



CRA Board Meeting Minutes  
Tuesday, March 12, 2019 – 10:00 a.m.  
City Commission Chambers – 100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

**STAFF PRESENT:**

Jeff Costello	David Tolces	Teresa Hadjipetrou	Joan Goodrich
Caryn-Gardner Young	Renee Jadusingh	Lori Hayward	Elizabeth Burrows
Kristyn Cox	Carter Roush	Patrick McCullough	

**OTHERS PRESENT:**

Evelyn Dobson	Ernestine Holliday	Michael Corbett	Pauline Moody
Neil Schiller	Christina Buckley	Mohammed Abdalla	Heather Akers
Steve Murray	Valerie Courchesne	Darrell Johnson	Kimberly Strong

**1. Call to Order**

Chair Petrolia called the meeting to order at 10:00 a.m.

**2. Roll Call**

**Present:** Chair Shelly Petrolia, Vice Chair Shirley Johnson, Deputy Vice Chair Angie Gray, Treasurer Bill Bathurst, Commissioner Pamela Brinson, Commissioner Adam Frankel, and Commissioner Ryan Boylston.

Commissioner Adam Frankel entered the meeting at 10:15 a.m.

Commissioner Pamela Brinson entered the meeting at 10:20 a.m.

**3. Approval of Agenda**

**Motion** by Deputy Vice Chair Gray, seconded by Vice Chair Johnson, to approve the agenda as presented. In a roll call vote, the **motion** passed unanimously (5-0).

#### 4. Approval of Minutes

##### a. February 12, 2019 Workshop Meeting Minutes

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Boylston, to approve the minutes as printed. In a roll call vote, the **motion** passed unanimously (5-0).

##### b. February 12, 2019 Regular Board Meeting Minutes

**Motion** by Vice Chair Johnson, seconded by Deputy Vice Chair Gray, to approve the minutes as printed. In a roll call vote, the **motion** passed unanimously (5-0).

#### 5. Public Comments on Non-Agenda and Consent Agenda Items

**Ernestine Holliday**, spoke regarding the time of the meetings, stating she was speaking on behalf of The Set. She stated the time did not represent the needs of the community.

**Christina Buckley**, agreed the meeting time was not feasible for working class people to attend. She stated she felt it was inappropriate, and there should be meetings on weekends and in the evening to allow people to be involved. In addition, she asked when The Set Transformation Plan would be on the Board's agenda. She said people want to be involved but feel they don't have a voice.

#### 6. Presentations

##### a. Habitat for Humanity of South Palm Beach County

Mohamed Abdalla with Habitat for Humanity gave a brief update on properties in Delray Beach. He reviewed the status of each current and pending project and provided information on the stage in construction as well as estimated completion dates.

- 101 SW 13<sup>th</sup> Ave – In Construction (4/30/19)
- 138 SW 11<sup>th</sup> Ave – Permit Received (3/31/19)
- 110 SW 12<sup>th</sup> Ave – In Permitting (9/1/19)
- 125 SW 5<sup>th</sup> Ave – In Permitting (9/1/19)
- 133 SW 12<sup>th</sup> Ave – Land Transfer Requested (12/31/19)

Commissioner Pamela Brinson entered the meeting at 10:08 a.m.

Deputy Vice Chair Gray asked which of the properties were from the CRA, and how long Habitat for Humanity had the properties.

Mr. Abdalla stated all of the properties were awarded in 2018. He noted all projects on the list are ahead of schedule.

Jeff Costello, CRA Executive Director, provided additional historical context on the Habitat for Humanity projects and partnerships with the City.

In response to a question from Deputy Vice Chair Gray, Mr. Costello addressed the DBCLT (Delray Beach Community Land Trust) office space considerations and said the City has looked at several alternatives. He stated some of those options did not require CRA involvement.

Commissioner Adam Frankel entered the meeting at 10:15 a.m.

Mr. Costello noted the property at 133 SW 12<sup>th</sup> Ave is not yet under Habitat for Humanity's control and their letter of interest is on the City Commission meeting agenda for March 12, 2019.

