CITY OF NORWALK
REDEVELOPMENT AGENCY
REGULAR MEETING
MAY 10, 2016

ATTENDANCE:	Felix R. Serrano, Chairman; Commissioners Lori Torrano, LaTanya Langley and Tom Devine
AGENCY COUNSEL:	Marc Grenier, Esq.
STAFF:	Timothy T. Sheehan, Executive Director; John Slovak, Comptroller; Susan Sweitzer, Senior Project Manager; Elizabeth Stocker, Director of Economic Development; David Shockley, Neighborhood Improvement Coordinator; Eugenia Lupinski, Senior Accountant
OTHERS:	Douglas Adams, GGP; Robert Jakubik, GGP; Attorney William Hennessey; Attorney Peter Nolin, Former Mayor William Collins

PUBLIC HEARING – REED PUTNAM URBAN RENEWAL PLAN

Mr. Sheehan said the Commission is being asked to modify the recently approved Reed Putnam Urban Renewal Plan as certain figures are not specific to the overall development goals and objectives and would be better accommodated in the Conceptual Master Site Plan (CMSP) and addressed in the final design review for the entire project rather than the URP itself. The modification seeks to delete Figures 9, 11 and 12 from the plan and continues the omission of Figure 14 and substitutes Figure 3 with the previously approved CMSP as modified April 12, 2016.

Attorney William Hennessey, on behalf of Norwalk Land Development, said Mr. Sheehan's memo accurately depicts their thought behind the modification request and the reasons that they seek it, and he asks the Commission to approve it. He would note that this does have the consent of the only redeveloper impacted by it.

There being no one else who wished to speak, the Public Hearing was closed at 5:37 P.M.

CALL TO ORDER
Chairman Serrano called the Regular Meeting to order at 5:37 P.M.

ROLL CALL
Chairman Serrano noted that a quorum was present.

1. **APPROVAL OF MINUTES**
   A. March 8, 2016 Regular Meeting

Chairman Serrano said he will entertain a motion to table the March 8, 2016 minutes as they do not have a quorum to approve those minutes.

** **MS. LANGLEY MOVED TO TABLE THE MINUTES OF MARCH 8, 2016.**
** **MR. DEVINE SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

B. April 12, 2016 Regular Meeting

** **MR. DEVINE MOVED TO APPROVE THE MINUTES OF APRIL 12, 2016.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

II. FINANCE

A. Norwalk Redevelopment Agency March 31, 2016 Year-To-Date Quarterly Statements of Revenues and Expenses and Balance Sheets for all Funds

Mr. Slovak reported and the March 31, 2016 Year-to-Date Quarterly Statements of Revenues and Expenses and Balance Sheets for all Funds as follows:

- Total Revenues are $1,150,385 versus a budget of $1,174,752 for a $24,367 unfavorable revenue variance.

- Total expenditures are $1,101,249 versus a $1,184,651 expenditure budget resulting in a $83,403 favorable expenditure variance.

- There is an actual year to date operating surplus of $49,137 versus a budgeted year to date $9,899 deficit resulting in a favorable quarterly year to date operating variance of $59,036.

- Operating Fund 100 Balance Sheet has $8,377,581 cash, accounts receivable and due from other funds, and $244,790 in net loans receivable and other assets. There are $3,570,835 in Deferred Revenues which will be earned when expended, and $4,288,114 in Net Assets.

- The GGP operating fund 115 has expenditures of $147,127 on 3/31/16. On the balance sheet there is ($20,838) of assets and ($20,838) of liabilities and nets assets.

- CDBG Revolving Loan Fund 200 Statement of Revenues and Expenditures has $29,597 interest income from notes receivable and expenditures of $5,612 resulting in a $23,985 operating surplus. The CDBG Revolving Loan Fund Balance Sheet has $303,435 in cash, $89,801 due from other funds, $755,061 net loans receivable, $631,908 in liabilities, and $516,390 in net assets.

- CDBG Non-Revolving Loan Fund 300 Statement of Revenues and Expenditures which includes NRA and sub-grantees has revenues of $830,686, program expenditures of $984,805 resulting in an operating deficit of $154,119 which has subsequently been reimbursed from a CDBG drawdown. The Balance Sheet for CDBG (NRLF) Fund 300 has $648,974 in cash and receivables, $53,953 in net loans receivable, and $702,927 in liabilities and net assets.

