

**MINUTES OF THE REGULAR MEETING OF THE
CAPE CORAL COMMUNITY REDEVELOPMENT AGENCY
WEDNESDAY, NOVEMBER 29, 2023**

Council Chambers

9:00 a.m.

Meeting called to order by Commissioner Gunter at 9:00 a.m.

Pledge of Allegiance

Roll Call: Commissioners Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh were present.

ADOPTION OF AGENDA

Commissioner Hayden moved, seconded by Commissioner Sheppard, to adopt the agenda, as presented.

Commission polled as follows: Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh voted "aye." All "ayes." Motion carried 7-0.

APPROVAL OF MINUTES

Meeting Minutes – September 5, 2023

Commissioner Hayden moved, seconded by Commissioner Steinke, to approve the minutes of the September 5, 2023, Regular Meeting, as presented. Voice Poll: All "ayes." Motion carried.

Special Meeting Minutes – October 17, 2023

Commissioner Hayden moved, seconded by Commissioner Steinke, to approve the minutes of the October 17, 2023, Special Meeting, as presented. Voice Poll: All "ayes." Motion carried.

CITIZENS INPUT TIME

No Speakers.

BUSINESS

**Appointment of Chair and Vice Chair for
Cape Coral Community Redevelopment Agency**

Commissioner Gunter asked if there were any nominations for Chair.

Commissioner Welsh volunteered to sit as Chair or Vice Chair.

Commissioner Gunter nominated Commissioner Steinke for Chair.

Commissioner Steinke accepted the nomination.

Assistant City Clerk Castillo polled the Commission, and majority compiled in favor of recommending Commissioner Steinke to be the Chair.

Commissioner Cosden moved, seconded by Commissioner Welsh, to recommend appointment of Commissioner Steinke as Chair.

Commission polled as follows: Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh voted "aye." All "ayes." Motion carried 7-0.

Commissioner Gunter opened the floor nominations for Vice Chair.

Commissioner Hayden nominated Commissioner Welsh for Vice Chair.

Commissioner Long nominated Commissioner Sheppard for Vice Chair.

Commissioner Sheppard accepted the nomination.

Commissioner Welsh nominated himself for Vice Chair until there is a representative for District 4.

Discussion held regarding having one member serve who is close in proximity to the CRA versus all members being involved and interested in all parts of the City.

Assistant City Clerk Castillo polled the Commission, and majority compiled in favor of recommending Commissioner Sheppard to be the Vice Chair.

Commissioner Steinke moved, seconded by Commissioner Long, to recommend appointment of Commissioner Sheppard as Vice Chair.

Commission polled as follows: Gunter, Long, Sheppard, Steinke, and Welsh voted "aye." Cosden and Hayden voted "nay." Five "ayes." Two "nays." Motion carried 5-2.

Approval of Cape Coral Community Redevelopment Agency's 2024 Meeting Schedule

Commissioner Gunter opened the floor for discussion on the proposed 2024 Meeting Schedule that was attached to the backup material. The meetings will be held on Wednesday mornings as listed throughout the year at 9:00 a.m. prior to the COW meetings.

Commissioner Steinke moved, seconded by Commissioner Hayden, to approve the 2024 Meeting Schedule, as presented.

Commission polled as follows: Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh voted "aye." All "ayes." Motion carried 7-0.

CONSENT AGENDA

CRA Resolution 7-23 Approve Community Reinvestment Area Demolition Assistance Grant Program

CRA Resolution 8-23 Public Parking Equipment Reimbursement Agreement – Cove at 47th

Commissioner Gunter turned the floor over to Staff.

Executive Director Ilcyszyn noted Staff was available to answer any questions regarding these two items.

Commissioner Steinke requested to pull CRA Resolution 7-23.

CRA Attorney Boksner reminded the Board that there is now a Chair and Vice Chair, and the Chair ultimately controls the meeting.

