

**CITY OF COCOA
SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES
April 04, 2019**

A regular meeting of the Sustainability Advisory Committee of the City of Cocoa was held on Thursday, April 04, 2019 in the Council Chambers at 65 Stone Street, Cocoa, as publicly noticed.

I. CALL TO ORDER:

Chairperson Riggs called the meeting to order at 6:00 P.M.

ROLL CALL:

Jennifer Riggs	Chairperson
Robert Musser	Vice Chairperson
Susan Hushla	Committee Member
Gisele Neiman	Committee Member
Josephine Shim	Committee Member
Marlene Weiss	Committee Member
Melissa Martin	Committee Member
Lorraine Koss	Council Liaison

PRESENT:

Jennifer Riggs	Chairperson
Robert Musser	Vice Chairperson
Susan Hushla	Committee Member
Josephine Shim	Committee Member
Marlene Weiss	Committee Member
Melissa Martin	Committee Member

ABSENT:

Gisele Neiman	Committee Member
Lorraine Koss	Council Liaison

STAFF PRESENT:

Charlene Neuterman, Community Services Deputy Director

II. APPROVAL OF THE AGENDA AND MINUTES:
AGENDA: Regular Meeting of April 4, 2019

- ❖ **MOTION by Committee Member Martin; SECONDED by Committee member Shim to approve the Agenda with amendments for the April 4, 2019 regular meeting.**

AYES: Riggs, Musser, Shim, Weiss, Martin, Hushla

MOTION CARRIED (6-0)

MINUTES: Regular meeting of March 07, 2019

- ❖ **MOTION by Vice Chairperson Musser; SECONDED by Committee member Martin to approve the Minutes with amendments for the March 07, 2019 regular meeting.**

AYES: Riggs, Musser, Shim, Weiss, Martin, Hushla

MOTION CARRIED (6-0)

III. OLD BUSINESS:

1. Current Inventory of Cocoa Parks and Greenspaces (Requested 01-11-2018); including pocket parks.¹

Charlene Neuterman shared the Inventory of Cocoa Parks and Greenspaces along with a map labeled with numbers that correlate with the list of parks. The list will give you the type of amenities the park has along with other information.

Agency Member Weiss asked what the difference was between a passive park and an active park.

Charlene Neuterman shared a passive park doesn't have any amenities besides a bench or picnic table. An Active park will have a playground or a sports field.

Vice Chairperson Musser shared he believed that #12 McFarland Park is no longer public.

Charlene Neuterman it is not but it is still in our record as a Park in the City of Cocoa.

Chairperson Riggs asked if at the end of Dixon and Indian River Drive, on the river side, if that is private property or a park?

Charlene Neuterman shared there is a utility easement with a lift station on the Westside, but the waterside is not listed.

Chairperson Riggs asked if there was more we could find out about that

Charlene Neuterman stated public works doesn't have it listed as a passive park so it has not been adopted by ordinance as a park.

Chairperson Riggs stated she has saw chain gangs take care of that property. But its private property on the riverside right?

¹Exhibit 1: City of Cocoa Parks & Greenspaces Map & List

Charlene Neuterman shared if its right at Dixon it's not. There is a small segment that is city property where we have storm water drainage.

Chairperson Riggs asked about North of that on the river

Charlene Neuterman stated there are pieces of that which belongs to the city that is right of way that's required by the city to maintain. Then there are private pieces.

Committee Member Martin asked if from a sustainability perspective are we to insure that the residents of Cocoa are in a 5 minute walk to a greenspace or park

Chairperson Riggs stated there might be some goal like that.

2. Clarify how RAP work intersects and interacts with Sustainability Committee work. Identify how we will be avoiding duplication and supporting each other's efforts to maximize return on investments for Cocoa. ²

Charlene Neuterman shared she believes the easiest way of doing this is to go through the Sustainability Draft Plan on the 11x17 sheets and go through each objective and initiative. She will identify which ones are already a part of the Resiliency Action Plan and which ones are being worked on through the grant activity. The resolution we adopted actually adopts the East Central Florida Regional Resiliency Action Plan. All of the items that are in the Resiliency Action Plan, which are part of this resolution as well, are items that are going to be implemented into the Comp Plan amendments. We are in the process right now of completing our evaluation appraisal of review (E.A.R.) for our Comp Plan amendments. In that process we will be making modifications for our comp plan for grants we have, which will be given to our consultant. Once that is completed we can make the Comp Plan amendments that are necessary which will include the some of the sustainability measures we have in addition to the Resiliency Action Plan. Evaluation appraisal review takes typically 6-8 weeks to go through that process. They will go through each item in the Comp Plan that are required by statue to review and make changes to. Our comp plan right now is 2010 - 2020 so our next comp plan amendment is due in 2020 which will go through until 2030. Then we will be taking your Sustainability Plan to Council for approval.

