

To: Community Development Advisory Board Members  
Community Redevelopment Agency Advisory Board Members

From: Karisa Rojas-Norton, Economic Development Coordinator  
Katrina Lunan-Gordon, Planner

Cc: Carol Stricklin, AICP, Community Development Director  
Robert Klute, AICP, Assistant Community Development Director  
Richard Perez, AICP, MPA, Planning Manager  
Teresa Brydon, Economic Development Manager  
Sam Ball, Planning Technician  
City Clerk's Office

Date: June 15, 2018

**Subject: JOINT CDAB/CRAAB Meeting – June 25<sup>th</sup>, 2018 at 6:00 PM – Community Room, Largo City Hall**

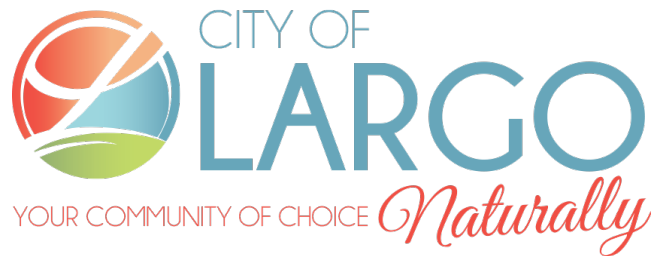
The June 25<sup>th</sup>, 2018 *Joint* Community Development Advisory Board (CDAB) and Community Redevelopment Agency Advisory Board (CRAAB) meeting agenda packet follows. It may also be found online at [largo.com/cdab](http://largo.com/cdab) and/or [largo.com/craab](http://largo.com/craab).

Presentations and action item will include:

- i. Advisory Boards & the Florida Sunshine Law (Information Only) – City Clerk's Office
- ii. West Bay Drive Downtown Plaza Enhancement Presentation – Richard Perez, AICP, Planning Manager & Hunter Booth, Landscape Architect, Booth Design Group

For questions about the agenda or if you are unable to attend this meeting, please email Karisa Rojas-Norton at [krojasno@largo.com](mailto:krojasno@largo.com) and/or Katrina Lunan-Gordon at [kgordon@largo.com](mailto:kgordon@largo.com).





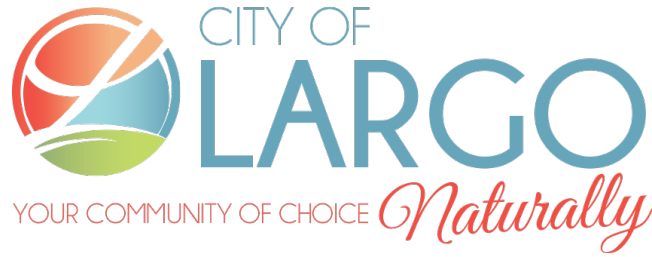
**JOINT CDAB/CRAAB AGENDA**  
**Community Development Advisory Board (CDAB)**  
**Community Redevelopment Agency Advisory Board (CRAAB)**  
**June 25, 2018**  
**6:00 PM**  
**Community Room, Largo City Hall**

---

1. Call to Order and Roll Call
2. Organizational Matters for CDAB:
  - Approval of Agenda
  - Approval of Minutes/Attendance Log from April 30<sup>th</sup>, 2018
3. Organizational Matters for CRAAB:
  - Approval of Agenda
  - Approval of Minutes/Attendance Log from April 30<sup>th</sup>, 2018
4. Public Comment(s)<sup>1</sup>
5. Presentations:
  - i. Advisory Boards & the Florida Sunshine Law (Information Only) – City Clerk’s Office
  - ii. West Bay Drive Downtown Plaza Enhancement Presentation – Richard Perez, AICP, Planning Manager & Hunter Booth, Landscape Architect, Booth Design Group
6. Items from Members of the Board (including remarks regarding old or new business)
  - Old Business for CRAAB:
    - i. Update on the Real Estate Development (RED) Grant Application for West Bay Lofts
7. Next Meeting Dates
  - CDAB dated, July 30<sup>th</sup>, 2018
  - Joint CDAB/CRAAB dated, September 24<sup>th</sup>, 2018
8. Adjournment

<sup>1</sup> Individuals addressing the Board during the public comment portion of the meeting will be allowed to speak on agenda items only and will be limited to three (3) minutes, unless granted additional time by the Board.





