



## Agenda

### Eastside Redevelopment Board

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Monday, November 8, 2021

4:30 PM

Hagler Mason Conference Room, 2nd Floor, City  
Hall

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Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.

Members of the public may also attend and participate via live stream or phone. Live meeting video: [cityofpensacola.com/428/Live-Meeting-Video](http://cityofpensacola.com/428/Live-Meeting-Video). Public input form here: [www.cityofpensacola.com/ERBInput](http://www.cityofpensacola.com/ERBInput).

#### CALL TO ORDER

#### DETERMINATION OF QUORUM

#### APPROVAL OF MINUTES

1. [21-00943](#) MINUTES OF THE EASTSIDE REDEVELOPMENT BOARD MEETING -02/23/2021 AND 08/24/2021

**Attachments:** [Draft ERB Minutes - 02/23/21](#)  
[Draft ERB Minuutes - 08/24/21](#)

#### OLD BUSINESS

#### NEW BUSINESS

2. [21-00942](#) FY2023 PROJECT PRIORITIES

**Attachments:** [Project List and Implementation Plan](#)

#### REPORTS AND ANNOUNCEMENTS

3. [21-00944](#) PARLIAMENTARY PROCEDURE

**Attachments:** [Summary of Parliamentary Procedure.pdf](#)

#### BOARD MEMBER COMMENTS

#### OPEN FORUM

**ADJOURNMENT**

*PLEASE NOTE: One or more members of the City Council/Community Redevelopment Agency Board may be in attendance.*

*The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs, and activities. Please call 850-435-1695 (or TDD 435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the city time to provide the requested services.*



Memorandum

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**File #:** 21-00943

Eastside Redevelopment Board

11/8/2021

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**SUBJECT:**

MINUTES OF THE EASTSIDE REDEVELOPMENT BOARD MEETING -02/23/2021 AND 08/24/2021

Approval of the Eastside Redevelopment Board meeting minutes for February 23, 2021 and August 24, 2021.



# City of Pensacola

## EASTSIDE REDEVELOPMENT BOARD

DRAFT

### Meeting Minutes

February 23, 2021

4:32 P.M. Hagler Mason Conference Rm. 2<sup>nd</sup> Fl

The Eastside Redevelopment Board (ERB) meeting was called to order by Acting Chairperson Young at 4:32 P.M.

#### CALL TO ORDER

**ERB MEMBERS PRESENT:** Jeannie Rhoden (via Teams), Aretta Anderson, Casey Jones,

Fred D. Young, III

**ERB MEMBERS ABSENT:** Jasmine Hunt

Members of the public were not permitted to attend the meeting in person, as City Hall was closed to the public until further notice

Public participation was available as follows:

Members of the public may\*\*\* attend the meeting via live stream and/or phone.\*\*\*

**To watch the meeting live visit:** [cityofpensacola.com/428/Live-Meeting-Video](http://cityofpensacola.com/428/Live-Meeting-Video).

#### To provide input:

- For Public Forum, for items not on the agenda: Citizens may submit an online form here: [www.cityofpensacola.com/ERBinput](http://www.cityofpensacola.com/ERBinput) , **beginning at 2:00 P.M. until 4:30 P.M. only** to indicate they wish to speak during Public Forum **and include a phone number. Staff will call the person** at the appropriate time so the citizen can directly address the ERB using a telephone held up to a microphone.
- For agenda items: Citizens may submit an online form here: [www.cityofpensacola.com/ERBinput](http://www.cityofpensacola.com/ERBinput), **beginning at 2:00 P.M. until that agenda item has been voted upon or public comment has been closed by the Chair** to indicate they wish to speak to a specific item on the agenda **and include a phone number. Staff will call the person** at the appropriate time so the citizen can directly address the ERB using a telephone held up to a microphone. **Any form received after an agenda item has been voted upon or public comment has been closed will not be considered.**

The Board's Rules of Order and Decorum were read by Acting Chairperson Young.

### **DETERMINATION OF QUORUM**

A quorum was present.

