Amended Agenda
City of Dunnellon
Historic Preservation Board
20750 River Drive
Dunnellon, FL 34431
January 10, 2017 at 5:30 p.m.

PLEASE NOTE: Individuals wishing to address the Historic Preservation Advisory Board please sign in. A three-minute time limit will be administered. **PLEASE TURN CELL PHONES OFF**.

One or more City Council members may attend this meeting and may speak.

Call to Order
Pledge of Allegiance
Roll Call
Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on Friday, January 6, 2017.

1. Nomination Of Chair / Vice Chair
   Ordinance requires election of Chair / Vice Chair at the beginning of each calendar year.

2. Approval Of Minutes

   Minutes 12/13/2016

   Documents:

   20161213.PDF

3. Chair's Council Report

   Welcome New Board Member
   Martin "Marty" Moughan

4. Certificate Of Appropriateness - 11946 N Williams St
   Application: DUN1617-025
   Property Owner: Gloria Gaines et al C/O Circle K Corporation Tax Division
   Owner/Agenda: Cindy Evangelista, 27300-B Dayflower Blvd., Wesley Chapel FL
   Request: Revised Sign Replacement Drawings w/Digital Enhancement

   Documents:

   CIRCLE K COMBINED 1-9-17.PDF

5. DRAFT Historic Preservation Grant Policy And Application

   Documents:

   HISTORIC PRES GRANT FUNDS ADMINISTRATION POLICY 1ST DRAFT.PDF

6. Public Comment

7. Adjournment

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS MEETING OR HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

MINUTES
CITY OF DUNNELLON
HISTORIC PRESERVATION BOARD
DECEMBER 13, 2016 AT 5:30 P.M.

Chairwoman Fernandez called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

Roll Call:

Members Present: Linda Fernandez, Dane Myers, Viola Soffe, Jane Keele, James Burchett

Staff Present: Lonnie Smith, Teresa Malmberg

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on Friday, December 9, 2016.

1. Approval of Minutes: The minutes of the November 10, 2016, meeting were approved as submitted.

2. Chair's Council Report: Chairwoman Fernandez reported that Publix variances were passed; Council agreed to pave the Historic District in lieu of Dunnellon Heights using grant funds awarded.

3. Certificate of Appropriateness - 11946 N Williams St:
Application: DUN1617-025
Property Owner: Gloria Gaines Et al C/O Circle K Corporation Tax Division
Owner/Agent: Cindy Evangelista, 27300-B Dayflower Blvd., Wesley Chapel FL
Request: Digital Sign Enhancement to new sign face being added at the Circle K

Following presentation, review, questions and discussion of proposed sign with digital enhancement, several recommendations were made for consideration by the applicant. There being no motion, the Board recommended the applicant return in January with new design ideas.

4. Public Comment: None

Staff will have the draft grant award policy for review at the January meeting.

5. Adjournment: The meeting was adjourned at 5:50 p.m.

_____ _____
Linda Fernandez, Chairwoman Teresa Malmberg, Admin. Coordinator

REVISED SUBMISSION 1/6/2017 FOR MTG. 1/10/2017

CITY OF DUNNELLON HISTORICAL PRESERVATION ADVISORY BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date: 12.6.2016 **Parcel #:** 3380-0361-00

http://www.pa.marion.fl.us/

Project Name: Change sign faces of existing ground sign including price sign change to LED

Project Address: 11946 N. Williams St. Dunnellon, FL 34432

Owner's Name: Gloria Gaines Etal. C/O Circle K Corporation Tax Division

Owner's Address: PO Box 52085, Phoenix, AZ 85072

Phone #: 813-907-8000 **Cell #:** same

Applicant's Name, Address, Phone (if different from owner)

Owner's Name: Cindy Evangelista, agent for Circle K

Owner's Address: 27300-B Dayflower Blvd. Wesley Chapel, FL 33544

Phone #: 813-907-8000 **Cell #:** _____

NOTE THE FOLLOWING REQUIREMENTS:

1. DESCRIPTION OF WORK: (sketch elevations Required)

Change and enhancement of the sign faces of the existing ground sign to reflect the correct branding. The square foot area of the sign copy will remain same at 52.21 SF

The changeable gasoline pricing numbers will be replaced with an 18" high LED price sign, the large Circle K branding will

be replaced with smaller branding and the Mobile (gasoline product) branding will be added to the sign along with the popular Polar Pop branding.

2. MATERIALS TO BE INCORPORATED INTO PRODUCT: (PAINT COLOR, ECT;)

see sign renderings DRAWINGS 1 - 6 ADDED TO PRESENTATION WITH PREFERENCE TO DRAWING 3 OR 4

3. HISTORICAL RELEVANCE AND WHY PROJECT SHOULD BE APPROVED:

The building and existing sign does not now contribute to the historical context of the district. The sign face change will not be any more incompatible

than the existing sign already is, and in fact may be more compatible as the amount of information and sign copy on the sign is being

reduced. The often unattractive and "busy" and sometimes missing, price signs will be replaced with a single and consistent LED price sign.

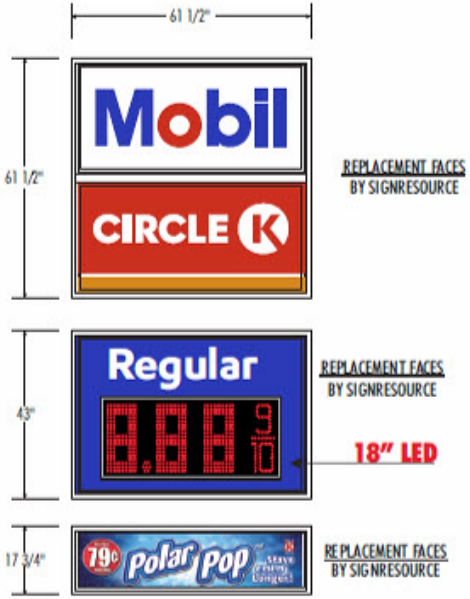
Fee:	**$100.00**	**Waived** _____
Admin Fee	**$ 50.00**	**(Stand Alone Request Only)**
Total	**$150.00**	

Note: All repairs/restorations to buildings on the national historic register are required to be historically accurate. All other buildings within the Historic District are required to be appropriate to that particular building and the Historic District in general. Project enhancement is encouraged within the appropriateness guidelines.

