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The regular meeting of the Community Redevelopment Agency Advisory Board was held on Wednesday, March 28, 2018 at City Hall, 400 South Orange Avenue, City Hall, Sixth Floor, Manatee A & B Conference Room, 400 South Orange Avenue, Orlando, Florida. Chair Wendy Connor called the meeting to order at 3:45 p.m. noting a quorum was present.

MEMBERS PRESENT: Wendy Connor, Chair
Bill Lambert, Vice Chair
Doug Taylor
Eugene Jones
Terry Delahunty
Commissioner Victoria Siplin

MEMBER ABSENT: Jamie Barati

STAFF PRESENT: Thomas C. Chatmon, Jr., Executive Director
Walter Hawkins, Director of Urban Development
David Barilla, Assistant Director
Christel Brooks, Administrative Specialist
Ashley Edwards, Board Secretary
Kelly Allen, Marketing Coordinator
Kimberley Allonce, Economic Development Coordinator III
Analys Sanchez, Interactive Media Coordinator
Stacey Adams, Assistant City Attorney
Victoria Walker, Assistant City Attorney II
Mercedes Blanca, Project Manager
Dominique Greco Ryan, Nighttime Economy Manager
Bob Fish, Downtown Facilities Supervisor

Approval of Minutes - A motion was made by Terry Delahunty and seconded by Victoria Siplin to approve the minutes of the February 21, 2018 CRA Advisory Board meeting. The motion carried unanimously.

Chairman's Report

a. Downtown DRI Update – Paul Lewis, FAICP, Chief Planning Manager – Mr.

Lewis updated the Board regarding rescission of the current downtown DRI due to the expansion of downtown. The Board thanked Mr. Lewis for his update.

b. Parramore Update – Walter Hawkins, Director of Urban Development - Mr.

Hawkins updated the Board on things taking place in the Parramore Community. The Board thanked Mr. Hawkins for his presentation.

New Business:

- a. **MEBA Funding Agreement – Neu Blooms, LLC - Kimberley Allonce, Economic Development Coordinator III** The Minority/Women Business Assistance Program was approved by the CRA on August 28, 2006. The MEBA Program assists with small business retention and creation in the MEBA target area as defined within the Downtown Orlando Community Redevelopment Area. The MEBA Program provides financial assistance of up to \$40,000.00 to qualified new and existing retail and service businesses for retention/relocation expenses, purchase of capital equipment, marketing services, and business start-up expenses.

Neu Blooms, LLC is a floral and event design business located two blocks west of the Amway Arena on the first floor of the City View property at 595 West Church Street, Suite J. The business was incorporated in the state of Florida on May 4, 2017; its co-owners, Alysha Smith and Latina Smith began operating their small business from their home before moving to their current location. The owners have extensive experience in the floral industry and pride themselves in creating beautiful arrangements that their clients are sure to love and enjoy. The applicant has requested a MEBA grant funding for capital equipment, rent abatement, relocation/expansion cost, and marketing assistance, totaling \$39,400.11. The MEBA Advisory Board recommended approval of funding for up to \$39,400.11 at the February 21, 2018 MEBA Advisory Board meeting.

Staff requested that the CRA Advisory Board recommend approval of the MEBA Funding Agreement between the CRA and Neu Blooms, LLC and authorization for the Chairman and Executive Director of the CRA to execute the Agreement, subject to the review and approval of the City Attorney's Office.

A motion was made by Terry Delahunty and seconded by Victoria Siplin to approve the MEBA Funding Agreement between the CRA and Neu Blooms, LLC and authorize for the Chairman and Executive Director of the CRA to execute the Agreement, subject to the review and approval of the City Attorney's Office. The motion carried unanimously.

- a. **CRA Infill Housing Down payment Assistance Program - David Barilla, Assistant Director -**

In an effort to increase owner-occupancy of single family homes in the Parramore area, the CRA has started constructing homes on some CRA and City owned lots within the Downtown CRA. To ensure the success of the project, the CRA desires to provide down payment/closing cost assistance to purchasers of the CRA constructed homes. The amount of assistance in each case will be based on the actual need of the applicant. This amount will be determined by the CRA in consultation with the lender and based on the difference between the Buyers' loan qualifying amount, as determined by the lender, and other down payment/closing cost assistance funds available to the Buyer. The CRA assistance will be no greater than the difference between the amount determined with the lender and appraised value of the property, with maximum funding of \$100,000 per applicant. Applicants must meet certain criteria to be eligible for such assistance from the CRA:

- Be a first time homebuyer (not owned within previous 3 years) UNLESS are City of Orlando Employee, Teacher/School Administrator or Public Safety Personnel
- Complete a first time home buyer education course by a HUD approved housing

- counseling agency as listed on the City and CRA websites
- Be able to obtain a loan commitment for a first mortgage of at least \$125,000 with a fixed rate from a City of Orlando certified lender as listed on the CRA and City websites and meet the following underwriting criteria: 1) Housing expense ratio of 38% or less, 2) Maximum debt-to-income ratio of 45%, and 3) Minimum credit score of 640
 - Maintain the home as applicant's homestead/principal residence for a minimum of five (5) years; if rented or sold within such period, the full amount of assistance must be paid back to the CRA (a recorded mortgage and note will be placed on the property for the five (5) year period)
 - Provide a minimum of \$1,000 of household money toward down payment/closing costs

Staff requested that the CRA Advisory Board recommend to the CRA that it approve the CRA Infill Housing Down Payment Assistance Program for new construction homes that are part of the CRA's infill housing initiative, subject to review and approval of the City Attorney's Office, and authorize the Chair and Executive Director to execute all necessary program documents including but not limited to notes and mortgages.

The Board discussed the program and requested that healthcare personnel be added to the list of exceptions to the first time homebuyer requirement.

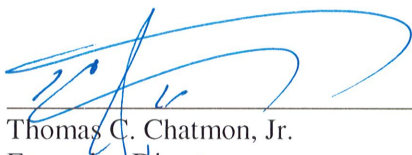
A motion was made by Terry Delahunty and seconded by Eugene Jones to approve the CRA Infill Housing Down Payment Assistance Program for new construction homes that are part of the CRA's infill housing initiative, subject to review and approval of the City Attorney's Office, and authorize the Chair and Executive Director to execute all necessary program documents including but not limited to notes and mortgages. The motion carried unanimously.

Next Meeting

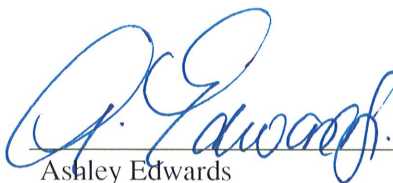
The next scheduled meeting of the Community Redevelopment Agency Advisory Board is Wednesday, April 25, 2018 at 3:00 p.m., at City Hall, Megabyte Conference Room, on the Fifth Floor.

Adjournment

There being no further business to come before the Community Redevelopment Agency Advisory Board, Chair Wendy Connor adjourned the meeting at 4:46 p.m.



Thomas C. Chatmon, Jr.
Executive Director



Ashley Edwards
Board Secretary