



To: Redevelopment Commission Members  
From: Carl Rees, Economic Development Manager  
Date: August 29, 2013

**SUBJECT: Redevelopment Commission Meeting**

The Redevelopment Commission is scheduled to meet for a regular business meeting on Tuesday, September 3<sup>rd</sup> 2013 at the Greenville City Hall.

September brings a full agenda with action steps required on the Uptown Theatre, Go-Science project, Evans Street vacant lot and Small Business Plan Competition.

After a substantial amount of behind the scenes work, City staff is nearly ready to solicit bids for repair and stabilization of the rear portion of the Uptown theatre building. Public Works Department staff will be on hand to discuss the required work as well as the bid process and timeline. The Redevelopment Commission will also be asked to consider a revised construction management proposal from RPA Engineering. A construction management proposal had been part of the original repair plans approved several years ago by the Commission but staff now believes that some limited additional services will be required leading to approximately \$3,000 in additional fees. A copy of the proposal from RPA is attached.

During previous meetings, the Redevelopment Commission has approved the terms of a lease with Go-Science for the building at 729 Dickinson Avenue as well as a budget line item of \$200,000 for repair and renovations to the building that would allow occupancy by Go-Science. Staff is recommending that the repairs be included as "owner improvements" within the lease and that the Redevelopment Commission provide allowances of up to \$200,000 within the lease for said repairs and improvements. Representatives of both the architecture and construction firms hired by Go-Science will be present at the meeting to outline these improvements. A copy of the proposed Phase I layout for the building is included with this agenda packet.

As Commission members are aware, planning and design work on the Uptown parking deck is getting under way with the hiring of Walker Parking and local design consultants The East Group, RGG Architecture and Rivers and Associates to lead those efforts. Coordination of Commission-led design work for access to the parking deck from the 423 Evans Street vacant lot will be an important component of the project. In an effort to expedite procurement of a designer for the access project, City staff recommends utilization of the City's existing "on call" contract with Rivers and Associates. The on-call agreement is effective until January, 2014. Services under the agreement are listed as "Provide on-call engineering services to supplement the Department of Public Works Engineering Division for small low cost projects and studies." There is a \$30,000 per job cost limitation and the total compensation to be paid out under this agreement cannot exceed \$200,000 without Council authorization of increase. There remains substantial room under that total compensation cap. As such, staff recommends that the Redevelopment Commission authorize staff to develop a scope of services for a project contract to assist the Commission with design services for access from the 423 Evans Street site to the parking deck site. Total costs for the contract should not exceed \$30,000.

Finally, City staff will present information on applicants for the July round of the Small Business Plan Competition. Total of (6) applications were received however (3) applicants chose to withdraw in order to continue work on their plans or to be considered in subsequent grant cycles. A full review of the applications is attached to this agenda packet.

We look forward to seeing you at the September meeting. If you have any questions or need additional information, please feel free to call me at 329-4510, or Tiana Keith at 329-4508.

Redevelopment Commission Meeting  
Tuesday, August 6<sup>th</sup>, 2013 ~ 5:30 PM

City Council Chambers ~ 200 West 5<sup>th</sup> Street

**Agenda**

- I. Welcome
- II. Roll Call
- III. Approval of Minutes – August 6, 2013
- IV. Public Comment Period
- V. Consideration of Construction Management Contract for Uptown Theatre
- VI. Go Science Project Update and Lease Approval
- VII. Selection of Designer for 423 Evans Street Access Project
- VIII. Award of Small Business Plan Competition Grants
- IX. Report from Secretary
- X. Comments from Commission Members
- XI. Adjournment

## **GREENVILLE REDEVELOPMENT COMMISSION MINUTES**

August 6, 2013  
Greenville, NC

The Greenville Redevelopment Commission met on the above date for a meeting at 5:30 p.m. in the City Council Chambers of the City Hall Building located at 200 West Fifth Street.

### **COMMISSION MEMBERS PRESENT:**

Jeremy King  
Chris Mansfield, Chair

Angela Marshall  
Richard Patterson

Judy Siguaw  
Mark Woodson, Vice Chair

**STAFF MEMBERS PRESENT:** Jonathan Edwards, Audio; Merrill Flood, Director of Community Development; Tiana Keith, Secretary; and Carl Rees, Economic Development Manager

### **APPROVAL OF MINUTES OF June 4, 2013**

Motion was made by Mr. Jeremy King and seconded by Mr. Richard Patterson to approve the June 4, 2013 minutes. Motion carried unanimously.