Chairperson Riggs asked so not till 2020?

Charlene Neuterman The amendment has to be done between 2019 & 2020. It will takes us that long to go through all the processes required by state. Once it's adopted by the city they will be added in there.

Chairperson Riggs stated she feels if there are topics going to be addressed by the Resiliency process that we should focus our efforts otherwise and not duplicate

Charlene Neuterman shared that she believes that would be the best plan.

² Exhibit 2: Sustainability Draft Plan; Community Services Synopsis; Resolution NO. 2019-011

Chairperson Riggs asked how it will impact the city's budgeting process where one falls.

Charlene Neuterman stated the budget is controlled by council. They approve the budget every year in September. At this point if your Sustainability Draft plan has not been approved by Council, budgetary items will not be added until they can go through an evaluation process in our finance department to make sure there are enough funds available. Once we get a set plan then we can evaluate cost effectiveness and create a time frame for implementation.

Chairperson Riggs shared that it would benefit her if she had some type of flow chart of this process.

Charlene Neuterman stated she would try to have that by the next meeting.

Committee Member Martin asked when the comp plan goes under review

Charlene Neuterman just met with a consultant the other day, and we are going to get a calendar of activities within the next two weeks. I'll be able to have that calendar for you at the next meeting.

Committee Member Martin asked for anyone who has read through both plans, what are the major gaps we are working with?

Charlene Neuterman stated that we're going to go through each one so you'll be able to see where the gaps are and get an idea

Committee Member Weiss shared that she knows going through the strategic plan there's a lot of things in there that haven't been done or haven't been addressed.

Charlene Neuterman asked if Committee Member Weiss was referring to the Strategic Plan or the Resiliency Plan. If it's the Strategic plan and you see items that you feel the city is not performing on you need to make a note on that and I can address it with the City manager.

Committee Member Weiss shared she knows there were certain projects, it must be the Resiliency Plan then.

Charlene Neuterman stated the only plan we have in place right now that have specific projects tied to it is the Waterfront Master Plan. Also any of our CRA plans have specific projects tied to those plans. Strategic Plan doesn't really tie projects it's more of a vision and a goal for helping the city.

Committee Member Hushla shared that she believes Committee Member Weiss is talking about the projects that are in the Comp Plan.

Charlene Neuterman shared the Comp Plan has sustainability activity. I did not print that out because it is under review right now. But yes your right the Comp Plan does have sustainability activity, it's more of a goal to achieve in the Comp Plan.

Vice Chairperson Musser asked on the potential budget, he can imagine some of these items will need engineering cost involved, how would that work?

Charlene Neuterman stated if it gets passed the City Manager then it will go to the engineers in order to come up with some estimates on whether it's a study that needs to be done or actual engineering cost for design before the project starts. Our engineers in public works and utilities would have to make a determination on whether or not it's financially feasible.

Charlene Neuterman went over all details of the Sustainability Draft Plan.

Questions posed by Committee Members are as followed:

- **Built Environment:**

1. **Chairperson Riggs** asked if we knew if the new affordable houses going in are also taking an approach of making them more energy efficient, using solar energy, passive solar designs, storm resilient design and things like that.

Charlene Neuterman stated yes from what we have seen that's their plan. But we have not seen their permitted plans. We are trying to incorporate as much sustainable measures for any type of homes being built. We want them to have some type of sustainable plan. As plans get approved and permitted I can share them with you so you can see what's going on.

2. **Committee Member Weiss** asked if someone had an issue with housing where would they come and ask the City for help.

Charlene Neuterman stated we have a person in our Community Services Department in the Housing Division that takes that information. If we have the funding to help, then we do. If not we will send them to a different housing provider or send them to 211 which has a full range of resources available. Not everyone qualifies financially, so they have to go through a process to qualify for assistance.

