



Westside Redevelopment Board Meeting

Tuesday, January 22, 2019 – 3:30 P.M. Central
222 W. Main Street, 1st Floor, Pensacola FL 32502
Vince Whibbs, Sr. Conference Room

REGULAR AGENDA

1. Call to Order
2. Determination of Quorum
3. Approval of Minutes – October 23, 2018
4. Old Business Items
5. New Business Items
 - a. Action Item: 2019 EPA Brownfield Assessment Grant Application
 - b. Action Item: Support for Multi-Modal Transportation Improvements
6. Reports and Announcements
 - a. Information Item: Update on Commercial Façade Improvement Program
 - b. Information Item: Update on CRA Urban Design Overlay District
 - c. Information Item: Update to Rules and Procedures
 - d. Information Item: Westside CRA Financial Report
7. Board Member Comments
8. Open Forum
9. Adjournment

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222 West Main Street
Pensacola FL, 32502

MEMORANDUM

City of Pensacola Westside Redevelopment Board

ITEM #: 3

01/22/19

APPROVAL OF MINUTES ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: APPROVAL OF MINUTES – October 23, 2018

Summary: Approval of minutes for the Westside Redevelopment Board regular meeting on October 23, 2018.



Westside Redevelopment Board

Tuesday, October 23, 2018 – 3:30 P.M. Central
222 W. Main Street, 1st Floor, Pensacola FL 32502
Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Doug Baldwin, Sr., Chair	Jewel Cannada-Wynn
James L. Gulley, Vice Chair	
Dianne Robinson	
C. Marcel Davis	
Tederria L. Puryear	

STAFF PRESENT

Helen GibsonCRA Administrator
Victoria D'Angelo Asst. CRA Administrator
Matt Broome CRA Admin. Acct. Clerk

1. Call to Order/Quorum

Meeting was called to order at 3:30 p.m. by Chairman, Doug Baldwin, Sr..

The Board's Rules of Order and Decorum were read by Chairman Baldwin.

2. Determination of Quorum

A quorum was present.

Assistant CRA Administrator, Victoria D'Angelo, advised the Board that Councilwoman Jewel Cannada-Wynn had requested excusal due to a medical procedure. She also informed the Board that Board Member Anny Shepard had resigned as of October 21, 2018.

3. Approval of Minutes – July 24, 2018

Board Member James Gulley made a motion to approve the July 24, 2018 minutes. Motion seconded by Board Member C. Marcel Davis and carried unanimously.

4. Old Business

Board Member Gulley made a motion to move Information Item 6e to old business. Motion failed due to lack of second.

No old business was discussed.

5. New Business

No new business was discussed.

6. Reports and Announcements

a. **Information Item: Update on Residential Property Improvement Program**

Ms. D'Angelo provided an update regarding the Residential Property Improvement Program. She informed the Board that at the CRA's September meeting, it had approved a revision to the program guidelines to allow for prioritization of properties for program funding. Discussion ensued among the Board and Ms. D'Angelo fielding comments and questions. Ms. D'Angelo responded accordingly.

b. **Information Item: Update on Residential Hazardous Tree Program**

Ms. D'Angelo provided an update on the Residential Hazardous Tree Program. Ms. D'Angelo advised the Board that the City Attorney provided an informal opinion that the program, as presented, did not constitute an eligible redevelopment activity under Florida Law, and therefore could not be undertaken by the CRA at this time. Discussion ensued among the Board and Ms. D'Angelo fielding comments and questions. Ms. D'Angelo responded accordingly.

c. **Information Item: Update on Commercial Façade Improvement Program**

Ms. D'Angelo provided an update on the Commercial Façade Improvement Program. She informed that Board that the program officially launched in September 2018 but that no applications had yet been received. Discussion ensued among the Board and Ms. D'Angelo fielding comments and questions. Ms. D'Angelo responded accordingly.

d. **Information Item: Update on CRA Urban Design Overlay District**

Ms. D'Angelo provided an update on the CRA Urban Design Overlay District. She informed that Board that on September 18, 2018, the overlay was brought back to the Planning Board for a second public hearing and approved as presented. She explained that the CRA considered the overlay, along with three (3) additional proposed changes during its October meeting; however, the vote failed and was therefore pulled from the City Council agenda. She stated that no additional meetings had been scheduled to further consider the overlay.

The Board members asked if there was anything that the Board could do to move the overlay forward, and expressed disappointment that it had not been approved by the CRA. Ms. Gibson advised that it was within the board's purview to recommend projects, and therefore it could submit a letter to the CRA requesting that the overlay be re-visited.

Board Member Gulley made a motion to authorize the Chairperson to submit a letter to City Council, through the CRA, to reconsider the proposed CRA Urban Design Overlay District Ordinance, and to further affirm that the proposed overlay is appropriate for the

Westside redevelopment area. Motion seconded by Board Member Dianne Robinson and carried unanimously.

e. Information Item: Update on Legal Opinion on WRB Voting Conflicts

Ms. D'Angelo advised the Board that Item 6E would be pulled from the agenda due to a request from the City Attorney for further review.

f. Information Item: Adopted FY2019 Westside CRA Budget and Financial Report

Ms. D'Angelo advised the Board the on September 19, 2018, the Pensacola City Council adopted a budget for fiscal year 2019, which included the budget for the Westside Tax Increment Financing District. CRA staff reviewed the adopted budget and financial report with the Board and responded to questions of the Board accordingly.

7. Board Member Comments

Board Member Dianne Robinson provided comments regarding her support of the Westside Redevelopment Board.

Chairman Baldwin provided comments regarding engaging the community through the Board.

8. Open Forum

Comments were provided by the following person(s):

- Goreatha Simmons, 2618 N. 6th Avenue, Pensacola FL

9. Adjournment

With no further discussion, the meeting adjourned at 5:07 p.m.

MEMORANDUM

City of Pensacola Westside Redevelopment Board

Item # 5A

01/22/19

ACTION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: 2019 EPA Brownfield Assessment Grant Application

Recommendation:

That the Westside Redevelopment Board (WRB) authorize the WRB Chairperson to submit a letter to PPM Consultants agreeing to support an Escambia County 2019 Environmental Protection Agency (EPA) Brownfields Assessment grant application by agreeing to share meeting information, distribute informational materials, collect citizen input about redevelopment projects, and assist in the identification of potential sites, as needed to support the application.

Summary:

On behalf of Escambia County, PPM Consultants, has requested a commitment letter from the Westside Redevelopment Board to support an EPA Brownfields Assessment grant application for 2019. The application will apply to potential Brownfield sites within both incorporated and unincorporated areas of the County. The Board's required commitment would be to share meeting information, distribute informational materials, collect citizen input about redevelopment projects, and assist in the identification of potential sites, as needed to support the application.

A draft letter is attached for consideration.

Prior Action:

None.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

Attachments:

- 1) Draft Commitment Letter

Presentation: No

January 22, 2019

PPM Consultants
Attn: Zachary Garcia
222 West Main Street
Pensacola, Florida 32502

RE: Escambia County 2019 Brownfields Assessment Grant Application

Mr. Garcia:

Please accept this letter of support on behalf of the Westside Redevelopment Board in reference to the Escambia County's application for an EPA Brownfields assessment grant. We understand that this grant will fund the assessment of former industrial and commercial properties that are suspected of being contaminated with hazardous materials, so that they may be redeveloped for uses that have a positive impact on the community.

The Westside Redevelopment Board was established in 2014, pursuant to the provisions of Chapter 163, Part III, Florida Statutes. We are dedicated to the redevelopment and revitalization of the Westside community and see this partnership as an excellent way to meet these goals.

In support of this initiative, the Westside Redevelopment Board offers to share meeting information, and distribute informational materials. Through these avenues, we can also collect citizen input about redevelopment projects. Finally, because of our extensive knowledge about the Westside community, we would like to assist in the identification of potential sites.

If the Westside Redevelopment Board may be of further assistance, please contact Victoria D'Angelo, Assistant CRA Administrator at (850) 435-1695 or vdangelo@cityofpensacola.com.

Sincerely,

Doug Baldwin, Sr.
Westside Redevelopment Board, Chairman

MEMORANDUM

City of Pensacola Westside Redevelopment Board

Item # 5B

01/22/19

ACTION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: Support for Multi-Modal Transportation Improvements

Recommendation:

That the Westside Redevelopment Board (WRB) affirm its support for the design and construction of multi-modal improvements to West Main Street, North "L" Street, West Gregory Street, West Wright Street, and Pace Boulevard, such segments as located within the City of Pensacola's Westside redevelopment district.

Summary:

To provide for the construction of multi-modal improvements to key transportation facilities within the City of Pensacola's Westside redevelopment district, Community Redevelopment Agency (CRA) staff has identified a funding opportunity available through the Florida Department of Transportation's (FDOT) Transportation Alternatives Program (TAP). Staff has engaged Atkins North America, Inc., an engineering and design firm, under the City of Pensacola's continuing services agreement, as amended, to develop implementable concept plans and provide cost estimates for the submission. In addition to TAP funding, staff will continue to seek supplemental funding opportunities to support project elements that are not likely to receive TAP funding due to program funding limitations. These elements may include traffic calming/landscape elements, and pedestrian signalization.

Multi-modal improvements are targeted for the following roadway segments:

- Multi-Modal Connectivity to Downtown Pensacola via West Main Street
 - West Main Street from Clubbs Street to B Street
- Multi-Modal Connectivity to Legion Field Park and Global Learning Academy
 - L Street from Cervantes Street to Gregory Street
 - Gregory Street from Pace Boulevard to I Street
 - Wright Street from Pace Boulevard to P Street
 - Pace Boulevard from Wright Street to Jackson Street

Conceptual plans for the project areas are attached.

Prior Action:

None.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

Attachments:

- 1) Main Street Concept Plan
- 2) L Street Concept Plan
- 3) Gregory Street Concept Plan
- 4) Wright Street Concept Plan
- 5) Jackson at Pace Boulevard Concept Plan

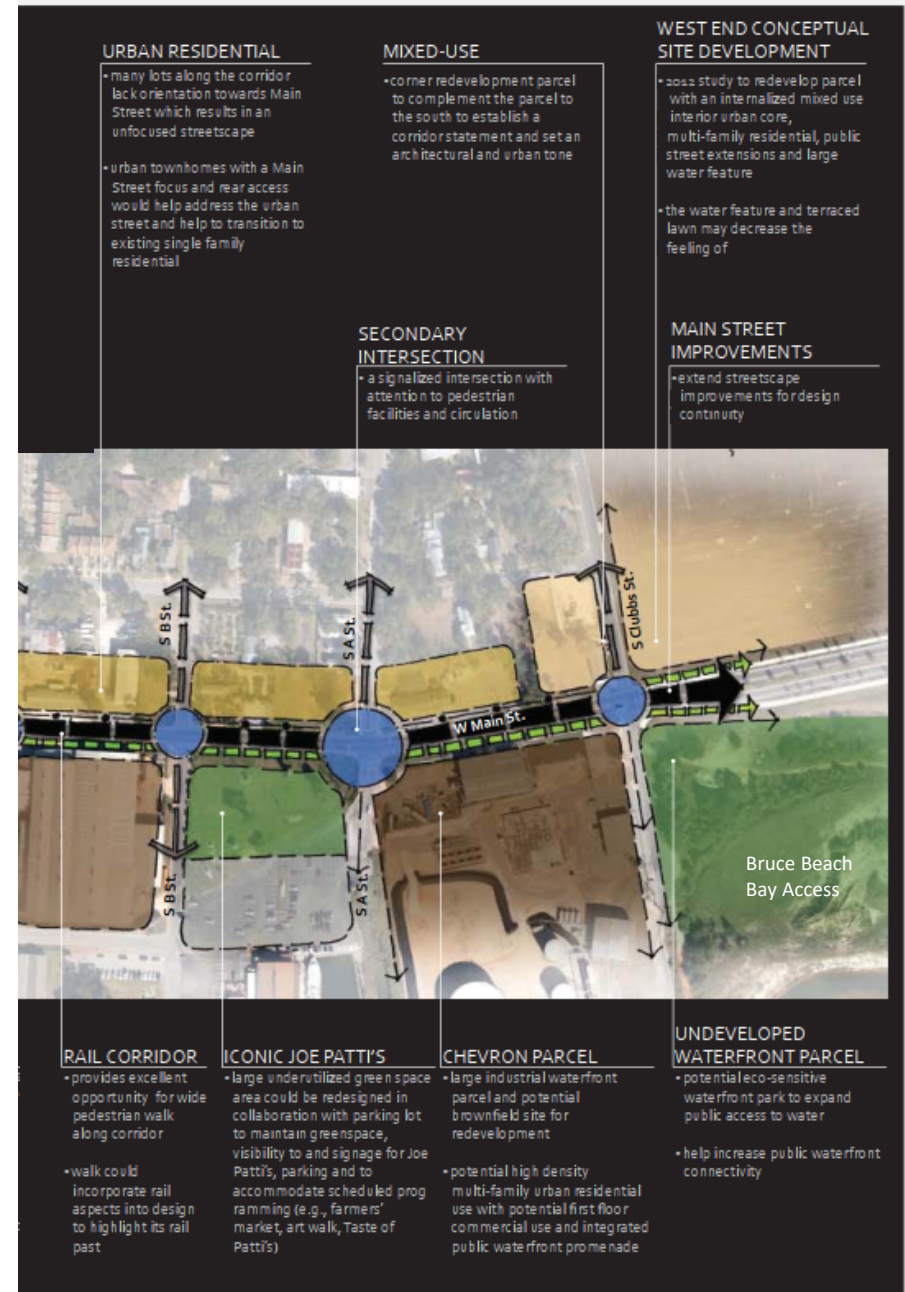
Presentation: No





Consistency with Previous Plans and Details

- The West Main Street concepts and design criteria included in this TAP application are consistent with previous concepts for the corridor included in the West Main Street Corridor Management Plan, adopted in 2014. The recommended concept in the plan was to convert the existing abandoned railroad right-of-way to a multimodal greenway corridor similar to and extending the existing green landscape strip and wide pedestrian sidewalks along the “road diet” segment of Main Street east of the project.
- The Pensacola CRA is currently planning for construction of new sidewalk replacement along both sides of A Street from Cervantes Street to Main Street to revitalize the neighborhoods north of Main Street. This TAP project will provide the needed safe signalized pedestrian crosswalk at the A Street intersection and connection along the multimodal Main Street “road diet” to Bruce Beach Bay access park, the city CBD, and Community Maritime Park.
- Because Joe Patti’s Seafood is an iconic and often-visited destination in the Pensacola region, providing safe pedestrian access to it and along West Main Street will provide visitors in the city center and at the Community Maritime Park opportunities to walk or cycle to this destination.
- The street trees along the roadside green landscape buffer will provide a shaded walk as well as a sense of safety and security for pedestrians.
- Although the types of trees and landscape chosen will determine applicability, the green landscape strip can also be landscaped as a rain garden providing stormwater management. The rain garden concept may exclude the necessity of irrigation.
- Street lighting matching the lights at Community Maritime Park will allow the proposed project to be an extension of the West Main Street “road diet” without reconstruction of the driving surface.



