

Minutes

Redevelopment Commission

February 8, 2022

6:00 P.M.

THE REGULAR MEETING OF THE REDEVELOPMENT COMMISSION FOR THE CITY OF CHARLESTOWN WAS HELD ON TUESDAY, FEBRUARY 8, 2022 AT THE CITY COUNCIL CHAMBERS AT CITY HALL.

Ms. Ennis called the meeting to order at 6:00 P.M. Board members present in person: Ms. Donna Ennis, Mr. Derek Coombs, Mr. John Spencer, and Mr. BJ Steele. Board member present VIA ZOOM, Ms. Shelby York. Also present was Mayor Treva Hodges, Jacob Vissing, Commission Legal Counsel, Chris Jackson, Dan Cristiani Excavating, Josh Hillman, Jacobi Toombs & Lanz, Greg Fifer, Applegate Fifer Pulliam, and Jill Saegesser, Paul Wheatley and Evan Shive with The Wheatley Group, LLC. All votes were taken via a roll call vote.

Minutes

Mr. John Spencer made a motion to approve the Minutes for the regular meeting held on January 11, 2022, seconded by Mr. Coombs. Approved 5-0.

Claims

Ms. Ennis asked if there were any questions related to the claims. Mr. Coombs made a motion to approve the claims, seconded by Mr. Steele. Approved 5-0.

Public Comment

None.

The Wheatley Group Report

Ms. Jill Saegesser gave an update stating that the City continues to work with a developer to bring a national fast food restaurant and another local restaurant to the City; the potential buyer of the former Chase Bank building is going through due diligence and hopes to have a signed purchase agreement within the next 45-60 days; several developers are constructing single-family homes within Pleasant Ridge, with others interested in purchasing available lots.

Ms. Saegesser stated that the Renaissance II Project will soon be seeking approval from the Sewer Board, as well as support from the City's Plan Commission/Board of Zoning Appeals in March. Depending upon those approvals, construction could begin as early as April of 2022. The construction time will range from 6 – 9 months. Representatives from ARC plan to attend a future Redevelopment Commission meeting to discuss progress, etc.

Ms. Saegesser stated that The Wheatley Group will continue to work with the Clerk/Treasurers office to begin the preparation of the 2021 Annual Report to be uploaded/submitted to the Department of Local Government Finance by April 15, 2022; discussions continue related to fire protection at the Industrial Park to find a permanent solution.

Ms. Ennis asked if anyone had any questions related to the report. Mr. Spencer asked if Ms. Saegesser knew how many building permits have been issued so far. Ms. Saegesser said that she didn't know but could find out. Mr. Josh Hillman stated that there were over 200 building permits issued in 2021.

Old Business

Facade Improvement Program

Mr. Tim Zeis, owner of the property at 359 Market Street, completed the work on his property and presented his before and after pictures to the Redevelopment Commission members for their review. Ms. Ennis thanked Mr. Zeis for making the investment in his property and for his presentation.

Ms. Bella Snelling, owner of the property at 318 Main Cross Street, requested a 3-month extension to complete the work on her property. Ms. Snelling stated that the work is almost completed, but that the contractor is working on another job and will not be back to finish her project before the completion deadline. Mr. Spencer made the motion to grant a 3-month extension for the property at 318 Main Cross Street, seconded by Mr. Steele. Approved 5-0.

Ms. Saegesser asked the Redevelopment Commission members to approve the revised façade application as discussed at the January meeting. Mr. Steele made the motion to approve the revised façade application, seconded by Mr. Coombs. Approved 5-0.

Depot Street Revitalization Project

Ms. Saegesser stated that the Redevelopment Commission received an official letter of intent from a developer interested in the Depot Street property on Friday, December 3, 2021. This project will be discussed further in the Executive Session to begin immediately after the Redevelopment Commission meeting.

Ms. Saegesser also stated that Jacobi Toombs and Lanz provided an agreement, as authorized at the December meeting, to provide survey and other services necessary to consolidate the parcels for ease of transfer and establishment of the TIF district. Mr. Hillman presented an agreement not to exceed \$35,500. Mr. Coombs made a motion to approve the work order as presented, seconded by Mr. Spencer. Approved 5-0.

DCEC Quality Court Project

Mr. Chris Jackson with DCE presented an update to the Redevelopment Commission on the DCEC Quality Court project. Mr. Jackson discussed that the layout is the key and distributed copies of the new layout to the Redevelopment Commission members. Mr. Jackson stated that RedWing Environmental completed the study and that property within the proposed park area could be used as a detention pond which would also create a nice water feature on the park property. There are no wetlands on the property, only intermittent and ephemeral streams.

Mr. Jackson continued discussing the proposed layout related to industrial and retail/commercial development, saying that there is some flexibility. Mr. Jackson mentioned that the next step is to amend the development agreement, as there is a lot of interest in the site. Mr. Jackson also said that the closing on the Kleinert Property has been moved up from April 1st to March 1st, as well as a meeting with Duke Energy has been scheduled. Mr. Jackson asked if any of the Redevelopment Commission members had any questions or comments related to the layout. Ms. Ennis asked if the proposed streets connect with other roadways. Mr. Jackson stated that they are still working through that portion of the layout.

New Business

Resolution No. 2022-R-01 – Electronic Communication

Ms. Ennis asked if anyone had any questions related to proposed Resolution No. 2022-R-01. Mr. Spencer made a motion to approve Resolution No. 2022-R-01, seconded by Mr. Coombs. Approved 5-0. Mr. Vissing, Frost Brown Todd, commented that one of the requirements is that the members present must be seen and heard on a simultaneous basis. Mayor Hodges stated that the City is looking into a better set up for virtual participation.

Jacobi Toombs and Lanz On-Call Agreement

Mr. Josh Hillman presented the renewal of the on-call engineering services agreement to the Redevelopment Commission for consideration. Mr. Hillman stated that this is an on-call hourly agreement with a not-to-exceed fee, similar to previous agreements. Mr. Spencer made a motion to approve the on-call agreement with Jacobi Toombs and Lanz as presented, seconded by Mr. Coombs. Approved 5-0.

Applegate Fifer Pulliam Letter of Engagement

Ms. Ennis asked if there were any questions related to the Engagement Letter provided by Applegate Fifer Pulliam. Mr. Coombs made a motion to approve the Engagement Letter provided by Applegate Fifer Pulliam related to the Depot Street project, seconded by Mr. Steele. Approved 5-0.

Discussion

Ms. Ennis asked if there was any additional discussion. There were no items for discussion.

