



CITY OF LEEDS, ALABAMA

REDEVELOPMENT AUTHORITY AGENDA

1412 9th St, Leeds, AL 35094

March 12, 2025 @ 5:00 PM

CALL TO ORDER:

ROLL CALL:

DETERMINATION OF QUORUM:

APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

- [1.](#) Minutes from January 14, 2025.

NEW BUSINESS:

2. RDA25-00001 - LMS Chair Placement - From Oct 2024 Meeting
3. RDA25-03-02 - Movies for Summer Movie Nights
- [4.](#) RDA25-03-03 - RDA Office Expenditures
- [5.](#) RDA25-03-04 - Facade Grant Application - 1389 8th St.

OLD BUSINESS:

CHAIRMAN'S COMMUNICATION:

OTHER BUSINESS:

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

File Attachments for Item:

1. Minutes from January 14, 2025.

CITY OF LEEDS, ALABAMA
REDEVELOPMENT AUTHORITY MEETING MINUTES
1412 9th Street, Leeds, Alabama 35094
January 14, 2025 @ 5:00 PM

CALL TO ORDER:

Chairman Michael Cauble called the meeting to order at 5:05 pm.

ROLL CALL:

PRESENT

Chairperson Mike Cauble, Vice-Chairperson Andrea Howard, Secretary Dave Mackey, Board Member Larry King

APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

1. Minutes from November 25, 2024

Minutes approved as written.

NEW BUSINESS:

2. RDA25-01-04 – 2025 Election of Officers

Motion was made by Secretary Mackey to elect officers as currently serving as follows: Chairman - Michael Cauble, Vice-Chairperson - Andrea Howard, Secretary – Dave Mackey and Board Member – Larry King. Motion was seconded by King. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

3. RDA25-01-05 - Discuss 2025 RDA Meeting Dates

2025 RDA Meetings set for January 14, April 14, July 15, October 14 and called meetings as required. Motion was made by Secretary Mackey and Second was made by Vice-Chairperson Howard. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

OLD BUSINESS:

4. FC25-01-01 - Façade Grant Approval for 8149 Parkway Drive – Barnes & Barnes

Motion was made by Secretary Mackey and Second was made by Vice-Chairperson Howard to approve the Façade Grant and release payment. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

5. RDA25-01-02 - New Façade Grant Procedures

The new Façade Grant Procedures streamlines the grant process. Motion was made by Board Member King and Second was made by Vice-Chairperson Howard to approve the new Façade Grant Procedures and Application, as submitted. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

6. RDA25-01-03 - Further Discussion on the Downtown Entertainment District
RDA Members discussed there was nothing for RDA to do at this time, because district is already in place. In their opinion, the current process of permitting a function works fine for Leeds at the present time. Signs need to be placed by the City.

OTHER BUSINESS:

7. Property Tax Reimbursement
Motion was made by Secretary Mackey and Second by Vice-Chairperson Howard to add to agenda. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King. Paperwork was presented to RDA from the City for RDA to reimburse the City for parking lots property tax that was paid by the City. Discussion included that this expenditure was part of each parking lot lease and the responsibility of RDA so this expense should be added as a line item to the budget next year. Motion was made by Secretary Mackey and Second by Vice-Chairperson Howard to approve payment for this reimbursement in the amount of \$2,934.32. Voting Yea: Chairman Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.
8. Meeting attendee, Neva Reardon attended to as questions about grants and signage. Reardon was presented with a couple of copies of the new grant application.

CHAIRMAN'S COMMUNICATION:

ADJOURNMENT:

Chairman Michael Cauble adjourned the meeting at 5:45 pm.

Mr. Michael Cauble, Chairman

Mr. Dave Mackey, Secretary

File Attachments for Item:

4. RDA25-03-03 - RDA Office Expenditures



Final Details for Order #111-9722840-6174667

[Print this page for your records.](#)

Order Placed: February 12, 2025
Amazon.com order number: 111-9722840-6174667
Order Total: \$161.99

Shipped on February 13, 2025

Items Ordered

1 of: *Brother MFC-J4335DW INKvestment Tank All-in-One Printer with Duplex and Wireless Printing Plus Up to 1-Year of Ink in-Box* **Price** \$149.99

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

Shipping Address:

Dona Bonnett
475 PLEASANT VALLEY RD
ODENVILLE, AL 35120-4117
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa ending in 6722

Billing address

Dona Bonnett
475 PLEASANT VALLEY RD
ODENVILLE, AL 35120-4117
United States

Credit Card transactions

Item(s) Subtotal:	\$149.99
Shipping & Handling:	\$0.00

Total before tax:	\$149.99
Estimated tax to be collected:	\$12.00

Grand Total:	\$161.99
Visa ending in 6722: February 13, 2025:	\$161.99

To view the status of your order, return to [Order Summary](#).

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LEEDS
1500 8TH ST
LEEDS, AL 35094-4101
(800)275-8777

01/08/2025 11 33 AM

Product	Qty	Unit Price	Price
US FlagsBklt/20	1	\$14.60	\$14.60

Grand Total: \$14.60

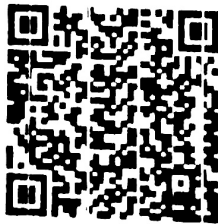
Credit Card Remit \$14.60

Card Name: VISA
Account #: XXXXXXXX(XXX)6722
Approval #: 09694G
Transaction #: 656
AID: A0000000031J10 Chip
AL: VISA CREDIT
PIN: Not Required CHASE VISA

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



or call 1-300-410-7420.