Commissioner Gunter explained that when he read the By-Laws, it stated that Council had to approve. Does that occur after Council approves?

CRA Attorney Boksner noted that he would have to change the By-Laws.

Commissioner Gunter was agreeable to having Commissioner Steinke taking over the meeting. He noted he was going by the current By-Laws.

Commissioner Steinke mentioned that Council needed to approve the appointments.

CRA Attorney Boksner confirmed Council's approval, except that this is no longer the Board of Commissioners which is separate from Council and needs to be modified. If Council wanted to do so for the purpose of this meeting, that was fine. For the next meeting, he will provide a modification of the CRA By-Laws to the Board.

Commissioner Steinke agreed to continue the meeting as it is now and start fresh with the next meeting.

Commissioner Welsh moved, seconded by Commissioner Steinke, to approve CRA Resolution 8-23, as presented.

Roll Call: Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh voted "aye." All "ayes." Motion carried 7-0.

Commissioner Steinke asked for clarification on program guidelines, line-item F, grants could be awarded to multiple structures if properties are adjacent.

EDO Manager Woodberry explained they were looking at structures in strip plazas that are adjacent to different businesses with different purposes. We want to be able to offer assistance to both projects. The idea is to look at it in its entirety and do not want to cause imbalance with the structures.

Discussion held regarding:

- Grant Bonus Potential
- Grant would go to each one
- All would be eligible for the full amount of the grant
- Three separate structures, maximum of \$225,000
- Structure of demolition grant
- Increasing the scale of the demolition
- Intent is to be able to provide enough funding to address the cost of demolition

Commissioner Steinke moved, seconded by Commissioner Sheppard, to approve CRA Resolution 7-23, as presented.

Roll Call: Cosden, Gunter, Hayden, Long, Sheppard, Steinke, and Welsh voted "aye." All "ayes." Motion carried 7-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Commercial Vehicle Parking / Proposed Ordinance for Nuisance Regulation in South Cape - (Informational only)

Commissioner Gunter turned the floor over to Staff.

Executive Director Ilczyszyn explained that anything that affected the CRA that was being presented before City Council or P&Z, there was a policy to bring it before the CRA Board in order to be aware of anything that may impact business or operations in the CRA. It was his intent to continue that with the Council acting as the CRA Board. He noted obtaining a consensus in support or not may help guide actions on whether an item goes to a COW or voting meeting.

Executive Director Ilczyszyn explained the following:

- Working on expansion of regulations in the City-owned parking lots in the CRA
- This is not an expansion of regulations for on street parking or private parking.
- This only addresses the public parking in City parking lots.
- Currently, from 2:00 a.m. to 6:00 a.m. no parking allowed of any trailers
- During the daytime no trailers allowed longer than two hours attached to a vehicle unless there is a building permit pulled for work in a building adjacent to one of those parking lots
- Idea being advanced is that we would expand those parking restrictions in the City-owned parking lots to commercial vehicles
- Parking spots in City-owned parking lots would be available for patrons of the CRA, not necessarily the CRA businesses to use for standing, stopping, or marketing
- Between 2:00 AM to 6:00 AM vehicles would have to be removed from the parking lot
- Street sweeping during those hours, if there is obstruction, can't get it all done
- Adding commercial vehicles to where it previously said trailer

Discussion held regarding:

- Responsibility of enforcement – CCPD
- Spreadsheet of enforcement activities
- Definition of Restricted Vehicles
- Vehicles with commercial lettering would be limited to 2 hours unless permitted
- Accommodation for business owners' personal vehicles
- Adjustment of time for restriction from 2:00 AM to 3:00 AM, bars still open
- No restrictions for on street parking
- Time needed for street sweeping
- Different restriction times for each City-owned lot

CRA Boksner explained that times for each lot could be carved out in the Ordinance. Prohibition for trailer parking from 2:00 a.m. to 6:00 a.m. has not been an issue. He recommended not deviating away from that time. If the concern of the Board is the commercial vehicles, it should be structured in that regard with specificity identifying where it is that we will allow the commercial vehicles to be parked from 3:00 a.m. to 6:00 a.m. That would be better for enforcement.

