



**Agenda
City of Cocoa
Board of Adjustment Regular Meeting**

**November 19, 2025
6:00 PM
65 Stone Street, Cocoa, FL 32922**

I. Opening Matters:

1. Pledge of Allegiance
2. Roll Call

II. Approval of Agenda and Minutes:

1. Agenda: Regular Meeting of November 19, 2025.
2. Minutes: Regular Meeting of September 17, 2025.

III. Old Business:

IV. New Business:

1. Special Exception COGIC Church - 1541 N Cocoa Blvd Unit 102

V. Other Business:

VI. Next Meeting Date: December 17, 2025, at 6:00 pm at 65 Stone Street, Cocoa, FL.

VII. Adjournment:

General Notice Information:

This is a public meeting. Interested parties are hereby advised that they may appear at said meeting and be heard. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Monica Arsenault, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8488 or via email at marsenault@cocoafl.gov.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by the BOA, P&Z Board/LPA or City Council 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 assure 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 not allowed by law.

The BOA or PZ Board/LPA meeting may include the attendance of one (1) or more members of the Cocoa City Council who may or may not participate in the Board discussions held at this public hearing. The BOA, PZ Board/LPA and City Council reserve the right to continue or postpone hearings to a certain date without re-advertising.

BOARD OF ADJUSTMENT AGENDA ITEM

Memo Date: 11/03/2025
Agenda Date: 11/19/2025
Prepared By: Breanna Earley, Assistant City Clerk
Through: Lucilene Ribeiro, Planner
Requested Action: Request Board approval of the Agenda for the Board of Adjustment November 19, 2025, Regular Meeting, either as written or with amendments.

BACKGROUND:

N/A

PRIORITY AREA CONNECTION:

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Request Board approval of the Agenda for the Board of Adjustment November 19, 2025, Regular Meeting, either as written or with amendments.



AGENDA
Regular Meeting
November 19, 2025
6:00 p.m.

I. OPENING MATTERS:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Regular Meeting of November 19, 2025
MINUTES: Regular Meeting of September 17, 2025

III. OLD BUSINESS: None

IV. NEW BUSINESS:

A. PZ 25-00000007 Special Exception - 1541 N Cocoa Blvd COGIC Church

Consideration of a Special Exception Request to permit the operation of a church. This request is pursuant to Appendix A, Zoning, Article XI, Section 12(C)(8) of the City of Cocoa Code of Ordinances, "*Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities.*", within the General Commercial Zoning District. The property is identified as 1541 N Cocoa Blvd, Cocoa, Florida. Parcel ID: 24-36-20-BM-*-1.05

OTHER BUSINESS:

V. NEXT MEETING DATE: December 17, 2025, at 6:00 pm at 65 Stone Street, Cocoa, FL.

VI. ADJOURNMENT:

General Notice Information:

This is a public meeting. Interested parties are hereby advised that they may appear at said meeting and be heard. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Monica Arsenault, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8488 or via email at marsenault@cocoafl.gov.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by the BOA, P&Z Board/LPA or City Council 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 assure 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 not allowed by law.

The BOA or PZ Board/LPA meeting may include the attendance of one (1) or more members of the Cocoa City Council who may or may not participate in the Board discussions held at this public hearing. The BOA, PZ Board/LPA and City Council reserve the right to continue or postpone hearings to a date certain without re-advertising.

Public Participation Information:

Members of the public may view the meeting agenda, ordinances, project applications, supporting documents, and staff reports on the City's website at the following link prior to attending or commenting:

City of Cocoa meeting calendar at <https://www.cocoafl.gov/291/20338/City-Meetings>

Documents pertaining to the above may also be inspected at the Community Services Department between 8:00 a.m. and 5:00 p.m., Monday through Friday, or by phoning (321) 433-8400.

Interested persons may submit their written comments or questions prior to the meeting through Email at cityclerk@cocoafl.gov, or via E-comments through the online agenda at the link above. Any electronic comments submitted will be made part of the meeting record.

Viewing In Real Time. Interested persons are encouraged to view and listen to the hearings live by accessing the meetings at the following internet address:

City of Cocoa meeting calendar at <https://www.cocoafl.gov/291/20338/City-Meetings>

However, the City is not responsible for technical difficulties that may occur while attempting to view or listen to the meeting on the internet.

Special Information for Quasi-Judicial Hearings:

Any person that (1) can demonstrate that they may suffer special damages different in kind and degree from that of the general public at large; and (2) wishes to present factual or expert witnesses and/or evidence at the quasi-judicial hearing is highly encouraged to immediately contact Lucilene Ribeiro, Planner, at (321) 433-8535 or, to make proper arrangements for presentation of witnesses and/or evidence. All witnesses should be identified and all evidentiary documents and exhibits that are intended to be distributed to the BOA, P&Z/LPA and City Council should be submitted to Ms. Ribeiro via email or mail at least three (3) days prior to the hearing.

BOARD OF ADJUSTMENT AGENDA ITEM

Memo Date: 11/03/2025
Agenda Date: 11/19/2025
Prepared By: Breanna Earley, Assistant City Clerk
Through: Lucilene Ribeiro, Planner
Requested Action: Request Board approval of the Minutes from the Board of Adjustment September 17, 2025, Regular Meeting, either as written or with amendments.

BACKGROUND:

N/A

PRIORITY AREA CONNECTION:

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Request Board approval of the Minutes from the Board of Adjustment September 17, 2025, Regular Meeting, either as written or with amendments.

CITY OF COCOA
BOARD OF ADJUSTMENT
MEETING MINUTES
September 17, 2025

A Regular meeting of the Board of Adjustment of the City of Cocoa was held on Wednesday, September 17, 2025 in the Council Chambers at 65 Stone Street, Cocoa, as publicly noticed.

I. OPENING MATTERS:

Vice Chair Butler called the meeting to order at 6:00 pm.

The Recording Secretary called the roll.

ROLL CALL:

Dan Quattrocchi	Chairperson
Robert Butler	Vice Chair
Robert Dyar	Board Member
Pam Shaia	Board Member
Jose Pacheco	Board Member
Jennifer Moton	Board Member
Margaret Goudelock	Board Member

MEMBERS PRESENT:

Dan Quattrocchi	Chairperson
Robert Butler	Vice Chair
Pam Shaia	Board Member
Robert Dyar	Board Member
Jennifer Moton	Board Member
Margaret Goudelock	Board Member

MEMBERS ABSENT:

OTHERS PRESENT:

Kristin Eick	Assistant City Attorney
Jennifer Webster	City Planner
Breanna Earley	Recording Secretary

I. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Regular Meeting of September 17, 2025

- * **Motion by BOARD MEMBER SHAIA; Seconded by VICE CHAIR BUTLER to approve the September 17, 2025 Regular Meeting Agenda as written.**

Ayes: Quattrocchi, Shaia, Dyar, Butler, Moton, Goudelock, Pacheco

Motion Passed Unanimously (7-0).

