

## **GREENVILLE REDEVELOPMENT COMMISSION MINUTES**

June 2, 2009  
Greenville, NC

The Greenville Redevelopment Commission met on the above date for a meeting at 5:30 p.m. in the City Council Chambers of the City Hall Building located at 200 West Fifth Street.

### **COMMISSION MEMBERS PRESENT:**

Evan Lewis	Dennis Mitchell, Chair
Chris Mansfield	Robert Thompson, Vice-Chair
Don Mills	Terri Williams

### **COMMISSION MEMBERS ABSENT:**

Melissa Hill

**STAFF MEMBERS PRESENT:** Sandy Gale Edmundson, Secretary; Jonathan Edwards, Audio; Merrill Flood, Director of Community Development; Cori Hines, Neighborhood Liaison/Ombudsman; and Carl Rees, Urban Development Planner

**OTHERS PRESENT:** Max R. Joyner, Jr., City Council Liaison

### **ADDITION TO THE AGENDA:**

Staff asked that Greenville Wayfinding – Structural Design Services be added to the agenda as Item XI.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Don Mills to approve the addition to the agenda. Motion carried unanimously.

### **APPROVAL OF MINUTES OF MAY 5, 2009:**

Motion was made by Mr. Robert Thompson and seconded by Ms. Terri Williams to approve the May 5, 2009 minutes. Motion carried unanimously.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **CONSIDERATION OF CONSTRUCTION CONTRACT FOR READE AND COTANCHE STREETScape PROJECT**

Mr. Rees: On May 19, 2009, Reade and Cotanche project bids were received. From

the lowest to the highest from Hudson Brothers for \$711,717.00; ECON International for \$844,144.50; ER Lewis for \$960,589.40, Lanier Construction for \$1,066,115.80; and Greenville Paving and Contracting for \$1,029,306.50.

Mr. Rees: The project will consist of performing streetscape improvements along Cotanche Street from its intersection with East Fifth Street to its intersection with Reade Circle, along Reade Circle from its intersection with Cotanche Street to its intersection with East Fifth Street at the Reade Circle/Cotanche Street intersection and improvements to the Hodges Public Parking Lot. The improvements will include the installation of decorative concrete sidewalk and brick pavers, street resurfacing of the identified sections, various parking lot improvements, textured crosswalks and landscaping. Funding for this project will be provided through funds from the 2004 General Obligation Bonds funds for the Center City Revitalization Area.

Mr. Rees: Staff recommends that the Commission award a construction contract for the Reade and Cotanche Streetscape Project to Hudson Brothers Construction Company in the amount of \$711,717.00, plus a contingency budget of \$35,585.85 for a total project cost of \$747,302.85.

Motion was made by Mr. Robert Thompson and seconded by Mr. Chris Mansfield to approve staff's recommendation. Motion carried unanimously.

### **UPDATE ON READE AND COTANCHE PUBLIC ART PROJECT**

Mr. Rees: Functional art benches and trash receptacles will be installed. One bench will be off of Cotanche Street and two benches will be off of Reade Street. The trash receptacles will be located throughout. Students at East Carolina University developed designs. Faculty narrowed them down. Staff reviewed six designs along with Emerge Art Gallery and several faculty members from East Carolina University. The Commission was sent these designs out in the agenda packet.

Mr. Mansfield: Are three benches all that will be needed.

Mr. Rees: Yes.

Mr. Mansfield: Is there a plan for bicycle racks or posts?

Mr. Rees: There is a plan for racks.

Mr. Mansfield: Could this be an art project?

Mr. Rees: There is considerable interest for students to produce this work; however, racks for this project were not commissioned from East Carolina University.

Mr. Mitchell: East Carolina University should be worked with as often as possible.

Mr. Rees: The Commission is being asked to authorize the Redevelopment Commission's Secretary to enter into contracts with East Carolina University School of Art students for fabrication of three benches and six trash receptacles at a price not to exceed \$1,200.00 per unit.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to ask the Redevelopment Commission's Secretary to enter into contracts with East Carolina University School of Art students. Motion carried unanimously.

