

**URBAN RENEWAL AUTHORITY
JANUARY 12, 2023**

The Clarksburg Urban Renewal Authority met for a **MEETING** on January 12, 2023, at 4:45 p.m. in the City Manager’s Conference Room, Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia
Steve Pulice, Interim city Manager

Members Absent: Bryan Payne, Vice-Chairperson
Jordan Johnson
Lillie Junkins, Council Representative

Also Present: John Whitmore, Economic Development Director
Kim Karakiozis, Director of Finance
Ashley Carr, Director of Code Enforcement
Jeff Kimble, Counsel for URA
Annette Wright, City Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance.

ELECTION OF OFFICERS:

A. Chair

MOTION by Steve Pulice, **SECONDED** by John Madia for approval to appoint Amy Strange as Chairperson of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY**, with Chairperson Strange abstaining from the vote.

B. Vice-Chair

MOTION by Chairperson Strange, **SECONDED** by Steve Pulice for approval to appoint John Madia as Vice-Chairperson of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY** with John Madia abstaining from the vote.

C. Secretary

MOTION made, **SECONDED**, and **APPROVED UNANIMOUSLY** to appoint Paula Hardman as Secretary of the Urban Renewal Authority.

D. Treasurer

MOTION made, **SECONDED**, and **APPROVED UNANIMOUSLY** to appoint Kim Karakiozis as Treasurer of the Urban Renewal Authority.

MOTION by Chairperson Strange, **SECONDED** by Steve Pulice for approval of the minutes of the meeting December 8, 2022. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENTS: NONE

EXECUTIVE DIRECTOR REPORT**A. ANNUAL REPORT**

Mr. Whitmore addressed the Authority at this time providing a Planning and Zoning report pertaining to the Urban Renewal Authority, explaining the same as such. He also touched upon the façade program reviewing this also, including funding of \$40k, being requested for the upcoming budget meetings. The Side-lot program, grants and tax credits were also touched upon at this time. A detailed discussion ensued, addressing any area of concern with Mr. Whitmore updating the Authority on the Parsons, the Waldo, and various projects.

FINANCE DIRECTOR REPORT**A. ACCOUNTS INFORMATION**

Ms. Karakiozis updated the Authority on the balance of the façade grants providing a handout for their review. She informed the Authority has spent a little more than half of said funds to date with a balance of approximately 17k, She also informed of the two URA demolition loans, one paid in full and the other to be paid by June, 2024. She also reviewed the demolition list providing them with an updated copy, explaining the same as such, addressing any area of concern from the board. Collections were also reviewed and ideas for collection efforts were discussed in detail with concerns noted by Vice-Chair Madia pertaining to both collections and code enforcement.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. 120 SOUTH SECOND STREET FAÇADE GRANT APPLICATION. GORE FORE VIRTUAL SPORTS SUITE, LLC IS SEEKING \$7,816.42 FOR WINDOW GLAZING SIGNAGE, EXTERIOR PROJECTING SIGNAGE, AND MASONRY CLEANING, REPOINTING, AND PAINTING.**

Mr. Whitmore reviewed the above-captioned item in detail informing the Clarksburg Urban Renewal Authority for the record of receiving a completed façade grant application on December 29, 2022, from Gore Fore Virtual sports Suite, LLC. A previous application as such had been tabled at the November 10, 2022, URA meeting and denied on December 8, 2022. A copy of the action letter was also provided for report review. In reviewing said application, staff has identified a potential timing issue, as improvements were installed in September 2022, beyond the sixty (60) day threshold provided in section D of the Third Amendment to the Clarksburg Urban Renewal Authority's second amended and restated policy and guidelines for the Downtown Exterior Façade Improvement Grant Program that states no application will be considered for any project unless the application is submitted to the URA prior to the date the project is initiated or within sixty (60) days of the date the project is completed.

Urban Renewal Authority attorney Jeffrey Kimble was contacted on December 9, 2022, to establish if a vote for this project could occur. Staff in concurrence with the URA attorney found that the Urban Renewal Authority may vote to deem the file as having been filed within the 60-day window, finding that the new version is the same request or funding that was previously timely made. In the recommendations section of this staff report, two recommendations will be provided.

Analysis: Gore Fore Virtual Sports Suite, LLC is seeking URA Façade grant funds signage and repair/painting of the exterior façade of 120 S. Second Street (tax map 23; parcel 294.1). The application provides for the following services, with bolded services being selected for the project: Exterior two-sided internally illuminated custom cabinet sign ***\$5,150.00 (sign-ups)** and ***\$2,647.36 (Hickman Signs)**. Window graphics with installation: ***\$1,195.98 (Hickman Signs)** and ***\$2,22.00 (sign-ups)**. Façade Maintenance/Painting: ***\$2,700.00 (NP&D LLC)** actual cost \$3,424.55 and ***\$3,100.00 (applied finishes)**. Total with actual costs to NP&D, \$9,770.53. Applicant contribution \$1,954.11 with a total award request of \$7,816.42.

Recommendation: The application materials required for the Urban Renewal Authority to make a determination in accordance with the Third Amendment to the Clarksburg Urban Renewal Authority's Second Amended and Restated Policy and Guidelines are presented in the application materials.

1. Recommendation regarding the finding that the application meets the requirements for application as provided in section D of the third amendment to the Clarksburg Urban Renewal Authority's second amended and restated policy and guidelines for the downtown exterior façade improvement grant program. Staff provides no recommendation regarding a finding in the affirmative. If the URA would like to proceed with review of the application, staff recommends a vote to approve a finding of fact that the application materials are a new version of the same requested funding that was previously timely made.

In the event that an affirmative finding regarding the application cannot be made, staff will direct the URA to provide an affirmative vote with a finding that the application is ineligible for consideration.

- 2. Recommendation regarding the application if approved for further consideration. Staff provides a recommendation to approve the application in the full requested amount of \$7,816.42.

Staff is aware of the discrepancy regarding project costs and if the URA deems appropriate, the award may be reduced to lowest bids resulting in an award total of \$6,543.34.

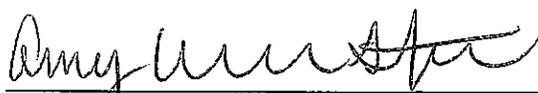
Concluding a detailed discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia, **SECONDED** by Steve Pulice to accept application for consideration as submitted as timely filed. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Vice-Chairperson Madia, **SECONDED** by Steve Pulice to approve said application for funding in the amount of \$7,816.42. **MOTION APPROVED UNANIMOUSLY.**

ANNOUNCEMENTS

A brief discussion took place at this time with regards to the next scheduled workshop for the URA.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

2-9-23

DATE

**URBAN RENEWAL AUTHORITY
FEBRUARY 9, 2023**

The Clarksburg Urban Renewal Authority met for a **MEETING** on February 9, 2023, at 4:45 p.m. in the Council Chambers, Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Jordan Johnson
Steve Pulice, Interim City Manager

Also Present: Jeff Kimble, Attorney
Ashley Carr, Director of Code Department
Cathy Keener, Code Department
Paula Hardman, Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance.

MOTION by Jordan Johnson, **SECONDED** by Vice-Chairperson Madia, for approval of the minutes of January 12, 2023. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENT: NONE

EXECUTIVE DIRECTOR REPORT: The Authority agreed at this time that the Executive Director's Report was given in detail at the last meeting with no additional report needed at this time Since Mr. Whitmore is not available for the meeting today.

FINANCE DIRECTOR REPORT: The Authority agreed at this time that the Finance Director's Report was given in detail at the last meeting with no additional report needed at this time.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. 105 Grove Avenue Side Lot Program Application. JFV Rentals, LLC is seeking to obtain Tax District 3, Tax Map 4, Parcel 370 commonly known as 105 Grove Avenue for the purpose of developing accessory parking for an adjacent apartment building (105 Grove Avenue).**

Concluding discussions, **MOTION** by Mr. Payne, **SECONDED** by Vice-Chairperson Madia to **TABLE** the above-captioned agenda item until Mr. Whitmore is present to answer further questions and address concerns. **MOTION TO TABLE UNANIMOUSLY.**

- B. 126 South chestnut Street Façade Grant Application. CAP's Tonsorium, LLC is seeking \$7,038.14 for an exterior door, awnings, and masonry cleaning and repointing.**

Concluding detailed discussions, **MOTION** to approve Façade Grant Application for CAP's Tonsorium, LLC at 126 South Chestnut Street for \$6,471.74. **MOTION APPROVED UNANIMOUSLY.**

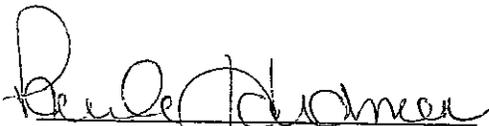
The Authority suggested doing a promotion with URA pointing out how good the building looks after all the detailed work the new business owner has done. Everyone agreed. Some promotional ideas were also discussed.