- Norwalk Redevelopment Agency Project and Program Fund 500 Statement of Revenues and Expenditures encompasses various Capital Budget Grants from the City of Norwalk, grants from the State DECD, and other grants. The NRA Project and Program Fund has $1,869,899 in revenue and $2,137,341 in program expenditures resulting in an operating deficit of $267,442 to be reimbursed from various city capital budgets. The NRA Project and Program Fund balance sheet contains $388,580 in total assets, and $388,580 in liabilities and net assets.

** **MR. DEVINE MOVED TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

B. Approve the acceptance of all Capital and Operating grants and authorize the Agency Chairman to execute the payment of all related expenditures

Mr. Slovak said the City provided an Operating Budget for the NRA for fiscal year ended 6/30/17 in the amount of $486,897, which is $67,992 additional operating budget revenue over the previous fiscal year. This includes $143,013 for Housing site Development Agency, $132,466 for the City Marketing Director, $137,716 for the Fair Housing Officer and $73,702 for Neighborhood Improvement.

The City also provided NRA Capital Budgets for FY 6/30/17 in the amount of $1,410,000 which is an $85,000 increase over the previous fiscal year. This includes $500,000 for Wall Street Improvements, $250,000 for Choice Neighborhoods District, $250,000 for Affordable Housing, $250,000 for Transit Oriented Development, and $160,000 for façade improvements.

Mr. Sheehan said the reason this is on the agenda is the Agency needs to accept the operating grants because that comes into their budget and assists in payroll for the various positions related to these programs. The other issue is that the Chairman actually executes payment for Capital Budget expenditures and there needs to be an approval trail that empowers the Chairman to make those expenditures on behalf of the NRA.

** **MS. LANGLEY MOVED TO APPROVE THE CITY OF NORWALK PROVIDED OPERATING BUDGET TO THE NORWALK REDEVELOPMENT AGENCY IN THE AMOUNT OF $486,897 FOR FISCAL YEAR ENDING JUNE 30, 2017, AND ALSO AUTHORIZE THE BOARD CHAIRMAN THE AUTHORITY TO APPROVE ALL EXPENDITURES FROM THESE CITY PROVIDED OPERATING BUDGETS.**
** **MR. DEVINE SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

** **MS. LANGLEY MOVED TO APPROVE THE CITY OF NORWALK PROVIDED CAPITAL BUDGETS TO THE NORWALK REDEVELOPMENT**

AGENCY IN THE AMOUNT OF $1,410,000 FOR FISCAL YEAR ENDING JUNE 30, 2017, AND ALSO AUTHORIZE THE BOARD CHAIRMAN THE AUTHORITY TO APPROVE ALL EXPENDITURES FROM THESE CITY PROVIDED CAPITAL BUDGETS.

** **MR. DEVINE SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

Chairman Serrano noted that the item regarding the requested FY16 Operating Budget line item adjustment will be taken up as new business as it was not on the agenda .

C. Review of proposed FY 2017 Operating Budget

Mr. Sheehan said staff has prepared a proposed NRA Operating Budget for FY 2017 which includes a $141,896 increase in expenditures and is broken down $57,500 in salary and benefits to support the expansion of the Agency's planning and community development services, a $9,000 increase in marketing to expand the Agency's community outreach and messaging, and a $6,000 increase in information and technology to replace and upgrade equipment. The remaining budget increased by only $69,396, or 4.5%, which is mostly attributable to 10% rise in health care insurance and 20% increase for legal services in contemplation of a potential fee adjustment.

Chairman Serrano said this will come up at their meeting next month, so they will have time to review it. Overall they are keeping the increase below 10%, which was the goal that the Executive Director and he talked about.

III. BUSINESS

A. REED PUTNAM URBAN RENEWAL PLAN AREA

1. Approve Modifications to Reed Putnam Urban Renewal Plan

Mr. Sheehan noted that the technical modifications that the Commissioners are being asked to consider with regards to the Reed Putnam Urban Renewal Plan are more aligned with the Conceptual Master Site Plan that they will be following at a future date, and they are also reaffirming the finding of the Urban Renewal Plan as put forward previously.

