

CITY OF COCOA
SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 11, 2018

A regular meeting of the Sustainability Advisory Committee of the City of Cocoa was held on Thursday, October 11, 2018 in the Council Chambers at 65 Stone Street, Cocoa, as publicly noticed.

I. OPENING MATTERS:

Chairperson Koss called the meeting to order at 6:00 P.M. **Chairperson Koss** led the assembly in the Pledge of Allegiance. The Board Secretary called the roll.

ROLL CALL:

Lorraine Koss	Chairperson
Trina Gilliam	Vice Chairperson
Susan Hushla	Committee Member
Robert Musser	Committee Member
Gisele Neiman	Committee Member
Jennifer Riggs	Committee Member
Josephine Shim	Committee Member
Marlene Weiss	Committee Member
Raphel Costas	Committee Member
Paul Johnson	Committee Member
Brenda Warner	Council Liaison

MEMBERS PRESENT:

Lorraine Koss	Chairperson
Trina Gilliam	Vice Chairperson
Susan Hushla	Committee Member
Robert Musser	Committee Member
Gisele Neiman	Committee Member
Jennifer Riggs	Committee Member
Josephine Shim	Committee Member
Paul Johnson	Committee Member

MEMBERS ABSENT:

Marlene Weiss	Committee Member (arrival 6:05)
Raphel Costas	Committee Member
Brenda Warner	Council Liaison

OTHERS PRESENT:

Dodie Selig	Planning and Zoning Manager
Robert Loring	Planning and Zoning/Planner
Torri Edwards	Recording Secretary

II. APPROVAL OF THE AGENDA AND MINUTES:

Chairperson Koss stated that she would like to work with staff on creating future agenda items. **Ms. Selig** noted that staff will send her draft of the agenda two (2) weeks

before the scheduled meeting. Any changes will need to be submitted a week before the next meeting.

AGENDA: Regular Meeting of October 11, 2018

MOTION by Vice Chairperson Gilliam; SECONDED by Committee member Shim to approve the Agenda October 11, 2018 regular meeting.

AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Johnson

MOTION CARRIED (8-0)

MINUTES: Regular meeting of August 2, 2018

MOTION by Chairperson Koss; SECONDED by Committee member Weiss to approve the Minutes with amendments for the August 2, 2018 regular meeting.

AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Weiss, Johnson

MOTION CARRIED (9-0)

III. OLD BUSINESS:

Vice Chairperson Gilliam provided a presentation on her research of seven (7) sustainability plans that include Coral Gables, Key West, City of Miami Beach, Palm Bay, City of Orlando, Satellite Beach, and Orange County. She explained the process and results of the research.

Chairperson Koss asked whether any of the cities were STAR communities. **Vice Chairperson Gilliam** replied that Palm Bay is a STAR community.

Vice Chairperson Gilliam recommended comparing her research with **Committee member Shim's** research of the strategic plan and the City's Comprehensive Plan to identify areas to incorporate into the Sustainability Plan.

Chairperson Koss inquired whether the committee has a website to store all their documents and presentations. **Ms. Selig** stated that she will contact the IT Department on this matter. **Committee members Riggs and Weiss** volunteered to collaborate with the IT Department on deciding which documents to post on the website.

Committee member Johnson thanked **Vice Chairperson Gilliam** for the presentation.

Committee member Riggs requested clarification on the timeline for submitting agenda items to staff. **Ms. Selig** responded that agenda items should be submitted one (1) week before the next meeting.

Committee member Riggs provided a handout and discussed the results of compiling the committee's priority ranking of the STAR matrix.

Chairperson Koss provided a handout and discussed the results of mapping the resolution to STAR.

Chairperson Koss thanked **Ms. Selig** for the listing of city parks. **Ms. Selig** noted that the documents are outdated and may not be parks any longer. **Chairperson Koss** requested a list of right of way areas along Indian River Drive.

Committee member Musser inquired whether the city or county own the right of way if the road is owned and maintained by the county. **Ms. Selig** replied that the right of way is owned by the entity that owns and maintains the road. **Committee member Musser** requested a map of city owned roads.

Committee member Weiss requested a list of bike routes and who maintains them. **Ms. Selig** reported that the TPO has a map of bike trails available.

IV. PRESENTATIONS:

1. City Staff Executive Summary

Ms. Selig stated that she is looking forward to the Sustainability Plan that the committee will be creating. She explained that the goals and objectives will help formulate future city policies and be incorporated into the updated Comprehensive Plan. The anticipated time of completion for the Sustainability Plan is May 2019.

Mr. Loring introduced himself to the board. He provided a presentation that summarized the goals and committee milestones for the Sustainability Plan.

Committee member Hushla stated that the city needs to conduct a gap analysis to identify where the city is in meeting past goals and objects to formulate a Sustainability Plan. **Ms. Selig** recommended that the committee identify chapters or topics and then staff can assist with answers to perform a gap analysis.

2. Working Document

Vice Chairperson Gilliam presented to the committee a working document that she created to start the process of designing the Sustainability Plan. She invited the committee to start filling in topics. **Chairperson Koss** noted that the mission statement is the resolution.

Chairperson Koss suggested starting with Equity and Empowerment since 30% of the population live below the poverty level. **Committee member Weiss** noted that healthy living is an important topic for all income levels.

Chairperson Koss inquired whether the recommendation to adopt and promote Lagoon Friendly Landscaping and Litter Quitter went to council. **Ms. Selig** stated she will follow up on the request.