APPROVED SIGNRESOURCE SURVEY REQUIRED BEFORE PRODUCTION

PROPOSED VIEW

EXISTING VIEW



EXISTING TOTAL SQ. FT.	
CIRCLE-K	26.26 SQ. FT.
PRICER	18.36 SQ. FT.
ATM	7.58 SQ. FT.
TOTAL	52.21 SQ. FT.

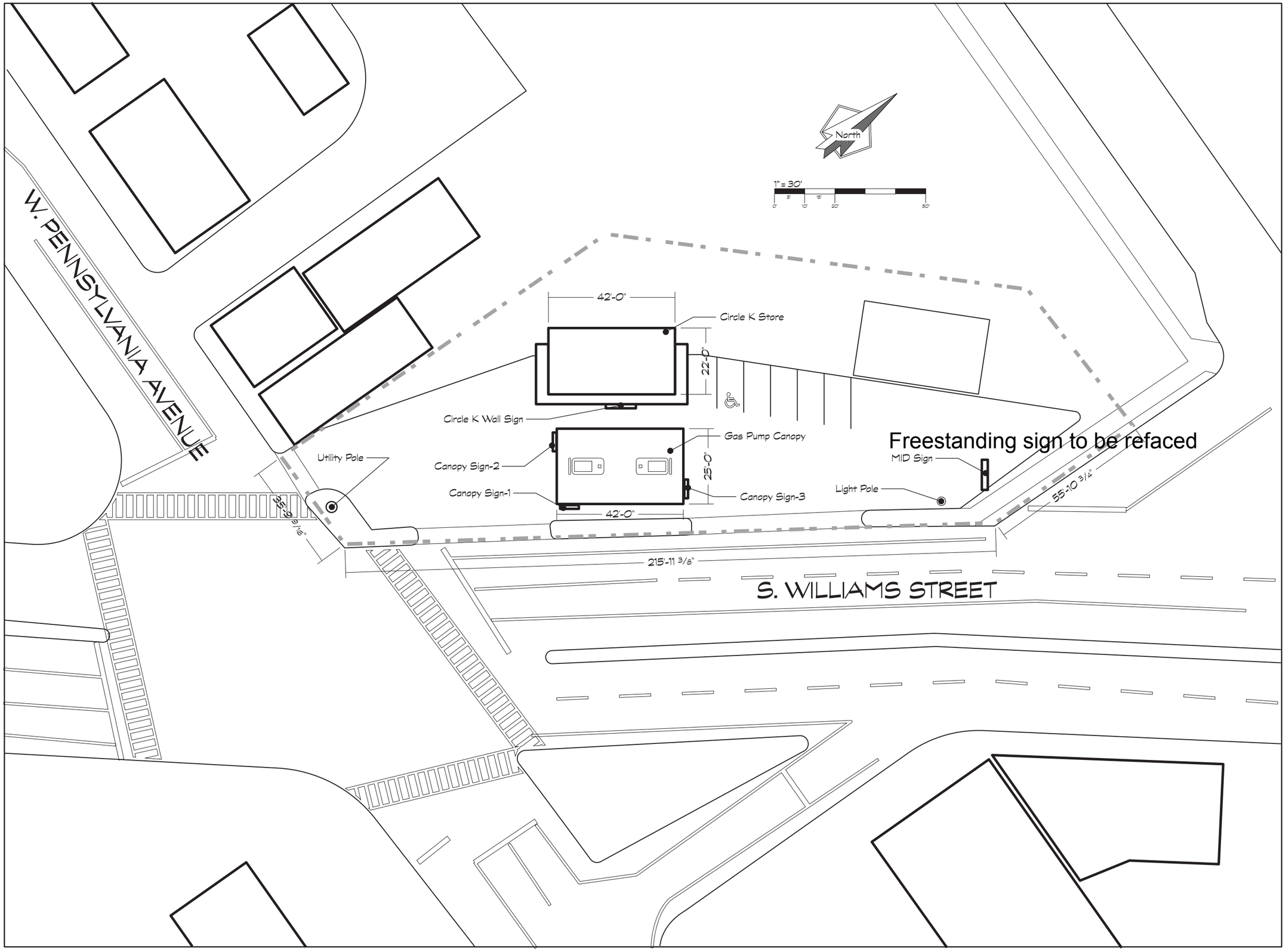
PROPOSED TOTAL SQ. FT.	
MOBIL\ CIRCLE-K	26.26 SQ. FT.
POLAR POP	7.58 SQ. FT.
PRICER	18.36 SQ. FT.
TOTAL	52.21 SQ. FT.