## **b. Office of Economic Development**

Joan Goodrich, Economic Development Director, gave an update highlighting the new Business Navigator program, designed to help businesses move around and through City Hall. She stated there are more than 18 divisions businesses may have to move through, which can cause confusion and delay. She said the program was created in response to that issue. A community outreach campaign has been initiated.

Key Business Navigator services include:

- Site selection
- Site plan approval process
- City licenses and permitting
- Business and commercial property improvement funding assistance
- Technical assistance and business counseling (through area partners)
- Local procurement opportunities
- Community and other agency connections

Ms. Goodrich provided examples of ways the program has been able to troubleshoot, advocate, and provide connections for businesses. She asked that the Commissioners share information regarding the program.

Commissioner Pamela Brinson entered the meeting at 10:20 a.m.

Vice Chair Johnson commended Economic Development on their efforts to help businesses understand and simplify the process.

Commissioner Bathurst stated he was making a list of people to send to the program and applauded the branding.

Commissioner Boylston asked what the CRA could do to provide support.

Ms. Goodrich stated there are some new tools they will be bringing forward, and there may be a request for additional hands in the future.

Deputy Vice Chair Gray stated as a small business owner she understood that this had been a longtime need, and she was happy Economic Development was doing what they are doing.

Chair Petrolia echoed that this program was a step in the right direction which will make it that much easier for businesses to open a business much more quickly.

### **c. Carver Square Designs**

Heather Akers with Brooks Scarpa Architects in Fort Lauderdale provided a presentation on the Carver Square Workforce Housing project. She reviewed the value in providing frontage which invites community, and shared building materials, then showed each home in the project.

Chair Petrolia clarified roof pitches on the home options.

Ms. Akers shared options on each home, including shutters, railings, and materials.

The Commissioners thanked Ms. Akers for hearing their feedback and making changes to the interiors as well as adding garages.

Vice Chair Johnson asked about restrictions for which homes can go on which lots.

Ms. Akers stated some homes require corner lots, but there is flexibility in most. She noted there are eight (8) corners in the project.

## **5. Planning & Zoning**

None.

## **8. Consent Agenda**

**a. CRA Financial Report – December 2018**

**b. CRA Monthly Progress Report – February 2019**

**c. Clean and Safe Program Monthly Report – January 2019**

**d. The Center for Technology, Enterprise, Development, Inc. (TED CENTER) – 1<sup>st</sup> Quarter FY 2018-19 Report**

**e. First Amendment to CRA/City Interlocal Agreement for Funding Construction/Professional Services FY 2018-19**

**f. Sidewalk Easement Agreement – Carver Isle**

**g. Resolution No. 2019-03 – Purchase and Sale Agreement – 21 SW 13<sup>th</sup> Ave – Delray Beach Community Land Trust**

**h. Resolution No. 2019-04 Purchase and Sale Agreement – 246 NW 8<sup>th</sup> Ave – Delray Beach Community Land Trust**

**i. Delray Beach Community Land Trust 1<sup>st</sup> Quarter FY2018-19 A-Guide Report**

**j. Delray Beach Public Library 1<sup>st</sup> Quarter FY 2018-19 A-Guide Report**

**k. Old School Square 1<sup>st</sup> Quarter FY 2018-19 A-Guide Report**

**l. Work Assignment – Mathews Consulting – Blocks 17 and 63 Alley Improvements – Construction Administration Services**

**m. Agreement with the BG Group – Carver Isle Pre-Construction Site Preparation – Clearing and Grubbing**

**n. Update from Public Works on Streetscape Beautification Landscape Maintenance ILA**

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to approve the Consent Agenda. In a roll call vote, the **motion** passed unanimously (7-0).

## **0. Old Business**

### **a. Letters of Intent to Lease Commercial Space – 606 W. Atlantic Avenue**

Mr. Costello stated a summary was provided in the Board packets. He stated the item was tabled at the January meeting, and a 30-day notice for proposals was issued. The CRA is in receipt of two (2) letters of intent for the project.

Mr. Costello stated it is staff recommendation that the Board reject the letters of intent pending ongoing negotiations with BH3 regarding the 600 - 800 blocks.

Chair Petrolia clarified the end date on negotiations is March 30.

