Agenda
City of Cocoa
Diamond Square Community Redevelopment Agency Regular Meeting

November 17, 2025
6:00 PM
65 Stone Street, Cocoa, FL 32922

I. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call

II. APPROVAL OF AGENDA AND MINUTES

1. Agenda: Regular Meeting of the Diamond Square CRA for November 17, 2025.
2. Minutes: Regular Meeting of the Diamond Square CRA for October 20, 2025.

III. DELEGATIONS

IV. PRESENTATIONS

1. The Alliance for Neighborhood Restoration will provide a short presentation that represents their programs and the youth participants in Fiscal Year 2025.

V. ACTION ITEMS

1. Request Agency approval of the Diamond Square CRA Meeting Schedule for 2026.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE - December 15, 2025 at 6:00 PM

IX. ADJOURNMENT

NOTICE TO PUBLIC:
This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one

member of the City Council may attend. Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date:	07/10/2025
Agenda Date:	11/17/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on November 17, 2025, either as written or with amendments.

BACKGROUND:
Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on November 17, 2025, either as written or with amendments.

PRIORITY AREA CONNECTION:
Economic and Community Development

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:
Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on November 17, 2025, either as written or with amendments.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Crystal McQueen
Vice Chairperson

Larry Brown
Board Member
*(Appointed by Brevard County)

Brenda Fox
Board Member

Jackie Isom
Board Member

Angelia Smith
Board Member

Marilyn Smith
Board Member

DATE: Monday, November 17, 2025
TIME: 6:00 p.m.

Location: Council Chambers
City Hall
65 Stone Street

I. CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL

II. APPROVAL OF AGENDA AND MINUTES

AGENDA: Regular Meeting of November 17, 2025
MINUTES: Minutes of the Regular Meeting of October 20, 2025

III. DELEGATIONS

IV. PRESENTATIONS

1. The Alliance for Neighborhood Restoration will provide a short presentation that represents their programs and the youth participants in Fiscal Year 2025.

V. ACTION ITEMS

1. Request Agency approval of the Diamond Square CRA Meeting Schedule for 2026.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE
The next meeting of the Diamond Square Community Redevelopment Agency is Monday, December 15, 2025, at 6:00 PM. The meeting will be held at the Cocoa City Hall, Council Chambers, located at 65 Stone Street, Cocoa, FL 32922.

IX. ADJOURNMENT

NOTICE TO PUBLIC:
This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend. Pursuant to Section 286.0105, *Florida Statutes,* the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date:	07/10/2025
Agenda Date:	11/17/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on October 20, 2025, either as written or with amendments.

BACKGROUND:
Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on October 20, 2025, either as written or with amendments.

PRIORITY AREA CONNECTION:
Economic and Community Development

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:
Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on October 20, 2025, either as written or with amendments.

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
October 20, 2025

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on October 20, 2025, at the City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. **Call to Order**

Chairperson Moore called the meeting to order at 6:03 p.m.

Invocation: Vice Chairperson McQueen provided the invocation.

Pledge of Allegiance: Chairperson Moore led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member
Brenda Fox	Agency Member
Jackie Isom	Agency Member
Angelia Smith	Agency Member
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Peyton Fink	Recording Secretary

PRESENT:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member
Brenda Fox	Agency Member
Jackie Isom	Agency Member
Angelia Smith	Agency Member
Marilyn Smith	Agency Member (Resigned)
Joseph Colombo	Agency Attorney
Peyton Fink	Recording Secretary

- After roll call, Director Neuterman announced Agency Member Marilyn Smith's resignation due to personal reasons. The Chairperson thanked her for her service and wished her well.

ABSENT:

STAFF PRESENT: Community Services Director Charlene Neuterman, Community Services Manager Jennifer Justiano, Communications and Economic Director Samantha Senger, Board Liaison Alex Goins.

II. **Approval of Agenda and Minutes:**

AGENDA:

Agenda **-** Regular Meeting of October 20, 2025.

