

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • JANUARY 8, 2019

City Commission Chamber

Regular City Commission Meeting

7:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448



City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- a. Roll Call
- b. Invocation
- c. Pledge of Allegiance

2. POSITIVITY AWARD - NONE**3. RECESS THE CC MTG & CONVENE AS THE CRA****4. CRA AGENDA**

- 1. -2019-R-3 A Resolution of the Community Redevelopment Agency of City of Holly Hill, Florida, to Adopt the Special US-1 Commercial Sign Grant Program; Providing for Repeal of Resolutions in Conflict Herewith; Providing for Severability; Providing an Effective Date.

(Requested by Valerie Manning, City Clerk)

- 2. CRA - Special Event Permit Request to Hold an Art Festival on City Hall Grounds on April 6Th and 7Th, 2019

(Requested by Valerie Manning, City Clerk)

5. ADJOURN AS THE CRA & RECONVENE THE CC MTG**6. PUBLIC COMMENTS****7. APPROVAL OF MINUTES - NONE****8. CONSENT AGENDA - ITEM (1)**

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. Is there anyone in the audience who wishes to speak on any item on the Consent Agenda?

- 1. Resolution -2019-R-4 A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Enter in an Agreement with Mead & Hunt to Provide Professional Services for the Design and Permitting, Bidding and Construction Phases of Lift Station 11 Wet Well Expansion at a Price Not to Exceed \$23,400; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

9. REGULAR AGENDA

- 1. Resolution -2019-R-5 A Resolution of the City Commission of the City of Holly Hill, Florida, to Adopt the Special US-1 Commercial Sign Grant Program; Providing for Repeal of Resolutions in Conflict Herewith; Providing for Severability; Providing an Effective Date.

(Requested by Nick Conte, Economic Development)

2. Resolution -2019-R-6 A Resolution of the City of Holly Hill, Florida, Authorizing the Professional Fee/Per Diem for the Position of Special Master; Providing for Severability; Providing for Conflicting Resolutions; and Providing an Effective Date.

(Requested by Brian Walker, City Planner)

3. Resolution -2019-R-7 A Resolution of the City of Holly Hill, Volusia County, Florida, Supporting Legislation that Restores Local Zoning Authority Regarding Short-Term Vacation Rentals in Single-Family and Multi-Family Residential Zoning Districts; Opposing All State Legislation that Further Erodes Municipal Authority to Protect Single-Family and Multi-Family Residential Zoning Districts from Tourist Activity; Providing Direction to the City Manager on Distribution of Resolution; and Providing an Effective Date.

(Requested by Brian Walker, City Planner)

4. Ordinance -2019-O-3014 FIRST READING - Ordinance 3014 An Ordinance of the City of Holly Hill, Florida, Amending Division 2. Board of Planning and Appeals Section 82-72 Membership, of the Code of Ordinances to Provide that Board Alternate Members of the Board of Planning and Appeals Shall be Appointed to Serve Two Year Terms Concurrent with Regular Board Member Appointments; Providing for Implementation; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.

(Requested by Joseph Forte, City Manager)

5. Special Event Permit Request to Hold an Art Festival on City Hall Grounds on April 6Th and 7Th, 2019

(Requested by Brian Walker, City Planner)

10. PUBLIC HEARING

1. Ordinance -2019-O-3013 SECOND READING - Ordinance 3013 An Ordinance of the City of Holly Hill, Florida, Amending the Land Development Regulations by Amending Section 114-707 Titled, "Outdoor Display of Merchandise" to Add Outdoor Display Regulations; Providing for Severability; Providing for Codification; and Providing for an Effective Date.

(Requested by Brian Walker, City Planner)

11. COMMUNICATIONS

- A. City Manager & Staff Comments
- B. City Attorney Comments
- C. City Commission Comments
- D. Mayor's Comments

12. ADJOURNMENT

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
CRA Resolution

4.1

MEETING DATE: January 8, 2019
FROM: Valerie Manning
SUBJECT: A Resolution of the Community Redevelopment Agency of City of Holly Hill, Florida, to Adopt the Special US-1 Commercial Sign Grant Program; Providing for Repeal of Resolutions in Conflict Herewith; Providing for Severability; Providing an Effective Date.
NUMBER: 2019-R-3
APPLICANT:
PLANNER:

DISCUSSION:

Incentive to eliminate outside displays. The grant is for a one-time payment and follows the rules of the City's CRA review process.

FISCAL ANALYSIS:

Budgeted under 130-5510-552.82-01 is \$150,000 in property improvement grants for FY18-19.

STAFF RECOMMENDATION:

Staff recommends support of Resolution 2019-R-03 as submitted.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION:

APPROVE TO ADOPT THE SPECIAL US-1 COMMERCIAL SIGN GRANT PROGRAM; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

- Special Sign Grant Application (PDF)

CRA Resolution No. 2019-3

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF
CITY OF HOLLY HILL, FLORIDA, TO ADOPT THE SPECIAL US-1
COMMERCIAL SIGN GRANT PROGRAM; PROVIDING FOR REPEAL OF
RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR
SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**RESOLUTION OF THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF HOLLY
HILL, FLORIDA, TO ADOPT THE SPECIAL US-1
COMMERCIAL SIGN GRANT PROGRAM; PROVIDING
FOR REPEAL OF RESOLUTIONS IN CONFLICT
HERewith; PROVIDING FOR SEVERABILITY;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Holly Hill is the duly designated and constituted body responsible for carrying out community redevelopment; and

WHEREAS, the City of Holly Hill has created a program, known as the Special US-1 Commercial Sign Grant to aid owners identified as having outdoor displays prior to the adoption of the Overlay District with assistance in the purchase of a sign; and

WHEREAS, the Special US-1 Commercial Sign Grant will provide identified businesses with a 75% reimbursement for the total expense of the sign; and

WHEREAS, the grant is capped at \$7,500 and stipulates a close date for permitting.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA:**

SECTION 1. Adopt. That the Community Redevelopment Agency hereby approves the terms and conditions of the Special US-1 Commercial Sign Grant, which is attached hereto and incorporated herein by reference as Exhibit "A".

SECTION 2. Repealer. All prior Resolutions, if any, which conflict with this Resolution are hereby repealed.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Resolution, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. Effective date. This Resolution shall become effective

immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019.



Special US-1 Commercial Sign Grant Program

Mission: Incentive to eliminate outside displays.

About The Program:

- The grant is for a one-time payment and follows the rules of the City's CRA review process.
- Applicants are eligible for reimbursement of 75% of their total expenses. This CRA reimbursement is capped at **\$7,500**.
- All new sign installations must have a valid city permit issued by June 24, 2019.
- The US-1 Sign Grant Program is for businesses seeking to install a new sign or to replace and refurbish an existing sign.
- Eligible businesses are listed in Exhibit A in attachment. They include businesses located within the Overlay Area that had a valid BTR since June 25, 2012 and engaged in the outside storage of merchandise. (Page 6)

How To Apply:

- Submit a completed CRA sign grant application. (Page 3)
- All liens, code violations and code enforcement actions must be settled prior to grant review.
- All business signs must adhere to approved architectural standards. (Page 7)
- If a non-property owner seeks to apply, the property owner must sign the application.
- Business owner applicants must secure (3) bids from a licensed company/sign contractor.
(Note: In the application, please include sketch/rendering of the proposed sign.)

Important:

Please note that an application must be submitted and approved by the CRA Review Committee **BEFORE** work begins. The applicant assumes all financial liabilities related to work that is completed prior to approval. Upon approval by CRA Review Committee, the applicant will be sent an official correspondence by the CRA Coordinator. For more information, contact Nick Conte at (386) 248-9446, nconte@hollyhillfl.org

City of Holly Hill CRA Application & Review Process

The applicant must complete a CRA Sign Grant Application from the office of the Economic Development/CRA Coordinator:

- (1) The application package must include the following:
- (a) Current photo(s) of project site;
 - (b) Property Appraiser Parcel ID number and proof of paid property taxes;
 - (c) Applicant Information;
 - (d) Listing of businesses or services offered on site;
 - (e) Business Tax Receipt (current);
 - (f) Rendering or sketch of proposed business sign;
 - (g) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and Boundary Survey for new sign locations.
 - (h) Signature of Property Owner (Applicant).

Note: The Applicant is responsible for all building and other permits and fees associated with the proposed project.

About The Review Process

1. The CRA Coordinator performs an initial review of the submission. If the application is incomplete, the applicant will be contacted for corrections. The application is then forwarded to the CRA Review Committee for review. Following this review, the application is either approved, denied or returned to the applicant for further action.

Please note, the CRA application must be approved by the CRA Review Committee before work begins. The applicant assumes all financial liabilities related to work that is completed prior to an official approval. Upon approval, applicant is sent an official correspondence via email by the CRA Coordinator, and contacted by phone or in person.

2. Upon completion of the improvements; a final inspection and approval by the City Building Official is required. Prior to the Applicant submitting a reimbursement package, please include the following:
 - a. Completed reimbursement form (provided by the CRA Coordinator);
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements; and
 - d. Photos of improvements (before and after).
 - e. The City is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

Applicants will receive reimbursement after the project is completed and all their expenses are paid. The City reserves the right to make on-site inspections throughout the course of the project.

Disclaimer:

The City of Holly Hill, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.



CRA GRANT PROGRAM APPLICATION

Date _____

Property Owner _____

Corporate/ Business Name _____

Property Address (Project Location): _____

Phone _____ Fax _____

Contact Person _____

E-mail _____

What type of grant(s) are you applying for?

Check all that apply. ☒ Business Sign

Describe the proposed businesses or services offered on site:

Total Project Cost: _____

Total Funding Request: _____

COST ANALYSIS

[illegible]

TOTAL: _____

FUNDING REQUEST: _____

Property Owner Authorization Form

I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the CRA Grant Program benefits are contingent upon funding availability and approval, and are not to be construed as an entitlement or right of a property owner (Applicant). I further understand that I am responsible for providing construction documents and/or permits required for any work, and hold the City of Holly Hill harmless for any damages associated with this application or the CRA Grant Program. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of five (5) years without approval. Non-compliance may be subject to formal proceedings that could result in daily fines or a lien against the property for the amount of the grant award. Routine maintenance (e.g. replacing same materials, repainting same color etc.) does not require City approval.

Applicant

Print Name

STATE OF FLORIDA:
COUNTY OF VOLUSIA:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

He/she is personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida, (Signature of

Notary taking acknowledgement)

Name of Notary Typed, Printed or Stamped My
Commission Expires:

Commission Number

Attachment: Special Sign Grant Application (2019-R-3 : Special US-1 Sign Grant)



ATTACHMENT A

**Businesses who have been identified with outdoor displays prior to June 25 2012
and are eligible for a grant:**

1. Tropical Casual Furniture
1664 Ridgewood Ave.
2. Palm Casual Furniture
1527 Ridgewood Ave.
3. Amish Home Furnishings
1220 Ridgewood Ave.
4. Magnolia House Antiques
1080 Ridgewood Ave.
5. Laura's Boutique
1014 Ridgewood Ave.
6. Our Old Stuff Antique Mall
1005 Ridgewood Ave.
7. Daytona Outreach Thrift Store
610 Ridgewood Ave.
8. Dollar Plus
600 Ridgewood Ave.
9. Dollar General
601 Ridgewood Ave.
10. Value Pawn
132 Ridgewood Ave.
11. Cash America Pawn
133 Ridgewood Ave.



Architectural & Color Standards:

City of Holly Hill Code Sec. 114-639. - Architectural styles/design standards.

For all new construction, one of the following architectural styles must be followed in the design of the project; Mediterranean, Spanish, Florida Vernacular, or Contemporary.

(Ord. No. 2721, § 1, 4-26-05)



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

CRA AGENDA (ID # 2353)

Meeting: 01/08/19 07:00 PM
Department: City Clerk
Category: CRA Agenda
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 2353

4.2

CRA - Special Event Permit Request to Hold an Art Festival on City Hall Grounds on April 6Th and 7Th, 2019

Title: “Helping Hands Thru Arts” Holly Hill Arts Festival.”

Special Event Permit request to hold an Art Festival on City Hall grounds on April 6th and 7th. (Helping Hands Thru Arts - Applicant) District 2 - Currie (Brian Walker, City Planner)

Description of Event: The applicant is requesting approval of a Special Event Permit to hold an Art Festival on City Hall grounds on Saturday, April 6th from 9am to 5 pm, and on Sunday, April 7th, 2019, from 9 am to 4 pm.