MINUTES: Regular Meeting of July 16, 2025

- * **Motion by BOARD MEMBER SHAIA; Seconded by BOARD MEMBER DYAR to approve the July 16, 2025 Regular Meeting Minutes as written.**

Ayes: Quattrocchi, Shaia, Dyar, Butler, Moton, Goudelock, Pacheco

Motion Passed Unanimously (7-0).

II. OLD BUSINESS:

III. NEW BUSINESS:

A. PZ 25-00000006 28 Prospect Ave Extension of Special Exception to Operate as a Church

Staff requests the Board of Adjustment APPROVE a request for an extension of a Special Exception, pursuant to Appendix A, Zoning, Article XI, Section 15(C) (3) of the City of Cocoa Code that allows “Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities”, for the subject property to operate as a church, subject to certain conditions of approval and to adopt the staff findings included in the Staff Report. The property is identified as 28 Prospect Ave, Cocoa, Florida. Tax Parcel ID: 24-36-32-00-4, in the City of Cocoa Commercial Wholesale District.

Jennifer Webster, City Planner, provided a presentation in regard to 28 Prospect Avenue, an Extension of a Special Exception¹.

Board member Shaia asked if six months was enough time for the applicant.

In response, Donald Patterson, the applicant, said one year would be great.

¹ PZ 25-00000006 28 Prospect Ave Extension of Special Exception to Operate as a Church PowerPoint

Board member Shaia explained that she doesn't want the applicant to be pressured if he's unable to secure permits in six months.

Attorney Eick said she had no issue.

- * **Motion by BOARD MEMBER SHAI; Seconded by CHAIR QUATTROCCHI to approve all staff recommendation and to amend the extension timeframe from six months to a year.**

Ayes: Quattrocchi, Shaia, Dyar, Butler, Moton, Goudelock, Pacheco

Motion Passed Unanimously (7-0).

- B. PZ 25-00000005 Special Exception - Dakota's Detail + Auto Center, LLC, 5555 SR 524**

Consideration of a Special Exception request to allow an automotive repair establishment to operate, provided all activities are conducted entirely within an enclosed structure, pursuant to Appendix A, Zoning, Article XI, Section 12(C)(1) of the City of Cocoa Code of Ordinance. The subject property is located at 5555 SR 524, Cocoa, Florida. Parcel ID: 24-35-27-00-4. ~~(Cancelled- will be scheduled on future agenda)~~

IV. OTHER BUSINESS:

- V. NEXT MEETING DATE:** October 15, 2025, at 6:00 pm at 65 Stone Street, Cocoa, FL.

VI. ADJOURNMENT

- * **Motion by CHAIR QUATTROCCHI; Seconded by BOARD MEMBER MOTON to adjourn the September 17, 2025 meeting.**

Ayes: Quattrocchi, Shaia, Dyar, Butler, Moton, Goudelock, Pacheco

Motion Passed Unanimously (7-0).

There being no further business the meeting adjourned at 6:14 P.M.

Dan Quattrocchi, Chairperson

Breanna Earley, Recording Secretary

BOARD OF ADJUSTMENT AGENDA ITEM

Memo Date: 11/19/2025
Agenda Date: 11/19/2025
Prepared By: Lucilene Ribeiro, Planner
Through: Stockton Whitten, City Manager
Requested Action: Consideration of a Special Exception Request to permit the operation of a church. This request is pursuant to Appendix A, Zoning, Article XI, Section 12(C)(8) of the City of Cocoa Code of Ordinances, "*Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities.*", within the General Commercial Zoning District. The property is identified as 1541 N Cocoa Blvd, Cocoa, Florida. Parcel ID: 24-36-20-BM-*-1.05

BACKGROUND:

Application Date:	October 13, 2025
Project No.:	PZ# 25-00000007
Meeting Date:	November 19, 2025
Project Planner:	Lucilene Ribeiro - Planner
Subject Property:	1541 N Cocoa Blvd, unit 102
Applicant:	Samuel Sneed City of Refuge COGIC 1541 N Cocoa Blvd, unit 102 Cocoa, FL 32922
Notice Provided:	Notice of the public hearing was provided by publishing in the newspaper on November 4, 2025, posting on the property, and mailing to property owners within 500 feet.
Requested Action:	Consideration of a Special Exception request to allow " <i>Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities</i> " in the C-G zoning district.

I. Project Information

The subject property is located on the west side of U.S. Highway 1, between Dixon Boulevard and north of Michigan Avenue, within an established commercial corridor. The property consists of three multi-tenant commercial buildings developed between 1982 and 1986, providing a total of seventy-one (71) on-site parking spaces. The first building, located at 1503 N. Cocoa Boulevard, contains approximately 8,000 square feet of floor area divided into five (5) tenant units. The second building, at 1515 N. Cocoa Boulevard, includes

approximately 12,500 square feet with eight (8) tenant units. The third building, at 1541 N. Cocoa Boulevard, comprises approximately 10,000 square feet with ten (10) tenant units. Collectively, these structures function as a unified commercial center, sharing access, circulation, and parking areas along North Cocoa Boulevard.

The applicant is requesting a Special Exception to allow the operation of a church within one of the tenant spaces. Pursuant to Appendix A, Zoning, Article XI, Section 12(C)(8) of the City of Cocoa Code of Ordinances, churches are permitted as a special exception use in the C-G (General Commercial) zoning district.

City of Refuge Church of God in Christ (COGIC) is a new congregation launched in Cocoa in September 2025 under the leadership of Pastor Samuel L. Sneed Jr. Services will be held in Suite 102 at 1541 N. Cocoa Boulevard, with Friday evening Bible study and Sunday school/morning worship from 9:30 a.m. to 12:30 p.m. Pastor Sneed and Lady Donna reside in St. Mary's, Georgia. The church is affiliated with the COGIC denomination under the Florida Eastern jurisdiction. The pastor has established ministry ties in Cocoa through fellowship with other local congregations, including Central Brevard Community COGIC and St. John COGIC.

