**AGENDA**
**COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD**
**REGULAR MEETING**
**APRIL 6, 2022**
**6:00 PM**
**CITY HALL COMMISSION CHAMBERS**
**204 ASH STREET**
**FERNANDINA BEACH, FL 32034**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MINUTES**

4.1 The minutes for the March 2, 2022, meeting, are presented for approval.

**5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

7.1 **PRESENTATION - UTILITIES AND STORMWATER IN THE CRA** - *Utilities Director Andre Desilet will provide an overview of utilities and stormwater projects in the CRA.*

7.2 **PRESENTATION FOR CRA BOARD** - *Staff will provide a draft presentation for the April 19 CRA Board Meeting for review and approval.*

7.3 **REVIEW OF 2005 PLAN OBJECTIVES** - *The Board will discuss the objectives from the 2005 CRA Plan.*

**8. STAFF REPORT**

**9. BOARD REPORTS/BUSINESS**

**10. NEXT MEETING DATE**

10.1 **NEXT MEETING** - Wednesday, May 4, 2022, at 6:00 pm.

10.2 **CRA BOARD MEETING** - Tuesday, April 19, 2022, at 5:00 pm.

**11. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the City Manager.

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: March 2, 2022 Draft Minutes

ITEM TYPE: Approval of Minutes

REQUESTED ACTION: Approve the minutes.

SYNOPSIS: The minutes for the March 2, 2022, meeting, are presented for approval.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager 3/30/2022

Katie A Newton

Date: March 04, 2022

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION:

**DRAFT**

**MINUTES**
**CRA ADVISORY BOARD**
**REGULAR MEETING**
**MARCH 2, 2022**

**1. CALL TO ORDER –** The meeting was called to order at 6:00PM.

**ROLL CALL / DETERMINATION OF QUORUM**

**MEMBERS PRESENT:**

*Alan Hopkins*
*Jack Knocke*
*Lisa Finkelstein*
*Alan Ortbals*
*David Cook, Jr.*
*Tina Smith*

**MEMBERS ABSENT:**

*Frank Damato*

**OTHERS PRESENT**

*Dale Martin, City Manager*
*Jacob Platt, Recording Secretary*

**2. APPROVAL OF MINUTES**

*2.1* **The minutes for the February 14, 2022, meeting were presented for approval.**

Member Ortbals requested that a change be made to his introduction to read "retired from a career in Economic Development and Business Development".

**A motion was made by Member Ortbals, seconded by Member Cook, to approve the minutes as amended.**

**Vote upon passage of the motion was taken by voice vote, and all votes being in favor, passed unanimously.**

**3. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**

No members of the public wished to speak at this time.

**4. OLD BUSINESS**

*4.1* **CRA REPORT FY 20-21**

Chair Knocke introduced the item. Mr. Martin reported that he had received no Board comments for changes prior to the meeting.

**A motion was made by Member Finkelstein, seconded by Member Ortbals, to approve the CRA Report as presented.**

**Vote upon passage of the motion was taken by voice vote, and all votes being in favor, passed unanimously.**

## 5. NEW BUSINESS

### *5.1* RULES OF PROCEDURE

Mr. Martin explained that the majority of City Boards and Committees use a form of the rules of procedure as presented in the packet to conduct their meeting. Staff recommends the Board review and adopt the rules.

**A motion was made by Member Finkelstein, seconded by Member Ortbals, to adopt the rules of procedure as presented.**

**Vote upon passage of the motion was taken by voice vote, and all votes being in favor, passed unanimously.**

Mr. Martin made mentioned that in taking voice votes, unless a "no" is stated, the vote is recorded as a "yes".

### *5.2* CRAAB BOARD GOALS

Mr. Martin asked for discussion on the Board goals. Chair Knocke opened by stating that they were charged by the Mayor to come up with some goals at their organizational meeting. He stated that this Board intends to be action-oriented and to effect change. He went through the 2005 CRA Plan and believes it is still relevant today as it was 15 years ago.

Member Ortbals stated that an action plan is needed – what is there, what the status is, and where the money is coming from to effectuate the plan from 17 years ago. He believes that should be the primary goal. We need to lay out what needs to be done and how to get there.

Member Finkelstein agreed that many of the items addressed in the 2005 plan are still relevant. She recommends updating the project costs, as prices have changed over the last 17 years. She would like to update the plan with projects that are happening and what needs to happen and prioritize them.

