



PHILIP D. MURPHY
GOVERNOR

State of New Jersey
CAPITAL CITY REDEVELOPMENT CORPORATION

SHEILA OLIVER
LT. GOVERNOR

**CAPITAL CITY REDEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
36 WEST STATE STREET
BOARD ROOM
December 19, 2018 @ 10AM**

- A. READING OF THE PUBLIC MEETING NOTICE**
Robert Tighue, Secretary/Treasurer
- B. ROLL CALL**
Robert Tighue, Secretary/Treasurer
- C. APPROVAL OF MINUTES FROM THE BOARD OF DIRECTORS MEETING OF
October 17, 2018* (Chairman Inverso)**
- D. CAPITAL CITY REDEVELOPMENT CORPORATION RENAISSANCE PLAN DISCUSSION**
 - Discussion of Draft Scope of RFP
- E. EXECUTIVE ORDER 40 UPDATE (Maureen Hassett)**
- F. UPDATE BY THE CITY OF TRENTON**
- G. STAFF (EDA) UPDATE:**
Small Business Services Update (Ken Hart)
- H. PRESENTATION OF FINANCIAL REPORT**
Tom Solecki, Department of Treasury
- I. CHAIRMAN'S UPDATE**
 - Report of Executive Committee
 - Ethics Training Follow up
- J. OLD BUSINESS**
- K. PUBLIC COMMENT**
- L. ADJOURNMENT**

Note: Items with an asterisk () require action by the CCRC Board of Directors.*



**CAPITAL CITY REDEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

**NJEDA OFFICES
36 WEST STATE STREET
BOARD ROOM**

October 17, 2018 @ 10 AM

MINUTES

Members of the Board Present:

Peter Inverso, Chair
Robert Prunetti, Vice Chair
Charles Connery for Robert Tighue, Secretary/Treasurer
Gina Fischetti, representing DCA Commissioner Sheila Oliver
Susan Weber, representing DOT Commissioner Diane Gutierrez-Scaccetti
The Honorable Reed Gusciora
Mayor Christopher Brashier

Members of the Board Not Present:

The Honorable Manuel Sequera

Staff Members Present:

Danielle Esser, Deputy Chief of Staff, EDA
Christina Fuentes, Assistant Secretary, CCRC; EDA
Patience Purdy, Assistant Secretary, CCRC; EDA
Muneerah Sanders, Executive Assistant, EDA

Others Present:

Adam Sternbach, Governor's Authorities Unit
George Loeser, Counsel
Tom Solecki, Treasury

CALL TO ORDER:

Chairman Peter Inverso called the meeting to order at 10am with a quorum of the Board present. Mr. Connery read the Open Public Meetings announcement and performed the roll call of the Board.

INTRODUCTION OF DANIELLE ESSER, DEPUTY CHIEF OF STAFF, EDA

Chairman Inverso introduced Deputy Chief of Staff Danielle Esser, who summarized her background prior to joining the EDA.

EXTENSION OF EDA- CCRC MEMORANDUM OF UNDERSTANDING:

Ms. Fuentes stated that the Members were asked to approve the extension of a Memorandum of Understanding between the New Jersey Economic Development Authority and Capital City Redevelopment Corporation as an inter-department governmental agreement confirming the mutual understanding and intention between the agencies with respect to the provision of the Authority's support services to CCRC. This extension will run through April 2019 and will be presented to the EDA Board for approval at its November 9, 2018 meeting.

Chairman Inverso asked for a vote on the motion to approve the extension of the Memorandum of Understanding between the Authority and CCRC through April 2019. The motion was approved by the Board in an unanimous vote.

MEETING MINUTES:

The Board was presented with minutes from the Board of Directors' April 20, 2018 meeting. **Chairman Inverso asked for a vote on the motion to approve the April 20, 2018 minutes. The motion was approved by the Board in a unanimous vote.**

CAPITAL CITY REDEVELOPMENT CORPORATION RENAISSANCE PLAN DISCUSSION

Chairman Inverso stated that the Renaissance Plan needed to be revised, but that the board lacked resources. He requested any comments or suggestions regarding funding resources.