The retail center currently has four (4) active tenants whose hours of operation do not conflict with the proposed church use, ensuring adequate parking availability during service times. Based on City of Cocoa Business Tax Receipt records and publicly available information, the following businesses operate at 1541 N. Cocoa Boulevard, Cocoa, FL 32922:

- Teknique Boxing (Gym/Fitness) – classes Mon–Fri 8 a.m.–8 p.m.; Sat 9–11 a.m
- Central Brevard Air & Heat, LLC (Suite 110) – daytime service business
- Atlantic Group Real Estate (Suite 109) – weekday, daytime hours.
- COCI Homes (real-estate services) – weekday, daytime hours.

Pursuant to Appendix A, Zoning, Article XII – Off-Street Parking and Loading, places of worship are required to provide one (1) space per four (4) seats or one (1) space per one hundred fifty (150) square feet of floor area in the main assembly hall, whichever is greater. The applicant is proposing a maximum capacity of 50 seats within approximately 1,800 square feet of space, which will be reviewed and confirmed by the Fire and Building Departments during site plan review. A more detailed parking analysis is provided in the staff analysis section.

Future Land Use Designation:	Commercial
Zoning District:	C-G
Existing Land Use:	Commercial
Council District:	District 2– Councilmember Lavander Hearn
Overview of Surrounding Area:	

	Future Land Use Designation	Zoning District	Land Use
North	Commercial	C-G	Commercial
South	Commercial	C-G	Commercial

**East
West**

Neighborhood Commercial
Medium Density

C-N
RU-2-15

Single Family Homes
Stormwater Facility &
Railroad

II. Staff Analysis

Before any special exception may be issued, the Board of Adjustment shall make written findings certifying compliance with the specific rules governing individual special exceptions, and that satisfactory provision and arrangement has been made concerning the following where applicable (pursuant to Appendix A, Article XVII, Section 2):

A. Demonstrate that there is ingress and egress to the property and proposed structures thereon, providing automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

Staff Finding: The property has direct access from N Cocoa Blvd (U.S. 1), a major arterial road, providing vehicular ingress and egress. No changes are proposed to existing curb cuts or driveway locations. Pedestrian access is available via an existing sidewalk along the frontage.

B. Explain where the required off-street parking and loading areas where required, with particular attention to the items in (a) above, and economic, noise, glare or odor effects of the special exception on the adjoining properties generally in the district.

Staff Finding: Even though the site includes three retail buildings with multiple leasable units, each was developed separately between 1982 and 1986, providing a combined total of seventy-one (71) parking spaces. The parking analysis for this review focuses on the building located at 1541 N. Cocoa Boulevard, developed in 1986, which directly relates to the proposed church use. This building includes twenty-eight (28) designated parking spaces – eighteen (18) along the front façade, seven (7) on the north side, and three (3) on the south side.

A review of current City of Cocoa Business Tax Receipt records and supplemental data identifies five (5) active or recent tenants within the building, including Technique Boxing, Central Brevard Air & Heat, Atlantic Real Estate, COCI Homes, and Automated Logic. Based on zoning code requirements, parking ratios vary from 1 space per 300 square feet for gyms to 1 space per 600 square feet for office and service uses. Technique Boxing requires seven (7) parking spaces, and the remaining businesses require two (2) parking stalls each, for a total of fifteen (15) required parking spaces, not including the church. Operational hours also reduce peak overlap: Technique Boxing operates Monday–Friday, 8:00 a.m.–8:00 p.m., and Saturday, 9:00–11:00 a.m., while most office tenants close by 5:00 p.m. and remain closed on weekends.

The applicant's church, City of Refuge COGIC, proposes services on Friday evenings and Sunday mornings, outside the peak business hours of most tenants. Pursuant to Appendix A, Zoning, Article XII – Off-Street Parking and Loading, places of worship must provide one (1) space per four (4) seats or one (1) space per 150 square feet of floor area, whichever is

greater. With 50 seats and approximately 1,800 square feet, the church requires thirteen (13) parking spaces.

Given the total 28 on-site spaces, minimal overlap in operating hours, and the absence of adverse economic, noise, glare, or odor impacts on adjoining properties, staff finds the site provides adequate off-street parking and loading capacity to accommodate the proposed church use in compliance with the Board of Adjustment special exception criteria and Appendix A, Zoning, Article XII.

C. Explain the impact of refuse and service areas, with particular attention to the items in (a) and (b) above.

Staff Finding: Refuse and service areas are all existing and no additional needs are anticipated at this time. The site is serviced by at least one existing WM trash container.

D. Demonstrate that there are sufficient utilities, with reference to locations, availability, and compatibility.

Staff Finding: The site is already developed and served by existing local utilities, including water, sewer, and electric. All utility connections are readily available and compatible with the proposed use. No utility extensions or upgrades are required.

E. Demonstrate that there is adequate screening and buffering with reference to type, dimension and character.

Staff Finding: There is an existing landscape buffer between the parking lot and sidewalk, populated by existing trees. There are also smaller landscape buffers along either side of the building with trees and other landscape features. No changes to the landscaping is being proposed at this time.

F. Explain the impact of signs, if any, and proposed exterior lighting with reference to glare, traffic, safety, economic effect, and compatibility and harmony with properties in the district.

Staff Finding: Any proposed signage will comply with the City's Sign Code.. No illuminated LED signs are proposed. No lighting will negatively affect neighboring properties.

G. Demonstrate that there are adequate yards and open space.

Staff Finding: The yard and open spaces are existing, no modification to the existing yards and open space are proposed. Adequate space for ingress and egress are provided by the existing site layout.

H. Demonstrate how adequate height requirements have been met.

Staff Finding: The current building meets height regulations for the zoning district. No vertical additions or height modifications are proposed as part of this request.

I. Demonstrate how adequate landscaping requirements have been met.

Staff Finding: All landscaping is existing and is not proposed to be changed as part of this request, please refer to item E for a description of the existing landscape.

J. List any renewal and/or termination dates.

Staff Finding: Staff does not recommend any renewal or termination requirements.

K. Explain how the use will be reasonably compatible with the surrounding uses in its functions, its hours of operation, the type and amount of traffic to be generated, and building size and setbacks, its relationship to land values and other functions that may be used to measure compatibility.

