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**MINUTES OF THE
COMMUNITY REDEVELOPMENT AGENCY
MEETING OF AUGUST 6th, 2008
DEBERRY ROOM 3RD FLOOR
200 CANAL STREET
NEW SMYRNA BEACH, FLORIDA**

8 Chairperson Linda DeBorde called the August 6th, 2008 meeting to order at 2:00
9 p.m.

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Answering to roll call:

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**Linda DeBorde, Chair
Steve Dennis, Vice Chair
Douglas Hodson
Charles Belote
Cynthia Lybrand
Thomas Williams**

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Also present were Mark Rakowski, Interim CRA Director; Kevin Fall, CRA Project Manager; Noleen Foster, CRA Coordinator; Mark Hall, CRA Attorney; and Claudia Soulie, Administrative Specialist. Commissioner James Kosmas was absent.

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CONSENT AGENDA

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Mr. Hodson made the motion to approve the minutes of the June 18th, 2008 CRA Board meeting as written; seconded by Mr. Belote. The motion carried on roll call vote 6 – 0.

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PUBLIC PARTICIPATION

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

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Adele Aletti, Flagler Ave. Merchant Assoc., addressed the CRA Board and stated that Gel Corp. of Daytona Beach would possibly donate two (2) cardboard recycling dumpsters for use by the Canal Street and Flagler Ave. Merchants. Ms. Aletti was bringing this to the CRA Board's attention, as the Association was hoping to use CRA lots on Flagler Ave. and Canal Street for possible placement. Ms. Aletti stated that this was just for the CRA Board's information and a formal request with details and specifications would follow at a later date.

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The CRA Board was in favor of being pro-active in recycling, gave a few suggestions of other placement locations and asked Ms. Aletti for a more detailed report including pictures. Ms. Aletti thanked the CRA Board for their time.

Flare Elliott, 421 Canal Street, congratulated Mr. Fall and the CRA Board on selecting Mr. Fall as the new CRA Director. Ms. Elliott thanked the CRA Board for their support with Mr. Hathaway’s “Gateway to Growth” Project, which includes the Badcock banner project and the A Auto mural. Ms. Elliott stated that the Badcock banner project had been approved by the City Commission and the A Auto mural project was still in the works in collaboration with City staff.

Mr. Robert Reese, 391 Granada Street, addressed the CRA Board on behalf of some concerned citizens, who felt the CRA Board should change their meeting time to after 5:00 p.m.; so working residents could have a chance to attend.

Mr. Reese also wanted the CRA Board to be aware that someone, who had been in the Badcock building, told him that the building was mold infested, which could present serious health issues. Ms. DeBorde duly noted this possible health concern.

Ms DeBorde stated that the CRA meeting time was addressed during the June 4th, 2008 CRA meeting and the CRA Board members came to the consensus to keep the current time.

Mr. Dennis pointed out that audio and minutes of each meeting were available for review by any interested resident and the newspaper(s) were publishing the pertinent points.

Sally Mackay, City of New Smyrna Beach Mayor, congratulated Mr. Fall on his new position and stated that the City was looking forward to work closely with the CRA and recommended having workshops to keep each other informed and pull together as a Community.

Mr. Doug Gehman, Canal Street Historic District Board of Directors, congratulated Mr. Fall on his new position.

Hearing no further requests for participation, Ms. DeBorde closed Public Participation.

OLD BUSINESS

A. CRA Executive Director Position

Ms. DeBorde stated that the CRA Board was in favor of hiring Kevin Fall as the new CRA Executive Director and that the CRA Board, in conjunction with City staff, followed the City’s hiring policy/procedures and the position was offered to Mr. Fall, which he accepted.

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Mr. Fall thanked the CRA Board and all others involved for their vote of confidence and stated that he was eager to assist the City in getting their plans realized and that the effective date of his new position would be August 18, 2008.

Mr. Belote wanted to clarified if Mr. Fall would be a full-time department head of the City and if this was an at-will position. Ms. DeBorde stated that this would be confirmed with Mr. Hagood.

Ms. DeBorde asked for the CRA Board’s confirmation of Mr. Fall’s appointment.

Mr. Dennis made the motion to confirm the appointment; seconded by Ms. Lybrand. The motion carried on roll call vote 6 – 0.

Ms. DeBorde thanked Mr. Rakowski for having been the Interim CRA Director and his outstanding efforts during that time.

Mr. Dennis thanked Ms. DeBorde for representing the CRA Board’s interests.

B. West Canal Streetscape Project Update

Mr. Fall gave the CRA Board an update on the electrical utilities, easements, canal/drainage, streetscape amenities and coordination efforts with the State to extend the completion timeline for the West Canal Streetscape, since this project is a Local Agency Project (LAP) primarily funded through the State’s budget.