Attorney Grenier said in working with the redeveloper, they wanted to have language that they did in fact consent to the proposed modification, so he took the liberty to set forth seven whereas clauses in a resolution, which he thinks covers everything that is going to be approved and replaces the actions.

** **MR. DEVINE MOVED APPROVAL OF THE RESOLUTION, WHICH HE READ INTO THE RECORD (COPY ATTACHED).**

** **MS. LANGLEY SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

(Ms. Torrano joined the meeting at 6:05 PM)

B. LANDSCAPE AND MAINTENANCE SERVICES

1. Authorize the Chairman to execute a contract with Meticulous

Landscaping and Design, Inc. for Landscape Maintenance Services to begin on May 11, 2016 and end on May 10, 2017 for $115,055 with a 10% contingency.

Mr. Sheehan said at the February meeting the Commissioners authorized Agency staff to release the request for proposals for landscaping maintenance, which they sent out to approximately 500 firms, and are putting forward for the Commissioners' consideration Meticulous Landscaping and Design located at 46 Bouton Street in South Norwalk, for an all-inclusive price of $115,055. Agency staff will be meeting with them every two weeks for the first month and then on a monthly basis to ensure that the coordination is going effectively.

David Shockley introduced Joseph Tamburro, owner of Meticulous Landscape, and Liz Conte, Office Manager, who are excited about getting to work.

Chairman Serrano commended Mr. Shockley on the work he did in putting the proposal together.

** **MR. DEVINE MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A CONTRACT WITH METICULOUS LANDSCAPING AND DESIGN, INC. FOR LANDSCAPE MAINTENANCE SERVICES TO BEGIN ON MAY 11, 2016 AND END ON MAY 10, 2017 FOR $115,055 WITH A 10% CONTINGENCY.**
** **MS. LANGLEY SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

C. **TRANSIT ORIENTED DEVELOPMENT DISTRICT REDEVELOPMENT PLAN**
1. Update on Public Hearing

Ms. Sweitzer said there were 13 speakers at the public hearing held on April 12th, ten of which spoke on issues specific to the TOD District Redevelopment Plan, generally in support of the project goals and objectives. The significant issue that was raised was affordable housing, and then there were some random remarks addressing environmental issues, as well as a number of issues unrelated to the Plan. Affordable housing is definitely one of the components of the plan that they will be revisiting and will come back with some revised means to address the concerns.

Mr. Sheehan said this is being brought before the Commissioners in order to get their feedback as to areas that they want staff to focus in on with regards to the public comments that were brought forward.

Ms. Langley said she is happy to know that they are focusing on affordable housing and that the Commissioners will have the opportunity to be involved in that discussion publicly, as that is an area that she is very passionate about and she wants to make sure that the public recognizes that they are looking at this language and are working together to make sure that that issue is addressed.

Mr. Sheehan said staff has had a lot of conversation as to how the plan itself can address affordable housing, because a redevelopment plan cannot supplement a municipality's affordable housing plan for the entire municipality. That has got to be a more comprehensive document, and he thinks what they were hearing was that there is a lack of an affordable housing plan for the municipality, which is an issue that ultimately the Redevelopment Agency, the Zoning Commission and the Planning Commission are all going to collectively have to begin to address, so their objective should be to try to put a plan forward that sensitively addresses the issue of affordable housing with the understanding that it can be amended to incorporate all of the recommendations.

Ms. Langley said there were also issues raised about third parties trashing their communities or the areas around their homes and while it doesn't fall neatly into redevelopment, she wants to make sure that Zoning hears from them on this particular issue to ensure that that is being dealt with.

Mr. Sheehan said there is an ongoing struggle relative to uses that are allowed in the I-1 zone and he thinks there should be a look at what is allowed as uses in the I-1 zone. They have a whole package of zoning recommendations that are directly related to this plan and hopefully they will consider them and approve them as recommendations back to the Zoning Commission. The Zoning Commission and the Planning Commission are meeting jointly on the plan on June 7th, so they will keep them advised, or if they would like to attend they will certainly know what the response is.

