



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

**August 9, 2016**

**6:00 PM**

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

**I. ROLL CALL**

**II. APPROVAL OF THE MINUTES:** July 12, 2016 Minutes

**III. ACTION ITEM**

1. EPA Work Program (vote)
2. Draft Civic Engagement Plan (review & comment)

**IV. MEMBER COMMENTS**

**V. ADJOURNMENT**

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

**July 12, 2016**

**6:00 p.m.**

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

**I. ROLL CALL**

Members Present

Staff Present

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

Richard Goss, Planning Director  
Melanie Nagel, Recording Technician  
Randy Hayes, City Attorney

**II. APPROVAL OF THE MINUTES**

**A. January 12, 2016 Minutes**

Mr. MacDonald moved to approve the January 12, 2016 Minutes. Mr. Burkett seconded the motion. Vote was called, and the minutes were unanimously approved.

**III. OTHER BUSINESS**

**A. EPA Grant Information – Ric Goss, Planning Director**

Mr. Goss, City Planning Director, stated that the City was fortunate to receive the grant from EPA, in the amount of \$400,000, and reviewed the Brownfields Cooperative Agreement Work Plan with the Board. Under the Project Overview and Project Description, Mr. Goss took that information out of the grant program that was brought before the Board last year. Essentially there are four tasks that the Board has to work on. The grant is awarded for a three year period, beginning October 1, 2016 and running through September 30, 2019, with a period of 90 days to close out the program by December 31, 2019.

Mr. Goss continued that the Project Team Structure and Responsibilities have the Director of Finance, Kelly McGuire, handling all of the financial matters with regard to the grant. Loretta Moasio, Grants Manager, will do the grant drawdowns since she handles HUD drawdowns. Mr. Goss stated that he will be responsible for the day-to-day management of the program, and

will attend all meetings, hearings, and other functions. City Manager, Joyce Shanahan will be head of the whole project. The Brownfield Board will be responsible for the outreach, and marketing of the program.

Mr. Goss continued that under Measuring Environmental Results, Outputs to Outcomes, Section 1.3, there will be eight Phase I Environmental Assessments done, six Phase II Environmental Assessments, and six Site Specific Quality Assurance Programs. Quality Assurance Programs basically provide a road map as to how to work through the cleanup plan. There are also four Cleanup Plans. We could do more or less, it depends on what properties we come across to work on.

Under Project Tasks, Section 2.0, it explains about reporting to EPA, which Mr. Goss will be doing in-house. Everything will be coming before the Board with a minimum of quarterly reports, but the Board will probably be meeting every month once the program begins. The quarterly reports to EPA will include the progress against the City's milestones.

Mr. Goss continued that there will be an annual report done, which is based upon what has been done for minority businesses, the financial reports, and projections of what will be done the following year. EPA won't hold us to our projections, but they want to know what the projections are for the workload for the following year. The final performance report will be at the end of the contract period, and within 90 days we will need to wrap everything up.

Mr. Goss stated that the EPA guidelines have been followed for Contractor Procurement and we have Cardno as our contractor. Cardno assisted us in preparing the grant, and they will now be the contractor.

Mr. Goss is hoping to have six kick-off meetings with people who are interested in re-developing their property. It has not been determined if the meetings will be at City Hall, or somewhere out on U.S. 1, or another place, but this can be discussed once Mr. Goss brings back the civic engagement plan to the Board. Mr. Goss has drafted the plan, sent it to Cardno to review, and will bring it to the Board next month.

Mr. Goss continued that Task 2 is doing the actual environmental assessments, site characterizations, inventory the sites, and through Map Direct he has examined various properties on hazardous waste and petroleum. Mr. Goss has prepared a list of attorneys, financial institutions, and commercial brokers who work with real estate, and will be sending letters out to all of them, letting them know what the program is about and how the program can help them out with marketing their properties.

