MINUTES
CITY OF COCOA
COCOA CRA
REGULAR MEETING
JUNE 12, 2018

The Regular Meeting of the Cocoa Community Redevelopment Agency was held on June 12, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairman Parrish called the meeting to order at 5:06 pm

ROLL CALL:

Henry Parrish	Chairman
Jeri Blanco	Vice Chairwoman
Brenda Warner	Agency member
Don Boisvert	Agency member
Clarence Whipple	Agency member
Ed Lanni	Agency member
Jan Stewart	Agency member
Anthony Garganese	Agency Counsel

PRESENT:

Henry Parrish	Chairman
Jeri Blanco	Vice Chairwoman
Brenda Warner	Agency member
Clarence Whipple, Jr.	Agency member
Ed Lanni	Agency member
Jan Stewart	Agency member
Anthony Garganese	Agency Counsel
Torri Edwards	Recording Secretary

ABSENT:

Don Boisvert	Agency member

STAFF PRESENT:
John Titkanich, City Manager, **Matt Fuhrer,** Assistant City Manager, **Karen Hamilton**, Community Services Director, **Larry Lallo, CEcD, EDFP,** Economic Development Manager, **Samia Singleton**, Redevelopment Specialist, and Gary Palmer, Facilities Manager.

Agency member Whipple, Jr. provided the invocation and **Vice Chairwoman Blanco** led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Regular Meeting of June 12, 2018

* **MOTION by Vice Chairwoman Blanco; SECONDED by Agency member Lanni to approve the Agenda for the June 12, 2018 regular meeting.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

MINUTES: Regular Meeting of May 8, 2018

* **MOTION by Vice Chairwoman Blanco; SECONDED by Agency member Lanni to approve the Minutes for the May 8, 2018 regular meeting.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

III. DELEGATIONS:
NONE

IV. PRESENTATIONS:
NONE

V. ACTION ITEMS:
1. Budget Transfer to Riverfront Connector:

Ms. Singleton stated the Riverfront Connector project is moving along as scheduled. The project is requiring additional curbing along SR 520 from 6 Forrest Avenue to the Riverfront Connector Project. A change order was submitted by C & D Construction in the amount of $7,200 to cover the cost. Mead & Hunt and the Public Works Department have reviewed and agree with the change order. The Cocoa CRA FY 18 budget included $364,000 for the construction of the connector. There was a budget shortfall of $27,910 for the CEI Construction Services which the CRA approved a budget transfer to cover. Staff is requesting that the funds be transferred from the Gateway Entry Feature Project to cover the change order cost.

Agency member Stewart inquired why the additional curbing was not included in the original bid. **Mr. Palmer** stated the additional curbing is for the sidewalk on the west side of SR 520. The curbing prevents erosion and the need for the curbing was not foreseen. **Agency member Whipple, Jr.** inquired whether there is new sidewalk on the north side of SR 520. **Mr. Palmer** stated that there is new sidewalk. **Agency member Whipple, Jr.** stated the project looks well built.

* **MOTION by Agency member Whipple, Jr.; SECONDED by Agency member Stewart to approve a budget transfer of $7,200 from the 6 Forrest Avenue Gateway**

Entry Feature project to the Riverfront Connector to cover a Change Order for construction of 300 Feet of additional curbing along SR 520.

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

2. Lee Wenner Park Lighting Change Order:

Ms. Singleton is requesting the board approve a change order of $49,621.22 for Graybar to install additional lighting under the SR 520 Bridge. The CRA FY 18 budget included $200,000 for the Lee Wenner Park Safety and Security Improvements project. Graybar submitted a proposal of $49,621.22 for lighting under the SR 520 Bridge. The lighting under the bridge is part of the Safety and Security Improvements Project with an unencumbered balanced of $143,950. The change order will result in a new balance of $94,328.87. The improvements that have been completed are the demolition of the Coast Guard building, playground, and barbeque pit; installation of lighting, Mangrove trimming, and installation of security cameras. A request for a proposal was submitted to Atlantic Environmental Solutions for the Mangrove trimming. She referred any questions to Gary Palmer.