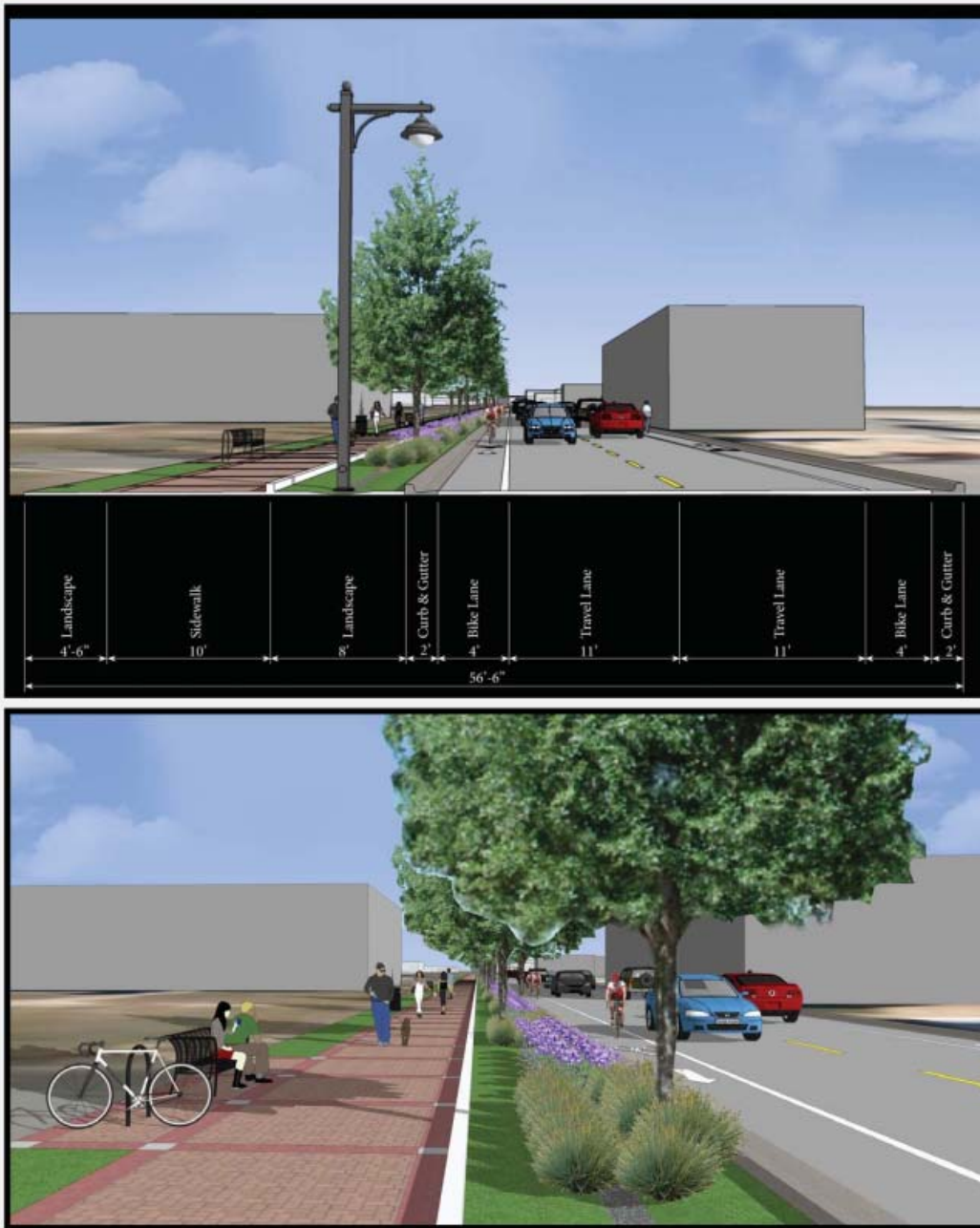


Street Light Locations



Major Street Trees



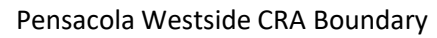


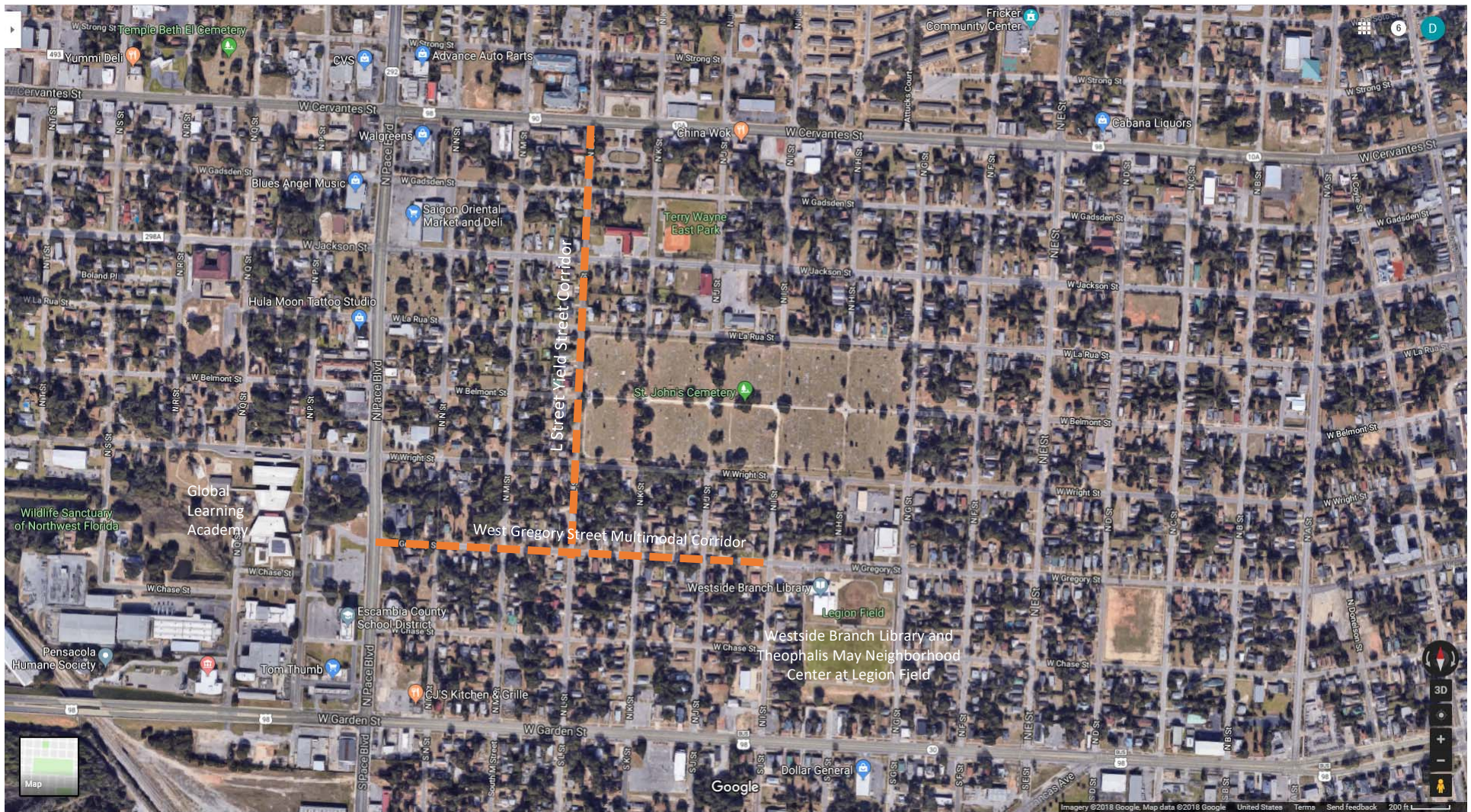
Typical Section Design Details

- 56'6" right-of-way width (varies; verify by survey)
- Two 11-foot travel lanes
- 4-foot bike lane striping
- 10-foot concrete multiuse side-path on south side
- Curb and gutter on the south side of the existing roadway may not be constructed
- Approximate 8-foot landscape zone south of existing edge of pavement
- Street trees placed at regular spacing
- Street lights placed between tree locations to match Community Maritime Park and section of W. Main Street east of the project limits
- Benches, bike racks, and trash receptacles where space allows
- The existing typical section and proposed typical section dimensions are identical. The only additions are sidewalk, street trees, and lighting. No change is proposed for the right-of way or travel lane widths.

Construction Details

- Existing curb on the north side to remain
- No sidewalk on the north side due to difficult construction grades and existing business driveways
- West of Clubbs Street, pedestrians will be directed to the multiuse side-path on the south side
- New mast arm traffic signals with pedestrian phase will be installed at the A Street intersection at a future date
- An option for a pedestrian phase only added to the existing signal is provided in this application
- A crosswalk will be installed on the west side of the A Street/Main Street intersection
- The existing bike lane striping on the north and south side of Main Street will be refreshed
- High-use pedestrian warning signage will be installed at each end of the project limits





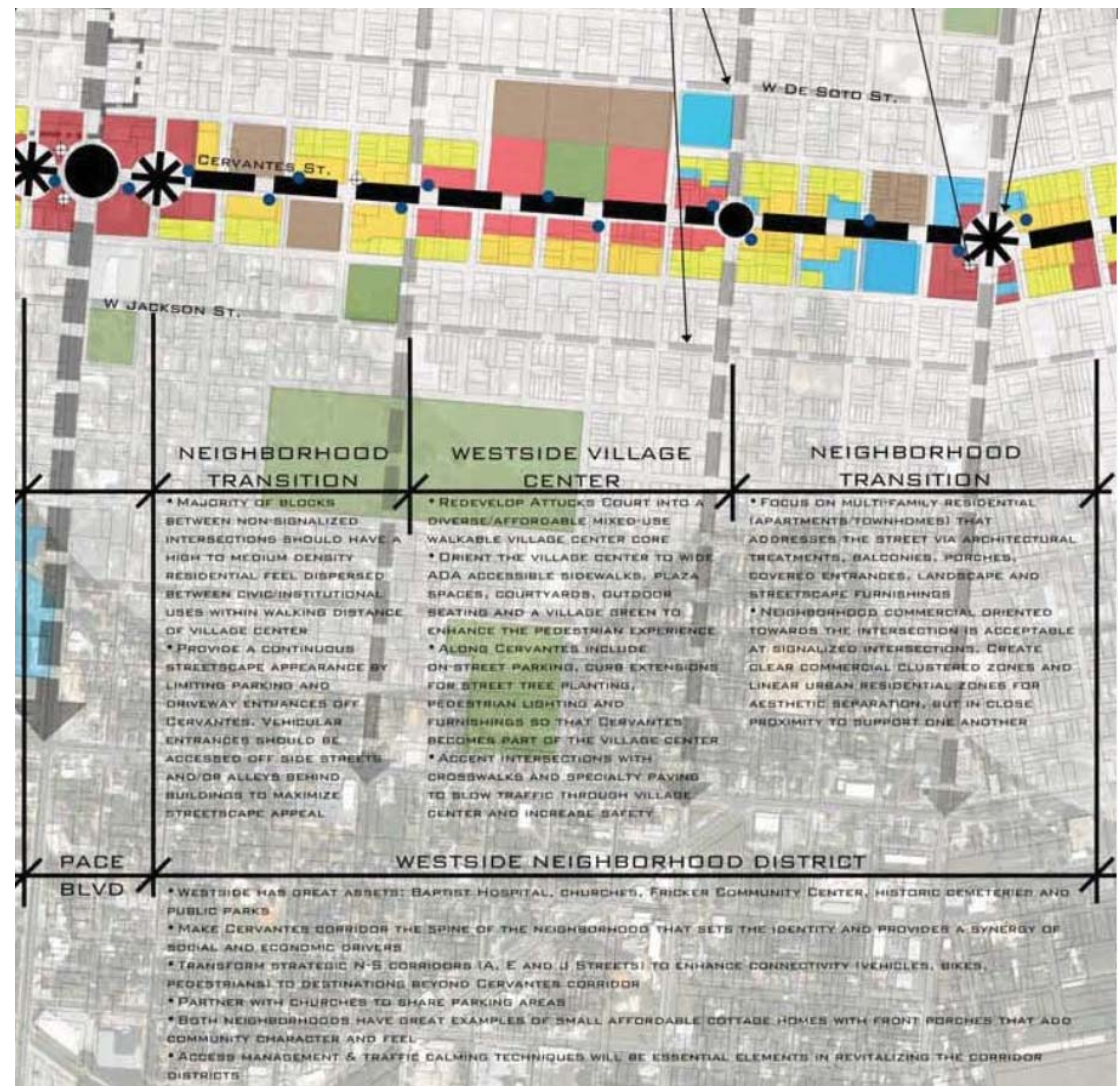
Notes:

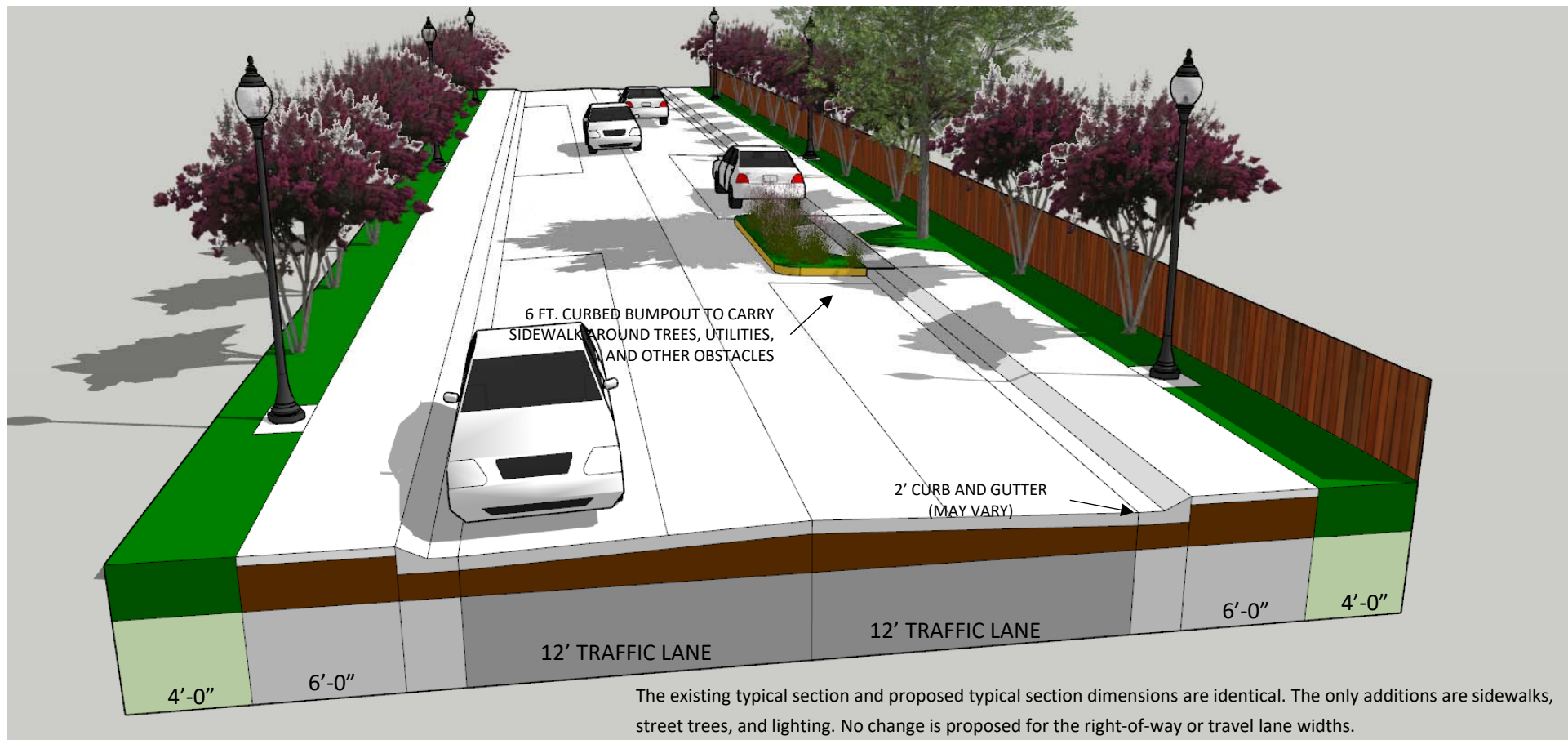
1. The L Street Yield Street corridor improvements are intended to implement revitalization efforts within the Westside CRA.
2. The improvements to L Street will provide access to new developments on the SE and SW corners of the L Street/Cervantes Street intersection
3. The L Street improvements will connect to and augment improvements along Gregory Street that will improve access between neighborhoods east and west of Pace Boulevard to and from Global Learning Academy and facilities at Legion Field.



Consistency with Previous Plans and Details

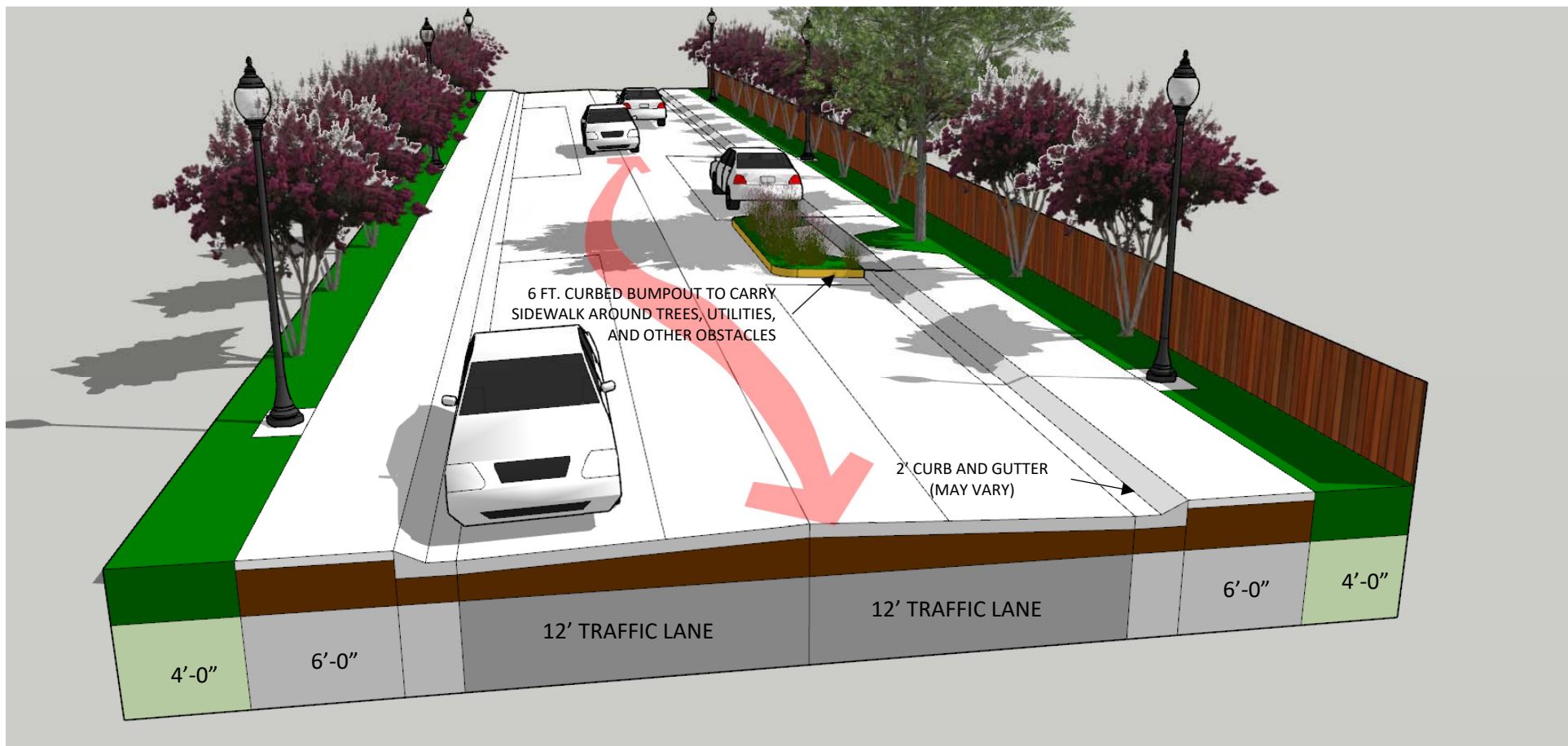
- The West Cervantes Street Corridor Management Plan, completed in December 2016, provided concepts and design criteria for revitalizing the east-west corridor with options for adding on-street parking, better pedestrian access, improved lighting, and other safety features to allow safe access for pedestrians to walk along and cross the corridor.
- This TAP application is consistent with these concepts for West Cervantes Street corridor revitalization through addressing better pedestrian access, traffic calming, sidewalk connections, lighting, and on-street parking.
- The Pensacola CRA is currently planning for construction of new sidewalk replacement along both sides of A Street, DeVilliers Street, and Reus Street from Cervantes Street to Main Street to revitalize the neighborhoods north of Main Street. This TAP project will provide the similar neighborhood revitalization improvements to connect the Cervantes Street corridor to important community facilities south at Gregory Street.





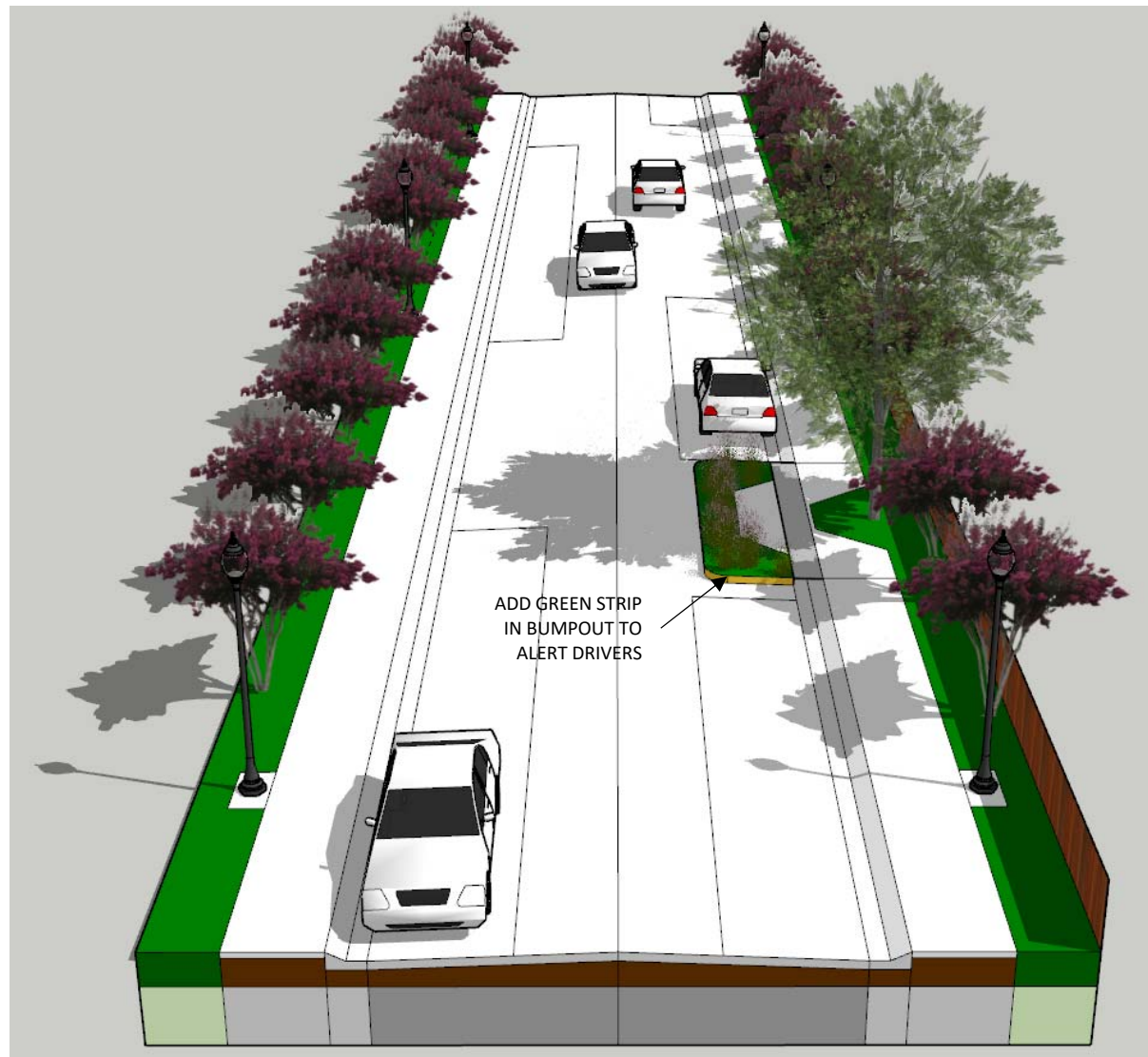
Notes:

1. The Yield Street concept uses a traffic calming technique in which oncoming traffic in both lanes "share the lane" in locations where intentional bumpouts are placed on either side of the street, when needed to allow the sidewalk to avoid major trees and utility infrastructure.
2. Parking on a Yield Street is permissible on either side, informally, and the bumpout structures are intended to duplicate the space taken by a parked car.
3. The Yield Street may require parking day notifications and enforcement on days when trash collection or street sweeping occurs.
4. The curbed bumpout will be set to the edge of the travel lane and will allow the gutter to flow between the back edge and the existing curb. A diamond plate will be installed between the existing curb and sidewalk to carry the sidewalk to the bumpout and around obstacles.
5. Street lights will be placed approximately on 100 foot spacing set to the outside of the sidewalk and are intended to provide light to the sidewalk.
6. L Street has a 50 foot right-of-way. Final field surveys will set the right-of-way line to be used for design.





Notes:

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2. Parking on a Yield Street is permissible on either side, informally, and the bumpout structures are intended to duplicate the space taken by a parked car.
3. The Yield Street may require parking day notifications and enforcement on days when trash collection or street sweeping occurs.
4. Traffic flow will be maintained on a Yield Street, but traffic calming is the primary purpose.