The proposed event is being held in order to raise awareness of the City of Holly Hill. This is a for profit event that will feature between 80 and 100 artist and is expected to raise between \$13,000 and \$16,000. A portion of the profits will be donated to the Holly Hill School. The event has been reviewed by the City’s Special Event Committee and there are no objections. The application is being brought before the CRA Redevelopment Agency for approval because the Applicant is requesting City sponsorship.

Estimated Attendance Over Two Days: 1,000 people.

Set-Up: Set-up for the event will begin on Friday, April 5th, at 1 pm.

Food and Beverages: The event will have 2 food trucks on-site.

Tent and Electrical Equipment/Installation: Each artist will bring their own white 10 x 10 tent to be placed on a 12 x 12 space. Electrical service will be provided by the City using current outlets. There is no intent to use generators.

Restrooms: Restroom facilities will consist of three portable toilets including one that is handicapped assessable.

Sanitation: Sanitation will be provided by the City in the form of on-site trash receptacles. Setup and cleanup will be done by City staff.

Off-Premise Parking and Traffic Control: The applicant request police assistance in directing overflow parking into Hollyland Park as well as in establishing a location for safe pedestrian crossing of US1 from City Hall. The City will also provide directional signage to the safe crossing location.

Security: The applicant request that the City of Holly Hill Police Department provide the

following services:

- ✓ Overnight Security from Friday at 7pm to Saturday at 7am and Saturday from 7pm to Sunday at 7am.
- ✓ Security on Sunday from 3pm to 5pm.
- ✓ Assisting pedestrians at crosswalk.

Emergency Medical Assistance: The applicant will utilize on-duty staff if needed.

Certificate of Insurance: Will be provided prior to the event.

Special Event Permit: Attached.

Requested City Sponsorship: The applicant is requesting that the City co-sponsor this event by providing 3 portable toilets; a staff person to open and be available at City Hall on Saturday from 10 am to 4 pm; and police protection and assistance during the two day event. Staff estimates that the cost of providing such services will be between \$3,076 and \$3,957.



SPECIAL EVENT PERMIT APPLICATION
 1065 Ridgewood Avenue, Holly Hill, FL 32117-2807
 Phone: (386) 248-9442 – Email: permitdesk@hollyhillfl.org
 (Revised Feb 2018)

BUSINESS HOST NAME: HELPING HANDS THRU ARTS DBA

ADDRESS OF EVENT: HOLLY HILL CITY HALL 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DESCRIPTION OF EVENT: HOLLY HILL FIRST ANNUAL SPRING ARTS FESTIVAL to be held on the Holly Hill City Hall Property. Will consider including food offerings, music venue (DJ), ART VENDORS

Student Art Exhibit if available inside the City Hall during a Saturday and Sunday

DAYS OF EVENT: April 6 AND April 7 2019 **HOURS OF EVENT –** 10-5 PM Sat. - 10-4 PM Sun.

OWNERS COORDINATOR NAME: Cheers4Arts, LLC and Masotti's Media Services South, Inc., d/b/a Helping Hands Thru Arts

OWNERS COORDINATOR ADDRESS: PO Box 1642 Ormond Beach, FL 32175 - 1642

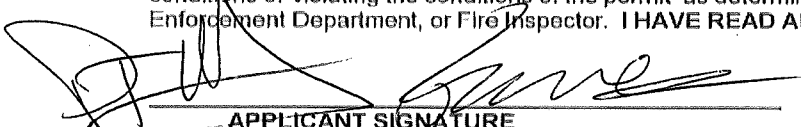
OWNER COORDINATOR EMAIL ADDRESS: Helpinghandsthruarts@gmail.com

CELL PHONE NUMBERS: Masotti's Media Services South, Inc., 404-626-6658 Cheers4Arts, LLC 702-524-0753 POC: Pat Masotti-Abernathy 404-626-6658 and Pam Fieldus 702-524-0753

EMERGENCY CONTACT NUMBERS: Same

NOTICE

The City of Holly Hill will review this application and determine if supplemental public safety staff or facilities are required. If provided by the City the applicant is responsible for paying any associated cost in addition to the permit fee. The City reserves the right to revoke special events creating potentially dangerous or hazardous conditions or violating the conditions of the permit as determined by the City Manager, Police Department, Code Enforcement Department, or Fire Inspector. **I HAVE READ AND UNDERSTAND THE PROCEEDING NOTICE.**


 APPLICANT SIGNATURE

10/18/19
 DATE

** Proof of Owners Authorization Is Required with Submittal If Signed by Agent**

PLANNING APPROVAL: _____ DATE: _____

COMMENTS: _____

FEE: _____

CITY OF HOLLY HILL

SPECIAL EVENT INDEMNIFICATION CLAUSE

Sec. 58-217.-Indemnification

The applicant for a special event shall be required to provide to the event review committee an agreement pursuant to which the applicant assumes full responsibility and liability for and indemnifies, defends, and holds the city harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event.

APPLICANT NAME: HOLDING HANDS THRU ARTS DBA

ADDRESS OF EVENT: HOLLY HILL CITY HALL, 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DAY(S) AND HOUR(S) OF THE EVENT: MARCH 2nd – MARCH 3rd 2019 10AM-4PM

Helping Hands Thru Arts assumes full responsibility and liability for an indemnify, define, and hold the City of Holly Hill harmless against all liability, claims for damages, and suits for or by any reason of any injury to any person, include death, and damage to any property, connected to the holding of the above special event.

10/19/18
Date

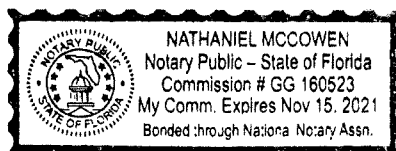
[Signature]
[Signature]

Owner's Signatures

STATE OF FLORIDA

COUNTY OF Volusia

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared Patrice Masotti-Abernathy, who is personally known to me or who has produced a Driver license as identification and who executed the foregoing instrument and sworn an oath on this 19 day of October, 2018.



[Signature]
NOTARY PUBLIC

CITY OF HOLLY HILL

SPECIAL EVENT INDEMNIFICATION CLAUSE

Sec. 58-217.-Indemnification

The applicant for a special event shall be required to provide to the event review committee an agreement pursuant to which the applicant assumes full responsibility and liability for and indemnifies, defends, and holds the city harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event.

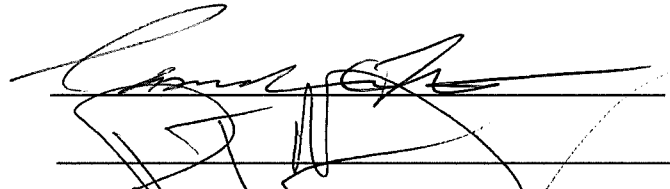
APPLICANT NAME: HOLDING HANDS THRU ARTS DBA

ADDRESS OF EVENT: HOLLY HILL CITY HALL, 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DAY(S) AND HOUR(S) OF THE EVENT: MARCH 2nd – MARCH 3rd 2019 10AM-4PM

Helping Hands Thru Arts assumes full responsibility and liability for an indemnify, define, and hold the City of Holly Hill harmless against all liability, claims for damages, and suits for or by any reason of any injury to any person, include death, and damage to any property, connected to the holding of the above special event.

10/18/19
Date

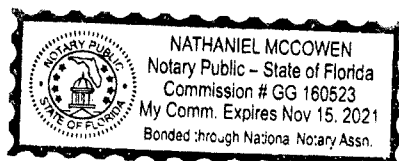

Owner's Signatures

STATE OF FLORIDA

COUNTY OF Volusia

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared

Pamela Fieldus, who is personally known to me or who has produced
a Driver license as identification and who executed the foregoing
instrument and sworn an oath on this 19 day of October,
20 18.




NOTARY PUBLIC



The Holly Hill Arts Festival

April 6th and 7th 2019

Enhancing Holly Hill Through The Arts



Helping Hands Thru Arts

The Holly Hill Arts Festival

April 6th and 7th 2019

Proposal by
Helping Hands Thru Arts



The Holly Hill Arts Festival

April 6th and 7th 2019

4.2.b

Helping Hands Thru Arts will provide:

1. Festival Logistics Maps
2. Artist Coordination
3. Holly Hill School Coordination
4. Festival Advertising, Publicity & Trade Agreements
5. Festival management/contracts/operations
6. Solicit and sell sponsorships

City of Holly Hill will provide:

1. Driveway closure to provide artist access for set up and load/unload
2. Police for public safety
3. Electricity for DJ
4. Water
5. Waste Management
6. Table and Chairs
7. Advertising

Requesting Assistance from City of Holly Hill

1. **Festival Security:** Request artist tent security
 - Friday, April 5th 7pm to Saturday Apr 6th at 7am
 - Saturday, April 6th 7pm to Sunday April 7th at 7am
2. **Port-O-Lets:** Request assistance with Port-O-Lets: 2 regular and 1 handicapped
3. **Student Art Placement In City Hall Lobby:** Request one employee for Saturday, April 6th 10 am to 4 pm for the Holly Hill School's Art Exhibit to be held in the City Hall Lobby

Attachment: Holly Hill Arts Festival Presentation (2353 : Art Festival)



The Holly Hill Arts Festival

Presented by Helping Hands Thru Arts

Saturday, April 6, 9am to 5pm & Sunday, April 7, 9am to 4pm

Mission Statement: Enhancing Holly Hill Through The Arts

"Helping Hands Thru Arts" will provide:

Festival Logistics Map of Festival

- Distribute map of Festival for artists, venders and sponsors
- Distribute map of parking area for artists' cars, trailers, and overnight stay locations

Artist Co-ordination for two-day Festival

- Solicitation of local and regional Artists for event
- Recruitment of artists utilizing written and/or online application processes
- Jury all Artists
- Careful selection to insure category for diversity
- Acceptance letters to Artists
- Confirmation, off-load and set-up instructions as well as up-load instructions
- Registration, coordination, and set-up day of Festival
- Provide Florida Sales Tax Revenue Forms

Co-ordination with Holly Hill School

- Coordinate request thru Mallory Cone, TOA Community Liaison
- Request and co-ordinate orchestra performance of Star Spangled Banner
- Request and co-ordinate student art exhibit
- Request and co-ordinate the "Purple Lightening Desirettes" dance team
- Obtain information regarding donation of money for band instruments

Advertising, Publicity & Trade Agreements

- Newspaper ads
- Festival Flyers / Post Cards
- Banner across street
- Radio Schedules
- Magazine Ad
- Website
- Social Media
- Press & Publicity Releases

Festival Management:

Provide Insurance
 Contract with two food trucks with generators
 Food Trucks to provide permits prior to Festival
 Contract with DJ
 Provide dashboard signage for Artist parking passes
 Provide Artist Booth cards for Artist tents with Sponsor logos
 Prepare Artist Packets with event information
 TBD - Distribute Artist "goodie" bags
 TBD - coffee and donuts for Artists on Saturday & Sunday morning
 TBD - Pizza Party for Artists on Saturday night
 Create information binder with show information
 Maintain Information Tent
 Provide 'booth sitting' for artist breaks
 Will pre-mark lawn and driveway on Thursday with flags to mark artist locations

Sponsorships

Negotiate all sponsorships

City of Holly Hill will provide:

Driveway Closure	City Hall will provide limited access to driveway circle to public starting at 1pm on Friday, April 5, for artist off-load and set up.
Police	Police for public safety a) US1 - artists arrival Friday, Noon to 3pm b) US1 - artists leaving Sunday, 3:30 pm to 5pm c) cross walk supervision from park to Festival, as needed - Saturday and Sunday
Electricity	Access to electrical outlet for DJ
Water	Use of water for tent weights
Waste Mgmt.	Trash baskets, set-up, maintenance and take down
Tables & Chairs	Set up and take down of six-foot tables and chairs in food area Set up and take down of six-foot table for information tent Set up and take down of chairs for the Holly Hill School orchestra
Signage	Directional parking signage
EMS	Availability

The Holly Hill Arts Festival

City of Holly Hill will provide, continued

Advertising	Use of City of Holly Hill logo for advertising Listing on website Use of 2x2 ad in water or electric bills as available Use of two digital advertising boards Request use of Holly Hill logo for advertising purposes Assistance with DOT for street banner
-------------	--

Requesting Assistance from City of Holly Hill:

Festival Security	Request artist tent security starting Friday night at 7:00 pm to Saturday 7:00 am Request artist tent security starting Saturday night to 7:00 pm to Sunday 7:00 am Will provide alpha list of artists in case of late night and/or early morning arrival Will provide list of all contact for police
Port-o-lets	Request assistance with port-o-lets: 2 regular and 1 handicapped
Art in Lobby	Request one employee for Saturday from 10:00 a.m. to 4:00 p.m. for the Holly Hill School's Art Exhibit to be held in the City Hall Lobby.