### **ELECTION OF OFFICERS**

**A motion was made to move this item to the next meeting by ERB Member Anderson seconded by ERB Member Jones.**

**The motion carried by the following vote:**

Yes: 4          Jeannie Rhoden, Aretta Anderson, Casey Jones, Fred D. Young, III

No: 0          None

### **APPROVAL OF MINUTES**

[21-00172 MINUTES OF THE EASTSIDE REDEVELOPMENT BOARD MEETING – 7/18/2020 & 11/19/2020](#)

**A motion to approve the July 18, 2020 and November 19, 2020 meeting minutes was made by ERB Member Rhoden seconded by ERB Member Anderson.**

**The motion carried by the following vote:**

Yes: 4          Jeannie Rhoden, Aretta Anderson, Casey Jones, Fred D. Young, III

No: 0          None

### **REPORTS AND ANNOUNCEMENTS**

[21-00173 FLORIDA SUNSHINE LAW, PUBLIC RECORDS LAW AND ETHICS](#)

Acting Chairperson Young introduced the item and turned it over to staff. Assistant CRA Administrator, Victoria D'Angelo introduced Assistant City Attorney Vanessa Moore to present.

Discussion ensued fielding questions and comments, Assistant City Attorney Moore responded accordingly.

### **OLD BUSINESS**

No old business was discussed.

## **NEW BUSINESS**

### **21-00171 ERB PRIORITIES (PROJECT LIST & 5-YEAR IMPLEMENTATION PLAN)**

**Recommendation:** That the ERB identify projects and priorities for project development and/or implementation within the Eastside Redevelopment Area to be incorporated into its' recommended project list and 5-year implementation plan.

**A motion to approve was made by ERB Member Anderson seconded by ERB Member Jones.**

Acting Chairperson Young introduced the item and turned it over to staff. Assistant CRA Administrator, Victoria D'Angelo to provide an overview.

Discussion ensued fielding questions and comments, staff responded accordingly.

ERB Member Anderson suggested approving the project list as presented and include a friendly amendment to prioritize Affordable Housing as the Board's first priority and the Hollice T. Williams Urban Greenway & Skate Park as the second priority. (The ERB Board consented.)

**The motion carried by the following vote:**

Yes: 4      Jeannie Rhoden, Aretta Anderson, Casey Jones, Fred D. Young, III

No: 0      None

## **BOARD MEMBER COMMENTS**

Chairperson Rhoden inquired about the re-election of officers for ERB. Staff responded accordingly.

## **OPEN FORUM**

Comments were provided by the following person(s):

- Anthony Caldwell re: Magee Field signage
- Marcus Coffee re: Magee Field signage

## **ADJOURNMENT**

**5:45 P.M.**

**Approved:** \_\_\_\_\_



# City of Pensacola

## *EASTSIDE REDEVELOPMENT BOARD* DRAFT Meeting Minutes

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August 24, 2021

4:41 P.M. Hagler/Mason Conference Rm, 2<sup>nd</sup> Fl

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The Eastside Redevelopment Board (ERB) meeting was call to order by Acting Chairperson Anderson at 4:41 P.M.

### **CALL TO ORDER**

**ERB MEMBERS PRESENT:** Aretta Anderson, Fred D. Young, III

**ERB MEMBERS ABSENT:** Casey Jones, Jasmine Hunt

Public participation was available as follows:

Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.

Members of the public also attended the meeting via live stream and/or phone.

To watch the meeting live visit: [cityofpensacola.com/428/Live-Meeting-Video](http://cityofpensacola.com/428/Live-Meeting-Video).

### **To provide input:**

- For Public Forum, for items not on the agenda: Citizens may submit an online form here: [www.cityofpensacol.com/ERBinput](http://www.cityofpensacol.com/ERBinput) beginning at 2:00 P.M. until 4:30 P.M. only to indicate they wish to speak during Public Forum and include a phone number. Staff will call the person at the appropriate time so the citizen can directly address the ERB using a telephone held up to a microphone.
- For agenda items: Citizens may submit an online form here: [www.cityofpensacol.com/ERBinput](http://www.cityofpensacol.com/ERBinput), beginning at 2:00 P.M. until that agenda item has been voted upon or public comment has been closed by the Chair to indicate they wish to speak to a specific item on the agenda and include a phone number. Staff will call the person at the appropriate time so the citizen can directly address the ERB using a telephone held up to a microphone. Any form received after an agenda item has been voted upon or public comment has been closed will not be considered.

