



**A G E N D A**  
**ORMOND BEACH BROWNFIELD**  
**ADVISORY BOARD**  
**Regular Meeting**

**August 12, 2014**

**6:00 PM**

City Hall  
Commission Chambers  
22 South Beach Street  
Ormond Beach, FL

- I. ROLL CALL**
- II. APPROVAL OF THE MINUTES:** 6.10.14 Minutes
- III. ADMINISTRATIVE ITEMS**
  - A.** Update on Brownfield Program Initiative
- IV. OTHER BUSINESS**
  - A.** Nomination of sites by property owners
- VI. MEMBER COMMENTS**
- V. ADJOURNMENT**

**MINUTES**  
**BROWNFIELD ADVISORY BOARD**

**June 10, 2014**

**6:00 p.m.**

**City Commission Chambers**  
22 South Beach Street  
Ormond Beach, Florida

**I. ROLL CALL**

Members Present

William McMunn  
Michael Sznajstajler  
Ryck Hundredmark  
Patrick Opalewski  
Thomas MacDonald  
Pat Behnke  
Curtis Burkett (absent)

Staff Present

Richard Goss, Planning Director  
Melanie Nagel, Recording Technician

**II. APPROVAL OF FEBRUARY 11, 2014 MINUTES**

Chair McMunn called for a motion.

**Mr. Hundredmark moved to approve the minutes. Mr. Sznajstajler seconded the motion. Vote was called and the motion approved unanimously.**

**III. ADMINISTRATIVE ITEMS**

A. None

**IV. OTHER BUSINESS**

Mr. Goss stated that the Brownfield RFP has been completed, with the assistance of Mr. Sznajstajler, and was sent out about 45 days ago. Responses have come back and next week the Brownfield committee, consisting of one person from Engineering, one person from Economic Development, one person from the Airport Economic Development, and Mr. Goss will be reviewing them.

The RFP was prepared, with one RFP to get the grant done, and another RFP to do the work. It was then decided to combine them, so that whoever is selected to write the grant, will know they get \$400,000 to do the work. It is felt that the city can get a better deal on the grant by combining the two.

The RFP is laid out, based upon the work tasks that we will have to follow under EPA. Essentially the grant administration is the grant writing portion, and once the grant is approved then identification is done of all the sites within the US 1 corridor and Airport Road. There is also a huge Citizen Engagement portion and this Board will be working with that group and the consultant to identify sites.

Mr. Goss continued that once sites are identified, Phase I and Phase II environmental assessment reports will be prepared. In preparation of these reports we will be thinking about the end results; what's going to happen to these properties or what can we use these properties for. Once we have all of the reports done, and we have identified properties for cleanup, the consultant will prepare cleanup reports, which could include site plans for redevelopment.

Ms. Behnke asked what the timeframe would be for the project. Mr. Goss replied a year to 18 months. We may need to get some easements from property owners to do some of the work, but a lot of the work is on our airport site, which we own, so we will not be needing easements to get on the site. Probably half of the work will be at the airport and the other half along the US 1 corridor. Now that we are working on the US 1 Interlocal Agreement, all of those properties will be part of the city, even though they are not in the city, and will be eligible for the assessment.

Mr. McMunn asked about the budget of \$25,000 to do the job. Mr. Goss explained that is what he has estimated in his budget, but he is hoping to bring in someone for a lot less. Mr. McMunn then asked if we were hoping to get a grant for \$400,000, and was curious how that figure was arrived at.

Mr. Sznajstajler commented that EPA established a grant called the Community Wide Assessment Grant, and up to \$200,000 of the \$400,000 can be used for petroleum sites, and up to \$200,000 can be used for other hazardous sites. Mr. Goss explained that the money won't be used for cleanup, but it will be used to identify the sites, and will aid us at the airport, where we want to continue developing sites. Mr. Sznajstajler added that these are competitive grants and EPA likes to see someone come in and apply for a cleanup grant for a specific property after they have gone through this first step of identifying those properties in Phase I and Phase II. It is much more likely to be awarded a cleanup grant for a specific amount of money for a specific issue, if you have used the assessment process for a specific site.

Mr. Goss stated that we want to have the properties identified, the assessments done, and then a cleanup report is required for the sites identified. We might identify 30 sites, but we may only have 12 assessments done.

Mr. McMunn asked if we have to first do what's in the Brownfield area, before doing other areas. Mr. Sznajstajler stated that this is a Federal grant, which is separate from a State grant. The Brownfield area is a state program. The federal grant program likes you to focus in on an area that you base the application on, but it is a community wide grant.