***MOTION by Vice Chairperson MCQUEEN; SECONDED by Agency Member BROWN; to approve the Agenda for the Regular Meeting of October 20, 2025, either as written or with amendments.**

AYES: MOORE, MCQUEEN, BROWN, FOX, ISOM, A. SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES:

Regular Meeting of September 15, 2025

***MOTION by Agency Member MCQUEEN; SECONDED by Agency Member BROWN; to approve the Minutes for the Regular Meeting of September 15, 2025, with an amendment on Page 4.**

AYES: MOORE, MCQUEEN, BROWN, FOX, ISOM, A. SMITH.

MOTION PASSED UNANIMOUSLY(6-0)

III. **Delegations**:

1. Marcus L. Wheeler called attention to parks in Diamond Square and solicited the board for economic assistance in the upgrade of the Median located in Rosa Lee Jones Blvd as he does not believe there has been much capital improvement in the area. He does not believe signage has improved in Diamond Square and wishes to bring that to the attention of the board; he is willing to come back if need be.
    - **i.** After Wheeler's statements, Agency Member Brown and Director Neuterman discussed the median he had mentioned, with Director Neuterman stating that

she would need to get information from the City Manager and Public Works that she will then bring back to the board. Director Neuterman stated that an interlocal agreement would need to be made since one part of the median belongs to Cocoa and the other belongs to Rockledge. Regarding signage, she would also need to go to Public Works to gather information regarding pricing and other options. Marcus noted that maintenance on the median is being done by Rockledge.

2. Sheila Prude had a non CRA related issue that was taken care of by Director Neuterman.
3. Anita Gibson discussed home growth improvement and her concerns with it. Wants to stay on budget with the police, wants Diamond Square to protect the area. Discussed the 4 Corners area and wants CRA to keep an eye on the budget to keep Cocoa protected.
   - **i.** Board Liaison Goins discussed the four corners area and shared that there will be three upcoming community meetings at the Joe Lee Smith Center that he encourages citizens to attend. There was a discussion regarding road 520 with Board Liaison Goins stating that there are no plans at the moment to extend it. He further discussed the four corners by explaining that they are at a crossroads regarding what they want in the area. Several of the agency members expressed how with new businesses coming in they do not want the Diamond Square area to lose its character, while Vice Chairperson McQueen stated that she wants to make sure that no one is trying to marginalize the area. There are businesses that are restricted from opening up in that area, but the ownership is on the owners of the building. They will lease their land to whoever is willing to buy it, but they do know what is wanted and what is not wanted. Board Liaison Goins then asked Director Neuterman to bring back the market list the Southwest owner had previously sent over. The Board Liaison also stated that the council is not in agreement with the current plan for the area and there are some challenges with the land such as landowner rights and it being a private property. He then highlighted how compromising can at times be difficult.

IV. **Presentations**:

V. **Action Items:**

1. Request Agency approval for an application to the Beautification Grant Program in an amount not to exceed $500 for the property located at 715 South Varr Ave, Cocoa, Florida and authorize the City Manager to execute a Beautification Grant Agreement. Since 1998, the objective of the Diamond Square Community Redevelopment Agency (CRA) Plan has been to leverage the neighborhood's existing assets to support the revitalization of the area and remove the blighting influences identified in the original "Finding of Necessity" study. Over the past, the City and CRA have invested substantially in upgrading infrastructure, removing blighted structures, assembling land and funding façade improvements.

The Plan update in 2014 was created to build on prior years, serving as a guide to implement the community's vision through refocusing on the roles, priorities, and connections of the CRA and with other organizations. The update was intended to support desired growth and development in order to stimulate private investment and enhance community identity.

The Beautification Grant Program has budgeted funds in FY 2025 to award grants throughout the fiscal year. Applications are subject to availability of funds which are awarded on a first-come, first-serve basis to homeowners meeting all Program eligibility requirements. The program eligibility requirements are as follows: Applicant/homeowner must reside in the home requesting participation in the program. Home shall not be named in any outstanding code enforcement liens.

In this instance, the applicant is Edith Davis of 715 South Varr Ave, Cocoa Fl. Mrs. Davis has met all the requirements and staff are requesting agency approval to award the applicant an amount not to exceed $500.