The Board's Rules of Order and Decorum were read by Acting Chairperson Anderson.

**DETERMINATION OF QUORUM**

A quorum was not present.

**ELECTION OF OFFICERS**

Item was postponed due to lack of a quorum.

**APPROVAL OF MINUTES**

1. [21-00698 MINUTES OF THE EASTSIDE REDEVELOPMENT BOARD MEETING -02/23/2021](#)

Item was postponed due to lack of a quorum.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**REPORTS AND ANNOUNCEMENTS**

2. [21-00699 PARLIAMENTARY PROCEDURE](#)

Item was postponed due to lack of a quorum.

3. [21-00700 PROJECT UPDATES](#)

Acting Chairperson Anderson turned the item over to staff. Assistant CRA Administrator, Victoria D'Angelo, provided an overview. Ms. D'Angelo introduced Christine Crespo, Affordable Housing Manager, to give an update of the Affordable Housing Initiatives. Staff responded accordingly to questions.

**BOARD MEMBER COMMENTS**

None

**OPEN FORUM**

None

**ADJOURNMENT**

**5:11 P.M.**

**Approved:** \_\_\_\_\_



Memorandum

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**File #:** 21-00942

Eastside Redevelopment Board

11/8/2021

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**ACTION ITEM**

**SPONSOR:** Aretta Anderson, Acting Chairperson

**SUBJECT:**

FY2023 PROJECT PRIORITIES

**RECOMMENDATION:**

That the Eastside Redevelopment Board (ERB) identify project priorities for project development and/or implementation within the Eastside Redevelopment Area for fiscal year 2023.

**SUMMARY:**

On March 14, 2013, City Council established the Eastside Redevelopment Board (ERB) to provide for the ongoing involvement of stakeholder groups in the Eastside community redevelopment area. The principal duties of the ERB are to provide recommendations regarding an annual project list and 5-year implementation plan for projects authorized by the Eastside-Urban Infill and Redevelopment Area Plan and to monitor the implementation of such projects.

On July 8, 2020 meeting, the ERB recommended a project list and 5-year implementation plan for the Eastside Redevelopment Area, which was subsequently amended.

Since budget preparation for the upcoming fiscal year (FY2023) will begin in January, it is appropriate for the ERB to define its project priorities for the 2023 fiscal year during its November meeting. Project priorities will be considered for incorporation into the FY2023 CRA Work Plan and any applicable/appropriate budgets.