Mr. Goss added that initially we want to concentrate on the Brownfield sites, and then if there is money left over or we don't have as many sites as we thought we did, then we can go community wide.

Mr. Goss stated that once we have a company selected to represent us, and we negotiate a contract, then the Board will come back together and have several meetings throughout the process.

Mr. Sznajstajler commented that at the last meeting there was some pending legislation he had discussed, and that House Bill 325 did pass and is waiting to be approved. This bill clarifies the Brownfield area designation process. It takes all the internal references, all the different sections of the statutes, and puts them into one section to locate requirements for a Brownfield designation. It also enhances liability protection. Someone who enters into a Brownfield cleanup agreement is now protected against claims for property damage at the site or that a neighboring property owner could bring. If you're agreeing to clean up a site with contamination, you shouldn't have to worry about someone suing you. It encourages people to take on these cleanups when there is a risk involved.

Mr. Sznajstajler continued that EPA had just announced winners for grants for 2014. Florida didn't do as well as they have done in the past and only a couple of local governments were awarded grants. It's time to start preparing for the 2015 grants, and to have a consultant ready to start working when the requirements come out.

**V. MEMBER COMMENTS.**

There were none.

**VI. ADJOURNMENT**

As there was no other business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

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Richard Goss, Planning Director

ATTEST:

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William McMunn, Chair

*Minutes prepared by Melanie Nagel*

# CITY OF ORMOND BEACH NOTICE OF PUBLIC MEETING BROWNFIELD PROGRAM INTIATIVE

NOTICE IS HEREBY GIVEN that the Brownfield Advisory Board of the City of Ormond Beach, Florida, will hold a Public Meeting at 6:00 PM on August 12, 2014 in the City Commission Chambers, Ormond Beach City Hall, 22 South Beach Street, Ormond Beach, Florida, to solicit nomination of sites that may benefit from a \$400,000 US EPA grant that the City intends to apply for in the 2015 EPA Grant Cycle. The assessment grant will be used to identify sites in Ormond Beach that meet the definition of "brownfield" abandoned or underutilized industrial or commercial properties that have actual or perceived contamination and could be an active potential site for redevelopment. Property owners and corporations that may own potential brownfield sites are encouraged to nominate their site for possible participation in the program should the city be successful in obtaining an EPA Grant. The city's consultant assisting the Brownfield Advisory Board is Cardno.



ALL PARTIES ARE INVITED to appear and submit oral or written objections or comments. The failure of a person to appear during said hearing and comment on or object to the amendment, either in person or in writing, may preclude the ability of such person to contest the amendment at a later date. Copies of the proposed amendments are available for inspection by the public in the Planning Department, Ormond Beach City Hall, 22 South Beach Street, Room 104, Ormond Beach, Florida.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY A CITY BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THESE PUBLIC MEETINGS, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, INCLUDING THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

CITY OF ORMOND BEACH

### Brownfield Site Nomination Form

Please nominate a Brownfield site that you think is a candidate for inclusion in the City of Ormond Beach's U.S. EPA Brownfield Grants Assessment Program.

Submitted By:

E-mail:

Phone:

1. Site Name (if applicable):

2. Site Address:

3. Current Site Owner:

4. Is there known contamination at the site?  Yes  No

If yes, briefly describe:

5. Have any of the following previously been performed?

Phase II ESA?  Yes  No  Unknown

If yes, is a report available?  Yes  No

Environmental Site Investigation?  Yes  No  Unknown

If yes, is a report available?  Yes  No

Environmental Cleanup Activities?  Yes  No  Unknown

If yes, is a report available?  Yes  No

6. Which of the following would you like performed on this site?

- |   |                              |                             |                                |
|---|------------------------------|-----------------------------|--------------------------------|
| Phase I ESA   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| Phase I ESA update  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| Phase II ESA  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| Additional investigation to define the nature and extent of previously documented impacts | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| Asbestos inspection and/or assessment for other hazardous building materials              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| Market research study   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |
| "Mini" reuse plan   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Maybe |

7. Summarize why this site is a priority for assessment:

Once you have completed this form, you can submit it by Email by clicking on the "Submit by Email" button at the top of this form, or you can print it and mail to:

City of Ormond Beach, Attn: Melanie Nagel  
22 S Beach St, Room 104  
Ormond Beach, FL 32174