Mr. Fall also informed the CRA Board on the construction/increased cost for the parking lot on Julia Street.

Mr. Fall will update the CRA Board members periodically between CRA meetings on any new developments pertaining to the West Canal Streetscape.

Ms. DeBorde asked Mr. Hall if this was in line with the Sunshine laws, which Mr. Hall confirmed.

Mr. Belote asked what utility services would be contained in the easements. Mr. Fall stated that this would still need to be determined. There was a brief discussion between the CRA Board and staff about undergrounding overhead utilities and associated costs.

Mr. Fall extended thanks to Mr. Dennis for his instrumental assistance in this project.

139 **C. CRA FY2008-2009 Budget Request – Parks and Recreation Department**

140
141 Mr. Fall asked the CRA Board to defer this topic until the September CRA meeting, since
142 no one was present on behalf of the Parks and Recreation Department for a presentation.

143
144 **Ms. DeBorde asked the CRA Board for a consensus to this request and the CRA**
145 **Board agreed to defer this topic.**

146
147 Mr. Williams asked for clarification on the history and the CRA's involvement on three
148 (3) topics in the Parks and Recreation Department's budget request. Mr. Fall stated that
149 staff would provide this information to the CRA Board.

150
151 Ms. DeBorde stated that Mr. Fall and Mr. Rakowski did an excellent job in putting
152 together and presenting information on the CRA at the Volusia County CRA budget
153 workshop on July 3rd, 2008. Ms. DeBorde asked Mr. Fall to give the CRA Board a brief
154 summary of this workshop. Mr. Fall stated that the County workshop would continue on
155 July 17th, 2008 and offered to duplicate the audio of the meeting for the CRA Board.

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158 **NEW BUSINESS**

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160 **A. Property Improvement Grants/ Grants & Aids Applications**

161
162 Ms. Foster stated that staff had received Residential Grant Applications for 206 Julia
163 Street and 118 Faulkner Street. Ms. Foster stated that the CRA Board had previously
164 approved a grant for a new metal roof for 206 Julia Street; however, staff did not
165 recommend approval of this new request, since the application did not meet the minimum
166 point requirements. Ms. Foster continued that staff recommended approval of the
167 application for 118 Faulkner Street.

168
169 Mr. Belote asked if there was a limit on how many times a residential improvement grant
170 could be applied for. Ms. Foster stated that for non-historic properties a one time limit
171 applied and for properties deemed historic the applications were reviewed on a case-by-
172 case basis.

173
174 There was a brief discussion between staff and the CRA Board about making suggestions
175 to property owners on what to do to improve their chances of approval of their grant.

176
177
178 **Mr. Williams made the motion to accept staff's recommendations for the two (2)**
179 **properties; seconded by Mr. Hodson. The motion carried on roll call vote 6 – 0.**

180
181 Ms. Foster addressed the Property Improvement Grant application for 301 Flagler
182 Avenue and stated that staff was recommending approval of this application. Ms. Foster
183 commented that this application was received after the June 2008 submittal deadline, but

184 felt that staff had enough time to prepare a report and include the application in the
185 current agenda.

186

187 Ms. DeBorde questioned the legality of accepting an application past the submittal
188 deadline. Mr. Hall stated that there were no legal issues, as no other application was
189 denied funding, because of this application and this was a different circumstance, since
190 the July CRA meeting had been moved up to June.

191

192 A brief discussion ensued between the CRA Board and staff about how the grant
193 application deadlines were determined and when the application for 301 Flagler Avenue
194 was received.

195

196 **Mr. Dennis made the motion to accept staff's recommendation for approval;**
197 **seconded by Mr. Belote. The motion carried on roll call vote 6 – 0.**

198

199 Ms. Foster informed the CRA Board that The Gallery Group and the Canal Street
200 Historic Downtown District requested to defer their respective Grants & Aids
201 applications. Mr. Fall recommended to the CRA Board to bring the above applications
202 back at a later meeting.

203

204 **Mr. Dennis made the motion to defer The Gallery Group and Canal Street Historic**
205 **Downtown District Grants & Aids Applications until the September CRA meeting;**
206 **seconded by Mr. Hodson. The motion carried on roll call vote 6 – 0.**

207

208 Ms. Foster stated that Flagler Avenue Events submitted a Grants & Aids application and
209 staff was recommending approval of this request. Ms. Foster introduced Nicole Carni
210 with Flagler Avenue Events to give a presentation to the CRA Board.