Chairman Parrish inquired when the LED lighting will be completed. **Mr. Palmer** stated the LED lighting in the park is complete. He is waiting for approval from FDOT to run conduit to the existing lighting.

Agency member Whipple, Jr. inquired whether there is a pathway under the bridge for vehicles. **Mr. Palmer** noted that there is a pathway for service vehicles only. **Mr. Titkanich** stated that FDOT was opposed to allowing vehicles to merge on to SR 520 from underneath the bridge.

Chairman Parrish requested that the bushes be cleaned up to increase visibility. He inquired on the status of installing security cameras. Mr. Palmer stated he received a proposal today.

* **MOTION by Vice Chairwoman Blanco; SECONDED by Agency member Whipple, Jr. to approve a Change Order of $49,621.22 for Graybar for the installation of additional lighting at Lee Wenner Park underneath the SR 520 Bridge.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

3. Final 5-Year Waterfront Master Plan Update:

Ms. Singleton requested approval for three (3) actions. She stated that the CRA began the Waterfront Master Plan Update after Hurricane Irma. The CRA decided to review the existing plan and refine the community needs. The plan updates focused on the park, the promenade, and boating facility along the intercostal waterways. She provided a final Cocoa CRA Waterfront Master Plan 2008 update summary. She discussed the six (6) key areas in the plan. She noted the next step will be to incorporate the updated Plan into the 2008 Waterfront Master Plan and 1998 CRA Redevelopment Plan. Staff and legal counsel are preparing the modifications to amend the plan in accordance with Florida Statute 163 Chapter 3. **Ms. Singleton** discussed the process the amended draft will go through before being adopted. She suggested that the board reschedule the July 10, 2018 meeting to July 24, 2018 to allow time for staff to modify and prepare a presentation for the CRA.

Chairman Parrish stated that it is important to keep the Waterfront Master Plan moving. **Mr. Titkanich** noted that the plan has a very aggressive schedule and that staff will adhere to the schedule. He noted that Karen Hamilton, Nancy Bunt, Larry Lallo and Samia Singleton will be acting as Project Manager and overseeing the updates for the plan.

Chairman Parrish noted the revised plans have fewer boardwalks in the water which decreases risk for storm damage. He stated that he would like the current board and council to approve the plan and start construction.

Mr. Titkanich noted that after the plan is adopted that next year's budget will have more funding available for the Waterfront Master Plan.

Ms. Singleton stated the budget transfer request is for additional meetings, facilitation, and cost refinement of the plan update which were not included in the original scope of work.

* **MOTION by Agency member Whipple, Jr.; SECONDED by Agency member Lanni to approve a budget transfer of $5,000 from the Cocoa CRA Infrastructure Account to the Professional Services Account for the additional consulting services provided, beyond the original scope of services, for the Waterfront Master Plan Update; approve the Cocoa CRA Waterfront Master Plan 2018 Update Summary; and direct staff and agency counsel to prepare, for agency board review and recommendation to the City Council, draft amendments to the Cocoa CRA Redevelopment Plan to incorporate the projects identified in the Waterfront Master Plan 2018 Update and any such other amendments that may be deemed necessary to update the CRA Redevelopment Plan including, but not limited to, modifying the time certain for completing all redevelopment projects, activities and initiatives of the CRA Redevelopment Plan.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

4. Design Selection-Gateway Entry Feature Design Contest: Tabled

Ms. Singleton requested that the agency select the preferred 6 Forrest Avenue Gateway Entry Feature Design as submitted, or a combination thereof in accordance with the Selection Committee recommendation. She stated that the Gateway Entry Feature Project was included the CRA Waterfront Master Plan. The City purchased the site in 2016 with the intent to redevelop the site into the Gateway Entry. The City completed the site prep in 2017. The CRA collaborated with Cocoa Main Street and Art Beatz to launch the Gateway Entry Feature Design Contest in April 2018. Ms. Singleton discussed the guidelines for the contest was created by the Selection Committee. There were thirteen (13) submissions received. The committee chose three (3) designs for the Agency to choose from. She discussed the committee's recommendations for the designs.