SITE # 2700210

11946 WILLIAMS ST.
DUNNELLON, FL.

RENDERING

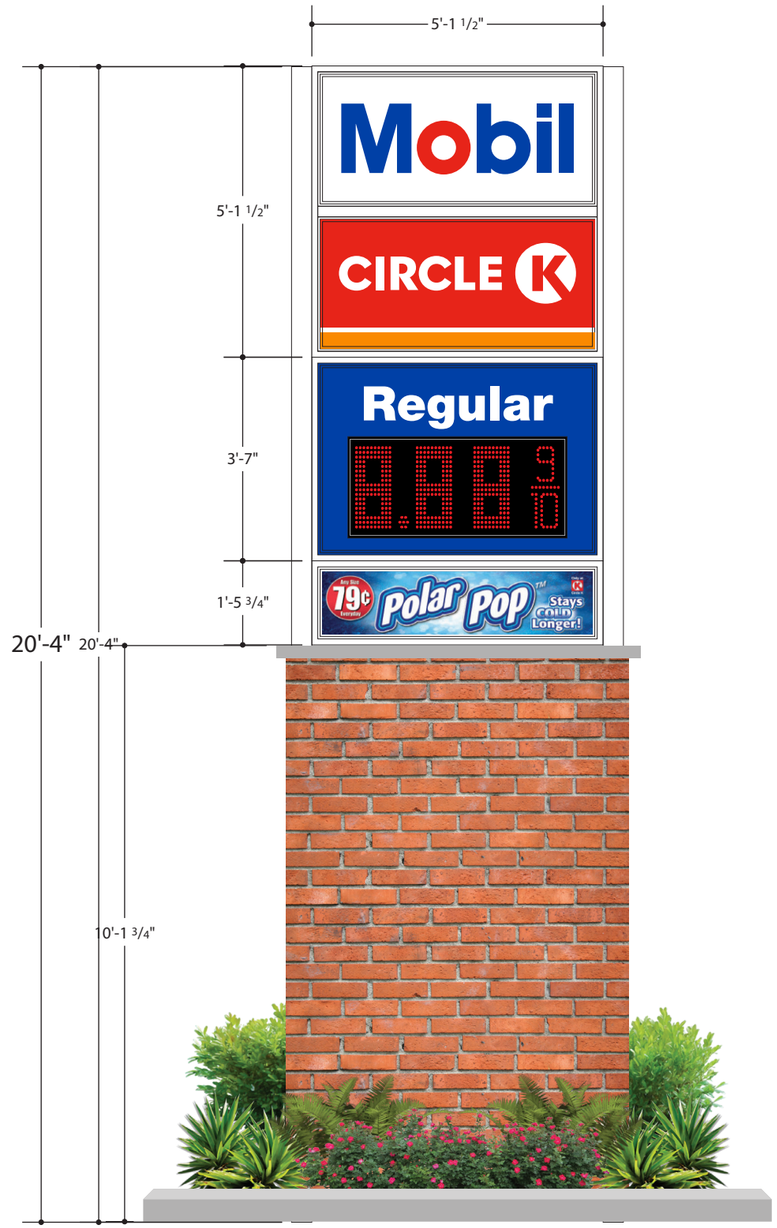
EXX 2700210-RENDERING_B



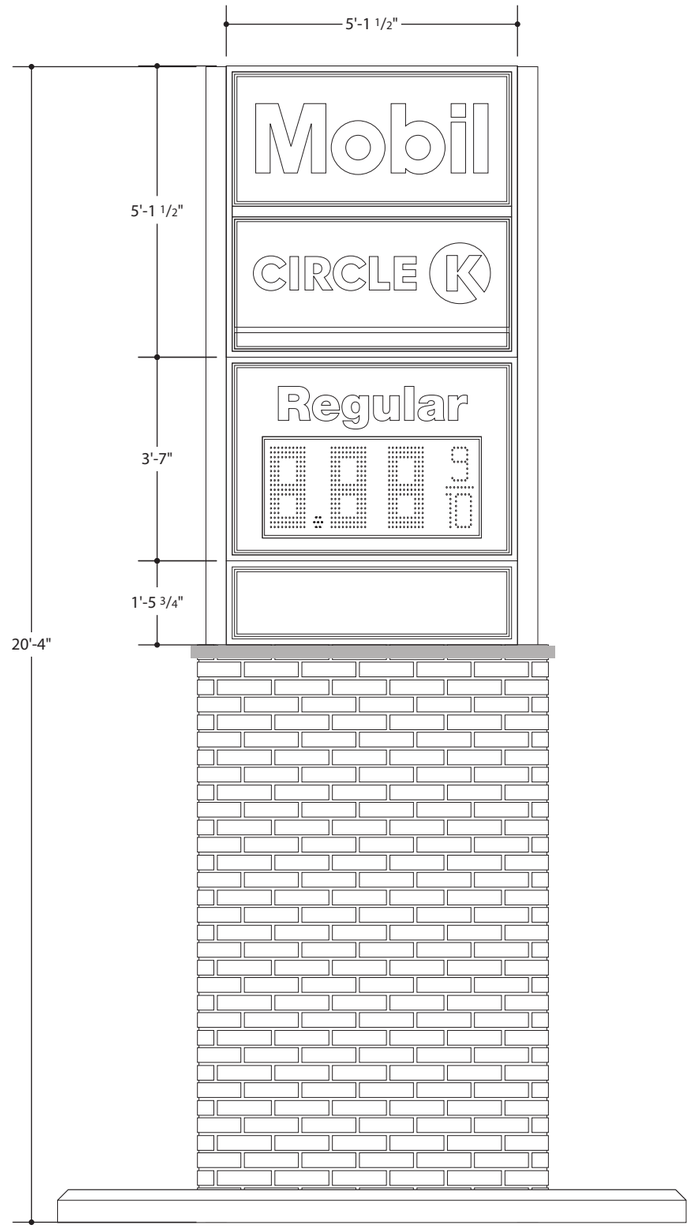
BLAIR COMPANIES
ARCHITECTURAL IMAGING
SIGNS • FIXTURES • LIGHTING

Site Plan for Certificate of Appropriateness Application

Site #: 2700210
Title: Circle K 11946 N Williams St. Dunnellon, FL 34432
Date: 28-SEP-2016
Drawn by: J.M
Page: 1 of 1
Scale: 1" = 30'-0"


5'-1 1/2"
Mobil
5'-1 1/2"
CIRCLE K
Regular
3'-7"
8.889
9/10
1'-5 3/4"
79¢
Polar Pop
Stays Cold Longer!
20'-4"
20'-4"
10'-1 3/4"

