

CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY SPECIAL SESSION



321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
THURSDAY, AUGUST 22, 2024 – 10:00 AM

Anyone wishing to address the Community Redevelopment Agency regarding any topic on this agenda is requested to complete a card available at the city clerk's desk. Speakers are respectfully requested to limit their comments to three (3) minutes.

The Community Redevelopment Agency prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting

AGENDA

Call to Order

Roll Call

Chairman to call on members of the audience wishing to address the Council on matters not on the Agenda.

APPROVAL OF MINUTES

1. Approval of the July 11, 2024 Meeting Minutes

ACTION ITEMS

2. 2024/25 CRA Budget *Michael Daniels*
3. Public Art Process Overview *Michael Daniels*

DISCUSSION ITEMS

BOARD BUSINESS

NEXT MEETING: Tuesday, October 3, 2024 at 10:00am

Adjournment

The Community Redevelopment Agency meets quarterly, unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street.

City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the Community Redevelopment Agency meetings can be obtained from the City Clerk's office.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

PUBLIC PARTICIPATION:

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

CITY OF GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
THURSDAY, JULY 11, 2024 – 10:00 AM



MINUTES

Call to Order

Chairman Royal called the meeting to order at 10:00am.

Roll Call

Members Present: Commissioner Andrea Vallencourt, Vice Chair Heather Boucher, Chairman Van Royal

Members Absent: Commissioner Kristen Burke, Commissioner Mitch Timberlake

Staff Present: Gabriel Barro, Staff Planner, Lyndie Knowles, Development Services Representative, Heather Fincher, Public Information Officer, Michael Daniels, Development Services Director, Jim Arnold, City Attorney, Mike Null, Assistant City Manager, Steve Kennedy, City Manager

APPROVAL OF MINUTES

1. Approval of the Minutes of the April 4, 2024 meeting

Motion was made to approve the minutes of the April 4, 2024 meeting.

Motion made by: Vice Chair Boucher, Seconded by Commissioner Vallencourt
Voting Yay: Commissioner Vallencourt, Vice Chair Boucher, Chairman Royal

Motion passed.

ACTION ITEMS

2. Review of the Public Art Workshop.

Development Services Director Michael Daniels Introduced Em Schaefer of Inspire Placemaking. Ms. Schaefer shared the conceptual ideas resulting from the public workshop held on Tuesday April 9th. She explained that the Inspire team gathered all the ideas from the public workshop and then spent a day creating samples of public art creations to present to the CRA.

The 4 types of projects were utility boxes, trashcans, historic plaques and storm drains.

Resident Felica Hampshire asked about the possibility of expanding the plaques to include historic churches in the area. Chairman Royal explained that there is definitely an opportunity to expand it to include churches and to also gain support of churches and businesses in the community for those plaques in a future phase. .

Chairman Royal also stated that one of the things he liked about the concept drawings was that they didn't stick out and make the unsightly items show more. He prefers our art to blend in and beautify the unappealing. Vice Chair Boucher also enjoyed the subtlety of the art in the examples. Commissioner Vallencourt also liked the idea and thought they were tasteful.

Commissioner Vallencourt and Chairman Royal spoke to how we proceed through the process. Director Daniels then explained that the next step with the Inspire scope is to create an public art standard operating procedure and present that to the board next.

Ms. Schaefer proposed a question to the CRA on which logo they would like to use, the City seal or the Downtown Core logo. Vice Chair Boucher said that one thing she would consider is how often we might rebrand the Downtown logo as opposed to the City seal. All commissioners agreed that the plaques should use the City seal but that the other art could incorporate either logo.

Chairman Royal wanted to know when the next meeting to discuss the procedures and budget. Director Daniels said a special session could be scheduled before the end of August ahead of the regular quarterly meeting in October.

No vote was needed on this item.

3. 2024/25 CRA Budget

Development Services Director Michael Daniels presented the projected budget amount for the CRA funds. The majority of the funds would be used to start the public art program and the remaining funds to be allocated to fund facade grants in the CRA. He gave an overview of how our facade grants have been handled in the past. The grant requirements and match amounts can be reconfigured.

Vice Chair Boucher inquired about the rate of code enforcement cases in the CRA. She would be more inclined to add code enforcement grants. Commissioner Vallencourt seconded the idea of putting money toward helping the code enforcement issues/properties in disrepair.

Chairman Royal would like to see the utility boxes, trash cans and storm drains in and around the Walnut Street project to take priority and then many do a phased implementation of the plaques to keep the cost down. Commissioner Vallencourt brought up maybe having businesses sponsor the hotel plaques if they are located on/near their property. Vice Chair Boucher would like to see a more balanced budget for the items. Chairman Royal mentioned he would like to see other items like sidewalk repairs/parking spaces/mobility in the downtown area.

The City will review and present any ideas that can be completed with the current funding.

No vote was needed on this item.

4. Review of the CRA Interlocal Agreement.

It was discovered that due to a paperwork error, the Interlocal Agreement was not executed by all parties. The Clay County Board of County Commissioners officially approved the Interlocal

Agreement with the City of Green Cove Springs on Tuesday, July 23, 2024. There were no changes. The CRA now needs to approve it and it needs to be signed by the Chair.

Motion was made to approve the Interlocal Agreement as presented.

Motion made by Vice Chair Boucher, Seconded by Commissioner Vallencourt
Voting Yay: Commissioner Vallencourt, Vice Chair Boucher, Chairman Royal

Motion passed.

DISCUSSION ITEMS

BOARD BUSINESS

NEXT MEETING: October 3, 2024 at 10:00am

Adjournment

The meeting was adjourned by Chairman Royal at 11:05am.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Chairman

Attest:

Lyndie Knowles, Development Services Rep.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Community Redevelopment Agency **MEETING DATE:** August 22, 2024
FROM: Michael Daniels, AICP, Development Services Director
SUBJECT: 2024/25 CRA Budget

BACKGROUND

Based on the 2024 Tax assessment data, the CRA increment will be \$47,492.32. This increment shall be available by early November 2024. This includes a 10% increase in property values in the CRA and a projected increase in City millage to 5.7. See enclosed tax and increment calculations for more information. Any changes to the millage from the City and County will be addressed with proportional changes to the CRA budget.

Due to the limited funds, staff has provided several potential options for discussion.

- Hotel Plaques: \$20,000
- Inlet, Trash can, utility box design materials: \$3,492.32
- Façade Grant/Code Enforcement Improvements: \$24,000

Hotel Plaques

Historic Hotel inline plaque costs are enclosed. In addition, a map and information regarding the hotels have been provided. \$4,432 and \$6,034. This would equate to roughly 3 plaque installations in this fiscal year pursuant to the proposed budget.

This improvement is consistent with Objective 8 of the CRA Redevelopment Plan to preserve and commemorate Historic Facilities within the CRA.

Utility design improvements

As set forth in the Public Art Workshop, a budget item of \$3,492.43 has been provided for the purchase of art materials and artist payment for funding for artistic design improvements to 2 stormwater inlets and 2 traffic utility boxes and trash can improvements.

This improvement is consistent with Objective 2 to create a vibrant Downtown area with a mixed-use, multimodal development pattern of the CRA Redevelopment Plan.

Façade Grant/Property Improvement Assistance

The Business Façade Grant Program provides a matching grant to commercial property owners and/or commercial tenants, located in the targeted area, to assist with eligible exterior building and site improvements. Eligible applicants include both commercial property owners and business lessees with

written authorization of the property owner. Eligible businesses must be from a small business industry sector targeted by the City and may be an individually owned franchise as long as it meets all other criteria. The façade grant award would be a 50% reimbursement of total projects costs with a maximum award of \$15,000. Up to \$4,000 of the total available may be spent on outdoor furniture and dining fixtures. The grant award amount will decline over time rewarding projects completed in a timely manner. If an awarded project is not started within one year of award, the award will be withdrawn.

Additional Grant Opportunities from other communities are also provided for discussion. These include:

- Dania Beach Commercial Property Improvement Grant
- Chipley Commercial Revitalization Loan Program
- Clermont Building Code Assistance Grant
- Orlando Sidewalk Café Incentive Program

This improvement is consistent with Objective 2 to create a vibrant Downtown area with a mixed-use, multimodal development pattern of the CRA Redevelopment Plan.

Outside of the CRA's budget, the City is continuing construction of the Walnut Street project between Magnolia and US 17. partnering with the FDOT to remove the turn lanes and add bump outs at Walnut and US 17 pursuant to the Downtown Master Plan. The resurfacing project shall be in fy 24/25.

Attachments Include:

- CRA Redevelopment Plan Objectives
- 2023 & 2024 Taxable Value within the CRA
- CRA Increment Calculation
- Hotel Plaque Costs
- Hotel Map and Photos
- Grant and Loan Examples
- US 17 Resurfacing

STAFF RECOMMENDATION

Staff recommends approval of the requested CRA Budget for fiscal year 2024/25.

RECOMMENDED MOTIONS:

Rezoning

Motion to approve CRA Budget for fiscal year 2024/25 subject to proportional allocation of funding based on final millage rates



C. REDEVELOPMENT OBJECTIVES AND STRATEGIES

In partnership with private enterprise and the County, the redevelopment initiative embodied in this Plan will reverse and remove the observed blighted conditions within the Redevelopment Area by leveraging public assets to improve the overall economic condition and the physical condition of the Redevelopment Area. Creating safe, vibrant and pedestrian friendly corridors along US 17 and downtown roadways / featuring more attractive mixed use and commercial opportunity will greatly enhance the quality of life not only for the residents but the population of the City and County at large.

Strategic initiatives are to be identified and placed into action to address, reverse, and remove the blighted area conditions, which have substantially impaired reinvestment activity within the Redevelopment Area; and ultimately will be substantially redeveloped and revitalized as a community focal point to the benefit of City and County residents, businesses, property owners, and visitors through the implementation of this Redevelopment Plan.

Objectives have been identified and placed into action to address, reverse, and remove the blighted area conditions, which have substantially impaired reinvestment activity within the Redevelopment Area; and ultimately will be redeveloped and revitalized as a community focal point for the benefit of City and County residents, businesses, property owners and visitors through the implementation of the plan.

1. Objectives and Strategies

Objective 1: Improve transportation facilities within the Redevelopment Area including sidewalks, crosswalks, bike paths, and other multi-modal options to enhance regional connection. These strategies will correct the blighted conditions of defective or inadequate public transportation facilities (Figures 1-12 and Map 3 & 4 of the Finding of Necessity Report).

1. Sidewalk Repair and obstruction relocation as set forth along Magnolia Avenue, Martin Luther King Jr. Blvd, Orange, Palmer and Center Streets as shown in figures 1-4 , and 7-8,
2. Repair the deterioration of Walnut Street between Green Street and Pine Avenue as shown in figures 5-6 of the Finding of Necessity Report. This will improve safety, traffic flow and access.
3. Provide for updated surveys of downtown roadways to determine right of way widths and obstructions to determine where additional multimodal improvements are viable such as:
 - a. roadway, sidewalk, and lighting improvements on appropriate streets, and provide safe pedestrian routes.
 - b. roadway and streetscape improvements based on a phasing plan which emphasizes visual impact in addition to improved access and circulation.



- c. Provide the ability for vehicles, pedestrians, and bicyclists to access an enhanced internal transportation network which connects, if applicable, the neighborhoods to services and commercial corridors.
- d. Develop and incorporate landscape and lighting design standards to create a safe and inviting environment.
- e. Integrate traffic calming techniques throughout the internal roadway system to enhance safety and facilitate a pedestrian/bicycle friendly environment. Traffic calming techniques may include the use of pavers or decorative concrete, raised pavement, roundabouts, change of landscape treatment, and the creation of pedestrian nodes at major intersection, mid-block crossings and other locations where potential conflicts exist between vehicles, pedestrians and bicyclists.
- f. Traffic lights, crosswalks, and regulatory/wayfinding signage will be used to enhance the safety of vehicles, pedestrians, and bicyclists in key locations throughout the Redevelopment Area

4. Add curb extensions, and narrow travel lanes and add decorative pedestrian crossings to reduce the pedestrian crossing distance across Orange Avenue at the intersection with Walnut Street. This will improve pedestrian safety and provide a clear sense of arrival into the Downtown and serve to effectively bridge the eastern and western portions of the downtown.

5. Coordinate with the Florida Department of Transportation to reduce travel lane widths, provide and expand landscape buffers, install street trees, and widen sidewalks along the US 17 Corridor to enhance pedestrian comfort, safety and a greater sense of arrival to Green Cove Springs as set forth as implementation phase 1, #11 in the GCS Downtown Master Plan.

6. Promote the Redevelopment Area through designing and implementing a signage and wayfinding system directing traffic to and from the major connectors, and destinations in the region, as set forth in implementation phase 1, #3 of the GCS Downtown Master Plan.

Objective 2: Create a vibrant Downtown area with a mixed-use, multimodal development pattern. These strategies will correct the blighted conditions of faulty lot layout (Figures of the Finding of Necessity Report); unsafe conditions (Pgs. 19 and 21 - 25 of the Finding of Necessity Report); and deterioration of site or other improvements (Pgs. 16, 17, 20 and 24 of the Finding of Necessity Report). In addition, this objective addresses the implementation strategies set forth in the Downtown Master Plan.

1. Implement a Form Based Code with mixed use urban design/development standards for the Downtown Core as set forth in implementation step phase 1, # 4 in the GCS Downtown Master Plan.



The standards will address the incorporation of parking lot layout, building design, landscaping, signage, pedestrian connections, and linkages between land uses through a functional cross access system.

2. Implement the branding and wayfinding plan set forth in the GCS Downtown Master Plan Implementation Phase 1, Step #3. The wayfinding plan will help to establish the unique place the downtown area has within the City and region.

3. Reposition the Green Cove Springs downtown through marketing initiatives to attract targeted uses/industries retain existing businesses and improve the quality of life within the CRA.