Attachment: Logistics List for Art Festival (2353 : Art Festival)

12/28/2018

Prepared by:

Helping Hands Thru Arts

Pat Masotti-Abernathy, Partner

C: 404.626.6658

Abernathy4Arts@hotmail.com

Dr. Pam Fieldus, Partner

C: 702.524.0753

Cheers4Arts@gmail.com



Brian Walker <bwalker@hollyhillfl.org>

Paint Festival Cost

Antoine Khoury <akhoury@hollyhillfl.org>
To: Brian Walker <bwalker@hollyhillfl.org>
Cc: Steve Aldrich <saldrich@hollyhillfl.org>

Fri, Dec 28, 2018 at 7:42 AM

Hey Brian, Steve came up with the following for costs:

The cost of portolets will be **\$340**. This includes (2) regular portlets, (1) handicapped portolet and (1) wash station for the 2 days. Per our meeting on this festival, I did reach out to Knight Jon Boy on units which have built in washing stations/dryers. They do not offer these. They would be substantially costlier and we would need to provide electric (if we wanted electric hand dryers).

Concerning cost for staffing, this would cost the City approximately **\$95.46** for 6 hours. I would split the day between Eddie and Jeff. The average of their salaries plus City benefits at 42.72% equal \$15.91/hour.

[Quoted text hidden]

--

Antoine Khoury PE
City Engineer/Public Works Director
City of Holly Hill
453 LPGA Blvd
Holly Hill, FL 32117
386-248-9493 office
akhoury@hollyhillfl.org

Attachment: Cost Estimates for Art Festival (2353 : Art Festival)



Brian Walker <bwalker@hollyhillfl.org>

Correction

Steve Aldrich <saldrich@hollyhillfl.org>
To: Brian Walker <bwalker@hollyhillfl.org>

Fri, Dec 28, 2018 at 11:08 AM

Brian,

The approximate cost of having one officer on duty during the entire course of the entire event will be \$2,641.50. If we schedule a second officer during the active times of the show to assist with the Cross-walk detail that will be an additional cost of approximately \$880.50. The total estimated cost to the of the officers is \$3,522.00 (this is based on the average overtime cost of using two of the CSU officers that would likely be assigned to this detail.

Please let me know if you have any further questions or concerns.

Stephen K. Aldrich, Chief of Police
Holly Hill Police Department
1065 Ridgewood Avenue
Holly Hill, Florida 32117
FBI National Academy #238
(386) 248-9494 desk
(386) 248-9480 fax
saldrich@hollyhillfl.org
www.hollyhillfl.org

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. The City of Holly Hill's policy does not differentiate between personal and business emails. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the City system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose identifying information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

[Quoted text hidden]

Attachment: Cost Estimates for Art Festival (2353 : Art Festival)



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

8.1

MEETING DATE: January 8, 2019
FROM: Antoine Khoury
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, Authorizing the City Manager to Enter in an Agreement with Mead & Hunt to Provide Professional Services for the Design and Permitting, Bidding and Construction Phases of Lift Station 11 Wet Well Expansion at a Price Not to Exceed \$23,400; Providing for Severability; and Providing for an Effective Date.

NUMBER: 2019-R-4
APPLICANT:
PLANNER:

DISCUSSION:

Lift Station #11 was reconstructed in 2012 at its current location. The capacity of the wet well is currently not sufficient due to what the City believes is a combination of excess infiltration and inflow during major rain events. The City wishes to add additional wet well capacity to increase draw-down time and reduce pump cycling. An additional wet well will be required to be placed in the road adjacent to the existing wet well. The existing pumps will be utilized and relocated to the new wet well. The existing electrical panel and generator will remain.

The city desires to have Mead & Hunt provide professional services for the design and permitting services needed for this project. Bidding and Construction phase services are also included as described in the attached proposal at a price not to exceed \$23,400.

Quentin L. Hampton Associates, Inc., (now Mead & Hunt), entered into a Engineering Services Agreement effective December 4, 2015. The contract was assigned to Mead & Hunt, Inc., (M&H) effective June 30, 2017.

FISCAL ANALYSIS:

Money for this project has been budgeted in account 407-8110-580-63-00.

STAFF RECOMMENDATION:

Approve Mead & Hunt to provide professional services for the design and permitting, bidding and construction phases of this project.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MEAD & HUNT TO PROVIDE PROFESSIONAL SERVICES FOR THE DESIGN AND PERMITTING, BIDDING AND CONSTRUCTION PHASES OF LIFT STATION 11 WET WELL EXPANSION AT A PRICE NOT TO EXCEED \$23,400.

ATTACHMENTS:

- LS _11 Engineering Proposal- 12.14.18 (PDF)

Resolution No. 2019-4

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER IN AN AGREEMENT WITH MEAD & HUNT TO PROVIDE PROFESSIONAL SERVICES FOR THE DESIGN AND PERMITTING, BIDDING AND CONSTRUCTION PHASES OF LIFT STATION 11 WET WELL EXPANSION AT A PRICE NOT TO EXCEED \$23,400; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER IN AN AGREEMENT WITH MEAD & HUNT TO PROVIDE PROFESSIONAL SERVICES FOR THE DESIGN AND PERMITTING, BIDDING AND CONSTRUCTION PHASES OF LIFT STATION 11 WET WELL EXPANSION AT A PRICE NOT TO EXCEED \$23,400; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City desires to expand the capacity of the wet well at Lift Station #11 as it is currently not sufficient due to a combination of excess infiltration and inflow during major rain events; and

WHEREAS, the City desires to have Mead & Hunt provide professional services for the design and permitting services. Bidding and Construction phase services are also included; and

WHEREAS, Mead & Hunt has submitted a proposal for the professional services at a price not to exceed \$23,400; and

WHEREAS, the fee estimate and scope of services for this project constitutes a supplemental agreement to the Engineering Services Agreement effective December 4, 2015; and

WHEREAS, the contract was assigned to Mead & Hunt, Inc. (M&H) effective
June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF HOLLY, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into an agreement with Mead and Hunt, Inc., to provide professional services for the expansion of Lift Station 11 Wet well not to exceed \$23,400.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED this 8th day of JANUARY, 2019.



4401 Eastport Parkway
Port Orange, FL 32127
386-761-6810
meadhunt.com

December 14, 2018

Walt Smyser
Public Works Deputy Director
City of Holly Hill
453 LPGA Boulevard
Holly Hill, FL 32117

Email: wsmyser@hollyhillfl.org

Hard Copy Mailed Only on Request

**CITY OF HOLLY HILL
LIFT STATION #11 ADDITIONAL WET WELL CAPACITY
SCOPE OF SERVICES AND FEE ESTIMATE**

Dear Mr. Smyser:

Mead & Hunt is pleased to provide this engineering scope of services and fee estimate for the above referenced project. The attached scope of services addresses the work activities we understand to be required. The scope includes design, permitting, bidding services, construction administration, and inspection.

The attached scope of services is in conformance with our professional services agreement. We look forward to the opportunity to serve the City of Holly Hill on this and future projects. If you have any questions or comments, please contact our office.

Sincerely,

Andrew M. Giannini, P.E.
Project Manager

David A. King, P.E.
Vice President

AMG/DAK:tr

Enclosures: Scope of Services, Fee Estimate and Construction Cost Estimate

Attachment: LS_11 Engineering Proposal- 12.14.18 (2019-R-4 : 19WW04 Lift Station 11 Wet Well Expansion)

Walt Smyser
December 14, 2018
Page 1

**CITY OF HOLLY HILL
LIFT STATION #11 ADDITIONAL WET WELL CAPACITY
SCOPE OF SERVICES**

The City of Holly Hill (CITY) and Quentin L. Hampton Associates, Inc. (QLH), entered into a Master Services Agreement for Engineering Services dated effective December 4, 2015 is referred to herein as the Contract. The contract was assigned to Mead & Hunt, Inc. (M&H) effective June 30, 2017.

GENERAL

This scope of services provided to the CITY includes the design, permitting, bidding services, construction administration, and inspection services required to construct additional wet well capacity onto lift station #11.

The design engineering services include preliminary design, final design, preparation of specifications, permitting, and completion of bidding.

Construction services include contract administration, inspection, preparation of record drawings, and certification of project completion to permitting agencies.

BASIS OF DESIGN

Lift Station #11 was reconstructed in 2012 at its current location. The capacity of the wet well is currently not sufficient due to what the City believes is excess infiltration. M&H will size additional wet well capacity to increase draw-down time and reduce pump cycling. An additional wet well will be required to be placed in the road adjacent to the existing wet well. The existing pumps will be utilized and relocated to the new wet well. The existing electrical panel and generator will remain.

DESIGN

During the design phase, M&H will complete the following work:

- Preparation of design plans using previously prepared as-built drawings from lift station #11 rehabilitation. Minimum plan requirements include: civil drawings, which accurately depict existing features and proposed improvements. Drawings shall include plan sheets, and detail drawing as required.
- Lettering size of plans shall be suitable for one-half size reduced drawings.
- Preparation of Contract Documents, Contract Documents is defined as general conditions of the construction contract and include, but are not limited to, the Drawings, Specifications, and front-end

Walt Smyser
December 14, 2018
Page 2

documents (Bid, Agreement, General Conditions, Supplementary Conditions, and Post Bid Documentation).

- A minimum of two (2) review meetings with CITY Staff (one at 60% design and 90% design completion).
- Submittal of two (2) sets of plans and specifications to the CITY for review and comment at each of the above design meetings.
- Submittal of an Engineer's preliminary opinion of cost shall be at 90% design submittal. Costs estimated will be itemized with unit costs indicated as appropriate.
- Incorporation of the CITY Staff review comments in the Contract Documents.
- Furnish two (2) sets and one (1) electronic copy of the contract documents to the CITY for staff use during construction.
- At completion of the project, M&H will supply two (2) hard copies and one (1) electronic copy of as-builts.

PERMITTING

During the bidding phase, M&H will complete the following permitting work:

- Preparation and submittal of permit applications at the 90% stage including FDEP Wastewater Collection System permit and respond to reasonable requests for additional information required from the permitting agencies.
- Submittal of completion certifications, prepare a comprehensive set of (as-built) record drawings and requests for clearances from the permitting agencies upon completion of construction.

BIDDING – PACKAGE DEVELOPMENT, COORDINATION, AND CERTIFICATION

During the bidding phase, M&H will complete the following:

- Provide advertisement for bids to the CITY staff for publishing in the legal newspaper by the CITY.
- Prior to advertising, provide the CITY with a current opinion of cost in writing.
- Provide one (1) set of contract documents (including drawings) to the CITY's purchasing coordinator.
- Provide electronic (PDF) files of plans and specifications for City. Distribution of Plans and Specifications to Contractors and Suppliers.
- Clarify plans and specifications based on requests for information and prepare addenda as needed. City to distribute addenda.
- Conduct a pre-bid meeting. Prepare minutes of the meeting and distribute to all attendees and City.
- Attend the bid opening and collect a copy of each bid submitted.
- Review and check the bids and prepare a detailed bid tabulation.

Walt Smyser
December 14, 2018
Page 3

- Investigate the lowest responsive bidder and interview references, if not familiar to M&H. Prepare an award recommendation letter.
- Coordinate execution of contracts and distribution of conformed documents to all parties.

CONSTRUCTION ADMINISTRATION

M&H will attend pre-construction meeting, monthly coordination meetings, and final inspection meeting. This task will also include construction contract administration to include the processing of all pay requests, change orders, and final punch list items.

INSPECTION SERVICES

M&H will supply a fully qualified resident project representative (RPR) for part time inspection for the duration of the project, as the CITY desires. The inspector will observe the construction activities, verify conformance with contract documents, review/observe all required tests, maintain a detailed log including red-line construction drawings, field verify all work quantities, collect/forwards complaints, and field direct the contractor as necessary. Quality control will be completed by a Certified Inspection Supervisor and the Project Manager in the form of field visits and work product review.

PROPOSED FEES

M&H shall complete the above services for a total price of \$23,400. All fees except for Allowances/Reimbursables shall be lump sum. It is estimated the project will require 100 hours of inspection time or an average of 20 hours per week for five (5) weeks. Adjustment of lump sum amount may be necessary if actual project duration is longer. Allowances include \$2,000 for geotechnical investigation at additional wet well location (one boring).

Design & Permitting	\$7,140	Lump Sum
Bidding	\$2,620	Lump Sum
Construction Administration	\$10,640	Lump Sum
Allowances/Reimbursables	<u>\$3,000</u>	Time & Expense
TOTAL	\$23,400	

EXCLUSIONS

This scope of services does not include any other services not specifically listed herein.