Staff Finding: The surrounding area consists primarily of commercial uses along US 1. The building's size and use are consistent with nearby structures. Traffic will only be generated twice per week and outside of typical business hours. The applicant will be undergoing site plan review to address any concerns in relation to applicable codes for the use such as zoning, fire, and building code.

PRIORITY AREA CONNECTION:

Economic and Community Development

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

RECOMMENDED MOTION:

Staff recommends **approval** of the Special Exception to permit the operation of a church. This request is pursuant to Appendix A, Zoning, Article XI, Section 12(C)(8) of the City of Cocoa Code of Ordinances, "*Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities.*", within the General Commercial Zoning District. The property is identified as 1541 N Cocoa Blvd, Cocoa, Florida. Parcel ID: 24-36-20-BM-*-1.05

1. The Special Exception shall not be effective until the applicant has secured all the permits and approvals necessary for any development related to the Special Exception. Such permits shall be obtained within twelve (12) months of the Board's approval.

2. If the use is extended, enlarged, or expanded, a new Special Exception approval shall be required. All operations shall be conducted entirely indoors. The Special Exception use of a church shall be restricted solely to Unit 102 of the Subject Property, with a total indoor maximum occupancy that shall not exceed fifty (50) seats or the number determined during final site plan, building, and fire review, whichever is less. The Conceptual site plan/floor plan included with the special exception application shall be binding upon the applicant, except that minor modifications may be made during the site plan review process to conform to the City Code or life safety requirements.