4. Provide public art along Walnut Street and Spring Park in coordination with the Clay County Tourism Strategic Plan.

5. Provide the following incentive programs to encourage and support private sector investment and encourage targeted retail development:

a. Anchor Tenant Incentive Program

The Anchor Tenant Incentive Program provides loan-to-grant funding to commercial property owners and/or commercial tenants to assist with interior building improvements and business start-up costs. The goal of the program is primarily to incentivize anchor restaurants and breweries (food and drink establishments), and hotels to establish in Downtown, which in turn will help stimulate the local economy and improve the quality of life for Green Cove Springs residents and visitors. Eligible participants may receive loan-to-grant funding for 35% of the total interior building improvement and business start-up costs, up to a maximum of \$75,000. Loan-to-grant funding may exceed \$75,000 and be made available to businesses outside the food and drink category if the City is presented with a unique 'catalyst' project. A catalyst project is generally defined as a business that is first-to-market and anticipated to have a catalytic impact that will promote the City of Green Cove Springs Downtown Master Plan vision for a thriving Downtown where people can live, work and play. The term of the loan will be five years from the issuance of a Certificate of Occupancy. For each year the business is open and operating, 20% of the loan will be forgiven. If after five years the business is open and operating, the loan will be forgiven entirely and converted into a grant. Properties that pay no Ad-valorem taxes or are otherwise tax exempt are not eligible. In cases where a portion of a property is tax-exempt, funding may be made only to the taxable portion/percentage of the property. Loan-to-grant funds may be disbursed to a program participant on a reimbursement basis. The City and program



participant would create a payment schedule based on project milestones. The Incentive Program can also be used for payment of mobility and impact fees.

b. Rental Subsidy Program

The proposed Rental Subsidy Program would provide an 18-month partial rental subsidy (up to \$25,000) to qualifying targeted businesses. The funding award would be administered over an 18 consecutive month period. The award recipient would be paid the rent subsidy as agreed upon in an executed performance agreement between the applicant and the City. The applicant must have an executed multi-year lease (two-year minimum) with the owner. A copy of the lease, or binding or proposed multi-year commercial lease agreement must be provided to the city.

c. Business Façade Grant

The Business Façade Grant Program provides a matching grant to commercial property owners and/or commercial tenants, located in the targeted area, to assist with eligible exterior building and site improvements. Eligible applicants include both commercial property owners and business lessees with written authorization of the property owner. Eligible businesses must be from a small business industry sector targeted by the City and may be an individually owned franchise as long as it meets all other criteria. The façade grant award would be a 50% reimbursement of total projects costs with a maximum award of \$15,000. Up to \$4,000 of the total available may be spent on outdoor furniture and dining fixtures. The grant award amount will decline over time rewarding projects completed in a timely manner. If an awarded project is not started within one year of award, the award will be withdrawn.

d. Tax Increment Fund Rebate

Refunding a portion of City tax revenue generated by on-site/building improvements or new construction (increment) could be another potential incentive to encourage targeted retail development in Downtown Green Cove Springs. The refunded amount would be paid out over a five (5) year period with a declining scale of refunds to be determined by the City. The applicant would enter into a Performance Agreement with the City detailing the proposed capital investment and improvements to be made and the proposed increment rebate amounts and periods. The grant is a reimbursement of a portion of City Ad-Valorem taxes paid by the applicant. The CRA shall utilize the Tax Increment Fund of the Community Redevelopment Agency to provide the tax increment rebate proposed in addition to other



incentives and CRA programming and redevelopment powers as authorized by F.S. 163.360, Part III.

6. When feasible, the City should encourage acquisition and subsequent redevelopment by the private market. Other related activities that may be undertaken by the City include:

- a. Map and index all commercial properties in the Redevelopment Area to provide detailed information on parcel boundaries, sizes, and ownership.
- b. Identify and inventory all relevant substandard properties.
- c. Document and analyze parking demands and infrastructure constraints throughout the Redevelopment Area.
- d. Document site criteria for modern mixed-use developments by business type to facilitate the understanding of contemporary developer site and parking requirements.
- e. The City may facilitate aggregation and redevelopment of "problem" or constrained parcels or groups of parcels.
- f. The City may assist in the purchase, sale, negotiation, and coordination of land assembly. However, the City shall not use eminent domain to acquire land that will be ultimately used or transferred for private development.
- g. Identify catalyst sites such as the City property at Walnut and St Johns Avenue to serve as important strategic assets to cause an early and precedent-setting change in the community redevelopment area and to spur other growth.

Objective 3: Increase the Downtown Parking Supply

1. Provide additional parking spaces within City owned property at the Palmetto Avenue and Spring Street intersection, GCS Downtown Master Plan Implementation Phase 1, #7C.
2. Provide Festival Street Parking along Magnolia Avenue between Walnut and Spring Street, GCS Downtown Master Plan Implementation Phase 1, #7D.
3. Provide on-street parking on Magnolia Avenue between Spring and Ferris Street, GCS Downtown Master Plan Implementation Phase 1, #7E.
4. Provide on-street parking along Magnolia Avenue between Oak Street and Ferris Street. (GCS Parking Study Recommendation).



Objective 4: Incorporate housing revitalization through housing maintenance programs and rehabilitation services. These strategies funded through the SHIP and CDBG programs will help correct the blighted conditions of unsanitary or unsafe conditions (Figures 13-29 of the Finding of Necessity Report), associated with residential uses; and deterioration of site or other improvements (Figures 30-33 of the Finding of Necessity Report).

1. By addressing the problems associated with substandard and dilapidated housing, the City/CRA will mitigate contributing blight conditions within the Redevelopment Area.
2. In the same manner, redevelopment efforts shall be complimented with efforts to provide affordable/workforce housing to residents of low to moderate income, including the elderly.
3. Promote programs for homeowners to rehabilitate their homes. Such programs include zero interest loans or information on other funding sources for the repair of single and multi-family homes depending on the applicant's income.
4. Assist low-income households through the SHIP program with down payment and closing costs assistance. The assistance may be for the purchase of an existing structure.
5. Infrastructure improvements such as roadway improvements, stormwater, wastewater, and potable water make properties more conducive for development. The City may undertake infrastructure improvements in partnership with private entities. If determined improving the infrastructure of certain properties is beneficial to the City for housing revitalization and blight mitigation within the Redevelopment Area, the CRA may undertake capital improvements on these individual properties.
6. Work with the private sector and Non-Government Organizations to create programs that improve the availability of affordable workforce housing for low to moderate income residents
7. Work with the City of Green Cove Springs and Clay County to encourage development and renovation of Mixed-Use, Affordable, Workforce, and Mixed-Income Housing.

Objective 5: Establish a creative, equitable, efficient and practical funding and financing mechanism to properly implement this Plan. These strategies will correct the blighted conditions of identified in the Finding of Necessity Report and the Implementation steps identified in the Downtown Master Plan.

1. It is important the City/CRA identify and secure all effective sources of funding including, but not necessarily limited to, increment revenues, non-ad valorem assessments, and grant funding revenue.
2. The City/CRA shall be willing to contemplate the issuance of bonds, secure other financial instruments, seek and utilize grants, and seek out other sources and alternatives to aid in implementing this Plan.



Objective 6: Ensure the Redevelopment Area is safe and clean over a period of time. These strategies will correct the blighted conditions of unsanitary or unsafe conditions (Figures 13-29 of the Finding of Necessity Report), associated with residential uses; and deterioration of site or other improvements (Figures 30-33 of the Finding of Necessity Report).

1. The City will identify, execute, and coordinate special maintenance standards and programs for public facilities, roadways, open space areas, entries, and commercial uses along the three corridors.
2. The Community Redevelopment Act encourages "community policing innovations." This concept is defined as policing techniques or strategies designed to decrease crime by reducing opportunities for, and increasing the perceived risks of engaging in, criminal activity through visible presence of law enforcement in the community, including, but not limited to, community mobilization, neighborhood watch programs, citizen patrol, foot patrol, or intensified motorized patrol. The City will review these programs to improve the actual and perceived security, building safety, and appearance of the Redevelopment Area.

Objective 7: The City may plan, design, and deliver additional infrastructure improvements or services within the Redevelopment Area, if deemed those improvements enhance the quality or attractiveness of the Redevelopment Area especially with regard to public amenities. These strategies will correct the blighted conditions of unsanitary or unsafe conditions (Pgs. 18, 23 and 24 of the Finding of Necessity Report); and deterioration of site or other improvements (Pgs. 18, 23 and 24 of the Finding of Necessity Report).

1. Such additional infrastructure may include undergrounding utilities in certain areas to achieve a desired visual impact, upgrading technology, and telecommunications availability to attract businesses or the enhancement of landscape areas. Such additional improvements will complement the redevelopment plans for the Redevelopment Area.
2. Additional services may include extraordinary right-of-way or other public area maintenance, planning, and implementing cultural, charitable or place-making activities, events and related services which showcase the Redevelopment Area.
3. The CRA shall acquire land and create / expand regional stormwater retention areas and conveyance systems as needed to accommodate proposed growth

Objective 8: Historic Preservation

1. Support programs that contribute to the renovation and preservation of historic structures and the downtown historic district.
2. Restoration of the Rivers House located at Spring Street and Magnolia Avenue. Provide additional funding to upgrade the Rivers House to address site and building code violations and to approve the visual appeal of a vital community landmark.

**Objective 9:** Parks/Public Spaces

1. Provide support, including funding, for construction of facilities for Spring Park that will draw visitors to the CRA commercial district while simultaneously building a sense of, "Place," in the downtown area.
2. Work to improve pedestrian access from in the downtown area to Spring Park.
3. Design and construct City Hall Park between City Hall and US 17 (Implementation step #12, Downtown Master Plan).

Objective 10: Redevelopment Administration

As provided for in Florida Statute 163, Part III, the Green Cove Springs Community Redevelopment Agency will utilize Incremental Tax Revenues to fund administration, overhead or any other expenses encumbered to achieve the Redevelopment Goals identified within this CRA Plan, including:

1. Redevelopment planning, surveys, and financial analysis.
2. Acquisition of real property in the CRA District.
3. Clearance and preparation of areas for redevelopment.
4. Repayment of borrowed funds.
5. All expenses related to bonds and other indebtedness.
6. Development of affordable and workforce housing.
7. Provide funding for legal and professional services as needed.

Type	Sign Description	Qty	Unit Sell	Unit Install	Unit Ext	Install Ext	Total
1	2' x 2' x 3/4" thick, square cast bronze plaque. BUDGET	1	4,095.	262.	4,095.	262.	4,357.
2	2' x 3/4" thick, round cast broze plaque. BUDGET	1	2,501.	254.	2,501.	254.	2,755.
3							

Subtotal					6,596.00	516.00	7,112.00
General Conditions: Project Coordination, Design, Shop drawings, site survey, Mobilization, and Delivery							1,341.00
Engineering							336.00
Permit Acquisition & Permit Fees: <i>Staff Time for Plan and Application Submittals, Secural of Permits, Base Fees (Estimated) for Permits, Inspections, Recording, and Certification Letters.</i>							0.00
Estimated Sales Tax @ 0.00%							0.00
Total Project Cost							8,789.00

V8.4

Notes:

- Creative Sign Designs will honor pricing for 20 business days. We will continue to monitor the material availability and changes daily as we remain committed to ensuring the highest of standards in quality and service. We thank you for your committed trust and partnership with CSD.
- Pricing subject to change based on final approved drawings.
- Customer to supply dedicated primary electrical service to the sign location/s within 6 feet, PRIOR TO INSTALLATION of signs. If primary is not available for hook up during sign installation additional trip charges and administrative fees will apply.
- All blocking by others, coordinated with CSD
- Installation pricing is based on work being performed during normal business hours. Holidays, weekends, or night work is not included.
- Assumes Adequate and Reasonable access for personnel and equipment.
- Foundation / footer excavation is to be into unobstructed soil. Additional charges may apply for unforeseen conditions such as but not limited to: Stone, Rock, Concrete, Water Table, Etc..
- Steel / Support columns and foundation/s pricing are subject to final sealed Engineering specifications and local code requirements. Should structural modifications be required to meet final Engineering, additional pricing will be required.
- Samples / Prototypes / Mock-ups are not included.
- M.O.T., Lane Closures, Sidewalk Closures are not Included in this proposal.

Quote Date: 8/11/2024



- 1. Haddon Hall
 - 2. Cherokee Hotel
 - 3. Sulphur Springs Hotel
 - 4. Clerke's Drug Store
 - 5. Magnolia Hotel
 - 6. Magnolia Hotel Cottages
 - 7. Clarendon / Qui Si Sana
 - 8. Springs Pool and Park
 - 9. Riverside Hotel
 - 10. St Elmo Hotel
 - 11. Pines Hotel
 - 12. Tyler House
 - 13. Applegate House
 - 14. Historic Triangle
 - 15. Hibernia Hotel
 - 16. Oakland Hotel
 - 17. Mohawk Hotel
- CRA Boundary

Item 2.

12



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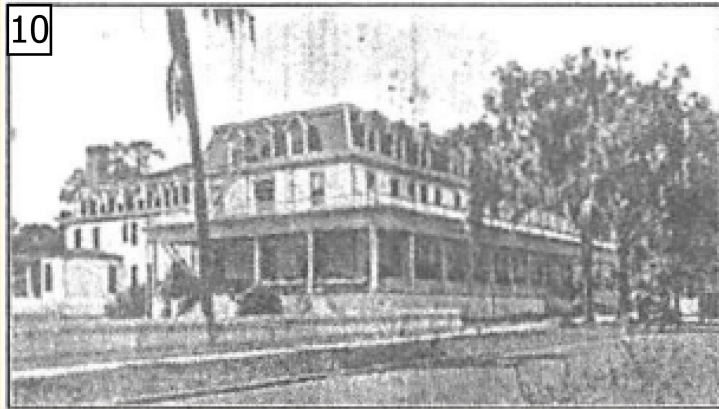


Hotels of Green Cove Springs

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10



3



1900 Sulphur Spring and Casino, Green Cove Springs, Fla.

17



19



GATEWAY CORRIDOR AND CENTRAL BUSINESS DISTRICT

MATCHING GRANT PROGRAM GUIDELINES

The City of Green Cove Springs has created a Gateway Corridor/Central Business District Matching Grant Program to assist owners of properties within the Gateway Corridor and the Central Business District in upgrading their properties to bring them into compliance with current codes. Eligible projects in the boundaries of the Gateway Corridor or the Central Business District may receive grant awards up to 50% of the total project cost as a reimbursement for expenditures. The maximum grant allowed is based on the project type. The following are the maximum grant amounts per project type:

- Landscaping - \$ 2,500
- Lighting - \$2,500
- Ground Signs - \$5,000
- Facades /Building Improvements/Building Sign- \$5,000
- Dumpster relocation and enclosure - \$500

Only one project type per parcel, as defined by the Clay County Property Appraiser’s Records, may be submitted. The City of Green Cove Springs Development Services Department shall manage the grant with oversight and final approval by the Green Cove Springs City Council. All completed applications shall be forwarded to the Site Development Review Team (SDRT) for review and recommendations. The SDRT will assign points to each project based on established program priorities set by the City Council. SDRT’s recommendations will be forwarded to the City Council for final approval.

Applications may be submitted throughout the year and will be approved based on availability of funds. Once funds have been approved by the City Council, the applicant shall have 90 days to complete the project and request reimbursement. Grant funds would be reimbursed upon completion of the awarded project. If the project is not completed in 90 day, it is subject to loss of the funding. Request for extensions may be requested and are subject to City Council approval. All projects must be completed funds expended by the end of the fiscal year, September 30, 2024. Any expenditure made after September 30, 2024, will not be reimbursed.

TYPES OF ELIGIBLE PROJECTS

- Exterior building renovation which improves the appearance of the facility
- Pressure washing and/or repainting of the exterior of buildings/Improvements
- Installation of landscape buffers where none exist
- Installation of tree island or landscape islands in older non-conforming parking lots
- Replacement of non-conforming signs with monument signs
- Installation or rehabilitation of doors or windows

Site Development Plan application and Building Permit fees shall count towards project match. Landscaping and irrigation projects are eligible for funding by the grant program. Once a project is funded, it is the responsibility of the property owner to maintain the improvements.

General building or facility maintenance is not eligible for funding under the pilot program.

Properties that have Code Enforcement violations are not eligible for funding.



City of Green Cove Springs

GATEWAY CORRIDOR AND CENTRAL BUSINESS DISTRICT MATCHING GRANT PROGRAM APPLICATION

1. Project: _____
2. Applicant Name: _____
3. Owner Name: _____
4. Applicant Address: _____
5. Property Address: _____

6. Applicant Phone: () _____ Fax: () _____ Email: _____
7. Local Contact Person: _____
8. Local Contact Phone: () _____ Fax: () _____ Email: _____
9. Estimated Cost of Project: _____ Amount Requested: _____

Attach detailed outline of the proposed work, including:

- Photographs of the existing conditions
- Detailed drawings showing proposed improvements
- Project budgets

I understand that in order for my request for funding to be approved, I must agree to follow the recommendation of the City Council and comply with the following:

1. Submit an application for site plan approval, if none exists or the site plan must be modified. The site plan application fee shall count towards applicant's project match.
2. Obtain all required permits before beginning any work. No reimbursements shall be made without proper permits obtained before work has commenced.
3. Project work shall be completed within 90 days after application is approved by the City Council.
4. Monies are for improvements only and will be reimbursed upon completion of the work.

