

January 11, 2021

The meeting was called to order at 6:30 p.m. by Vice Mayor Lewis with prayer and salute to the flag. In attendance: Lewis, McKenzie, McClendon, Harden, and Edwards.

Vice Mayor Lewis made a motion to approve the December 14, 2020 minutes as presented by the Clerk, second by Harden, 4/0.

Dallas Marshall and Walt Dickson requested a variance from the Council for 6 lots Mr. Marshall purchased on Yellow Jacket. Mr. Marshall would like to build 3 sets of duplexes, with a zero-lot line.

Mayor Edwards joined the meeting.

Mr. Dickson stated Mr. Marshall intends to sell the duplexes and would like to use the alley on Winter Street for parking, taking ownership and maintenance responsibility. Attorney Cox stated the space between each set of duplexes will help with density and allow emergency vehicle access. However, he suggests waiting until changes to the existing land development code are complete. Mayor Edwards requested Mr. Marshall and Mr. Dickson talk to Somer Pell in the County Zoning Department and get her input (i.e., location, driveway, drainage, etc.) on the proposal.

Ashley Hagan Binder, Keith Engineering, introduced herself as one of the firms who submitted an RFQ for the downtown overlay and 319 corridor.

Alan Hart, BDI, provided an update on the CDBG Stormwater Grant. Mr. Hart stated the contractor is working on the punch list and Mr. Hart as well as Leonard Tartt will conduct a final walk-thru Friday, January 15.

Attorney Cox stated 3 firms (Kimley-Horn, Marquis Latimer & Halback, Sand County Studios-Keith Engineering) submitted packets in response to the City's RFQ. The Council scheduled a workshop on February 1, 6:30 p.m. for companies to make a presentation. Once the City enters into an agreement with one of the firms, the citizens will have an opportunity to express support or concerns at public hearings.

Attorney Cox also suggested a moratorium on building and zoning changes until the City adopts design standards.

Mr. Cox will prepare an ad for the sale of 110 Municipal Avenue. Sealed bids will be due by Thursday, February 4, 4:00 p.m., to be opened at the February 8, Council meeting. The building will be sold "as is". The bids cannot be lower than appraised value (\$30,000) and must be accompanied by a 20% deposit. The highest bidder will be given a twenty-day due diligence period, followed by closing within twenty-five days. The bidder can withdraw their bid within the twenty-day period, at which time the City will contact the next highest bidder.

Attorney Cox sent a letter to DEO stating the City is not amending the comp plan but looking at changes to the Land Development Code.

The financial and adjustments reports were approved by signature of the Council.

Melinda Marks submitted a request for an adjustment to her December 31 water bill. Given the customer has previously received an adjustment, the Council offered Ms. Marks a payment plan instead.

With the recent passing of Frank Spears, the City Park attendant, Councilman McClendon asked staff to let the Council know if the family has any needs.

Vice Mayor Lewis asked if the City would like to include a stipend with the park attendant position. The position will be added to the February 8 agenda for discussion. Mr. Lewis also would like to see the inmates clear the walking paths at the Park, along with installing a barrier along the river spaces to keep RV's from backing too far.

Councilman Harden stated Frank will be missed. Mr. Harden also asked if the City has a marketing plan for the park.

Mayor Edwards would like to have a marketing plan for the park as well. Mrs. Edwards also stated the January Community Market was a great success and will be held the 2<sup>nd</sup> Saturday, each month.

Councilman McKenzie would also like to see all renovations completed at the City Park and then work on a marketing plan.

Vice Mayor Lewis asked for an update on the Mom's Restaurant property and the sidewalk in front of the Lawhon house on Rose Street. Attorney Cox stated the monitoring wells in front of the house are closed and DEP has no interest, and the right-of-way needs should be addressed with the property owners.

Mayor Edwards will contact the property owners of the Lawhon house and the adjacent vacant lot and ask for a 5' easement and negotiate down if needed.

With no further business, the meeting adjourned at 8:00 p.m. Motion by Lewis, second by McKenzie.

February 1, 2021

### 319 Corridor/Downtown Overlay Workshop

The workshop was called to order at 6:30 p.m. by Vice Mayor Lewis with prayer and salute to the flag. In attendance: Lewis, McKenzie, McClendon, and Harden.

Vice Mayor Lewis opened the workshop detailing the reason for the City requesting a RFQ for design standards related to the 319 corridor and the downtown overlay district.

Attorney Dan Cox addressed the 3 firms who responded to the RFQ, and stated the City will be making their decision based on qualifications, staffing, time frame, etc. The City will also consider each company's time frame as it relates to the City's potential moratorium on zoning.

Each company was given time to present their individual design ideas and time frame.

Marquis Latimer & Halback was represented by Jeremy Marquis and Andrew Castanheira. ML+H is headquartered in St. Augustine. Projected timeline – up to 10 months.

Sand County Studios/Keith Engineering was represented by Jim Sipes and Ashley Hagan Binder. Sand County Studios is headquartered in Lexington, KY, and Ashley Binder with Keith Engineering, is in Tallahassee. Projected timeline – 5 to 6 months.

Kimley-Horn was represented by Ali Palmer, Joe Crozier, and Jon Sewell. Kimley-Horn is headquartered in Raleigh, NC with an office located in Tallahassee. Projected timeframe – approx. 6 months.

After the presentations, Attorney Cox instructed the Council to come back to the February 8 meeting with rankings and thoughts on cost and duration of moratorium. Once ranking is established, Mr. Cox, along with City Clerk Ashley Schilling will meet with the selected firm and negotiate price.

The workshop ended at 8:36. Motion by Lewis, second by McKenzie.