



10075 Ravenna Road  
Twinsburg, OH 44087  
330.963.6154

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**TWINSBURG COMMUNITY IMPROVEMENT CORPORATION**

**MEETING MINUTES**

**February 8, 2021**

**Item 1. Rollcall:**

A virtual meeting of the Twinsburg C.I.C. was conducted via Zoom on Monday, February 8, 2021. The meeting was opened by the Executive Director at 5:05 pm. In attendance were Mayor Yates, Angelo Carcioppolo, Kathi Powers, Maureen Stauffer, Doug Holtzman, David Post, Dolf Kahle, Matt Cellura and Sam Scaffide. Absent was Bill Furey and Kathi Procop.

**Item 2. Prior Meeting Minutes.**

Minutes of the January 4<sup>th</sup> meeting were previously distributed to the members. The Executive Director asked for comments or corrections. There being none, a motion was made by Angelo Carcioppolo and seconded by Sam Scaffide to accept the minutes as written. The motion was passed unanimously.

**Item 3. Downtown Redevelopment RFQ/P Final Draft Discussion**

The Executive Director previously distributed a final draft version of the proposed RFQ/P for the central area. He provided a brief overview of its contents including the items added to the final draft such as the dates for submission, language related to phasing and additional developer selection considerations.

David Post inquired about the extent of the area subject to redevelopment and if the corner properties at Darrow and E. Aurora Road's intersection were included. Mr. Finch explained that they were not included in the 9.6-acre development area but the RFQ contained language that strongly encourages the developer selected to find a way to include these properties in the final development. Mayor Yates commented that these properties are important to the overall project. It is his hope that there will be a way to include them. Discussion followed regarding the prior conversations with the property owners of the subject properties.

Discussion then turned to the dates for getting the RFQ/P out to the community. Mr. Finch noted that he placed a due date in the final draft document of April 30<sup>th</sup> and acknowledged that while this may seem like a long time out, we need to give the applicants enough time to put together their team, which may contain a mix of property developers (i.e. residential, commercial retail, etc.) and allow time to develop their approach to the project. Discussion followed. Doug Holtzman suggested that we need to give the applicants enough time to do a good job preparing their response. It was concluded that we would retain the April 30<sup>th</sup> due date.

Doug Holtzman indicated he received an RFP issued by the Cuyahoga County Housing Authority that may provide some additional items related to the selection process that the Board may wish to consider for inclusion in our RFQ. He emailed copies of this RFP to the Board for their review. It was concluded that the members would review this document and consider any amendments for addition by Friday, February 12<sup>th</sup>. On that date Mr. Finch will email the Board with any suggestions and schedule a follow-up meeting if necessary.

The Board then turned their attention to the manner in which the RFQ/P would be advertised and distributed to the developer community. Mr. Finch acknowledged that the intent was to mail or email directly to those we know have an interest. Mayor Yates commented that we have a couple of developers who have indicated a strong interest in the project and they would be directly notified. Mr. Finch summarized the method used the last time this was done, including advertisement in Crain's,

posting on the ULI website, posting on the TCIC website, and direct mail to six developers. Maureen Stauffer asked about the costs associated with advertising. Mr. Finch replied that he thought we spent about \$1,200 on Crain's and an additional amount to post on the ULI site. Discussion followed regarding costs and the authorization of spending for advertising. Dolph Kahle added that Crain's has a variety of methods to get the word out including a digital platform and possible news releases. Mr. Finch committed to investigating those options. A motion was made by Kathi Powers and seconded by Maureen Stauffer to authorize the Executive Director to spend up to \$2,000 for advertising related the RFQ/P. The motion passed unanimously.

**Item 4. Public Comments**

No public was in attendance.

**Item 5. Schedule Net Meeting**

The Board did not set a date for the next meeting.

**Item 6. Other Business**

No other business remained for discussion.

**Item 7. Executive Session**

No Executive Session was conducted

**Item 8. Adjournment**

There being no further business before the Board the meeting was adjourned at 5:35 pm.