ANNOUNCEMENTS : NONE

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



 CHAIRPERSON OR VICE-CHAIRPERSON



 PAULA HARDMAN
 RECORDING CLERK

7-13-23

 DATE

URBAN RENEWAL AUTHORITY

The Clarksburg Urban Renewal Authority met for a **MEETING** on Thursday, March 9, 2023, at 4:45 p.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
Bryan Payne
Jordan Thomason
Steve Pulice, Interim City Manager

Members Absent: Vice-Chairperson Madia
Lillie Junkins, Council Representative

Also Present: John Whitmore, Director of Economic Development
Kim Karakiozis, Finance Director
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement
Paula Hardman, Recording Secretary

The meeting was called to order by Chairperson Strange followed by recording of attendance.

MOTION made, **SECONDED**, and **APPROVED UNANIMOUSLY** to postpone minutes from February 9th, 2023, and all minutes until after the June 6th, 2023, election.

PUBLIC COMMENTS: NO PUBLIC COMMENTS.

EXECUTIVE DIRECTOR REPORT:

A. Land Reuse Agency Discussion

Mr. Whitmore reviewed the Land Reuse Agency explaining the same as such, informing that it's done by doing business as a Land Bank, addressing any area of concern. He also informed that it helps with Estate Planning. A brief discussion ensued.

B. Side Lot Program and Property Transfers

Mr. Whitmore explained that the URA is going to be involved with the sale of the property, suggesting further discussions at a future workshop. He advised keeping everyone informed via email.

He further explained, currently there is no real process to purchase a city lot. A brief discussion ensued.

FINANCE DIRECTOR REPORT:

Ms. Karakiozis provided handouts for the Authority to review explaining the same as such. A brief discussion took place with the Authority thanking Ms. Karakiozis for a detailed report.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. 105 Grove Avenue Side Lot Program Application. JFV Rentals, LLC is seeking to obtain Tax District 3, Tax Map 4, Parcel 370 commonly known as 105 Grove Avenue for the purposes of developing accessory parking for an adjacent apartment building (103 Grove Avenue).**

A brief discussion took place about the cost of selling only one lot at said location to the resident looking to increase the parking. Concluding discussion as such, **MOTION** by Steve Pulice, **SECONDED** by Jordan Johnson to **TABLE** the above-captioned agenda item for further consideration. **MOTION TO TABLE UNANIMOUSLY.**

- B. 765 Glendale Avenue side Lot Program Application. Janet Goodman and Stewart Goodman are seeking to obtain Tax District 3: Parcel 429 commonly known as 765 Glendale Avenue for a side yard for 767 Glendale Avenue, owned by the applicants.**

Concluding discussion, **MOTION** by Bryan Payne, **SECONDED** by Steve Pulice to **TABLE** the above-captioned agenda item for further consideration. **MOTION TO TABLE UNANIMOUSLY.**

- C. 514 E.B. Saunders Way Side Lot Program Application. James Miller is seeking to obtain Tax District 3: Tax Map 24; Parcels 581. 582. and 582.1 rear yard to 514 E.B. Saunders Way.**

Mr. Whitmore reviewed the above-captioned agenda item informing staff recommends denying said application with the Authority also recommending staff deny any application submitted that does not meet set qualifications moving forward as such.

Concluding discussion, **MOTION** by Bryan Payne, **SECONDED** by Steve Pulice to **DENY** the above-captioned agenda item. **MOTION TO DENY UNANIMOUSLY.**

ANNOUNCEMENTS: NONE

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.

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Amy W. Ste...
CHAIRPERSON OR VICE-CHAIRPERSON

Paula Hardman
PAULA HARDMAN
RECORDING CLERK

7-13-23
DATE

URBAN RENEWAL AUTHORITY
MAY 11, 2023

The Clarksburg Urban Renewal Authority met for a **MEETING** on Thursday, May 11, 2023, at 4:45 p.m. in the City Manager's Conference Room, Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
 John Madia, Vice-Chairperson
 Bryan Payne
 Jordan Johnson
 Steve Pulice, Interim city Manager

Also Present: John Whitmore, Economic Development Director
 Kim Karakiozis, Director of Finance
 Ashley Carr, Director of Code Enforcement
 Cathy Keener, Code Enforcement
 Jeff Kimble, Counsel for URA
 Paula Hardman, Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance.

MOTION made, **SECONDED**, and **APPROVED UNANIMOUSLY** to postpone the minutes of February 9th and March 9th, 2023, until after the June 6th, 2023, election.

PUBLIC COMMENT; NONE

EXECUTIVE DIRECTOR REPORT.

- A. Side Lot Program- Establishing municipal property values discussion.**
 - i. Private appraisal.**
 - ii. Total funds invested.**
 - iii. Tax data.**
- B. Redevelopment Program- General program guidelines discussion.**
- C. 2023-2024 Façade Grant award Planning.**
 - i. Geography – Limit maximum awards to certain neighborhoods.**
 - ii. Improvement value- Limit maximum awards to certain capital expenses related to construction.**
 - iii. Types of improvements- Scale awards based on type of improvement.**
- D. URA Historic Structure Internal Repairs Fund.**

Mr. Whitmore reviewed handouts provided to the Authority touching base on everything listed above as a combined discussion. He gave examples of how other surrounding cities are operating, advising Morgantown updated their home Rule program allowing them to see properties directly. Appraisals were discussed in detail at this time.

The Current guidelines were briefly reviewed at this time, addressing any area of concern, including all collection efforts being utilized.

The need to move on making sure the guidelines are being followed as discussed with the need to move forward on applicants waiting from the first of the year. The Board then instructed Mr. Whitmore to contact those applicants currently waiting and inform them of the board's intentions. It was decided at this time to discuss the guidelines in more detail at a future meeting. Up-to-date information will also be added to all future applications, including guidelines for the applicant to understand the process of the application. We also discussed applying for additional money in the upcoming budget.

Discussion on above line items concluded at this time but will be discussed again soon.

FINANCE DIRECTOR REPORT

A. ACCOUNTS INFORMATION

Ms. Karakiozis updated the Authority at this time informing them of the first budget review being in July, so any additional funds may be requested then, explaining the same as such. This concluded the financial report at this time.

UNFINISHED BUSINESS:

- A. 105 Grove Ave Side Lot Program Application. JFV Rentals, LLC is seeking to obtain Tax District 3, Tax Map 4, Parcel 370 commonly known as 105 Grove Avenue for the purposes of developing accessory parking for an adjacent apartment building (103 Grove Avenue).**
- B. 765 Glendale Avenue side Lot program Application. Janet Goodman and Stewart Goodman are seeking to obtain Tax District 3; Tax Map 15; Parcel 429 commonly known as 765 Glendale Avenue for a side yard for 767 Glendale Avenue, owned by the applicants.**

NEW BUSINESS:

- A. 2 Stadium Drive Side Lot Program Application. Douglas Sutter is seeking to obtain Tax District 3; Tax Map 20; Parcel 50 for use as a parking area and allow for additional improvements on-site.**

Concluding discussion, Chairperson Amy Strange inquired to **TABLE** all three (3) above-captioned agenda items allowing Mr. Whitmore additional time for discussions with said applicants. **MOTION** by Bryan Payne, **SECONDED** by Vice-Chair Madia to **TABLE** all three (3). **MOTION TO TABLE UNANIMOUSLY.**

ANNOUNCEMENTS

A. August Downtown Master Planning Meeting with the Beautification Committee.

Mr. Whitmore advised all planning in progress including the beautification plans and would be reported at a future meeting in detail. Report concluded.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

7-13-23

DATE

URBAN RENEWAL AUTHORITY
June 8, 2023

The Clarksburg Urban Renewal Authority met in Regular Session on Thursday, June 8, 2023 at 4:45 p.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
 John Madia, Vice Chairman (*via phone*)
 Bryan Payne (*via phone*)
 Jordan Johnson
 Interim City Manager Steve Pulice

Also Present: Jeff Kimble, Esquire, Counsel for URA
 Kim Karakiozis, Finance Director
 John Whitmore, Economic Development Director
 Annette Wright, City Clerk

Chairperson Amy Strange called the meeting to order with attendance recorded by the City Clerk upon arrival.