### **CONSIDERATION OF SCOPE AND FEE FOR FIVE POINTS PLAZA DESIGN**

Mr. Rees: At the May meeting, the Commission selected the Susan Hatchell Firm. The scoping summary for Susan Hatchell Landscape Architecture, PLLC has been determined:

Site Inventory Research and Evaluation Phase includes site survey, land use survey, initial user group meeting;

Master Plan Phase includes precedent examination, programming report, conceptual plans, public meetings;

Schematic Design Phase includes demolition plan, staking plan, grading plan, architectural plans, planting plans, cost estimates; and

Construction Documentation Phase includes preparation of final construction documents and estimates for bidding.

Mr. Rees: One of the difficult issues about developing the scope is that I think it is still somewhat of a gray area as to what the community wants to do on that site. Staff reminds the Redevelopment Commission that the site was assembled by City Council, so that it might serve as a host site for a parking deck. It is hard to say whether or not a parking deck will be built at that site. There are many different opinions. Having the consultant give a final price on what they are going to do is difficult, because a definite decision has not been made for the site. A fee for the Master Planning Phase was determined, but the Design Phase is still up in the air based on what is decided for the site. The Design Phase fee could go up or could go down depending on what is decided. The Commission is being asked to authorize the Scope as is known today. Flexibility will be built into the contract, so that the fee could go up or down. In 8 to 10 weeks, the Master Planning Process should be brought forth to the Commission to review and study.

Mr. Rees: The Proposed Fees are:

Master Planning Phase (\$23,600.00): Survey and Research  
Master Plan

Design Phase (\$58,050.00): Schematic Design  
Construction Documentation

Mr. Rees: Staff recommends that the Redevelopment Commission approves preliminary scope of work and authorize Susan Hatchell Landscape Architecture, PLLC to proceed with the Master Planning Phase at a fee of \$23,600.00.

Mr. Lewis: Would Ms. Hatchell's firm be used for the Design Phase?

Mr. Rees: Yes, Ms. Hatchell's firm would be used. After the Master Planning Phase is completed, then the Design Phase of Schematic Design and Construction Documentation would be revised.

Ms. Williams: Will the clock stay in this area?

Mr. Rees: The clock is an important piece and the clock will be used, but it may be shifted.

Mr. Mitchell: What burden would the parking deck put on the Five Points Plaza?

Mr. Rees: There is some desire to build an open air structure to serve the market that is there now and may be an expanded market over time. Some have thought that you could even park under that structure during weekdays and the trucks could park under there with their goods when the market is open. The decision has to be made as to whether or not it is the right time to build an open air structure. Running utility infrastructure underground under a four story parking deck would not be feasible. Public art should be displayed so that it will not have to be moved.

Ms. Williams: How many stories will be in the parking deck?

Mr. Rees: No less than two stories and no more than four.

Motion was made by Mr. Robert Thompson and seconded by Mr. Don Mills to approve the scope of work for \$23,600.00 for the Master Planning Phase for the Survey and Research and the Master Plan. Motion carried unanimously.

## **CONSIDERATION OF 2009 – 2010 WORK PLAN AND BUDGET**

Mr. Rees: The 2009 - 2010 Work Plan Items include:

- Center City Design Standards;
- Adaptive Reuse Projects;
- Building Block Grants;
- Business Plan Competition;
- Streetscape Projects;
- Wayfinding Project;
- Revitalization Area Tax Increment Financing (TIF);
- Five Points Plaza Project;
- Mixed Use Development;
- West Greenville Small Business Incubator;
- Science Center – Go Science;
- Civic Art Initiative;
- Revitalization Area Marketing;
- Town Common Area Study; and
- State Theatre Restoration.

Mr. Rees: The 2009 – 2010 Budget:

Acquisition: Per acquisition list in the Redevelopment Commission Annual Work Plan

Infrastructure: Design and construction projects for Reade and Cotanche Project (\$1,000,000.00); Wayfinding Project (\$450,000.00); Five Points Plaza (\$350,000.00); and Town Common (\$50,000.00)

Demolition: Demolition of structures acquired by the Redevelopment Commission; right-of-way clearance

Construction: Predevelopment financing for “big house,” assisted living and incubator projects

Town Common Master Plan has been a joint venture between the Community Development Department and the Recreation and Parks Department.