3. Any other conditions deemed necessary by the Board of Adjustment

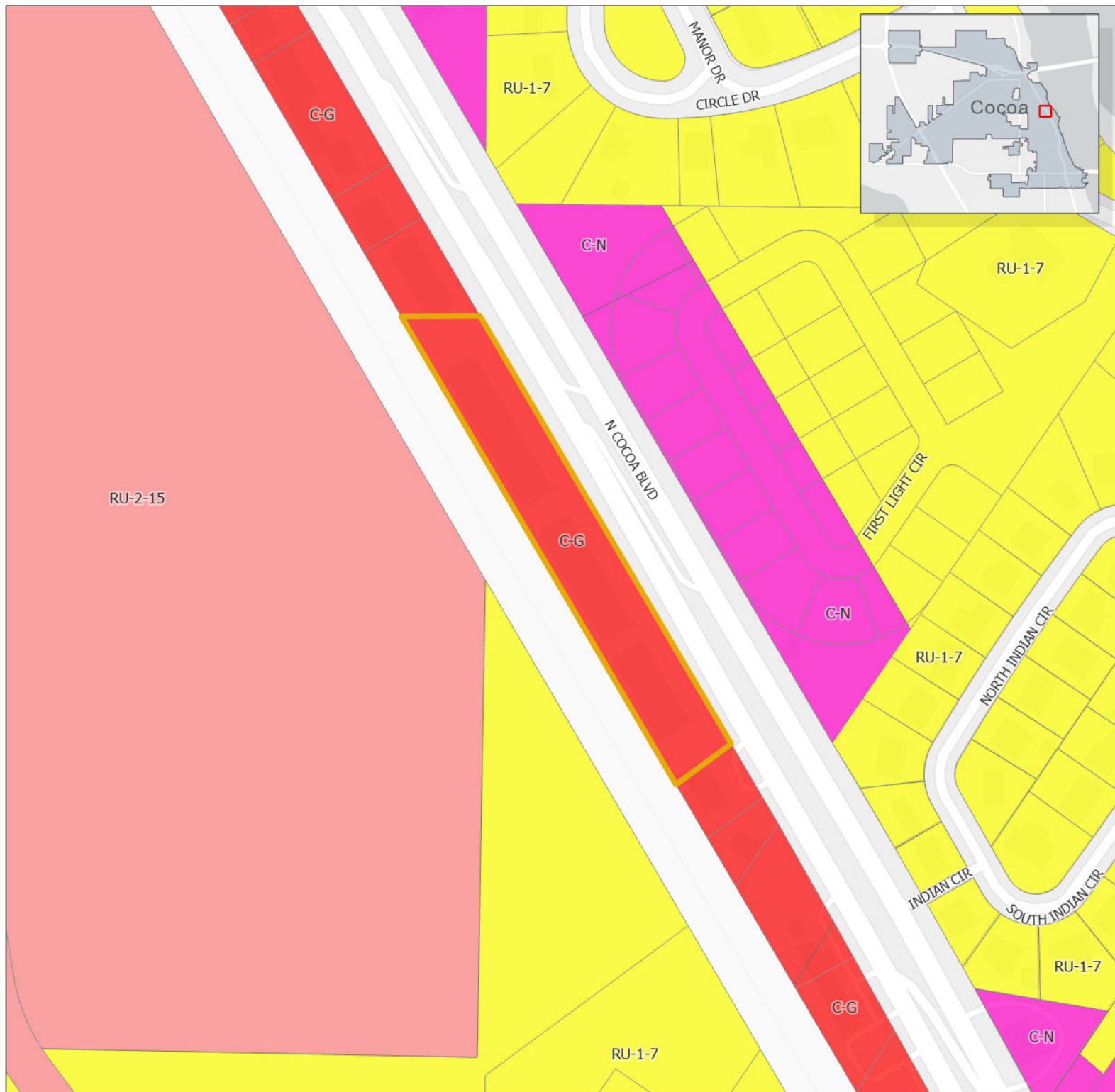


1541 N COCOA BLVD LOCATION

November 13, 2025

-  Cocoa City Boundary
-  Subject Parcels

0 200 400 Feet



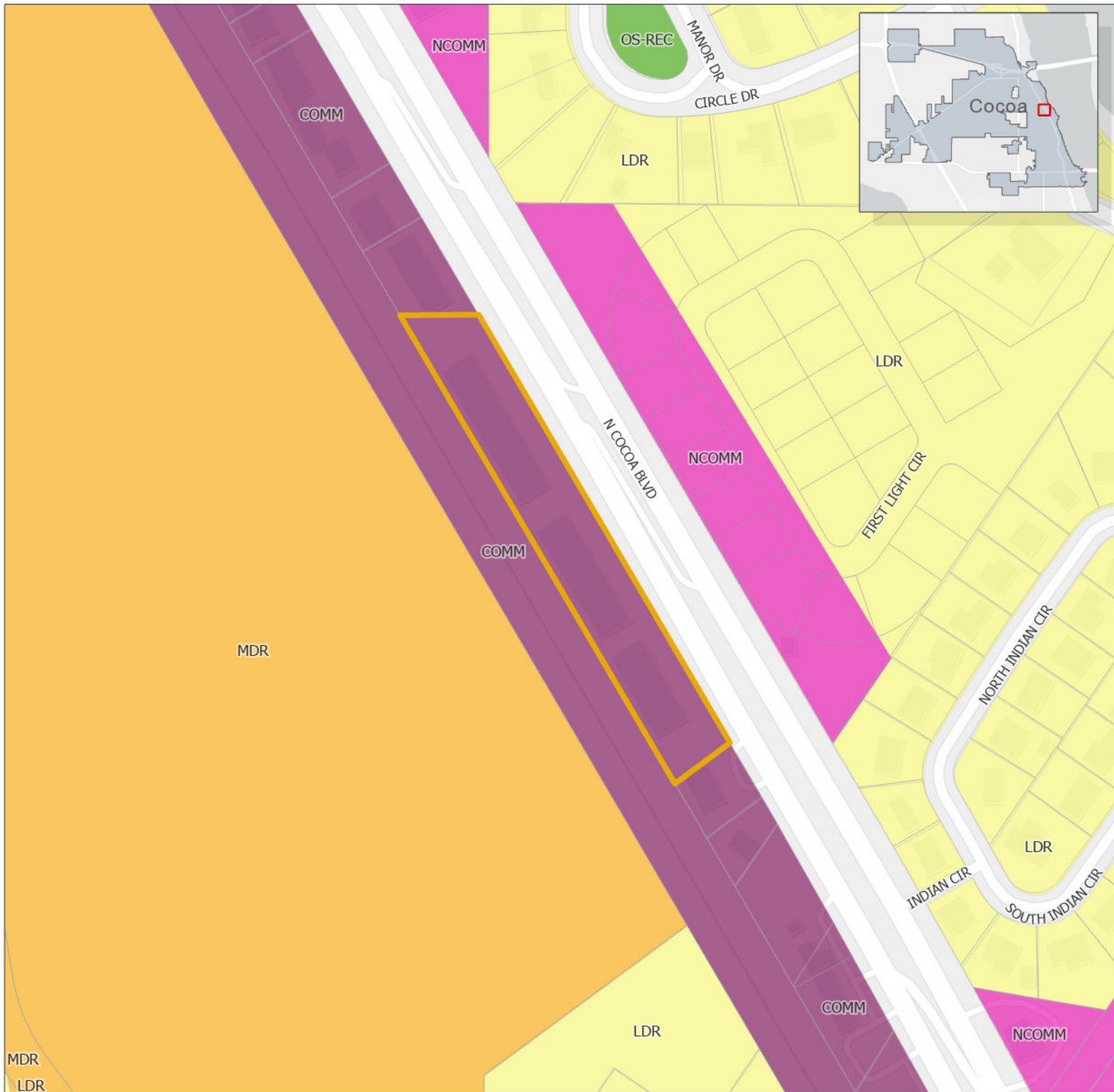
1541 N COCOA BLVD ZONING

November 13, 2025

Cocoa Zoning

-  RU-1-7 - Single-Family Residential
-  RU-2-15 - Multiple Family Dwelling
-  C-N - Neighborhood Commercial
-  C-G - General Commercial
-  Zoning Not Assigned
-  Subject Parcels
-  Parcels





1541 N COCOA BLVD FUTURE LAND USE

November 13, 2025

Future Land Use

-  Low Density Residential
-  Medium Density Residential
-  Neighborhood Commercial
-  Commercial
-  Recreation/Open Space
-  Subject Parcels
-  Parcels





**Board of Adjustment
Special Exception Application**

City Manager's Office
Planning and Zoning
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8535
Fax: (321) 433-8543
E-mail: cocoaplanning@cocoafl.gov
Web: <http://www.cocoafl.org>

This form is divided into steps, which will help you prepare your application, provide supplemental items, and prepare for the Board of Adjustment hearing. A pre-application meeting with Staff is recommended.

CITY OF COCOA
For Office Use Only - Date Received

OCT 13 2025

RECEIVED
Stamp Only When Application is Fully Complete

PLANNING & ZONING DIVISION

Please TYPE or PRINT this application neatly.

1. Request: A Special Exception
2. Applicable City Code Section(s): Appendix A, Article XI, Sec 12 (c)
(8) 1

3. Applicant Information: * NOTE: Applicant is the main contact, who must attend the meeting!

Company (if applicable): City of Refuge COGIC

Name: Samuel Lee Sneed Jr

Mailing Address: 1541 N Cocoa Blvd suite # 102

City: Cocoa State: FL Zip Code: 32922

Phone #: (229) 288-0705 Fax #: _____

Mobile #: (229) 288-0705 E-mail: pastor@bccogic.com

4. Property Owner Information: * Check here if same as Applicant → ☐
* If more than one owner, attach additional sheet with names and addresses.

Company (if applicable): N Cocoa Office Retail complex, LLC

Name: Victoria Kramer/Kirk L. Vonstein

Mailing Address: 626 Old Dixie Hwy SW

City: Vero Beach State: FL Zip Code: 32962

Phone #: (772) 778-4885 Fax #: _____

Mobile #: _____ E-mail: samuel@vscre.com/ victoria@vscre.com

5. Property Information:

Street Address and Location: 1541 N Cocoa Blvd Cocoa FL 32922

Parcel ID: □□-□□-□□-□□-□□□□□□.□-□□□□□.□□

Tax Account Numbers: □□□□□□□□

Land Area: _____ square feet or _____ acres

Future Land Use (to be completed by City): _____

Zoning District (to be completed by City): _____

Existing Use(s) on Property: _____

Proposed Use(s) on Property: _____

6. Special Exception Petition:

Before any Special Exception may be issued, the Board of Adjustment must make a positive finding for each of the criteria listed below. Applicants must provide the following information for the Board's review and consideration:

- a. *Demonstrate that there is ingress and egress to the property and proposed structures thereon providing automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.*

Existing Facility with ingress and egress to US-1, we are a new tenant.

- b. *Explain where the required off-street parking and loading areas are, with particular attention to the items in (a) above, and economic, noise, glare, or odor effects of the special exception on adjoining properties and properties generally in the districts.*

There is open parking: Hours of use for City of Refuge

Weekly scheduled use Fridays 7-8 p.m.; Sundays 9:30a.m.-12:30

windows tinted with black out tint

- c. *Explain the impact of refuse and service areas are, with particular reference to the items in (a) and (b) above.*

Existing Community use for tenants already on property

d. Demonstrate that there are sufficient utilities, with reference to location, availability, and compatibility.

