

RESOLUTION RA/CRA-2022-03

A RESOLUTION OF THE RENEW ARLINGTON COMMUNITY REDEVELOPMENT AGENCY BOARD ("RA/CRA") AMENDING THE RENEW ARLINGTON MANDATORY COMPLIANCE GRANT PROGRAM BY INCREASING THE THRESHOLD AMOUNT OF GRANT THAT IS REQUIRED TO BE APPROVED BY THE AGENCY BOARD; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Renew Arlington CRA approved RA/CRA-2020-01 creating the Renew Arlington Mandatory Compliance Grant Program ("MCGP") with Program Goals, Policies and Guidelines attached herein as **Exhibit A**; and

WHEREAS, the Program Goals, Policies and Guidelines state on page 2 that "Mandatory Compliance Grant Agreements that exceed \$100,000 will require approval by the Renew Arlington Agency Board"; now therefore

**BE IT RESOLVED**, by the RA/CRA:

**Section 1.** The Renew Arlington Agency Board hereby amends the Renew Arlington Mandatory Compliance Grant Program Goals, Policies and Guidelines to reflect a change in policy that currently requires Mandatory Compliance Grant Programs Agreements exceeding \$100,000 to be approved by the Renew Arlington Agency Board and raise that threshold to \$250,000.

**Section 2.** This Resolution shall become effective upon execution by the Board Chair.

WITNESS:

  
Signature

  
Print

**RENEW ARLINGTON COMMUNITY  
REDEVELOPMENT AGENCY**

  
Samuel Newby, Chairman

Date signed: 5/12/22

VOTE: In Favor: 16

Opposed: 0

Abstained: 0

FORM APPROVAL:



Office of General Counsel

Ordinance 2018-555-E amended the Ordinance Code with regard to the City's Community Redevelopment Agencies and created new Chapter 106, Part 3, Subpart D, Ordinance Code. This is to advise you that we will be introducing legislation in the near future to the City Council to amend Chapter 106, Part 3, Subpart D, Ordinance Code.

The proposed amendments include:

- Section 106.342, Ordinance Code: addition of Administrative Expenditures as an allowable CRA Budget Category for CRA Board transfers.
- Section 106.346, Ordinance Code: allow appropriation of investment pool earnings within each CRA Trust during the applicable Fiscal Year without further Council Approval. Other revenue types will remain unchanged.
- Section 106.347, Ordinance Code: this new section clarifies that the investment pool earnings earned by each CRA Trust Fund will be appropriated to the applicable CRA's Unallocated Plan Authorized Expenditures Category for future allocation by the CRA Agency Board.

## LANDSCAPE/LANDSCAPE BUFFER COMPLIANCE GRANT GUIDELINES

Funds provided through this program can be used to assist the Applicant in meeting the terms of the Renew Arlington Zoning Overlay. The project must be in compliance with the Renew Arlington Zoning Overlay, must be a nonresidential property, and must be approved by the Office of Economic Development prior to commencement of the project. The Grant will cover 100 percent of the costs for the landscaping design as shown in the Agreement. Project costs exceeding the Agreement will be funded by the Applicant.

Grant funds may be used by the Applicant for the following renovations:

### **Landscaping/Landscaped Buffers**

Landscaping and tree protection shall be provided in accordance with Part 12 of the Zoning Code with the following additional and superseding provisions:

#### **University Village and Catalyst Character Areas**

1. A **minimum five-foot** landscape buffer shall be provided along the boundary of all non-residential Vehicle Use Areas (VUAs) abutting public right-of-way. No more than 25 % of the landscaped area may be grass or mulch; the balance shall be landscaped with trees, shrubs or ground covers.

#### **University Commercial, Arlington Road and Merrill Commercial Character Areas**

1. A **minimum four-foot** landscape buffer shall be provided along the boundary of all non-residential VUAs abutting public right-of-way. No more than 25 % of the landscaped area may be grass or mulch the balance shall be landscaped with trees, shrubs or ground covers.