**MEETING MINUTES  
COMMUNITY DEVELOPMENT ADVISORY BOARD  
April 30, 2018  
6:00 PM  
Community Room, Largo City Hall**

**Call to Order and Roll Call**

The meeting was called to order by Janyce Cruse at 7:25pm, a roll call of the members was taken.

Name	Present	Absent	Excused
Broihier, Allison	X		
Cruse, Janyce	X		
Gatewood, Beverly	X		
Kadau, Maria			X
McHenry, Anita	X		
McMullen, Neil	X		
Peoples, Chris	X		

**Also in attendance:**

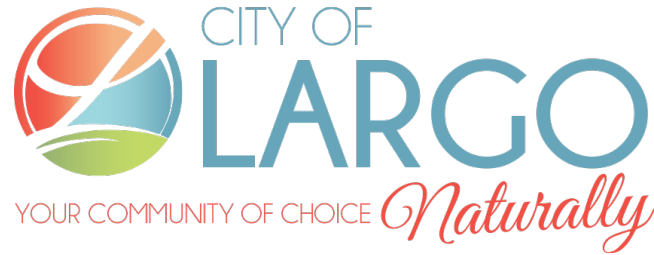
- Donna Holck, Commissioner – Seat 5
- Carol Stricklin, Community Development Director
- Robert Klute, Assistant Community Development Director
- Richard Perez, Planning Manager
- Matt Anderson, Housing Manager
- Arrow Woodard, Housing Grants Specialist
- Brenda Clark, Community Outreach Coordinator
- Katrina Lunan-Gordon, Planner II
- Sam Ball, Planner I

**Organizational Matters**

**Approval of Agenda**

The agenda of April 30<sup>th</sup>, 2018 was motioned by Board member Broihier and seconded by Board member Gatewood. Motion approved 6-0, with 1 absent.





### **Approval of Minutes/Attendance Log**

The minutes and attendance log for March 26<sup>th</sup>, 2018 was motioned by Board member Broihier and seconded by Board member Gatewood. Motion approved 6-0, with 1 absent.

### **Public Comment**

None

### **Presentations**

#### **Draft FY 2017-2018 Community Development Block Grant (CDBG) Action Plan**

The item was introduced by Vice Chair Cruse. An introduction was given by Mr. Matt Anderson, Housing Manager regarding the process in which the presentations from the applicants requesting Community Development Block Grant (CDBG) funds will occur. Ms. Arrow Woodard, Housing Grants Specialist delivered a staff report regarding the draft Action Plan, changes to funding projections and allocations, Department of Housing and Urban Development (HUD) funding stipulations and caveats, alternate project funding, and contingent funding allocations. Mr. Anderson followed Ms. Woodard with a staff report of the Slum and Blight removal program. Members of the Board asked questions and gave comments about funding disbursement procedures. Board member McMullen made a motion to recommend adoption of the draft FY 2018-2019 CDBG Action Plan. Board member Broihier seconded the motion, and as such the Action Plan was approved 6-0, with 1 absent and will be forwarded to the City Commission for approval.

#### **Community Engagement/Involvement (Information Only) – Brenda Clark, Community Outreach Coordinator**

The item was introduced by staff member, Ms. Katrina Lunan-Gordon. A staff report was given by Ms. Brenda Clark, Community Outreach Coordinator regarding the roll of her position in regards to focus areas, outreach coordination among City departments, grant awards, interaction among community associations and organizations, and new programs and initiatives.. Members of the Board asked questions, gave comments regarding the positive results see thus far in resident participation and promoting the City.