Mr. Goss stated that once the environmental assessments are done, and taken to EPA and are deemed eligible, some of them will be taken to a Level 2 analysis, and then a site specific quality assessment plan and health safety plan will need to be completed. The Board will be reviewing these and making comments and changes to them prior to sending to EPA. Mr. Goss

will be primarily responsible for preparing everything, along with the contractor, for submission to EPA. It is also projected that there will be four cleanup proposals. The property owner or purchaser will be able to get assistance from the City with the cleanup plan of a property.

Mr. Goss continued that Community Outreach, Task 4, will involve developing a Civic Engagement Plan, which has been drafted, and will be brought before the Board next month. Comments will be needed from the Board on who are the community stakeholders, and what organizations can be contacted to market this program.

Mr. Goss explained that the schedule lays out all of the major milestones, by year. If problems develop with the civic engagement part of the plan, then it will be brought back to the Board to be amended and sent in to EPA.

The budget is \$400,000. \$200,000 is for petroleum cleanup, and \$200,000 for hazardous waste. There is a provision that we cannot co-mingle the money and move it around. There are quarterly report templates that will be completed and brought to the Board for approval to send to EPA. Mr. Goss has listed all of the tasks, the deliverable outputs, the milestones, target dates, and who is responsible for doing what.

Mr. Goss continued that attachments 3, 4 and 5 are documents that EPA sent and are items that EPA sends to everyone who gets a grant. Attachment 3 explains how to do a Civic Engagement Plan, but they do not want this to be used as a template. So the engagement plan that Mr. Goss has put together has been done from scratch, and will need some assistance from the Board to make it better.

Attachment 4 basically states that the City will comply with all of the EPA Rules and Regulations. Attachment 5 has guidelines that need to be followed to prepare the Quality Assurance Project Plans. One generic plan will be done and then one will be done for each specific site. Mr. Goss hopes to hear from EPA by August, with their comments on everything.

Ms. Behnke asked where the start and stop points are on the U.S. 1 corridor. Mr. Goss explained that there are none, because when the grant was written last year, it was written that U.S. 1 north would be done, and also Ormond Crossings, the airport, and the downtown. This year, it was indicated that those would be the target areas, but we stated that it was a community wide grant program, so it will allow us to go out further into the community. Depending on how many sites we have along U.S. 1, and how many we have in other areas, we can open this up communitywide. If we get too many sites, then there will have to be prioritizations set.

Mr. Sznajstajler stated that it is important to note that the brownfield areas that have been designated are State brownfield areas. This is a federal grant, so it can be used anywhere in the City. The goal is to find sites that should be in a Brownfield area, as we go through the process. Mr. Goss explained that we are targeting U.S. 1 because there is an ad-hoc group that is already

formed on the U.S. 1 corridor, and the City already began landscaping the entire corridor through a DOT grant. The City took over jurisdiction of most of North U.S. 1 which is outside of City boundaries, to basically clean it up. The City definitely wants to target U.S. 1, but if we don't get enough sites, then we will go outside of that area.

Mr. McMunn asked if we have people that want to get involved with the cleanup. Mr. Goss explained that it has been difficult getting people involved because we didn't have the money in hand. There was a property on south U.S. 1, who had indicated that they were interested in the grant, but moved ahead and went through FDEP, with the low scored site initiative, to get development started. So, we lost a couple sites since last year. When the EPA was here, they thought the U.S 1 corridor was a good corridor due to the large amount of vacant land, although the money can be used on land that is vacant or not.

Mr. McMunn asked if there had been conversations with Halifax Paving. Mr. Goss stated that they are in the unincorporated area. Mr. McMunn then asked if the industrial park out by the airport could use this for the extra lots that are still available. Mr. Goss explained that if someone is looking to purchase those lots, they could do an environmental assessment.

Ms. Behnke asked that once an assessment is done, what kind of timeline is projected for making corrections. Mr. Goss explained that the money couldn't be used to do the actual work, but can be used for all of the pre-planning up to and including the clean-up plan. From there they would have to go to a financial institution to get the funding for the actual clean-up. Ms. Behnke asked if there would be grant applications for the actual clean-up. Mr. Goss doesn't think that the EPA does grants for private property.