Agency member Warner inquired whether the Rotary would fund the clock in the design. **Agency member Lanni** suggested tabling the selection and requested to see all the design submissions.

Ms. Singleton noted thirteen (13) designs were submitted and the committee selected three (3) for the CRA to choose from.

Mr. Titkanich inquired whether the board would like to see all thirteen (13) designs.

Agency member Warner suggested selecting a design with the river or boating to represent the City. **Agency member Lanni** suggested a design with a paddle boat or steam boat. **Chairman Parrish** agrees with the ideas of any type of boat and a bridge.

Agency member Lanni inquired whether the design contest should reopen and allow additional submissions. **Agency Warner** stated there are enough designs submitted and she would like more time to review them.

Ms. Singleton stated that Staff will modify the schedule accordingly for the contest and the design, engineering and construction of the Gateway Entry Feature. She will include the modified changes in the agenda for the next meeting.

Chairman Parrish stated that the majority of the board did not have a chance to review the Gateway Entry Feature Designs. He noted the winning design should include a water feature. **Agency member Warner** noted the contest guidelines stated no water features. **Mr. Titkanich** stated that the water features were prohibited due to the cost of maintenance. **Mr. Titkanich** suggested scheduling a special meeting to review all thirteen (13) submitted designs.

* **MOTION by Agency member Lanni; SECONDED by Agency member Stewart to table the Gateway Entry Design Selection until the board has reviewed all thirteen (13) submissions.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

5. 603 Brevard Avenue-Precedent to Sale Due Diligence:

Ms. Singleton requested that the CRA authorize staff to conduct all due diligence necessary to enable a sale of the property located at 603 Brevard Avenue to Jack D. Brown and Lodging Decisions, Inc. including an environmental investigation and executing an agreement for an appraisal. Also, approve a budget transfer for $3,100 to cover the cost of an appraisal.

Ms. Singleton provided background on the RFP issued for 603 Brevard Avenue. On April 10, 2018 the CRA approved and accepted the submission from Jack D. Brown and Lodging Decisions, Inc. subject to the developer working with staff to submit adequate information necessary to evaluate and negotiate parking requirements, land acquisitions, framework, water retention and zoning compliance.

Ms. Singleton stated that the developer was required to hold one (1) public meeting to gather community input on the proposed structure height. The public meeting was held on May 14, 2018 and no significate issues arose from the meeting.

Ms. Singleton stated that the City conducted a Phase 1 on the site in 2010 and a Phase 2 in 2011. No environmental concerns were identified and assessment and remediation were not required. The site is safe for hotel use. **Mr. Titkanich** stated that an environmental site assessment is required within six (6) months for a conveyance or real estate transaction to ensure the lending community that the site is safe. The City will process the assessment through the Brownfield's program at no cost to the CRA or the developer. **Ms. Singleton** noted that the proposal in the agenda packet will list the details of the Phase 1 assessment.

Ms. Singleton stated that in 2014 the property was appraised "as is" at $310,000. The "as proposed" value was $3,470,000. The appraisal concluded that the highest and best use would be mixed use development with residential and commercial use.

* **MOTION by Vice Chairwoman Blanco; SECONDED by Agency member Lanni to authorize staff to conduct all due diligence necessary to enable a sale of the property located at 603 Brevard Avenue to Jack D. Brown and Lodging Decisions, Inc. including an environmental investigation and executing an agreement for an appraisal; approve a budget transfer for $3,100 to cover the cost if an appraisal.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

6. 603 Brevard Avenue-Zoning/Overlay District Regulations Amendment:

Ms. Singleton requested that the CRA approve submittal of an application to amend the City of Cocoa Zoning Code, Article XI, and Section 22 to allow for Commercial/Mixed-

Use-Large as an allowable building type in the Cocoa-Village Subdistrict and to amend the Cocoa Waterfront Overlay Regulating Plan to allow for the same on certain properties.

