

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20

**MINUTES OF THE  
COMMUNITY REDEVELOPMENT AGENCY  
MEETING OF SEPTEMBER 3, 2008  
DEBERRY ROOM 3<sup>RD</sup> FLOOR  
200 CANAL STREET  
NEW SMYRNA BEACH, FLORIDA**

8 Chairperson Linda DeBorde called the September 3<sup>rd</sup>, 2008 CRA meeting to order  
9 at 2:00 p.m.

10  
11  
12

**Answering to roll call:**

13  
14  
15  
16  
17  
18  
19

**Linda DeBorde, Chair  
Steve Dennis, Vice Chair  
James Kosmas  
Charles Belote  
Cynthia Lybrand  
Thomas Williams**

20  
21  
22  
23  
24  
25

Also present were Kevin Fall, CRA Director; Noeleen Foster, CRA Coordinator; Mark Hall, CRA Attorney; and Claudia Soulie, Administrative Specialist. Commissioner Douglas Hodson was absent.

26  
27

**CONSENT AGENDA**

28  
29  
30  
31

Mr. Fall read "Form 8B Memorandum of Voting Conflict" that was filed by Commissioner Steve Dennis at the August 6, 2008 CRA meeting. Mr. Dennis abstained from voting in regards to the Flagler Avenue Events Grants & Aids application.

32  
33  
34  
35

**Mr. Dennis made the motion to approve the minutes of the August 6<sup>th</sup>, 2008 CRA meeting as written; seconded by Mr. Kosmas. The motion carried on roll call vote 6 - 0.**

36  
37

Mr. DeBorde welcomed Mr. Fall at the dais as the official CRA Director.

38  
39

**PUBLIC PARTICIPATION**

40  
41  
42  
43

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

44  
45  
46

None

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

**OLD BUSINESS**

A. West Canal Streetscape Project – Julia / Lewis Parking Lot

Mr. Fall stated that the St. Johns River Water Management District (SJRWMD) review and permitting process has resulted in additional items not originally anticipated nor budgeted for, that differ from the previously approved design submitted to the CRA in the fall of 2007.

Staff recommended the CRA approve the revised design and additional funding in the amount of \$12,259.50.

**Mr. Dennis made the motion to approve staff’s recommendations; seconded by Ms. Lybrand. The motion carried on roll call vote 6 – 0.**

Ms. DeBorde welcomed Mr. Rakowski, former Interim CRA Director.

B. West Canal Streetscape Project – Utility Easements

Mr. Fall informed the CRA Commissioners that staff had met with ThadCon, as well as representatives from the Utilities Commission (UC), Brighthouse and AT&T to discuss the issues of relocating existing overhead utilities as part of the West Canal Streetscape Project. Both the UC and the “private” utilities have stated that they require separate easements.

Mr. Fall continued that the West Canal Streetscape Project is an FDOT Local Agency Project (LAP), primarily funded by the State; hence, any improvements to easements would require utilization of the FDOT Right-of-Way procurement process. This requirement of the procurement process could be waived, should the CRA pay for these costs out of CRA funding sources.

Mr. Fall stated that staff recommends the CRA consider funding the utilities relocation and reconstruction within the required utility easements out of the CRA trust fund.

Ms. DeBorde asked if the CRA Commissioners were to approve this request today, would the project be able to move forward. Mr. Fall stated that he needed a letter from the UC authorizing the CRA to seek and procure utility easements on the UC’s behalf.

Ms. Lybrand inquired if “navigating” around an existing garage on her property would add additional cost. Mr. Fall stated that ThadCon’s subcontractor was calculating project wide cost differentials associated with undergrounding the utilities. The cost estimate for

92 this relocation/construction is \$60,000, which did not include the utilities reconstruction  
93 costs related to relocation of the individual service connections.

94

95 Mr. Williams asked if the phone/cable utilities could go in the front, under the sidewalk  
96 versus the rear and if the property owners were in agreement with the additional 3'  
97 easement. Mr. Fall stated that this alternative had been discussed and he would keep the  
98 Commissioners informed.

99

100 Mr. Fall informed the CRA Commissioners that he was in the process of filing the  
101 paperwork with the State to get an extension for the West Canal Streetscape extended.

102

103 Ms. DeBorde thanked everyone involved in getting the West Canal Streetscape project to  
104 this point, for their assistance.