All attachments are required for a complete application.

I certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

Signature of Applicant

Typed or printed name and title of applicant

**CHIPLEY REDEVELOPMENT AGENCY
REVOLVING LOAN PROGRAM
APPLICATION**

Item 2.

=====
Loan Application must be accompanied by a non-refundable \$25 application fee.
=====

LOAN AMOUNT REQUESTED: \$ _____

APPLICANT INFORMATION:

Name _____

Address _____

Phone: Work _____ Home _____

PROPERTY TO BE RENOVATED:

Address _____

RENOVATION WORK PROPOSED: (Please attach Contractor Scope of Work, Cost Estimated, Building Permit and Certificate of Appropriateness from Landmark Commission, if applicable)

ADDITIONAL PRIVATE FUNDS USED: (Please state amount of additional funds to be used and description of work)

COMPLIANCE: I have read, understood and will comply with the terms of this loan application

Date

Property Owner Signature

CHIPLEY REDEVELOPMENT AGENCY

COMMERCIAL REVITALIZATION LOAN PROGRAM RULES

Amended: 1/01/2015

SECTION 1: PURPOSE

Loans in this program are available for the purpose of appearance improvement, structural integrity and upgrading of health and safety features of all commercial buildings within the targeted area. Eligible properties must be located within the boundaries of the area described and certified as the Chipley Redevelopment Area.

SECTION II: AMOUNT LIMITATION AND TERMS

1. The maximum amount of a single loan shall be \$20,000. A property owner may obtain more than one loan providing that the loans are for identifiably separate buildings or for the same building, if funds are available and there are no other qualified applicants.
2. Funds will be available for new construction, renovations, improvements, structural integrity and upgrading work "to be done," and will not be available for work "already completed," at time of application request. The intent is to help facilitate work to be started and monitored by the CRA.
3. The loan interest rate shall be two percent (2%) per year, for a maximum term of seven (7) years. The principal may be paid anytime during the loan term without penalty. Repayment will be in monthly installments, made payable to the CRA and mailed or delivered to the City of Chipley, P.O. Box 1007, Chipley, FL 32428, by the date established in the closing documents.

SECTION III: SECURITY

The loan shall be secured by a note and mortgage. It shall be subordinated only to previously existing mortgage(s). But under no circumstances shall the CRA mortgage position be lower than third mortgage.

SECTION IV: ELIGIBILITY

To qualify for said loan, the property owner must prove to the satisfaction of the CRA Board of Directors that the proposed repairs and/or remodeling plans address one or more of the following conditions:

1. Lack of vermin screening and sealed openings to protect buildings from rodent infestation.
2. Lack of adequate fire-related separations and barrier between buildings to impede fire spread in the urban area.
3. Lack of fire and smoke control barriers between floors and protecting exit corridors.
4. Lack of required fire exits and stairs with proper clearance.
5. Lack of fire protection of openings facing adjacent buildings and roofs.
6. Lack of handicapped access and egress.

7. Substandard electrical wiring and service & brought up to brought up to current applicable code.
8. Violation of required light and ventilation standards for public buildings.
9. Lack of required restrooms for the public and the handicapped.
10. Lack of required fire protection systems for commercial buildings: smoke alarms, sprinklers, extinguishers, etc.
11. Violation of building code stair design standards.
12. Violation of fire protection standards for structural system's.
13. Violation of flame spread and smoke development regulations for interior materials.
14. Lack of exit signs and emergency illumination.
15. Violation of structural framing standards.
16. Other health and safety code violations as may be determined by the local building inspector under the existing local commercial building codes.
17. Interior repairs necessary to correct defects affecting the structural integrity of the building.
18. Building facades or other exterior improvements affecting appearance.
19. If facades are in good order, funds may be used for interior renovation of permanent parts of the building, i.e., walls, ceilings, floor (not coverings).
20. Roof repairs.

SECTION V: APPLICATION AND APPROVAL PROCESS

1. Applications for loans will be submitted to the Chipley Redevelopment Agency using attached loan request format, prior to commencement of any work.
2. A \$25 non-refundable application fee must accompany the application to cover the cost of proposed work project inspection. Also required are the following documents: Cost Estimate from Contractor with List of Materials, and Building Permit. The CRA Board may at its discretion utilize credit reports, property assessment values, mortgage positions, and/or liens as provided by the Tax Collectors Office during consideration of all applications.
3. All scope of work must begin within 6 months from date of approval.
4. The CRA Director will check for completeness of the application and schedule the project inspection.
5. The CRA Director will present the application to the CRA Board of Directors for approval/disapproval at the next available meeting of the Board.

6. Following approval by the CRA Board, the application will be delivered to the CRA Attorney for preparation of note and mortgage and closing. Cost of closing will be paid by borrower. Concurrently, staff will prepare a check request to the City for transfer of loan funds to the CRA Attorney Escrow Account. Funds for the project will be dispersed at closing and interest accrual will begin.
7. Following completion of the project, the borrower will notify CRA Director and a final inspection will be scheduled. Borrower will provide documentation (paid receipts, building permit and inspection reports), for expenditures in accordance with approved application at final inspection. Failure to complete renovations and provide documentation as approved by the CRA will be considered a default under the terms of the note and mortgage and the principal and accrued interest will be immediately due and payable. The CRA shall have the option to initiate foreclosure on the note and mortgage in the event the borrower fails to immediately repay the amounts (principal and interest:) in full. NOTE: Borrower is responsible for obtaining necessary, building permits for the project.

SECTION VI: PRIORITIZATION OF APPROVED APPLICANTS

Eligible applicants will be ranked by the CRA Board as follows:

1. First priority to applicants that have not previously received funding from this program for this property and who document matching funds for other concurrent improvements to the specified property.
2. Second priority to applicants that have not previously received funding from this program.
3. Third priority to applicants that have previously received funding for this specified property.

NOTE: In the event of multiple qualified projects, the CRA will further judge applications on the severity of need for the repairs (i.e., health and safety, etc.).

SECTION VII: REVOCATION

The loan agreement shall include a provision of loan revocation should the terms of thereof not be adhered to. Such revocation shall include, but is not necessarily limited to, the following:

1. Loan funds were wholly or partially utilized for some purpose or purposes other than reasons for which said loan was granted, or;
2. Failure to comply with program requirements.

SECTION VIII: PROGRAM INCOME

Funds from loan repayments will be returned to the revolving loan account for additional loans within the Redevelopment Area.

SECTION IX: AMENDMENTS

This program may be amended by majority vote of the Chipley Redevelopment Agency Board of Directors.



Dania Beach Community Redevelopment Agency (DBCRA or CRA) COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM

About the Program

The DBCRA Commercial Property Improvement Grant Program is an incentive program available to businesses located within the CRA priority area along US-1/Federal Highway and Dania Beach Blvd from SW 5th Avenue to Gulfstream Road. The purpose is to substantially improve the visible appearance and street presence of properties as well as enhance the functionality of businesses within the DBCRA priority area.

Through this program the DBCRA may provide grants up to \$20,000 based on the Funding Guidelines below. All grant recipients are required to provide a minimum 30% match for their project. The Commercial Property Improvement Grant Program (Program) is subject to funding availability unless otherwise authorized by the DBCRA Board. All applications will be scored by CRA Staff based on the specific criteria specified herein and in the event that multiple completed applications are received within a 30-day window, the highest scoring applications shall prevail.

Eligibility Criteria

- a. Property must be located within the Dania Beach CRA priority area.
- b. Primary and principle property use must be commercial. Residential uses are ineligible.
- c. Exterior improvements must adhere to the City of Dania Beach Building Code and Zoning Regulations and all Federal, State, and Local Requirements.
- d. Improvements must support the objectives and goals of the Dania Beach CRA Redevelopment Plan.
- e. Properties "for sale" or listed on the MLS at the time of application are not eligible.
- f. Property Owners may not reapply if they have received the maximum funding amount within a 5-year period under this or any other grant program administered by the Dania Beach CRA.
- g. The property's use must be a legally conforming use per the City of Dania Beach Zoning Code.
- h. Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan, as determined by the Board. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the Grant Program.

Funding Guidelines

- a. Maximum Award Amount - The DBCRA is making available to commercial and/or mixed use properties within the CRA priority area matching grants for improvements up to a maximum grant award as follows:
 - For properties with more than 60 feet to 120 feet of priority area street frontage - **Up to \$20,000**
 - For properties with 60 feet or less of priority area street frontage - **Up to \$10,000**

The intent is to encourage multiple property owners within a priority area to engage in property improvements simultaneously and in areas where public investment has or is planned to occur.

Example

Total Project Cost	Owner Responsibility	CRA Grant Amount
\$25,000	\$7,500 (30%)	\$17,500

*Example based on a property with 75 feet of frontage – max. Award \$20,000

- b. Applicants applying for funding below the maximum award amount may reapply, but are only entitled to the total maximum amount within a 5-year period of initial approval. However, if a property has already received funding to the maximum amount, said Applicant may not reapply for the Program or any other grant program administered by the DBCRA for a period of 5 years.
- c. Applicants are required to match the grant award with a minimum of 30% of the project costs. Only after the Applicant has paid the match amount will the CRA begin disbursement of grant funds.
- d. Properties that are sold or transferred or if there is a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the Program grant. A Declaration of Restrictive Covenants shall be recorded by the CRA against the property in order to secure the CRA's right of repayment.
- d. Program Grant Agreement and the Declaration of Restrictive Covenants shall be executed within (30) days following approval of the grant by the CRA Board.
- e. Building Permit applications must be submitted within sixty (60) days following execution of the grant Agreement and construction to begin immediately after permit approvals
- f. Executed Declaration of Restrictive Covenants must be recorded in the Broward County public records and a recorded copy provided to the CRA within ten days of receipt of the executed Program Grant Agreement. No Grant funds will be disbursed for the project before this is done.

Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial facade improvement and/or substantial site improvements that are visible from a major corridor or street within the priority area. Eligible expenses include design, permitting, labor and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program:

- a. Eligible Improvements:
 - ✓ Façade Improvements
 - ✓ Landscaping (trees, shrubs and perennials)
 - ✓ Signage
 - ✓ Awnings
 - ✓ Impact resistant windows
 - ✓ Parking lot improvements
 - ✓ Exterior Painting and repair
 - Any other site or building improvements complimentary to the above
- b. All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of Dania Beach, and must meet all building and other applicable codes, including state and federal regulations.
- c. To be eligible for this grant, Applicants must undertake a comprehensive improvement project undertaking 2 or more of the eligible improvements.
- d. Due to limited funding, CRA Staff will evaluate the submission and may request additional improvements to make projects more comprehensive prior to CRA Board consideration.

Ineligible Expenses

Ineligible expenses include general maintenance items; parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property); Roofing; air conditioning systems and ductwork; interior repairs or renovations; or correction of code violations, and; ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of Dania Beach Community Development Department. Any improvements undertaken prior to execution of the Program Documents will be ineligible for reimbursement.

Scoring Criteria

Scoring for applications that are received by the CRA shall be based upon a 100 point value system.

- a. Location - 20 Points
Businesses located along US-1/Federal Hwy in the core of the City Center/Downtown area from NW 2nd Street to Stirling Road, and on Dania Beach Blvd from SW 5th Avenue to NE 3rd Avenue shall receive the maximum points allotted in this category. Businesses that are outside of these priority areas shall receive a maximum of 10 points.
- b. Use of Sustainable Materials - 20 Points
Sustainable materials might include for example xeriscaping, energy efficient lighting, environmentally sensitive paint or other types of sustainable or green initiatives. The maximum number of points allocated for this category means that the applicant has incorporated numerous green initiatives into their design.
- c. Comprehensiveness of Property Improvement – 20 points
Businesses undertaking both property and façade improvements or substantial renovations to one or the other shall receive maximum points. Points less than 20 will be allocated based on the level of the improvement and its contribution to the street presence and visibility of improvement.
- d. Other Renovations and Business Improvements Outside of CRA Incentives - 20 points.
If an Applicant contributes funding, (see table below for contribution point scale) above the required 30% match in order to make additional improvements to their business, they may receive up to 20 incentive points.

CONTRIBUTION POINT SCALE

POINTS	EXTRA CONTRIBUTION AMOUNT
5	\$2,500 - \$4,999
10	\$5,000 - \$9,999
15	\$10,000 - \$14,999
20	\$15,000 and above

Step 1: Application Process

- a. Schedule an appointment with Dania Beach CRA Staff to discuss potential project and make sure it meets Program intent. Please call (954)924-6801 or e-mail cra@daniabeachfl.gov.
- b. Submit a completed application with a check for \$250.00 made payable to the City of Dania Beach for zoning reviews. Incomplete applications will not be considered for funding until a complete application and all supporting documents are received by the DBCRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
- c. DBCRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.
- d. Upon determination of completeness and eligibility CRA Staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets monthly on the 2nd Tuesday of the month at 5:30 p.m. in City Commission Chambers.
- e. Applicants are strongly encouraged to attend the CRA Board meeting. The decision(s) of the DBCRA Board shall be final.
- f. Applicants not approved may apply again with modifications. A fully executed and accepted Program Grant Agreement between the DBCRA and the Applicant, together with the Declaration of Restrictive Covenants shall be executed within 30 days of DBCRA Board approval and shall serve as a Notice to Proceed.
- g. Project commences and is completed within 9 months of Program Agreement execution.
- h. Should project delays arise, it is at the discretion of the CRA Executive Director to grant no more than one 6-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.

Step 2: Construction/Payment by the CRA/City of Dania Beach:

- a. If your contractor agrees to wait for payment until a check is issued by the CRA of Dania Beach, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and that you are satisfied with the job.
- b. If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the CRA/City of Dania Beach with the paid invoice and/or a copy of *both* sides of the cancelled check. It is also recommended that you obtain a release from your contractor in consideration of final payment.
- c. A CRA/City of Dania Beach staff member will visit the property and take photographs of the completed project. A check will be issued in the Applicants name.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- The application must include **all** of the following items: Photographs of current condition of site and structures; architectural renderings of proposed façade improvements in color; a detailed outline of all proposed improvements with cost estimate, and; a Compact Disk or other electronic devise containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full grant amount**.
- After approval by the CRA Board, the CRA will provide the Applicant with an approved Grant Agreement and Declaration of Restrictive Covenants for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until

the Grant Agreement and Declaration of Restrictive Covenants is signed by all parties and the Declaration has been recorded in Broward County public records. Improvements completed prior to approval by the CRA Board, will not be eligible for reimbursement.

- If deemed necessary, the CRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the Applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Dania Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the CRA Board if development plans for the property meet the goals and objectives as set forth in the Dania Beach CRA Plan. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

Signature

Date_____

Printed Name and Title

COMMERCIAL IMPROVEMENT GRANT PROGRAM CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with check for \$250.00 made payable to the City of Dania Beach
- Photographs of current condition of site and structures.
- Architectural renderings of proposed façade improvements in color.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
- If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing location of work is also required.
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.
- Cancelled check of payment to contractor/GC (your 30%). The CRA must receive proof of payment of your 30% via a cancelled check within fifteen (15) days of project start (prior to first payment from the grant).
- Both the CRA Commercial Improvement Grant Program Application and Program Agreement have been signed.
- Preliminary schedule for completion of improvements.
- Copy Authorized Agent letter (or other documentation) if applicant is not the owner.
- Copy of Business Tax Receipt.
- Completed W-9 Form for payee.