1



BLAIR COMPANIES
ARCHITECTURAL IMAGING
SIGNS • FIXTURES • LIGHTING

Station ID: 2700210

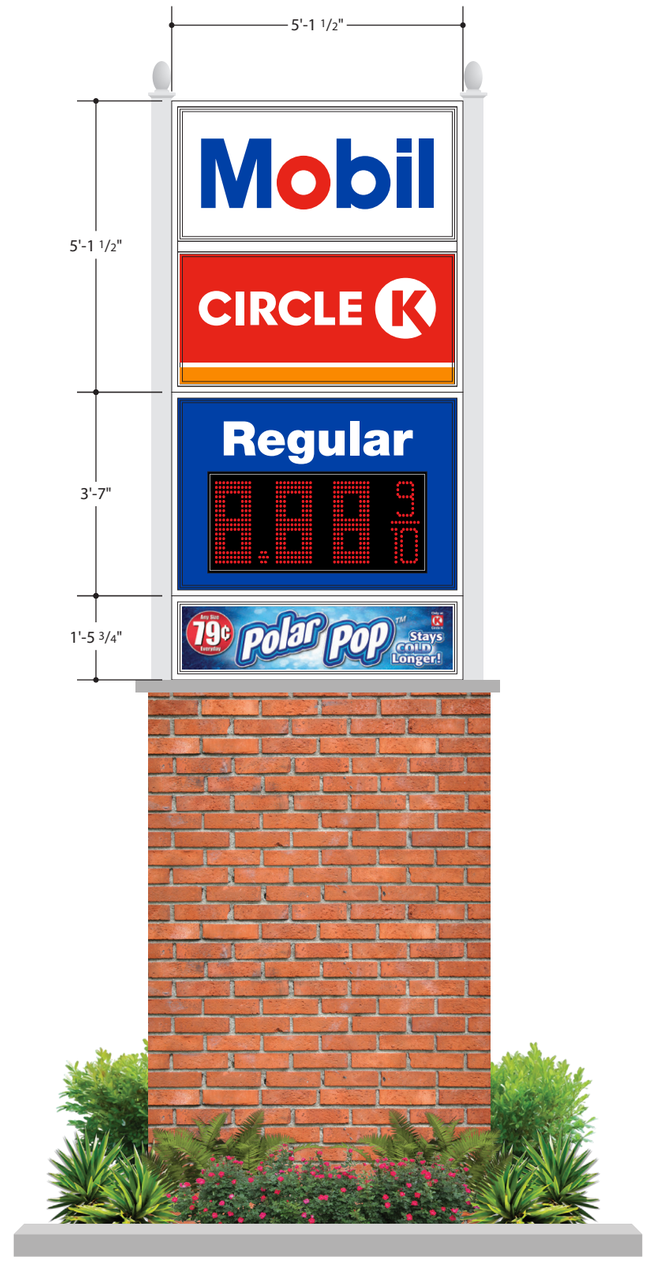
Title: Circle K
11946 N Williams St.
Dunnellon, FL 34432

Date: 20-DEC-2016

Drawn by: J.M

Page: 1 of 1

Scale: 3/8" = 1'-0"


5'-1 1/2"
5'-1 1/2"
3'-7"
1'-5 3/4"
Mobil
CIRCLE K
Regular
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79¢
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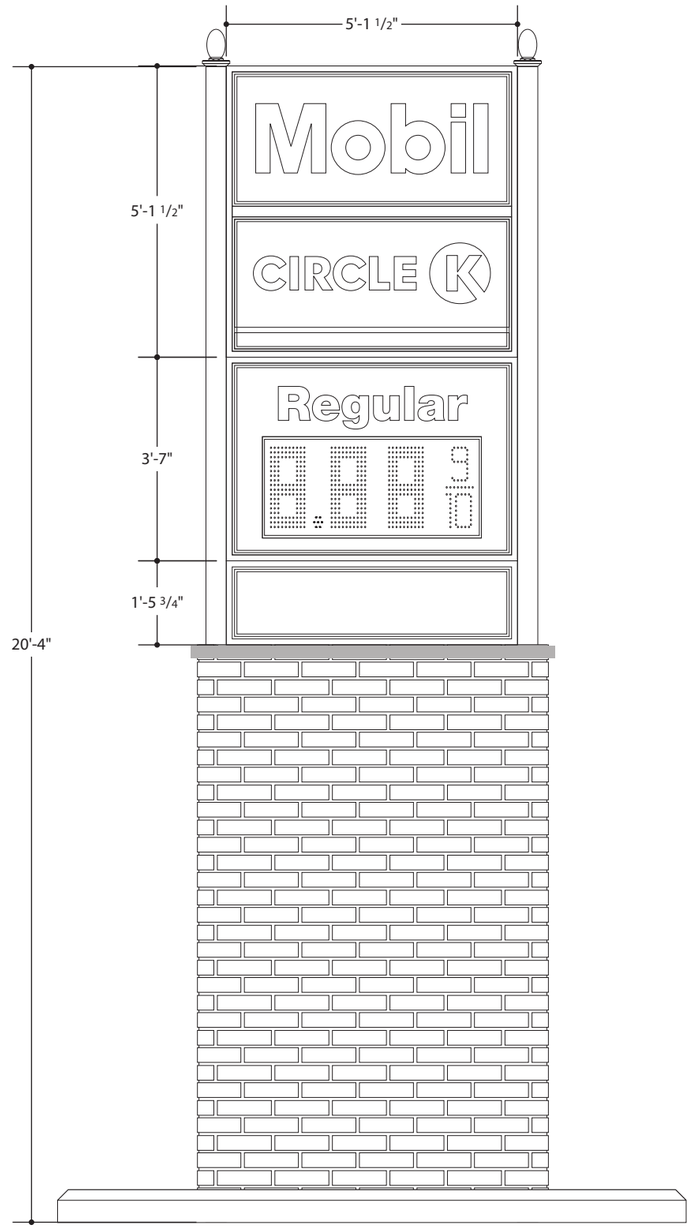
2