Assistant Secretary Patience Purdy suggested putting out an Request for Information to determine cost. Mayor Gusciora asked if parameters could be placed in light of the Governor's new financial plan, the Trenton 250 and the State Office Buildings project, etc.

Ms. Purdy asked if there was potential to look at the Trenton 250 and create something in conjunction with that document. Chairman Inverso stated that there was.

Mayor Gusciora suggested reaching out to the Bloustein School.

Mr. Solecki asked, if a consultant could identify exactly what CCRC was responsible for, if a new plan were bid out. Chairman Inverso asked if there was a template for how an RFI would look. Ms. Purdy stated that she would need to talk to staff in the Procurement department regarding the procedure. Ms. Purdy added that we can also send out the Trenton 250 with links.

Mayor Gusciora stated that the Governor's Executive order was very vague and no one really knows what it means. Chairman Inverso stated that there wasn't much to report regarding the Governor's Executive Order, but he hoped to have an update at the December meeting.

Mr. Brashier stated that he hoped the CCRC ties into the executive order in some manner. Mr. Prunetti agreed that a representative from the administration should come in. He also stated that he was confused and surprised that the CCRC was not mentioned in the order. Mr. Sternbach stated that he spoke to the Treasury Chief of Staff. The executive order spoke to Cabinet Members who report directly to him, but that they'll reach out to the various stakeholders, CCRC included. Mayor Gusciora stated, correct me if I'm wrong, but, the City of Trenton is not directed to participate because the Governor cannot direct them.

Chairman Inverso added that the CCRC is statutorily mandated under the Governor's control. Mr. Sternbach stated the CCRC was still a independent authority. Mayor Gusciora added that someone should say how we work together. Mr. Sternbach stated that he couldn't speak for Treasury.

Chairman Inverso asked the member if it was okay if the Executive committee met with EDA staff, or if the entire board wanted to participate. Ms. Fischetti stated that DCA wanted to participate in the process. Mr. Prunetti suggested a special meeting regarding the RFI.

Chairman requested if a special meeting could be scheduled within the next few weeks.

FINANCIAL REPORT:

Tom Solecki, Department of Treasury stated that \$12,000 was spent during fiscal year 2019, and that the account had a cash balance of \$180,000.

Ms. Purdy asked if there were any restrictions around using the funds in the CCRC account. DAG Loeser stated that he would look into it. Chairman Inverso asked DAG Loeser to send his findings to the board. Mr. Brashier stated that if there are no restrictions, that the board should get going quickly on the RFI.

GARDEN STATE GROWTH ZONE PROGRAM UPDATE:

Ms. Fuentes updated the board on the Garden State Growth Zone program. She said that although Trenton businesses were eligible for funds, it has been difficult to find applicants. She added that the program has received good promotion, and she hopes to have a few applicants before it expires next year. Mayor Gusciora requested links to the GSGZ program so that he could link it to his website.

REPORT OF EXECUTIVE COMMITTEE:

Chairman Inverso stated that it was the general consensus that the two State Office buildings did not conform to the goals of the board. He asked for comments or questions regarding the Executive Committee memo, which was sent out in July. Ms. Esser stated that it was her understanding that the Real Estate division has received comments and that they have been addressed. Mayor Gusciora stated that the City has been opposed to the projects and doesn't see them as a benefit.

Mr. Brashier stated that he recalled that there was talk of building similar office buildings with similar connectivity, when he joined the board eight years ago. He added that the problem for Trenton, when you compare it to the other 49 state capitals, is it's very small city with a very small tax base, so when you pull away money, it 's difficult to maintain infrastructure and other needs of the state.

APPOINTMENT OF CHRIS BRASHIER TO EXECUTIVE COMMITTEE

Chairman Inverso stated that he appointed Mr. Brashier to the Executive Committee to replace Mr. Tighue. He stated that because of Mr. Tighue's position at Treasury, being a member of the Executive Committee could potentially be uncomfortable.

SPECIAL STATE OFFICERS' ETHICS TRAINING:

Chairman Inverso reminded Members that the Special State Officers Ethics Training Session was scheduled for Tuesday, December 11, 2018 at 12Noon at EDA offices. The training is mandatory and in person attendance is required.