Signature

Date

Printed name and Title



CITY OF CLERMONT
COMMUNITY REDEVELOPMENT AGENCY
BUILDING CODE ASSISTANCE GRANT

I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area in order to further the purposes of the Downtown Redevelopment Plan by improving the ability to keep existing businesses and assist new businesses moving in that area. Such assistance for code required improvements will be in the form of a financial grant or reimbursement to qualified businesses, owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications. Assist

II. Program Description

The CRA's *Building Code Assistance Grant* (BCAG) provides a \$10,000 financial grant or reimbursement to help pay eligible costs incurred by a qualified owner or tenant in making improvements that are required due to building code requirements. Code requirements may be from building, fire or City codes that could have prevented a new business from starting. Such improvements may include: fire alarms; air system handlers (heating/air conditioning units); fire walls (needed for various uses); handicap access, including bathroom facilities (ADA requirements); front doors; grease traps (restaurants); electrical; awnings or mansards. Grants will be awarded only in the CRA's redevelopment area. This program is for building code issues/items and is not utilized for simple replacement.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2010. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2010. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long-term commitment to maintain the property in the condition to which it will be renovated. The qualifying property shall not have any fines, liens, code enforcement action, or tax debt imposed upon the parcel.

3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any project location must have a Business tax Receipt, be a permitted use, or have a Conditional Use Permit to operate.

4. Eligible Projects and Costs

A) It is the intent of the *Building Code Assistance Grant* to refund a portion of the applicant's cost for building code improvements for non-residential structures that will enable an existing business or a new business to operate/open within the CRA district. Exterior code required improvements and interior code required improvements to existing property within the CRA project area would be eligible for non-residential building. All new construction not substantially contributing to building code improvements will be excluded from this program. Any other grants from other City/City programs may not be combined for the same materials or work. Handicap access must be available.

The following are examples of eligible improvements:

- i) Fire alarm systems required for the safe operation of businesses.
- ii) Fire walls as required by the Fire Marshall for particular types of businesses.
- iii) Air system handlers – heating and air conditioning systems.
- iv) Handicap access for front or back doors, bathrooms or internal movement renovations such as door widening,
- v) Electrical – can include rewiring, replacement, and electrical portions of signage.
- vi) Awnings, mansards or canopies over windows or walkways and other decorative improvements, including shutters; and that are in disrepair and are a threat to the general health, safety and welfare. Must be for public facing sidewalk coverings.
- vii) Other improvements required for the re-occupation of the property by the Florida Building Code.
- viii) Other code items as may be presented and subsequently approved by the City for inclusion into the program.

B) Specifically exempted from the grant monies are the following:

- i) Off building signage (i.e. any signs not attached to the building, mansard or canvas type awnings).
- ii) All structural improvements not substantially contributing to the improvement of the property, including load-bearing walls or other similar structural components; and
- iii) Building permits.

- C) The applicant must contribute at least 50% over and above the cost of the requested grant amount.

The grant amount shall in no event exceed \$10,000.00 per unit or building, and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the BCAG come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lien must be submitted for reimbursement to the City as proof of payment by the applicant.

Buildings that exceed 4,000 square feet may be eligible for an additional \$5,000.00 for code updates to the interior of the building. The additional funds can be applied for with the initial application for a total of \$15,000.00 and is still required to have a minimum 50% match by the applicant. Please contact the CRA incentive coordinator.

- D) Any applicant not meeting the *Building Code Assistance Grant* criteria may request further consideration for an exception from the CRA, depending on the intent of the renovation.

5. Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (see 4. A.).
- c. Cost estimates for each aspect of the project.

Example:	Air/heat Handler:	\$3,590.00
	Front door:	900.00
	Grease trap:	<u>2,230.00</u>
	TOTAL:	\$6,720.00

6. Application and Grant Availability

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the Clermont Planning & Zoning Department and the Site Review Committee, if required, for completeness and eligibility prior to any approvals.

The timeframe for the application period is:

First Grant Application Period

First Monday in October	Application Period Opens
Last Friday in March	Application Period Closed

Second Grant Application Period

First Monday in April	Application Period Opens
First Friday in Sept	Application Period Closed

*For each budget year, there is a combined budget total for all CRA grants with a maximum of 50% to be distributed during the first application period, and the remaining to be distributed during the second application period. If an applicant meets the 50% threshold during the first application period, they are eligible to submit a new grant application during the second application period for any remaining funds for that fiscal year.

* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. Only one grant per unit every three (3) City fiscal years.

*** CRA Incentive program funds are NOT available for repeat or replacement of the same work that was previously part of a CRA Incentive grant.**

Please note: All projects must be completed within 120 days (4 months) or by the contracted date after receiving grant approval. All work must be completed by the completion date assigned according to the contract.

7. Disbursement of Funds

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness, and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a. In the event building permits are not required for such grant approved renovations, approval may be granted by the City or its representative to proceed; and/or
- b. Applicant will be eligible for grant payment at the time of approved final inspection by, or issuance of final approval from the City of Clermont for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- c. All grant requirements must meet all requirements and City of Clermont codes.
- d. Applicant will be notified in writing as to approval or denial.
- e. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the BCAG come in lower than the estimated contract costs, the grant shall meet, not exceed, those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lien must be submitted for reimbursement to the City as proof of payment by the applicant.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED. BUILDING PERMITS MAY BE REQUIRED.

* For more information about the Clermont Building Code Assistance Grant, please contact:

Curt Henschel, Development Services Director
City of Clermont
685 W. Montrose Street
Clermont, Florida 34711

Community Redevelopment Agency (CRA) Sidewalk Café Incentive Program

Purpose:

The Downtown Orlando Community Redevelopment Area Plan (DTOutlook) emphasizes the need for the CRA to pursue opportunities to enhance outdoor dining and furnishings and pedestrian oriented streetscapes. Additionally, the Plan calls on the CRA to encourage the retention and continued operation of existing businesses. This program is designed to encourage downtown businesses to enhance their outdoor sidewalk café spaces to promote a lively, vibrant and consistent streetscape.

The Sidewalk Café Incentive (S.C.I.) Program offers financial assistance to qualified property owners or tenants seeking to make outdoor sidewalk café improvements. Sidewalk cafés bring a vibrancy to our community and provide a welcoming place for people to meet, relax and dine. Encouraging downtown properties to add or enhance their sidewalk cafés will be beneficial to citizens and attract more people to downtown Orlando.

Grant Structure:

The CRA will oversee the S.C.I. Program. Businesses with valid sidewalk café permits from the City of Orlando which are located within the CRA shall be eligible for funding to purchase and install sidewalk café improvements. The CRA will assist up to \$5,000 or 50% of the total cost of eligible products, whichever is less.

Funding is based on budget availability and will be considered on a “first come, first served” basis. The filing of an application does not guarantee funding. Additionally, no grants will be awarded retroactively, which means that funding will not be awarded for eligible products purchased before the application date.

Successful grantees will acquire and install the eligible sidewalk café improvements. The contractor(s) used by the grantees must be licensed and insured. The CRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Applications will be reviewed for completeness and compliance with program requirements. Projects that do not comply with the program requirements and conditions will not be eligible for funding. An authorized corporate officer or partner(s) of the applicant’s business must sign the application, in addition to the property owner(s), if the applicant is a tenant.

In order to ensure that funds are available, eligible products must be purchased within one (1) year of the effective date of the funding agreement. Extensions may be granted by the Executive Director of the CRA given just cause by the applicant (e.g., contractor delays, acts of God, etc.). All grant funds shall be issued to the grantee on a reimbursement basis only. Additionally, the applicant may need to secure permission from the City for the installation of eligible products.

Grant Application Requirements:

Applications for grants shall meet the criteria outlined below:

1. Properties must be located within the Downtown CRA (see Exhibit B).
2. S.C.I. Program grants shall only be awarded for properties that contribute to the CRA through the payment of ad valorem taxes.
3. All proposed improvements must meet the requirements of the Appearance Review Board

(ARB) or, if a landmark property or located within a historic preservation district, the Historic Preservation Board (HPB), if applicable, as well as all other City Code requirements. Approvals or Certificates issued by the ARB or HPB do not guarantee approval of a S.C.I. Program grant.

4. Applicants must have a valid sidewalk café permit from the City of Orlando.
5. Successful applicants must enter into a Funding/Grant Agreement with the CRA.

Use of Incentive Funds and Requirements:

The items listed below and meeting the requirements listed below are eligible for funding under the S.C.I. Program (“Allowable Improvements”). Applicants may not request funding to be used towards other sidewalk café items that are not listed below to be approved for funding.

1. Partitions/Barriers

The Partitions/Barriers must include the following requirements but not limited to:

- a. Must be able to take down easily and durable
- b. Must be resistant to scratches and fading
- c. Must be metal material and weather-resistant
- d. Must be black
- e. Must be of the consistent pattern shown in Exhibit C or other pattern approved by the Executive Director of the CRA

2. Sidewalk Café Furniture

The Sidewalk Café Furniture (tables, chairs, umbrellas, and umbrella stands) must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

3. Trash Receptacles

The Trash Receptacles must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

4. Portable Heaters

The Portable Heaters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black

5. Decorative Planters

The Planters must include the following requirements but not limited to:

- a. Must be moveable and designed for the outdoors
- b. Must be commercial grade, sturdy, weatherproof and durable material
- c. Must be black
- d. Must be located within the frontage zone as shown on Exhibit A

6. Fabrication Costs and Fees

Fabrication Costs and Fees for the installation of Allowable Improvements are eligible under the program, including the following:

- a. Design Costs
- b. Labor Costs
- c. Material Costs
- d. Fabrication Costs
- e. Permitting Fees

Receipt of funding under the Sidewalk Café Incentive Program shall not affect eligibility for other City of CRA programs, including the Downtown Commercial and Residential Building Improvement Program to make additional improvements not qualified under this program.

Disbursements:

Funds will be disbursed by check payable to the grantee upon (1) upon certification of completion of the Allowable Improvements (2) upon verification by the S.C.I. Program Coordinator that the work was completed as proposed in a satisfactory and professional manner and (3) provision of receipts for payment for such Allowable Improvements and lien releases from any contractors. Funds will not be disbursed on projects that are not in accordance with the approved plans. All grant funds shall be issued to the grantee on a reimbursement basis only.

Funding:

The Executive Director of the CRA, by virtue of these guidelines, has the authority to approve and sign funding agreements on behalf of the CRA for assistance totaling \$5,000 or less. The Executive Director, at his or her discretion, may present any and all funding agreements to the CRA for approval. Such funding is subject to funding availability in any given fiscal year. The CRA may, from time to time at its discretion, establish annual funding for the program.

Disclosure:

The CRA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The CRA retains the right to deviate from the program guidelines, or amend the program guidelines, agreements, and application procedures. The CRA also retains the right to display and advertise properties that receive matching funds under this Grant.