Member Hopkins stated that plan is conceptual but much has changed and some parcels have been developed/redevelopment since this plan was created. He wants the Board to try to focus in where they can effectuate changes.

Member Finkelstein believes there are certain opportunities with certain properties that the Board will be able to identify and work with owners to discuss what their plans are and help them move forward.

Mr. Martin suggested the Board consider the objectives listed within the report. Staff can provide a status report on the objectives. Once the board has the status report, they can determine what is relevant and what may need to be tweaked. He stated that it might be beneficial for the Board to tell the CRA Board that they believe in the 2005 Plan in general and that it is still relevant.

Chair Knocke discussed a few interesting points in the plan: historically the Fernandina port was the busiest in the area and that is where the "working waterfront" concept is derived. Land use issues are discussed on page 12. Member Cook discussed the process for requesting a change of zoning or change of use. Chair Knocke then discussed the importance of community input in developing the original plan and using community input moving forward. He discussed the City's Polco software in achieving community input. He discussed how the public space should be used to spark private development, including perhaps a gathering space to draw people to the area. He read a summary he had written.

Mr. Platt explained that the transitional zoning district was created after the plan was created – there is a "waterfront mixed use" category. There are three properties within that district.

Chair Knocke asked Member Cook specifically about his property and that of the neighbor. The Board discussed whether the zoning and land uses are appropriate for encouraging development.

Member Finkelstein states that some of the northern properties were previously hindered by the lack of infrastructure and the new projects taken on by the City may have a huge impact on how those projects can be developed.

The Board discussed the Butler Act. Mr. Martin stated that he believes that the Act allows that if the owner can show that submerged lands were developed prior to 1951, that allows the property owner to build on that footprint same footprint. Member Cook discussed Butler Act submerged land rights in how property owners make decisions on what to do with their property. Member Smith asked how it worked, and Member Cook explained that he is able to build a dock extending out into his submerged lands.

Chair Knocke asked about the state of water and stormwater facilities. Mr. Martin suggested that Mr. Desilet, the Utilities Director, would be available to speak to those items more thoroughly at a future meeting.

The Front Street corridor was discussed briefly next.

The Board discussed the timeline of presenting objectives to the City Commission. Chair Knocke suggested that they explain that the 2005 Plan still holds value, and they Board plans to the meet with property owners to discuss next steps in helping move development forward. Member Ortbals stated that an action plan is needed. Member Finkelstein wants a staff update on the projects in the CRA and funding sources. Board consensus was to identify priorities in the plan.

Member Ortbals asked for a presentation to better understand how tax increment financing works in the state of Florida. He stated that it's a self-fulfilling prophecy, but it has not been done that way here. We can borrow against the future TIF funding to fix infrastructure that will help properties get development. Chair Knocke asked about the $1 million loan taken out already to improve Alachua Street. Member Finkelstein stated that it will help traffic flow and Member Ortbals stated that it creates the infrastructure that might be hindering development in that area. Mr. Martin stated that there has not been money in the CRA fund to finance projects. Member Ortbals discussed working with developers to start projects that will generate TIF funds. Alachua Street improvements may have a big impact on development.

The Board wants to be more proactive in seeking out developers and seeing what they need to be successful in the CRA. They briefly discussed the economic crash that occurred right after the CRA was created. Mr. Platt discussed the Alachua Street project and major stormwater investments that the project. There are 5 townhomes going in south of the former Crab Trap. These developments will benefit greatly from these projects.

**The Board's consensus on goals was: engaging property owners, creating an action plan, and acknowledging the current plan.**

### *5.3* LETTER TO OWNERS

Chair Knocke shared letters that City staff and he drafted for review.

Member Finkelstein opined that the staff letter shares more history, but she is fine with either one as they both fulfill the goal of engaging property owners. She thinks perhaps the language in the second letter has some negative connotations and could perhaps be tweaked to read something like, "our goal is to help you maximize your property, so we need to understand your challenges."

The Board discussed who the letter was going to, whether it was just to waterfront property owners. Mr. Martin thought the direction was to specifically target waterfront owners. Member Hopkins wanted to reach out to all undeveloped property owners. The Board agreed to that.

Member Cook discussed how the City may need to work to change the code to assist

Member Hopkins agreed with Member Finkelstein's comments about the tone of the input; Member Ortbals suggested "impediments" as an alternative to "hindered".

Chair Knocke asked staff to update the letter and thanked them for their initial draft.