**STAFF CONTACT:**

Helen Gibson, CRA Administrator

**ATTACHMENTS:**

- 1) ERB Recommended Project List and Implementation Plan

Project	CRA District	Description	Est. Implementation Period	Project Status	Project Updates	Prior Redevelopment Board Action
Two Way Conversions MLK/Alcaniz & Davis	Urban Core / Eastside	Two-way conversion of MLK Blvd/Alcaniz St & Davis Hwy from I-110 interstate to Wright St. <i>Project managed by the Florida Department of Transportation in coordination with the City of Pensacola and Escambia County.</i>	Thru FY2026	Planning	Project ranked the FL-AL TPO's #25 for Non-SIS projects for the two-way conversion in its FY2023-2027 priority list adopted June 9, 2021. Funding is not yet scheduled in the FDOT work plan, however.	ERB & UCRB recommended inclusion in project list.
Hollice T. Williams Urban Greenway & Skate Park	Urban Core / Eastside	Stormwater, park (including skate park) and greenway improvements beneath the I-110 interstate overpass along Hayne Street from Wright Street to Jordan Street. Design and permitting funded by Escambia County RESTORE grant, and managed by Escambia County in coordination with the City of Pensacola. Design to consider the 2010 Hollice T. Williams Urban Greenway Framework Plan concepts.	Thru FY2025	Design	Design underway for entire park, but also designing the skate park improvements concurrently. 100% skate park design - Nov. 2021 with construction solicitation to follow.	ERB & UCRB recommended inclusion in project list.
General Daniel "Chappie" James, Jr. Museum and Flight Academy - Phase II	Eastside	Second phase of improvements in support of the General Daniel "Chappie" James, Jr. Museum and Flight Academy, principally located at 1606-08 MLK Jr. Drive, to provide additional educational space and connectivity to overflow parking areas.	Thru FY2023	Planning	Design of stand alone classroom currently being contracted.	ERB recommended inclusion in project list and approval of phase II scope.
Residential Property Improvement Program	Eastside / Urban Core / Westside	Improvements for priority residential properties under CRA Residential Property Improvement Program within target areas of the CRA. Eastside target areas include priority properties along portions of Martin Luther King Jr. Drive and Hayne Street. Forgivable loan program administered by Emerald Coast Regional Council (ECRC) on behalf of CRA.	Thru FY2026	On-going	-	ERB, UCRB & WRB recommended inclusion in project list.
Residential Resiliency Program	Eastside / Urban Core / Westside	Improvements to residential property under CRA Residential Resiliency Program within the City's designated Urban Core, Westside and Eastside community redevelopment areas to repair storm-damaged structures and secure at-risk property against future hazards caused by natural disasters. Typical improvements include emergency roof repair and replacement, hazardous tree removal and trimming, emergency electrical, plumbing or structural repairs, and mechanical equipment (i.e.) HVAC repairs and, in high flood hazard zones, elevation. Forgivable loan program.	Thru FY2022	Planning	-	ERB, UCRB & WRB recommended inclusion in project list.
Affordable Housing Initiatives	Eastside / Urban Core / Westside	Affordable housing initiatives within the Urban Core, Westside and Eastside areas as identified in the redevelopment plans and in support of the City's overarching 500 homes in 5 Years Initiative. Projects may include rehabilitation programs and affordable, workforce, mixed use, and mixed income projects and strategies.	Thru FY2026	Planning	-	ERB, UCRB & WRB recommended inclusion in project list.

Project	CRA District	Description	Est. Implementation Period	Project Status	Project Updates	Prior Redevelopment Board Action
Magee Field Signage Improvements	Eastside	Installation of new signage at Magee Field sport complex.	Thru FY2022	In Progress	-	ERB recommended inclusion in project list.
1700 MLK Jr. Drive- Affordable Housing & Redevelopment	Eastside	Redevelopment of former Walker Gas Station property at 1700 MLK Jr. Drive (corner of MLK & Mallory) for affordable/workforce/mixed income housing.	Thru FY2025	Planning	Pending furtherance of City-wide affordable housing strategy. Demolition of former gas station to be contracted.	ERB recommended inclusion in project list.
Sidewalk Improvements	Eastside / Urban Core / Westside	Sidewalk improvements including repairs and connectivity guided by the redevelopment plans and the City's recent sidewalk ADA accessibility study.	Thru FY2026	On-going	-	ERB recommended inclusion in project list.



Memorandum

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**File #:** 21-00944

Eastside Redevelopment Board

11/8/2021

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**DISCUSSION ITEM**

**SPONSOR:** Aretta Anderson, Acting ERB Chairperson

**TITLE:**

PARLIAMENTARY PROCEDURE

**SUMMARY:**

The Board will receive information regarding parliamentary procedure according to Roberts Rules of Order.

**STAFF CONTACT:**

Kerrith Fiddler, Deputy City Administrator - Community Development  
M. Helen Gibson, AICP, CRA Administrator  
Victoria D'Angelo, Asst. CRA Administrator

**ATTACHMENTS:**

- 1) Summary of Parliamentary Procedure

**PRESENTATION:** Yes

# SUMMARY OF PARLIAMENTARY PROCEDURE

## For advisory board meetings

Link to the video shown in today's meeting



Roberts Rules Basics at SFSS Meetings—SFSS  
(<https://www.youtube.com/watch?v=aSAN-OKKNk>)

### Tips to Remember

- **Use titles:** (Female) “Madam Chair”. (Male) “Mister Chair” or “Chairman”.
- **Address the Chair (not individuals).** Look at the Chair when speaking.
- **Wait to be recognized before speaking.** Do not speak before the Chair states your name.
- **State your name, and action for the record.** This assures minutes are accurate.
- **Maintain a courteous tone.** Remember you have been appointed to represent your community and the City while speaking.

