

CHARLES STREET AREA COUNCIL / CORPORATION  
BOARD of DIRECTORS MEETING MINUTES  
March 12, 2024 @ 6:30pm – 8:00pm (via Zoom)



**Called to Order:** 6:39 PM

**Attendees:** La Rita Alston, Rebecca McDonough, Arch Maharaja, Shalace Moore, Ericka Wingfield, Angela Williams, Isreal Williams

**Guest:** Rebecca Mizikar, PVE

I. **Check-in**

II. **Guest presentation: Affordable Housing Predevelopment Status Update (Rebecca Mizikar, RLA, PVE) 6:40 PM**

- a. Task 1: Due diligence is complete. Activities included:
  - i. Survey
  - ii. Phase 1 site assessment (recommended again in Phase 2)
  - iii. Geotechnical engineering
  - iv. Wetland investigation report
  - v. Preliminary utility coordination
- b. Task 2: Schematic design - master plan
  - i. Kickoff meeting with CSV – need to schedule this ASAP
  - ii. Create the lot layout plan for 21-24 lots, conceptual grading, utility plan, and stormwater management
  - iii. Generate 2 conceptual designs for Phase 1 – the first 7 homes
  - iv. Share plans with CSAC, architect, and project team; refine based on group feedback – between April 9-16, 2024
  - v. Prepare an illustrative site plan and perspective rendering
  - vi. Share the schematic design for public comment – target April 23rd community meeting
- c. Task 3: Design development
  - i. Pre-application meeting with the City of Pittsburgh
  - ii. Entitlements: PWSA (sanitary), DOMI, PA DEP (sewer planning module)
  - iii. Lot consolidation and addressing
  - iv. 1-2 pop-up community events and tabling so residents remain engaged
- d. Task 4: Construction documents
- e. Further environmental assessments will need to take place on three lots that were historically used for drycleaning businesses.

**Action Item:** AW will find out what Phase 2 ESA that entails & cost
- f. The environmental report indicates that this area was a low point in the valley where water would have flowed through in a stream, historically.
- g. Deep areas of fill material were identified on the site, ranging from 15” to 22” in depth before reaching undisturbed earth. Additional excavation would need to take place on these lots, and a stone base will be added.
- h. We are zoned for single family detached homes. Looking at homes nearby on N. Charles Street and Josh Gibson Drive to try to maintain consistency in design.
- i. Parking could be incorporated in integrated garages, side garages (fewer units could be built with this configuration – 18 total as opposed to 21), or with front

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yard parking pads.

- i. Concern: parking along North Charles where the curve in the road is could be dangerous; the design plan should take this into account, and CSAC will continue to advocate for traffic calming measures.
  - ii. One member prefers the front yard parking pads because that would allow for all of the units to be built, and to have a continuous design; another agreed.
- j. Storm water could include small underground tanks on each lot, or a single storm facility (detention pond).
- i. Individual tanks are underground, leaving more space for homes, having lower long-term maintenance costs, and less negative impact visually if they are not maintained.
  - ii. The detention pond would have a lower overall cost to build, and could be adjacent to the playground as an amenity if maintained; however, ownership and maintenance must be handled through an HOA, and this would leave less space on site for houses with a higher upfront cost.
- k. There was discussion of establishing an easement street (alley) between N. Charles and Strauss Streets (with access on Cross Street). The City may not maintain this, and it would be maintained through an HOA.  
**Action Item:** R. Mizikar can follow up with the City to find out.
- l. AW reached out to R. Mistick, who verbally agreed to be the builder.  
**Action Item:** AW will determine how to best share information to continue the conversation

III. **January Board Meeting Minutes (Rebecca) 7:00 PM (vote)**

- a. **Vote:** LA made a motion to approve the January 2024 board meeting minutes, IW seconded. The motion passed with 6 approvals and 1 abstention; SM was not present for the meeting.

IV. **February Board Meeting Minutes (Rebecca) 7:00 PM (vote)**

- a. **Vote:** IW motioned to approve the February 2024 meeting minutes, EW seconded. The motion passed with 6 approvals and 1 abstention; SM was not present for the meeting.