Mr. Sznajstajler explained that there is an EPA Remediation Grant for properties owned by non-profits and local governments. There is a State level technical assistance grant to the Brownfields, which gives some funds for cleanup work. But, the hierarchy is local governments first, the non-profits second, and then private sector parties. The goal of this grant that the City was awarded is to identify sites, and then the State program steps in and provides reimbursements for people to do the work themselves.

Ms. Behnke stated that if we are going to spend three years doing assessments, we should have some thoughts about what will be done after the assessments. Mr. Goss explained that there are properties that have been in FDEP's sites since 1985. For example, the old Wendy's property on North U.S. 1, documentation began in 1985 from FDEP. Some of these properties have had issues for decades. Mr. Goss wants to go along the U.S. 1 corridor and make a list of all of the properties that are for sale and who is selling them, and then sending letters to those people, telling them that we have a deal for them. But, he can only help them so far.

Mr. Sznajstajler stated that in the future, we could look into the Revolving Loan Funds. The EPA will actually grant local governments hundreds of

thousands of dollars that it can loan out interest free, to clean up a site. It's been difficult to convince areas within Volusia County to tap into that money, but Tampa has done some incredible things with the funds.

Mr. Goss stated that he doesn't need the Boards comments at this time, but if they could review the information in their packets, and then next month the Board can give Mr. Goss their comments.

Mr. McMunn stated that the trick is going to be getting people involved. Mr. Goss stated that it seemed as if getting the grant and everything approved was a huge task, but that is nothing compared to getting people involved. There are a lot of opportunities out there. We need to get with the financial institutions, the commercial brokers, and the real estate attorneys.

Mr. Sznajstajler stated that there are pros and cons to all of it. It would be great to have 20 Phase I's on gas stations that all are cleaned, and it would help move those properties. But, at the same time, knowing the environmental history of a property, there are probably going to be some environmental conditions recognized, and then it is getting the property owner to go from reviewing the reports, to doing Phase II which is the invasive testing.

Ms. Behnke asked if people who know they have a problem are going to be hesitant to speak up, because if something is found, they can't afford to clean it up. Mr. Sznajstajler stated that in 2016, if anyone is trying to sell their property, this is something they have to do. They can either spend \$20,000 of their own money, or \$20,000 of the federal money.

Mr. McMunn asked if the Level 1 and Level 2 reports are sent to the EPA. Mr. Goss stated yes. If someone wants to eventually put their property up for sale, they will have to go through this process. At that point, EPA will review the eligibility of the sites that go to Level 2.

Mr. Sznajstajler explained that someone can stop at any point in the program. If a Phase I is completed, and they advance to Phase II, the property owner can say they want out. They have a document that says that something should be done in the future. But, if they choose not to do it, then they choose not to do it. It's up to the property owner.

Mr. McMunn stated that he knows of properties that used to have dipping baths. When someone looks at an agricultural property and they know that there might have been a dipping bath, this could be found in the Level I assessment, and puts someone on warning that they need to do something about the property. Then at Level 2 there would be some testing of whether there is a potential problem. An owner could do a Level 2 assessment, and at that point is not required to turn anything over to anyone.

Mr. Sznajstajler stated that there are state requirements to report the results. What people choose to do once they get the results is up to them. There are a lot of sites that are in state funded cleanup programs, where there is no

liability concern, and you can use this to advance those sites that are just sitting there waiting for state funding.

Mr. Sznajstajler continued that it is a lonely world in the Brownfield practice, and it is neat to see how much the City has learned in the last couple of years, and how successful the City has been, because these grants are competitive. Mr. Goss stated that there is a lot that he doesn't know, and he is relying on the Board. Beth Norman from Cardno is very good, and Cardno is a good contractor.

Mr. McMunn stated that the Civil Engineers are key people to seek out, because when a customer is looking to buy a site, the engineers are usually the ones who are doing the Level 1 assessment. Mr. Goss stated that anybody in the development business, from the engineer to the financial can help get properties for assessment.

#### **IV. MEMBER COMMENTS.**

Ms. Behnke stated that with everything in the packet, she doesn't think the Board will be meeting just once a year anymore, and Planning is going to be very busy. It's a wonderful project, but will be a very busy one.