#### **CDAB's SWOT Analysis and Strategy Mapping**

The item was introduced by staff member Ms. Katrina Lunan-Gordan requesting the item be moved to the subsequent meeting. Board member Gatewood made a motion to move the CDAB SWOT Analysis and Strategy Mapping workshop to the June 25<sup>th</sup>, 2018 meeting. Board member Broihier seconded the motion, and as such the change to the agenda was approved 6-0, with 1 absent.

### **Items from Members of the Board**

None

### **Next Meeting Date**

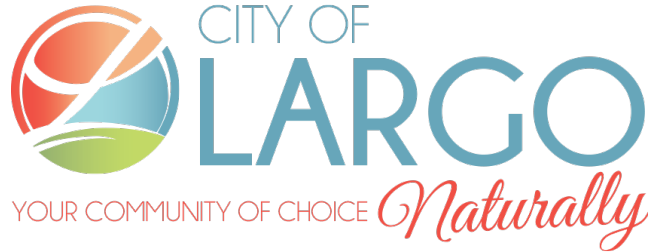
The next meeting will take place Monday, June 25<sup>th</sup>, 2018.

### **Adjournment**

Vice Chair Cruse adjourned the meeting at 8:05 pm.



Subject: CRAAB Meeting Minutes  
Agenda Date: April 30, 2018



Largo Community Redevelopment Agency  
Post Office Box 296, Largo, Florida 33779-0296

---

**MEETING MINUTES  
COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD  
Monday, April 30, 2018  
6:00 PM  
Community Room, Largo City Hall**

**Call to Order and Roll Call**

The April 30, 2018, the meeting of the Community Redevelopment Agency Advisory Board (CRAAB) was called to order at 5:55 PM by Board Chair, Maria Kadau.

Roll call was held:

Board Members Present: Maria Kadau, Janyce Cruse, Anita McHenry, Allison Broihier, Neil McMullen, Beverly Gatewood, Joe Barkley, Laura Guroian, Chris Peoples and Stacey Shaffer.

Board Members Absent: Jay Dingman.

Also in attendance: Commissioner Donna Holck, Director of Community Development, Carol Stricklin, Assistant Director of Community Development Robert Klute, Economic Development Manager Teresa Brydon, Planning Manager Rick Perez, Economic Development Coordinator Karisa Rojas-Norton, Planner Katrina Lunan-Gordon and Planner Sam Ball.

**Organizational Matters**

**Approval of agenda.**

Cruse made a motion to approve the agenda. Shaffer seconded the motion. Motion approved with 10-0, with 1 member absent.

**Approval of minutes.**

Broihier made a motion to approve the minutes. Cruse seconded the motion. Motion approved with 10-0, with 1 member absent.

Board Chair Kadau announced that she would be leaving the meeting early and Board Vice-Chair Cruse would take over to Chair the meeting.

**Public Comment**

None

Subject: CRAAB Meeting Minutes  
Agenda Date: April 30, 2018

**Presentations:**

**Review of the Real Estate Development (RED) Grant for West Bay Lofts (500 & 600 Block of West Bay Drive)**

Economic Development Coordinator Rojas-Norton thanked the Board for agreeing to convene for a special meeting to review the incentive package for Largo Central LLC. Rojas-Norton introduced the developer, Gary Tave, as the Managing Member of Largo Central LLC, and Tave introduced his residential leasing agent, Rick, for the property. Rojas-Norton explained that she would provide an overview of the project and would have Tave join her to answer questions about the project, and then after the questions she would present on the program and analysis. Rojas-Norton explained that the *West Bay Lofts* development will have 123 Class A, market-rate residential units above 40,000 gross square feet of commercial space and accompanying structured parking. She provided an overview of the site plan for each building footprint and then deferred questions about the site to Tave.

Board Member McMullen asked if the units would be for rental or for sale. Rojas-Norton responded the units are rentals.