### **PUBLIC COMMENT**

There was no public comment.

### **UPDATE ON 423 EVANS STRUCTURAL EVALUATION**

Mr. Rees introduced Mr. Mark Roy, President of RPA Engineering, to update the Redevelopment Commission on issues and recommendations for repairs on the North and South walls.

Mr. Roy: There is a fair amount of prep needed before the walls can be coated. A contractor may need to be present in case there are leaks inside the walls.

Mr. Rees: City Council hired Rivers and Associates for the parking deck and the company is on call for landscape architecture. They may be able to assist with this project. We plan to have three quotes from construction firms for the September or October meeting. The owner of building one is excited about the work.

Mr. Mansfield: These walls go with 423 and not other buildings?

Mr. Roy: I am not certain of the property line.

Mr. Mansfield: We need communication with the owners as to not create issues for them.

Staff Recommendation: Staff requests authorization from the Redevelopment Commission to seek quotes from construction companies to complete stabilization repair work and selective demolition to the north and south walls at 423 Evans Street.

Motion was made by Ms. Judy Siguaw and seconded by Mr. Jeremy King to seek quotes from qualified construction companies. Motion carried unanimously.

### **BUDGET AMENDMENT FOR NEW WAYFINDING SIGNS**

Mr. Rees: Urban Core continues to grow and requires addition of signs as buildings and locations are added. Originally there was a plan to have one sign for both County and Federal Court facility. More recently, the Federal Bankruptcy Court has indicated that they do want a sign specifically for their location. Funds were not allocated for this sign originally. The system is hierarchical, directing to districts and then destinations. Signs need to be changed in the Uptown District totalling \$18,084.52.

Staff Recommendation: The Redevelopment Commission amend the 2013-2014 Center City budget to include a line item of \$18,500 for "Wayfinding Sign System Upgrades."

Mr. King: Do we only pay for signs in our territory?

Mr. Rees: Yes.

Ms. Siguaw: Since the Federal Court changed its mind about wanted a sign are they willing to contribute?

Mr. Rees: I do not think that would be an option based on recent conversations.

Motion was made by Mr. Richard Patterson and seconded by Mr. Mark Woodson to seek quotes from sign companies. Motion carried unanimously.

### **UPDATE ON BUSINESS PLAN COMPETITION**

Mr. Rees: There was a good turnout for Business Plan applications. There were six: Longleaf Brewery, eAudit, Art Avenue, Fixit Fellas, Closet Consignment Boutique, and Courtside. Mr. Woodson and Ms. Siguaw have met with and interviewed the applicants and will have recommendation for action at the September meeting.

Mr. Woodson: We need another member on the Business Plan Competition sub-

committee.

Mr. Mansfield: Angela Marshall has come in, please join us. I'd also like to encourage you to serve on the sub-committee. It is not easy to make decisions on people's dreams but we have had a lot of success. Will all of these businesses be in central business district or will some be making an impact in the West Greenville district?

Mr. Woodson: At least one is in West Greenville.

Mr. King: How much funding is available?

Mr. Rees: \$60,000 in Center City and \$30,000 in West Greenville. We anticipate requesting more next year.

Mr. Mansfield: Will recommendations be ready in September?

Mr. Rees: Yes.

Mr. King: Will applicants come to that meeting?

Mr. Rees: Unless commission would prefer, no. It is more difficult to debate someone's business plan face-to-face.

Mr. Mansfield: It may be beneficial to have success stories present at a meeting as advertisement for others to think how they may create a small business in the Center City of West Greenville.

## **ELECTION OF VICE-CHAIR**

Mr. Mansfield: In Don's absence, I'd like to thank him for her service to Greenville. He certainly did good work for us.

Motion was made by Ms. Judy Siguaw and seconded by Mr. Jeremy King for Mark Woodson to serve as Vice Chair. Motion carried unanimously.

Mr. Woodson: Thank you members of the Commission for your trust.

