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**MINUTES OF THE
CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
MEETING OF NOVEMBER 2, 2011
CITY COMMISSION CHAMBER, CITY HALL, 210 SAMS AVE.
NEW SMYRNA BEACH, FLORIDA**

CRA Chair James Kosmas called the CRA meeting to order at 2:00 p.m.

Answering to roll call:

**James Kosmas
James Peterson
Chad Schilsky
Thomas Williams
John Kinney
Melissa Latty**

Also present were CRA Director Tony Otte; CRA Administrative and Program Specialist Claudia Soulie, and CRA Attorney Mark Hall. CRA Project Manager Michelle Martin and Commissioner Doug Hodson were excused absent.

1. CONSENT AGENDA

A. Approval of Minutes – Regular CRA Meeting October 5, 2011

Mr. Peterson alerted staff to a scrivener's error on page 1, line 49, which should read Ms. Jones instead of ~~Ms. Peterson~~. Ms. Soulie noted this change.

Mr. Kinney made a motion to approve the Minutes with the above correction; seconded by Mr. Williams. Motion carried on roll-call vote 6–0.

B. Residential Grant Start Time extensions -

1. 1111 S. Atlantic Ave
2. 543 Washington Street

Mr. Kosmas entertained one motion for item B 1 and 2.

Mr. Williams made a motion to approve the residential grant time extensions for 1111 S. Atlantic Ave and 543 Washington Street; seconded by Ms. Latty. Motion carried on roll-call vote 6–0.

C. CRA Social Media Policy

Mr. Otte stated that to embark on the use of social media as part of the marketing efforts for the NSB Waterfront Loop, a policy that defines use and compliance must be adopted to mitigate Sunshine Law and copyright violations, etc. Social media includes the various online (electronic) technology tools that enable people to communicate easily via the internet

50 to share information and resources. Forms of electronic communication include websites for
51 social networking and blogs that offer the formation of online communities to share
52 information, ideas, messages, and other content such as text, audio, video, images, and
53 podcasts. The most prominent examples of social media sites are Facebook, Twitter, and
54 YouTube.

55

56 Mr. Williams stated that it was important to be aware of the sunshine laws. Mr. Hall
57 elaborated on the rules and regulations and suggested the CRA Commissioners do not post
58 anything on the website.

59

60 **Mr. Kinney made a motion to approve the NSB Waterfront Loop Social Media Policy;**
61 **seconded by Mr. Williams. Motion carried on roll-call vote 6-0.**

62

63

64 **2. PUBLIC PARTICIPATION**

65 In accordance with the City Commission Resolution #11-89, a three-minute limitation will be imposed
66 unless otherwise granted by the CRA Commissioners.

67

68 Ms. Adele Aletti, Gone Bonkers on Flagler Ave, addressed the CRA and stated that the event
69 “Light Up Flagler” was going to be held December 2, 2011 and that this has been a very
70 successful event in the past. Ms. Aletti asked if the CRA would assist in funding a snow
71 machine for this event.

72 A brief discussion ensued and it was suggested to raise the funds through contributions by
73 the individual merchants on Flagler.

74 **

75 Mr. Williams, Chisholm Alumni, elaborated on a proposed project for the creation of a
76 Chisholm wall at the Babe James Center and the Alumni’s plans to ask for CRA funding
77 assistance. Mr. Williams further stated that the dedication is scheduled for July 14th, 2012 at
78 10 am.

79 **

80 Ms. Marla Nance, 306 N. Orange stated that she wanted to withdraw her grant request
81 agenda item from this agenda.

82 **

83 Hearing no further requests, Mr. Kosmas closed the Public Participation of the meeting.

84

85

86 **3. PRESENTATION:**

87 None

88

89 **4. OLD BUSINESS**

90

91 **A. Revisiting of the Funding Request for Event Insurance – Flagler Merchants**

92

93 Mr. Otte stated that on October 4, 2011 the CRA denied the request for event insurance
94 reimbursement for the Merchants of Flagler, because the premium had been paid prior to

95 CRA approval, however, upon further review, new information had come to light that
96 prompted staff to re-submit the request for reconsideration by the CRA.

97
98 Mr. Otte elaborated on the new information and that staff believed that this matter was
99 simply a valid misunderstanding and that for this reason staff recommended the CRA
100 reconsider this matter and allow reimbursement of the event insurance this time; but in the
101 future staff will make it clear that event insurance expenses are to be brought to the CRA for
102 approval through the Grants and Aids process before they are paid.