Director Neuterman discussed the grant with the board and stated that the applicant (Edith Davis) provided all necessary documents and is eligible. Staff are requesting agency approval for an amount not to exceed $500. Agency Member Brown made a motion to approve Edith Davis for the grant, and it was seconded by Agency Member McQueen.

***MOTION to approve Edith Davis the Beautification Grant for an amount not to exceed $500 and authorize the City Manager to execute a Beautification Grant Agreement by Agency Member BROWN ; seconded by Vice Chairperson MCQUEEN**.

AYES: MOORE, MCQUEEN, BROWN, FOX, ISOM, A. SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

- After the vote, the Chairperson shared that she attended the 2025 FRA Conference and after attending lectures on what other CRA's in Florida are doing she would like to take advantage of using the Diamond Square logo.

2. UpStart Cocoa Forgivable Loan Application Award - A Taste of Elegance Commissary Kitchen LLC

In quarter 1 of 2025, the UpStart Review Committee met to discuss submitted applications for the City of Cocoa and Diamond Square UpStart forgivable loan program. Erika O'Neal was approved to move forward in the process as a recipient of the Diamond Square funds by the UpStart Committee. The first step in the UpStart process requires the awarded applicant to complete the weVENTURE Ignite 360 Business Education and Mentorship program, which she has successfully done.

Ms. O'Neal completed her weVENTURE program with glowing reviews and worked to complete a request for the remaining funds ($12,500.00) as part of the forgivable loan program. In October of 2025, the UpStart Review Committee met and reviewed Ms. O'Neal's request for the remainder of the loan funds. The request is below:

Total amount: $15,000		
Item	Price	Percentage of available funds
weVenture Ignite 360 Program	$2,500	17%
Mortgage Payments	$2,884.95	19%
Inventory (Commercial Refrigerator)	$3,750.00	25%
Legal Services	$2,500.00	17%
Food Corridor Software Systems	$2,473.20	16%
Keyless Entry	$891.85	6%
Total Price	$15,000.00	100.00%

Recommendation for approval from the UpStart Committee to the Diamond Square Agency is based on the following criteria: estimated cost of the proposed eligible expenses (listed above), strength of the business plan (attached to this agenda item), evaluation of applicant performance in the weVENTURE program, potential economic and fiscal impact of the proposed business on the City of Cocoa and Diamond Square community, location of the proposed business (home based business in Diamond Square), and external funding available to the applicant.

Ms. O'Neal plans to provide the following for her community enrichment component to the program where applicants are required to give back to the community in some way prior to the end of their loan agreement with the City of Cocoa:
A Taste of Elegance plans to host two different community workshops/classes. The first will be an eating healthy and wellness workshop for adults and the second will be a youth cooking class.

The template agreement has been attached. This agreement will need to be executed with Ms. O'Neal. To expedite the loan process, staff is requesting the authorization of the City Manager to negotiate and execute the loan agreement consistent with the attached Exhibit. Also, staff are requesting approval of any business-related expenses that have occurred by the applicant over the past 8 months while completing the Ignite 360 program.

Director Senger began by giving an overview of the program as well as some information regarding the applicant. Her name is Erica O' Neal, she applied for the program and was approved. She completed the necessary steps and is now wishing to use the remaining funds, Director Senger then requested that the City Manager be authorized to approve the program.

Kathy from UpStart then spoke about the applicant. She praised her for being a quick learner and stated that she already has clients. Director Senger added that all commissary kitchens need a base kitchen to work out, prior to Erica there was only one and they were going to Orlando for the commissary kitchen.

Erica was then given a chance to speak, and she started by thanking the program and the city for providing it. She stated it was vital, and she has not only learned a lot but also gained tools needed to grow. The program has helped her improve and reimagine her business. She also shared that the program had expert guidance and there were mentors with many different backgrounds. She thanked the city for supporting initiatives that support small businesses and women, she also thanked Director Senger for her hard work and help during this time.

Chairperson Moore asked if what Erica said could be used on the Diamond Square CRA website, to which Erica said yes.

Erica and Agency Member Brown then had a discussion on what she was planning on doing to meet the community enrichment component of the agreement. She has ideas to help educate individuals on healthy food and mentions doing cooking classes at some point, she also has 3 years to complete the community enrichment component. A motion was made by Vice Chairperson McQueen to approve Erika the loan, and it was seconded by Agency Member Brown.