How it works:

1. The Yield Street concept uses a traffic calming technique in which oncoming traffic in both lanes “share the lane” in locations where intentional bumpouts are placed on either side of the street, when needed, to allow the sidewalk to avoid major trees and utility infrastructure.
2. Parking on a Yield Street is permissible on either side.
3. The bumpout structures are intended to duplicate the space taken by a parked car.

NACTO   **National Association of City Transportation Officials**

Urban Street Design Guide [PURCHASE GUIDE](#) [GUIDE NAVIGATION](#)


Yield Street

2-way yield streets are appropriate in residential environments where drivers are expected to travel at low speeds. Many yield streets have significant off-street parking provisions and on-street parking utilization of 40-60% or less.


Create a "checkered" parking scheme to improve the functionality of a yield street.

The street illustrated below depicts a 30-foot roadway within a 45-foot right-of-way.

[Click a number for more information](#)



For a yield street to function effectively, motorists should be able to use the street intuitively without risk of head-on collision.



National Best Transportation Management Practices NACTO Yield Street

- The L Street concept is to create a "Yield Street", utilizing limited curbed bumpouts at strategic locations to allow the sidewalks to "bump out" to avoid major trees and infrastructure too costly to move. The Yield Street concept described by the National Association of City Transportation Officials (NACTO) is one where informal parking is permissible on both sides of a two-way street, and along with curbed bumpouts, creates traffic calming. The street curbs and drainage structures will not be modified to save cost.
- For L Street, the curbed bumpouts will be offset from the existing curb to allow drainage flow to continue, and will allow sidewalks to move toward the street to avoid major trees and infrastructure. The bumpouts will take the same place as a parked vehicle along the existing street curb.

RECOMMENDATIONS

For a yield street to function effectively, motorists should be able to use the street intuitively without risk of head-on collision. Depending on whether the yield street has high or low parking utilization, flush curbs, or other features, its configuration may vary. A yield street with parking on both sides functions most effectively at 24-28 feet, while yield streets with parking on only one side can be as narrow as 16 feet, assuming that parking utilization is low enough for cars to safely yield and pass one another.¹

1 All residential streets should provide safe and inviting places to walk and good access to local stores and schools. Design should mitigate the effects of driveway conflicts, reduce cut-through traffic, and maintain slow speeds conducive to traffic safety.

2 Driveways should be constructed to minimize intrusion upon the sidewalk. Maintain sidewalk materials and grade across driveways.

3 The planted furniture zone of the sidewalk creates opportunities for street trees, bioswales, pervious strips, and rain gardens.

[+ More Info](#)

4 While most yield streets should have a minimum of signage and striping, signage should be used to indicate bidirectional traffic at transition points or where 2-way operation has recently been introduced.

[+ More Info](#)

Parking utilization on yield streets should be monitored closely. Before and after conversion, cities should consult with local residents to see whether or not a "checkered" parking scheme should be striped or remain unofficial.

Bike Route Wayfinding

Signage and Markings System

A bicycle wayfinding system consists of comprehensive signing and/or pavement markings to guide bicyclists to their destinations along preferred bicycle routes. Signs are typically placed at decision points along bicycle routes – typically at the intersection of two or more bikeways and at other key locations leading to and along bicycle routes.



National Association of
City Transportation Officials

National Best Transportation Management Practices NACTO Yield Street

- The L Street concept “Yield Street”, will utilize limited curbed bumpouts at strategic locations to allow the sidewalks to “bump out” to avoid major trees and infrastructure too costly to move. In addition, informal parking will be permissible on both sides of the street, making a formal bike lane inadvisable. For that reason, advance warning signs, such as “Share the Road with Bikes”, and intermittent use of sharrows, may be advised.
- Sharrows will be utilized on Gregory Street, the companion project street.
- Wayfinding and information signs will be important to advise bicycle users of the routes and types of conditions.

Types of Signs

There are three general types of wayfinding signs:

CONFIRMATION SIGNS



Berkeley, CA



Chicago, IL



Oakland, CA

PURPOSE

Indicate to bicyclists that they are on a designated bikeway. Make motorists aware of the bicycle route.

INFORMATION

Can include destinations and distance/time. Do not include arrows.

PLACEMENT

Every ¼ to ½ mile on off-street facilities and every 2 to 3 blocks along bicycle facilities, unless another type of sign is used (e.g., within 150 ft of a turn or decision sign). Should be placed soon after turns to confirm destination(s). Pavement markings can also act as confirmation that a bicyclist is on a preferred route.

DECISION SIGNS



Oakland, CA



Concept



Portland Metro Cities, OR

PURPOSE

Mark the junction of two or more bikeways.
Inform bicyclists of the designated bike route to access key destinations.

INFORMATION

Destinations and arrows, distances, and travel times are optional but recommended.

PLACEMENT

Near-side of intersections in advance of a junction with another bicycle route.
Along a route to indicate a nearby destination.

Types of Destinations

Wayfinding signs can direct users to a number of different types of destinations, including the following:

- On-street bikeways
- Commercial centers
- Public transit centers and stations
- Schools
- Civic/community destinations
- Local or regional parks and trails
- Hospitals
- Bridges

Prior to developing the wayfinding signage, it can be useful to classify a list of destinations for inclusion on the signs based on their relative importance to users throughout the area. A particular destination's ranking in the hierarchy can be used to determine the physical distance from which the locations are signed. For example, primary destinations (such as the downtown area) may be included on signage up to five miles away. Secondary destinations (such as a transit station) may be included on signage up to two miles away. Tertiary destinations (such as a park) are more local in nature and may be included on signage up to one mile away.



Pavement Markings

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Pavement markings may be useful where signs are difficult to see (due to vegetation or parked cars) and can help bicyclists navigate difficult turns and provide route reinforcement. In the United States, pavement markings have been experimented with in cities like Portland OR, and Berkeley, CA. Berkeley has applied a large stencil taking up nearly the entire travel lane designating the street as a 'bicycle boulevard.' In Portland, smaller stencils including a small circle and arrow system were initially used; however, since the adoption and wide spread use of the shared lane marking, most bicycle boulevards are being retrofitted with these larger markings. Portland has also applied the shared lane marking as a wayfinding device by turning the chevrons of the marking in the direction of intended travel.

Wayfinding Signage Benefits

- Familiarizes users with the bicycle network.
- Identifies the best routes to destinations.
- Overcomes a "barrier to entry" for infrequent bicyclists.
- Signage that includes mileage and travel time to destinations may help minimize the tendency to overestimate the amount of time it takes to travel by bicycle.
- Visually indicates to motorists that they are driving along a bicycle route and should use caution.
- Passively markets the bicycle network by providing unique and consistent imagery throughout the jurisdiction.

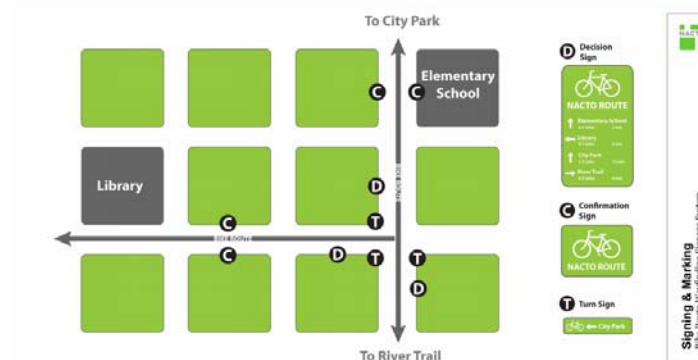
Typical Applications

- Along all streets and/or bicycle facility types that are part of the bicycle network.
- Along corridors with circuitous bikeway facility routes to guide bicyclists to their intended destination.

URBAN BIKWAY DESIGN GUIDE

SIGNING & MARKING: Bike Route Wayfinding Signage and Markings System 245

Design Guidance



View a high resolution image here: http://nacto.org/wp-content/uploads/2010/08/WayfindingSignage_Plan1.jpg





Pensacola Westside CRA Boundary



Notes:

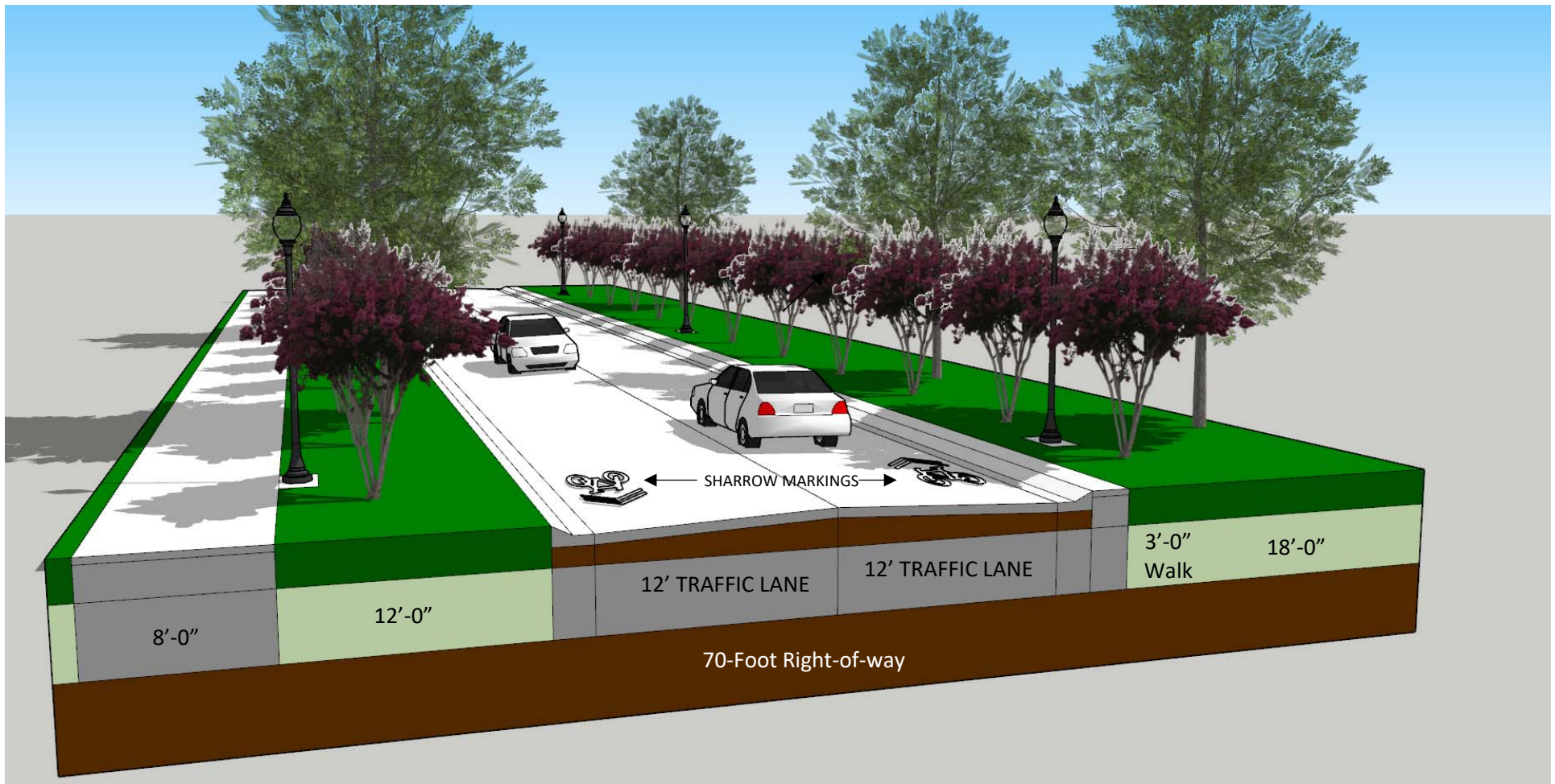
1. The improvements to Gregory Street will provide access between the Global Learning Academy and the Westside Branch Library and Theophalis May Neighborhood Center at Legion Field, and to adjacent neighborhoods.
2. The Gregory Street corridor improvements are intended to implement revitalization efforts within the Westside CRA.
3. The Gregory Street TAP improvements include a wide ADA accessible sidewalk on the south side of the right-of-way, striped bike lanes on both sides, street trees, street lighting, and wayfinding signage.
4. Gregory Street is Segment 2 of the TAP application. L Street is Segment 1.