103
104 A brief discussion ensued about the legality for funding event insurance and for funding
105 special events in general. Mr. Hall stated that he was still in the process of researching these
106 aspects.

107
108 The CRA Commissioners felt that due to this new information they would be inclined to
109 reconsider this item, but needed an application from the applicant.

110
111 The CRA did not take any action on this item, as a quorum was not available, since Mr.
112 Schilsky, Mr. Kinney and Ms. Latty would abstain from voting and Mr. Hodson was absent.

113
114 **B. Lease of Parking Lot at Coronado Community Methodist Church**

115
116 Mr. Otte stated that the recent review of parking in the Flagler Ave area included the
117 possibility of leasing a portion of the parking lot at the Coronado Community United
118 Methodist Church. The Church lot is well-positioned in the area, as it is immediately west
119 and accessible from the City's parking lot at the Coronado Civic Center.

120
121 Mr. Otte continued that representatives of the Coronado Community United Methodist
122 Church and City Staff have negotiated a draft lease of parking spaces in the parking lot
123 owned by the Church in the Southeast corner of Flagler and Peninsula Avenues. CRA staff
124 was looking for CRA approval of the agreement and authorization to have the CRA Chair
125 sign the document.

126
127 A brief discussion ensued about proper ingress and egress to the Parking lot; clarification on
128 what happens after the CRA sunsets; prohibiting the roping-off of leased spaces; provision to
129 erect signage identifying this lot as CRA/City a public parking lot and giving directions to
130 the lot. Mr. Otte stated that he could create a signage plan for review at a future CRA
131 meeting.

132
133 Mr. Kosmas inquired about possibly clearing some of the vegetation on Flagler Ave to create
134 a better visual of the parking lot. Mr. Otte informed that the lease was drafted in such a
135 fashion that the parking lot and surroundings would be left as-is. Mr. Otte will look into the
136 possibility of thinning out some of the vegetation should the vegetation be in the Right-of-
137 way.

138
139 **Mr. Williams made a motion to approve the parking lease and authorize the CRA**
140 **Chair to sign; seconded by Mr. Kinney. Motion carried on roll-call vote 6-0.**

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143 **5. NEW BUSINESS**

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A. Small Scale Improvements Grant –

1. 209 Rush Street – La Mirage

Mr. Otte stated that the applicant is proposing to paint all exterior walls, shutters, doors window frames, fascia and soffits for a total cost of \$2,520. The paint contractor is a local business from New Smyrna Beach. The application has received the necessary points to qualify for consideration and staff recommends approval in the grant amount of \$2,500.

Mr. Kinney made a motion to approve the Small Scale improvement grant for 209 Rush Street; seconded by Mr. Schilsky. Motion carried on roll-call vote 6–0.

2. 135 Canal Street – Jason’s Corner

Mr. Otte stated that the applicant is proposing to replace the entrance door off of Canal Street that does not close properly as well as a trim-out of the new front door to match the existing sliding door at a total cost of \$3,169.55. The contractors are local businesses from New Smyrna Beach. The application has received the necessary points to qualify for consideration and staff recommends approval in the grant amount of \$2,500.

A brief discussion ensued about eligible items under this grant program.

Ms. Latty made a motion to approve the Small Scale improvement grant for 135 Canal Street; seconded by Mr. Schilsky. Motion carried on roll-call vote 6–0.

B. Combined Grant –

1. 409 Flagler Ave

Mr. Otte stated that this applicant is proposing to repair/paint damaged stucco in various exterior places to waterproof the building; replacement of awning fabric; removing existing boarded-up windows and replacing them with glass blocks as well as replacing a 42” existing door with a standard 36” door. The application has received the necessary points to qualify for consideration and staff recommends approval. Approval is contingent upon the applicant obtaining the necessary permit(s).

Ms. Kinney made a motion to approve the Combined grant for 409 Flagler Ave; seconded by Mr. Williams. Motion carried on roll-call vote 6–0.

2. 308 N. Orange Ave.

Withdrawn by applicant.