PUBLIC COMMENT:

There were no additional public comments.

There being no further business a motion to adjourn the meeting was approved by a unanimous vote.

NEXT MEETING DATE:

The next meeting date for the Capital City Redevelopment Corporation is scheduled for Wednesday, December 19, 2018, at 10am. The meeting location will be 36 West State Street, Trenton, NJ 08625.

CERTIFICATION:

The foregoing and attachments represent a true and complete summary of the actions taken by the Capital City Redevelopment Corporation Board of Directors at its Meeting on October 17, 2018.


Charles Connery
Assistant Deputy Director, DPMC

CCRC Planning RFP
DRAFT ITEMS TO BE INCLUDED IN SCOPE OF SERVICES

Background:

The Capital City Redevelopment Corporation (CCRC), created by an act of the Legislature and adopted into law in 1987, developed a Renaissance Plan (RP) which was adopted in 1989 in compliance with its enabling act and that served as the vision for a vibrant Capital District. Under the CCRC statute, any plans affecting physical development within the Capital District must be consistent with the Renaissance Plan. In addition, all governmental entities with plans affecting physical development within the Capital District must review the Renaissance Plan and revise their plans, if necessary, to ensure that they are consistent with the Renaissance Plan.

The format of the Renaissance Plan is similar to a master plan that NJ municipalities are required to adopt under the NJ Municipal Land Use Law. The Renaissance Plan was supplemented by an urban design code to guide the development, rehabilitation and construction of projects in the Capital District. The City of Trenton adopted the code into its land use regulations, and development projects in the Capital District are reviewed by the City for compliance with the code and associated regulations.

Many of the planning and design principles that underlie the vision of the Renaissance Plan are incorporated in the Trenton 250 Master Plan adopted by the City in 2017, in accordance with the NJ Municipal Land Use Law. The City is in the process of updating plans throughout the City in order to implement the Master Plan, particularly the downtown district which includes the CCRC area. Given that the City has recently updated its municipal master plan, the CCRC Board has expressed interest in updating the Renaissance Plan so that these plans can correlate in an updated fashion. The NJEDA, as staff to the CCRC, has worked collaboratively to prepare a scope of services for an RFP to procure a planning consultant to develop an updated plan as described below.

Given that the City of Trenton recently underwent a comprehensive Master Plan update process, the Trenton 250 Master Plan is a reasonable document from which to begin the update of the CCRC Renaissance Plan. The Planning Consultant will review the existing Renaissance Plan and urban design code against the Trenton 250 Master Plan and provide recommendations for updating the Renaissance Plan to meet current state and local planning needs.

The updated CCRC Renaissance Plan will be used as the baseline for the codification of land use zoning ordinances for the downtown district by the City, including the entirety of the CCRC boundary. The result of this RFP would be an updated CCRC Renaissance Plan that addresses the Downtown District as well as the planning goals for the City of Trenton.

To conserve funding resources, where possible, the following outline of plan elements should be based on earlier information provided in the Renaissance Plan, or as provided in the Trenton 250 Plan and other supporting plans as indicated to the extent those plans remain current and applicable.

The plan must include the following:

1. A statement of objectives, principles, assumptions and policies upon which the constituent proposals for the physical, economic and social development of the district are based. Goals, Strategies, and Actions based on the below elements to be refined or created to facilitate implementation;
2. A design plan element which contains an inventory and evaluation of buildings within the district which are of unique historic or architectural merit; streets, parks and public spaces; and any other relevant aspect of the public environment. The commission shall make specific recommendations for conserving and improving the public landscape, including streets, recreational facilities, and other placemaking for public spaces and amenities. This element should also examine the building code modification done by Hillier Architecture in 2006 for the CCRC and update as needed to create 21st century urban design standards resulting in design standards for the different areas of downtown;
3. A cultural plan element which contains an inventory of the district's museums, theaters, parks, sports facilities and recommendations for the maintenance and enhancement of these facilities for the benefit of residents of the city, region and State. The element takes into consideration the Creek 2 Canal Creative District Area Plan and the New Jersey's Capital Region Heritage Tourism Master Plan (2000) as appropriate;
4. A transportation/circulation plan element which contains an inventory of facilities for all modes of transportation within the district, establishes the importance of the district transportation system in the regional context, sets forth a statement of objectives and principles regarding the transport of people and goods to and within the district and develops recommendations designed to improve the accessibility of the district to the rest of the city and the surrounding region, taking into account Trenton250's Circulation Element, the City's Truck Circulation Study, and the Complete Streets Implementation Plan; evaluate and make recommendations regarding parking needs at build-out;
5. A land use plan element which incorporates recommendations contained in the