MEETING MINUTES:

- A. February 9, 2023 - postponed
- B. March 9, 2023 - postponed
- C. May 11, 2023 - postponed

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Mr. Whitmore referenced the resolution amending the policy and guidelines for the Side Lot Program which was included in the packet. Mr. Whitmore informed that he received a façade application from Toni's which will be presented during the new FY 2023-2024. Brief discussion was held concerning the grant funding for smaller and larger projects, as well as the importance to get information out about the grant program.

FINANCE DIRECTOR REPORT:

A. Accounts Information - Finance Director Kim Karakiozis informed that she would present her report in July.

UNFINISHED BUSINESS:

- A. 105 Grove Avenue Side Lot Program Application. JFV Rentals, LLC is seeking to obtain Tax District 3, Tax Map 4, Parcel 370 commonly known as 105 Grove Avenue for the purposes of developing accessory parking for an adjacent apartment building (103 Grove Avenue)

Mr. Whitmore informed that the applicant wishes to convert the property into a parking lot and that the value of the property would be more than the bid offer; however, no appraisal was performed as noted in the guideline requirements. Mr. Whitmore recommended that said application be denied and that the applicant could reapply and seek an appraisal. **MOTION** by Bryan Payne,

SECONDED by Jordan Johnson to deny the above-referenced petition at this time. **MOTION APPROVED UNANIMOUSLY.**

- B. 765 Glendale Avenue Side Lot Program Application. Janet Goodman and Stewart Goodman are seeking to obtain Tax District 3, Tax Map 15; Parcel 429 commonly known as 765 Glendale Avenue for a side yard for 767 Glendale Avenue, owned by the applicants

Mr. Whitmore apprised that this application is similar to the previous application as no appraisals were performed. **MOTION** by Bryan Payne, **SECONDED** by Jordan Johnson to deny the above-referenced petition at this time. **MOTION APPROVED UNANIMOUSLY.**

- C. 2 Stadium Drive Side Lot Program Application. Douglas Sutter is seeking to obtain Tax District 3; Tax Map 20; Parcel 50 for use as a parking area and allow for additional improvements on-site

Mr. Whitmore stated that said property is zoned commercial and that it was possible to have the property given to the URA via resolution of City Council which would facilitate the property transaction. Mr. Whitmore recommended that the Authority approve this application confirming that although an appraisal was not done, the \$16,000 offer made by Sutter Roofing is consistent with the fair market value. Concluding discussion, **MOTION** by John Madia, **SECONDED** by Jordan Johnson to accept the bid contingent upon City Council transferring the property to URA and the funds received be placed in URA's fund. **MOTION APPROVED UNANIMOUSLY.**

NEW BUSINESS:

- A. Resolution creating the 1st Amendment to the Side Lot Program creating property valuation and amending condemnation status requirements

Mr. Whitmore informed that this is the first amendment to the side lot program with the overall changes highlighted in yellow. Upon review of said changes, **MOTION** by Chairperson Strange, **SECONDED** by John Madia for adoption of the above-captioned resolution. **MOTION APPROVED UNANIMOUSLY.**

- B. Resolution creating the General Redevelopment Program

Mr. Whitmore explained the policy and guidelines for the General Redevelopment Program with Mr. Whitmore apprising that most of these properties are not located in commercial areas but residential areas. Concluding discussion, **MOTION** by Jordan Johnson, **SECONDED** by Steve Pulice for adoption of the above-captioned resolution. **MOTION APPROVED UNANIMOUSLY.**

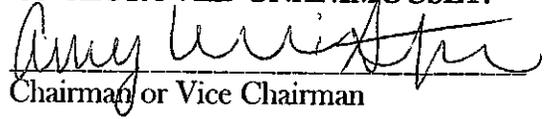
- C. Discussion regarding regular meeting date and time

Mr. Whitmore commented that this matter was brought up at the last meeting and that staff did not have a problem with changing the time of the meetings but pointing out that the annual meeting has to be held at 4:45 p.m. in January per the Bylaws. Concluding discussion, **MOTION** by John Madia, **SECONDED** by Jordan Johnson to change the meeting date/time to the second Thursday of the month at 8:15 a.m. **MOTION CARRIED 4-1 with Bryan Payne casting the dissenting vote.**

ANNOUNCEMENTS:

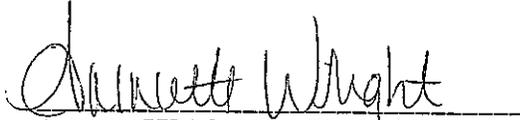
NONE.

There being no further business to come before the Authority, **MOTION** by Steve Pulice, **SECONDED** by Jordan Johnson to adjourn. **MOTION APPROVED UNANIMOUSLY.**



Chairman or Vice Chairman

7-13-23
Approved



Annette Wright, City Clerk

URBAN RENEWAL AUTHORITY

The Clarksburg Urban Renewal Authority met for a **MEETING** on Thursday, July 13, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
 Bryan Payne
 Jordan Thomason
 Tiffany Fell, City Manager

Members Absent: Vice-Chairperson, John Madia

Also Present: Marc Jackson, Council Representative
 John Whitmore, Director of Economic Development
 Ashley Carr, Director of Code Enforcement
 Cathy Keener, Code Enforcement
 Paula Hardman, Recording Secretary

Applicant (s): Adam Barberio

The meeting was called to order by Chairperson Strange followed by recording of attendance.

MOTION by Bryan Payne, **SECONDED** by Jordan Johnson, for approval of the minutes of February 9, 2023. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Jordan Johnson, **SECONDED** by Bryan Payne, for approval of the minutes of March 9, 2023. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Jordan Johnson, **SECONDED** by Bryan Payne, for approval of the minutes of May 11, 2023. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Jordan Johnson, **SECONDED** by Bryan Payne, for approval of the minutes of June 8, 2023. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENTS: Curt Leiden addressed the Authority at this time regarding grant calendars, discussing the same as such.

EXECUTIVE DIRECTOR REPORT:

A. Bylaws Discussion Regarding Annual Meeting time and Electronic Participation.

Mr. Whitmore provided handouts for the boards review. A brief discussion ensued. It was decided to have Mr. Whitmore work on amending the bylaws to reflect the meetings to take place on the second Thursday of the month as to not interfere with the council meetings and the time of said meetings would be 8:15 am and the annual meeting for elections will take place at 4 pm as previously stated. The amended bylaws will be voted on when presented to the board. An initial draft will be completed, per resolution and presented to the board for review and consideration before being voted on. A review of the application process also took place with Mr. Payne suggesting the time set for the application consideration be added to clarify the time it takes for the application to go through the approval process. The current budget was also discussed. It was decided at this time that Mr. Whitmore would forward the applications to the board to give them sufficient time to review in the future.

FINANCE DIRECTOR REPORT:

A. Accounts Information

The budget was discussed at this time and the funding of future applications.

UNFINISHED BUSINESS: Training will be discussed at a future workshop.

NEW BUSINESS:

- A. FG-23-24-01/ 1700 West Pike Street/ Howe & Barberio Brothers
Façade Grant Application seeking \$10,000.00 to paint and repair
portions of the exterior façade, replacement of three (3) windows, and
create exterior lighting for 1700 West Pike Street**

Mr. Whitmore informed the Authority at this time of adding case codes to the applications for convenience.

Mr. Whitmore reviewed said application with Mr. Barberio addressing the Authority at this time explaining in detail his request for funding. Concluding discussion as such, **MOTION** by Jordan Johnson, **SECONDED** by Bryan Payne for approval of application submitted by Howe & Barberio Brothers Façade Grant in the amount of \$10,000.00. **MOTION APPROVED UNANIMOUSLY.**

**B. FG-23-24-02/ 1704 West Pike Street/ Howe & Barberio Brothers
Façade Grant Application seeking \$10,000.00 to paint and repair
portions of the exterior façade, replacement of window glazing, and
visible gutters of 1704 West Pike Street**

Mr. Whitmore reviewed said application request with Mr. Barberio addressing any area of concern. Both buildings were discussed at this time and how they were being utilized.