Existing Utilities include water/sewer/electric

e. Demonstrate that there is adequate screening and buffering with reference to type, dimensions, and character.

Existing construction records should already exist with the City planning.

f. Explain the impact of signs, if any, and proposed exterior lighting with references to glare, traffic safety, economic effect, and compatibility and harmony with properties in the districts.

property owner provided signage for all tenants

g. Demonstrate that there are adequate yards and other open space.

existing landscape provided for and up kept by landlord (leasing Co.)

h. Demonstrate how adequate height requirements have been met.

All existing construction

i. Demonstrate how adequate landscaping requirements have been met.

existing landscape provided for and up kept by landlord (leasing Co.)

- j. List any renewal and/or termination dates.

01 Sept 2025-Oct 2026

- k. Explain how the use will be reasonably compatible with surrounding uses in its function, its hours of operation, the type and amount of traffic to be generated, and building size and setbacks, its relationship to land values, and other factors that may be used to measure compatibility.

approximately 6-7 hours weekly as follows

Fridays 7-8pm Sundays 9:30am-12:30pm

7. Please submit the following items in order complete the application:

- a. ☐ **Notarized application.**
- b. ☐ **List of owners within 500 feet.** A "radius map package" from Brevard County containing a certified mailing list with mailing labels and a map of all property owners of record who reside within a 500-foot radius of the subject property is required for public notice. It is the applicant's responsibility to request these materials with the Brevard County GIS Department that are available free of charge. Inquiries need to be emailed to servicedesk@brevardfl.gov and forwarded to the **City of Cocoa Planning and Zoning Department** when available.
- c. ☐ **Application fee.** The fee is \$ 850. Please make checks payable to the 'City of Cocoa' and submit payment **ONLY** to the Community Services Department. Public mail notice and legal advertising fees must also be paid a few weeks after application submittal.
- d. ☐ **Proof of ownership.** A copy of the most recent recorded warranty deed or record of ownership printed from the Brevard County Property Appraiser website is required.
- e. ☐ **Property Owner Authorization.** If the applicant is not the property owner, then the property owner will need to provide authorization by signing below (See #10 below).
- f. ☐ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- g. ☐ **Certified boundary survey and/or site plan.** Contact Planning & Zoning Division staff to determine if both a boundary survey and a site plan are required. Site plans should be drawn to scale and show the size and shape of the property, location of existing and proposed structures, streets, access points, fences, parking and landscaping areas.
- h. ☐ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, or elevations.

8. Application filing deadline. The application filing deadline is the first day of each month at 5:00 pm for public hearings that are held in the following month. Example: Application deadline is Oct. 1st for the November BOA meeting.

9. Application filing procedure. This application, together with all required exhibits and attachments, shall be completed and filed with the Planning and Zoning Division prior to the established filing deadline for the public hearing before the Board of Adjustment.

Public hearing process information – please read this!

- **Public hearing date and location.** All regularly scheduled hearings are held on the third Wednesday of each month at 6:00 pm in the Cocoa City Council Chambers located at 65 Stone Street, Cocoa, Florida unless otherwise notified.
- **Presence required at the public hearings.** The applicant or his/her representative must be present to answer any questions concerning the application. If there are extenuating circumstances why the applicant or his/her representative cannot attend, he or she must notify the City in writing prior to the public hearing.
- **Preparing for public hearing.** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the application request. The City assumes no responsibility or liability relating to the applicant's failure to research and know all applicable laws including, but not limited to state, federal, and city laws, codes, land development regulations, and the comprehensive plan. The City recommends all applicants to consider consulting an attorney regarding their applications.
- **Format of public hearing.** The public hearing before the Board of Adjustment is quasi-judicial in nature. State and local law strictly prohibits applicants and/or interested parties from participating in ex-parte communications with Board members in person, by phone, e-mail, or in writing before the application is considered at a public hearing. Applicants are encouraged to review and copy the quasi-judicial rules and procedures used by the Board of Adjustment before the public hearing date. A copy may be obtained from the City Clerk's Office.
- **Exhibits at public hearing.** If photographs, documents, maps or other materials are provided to the Board as evidence at the public hearing, the applicant must leave those instruments with the Recording Secretary. By law those instruments automatically become part of the public records and cannot be returned to the applicant.
- **Witnesses at public hearing.** For the purposes of making a decision on the application, the Board shall only consider testimony of qualified witnesses. A witness is determined by the Board and is generally based on:
 - a. The witness has personal knowledge of the fact in which the witness will testify; and/or
 - b. In the case of testimony consisting of opinions or inferences, the testimony is qualified as the following:
 - 1. *Layman witness:* Testimony of a witness other than an expert witness is qualified only if:
 - The witness can readily, and with equal accuracy and adequacy, communicate what he or she perceived to the Board without testifying in the form of opinions or inferences.
 - The opinions and inferences do not require any special knowledge, skill experience or training.
 - 2. *Expert witness.* Testimony of an expert witness is qualified only if:
 - The subject matter is proper for expert testimony because scientific, technical, or other specialized skill will help the Board understand the evidence being presented, or helps establish a fact in issue.
 - The witness is adequately qualified to express an opinion on the matter.
- **Board action.** If the Board of Adjustment finds that the facts presented in the matter justify approval, it may approve the request, or a portion thereof, and it may specify any conditions deemed necessary to preserve the intent of the City of Cocoa Code. If the Board of Adjustment finds that the facts presented do not justify approval, it must deny the request and will specify the reasons for denial. A decision is usually made at the same meeting that the hearing is held.
- **Appeals.** Appeals of a decision by the Board of Adjustment may be made to the City Council by filing an application with the Community Services Department within fifteen (15) days of the Board's decision. Any party aggrieved by the final decision of the City Council shall have the right to file an appropriate action in a court of competent jurisdiction.

10. Property Owner Authorization.

* Check here if same as Applicant → ☐

I am the fee simple owner (or legal representative) of the property at: _____
and I hereby authorize the applicant to submit this Board of Adjustment Application regarding my property described above.