## **REPORT FROM SECRETARY**

### **Monthly Financial Report**

Mr. Flood: The expenditure reports for West Greenville and the Center City have been submitted for review by the Commission.

## **COMMENTS FROM COMMISSION MEMBERS**

Mr. Woodson: We identified five priority items to work on and need to continue dialogue. The item receiving the most discussion is the First Street Redevelopment and Town Common Master Plan. Maybe we can invite stakeholders to provide us with their viewpoint and input.

Mr. Mansfield: We put this off til the 3<sup>rd</sup> quarter but I wonder if that serves citizenry well. With it being an election year this may be something candidates would want to discuss. It would be useful to have Recreation and Parks Department talk about where it is going now. Would you want to move it up before election?

Mr. King: Whenever stakeholders are ready we should move forward.

Ms. Siguaw: We can start getting feedback. I would like to see the City Manager's sketch to review what options are out there.

Mr. Mansfield: Would it be useful to begin discussions? I would welcome a dialogue and think citizens would find it useful.

Mr. Woodson: I think it would help eliminate misinformation.

Mr. Patterson: Is the City about to act on the master plan?

Mr. Rees: No, there has been tremendous improvement in West Greenville and Center City. Nothing has changed about Town Common since the Redevelopment Committee was elected. I am concerned about the ability to have a productive conversation during a political season.

Ms. Marshall: Is it still a viable work plan? When was it developed?

Mr. Mansfield: 2010.

Mr. Flood: It may be a good idea to revisit the master plan to refresh.

## **CLOSED SESSION**

Mr. Rees: The purpose of the closed session is to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law; and

Also to establish or to instruct the public body's staff or negotiating agents concerning

the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease for purpose of redevelopment specifically 907 West Fifth Street.

Motion was made by Mr. Mark Woodson and seconded by Mr. Chris Mansfield to go into a closed session. Motion carried unanimously.

Motion was made by Mr. Richard Patterson and seconded by Mr. Jeremy King to move out of closed session and back into open session. Motion carried unanimously.

### **ADJOURNMENT**

Motion was made by Mr. Judy Richard Patterson and seconded by Mr. Jeremy King to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carl J. Rees", with a stylized flourish at the end.

Carl J. Rees, Economic Development Manager  
The City of Greenville Community Development Department



# RPA ENGINEERING, P.A.

Structural Engineering Solutions

102 Regency Blvd., Suite A1, Greenville, NC 27834  
Ph. 252-321-6027 Fax 252-355-2179

Engineering License No. C-2734

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August 14, 2013

Mr. Carl Rees  
Urban Development Planner  
City of Greenville  
PO Box 7207  
Greenville, NC 27835-7207

## **Re: Proposal for Greenville Community Theater Renovation - Phase 1 Construction Administration Services – Revision 2**

Dear Mr. Rees:

We are pleased to provide this proposal for construction administration services for the project noted above. The following proposal provides a brief description of the project, a summary of the scope of work, and the proposed engineering fee and schedule for the project.

### **Project Description**

The project involves renovation of the existing White's Theater building (most recently the Park Theater) on 5<sup>th</sup> Street in downtown Greenville, NC. The existing building is about 100 years old and approximately 7,500 sf. The building will be renovated in two phases. Phase 1 consists of repairing the exterior shell so that the building will be structurally sound and water-tight until the interior renovations can be completed. This work primarily consists of repairing the fly loft roof and walls, repairing some of the main building roof framing, and masonry repairs to the front façade. Asbestos abatement work will also be completed in Phase 1. Phase 2 consists of renovating the interior of the existing building and constructing a new 3-story addition on the rear of the building.

The design for Phase 1 has been completed. This proposal includes construction administration for the Phase 1 work described on the design drawings. A summary of the Phase 1 construction administration work to be completed by RPA Engineering is included below in the Scope of Work.

### **Scope of Work**

The scope of work for this project consists of the following tasks:

- Assist with evaluation of existing ceiling construction.
- Review, comment and coordinate needed revisions of the Project Manual by CJMW (project architect) dated March 15, 2011 and assist in conference calls for discussion of revisions as needed.
- Review the asbestos abatement scope of work that Duncklee & Dunham, PC will provide.
- Assist Owner (City of Greenville) with project bidding.

