

**MINUTES**  
REGULAR MEETING  
CHARLOTTE HARBOR  
COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE  
**Thursday, July 23, 2009 – 10:00 a.m.**  
County Administration Building – Room 119  
18500 Murdock Circle, Port Charlotte, FL 33948

*(These minutes are not official until they have been approved by the Charlotte Harbor CRA Advisory Committee.)*

**Members Present**

James Herston, *Chairman*  
Michael Haymans, *Vice Chairman*  
Grace Amodeo, *Secretary*  
Nathaniel Cooley  
Evelyn Loeffler  
David Schmidt

**Staff Present**

Commissioner Richard Loftus  
Debrah Forester, Redevelopment Manager  
Seann Smith, Planner II  
Kathy M. Knee, Recorder  
John Jackson, Director Parks & Rec  
Deputy Dale Phillips  
Deputy William Miller

**Members Absent**

Charlotte Ventola

**Guests**

Chris McMillan  
Calvin Knowles  
Jenny Miller

---

**I. Call to Order**

Chairman Herston called the July 23, 2009 meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee to order at 10:00 a.m. in Room 119 of the Charlotte County Administration Building.

**II. Pledge of Allegiance**

Chairman Herston led the members and the audience in reciting the Pledge of Allegiance.

**III. Roll Call/Determination of Quorum**

Roll call was taken; Secretary Grace Amodeo confirmed a quorum was present.

**IV. Additions/Deletions to Agenda**

Chairman Herston requested that Chris McMillan, a representative from Smugglers, be allowed to speak after the Sheriff's update at Item IX.a. Chairman Herston also requested that there be a discussion concerning building applications at the end of the New Business items.

**V. Approval of Minutes**

**A motion was presented by Grace Amodeo and seconded by Michael Haymans to approve the Minutes of the June 25, 2009 Regular Meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee as written. Motion carried unanimously.**

**VI. Commissioner Comments - None.**

**VII. Public Comments**

Jenny Miller mentioned that although she opened a consignment shop at the Pineapple Room just a short time ago she had to close her shop. She noted that the area is beautiful but needs work with its safety issues. Ms Miller mentioned that she saw a

Sheriff's deputy release a bicycle rider who appeared drunk and was riding with what appeared to be a pack of beer.

**VIII. Development Review Report**

Chairman Herston mentioned the design standards are taking form as all the new projects come out of the ground.

**IX. Old Business**

Sheriff's Office Update - Deputy Dale Phillips advised that she was not aware of the specific problem Ms. Miller mentioned but requested the time and date of the incident so she could review reports to determine if the situation was handled correctly. Deputy Phillips reported she has reviewed information for the last three months and Charlotte Harbor has lots of positive things happening. Deputy Phillips added that the park is drawing families and fisherman and sponsoring events, which create a deterrent to those who may cause a problem. Drawing the public into the park for events and using the park in positive ways works to design out crime. With so many additional eyes and ears and a neighborhood watch program, the criminals tend to go elsewhere. Deputy Phillips noted that the Sheriff's Office could be reached at 639-0013 for non emergency matters.

Deputy William Miller reported on a speed study which was done on Bayshore between US 41 and Edgewater for the last 3 months. Deputy Miller noticed no significant traffic problems during the monitoring period. He also mentioned both foot and bicycle patrols are in the area and canine units are always on call.

Chairman Herston asked Chris McMillan of the Marina Park Management Group and Smugglers to address the Committee. Mr. McMillan mentioned he was a part of a dynamic group of partners who would like to utilize the banner brackets on the US 41 bridges. The group would work with FDOT and the Advisory Committee to be sure all requirements are met and banner designs are approved. The group would like to promote their businesses and Charlotte County. Mr. McMillan mentioned that he has come before the Advisory Committee today looking for direction to start this process. Discussion followed with a suggestion that the business group brings mock banners for consideration and the group should review FDOT requirements regarding hurricane issues. Consensus of the Advisory Committee was to explore this option for the banners and concerns could be incorporated in any future contract. Mr. McMillan added that while living in Miami, cameras were installed in park pavilions to keep undesirables out.

Gateway Harbor Walk Project Update – Debrah Forester reported that the BCC approved the concept plan and the move to go forward to finalize the design for the replacement of the seawall, the bathroom and the Gateway plaza as funds are available. As soon as the design phase is completed, the CRA could take advantage of grant opportunities that become available. Michael Haymans asked for an update on the restroom question regarding distance from activity areas. Ms. Forester advised that the restroom facilities are within 500 feet from the entry point into the plaza; location was identified on the plan and a letter was received from the Building Services Department stating the plan met the intent of the building code. The concept plan is correct. Michael Haymans, while participating in the Freedom Swim, looked at the access to the beach and requested that the engineer explore the possibility of digging out underneath the bridge which may get connectivity for less money. Evelyn Loeffler gave a picture of the Charlotte Harbor area to Ms. Forester.

