

**MINUTES OF THE RIVER OAKS
ECONOMIC DEVELOPMENT CORPORATION
SPECIAL CALLED MEETING
FEBRUARY 22, 2011**

MEMBERS PRESENT:

PRESIDENT JOANN GORDON
BRENDA MILLER
JOANN BUTLER
STEVE HOLLAND
LEIGH ANN TURNER
GREG HENDRICKSON

STAFF PRESENT:

CITY SECRETARY MARVIN GREGORY
OFFICE MANAGER PAULA BAGWELL
EDC COORDINATOR BILL CREWS
SECRETARY SUSAN STEWART

MEMBERS ABSENT:

VICE-PRESIDENT JOE CREWS (OUT OF TOWN)

1. CALL TO ORDER

With a quorum present, President Gordon called the Special Called Meeting of the Economic Development Corporation to order at 6:00 p.m. on Tuesday, February 22, 2011 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. MEMBER ROLL CALL

Member roll call was recorded with all members present except for an excused absence for Vice-President Crews.

3. CONSIDER APPROVAL OF MINUTES FROM THE JANUARY 17, 2011 SPECIAL CALLED MEETING

President Gordon requested that the minutes be amended to reflect an excused absence for Brenda Miller due to medical reasons.

Member Butler moved, seconded by Member Hendrickson, to approve the excused absence of Member Miller. All voted "Aye."

Member Holland moved, seconded by Member Turner, to approve the minutes of the Special Called Meeting on January 17, 2011 as amended. All voted "Aye".

4. Appearance of Darren Houk representing Roofing Solutions at 5500 Meandering Rd. expressing appreciation for the EDC's participation in the Business Improvement Grant.

Darren Houk was present to express appreciation for the grant that allowed him to perform additional work on his commercial property.

President Gordon thanked Darren Houk for investing in the River Oaks Community.

5. **Public Hearing:** Hearing to consider amending the contract for the Business Improvement Grant of Diego F. Pedroza at 5157 River Oaks Blvd. (Tri-Oaks shopping center).

At 6:05 p.m. President Gordon opened the public hearing.

EDC Coordinator Crews stated that property owner did not complete the project within the time limit expressed in the contract.

Diego Pedroza, property owner, was present to request additional time to complete the project with the following changes: Instead of removing an existing carport, he would like to replace the metal paneling and paint the carport. Instead of installing lighted cabinet signs, he proposes to install single sided aluminized signs. Instead of removing the existing tenant's signage, he would like to leave those signs and install a similar one for his business. Mr. Pedroza reported that the original proposal was for a total of \$22,490 and the new proposal is \$14,780. Mr. Pedroza testified that he has currently spent a total of \$12,500. Mr. Pedroza stated that he could complete the project within approximately one month if allowed an extension.

Jennica Schmitt, potential business owner and tenant, was present to request that the canopy (carport) be allowed to remain. Ms. Schmitt described her vision for a restaurant with outdoor seating under the existing carport.

Board Members expressed concern in amending BIG contracts after contract expiration.

Board Members concluded that consistent signage, as originally proposed, would be more aesthetically appealing than allowing the existing signage to remain.

At 6:35 p.m. President Gordon closed the public hearing.

ZA Gregory responded to board inquiry that Staff has not verified the structural integrity of the carport.

EDC Coordinator Crews reminded the Board that disbursement could be withheld if the quality of the work was not satisfactory.

Board Members requested Mr. Pedroza to coordinate with Staff to provide an accurate proposal that includes details of his request.

At 6:52 p.m. President Gordon re-opened the public hearing.

President Gordon announced that this public hearing would remain open and be continued at the next regular meeting of the EDC on March 7, 2011 at 6:00 p.m.

6. **Action from Public Hearing:** Recommendation of approval of amending the Business Improvement Grant of Diego F. Pedroza at 5157 River Oaks Blvd. (Tri-Oaks shopping center).

No action was taken.

7. Consider recommendation to City Council for the approval of Resolution 692-2011 amending the Big Improvement Grant Program as originally adopted under Resolution 647-09 and amended by Resolution 666-09.

President Gordon reviewed the proposed changes to the BIG program:

- Specific improvements, "proposed color coordination shall not be intrusive or be in contrast to the other business developments as determined by the Economic Development Corporation prior to final approval being given"
- The following are, without limitation, specific examples of improvements that are not eligible improvements "Parking lot improvements including overlaying, patching, sealing, or re-striping"
- Procedural Requirements "Applicant or designee is required to be present to answer questions at the public hearing before the EDC that is scheduled for consideration of their application. Failure to appear shall result in the application being submitted to the City Council with the EDC recommendation to deny the application."
- Procedural Requirements "detailed plan of action with supporting documents including, but not limited to the scope of work and the time it will take to complete the project"
- Procedural Requirements "Any requested changes to the final approved agreement must be submitted 30 days prior to the expiration date"

Member Holland moved, seconded by Member Hendrickson, to recommend Resolution 692-2011 to the City Council as presented. All voted "Aye."

President Gordon pointed out the EDC Monthly activity report from EDC Coordinator Crews.

8. Adjourn

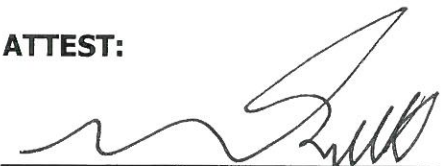
At 6:59 p.m. Member Holland moved, seconded by Member Minter, to adjourn the meeting. All voted "Aye".

APPROVED:



JoAnn Gordon, President

ATTEST:



Marvin Gregory, City Secretary