3. **Chairperson Riggs** asked what the status is of a potential train station.

Charlene Neuterman stated she doesn't have any information yet. She believes they have met with the City Manager and Attorneys but nothing has been made public yet. They have committed to a stop but that's all we know.

4. **Chairperson Riggs** shared in Cocoa Hills there are number of properties that are in a flood plain or open areas. Is that a likely candidate for us to look at for the near term and put in a short term budget list

Charlene Neuterman stated you would have to identify parcel numbers so we can research the zoning capabilities on it.

5. **Chairperson Riggs** asked what would be the appropriate interface for their Committee with the Waterfront Development plan. She personally feels concerned about a Civic Center being built on Lee Wenner Park given its elevation and its vulnerability.

Charlene Neuterman shared you can address that at public meeting. The next time the Civic Center is coming up as an agenda item is at the Cocoa CRA on Wednesday, April 10th at 5:00. You're welcome to attend and speak under delegations to express any feedback or concerns you have.

6. **Chairperson Riggs** asked how many City employees live in the City of Cocoa

Charlene Neuterman stated that she doesn't have access to that information.

- **Climate and Energy**

7. **Chairperson Riggs** asked if we can adopt codes that are more energy efficient

Charlene Neuterman stated yes you can adopt codes that are more energy efficient. You can promote participation but you just can't make it mandatory.

8. **Chairperson Riggs** asked if the City were to reach out to SCAT and say "hey these bus stops are not well lit and not safe for people leaving night classes at Eastern Florida State College" what could be done.

Charlene Neuterman we do not have a lot of control on Clearlake since it's a state road. That is the county and FDOT responsibility.

Chairperson Riggs shared if for example we set a bench, a shelter and put a solar panel up above it that could improve the lighting better at night for students.

Charlene Neuterman stated yes that is definitely a recommendation that can be made. If the bus stop falls in the City that's something we can work with SCAT on.

9. **Committee Member Shim** asked when we will hear from TPO on their overall plans

Charlene Neuterman stated she doesn't know. She does get updates from them occasionally. It's going to take some time for them to develop it. She has not seen a draft plan yet. You can visit the Space Coast TPO site for more information on projects.

10. **Committee Member Martin** asks if the City is still asking for a parking garage from the State.

Charlene Neuterman shared they are not because it has been turned down three (3) years in a row. We have it in our Cocoa CRA plan to eventually put one

in but then it falls under how much money the Cocoa CRA has to build a parking garage and where we would put it.

11. **Chairperson Riggs** asked if the future hotel was required to put the 100 public parking spots or did they include it to get better height and better view for the top floors

Charlene Neuterman stated it was a requirement in the Redevelopment Agreement to include extra 100 spaces but it was also done to get additional height.

Vice Chairperson Musser asked was that a negotiation between the City and the developer or is that actually in the code.

Charlene Neuterman stated it was a negotiation between the Cocoa CRA and the developer because the CRA owns the property. In order to establish a Redevelopment Agreement that was the negotiations that occurred to get the Redevelopment Agreement signed.

12. **Vice Chairperson Musser** asked if maybe we should recommend on new development that it's required to have a certain percentage of parking open to the public.

Charlene Neuterman stated that planning and zoning already has that responsibility in their requirements, you can always recommend it.

13. **Chairperson Riggs** asked when the contract with Waste Management is coming up

Charlene Neuterman stated she believes it's in 2020. She believes it was a 3 year contract with 1 year renewal options after. *Actual date is 2021.*

Chairperson Riggs asked how the committee would make a recommendation before the contract is renewed.

Charlene Neuterman stated we can make the recommendation but we don't get a lot of say in those negotiations. It's what's financially feasible to the City and all residents. Charlene will provide a date of when the contract goes to council at the next meeting. *Contract will not be up for renewal until 2021.*

14. **Chairperson Riggs** stated last week due to the big storm there was flooding that happened on Harrison. Did that have to do to the storm water system being over taxed with that amount of water suddenly or is something else happening we should be factoring in

Charlene Neuterman shared it was a combination with the amount of water that was dropped in a short period of time along with Business's storm drains were clogged which caused flooding in the alleyways which led to the business to flood.