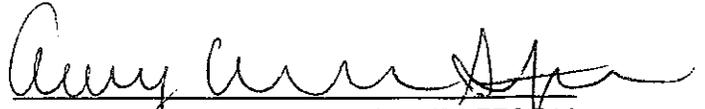
Concluding a detailed review of said application. **MOTION** by Jordan Johnson, **SECONDED** by Bryan Payne to **TABLE** application submitted by Howe & Barberio Brothers for a Façade Grant in the amount of \$10,000.00 until the next scheduled meeting of the Urban Renewal Authority under unfinished business. **MOTION TO TABLE UNANIMOUSLY.**

**C. FG-23-24-03/ 409 North 4th Street/ Audio Visual Concepts Inc.
Façade Grant Application seeking \$10,000.00 to paint and repair
portions of the exterior façade, provide business signage, and security
and lighting upgrades of 409 North 4th Street.**

Concluding discussion, **MOTION** by Bryan Payne, **SECONDED** by Jordan Johnson to **TABLE** the application submitted by Audio Visual Concepts Inc. for Façade Grant in the amount of \$10,000.00 until the next meeting of the Urban Renewal Authority. **MOTION TO TABLE UNANIMOUSLY.**

ANNOUNCEMENTS: At this time, everyone acknowledged the new City Manager, Tiffany Fell, and new Councilmember Marc Jackson.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK



DATE

URBAN RENEWAL AUTHORITY

AUGUST 17, 2023

The Clarksburg Urban Renewal Authority met for a **MEETING** on Thursday, August 17, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Jordan Johnson
Tiffany Fell, City Manager

Also Present: Marc Jackson, Council Representative
John Whitmore, Director of Economic Development
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement
Paula Hardman, Recording Secretary

Applicant (s): Various applicants were in attendance.

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

MOTION by Jordan Johnson, **SECONDED** by Chairperson Strange, for approval of the minutes of July 13, 2023. **MOTION APPROVED UNANIMOUSLY.**

EXECUTIVE DIRECTOR REPORT:

A. Schedule Workshop Regarding Small Project Façade Grant and Internal Repairs Funds Grant Programs.

Discussion of scheduling a future workshop took place at this time.

B. Bylaws Presentation and Discussion.

Mr. Whitmore apologized for his Bylaw presentation not being completed at this time.

FINANCE DIRECTOR REPORT:

A. Accounts Information

Finance Directors report will be given at the next scheduled meeting.

UNFINISHED BUSINESS:

- A. FG-23-24-02/ 1704 West Pike Street/ Howe & Barberio Brothers
Façade Grant Application seeking \$10,000.00 to paint and repair portions of the exterior façade, replacement of window glazing, and visible gutters of 1704 West Pike Street**

Prior to any applications be discussed. It was presented by staff to the Authority that recommendations for funding far exceeded available funding. It was encouraged at this time the Board go forward with approval and the funding would be available from somewhere with the city manager advising against this, stating it was probably not a good way to proceed. Mr. Payne also questioned the completeness of the applications provided so it was decided to **TABLE** today's applications at this time.

- B. FG-23-24-03/ 409 North 4th Street/ Audio Visual Concepts Inc.
Façade Grant Application seeking \$10,000.00 to paint and repair portions of the exterior façade, provide business signage, and security and lighting upgrades of 409 North 4th Street.**

NEW BUSINESS:

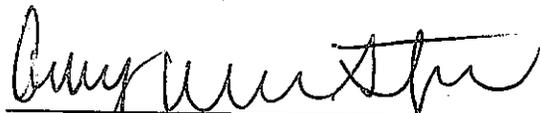
- A. FG-23-24-04/ 718 West Pike Street/ Gutterworks Façade Grant
Application seeking \$10,000.00 to repair portions of the exterior façade, replacement of doors, and installation of lighting and signage of 718 West Pike Street.**
- B. FG-23-24-05/ 312 North 4th Street/ Clarksburg Mission Façade Grant
Application seeking \$7,441.00 to paint a two-story mural on the U.S. route 50 side of the Clarksburg Mission located at 312 North 4th Street.**
- C. FG-23-24-06/ 120 South 3rd Street/ Clarksburg Beauty Academy Façade
Grant Application seeking \$10,000.00 to paint and repair portions of the exterior fire escape, replacement and development of exterior doorways, and visible gutters of 120 South 3rd Street.**

- D. FG-23-24-07/ 817 North Ohio Avenue/ Champs Central Façade Grant Application seeking \$10,000.00 to paint and repair portions of the exterior façade, replacement and development of exterior doorways, and visible soffit of 817 North Ohio Avenue.
- E. FG-23-24-08/ 250 Monticello Avenue/ A&K Investment Properties LLC Façade Grant Application seeking \$10,000.00 to paint and repair portions of the exterior façade, install new overhead doors, and security and lighting upgrades to 250 Monticello Avenue.

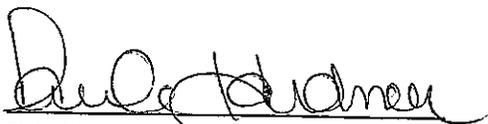
Concluding all discussions, **MOTION** by Bryan Payne, **SECONDED** by City Manager, Tiffany Fell to **TABLE** all above agenda applications. **MOTION passed, 4-1, with Mr. Madia casting the dissenting vote.**

ANNOUNCEMENTS **NONE**

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



 CHAIRPERSON OR VICE-CHAIRPERSON



 PAULA HARDMAN
 RECORDING CLERK

10-12-23

 DATE

**URBAN RENEWAL AUTHORITY
SEPTEMBER 7, 2023**

The Clarksburg Urban Renewal Authority met for a **WORK SESSION** on September 17, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne *via phone*
Jordan Johnson
Tiffany Fell, City Manager

Also Present: John Whitmore, Economic Development Director
Ashley Carr, Director of Code Enforcement
Cathy Keener Code Enforcement
Jeff Kimble, Counsel for URA
Marc Jackson, Council Representative
Paula Hardman Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

A brief discussion took place at this time regarding the number of board members. Mr. Payne inquired as to what action to take in the event there is a tie vote with Mr. Kimble, responding and the city manager agreeing, by informing the vote would then die. It was also discussed whether or not the city manager is in fact a voting member. This will be investigated.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

A. URA BYLAWS

Mr. Whitmore reviewed the Bylaws and changes as such at this time. He reviewed making the annual and regular meetings identified with the correct time and location. He also touched upon special meetings.

Mr. Kimble stated at this time he had spoken with the ethics commission in Charleston and clarified that the Authority is able to have remote meetings by phone or zoom meetings. Whatever new technology we have. Any attendance remotely would be a voting presence, and, a quorum presence. He also stated that they cannot have any proxy votes. Mr. Whitmore stated amendments to the Bylaws will be made accordingly. A detailed discussion ensued. Attendance was discussed at this time.

Mr. Whitmore's relationship with the URA was discussed at this time to eliminate any confusion. He explained his involvement with the Authority such as being involved

with the planning aspect of it and organizing the application process, assisting the applicant, reviewing the quotes, and making sure all the correct information is provided to the board allowing some ease in the decision-making process. The amount to apply for was also discussed at this time, along with clarification of the difference between tenant and owner. Mr. Whitmore noted all the changes accordingly. The city manager also touched upon owner of the building having a tenant that is the business owner.

The city manager at this time informed as a side note, of working closely with code enforcement and that right now there were approximately 161 structures on the condemned list and a grant has been submitted for 6.2 million dollars to the state to address some of the structures that exist explaining the process they have to follow in helping to clean up our city explaining the same as such. This is one of her goals and progress is slowly being made. Everyone was pleased to hear her plans.

Ms. Cathy Keener addressed the board at this time reporting on her work with properties in code enforcement. Addressing all this on our social media was touched upon at this time to keep the public informed of all the necessary information.

Mr. Whitmore announced he would make all changes for the Board to review with Mr. Kimble adding additional language in reference to the funding. The board could approve the funding in full or in part. This also would be added.

Mr. Whitmore also informed that he travels to the businesses and distributes the applications at the city manager's request.

B. DOWNTOWN EXTERIOR FAÇADE IMPROVEMENT GRANT PROGRAM

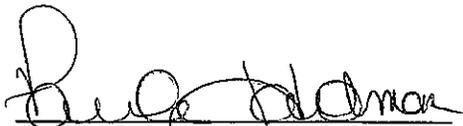
C. SIDE LOT PROGRAM/ CLARKSBURG LAND REUSE AGENCY

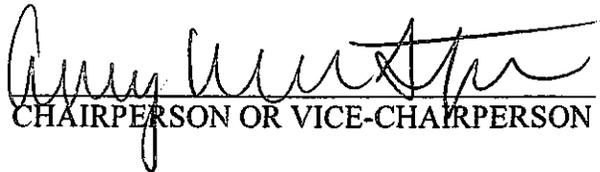
D. INTERNAL REPAIR FUND

E. GENERAL REDEVELOPMENT PRIORITIES

It was decided at this time to continue the rest of this agenda at a later date and to consider having additional workshops, maybe in between meetings.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.


