

- COMMUNITY
REDEVELOPMENT
AGENCY

- FAÇADE, EXTERIOR
LIGHTING & PARKING

**KEYSTONE HEIGHTS COMMUNITY REDEVELOPMENT FACADE GRANT
APPLICATION FORM**

Applicant Name:

Application Date:

Mailing Address:

Telephone Number:

Business Name:

E-Mail Address:

Property Owner:

Cell Phone Number:

Property Address:

Type of Business:

Type of Improvement Planned:

- _____ Painting
- _____ Signage
- _____ Lighting
- _____ Awnings
- _____ Windows
- _____ Doors
- _____ Landscape
- _____ Exterior structural improvement(s)

- _____ stucco
- _____ trim work
- _____ other

_____ Pedestrian amenities

- _____ Benches
- _____ Bike racks
- _____ other

- _____ Dumpster enclosures
- _____ Parking Lot Improvements

DESCRIBE IMPROVEMENTS: _____

TOTAL COST OF PROJECT: _____

TOTAL FUND REQUESTED: _____

I hereby submit this application for the proposed project and understand that no work shall begin until I have received written commitment from the Keystone Heights Community Redevelopment Agency and from the legal property owner of the subject property. All work that is required shall be done by code, license and permit.

Signature of Applicant

Date

Print Name

REQUIRED SUBMISSIONS/APPLICATION ATTACHMENTS

- **Completed application packets must be submitted in a ½ to 1 inch, three ring binder with USB back up.**
 - **Complete and sign application form**
 - **Attachments must be tabbed in the order as listed below**
1. Completed application form
 2. Proof of property ownership
 - * Owners – deed and/or
 - * Tenants - lease and written consent of owner
 - * Currently meets required LDR's (Land Development Regulations)
 3. Proof of necessary private funding for matching portion
 4. Proof of property insurance
 5. Proof that all taxes and assessments are paid
 6. Proof of sound building - Occupancy permit and/or Annual Fire Inspection certificate
 7. Legal description and/or survey of property
 8. Color photographs showing existing façade lighting & parking of the building
 9. General Project Description - plans and elevations of improvements, including descriptions and samples of proposed colors and/or materials where applicable
 10. Project Budget - with a cost estimate of all work including professional estimate(s) from an architect or licensed contractor if applicable
 11. Timeline - outline total timeline to include project start and end dates
 12. Letter from the City's Code Enforcement Officer indicating there are no current code enforcement issues with the building
 13. The applicant agrees that a 2-year lien could be placed on the property if the improvements financed in part by the grant are removed within two years
 14. Letter from the City's Heritage Commission, or it's Design Review Subcommittee, that the proposed work complies with the Design Guidelines adopted by such commission

Keystone Heights CRA Facade Grant Application

PROGRAM INTENT

The purpose of this incentive Grant Program is to encourage the rehabilitation, renovation, preservation or improvement of commercial storefronts to create an aesthetically pleasing downtown business district in an effort to realize a full economic potential. As well as allow for improvements to parking area. This will be accomplished by offering financial assistance in the form of available grant monies administered through the Keystone Heights Community Redevelopment Agency.

ELIGIBILITY REQUIREMENTS

1. Project is within designated Community Redevelopment area as outlined: storefronts facing SR 21 and bordering from Southside Hwy 100 to Keystone Beach, parking entering from Beam & Beasley Lane.
2. Applicant has submitted a complete application with required attachments.
3. Applicant has demonstrated that all necessary private financing required to complete the project is secured. Refer Submissions/Attachments
4. Applicant must have the appropriate property and business tax receipts, both City and County, and be in compliance with City and County codes. Refer Submission/Attachments
5. Project must be completed by September 1st, 2023 unless a written extension is requested and granted by the Community Redevelopment Agency.
6. The applicant must be the owner of the building. Tenant may apply upon receipt of written consent by the owner of the building. Refer Submission/Attachments

NONDISCRIMINATION

The Keystone Heights Community Redevelopment Agency Facade Grant shall be

available to anyone meeting the Eligibility Requirements and no one shall be denied the benefits of said program because of race, color, national origin or sex.