(PRINT OWNER NAME)

(OWNER SIGNATURE)

☐ Personally Known OR ☐ Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____

11. Applicant Signature.

Samuel Lee Sneed Jr
(PRINT APPLICANT NAME)

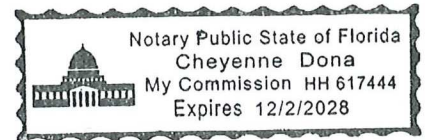
Samuel Lee Sneed Jr
(APPLICANT SIGNATURE)

☐ Personally Known OR ☒ Produced Identification

Type of I.D. Produced Georgia Drivers License

Cheyenne Dona
(NOTARY PUBLIC SIGNATURE)

Cheyenne Dona
(Print, Type, or Stamp Commissioned Name of Notary Public)



STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 18th day of September, 20 25

FOR OFFICE USE ONLY

Fee of \$ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

Signature from Planning & Zoning Division:

10. Property Owner Authorization.

* Check here if same as Applicant → ☐

I am the fee simple owner (or legal representative) of the property at: 1541 N. Cocoa Blvd. Suite 102, Cocoa, FL
and I hereby authorize the applicant to submit this Board of Adjustment Application regarding my property described above. 32922

Kirk Von Stein, Manager
(PRINT OWNER NAME)

[Signature]
(OWNER SIGNATURE)

☒ Personally Known OR ☐ Produced Identification

Type of I.D. Produced _____

[Signature]
(NOTARY PUBLIC SIGNATURE)



JESSICA KENDRICK
Notary Public
State of Florida
Comm# HH415370
Expires 10/21/2027

Jessica Kendrick
(Print, Type, or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF BREVARD Indian River

Sworn and subscribed to before me this 23rd day of September, 20 25

11. Applicant Signature.

(PRINT APPLICANT NAME)

(APPLICANT SIGNATURE)

☐ Personally Known OR ☐ Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____

FOR OFFICE USE ONLY

Fee of \$ _____ in cash ☐ or check ☐ (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Date: _____

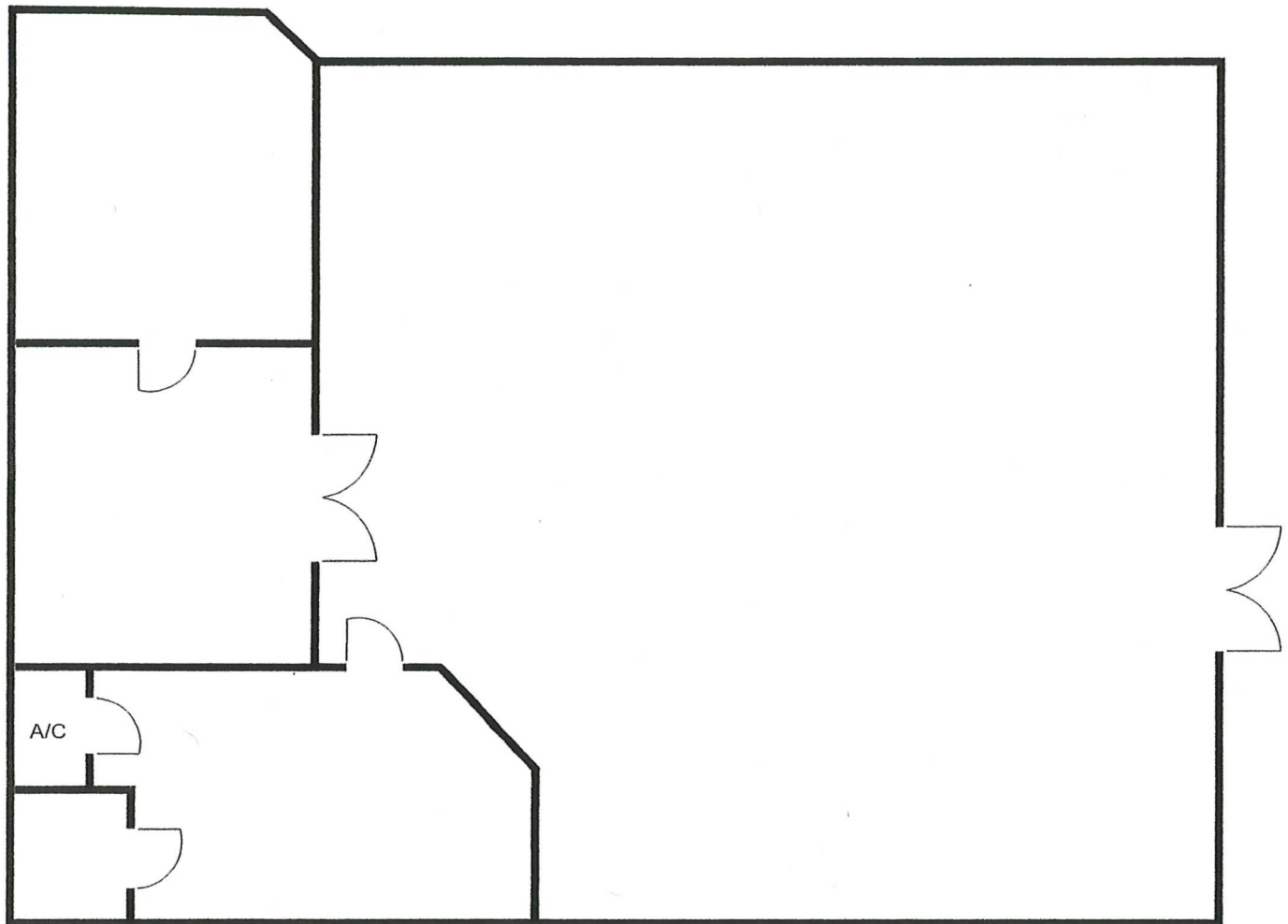
Signature from Planning & Zoning Division:

FLOOR PLAN

Bldg. 1541

Unit 102

North Cocoa Commerce Center 1503-1559 N Cocoa Blvd, Cocoa, Florida 32922



1,800 SF



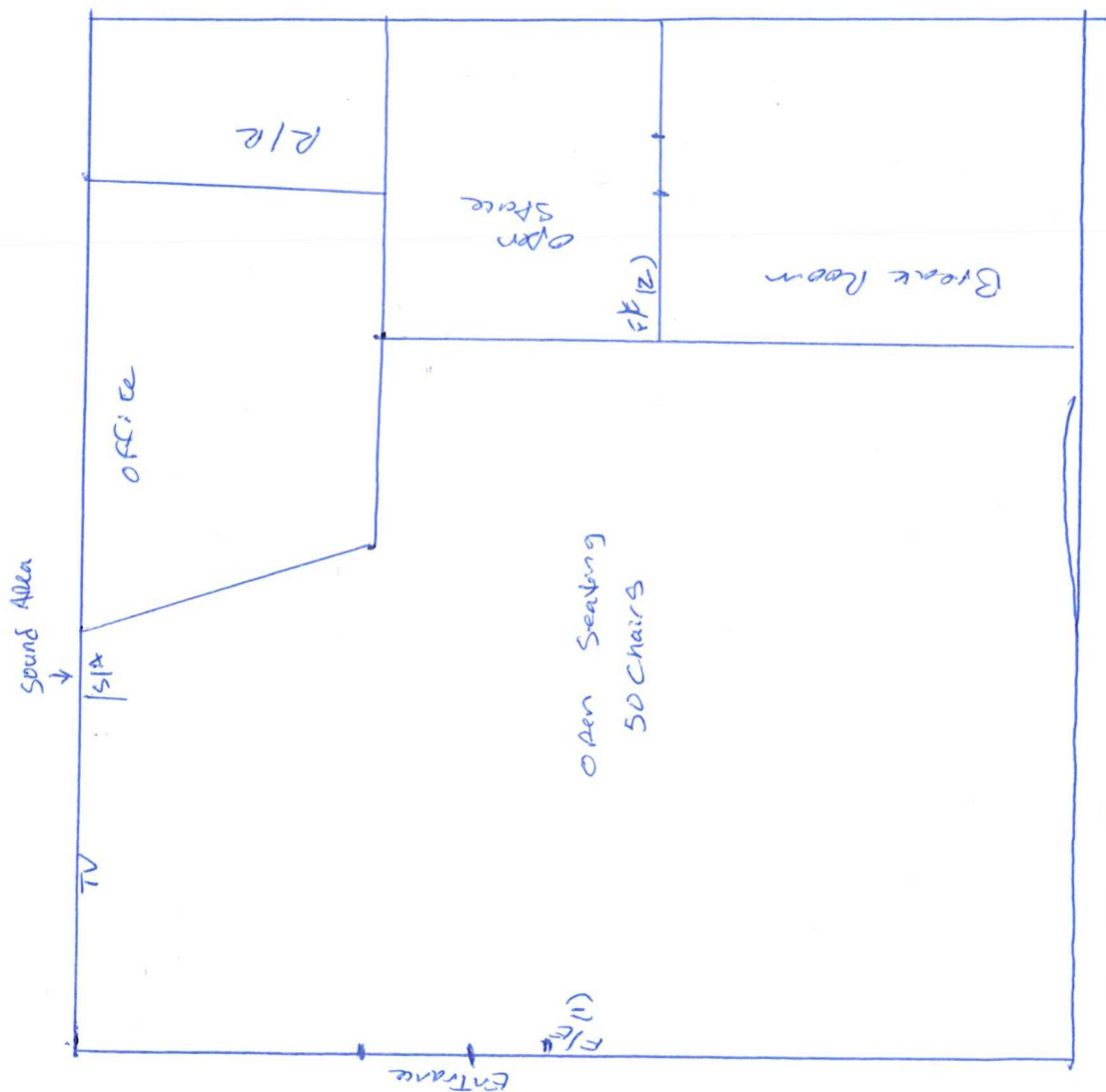
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Fax:	772.778.4908
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Layout of Refuge
 1541 N. Coloma Blvd.
 Suite 102



2 Fire Extinguishers

1) Entrance

2) Break Room



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Jennifer Webster, Planning & Zoning Dept.
Attn: Accounting Division
City Of Cocoa (Te)
65 Stone St
Cocoa FL 32922-7982

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Florida Today, a daily newspaper published in Brevard County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Brevard County, Florida, or in a newspaper by print in the issues of, on:

BRE Brevard Florida Today 11/04/2025
BRE floridatoday.com 11/04/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/04/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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VICKY FELTY
Notary Public
State of Wisconsin

Ad#11789128 11/04/2025

CITY OF COCOA NOTICE OF PUBLIC HEARING NOTICE IS HEREBY GIVEN THAT THE BOARD OF ADJUSTMENT

PROPOSES TO CONSIDER THE FOLLOWING:

PZ 25-00000007 Special Exception - 1541 N Cocoa Blvd COGIC Church

Consideration of a Special Exception Request to permit the operation of a church. This request is pursuant to Appendix A, Zoning, Article XI, Section 12(C)(8) of the City of Cocoa Code of Ordinances, "Churches, rectories, parish houses, temples, synagogues, and associated buildings, including educational and recreational facilities.", within the General Commercial Zoning District. The property is identified as 1541 N Cocoa Blvd, Cocoa, Florida. Parcel ID: 24-36-20-BM-*1.05

Board of Adjustment

PUBLIC HEARING WILL BE HELD ON

November 19, 2025

AT 6:00 P.M. OR SOON THEREAFTER IN THE
COCOA CITY HALL COUNCIL CHAMBERS LOCATED AT
65 STONE STREET, COCOA, FL

General Notice Information:

This is a public meeting. Interested parties are hereby advised that they may appear at said meeting and be heard. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Monica Arsenault, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8488 or via email at marcenault@cocoafl.gov.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by the BOA, P&Z Board/LPA or City Council 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 assure 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 not allowed by law.

The BOA or PZ Board/LPA meeting may include the attendance of one (1) or more members of the Cocoa City Council who may or may not participate in the Board discussions held at this public hearing. The BOA, PZ Board/LPA and City Council reserve the right to continue or postpone hearings to a date certain without re-advertising.

Public Participation Information:

Members of the public may view the meeting agenda, ordinances, project applications, supporting documents, and staff reports on the City's website at the following link prior to attending or commenting:

• City of Cocoa meeting calendar at

<https://www.cocoafl.gov/291/20338/City-Meetings>

Documents pertaining to the above may also be inspected at the Community Services Department between 8:00 a.m. and 5:00 p.m., Monday through Friday, or by phoning (321) 433-8400.

Interested persons may submit their written comments or questions prior to the meeting through Email at cityclerk@cocoafl.gov or via E-comments through the online agenda at the link above. Any electronic comments submitted will be made part of the meeting record.

Viewing In Real Time. Interested persons are encouraged to view and listen to the hearings live by accessing the meetings at the following internet address:

• City of Cocoa meeting calendar at

<https://www.cocoafl.gov/291/20338/City-Meetings>

However, the City is not responsible for technical difficulties that may occur while attempting to view or listen to the meeting on the internet.