Grant funds may only be utilized for landscaping as stated in Chapter 656 (Zoning Code), Ordinance Code; Part 3, Subpart S(Renew Arlington Zoning Overlay), the Renew Arlington Zoning Overlay. The approval process will be in accordance with the Renew Arlington Design Review (RADR) and as illustrated in the program flow chart attached as **Exhibit 2**. The Applicant must submit at least two bids to OED. OED may authorize the amount of the lowest bid or require the Applicant to get a third bid. The Mandatory Compliance Grant amount will be determined based on approval of bids and stated within the executed Agreement. Reimbursement will be provided for the actual documented cost of the project or the stated amount in the Agreement, whichever is less.

## SIGNAGE COMPLIANCE GRANT GUIDELINES

Funds provided through this program can be used to assist the Applicant in meeting the terms of the Renew Arlington Zoning Overlay. The project must be in compliance with the Renew Arlington Zoning Overlay, must be a nonresidential property, and must be approved by the Office of Economic Development prior to commencement of the project. The Grant will cover 100 percent of the amount stated in the Agreement. Project costs exceeding the awarded allowance will be funded by the Applicant.

Grant funds may be used by the Applicant for the following renovations:

### Signage (Only Free-Standing)

- This grant can only be utilized for removal and replacement of existing signage deemed out of compliance with the Renew Arlington Zoning Overlay.
- Exterior free-standing signs must be in compliance with the City of Jacksonville's sign ordinance, the Renew Arlington Zoning Overlay and must be designed according to the criteria. (Interior and wall signs are not included in this Mandatory Compliance Grant.)
- One (1) identity freestanding sign per lot per street frontage, provided they are located no closer than 200 feet apart (as measured in the Zoning Code); size determined as follows:

Parcel Size	Max Area per Side (sq. ft.)	Max Height (ft.)	Max Allowance \$175.00 per sq. ft.
Less than 1 acre	36	12	\$6,300.00
1 acre to 3 acres	50	12	\$8,750.00
Greater than 3 acres to 5 acres	75	18	\$13,125.00
Greater than 5 acres	200*	35	\$35,000.00

\*100 sq. ft. for properties located in the Arlington Road Area

- One (1) additional identity sign shall be permitted if the parcel's road frontage equals or exceeds 500 linear feet, provided signs are located no closer than 200 feet apart (as measured in the Zoning Code).

The maximum grant amount will be determined based on the parcel size. Project costs exceeding the maximum allowance will be funded by the Applicant.

Grant funds may only be utilized for signage as stated in Chapter 656 (Zoning Code), Ordinance Code; Part 3, Subpart S(Renew Arlington Zoning Overlay), the Renew Arlington Zoning Overlay. Reimbursement will be provided for the total cost or the maximum grant amount, whichever is less.

The existing sign must be removed in order for the Applicant to come into compliance with the Renew Arlington Zoning Overlay. The MCGP will reimburse the removal cost of the existing sign in addition to the awarded allowance for the replacement sign. The Applicant must submit at least two bids to OED. OED may authorize the amount of the lowest bid or require the Applicant to get a third bid. Each bid should separately break out the costs of removal from the rest of the costs.

## FENCING COMPLIANCE GRANT GUIDELINES

Funds provided through this program can be used to assist the Applicant in meeting the terms of the Renew Arlington Zoning Overlay. The project must be in compliance with the Renew Arlington Zoning Overlay, must be a nonresidential property, and must be approved by the Office of Economic Development prior to commencement of the project. The Grant will cover 100 percent of the costs for the amount stated in the Agreement. Project costs exceeding the awarded allowance will be funded by the Applicant.

Grant funds may be used by the Applicant for the following renovations:

### Fencing

1. Fencing must adhere to the Renew Arlington Zoning Overlay and must be designed according to the criteria.
2. Fencing along the right of way shall be composed of wood, stone, masonry, pre-cast concrete, cast stone, vinyl or metal (in wrought iron style).
3. Chain link fence may be used, if not adjacent to a residential use, on the side (if not on a corner lot) and rear property lines, and shall be vinyl coated in black or green color.

The maximum grant amount will be determined after the final phase of the grant application process, which will include installation and material costs of the fencing. Project costs exceeding the awarded allowance for varying fence types and installation will be funded by the Applicant.

Grant funds may only be utilized for fencing as stated in Chapter 656 (Zoning Code), Ordinance Code; Part 3, Subpart S(Renew Arlington Zoning Overlay), the Renew Arlington Zoning Overlay. Reimbursement will be provided for the total cost or the awarded allowance, whichever is less.