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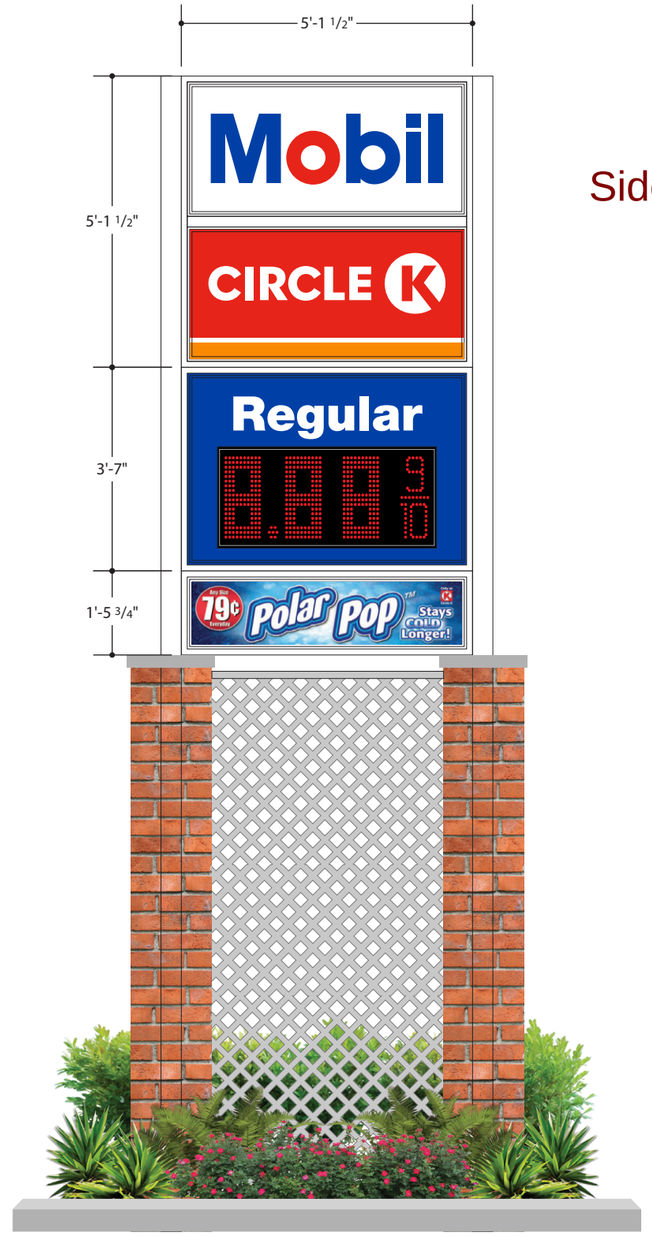
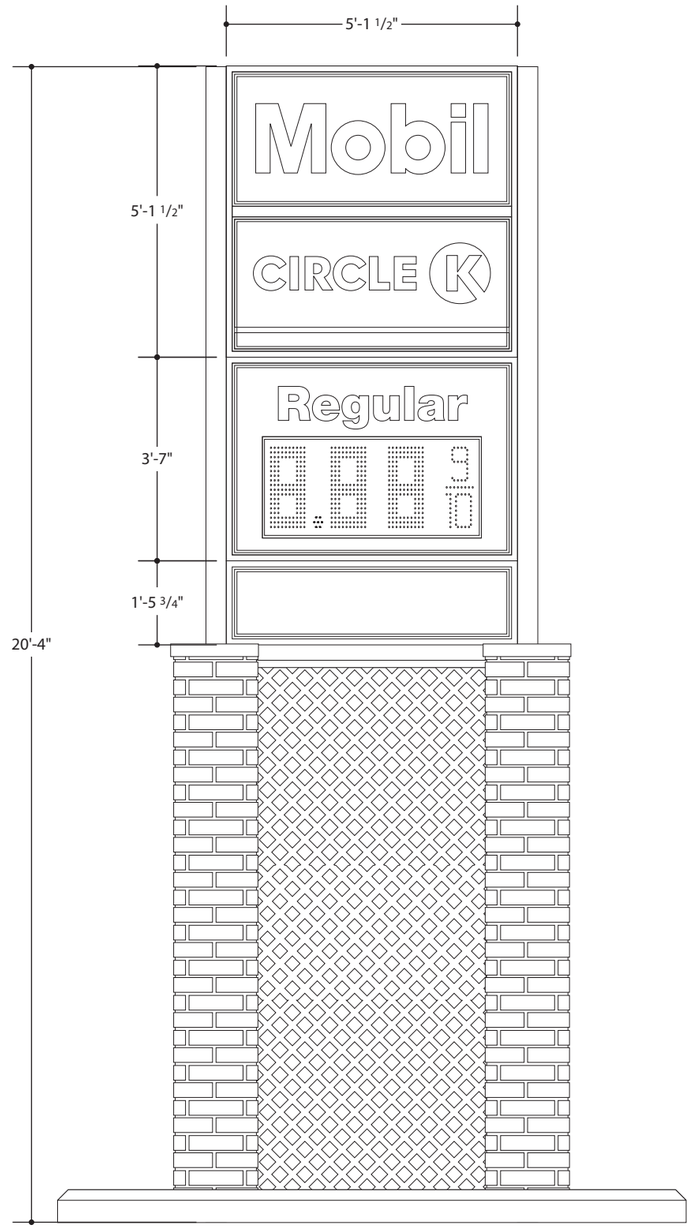
Page: 1 of 1

Scale: 3/8" = 1'-0"