Mr. Costello noted if those negotiations fall through, the Board has structured it that negotiations will commence with the second ranked respondent, and the item will be scheduled for the April 9<sup>th</sup> CRA Board meeting.

Chair Petrolia opened a public hearing on the item.

**Darrell Johnson**, General Manager and Owner of Johnson's Memorial Chapel, stated this discussion has been going on since December, and he has put the leg work in. Mr. Johnson stated he did not think this was fair to him. He noted he is a

lifetime resident of Delray Beach and is trying to bring his business back to the community.

**Neil Schiller**, Attorney for BH3, spoke on behalf of his client. He stated they concur with staff recommendation. He said he understands Mr. Johnson's situation, but negotiations are continuing and adding a lease would complicate the process.

**Kimberly Strong**, spoke in support of bringing back Johnson Memorial Chapter to the City of Delray Beach. She stated even if the opportunity was available for a short time, it would be a benefit.

Chair Petrolia closed the public hearing.

Mr. Costello provided background information on the process. He stated meetings were facilitated to move through the process, but the uncertainty was communicated from the beginning given the RFP and approvals necessary to establish the proposed use.

Commissioner Brinson disagreed, stating in a meeting with Mr. Johnson, Mr. Costello said everything was fine except for the presence of handicapped restrooms.

Mr. Costello stated in December, the RFP was already issued, and that was the concern expressed in order to occupy the space.

Commissioner Brinson said Mr. Johnson had been blindsided since that time.

Mr. Costello stated Mr. Johnson was aware of what the CRA was going through.

Chair Petrolia asked for clarification on what Commissioner Brinson saw as items Mr. Johnson was blindsided by.

Commissioner Brinson stated Mr. Johnson was not told about a lot of things during several meetings.

Mr. Costello noted those meetings were held regarding occupying the space, at the direction of the Board. He stated there have been a lot of moving parts involved in this property and signing a lease at this time would add issues.

Vice Chair Gray said she would like to apologize, as the way the letter of intent was treated probably gave false hope to Mr. Johnson. She stated miscommunication on the direction of the board was a factor.

Commissioner Boylston pointed out the Board wants Mr. Johnson's business in this community, but he does not think it makes sense for him to invest in a building they are under negotiation to sell, as well as one that needs work.

Continuing, Commissioner Boylston stated the location should be one where he can be for a very long time, providing services in the community. He pointed Mr. Johnson to the Business Navigator program.

Mr. Johnson said he has been in the community since 1971, and he knows people want options.

Commissioner Bathurst asked Ms. Goodrich to assist Mr. Johnson in finding a location for his business. He said he understands how difficult it can be to get into a spot but clearing the obstacles to developing the 600 and 700 blocks is the mission of the CRA.

Commissioner Bathurst stated he knows Mr. Johnson has a heart to serve Delray Beach, and they would love to have him.

Chair Petrolia said this may be a silver lining, leading to a permanent location.

**Motion** by Commissioner Frankel seconded by Commissioner Boylston, to reject the letters of intent for the property at 606 W. Atlantic Ave. In a roll call vote, the **motion** passed unanimously (7-0).

## 10. New Business

### A1. Review of Protest to RFP CRA No. 2018-08 Fixed-Route Transportation Services and Findings of the Executive Director

Board Attorney David Tolces explained the plan was originally to approve an award, but a protest was received from First Transit. Pursuant to the procurement procedure, Mr. Costello prepared a response rejecting that protest, which was included in the Board packet.

Mr. Tolces stated the next step in the process is for the Board to determine if there is justification for First Transit to protest the RFP.

Chair Petrolia opened a public hearing on the item.

**Valerie Courchesne**, General Manager for First Transit, spoke in support of their protest. She stated the RFP specifically said the use of alternative fuel was required, and when First Transit asked if that could be E85, they were told no. She stated this is the reason their proposal came in at a higher cost and gave the Downtowner's an advantage as they are using unleaded fuel.

**Steve Murray**, representing Downtowner, said he would like to state for the record that they are happy to use propane or hybrid vehicles. He stated the lead time was longer for those vehicles, but pricing should be in the same ballpark.