**A motion was made by Member Cook, seconded by Member Ortbals, to approve Chair Knocke's letter as amended and to send it out to waterfront and other undeveloped property owners.**

**Vote upon passage of the motion was taken by voice vote, and all votes being in favor, passed unanimously.**

## 6. STAFF REPORTS

Chair Knocke asked for staff reports.

Mr. Platt provided maps of the CRA and discussed projects in the pipeline, including an 8-unit multifamily unit with three commercial units on the first floor on North 2nd Street, and three single family residences. The project 101 N Second Street received conceptual approval from the Historic District, which will be a huge project on a property that is in disrepair, and the property owners and City are working together because that area has multiple improvement projects. There was some discussion about floodplain requirements for this property, and Mr. Platt showed flood maps for the area. The Board asked about amending the floodplain maps once the seawall project is completed.

Moving south, there is a plan for five single-family townhomes using underlying plats of record and there are townhomes nearing completion behind City Hall. The City is continuing the riverwalk and seawall projects.

Member Finkelstein mentioned that the City Commission requested staff prepare an RFP for the property at 101 North Front Street. Mr. Martin stated that a draft RFP will be presented to the CRAAB for their review and recommendations prior to being approved by Commission.

The Board requested projected tax revenue for these projects.

Mr. Platt showed comparisons between 2013 and 2021 lots of record within the CRA. The Board requested the number of undeveloped parcels in the CRA.

## 7. MEMBER REPORTS/COMMENTS

Member Cook asked about the "hackberry trees" by the waterfront.

Chair Knocke asked about having a CRA newsletter. The Board suggested that Mr. Martin's columns could be used to communicate CRA news.

Chair Knocke discussed the seawall and the properties adjacent. Mr. Martin stated that the intent is that no City dollars are to be spent on private property in relation to the location of the seawall. There is a sense of urgency to protect downtown with the seawall.

Chair Knocke then asked about the Polco survey tool and its use by the CRAAB to get questions out to the community. Member Hopkins asked about coming up with questions. Mr. Martin suggested that the Board come up with questions individually and send them to staff for compilation.

Mr. Martin will obtain clarification on pricing for FRA membership. He believes it will be $500-$600 and staff can prepare a budget amendment accordingly.

Chair Knocke's last comment was a road trip to other CRAs. There are Sunshine Law and logistical issues with members of the Board traveling for this. Member Finkelstein had conversations with two other CRA Main Street communities, Opalaka and Wauchula, who are willing to have a Zoom meeting with the CRAAB. Additionally, costs to the City would need to be approved. Mr. Martin expressed concern over public participation and violation of the spirit of the Sunshine law.

Member Cook asked about potential funding from Tallahassee for resilience and Mr. Martin stated he would ask for an update from the City's lobbyist.

**8.** **ADJOURNMENT –** There being no further business before the Board, the meeting was adjourned at 7:53 PM.

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| **Jacob Platt, Recording Secretary** | **Jack Knocke, Chair** |

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Presentation – Utilities and Stormwater in the CRA.

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS: *Utilities Director Andre Desilet will provide an overview of utilities and stormwater projects in the CRA.*

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager 3/30/2022

Katie A Newton

Submitted By: Katie Newton, Legal Assistant Date: March 04, 2022

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Presentation – CRA Board

ITEM TYPE: New Business

REQUESTED ACTION: Approve the presentation.

SYNOPSIS: *Staff will provide a draft presentation for the April 19 CRA Board Meeting for review and approval.*

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager 3/30/2022

Katie A Newton

Date: March 04, 2022

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION:

# CRAAB 2022 Goals

# 2022 Goals

1) Engage property owners
2) Support the objectives and strategies of the 2005 CRA Plan
3) Create an action plan

# Goal 1: Engage Property Owners

- The CRAAB drafted and sent a letter to waterfront property owners and undeveloped property owners within the CRA in March 2022, inviting them to engage with the newly re-formed board.
- A future CRAAB meeting will be devoted entirely to meeting with property owners, hearing their concerns and discussing how best to develop properties.

# Goal 2: Support the objectives and strategies of the 2005 CRA Plan

- The CRAAB members have studied the 2005 CRA Plan, and believe that many of the objectives and strategies are still applicable today
- The CRAAB is in the process of reviewing the 2005 Plan objectives for relevancy and prioritization.

