman shall have such other powers and duties as may be assigned or delegated by the Chairman.

**Rule 5 – Administration**

- A. The **Community Redevelopment Area Manager** (hereinafter the “Manager”) shall be responsible for administration and management to carry out the policies and programs approved by the Board and the Agency. The Manager shall prepare and maintain all records. The Manager may conduct preliminary negotiations, subject to approval by the Board, as necessary to implement plans and programs previously approved by the Board and Agency. The Manager is the custodian of the records of the Advisory Board and is the clerk of the Advisory Board.

**Rule 6 – Committees**

- A. The Chairman of the Board may appoint such ad-hoc, special and standing committees as deemed necessary to carry out the policies, programs and responsibilities of the Advisory Board. When a final report is issued by an ad-hoc or special committee, the committee shall automatically cease to exist. Special committees may include members of the public who are not Board members.

**Rule 7 – Appointment of the Advisory Board**

- A. Members of the Advisory Board shall be appointed by the City Commission as provided in Resolution No. 5212 and any amendments thereto.
- B. Any member of the Board absent from 25% of the regular or special meetings of the Board within any 12-month period shall be considered to have vacated his/her position thereon.
- C. Nominations for Board members will be made by existing Board members and City Staff members in August of each year and subsequently passed along to the City Commission for consideration.
- D. The City Commission-appointed Board member must be appointed by the City Commission no later than October.
- E. All terms of office begin in October.

**Rule 8 – Election of Officers**

- A. Nominations and election of officers shall occur at the annual meeting of the Board.
- B. A candidate receiving a majority vote shall be declared elected and shall serve for one (1) year in office.
- C. Officers may serve up to two (2) consecutive one-year terms.

**Rule 9 – Vacancies**

- A. In the event of a vacancy on the Board, Board members will nominate a new member to be appointed by the City Commission to serve the remainder of the term.

- B. In the event that a Board member no longer meets the business, property ownership or employment requirements, the member shall be immediately replaced through the process outlined above.
- C. Vacancies in Officer positions shall be filled as follows:
  - 1. Upon vacancy of the office of Chairman, the Vice Chairman becomes Chairman.
  - 2. Upon vacancy of the office of Vice Chairman, a new election for the position shall be held.

**Rule 10 – Meetings**

- A. The Annual Meeting of the Board shall be held in September of each year. The first order of business shall be the nomination of new Board members and the election of Board officers.
- B. Regular meetings of the Board shall be held the first Thursday of each month in the City Commission Conference Room.
- C. Special meetings of the Board may be called by the Chairman or any three (3) members of the Board or the Manager with authorization by the Chairman.
- D. The Manager shall provide notice of all meetings as required by Florida law.
- E. Any meeting of the Board and any committee thereof shall be open to the public.
- F. Any meeting of the Board and any committee thereof shall be recorded and written minutes prepared and filed in the office of the Manager. Minutes shall be retained as a permanent record of the Board and tape recordings of meetings shall be retained as provided by law.
- G. A majority of the membership of the Board shall constitute a quorum for the purpose of transacting business and the affirmative vote of a majority of the members present and voting shall be necessary in order to take action.

**Rule 11 – Execution of Required Documents**

- A. Non-financial documents shall be executed by the Chairman, or in the Chairman's absence, by the Vice Chairman and attested by the Manager.

**Rule 13 – Fiscal Year**

- A. The Fiscal Year of the Board is the twelve-month calendar period beginning October 1 and ending September 30.

**Rule 14 – Amendments**

- A. These By-Laws may be amended or repealed, or new By-Laws adopted, by the recommendation of a majority of the Board and approval of the City Commission.

**Rule 15 – Effective Date**

- A. These By-Laws are effective upon their approval by the Board and ratification by the City Commission.

**CERTIFICATION OF ADOPTION OF THESE BY-LAWS**

I, Nicole Travis, CRA Manager, \_\_\_\_\_, hereby certify that these By-Laws were approved by the Advisory Board of the Lakeland Community Redevelopment Area on September 3, 2015, and ratified by the City Commission on September 21, 2015.

  
Nicole Travis

Sept. 3, 2015  
Date Approved by Advisory Board

Sept. 21, 2015  
Date Ratified by City Commission