Mr. Tolces noted to the Board that the price is to be considered as submitted, and changes would be part of the negotiations.

Chair Petrolia closed the public hearing.

Commissioner Boylston stated he met with Mr. Costello regarding this subject, and he would like to see a presentation from the top two (2) bids, as this is a large decision. He noted in that case

Deputy Vice Chair Gray said she didn't mind that but would like to look at the point-to-point route differently.

Commissioner Boylston stated he spoke with staff and felt both RFPs should be treated the same way. He noted there is one company that ranked in the top two (2) for both projects, and it could be beneficial to hear any possible synergies.

Commissioner Frankel stated he was not opposed but wondered what amount of time would need to be added in order to review proposals and for the company to order vehicles.

Mr. Costello noted the current contract for fixed route ends April 30, and he would recommend extending that agreement 60 days to allow the Board to review presentations.

The Commissioners discussed options to expedite the process.

Chair Petrolia suggested combining the presentations with the Goal Setting Special Meeting to be held on March 28.

Deputy Vice Chair Gray said delaying the point-to-point would not be doing them any favors, and she would like to approve that. She stated staff did approve it, and the proposal is everything the Board asked for.

Commissioner Bathurst stated the Board is looking at transportation holistically, and he would like to see all of the presentations. He noted it is two (2) modes of transportation, but it is all Delray Beach's transportation.

Commissioner Boylston agreed, noting he has questions and wants to make sure everyone in the community is best served.

Vice Chair Johnson stated the process in the future needs to be changed so that all of the information is available to Commissioners in advance.



Chair Petrolia stated she would also like to ask additional questions, such as how many carts will be on the road at any given time, and what advertising would look like.

Vice Chair Gray asked if the CRA would be in control of advertising and collect the dollars from it.

Mr. Tolces explained that would be something to negotiate, and the Board could provide advisement. He noted the topic at hand remained the protest.

**Motion** by Commissioner Frankel, seconded by Commissioner Boylston, to reject the protest. In a roll call vote, the **motion** passed unanimously (7-0).

#### **a2. Award of RFP 2019-01 Fixed Route Transportation Services**

Chair Petrolia stated the issue had just been discussed at length and asked for any further comment before voting.

Chair Petrolia opened a public hearing on the item, however there being none to speak, she closed the public hearing.

**Motion** by Commissioner Frankel, seconded by Commissioner Boylston, to defer the item to the March 28 special meeting to see presentations from the top two (2) ranked companies, First Transit and Downtowner. In a roll call vote, the **motion** passed unanimously (7-0).

#### **b. Award of RFP 2019-01 Point-to-Point Transportation Services**

Chair Petrolia opened a public hearing on the item, however there being none to speak, she closed the public hearing.

**Motion** by Commissioner Frankel, seconded by Commissioner Boylston, to defer the item to the March 28 special meeting to see presentations from the top two (2) ranked companies, Be Free and Downtowner. In a roll call vote, the **motion** passed unanimously (7-0).

#### **c. FY 2018-19 Funding Agreement with Downtown Development Authority for Destination Events**

Ms. Goodrich presented a potential new funding agreement between the Downtown Development Authority and the CRA for destination events. She noted the CRA has been partially funding these events for many years to help stimulate the economy and promote the downtown area.

Ms. Goodrich noted two (2) events are planned for the next quarter. She shared two (2) proposed changes to the agreement and said staff is recommending approval with those changes.

Chair Petrolia opened a public hearing on the item, however there being none to speak, she closed the public hearing.

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to adopt the agreement. In a roll call vote, the **motion** passed unanimously (7-0).

#### **d. Request for Proposals – Disposition and Development of CRA-Owned Properties – Carver Isle**

Patrick McCullough, CRA Project Manager, presented the RFP for Carver Isle. The project is to include ten (10) single-family homes developed by local non-profit developers in a single phase for workforce housing.

Mr. McCullough stated the RFP is anticipated to be issued on March 25, with a submittal deadline of April 24. He noted staff is recommending the issuance.

Chair Petrolia opened a public hearing on the item.