V. **Board Member docs needed by 2/13 (Angela)**

VI. **Financial Reports (Angela) 7:05 PM (vote)**

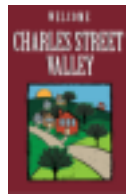
- a. AW & AM met to update the financial reports. Further adjustments are needed in Quickbooks, but will be handled with the help of an accountant. AW is generating an RPF that we will be able to circulate soon.
- b. AW noted that the Statement of Financial Position should be produced for the same date as the Statement of Activity.

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- VII. Finance Committee: QuickBooks Reconciliation / Audit (Dr. Arch) 7:10 PM (vote)**
- i. Profit & Loss Statements: Jan, Feb, YTD
  - ii. Balance Sheet / Statement of Financial Position
  - b. **Vote:** AW motioned to accept the current financial statements as of February 29, 2024, RM seconded. The motion passed with 6 approvals and 1 abstention; SM was not present at the meeting.
- VIII. Grants Update (Angela) 7:20 PM**
- i. Insurance quotes pending
  - ii. ITB For Auditor and RFQ for Executive Coaching will be posted soon
  - iii. ED Job Posting was shared on Facebook; no applications yet
  - iv. Intend to apply for operating and program support through the Pittsburgh Foundation in the next round (July 2024)
  - v. Consultant connection made at Neighborworks NTI - FHLB grant July
- IX. Safety Report (Angela & Isreal) 7:25 PM**
- a. Public Concerns
    - i. One member noted lighting at the intersection of Snyder and Bizet
    - ii. Northside Public Safety Meeting (3/7) – dues may increase
- X. Executive Director's Report (Angela) 7:30 PM**
- a. Administrative Support
    - i. CMU Summer intern 25 hrs/ week – one interview lined up (3/14)
  - b. Volunteer Day: Urban Impact Community Service
    - i. Bright-Chuck Point Litter Cleanup was successful (3/7)
  - c. Playground Renovation: pavilion site work (excavation) to start this week
  - d. Housing
    - i. 2402 N. Charles St Update
      - a) Mistick Construction helping to keep communication updated
      - b) PRF 100 (Rising Tides) Meeting (3/12) – they will maintain possession for the time being and handle the items on site
    - ii. Property Disposition: URA / Land Bank Meeting: date TBD
    - iii. Homeowner Improvement Program: PHDC / NSLC (3/15 @ 2pm)
      - a) This is a program that we can take on as a community organization so that residents without insurance or sufficient down payment can still get improvements like pressure washing, masonry, siding, fascia, roofing, soffit (etc.)
- XI. Website Upgrades: CMU IS Project (Isreal) 7:40 PM**
- a. New website features:
    - i. Proposal of items to be addressed
    - ii. 311 Web Page - WireFrames – the goal is to make it easy for residents and stakeholders to share their 311 reports and amplify the issues that others

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are sharing by submitting their own complaint for the same issue.

**XII. Events to be added to CSAC calendar (Angela) 7:45 PM**

- a. DMR Legacy Cohort Kick-off: March 28<sup>th</sup> (3/28 @ 6pm)
  - i. 52 participants have signed up so far!
- b. Tree Planting- April 6<sup>th</sup> WPA Conservancy (4/6 @ 9am -12pm)
  - i. 19 trees will be planted in the greenway and playground
  - ii. 15 volunteers are needed to get these in the ground!
  - iii. CSAC will provide food, but want to use volunteers to conserve the stewards budget for future work (mulching, etc.)
- c. CSAC Community Meeting; April 23<sup>rd</sup> (4<sup>th</sup> Tuesday) (location TBD)
  - i. Topics would include a housing update, and information about summer programming that would take place in the new playground / greenway.

**XIII. Old Business (Angela) 7:50 PM**

- a. CSAC DBA / Taxes / Audit – AW submitted an application for legal assistance
- b. Add VP to Bank Accounts – tentatively planning to go on Saturday, April 6th

**Adjournment:** LA motioned to adjourn at 7:52 PM, EW seconded