Walt Smyser
December 14, 2018
Page 4

Mead & Hunt

City of Holly Hill



David A. King, P.E.
Vice President



Date

Date

**“PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC., MAY
NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.”**

IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S (MEAD & HUNT, INC.’s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF HOLLY HILL, 1065 RIDGEWOOD AVENUE, HOLLY HILL, FL 32117, CITY Clerk, Valerie Manning, (386) 248-9441, vmanning@hollyhillfl.org.

CITY OF HOLLY HILL
LIFT STATION #11 ADDITIONAL WET WELL CAPACITY
FEE ESTIMATE AND MANHOURS
December 14, 2018

Task No.	Description	Project Manager (hours)	Project Engineer (hours)	CAD Technical (hours)	Construction Project Rep. (hours)	Clerical (hours)	Total Task (\$)
	Hourly Rate	\$175	\$140	\$75	\$65	\$50	
1	Design & Permitting	4	16	48	0	12	\$ 7,140.00
2	Bidding Assistance	4	8	0	0	16	\$ 2,620.00
3	Construction Administration	4	16	8	100	12	\$ 10,640.00
	TOTAL ALL TASKS	12	40	56	100	40	\$ 20,400.00
							Allowances/Reimbursables \$ 3,000.00
							Total All Tasks \$ 23,400.00

Notes:

1. Construction Project Rep = 20 hours / week x 5 weeks
2. Allowances/Reimbursables includes geotechnical investigation (\$2,000) and reimbursables (\$1,000)

CITY OF HOLLY HILL
LIFT STATION 11 MODIFICATIONS - ADDITIONAL WET WELL CAPACITY
PRELIMINARY PROJECT COST

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL
1	Mobilization/NPDES Permit/Erosion and Turbidity Control	1	LS	\$ 5,000.00	\$ 5,000.00
2	Survey Layout and As-built Survey	1	LS	\$ 3,000.00	\$ 3,000.00
3	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
4	Demolition	1	LS	\$ 15,000.00	\$ 15,000.00
5	Bypass Pumping	1	LS	\$ 15,000.00	\$ 15,000.00
6	Construct Additional Wet Well	1	LS	\$ 80,000.00	\$ 80,000.00
7	Relocate pumps to new wet well and construct new force main connections	1	LS	\$ 40,000.00	\$ 40,000.00
8	Construct 16" PVC Connection and Tie into Ex. Wet Well	1	LS	\$ 15,000.00	\$ 15,000.00
9	Restoration - asphalt repair, sod, etc	1	LS	\$ 8,000.00	\$ 8,000.00
10	Project Administration	1	LS	\$ 5,000.00	\$ 5,000.00
Construction Estimate Subtotal					\$ 196,000.00
Contingency (10%)					\$ 19,600.00
Construction Total Estimated Cost					\$ 215,600.00

In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost.

Attachment: LS_11 Engineering Proposal- 12.14.18 (2019-R-4 : 19WW04 Lift Station 11 Wet Well Expansion)



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

9.1

MEETING DATE: January 8, 2019
FROM: Nick Conte
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Florida, to Adopt the Special US-1 Commercial Sign Grant Program; Providing for Repeal of Resolutions in Conflict Herewith; Providing for Severability; Providing an Effective Date.
NUMBER: 2019-R-5
APPLICANT:
PLANNER:

DISCUSSION:

Incentive to eliminate outside displays. The grant is for a one-time payment and follows the rules of the City's CRA review process.

FISCAL ANALYSIS:

Budgeted under 130-5510-552.82-01 is \$150,000 in property improvement grants for FY18-19.

STAFF RECOMMENDATION:

Staff recommends support of Resolution 2019-R-05 as submitted.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION:

APPROVE TO ADOPT THE SPECIAL US-1 COMMERCIAL SIGN GRANT PROGRAM; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

- Special-Sign-Grant-Version2.0-B (PDF)

Resolution No. 2019-5**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, TO ADOPT THE SPECIAL US-1 COMMERCIAL SIGN GRANT PROGRAM; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, TO ADOPT THE SPECIAL US-1 COMMERCIAL SIGN GRANT PROGRAM; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is the duly designated and constituted body responsible for carrying out community redevelopment; and

WHEREAS, the City of Holly Hill has created a program, known as the Special US-1 Commercial Sign Grant to aid owners identified as having outdoor displays prior to the adoption of the Overlay District with assistance in the purchase of a sign; and

WHEREAS, the Special US-1 Commercial Sign Grant will provide identified businesses with a 75% reimbursement for the total expense of the sign; and

WHEREAS, The grant is capped at \$7,500 and stipulates a close date for permitting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA:

SECTION 1. Adopt. That the City Commission hereby approves the terms and conditions of the Special US-1 Commercial Sign Grant, which is attached hereto and incorporated herein by reference as Exhibit "A".

SECTION 2. Repealer. All prior resolutions, if any, which conflict with this Resolution are hereby repealed.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Resolution, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. Effective date. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019.



Special US-1 Commercial Sign Grant Program

Mission: Incentive to eliminate outside displays.

About The Program:

- The grant is for a one-time payment and follows the rules of the City's CRA review process.
- Applicants are eligible for reimbursement of 75% of their total expenses. This CRA reimbursement is capped at **\$7,500**.
- All new sign installations must have a valid city permit issued by June 24, 2019.
- The US-1 Sign Grant Program is for businesses seeking to install a new sign or to replace and refurbish an existing sign.
- Eligible businesses are listed in Exhibit A in attachment. They include businesses located within the Overlay Area that had a valid BTR since June 25, 2012 and engaged in the outside storage of merchandise. (Page 6)

How To Apply:

- Submit a completed CRA sign grant application. (Page 3)
- All liens, code violations and code enforcement actions must be settled prior to grant review.
- All business signs must adhere to approved architectural standards. (Page 7)
- If a non-property owner seeks to apply, the property owner must sign the application.
- Business owner applicants must secure (3) bids from a licensed company/sign contractor.
(Note: In the application, please include sketch/rendering of the proposed sign.)

Important:

Please note that an application must be submitted and approved by the CRA Review Committee **BEFORE** work begins. The applicant assumes all financial liabilities related to work that is completed prior to approval. Upon approval by CRA Review Committee, the applicant will be sent an official correspondence by the CRA Coordinator. For more information, contact Nick Conte at (386) 248-9446, nconte@hollyhillfl.org

City of Holly Hill CRA Application & Review Process

The applicant must complete a CRA Sign Grant Application from the office of the Economic Development/CRA Coordinator:

- (1) The application package must include the following:
- (a) Current photo(s) of project site;
 - (b) Property Appraiser Parcel ID number and proof of paid property taxes;
 - (c) Applicant Information;
 - (d) Listing of businesses or services offered on site;
 - (e) Business Tax Receipt (current);
 - (f) Rendering or sketch of proposed business sign;
 - (g) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and Boundary Survey for new sign locations.
 - (h) Signature of Property Owner (Applicant).

Note: The Applicant is responsible for all building and other permits and fees associated with the proposed project.

About The Review Process

1. The CRA Coordinator performs an initial review of the submission. If the application is incomplete, the applicant will be contacted for corrections. The application is then forwarded to the CRA Review Committee for review. Following this review, the application is either approved, denied or returned to the applicant for further action.

Please note, the CRA application must be approved by the CRA Review Committee before work begins. The applicant assumes all financial liabilities related to work that is completed prior to an official approval. Upon approval, applicant is sent an official correspondence via email by the CRA Coordinator, and contacted by phone or in person.

2. Upon completion of the improvements; a final inspection and approval by the City Building Official is required. Prior to the Applicant submitting a reimbursement package, please include the following:
 - a. Completed reimbursement form (provided by the CRA Coordinator);
 - b. Copies of applicable invoices or receipts;
 - c. Proof of payment for improvements; and
 - d. Photos of improvements (before and after).
 - e. The City is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

Applicants will receive reimbursement after the project is completed and all their expenses are paid. The City reserves the right to make on-site inspections throughout the course of the project.

Disclaimer:

The City of Holly Hill, shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.



CRA GRANT PROGRAM APPLICATION

Date _____

Property Owner _____

Corporate/ Business Name _____

Property Address (Project Location): _____

Phone _____ Fax _____

Contact Person _____

E-mail _____

What type of grant(s) are you applying for?

Check all that apply. ☒ Business Sign

Describe the proposed businesses or services offered on site:

Total Project Cost: _____

Total Funding Request: _____

COST ANALYSIS

[illegible]

TOTAL: _____

FUNDING REQUEST: _____

Property Owner Authorization Form

I, _____, attest that the information contained herein is correct to the best of my knowledge. I further understand that the CRA Grant Program benefits are contingent upon funding availability and approval, and are not to be construed as an entitlement or right of a property owner (Applicant). I further understand that I am responsible for providing construction documents and/or permits required for any work, and hold the City of Holly Hill harmless for any damages associated with this application or the CRA Grant Program. Prior to reimbursement of project costs, the applicant shall agree in writing, to maintain all improvements and not to alter the project for a period of five (5) years without approval. Non-compliance may be subject to formal proceedings that could result in daily fines or a lien against the property for the amount of the grant award. Routine maintenance (e.g. replacing same materials, repainting same color etc.) does not require City approval.

Applicant

Print Name

STATE OF FLORIDA:
COUNTY OF VOLUSIA:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

He/she is personally known to me or has produced _____ as identification and did not (did) take an oath.

(SEAL)

Notary Public, State of Florida, (Signature of

Notary taking acknowledgement)

Name of Notary Typed, Printed or Stamped My
Commission Expires:

Commission Number

Attachment: Special-Sign-Grant-Version2.0-B (2019-R-5 : Special US-1 Sign Grant)



ATTACHMENT A

**Businesses who have been identified with outdoor displays prior to June 25 2012
and are eligible for a grant:**

1. Tropical Casual Furniture
1664 Ridgewood Ave.
2. Palm Casual Furniture
1527 Ridgewood Ave.
3. Amish Home Furnishings
1220 Ridgewood Ave.
4. Magnolia House Antiques
1080 Ridgewood Ave.
5. Laura's Boutique
1014 Ridgewood Ave.
6. Our Old Stuff Antique Mall
1005 Ridgewood Ave.
7. Daytona Outreach Thrift Store
610 Ridgewood Ave.
8. Dollar Plus
600 Ridgewood Ave.
9. Dollar General
601 Ridgewood Ave.
10. Value Pawn
132 Ridgewood Ave.
11. Cash America Pawn
133 Ridgewood Ave.



Architectural & Color Standards:

City of Holly Hill Code Sec. 114-639. - Architectural styles/design standards.

For all new construction, one of the following architectural styles must be followed in the design of the project; Mediterranean, Spanish, Florida Vernacular, or Contemporary.

(Ord. No. 2721, § 1, 4-26-05)



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: January 8, 2019
FROM: Brian Walker
SUBJECT: A Resolution of the City of Holly Hill, Florida, Authorizing the Professional Fee/Per Diem for the Position of Special Master; Providing for Severability; Providing for Conflicting Resolutions; and Providing an Effective Date.
NUMBER: 2019-R-6
APPLICANT: Brian Walker
PLANNER:

INTRODUCTION:

A Resolution to amend the payment of professional fees/per diem for the position of Special Master.

BACKGROUND:

On October 28, 2014, the City Commission adopted Resolution 2014-R-68 to authorize the payment of a professional fee for the hearing of cases and preparation of orders by the Special Master as follows:

One to Five Cases - compensation of \$275.00

Six to Eight Cases - compensation of \$325.00

Nine to Eleven Cases - compensation of \$375.00

Twelve to Fifteen Cases - compensation of \$450.00

DISCUSSION:

Inasmuch as the number of cases heard by the Special Master sometimes exceeds fifteen cases, it is necessary to amend the fee structure to include payment for cases that exceed fifteen cases.

The purpose of this Resolution is to authorize that a fee of thirty dollars (\$30) be paid for each case after the fifteenth case.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

RECOMMENDATION:

APPROVE AUTHORIZING THE PROFESSIONAL FEE/PER DIEM FOR THE POSITION OF SPECIAL MASTER AND THAT A FEE OF THIRTY DOLLARS (\$30) BE PAID FOR EACH CASE AFTER THE FIFTEENTH CASE.