Ms. Hamilton noted that Ms. Singleton provided a detailed summary of the property at 603 Brevard Avenue, the RFP process, and the developer's meeting. She stated that the proposed site development is for a mixed-use 7-8 story high hotel to incorporate the parking garage and shared public spaces. The City compared the proposed plan with the consistence of the comprehensive plan and the zoning code. She noted that the comprehensive plan allows for a mixed-use designation on the site. She explained the code and regulating perimeters that the city is looking at.

Ms. Hamilton noted the proposed site is designated a commercial mixed-use medium that limits structures to a five (5) story maximum height. The commercial mixed-use large will allow the structure to increase in height with a proposed maximum of 104 feet. She indicated which parcels will have the commercial mix-used large designation.

Ms. Hamilton explained the two (2) amendments required for the proposed plan. The first amendment will allow a maximum building height of 104 feet. Then the Cocoa Waterfront Overlay District would be amended to allow the commercial mix-used large.

Agency member Lanni requested clarification on the number of stories for the proposed structure. **Ms. Hamilton** stated the structure is allowed five (5) stories and the amendments will allow an additional two (2) stories. **Agency member Lanni** noted he approves of constructing a seven (7) story hotel.

Ms. Hamilton noted that the limitation of the mixed-use medium is a five (5) story maximum and the large designation will allow seven (7) stories.

Agency member Lanni inquired whether the 104 feet is from ground level. **Mr. Titkanich** stated that 104 feet is the maximum height for the structure. He explained that the commercial mixed-use large is based on stories not height and each story would be no more than 12 feet.

Agency member Whipple, Jr. inquired whether the structure will have above ground parking to accommodate hotel guests and Cocoa Village visitors. **Ms. Hamilton** noted the hotel will have allocated parking spaces to accommodate guests and visitors. **Agency member Whipple, Jr.** inquired where the parking garage access will be. **Ms. Hamilton** stated there will be a circular driveway on Factory Street.

Mr. Titkanich inquired from Ms. Hamilton when the amendments will be presented to the Planning and Zoning Board. Ms. Hamilton stated the amendments will be presented to the board at the July meeting. **Mr. Titkanich** noted that the Cocoa CRA initiated the Waterfront Overlay and making the application to the Planning and Zoning Board for the purposes of amending.

* **MOTION by Agency member Blanco; SECONDED by Vice Chairwoman Blanco to approve submittal of an application to amend the City of Cocoa Zoning Code. Article XI, Section 22 to allow for Commercial/Mixed-Use-Large as an allowable building type in the Cocoa-Village Subdistrict and to amend the Cocoa Waterfront Overlay Regulating Plan to allow for the same on certain properties.**

AYES: Parrish, Blanco, Warner, Whipple, Jr., Lanni, Stewart

MOTION CARRIED (6-0)

VI. <u>ATTORNEY'S REPORT:</u>

VII. <u>UPDATES AND STAFF REPORTS:</u>
1. Cocoa Waterfront Repairs (verbal update): Tabled

VIII. <u>NEXT MEETING:</u>

The next meeting for the Cocoa CRA will be a Regular Meeting, held on Tuesday, July 10, 2018 at Cocoa City Hall located at 65 Stone Street, unless a business need arises earlier.

IX. <u>ADJOURNMENT:</u>

* **MOTION made by Agency member Warner; SECONDED by Agency member Whipple, Jr. to adjourn the regular meeting of June 12, 2018.**

AYES: Parrish, Blanco, Warner, Whipple Jr., Stewart, Lanni

MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 5:54 pm

Henry Parrish, Chairman

Respectfully Submitted by:

Torri Edwards, Recording Secretary