Dwight Selby, 1535 Oak Forest Drive, stated that he will get Mr. Goss to the CID meetings and have him as a speaker and he can present the program to them. Most of this is going to be transaction driven, either at the time of the sale, or at the time of re-finance. Most owners will do the head-in-the-sand routine, so the notion that the program is available and a lot of people will want to tap into it, just won't happen. Realistically they won't want the federal government to know about it, and they won't want to prove that it was something that they didn't cause, especially if they have owned the land for quite some time.

#### **V. ADJOURNMENT**

As there was no other business, the meeting was adjourned at 6:40 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***

## ***brownfield civic engagement plan***

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**6/28/2016**

**DRAFT**

This Plan establishes the basic communication structure to be used to engage the community in the City's Brownfield Assessment Program.

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DRAFT

## **A. Brownfield Advisory Board and Partnership Development**

The City of Ormond Beach established a Brownfield Advisory Board to provide guidance and to serve as an advisory group while the Brownfield grant is administered, and to directly contribute to the inventory, evaluation, and prioritization of the Brownfield sites. The Brownfield Advisory Board is comprised of community stakeholder's areas and technical representatives. Some of the community stakeholders include active associations (e.g. US 1 Coalition of Business Groups), community groups (e.g. Main Street), and members from realtors and the development community. The City's Brownfield Project Manager, Mr. Ric Goss, will be support staff to the Advisory Board. The City's consultant, CARDNO, will be the technical support.

As the Ormond Beach Brownfield program is implemented, the Advisory Board will generally meet every month to discuss the progress of the Brownfield Assessment Program and to keep the community informed of the assessment activities. It is expected that a series of Advisory Board meetings will be held during the program that will generally coincide with significant project milestones. Approximately one-week prior to each Brownfield Advisory Board meeting, a meeting agenda to the Advisory Board from the Planning Department will be sent in close concert with the City's technical consultant.