Ms. Sweitzer said the Planning Commission specifically has been asked and is statutorily asked to comment on the plan and then the Zoning Commission is being asked to take up the zoning recommendation, so both of those components of the District Plan are before them. Mr. Sheehan said the whole TOD Redevelopment Plan team will be present and making the presentation.

Chairman Serrano said they should at least make comment with regards to what is happening regarding housing as well as the AMEC Carting situation.

D. **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 42**

1. Approve using Agency funds as the primary source of reimbursement funding for the CDBG Program consistent with HUD program requirements
2. Authorize the Chairman to execute the payment of all approved CDBG Program expenditures
3. Authorize the Chairman to execute CDBG PY42 contracts and associated documents for "CDBG Planning and Administration" and "City Neighborhoods"

Ms. Strauss said the upcoming CDBG program year begins July 1st and runs to June 30, 2017. The Common Council has approved nearly $895,000 to be granted to 18 Norwalk agencies, including two grants to the Agency for CDBG planning and administration and for City Neighborhoods to address multiple issues within the urban core. Their goals this year are to continue the SoNo Renovation program (addressing 2 homeowner units and 2 rental units), provide technical assistance to at least 4 businesses, continue to work on modernizing Ryan Park, implementing street improvements (Wayfinding and other complete streets) and assessing 8 acres of brownfields properties potentially contaminated land.

** **MS. TORRANO MOVED TO (1) APPROVE THE EXPENDITURE OF AGENCY FUNDS AS THE PRIMARY SOURCE OF REIMBURSEMENT FUNDING FOR THE CDBG PROGRAM CONSISTENT WITH HUD PROGRAM REQUIREMENTS; (2) AUTHORIZE THE CHAIRMAN TO PROCESS SUCH EXPENDITURES; AND (3) AUTHORIZE LATANYA LANGLEY, SECRETARY / TREASURER, TO EXECUTE RESOLUTIONS PERMITTING FELIX R. SERRANO, CHAIRMAN, TO EXECUTE CDBG PY42 CONTRACTS AND ASSOCIATED DOCUMENTS FOR "CDBG PLANNING AND ADMINISTRATION" AND "CITY NEIGHBORHOODS".**

** **MR. DEVINE SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

E. **LOAN PORTFOLIO**

1. Quarterly Report

Ms. Strauss said Connecticut Housing Investment Fund (CHIF) services all of the Agency's loans and sends a monthly report to the Agency. In their packages is a loan report for the 114 affordable housing and micro lending loans that the Agency has in its portfolio. Since January of 2016 the delinquencies have dropped from 9.3% of the portfolio to 5.5%, representing a reduction in at-risk principal of $127,315.

They received a memo from Agency counsel concerning a foreclosure action on a condo unit that has a land lease with North Walke, although the loan reports issued by CHIF did not indicate a delinquency, so they contacted CHIF and discovered that seven of the land leases were in arrears totaling $27,000 but were not picked up by CHIF's software because there was no principal involved. Letters have been sent notifying the seven people that there is an arrearage on their loan, and five have responded, and staff is working with CHIF to correct the problem.

Ms. Strauss said they had an open house for the first house in the South Norwalk Homeownership Program at 68 Lexington Avenue on Saturday, May 7th, and had about 20 perspective homeowners as well as interested parties from the community come by. Everybody said they loved the house and they thought the price was right. They maintained the historic features of the house, but also put in some modern amenities, and it looks really beautiful.

REED PUTNAM URBAN RENEWAL PLAN

2. Schedule Special Meeting to take up final design review of the SoNo Collection Project

Chairman Serrano said they need to schedule a special meeting to do a full design review, and he is suggesting May 18, 2016 at 7:00 PM.

Mr. Sheehan said the reason it needs to be done next week is because it is anticipated by the Director of Planning and Zoning that the project will come up for the Zoning Commission's approval on May 25th and it would be beneficial to have the design review filed with them prior to the 25th.

** **MS. TORRANO MOVED TO SCHEDULE A SPECIAL MEETING ON MAY 18, 2016 AT 7:00 PM.**

** **MR. DEVINE SECONDED.**

** **THE MOTION PASSED UNANIMOUSLY.**

IV. <u>NEW BUSINESS</u>

Attorney Grenier said under New Business they are going to take up the Approval of the March 8, 2016 Regular Meeting minutes.