ELIGIBLE IMPROVEMENTS

Facade Improvements such as:

- * Painting
- * Addition and/or replacement of existing exterior signage
- * Addition and/or replacement of existing exterior lighting
- * Addition and/or replacement of:
 - * Awnings and or shade producing elements
 - * Windows
 - * Doors
 - * Landscaping improvements
 - * Exterior structural improvements
 - * Stucco
 - * Trim work
 - * Pedestrian amenities:
 - * Benches
 - * Bike racks

Dumpster Enclosures

Parking Improvements

INELIGIBLE IMPROVEMENTS

Interior improvements

Electrical work, except as related to signage or exterior lighting

Roof, except for that seen as a facade element

Chimney repairs

Physical or visual removal of architecturally important features

Permitting and impact fees

Work that is performed by non-licensed/insured labor when required

Improvements constructed prior to the funding agreement

Refinancing existing debt

Payment of taxes or liens against the property

FUNDING

Only one grant shall be awarded per business, per storefront, per phase.

The CRA will provide 50% of the total project funds, up to a maximum of \$5,000. If the proposed Project exceeds \$10,000.00, the CRA will provide a maximum of \$5,000.00 and the applicant is responsible for the remainder of the costs.

This grant will be administered as a "Reimbursable" grant.

All grants are awarded at the discretion of the Community Redevelopment Agency and are subject to fund availability. Renovation projects are subject to Codes as applicable.

The Community Redevelopment Agency retains the right to advertise properties which receive funding.

GUIDELINES

1. Work must comply with current City, County and State codes
2. No work for which a grant is sought should begin until authorized by the Community Redevelopment Agency
3. No grants shall be awarded to government owned property

4. Structural work to be done requires an estimate from an architect or licensed contractor
5. Any unapproved changes will void the grant. If Grantee desires to change the project after approval they must contact the Community Redevelopment Agency for a change approval
6. Grantee is responsible for obtaining any permits required to do the work. Cost of permitting cannot be part of the grant funding
7. Where practical, building facades shall be restored to their original period design
8. A proposed historic design may be submitted
9. All accessories such as signs and awnings shall comply with the overall character of the building
10. Colors shall comply with stated Color Guidelines
11. Building must be structurally sound. Refer to Submission/Attachments
12. Property taxes, both City and County, must be current. Refer Submission/Attachments
13. Improvements funded by the Facade Grant Program will be maintained in good order subject to normal wear and tear
14. Any non-permanent accessory purchased with grant monies shall remain with the property if the owner/tenant changes hands

PROCEDURE

It is the intent of the Keystone Heights Community Redevelopment Agency to provide this incentive grant program during the fiscal year 2023. In order to implement this intent the Community Redevelopment Agency will accept applications until March 17th, 2023 at 2 p.m. for consideration.

- * Applications shall be submitted to Keystone Heights City Hall
- * Only completed applications including all supporting documentation will be accepted
- * Applications will be reviewed for completeness and documentation. Applications which

are incomplete or do not comply with program requirements will not be considered for funding

- * Completed applications are presented to the CRA for review, recommendations and approval
- * Upon Community Redevelopment Agency approval, a letter of commitment will be provided to the applicant

Design Guidelines
City of Keystone Heights Heritage Commission

WHEREAS, The City of Keystone Heights City Council, by Ordinance, enacted an Historic Preservation Ordinance (Ordinance 2008-466) which replaced Appendix U of the Land Development Regulations of the City of Keystone Heights with a new Appendix U dealing with historic preservation, and

WHEREAS, The Keystone Heights City Council, by Resolution (Resolution 2008-06, as revised by Resolution 2014-70) , at Section 9 , paragraph 9 thereof provide that a duty and responsibility of such Commission is “ To develop design guidelines for the alteration, construction, removal or demolition of landmarks, landmark sites, structures within historic districts, and archeological sites,” and