Exhibit A
Street Diagram

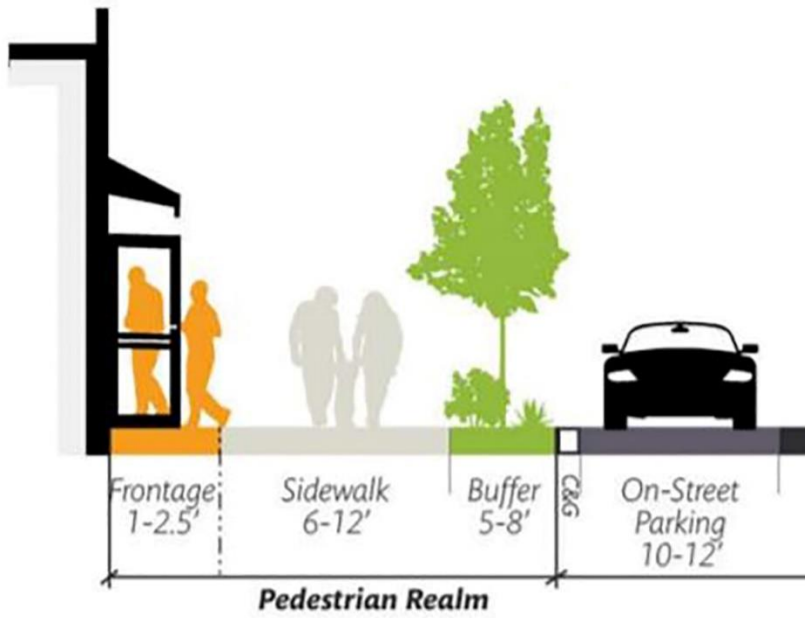


Exhibit B Program Map

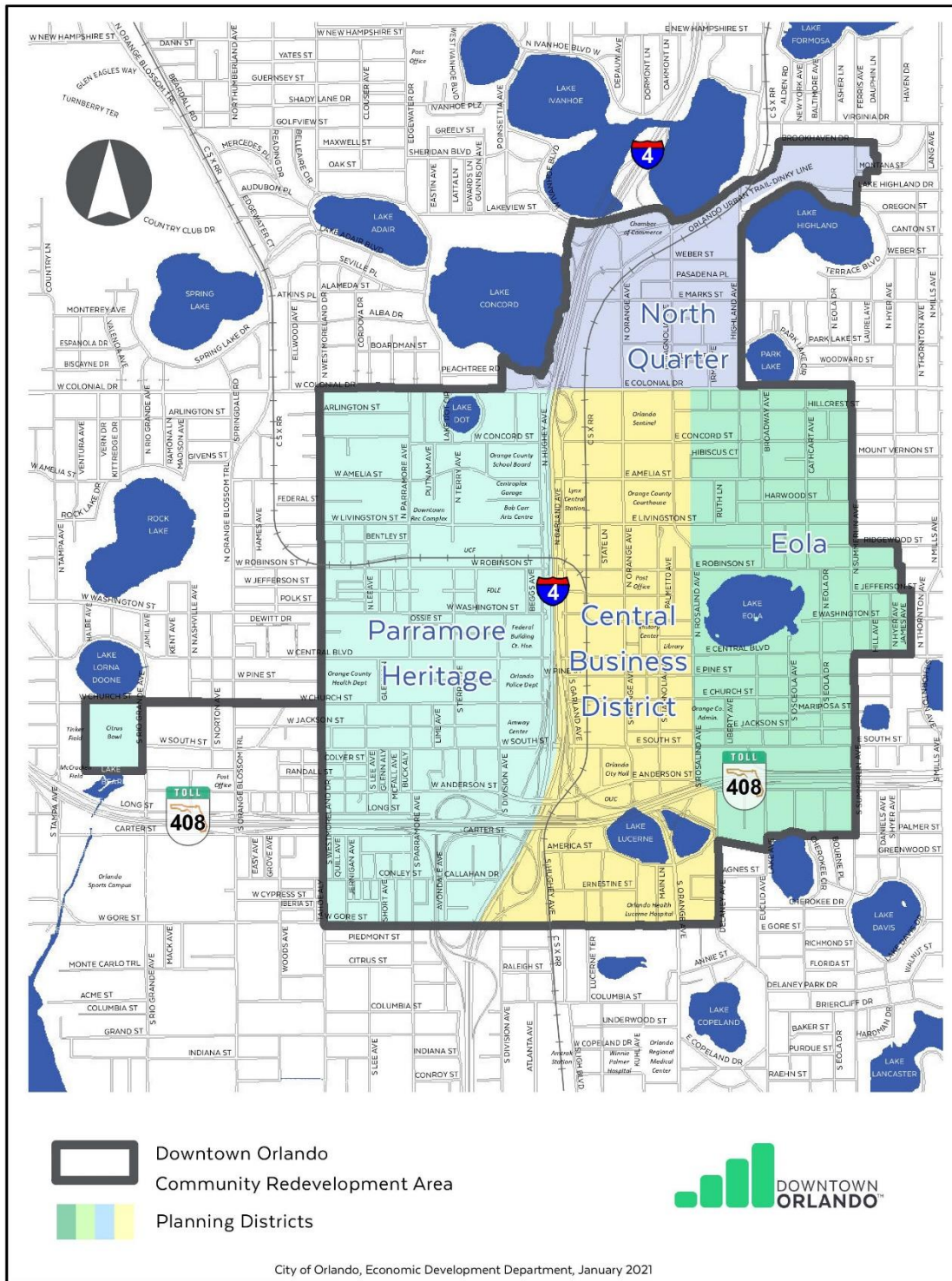
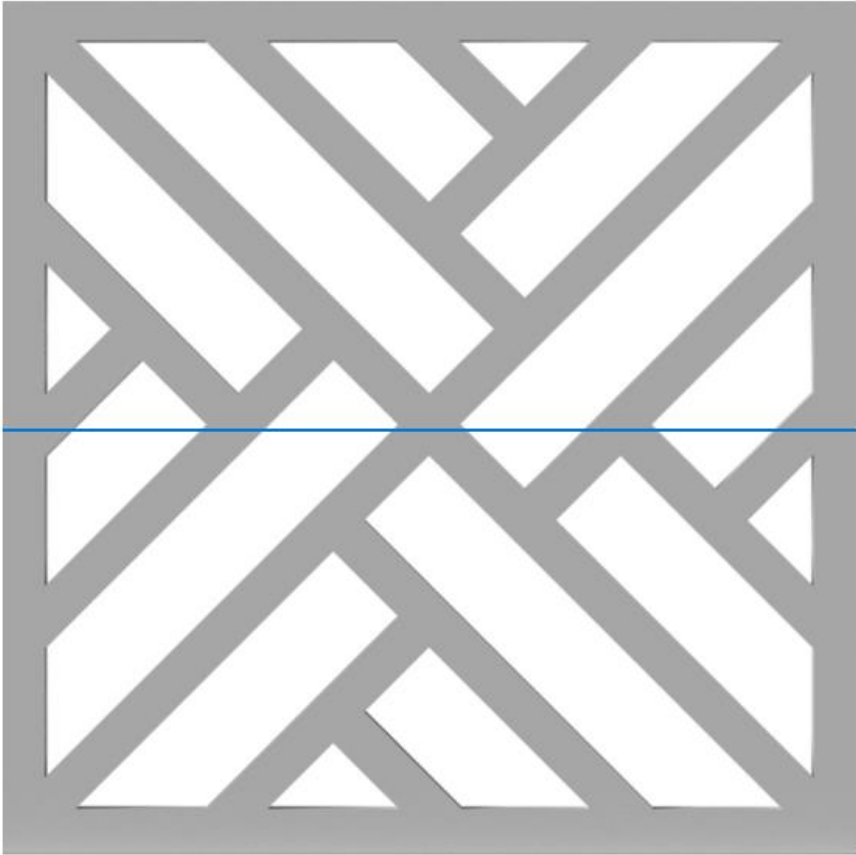
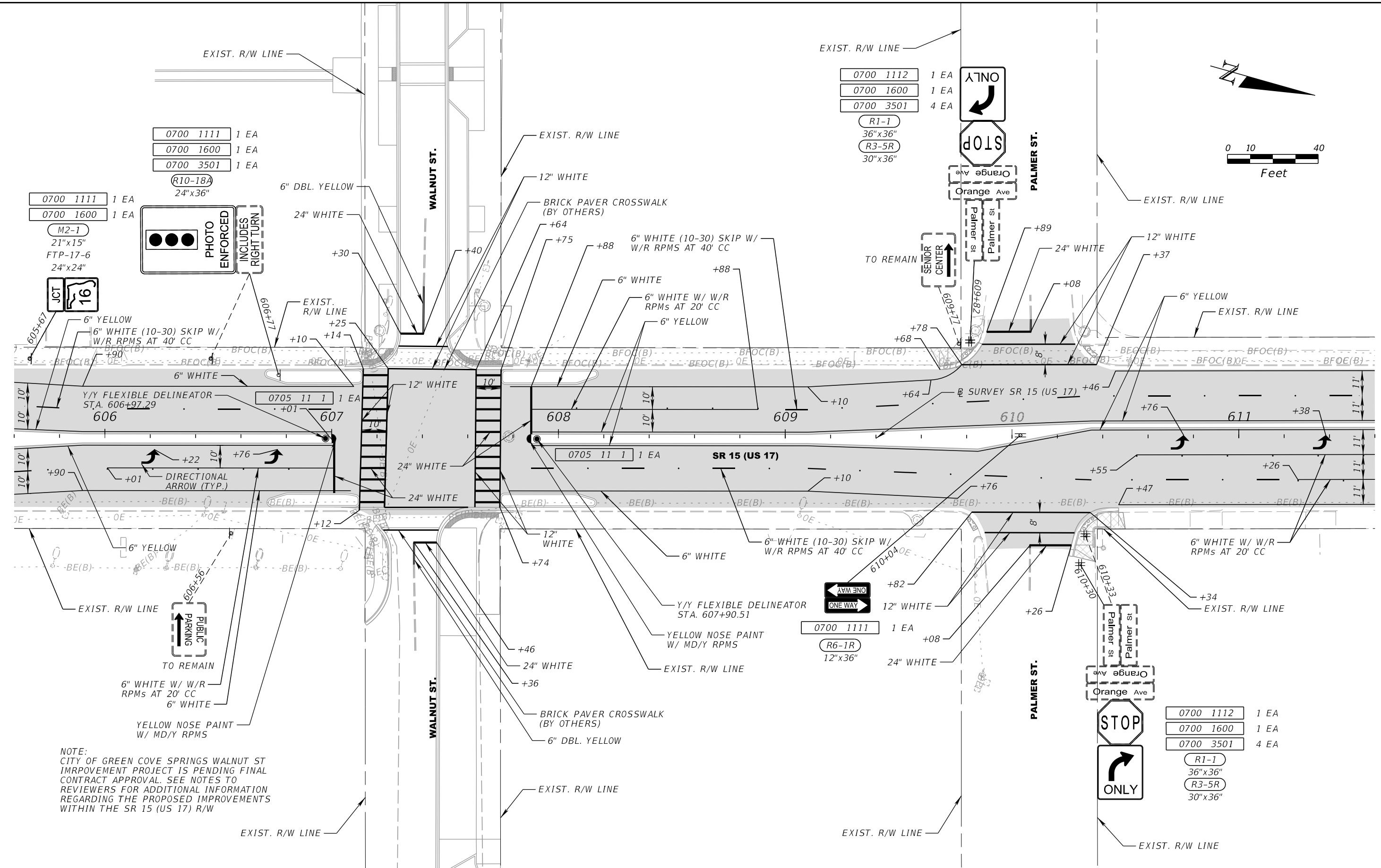


Exhibit C
Approved Barrier Pattern





NOTE:
CITY OF GREEN COVE SPRINGS WALNUT ST
IMPROVEMENT PROJECT IS PENDING FINAL
CONTRACT APPROVAL. SEE NOTES TO
REVIEWERS FOR ADDITIONAL INFORMATION
REGARDING THE PROPOSED IMPROVEMENTS
WITHIN THE SR 15 (US 17) R/W

REVISIONS		ENGINEER OF RECORD		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	ROAD NO.	COUNTY	FINANCIAL PROJECT ID	
				SR 15	CLAY	208202-5-52-01	S-7

9/15/2023 12:32:01 PM rmcCarthy c:\bms\aimengr-pw-01\Jacob.duncan\dms06983\PLANS\PO1.dgn

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Community Redevelopment Agency **MEETING DATE:** August 22, 2024
FROM: Michael Daniels, AICP, Planning & Zoning Director
SUBJECT: Public Art Process Overview *Michael Daniels*

BACKGROUND

On July 9th, Inspire Placemaking Collective conducted a Public Art Workshop with the public and key stakeholders to facilitate ideas and come up with conceptual designs and themes for public art in the CRA relating to:

- historic hotel plaque identification
- utility box design
- storm inlet design
- trash can design

These concepts were presented and approved at the July 11th CRA meeting.

The next phase in the scope of the project is to develop a structured public art process to ensure transparency, inclusivity and alignment with the CRA's redevelopment plan objectives.

The attached Public Art Process Overview provides a detailed step by step process from submittal to completion for a public art project within the CRA for both CRA led projects and non CRA led projects. The steps include:

CRA Led Projects

- Step 1: Initiation
- Step 2: Call for Artists
- Step 3: Review / Approval
- Step 4: Execute Art Program
- Step 5: Launch

Non CRA Led Projects

- Step 1: Initiation
- Step 2: Review / Approval
- Step 4: Execute Art Program

Attachments include:

- Public Art Process Report
- Public Art Workshop Presentation

STAFF RECOMMENDATION

Staff recommends approval of the Public Art Process Overview.

RECOMMENDED MOTION:

Motion to approve the Public Art Process Overview as submitted.



PUBLIC ART PROCESS --- OVERVIEW

INTRODUCTION:

Welcome to the City of Green Cove Springs' Public Art Process overview. Our City recognizes the profound impact that public art can have on community engagement, cultural enrichment, and economic vitality. This document serves as a comprehensive guide for artists, stakeholders, and community members interested in participating in the public art initiatives within the City's Community Redevelopment Area (CRA).



Process Overview:

The public art process in Green Cove Springs begins with the identification of project opportunities, which are often driven by community needs, CRA Redevelopment Plan, or specific site considerations. Once a project opportunity is defined, a structured process is implemented to ensure transparency, inclusivity, and alignment with the City's vision.



Permissions and Approvals:

Before any public art project can commence, it must undergo a series of approvals. Artists and project proponents are required to submit detailed proposals to the **Public Art Committee**, which reviews the artistic and practical aspects of each submission. Final approvals are granted by the CRA, ensuring that all projects meet the City's standards and regulatory requirements.



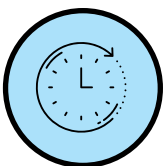
Stakeholders and Business Impacts:

The public art process involves a range of stakeholders, including CRA Commissioners, City and County officials, local business owners, community groups, and residents. Engaging these stakeholders early in the process is crucial for addressing potential concerns, fostering collaboration, and maximizing the positive impacts of public art on the local economy. Public art projects are designed to enhance the aesthetic appeal of public spaces, which can attract visitors and boost local business activity.



Funding Sources:

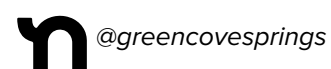
Funding for public art projects can come from a variety of sources, including municipal budgets, grants, private donations, and sponsorships. The CRA actively seeks to leverage diverse funding streams to support the creation and maintenance of public art. Detailed budget proposals and funding plans are reviewed as part of the project approval process to ensure financial feasibility and sustainability.



Timing:

The timeline for public art projects varies based on the scope and complexity of the proposed work. Typically, the process from project conception to completion spans several months, encompassing proposal development, review, and installation phases. Specific timelines are established for each project, with milestones set for key stages of approval and implementation.

We encourage all interested parties to engage with the City to explore opportunities for collaboration and contribution. Through this structured process, Green Cove Springs aims to foster a vibrant and dynamic public art landscape that reflects our City's unique **history, character,** and **aspirations.**



WHO CAN PARTICIPATE:

Public art has the potential to enrich our community, create lasting impacts, and contribute to a vibrant and inclusive cultural environment. The purpose of the Green Cove Springs Public Art Program is to offer opportunities for community engagement and artistic expression. Therefore, public art projects may be initiated by the City of by any interested individual or group as outlined below.

1. CRA-LED PROJECTS



CRA-Led public art projects are initiated and managed directly by CRA authorities. These projects are aligned with with the visions approved by the CRA Board as part of the Public Art Workshop on July 11, 2024 in a manner designed to enhance public spaces as set forth in the CRA's Redevelopment Objectives.

✓ **Permissions and Approvals:**

All City-led projects require adherence to municipal regulations and zoning laws. This ensures that the artwork integrates seamlessly into the public space and complies with all relevant standards.

✓ **Funding Sources:**

Funding for City-Led projects is typically sourced from municipal budgets, grants, or dedicated public art funds. The City may also seek additional sponsorships or partnerships to support larger projects.

✓ **Timing:**

The timeline for City-led projects is determined by the project's scale and complexity, with key phases including planning, design, and installation. The City ensures that project timelines are clearly communicated and adhered to.

2. NON-CRA-LED PROJECTS

Non-CRA-Led public art projects are initiated by individuals or groups outside of the municipal government. These projects can be Artist-Led, Resident-Led, or Property-Owner-Led, offering diverse opportunities for community engagement and artistic expression.

Artist-Led Projects:



Resident-Led Projects:



Property-Owner-Led Projects:



✓ **Permissions and Approvals:**

All Non-CRA-Led projects have various permissions and approval process options presented on page 7.

✓ **Funding Sources:**

Non-CRA-led projects are typically funded through private sources, including artist funds, community fundraising efforts, or sponsorships. Artists, residents, and property owners are encouraged to explore various funding options to support their projects.

✓ **Timing:**

The timeline for Non-CRA-led projects varies depending on the scope and funding availability. Proponents should plan for review periods and coordination with CRA officials or property owners to ensure timely execution. By understanding these approaches, all stakeholders can effectively navigate the public art process in Green Cove Springs, contributing to a vibrant and inclusive cultural environment. Whether through CRA-Led or Non-CRA-Led efforts, public art has the potential to enrich our community and create lasting impacts.