Commissioner Gunter asked the Board if they want to adopt this as presented or if there were any changes.

Commissioners polled and consensus agreed, without objection, to move forward with the Commercial Vehicle Parking Proposed Ordinance updating restriction times to be between 3:00 AM to 6:00 AM.

South Cape Parking Management Plan and Branding Plan

Executive Director Ilczyszyn turned it over to PW Principal Planner Dodd.

PW Principal Planner Dodd explained this item would show the Final Recommendations for the South Cape Parking Management Plan. She introduced Uyen Dang, PE, of NUE Urban Concepts.

Uyen Dang, PE, NUE Urban Concepts, LLC, presented the following displayed slides:

- South Cape Parking Management Plan
- Introduction Mobility Cohort
- Project Background
- Methodology & Process
- Existing Conditions & Key Findings
- Public Involvement
- Parking Recommendations
- Wayfinding System
- Near Term Action Plan
- Staff Recommendations

Discussion held regarding:

- Nighttime off street percentage data to be provided

- Naming of parking lots
- Mobility Program Coordinator

Mooring Field Update – (Informational only)

Executive Director Ilczyszyn turned the floor over to Project Manager Chris Camp from Public Works to provide the Mooring Field Update.

PW Principal Engineer Camp presented the following displayed slides:

- Bimini Basin
- Bimini Basin Mooring Field Design Project

Executive Director Ilczyszyn provided the following information:

- Interim direction that City administration will be taking with this project
- Finalizing new Procurement scope in an effort to bring a contract to City Council
- Bimini Basin is the same way it has been the last 50+ years
- Starting to see small migration towards liveaboard vessels there without pump out stations, vessels being tied up without registration
- This past year State Legislature gave us a new law that allows counties to enact an Anchoring Limitation Zone
- Cannot have both an Anchoring Limitation Zone and Mooring Field
- Would allow defined area to be defined as an Anchoring Limitation Zone
- Two distinct periods up to 45 days in every six-month rolling period, 90 days out of 12 months
- Set up meeting with County Manager and his Staff
- Will be seeking to enter into an Interlocal Agreement with the County
- Get that area regulated and enforced
- Will peel back the Anchoring Limitation Zone and move forward with the full implementation of the Mooring Field

Discussion held regarding:

- Bimini Square developer interested in discussing managing the Mooring Field
- Construction 18-24 months away
- Enforcement of Anchoring Limitation Zone

Commissioner Gunter requested and Executive Director Ilczyszyn agreed to provide a written update of derelict vessels in Bimini Basin.

Hurricane Ian Recovery - (Informational only)

Executive Director Ilczyszyn turned it over to Public Works Staff.

Assistant Public Works Director Grant presented the following displayed slides:

- Hurricane Damage
- Hurricane Ian Damage – CRA
- 1a. Lafayette Building
- 1b. Lafayette Building

- 2. Chester Street Resource Center
- 3. Street and tree lights
- 4. 47th Terrace – Electrical Panels
- 5. Dumpster Enclosures
- 6. Cameras and ITS Equipment – 47th Terrace
- 7. Tree Lighting
- 8. Swale and Right of Way (47th Terr and 5th Pl)

Discussion held regarding:

- Outsourcing dumpster enclosure repair and sign replacement
- CRA can fund decorative signposts such as Wayfinding
- Median enhancements
- Trash Can repair and/or replacement
- Damaged LCEC poles – Staff to provide more information on number and timeline
- Dumpster enclosure materials
- Look at masonry block walls with metal gates
- Consider metal architectural gates to front for replacement of vinyl – Staff may bring back for next year's budget
- Club Square dumpsters
- Look at compacting
- More formidable structure and use mural for decoration

Commissioner Cosden left the dais at 10:45 a.m. and returned at 10:51 a.m.