The awarded allowance for fencing shall not exceed \$22.00 per linear foot. The linear foot requirement will be established by the City approved site plan.

If an existing fence must be removed in order for the Applicant to come into compliance with the Renew Arlington Zoning Overlay, the MCGP will reimburse the removal cost in addition to the awarded allowance. The Applicant must submit at least two bids to OED. OED may authorize the amount of the lowest bid or require the Applicant to get a third bid. Each bid should separately break out the costs of removal from the rest of the costs.

**Extension**

An extension may be considered as part of the Agreement or on a case by case basis. OED has the authority to extend a contract no later than May 1, 2025, unless the Agreement was delayed due to availability of funds.

6. Aerial photograph (Google Maps) including the subject parcel and surrounding parcels

### **OED Staff/Applicant Collaboration**

When the requirements of the Initial Application have been fulfilled, the Applicant will work with OED staff to create the schematic site design of the proposed improvements.

### **Final Documentation**

1. A final site plan as submitted by the Applicant.
2. A detailed written description of the removal and the improvements and two (2) cost estimates from a licensed and registered design professional or contractor. Each bid should separately break out the costs for removal from the rest of the costs.
3. If impervious areas are to be added, relocated or rebuilt, the Applicant must provide a topographical survey
4. A project schedule and estimated date of completion
5. Other reasonable information as requested by OED.

### **Program Parameters**

Funds provided through this program must be used for fencing, signs and landscaping/landscape buffers of nonresidential properties that are within the boundary of the Renew Arlington CRA. The project must be in compliance with the Renew Arlington Zoning Overlay and must be approved by the Office of Economic Development.

At the time of application, a Grant will not be awarded solely for repairs or improvements if there are already cited code violations at the property requiring corrective actions. In no event will a grant be awarded to only meet the required improvements associated with the proffers of a Conditional Rezoning, the conditions of a Conditional Use Permit, or the requirements of a Special Exception.

Grant Projects that fall within the five year amortization as stated in the Zoning Overlay will qualify for a Mandatory Compliance Grant. After May 1, 2025, properties will be deemed out of compliance and the property owner will no longer be eligible to apply for grant funding.

If a MCGP application(s) has been received and approved prior to the May 1, 2025 deadline and funding has not been appropriated, the application(s) will be honored and a time extension will be granted until such funding becomes available.

### **Legal Entity**

The Applicant, which will be the entity receiving the grant funds, may be either an individual or another legal entity such as a sole proprietorship, a partnership, or a corporation. In some cases, the owner of the property may be different than the Applicant for the grant in which case the entity or person that will be reimbursed for the expense of the project must be identified, and if not an individual, then in good standing with the Florida Secretary of State, Division of Corporations.

### **Permits**

Upon completion of the work specified in the Grant Agreement, proof of City final inspection will be required before Grant funding is disbursed.

### **Legislative Guidelines**

All funding to Applicant(s) receiving Renew Arlington Mandatory Compliance Grant Program will be administered by the Office of Economic Development in accordance with the terms of the Agreement by and between the Applicant and the City of Jacksonville.

- Applicants to be assisted must be located within the Renew Arlington CRA boundary. A boundary map is attached as Exhibit 1.
- Applicants receiving grant funds must be in compliance with all existing applicable city and state codes, regulations and permitting requirements as a prerequisite to entering into an Agreement.
- Funds are intended to be utilized to reimburse the Applicants for eligible expenses associated with the project as outlined in the Agreement to be signed by and between the City and grant recipient.
- All property taxes on the project site must be paid and current.
- There should be no contractor liens, no outstanding liens (other than mortgages), and no outstanding code violations at the project address at the time of application and at the time that the request for reimbursement is submitted.
- When an entity owns multiple properties that are attached structures, it is preferred that the grant(s) funding be shared between these properties for a unified improvement plan. The attached Applicant will be encouraged to create a unified plan for the property and apply for one grant per category of fencing, signs and landscaping/landscape buffers.
- A signed Agreement for funding assistance must be executed by the Office of Economic Development and the Applicant prior to the commencement of any work to be covered under this program. No grants will be awarded retroactively.
- In certain unique circumstances, a site configuration may dictate that compliance cannot be met using the constraints of the maximum awarded allowance. OED staff is authorized to approve amounts that exceed the maximum awarded allowance by up to 20%. In circumstances where the Grant amount exceeds 20% of the maximum awarded allowance, review and approval will be required by the Renew Arlington Agency Board.
- **Mandatory Compliance Grant Agreements that exceed \$100,000 \$250,000 will require approval by the Renew Arlington Agency Board.**
- All Applicants will be required to complete separate Grant Agreements for each category of fencing, signs and landscape/landscape buffers.
- Applicant may be subject to a background check.
- The Renew Arlington Design Review (RADR) process for reviewing MCGP projects is provided in Chapter 656 (Zoning Code), Ordinance Code; Part 3, Subpart S (Renew Arlington Zoning Overlay) and as illustrated in the program flow chart attached as Exhibit 2.

