



**SPECIAL MEETING MINUTES  
BABCOCK STREET CRA ADVISORY COMMITTEE  
Melbourne City Hall Council Chamber  
December 20, 2017 ♦ 8:00 A.M.**

1. A special meeting of the Babcock Street Community Redevelopment Agency Advisory Committee was held in the Council Chamber, 900 East Strawbridge Avenue, and was called to order at 8:00 A.M. by Chairman John Edmiston.

2. Pledge of Allegiance

3. The following members were:

Present: John Edmiston, Chairman  
Nancy Garmer, Vice-Chairman  
Karen Harshaw, Member  
Neil Long, Member  
Patsy West, Member  
Jim Ridenour, Member  
James Lee Turman, Jr., Alternate Member

Absent: Aaron Thalwitzer, Member  
Jennifer Cope, Alternate Member (excused)

Also Present: Doug Dombroski, Economic Development Manager  
Kelly Hyvonen, Planner  
Mary Wolak, Recording Secretary

4. **Approval of Minutes – November 15, 2017 Special Meeting.**

Moved by Edmiston/Ridenour to approve the November 15, 2017 special meeting minutes, as presented.

Motion carried unanimously.

5. **Facade Improvement Program Amendment**

Ms. Hyvonen said staff would like to amend the Façade Improvement Program to provide additional incentives for properties directly impacted by the Babcock Phase III B project. She said the amendment would allow the program to cover up to 100% of costs associated with landscaping, detached signage and fencing

in an amount not to exceed \$3,000, and there would be no match required. She said property owners would still be eligible for the standard 50% matching grant not to exceed \$20,000. She said there would be no minimum project investment. Also, it may address stand-alone improvements and may be used solely for category 2 improvements or in combination with category 1 improvements. All necessary warranty deed and/or easement documents would be required prior to reimbursement. She said these amendments would be in effect until the construction of Phase III B is completed or until the Program guidelines are amended.

Moved by Ridenour/Harshaw to recommend approval of the proposed Façade Improvement Program amendment.

Motion carried unanimously.

**6. Interlocal Agreement: Rehabilitation and Transfer of a Portion of South Babcock Street**

Ms. Hyvonen explained the Interlocal Agreement and how it would provide the ability for the three agencies to reconstruct Babcock Street from Hibiscus Boulevard to Apollo Boulevard. The three agencies are the City of Melbourne, the Babcock Street CRA and Brevard County. She said the cost is estimated at \$1.8 million for this project. The agreement would state that the County will contribute \$500,000 and the CRA will contribute \$1.3 million, through a loan from the City general fund. She said a transfer of ownership and maintenance of the road will go from the County to the City.

A discussion took place regarding the area to be reconstructed.

Mr. Dombroski clarified the timeline of the multiple approvals that will take place which are necessary for this Agreement to be executed.

Moved by Rideneour/Long to recommend approval of the Interlocal Agreement between the City of Melbourne, the Babcock Street Community Redevelopment Agency and Brevard County.

Motion carried unanimously.

**7. Interlocal Agreement: Babcock Street Loan**

Ms. Hyvonen explained how the Interlocal Agreement would give the ability to finance reconstruction of Babcock Street. She said the loan would be between the City of Melbourne and the Babcock Street CRA for \$1.3 million and would be repaid over the remaining life of the CRA.

Mr. Edmiston asked if the loan was not repaid by 2023 would there be a possibility to extend the CRA.

Mr. Dombroski said it was highly unlikely that this loan would go beyond 2023. He said staff did a conservative estimate of what the revenue generation would be. He said staff can adjust the funds and be flexible on how they are distributed.

Moved by Ridenour/Harshaw to recommend approval of the Interlocal Agreement between the City of Melbourne and the Babcock Street Community Redevelopment Agency.

Motion carried unanimously.

## **8. Warranty Deeds and Easement Documents for 311 S. Babcock Street**

Ms. Hyvonen said the CRA owns two of the properties impacted by the Phase III B project. She said staff is seeking two feet of right-of-way and six feet of a sidewalk, utility, and drainage easement along the west property lines of these two properties.

Mr. Edmiston said the streetlights will be located at the backside of the sidewalk and wanted to know if anything should be mentioned about the streetlights.

Ms. Hyvonen said the sidewalk will be slightly in the right-of-way so there would still be room on the backside of the sidewalk for the streetlights.

Moved by Garmer/Ridenour to recommend approval for the Babcock Street CRA to provide right-of-way and an easement to the City to allow successful completion of Babcock Street Phase III B project.

Motion carried unanimously.

## **9. Program & Project Updates**

Ms. Hyvonen said staff has made significant progress in property acquisition efforts in the last two months for the Babcock Street Phase III B project. She said on the east side of the street, there have been all positive responses.

Mr. Edmiston said he reached out to the Engineering Department about the broken section of sidewalk on the north side of Babcock Street. He said staff is trying to include 30 or 40 feet of roadwork in the project.

Ms. Hyvonen said the only negative feedback received for the Phase III B project is the Leong property. They do not agree with the project so the design will need to be revised around the property.

Ms. Hyvonen said if staff does not get participation from the Leongs then there will not be U-turn movements at the intersection and the design plans would have to be revised. She said the Leongs do not feel there will be any benefit to them.

Mr. Dombroski said this will come back to the CRA once Engineering has the opportunity to evaluate the redesign.

Mr. Edmiston asked if the bid on this project will take place in the middle of next year.

Ms. Hyvonen said it would.

Mr. Edmiston wanted to know if Florida Power & Light (FPL) had a time frame to relocate the transmission poles.

Mr. Dombroski said FPL is ready now. If the Leongs do not want to participate in this project, the pole will not be moved.

## **10. General Public Comment**

There was no public comment.

## **11. Additional Business**

Ms. Hyvonen said the City Clerk will be providing yearly board training in the beginning of the year.

Mr. Edmiston asked about the future sidewalk project that will go down Apollo Boulevard near the school. He asked if that project will include sidewalk improvements on the east side of Babcock Street.

Mr. Dombroski said that the sidewalk project has not been defined yet. Staff has only discussed a general focus area. He said the County will not concentrate on the sidewalk, they only want to fund the reconstruction of the roadway. He said staff may address the CRA on fixing crosswalks and sections of sidewalks in the future. He said this will all be based on the budget.

Mr. Edmiston gave staff a list of existing issues along Babcock Street. The list was marked as *submitted* and put into the file.

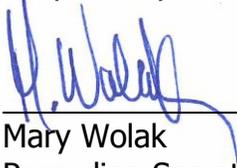
Ms. Hyvonen said the December 27<sup>th</sup> meeting will be cancelled.

**12. Adjournment**

Moved by Ridenour/Harshaw to adjourn the meeting at 8:39 A.M.

Motion carried unanimously.

Respectfully submitted,



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Mary Wolak  
Recording Secretary