## Standard Meeting Procedures

### The Meeting Agenda

**The meeting agenda is set and published in accordance with State requirements, and local laws and requirements.**

**Agenda items may only be added to a meeting agenda if they meet certain requirements.** These items are known as “add-on” items. To add an item on, the item must receive a super majority vote (a majority +1).

**The Chair may remove (withdraw or pull) items from the agenda, if so desired.**

### Presenting an Item Recommendation

**The Chair will present the recommendation.** Prior to accepting a motion, the Chair will read the title and recommendation. **Discussion is not opened until a motion and second have been received.**

**Note:** The Chair never makes motions unless control of meeting is relinquished and Chair is replaced by an officer/someone else -- only members make motions.

### Making a Motion

**Board members may not make a motion prior to being recognized by the Chair.**

**To request recognition:**

- a. Look at the Chair and state, “Madam Chair”/ “Mister Chair” / “Chairman” to request recognition.
- b. Wait to be recognized.
- c. When recognized, Chair states, “Board Member, Jon Arbuckle has the floor”.

**Member makes a motion and states, “I move that (...the Board accept the motion as stated).”**

### Seconding a Motion

**When seconding a motion, recognition by the Chair is not required.**

**To second a motion member states name and then says: “I second the motion”. (There is no need to be recognized by the Chair to second a motion.)**

**Note:** Seconding a motion does not mean that the member does, or does not agree with the motion, only that he/she agrees that the motion should be discussed.)

**Chair then states “I have a second”.**

### What happens when a second is not received?

**If a second is not immediately received, Chair may ask if there is a second twice more.**

**If none is received, Chair closes the item** and states: “Hearing no second, motion dies for lack of a second. Next item of business.”

### Overview of the Item (Optional)

**Prior to opening discussion/debate,** Chair will typically acknowledge staff to provide an overview of the item.

### Opening Discussion / Debate

**Chair re-states the motion** - “There is a motion on the floor that...”

**Chair asks, “Is there any discussion?”**

**Note:** Maker of the motion speaks first; then opposing member/other Board members.

#### **!!! REMINDER - To Request to Speak:**

- a. **Wait until recognized by the Chair.** Do not speak until recognized by the Chair.

**Note:** Everyone is given an opportunity to speak before anyone speaks twice. After a person has spoken twice, they may only speak a third time if permitted by the Chair.

**b. Member must address Chair.**

- Do not address other individuals or board members.
- Remember to be courteous.

**When debate wanes, Chair opens the floor for public comment.**

### Motion Amendments

A motion on the floor may be amended.

**Friendly Amendment** - When there appears to be **consensus**, the member who made the motion may request a friendly amendment and state for the record the substance of the amendment. If the Board accepts the motion it may be considered for a vote without an additional motion or second.

**Amended Motion** - When there **does not appear to be consensus**, a member may state that they wish to make an amendment to the motion and state the substance of the amendment. If there is a second, the amended motion is called for a vote. If the amended motion carries, then the original motion is abandoned. If it fails, the original motion has the floor.

### Public Comment

**Note:** In the State of Florida, Boards must accept public comment prior to voting.

**Chair asks if any members of the public have asked to speak.** If so, staff will introduce the speaker(s).

**Chair acknowledges the speaker.** Time limit shall be three (3) minutes unless otherwise permitted by the Chair.

#### **Responding to a Speaker**

Board members who wish to respond to a speaker shall address the Chair to request to speak.

**Note:** Chair has authority to moderate discussion, permitting, denying or closing discussion as he/she sees fit.

**Public comment closes once all speakers have had the opportunity to speak.**

### Taking the Vote

**The Chair will call a vote once he/she has closed public comment and discussion.**

**Chair restates the motion and calls the vote by roll call** (calling each member individually for a verbal vote)

- a. "All in favor say Aye"
- b. "All opposed say no"

**The Chair announces the results**—"motion passes" or "the motion fails". Staff may also announce the results if requested by the Chair.

### What happens if there is a tie?

**If there is a tie, then the motion fails (is defeated).**

If it seems that an alternative motion may be appropriate, the Chair may re-open the floor for further discussion, and potentially, an alternative motion.