6. REPORTS AND COMMUNICATIONS

A. Director’s Report

- Mr. Otte informed the CRA Commissioners that CRAs will be giving presentations to the County Council tomorrow, November 3, 2011 and that Mr. Otte will be

193 accompanied by the City's Manager, Finance Director and Assistant Finance
194 Director. Everybody is welcomed to attend.
195

- 196 • Mr. Otte commented on the Flagler Ave Boardwalk/seawall improvement project and
197 stated that City staff is in discussion with Volusia County about their proposed office
198 relocation and that this may possibly trigger a change order to the existing
199 construction contract. Mr. Otte gave a brief history on the prior leasing arrangement.
200 Ms. Brangaccio stated that continued partnership discussions were taking place.
201

202 Mr. Kosmas inquired if any new buildings can be tied into the Boardwalk design for
203 continuity.
204

- 205 • Mr. Otte asked if the CRA was opposed to moving the December CRA meeting from
206 December 14, 2011 to December 7, 2011. The CRA agreed to move it to the 7th.
207
- 208 • Mr. Otte had received a letter in which the City Clerk is looking for a CRA
209 representative to be part of a City of New Smyrna Beach 125th Anniversary Time
210 capsule committee and the first meeting is scheduled for November 14, 2011. Mr.
211 Otte was volunteered and accepted.
212
- 213 • Mr. Otte encouraged attendance at a "Visioning for the Future" Board retreat for Bert
214 Fish Medical Center on November 11, 2011 from 9 am – 4 pm at a local church on
215 Magnolia Street.
216

217 B. CRA Attorney's Report
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- 219 • Mr. Hall stated that the City Commission approved the Opportunity Site Grant for the
220 former Pennysaver building on Canal Street and elaborated on the proposed
221 construction schedule.
- 222 • Mr. Hall commented on the previous Attorney General and Auditor General opinions
223 on Special Event policing and Event insurance and suggested drafting a policy that
224 fits in with the statutory framework and Master Plan of the CRA. To do that, Mr. Hall
225 would like to create an Ad Hoc committee comprised of Mr. Peterson, Mr. Otte and
226 himself. Pending the outcome of the research on special event funding, Mr. Kosmas
227 would like staff to look into prioritizing the special event dollars that remain to fund
228 events that bring large crowds to New Smyrna Beach, as well as potentially having a
229 representative from the SVAA on the Ad Hoc committee to partner on advertising.
230 Mr. Hall would like to keep the Ad Hoc meeting informal and not yet involve the
231 SVAA. Mr. Peterson accepted to be on the committee.
232•

233 C. Capital Projects Report
234

235 Mr. Otte highlighted that the Flagler Ave and Esther Street projects are ready to kick off very
236 soon and the Mary Ave project is substantially complete. Streetlight Banners have been
237 commissioned for the Historic Westside and are expected to arrive by the end of November.
238

239 Mr. Otte stated that he was making periodic inquiries about the progress of the Flagler Hotel
240 and that an update was anticipated soon. A brief discussion ensued about the ramifications of
241 the developer not meeting the December 2012 construction deadline.

242 D. Commissioner Report

243

244 Mr. Kinney felt that this had been a productive meeting.

245

246 Mr. Schilsky inquired about the Wayfinding project and Mr. Otte informed the CRA that a
247 meeting with local groups had taken place and those comments were incorporated into the
248 final plans that will be submitted to FDOT.

249

250 Ms. Latty asked if signage would direct people to the historic Canal and Flagler areas. A
251 brief discussion ensued on how to get visitors to those areas.

252

253 Mr. Peterson suggested approaching the property owner of 399 Canal Street about plantings
254 or other options to beautify a lot left vacant by the demolition of a dilapidated structure. Ms.
255 Brangaccio stated that staff was working on putting together a small design for this location.

256

257 Mr. Williams commented on the CRA's sunset and stated that he was told that people were
258 in favor of asking for an extension. He also encouraged his fellow CRA Commissioners to
259 attend the next Florida Redevelopment Association (FRA) conference, as those meetings
260 were very informative. Mr. Williams suggested that the CRA Commissioners complete a
261 certification program offered by the FRA.

262

263 Mr. Williams stated that he had joined the NSB Masonic Lodge and was approached about
264 the possibility of speaking with pertinent City staff about better delineating parking on
265 Washington Street (next to Old Fort Park) to create more parking spaces. Mr. Otte stated that
266 he would look into it.

267

268 Mr. Kosmas suggested pressure washing the walkway at Christmas Park, as holiday events
269 will be held there.

270

271 Ms. Soulie stated that the NSB Waterfront Loop website was now live and invited the CRA
272 Commissioners to browse at their leisure ([.nsbwaterfrontloop.com](http://nsbwaterfrontloop.com)).

273

274 Mr. Kosmas thanked staff for putting together this CRA agenda. Hearing no further
275 comments, Mr. Kosmas entertained a motion to adjourn.

276

277 **ADJOURNMENT**

278

279 **A motion was made to adjourn; all agreed. Meeting adjourned at 3:48 pm.**