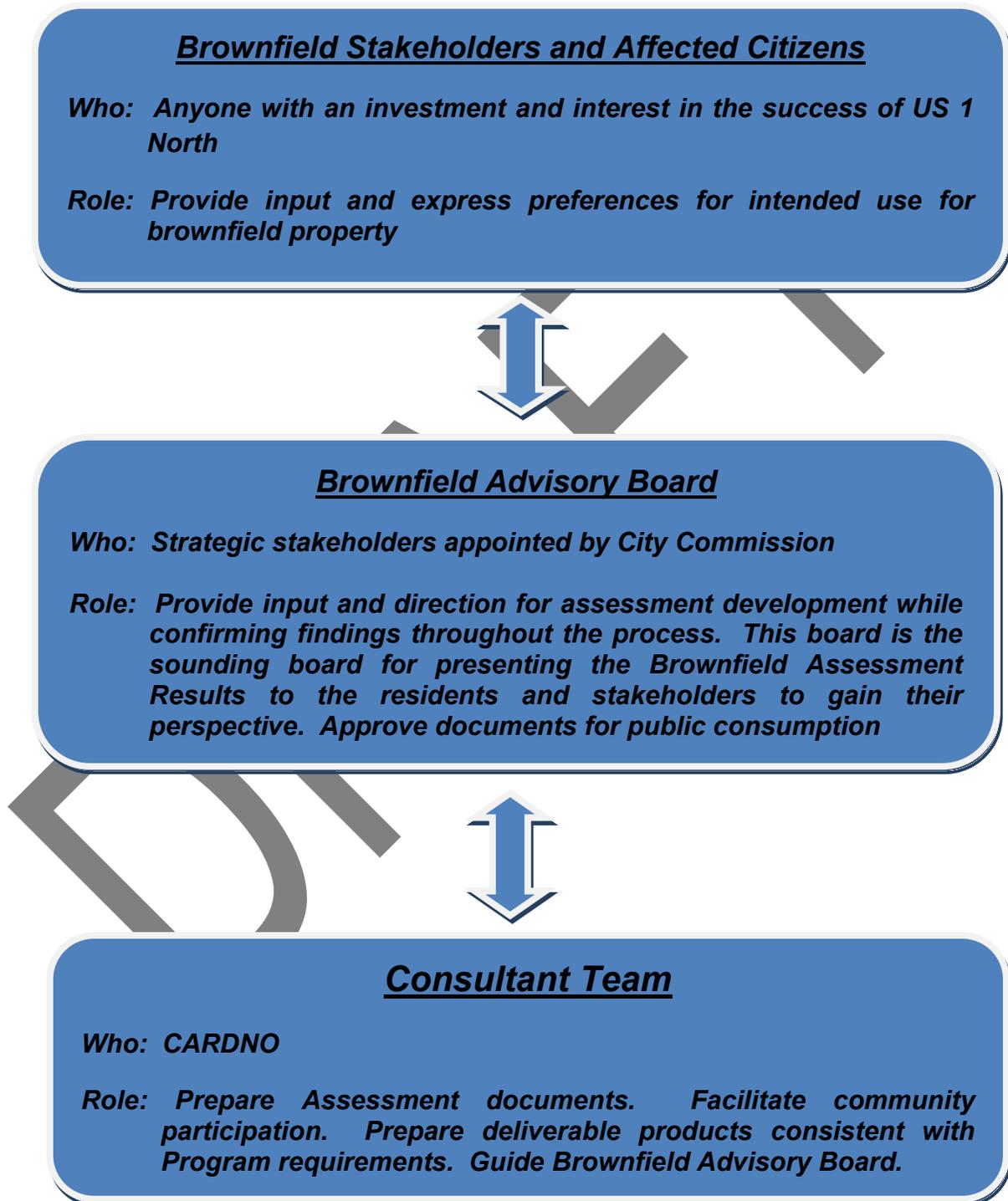
It is understood that active civic engagement and support is critical for the successful redevelopment of Brownfield sites in Ormond Beach. Recognizing the importance of the City's resources and their desire to participate as active community stakeholders, several community groups already exist in the City. These community groups will participate in the implementation of this Brownfield assessment program from inception to completion by participating in the community meetings and/or the Brownfield Advisory Board. It is expected that the following organizations will actively participate in the Brownfield program:

1. Ormond Main Street
2. North US 1 Coalition of Ormond Beach
3. Ormond Beach Chamber of Commerce
4. Citizen's for Ormond Beach
5. Volusia County Environmental Management
6. Florida DEP
7. EPA

More specifically, in order to ensure that the selected sites are effectively and safely investigated and ultimately redeveloped, the City's Planning Department will rely on existing partnerships with the EPA, FDEP, Volusia County Environment Management, and the Volusia County Health Department. These agencies regularly interact on aquifer related issues and general environmental issues in Volusia County.

## B. Structure and Responsibilities

The following chart illustrates the organizational structure, roles and lines of communication for the Brownfield Assessment Program:



## B. Asking the Right Question

As a property owner, interested citizen, financial institution, real estate attorney or commercial broker, knowing the right question to ask is the first step in moving forward. The following questions are provided to assist in understanding the brownfield assessment process:

1. Do you know or have an interest in a property that is vacant or underutilized and is has real or perceived environmental contamination but the extent of that contamination is not known?

If yes, the following assistance is available at no charge to the property owner or the purchaser provided the property owner has given permission and access rights to test:

- Free Phase 1 and 2 Environmental Assessments (EA)