PAULA HARDMAN
RECORDING CLERK


CHAIRPERSON OR VICE-CHAIRPERSON

10-12-23
DATE

**URBAN RENEWAL AUTHORITY
SEPTEMBER 14, 2023**

The Clarksburg Urban Renewal Authority met for a **MEETING** on September 14, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Jordan Johnson

Members Absent: Tiffany Fell, City Manager

Also Present: John Whitmore, Economic Development Director
Kim Karakiozis, Director of Finance
Ashley Carr, Director of Code Enforcement
Jeff Kimble, Counsel for URA
Marc Jackson, Council Representative
Paula Hardman Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

Concluding discussion, **MOTION** by Chairperson Strange, **SECONDED** by Bryan Payne to **TABLE** the minutes of the August 17, 2023, meeting to include corrections as discussed. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENTS: Kirt Leiden of Gore Lux gave some suggestions to the Authority on the approval process, suggesting the board consider those 7-day businesses as possibly being considered first and suggesting the city reach out to applicants instead of waiting for them to come to us. He also mentioned the board should go to Marc Jackson when in need of more funding since he is a current member of council. Funding was briefly discussed at this time.

John Brunett of Audio-Visual Concept, former family owner of Tomaro's Bakery gave the board a brief history of his roots here in Clarksburg. He also touched on the application process voicing concerns as such. A brief discussion ensued.

Lou Ortenzio of the Clarksburg Mission addressed the Authority at this time with appreciation for considering his application, mentioning that approximately 110k was invested in the mural as part of the façade attached to his building with Mr. Payne stating for the record that the 100k mentioned was donation and not part of the URA funding.

The application process was briefly discussed at this time.

Mike Stewart, owner of Gutter Works addressed the Authority at this time also addressing funding, voicing concerns as such.

The Funding for facades was briefly discussed at this time.

Kim Harvey of Gore Luxe addressed the Authority at this time explaining how they found Clarksburg to be an opportunity for their business also voicing concerns with funding for the program explaining the same as such. She expressed her love for the city while explaining repairs she desperately needs for her business.

Councilperson Marc Jackson invited everyone present to attend a future council meeting to voice any concerns.

EXECUTIVE DIRECTOR REPORT:

Mr. Whitmore addressed the Authority at this time explaining he attended the WV Brownfield Mainstreet Conference reporting of the city's chance to work with the States preservation office to identify any needs related to pivotal structures in our Historic District explaining the same as such.

FINANCE DIRECTOR REPORT

A. ACCOUNTS INFORMATION

Ms. Karakiozis updated the Authority on the Façade and Side-Lot programs funding explaining the URA could request a revision of the Façade Budget explaining the same as such. She also touched on collection efforts being conducted at this time. Vice-Chairperson Madia requested a list of everything owed to the URA.

UNFINISHED BUSINESS:

- A. FG-23-24-02 / 1704 WEST PIKE STREET/ HOWE & BARBERIO BROTHERS FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE EXTERIOR FAÇADE, REPLACEMENT OF WINDOW GLAZING, AND VISIBLE GUTTERS OF 1704 WEST PIKE STREET.**

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Paul Howe was also present to answer any questions of concern from the Board.

Concluding a detailed discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia, to approve the grant. **MOTION** died due to lack of a **SECOND MOTION**.

MOTION by Bryan Payne to approve the grant in the amount of \$2000.00 to get started until a tenant opens a business in the building, allowing them to apply also for additional funds. **SECONDED** by Jordan Johnson. Under discussion, Vice-Chairperson

Madia voiced concerns stating we should approve the grant because they were investing in our city, in his opinion. Chairperson Amy Strange reminded the board that a previous application had been turned down because the business had not opened yet. Mr. Payne informed them he wanted to see them get something to get them started. Chairperson Strange suggested the motion be amended from \$2,000.00 to \$5,000.00 with Mr. Payne agreeing to make a **MOTION** to amend the motion from \$2,000.00 to \$3,000.00 and approve the grant in the amount of \$3,000.00. **SECONDED** by Jordan Johnson. **MOTION PASSED 3-1 WITH VICE-CHAIRPERSON MADIA CASTING THE DISSENTING VOTE.**

B. FG-23-24-03/ 409 NORTH 4TH STREET/ AUDIO VISUAL CONCEPTS FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE EXTERIOR FAÇADE, PROVIDE BUSINESS SIGNAGE, AND SECURITY AND LIGHTING UPGRADES TO 409 NORTH 4TH STREET.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia, **SECONDED** by Chairperson Strange to **APPROVE** application for \$10,000.00 from Audio Visual Concepts. **MOTION APPROVED UNANIMOUSLY.**

C. FG-23-24-04/ 718 WEST PIKE STREET/ GUTTERWORKS FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO REPAIR PORTIONS OF THE EXTERIOR FAÇADE, REPLACEMENT OF DOORS, AND INSTALLATION OF LIGHTING AND SIGNAGE OF 718 WEST PIKE STREET.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Mr. Payne to **DENY** application for \$10,000.00 from Gutterworks for a more detailed cost in the estimate. **SECONDED** by Vice-Chairperson Madia. **MOTION DENIED UNANIMOUSLY.**

D. FG-23-24-05/ 312 NORTH 4TH STREET/ CLARKSBURG MISSION FAÇADE GRANT APPLICATION SEEKING \$7,441.00 TO PAINT A TWO-STORY MURAL ON THE U.S. ROUTE 50 SIDE OF THE CLARKSBURG MISSION LOCATED AT 312 NORTH 4TH STREET.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Mr. Payne to **DENY** application for \$7,441.00 from the Clarksburg Mission because it is a Mural, and they are a nonprofit. **SECONDED** by Jordan Johnson. **MOTION DENIED UNANIMOUSLY.**

976

E. FG-23-24-06/ 120 SOUTH 3RD STREET/ CLARKSBURG BEAUTY ACADEMY FAÇADE GRANT APPLICATION SEEKING \$6,345.60 TO PAINT AND REPAIR PORTIONS OF THE EXTERIOR FIRE ESCAPE, REPLACEMENT AND DEVELOPMENT OF EXTERIOR DOORWAYS, AND VISIBLE GUTTERS OF 120 SOUTH 3RD STREET.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority suggesting the board approve the lower of the two (2) quotes provided today in the amount of \$ 5,405.04 for the project. Concluding discussion and no further questions from the Authority. **MOTION** by Mr. Payne to **APPROVE** application for \$5,405.04 of the requested amount from the Clarksburg Beauty Academy. **SECONDED** by Vice-Chairperson Madia. **MOTION APPROVED UNANIMOUSLY.**

F. FG-23-24-07/ 817 NORTH OHIO AVENUE/ CHAMPS CENTRAL FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE EXTERIOR FAÇADE, REPLACEMENT AND DEVELOPMENT OF EXTERIOR DOORWAYS, AND VISIBLE SOFFIT OF 817 NORTH OHIO AVENUE.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia to **APPROVE** grant for \$10,000.00 from the Champs Central. **SECONDED** by Chairperson Strange. **MOTION APPROVED UNANIMOUSLY.**

G. FG-23-24-08/ 250 MONTICELLO AVENUE/ A&K INVESTMENT PROPERTIES LLC FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE EXTERIOR FAÇADE, INSTALL NEW OVERHEAD DOORS, AND SECURITY AND LIGHTING UPGRADES TO 250 MONTICELLO AVENUE.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Mr. Payne to **DENY** application for \$10,000.00 from A&K Investment Properties LLC because of the timeline of the application and lack of detail. **SECONDED** by Jordan Johnson. **MOTION DENIED UNANIMOUSLY.**

NEW BUSINESS:

A. FG-23-24-09/ 118 SOUTH 2ND STREET/GORE LUXE DEVELOPMENT LLC FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE LOWER EXTERIOR FAÇADE WITH USE OF FRP PANELS.

Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia to **APPROVE** grant application for \$10,000.00 from Gore Luxe. **MOTION DIES DUE TO LACK OF SECOND MOTION.** **MOTION** by Bryan Payne to **APPROVE** grant application in the amount of \$7,000.00 from Gore Luxe. **SECONDED** by Chairperson Amy Strange. **MOTION PASSED 3-1 WITH VICE-CHAIRPERSON MADIA CASTING THE DISSENTING VOTE.**

B. FG-23-24-10/ 209 WEST PIKE STREET/ GORE LUXE DEVELOPMENT LLC FAÇADE GRANT APPLICATION SEEKING \$10,000.00 TO PAINT AND REPAIR PORTIONS OF THE LOWER EXTERIOR FAÇADE ALONG WEST PIKE STREET AND SOUTH 2ND STREET WITH USE OF FRP PANELS.

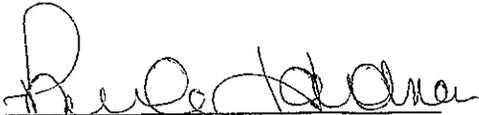
Mr. Whitmore reviewed the above-captioned item with the Clarksburg Urban Renewal Authority. Concluding discussion and no further questions from the Authority. **MOTION** by Vice-Chairperson Madia to **APPROVE** grant application for \$10,000.00 from Gore Luxe. **SECONDED** by Jordan Johnson. **MOTION APPROVED UNANIMOUSLY.**

C. RESOLUTION PROVIDING FOR THE THIRD AMENDED BY-LAWS OF THE CLARKSBURG URBAN RENEWAL AUTHORITY.

D. RESOLUTION PROVIDING FOR THE THIRD AMENDED AND RESTATED POLICY AND GUIDELINES FOR THE DOWNTOWN EXTERIOR FAÇADE IMPROVEMENT GRANT PROGRAM.

MOTION by Vice-Chairperson Madia to **TABLE** agenda items under New Business, C and D due to length of this meeting, it was decided to continue at the next meeting. **SECONDED** by Bryan Payne. **MOTION APPROVED UNANIMOUSLY.**

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.


PAULA HARDMAN
RECORDING CLERK



CHAIRPERSON OR VICE-CHAIRPERSON

10-12-23

DATE

URBAN RENEWAL AUTHORITY

October 12, 2023

The Clarksburg Urban Renewal Authority met for a **MEETING** on Thursday, October 12, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Jordan Johnson
Tiffany Fell, City Manager

Members Absent: Bryan Payne

Also Present: Marc Jackson, Council Representative
Jeff Kimble, Counsel for URA
John Whitmore, Director of Economic Development
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement
Paula Hardman, Recording Secretary

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

MOTION by Chairperson Strange, **SECONDED** by Tiffany Fell, for approval of the amended minutes of August 17, 2023. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Tiffany Fell, **SECONDED** by Chairperson Strange, for approval of the minutes of September 7, 2023, workshop. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Tiffany Fell, **SECONDED** by Chairperson Strange, for approval of the minutes of September 14, 2023. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENT: NONE

EXECUTIVE DIRECTOR REPORT: A brief discussion took place regarding the layout of the board. This will be discussed on a future agenda.

FINANCE DIRECTOR REPORT: Mr. Whitmore provided a handout for the Board.

Deviating from the agenda to have **NEW BUSINESS** go first.

NEW BUSINESS:

- A. FG-23-24-11/250 MONTICELLO AVENUE/ A&K INVESTMENT PROPERTIES LLC FAÇADE GRANT APPLICATION SEEKING \$10,000.00 FOR THE INSTALLATION OF TWO NEW OVERHEAD DOORS AND ASSOCIATED MECHANICAL IMPROVEMENTS TO 250 MONTICELLO AVENUE.**

Mr. Whitmore reviewed the above agenda item informing, the application is for the installation of two (2) bay garage doors, if approved for \$10K the remaining balance of the budget would be \$4,595.00. The URA budget will be discussed at the upcoming budget discussions.

Concluding a detailed discussion, **MOTION** by Tiffany Fell, **SECONDED** by Chairperson Strange for approval of \$10,000.00 for the installation of two (2) new overhead doors and associated materials for 250 Monticello Avenue. **MOTION APPROVED UNANIMOUSLY.**

UNFINISHED BUSINESS:

- A. RESOLUTION PROVIDING FOR THE THIRD AMENDED BY-LAWS OF THE CLARKSBURG URBAN RENEWAL AUTHORITY.**

Concluding a detailed discussion of changes made and everyone in agreement. **MOTION** by Tiffany Fell, **SECONDED** by Chairperson Strange for approval of Resolution providing for the Third Amended By-Laws of the Clarksburg Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

- B. RESOLUTION PROVIDING FOR THE THIRD AMENDED AND RESTATED POLICY AND GUIDELINES FOR THE DOWNTOWN EXTERIOR FAÇADE IMPROVEMENT GRANT PROGRAM.**

Mr. Whitmore reviewed the changes, as discussed in the previous meeting for the third amended and restated policy and guidelines for the Downtown Exterior Façade Improvement Grant Program, providing a handout for review addressing any area of concern.

Concluding discussions on number of times applicants may apply, **MOTION** by Tiffany Fell, **SECONDED** by Chairperson Strange for approval to amend Section D, #4 to allow applicants to submit one (1) application every fiscal year per business address. **MOTION APPROVED UNANIMOUSLY.**

Continuing discussion of Resolution providing for the Third Amended By-Laws of the Clarksburg Urban Renewal Authority. **MOTION** by Tiffany Fell, **SECONDED** by Chairperson Strange, for section H, to strike in sentence #3, the URA reserves the right to approve or disapprove each application when funding award amounts. **MOTION APPROVED UNANIMOUSLY.**

Concluding discussion of Resolution providing for the Third Amended By-Laws of the Clarksburg Urban Renewal Authority. **MOTION** by Vice-Chairperson Madia, **SECONDED** by Chairperson Strange, for approval of the Third Amended By-Laws of the Clarksburg Urban Renewal Authority, as amended. **MOTION APPROVED UNANIMOUSLY.**

ANNOUNCEMENTS:

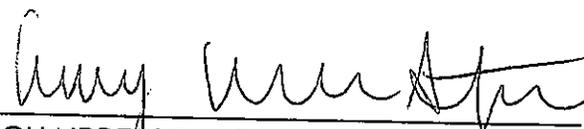
Mr. Whitmore touched upon applications moving forward in the coming months. The upcoming budget was also discussed briefly at this time.

City Manager, Tiffany Fell inquired at this time as to the Internal Repairs Fund with Mr. Whitmore responding by explaining that it is a program specifically designed for internal components of the structure such as the use of the elevators, the use of the funds used either for elevator repairs or for the use of fire escapes or fire planning. A brief discussion ensued.

Press releases were also discussed at this meeting, along with discussing with council the possibility of making the council representative on the URA a voting member, increasing the budget of the URA and demolitions within the city.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.


PAULA HARDMAN
RECORDING CLERK


CHAIRPERSON OR VICE-CHAIRPERSON

11-9-23
DATE

**URBAN RENEWAL AUTHORITY
NOVEMBER 9, 2023**

The Clarksburg Urban Renewal Authority met for a **REGULAR MEETING** on November 9, 2023, at 8:15 a.m. in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
Bryan Payne *via phone*
Tiffany Fell, City Manager

Members Absent: John Madia, Vice-Chairperson
Jordan Johnson

Also Present: John Whitmore, Economic Development Director
Kim Karakiozis, Director of Finance
Cathy Keener Code Enforcement
Jeff Kimble, Counsel for URA
Marc Jackson, Council Representative
Paula Hardman Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

Concluding discussion, **MOTION** by Chairperson Strange, **SECONDED** by Bryan Payne for **APPROVAL** of the minutes of the October 12, 2023, meeting. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENTS: One of the owners, Geramy Engel that just purchased the Empire Bank Building introduced himself to everyone expressing excitement in working with the city.

EXECUTIVE DIRECTOR REPORT: Mr. Whitmore addressed the Authority at this time apologizing for computer issues in getting the paperwork to the board in a timely manner. He also discussed a workshop with the Authority.

FINANCE DIRECTOR REPORT:

A. **Accounts Information:** Mrs. Karakiozis provided updated budget information to the Authority at this time, \$14,500.00 for Façade use, approx. 55K in the URA Historic Internal Repairs Fund and 20K in the Land Reuse with the City Manager informing that when they do a budget revision with council, they would be recommending to roll some of the funds over into the Façade Grant Program and use some of that to fund the Land Bank. URA will be updated accordingly.

Mr. Whitmore informed at this time, the funding for the application on Monticello Ave.