Circle K's preference is either drawing 3 or 4 without the lattice work



Side posts w/o finials



BLAIR COMPANIES
ARCHITECTURAL IMAGING
SIGNS • FIXTURES • LIGHTING

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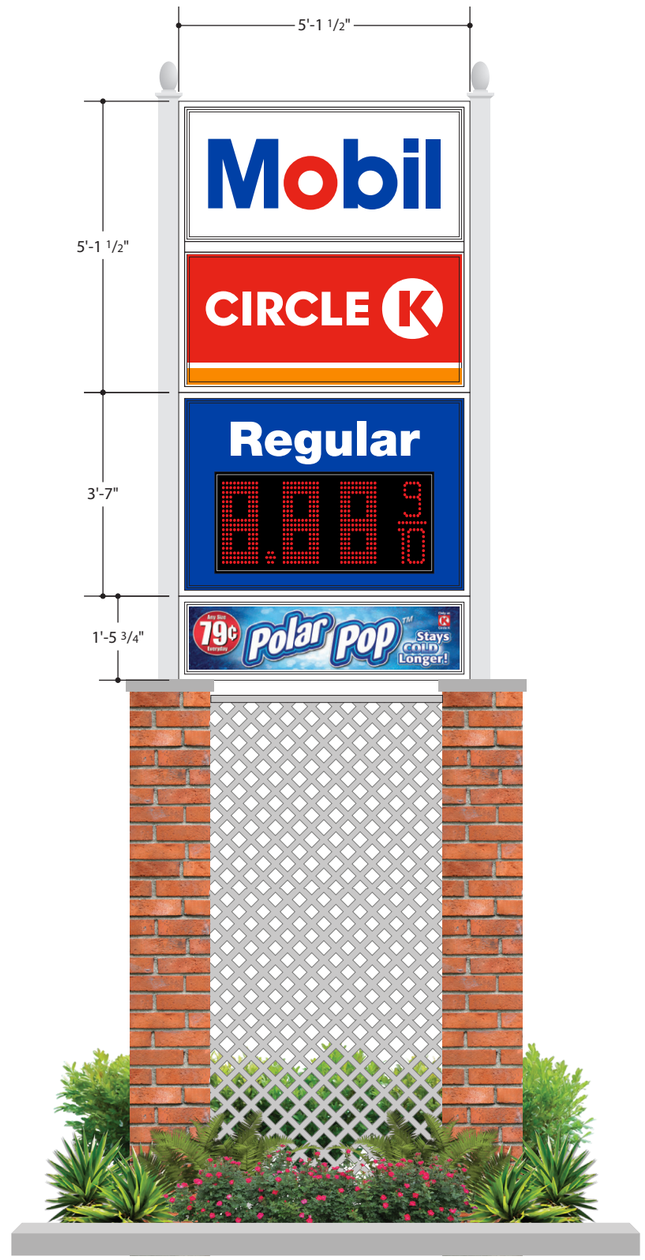
Title: Circle K
11946 N Williams St.
Dunnellon, FL 34432

Date: 20-DEC-2016

Drawn by: J.M

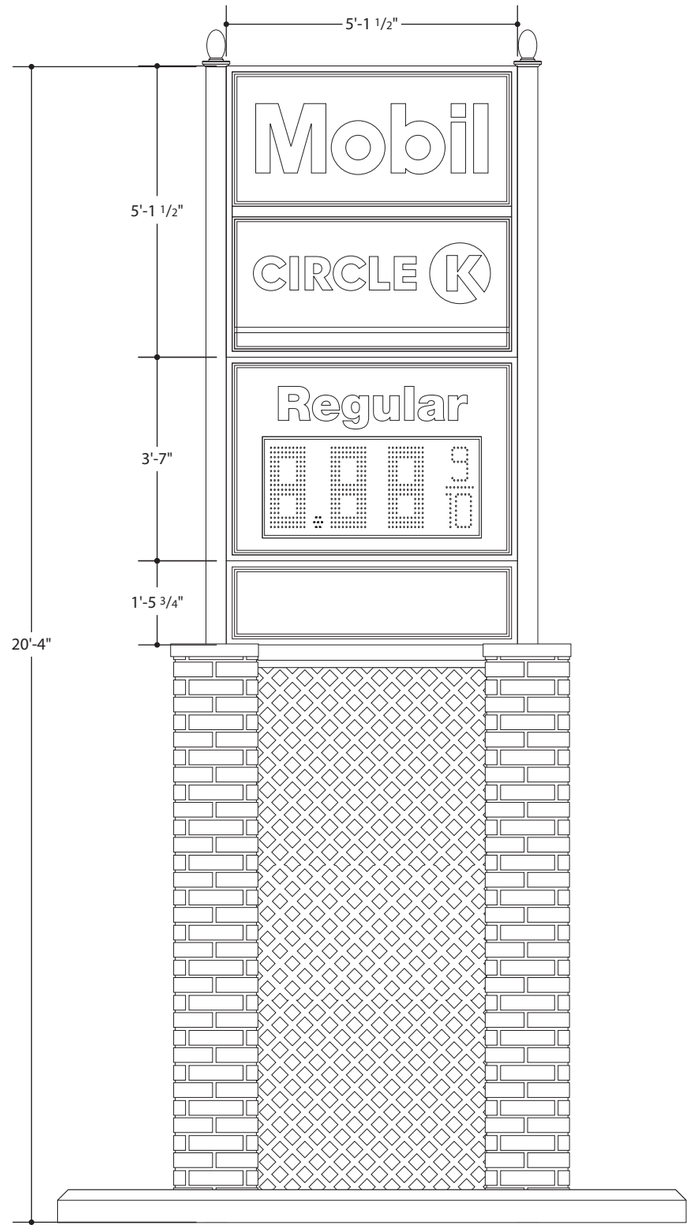
Page: 1 of 1

Scale: 3/8" = 1'-0"