211

212 Ms. Carni elaborated on the event she was organizing called “New Smyrna Beach
213 Uncorked“, a Food and Wine event to be held from October 10 – 13, 2008, which she felt
214 would boost New Smyrna's economy. Ms. Carni gave a brief summary of the research
215 and advertising that went into this event, which demographics were being targeted and
216 how to attract sponsors. Ms. Carni intends to use this grant as seed money.

217

218 Mr. Belote inquired about the Board of Directors.

219

220 The CRA Board was supportive of the idea and asked Ms. Carni a few questions.

221

222 Mr. Dennis stated, for the record, that he would abstain from voting on this topic, since
223 he is an employee of the Chamber of Commerce, which is supporting and could derive a
224 profit from this event (Form 8B Memorandum of Voting Conflict is attached).

225

226 **Mr. Hodson made the motion to accept staff's recommendations for approval of the**
227 **grant; seconded by Mr. Belote. The motion carried on roll call vote 5 – 0. Mr.**
228 **Dennis abstained due to a conflict of interest.**

229

230 Ms. Carni thanked the CRA Board for their time. Mr. Fall complemented Ms. Carni on
231 her work.

232

233

234

235 **B. HISTORIC RESTORATION GRANT PROGRAM**

236

237 Mr. Fall stated that the City Commission requested that the CRA revisit the consideration
238 of a grant program to assist with the restoration and preservation of historic buildings
239 owned by the public.

240

241 Mr. Fall continued that staff, at the direction of the CRA Board, had assembled the
242 various criteria necessary to establish a CRA grant program to provide financial
243 assistance for the preservation and/or restoration of historic buildings located on public
244 property within the redevelopment district. This information was presented to the CRA
245 Board in December 2007; however, the CRA Board did not move to establish the
246 proposed program.

247

248 Mr. Fall commented that staff was seeking direction from the CRA Board regarding the
249 establishment of the CRA Historic Preservation Grant Program and designation of
250 funding to establish the program budget.

251

252 Ms. DeBorde felt that the CRA Board needed to put money in the CRA budget for
253 publicly owned historic buildings

254

255 Mr. Williams asked how many publicly owned historical buildings the CRA had in its
256 district. Mr. Rakowski stated there were at least six (6) publicly owned historic buildings.
257 A brief discussion ensued about which buildings were historic and publicly owned, how
258 much money would be appropriate to set aside and different grant matching options.

259

260 Mr. Rakowski added that City Chapter 50 of the Code of Ordinances gave some criteria
261 used to determine the historical significance of a home, and suggested incorporating these
262 criteria, maybe slightly modified, into this process.

263

264 Ms. Lybrand asked if it was possible to carry over remaining funds for this grant program
265 to the next fiscal year's budget and was informed that staff will research the issue and
266 report back to the CRA.

267

268 Mr. Williams felt it would be wise for staff to create historic restoration grant program
269 guidelines and appropriate a line item in the CRA budget. Mr. Fall stated that any
270 amount the CRA Board was to appropriate could be amended at a later time and offered
271 to research how other CRA's were dealing with these types of grants and make a
272 presentation to the CRA Board at the next meeting,

273

274 Mr. Dennis inquired about the legality of using CRA grant funds, which were technically
275 City funds, to pay for a grant to improve a city building. A discussion ensued between

276 staff and the CRA Board about the grant pertaining to publicly owned historic buildings,
277 so there should not be a conflict.

278

279 **Mr. Dennis made the motion to put \$150,000 as a budget line item in the CRA**
280 **budget for grants for the restoration of historic buildings located on public**
281 **properties, contingent upon any legal definitions/challenges and the CRA Board**
282 **receiving grant guidelines from staff; seconded by Mr. Hodson. The motion carried**
283 **on roll call vote 6 – 0.**

284

285 Mr. Belote asked if the CRA Board needed to move the monies from a project fund or
286 from the un-appropriated funds. Mr. Fall stated that would be at the CRA Boards
287 discretion.

288

289 **Mr. Dennis made the motion to authorize staff to move forward in finalizing grant**
290 **guidelines for the restoration of historic buildings located on public properties;**
291 **seconded by Mr. Hodson. The motion carried on roll call vote 6 – 0.**

292

293

294 Ms. Lybrand wanted to make sure, since the topic was on the CRA budget, that enough
295 money had been budgeted for undergrounding the utilities on West Canal Street, since the
296 costs had increased. Ms. DeBorde thanked Ms. Lybrand for her comment.

297

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299

300 **C. CRA WORKSHOP WITH CITY COMMISSION**

301

302 Ms. DeBorde requested this item to be on the agenda, since she felt it would be beneficial
303 for the CRA Board to hold joint workshops with the City Commission on a regular basis
304 as indicated in the by-laws.

305

306 A brief discussion ensued between the CRA Board and it was suggested to meet every
307 first Wednesday of the month for a one-hour workshop prior to the regularly scheduled
308 CRA meeting. Mr. Dennis suggested limiting the workshop agenda to a few items.