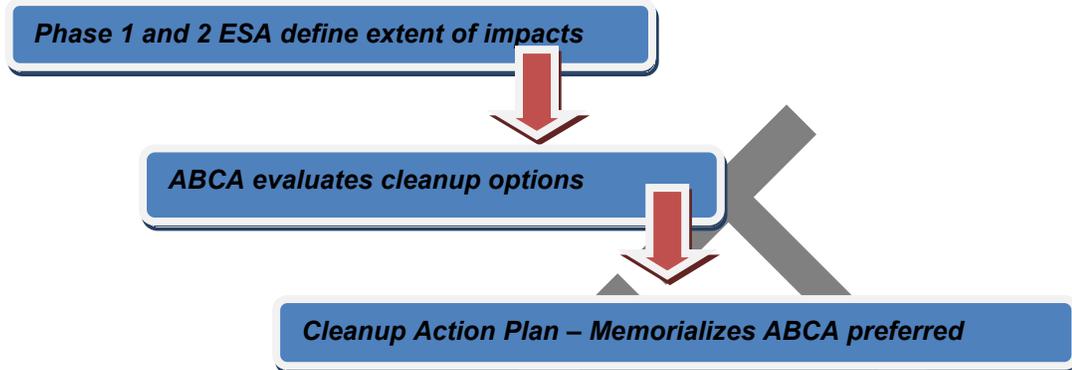
2. Why do I need one? As with any large investment, you want to know what kind of additional costs you will incur before you finalize the purchase. In the case of a brownfield site, you want to find out if the site is contaminated and, if so, how much it is likely to cost to clean it up before you buy it. An environmental site assessment can accomplish that task and, if it meets the requirements of the All Appropriate Inquiries rules can limit your liability under the federal Superfund law
3. So what is an EA? A Phase 1 EA is a review of all the records and knowledge associated with the property's historical record to see if there is the potential for the presence of contamination. If the Phase I indicates there is a potential for contamination, then the assessment of the site proceeds to the next phase.

A Phase II EA involves sampling of the site and will help determine: the extent of contamination; the types and probable sources of contamination; the level of risk to humans and the environment associated with the contamination and whether the contamination needs to be cleaned up. It may not provide sufficient information to estimate the exact quantity of wastes to be addressed or the costs of cleanup. Additional work may be needed which is discussed under Q2.

4. Who does this work? Conducting EA's are typically conducted by environmental consultants trained and experienced in the areas of environmental investigation and cleanup. Federal regulations require that AAI investigations be carried out by qualified environmental professionals who meet certain minimum requirements.

5. Who pays for these services? Fortunately, the City has hired CARDNO to perform these services at no charge to you. The assessment will be paid for with a US EPA Brownfield Assessment Grant.
6. Has the property already been identified where contamination exists and the nature and extent of that contamination has been documented through an EA? If yes, the following assistance is available at no charge to the property owner:
- If after conducting an EA and the samplings from EA Phase 2 exceed the cleanup levels or the risk assessment that a potential risk to human health or the environment exists, it is likely the property needs some form of cleanup but what type of cleanup? The most common types of cleanups include removal or treatment of contaminated soil, capping and/or covering the contaminated area, and cleaning up ground water. However, additional methods for mitigating risks at brownfield sites include the use of institutional controls and engineering controls. U.S. EPA has published a compendium on cleanup options that can be found at [www.epa.gov/tio/](http://www.epa.gov/tio/).
  - At no cost to the property owner or purchaser, CARNO will prepare an Analysis of Brownfield Cleanup Alternatives (ABCA) which essentially provides the property owner a roadmap to the best alternative. THE ABCA is a report that looks at the history of the uses on a site; provides a review of previous assessment findings; examines the redevelopment objectives of the property owner and city; examines the applicable regulations and cleanup standards for major contaminants and planned reuse; examines the laws and regulations applicable to the cleanup; evaluates a number of cleanup alternatives; and recommends the best cleanup method for the property.
7. Have you or the community identified a property or properties where contamination exists, documented the nature and extent of contamination, and analyzed the risks posed by the contamination?
- Cleanup can be conducted under a variety of programs in Florida. Depending on whether the site falls under a regulatory requirement to conduct cleanup will often dictate which cleanup program rules or requirements must be followed. For example, sites with petroleum underground storage tanks that have leaked may be required to conduct cleanup under Florida's Department of Environment Protection (FDEP) Petroleum Restoration Program. More information about this program can be found on their Web site at [www.dep.state.fl.us/waste/categories/pcp/default.htm](http://www.dep.state.fl.us/waste/categories/pcp/default.htm).