WHEREAS the City of Keystone Heights and its CRA have sought guidance from the Heritage Commission regarding facade grant program criteria, and

WHEREAS property owners have sought the advice of the Heritage Commission regarding improvements and changes to their building exteriors;

Now, Therefore, the Heritage Commission does hereby adopt the following DESIGN GUIDELINES:

A. General Design Guidelines.

- (1) The effect of the proposed work on the property upon which such work is to be done;
- (2) The relationship between such work and other structures in the area;
- (3) The extent to which the historic, architectural, or archeological significance, architectural style, design, arrangement, texture, and materials of the property will be affected;
- (4) Whether the plans may be carried out by the applicant within a reasonable period of time or within CRA time requirements;
- (5) Every reasonable effort shall be made to use the property for its originally intended purpose, or to provide a compatible use for the property that requires minimal alteration of the building structure, or site;
- (6) The distinguishing original qualities or character of a building, structure, or site shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;
- (7) All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier or later appearance shall be discouraged;

(8) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;

(9) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site, shall be treated with sensitivity;

(10) Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, textures, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability or different architectural elements from other buildings or structures;

(11) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sand blasting and other cleaning methods that will damage the historic building materials shall be not undertaken;

(12) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction project;

(13) Height -The height of any proposed alteration or construction should be compatible with the style and character of other historic structures in the area;

(14) Proportions of Windows and Doors -the proportions and relationships between doors and windows should be compatible with the architectural style and character of other historic structures in the area;

(15) Relationship of Building Masses and Spaces -The relationship of a structure to the open space between it and adjoining structures should be compatible;

(16) Roof Shape-The design of the roof should be compatible with the architectural style and character of the structure;

(17) Landscaping -Landscaping should be compatible with the architectural character of the structure and shall be appropriate to the period of construction of the structure;

(18) Scale -The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with other historic structures in the area;

(19) Directional Expression -Facades in historic districts should blend with other structures with regard to directional expression. Structures should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a structure after alteration, construction, or partial demolition should be compatible with its original architectural style and character.

(20) Architectural Details -Architectural details including materials and textures should be treated so as to make a structure compatible with its original architectural style and character.

(21) The Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, as may be amended from time to time, is incorporated by reference herein and made part of these Design Guidelines. This publication is available from the U.S. Government Printing Office and the Florida Department of State, Division of Historical Resources.

B. Specific Design Guidelines.

These Guidelines are specific to commercial properties in and near the downtown of the City lying southerly of Highway 100. They shall apply to the alteration and construction of such commercial properties. These guidelines are not, and will not be, mandatory, until and unless a Historic District is created at a future date, as provided in the Keystone Heights Historic Preservation Ordinance.

The City of Keystone Heights was founded and initially developed in the second and third decades of the 20th century. Commercial properties that are altered or constructed shall, as is reasonably practical, have an external appearance, signage, and be of building materials compatible with such time period.

Submittals by the property owners necessary for review shall include plans, drawings, sketches, paint layout, catalog pages and brochures showing awning details, colors, sign layout, lighting, windows, and such other supporting materials as may be reasonably necessary and appropriate to determine if such alteration or construction is compatible with these Design Guidelines. Applicants for CRA grants shall also comply with all other CRA grant application requirements.

The Heritage Commission may assist the property owners, architects, or contractors in identifying original or typical property elements to be considered. All improvements intended to enhance the historical nature or presentation of a property must be in full compliance with all current applicable building codes and safety standards.

The Heritage Commission, with recognition for the need for individual property design features, determines that coordination of colors, styles, and element details among and between individual properties is beneficial in establishing and continuing the historical identity of commercial properties in Keystone Heights.

The Commission seeks to assist and encourage local business and property owners in developing historically conscious designs. Specific plans shall be developed by owners, architects, and contractors.