309

310 Ms. DeBorde stated that she would get with the City Clerk to inform him about the CRA
311 Board's intentions.

312

313

314 **D. FLORIDA REDEVELOPMENT ASSOCIATION – 2008** 315 **CONFERENCE OCTOBER 22-24, 2008**

316

317 Mr. Fall informed the CRA Board that the annual FRA conference was being held in
318 Tampa in October. Mr. Fall asked the CRA Board to review the conference schedule and
319 program and to coordinate with City staff if they were interested in attending.

320

321 The CRA Board briefly discussed the conference program topics, car-pooling and the
322 registration costs.

323

324

325 **E. PARKING ON RIGHT OF WAY - EAST CIRCLE DRIVE**

326

327 Mr. Rakowski addressed an aerial photo depicting East Circle Drive and stated that a few
328 complaints had been received about cars either driving over the sidewalk to park on the
329 green space or parking on the sidewalk itself, both of which are not legal within the City
330 of New Smyrna Beach.

331

332 Local businesses in that area have asked City staff to find a remedy to this situation,
333 perhaps relocating the sidewalk. Mr. Rakowski gave a few other scenarios and their
334 associated costs and asked the CRA Board if they were interested in funding the costs in
335 the range of \$7,500.00 to fix this situation.

336

337 The CRA Board members asked a few questions of Mr. Rakowski and the following
338 motion was made:

339

340 **Mr. Dennis made the motion to set aside an amount up to \$8,000 to pour a new**
341 **sidewalk; seconded by Mr. Hodson. The motion carried on roll call vote 6 – 0.**

342

343 Commissioner Williams excused himself at 4:00 pm. Ms. DeBorde asked for the record
344 to reflect such.

345

346

347 **REPORTS AND COMMUNICATIONS**

348

349

350 **A. Capital Projects Status Report**

351

352 Mr. Fall stated that staff had received confirmation from the City Manager's office that
353 the Canal Street and US 1 Landscape Lease insurance requirements would be met
354 through the City and that the FEC had indicated that the lease agreement could be
355 executed. Staff will present the finalized lease agreement to the CRA Board at their
356 September 3, 2008 meeting.

357

358 Mr. Fall informed the CRA Board that staff was coordinating with various lighting
359 companies to develop prices and cost estimates for the Riverside Park Light Replacement
360 project and anticipated scheduling the item for consideration by the CRA Board at the
361 September 3, 2008 CRA meeting.

362

363 Mr. Fall continued that staff anticipated issues with the Mary Avenue Streetscape to be
364 resolved and acceptable construction bid documents to be completed by the end of
365 September, 2008.

366

367 Mr. Fall stated that the Request for Qualification (RFQ) for the Flagler Avenue
368 Boardwalk and the Redevelopment Plan Update were due August 8, 2008 and he
369 anticipated receiving a good number of interested /qualified companies. Mr. Fall will put
370 together ranking/selection committees and suggested having a special meeting for the
371 selected companies to make a presentation to the CRA Board. Ms. DeBorde was in favor
372 of having a meeting in September and the CRA Board, by consensus, scheduled the
373 special meeting for September 17, 2008.

374
375 The CRA Board volunteered Mr. Williams to be on the ranking committee for the Flagler
376 Ave. Boardwalk, due to his engineering background.

377
378 Mr. Dennis suggested having the CRA Board and the Hospital Board meet to exchange
379 ideas, prior to updating the Redevelopment Plan. Ms. DeBorde and Mr. Fall will get
380 together to coordinate.

381
382 Ms. DeBorde stated that staff recommended the CRA Board re-submit a Florida
383 Department of State Historic Resource special Category Grants-in-Aid application to
384 stabilize the Old Fort Wall and asked if staff knew when the exact grant cycle was. Ms.
385 DeBorde offered staff assistance, if needed.

386
387 Mr. Fall touched on the progress of the Coronado Shuffleboard Court Project and stated
388 that it was anticipated to be under construction by the end of the year.

389
390 Mr. Dennis stated that the Director of the Parks and Recreation Department contacted and
391 informed him that their Christmas float needed extensive renovations. Mr. Dennis
392 inquired if the CRA could contribute funds for this endeavor. Ms. DeBorde felt that this
393 would be like contributing to a certain event and Mr. Fall will look into it with Mr. Hall.

394
395 Ms. DeBorde requested that each CRA Commissioner receive a copy of the CRA By-
396 laws. Mr. Fall duly noted this request.

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399 **ADJOURNMENT**

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401 **Mr. Dennis made a motion to adjourn; all agreed. Meeting adjourned at 4:15 pm.**