



BOARD OF COUNTY COMMISSIONERS

Rita Pritchett, District 1 Commissioner

2000 South Washington Avenue, Ste. 2

(321) 607-6901

[www.brevardfl.gov](http://www.brevardfl.gov)

PORt ST. JOHN SMALL AREA STUDY

MEETING MINUTES

AUGUST 15, 2019

5:00 PM

PORt ST. JOHN COMMUNITY CENTER

**Committee Members Present**

Steven Darling  
Matt Denyer  
Carmine Ferrero  
Chris Kane  
Vaughn Kimberling  
Maureen Rupe  
Chuck Wortham

**Staff Present**

Commissioner Pritchett  
Cheryl Campbell- Planning and Development  
Amy Craddock- Legislative Aide District 1  
Amanda Elmore- Planning and Development  
Corrina Gumm- Public Works  
Jane Hart- Planning and Development  
Marcia Newell- Legislative Aide District 1  
Melissa Powers- Assistant County Attorney

**Public Present**

Chris Clements, Kathleen Denette, Marie Willis

**1. Welcome**

Commissioner Pritchett welcomed everyone and thanked committee members for serving and thanked staff for their help in the process. Commissioner Pritchett let the committee know if there is anything she can do to help she is here to serve.

Staff and committee members introduced themselves.



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### 2. Government in the Sunshine

Melissa Powers Assistant County Attorney reviewed Public Records and Sunshine Laws and provided a print out of them for each of the committee members. Melissa also reviewed ADA compliance with regard to Public Records.

Melissa explained to the committee the importance of having email communication be directed through county staff and not between committee members and that there could be no discussion of the study between members outside the meeting. This includes texts, social media outlets and at social gatherings. A discussion then took place about different scenarios regarding communication among members on social media. Melissa answered each individual question and addressed the different scenarios.

Staff posed the question of taking public comment during the meeting, Melissa stated public comments should be allowed after discussion.

It was asked by the committee if the person giving a public comment at the meeting needs to provide name and address and if time should be set at 3 minutes for comment. Melissa stated that the speaker did not have to give their full address but should give the city they live in.

It was asked if the committee can decide to have a Facebook page. Melissa suggested that if the committee wants to have a Facebook page that it would be best to set it up through the county IT department so that it can be archived. The committee decided not to have a Port St. John SAS Facebook page.

It was asked by the committee if information was obtained by a committee member and they would like other members of the committee to have the information, how would they get it to them? Staff stated they would need to send it through county staff, and they would distribute it to the other members of the committee.

### 3. Selection of Chair and Vice Chair

Cheryl Campbell explained to the committee they would need to select a chair and vice-chair.

Maureen Rupe nominated Vaughn Kimberling to serve as Chair. The nomination was seconded and passed.



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Maureen Rupe nominated Carmine Ferrero to serve as Vice-Chair. The nomination was seconded and passed.

#### 4. What is a Small Area Study (SAS)

Cheryl Campbell gave a brief explanation of what a SAS is and how they are initiated. The primary focus will be on planning, land development and trends in the area. The SAS will take six to eight months and will help identify what the problems and the wishes are of the community. At the end of the study all the information gathered will be put into one report and will be presented to the Board of County Commissioners for approval.

Agendas will be provided in advance so the community will be aware of what is being discussed at each meeting. At each meeting, staff will document the ideas and wishes of the community and put them into a final document for the committee to review.

#### 5. Review and Approval of SAS Boundary

The committee asked how the boundaries were created as shown on the map provided and the reason for how the boundaries were defined. Staff stated a meeting was held with Commissioner Pritchett, the Director of Planning and Development and county department staff.

A review of the boundaries and explanation of the color coding on the map took place. Staff stated the boundaries are up for discussion and it is up to the committee on what they would like to see captured within the study.

The committee asked if the study can look at how to stop adjoining cities like Titusville and Cocoa from encroaching into the unincorporated area of Port St. John. A discussion about annexation continued among committee members.

The committee discussed waiting to approve the boundaries until staff gathered more information on why the boundary was created this way. The committee agreed more information would help them understand.



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The committee discussed potential effects the SAS may have on the Port St. John Dependent Special District. Staff stated that this study will encompass more than what is included in the Dependent Special District.

The committee asked questions about moving and making boundaries larger during the process of the study. Staff stated that it would not be possible to change the boundaries once the study has begun. Cheryl stated if the committee would like a larger area it would need to be brought back to Commissioner Pritchett.

### 6. Information on Community Survey

A community survey was created by staff and is available through survey monkey online. This will allow the community to share concerns. The survey is also available in paper form and can be picked up at the District One Office, it is also on Commissioner Pritchett's Facebook page. The committee asked if they could put the survey on personal Facebook pages, they were told by staff that this is allowed. The committee discussed removing the survey from online until boundaries are approved. It was determined that the process needs to continue moving forward and not to delay it by waiting to put the survey out until the boundaries are approved. The committee agreed to keep the survey online with the proposed boundaries.

### 7. Public Comment

Chris Clemons, resident Cypress Woods subdivision, was concerned with the length of time the survey will be out.

It was suggested by the committee that she tell her friends and neighbors to go to Commissioner Pritchett's Facebook page to take the survey.

### 8. Topics for next meeting

Survey results and boundaries. Next meeting August 29, 2019 at 5:00 pm

### 9. Adjourn

The meeting was adjourned at 6:28 pm.