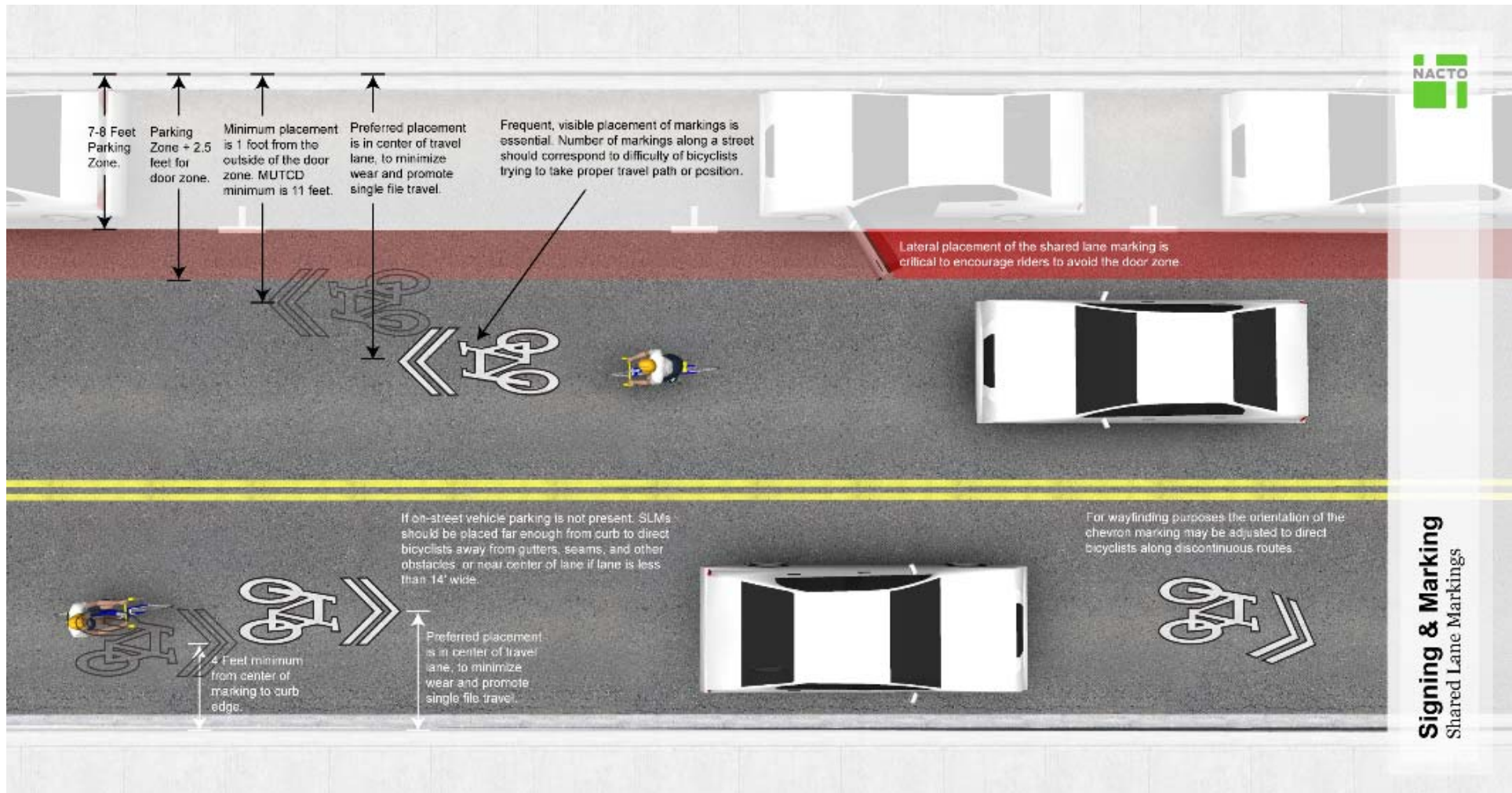
Notes:

1. Gregory Street has a 70-foot right-of-way with two 12-foot travel lanes. The street includes sidewalks on both sides within some blocks with a continuous narrow sidewalk on the south side. The project proposes to remove the narrow south sidewalk and construct an 8-foot concrete sidepath.
2. Parking on the street may be permissible on either side, however if sharrows are used, parking should not be permitted to ensure continuous safe bicycle space.
3. Major oaks and other trees line the street in places and the sidepath may be meandered to avoid impacting the trees. Street trees will be installed to provide shade along the sidepath where space allows.
4. Street lights will be placed near the road edge on the north side, and closer to the sidepath on the south side.



Notes:

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National Best Transportation Management Practices NACTO Urban Bikeway Design Guide

- For Gregory Street, since sufficient space does not exist, it is proposed to use sharrows markings to delineate traffic to share the road.

REQUIRED



The Shared Lane Marking in use within the United States is the bike-and-chevron “sharrow,” illustrated in MUTCD figure 9C-9.



Shared Lane Markings shall not be used on shoulders, in designated bicycle lanes, or to designate bicycle detection at signalized intersections. (MUTCD 9C.07 03)

Second Street Sharrows and Green Lane Long Beach, CA

Second Street in the Belmont Shore area of Long Beach, California is a busy corridor which runs parallel to the beach. Many cyclists use the route as a connection between the beach, Orange County, and Ocean Boulevard. The street has significant motorized and pedestrian traffic, and bicyclists often choose to bicycle on the sidewalk rather than in the street. Since Second Street did not have sufficient room for a bike lane, in 2009, the city of Long Beach received FHWA and CTCDC approval to experiment with a shared lane marking that is set within a 5' green painted area at the midpoint of the roadway in the left-most and right-most lanes. A study conducted as part of the experiment measured an 100% increase in cyclists and an improvement in bicyclist lateral position in the roadway.



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Bike Route Wayfinding

Signage and Markings System

A bicycle wayfinding system consists of comprehensive signing and/or pavement markings to guide bicyclists to their destinations along preferred bicycle routes. Signs are typically placed at decision points along bicycle routes – typically at the intersection of two or more bikeways and at other key locations leading to and along bicycle routes.



National Association of
City Transportation Officials

National Best Transportation Management Practices NACTO Yield Street

- The L Street concept “Yield Street”, will utilize limited curbed bumpouts at strategic locations to allow the sidewalks to “bump out” to avoid major trees and infrastructure too costly to move. In addition, informal parking will be permissible on both sides of the street, making a formal bike lane inadvisable. For that reason, advance warning signs, such as “Share the Road with Bikes”, and intermittent use of sharrows, may be advised.
- Sharrows will be utilized on Gregory Street, the companion project street.
- Wayfinding and information signs will be important to advise bicycle users of the routes and types of conditions.

Types of Signs

There are three general types of wayfinding signs:

CONFIRMATION SIGNS



Berkeley, CA



Chicago, IL



Oakland, CA

PURPOSE

Indicate to bicyclists that they are on a designated bikeway. Make motorists aware of the bicycle route.

INFORMATION

Can include destinations and distance/time. Do not include arrows.

PLACEMENT

Every ¼ to ½ mile on off-street facilities and every 2 to 3 blocks along bicycle facilities, unless another type of sign is used (e.g., within 150 ft of a turn or decision sign). Should be placed soon after turns to confirm destination(s). Pavement markings can also act as confirmation that a bicyclist is on a preferred route.

DECISION SIGNS



Oakland, CA



Concept



Portland Metro Cities, OR

PURPOSE

Mark the junction of two or more bikeways.
Inform bicyclists of the designated bike route to access key destinations.

INFORMATION

Destinations and arrows, distances, and travel times are optional but recommended.

PLACEMENT

Near-side of intersections in advance of a junction with another bicycle route.
Along a route to indicate a nearby destination.

Types of Destinations

Wayfinding signs can direct users to a number of different types of destinations, including the following:

- On-street bikeways
- Commercial centers
- Public transit centers and stations
- Schools
- Civic/community destinations
- Local or regional parks and trails
- Hospitals
- Bridges

Prior to developing the wayfinding signage, it can be useful to classify a list of destinations for inclusion on the signs based on their relative importance to users throughout the area. A particular destination's ranking in the hierarchy can be used to determine the physical distance from which the locations are signed. For example, primary destinations (such as the downtown area) may be included on signage up to five miles away. Secondary destinations (such as a transit station) may be included on signage up to two miles away. Tertiary destinations (such as a park) are more local in nature and may be included on signage up to one mile away.



Pavement Markings

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Pavement markings may be useful where signs are difficult to see (due to vegetation or parked cars) and can help bicyclists navigate difficult turns and provide route reinforcement. In the United States, pavement markings have been experimented with in cities like Portland OR, and Berkeley, CA. Berkeley has applied a large stencil taking up nearly the entire travel lane designating the street as a 'bicycle boulevard.' In Portland, smaller stencils including a small circle and arrow system were initially used; however, since the adoption and wide spread use of the shared lane marking, most bicycle boulevards are being retrofitted with these larger markings. Portland has also applied the shared lane marking as a wayfinding device by turning the chevrons of the marking in the direction of intended travel.

Wayfinding Signage Benefits

- Familiarizes users with the bicycle network.
- Identifies the best routes to destinations.
- Overcomes a "barrier to entry" for infrequent bicyclists.
- Signage that includes mileage and travel time to destinations may help minimize the tendency to overestimate the amount of time it takes to travel by bicycle.
- Visually indicates to motorists that they are driving along a bicycle route and should use caution.
- Passively markets the bicycle network by providing unique and consistent imagery throughout the jurisdiction.

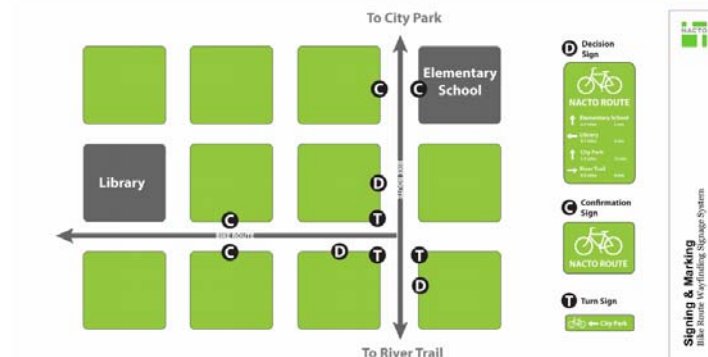
Typical Applications

- Along all streets and/or bicycle facility types that are part of the bicycle network.
- Along corridors with circuitous bikeway facility routes to guide bicyclists to their intended destination.

URBAN BIKWAY DESIGN GUIDE

SIGNING & MARKING: Bike Route Wayfinding Signage and Markings System 245

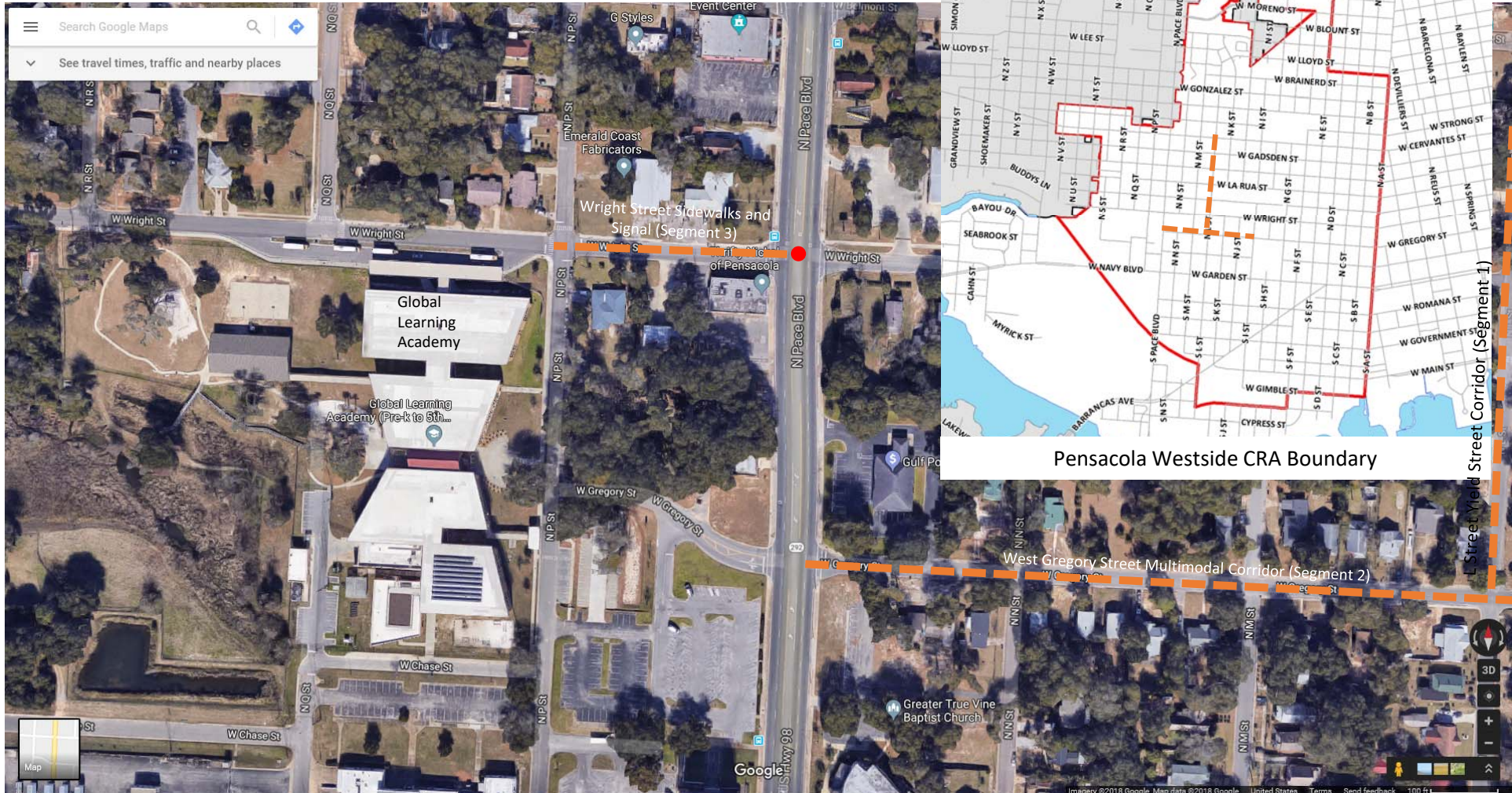
Design Guidance



View a high resolution image here: http://nacto.org/wp-content/uploads/2010/08/WayfindingSignage_Plan1.jpg







Notes:

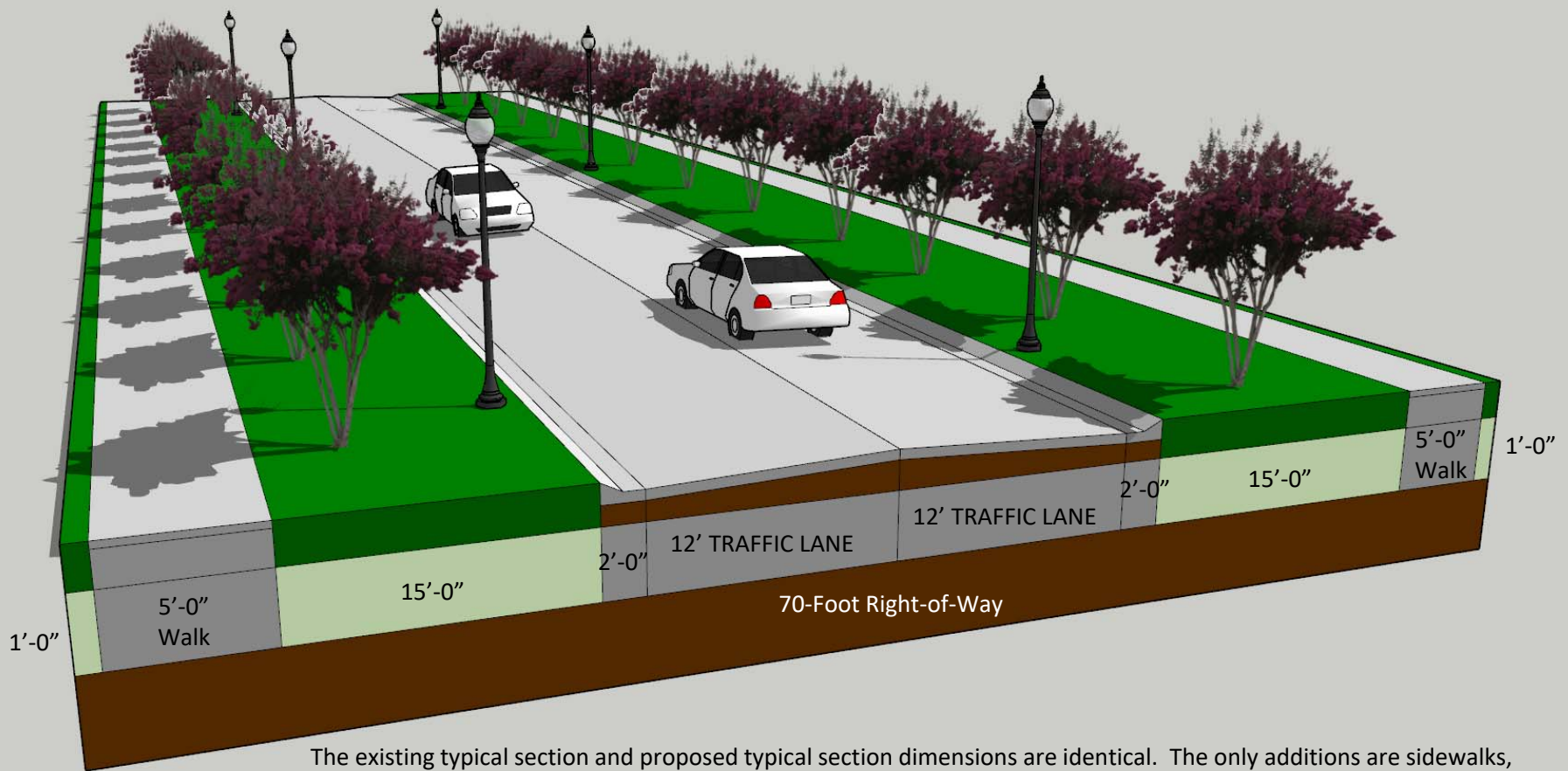
1. The improvements to Wright Street will provide access between the Global Learning Academy and Pace Boulevard and a signal at the intersection of Wright Street and Pace Boulevard.
2. The Wright Street corridor improvements are intended to implement revitalization efforts within the Westside CRA.
3. The Wright Street TAP improvements include an ADA accessible sidewalk on the both sides of the right-of-way, striping new P Street crosswalk, relocating existing crosswalk, street trees, street lighting, and wayfinding signage.
4. Wright Street is Segment 3 of the TAP application. L Street is Segment 1. Gregory Street is Segment 2.



The existing typical section and proposed typical section dimensions are identical. The only additions are sidewalks, street trees, and lighting. No change is proposed for the right-of-way or travel lane widths.

Notes:

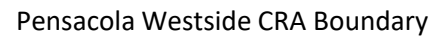
1. Wright Street has a 70-foot right-of-way with two 12-foot travel lanes. The street includes a small non-standard sidewalk on the north side with no sidewalk on the south side. The project proposes to remove the narrow north sidewalk and construct a 5-foot sidewalk on both sides of the right-of-way.
2. Parking on the street should not be allowed since this street is an access to the bus ramp at the Global Learning Center.
3. Large driveways exist in the north side. The sidewalk should be placed within 1 foot of the right-of-way.
4. Street lights will be placed near the road edge on each side.

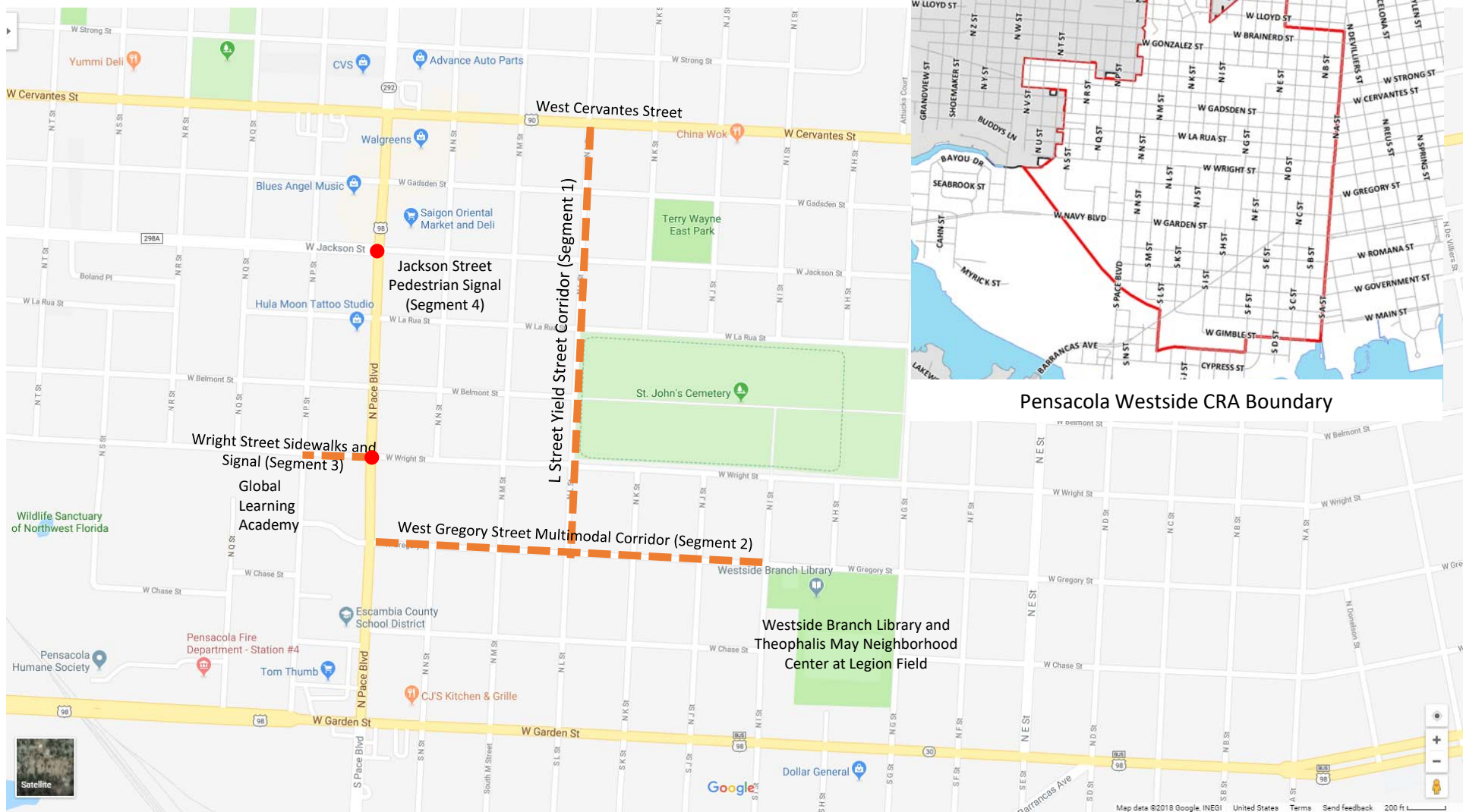


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Notes:

1. Wright Street has a 70-foot right-of-way with two 12-foot travel lanes. The street includes a small non-standard sidewalk on the north side with no sidewalk on the south side. The project proposes to remove the narrow north sidewalk and construct a 5-foot sidewalk on both sides of the right-of-way.
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3. Large driveways exist in the north side. The sidewalk should be placed within 1 foot of the right-of-way.
4. Street lights will be placed near the road edge on each side.







Notes:

1. The improvements at the intersection of Pace Boulevard and Jackson Street will include adding a pedestrian phase and pedestrian heads to the existing signal at the intersection.
2. These improvements are intended to implement revitalization efforts within the Westside CRA by improving walkability.
3. The Jackson Street TAP improvements will also include refreshing the crosswalk striping.
4. Jackson Street is Segment 4 of the TAP application. L Street is Segment 1. Gregory Street is Segment 2. Wright Street is Segment 3.

MEMORANDUM

City of Pensacola Westside Redevelopment Board

01/22/19

ITEM# 6A

INFORMATION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: UPDATE ON COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

Summary:

On December 11, 2017, the CRA approved the Commercial Façade Improvement Program to be administered by CRA staff within targeted districts of the City's designated community redevelopment areas.

The program officially launched in September 2018. A media notice, along with postcard mailers to each property owner and tenant in the target area was released. A web notice including an overview of the program, the program guidelines and contact information was also posted to the City website.

Since the program's launch, no applications have been received. To encourage the utilization and impact within the target areas, staff recommended the following revisions to the program guidelines:

- Amendment of matching requirement from 50% to 25% of total eligible project costs;
- Modification of award limits for the Belmont DeVilliers Target Area based on number of improved building frontages and historical and/or cultural significance;
- Clarification of roofs, parking lots and structural improvements as eligible improvements supplemental to the building façade improvements not exceed 40% of the total eligible project costs;
- Elimination of prohibition of national franchises as eligible participants;
- Clarification of the definition of "culturally significant property; and
- Clarification of community support and supporting documentation requirements for historical or culturally significant properties.

On December 10, 2018, the CRA approved the amendments to the program guidelines, as presented. A copy of the amended guidelines are attached.

Prior Action:

May 27, 2007 – City Council adopted the Westside Community Redevelopment Plan.

April 10, 2017 – The CRA approved the FY17/18 CRA Work Plan which included development of a commercial façade improvement program for implementation within the Westside CRA.

April 25, 2017 – The WRB recommended approval of the FY17/18 CRA Work Plan for the Westside CRA which the modification of re-allocating \$15,000 from community policing to the commercial façade improvement program.

December 11, 2017 – The CRA approved the Commercial Façade Improvement Program to be administered within targeted districts of the City’s designated community redevelopment areas.

January 23, 2018 - The WRB recommended that the Westside Commercial Façade Improvement Program Target Area be amended to include parcels which about the western right-of-way line of North Pace Boulevard from West Cervantes Street to West Garden Street.

February 5, 2018 – The CRA approved an amendment to the Westside Commercial Façade Improvement Program Target Area in response to the WRB’s recommendation.

March 27, 2018 – The WRB recommended approval of the FY18/19 CRA Work Plan for the Westside CRA which included implementation of a commercial façade improvement program.

May 7, 2018 – The CRA recommended approval of the FY18/19 CRA Work Plan which included implementation of a commercial façade improvement program.

December 10, 2018 – The CRA approved amendments to the Commercial Façade Improvement Program Guidelines.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator
Victoria D’Angelo, Assistant CRA Administrator

Attachments:

- 1) Commercial Façade Program Guidelines, Amended 12/10/18

Presentation: No



**CITY OF PENSACOLA
COMMUNITY REDEVELOPMENT AGENCY**

COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GUIDELINES

The Commercial Façade Improvement Program, offered by the City of Pensacola's Community Redevelopment Agency (CRA), is provided as part of an overall redevelopment program which assists in the elimination of blight within the City's designated community redevelopment areas. This program is designed to leverage private investment to improve the exterior facades of eligible commercial, historical and culturally significant buildings and to complement other community revitalization efforts.

Participants will receive funding for eligible façade improvements with 25% owner match. Funding is secured by a mortgage loan, forgivable over a five (5) year period.

The Commercial Façade Improvement Program Guidelines contain general information regarding program benefits, eligibility, terms and procedures. As these guidelines may change from time to time, we strongly encourage you to verify these requirements with CRA staff prior to submitting an application.

FOR INFORMATION

City of Pensacola

Community Redevelopment Agency

222 W Main Street, 3rd Floor, Pensacola, FL 32501

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PROGRAM BENEFITS

The Commercial Façade Improvement Program provides participants the opportunity to receive funding in the form of a forgivable loan for façade improvements to eligible commercial, historical or culturally significant properties, as defined within Section B, below.

PROGRAM FUNDING – FORGIVABLE DEFERRED MORTGAGE LOAN

All funding is based on a formula whereby seventy-five percent (75%) of total eligible project costs, up to the maximum award limit defined in Table 1 (below) may be awarded, with a twenty-five percent (25%) owner match. Funds are dispersed upon completion of approved façade improvement projects and secured over a five (5) year period by a deferred mortgage loan. This loan is forgiven on a daily basis over the course of five (5) years, such that at the end of the five (5) year period, the entire loan amount is deemed forgiven and the loan balance is zero.

Table 1: Maximum Award Limits – Commercial Façade Program

	Single Building Frontage	Multiple Building Frontages
Westside Target Area	Up to \$20,000	Up to \$20,000
Belmont DeVilliers		
Commercial Only	Up to \$20,000	Up to \$20,000 per improved building frontage*
Historic/Culturally Significant	Up to \$30,000	Up to \$30,000 per improved building frontage*

***Building frontage** is defined as the front or side of a building that faces a street, road or similar public way. Multiple building frontage awards shall be limited to the number of building frontages improved.