Arborist Leon presented the following displayed slides:

- CRA-Landscape Updates
- Upcoming Landscape Work

Discussion held regarding:

- Timeline for replacement of damaged median trees, official bid going out, completion winter 2024
- Funding for tree replacement
- Process for median replacement
- Contract signed for designer to perform Access Management Plan, curbing/curb cuts

Enhanced groundskeeping and property maintenance - (Informational only)

Commissioner Gunter turned the floor over to Staff.

Executive Director Ilcyszyn provided history on this item:

- Prior to the great recession, the CRA did fund three positions to exceed the City's level of service, a Code Enforcement Officer, Groundskeeper or Laborer and an Equipment Operator
- Recommendation to begin discussion and requested Budget Amendment to include bringing that back to the CRA
- New construction activities such as Bimini West

- Grant Programs for demolition
- Recommended bringing back a dedicated Code Officer and 2 Groundskeepers dedicated to the CRA
- Presented the following displayed slides:
 - Pictures of Overgrown vegetation (3 slides)
- Goal to eliminate slum and blight
- Adding the three positions return of investment would see turnaround in 6-12 months

Executive Director Ilczyszyn asked the Board if they were in agreement, he would work with the Financial Services Director to prepare a Budget Amendment to begin the positions. They could start on 1/1 and have the Budget Amendment to follow.

Discussion held regarding:

- Vehicles and equipment needed same time as hiring individuals
- CRA employees are on a contractual basis with the CRA, not City employees
- Vehicles auctioned
- Small purchases of small equipment
- Vehicle stickers with South Cape brand
- Overgrown vegetation and debris on empty lots
- Communication to CRA property owners explaining goals to clean up CRA
- Using local businesses for services
- Change in approach to improve CRA
- Show appreciation to CRA businesses who show pride in their property

Executive Director Ilczyszyn noted he received three yes and no objections.

Consensus agreed, without objection, to add one CRA Code Enforcement Officer and two Groundskeepers or Laborers or Equipment Operators.

Commissioner Gunter asked if he would try to get this implemented.

Executive Director Ilczyszyn responded in the affirmative.

REPORTS – STAFF

Update on Community Redevelopment Specialist and Trades Specialist Positions

Assistant to the City Manager Buice provided the following information:

- CRA is getting ready to onboard two new employees
- CRA Redevelopment Specialist Gwen Carlisle starts November 30th
- CRA Trades Specialist George Holladay starts December 4th

CRA Project Update - (Informational only)

Assistant to the City Manager Buice provided a report to the Board. The plan was to provide the report in writing as part of backup for a future meeting and asked if anyone had any questions.

Commissioner Gunter confirmed that the Board received a copy of the report. He asked if this should be added to the next meeting agenda.

Consensus agreed, without objections, to be able to review this first before putting it on the next meeting agenda.

Assistant to the City Manager Buice explained the plan was to have this as a standing item at each meeting with updated reports.

COMMENTS – BOARD

Commissioner Welsh – requested contact information of CRA Redevelopment Specialist to the entire Board in order to share ideas.

Assistant to the City Manager Buice noted that she would be introduced at the next meeting. She will be working from the CRA Building on Lafayette Street.

Executive Director Ilczyszyn explained the plan for the entire CRA Staff is to be housed and run out of the Lafayette Street Building which underwent a full reroof and renovation. Equipment, furniture, and fixtures have been ordered.

Discussion held regarding CRA Staff will report directly to the Executive Director.

TIME AND PLACE OF NEXT MEETINGS

The next regular meeting was scheduled for Wednesday, January 17, 2024, at 9:00 a.m. in Council Chambers.

MOTION TO ADJOURN

There being no further business, the meeting adjourned at 11:26 a.m.

Submitted by,



Michael Ilczyszyn
CRA Executive Director