ATTACHMENTS:

- Current Resolution - 2014-R-68 (PDF)

Resolution No. 2019-6**A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA,
AUTHORIZING THE PROFESSIONAL FEE/PER DIEM FOR THE
POSITION OF SPECIAL MASTER; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN
EFFECTIVE DATE.**

**A RESOLUTION OF THE CITY OF HOLLY HILL,
FLORIDA, AUTHORIZING THE PROFESSIONAL
FEE/PER DIEM FOR THE POSITION OF SPECIAL
MASTER; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CONFLICTING RESOLUTIONS; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The City of Holly Hill has retained as special Master Melody Pullen to hear cases regarding City Code and other civil violations; and

WHEREAS, The City of Holly Hill compensation for time and expenses is to be established by the City Commission.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION
OF THE CITY OF HOLLY HILL, FLORIDA:**

SECTION 1. That the City Commission does hereby authorize the payment of a professional fee for Hearing of the Cases and the Preparation of Orders as Follows:

One to Five Cases \$275.00

Six to Eight Cases \$325.00

Nine to Eleven Cases \$375.00

Twelve to Fifteen Cases \$450.00

Thirty dollars (\$30) for each case thereafter.

SECTION 2. That all Resolutions made in conflict with the Resolution are hereby repealed.

SECTION 3. That this Resolutions shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019.

RESOLUTION 2014-R-68

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING THE PROFESSIONAL FEE/PER DIEM FOR THE POSITION OF SPECIAL MASTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Holly Hill has retained as special Master Melody Pullen to hear cases regarding City Code and other civil violations; and

WHEREAS, The City of Holly Hill compensations for the time and expenses is to be established by the City Commission.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission does hereby authorize the payment of a professional fee for Hearing of the Cases and the Preparation of Orders as Follows:

One to Five Cases	\$275.00
Six to Eight Cases	\$325.00
Eight to Eleven Cases	\$375.00
Eleven to Fifteen Cases	\$450.00

SECTION 2. That all Resolutions made in conflict with the Resolution are hereby repealed.

SECTION 3. That this Resolutions shall become effective immediately upon its adoption.

The within and forgoing Resolution was read before the City Commission of the City of Holly Hill Florida, at its regular meeting held in the Commission Chambers at City Hall, 1065 Ridgewood Avenue, Holly Hill, Florida on the 28th day of October 2014.

It was moved by Commissioner Moore and seconded by Commissioner Penny that said Resolution be adopted. A roll call vote of the Commission on said motion of the Resolution resulted as follows:

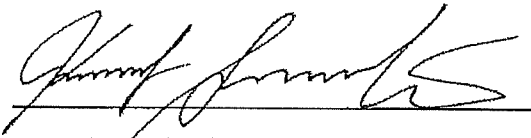
ROLL CALL VOTE AS FOLLOWS: (Resolution 2014-R-68):

Mayor Roy Johnson	Yes
Commissioner John Penny	Yes
Commissioner Penny Currie	Yes
Commissioner Donnie Moore	Yes
Commissioner Elizabeth Albert	Yes

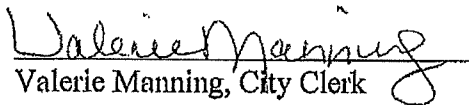
ADOPTED THIS 28th DAY OF OCTOBER, 2014.

WHEREAS, the Mayor of the City of Holly Hill, Florida, has hereunto set his official signature, duly authorized by the City Clerk, and has caused the official seal of said City to be affixed, all at the City Hall in the City of Holly Hill, this 28th day of October, 2014, for the purpose of authenticity as is required by law.

City of Holly Hill, Florida


Roy Johnson, Mayor
Kurt Swartzlander, Interim City Manager

Attest:


Valerie Manning, City Clerk



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: January 8, 2019
FROM: Brian Walker
SUBJECT: A Resolution of the City of Holly Hill, Volusia County, Florida, Supporting Legislation that Restores Local Zoning Authority Regarding Short-Term Vacation Rentals in Single-Family and Multi-Family Residential Zoning Districts; Opposing All State Legislation that Further Erodes Municipal Authority to Protect Single-Family and Multi-Family Residential Zoning Districts from Tourist Activity; Providing Direction to the City Manager on Distribution of Resolution; and Providing an Effective Date.
NUMBER: 2019-R-7
APPLICANT: Brian Walker
PLANNER:

INTRODUCTION:

In 2011, the Florida Legislature prohibited cities from regulating short-term vacation rentals. A short-term vacation rental is defined as a property that is rented more than three times a year for less than 30 days at a time. The legislation passed in 2011 included a provision that “grandfathered” any ordinance regulating short-term rentals prior to June 1, 2011. Since that time, a number of cities, both “grandfathered” cities and those that did not have an ordinance in place, have experienced problems with these properties. The effect of the 2011 law is that two separate classes of cities were created respective to short-term rentals, those with Home Rule authority and those without.

In 2014, the Legislature passed SB 356 (Thrasher), which diminished the preemption on short-term rentals. The 2014 law allows local governments to adopt ordinances specific to these rentals so that they can address some of the noise, parking, trash and life-safety issues created by their proliferation in residential neighborhoods. However, SB 356 left in place existing statutory language stating that cities cannot “prohibit” short-term rentals, or regulate the duration or frequency of the rental.

The Florida League of Cities Issue Brief on Short Term Rentals (attached) provides further background of the Florida Legislature’s attempt at regulating short term rentals.

DISCUSSION:

Many cities, such as Holly Hill, without short-term rental regulations in place prior to June 1, 2011, have had their zoning authority essentially stripped away and are now seeing these rentals quickly grow in residential neighborhoods. Some long-time residents have been negatively

affected, and the residential character of some traditional neighborhoods has been eroded.

This proposed Resolution supports legislation that restores local zoning authority and opposes any legislation that preempts municipal authority to regulate short term rental properties. If passed, this Resolution ensures adequate time for consideration by other municipalities of this particular issue before the upcoming legislative session and expresses the local elected officials' rejection of the State legislature's attempts to erode home rule.

STAFF RECOMMENDATION:

Adopt the Resolution supporting legislation that restores local zoning authority regarding short-term vacation rentals in single-family and multifamily residential zoning districts; opposing all state legislation that further erodes municipal authority to protect single-family and multifamily residential zoning districts from tourist activity, and authorizes the City Manager to execute the same.

MOTION:

APPROVE SUPPORTING LEGISLATION THAT RESTORES LOCAL ZONING AUTHORITY REGARDING SHORT-TERM VACATION RENTALS IN SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS; OPPOSING ALL STATE LEGISLATION THAT FURTHER ERODES MUNICIPAL AUTHORITY TO PROTECT SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS FROM TOURIST ACTIVITY; PROVIDING DIRECTION TO THE CITY MANAGER ON DISTRIBUTION OF RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

- Florida LOC 2018 Legislative Brief(PDF)

Resolution No. 2019-7

A RESOLUTION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, SUPPORTING LEGISLATION THAT RESTORES LOCAL ZONING AUTHORITY REGARDING SHORT-TERM VACATION RENTALS IN SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS; OPPOSING ALL STATE LEGISLATION THAT FURTHER ERODES MUNICIPAL AUTHORITY TO PROTECT SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS FROM TOURIST ACTIVITY; PROVIDING DIRECTION TO THE CITY MANAGER ON DISTRIBUTION OF RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, SUPPORTING LEGISLATION THAT RESTORES LOCAL ZONING AUTHORITY REGARDING SHORT-TERM VACATION RENTALS IN SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS; OPPOSING ALL STATE LEGISLATION THAT FURTHER ERODES MUNICIPAL AUTHORITY TO PROTECT SINGLE-FAMILY AND MULTI-FAMILY RESIDENTIAL ZONING DISTRICTS FROM TOURIST ACTIVITY; PROVIDING DIRECTION TO THE CITY MANAGER ON DISTRIBUTION OF RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2011, the Florida Legislature prohibited local governments from regulating short-term vacation rentals (short-term vacation rental being defined as a property that is rented more than three times per year for less than thirty days); and

WHEREAS, only local governments with regulations in place prior to 2011 have limited ability to regulate short-term vacation rentals; and

WHEREAS, in 2014, in recognition of the noise, parking, trash, and life-safety impacts that can occur because of short-term vacation rental activity, the Florida Legislature amended its 2011 legislation to allow some local regulation, but continued to prohibit local governments from prohibiting short-term rentals in residential neighborhoods; and

WHEREAS, while the City of Holly Hill appreciates the 2014 Florida Legislature recognizing short-term vacation rentals in residential areas as a problem to communities and subsequently providing local governments with limited authority to address some of the adverse impacts caused by this activity, the City continues to maintain that short-term vacation rentals are an incompatible land use within otherwise stable residential neighborhoods, and that local governments should not have to bear a disproportionate cost to

police this activity; and

WHEREAS, as demonstrated by Florida's long-standing Community Planning Act, the State of Florida has wisely recognized the need for and importance of comprehensive planning and the establishment of appropriate zoning requirements by each local government, in compliance with each local government's adopted comprehensive plan; and

WHEREAS, zoning is an important land use tool utilized by local governments to regulate current and future growth and maintain community character in a manner consistent with their adopted comprehensive plans; and

WHEREAS, current short-term vacation rental legislation disregards the important statewide function of the Community Planning Act by allowing tourist activity in all zoning districts; and

WHEREAS, according to the Florida League of Cities, local governments are seeing short-term vacation rentals overtake residential neighborhoods, causing long-term residents to move and thereby destroying the stable residential character of such neighborhoods; and

WHEREAS, the current legislation has prioritized commercial gain for investors (who may not actually live in the areas impacted by short-term vacation rentals) over the rights of Florida residents; and

WHEREAS, a more balanced approach is needed to ensure Florida residents can live, work, and raise their families in stable communities.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA:

SECTION 1. The City Commission urges the Florida Legislature to amend the current legislation regarding short-term vacation rentals to allow local governments that had no regulations in place prior to 2011, to adopt regulations in order to protect the residential character of single-family and multifamily residential zoning districts, so long as these regulations are limited to single-family and multifamily zoning districts.

SECTION 2. The City Commission opposes any state legislation which further erodes municipal authority to protect single-family and multifamily residential zoning districts from tourist activity.

SECTION 3. The City Commission directs the City Manager to send a copy of this resolution to the Governor, Senate President, House Speaker, the Chair and Members of the Volusia State Legislative Delegation, the Florida League of Cities, the Volusia League of Cities, the Volusia County Chair, and all municipal mayors in Volusia County.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019.



2018 Legislative Issue Briefs



Short-Term Rentals

Priority Statement:

The Florida League of Cities SUPPORTS legislation that restores local zoning authority with respect to short-term rental properties thereby preserving the integrity of Florida's neighborhoods and communities. The Florida League of Cities OPPOSES legislation that preempts municipal authority as it relates to the regulation of short-term vacation rental properties.

Background:

In 2011, the Florida Legislature prohibited cities from regulating short-term vacation rentals. A short-term vacation rental is defined as a property that is rented more than three times a year for less than 30 days at a time. The legislation passed in 2011 included a provision that "grandfathered" any ordinance regulating short-term rentals prior to June 1, 2011. Since that time, a number of cities, both "grandfathered" cities and those that did not have an ordinance in place, have experienced problems with these properties. The effect of the 2011 law is that two separate classes of cities were created respective to short-term rentals, those with Home Rule authority and those without.

In 2014, the Legislature passed SB 356 (Thrasher), which diminished the preemption on short-term rentals. The 2014 law allows local governments to adopt ordinances specific to these rentals so that they can address some of the noise, parking, trash and life-safety issues created by their proliferation in residential neighborhoods. Unfortunately, SB 356 left in place existing statutory language stating that cities cannot "prohibit" short-term rentals, or regulate the duration or frequency of the rental.

Those cities fortunate enough to have had an ordinance in place prior to the 2011 preemption are still allowed to regulate short-term rentals, but the question remains whether these ordinances will continue to be valid if amended. Some city attorneys believe these ordinances are "frozen" and any future amendments would cause a loss of the "grandfather." The problem with this is twofold. First, with the rise of popular rental websites like *Vacation Rental by Owner* (VRBO) and *AirBnB* making it easier to advertise and rent these properties, the number of properties used as short-term rentals in Florida has exponentially increased in the last four years. Second, as a result of this enormous growth in the rental market, the scope of the problem has changed and ordinances adopted before 2011 may no longer be effective.

It is important to note that many of Florida's larger cities (with a larger professional staff) fell into the grandfathered category. They have retained the ability to regulate these properties through zoning and may have duration and frequency requirements. Some of these cities may want to amend their ordinances to adjust to a changing problem. They are reluctant to do so out of fear of losing their existing ordinance and with it their Home Rule authority relating to short-term rentals. Recognizing that the ordinances on the books are no longer effective, cities want the ability to come up with solutions that work for their respective community, but because of the potential loss of the "grandfather," they are unable to do so. It is important to note that any potential amendments to existing ordinances would be vetted through numerous public hearings that allow neighboring

Contact: Casey Cook, Senior Legislative Advocate

homeowners, short-term rental owners, property managers and local businesses to weigh in on proposed legislation.