CRA-LED PROJECTS

OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES
STEP 1: INITIATION			
Brainstorm Opportunities for Public Art		<i>Start by assessing CRA Redevelopment Plan objectives or community input from past projects</i>	
		<i>Identify potential themes for public art as approved by the CRA</i>	
		<i>Identify potential sites/locations and amount of artwork desired for program</i>	
		<i>Identify potential funding sources/grants (if applicable)</i>	
Define Approval Stakeholders		<i>Determine if final approval responsibility will rest on staff, a design committee¹, or the CRA Council</i>	
STEP 2: PROMOTE/CALL-FOR-ARTISTS			
Develop Art Program		<p><i>City departments or committees develop project proposals/call-for-artists</i></p> <ul style="list-style-type: none"> • <i>Shall follow city procurement policy</i> • <i>Define sample or design quantity from each artist and any other experience needed</i> • <i>Define the site for art</i> • <i>Define if the City will select from a set number of applicants</i> • <i>Define timing/schedule</i> • <i>Define any coordination details if business owners are involved in site</i> 	
		<i>Public Art committees shall evaluate and present project proposals/to CRA for approval</i>	
		<i>City departments or committees define if one or several applicants will be selected</i>	
Promote/ Communicate Details of Project <i>(Skip if art program is going through RFP process)</i>		<p><i>CRA posts call-for-artists on website and City/ County/CRA social platforms with the following:</i></p> <ul style="list-style-type: none"> • <i>Project details</i> • <i>Due date for submittal</i> • <i>Stipend or payment details (if applicable)</i> • <i>Communication outlining approval process and who will be selecting final designs</i> 	
		<p><i>City to establish an email for art submittal to be sent</i></p> <ul style="list-style-type: none"> • <i>Include naming details to keep track of different efforts</i> 	

¹ If the City chooses to establish a committee for the approval process, they can review more details on process on page 8

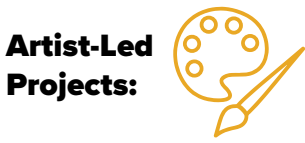
CRA-LED PROJECTS (CONTINUED)

OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES
STEP 3: REVIEW/APPROVAL			
Initial Artist Review & Selection		<i>Proposals are reviewed by City staff/ committee if applicable</i>	
		<i>Based on amount of projects defined, City staff will present the top selected artists or design concepts to CRA</i>	
		<i>CRA will approve or provide direction/edits.</i>	
Edits from CRA <i>(Skip if art is approved during first review)</i>		<i>If edits are requested on any designs, City staff will reach out directly to artist</i>	
		<i>Artist to provide updated concept if edits were requested by CRA</i>	
Final Approvals <i>(Skip if art is approved during first review)</i>		<i>City staff to present and get approval on final proposed concepts (if multiple rounds of revisions are requested, time will need to be adjusted)</i>	
STEP 4: EXECUTE ART PROGRAM			
Source Funding		<i>City departments or committees to ensure funds needed to complete Public Art program are collected, budgeted prior to start of projects</i>	
Source Materials		<i>City departments or committees to organize materials needed and coordinate with facilities and maintenance if applicable</i>	
Prep for Implementation		<i>The City will direct public safety staff to ensure adequate barriers/signage are provided along sidewalks and streets around the project to ensure the safety of the artist and passersby</i>	
Permissions to Address <i>(if applicable)</i>		<i>Property Owners/City Building Permits</i>	
		<i>Signed Agreement (Artist + City)</i>	
		<i>VARA Waiver (if applicable)</i>	
		<i>FDOT</i>	
		<i>City Departments</i>	
		<i>City Attorney reviews and edits</i>	City Attorney

CITY-LED PROJECTS (CONTINUED)

OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES
Permissions for FDOT Roads & City Inspection		<i>Any art installed on traffic cabinets to be funded and maintained by a sponsor and liability insurance is required by the sponsor.</i>	
		<i>The sponsor must provide a certificate of liability insurance in the amount of at least \$1,000,000. GCS (and FDOT if applicable) must be included as an insured party in the insurance policy with respect to the Signal Cabinet Art Program. The Sponsor shall provide a copy of the active and current insurance policy on or before the one year anniversary of the original policy.</i>	FDOT <i>Provide traffic signal cabinet location(s), intersection information, photos, and a map of District boundaries. The CRA needs to confirm that no other sponsor exists, that no reconstruction is planned for the intersections, and that each location is within the CRA's/District's jurisdiction</i>
		<i>Sponsor must notify the County's Traffic Signal Maintenance prior to and at the completion of art installation.</i>	
Create		<i>Artists to execute approved artwork in time frame defined at start of project</i>	
		<i>Artists are encouraged to engage with youth and others in community to participate</i>	
STEP 5: LAUNCH/CELEBRATE			
Unveil/Celebrate Final Art		<i>City departments or committees to organize launch announcement on social and CRA website</i>	
		<i>City departments or committees to consider an event to promote and launch the art program and invite community to celebrate final unveiling</i>	
Maintain Quality		<i>CRA to establish a process for maintenance or touch-up of artwork and define the time between those assessments.</i>	<i>For example: facilities department to perform quality control assessment sheet rating the following</i> <ul style="list-style-type: none"> • paint vibrancy/quality • graffiti present? • bugs/cobwebs present? • chipped sections
		<i>CRA to assess if and when the Public Art program might need a refresh of new artwork or touch-ups and define responsible department</i>	

NON-CRA-LED PROJECTS



OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/CONTACTS & NOTES
STEP 1: INITIATION			
Advertise & Promote (CRA to develop a form for non-CRA-led proposals)		City creates contact email or link to upload proposals on website	
		City advertises opportunity for local artists to present ideas or has permanent page on website for non-city-led programs	
		City develops a Public Art Project application form to include submittal requirements, minimum qualifications, and review criteria	
		City adds the Public Art Project application form to the website	
Present Idea for Public Art		Artists fill out proposal form that they believe will enhance public spaces or contribute to the cultural landscape of Green Cove Springs and show samples of work or renderings/sketches of idea	local groups, property owners/businesses
		Artist to identify potential sites/locations	
		Artist to identify potential funding sources/grants/sponsorships/fundraising efforts	
		Artist to identify schedule to execute proposed work	
		Artist sends email to City contact with proposed idea, time frame, cost estimate, and site location (or uploads on website)	
Define Approval Stakeholders		Determine if final approval responsibility will rest on staff, a design committee ¹ , or the CRA	
STEP 2: APPROVAL			
Review of Concepts		The City's defined approval contact reviews submitted artist proposals and provides direction/edits/asks questions. All communication with artist is documented and provided to the CRA	
		Approving authority reviews the application and provides comments in writing to the applicant	
		Applicant revises the design based on comments received and resubmits	
		CRA issues final decision of approval or denial	

¹ If the City chooses to establish a committee for the approval process, they can review more details on process on page 8

NON-CRA-LED PROJECTS (CONTINUED)

Artist-Led Projects:



Resident-Led Projects:



Property-Owner-Led Projects:



OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES
STEP 3: EXECUTE ART PROGRAM			
Approval of Site		<i>If private property or features owned by other agencies are the subject of the project, the applicant must obtain written permission to begin work</i>	
Source Funding/ Sponsor (if applicable)		<i>Artist, City departments or committees to ensure funds needed to complete Public Art program are collected, budgeted prior to start of projects. Some project types might require a sponsor with specific insurance.</i>	
Source Materials		<i>Artist, City departments or committees to organize materials needed and coordinate with facilities and maintenance if applicable</i>	
Prep for Implementation		<i>The City will direct public safety staff to provide adequate barriers/signage</i>	
Create & Communicate		<i>Artists to execute approved artwork in time frame defined at start of project</i>	City staff liaison
		<i>Artists are encouraged to engage with youth and others in community to participate</i>	
		<i>Artists to schedule check-ins with City staff defined at start of project and provide clear communication throughout the course of project execution</i>	City staff liaison
Maintenance		<i>Applicant to enter into an agreement with the CRA guaranteeing maintenance/touch-up of artwork if located on private property</i>	
		<i>If located on public property, the CRA will be responsible for maintenance and touch-up of artwork. CRA will task department to assess deterioration of artwork</i>	

HELPFUL TOOLS:

Permissions

Permissions needed will vary depending on the project but the most common include:

PERMISSIONS FROM PROPERTY OWNERS:

- A property deed addendum may be needed that allows for the public art and stipulates maintenance requirements

SIGNED AGREEMENTS BETWEEN ARTIST AND CRA

- An agreement between the artist and the CRA may be needed stipulating the scope of the project and what is expected from both parties, including maintenance agreements.

WAIVER TO USE ARTWORK/DESIGNS

- Special permissions may be needed if certain imagery, photographs, etc. are going to be used in the project.

PERMISSIONS FROM THE FDOT

- For projects on locations operated by the Florida Department of Transportation, traffic boxes for example, permissions may be needed from the FDOT to move forward with that location.

PERMISSIONS FROM RELEVANT CITY DEPARTMENTS

- Depending on the project's location, permissions may be needed from a specific City department such as the Public Works departments.

GCS Public Art Committee

As a way to organize the public art projects, it may be helpful for the CRA to implement a centralized committee or set staff to oversee the public art process. Roles of the committee may include:

- Selecting artists for CRA-Led projects
- Approving designs and applications for Non-CRA-Led projects
- Delineating guidelines for Non-CRA-Led projects such as material usage, maintenance/upkeep processes, and appropriate imagery.

If the CRA chooses to establish a committee for the approval process, they will need to:

1. Establish what qualifications the CRA is looking for (years of experience, certain professions, other artists, diversity, etc.)
2. Define which City staff member will be staff liaison for the committee
3. Establish optimal number of committee members
4. Send out communication for a meeting for interested participants
5. Make selection and define City contact for the committee
Define process for committee to communicate and check-in on process, expected time commitment, clear roles and responsibilities, and length one can serve on the committee
6. Host a kick-off with committee and all City staff involved in Public Art programs

HELPFUL TOOLS:

Potential Funding Sources

When organizing funding for a public art project, funds can come from a number of different sources, which will likely vary from project to project.

Grants:

1. National Endowment for the Arts' / Our Town Creative Placemaking Grant

<https://www.arts.gov/grants/our-town>

<https://www.arts.gov/impact/creative-placemaking>

2. Project for Public Spaces Community Placemaking Grants

<https://www.pps.org/community-placemaking-grants>

<https://allthingsurban.net/education/552>

3. Florida Division of Arts & Culture

<https://dos.fl.gov/cultural/grants/>

CRA Budget Appropriations:

1. Community Redevelopment Area Funds (if proposed art is within the CRA boundary)
2. County Tourist Development Tax
3. Private development incentive programs



HELPFUL TOOLS:

Minimum Qualifications for Artists

To be considered for participation in the Green Cove Springs Public Art Program, artists must meet the following minimum qualifications:

Residency:

Artists must have a demonstrated connection to Green Cove Springs/Clay County/Northeast Florida.

Experience:

Artists should have at least 3 years of professional experience in their field.
A portfolio showcasing 5 completed public or community-based art projects is preferred.

Education:

A degree in Fine Arts or a related field is preferred but not required. Equivalent experience will be considered.

Technical Skills:

Demonstrated proficiency in the artistic medium proposed for the project.
Ability to work within public space and adhere to safety and durability standards.

References:

Two professional references from past collaborators or clients who can speak to the artist's work quality and reliability.

Compliance:

Agreement to adhere to all local regulations and guidelines for public art installations in Green Cove Springs.

APPLICATION INSTRUCTIONS:

Please ensure you meet these qualifications before applying. Submit the following with your application:

- Resume/CV
- Artist Statement
- Portfolio (digital or physical)
- References List
- Contact Information

For questions or additional information, please contact:

Public Art Program Coordinator
Green Cove Springs City Hall
321 Walnut Street, Green Cove Springs, FL 32043
Phone: (904) 297-7500
Email: lknowles@greencovespringsfl.gov

We look forward to seeing your work and potential contribution to the Green Cove Springs community!

HELPFUL TOOLS:

Sample of Certificate of Liability Insurance for FDOT Projects

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
01/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AGENCY NAME 123 MAIN ST BURBANK CA 91502	CONTACT NAME PHONE (A/C No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : INSURANCE COMPANY NAME NAIC # 12345 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
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INSURED
 INSURED NAME
 123 MAIN ST
 BURBANK CA 91502

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSE WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PREM <input type="checkbox"/> LOC	X	POLICY NUMBER	01/30/2015	01/30/2016	EACH OCCURRENCE \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					DAMAGES TO RENTED EQUIPMENT (EA occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS 104 ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder is Also an Additional Insured

CERTIFICATE HOLDER ADDITIONAL INSURED NAME 123 MAIN ST BURBANK CA 91502	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2010/05)

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HELPFUL TOOLS:

Item 3.

Materials & Installation Tips (Mural/Painted Art)

1. Preparation

- Planning: Design and get all approvals
- Surface: Clean, repair, and prime the wall
- Test Colors: On a small area first
- Work in Sections: For better control
- Ventilation: Ensure good airflow during painting

2. Materials

- Paints:
 - Acrylic: Versatile and durable
 - Latex: Easy to clean; for interiors
 - Oil-Based: Long-lasting but slow-drying
- Primers:
 - Latex: For drywall.
 - Oil-Based: For wood
 - Stain-Blocking: For severe stains
- Tools:
 - Brushes/Rollers: Detail brushes, flat brushes, and rollers
 - Ladder/Scaffold: For reach and safety
 - Tape/Drop Cloths: For clean edges and protection
- Finishes:
 - Sealants: Protects the mural
 - Gloss/Matte: For desired finish

3. Installation

- Design Transfer: Use grid or projection method, sketch lightly with pencil or chalk
- Base Layer: Apply and let dry, let each layer dry before applying the next
- Painting: Start with backgrounds; add details
- Final Touches: Correct and seal
- Sealing: Protect with acrylic or varnish clear sealer to protect the mural, especially in high-traffic or outdoor areas

4. Cleanup

- Tools: Clean brushes and rollers
- Waste: Dispose of paint and materials responsibly

5. Maintenance

- Cleaning: Use a soft, damp cloth
- Touch-ups: Use leftover paint for repairs

CENTRAL FLORIDA PAINT SOURCES

Star Scenic

4493 36th St, Orlando, FL 32811

High quality scenic paints and you can get really bright saturated colors with them

- Modern Masters
- Man Brothers
- Nova (online store)
- Liquitex (online store)

Sherwin Williams

Several local locations

HELPFUL TOOLS:

Materials & Installation Tips (Mural/Painted Art)

1. Acrylic Paint

Best For: Most mural surfaces, both interior and exterior.

Advantages:

- Fast-drying.
- Water-based and easy to clean.
- Flexible and adheres well to various surfaces.
- UV-resistant options available for outdoor murals.

2. Latex Paint

Best For: Interior walls and some outdoor applications.

Advantages:

- Water-based, making it easy to clean up
- Less odor compared to oil-based paints
- Good for large areas due to ease of application

3. Oil-Based Paint

Best For: Specific surfaces needing a long-lasting, durable finish.

Advantages:

- Durable and resistant to wear and tear
- Excellent for fine detail work and blending
- Provides a rich finish
- Note: Requires solvents for clean-up and has a longer drying time

4. Exterior Paints (Acrylic or Latex-Based)

Best For: Outdoor murals exposed to weather.

Advantages:

- Designed to withstand harsh weather conditions
- UV-resistant to prevent fading
- Water-resistant or waterproof options available

5. Spray Paint

Best For: Large-scale murals or graffiti-style work.

Advantages:

- Allows for quick application and broad coverage
- Ideal for detailed work and layering effects
- Available in a variety of finishes and colors

6. Specialty Paints

Best For: Unique effects or finishes.

Examples:

- Chalkboard Paint: Creates a writable surface
- Glow-in-the-Dark Paint: For special effects
- Metallic Paint: For reflective finishes
- Textured Paint: Adds dimensionality

Key Considerations:

- Surface Type: Ensure compatibility with the wall (drywall, masonry, wood)
- Durability Needs: Choose UV-resistant and weather-resistant paints for outdoor murals
- Finish Type: Decide between matte, gloss, or satin based on the desired look and light reflection
- For best results, always test paint on a small area of the surface and consider using a primer suited to your specific wall type and paint choice



PUBLIC ART CRA PRESENTATION

Thursday July 11th, 2024



THE FACILITATORS

Our work is rooted in a commitment to Placemaking, a design perspective that recognizes the relationship between people, transportation, private development, and civic spaces. We think beyond project site boundaries and plan for the *people* and *experiences* of the larger place and community.

Tuesday Night Workshop

Item 3.



OBJECTIVE OF WORKSHOP & PROCESS

Process

Item 3.