Sites that have treated, stored or disposed of hazardous wastes over the years may be required to cleanup under the requirements of FDEP's Waste Cleanup Program. More information can be found on FDEP's Web site at [www.dep.state.fl.us/waste/categories/wc/default.htm](http://www.dep.state.fl.us/waste/categories/wc/default.htm).



### **C. Free Services available to owners and/or purchasers of suspected brownfield property:**

The following services are available free to property owners or prospective purchasers of property suspected of contamination but the extent of contamination is not known:

1. Phase I Environmental Assessments - A Phase I environmental site assessment requires that an appropriately qualified environmental professional review existing records concerning the site, research the operational history of the site, and conduct a site visit and interviews to determine if the potential exists for contamination at the site. In order for the Phase I assessment to meet AAI requirements, it must be performed by an environmental professional as defined in the AAI rule.

Phase I site assessments are used to identify existing or past signs of potential contamination at a property. Contamination can consist of hazardous substances and petroleum products as well as asbestos, lead-based paints, mold, and radon. If the Phase I assessment does not indicate a significant potential for environmental risk due to contamination at the site, then further investigation or cleanup may not be needed. If the assessment is inconclusive or identifies potential contamination that poses environmental risk, further environmental assessment may be needed. Soil, sediment, soil vapor, and/or ground water sampling may be required to determine whether the property is contaminated and if it needs to be cleaned up before it can be redeveloped. Sampling for contamination and determination of the need for cleanup at the property is conducted under the Phase II assessment.

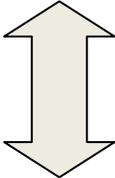
2. Phase II Assessments: Sampling and Risk Assessment. A Phase II environmental site assessment is a detailed evaluation of environmental conditions at a property. This evaluation relies on the collection and analysis of soil, sediment, soil vapor and ground water samples, and other measurements taken at the site to confirm and quantify the presence of environmental contamination at the property. Before and after conducting the sampling activity, it may be appropriate to involve your state program to comment on the relevance and adequacy of the effort. If contamination is confirmed and the levels of contaminants are known, an assessment of risks to human health and the environment may be conducted to determine how people and/or the environment could be affected. Once a risk assessment has been conducted or a comparison is made to state or federal cleanup standards, a decision can be made regarding whether or not the property poses an unacceptable environmental or health risk. If unacceptable risk is determined to exist at a site, a plan can be developed to clean up the property and reduce risks to humans and the environment.
3. Analysis of Brownfield Cleanup Alternatives: A feasibility study to develop and evaluate cleanup action alternatives to enable a cleanup action to be selected for the site.

## **D. Public Meetings**

The Ormond Beach Brownfield Assessment Program affects the interests of a variety of community stakeholders. As previously mentioned, to ensure that the interests of the diverse Volusia County population are factored into the Brownfield program, a series of public meetings will be held as the grant is implemented. To maximize public input and minimize the potential for environmental justice issues, two meeting formats will be used during the brownfield assessment program. Community-Wide meetings will be held for the entire community, while individual-community meetings will be held for the residents/business of a specific community on an as-needed basis. A series of up to six community-wide public notification and outreach meetings will be held at key project milestones including:

1. **Project Kick-Off Meeting:** Discuss project goals and obtain input on potential Brownfield sites and which issues are most important to the communities. Brownfield Advisory Board will issue a Call for Brownfield Site Nominations from the area's development community as well as from property owners.

**BROWNFIELD ADVISORY BOARD CALL FOR  
BROWNFIELD SITE NOMINATIONS**



- **Daytona Beach Realtor Association**
- **Area Commercial Brokers**
- **Area Real Estate Attorneys**
- **Area Financial Institutions**
- **Property owners of sites on FDEBP Map Director Gateway**

2. Inventory Analysis Meeting: Present the inventory analysis results and encourage community participation in the selection of sites for detailed assessments based upon the following priority should candidate sites exceed financial resources;