Cities without short-term rental regulations in place prior to June 1, 2011, have had their zoning authority stripped and are now seeing these rentals completely overtaking residential neighborhoods. Long-time residents are moving out as a result, and the residential character of traditional neighborhoods is slowly being destroyed.

The impacts of problematic short-term rentals on neighboring residents are felt in a number of ways:

The Hotel Next Door – Commercial Activity in Residential Neighborhoods

Houses that sleep 26 people are now present in what were once traditional neighborhoods. Because of the inability to regulate the duration of a renter's stay, these houses could experience weekly, daily or even hourly turnover. Obviously, the constant turnover of renters creates a number of issues for cities and neighboring property owners. Prior to the preemption, local governments were able to regulate this activity through zoning. Short-term rentals have become increasingly popular in the last five years. Because a city cannot "prohibit" these properties, they are powerless to exclude them from residential neighborhoods. As a result, investors, many of whom are located out of state or even in a different country, have purchased or built single-family homes with the sole intent of turning them into short-term rentals.

Cities use zoning as a tool to prepare for their future growth and also use it to control where commercial and residential properties are located. Hotels have different infrastructure needs than single-family residential properties. As residential neighborhoods are developed, the infrastructure installed is designed for the future use of the properties. Many neighborhoods have infrastructure in place with capacity for up to eight people per house. Now there are houses in these very same neighborhoods that sleep more people than the number originally planned for, placing a significant strain on existing infrastructure. Commercial properties like bars, hotels and restaurants typically need more parking than a single-family property, as well as have different operating hours and experience greater noise levels. The current law removes important land use and zoning tools that will impact how a city plans for future growth and levels of service.

Noise Complaints

In areas where short-term rentals are situated, many neighboring residents complain of the noise generated by the vacationing renters next door. When people go on vacation, often their behavior changes. They may stay awake later, consume more alcoholic beverages throughout the day, or participate in recreational activities that they would not participate in while at their own homes, such as swimming at midnight with music blaring. For those homes located near water, a lake or the ocean, it is important to note that sound travels easily over water – and residents located hundreds of yards away may be the ones calling and complaining to the police and their local elected officials.

Some cities have noise ordinances, but these have proved problematic to enforce. One such example is Lighthouse Point. Their ordinance requires sustained noise over a certain decibel threshold for 10 minutes. Many times after the police arrive at a residence, the noise dies down. These renters may leave the next day with new ones replacing them. The new renters are often

Contact: Casey Cook, Senior Legislative Advocate

unaware of the noise ordinance or past complaints and may cause the same problems. The out-of-state property owner may not even be aware of the problems created by their renters and with the constant turnover. The problem ends as one renter leaves and begins again as new renters arrive. This causes a significant drain on law enforcement resources. When law enforcement officers are called to respond to noise complaints, one less officer is on the street either preventing or solving crimes.

Parking

Many short-term rentals are located in single-family neighborhoods. In most cases, the driveway was built to accommodate two or three vehicles. When you now have a renovated house that acts as a small hotel, there will be more than three cars needed to get these renters to the property. This leads to cars that are parked on the street, making it difficult for emergency vehicles to respond to emergencies and causes increased response times in these neighborhoods. Cities have begun to adopt ordinances creating parking standards for short-term rental properties. Unfortunately, these ordinances only solve the parking issue, but fail to address any of the other issues created by this commercial activity in residential areas.

Revenue Issues

As stated earlier, a property rented more than three times a year for less than 30 days at a time meets the vacation rental definition and should be licensed by the state. The Department of Business and Professional Regulation (DBPR) is tasked with investigating unlicensed vacation rentals, but lacks the resources needed to fully investigate every complaint. Unlicensed vacation rentals could be costing Florida millions of dollars each year from lost licensing revenue.

Licensed short-term vacation rentals and hotels are also required to charge a sales tax to renters and then remit this back to the state. Many licensed and unlicensed vacation rentals are not doing this. The Florida Department of Revenue (DOR) has limited resources and cannot adequately monitor these transactions costing the state millions of dollars in lost revenue. Similarly, short-term rental owners in some counties are required to collect and remit the tourist development tax to the state. DOR is often unable to track down the vacation rental owners that are not paying the tourist development tax.

The Legislature began the conversation on short-term rentals in 2014, and the Florida League of Cities supported both HB 307 (Hutson) and SB 356 (Thrasher). The bills were a step in the right direction, but only partially restored Home Rule to Florida's cities. Cities are still prevented from regulating the duration and frequency of the rentals, and local zoning does not apply to these properties. Without the ability to regulate these key areas, local governments will not be able to adequately address the problem's associated with these properties.

Status:

There have been a number of different bills filed relating to short-term, vacation rentals.

The League opposes the following bills:

HB 773 (La Rosa) prohibits cities from establishing ordinances specific to short-term vacation rentals. Instead, the law would require that all residential properties be treated the same, regardless of whether the property is being used as a rental or not. HB 773 would allow cities with vacation

Contact: Casey Cook, Senior Legislative Advocate

rental ordinances in place prior to June 1, 2011, to amend their ordinance, but only if the amendment makes the regulation of vacation rentals less restrictive. HB 773 is in its first committee of reference, the House Government Accountability Committee.

CS/CS/SB 1400 (Steube), titled the Florida Vacation Rental Act, preempts all regulation of vacation rentals to the state. The bill:

- Creates a section preempting all licensing of vacation rentals to the state.
- Requires a state license application to contain the operator's emergency contact number.
- Allows a temporary state license to be issued and allows vacation rental to begin use while the application is pending.
- Allows the Division of Hotels and Restaurants to fine, suspend or revoke the license of any vacation rental when the advertisement for the vacation rental does not display the vacation rental license number.
- Regulates multiple unit vacation rentals. When five or more vacation rentals in multifamily dwellings are under common ownership and are rented out more than 180 days per year, such rental is subject to additional requirements, including biannual inspections.
- Defines a vacation rental as any unit in a condominium or cooperative or any individually or collectively owned single-family, two-family, three-family, or four-family house or dwelling unit that is rented to guests for periods of less than 30 days but that is not a timeshare project.
- Requires the division to make the vacation rental license information available to the public, and allows local governments to use this license information for informational purposes only.
- Grandfathers local ordinances adopted on or before June 1, 2011 and allows "grandfathered" cities to amend as long as they are less restrictive.
- Sets maximum occupancy limits for vacation rentals.

The League supports:

SB 1640 (Simmons), is a comprehensive proposal providing more state oversight over short-term rentals, while also allowing for additional local regulation in certain circumstances. The bill requires vacation rentals to be licensed with the state and that certain licensing information be included in any advertisements or listings. The bill establishes penalties for failing to display this information. The bill defines "commercial vacation rental" as a property managed by one licensed agent under a single license for five or more vacation rental units or is part of five or more vacation rental units under common ownership, control or management. The bill establishes higher regulatory standards for commercial vacation rentals than non-commercial vacation rentals. The bill defines "hosting platform" and requires state registration and the payment of a registration fee of no more than \$1,000. The bill establishes biannual inspection requirements for commercial vacation rentals. The bill preserves ordinances in place prior to June 1, 2011, and allows for these ordinances to be amended if the amendment is less restrictive. The bill allows for local government regulations specific to vacation rentals that are in single-family residences where the owner is not personally occupying at least a portion of the residence where vacation rental activities are occurring. Vacation rental owners are required to submit a copy of their vacation rental license, a copy of the certificate of registration with the Department of Revenue, and the owner's emergency contact information to the city. The bill prohibits a city from charging a fee for the submission of this information and specifies that it is for informational purposes only. Finally, the bill requires hosting platforms to maintain records listing each transient public lodging establishment that it serves, the name of the

Contact: Casey Cook, Senior Legislative Advocate

operator, the transient public lodging establishment's license number and physical address, each period of rental reserved through the platform, and the itemized amounts collected from the guest by the platform for the rental, taxes and all other charges. These records must be maintained by the hosting platform for a period of three years and must be transmitted to the Department of Business and Professional Regulation (DBPR) every three months in an electronic format. The bill authorizes DBPR to fine a hosting platform for failure to comply with these provisions. Fine amounts cannot exceed \$1,000 per offense.

HB 789 (Stevenson) requires each person operating a short-term vacation rental to display a valid certificate of registration number in each rental listing or advertisement. The bill establishes a \$50 per day fine for first-time violators. Repeat offenders are subject to a \$100 per day fine for noncompliance. HB 789 is in the House Careers and Competition Committee.

Revised: 2/16/2018

Contact: Casey Cook, Senior Legislative Advocate



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Ordinance**

9.4

MEETING DATE: January 8, 2019
FROM: Joseph Forte
SUBJECT: **FIRST READING - Ordinance 3014 An Ordinance of the City of Holly Hill, Florida, Amending Division 2. Board of Planning and Appeals Section 82-72 Membership, of the Code of Ordinances to Provide that Board Alternate Members of the Board of Planning and Appeals Shall be Appointed to Serve Two Year Terms Concurrent with Regular Board Member Appointments; Providing for Implementation; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.**
NUMBER: 2019-O-3014
APPLICANT:
PLANNER:

DISCUSSION:

The City currently has five members serving on the Board of Planning and Appeals with no alternates. During the City Commission meeting on December 11, 2018 the City Commission requested an ordinance to re-establish two alternate members to the Board of Planning and Appeals to serve a current term period as the regular board members.

Alternate members will be appointed as Alternate 1 and Alternate 2 and in that order will fill any unexpired term of a regular board member who has vacated a seat during a term. The city commission shall appoint, by majority vote, two members to serve as alternates to the Board of Planning and Appeals. The alternate members of the Board of Planning and Appeals must attend the first organizational meeting to learn the responsibilities as a Board member.

The board of planning and appeals shall have five regular members and two alternate members. Each member of the City Commission shall recommend a regular member to the Board of Planning and Appeals, which shall be approved by resolution adopted by the City Commission. The City Commission shall nominate and appoint, by majority vote, two alternate members to the Board of Planning and Appeals to serve concurrent terms as regular board members. No elected city official or city employee shall serve on the board

A board member or alternate board member must either be a resident of the city, either permanent or seasonal, or own a business located within the city limits, which means owning a majority (i.e. more than 50 percent) of the ownership interest of the business. The alternate members shall attend meetings and may participate and vote as regular members in the event of absences or vacancy of a regular member. The alternate member first appointed shall first serve on the board when the need arises. At subsequent board meetings thereafter, the alternate members shall serve when the need arises, on a rotational basis.

Members of the board of planning and appeals shall be appointed at the organizational meeting of the City Commission on even numbered years and shall serve two terms or thereafter until their successors are appointed. If a vacancy on the board occurs, Alternate 1 shall be moved to a regular board member position. If a second vacancy occurs, alternate 2 shall be moved to a regular member position. Alternate member positions that are vacated or moved to a regular member position shall be fill as initially filled.

FISCAL ANALYSIS:

There is no cost associated with this change.

STAFF RECOMMENDATION:

Ordinance provided at the direction of the City Commission.

COMMISSION GOAL:

N/A

MOTION:

As per discussion from the City Commission.

Ordinance No. 2019-3014

FIRST READING - ORDINANCE 3014 AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING DIVISION 2. BOARD OF PLANNING AND APPEALS SECTION 82-72 MEMBERSHIP, OF THE CODE OF ORDINANCES TO PROVIDE THAT BOARD ALTERNATE MEMBERS OF THE BOARD OF PLANNING AND APPEALS SHALL BE APPOINTED TO SERVE TWO YEAR TERMS CONCURRENT WITH REGULAR BOARD MEMBER APPOINTMENTS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING DIVISION 2. BOARD OF PLANNING AND APPEALS SECTION 82-72 MEMBERSHIP, OF THE CODE OF ORDINANCES TO PROVIDE THAT BOARD ALTERNATE MEMBERS OF THE BOARD OF PLANNING AND APPEALS SHALL BE APPOINTED TO SERVE TWO YEAR TERMS CONCURRENT WITH REGULAR BOARD MEMBER APPOINTMENTS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City currently has five members serving on the Board of Planning and Appeals with no alternates; and

WHEREAS, the City Commission believes that it would be appropriate to re-establish two alternate members to the Board of Planning and Appeals to serve a current term period as the regular board members; and

WHEREAS, alternate members will be appointed as Alternate 1 and Alternate 2 and in that order will fill any unexpired term of a regular board member who has vacated a seat during a term; and

WHEREAS, the city commission shall appoint, by majority vote, two members to serve as alternates to the Board of Planning and Appeals; and

Whereas, alternate members of the Board of Planning and Appeals must attend the first organizational meeting to learn the responsibilities as a Board member; and

WHEREAS, words which are underlined (underlined) are additions to the text and words with strike through (~~strike through~~) the characters are deletions from the text.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill hereby amends the follow sections of the City of Holly Hill Code of Ordinance to read as follows:

Sec. 82-72. - Membership.