V. DEVELOPMENT OF OUTLINE FOR SUSTAINABILITY AND RESILIENCY PLAN WORKPLAN AND TIMELINE:

- Establish a Work Plan:

The SAC members came to mutual agreement on the priorities for the plan using the attached collective prioritization matrix¹.

The committee agreed on the six (6) focus areas and thirteen (13) sub categories as:

- **Built Environment**-Community Water Systems, Housing Affordability, and Public Parkland
- **Climate & Energy**-Climate Adaptation, Greening the Energy Supply, Energy Efficiency, and Waste Minimization
- **Economy & Jobs**-Quality Jobs & Living Wages
- **Equity & Empowerment**-Ensure Equity, Inclusion, and Access to Opportunity for All Residents
- **Health & Safety**-Strengthen Communities to be Healthy, Resilient and Safe Places for all Residents and Businesses
- **Natural Systems**-Water in the Environment

The committee agreed that opportunities outside of the key focus areas and subcategories will be permitted.

Committee member Riggs reported that she prefers the document form to the STAR matrix for the final plan. **Committee member Neiman** stated that the committee could have both forms for the city to work with.

Committee member Weiss asked if the committee could work with GIS staff at Brevard County to create maps for the plan. **Ms. Selig** suggested looking at the maps that already exist.

Committee member Weiss requested information on how the inter local agreement process works between the county and the city. **Ms. Selig** stated that she will incorporate that question when she schedules the department presentations.

Committee member Riggs requested an updated on the whether the train is coming to Cocoa. **Vice Chairperson Gilliam** noted that a news report stated that Bright Lines is opening contract bids and might make a turn at Cocoa.

Committee member Hushla recommended noting in the Sustainability Plan that it is a living document that will be updated every year.

- Establish a Timeline:

Mr. Loring suggested that a draft of the plan be submitted in March 2019, reviewed in April 2019, and finalized in May 2019.

- Committee Assignments for Completing GAP Analysis:

¹ Exhibit A-Prioritization Matrix

Vice Chairperson Gilliam stated that she will work on a draft Sustainability Plan for the committee to review.

The committee assignment is to compare Vice Chairperson Gilliam's matrix with the Comprehensive Plan and Committee member Shim's mapping of the strategic plan to STAR. The drafts will be added to the document created by Vice Chairperson Gilliam.

Built Environment-Trina Gilliam
Climate & Energy-Jennifer Riggs
Economy & Jobs-Trina Gilliam
Equity & Empowerment-Jo Shim
Health & Safety-Marlene Weiss
Natural Systems-Susan Hushla

Chairperson Koss requested that the drafts from the committee members be submitted to the recording secretary by October 25, 2018.

Chairperson Koss inquired whether the next meeting could be set up as a workshop. **Ms. Selig** responded that she will confirm with Karen Hamilton about the meeting set up.

- Discussion of Presentations Needed to Develop the Plan:

Chairperson Koss requested a presentation on storm water for the next meeting. **Ms. Selig** stated that she will contact the Utilities Department and Public Works Department.

- Setting a Deadline for the Draft:

Mr. Loring suggested that the committee submit a draft of the Sustainability Plan in March 2019.

Committee member Riggs inquired whether the committee could request an intern through Cocoa Works. **Ms. Selig** noted that she will check into this.

Vice Chairperson Gilliam inquired about the status of the Community Garden. **Ms. Selig** stated that the garden is controlled by the CRA. The committee could add the garden to the plan as a goal for the city.

VI. CITIZEN PARTICIPATION:

Lawrence Koss, of 2115 Indian River Dr., stated that he is a strong supporter of solar energy and hopes that the plan includes solar guidelines for current and future municipality buildings.

Mr. Koss stated that the rain barrel program is a rebate program. Ace Hardware has information posted.

Mr. Koss shared his idea on creating lagoon monitor stations along Indian River Drive.

VII. RESOURCES:

- City of Cocoa Comprehensive Plan <https://www.cocoafl.org/790/Comprehensive-Plan>
- STAR Communities <http://www.starcommunities.org>

- 100 Resilient Cities <http://100resilientcities.org/resources/#section-2>
- City of Satellite Beach Sustainability Plan <http://www.satellitebeach.org/Residents-Visitors/City%20Documents/City%20Sustainability%20Plan%20SB%20Draft%20For%20Public%20Comment.pdf>

VIII. ANNOUNCEMENTS, MEETINGS, AND TRAINING OPPORTUNITIES:

The Brevard Sustainability Working Group generally meets on the 4th Monday of each month, from 12:00 pm-1:30 pm at the UF/IFAS office-3695 Lake Dr. Cocoa. The link from the June meeting is provided for your review.

<https://register.gotowebinar.com/register/120107742750384130>

IX. ADJOURNMENT:

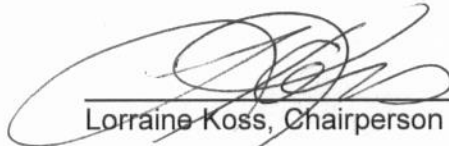
Motion by Committee member Riggs; seconded by Vice Chairperson Gilliam to adjourn.

AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Weiss, Johnson

MOTION CARRIED (9-0)

There being no further business the meeting adjourned at 8:07 P.M.

Approved on this 13 day of November, 2018.



Lorraine Koss, Chairperson



Torri Edwards, Board Secretary