# Goal 3: Create an action plan

- Once the 2005 Plan objectives have been reviewed, and the property owners have had a chance to add their feedback, the Board will begin creating an action plan to achieve the objectives of the CRA.
- The Action Plan will identify immediate needs, frame out the process for achieving objectives, and identify deliverables.

# Upcoming CRAAB Meetings

- April – Presentation - City Utilities
- May – Presentations - State DEP, City Engineer, City Planner
- June – Property Owners Invited for workshop
- July – Begin Creation of Prioritized Action Plan
- August - Forward Refine & Execute Plan

# Moving Forward Together

Does the CRA Board to approve and support these goals?

What other direction does the CRA Board have for the CRAAB?

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Review of 2005 Plan Objectives

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS: *The Board will discuss the objectives from the 2005 CRA Plan.*

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager 3/30/2022

Katie A Newton

Date: March 04, 2022

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION:

# 2005 CRA Plan Objectives

# Objective 1: City Marina Facilities

The City's marina facility was identified by many members of the community as both one of the City's most significant assets and one of its primary problems. Located at the foot of Center Street, redevelopment of the marina facility to alleviate siltation problems and associated deteriorating site conditions could offer a key opportunity for addressing blighted conditions and act as a catalyst for change in the Redevelopment Area.

# Objective 2: Promote a Mix of Uses

The existing Future Land Use and Zoning designations along the waterfront and adjacent areas limit the type of allowable uses to industrial uses.  Such limitations may be a primary impediment to redevelopment in the CRA. Keeping in mind that maintaining the "working waterfront" is a primary objective of the community and this redevelopment effort, the City should take a proactive position in accommodating a broader mix of uses with design controls.  However, any change in allowable land uses shall be consistent with the Coastal Management Element of the Comprehensive Plan, particularly the Coastal High Hazard Area requirements.

# Objective 3: Utilities

The existing conditions analysis conducted as part of this Plan identifies areas within the CRA where City utilities may be either outdated or inadequate for accommodating additional demands. Although not specifically quantified in the Finding of Necessity, these facilities could impede redevelopment efforts if specific improvements are not undertaken. The City shall evaluate and prioritize improvements to municipal utilities within the waterfront and transitional areas of the CRA.

# Objective 4: Pedestrian and Vehicular Circulation

The Finding of Necessity identified the need for improved pedestrian and vehicular facilities between the waterfront and the Central Business District and residential areas.  Community input through the charrette process also identified the need for improved circulation.

# Objective 5: Public Access to the Water

The Amelia River was recognized as an essential component to the City's character and history in the charrette process and in previous planning exercises. The Finding of Necessity recognizes deficiencies along the waterfront in providing safe pedestrian facilities. Redevelopment efforts shall enhance pedestrian facilities along the waterfront.

# Objective 6: Pedestrian and Vehicular Circulation

A significant portion of the land along the waterfront is private property. As a means of maintaining connections to the waterfront, the CRA should make efforts to maintain view corridors, particularly at the foot of east/west streets.

# Objective 7: Parking

The Finding of Necessity Study identifies unimproved parking areas as a contributing factor to blight within the study area.  Parking facilities consume prime waterfront property on public lands.  As part of efforts to redesign the marina and park areas, the City shall evaluate the reconfiguration of existing parking facilities and the relocation of parking to lands east of the railroad tracks.

# Objective 8: Maintaining a "Working Waterfront"

Throughout the City's history the waterfront area has been an essential component to the local economy.  Through the charrette process, the community also recognized the working waterfront as a primary attribute of the City's character. The CRA shall encourage the continuation of water-related commercial enterprise in the area.

# Objective 9: Protect and Celebrate the City's History & Natural Environment

The City has a rich history that is a key facet of civic pride. The waterfront area is a central component of the City's history in that it was the focal point for trade and industry. The City should make efforts to integrate historic and environmental education elements and preservation into redevelopment efforts where practical.

# Objective 10: Clean-up Efforts

The Finding of Necessity recognizes unsanitary conditions as a condition of blight within the Redevelopment Area. These conditions include the need for general clean-up of debris along rights-of-way and in private property. The CRA shall encourage basic clean-up efforts as a relatively inexpensive means of reducing a condition of blight within the CRA.

# Objective 11: Marketing & Programming

- The waterfront area should be a place to be enjoyed by the entire community. Raising the profile of the area could encourage general maintenance and redevelopment of blighted properties. The CRA shall promote the waterfront area through marketing and programming that will increase general use of the area.