other three elements; recommends appropriate future governmental and private land uses in specific areas; contains proposals for conservation, rehabilitation and adaptive reuse of existing governmental and nongovernmental buildings; proposes strategies concerning conservation and improvement of the public environment, including streets, walkways, parks, riverfront access, and other public spaces; and sets forth proposals for the restoration and improvement of the historic areas, sites and structures; and as well as mixed-use development as appropriate. Provide a map of existing and proposed land uses and zoning. The City is currently updating its zoning ordinance to reflect the Trenton250 Master Plan. The updated Renaissance Plan land use element may suggest specific amendments to the zoning ordinance.

6. A relocation plan element which includes an assessment of the displacement of households and businesses within the district that would result from the implementation of the plan, and a strategy for relocation of households to adequate and affordable housing units. For this element of the plan, a redevelopment area review to support a mixed-use focus would be undertaken. The City is currently examining and updating redevelopment area plans, and through the City's redevelopment process, any relevant relocation needs would be addressed.

Additional Scope Requirements:

1. For each Renaissance Plan element, develop a "matrix" which includes the Renaissance Plan, the City's current master plan, applicable redevelopment plans, and any other plans (state or local), and local ordinances which summarizes the consistencies and inconsistencies of the plans, and provide recommendations of how these inconsistencies should be resolved in the updated Renaissance Plan.
2. Meet with appropriate state officials, such as Treasury, including the Division of Property Management, to discuss current and future state uses in the district and determine how these uses are consistent or inconsistent with the existing CCRC Renaissance Plan, the City's current master plan, and any applicable redevelopment plans, and determine how the current and future state uses should be included in the updated Renaissance Plan.
3. Review the relevancy of the CCRC Urban Code and design standards, and recommend updates as needed.
4. Determine whether the CCRC boundaries be expanded as permitted by the Act to match a district in the City's current master plan (under the Act, can be done in cooperation with the City).

5. Facilitate at least one public stakeholder meeting for input on the plan elements.
6. Provide recommendations for zoning or planning tools that incent best practices for mixed-use development, including density bonuses, reduced parking requirements, and successful redevelopment strategies in a city comparable to Trenton.
7. Provide sample ordinances that implement planning principles designed to encourage mixed-use development and preservation of historic or architecturally significant structures.
8. Option to provide renderings for areas proposed for redevelopment and GIS files of proposed land uses and related shapefiles.
9. Itemized costs of each task.

CAPITAL CITY REDEVELOPMENT CORPORATION
FY19 FINANCIAL STATEMENT, as of December 10, 2018
 (Prepared by Treasury Administration)

ACCOUNT AND DESCRIPTION	FY18 COSTS	FY19 BUDGET	FY19 YTD EXPENDED	FY19 PROJECTED REMAINING EXPENSES
Account 12-Salaries				
Salaries	0	0	0	0
Fringes	0	0	0	0
Sub-Total	0	0	0	0
Account 21-Printing and Office				
Copier Rental and Supplies	0	0	0	0
Sub-Total	0	0	0	0
Account 33-Insurance				
Property & Casualty - Hartford Insurance Co		0	0	0
Officers & Directors - ACE Insurance Co	10,062	5,200	5,200	5,200
Sub-Total	10,062	5,200	0	5,200
Account 36-Professional Services				
Auditing Services	7,510	6,000		6,000
Sub-Total	7,510	6,000	0	6,000
Account 38-Other Services				
Other	0	1,000	0	1,000
Sub-Total	0	1,000	0	1,000
TOTAL	17,572	12,200	0	12,200

Resources:	
Balance in the State account	101,792
Balance in CCRC Bank Account	78,206
Total Resources	179,998