UFN: 014810-0690
Receipt #: 840-53500355-2-6219089-1
Clerk: 22

File Attachments for Item:

5. RDA25-03-04 - Facade Grant Application - 1389 8th St.

10 Entry #: 4 - Laura L Barnes **Status:** Submitted
Submitted: 3/6/2025 9:47 AM

Purpose

The Leeds Redevelopment Authority recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the City's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private sector in making these desired exterior improvements. The Redevelopment Authority reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum grant of \$3,000.00.

Eligibility Requirements

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Leeds Redevelopment Authority are eligible for the grant. The exterior of the property must meet all Leeds Redevelopment Authority Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies.

Eligible applicants include the owner of a commercial building or the owner of a commercial business within the Redevelopment Authority District. All applications must be signed by the property owner to indicate consent for the proposed improvements.

All grant recipients are required to publicly display the Leeds Redevelopment Authority Grant Award Certificate in a conspicuous location in the building for a period of one year from the date grant funds are dispersed.

Financial assistance is available to business owners or property owners, for no more than \$3,000 every 3 years, per building.

The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority and is subject to funds availability. The Redevelopment Authority may approve grants of less than a 50% match.

Eligible Improvements

The primary goal of the Leeds Redevelopment Authority Commercial Façade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Improvements that otherwise would be substantially difficult to undertake "but for" the grant assistance may be looked at more favorably. The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority.

Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$500 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving the grant award. The list of qualifying exterior improvements appears below.

Eligible Uses

- Significant Facade repair and treatment
- New window systems or frame replacement and repair (excluding broken glass)

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Exterior Doors

- Awnings (without signage)
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the City's Appearance Review Guidelines

Ineligible Uses

Working capital

- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots

- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Leeds Redevelopment Authority is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time extensions can be considered by the Redevelopment Authority.

Design Evaluation

Design evaluation and approval will be handled by the Leeds Redevelopment Authority. This process may require the applicant to undergo exterior appearance review by the Architectural Review Committee of the Leeds Redevelopment Authority if required by the Redevelopment Authority Appearance Review Guidelines.

Application Requirements**Required Submittals with Application:**

Current digital photos of all building facades visible from the public right of way which will receive improvements

A schematic drawing with enough detail to depict the proposed improvements

Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)

Consent from the building owner for proposed improvements, by signature on the attached form

Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Projected sales tax* and/or property tax for the three years following the completion of the improvements covered by the grant.

A narrative as outlined below:

Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.

12 Description of your business and the related industry.

Features and advantages of your product and how improvements sought will improve the business and/or Redevelopment Authority.

Credentials and experience of business owner.

Any unusual or expected difficulties or hardships in making the proposed improvements.

*Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Alabama of the prior calendar year shall be provided to the Redevelopment Authority by February 15.

Application and Approval Process

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately 4 weeks. The applicant must secure any required Redevelopment Authority permits and exterior appearance approval by the Architectural Review Commission and the Redevelopment Authority (if required) prior to starting improvements. The application process is outlined below:

Contact the Planning and Development Department for program information and to determine project eligibility.

Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.

The Planning and Development Department will make a recommendation for approval, partial approval or denial to the Redevelopment Authority. Redevelopment Authority staff will attempt to review applications within 2 weeks of submittal.

Application is considered by the Redevelopment Authority. Applicant's attendance is required at the Redevelopment Authority meeting as part of the application review process. The Redevelopment Authority typically meets quarterly.

Proposed improvements must be completed and the business must be operational within one year of grant approval by the Redevelopment Authority.

Reimbursement Process

Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved façades to the Planning and Development Department.

The Inspection Services Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Redevelopment Authority Code.

Check is distributed.

Pay Back Provision

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of being awarded a Redevelopment Authority grant.

13 of Business	< 1 year	1-2 years	2-3 years
% of Grant Repaid to the Redevelopment Authority	75%	50%	25%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and te Application Certification.

Leeds Redevelopment Authority

Commercial Façade Improvement Grant Application

REQUIRED SUBMITTALS WITH APPLICATION:

Current digital photos of all building facades visible from the public right of way which will receive improvements

1. A schematic drawing with enough detail to depict the proposed improvements
2. Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
3. Consent from the building owner for proposed improvements, by signature on the attached form
4. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
5. Projected sales tax* and/or property tax for the three years following the completion of the improvements covered by the grant.
6. A narrative as outlined below:
7. Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or Redevelopment Authority.
 - Credentials and experience of business owner.
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

*Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of of the prior calendar year shall be provided to the Redevelopment Authority by February 15.

Applicant Name

Laura L Barnes

Business Name:

Highstreet, LLC

Applicant Address

1389 8th Street, Leeds, Alabama 35094

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Applicant Phone

(205) 699-5000

Applicant Email

laura@leedslaw.net

Applicant Cell Phone

(205) 281-3167

If Tenant, what is the expiration of your current lease?

If buyer under contract or tenant, who is the property owner?

Laura Barnes

Name

Laura Barnes

Company Name

Highstreet

Property Owner Address

8107 Parkway Drive, Leeds, Alabama 35094

Property Owner Phone

(205) 699-5000

Property Owner Email

laura@leedslaw.net

Description of proposed improvements

Install new commerical doors and windows, cut building for installation

Itemized Activity Description

Itemized Activity Description	Cost
Commercial Doors and Windows	9000
Cut wall for installation	1000
Labor to Install	2500

Total Project Cost

\$12,500.00

Amount of grant assistance requested

\$3,000.00

DECLARATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Leeds Redevelopment Authority Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Leeds Redevelopment Authority prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Leeds Redevelopment Authority and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Leeds Redevelopment Authority within 3 years I will be required to repay the Redevelopment Authority in an amount as described in the grant packet

Signature



CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name

Laura Barnes

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erty Owner Signature



Supporting Documentation

Please upload your W-9 form

Photos

Drawings

Vendor Contract(s)

Consent of Building Owner

Projected Sales Tax Info