<b>Tier 1 Criteria</b>	
Municipal Ownership	Development Potential
Legal Status regarding Access to the Property	Level of Threat to Public Health and Safety
Consistency of Site Redevelopment with Municipal Zoning and Master Plan	Availability of off-site public/private utilities and public services
Clean-up cost and nature of contamination relative to post-development value	Readiness of Redevelopment Plans, with priority given to CRA redevelopment activity
Transportation access to the site	Level of Other Environmental Risk
Feasibility/probability of remediation	Soundness of on-site conditions: utilities, buildings, other structures, drainage
Suitability of site as public greenspace	
<b>Tier 2 Criteria</b>	
Environmental Justice Benefits of Redevelopment	Participation by other Funders toward Clean-Up and Redevelopment
Magnitude of Value added to Property Value by the use of Brownfields Funds	On-Site and Neighborhood Historic Preservation Benefits of Redevelopment
Job Creation by Redevelopment	Housing Benefits of Redevelopment
Other Enhancements to Quality of Life, e.g. Greenspace, Recreation, Character,	

3. Site Selection: Present to the public the Brownfield sites that will be further evaluated through Phase I and Phase II ESA's as part of this program; *f*
4. Phase I and Phase II Results: Presentation of the Phase I and Phase II ESA results and likely remedial alternatives that will be protective of human health and the environment; and *f*
5. Redevelopment Planning: Based on the cleanup recommendations, existing redevelopment efforts, community vision, developer interests, and future use plans, this meeting will be used to present potential redevelopment plans for each of the Brownfield

The City reserves the right to reduce the number of meetings if it is prudent to address two or more of the cited milestones during the course of a single meeting. The Community-wide meetings will be held at the following central location within the City:

City Hall  
22 South Beach Street  
Ormond Beach, FL 32174

To fully engage residents, individual-community meetings will be held on an as-needed basis but are likely to be held prior to the Inventory Analysis, site selection, or Redevelopment Planning communitywide meetings, depending upon the actual geographic focus of the program. The objective of City's Brownfield Assessment Program individual-community meetings is to ensure that the interests and concerns of individual communities are factored into the Brownfield redevelopment efforts and to foster dialogue among the City and the members of individual communities.

## **E. Public Notification Procedures**

To develop interest and to encourage participation, announcements relative to Community meeting dates and venues, project status, and/or the availability of reports will be published in three local newspapers which include:

1. The News Journal,
2. The Observer
3. The Hometown News

In addition to the newspaper announcements, the Planning staff will ask the officers of the various community groups that supported the Brownfield Assessment application to make announcements to their membership at least two weeks prior to the date for the public informational meeting.

The Advisory Board members will be contacted directly to schedule each of the public meetings. Notification of meetings or other project status-related announcements will also be provided via postings at the local specified repositories and on the events calendars associated with the following internet web sites:

Ormond Beach: <http://www.ormondbeach.org>

## F. Information Repositories

Historical environmental reports (if available), pertinent correspondence, the Work Plan document package, Health & Safety Plan, future reports, and this Citizen Participation Plan will be available for public review at the information repositories identified below:

1. The Ormond Beach Planning Department  
22 South Beach Street  
Ormond Beach, FL 32174
2. Volusia County Library – Ormond Beach Branch  
30 South Beach Street  
Ormond Beach FL 32174

## G. Local, State, and Federal Contacts

### City of Ormond Beach:

Mr. Ric Goss  
Brownfield Assessment Project Manager  
Ormond Beach Planning Department  
22 South Beach Street  
Ormond Beach FL 32174  
[ric.goss@ormondbeach.org](mailto:ric.goss@ormondbeach.org)  
386.676.3343

### CARDNO:

Beth Norman  
Project Manager  
Engineering 7 Environmental Services Division  
2420 Lakeshore Drive  
Suite 100  
Tallahassee, FL 32308  
[Beth.Norman@cardno.com](mailto:Beth.Norman@cardno.com)  
+1.850.629.2700

### EPA:

David Champayne  
Project Officer  
EPA Atlanta Office  
61 Forsyth Street SW  
Atlanta, GA 30303  
[Champagne.David@epa.gov](mailto:Champagne.David@epa.gov)  
404.562.9028