

***Board of Memphis and Shelby County***

***Community Redevelopment Agency***

*CITY HALL 125 NORTH MAIN STREET SUITE 450, MEMPHIS TENNESSEE 38103-2084 (901) 576-6610*

**MINUTES**

**Meeting of the Policies and Procedures Committee**

**125 N. Main Street, Conference Room A**

**Date: February 16, 2012**

**Meeting Attendance**

**Policies and Procedures Committee Members**

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| **OFFICERS/MEMBERS** | **Name** | **PRESENT** | **ABSENT** |
| **Chairman** | **Deborah Daniels** | **X** |  |
| **Vice Chairman** | **Ann Langston** | **X** |  |
| **Member** | **Michael Massey** | **X** |  |

**Legal Staff:** None

**DPD/CRA Staff:** Josh Whitehead, OPD Planning Director, Clara Harris, Principal Planner; Mary Lynn Seale, Finance Manager; Marion Jones, Senior Planner, Verlean Kelly, MLC Secretary and Nancy Jane Baker, MLC Manager.

**Visitors:** John Dudas, Tanja Mitchell, Alexandra Mobley, Luretha Phillips, and Greg Webb

Meeting started at: 8:40 A.M.

**Agenda Item II.**

 **Definition of “Commercial” Property as it applies to the Commercial Rehab Program**

 After getting a clear understanding of Commercial property use, the Committee was told they

 could either recommend a zoning definition or use the language from the Assessor of

 Property website. It was decided by the Committee to use the definition of Commercial

 Property that is posted on the Shelby County Assessor of Property website which reads as

 follows:

* **Commercial and Industrial** - 40%. All property used, or held for use, for commercial, mining, industrial, manufacturing, trade, professional, club (public or private), nonexempt lodge, business, or similar purpose, is classified as industrial and commercial. Additionally, all real property which is used, or held for use, for dwelling purposes that contains two or more rental units falls under this classification.

 It was also defined that Multi-Family structures can be classified as Commercial due to some

 owners use their Multi-Family properties as a business and for profit. So, it should be

 given the opportunity for Commercial grants like any other for profit business such as a

 grocery store. The difference with Multi-Family property owners is that they must provide a

 match with their application for grant funds. It was also noted that the only acquisition of

 property is done through the Multi-Family Program if needed, not through the Commercial

 Program.

 Vice Chairman Ann Langston made a motion to accept the Assessor’s definition to

 recommend to the CRA Board and the motion was seconded by Chairman Deborah Daniels.

 The motion passed unanimously.

\*The next three (3) Agenda Items were discussed in conjunction.

**Agenda Item III.**

 **Number of Grants per Applicant, Number of Grants per Property, Rehab for Local**

**Ownership/Owner Occupied vs. Rental/Tenant Property under Historic and Commercial Programs, Other Issues Regarding Rehab Programs and Policies and Procedures**

**Agenda Item IV.**

 **Round 2 Historic Rehab Applicants – Recommendations for Grants**

**Agenda Item V.**

 **Round 2 Commercial Rehab Applicants – Recommendations for Grants**

The language within the applications and the match commitments and/or willingness to match grant funds from the applicants had a lot of discrepancies that needed to be edited throughout the entire application packets for both programs. The Committee felt these items needed to be revisited and discussed more in detail. The Committee members did conclude to make a recommendation regarding the following:

1. There would be one grant per property
2. A required match after two approved grants per applicant
3. If any grant received, applicant moves to the end of list and loses a score point in order for other applicant’s scores to improve and to get approved for grant funds.
4. Applications must be completed with proof of match funding
5. The language within the contract/application must spell out the dollar amount the applicant would be committing to within the 18 mo. period.
6. There would be no additional grant funds granted for other projects to the same applicant if they have not completed their portion of match commitment including funds and/or work completed.
7. Properties within the Historic districts must be rehabbed to meet the National Register Criteria/Guidelines.

\*This meeting was placed on hold until next meeting on February 23, 2012 at 8:30 a.m. for further discussion. It ended at 10:25 a.m.

Respectively Submitted by:

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Michael Massey, Secretary