Mr. Rees: The Redevelopment Commission is being asked to approve the 2009-2010 Redevelopment Commission Work Plan and Budget. Should the Commission approve this item, City Council will review at their June 11, 2009 meeting.

Mr. Mitchell: What does the ® stand for?

Mr. Rees: The ® stands for the Redevelopment budget.

Motion was made by Mr. Robert Thompson and seconded by Ms. Terri Williams to approve the 2009 – 2010 Work Plan and Budget. Motion carried unanimously.

### **CONSIDERATION OF AMENDMENT TO BUILDING BLOCK GRANT GUIDELINES**

Mr. Rees: The amendment to the Building Block Grant Guidelines is as follows:

#### **6.0 DISBURSEMENT OF GRANT FUNDS**

6.1 All approved work must be completed within nine months of the date on the contract. Failure to meet this requirement may result in the loss of the grant. Extensions may be granted at the sole option of the Redevelopment Commission provided that a written extension request is received by the Building Blocks Grant Coordinator prior to expiration of the original nine-month contract period.

Mr. Mansfield suggested that the Commission approve the amendment with the addition of request must be made thirty (30) days prior to expiration.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to approve the amendment with the addition of the request must be made thirty (30) days prior to expiration. Motion carried unanimously.

Mr. Rees said he would make the suggested change.

### **APPOINTMENT OF BUSINESS PLAN COMPETITION SUB-COMMITTEE**

Mr. Rees: The Commission should appoint members of the Commission to the Business Plan Competition Subcommittee to review the applications.

Mr. Don Mills, Mr. Dennis Mitchell and Ms. Terri Williams volunteered to serve on the subcommittee.

### **GREENVILLE WAYFINDING – STRUCTURAL DESIGN SERVICES**

Mr. Rees: Mr. John Bosio of MERJE, the wayfinding consultant, has discussed with me that as part of the North Carolina Department of Transportation requirements, the Design Intent Drawings used for bidding must be signed and sealed by a North Carolina Certified Structural Engineer. Gary K. Munkelt and Associates have been used on similar wayfinding projects. They are familiar with the methods and construction details necessary for these types of sign programs. Their proposal outlines the tasks and scope required to provide calculations and signed and sealed drawings. Work can be completed within 45 days of receipt of purchase order. MERJE will also be involved in assisting with coordination and general project management.

Based on the Scope of Work and Tasks required the following compensation is being requested:

Gary Munkelt and Associates Fee	\$10,500.00
MERJE Fee:	\$ 1,500.00
Expenses:	<u>\$ 500.00</u>
	\$12,500.00 Total Additional Services

Motion was made by Mr. Robert Thompson and seconded by Mr. Don Mills to approve the \$12,500.00 for additional services on the wayfinding project. Motion carried unanimously.

### **REPORT FROM SECRETARY**

#### Expenditure Report

Mr. Flood: The expenditure reports for West Greenville and the Center City have been submitted for review by the Commission.

#### Building Reuse Grant

Mr. Rees: The City is hoping to receive a Building Reuse Grant. There is continued design on the theatre restoration. A presentable façade is in the works.

#### July Meeting

Since the majority of Redevelopment Commission members will be in town in July, the Commission agreed to have their regularly scheduled meeting on Tuesday, July 7, 2009.

### **COMMENTS FROM COMMISSION MEMBERS**

Mr. Mansfield commended Staff as being the best.

Mr. Lewis agreed that the Redevelopment Commission has good Staff working with them.

Mr. Mills said he too thought that City Staff was doing a fine job.

**ADJOURNMENT**

Motion was made by Mr. Robert Thompson and seconded by Mr. Evan Lewis to adjourn the June 2, 2009 meeting. Motion carried unanimously.

Respectfully submitted,

Carl Rees, Urban Development Planner  
The City of Greenville Community Development Department