- Participate in pre-bid meeting.
- Assist Owner with evaluation of bids and award of contract.
- Provide construction progression schedule for pigeon eradication, asbestos abatement, demolition, dry-in, safe entry, clean-up, and construction.
- Respond to contractor requests for information (RFI's).
- Participate in pre-construction meeting.
- Perform site inspections during construction and submit field reports for each visit.
- Assist Owner with evaluation and approval of pay applications.

Assumptions/Clarifications:

- Contract forms will be provided by the owner.
- A total of 10 site visits during construction has been assumed. Additional site visits can be performed if required on an hourly basis.
- Scaffolding, ladders, etc. needed for ceiling investigation will be provided by the owner.
- Printing, mailing, and other reimbursable costs will be billed at RPA cost plus 10%.

**Engineering Fee**

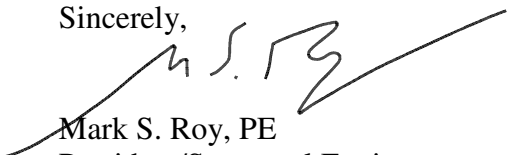
We propose to provide the services described above for a lump-sum price of \$8,500. Any additions to the scope of work or changes made after the start of design which result in structural re-design will require additional fee. I will obtain written approval from you prior to proceeding with any additional work.

**Schedule**

We can begin work on this project with 1 week of notification to proceed. We will establish a specific completion date with you prior to beginning work.

If you agree with the terms of this proposal, please sign below and return a copy to me. Our payment terms are net-30 days. We will invoice you each month based on the amount of work completed during the month. We appreciate the opportunity to present this proposal and look forward to working with you on this project. This proposal is valid until September 30, 2013. Please call me if you have questions or need additional information.

Sincerely,



Mark S. Roy, PE  
President/Structural Engineer

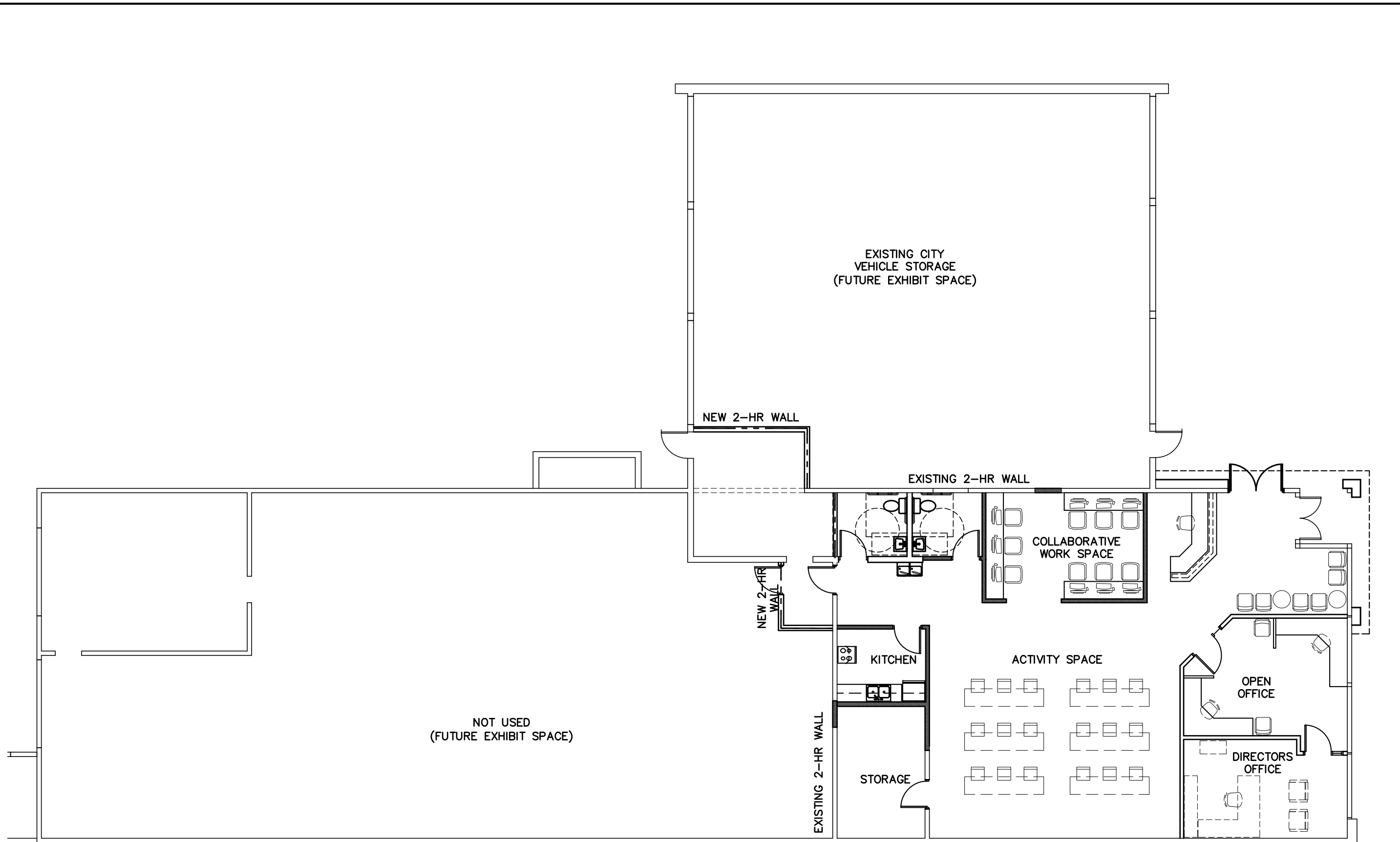
Proposal Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**PHASE I PROPOSED FLOOR PLAN**

