



# City Of Brooksville

Community Development Department  
Verl Emrick, Director

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## **CITY OF BROOKSVILLE PLANNING AND ZONING COMMISSION MEETING**

**City Hall Council Chambers  
201 Howell Avenue  
Brooksville, FL 34601**

### **AGENDA**

**December 8, 2021**

**5:30 PM**

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF MINUTES:** August 11, 2021
- D. **RECEIVE AS INFORMATION – CITY COUNCIL’S AUTHORIZATION TO NEGOTIATE THE JOINT PLANNING AGREEMENT WITH HERNANDO COUNTY**

Both the City of Brooksville and Hernando County provide planning, zoning and development review services within their respective jurisdictions. An independent approach to these services without inter-local cooperation and coordination can often lead to inefficient, uncoordinated, and unstructured development. In determining growth and expansion for the City, it is imperative that a coordinated effort with the County to identify lands that are logical candidates for urbanized development. The coordination with Hernando County would include but not be limited to appropriate land uses and infrastructure needs, service provider needs for land use, ensuring natural resources and establishing coordination of the countywide planning efforts inclusive of all jurisdictions.
- E. **ADOPT AMENDMENT TO BUILDING CODE**

Ordinance 935 of the City of Brooksville, Florida, amending Article X, “Buildings and Building Regulations”, Land Development Code of the City of Brooksville , to revise and update the adoption and incorporation of certain Building and Maintenance codes throughout the Article; and providing for conflicts, codification, severability and an effective date.
- F. **ADOPT THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)**

Ordinance 936 of the City of Brooksville, Florida, creating Part 4 of Article X of the Land Development Code of the City of Brooksville – Buildings and Building Regulations, entitled “Property Maintenance Code” Sections 10-4.1 entitled “International Property Maintenance Code – adopting a modified version of the International Property Maintenance Code; providing for conflicts, codification, severability, and an effective date.

G. **ADVISORY – AMENDMENTS TO CRA MATCHING GRANT PROGRAM APPLICATION**

Staff requests the Planning and Zoning Commission review and submit comments/suggestions to the Community Redevelopment Agency Board relative to the proposed changes to the CRA Matching Grant Program Application.

In 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown. The CRA is approximately 104 acres in size, and includes properties within a defined area (See Exhibit “A” attached) that front along Main Street, Liberty Street, Broad Street, Jefferson Street, Fort Dade Avenue and Saxon Avenue. The Brooksville City Council, sitting as the Community Redevelopment Agency, adopted a Community Redevelopment Plan which lists numerous goals and objectives for the district designated as the Community Redevelopment Area. Goal #3 and Objectives 4.14 through 4.18 of that Plan specifically address property enhancement and beautification and the need to establish a program or programs that address this topic. The Plan recognizes that façade grants have become an integral part of most community redevelopment plans with the average grant being offered at a range of \$2,000 to \$5,000 per award. This program specifically implements Objective 4.15 and 4.17, while incorporating other items such as landscaping and historic preservation as being eligible for cost reimbursement consistent with other objectives in the Plan.

H. Citizen Input (3 minutes per citizen)

I. Items by Chairman

J. Items by Board Members

K. **ADJOURNMENT**

***Please be advised that two or more City Council Members may attend and participate in this meeting.*** In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City’s Human Resource Administrator’s Office no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk’s office and on the City’s website [www.cityofbrooksville.us](http://www.cityofbrooksville.us).

Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.

\*Consideration of the item identified on this agenda with an asterisk (\*) is a quasi-judicial function of the Commission involving land use, and the following procedures apply:

- Disclosure of any ex parte communications by Commission members.
- Consideration of applications to intervene as a party, if any. “Request to Intervene/Expert Witness” forms and instructions may be obtained from the recording secretary prior to the scheduled time for consideration of the item.

- Qualification of sworn witnesses who wish to testify as an expert, based on statement of credentials made orally or set forth in application file.
- Swearing of witnesses who wish to give sworn testimony.
- Testimony of City staff witnesses, with cross-examination by applicant and party-interveners, if they request.
- Testimony of applicant and applicant's witnesses, with cross-examination by Commission and party-interveners, if they request.
- Testimony of party-interveners and their witnesses, with cross-examination by Commission and applicant, if they request.
- Testimony by members of the public who wish to address application. Any individual, not requesting/designated as an intervening party or expert witness may, upon being recognized by the Chairperson, present information to the Commission, and may be questioned by the Commission but is not required to be subject to cross examination, and need not be sworn in.
- Close of public hearing.
- Commission deliberation/vote.

**CITY OF BROOKSVILLE  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MINUTES**

**Joseph E. Johnston, III Council Chambers, 201 Howell Avenue, Brooksville, Florida**

**August 11, 2021  
5:30 PM**

Attending were Chairman Joseph P. Quinn, Elmer Korbus, Gary Sutton, Ronald Lawson, George Rodriguez and alternates Michael Dolan and John Redpath. Also present were Steven Gouldman, AICP, City Planner, Becky Vose, City Attorney and Jennifer Battista, Recording Secretary.