Side posts w/finials

4



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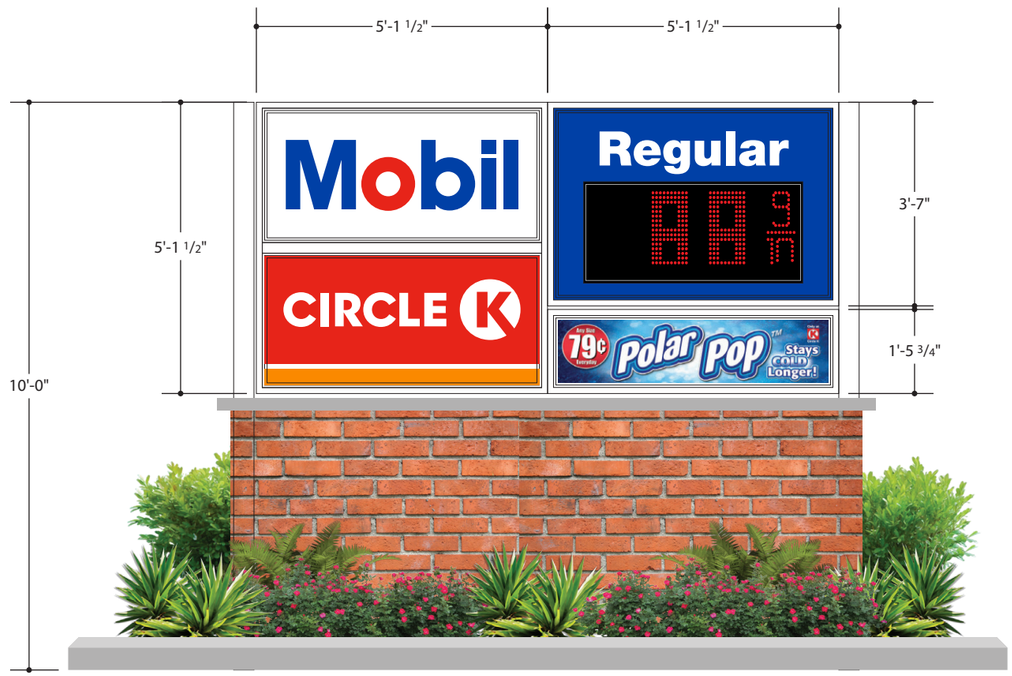
5'-1 1/2"
5'-1 1/2"
Mobil
Regular
CIRCLE K
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5'-1 1/2"
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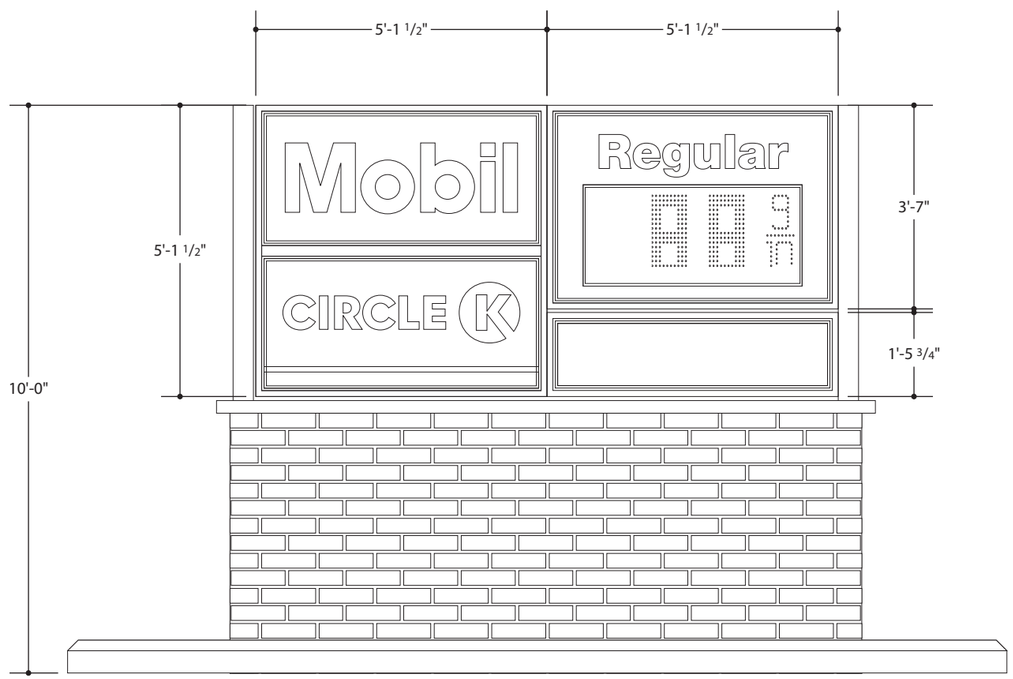
1'-5 3/4"
10'-0"



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Scale: 3/8" = 1'-0"

5'-1 1/2"
5'-1 1/2"
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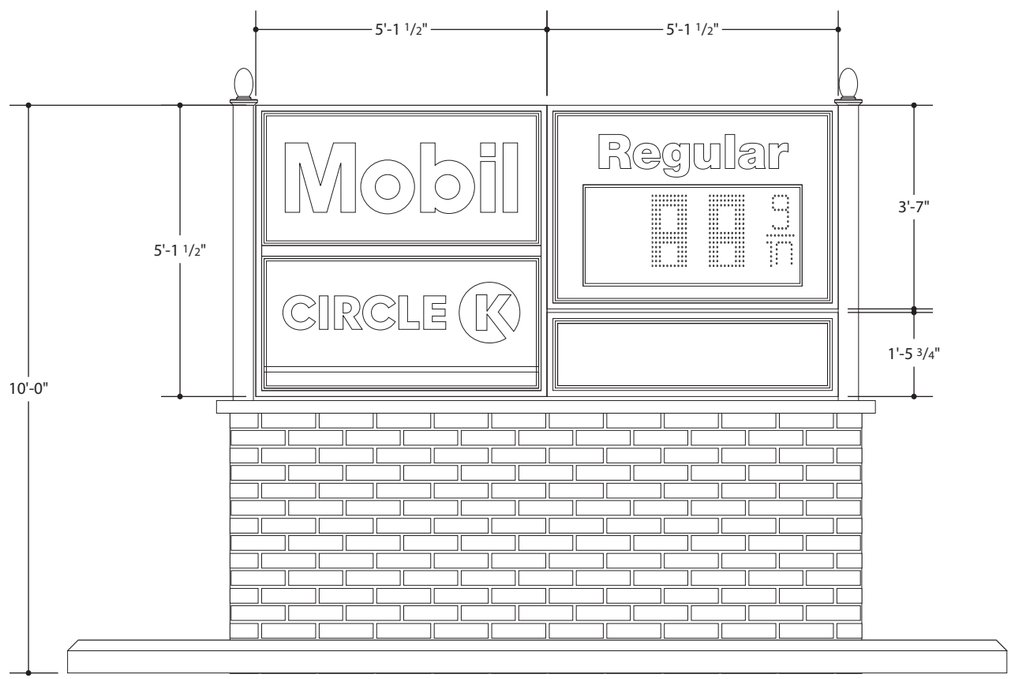

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Page: 1 of 1

Scale: 3/8" = 1'-0"

City of Dunnellon
Historic Preservation
FACADE IMPROVEMENT Grant Program

The Historic Preservation Facade Improvement Program (Program) provides property owners with financial assistance through a grant to improve the appearance of their properties in Dunnellon's Historic District.

