



AB

MEETING NOTICE

WELCOME! We are very glad you have joined us for today's meeting. If you are not on the agenda and would like to speak at the meeting and address the Board, please fill out an appearance form and hand it to the Board Secretary. When you are recognized, state your full name, address, and speak directly into the microphone. The Board is pleased to hear relevant comments; however a 5-minute limit is set by City Code. Large groups are asked to name a spokesperson. Robert's Rules of Order governs the conduct of the meeting.

A meeting of the Community Redevelopment Agency Advisory Board will be held Wednesday, March 28, 2018 at 3:00 p.m., City Hall, Sixth Floor Manatee A & B Conference Room, 400 South Orange Avenue, Orlando, Florida.

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes - Approval of February 21, 2018
4. Chairman's Report
 - a. Downtown DRI Update – Paul Lewis, FAICP, Chief Planning Manager
5. Parramore Update – Walter Hawkins, Director of Urban Development
6. Public Comment
7. New Business
 - a. MEBA Funding Agreement – Neu Blooms, LLC - Kimberley Allonce, Economic Development Coordinator III
 - b. CRA Infill Housing Down Payment Assistance Program – David Barilla, Assistant Director
8. Date of Next Meeting – April 25, 2018 at 3:00 PM, in Megabyte Conference Room, 5th Floor
9. Adjournment

Persons wishing to appeal any decision made with respect to any matter considered at the Community Redevelopment Agency Advisory Board meeting, will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 24 hours in advance of the meeting at 407-246-2251

Downtown Development Board/Community Redevelopment Agency
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MEMORANDUM

TO: Wendy Connor, Chair
Bill Lambert Vice Chair
Jamie Barati
Doug Taylor
Eugene Jones
Terry Delahunty
Commissioner Victoria Siplin

FROM: Thomas C. Chatmon Jr., Executive Director of the Downtown Development Board/Community Redevelopment Agency

DATE: March 28, 2018

SUBJECT: Agenda items to be considered at the Community Redevelopment Agency Advisory Board Meeting for Wednesday, March 28, 2018.

Approval of Minutes:

Staff will be available to answer any questions prior to Board consideration of approving the minutes of the February 21, 2018 Community Redevelopment Agency Advisory Board Meeting.

Downtown DRI Update: Paul Lewis, FAICP, Chief Planning Manager

Parramore Update: Walter Hawkins, Director of Urban Development

Public Comment:

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 is requesting 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.

b. 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 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 requests 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.

Date of Next Meeting: The next CRA Advisory Board meeting will be held April 25, 2018 at 3:00 pm in the Megabyte Conference Room.

Adjournment