DAY 1

Introduce the 4 programs

Collaborate with community to create ideas

DAY 2

Advance those ideas into elevated concepts

DAY 3

Present chosen concepts to CRA Board

AUG

Create standards to help implement

Set the City up for success to continue adding Public Art throughout the Downtown /CRA areas.

CONCEPTS

- 1. Utility Boxes**
- 2. Trash Cans**
- 3. Historic Plaques**
- 4. Storm Drains**

4

PUBLIC ART PROGRAMS

Templates:

www.greencovesprings.com/DocumentCenter/View/936/GCS-PublicArt-Templates

TEMPLATE: UTILITY BOX

Reference

GREEN COVE SPRINGS

TEMPLATE: TRASH CAN B

Reference

TEMPLATE: HISTORIC HOTELS PLAQUE A
MOUNTED ON FRONT OF BUILDING

is open to different compositions/sizes/shapes for the Hotel Plaques. You are encouraged to think creatively about solutions.

Artist Name: _____
 Address: _____
 Phone: _____

TEMPLATE: TRASH CAN A

Reference

GREEN COVE SPRINGS | PUBLIC ART PROGRAM

Artist Name: _____
 Description: _____
 Email/Phone: _____

TEMPLATE: STORM DRAIN

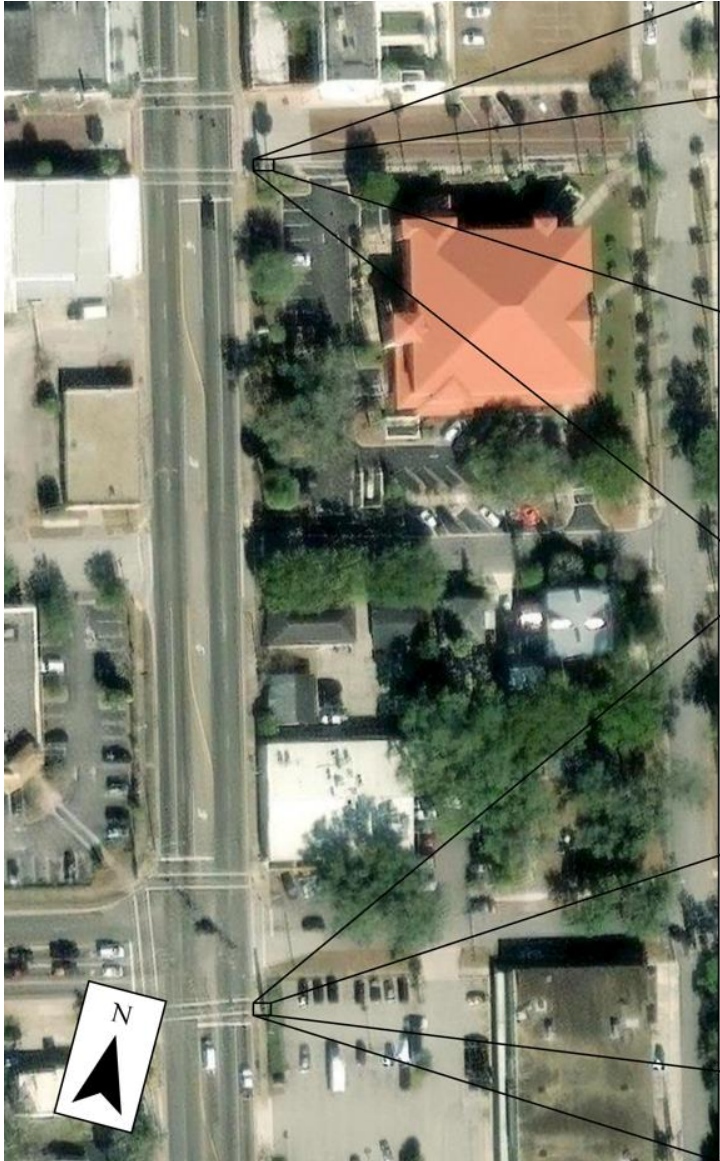
Reference

GREEN COVE SPRINGS | PUBLIC ART PROGRAM

Artist Name: _____
 Description: _____
 Email/Phone: _____

Utility Boxes

Item 3.



1. **Natural Scenes (animals/sailboats/etc.) Sketch style in 2-color**
2. **Subtle Patterns partnering with local businesses**
3. **Kids of GCS (program where they interact with art process)**
4. **Floral series with bees/butterflies**
5. **Abstract river designs/retro styles**

Sketch/Vintage

Item 3.



FRONT



INVERSE

Business Collab Patterns



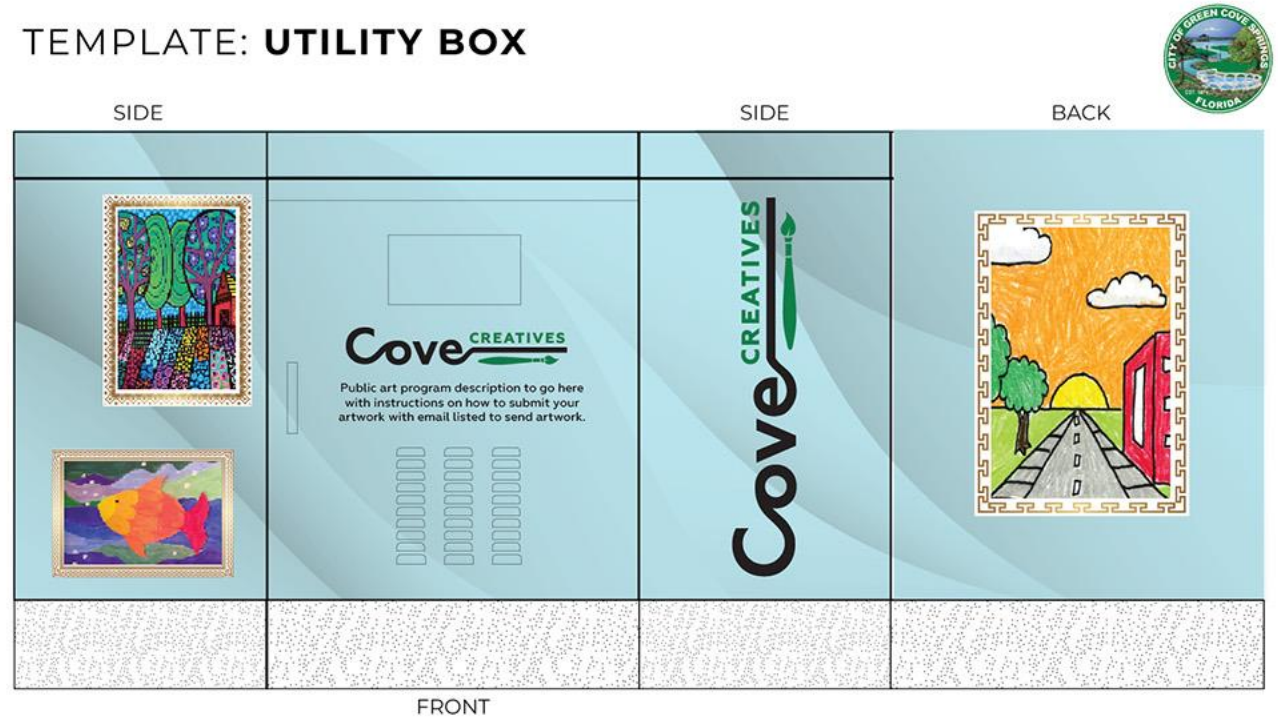
TEMPLATE: UTILITY BOX



Kid Program with Rotating Art Frames



TEMPLATE: UTILITY BOX



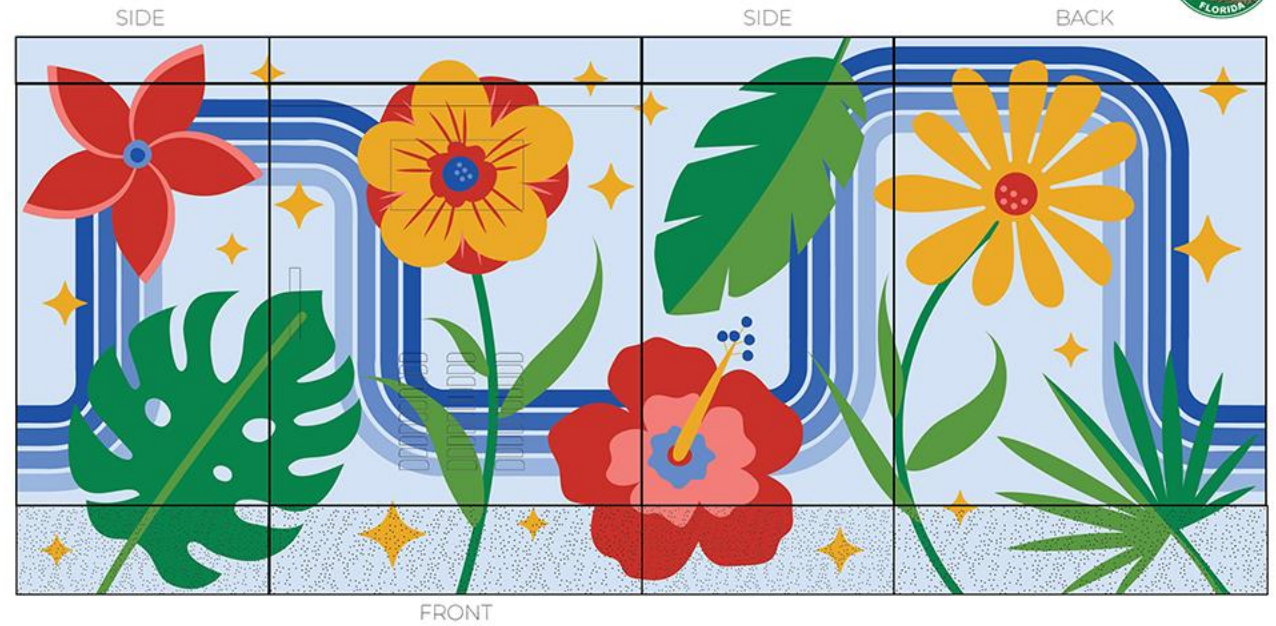
This adaptable design engages local children in the design process, with new entries able to be updated every month.

Floral Series: Flowers of Florida

Item 3.



TEMPLATE: UTILITY BOX



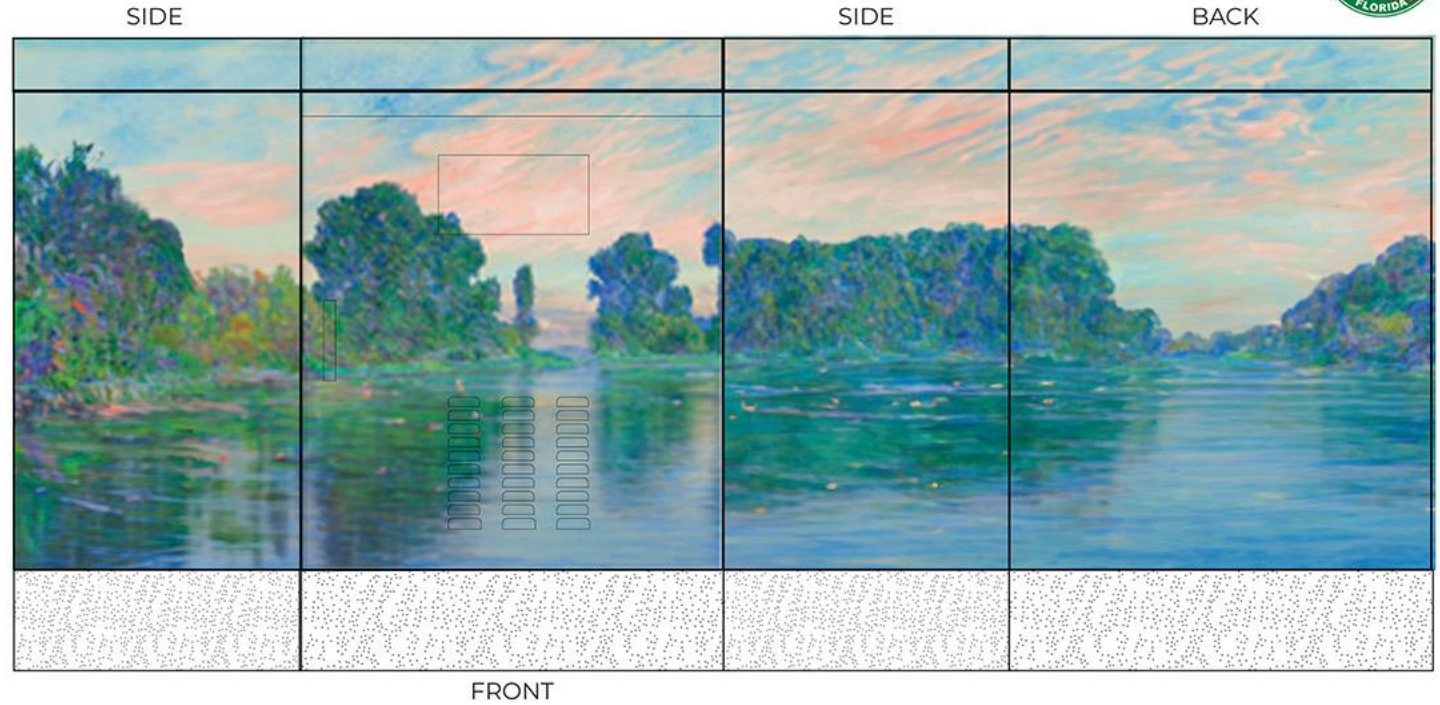
Abstract water line connecting with fun floral elements

River Scene as Different Art History Styles

Item 3.