(1) Exterior Colors: Paint colors commonly recognized as historically typical of the second and third decades of the 20th century are desired. Color boards should be provided by property owners showing chips or samples of colors for paints, signs, awnings, and any other exterior features. A sketch should be provided showing the

relative and general layout of the color elements. Consideration should be given to coordinating colors with adjacent buildings.

The Commission finds that the Benjamin Moore “Historical Color Collection” is an appropriate palette of colors. Also appropriate would be the Sherwin Williams “Arts and Crafts” collection for structures of that type. Consideration will be given to other paint manufacturer’s colors, if compatible with the above-mentioned collections.

(2) Awnings: These improvements can provide shade for building storefront glass and for the shopping public. Provide detail of the intended design including color, shape, structure, method of attachment, size, location and height. The review and approval of awnings hereby is limited to the historical compatibility of the awning only, and is not intended to determine applicability to building code or safety standards.

Historical Background

Awnings are remarkable building features that have changed little over the course of history. Throughout their history, awnings have had great appeal. When awnings began to commonly appear on American storefronts-during the first half of the 19th century they were simple, often improvised and strictly utilitarian assemblies. They provided natural climate control in an age before air conditioning and tinted glass. By blocking out the sun’s rays while admitting daylight and allowing air to circulate between interior and exterior, they were remarkably efficient and cost effective. Awnings permitted window-shopping on rainy days; they protected show window displays from fading due to sunlight. On the primary façade and near eye level, they were central to a building’s appearance.

Shapes and Stripes

During the second half of the 19th century, an expanded variety of available canvas colors, patterns, and valance shapes also appeared. Some coverings were dyed a solid color; shades of slate, tan, and green were especially popular. Others had painted stripes on the upper surface of the canvas. Awning companies developed a colorful vocabulary of awning stripes that enhanced the decorative schemes of buildings, and in some cases, served as a building’s primary decorative feature.

Awnings in the 20th Century

Awning development during the early twentieth century focused on improving operability. Variations in roller awnings addressed the need to provide an increasingly customized product that accommodated a wide range of storefront configurations and styles.

Awnings Today

Today, awnings come in a variety of shapes, sizes, frames, and fabrics. Fixed quarter-round, back-lit awnings with broad faces featuring company names, logos, phone numbers, and street address’s function more as signs than sunshades.

Commercial Awnings

Awnings are reappearing in historic business districts and residential neighborhoods. In these locations, new awnings typically feature fixed frames or operating lateral arms-both differing little from the awnings of one hundred years before. Fixed frame awnings have frames made of either aluminum or light-gauge galvanized or zinc-coated steel pipes welded together. Frames are secured to building facades with clamps, z-shaped clips, and other hardware. Until recently, operable awnings found in historic commercial districts were primarily those with historic frames and hardware that had survived to the present. But new lateral arm awnings with power-coated aluminum frames are an

increasingly common choice for building owners who want the convenience of an operable system.

Acrylic-coated polyester-cotton blended fabrics are often used to replicate historic awning coverings. These relatively new materials resemble canvas in appearance and texture, yet offer greater strength and durability. Because acrylics are woven (with the stripes and colors woven directly into the fabric rather than painted on the surface), they are durable and allow light to filter through while keeping heat out. They dry quickly thereby reducing damage caused by mildew, and contain a UV inhibitor that further reduces sunlight damage. Both acrylic and poly-cotton fabrics do not stretch or shrink like traditional canvas so they are generally easier to measure, cut and install.

Preserving Existing Historic Awnings

If awnings already exist on a historic building, they should be appropriate to building in:

1. Age
2. Style
3. Scale

Backlit and dome awnings are usually inappropriate for 19th century and other historic buildings.

When an existing awning is determined to be appropriate to the building, a program of repair and regular maintenance should be developed.

Awning Repair and Maintenance

The best preservation practice is to maintain and repair historic features. The proper care and maintenance of existing awnings and canopies will extend the life of both hardware and covering while ensuring the safety of those passing beneath them. Ongoing maintenance consists of keeping all pivot pints and gears lubricated and clean of debris. Regular inspections should also include checking for rust on the frame and hardware. Such area should be promptly scraped and painted, as rust may discolor and deteriorate fabric coverings. When awning hardware is properly repaired and maintained, its lifespan can be significantly extended.