Board Chair Kadau asked Tave if it is his first foray into retail. Tave responded yes and that this is his first time developing a mixed-use project with his own money. He explained that he has an extensive development background while working for the Navy. He explained that as the Construction Manager within the Navy, he has managed large projects such as an airport in Italy, housing in Puerto Rico, barracks, lodges, and more. He has a strong construction and project management experience, but will be working with leasing experts to bring in the commercial tenants, and brought on a separate agent to do the residential leasing.

McMullen asked what level commercial spaces will there be. Tave responded that the space will be Class A. McMullen asked if it was possible. Tave responded that the tenants for the residential component will be midlevel tenants. He will be marketing to the employees within the Medical Arts District. He will be hiring a commercial leasing broker to solicit for commercial tenants.

Kadau asked how many tenant spaces will be on the ground floor and Tave responded that it will be determined by the type and number of tenants that sign leases.

Board Member Shaffer stated that there are many medical students in the region that are working on their residency in the area hospitals and would probably find the apartments attractive to rent or to rent with other medical students. Tave stated that he currently owns a property on 14<sup>th</sup> St N but there are not many apartments for mid-level professionals such as pharmacy technicians, x-ray technicians, and others. They live in Gateway North and he wants to accommodate those types of tenants.

Cruse stated that the most important thing she recognized is that this is the first experience of magnitude for Largo. This is the beginning of a change and other developers will be following along closely. She thanked Tave for making an investment in Largo.

McMullen asked how many other partners would be investing in the project. Tave responded that he has passive investors but he is the general partner. He says it was challenging convincing people that Downtown Largo is worthy of investment but he is happy to say he has equity in the bank for the project and the term sheets are waiting to be signed. McMullen asked about the income rate for the residents and Tave responded their income will be \$50,000 and above.

Board Member Barkley asked why can't the derelict home on the 600 block be incorporated into the project. Tave responded that he originally had a handshake agreement with the owner and then the owner changed his mind about selling. However, the project is designed so if there is an expansion opportunity he could easily incorporate the property into the project. Community Development Director Stricklin added that the property Barkley describes has been cited for minimum property maintenance and was taken to the Code Board for action. Barkley responded that the building should be condemned. Stricklin stated that the City agrees and the focus is to take the vacant property to

Subject: CRAAB Meeting Minutes  
Agenda Date: April 30, 2018

Code Board.

McMullen asked if the rents for the apartments will vary. Tave responded that the rents will be at the top of the market.

Board Member Guroian asked about the cost to demolish the buildings, asked about the commercial buildings with active leases and the cost to sell the property. Stricklin responded that the house that was originally part of the 500 Block was preserved and relocated by the Housing Division. Brydon responded that the cost of the 500 Block was \$200,000. Guroian asked if the developer was receiving a density bonus of 45 units per acre, what is the normal number of units that can be developed. Brydon responded 30 units per acre in the allowable density without the bonuses.

Kadau asked if the funding from the RED Grant was necessary to complete the project. Tave stated that the RED Grant would not make or break his project, but he is requesting the maximum amount. He will leverage the funding and consider it as support from the City for the project. He took a loss when purchasing the 600 Block above market value to make the project but wanted to have the two full blocks as part of a larger vision and larger project that Largo deserves. Kadau stated that she needed to leave the meeting early but wanted to go on the record in support for an incentive for Tave's project.

Cruse stated that what Tave is doing in Downtown Largo is wonderful and that it will help Largo get away from being a pass-through City. She asked what the time frame is for the project. Tave responded the process will take approximately eighteen months from groundbreaking to grand opening. Cruse added that she would like him to come back and provide updates on the tenants and vacancies. She stated she is excited about shopping there and requested an update to the CRAAB after the project is completed and open. Tave stated that he has a public Facebook page for the project (<https://www.facebook.com/LargoCentralLLC/>). She stated that he has a marketing budget and will have a website, he is eager to engage in publicity for the project.

Board Member Peoples stated that there's currently no destinations in Downtown Largo. Retail will make the area stand out. The retail will be the meat on the plate and draw businesses to open there.