Eligibility

- **Residential properties in Historic District**
- Applicant must be the property owner/registered agent.

Frequently Asked Questions

Q: What properties qualify for the Program and in what areas of Dunnellon is the Program available?

A: The Program is available to residential properties in the Historic District, and

- The property owner must be the grant applicant;
- The proposed work must be approved prior to initiating the work;
- The application must include a detailed budget with reasonable costs for the proposed work;
- **Proof of financial need if applicable;**
- A Certificate of Appropriateness must be obtained from the Historic Preservation Board for the proposed work;
- Property taxes must be current as of the date of the application;
- The property must have no outstanding building code citations;
- The property owner must provide proof of property insurance.

Q: What are the Program funding limits?

A: If an application is approved, **the Program will provide grant funds up to $2,500.**

Q: What kinds of improvements qualify for grant funds?

A: The Program is for these types of improvements:

- Exterior
- Structural Integrity and/or Safety
- Aesthetics
- Preference to Historic structures
- Other improvements considered on a case-by-case basis

1st DRAFT HPB Mtg 1/10/17

Q: If I receive a grant award, how do I get the funds?

- **Funds will be released upon satisfactory completion of the project**

Eligibility Requirements:

The Program is available to all residential property owners that are located within the Historic District Area.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have code violations or liens.

Ineligible Projects/Improvements (all applications):

- Improvements/services rendered prior to grant approval;
- Property damage that may be covered by or compensated through an applicant's property insurance coverage;
- Project funded by a previous grant;
- Interior improvements;
- Electrical work;
- General maintenance/sweat equity.

Application Process and Deadline:

(1) Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

(2) The Applicant completes the application and submits it to the Community Development Department for processing. The application package includes the following:

(a) Historic Preservation Facade Improvement Grant Program Application;
(b) Current photo(s) of project site;
(c) Property Appraiser Parcel ID number and proof of paid property taxes;
(d) Applicant Information;
(e) Description of proposed improvement(s);
(f) Rendering or sketch of proposed improvement(s);
(g) Photo of area to be improved;
(h) Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required); and (l) Boundary Survey (if applicable);
(i) Signature of Property Owner (Applicant);
(j) Utility bill must be current;
(k**) Proof of financial need, if applicable**;
(k) Must be primary resident for 5-years.

The Applicant is responsible for all building permits, fees and other permits and fees that may be associated with the proposed project.

1st DRAFT HPB Mtg 1/10/17

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet. Incomplete applications will not reviewed.

(3) City staff undertakes the initial review of the application. If the application is found to be incomplete, the applicant will be granted time to complete and resubmit the application. Once the application is complete, staff will review the application according to the program selection criteria and forward to the Historic Preservation Board for review and recommendation to the CRA Board for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

Please note that applications must be submitted and approved BEFORE work begins. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the Historic Preservation Board and CRA Board.

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.

(4) Upon completion of the improvements; a final inspection and approval by the City is required prior to the Applicant submitting a "reimbursement package" which includes the following:

a. Completed reimbursement form (provided by Community Development staff);
b. Copies of applicable invoices or receipts;
c. Proof of payment for improvements; and
d. Photos of improvements (before and after).

Applicants will receive grant funds after the project is completed and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the Historic Preservation Board by the Applicant. The project must be completed essentially as presented to the Historic Preservation Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the Historic Preservation Board on the progress of the project either in writing or in person. The Historic Preservation Board reserves the right to make on-site inspections throughout the course of the project.

Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the contract. All payments will be made on the next available check run.

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department (if applicable).

1st DRAFT HPB Mtg 1/10/17

Disclaimer:

The City of Dunnellon, 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 Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

1st DRAFT HPB Mtg 1/10/17

20750 River Dr., Dunnellon, FL 34431-6744 Phone: (352) 465-8500 Fax: (352) 465 – 8505 www.dunnellon.org

Historic Preservation Board

Application for Historic Preservation Grant Facade Renovations

OFFICIAL USE ONLY

Application No.: _____

Date Received: _____

Property owner:

_____ Name

_____ Individual Name if Applicant is a Business

_____ Address _____ City _____ State _____ ZIP _____ Phone

Residential: ☐ Amount Requested: _____

Applicant to select from the following:

Paint: ☐ Landscape: ☐ Facade: ☐ Structural Repairs: ☐

Other: (explain) ☐ _____

Please provide detailed description of work to be done and cost estimate:
(Use reverse side and/or attachments if needed)

_____

Please attach all supporting documents and/or photos that are relevant to your request.

Additional Funding Source(s):

_____% Match with Historical Society (State or Local)

Owner Contribution: Yes ☐ No ☐ If yes, amount: _____ Labor: _____

If no, please state why:

_____

Do you anticipate assistance from any other agency? Yes ☐ No ☐

If yes, please list agency and type / amount of assistance.

Agency: _____ Amount: _____

_____ Signature _____ Date

Applicant must provide W-9

OFFICIAL USE ONLY

Historic Preservation Board Meeting Date: _____ Time: _____

CRA Board Meeting Date: _____ Time: _____

Approved: _____ Community Development Signature _____ Community Development Title

Amount of Grant: _____ Payable to: _____

Revision: 12/21/2016