- **Equality and Empowerment**

15. **Committee Member Weiss** asked if city employees have flex time or time allowed to get out and volunteer

Charlene Neuterman shared a lot of employees do volunteer through United way and other organizations but the City does not have hours dedicated to volunteering.

Committee member Weiss asked if we have a volunteer recognition program

Charlene Neuterman stated we do not have one but it would be a great recommendation.

16. **Chairperson Riggs** asked if the dump on Adamson Rd was the one of many dumps

Charlene Neuterman stated yes they are all county

Chairperson Riggs asked if it is likely to need expansion.

Charlene Neuterman shared it's getting to capacity and I believe they are looking for an area between Viera and Palm Bay West of I-95

- **Natural Systems**

17. **Committee Member Hushla** asked if there's any plan in place for inspecting the laterals.

Charlene Neuterman shared they camera and smoke test the laterals.

Committee Member Hushla asked so presently there is no plan in place to test the laterals on private property

Charlene Neuterman stated that if it's on private property it's the owner's responsibility to test and repair laterals.

18. **Committee Member Weiss** asked what our area of responsibility was for trimming mangroves

Charlene Neuterman shared anything that's along the waterfront of Riverfront Park and Lee Wenner Park is under DEP Permitting. Anything that falls along Indian River Drive, just north of 520 up to Dixon Blvd. is under DEP regulations as far as permits are concerned.

19. **Chairperson Riggs** asked if we have a Environmental person on staff

Charlene Neuterman stated no not that's she's aware of. There might be someone in the Utilities department that handles environmental issues for the water and sewer system.

- **Health and Safety**

20. **Committee Member Weiss** shared she believes this section is underdeveloped and would like to see it worked on more.

Charlene Neuterman recommends next month spending the meeting talking about this. We can drill down to each segment and fine tune the health and safety component.

Charlene Neuterman asked Chairperson Riggs to send her the notes she has so she can update the Draft Pan.

3. Status of Solar Co-Op/ Funding Workshop; align with energy efficiency information for homeowners (From FSEC).

Charlene Neuterman shared there is no update at this time.

4. Status of city website and updates to SAC webpage.

Charlene Neuterman stated the City is still actively involved in an ADA lawsuit and, at the end of the process, will be doing a redesign of the page to comply with ADA website rules. Also, the SAC has a page and if any information is to be added to the page, information must be sent to Charlene Neuterman for approval before the PR Specialist will add information to the page.

IV. CITY STAFF UPDATES:

1. State Nonpoint Source Education Collaboration Low Impact Development ³- April 12- Abigail Diaz, Public Works, Assistant City Engineer is attending.

Charlene Neuterman shared she registered for this event and won't be able to attend, if anyone would like to go please let her know and she can give her spot up for you. Melissa Martin agreed to attend.

V. COMMITTEE MEMBER UPDATES:

³ Exhibit 3: State Nonpoint Source Education Collaboration Handout

Chairperson Riggs shared a handout on underwater rising seas, chronic floods, and implications for US Coastal Real Estate.⁴

Committee Member Shim asked how many vacancies are there for this Committee

Charlene Neuterman shared you have (2) two open vacancies and there are currently no applications turned into the City Clerk's Office.

Charlene Neuterman stated she would like the agenda for the next meeting to discuss Health and Safety. Focusing our efforts to going over sections of the Draft Plan.

VI. COUNCIL LIAISON UPDATES:

NONE

VII. CITIZEN PARTICIPATION:

NONE

VIII. NEXT MEETING:

The Next meeting for Sustainability will be a Regular Meeting, Held on Thursday, May 02, 2019 at Cocoa City Hall located at 65 Stone Street, unless a business need arises earlier.

IX. ADJOURNMENT:

- ❖ **MOTION** by Committee Member Martin; **SECONDED** by Committee Member Shim to adjourn the regular meeting of April 04, 2019.

AYES: Riggs, Musser, Shim, Weiss, Martin, Hushla

MOTION CARRIED UNANIMOUSLY (6-0)

There being no further business the meeting adjourned at 9:00 P.M.

Jennifer Riggs, Chairwoman

Kadi Carver, Recording Secretary

⁴ Exhibit 4: Underwater Handout