Prior to disbursement of funding, the participant shall provide proof of completion and payment of the twenty-five percent (25%) match, in accordance with the Funding Agreement. All payments will be made directly to the contractor.

ELIGIBILITY CRITERIA

A. ELIGIBLE PARTICIPANTS

Eligible participants include owners of eligible property as defined within Section B below. All participants who own or operate a business in conjunction with the proposed improvements must possess a valid City of Pensacola Business License.

Ineligible participants include:

- Government or public agency owners or operators
- Tax exempt organizations, except those whose proposed project shall renovate a historical or culturally significant site. Religious institutions are ineligible regardless of historical or cultural significance.

B. ELIGIBLE PROPERTY

Eligible property must be located within a Commercial Façade Improvement Program Target Area Boundary (See Exhibit A, Commercial Façade Improvement Program Target Areas). Eligible property types include commercial, historical or culturally significant properties, as allowable within the subject target area sub-boundary in which the property is located. See Exhibit A, for maps identifying the target area sub-boundaries and allowable property types within each sub-boundary. For the purpose of this program, commercial, historical and culturally significant properties are defined as follows:

Commercial, Historical or Culturally Significant Properties

- Commercial Property: Commercial property includes restaurants, retail sales, entertainment facilities, office, general business and service establishments that are oriented toward a general community market.
- Historical Property: Historical property includes buildings which are listed on the National Register of Historic Places. Historical property must be used for a non-residential purpose.
- Culturally Significant Property: Culturally significant property include buildings which are associated with events that have made a significant contribution to the broad patterns of our history or are associated with the lives of significant persons in our past. Culturally significant property must be used for a non-residential purpose.

Eligible properties must be current on ad-valorem property taxes, and shall not contain any outstanding tax liens or code violations which shall not be remedied through program participation.

Ineligible properties include:

- Properties used entirely for residential purposes
- Single family structures
- Properties which have received an award under a City of Pensacola CRA Façade Improvement Program with the past five (5) years, as measured from the date of final award disbursement
- Properties used for the following purposes: hotels/motels, lounge and package stores, auto repair, sales and/or service stations, adult oriented enterprises, gun, pawn and drug paraphernalia stores

C. ELIGIBLE PROJECTS AND IMPROVEMENTS

The objective of the program is for the improvement of building facades which contribute to the visual enhancement of the redevelopment district, as viewed from the public right of way.

Eligible improvements include exterior façade improvements which contribute to the visual enhancement of the property as viewed from the public right-of-way. Improvements must be comprehensive, incorporating enhancements/additions to several components of the existing façade.

Examples of eligible improvements include painting, lighting, windows, doors, stucco, masonry work, tile, signage, canopies, awnings, fencing and landscaping. While not the primary objective of the

program, parking lot improvements and structural improvements if necessary to maintain the integrity of the building, such as roofs, shall be eligible. Such improvements must be supplemental to the building façade improvements and shall not exceed 40% of the total eligible project costs.

Ineligible improvements include non-permanent fixtures, security systems, personal property, interior window coverings, equipment, business equipment, operating capital or refinancing, new construction, and any improvements which are not visible from the right-of-way, other than the eligible improvements defined above, or are deemed to be inconsistent with redevelopment purposes and objectives.

All project proposals are subject to eligibility review and approval. The following factors will be considered in determining project eligibility and granting funding approval:

- Degree in which the improvements provide a public benefit to residents and businesses located within the community redevelopment area, and conform to the community's traditional architectural character
- Need for improvements (i.e. substandard condition of the building and/or façade)
- Potential for revitalization effects in the community
- Consistency with CRA goals and objectives, community redevelopment plans, and any other plans relative to the community redevelopment or target area

PROCESS AND PROCEDURES

APPLICATION

To apply for funding under the Commercial Façade Improvement Program, prospective participants shall submit a Program Application and supporting documentation to the office of the Community Redevelopment Agency (CRA). CRA staff will review the application submittal and provide notice of eligibility determination.

Required Supporting Documentation
Property Deed
City of Pensacola Business License (if applicable)
For Historical or Culturally Significant Properties: <ol style="list-style-type: none">1) Proof of listing on the National Register of Historic Places and/or cultural significance, as defined under Section B, Eligible Property, if applicable.2) Documentation of support from entities or organizations that do not have financial or personal interest in the applicant or this program. This shall include four (4) or more letters of support.

Program participation is subject to the availability of funds. Funds are available on a first come first served basis and are subject to approval by the CRA. No member, officer or employee of the City of Pensacola, CRA or its designees or agents, no member of the City Council of the City of Pensacola, and no other public official of such locality who exercises any functions or responsibilities with respect to the Program during his tenure or for one (1) year thereafter shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Program.

PROJECT DESIGN AND COST ESTIMATES

Upon a finding of eligibility, Community Redevelopment Agency (CRA) staff will coordinate with the participant to obtain proposed design plans and price estimates. The participant must submit final design plans, and cost estimates as specified below prior to submittal for funding approval.

Required Supporting Documentation
Design Plans and Elevations

Cost Estimates

The participant shall obtain at least three (3) written cost estimates from bonafide contractors for each individually required contract and secure proof of appropriate licensing or registration and insurance coverage. The participant shall notify the CRA of the contractor(s) which are to be selected and provide proof of appropriate licensing, registration and insurance coverage. **The participant shall not issue a Notice to Proceed or otherwise authorize work to commence prior to funding approval and execution of the required Funding Agreement, as described below.** Failure to comply with these terms will result in disqualification from program participation.

Required Supporting Documentation
Three (3) Written Price Proposals for Each Required Contract
CRA Notification of Selected Contractor(s)
Proof of Appropriate Licensing/Registration and Insurance Coverage for each Selected Contractor

FUNDING APPROVAL

Once the required Program Application, supporting documentation, design plans, cost estimates, and contractor documentation have been sufficiently submitted, CRA will review the completed application package for funding approval. If approved, CRA staff will issue a notification of award. The Participant will then submit payment of a deposit, and execute a Funding Agreement, as described below.

FUNDING AGREEMENT AND DEPOSIT

Deposit

Each participant is required to provide a one hundred and fifty dollar (\$150) deposit upon receipt of a notification of award. This deposit is non-refundable and is used to cover closing costs, fees, or taxes associated with the recording or filing of the program documents.

Funding Agreement

Upon receipt of the required deposit, the participant shall execute a Funding Agreement which establishes the terms, conditions and requirements of program participation.

NOTICE TO PROCEED/PROJECT COMMENCEMENT

The participant must issue a Notice to Proceed to the selected contractor within thirty (30) days of execution of the Funding Agreement. The date of written Notice to Proceed, issued by the participant to the contractor, shall be the commencement date. The participant shall notify the CRA of the date of commencement by providing to the CRA a copy of the Notice to Proceed within three (3) days of issuance. Failure to issue the Notice to Proceed

as prescribed shall be deemed a breach of contract and may immediately render the Funding Agreement null and void.

Required Supporting Documentation
CRA Notification of Date of Commencement/Copy of Notice to Proceed

The participant shall achieve full project completion no more than 180 calendar days following the issuance of the Notice to Proceed. If the work is delayed at any time while in progress then the deadline may be extended by written authorization for such reasonable time as the CRA may determine. The participant shall notify the CRA in writing of such delay within ten (10) calendar days of its occurrence.

Obligation to Refrain from Discrimination

Participants, by applicable law, shall not exclude from participation or discriminate against any contractor on the basis of age, race, color, religion, sex, handicap and/or disability, or national origin.

Insurance Requirements

The participant shall be required to keep all buildings and improvements on the property insured against loss or damage by fire or other such risks and matters as defined within the Funding Agreement and shall furnish proof of adequate hazard insurance on the property prior to project commencement. For complete insurance requirements refer to the Funding Agreement.

Required Supporting Documentation
Proof of Insurance (See Funding Agreement for Full Details)

PROJECT ADMINISTRATION AND MANAGEMENT

Participants shall be fully responsible for managing the construction of their respective project including, without limitation, obtaining bids, selecting a licensed contractor(s), obtaining all necessary approvals, permits, and insurances, overseeing work of contractors, and paying all invoices for the work, materials, and supplies.

The participant shall cooperate with the CRA during the full course of the project and shall agree to provide the CRA or its agent's access to inspect for compliance with approved plans and specifications. Any modifications to the final approved plans or changes to the construction documents shall require prior review and approval by the CRA. No additions, deletions or modifications to the work shall be authorized unless by a written Change Order signed by the participant and contractor and approved by CRA staff. Any payment for additional work shall be the responsibility of the participant. Except in an emergency endangering life or property, failure to obtain the required CRA approval shall invalidate the Funding Agreement and cause the agreement to be terminated.

NOTICE OF COMPLETION/FUND DISBURSEMENT

Program funds will not be disbursed until: (1) the City Building Inspections Department renders written determination that construction of the Project has been satisfactorily completed, (2) the Participant has issued a Statement of Completion, (3) the Participant provides proof, satisfactory to the CRA (including, but not limited to, a statement of final project costs, payments made and balance due and copies of all original invoices with affidavits or proof of payment), that all payments due the Contractors, except for Program funds, have been made, and (4) the Participant has delivered to the CRA a complete release of all liens arising out of the Contracts covering all labor, materials, and equipment for which a lien could be filed, or the Contractors have issued a bond in an amount needed to satisfy the amount owed for each such lien.

Upon the receipt of all required payment documentation and verification of program compliance, the CRA will process payment as outlined in the Funding Agreement. Payment of the approved program funds, will be disbursed, and secured by a deferred mortgage loan.

Required Supporting Documentation
Completed Owner's Statement of Completion Form
Itemized Contractor Invoices and Proof of Payment (Receipts, Affidavits)
Completed Contractor's Affidavit Form for Each Authorized Contractor
Certificate of Insurance Policies (See Program Funding Agreement)
Completed W-9 Form

MORTGAGE LOAN AGREEMENT/CLOSING

Funding provided by the CRA pursuant to this program shall be secured by a zero interest deferred mortgage loan, forgivable over a five (5) year period measured from the date of execution of Mortgage Documents, defined as documents related to securing the loan, including but not limited to a Mortgage and Security Agreement, Promissory Note and Assignment of Leases, Rents and Profits (as applicable). The participant shall be liable for all closing costs, fees, or taxes associated with the recording or filing of the Mortgage Documents, which shall be payable from the required program deposit.

During the term of the Mortgage and Security Agreement, the participant shall not cause or allow the CRA funded improvements to be modified, altered, removed or demolished and shall not cause or allow the property to be sold, conveyed, transferred, demolished, or converted to one hundred percent (100%) residential use. If at any time during the agreement term, the participant fails to comply with these terms then the remaining prorated share of the loan shall become due and payable to the CRA within thirty (30) calendar days.

Code Violations

During the term of the mortgage lien period, the property shall not incur any code violations.

Insurance Requirements

During the term of the mortgage lien period, the participant shall maintain insurance in accordance with the Mortgage and Security Agreement. The participant shall name the CRA as certificate holder on all insurance policies required under the agreement, and shall renew the required policies on an annual basis until the mortgage lien is satisfied or released.

Required Supporting Documentation
Submit Insurance Renewals to CRA During Mortgage Lien Period

MORTGAGE SATISFACTION

Upon a finding of satisfactory program compliance, the Mortgage and Security Agreement will be released. CRA staff will file a Satisfaction of Mortgage in the official records of the Escambia County Clerk of Court, and the loan will be forgiven.

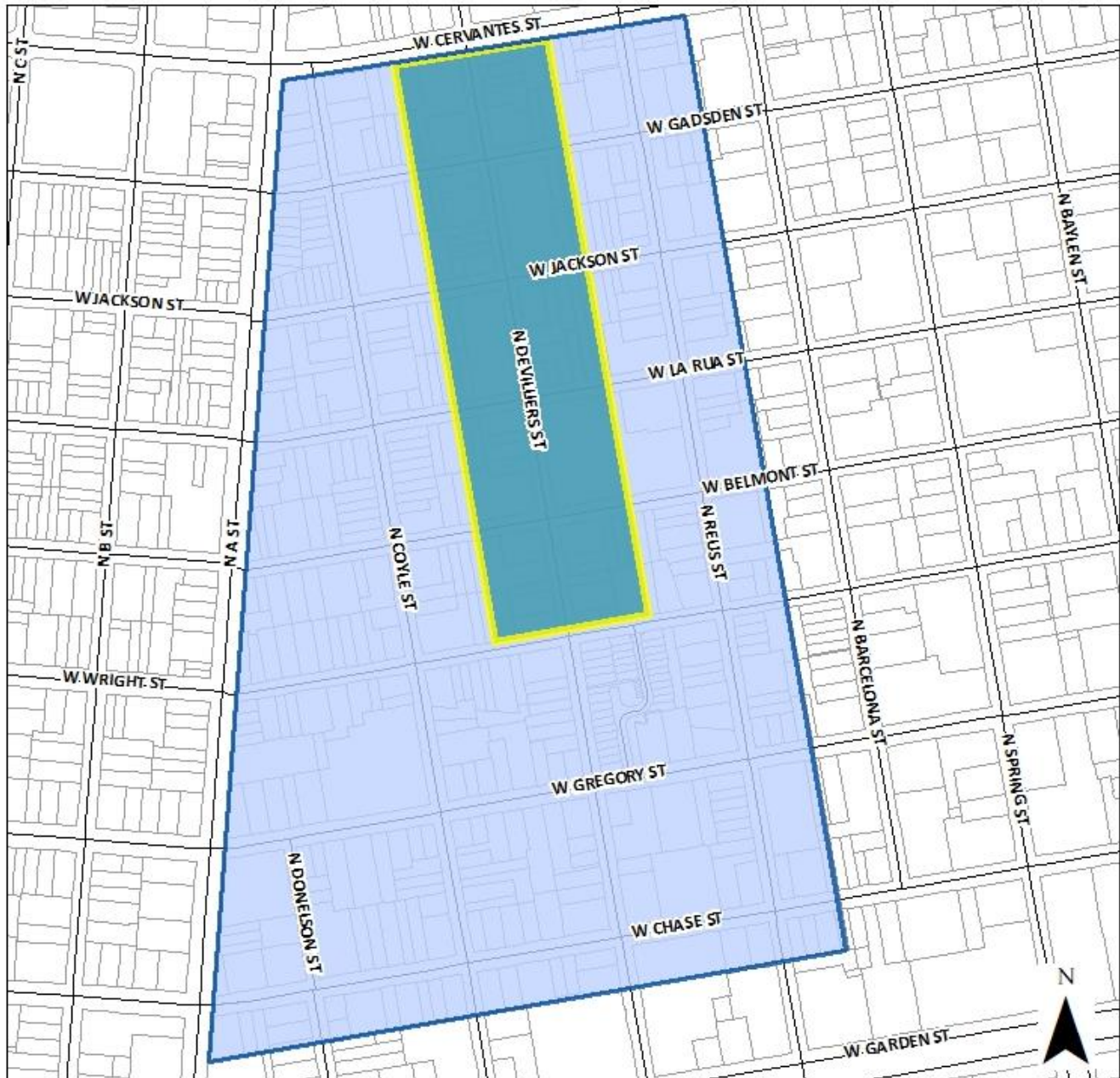
EXHIBIT A: COMMERCIAL FACADE IMPROVEMENT PROGRAM TARGET AREAS

See pages 10 - 11.