SCALE: 3/32" = 1'-0"

401 North Heritage Street  
 Kinston, North Carolina 28501  
 252-527-1523 252-527-0048 fax



DATE: 8-20-15  
 DRAWN BY:  
 CHECKED BY:  
 SCALE:  
 FILE NAME:

**C.A. LEWIS, INC**  
 General Contractor  
 P.O. Box 5084 - Greenville, NC 27835  
 Phone # (252) 757-3536



GO-SCIENCE  
 PHASE I  
 GREENVILLE, NC

This drawing and the design are the property of C.A. LEWIS, INC. Reproduction or use of this drawing without our written consent is prohibited. Do not scale drawings. Use given dimensions only. Verify all dimensions and conditions at job site.

# Memo

**To:** Redevelopment Commission  
**From:** Carl Rees  
**CC:** Merrill Flood  
**Date:** 8/29/2013  
**Re:** Summer Cycle 2013 – Small Business Plan Competition

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## **Agenda Item # 8**

The amount of interest in the Small Business Plan Competition improved from the last cycle. The number of applicants increased from two (2) to six (6) this summer. On July 31<sup>st</sup>, the selection subcommittee, made up of Mr. Mark Woodson and Ms. Judy Siguaw, met with all enthused business owners to discuss the scope and plan for success for each business. For a variety of reasons, three (3) of the applicants withdrew to better prepare their application and expressed intention to resubmit in December. Remaining submissions are or plan to locate in the Center City Revitalization Area.

### APPLICANTS:

1. **Art Avenue** is both a gallery and working art studio located in the heart of Uptown Greenville. Aiming to become a limited liability company, it serves local artists by providing studios for practice of their craft and a gallery suited for the display and sell of their work. This company has applied for the \$15,000 reward.
2. **Courtside** is a deli and diner with a focus on providing fresh, made from scratch cuisine convenient to downtown businesses. Business owners plan to revamp the restaurant decor and menu to provide a more upscale environment. The business plan is eligible for \$30,000 based on the number of employees.
3. **eAudit** is an automated audit platform for companies that ship high values of small parcels, with a target annual net parcel spend between \$50,00 and \$60 million. Currently looking for a location between Raleigh, NC and Emerald Isle, NC, Greenville's Center City would become home to this company if awarded financial support through the Business Plan Competition. Based on owner investment, this business is eligible for \$15,000.

Following the informal interview process, in which all applicants showed significant potential to thrive in Greenville's Center City, the subcommittee recommended all three of the aforementioned businesses be awarded in the summer 2013 grant cycle.