The board of planning and appeals shall have five regular members and two alternate members, ~~all appointed by the city commission.~~ Each member of the City Commission shall recommend a regular member to the Board of Planning and Appeals, which shall be approved by resolution adopted by the City Commission. The City Commission shall nominate and appoint, by majority vote, two alternate members to the Board of Planning and Appeals to serve concurrent terms as regular board members. No elected city official or city employee shall serve on the board

A board member or alternate board member must either be a resident of the city, either permanent or seasonal, or own a business located within the city limits, which means owning a majority (i.e. more than 50 percent) of the ownership interest of the business. The alternate

members shall attend meetings and may participate and vote as regular members in the event of absences or vacancy of a regular member. The alternate member first appointed shall first serve on the board when the need arises. At subsequent board meetings thereafter, the alternate members shall serve when the need arises, on a rotational basis.

Sec. 82-73. - Term of office.

Members of the board of planning and appeals shall be appointed at the organizational meeting of the City Commission on even numbered years and shall serve two terms or thereafter until their successors are appointed. If a vacancy on the board occurs, Alternate 1 shall be moved to a regular board member position. If a second vacancy occurs, alternate 2 shall be moved to a regular member position. Alternate member positions that are vacated or moved to a regular member position shall be fill as initially filled. ~~Effective February 1, 2008, all current members of the board of planning and appeals shall have their existing term terminated and shall be appointed for a new two-year term. There shall be no alternate member position to this board effective February 1, 2008, except that all current alternate members as of that date shall be allowed to continue to serve as an alternate member and said position will be eliminated when vacated by the current alternate member.~~

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 3. That all ordinances made in conflict with this Ordinance are hereby

repealed.

SECTION 4. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019 for first reading.



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

9.5

MEETING DATE: January 8, 2019
FROM: Brian Walker
SUBJECT: Special Event Permit Request to Hold an Art Festival on City Hall
Grounds on April 6Th and 7Th, 2019
NUMBER: (ID # 2351)
APPLICANT: Helping Hands Thru Arts
PLANNER: Brian Walker

Title: “Helping Hands Thru Arts” Holly Hill Arts Festival.”

Special Event Permit request to hold an Art Festival on City Hall grounds on April 6th and 7th. (Helping Hands Thru Arts - Applicant) District 2 - Currie (Brian Walker, City Planner)

Description of Event: The applicant is requesting approval of a Special Event Permit to hold an Art Festival on City Hall grounds on Saturday, April 6th from 9am to 5 pm, and on Sunday, April 7th, 2019, from 9 am to 4 pm.

The proposed event is being held in order to raise awareness of the City of Holly Hill. This is a for profit event that will feature between 80 and 100 artist and is expected to raise between \$13,000 and \$16,000. A portion of the profits will be donated to the Holly Hill School. The event has been reviewed by the City’s Special Event Committee and there are no objections. The application is being brought before the CRA Redevelopment Agency for approval because the Applicant is requesting City sponsorship.

Estimated Attendance Over Two Days: 1,000 people.

Set-Up: Set-up for the event will begin on Friday, April 5th, at 1 pm.

Food and Beverages: The event will have 2 food trucks on-site.

Tent and Electrical Equipment/Installation: Each artist will bring their own white 10 x 10 tent to be placed on a 12 x 12 space. Electrical service will be provided by the City using current outlets. There is no intent to use generators.

Restrooms: Restroom facilities will consist of three portable toilets including one that is handicapped assessable.

Sanitation: Sanitation will be provided by the City in the form of on-site trash receptacles. Setup and cleanup will be done by City staff.

Off-Premise Parking and Traffic Control: The applicant request police assistance in directing

overflow parking into Hollyland Park as well as in establishing a location for safe pedestrian crossing of US1 from City Hall. The City will also provide directional signage to the safe crossing location.

Security: The applicant request that the City of Holly Hill Police Department provide the following services:

- ✓ Overnight Security from Friday at 7pm to Saturday at 7am and Saturday from 7pm to Sunday at 7am.
- ✓ Security on Sunday from 3pm to 5pm.
- ✓ Assisting pedestrians at crosswalk.

Emergency Medical Assistance: The applicant will utilize on-duty staff if needed.

Certificate of Insurance: Will be provided prior to the event.

Special Event Permit: Attached.

Requested City Sponsorship: The applicant is requesting that the City co-sponsor this event by providing 3 portable toilets; a staff person to open and be available at City Hall on Saturday from 10 am to 4 pm; and police protection and assistance during the two day event. Staff estimates that the cost of providing such services will be between \$3,076 and \$3,957.

- Art Festival Special Event Application (PDF)
- Holly Hill Arts Festival Presentation (PDF)
- Logistics List (PDF)
- Cost Estimates (PDF)



SPECIAL EVENT PERMIT APPLICATION
 1065 Ridgewood Avenue, Holly Hill, FL 32117-2807
 Phone: (386) 248-9442 – Email: permitdesk@hollyhillfl.org
 (Revised Feb 2018)

BUSINESS HOST NAME: HELPING HANDS THRU ARTS DBA

ADDRESS OF EVENT: HOLLY HILL CITY HALL 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DESCRIPTION OF EVENT: HOLLY HILL FIRST ANNUAL SPRING ARTS FESTIVAL to be held on the Holly Hill City Hall Property. Will consider including food offerings, music venue (DJ), ART VENDORS

Student Art Exhibit if available inside the City Hall during a Saturday and Sunday

DAYS OF EVENT: April 6 AND April 7 2019 **HOURS OF EVENT –** 10-5 PM Sat. - 10-4 PM Sun.

OWNERS COORDINATOR NAME: Cheers4Arts, LLC and Masotti's Media Services South, Inc., d/b/a Helping Hands Thru Arts

OWNERS COORDINATOR ADDRESS: PO Box 1642 Ormond Beach, FL 32175 - 1642

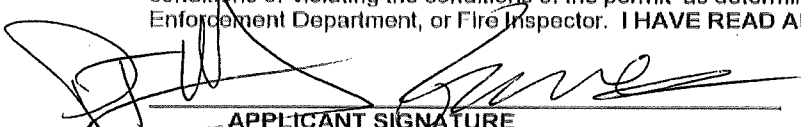
OWNER COORDINATOR EMAIL ADDRESS: Helpinghandsthruarts@gmail.com

CELL PHONE NUMBERS: Masotti's Media Services South, Inc., 404-626-6658 Cheers4Arts, LLC 702-524-0753 POC: Pat Masotti-Abernathy 404-626-6658 and Pam Fieldus 702-524-0753

EMERGENCY CONTACT NUMBERS: Same

NOTICE

The City of Holly Hill will review this application and determine if supplemental public safety staff or facilities are required. If provided by the City the applicant is responsible for paying any associated cost in addition to the permit fee. The City reserves the right to revoke special events creating potentially dangerous or hazardous conditions or violating the conditions of the permit as determined by the City Manager, Police Department, Code Enforcement Department, or Fire Inspector. **I HAVE READ AND UNDERSTAND THE PROCEEDING NOTICE.**


 APPLICANT SIGNATURE

10/18/18
 DATE

** Proof of Owners Authorization Is Required with Submittal If Signed by Agent**

PLANNING APPROVAL: _____ DATE: _____

COMMENTS: _____

FEE: _____

CITY OF HOLLY HILL

SPECIAL EVENT INDEMNIFICATION CLAUSE

Sec. 58-217.-Indemnification

The applicant for a special event shall be required to provide to the event review committee an agreement pursuant to which the applicant assumes full responsibility and liability for and indemnifies, defends, and holds the city harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event.

APPLICANT NAME: HOLDING HANDS THRU ARTS DBA

ADDRESS OF EVENT: HOLLY HILL CITY HALL, 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DAY(S) AND HOUR(S) OF THE EVENT: MARCH 2nd – MARCH 3rd 2019 10AM-4PM

Helping Hands Thru Arts assumes full responsibility and liability for an indemnify, define, and hold the City of Holly Hill harmless against all liability, claims for damages, and suits for or by any reason of any injury to any person, include death, and damage to any property, connected to the holding of the above special event.

10/19/18
Date

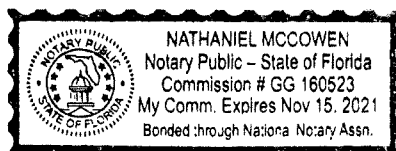
[Signature]
[Signature]

Owner's Signatures

STATE OF FLORIDA

COUNTY OF Volusia

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared Patrice Masotti-Abernathy, who is personally known to me or who has produced a Driver license as identification and who executed the foregoing instrument and sworn an oath on this 19 day of October, 2018.



[Signature]
NOTARY PUBLIC

CITY OF HOLLY HILL

SPECIAL EVENT INDEMNIFICATION CLAUSE

Sec. 58-217.-Indemnification

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APPLICANT NAME: HOLDING HANDS THRU ARTS DBA

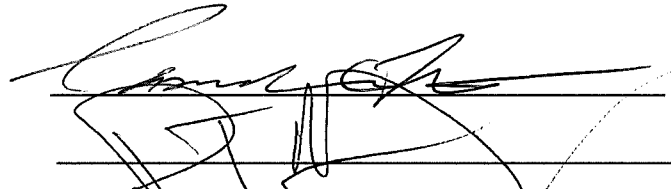
ADDRESS OF EVENT: HOLLY HILL CITY HALL, 1065 RIDGEWOOD AVENUE, HOLLY HILL FLORIDA

DAY(S) AND HOUR(S) OF THE EVENT: MARCH 2nd – MARCH 3rd 2019 10AM-4PM

Helping Hands Thru Arts assumes full responsibility and liability for an indemnify, define, and hold the City of Holly Hill harmless against all liability, claims for damages, and suits for or by any reason of any injury to any person, include death, and damage to any property, connected to the holding of the above special event.

10/18/19

Date

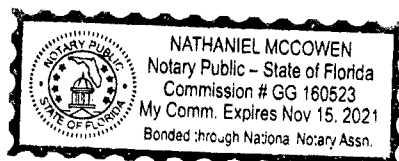

Owner's Signatures

STATE OF FLORIDA

COUNTY OF Volusia

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, personally appeared

Pamela Fieldus, who is personally known to me or who has produced
a Driver license as identification and who executed the foregoing
instrument and sworn an oath on this 19 day of October,
20 18.




NOTARY PUBLIC



The Holly Hill Arts Festival

April 6th and 7th 2019

Enhancing Holly Hill Through The Arts



Helping Hands Thru Arts

The Holly Hill Arts Festival

April 6th and 7th 2019

Proposal by
Helping Hands Thru Arts



The Holly Hill Arts Festival

April 6th and 7th 2019

9.5.b

Helping Hands Thru Arts will provide:

1. Festival Logistics Maps
2. Artist Coordination
3. Holly Hill School Coordination
4. Festival Advertising, Publicity & Trade Agreements
5. Festival management/contracts/operations
6. Solicit and sell sponsorships

City of Holly Hill will provide:

1. Driveway closure to provide artist access for set up and load/unload
2. Police for public safety
3. Electricity for DJ
4. Water
5. Waste Management
6. Table and Chairs
7. Advertising

Requesting Assistance from City of Holly Hill

1. **Festival Security:** Request artist tent security
 - Friday, April 5th 7pm to Saturday Apr 6th at 7am
 - Saturday, April 6th 7pm to Sunday April 7th at 7am
2. **Port-O-Lets:** Request assistance with Port-O-Lets: 2 regular and 1 handicapped
3. **Student Art Placement In City Hall Lobby:** Request one employee for Saturday, April 6th 10 am to 4 pm for the Holly Hill School's Art Exhibit to be held in the City Hall Lobby

Attachment: Holly Hill Arts Festival Presentation (2351 : Art Festival)



The Holly Hill Arts Festival

Presented by Helping Hands Thru Arts

Saturday, April 6, 9am to 5pm & Sunday, April 7, 9am to 4pm

Mission Statement: Enhancing Holly Hill Through The Arts

"Helping Hands Thru Arts" will provide:

Festival Logistics Map of Festival

Distribute map of Festival for artists, venders and sponsors

Distribute map of parking area for artists' cars, trailers, and overnight stay locations