** **MR. DEVINE MOVED TO ADD APPROVAL OF THE MINUTES OF THE MARCH 8, 2016 REGULAR MEETING TO NEW BUSINESS.**
** **MS. TORRANO SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

** **MR. DEVINE MOVED TO APPROVE THE MARCH 8, 2016 REGULAR MEETING MINUTES.**
** **MS. TORRANO SECONDED.**
** **THE MOTION PASSED (CHAIRMAN SERRANO ABSTAINED).**

<u>FINANCE</u>

D. <u>REQUESTED FY16 OPERATING BUDGET LINE ITEM ADJUSTMENT</u>

Attorney Grenier said there needs to be a two-thirds vote of those Commissioners present to take up this item under new business under FOIA.

** **MR. DEVINE MOVED TO ADD THE REQUESTED FY16 OPERATING BUDGET LINE ITEM ADJUSTMENT DATED MAY 10, 2016 AS NEW BUSINESS.**
** **MS. TORRANO SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

Mr. Sheehan said staff is requesting a line item transfer in this year's Operating Budget to move $14,000 from Training to Consultants to support various third party consultants' expenses related to planning and design assignments currently undertaken by the Agency.

** **MS. TORRANO MOVED TO APPROVE THE LINE ITEM ADJUSTMENT IN THE FY16 OPERATING BUDGET.**
** **MR. DEVINE SECONDED.**
** **THE MOTION PASSED UNANIMOUSLY.**

V. <u>OLD BUSINESS</u>

(None.)

ADJOURNMENT

There being no further Old or New Business, upon motion of Mr. Devine and second of Ms. Torrano, the Norwalk Redevelopment Agency meeting was adjourned at 6:35 P.M.

Respectfully submitted,

Karen Pacchiana

Reed Putnam
Urban Renewal Plan Public Hearing - May 10

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WHEREAS, the Redevelopment Agency considered Modification to the Reed Putnam Urban Renewal Plan for Parcels 1, 2 and 4 and Revised Design Guidelines for such parcels as set forth in the memorandum from Agency staff dated October 28, 2015;

WHEREAS, after due notice and at a special meeting of the Redevelopment Agency held on October 29, 2015, the Agency approved the Modification to the Reed Putnam Urban Renewal Plan for Parcels 1, 2 and 4 and Revised Design Guidelines for such parcels as set forth in the memorandum from Agency staff dated October 28, 2105;

WHEREAS, by letter dated March 29, 2016, Norwalk Land Development, LLC, requested further modifications of the Reed Putnam Urban Renewal Plan for Parcels 1, 2 and 4;

WHEREAS, at the meeting of the Redevelopment Agency held on April 12, 2016, the Agency unanimously approved a motion to Agency Staff to advance the request of Norwalk Land Development, LLC, dated March 29, 2016 for further modification of the Reed Putnam Urban Renewal Plan for Parcels 1, 2 and 4, in accordance with Connecticut General Statutes, Chapter 130 Section 8-136; and unanimously determined that the requested modifications do not meet the definition of a substantial change under Connecticut General Statutes, Chapter 130 Section 8-136 and the project Land Disposition Agreement;

WHEREAS, the affected developer has consented to the proposed modifications; and

WHEREAS, after due notice and a public hearing held at the meeting of the Redevelopment Agency held on May 10, 2016, the Agency considered the further modifications of the Reed Putnam Urban Renewal Plan for Parcels 1, 2 and 4, presented by Norwalk Land Development, LLC in its letter dated March 29, 2016.

NOW THEREFORE BE IT RESOLVED, The Redevelopment Agency hereby ratifies, adopts and approves the Urban Renewal Plan for Parcels 1, 2 and 4 and Revised Design Guidelines for such parcels as set forth and modified in the memorandum from Agency staff dated October 28, 2015 and the Redevelopment Agency, as requested, hereby adopts and approves the further modifications to Urban Renewal Plan for Parcels 1, 2, and 4 and the Revised Design Guidelines for such parcels as requested in the letter dated March 29, 2016 from Norwalk Land Development, LLC.