Evelyn Dobson, Director of the Delray Beach Community Land Trust, asked where items would be reflected in the RFP regarding purchaser income and questioned a deposit outlined in the RFP.

Chair Petrolia closed the public hearing.

Deputy Vice Chair Gray stated Ms. Dobson has built a lot of homes in the community and asked that staff look at incorporating her comments.

Mr. Costello said staff would clarify the language as discussed to clarify which costs would not be absorbed by the respondent.

The Commissioners and staff discussed the permitting process and impact fees.

In response to a question from Deputy Vice Chair Gray, Mr. Costello reviewed the plans for lighting in the alleyway.

Deputy Vice Chair Gray asked that the Board reconsider naming the development in honor of Corey Jones.

The Commissioners discussed speaking with the family and coming up with a name that would be a fitting tribute.

Vice Chair Johnson thanked Ms. Dobson for her input and expertise. She noted Ms. Dobson is the only person present who has come forward to help the CRA understand the process.

**Motion** by Deputy Vice Chair Gray, seconded by Commissioner Boylston, to issue the RFP. In a roll call vote, the **motion** passed unanimously (7-0).

**e. Resolution No. 2019-05 – Urging the Legislature to Vote Against HB 9, and SB 1054 That Would Amend Part III, Chapter 163, Florida Statutes**

Mr. Tolces read the Resolution by title only.

Chair Petrolia opened a public hearing on the item, however there being none to speak, she closed the public hearing.

Chair Petrolia stated a number of the Board members were just in Tallahassee speaking about this issue specifically, and there is a lot of interest. She thanked Deputy Vice Chair Gray for providing a different perspective at the hearings.

Mr. Tolces said it is up for another committee hearing this week.

Vice Chair Johnson discussed the history relating to CRAs and said everyone who wasn't able to make the trip to Tallahassee should reach out and write letters to let the State know Delray Beach should be the arbiters of what happens in Delray Beach.

Deputy Vice Chair Gray thanked the Board and City for letting her represent them in Tallahassee. She stated it is important to utilize existing relationships and noted the value of having a lobbyist in Tallahassee.

Chair Petrolia stated she agreed 100 percent, and added when the City is there in force, Tallahassee hears them louder. She said not everyone takes that opportunity.

**Motion** by Commissioner Frankel, seconded by Deputy Vice Chair Gray, to adopt the Resolution. In a roll call vote, the **motion** passed unanimously (7-0).

## **11. Other Business**

### **a. Comments by Commissioners**

Chair Petrolia said she would like everyone to take note of the Seacrest Boulevard project with the green bike lines and take notice of the differences between the two (2) sections. She stated moving forward, the project could be used to recognize what the CRA is looking for, including lighting, foliage, and walkability.

In response to a question from Vice Chair Johnson, Chair Petrolia stated the area to look at is from George Bush Boulevard to Lake Ida Road.

Deputy Vice Chair Gray asked about a sign on the Libby Wesley Plaza. The Commissioners and staff discussed efforts to get a sign on the park, and the upcoming wayfinding signage.

Deputy Vice Chair Gray stated in front of the water plant is an eyesore, and something needs to be done about it. She said something temporary as far as artwork would be welcome there.

**b. Comments by Board Attorney**

Mr. Tolces said negotiations with BH3 continue.

**c. Comments by Executive Director**

Mr. Costello gave a brief update on negotiations with Christ Missionary Baptist Church. He stated they are looking to build a new sanctuary, and the CRA is looking at a mutually beneficial relationship. He said he will be bringing forward details on the agreement to possibly the April 9 CRA meeting.

In response to a question from Chair Petrolia, Mr. Costello gave information on the reasons for the CRA to look at the potential land acquisition and clarified the property lines.

Mr. Costello reminded the Board of the March 29 Goal Setting Meeting, and thanked staff for all their hard work to get the agenda put together.

Deputy Vice Chair Gray thanked the staff for all of their work and said she would like to hear from Renee Jadusingh more often because she has great ideas to bring forward.

**d. Comments by Staff**

None.

**11. Adjournment**

There being no further discussion, the meeting was adjourned at 11:57 a.m.

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Jeff Costello, Executive Director

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Shelly Petrolia, Board Chair