Artist Co-ordination for two-day Festival

Solicitation of local and regional Artists for event

Recruitment of artists utilizing written and/or online application processes

Jury all Artists

Careful selection to insure category for diversity

Acceptance letters to Artists

Confirmation, off-load and set-up instructions as well as up-load instructions

Registration, coordination, and set-up day of Festival

Provide Florida Sales Tax Revenue Forms

Co-ordination with Holly Hill School

Coordinate request thru Mallory Cone, TOA Community Liaison

Request and co-ordinate orchestra performance of Star Spangled Banner

Request and co-ordinate student art exhibit

Request and co-ordinate the "Purple Lightening Desirettes" dance team

Obtain information regarding donation of money for band instruments

Advertising, Publicity & Trade Agreements

Newspaper ads

Festival Flyers / Post Cards

Banner across street

Radio Schedules

Magazine Ad

Website

Social Media

Press & Publicity Releases

Attachment: Logistics List (2351 : Art Festival)

Festival Management:

Provide Insurance
 Contract with two food trucks with generators
 Food Trucks to provide permits prior to Festival
 Contract with DJ
 Provide dashboard signage for Artist parking passes
 Provide Artist Booth cards for Artist tents with Sponsor logos
 Prepare Artist Packets with event information
 TBD - Distribute Artist "goodie" bags
 TBD - coffee and donuts for Artists on Saturday & Sunday morning
 TBD - Pizza Party for Artists on Saturday night
 Create information binder with show information
 Maintain Information Tent
 Provide 'booth sitting' for artist breaks
 Will pre-mark lawn and driveway on Thursday with flags to mark artist locations

Sponsorships

Negotiate all sponsorships

City of Holly Hill will provide:

Driveway Closure	City Hall will provide limited access to driveway circle to public starting at 1pm on Friday, April 5, for artist off-load and set up.
Police	Police for public safety a) US1 - artists arrival Friday, Noon to 3pm b) US1 - artists leaving Sunday, 3:30 pm to 5pm c) cross walk supervision from park to Festival, as needed - Saturday and Sunday
Electricity	Access to electrical outlet for DJ
Water	Use of water for tent weights
Waste Mgmt.	Trash baskets, set-up, maintenance and take down
Tables & Chairs	Set up and take down of six-foot tables and chairs in food area Set up and take down of six-foot table for information tent Set up and take down of chairs for the Holly Hill School orchestra
Signage	Directional parking signage
EMS	Availability

The Holly Hill Arts Festival

City of Holly Hill will provide, continued

Advertising	Use of City of Holly Hill logo for advertising
	Listing on website
	Use of 2x2 ad in water or electric bills as available
	Use of two digital advertising boards
	Request use of Holly Hill logo for advertising purposes
	Assistance with DOT for street banner

Requesting Assistance from City of Holly Hill:

Festival Security	Request artist tent security starting Friday night at 7:00 pm to Saturday 7:00 am
	Request artist tent security starting Saturday night to 7:00 pm to Sunday 7:00 am
	Will provide alpha list of artists in case of late night and/or early morning arrival
	Will provide list of all contact for police
Port-o-lets	Request assistance with port-o-lets: 2 regular and 1 handicapped
Art in Lobby	Request one employee for Saturday from 10:00 a.m. to 4:00 p.m. for the Holly Hill School's Art Exhibit to be held in the City Hall Lobby.

Attachment: Logistics List (2351 : Art Festival)

12/28/2018

Prepared by:

Helping Hands Thru Arts

Pat Masotti-Abernathy, Partner

C: 404.626.6658

Abernathy4Arts@hotmail.com

Dr. Pam Fieldus, Partner

C: 702.524.0753

Cheers4Arts@gmail.com



Brian Walker <bwalker@hollyhillfl.org>

Paint Festival Cost

Antoine Khoury <akhoury@hollyhillfl.org>
To: Brian Walker <bwalker@hollyhillfl.org>
Cc: Steve Aldrich <saldrich@hollyhillfl.org>

Fri, Dec 28, 2018 at 7:42 AM

Hey Brian, Steve came up with the following for costs:

The cost of portolets will be **\$340**. This includes (2) regular portlets, (1) handicapped portolet and (1) wash station for the 2 days. Per our meeting on this festival, I did reach out to Knight Jon Boy on units which have built in washing stations/dryers. They do not offer these. They would be substantially costlier and we would need to provide electric (if we wanted electric hand dryers).

Concerning cost for staffing, this would cost the City approximately **\$95.46** for 6 hours. I would split the day between Eddie and Jeff. The average of their salaries plus City benefits at 42.72% equal \$15.91/hour.

[Quoted text hidden]

--

Antoine Khoury PE
City Engineer/Public Works Director
City of Holly Hill
453 LPGA Blvd
Holly Hill, FL 32117
386-248-9493 office
akhoury@hollyhillfl.org

Attachment: Cost Estimates (2351 : Art Festival)



Brian Walker <bwalker@hollyhillfl.org>

Correction

Steve Aldrich <saldrich@hollyhillfl.org>
To: Brian Walker <bwalker@hollyhillfl.org>

Fri, Dec 28, 2018 at 11:08 AM

Brian,

The approximate cost of having one officer on duty during the entire course of the entire event will be \$2,641.50. If we schedule a second officer during the active times of the show to assist with the Cross-walk detail that will be an additional cost of approximately \$880.50. The total estimated cost to the of the officers is \$3,522.00 (this is based on the average overtime cost of using two of the CSU officers that would likely be assigned to this detail.

Please let me know if you have any further questions or concerns.

Stephen K. Aldrich, Chief of Police
Holly Hill Police Department
1065 Ridgewood Avenue
Holly Hill, Florida 32117
FBI National Academy #238
(386) 248-9494 desk
(386) 248-9480 fax
saldrich@hollyhillfl.org
www.hollyhillfl.org

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. The City of Holly Hill's policy does not differentiate between personal and business emails. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the City system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose identifying information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

[Quoted text hidden]

Attachment: Cost Estimates (2351 : Art Festival)



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: January 8, 2019
FROM: Brian Walker
SUBJECT: SECOND READING - Ordinance 3013 An Ordinance of the City of Holly Hill, Florida, Amending the Land Development Regulations by Amending Section 114-707 Titled, "Outdoor Display of Merchandise" to Add Outdoor Display Regulations; Providing for Severability; Providing for Codification; and Providing for an Effective Date.
NUMBER: 2019-O-3013
APPLICANT: Brian Walker
PLANNER:

TITLE:

Consider Adoption of an Ordinance amending Section 114-707 titled, "Outdoor display of merchandise" of the Land Development Regulations of Holly Hill.

DISCUSSION:

The Redevelopment District Overlay, herein after called the Corridor, was adopted by the City Commission on April 26, 2005. Its purpose is, in part, to promote redevelopment of property and visually enhance the US 1 (Ridgewood Avenue) and LPGA Boulevard corridor.

Much work, such as the undergrounding of utilities and the placement of landscaping, is being done within the Corridor with a view toward making a visually pleasing impact on the community and visitors to our city. In an effort to continue making progress toward the beautification of the Corridor, the Commission has considered the community's feedback with regard to making additional adjustments that will have a positive impact on our enhancement efforts. One area of discussion has been that of the outdoor display of merchandise within the Corridor.

Per Section 114-707 of the Land Development Regulations, the outdoor display of merchandise is permitted within the Redevelopment District only if approved by Special Exception. A Special Exception gives the Commission the ability and opportunity to impose conditions on the placement of merchandise outdoors within the Corridor. Currently, one of the conditions imposed for the outdoor display of merchandise is as follows:

"The goods and merchandise is intended for use outdoors (such as lawn equipment, patio furniture, grills, etc.)"

At issue are two things: 1. Some businesses were displaying outdoor merchandise prior to the

adoption of this restriction and therefore are displaying items that are not intended for use outdoors; 2. The restriction as written, has been very loosely interpreted which has resulted in the intent of the restriction not being met. For example, while strollers are intended for outdoor use, it was not the intent of the restriction to allow them for outdoor display.

The resulting feedback from the community has been that the outdoor display of merchandise has reached a point where it detracts from the beautification efforts being made. In an effort to look more carefully at the issue, the City Commission held a work session. The purpose of the work session was to discuss ways of reducing nonconformities with regard to outdoor displays.

The proposed Ordinance amends Section 114-707, of the Land Development Regulations titled, "Outdoor display of merchandise," by providing for a specific time in which the display of outdoor merchandise within the Redevelopment District Overlay, that does not meet the requirements of this section, but that existed at the time of the passage of this section, must come into conformance with this section. The Ordinance also more specifically clarifies what items qualify for outdoor display and provides additional requirements for such display.

COMMISSION GOAL:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

STAFF RECOMMENDATION / MOTION:

APPROVE SECOND READING OF ORDINANCE 3013, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-707 TO ADD REGULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

HISTORY:

11/27/18 Next: 12/11/18	City Commission	PULLED FROM AGENDA TO A DATE CERTAIN
12/11/18 Next: 01/08/19	City Commission	APPROVED AT 1ST READING

Ordinance No. 2019-3013**SECOND READING - ORDINANCE 3013 AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-707 TITLED, "OUTDOOR DISPLAY OF MERCHANDISE" TO ADD OUTDOOR DISPLAY REGULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.****ORDINANCE 3013****AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS BY AMENDING SECTION 114-707 TO ADD REGULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Commission finds that outdoor displays of merchandise other than vehicles, and items specifically made and intended for outdoor use, can detract from the attractiveness of business areas and impede pedestrian and vehicular traffic within the Redevelopment District Overlay; and

WHEREAS, the City is in the process of providing aesthetic enhancements within the Redevelopment District Overlay, it is desirable to regulate outdoor displays of merchandise so as to enhance the attractiveness of the Overlay by preventing the visual perception of clutter; and

WHEREAS, it is the intent of the City Commission that this Ordinance be enacted to protect and promote the health, welfare, and safety of the citizens of and visitors to the City of Holly Hill by taking steps to prevent economic deterioration and blight.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. Incorporation of Recitals. The above recitals are incorporated herein by reference and form an integral part of the Ordinance.

SECTION 2. That Sec. 114-707. - "Outdoor display of merchandise" is amended as follows:

Outdoor display of merchandise in the Redevelopment District overlay ~~[shall be allowed]~~ will

be permitted provided the following conditions are met:

- ~~The goods and merchandise is intended for use outdoors (such as lawn equipment, patio furniture, grills, etc.).~~
- A. The goods and merchandise permitted for outdoor display are: motorized vehicles, trailers, boats, new lawn & garden equipment (not to include supplies or materials such as bags of fertilizer, rocks, etc.), new furniture specifically made and intended for outdoor use, new barbeque grills, new bicycles, plants and landscape related hardscape such as fountains.
- B. No outdoor display shall be allowed in areas set aside, required, or designated for driving aisles, driveways, maneuvering areas, emergency access ways, off-street parking, or unloading/loading.
- C. With the exception of areas used for sale of motorized vehicles, trailers and boats, the area used for outdoor sales and display of merchandise shall not exceed ten (10%) percent of the gross floor area of the corresponding commercial building. The area for items placed outside but that is completely screened from view by a wall or an opaque fence screen, shall not be counted toward the 10% area limitation.
- D. All city fire, building and other codes shall be strictly complied with.
- E. The display goods and merchandise are not permitted on a sidewalk or any portion of a public right-of-way.
- F. The display of merchandise must be neat and orderly as determined by the City Manager or their designee.
- G. The merchandise is displayed in an area designated for outdoor display that does not impede visibility or access to and within the site.
- H. The merchandise is only displayed during hours of operation.
- I. Outside display and sale of merchandise for approved vendors at temporary special events shall be permitted as a function of the temporary event permit **or in accordance with Section 114-902.**

The display of outdoor merchandise within the Redevelopment District Overlay that does not meet the requirements of this section and that exist at the time of the passage of this section, may be continued for a period of six months from the date of the adoption of this section. At the expiration of the six month period, any further display of outdoor merchandise not in conformity with the provisions of this section shall be discontinued.

This special exception is a limitation on the outside display, storage or sale of goods, merchandise or services as permitted by section 114-901.

SECTION 3. SEVERABILITY. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 4. CONFLICTS. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed consistent, however, with the provisions of this Ordinance relative to the transitional application of the land development regulations.

SECTION 5. CODIFICATION. It is the intent of the City Commissioners that the Substantive provision of this Ordinance will become and be made part of the Land Development Regulations of Holly Hill and that the word "ordinance" may be changed to "section", "part", or other appropriate word or phrase, and the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; providing, however, that sections 3, 4, 5 and 6 of this Ordinance shall not be codified.

SECTION 6. EFFECTIVE DATE. That this Ordinance shall become effective immediately upon its adoption.

**APPROVED AND AUTHENTICATED on this 8th day of JANUARY, 2019
for second reading.**