Residential Rehabilitation Grant Program – A draft copy of the Charlotte Harbor CRA Policy Guidelines for Residential Rehabilitation Program, labeled Attachment A, was distributed. Debrah Forester mentioned that this item was tabled from the June meeting so Committee members had additional time to review. Discussion followed and included the following points:

- Those applying for grant must be connected to sewer.
- There should be exemption language included for historical homes in the weatherization section.
- Page 1, Item 5: “4.5” feet should be changed to “4” feet. Cyclone fence should be changed to chain-link fence.
- Low impact pervious material should be used.
- Grant should be limited to \$2,000.
- Date for application period should be extended.
- Delete all rankings, grants will be offered on a first come first serve basis.
- Do not reimburse for landscaping or irrigation system but allow for major yard cleanup.
- At structure facing public street: insert comma after structure and add the words “to improve open space”.

Committee requested that Ms. Forester take these suggestions, reword program document and bring it back to the next meeting. Ms. Forester will contact CCU to see what happens if a property owner is not in compliance with sewer hookup requirements.

NBR District Overview – A Memorandum dated July 6, 2009 to Seann Smith from Debrah Forester, Subject Charlotte Harbor CRA Seneca Street and NBR designation, labeled Attachment B, was distributed. Ms. Forester prepared this memo after doing a window and ground survey on the properties on Seneca and then looking at the Comprehensive Plan, the Redevelopment Plan and the Zoning Codes. The memo was developed to define issues that need to be addressed based on her analysis. Ms. Forester advised that Growth Management will help facilitate the application thru the system but would not be responsible for revising the requested changes. If the Advisory Committee takes on this task it would be responsible for costs. Ms. Forester asked for direction as to how drafting changes to code should be done – through a subcommittee or thru Kimley Horn.

Discussion followed regarding the current zoning and the interest in developing an artist colony in the area. Ms. Forester noted that the work plan for 2009 that was approved by the Board included modification to the land use regulations in the target area. The committee had requested that staff move forward on making revisions to implement the intent of NBR. The Committee agreed there needs to be modifications to accomplish the intent. The Committee agreed to establish a subcommittee to work on the revisions. Ms. Forester was requested to create a document outlining proposed changes with the subcommittee and bring the document back to the Advisory Committee for consideration. Mike Haymans, Nat Cooley and David Schmidt agreed to be a part of the subcommittee. Mr. Haymans advised there would need to be a public notice of the subcommittee meeting and Minutes would need to be taken.

Grace Amodeo advised she would be out of town from August 5 thru August 20.

Debrah Forester introduced John Jackson the new Parks and Recreation Director. Mr. Jackson gave an overview of his past experience and mentioned that his department's goal was to achieve greater customer service and the best quality of public service. He noted that cooperation between groups is critical and he is willing to be of service to the Advisory Committee.

Debrah Forester asked if Calvin Knowles, who was scheduled to speak under New Business - CDBG Commercial Façade Grant Approvals, be allowed to speak at this time as he needed to leave for another appointment. A summary of the CDBG Commercial Façade Grant Applications, labeled Attachment C, was distributed, which identified the grant applications that have been submitted. Mr. Knowles works for Meridian Community Services Group, Inc., the grant consultant for Charlotte County. Mr. Knowles noted that this is the final stage of recovery grant; the contact expires August 28<sup>th</sup>. Reimbursements will not be issued after August 28 and therefore all work must be completed prior to that date. Mr. Knowles believes most of the work should be finished and has been working with the Building Services Department. Mr. Knowles asked the Committee to approve the list of applicants presented to them with the understanding that final approval will be contingent on the bids received and the applicant's final approval of the work.

**A motion was presented by Michael Haymans and seconded by Nat Cooley to approve the list of CDBG Commercial Façade Grant Applicants. Motion carried unanimously.**

Chairman Herston asked for a ten minutes break.

Chairman Herston asked that the Banana Bay issue be discussed at this time. Mr. Herston distributed a building permit handout and began discussion on sheds being constructed in Charlotte Harbor. Mr. Herston noted that it appears the Building Services Department is suggesting that shed applicants use two 10 x 10 sheds to get around the Charlotte Harbor CRA requirement for larger sheds to meet the CRA architectural standards. Commissioner Loftus offered to talk to Mr. Evetts but Michael Haymans advised the Building Services Department may be within its rights and suggested that the Charlotte Harbor Resolution 2002-119 be revised to require all sheds to conform CRA requirements and delete mention of specific square footage. Staff was requested to add the proposed change to Resolution 2002-119 to next month's agenda.