105

106 **Mr. Dennis made the motion to approve staff's recommendations; seconded by Mr.**  
107 **Williams. The motion carried on roll call vote 6 – 0.**

108

109

110

111

### NEW BUSINESS

112

113 Mr. Fall stated that four (4) firms responded to the CRA's Request for Qualifications  
114 (RFQ) for the Flagler Avenue Boardwalk Sub Surface and Foundation Project and were  
115 invited to give presentations. Landmark Engineering & Land Planning, Inc. was not able  
116 to attend due to a conflict in schedule and their region having been impacted by Tropical  
117 Storm Faye. The three (3) firms listed below appeared before the CRA Commissioners to  
118 give a presentation about their company and expertise.

119

120

- Existing Structures Engineering Inc.
- Halcrow
- Taylor Engineering Inc

121

122

123

124 Mr. Williams stated, in the effort of full disclosure and since he was part of the ranking  
125 committee, that he was familiar with the work of Existing Structures Engineering, Inc,  
126 and Byron Evetts, owner, was a personal friend of his.

127

128 Ms. DeBorde thanked each firm and asked for a copy of their respective presentation for  
129 the CRA Commissioners review.

130

131 Mr. Fall suggested the Commissioners send comments directly to him within the next two  
132 weeks.

133

134

135

136

### REPORTS AND COMMUNICATIONS

137

138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183

A. Director's Report

Mr. Fall gave the CRA Commissioners a verbal report about the following topics:

- a) The Canal Street Historic District and The Gallery Group have pending applications and staff will bring them before the Commissioners at the next CRA meeting. Mr. Fall stated that the Grants and Aids Program could be refined with improved marketing.
- b) The City of New Smyrna Beach installed live audio/video feed cameras in the DeBerry room and Mr. Fall anticipates the CRA meetings (along with all other City meetings) to be fully wired starting October 2008.
- c) Mr. Fall will provide the Commissioners with more detailed information at the next CRA meeting about Mary Avenue design issues pertaining to pedestrian "friendliness" at three (3) intersections.
- d) Updating of the CRA By-Laws. Ms. DeBorde asked staff to compile all of the existing local ordinances for proper reference. Staff will prepare folders for all Commissioners.
- e) The CRA Project Manager position had to be modified and should be posted soon. Mr. Fall asked the CRA Commissioners for their support, should the current CRA staff have to find new offices, due to expansion.
- f) RSVP's for FRA Conference in October 2008
- g) Citizen's Resource Group (CRG) asked to be placed on the CRA Agenda for a formal presentation pertaining to using CRA lots to place donated recycling dumpsters.

Mr. Belote inquired about the Flagler Events Group, who was awarded a grant by the CRA, being a registered business with the State. Mr. Fall stated that the Group had filed under the name of Fortis Group, LLC. CRA staff will make certain that the grant applicants submit the required information and staff includes the information in their report prior to CRA action. Ms. DeBorde asked staff to have a checklist of the approval guidelines to keep everything legal.

B. Capital Projects Status Report

Mr. Fall stated that AA Auto Insurance has a pending Property Improvement Grant application for a proposed mural. Also, staff was coordinating with the City Manager's office to finalize the lease agreement with the FEC pertaining to the US1 Landscape lease for presentation to the CRA at their October 1, 2008 meeting.

C. Property Improvement Grant Status Report

Mrs. DeBorde inquired about the process of the grants for the publicly owned historic buildings. Mr. Fall stated that staff would schedule this item on the CRA agenda for discussion, as soon as the various RFQ presentations/selections were completed.

184 Mr. Williams asked about a property improvement grant application for the “Icehouse”  
185 previously brought before the CRA and was informed that the property had been sold and  
186 the file closed.

187

188 Ms. DeBorde referred to a letter she endorsed addressed to Mayor MacKay, stating the  
189 CRA’s support of the South East Volusia Chamber of Commerce efforts to increase  
190 densities in core areas to accommodate “Hospitality Uses”. Ms. DeBorde encouraged the  
191 CRA Commissioners to attend the City Commission meeting, when this topic is on the  
192 agenda.

193

194 Mr. Fall stated that he was in the process of putting together a “field trip” for anyone that  
195 was interested, to visit streetscapes/parks in various cities to get new ideas. A notice with  
196 the date and time will be send out to the Commissioners.

197

198

199 D. Residential Grant Status Report

200

201 No new business

202

203 E. Correspondence

204

205 No new business.

206

207

208 **ADJOURNMENT**

209

210 **Mr. Dennis made a motion to adjourn; all agreed. Meeting adjourned at 4:45 pm.**