**NOTE:** The City will not be responsible in any manner for the selection of a contractor. The Applicant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The Applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

### **Application Preparation**

The Renew Arlington Overlay MCGP will work in conjunction with Chapter 656 (Zoning Code), Ordinance Code; Part 3, Subpart S (Renew Arlington Zoning Overlay), which will provide the Applicant with a consolidated review process for obtaining project approvals and permits. Therefore, grant program Applicants should be prepared to submit their grant application in a phased manner. The phased approach for submittal to the Office of Economic Development (OED) is as follows:

#### **Initial Application**

1. A completed and signed application (both property owner and Applicant if applicable)
2. Valid Applicant identification
3. A copy of the property tax bill/documentation to confirm property taxes are current and documentation to confirm ownership of the property
4. Unless the property owner is the applicant, the notarized Owner's Affidavit of Consent from the property owner authorizing the construction and improvements
5. A boundary survey



ONE CITY. ONE JACKSONVILLE.

## **RENEW ARLINGTON COMMUNITY REDEVELOPMENT AREA ZONING OVERLAY MANDATORY COMPLIANCE GRANT PROGRAM FOR FENCING, SIGNS AND LANDSCAPING/LANDSCAPE BUFFERS GOALS, POLICIES AND GUIDELINES**

### **Objective**

The objective of the Renew Arlington Overlay Mandatory Compliance Grant Program ("MCGP") is to rejuvenate an area of commercial development by providing nonresidential, commercial or retail renovation funding assistance in the form of Grants for existing, eligible nonresidential Applicants located within the Renew Arlington Community Redevelopment Area ("RA CRA"). "Applicants" may be the property owner or another entity that is designated by the property owner to request the Grant and receive the reimbursement.

**The Grant will be provided, on a reimbursement basis only, to those Applicants within the RA CRA boundary, whose property will be deemed out of compliance with the requirements of the Renew Arlington Zoning Overlay, as approved per Ordinance 2019-239-E.** The grant is designed to aid those Applicants whose property was not in compliance as of July 1, 2019 with the Zoning Overlay elements of fencing, signage, and landscaping/landscape buffers.

The intent of this program is to enhance the Community Redevelopment Area's unique aesthetics and appearance; improve property values; promote an environment that is visually appealing and safe for vehicular, bicycle and pedestrian traffic; and promote appropriate redevelopment of existing properties.

The Grant will cover 100 percent of the awarded allowance or the actual cost, whichever is less, under each category. Project costs exceeding the awarded allowance will be funded by the Applicant.

### **Goals**

The goals for the program are to:

- Support renovations to help in reducing blight and attract reinvestment;
- Create positive momentum toward community redevelopment;
- Offset potential costs related to compliance with the Renew Arlington Zoning Overlay creating access to funding for existing Applicants within the Renew Arlington CRA boundary.

### **Policies for Utilization of Grant Funds**

All site improvements must comply with all applicable city codes and ordinances, as well as state and federal regulations (if applicable). Work must follow permitted plans and specifications and shall be completed within one year (365 days) from the execution date of the Grant Agreement ("Agreement"). The Applicant is required to ensure that all applicable licenses and permits are obtained, including all permits required by the City of Jacksonville's Planning and Development Department.

Applicants will be required to execute an Agreement and other documents as necessary prior to commencement. The Grant will be funded upon completion of the project, review of supporting documentation, and verification of compliance with the terms of the Agreement. However, Agreements for projects that appear to be inactive will expire on May 1, 2025.