***MOTION to approve Erika O' Neal the UpStart Cocoa Forgivable Loan Application Award in an amount of $12,500 by Vice Chairperson MCQUEEN; seconded by Agency Member BROWN ;**.

AYES: MOORE, MCQUEEN, BROWN, FOX, ISOM, A. SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

VI. **Attorney's Report**: None.

VII. **Updates and Staff Report:**

1. Director Neuterman shared that the 2026 budget is provided to agency members and money not used in 2025 will carry forward. If any changes are made, they will be provided to the board. We also received all invoices for FY 2025, and they will be finalized before the end of this month.
2. A&R will be back at the November DSCRA meeting to give a video presentation.

3. Director Neuterman thanked all board members who attended the FRA conference.
4. Director Neuterman shared the process of hiring a new board member. Which will be to open the position in November and then having the board choose a candidate.
5. Board Liaison Goins shared news that the state is suggesting property tax be eliminated which will affect CRA's. Director Neuterman is sending out an email with the information regarding this story. Since it could slow down projects the Board Liaison believes that we should push to get them done now.

VIII. **Next Meeting Date**:

The next regularly scheduled meeting of the **Diamond Square Community Redevelopment Agency** will be on **Monday, November 17th,** at **6:00 pm** at the City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, unless a business need arises earlier.

IX. **Adjournment**

***MOTION to adjourn by Agency Member BROWN ; SECONDED by Agency Member ISOM .**

AYES: MOORE, MCQUEEN, BROWN, FOX, ISOM, A. SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

THE MEETING WAS ADJOURNED at 7:21 pm.

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Tracy Moore, Chairperson

Respectfully Submitted by:

____
Peyton Fink, Recording Secretary

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	11/07/2025
Agenda Date:	11/17/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Presentation Only

BACKGROUND:
The Alliance for Neighborhood Restoration is providing a short presentation that represents their programs and the youth participants in Fiscal Year 2025.

PRIORITY AREA CONNECTION:
Community Outreach and Engagement

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:
Presentation Only

COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date:	10/30/2025
Agenda Date:	11/17/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency approval of the Diamond Square CRA Meeting Schedule for 2026.

BACKGROUND:

The proposed Diamond Square CRA meeting schedule for 2026 is being presented to the agency members. These meetings will for the most part take place on the third Monday of each month, but there are a few exceptions. The meeting in January will be moved from the third Monday of the month to the fourth, which is due to a holiday. While there will be no meeting in the month of February due to a holiday and because it is a short month. The majority of meetings will be held in Council Chambers at City Hall, except for the meetings in April and September, which will take place at the Dr. Joe Lee Smith Community Center. All meetings will take place at 6:00 p.m. and the agency members will be notified ahead of time if any changes are made to the schedule. Staff are requesting agency approval over the proposed Diamond Square meeting schedule for 2026.

PRIORITY AREA CONNECTION:

Organizational Effectiveness

BUDGETARY IMPACT:

PREVIOUS ACTION:

Approval of the Diamond Square CRA Meeting Schedule for 2025.

RECOMMENDED MOTION:

Request Agency approval of the Diamond Square CRA Meeting Schedule for 2026.

Diamond Square Community Redevelopment Agency (CRA)

2026 Meeting Schedule

Month	Day	Time	Day of the Week
January *	26	6:00 PM	Monday
February *			
March	16	6:00 PM	Monday
April +	20	6:00 PM	Monday
May	18	6:00 PM	Monday
June	15	6:00 PM	Monday
July	20	6:00 PM	Monday
August	17	6:00 PM	Monday
September +	21	6:00 PM	Monday
October	19	6:00 PM	Monday
November	16	6:00 PM	Monday
December	21	6:00 PM	Monday

**Due to Holiday, meet once over Jan./Feb. Meet as a Special Meeting on fourth Monday of January, instead of third Monday.*

+Location: Dr. Joe Lee Smith Community Center. Semiannually, in April (this year, instead of March) and September.