10



Commercial Façade Improvement Target Area: Belmont DeVilliers Commercial Core and Expansion Area



Last Updated: November 2018

Legend

Commercial Façade Sub-Boundary

- Belmont DeVilliers Commercial Core
- Belmont DeVilliers Expansion

Allowable Property Types

- Commercial, Historical and Culturally Significant
- Historical and Culturally Significant Only

MEMORANDUM

City of Pensacola Westside Redevelopment Board

ITEM #: 6B

1/22/19

INFORMATION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: PROPOSED CRA URBAN DESIGN OVERLAY DISTRICT

Summary:

The development of urban design standards has been identified as a key redevelopment project within each of the City of Pensacola's adopted community redevelopment plans. The CRA approved the FY17/18 CRA Work Plan on April 10, 2017, which authorized the development, of design standards for each of the City's three redevelopment areas. On October 9, 2017, the CRA authorized a contract with DPZ CoDESIGN, to develop and assist with codification of the design standards.

The CRA considered the overlay on October 8, 2018, however, the vote to approve and recommend the overlay to City Council failed. During the WRB's October meeting, it authorized the Chairperson to execute a letter requesting that the CRA and City Council reconsider the overlay.

Due to recent changes to the City Council membership and the Mayoral transition, the letter for reconsideration has been held. The item is scheduled to be presented to the CRA in January for further action and possible re-consideration.

PRIOR ACTION:

October 26, 2000 - City Council adopted the Urban Infill and Redevelopment Plan.

February 9, 2004 - City Council approved the Eastside Neighborhood Plan.

October 27, 2005 - City Council amended and readopted the Urban Infill and Redevelopment Plan, incorporating therein the Eastside Neighborhood Plan.

May 24, 2007 - City Council adopted the Westside Community Redevelopment Plan.

January 14, 2010 - City Council adopted the Urban Core Community Redevelopment Plan (2010).

April 10, 2017 - The CRA approved the FY17/18 CRA Work Plan which included the development of design standards for the Urban Core, Westside and Eastside community redevelopment areas.

July 26, 2017 - The CRA issued Request for Qualifications (RFQ) No. 17-043 for Urban Design and Code Amendment Services for a Community Redevelopment Area Overlay.

October 10, 2017 – The CRA approved the ranking of the selection committee for RFQ No. 17-043 and authorized the CRA Chair to negotiate and execute a contract with DPZ CoDESIGN.

May 7, 2018 – The CRA approved the FY18/19 CRA Work Plan which included the development of design standards for the Urban Core, Westside and Eastside community redevelopment areas.

June 12, 2018 - The Planning Board held a public hearing and recommended adoption of the CRA Urban Design Overlay District with modifications.

July 11, 2018 - The Eastside Redevelopment Board recommended adoption of the CRA Urban Design Overlay District.

July 24, 2018 - The Westside Redevelopment Board recommended adoption of the CRA Urban Design Overlay District.

September 18, 2018 - The Planning Board held a second public hearing regarding incorporation of the Board's recommended modifications and additional clarifications, and recommended adoption of the CRA Urban Design Overlay District as presented.

October 8, 2018 – The CRA voted not to recommend the proposed overlay to City Council.

October 23, 2018 – The WRB authorized the Chair to execute a letter requesting that the CRA and City Council reconsider the proposed CRA Urban Design Overlay District ordinance.

October 24, 2018 – The ERB authorized the Chair to execute a letter requesting that the CRA and City Council reconsider the proposed CRA Urban Design Overlay District ordinance.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

Attachments: None.

Presentation: No

MEMORANDUM

City of Pensacola Westside Redevelopment Board

ITEM #: 6C

01/22/19

INFORMATION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: UPDATE ON RULES AND PROCEDURES

Summary:

On December 13, 2018, City Council approved an action item which mandates that its boards and commissions solicit public input and participation before board action is taken. Guidance delineating the recommended process for receiving public input is attached.

PRIOR ACTION:

September 11, 2014 – City Council adopted Ordinance No. 33-14 which established the Westside Redevelopment Board.

November 15, 2016 – The WRB adopted Rules of Procedure.

April 28, 2017 – The WRB amended its Rules of Procedure, modifying Sections 2.B (Agenda), 2.G (Order of Business) and 4 (Amendment of Rules and Procedures).

July 25, 2017 – The WRB amended its Rules of Procedure, modifying Section 3.D (Quorum).

July 24, 2018 – The WRB considered its meeting schedule and discussed scheduling a special workshop to review its Rules of Procedure.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator

Victoria D'Angelo, Assistant CRA Administrator

Attachments:

- 1) Recommended Public Input Process

Presentation: No

Victoria D'Angelo

From: Don Kraher
Sent: Friday, December 14, 2018 3:17 PM
To: Brandi Deese; Heidi Thorsen; Cheryl Jackson; Elaine Mager; Don Kraher
Cc: Andy Terhaar; P.C. Wu; Gerald Wingate; Jewel Cannada-Wynn; Sherri Myers; Ann Hill; Jared Moore; Helen Gibson; Victoria D'Angelo; Grover C. Robinson, IV; Christopher L. Holley; Keith Wilkins; Ericka Burnett; Robyn Tice
Subject: Public Input during Board Meetings

Board Staffer's and Chairs

At the December 13, 2018 City Council Meeting, City Council approved an action item at the request of Mayor Robinson; the recommendation of that item is as follows:

That City Council mandate its boards and commissions to solicit public input and participation in meeting before board action is taken.

Based on this action, it is clear that the Mayor and the City Council are in agreement that each board should allow the public an opportunity to speak at each meeting as well as before the board takes an action. While our Boards currently follow this edict, in accordance with State Statute as well as their Rules and Procedures, this items serves as a reinforcement of the City's desire to be fully transparent in its actions and to provide the public the ability to fully participate while having the opportunity to be heard.

The item as approved by City Council does not set out a process ensuring such transparency and opportunity exists, therefore I provide the following for your consideration:

Ensure within your Policy & Procedures that there is a section specifically addressing Public Input. Within that section delineate a process for taking public input, that section should likely include:

1. At every meeting there needs to be a portion of the Agenda dedicated to Open Forum - where the public can address the Board on any item not listed on the agenda for discussion or action
2. A process be established whereby Speaker Request Cards (or Sheets) are used for the public to address the Board on a specific agenda item when it comes up for discussion
3. That the Chair (at the beginning of the meeting) state the process regarding the speaker cards and then at some point (1/2 way or so) into the meeting, the Chair should restate the process for any late arriving members of the public
4. During the discussion of an item, the Chair invite those who have filled out speaker cards to address the Board
5. Prior to any action being taken (read - vote of any type) - that the Chair audibly ask if any further requests to speak (speaker cards) have been submitted

6. There should also be a statement saying, “While the responsibility ultimately lies with the Chair of the meeting, it is incumbent upon all members to ensure that transparency and public input is achieved” (or something similar)

I would encourage that Boards vote for and place Robert’s Rules of Order to serve as a guide for parliamentary procedures in the conduct of all meetings.

Finally, I strongly encourage Chairs to begin the audible assurance that no speaker cards or speakers are pending for public comment prior to any action being taken.

Also, relating to Quasi-Judicial hearings; the City Council has long been in favor of allowing public speakers who are not “parties” to the issue, the opportunity to speak. However, the Chair, staff or City Attorney have informed the Board that the public input cannot be legally treated as evidence and cannot be the basis for a Board decision. It is being allowed as a courtesy to the public and will not be regarded as evidence presented to the Board.

Thank you in advance, I am available for any questions and/or concerns you may have.

Regards,

Don

Don Kraher
Council Executive
Office of the City Council
222 W. Main Street
Pensacola, FL 32502
(850) 435-1686 – Office
(850) 384-6363 – Cell

MEMORANDUM

City of Pensacola Westside Redevelopment Board

01/22/19

ITEM# 6D

INFORMATION ITEM

Sponsor: Doug Baldwin, Sr., WRB Chairperson

Title: WESTSIDE CRA FINANCIAL REPORT

Summary:

A financial report will be provided during the Westside Redevelopment Board meeting on January 22, 2019.

Prior Action:

May 27, 2007 – City Council adopted the Westside Community Redevelopment Plan.

March 27, 2018 – The WRB recommended approval of the proposed FY 2019 Westside CRA budget.

May 7, 2018 – The CRA approved the CRA Work Plan, project list and budgetary allocations for FY19 and the balance of FY 2018.

July 16, 2018 – The CRA received a presentation on the FY 2019 proposed budget.

August 1, 2018 – The City Council held a workshop for review of the FY 2019 budget.

August 2, 2018 – The City Council held a workshop for review of the FY 2019 budget.

August 6, 2018 – The CRA adopted Budget Resolution No. 2018-01 CRA, adopting a budget for FY 2019 for the Westside Tax Increment Financing District.

September 12, 2018 – The City Council held a public hearing on the FY 2019 proposed budget.

September 19, 2018 – The City Council held a second public hearing on the FY 2019 proposed budget and adopted Budget Resolution No. 18-37, adopting a budget for FY 2019 for the City of Pensacola.

November 5, 2018 – The CRA adopted Supplemental Budget Resolution Numbers 2018-04 CRA, 2018-05 CRA and 2018-06 CRA, appropriating encumbered and non-encumbered carryover and providing for the final amendment to the Fiscal Year 2018 budget.

November 8, 2018 – City Council adopted Supplemental Budget Resolution Numbers 18-48, 18-49, and 18-50 appropriating encumbered and non-encumbered carryover and providing for the final amendment to the Fiscal Year 2018 budget.

December 10, 2018 - The CRA adopted Supplemental Budget Resolution Numbers 2018-09 CRA and 2018-08 CRA appropriating Fiscal Year 2019 non-encumbered carryover and providing for contracts payable adjustments in the Fiscal Year 2019 budget.

December 13, 2018 – City Council adopted Supplemental Budget Resolution Numbers 18-60 and 18-62 appropriating Fiscal Year 2019 non-encumbered carryover and providing for contracts payable adjustments in the Fiscal Year 2019 budget.

Funding: N/A

Staff Contact:

Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

Attachments:

- 1) WS Financial Report, As of 12/31/18

Presentation: No

WESTSIDE TIF REVENUES AND EXPENDITURES
As of December 31, 2018

	FY 2018 ACTUAL	FY 2019 BUDGET	ESTIMATED FY 2019 ACTUAL
TOTAL AVAILABLE BEGINNING FUND BALANCE	\$ 123,392	\$ 80,904	\$ 80,904
TOTAL REVENUES	308,215	432,200	432,180
TOTAL FUND BALANCE AND REVENUES	<u>\$ 431,607</u>	<u>\$ 513,104</u>	<u>\$ 513,084</u>
TOTAL EXPENDITURES			
2017 Westside Redevelopment Revenue Note, Series A	280,000	375,500	-
CRA Personal Services & Operating	51,153	69,004	12,573
Allocated Overhead	8,600	8,600	2,150
Commercial Façade	-	60,000	-
Community Policing	10,950	-	-
TOTAL EXPENDITURES	<u>\$ 350,703</u>	<u>\$ 513,104</u>	<u>\$ 14,723</u>
TOTAL AVAILABLE ENDING FUND BALANCE	<u>80,904</u>	<u>-</u>	<u>498,361</u>

WESTSIDE TIF BOND REVENUES AND EXPENDITURES
As of December 31, 2018

	FY 2017 ACTUAL	FY 2018 ACTUAL	ESTIMATED FY 2019 ACTUAL	LTD ACTUAL
BOND PROCEEDS	\$ 4,082,000	\$ -	-	4,082,000
INTEREST EARNINGS	23,270	45,954	-	69,224
TOTAL REVENUES	<u>4,105,270</u>	<u>45,954</u>	<u>-</u>	<u>4,151,224</u>
TOTAL EXPENDITURES				
ISSUANCE COST	32,989	-	-	32,989
WESTSIDE PROJECTS	-	226,333	1,282	227,615
TOTAL EXPENDITURES	<u>32,989</u>	<u>226,333</u>	<u>1,282</u>	<u>260,604</u>
TOTAL AVAILABLE ENDING FUND BALANCE	<u>4,072,280</u>	<u>3,891,902</u>	<u>3,890,620</u>	<u>3,890,620</u>
WESTSIDE PROJECT BREAKDOWN				REMAINING BUDGET
		W. Moreno Stormwater Park		\$2,101,157
		Affordable Housing (Infill)		\$633,683
		A Street Revitalization		\$1,155,780
				<u>\$3,890,620</u>