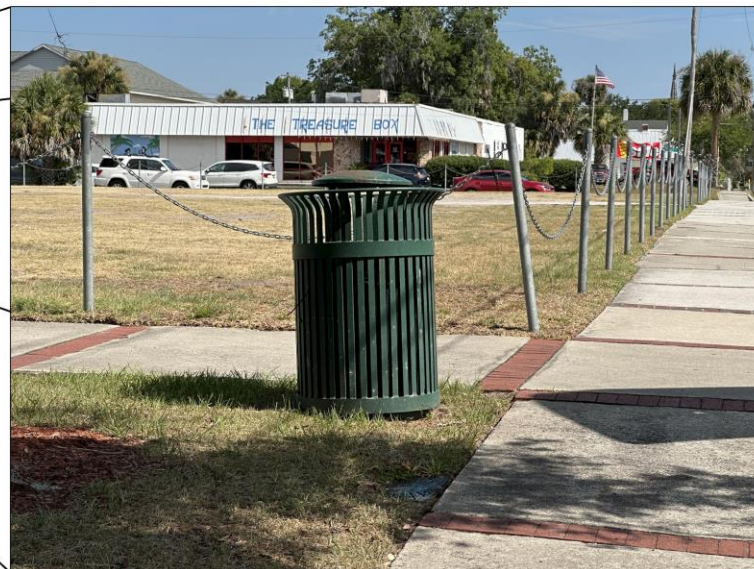
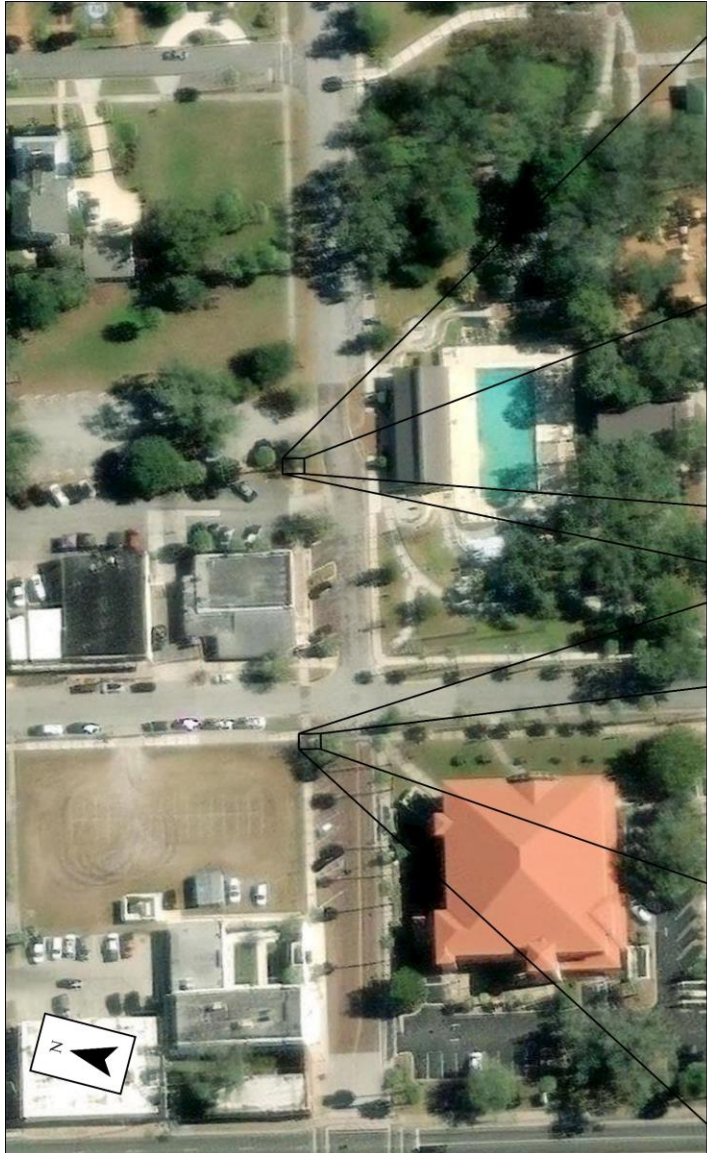
TEMPLATE: UTILITY BOX



Pop Art, Cubism, Impressionism, Surrealism, etc.

Trash Cans

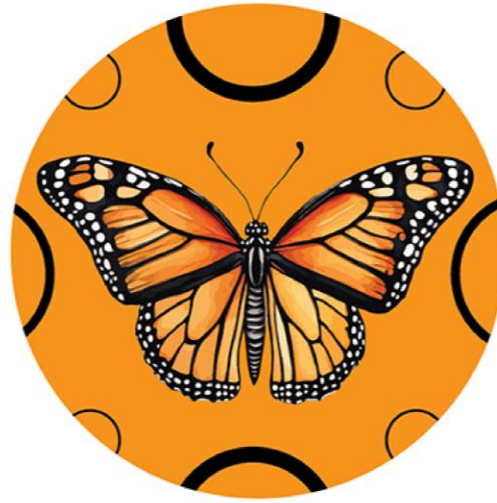
Item 3.



1. Kids "Feed Me" Monster series (plastic bins)
2. Florida Florals series
3. Butterflies
4. Animals in the Park
5. Quotes from Historic Figures from GCS

Butterfly Theme

TEMPLATE: TRASH CAN



Wildflowers of Florida Series

Item 3.



TEMPLATE: TRASH CAN



Quotes from Significant GCS Figures

Item 3.



“Animals in the Park” Series

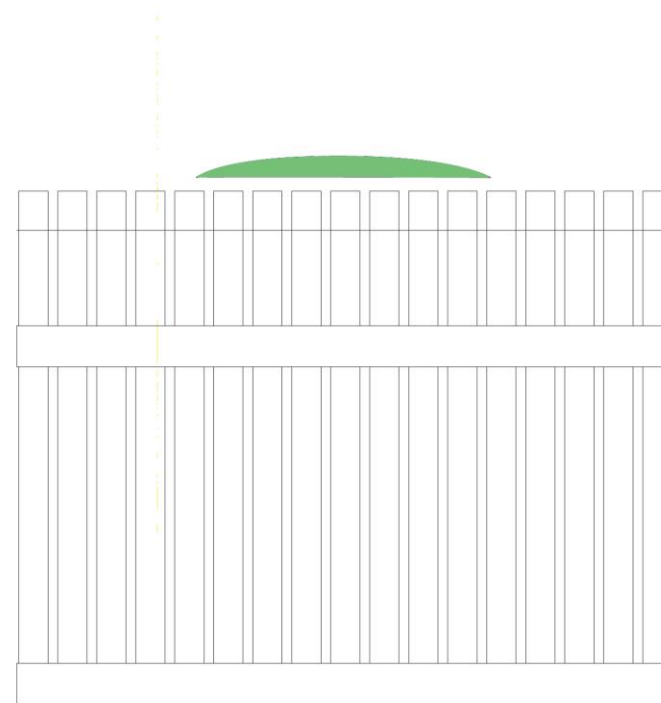
Item 3.



TOP VIEW



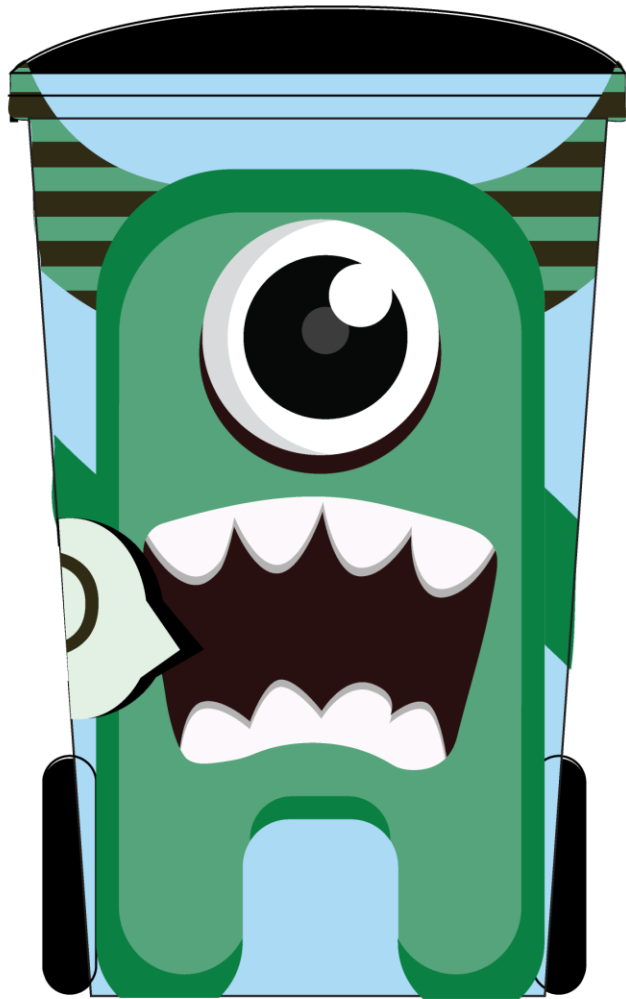
Reference



OUTER

Kids "Feed Me" Monster Series

Item 3.



FRONT

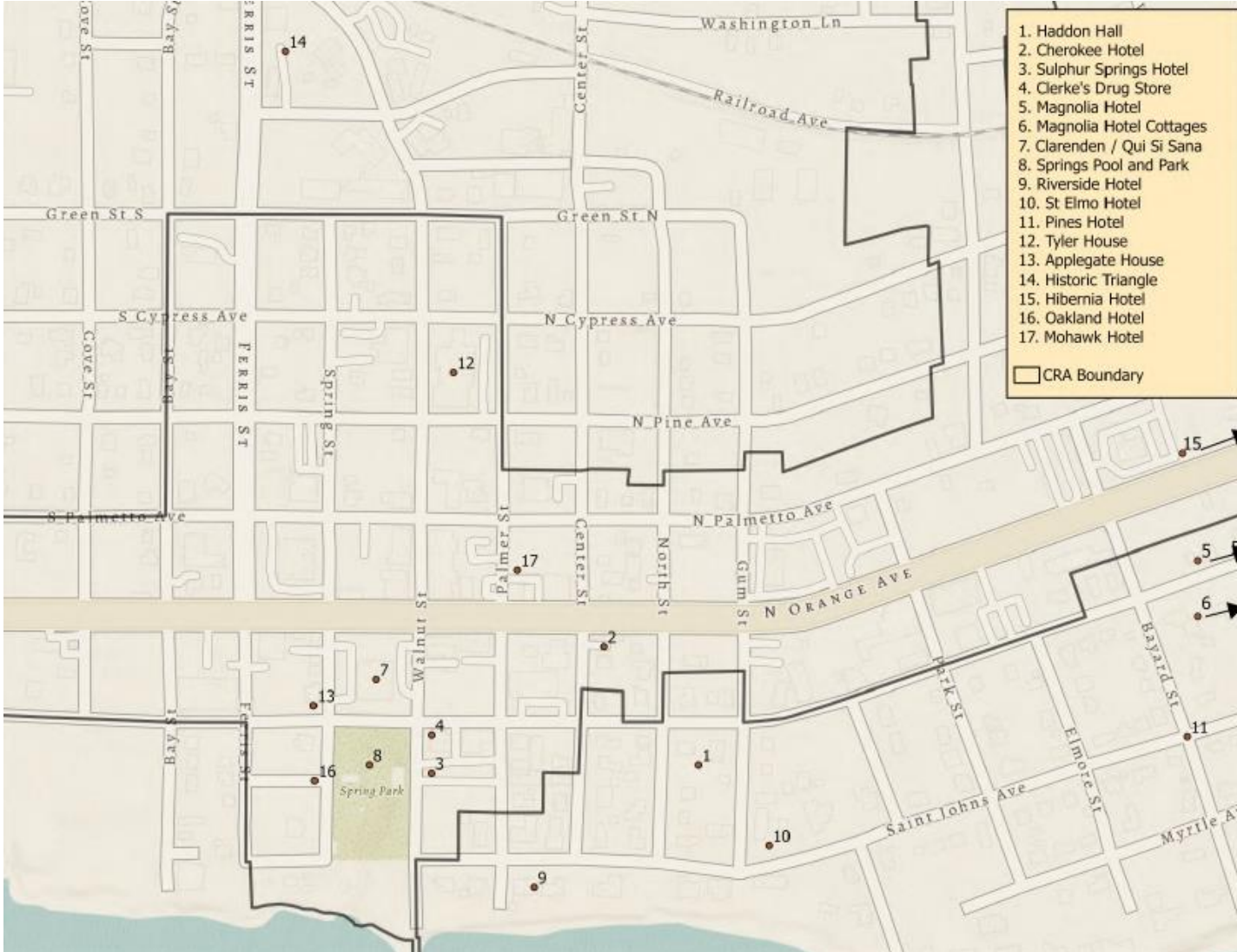


SIDE A

**Could be a great program
for Food Truck Fridays**

Historic Plaques

Item 3.



1. Rectangle Sidewalk inlaid Bronze Plaque

2. Different Ornate Frames on Sidewalk Bronze Plaque

3. Round Plaque in Sidewalk

Full Sidewalk Plaque in Bronze

Item 3.



Full sidewalk bronze casting with historic image and small write-up

Subtle Frame Detail “nod” to History

Frames change
out detail



Round Sidewalk Plaque

Item 3.



Illustrations of the buildings, bronze casting, minimal copy

Storm Drains



1. Pattern Brick as “nod” to past street
2. GCS landmarks /character in simple vector style (spring park, sail boats)
3. Drains to River “The River Starts Here”
4. Old timey “2 color tattoo” designs nod to history (steamboats, animals)



Stormwater Inlets

Bronze Icon Detail + GCS Seal Drain COVER

Item 3.



Copper manatees are inlaid on top of storm drain with copper edge at the curb opening.

The seal of Green Cover Springs is displayed above. There is no paint, only materials.



Painted Water Motif/Animal + River Begins Here

Item 3.

Manatee logo is painted onto storm drain with a black metal edge at the curb opening. The slogan “The River Begins Here” is displayed in metal inlaid on concrete. The drain cover matches the concrete material.



Historic Brick “nod” to the past Street Design

Item 3.



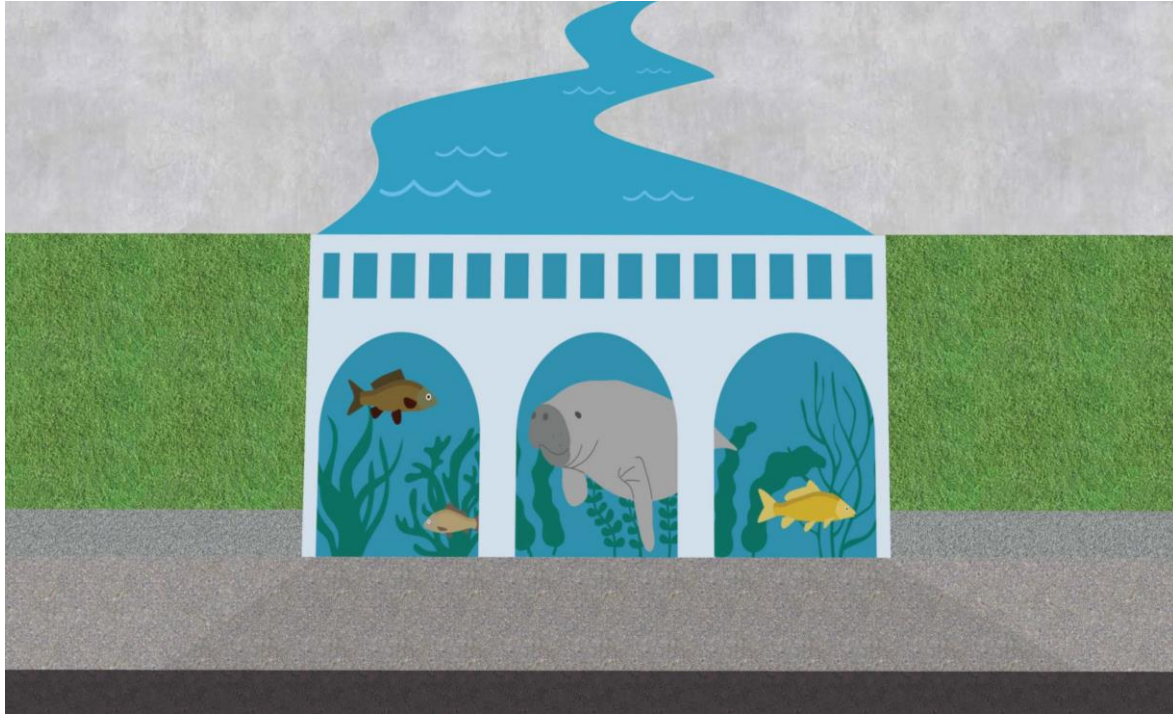
Old brick pattern is stamped on concrete with a copper edge at the opening of the drain.

Seal of the City of Green Cove Springs is stamped on storm drain cover, which is something to consider on all covers.



Painted Water Scene: Ode to the Springs

Item 3.



Ode to the sea life found in the area which is loved by locals and visitors.

River in composition mimics the way the water interacts with the Springs at the Park



Questions/Comments?



THANK YOU!