Board Member Broihier thanked Tave for being at the meeting. She stated that having the opportunity to meet Tave makes the project more exciting. She stated that he knows the community and wants to keep this property shows that he has community pride. Despite the hard work it's been a lot of the same retailers in Largo and this will bring something different, and hopefully higher-end retail into Largo.

Peoples asked when is everything going to come together and Tave responded that he is at the finish line of preparation and he is at the end of the beginning of the process and would like to invite the CRAAB to the groundbreaking.

McHenry stated that the project hits closer to home because she lives in Downtown Largo and it would be nice to walk to retail and restaurants close to home. She wished Tave luck on the project.

McMullen stated that he is conflicted. His family has been in Largo for many years and as bankers. He is not philosophically against incentives. He stated that by Tave's own admission he picked up the property at low rates and the finances worked before last summer, and in December have worked and will be even better due to the new tax code update. He has pass through concerns. He added that the CRAAB is not the fiduciary for Largo but the City Commission is. The incentive is not big money but it seems like he has already received an "atta boy" from the City Commission and now he will be able to claim more income and advanced depreciation and that would be a boost for his business. If all the TIF revenue was retained, what harm would be done and what good could be done elsewhere in the District? There is an opportunity cost and the incentive is not needed at this time. Tave responded that he paid \$1.55 Million for the property where the fair market value was probably \$800,00 if that. It was an unfortunate necessity to complete the project and an acre and a quarter of the 500 block didn't cut it. There was not enough density to make the project work. McMullen stated that the cap rate should still work.

Subject: CRAAB Meeting Minutes  
Agenda Date: April 30, 2018

Broihier stated that she is not one to advocate for a property tax abatement, but she wants to show Gary and other developers that this community wants this project. She stated that we have been working on Downtown Largo for nearly a decade and the people and the City wants this. This is a sign to the other developers that we absolutely understand.

McMullen stated that looking at it from both sides, the numbers looked good last August but now is there a need? Both Cruse and Board Member Beverly Gatewood stated there is a need. McMullen stated but the numbers worked last year.

Broihier stated, in my opinion, I feel it is worth it. Peoples added that she thought it was worth it.

Guroian stated she understands but she is in conflict because of similar reasons. She stated that the City has already demonstrated enthusiasm for the project. As an owner of a business on West Bay Drive she understands the magnitude of a project and it is awesome, however, incentives have already been given and the City has illustrated backing. There was the purchase from the City, density bonuses, and giving the alley. The City is being responsible for more costs and more costs. Residents are giving tax increment and she is considering what that means for residents and the community. Incentives have been given and its a shame to give away new revenue that at the end comes to the County and City.

McMullen stated that the legislation regarding the CRA, it will come back and with the new property exemptions he can see properties being taken off the tax rolls because of the homestead exemption. Broihier added that she would encourage the CRAAB to educate themselves regarding the homestead exemption and what they plan to vote on. She shared that the property appraiser's office has a link on how much you would save as a homeowner.

Broihier stated she she would like to make a motion to recommend an incentive of 50 percent of Largo's portion of the tax increment from the West Bay Drive for the *West Bay Lofts* project, for a period of ten years. Barkley seconded the motion. The motion passed 7-2, with two members absent.

### **Items from Board Members (including remarks regarding old or new business)**

#### **Old Business**

- Legislative update:
  - Rojas-Norton thanked the CRAAB for the letters and support this legislative session. She explained that the CRA Bills died at the end of the legislation session, but the Florida Redevelopment Association anticipates the bills will be brought back. We consulted with the City's legislative coordinator regarding whether the City/CRA would seek a legislator to sponsor the bill. The Florida Redevelopment Association has requested to wait at this time until they get a better understanding of the new leadership and their goals for the year. Rojas-Norton agreed to keep the CRAAB apprised of plans for the upcoming legislative session.

#### **Next Meeting Date**

The next meeting was confirmed to be held on June 25, 2018.

#### **Adjournment**

Broihier made a motion to end the meeting and it was seconded by Cruse. The meeting was adjourned 7:22 PM.