**X. New Business**

TIGER Grant Opportunity – A draft outline of the Redevelopment List for the TIGER Grant Application, labeled Attachment D, was distributed. Ms. Forester mentioned she is waiting to talk with Administration for their support before submitting this grant. This grant would fit in the smaller project category – under \$20M. Ms. Forester asked the Advisory Committee for direction. Submitting the grant would afford an opportunity to offset the costs of the Harborwalk and the Melbourne Street Bridge. Michael Haymans asked that adequate boat access to the harbor be considered when planning the bridge. The consensus of the Committee was to move forward with the grant application. Ms. Forester will have it ready to go before the BCC in August.

Energy Block Grant Opportunity – A draft copy of the Energy Efficiency and Conservation Block Grant, labeled Attachment E, was distributed. Criteria has not yet been provided by the State of Florida but this grant could be an opportunity in the Gateway Harborview area to install solar panels, reduce energy costs and perhaps sell some of the energy back to FPL. Ms. Forester will schedule a meeting with FPL. Charlotte Harbor could be highlighted as an example of a green community. Committee consensus is to move forward.

2010 TIF – Impact on 2009/2010 Work Plan and CIP – A Charlotte Harbor CRA Work Plan, labeled Attachment F, was distributed. Debrah Forester mentioned she is working with the Budget Office to determine the interest earned and has learned there may be a need to reduce dollars on work plan to balance budget with revenues. Some commercial properties lost as much of 50% of value from last year.

**A motion was presented by Michael Haymans and seconded by Nat Cooley to reduce the construction budget of the Gateway CIP Project and look to supplement money with grant awards. Motion carried unanimously.**

Bayshore Park Events Coordinator Job Description – Events Coordinator Job Description, labeled Attachment G, was distributed. Debrah Forester advised that it has been determined that the Bayshore Park Coordinator position, which was held by Tanya Fitch, would not be filled. Ms. Forester advised that there was \$11,000 of CRA funds remaining in the account for this position and asked the Committee for direction as to whether they would like to consider a part time contracted person who could be paid by the hour or per event or would the Committee prefer to put funds into another project such as sewers. Michael Haymans noted that Deputy Phillips advised that events were key in reducing crime and the Committee has identified events in the park as one of its priorities. Mr. Haymans noted he received a recommendation from Candace Wehbe that Ron Thomas could be considered for the contracted event coordinator. Ms. Forester will talk with the Parks Department and asked the Committee to review the job description and advise her if any changes are necessary to clarify responsibilities.

**XI. Correspondence/Communications**

Minutes from Punta Gorda CRA meetings of July 1 and July 8, 2009 were distributed with the Agenda packet.

E-mail from Candace Wehbe, Subject: Tanya Fitch Replacement dated June 24, 2009 was distributed.

E-mail from Bill Byle/Growth Management, Subject: Coastal Management Element dated July 13, 2009 was distributed.

**XII. Public Comments - None**

**XIII. Staff Comments**

Ms. Forester offered the following information:

- On August 10 there will be a MPO meeting which will address the Gateway as the #1 regional project. There is competition going on with Sarasota and Manatee counties and Ms. Forester asked the Chair to attend for additional support.
- The Southwest Florida Watershed Management Plan Amended Extension Agreement SWFWMD will be on the August 11 BCC Agenda.

- Hands Across Harbor Event will be held in January. A kickoff meeting will be next Friday with the City of Punta Gorda. Michael Haymans will be the representative for the Committee.
- The DCA is putting together an Energy Economic Zone Pilot Program. No money is available but Ms. Forester would like to submit an application for Charlotte Harbor. The recognition would be beneficial and the Charlotte Harbor design guidelines and neighborhood mixed use designation meets criteria. Ms. Forester will have more information at the next meeting.

**XIV. Attorney Comments** - None.

**XV. Member Comments**

Nat Cooley mentioned the lack of crosswalks on Bayshore and suggested one should be at the Parmely area near the center of the park.

Jim Herston introduced Adam Obando, an intern in the EDO office who is working on the Charlotte Harbor business survey and a Sibley PowerPoint presentation.

**XVI. Next Meeting Date**

The next regular meeting of the Charlotte Harbor Community Redevelopment Agency Advisory Committee will be held on **Thursday, August 27, 2009 at 10 a.m. in Room 119 of the Charlotte County Administration Center.**

**XVII. Adjournment**

There being no further business, the meeting **ADJOURNED** at 1:10 p.m.

Respectfully submitted,

Kathy M. Knee, Recorder

/kmk

Approved: \_\_\_\_\_