UNFINISHED BUSINESS: NONE

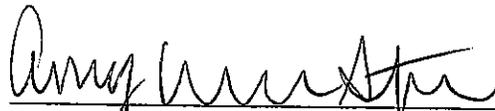
NEW BUSINESS:

- A. FG-23-24-12/ 400 West Main Street/ Nesting Owl LLC Façade Grant Application seeking \$10,000.00 (reduced to \$5,000.00 under recently amended program guidelines) for the replacement of twenty-four exterior mounted and projected floodlights.

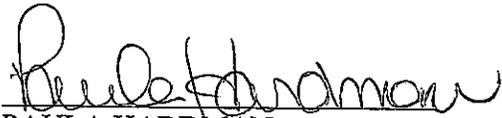
Mr. Whitmore reviewed said application with the Authority. Concluding a detailed discussion and the building having an active tenant at this time, MOTION by Bryan Payne, SECONDED by the City Manager, for APPROVAL of the Façade Grant application located at 400 west Main Street, providing a resolution to approve the remaining balance by Council to bring them up to the threshold from \$4,594.96 to a full \$5k. MOTION APPROVED UNANIMOUSLY.

ANNOUNCEMENTS: A workshop was discussed in detail at this time, to take place immediately following the next URA meeting.

There being no further business to come before the Authority, MOTION made, SECONDED, and APPROVED UNANIMOUSLY to adjourn said meeting.



 CHAIRPERSON OR VICE-CHAIRPERSON



 PAULA HARDMAN
 RECORDING CLERK

12-14-23

 DATE

**URBAN RENEWAL AUTHORITY
DECEMBER 14, 2023**

Member Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Tiffany Fell, City Manager

Members Absent: Jordan Johnson

Also Present: Marc Jackson, Council Representative
Jeff Kimble, Counsel for URA
John Whitmore, director of Economic Dev.
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement
Kim Karakiozis, Finance Director

MOTION by Bryan Payne, **SECONDED** by Tiffany Fell, for approval of the minutes of November 9, 2023, meeting. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENT: NONE

EXECUTIVE DIRECTOR REPORT: Mr. Whitmore announced the workshop meeting to start directly after the regular meeting today.

FINANCE DIRECTOR REPORT: NONE

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

A. FG-23-24-06/120 SOUTH 3RD STREET/CLARKSBURG BEAUTY ACADEMY FAÇADE GRANT- EXTENSION REQUEST.

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by Bryan Payne, for approval of extension request for Beauty Academy façade grant application located at 120 South 3rd Street. **MOTION APPROVED UNANIMOUSLY.**

**B. FG-23-24-09/118 SOUTH 2ND STREET/GORE LUXE DEVELOPMENT
FAÇADE GRANT-EXTENSION REQUEST.**

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by Bryan Payne, for approval of extension request for Gore Luxe Development façade grant application located at 118 South 2nd Street. **MOTION APPROVED UNANIMOUSLY.**

**C. RD-23-24-01/FRANCIS/MAY STREET REQUEST BY GEOFFREY
AND LAURA FRANCIS FOR PROPERTY TRANSFER AND
REDEVELOPMENT OF TAX DISTRICT 3; TAX MAP 28; PARCELS
438, 441, AND 443 LOCATED ON THE UNIT-BLOCK OF MAY
STREET.**

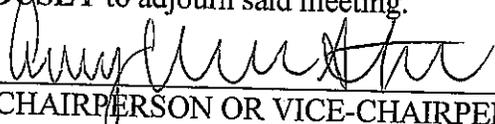
Concluding discussions and applicant present providing pictures for the boards review and consideration. **MOTION** by Chairperson Strange, **SECONDED** by Bryan Payne, for approval to wave variance of both appraisals provided. **MOTION APPROVED UNANIMOUSLY.** **MOTION** by Chairperson Strange, **SECONDED** by Mr. Madia, for approval to sell the lots and go with fair market value of 9k or amount of \$9, 666.66. **MOTION APPROVED UNANIMOUSLY.**

Under discussion, Mr. Whitmore explains this property will be moved to the city council's agenda for advertising.

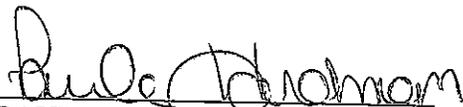
ANNOUNCEMENTS :

**A. FOLLOWING THIS MEETING, THE URA WILL ENTER A
WORKSHOP TO DISCUSS THE FORMER CITY HALL
REDEVELOPMENT REQUEST AND UPCOMING BUDGET
PRIORITIES.**

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

3-14-24

DATE

**URBAN RENEWAL AUTHORITY
DECEMBER 14, 2023**

The Clarksburg Urban Renewal Authority met for a **WORKSHOP** on December 14, 2023, directly following a regular meeting in the Council Chambers, City of Clarksburg Municipal Building, 222 W. Main Street, Clarksburg.

Members Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Tiffany Fell, City Manager
Marc Jackson, Council Representative

Members Absent: Jordan Johnson

Also Present: John Whitmore, Economic Development Director
Jeff Kimble, Attorney
Kim Karakiozis, Director of Finance
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement
Paula Hardman, Recording Clerk

The meeting was called to order by Chairperson Strange followed by recording of attendance.

NEW BUSINESS:

A. Former City Hall Parcel Redevelopment Discussion.

Under discussion, it was decided to discuss this on a future agenda.

B. FY 2023-2024 Budget amendment Request Discussion.

Future budget funding was briefly discussed at this time.

C. FY 2024-2025 Budget Priorities and Programs Discussion.

Budget funding for future applications for URA programs was discussed at this time. The annual report will be available in the near future. A future Land Bank meeting was also discussed.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

3-14-24
DATE

URBAN RENEWAL AUTHORITY
March 14, 2024

Member Present: Amy Strange, Chairperson
Bryan Payne
Tiffany Fell, City Manager

Members Absent: John Madia, Vice-Chairperson

Also Present Marc Jackson, Council Rep (via phone)
Jeff Kimble, Counsel for URA
Ashley Carr, Director of Code Enforcement
Cathy Keener, Code Enforcement

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

MOTION by Bryan Payne, **SECONDED** by Chairperson Strange, for approval of the minutes of December 14, 2023, Regular meeting, and Workshop December 14, 2024. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENT: **Curt Leider of Gore Lux** addressed the board at this time with regard to the budget for the façade applications with City Manager Fell informing as such. Any new applications will be considered in the new fiscal year. Mr. Leider also voiced concerns at this time with regard to trash throughout the city, broken windows, and other issues. A detailed discussion ensued.

ELECTION OF OFFICERS:

Chairperson:

MOTION by Bryan Payne, **SECONDED** by Tiffany Fell for approval to appoint Amy Strange as Chairperson of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

Vice-Chairperson:

MOTION by Chairperson Strange, **SECONDED** by Tiffany Fell for approval to appoint Bryan Payne as Vice-Chairperson of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

Secretary:

MOTION by Chairperson Strange, **SECONDED** by Tiffany Fell for approval to appoint Paula Hardman as Secretary of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

Treasurer:

MOTION by Chairperson Strange, **SECONDED** by Tiffany Fell for approval to appoint Kim Karakiozis as Treasurer of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

A. CONSIDERATION OF RESIGNATION OF BOARD MEMBER.

Concluding discussion, **MOTION** by Tiffany Fell, **SECONDED** by Bryan Payne, for accepting resignation of board member, Jordan Johnson of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

B. CONSIDERATION OF APPOINTMENT OF ASHLEY CARR AS EXECUTIVE DIRECTOR OF URA

Concluding discussion, **MOTION** by Tiffany Fell, **SECONDED** by Bryan Payne, for approval of appointment of Ashley Carr as Executive Director of the Urban Renewal Authority. **MOTION APPROVED UNANIMOUSLY.**

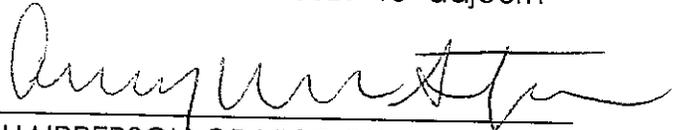
C. DISCUSSION/CONSIDERATION OF URA MEETING TIME.

Concluding a detailed discussion with everyone voicing concerns, it was decided to **TABLE** above agenda item until a later date. **MOTION** by Tiffany Fell, **SECONDED** by

Bryan Payne, to **TABLE** discussion/consideration of a URA meeting time. **MOTION APPROVED UNANIMOUSLY.**

ANNOUNCEMENTS : NONE

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

7-11-24

DATE

URBAN RENEWAL AUTHORITY
July 11, 2024

Member Present: Amy Strange, Chairperson
Bryan Payne
Tiffany Fell, City Manager
John Madia, Vice-Chairperson (Late)

Members Absent: Marc Jackson, Council Rep.