Shape

Traditionally, both residential and commercial awnings were triangular in section, usually with a valance hanging down the outside edge. Early examples of these “shed” awnings had simple frameworks consisting of pipes or planks angling out from the building façade and supported on posts. Early retractable version continued this triangular form.

Scale, Massing, and Placement

The design of a particular commercial building influenced the placement of its awnings.

1. Awnings can be placed on or below transoms.
2. Awnings were only wide enough to cover the window openings that they sheltered; a single awning rarely covered two or more bays.
3. Awnings should not obscure the building’s distinctive architectural features.

Materials

Historically, awnings were covered with canvas that was either:

1. Solid
2. Painted with stripes

Weather-resistant acrylic fabrics such as:

1. Acrylic-coated polyester-cotton
2. Solution dyed acrylic
3. Canvas blends

Signage

Today creating large lettered signs on a new awning as part of a rehabilitation project requires special care and is not appropriate in all cases. Used long before any local signage control, historic examples of such lettering often reflected the character of a district, with more upscale retail area, for example, being more reserved.

Color

Since the 19th century, awnings have featured a range of different stripe patterns and extensive color palette.

The awning color should complement the façade.

Awning and Canopy Regulation

Because commercial awnings often extend into the public right-of-way, municipal building departments usually regulate their use. Regulations specify:

1. Use of flame-retardant fabrics
2. Minimum height above the sidewalk (7-10 feet)
3. Minimum distance between the projecting edge and the curb (1-2 feet)
4. Maximum projection from the building wall

(3) Signs: Designs to be complimentary to building exterior design with respect to color size, location, arrangement, and materials. Graphical sign elements, including color, fonts, symbols, shapes, etc, should be developed to be compatible with and suggestive of the second and third decades of the 20th century design.

A. Signage design shall be considered as part of the building design.

B. Signs may be mounted on the face of the building, provided the advertising does not detract or overpower the building architecture and scale.

C. Signs may incorporate graphic symbols, logos, and other elements to provide visual interest and theme continuity. However, in order to preserve the 1920-1930s era visual landscape, corporate marketing themes, logos, corporate colors, and prototypes developed after 1930 shall not become a dominant visual feature of the site, or building.

D. Wall murals and other artwork of noncommercial nature shall be sympathetic to historical context.

E. Painted wood with external lighting is the preferred sign material.

(4) Windows and Doors: If these building elements are planned for revision or replacement, historical compatibility or accuracy is encouraged.

Windows:

Windows should be repaired to match the original design. If windows are deteriorated beyond repair, the installation of new wood windows to match the original designs is recommended. Vinyl clad windows or windows of anodized aluminum are also acceptable but these are more appropriate at the rear or sides of a structure which are not readily visible from the street. Window openings original to a structure should not be covered or concealed. Window openings should not be altered to accommodate new windows of different size, proportion, or configuration if readily visible. Windows which are not original to a structure should not be added on the fronts of structures but may be added at the rear or sides if not readily visible from the street.

Windows,

- A. which are original should be preserved in their original location, size, and design and with their original materials and numbers of panes (glass lights).
- B. which are not original should not be added to facades where readily visible.
- C. should be repaired rather than replaced, but if replacement is necessary, the recommended replacement should be in kind to match the originals in material and design. Windows of anodized aluminum or baked-on aluminum are acceptable at the rear or sides of structures which are not readily visible from the street.
- D. which are original of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows to match the original as closely as possible in materials and dimensions.
- E. which are new should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins which do not have the same appearance as historic windows.
- F. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames.
- G. shutters which are original to the structure be preserved and maintained. Shutters should not be added unless there is physical or photographic evidence that the structure originally had them. Shutters should be of louvered or paneled wood construction and the shutters should fit the window opening so that if closed they would cover the window opening. Shutters of vinyl or aluminum construction are not appropriate.