Also Present Jeff Kimble, Counsel for URA
Ashley Carr, Director of Code Enforcement
Kim Karakiozis, Director of Finance

The meeting was called to order by Chairperson Strange followed by recording of attendance upon arrival.

MOTION by Bryan Payne, **SECONDED** by City Manager, Tiffany Fell, for approval of the minutes of March 14, 2024, Regular meeting.
MOTION APPROVED UNANIMOUSLY.

PUBLIC COMMENT: **Curt Leider of Gore Lux** addressed the board at this time, providing handouts for their review. He reviewed the same as such, reminding the Authority of the buildings in the downtown area, not bothering to do anything to enhance their properties, hurting the ones working hard to draw people and other businesses to the downtown area. He also touched on property rights and funding available for future applications. He lastly thanked the Authority for their time.

UNFINISHED BUSINESS:

Chairperson Strange requested a financial report from the Director of Finance to be presented at the next meeting.

NEW BUSINESS:

A. CONSIDERATION OF APPLICATION OF AMY AND JOHN LANHAM LOCATED AT 230 COURT STREET FOR CLARKSBURG FAÇADE IMPROVEMENT GRANT PROGRAM GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.

Ashley Carr, Director of Code Enforcement briefly reviewed said application with the Authority.

He also introduced Jason Lane and Dr. Shana Nicholson at this time.

Concluding discussions, **MOTION** by Bryan Payne, **SECONDED** by Vice-Chairperson Madia to approve 5k to the property owners. **MOTION APPROVED UNANIMOUSLY.**

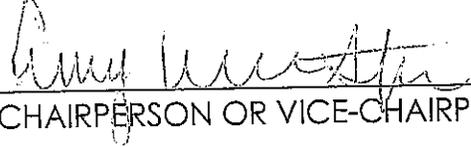
DISCUSSION/REVIEW OF FAÇADE LETTER

Mr. Lane of Code Enforcement reviewed the façade letter with the Authority before sending it out to local businesses. A detailed discussion ensued, with Mr. Lane advising he would be hand delivering some of them.

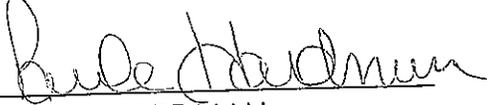
A brief discussion too place regarding grants and also a community outreach program, highlighting all the businesses and additional information. Dr. Nicholson advised that as the webpage is being developed, she would share all information with the URA. A beautification plan was also discussed.

ANNOUNCEMENTS : NONE

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON



PAULA HARDMAN
RECORDING CLERK

10/10/24

DATE

**URBAN RENEWAL AUTHORITY
OCTOBER 10, 2024**

Member Present: Amy Strange, Chairperson
John Madia, Vice-Chairperson
Bryan Payne
Zeke Lopez
Tiffany Fell, City Manager

Also Present: Marc Jackson, Council Representative
Jeff Kimble, Counsel for URA
Jason Lane, Project Director
Kim Karakiozis, Finance Director
Bruno Martinez, Appellant

MOTION by Bryan Payne, **SECONDED** by John Madia, for approval of the minutes of the July 11, 2024, meeting. **MOTION APPROVED UNANIMOUSLY.**

PUBLIC COMMENT: NONE

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. CONSIDERATION OF THE EXTENSION OF THE PREVIOUSLY APPROVED FAÇADE GRANT TO AMY AND JOHN LANHAM AT 230 COURT STREET DUE TO THE WORKLOAD OF CITY CONSTRUCTION.**

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by John Madia, for approval of extension request for John Lanham application located at 230 Court Street. **MOTION APPROVED UNANIMOUSLY.**

- B. CONSIDERATION OF THE APPLICATION OF MAR PROPERTIES, LLC FOR FAÇADE UPGRADES AT 201 WEST MAIN ST C/O BRUNO MARTINEZ THROUGH THE FAÇADE GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.**

Concluding discussions, **MOTION** by John Madia, **SECONDED** by Zeke Lopez, for approval of Façade upgrades for the grant application located at 201 West Main Street, C/O Bruno Martinez. **MOTION APPROVED UNANIMOUSLY.**

Mr. Zeke Lopez requested at this time all future costs on applications be itemized as such.

C. CONSIDERATION OF THE APPLICATION OF MAR PROPERTIES, LLC FOR FAÇADE UPGRADES AT 203 WEST MAIN STREET C/O BRUNO MARTINEZ THROUGH THE FAÇADE GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by Zeke Lopez for approval of Façade upgrades for the grant application located at 203 West Main Street, C/O Bruni Martinez. **MOTION APPROVED UNANIMOUSLY.**

D. CONSIDERATION OF THE APPLICATION OF MAR PROPERTIES, LLC FOR FAÇADE UPGRADES AT 205 WEST MAIN STREET C/O BRUNO MARTINEZ THROUGH THE FAÇADE GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by John Madia, for approval of Façade upgrades for the grant application located at 205 West Main Street, C/O Bruno Martinez. **MOTION APPROVED UNANIMOUSLY.**

E. CONSIDERATION OF THE APPLICATION OF MAR PROPERTIES, LLC FOR FAÇADE UPGRADES AT 200 SOUTH 2ND ST C/O BRUNO MARTINEZ THROUGH THE FAÇADE GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.

Concluding discussions, **MOTION** by John Madia, **SECONDED** by Zeke Lopez, for approval of Façade upgrades for the grant application located at 200 South 2nd Street, C/O Bruno Martinez. **MOTION APPROVED UNANIMOUSLY.**

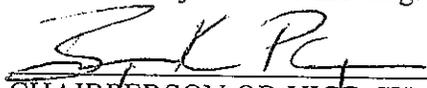
F. CONSIDERATION OF THE APPLICATION OF MAR PROPERTIES, LLC FOR FAÇADE UPGRADES AT 206 SOUTH 2ND STREET C/O BRUNO MARTINEZ THROUGH THE FAÇADE GRANT AND AUTHORIZING THE PREPARATION AND EXECUTION OF THE GRANT AGREEMENT THEREFOR.

Concluding discussions, **MOTION** by Tiffany Fell, **SECONDED** by John Madia, for approval of Façade upgrades for the grant application located at 206 South 2nd Street, C/O Bruno Martinez. **MOTION APPROVED UNANIMOUSLY.**

FINANCIAL REPORT: Kim Karakiozis, Director of Finance, updated the board at this time, providing a handout for their review. She informed that the budget balance after approved applications today was \$76,137.34 and that collections in the department were moving right along.

ANNOUNCEMENTS : City Manager, Tiffany Fell, updated the board on two (2) demo grants being worked on, and they should hear back from the bank within a couple of months. When they do, she will report as such. She also updated the board on redevelopment plans for the Land Reuse Board.

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON

PAULA HARDMAN
RECORDING CLERK

12-10-25

DATE

**URBAN RENEWAL AUTHORITY
NOVEMBER 12, 2024**

Member Present: Amy Strange, Chairperson
Bryan Payne, Vice-Chairperson
John Madia
Zeke Lopez
Tiffany Fell, City Manager

Members Absent: Marc Jackson, Council Rep.

Also Present: Jeff Kimble, Counsel for URA
Steve Pulice
Jason Lane, Project Director
Kim Karakiozis, Director of Finance
Brian Reed, Code Enforcement

The meeting was called to order by Chairperson Strange, followed by the recording of attendance upon arrival.

DISCUSSION OF POTENTIAL FUTURE PROPERTY ACQUISITIONS.

MOTION made, SECONDED, and APPROVED UNANIMOUSLY to adjourn into Executive Session.

MOTION made, SECONDED, and APPROVED UNANIMOUSLY to reconvene the meeting.

MOTION by Zeke Lopez, **SECONDED** by Bryan Payne to move forward with eminent domain at the property located at 119 South 3rd Street. **MOTION APPROVED UNANIMOUSLY.**

ANNOUNCEMENTS: NONE

There being no further business to come before the Authority, **MOTION** made, **SECONDED**, and **APPROVED UNANIMOUSLY** to adjourn said meeting.



CHAIRPERSON OR VICE-CHAIRPERSON

PAULA HARDMAN
RECORDING CLERK

6-6-25

DATE