Doors:

- A. Doors and/or door features such as surrounds, sidelights, and transoms should not be removed or altered. The original size of the door opening should not be enlarged, reduced, or shortened in height.
- B. New door designs should not replace original doors at the front entrance or at side entrances which are readily visible from the street.

C. Doors which are missing on the front or readily visible side facades should be replaced with new doors appropriate for the style and period of the building. Replacement doors should be similar in design to the original in style, materials, glazing (type of glass) and lights (pane configuration).

D. Doors of solid wood or steel design should be used only at rear entrances or side entrances which are not readily visible from the street. These doors should be of traditional designs appropriate for the building.

E. Doors should not be added at locations where they did not originally exist. If needed to meet safety codes or to enhance the use of a property, doors should be added at the rear or sides of buildings where they would not be readily visible.

F. Screen doors can be appropriate for historic buildings. New screen doors should be full view design or with minimal structural dividers to retain the visibility of the historic door behind the screen door. Doors should be of a color complementary to the building. "Raw" or shiny aluminum doors are not acceptable in visible locations. Screen doors shall be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door installation. Screen doors should be preserved and maintained if original. Screen doors if new, should be wood and full-view or with structural members aligned with those of the original door.

(5) Exterior Lighting: If at all possible, original fixtures should be retained. Any replacement should be historically and visually compatible with building design.

LIGHTING (FOR PORCHES AND EXTERIOR WALLS):

A. Fixtures original to the building should be preserved and maintained.

B. Fixtures introduced to the exterior of a building should be compatible with the style, scale, and period of the building.

C. Fixtures for security, such as flood lights, should be mounted on rear or sides of buildings rather than on the front.

D. Fixtures such as security lights, flood lights, or foot lights should be small, simple in design, and their number kept to a minimum where readily visible.

E. If freestanding fixtures are installed, they should also be compatible with the character of the building.

There are commercial companies that specialize in new lighting fixtures appropriate for particular time periods. One example is Rejuvenation Lighting and Shades <http://www.rejuvenation.com/>. There are

also companies that specialize in the restoration and sale of antique fixtures. For example, Aurora Lamp Works <http://www.auroralampworks.com/>. These are examples only as there are numerous reputable businesses, both local, and out-of-town that would have fixtures that could be appropriate to a building.

These Design Guidelines were first adopted by the City of Keystone heights Heritage Commission on December 9, 2008 and revised in 2014.

KEYSTONE HEIGHTS HERITAGE COMMISSION

GRANT APPLICATION APPROVAL

The Keystone Heights Heritage Commission approves the grant application, below, (as may have been amended by the applicant), as the proposed work complies with the Commission's Design Guidelines.

Dated _____

Signed _____

Commission Chair/Vice Chair

Applicant Name _____

Property Address _____

Summary of Project

**KEYSTONE HEIGHTS HERITAGE COMMISSION
GRANT APPLICATION COMMENTS, AND RECOMMENDATIONS**

Applicant Name: _____ Review Date: _____

Property Address: _____

To Applicant: Please See Attached Applicable Heritage Commission Design Guidelines:

Paragraph(s): # _____ # _____ # _____ # _____ # _____ # _____

Heritage Commission Comments and Recommendations

A member of the Heritage Commission will be available to discuss these comments and recommendations.

Signed: _____

Commission Chair/Vice Chair

KEYSTONE HEIGHTS HERITAGE COMMISSION

DESIGN REVIEW RECOMMENDATION

Application For: _____ Date: _____

Address: _____

Phase#: _____ Recommendation#: _____

Request: Please review the following:

Keystone Heights CRA Façade Grant Application Guidelines:

_____ # _____ # _____ # _____ # _____

AND/OR

Heritage Commission Design Guidelines:

_____ # _____ # _____ # _____ # _____

Recommendations:

A member of the Heritage Commission or the Design Review Subcommittee are available to answer any questions and help with suggestions regarding the design elements.