The meeting was called to order at 5:30 p.m. by Chairman Quinn.

**PLEDGE OF ALLEGIANCE**

Those present stood for the Pledge of Allegiance.

**APPROVAL OF MINUTES:** June 9, 2021

**Motion:**

Motion was made by Sutton and seconded by Lawson to approve the June 9, 2021 minutes. Motion carried 5-0.

**RZ 2021-05 – JULIAN EXCLUSA AND DALE SIEDEN PETITION REQUESTING REZONING FROM HERNANDO COUNTY R-1C TO CITY OF BROOKSVILLE PDP-RV**

Chairman Quinn asked the Madame Clerk if this item was properly advertised. Recording Secretary, Jennifer Battista responded yes, this item was properly advertised in the August 1, 2021 edition of the Tampa Bay Times.

Chairman Quinn asked if any Board member had a conflict of interest on this item. There were none.

Chairman Quinn asked if any Board member has had any ex-parte communication to disclose any correspondence received, or observation of the site. There were none.

Chairman Quinn asked if there are any individuals who intend to participate as an Intervenor in this matter. There were none.

Chairman Quinn stated the Board already has qualified Acting Community Development Director/City Planner Steven Gouldman as an expert witness in the field of land use planning and development in the City of Brooksville and have reviewed a copy of his respective resume and asked if there was any objection to his participation as an expert witness in this proceeding. No one did.

**Motion:**

Motion was made by Dolan and seconded by Lawson to accept approved packet into evidence. Motion carried 5-0.

Chairman Quinn asked if there were any individuals who would like to be qualified as expert witnesses on behalf of the applicant at this time. Alan Garman, ProCivil360, LLC, representing Mr. Julian Exclusa, would like to be considered as an expert witness. The board accepted Mr. Garman's qualifications.

Recording Secretary, Battista swore in all who wished to speak or provide testimony during the public hearing.

Chairman Quinn asked if the applicant has any expert witnesses to present testimony regarding this matter.

Alan Garman presented this is a 9.5-acre site off of Jefferson Street and west of Emerson Road. This property was previously brought to the board as the annexation and comp plan. The survey is complete; we have identified some floodplain areas, moved some lots around, and identified more majestic oak trees. In the packet, 53 lots are showing in yellow are the exterior lots are 80 ft. deep by 35 ft. wide. The internal lots are notated in blue that is 70 ft. deep by 35 ft. wide. The large area at the bottom is a wetland, plus a large retention area that wraps around the south road back over to Emerson Road. One of the changes made was that some of the lots were taken out close to Emerson Road, so there is no chance of anyone parking out beyond the gate. The fence and the gate were set back 60 ft. The exact change was made at the entrance on Jefferson Street. All lots will be with water and sewer. There will be landscaping at the entrances of Emerson and Jefferson. The owners had an entrance sign designed. The basic idea is to utilize Jefferson Street as the main entrance/exit. However, we discourage people from entering/exiting from Emerson Road but can use it.

Chairman Quinn asked if there are any questions from the Board to the expert witness. There were none.

Steve Gouldman, City Planner summarized the staff report which is included below in its entirety.

The petition is a request to rezone an approximately 9.40-acre tract from Hernando County R-1C to City of Brooksville PDP-RV (Planned Development Project-Recreational Vehicle). Located on the south side of East Jefferson Street and immediately west of Emerson Road, the subject parcel was annexed into the City on January 4, 2021 and a Comprehensive Plan Future Land Use designation of South Brooksville Planned Development District was assigned to the property in March 2021. The Comprehensive Plan Future Land Use designation allows for the consideration of a non-residential Floor Area Ratio (FAR) of 0.30. The requested PDP-RV zoning district is to allow for the property to be developed as a recreational vehicle park containing 53 RV lots, 1,500 square feet of convenience commercial floor space, a 1,500 square-foot manager's apartment, a 2,000 square-foot community center, a swimming pool and ball courts.

RECOMMENDATION: The Acting City Manager recommends the Planning and Zoning Commission find that the proposed rezoning is consistent with the City's Comprehensive Plan and compatible with the general development pattern in the area and recommend that City Council approve the rezoning of this property from Hernando County R-1C to City of Brooksville PDP-RV (Planned Development Project-Recreational Vehicle), subject to conditions.

Chairman Quinn asked if there are any questions from the Board to staff. There were none.

Chairman Quinn asked if there are any questions from the public who wish to comment on this matter.

Shelia Wilcox, 835 & 837 East Street is not in favor. She asked if there will be a barrier. Feels it will be ugly and boxed in.

Fanny Conyers, had a question about fences and access roads. She is concerned there needs to be more fences, and save the oak trees.

Mr. Gouldman responded to Ms. Conyers concerns. They are required to have a 6 ft. fence along the property line and the access road will be paved. Additionally, the access road is for serving the RV Park.

Mr. Redpath clarifies the RV park access road proposal, and Mr. Gouldman confirmed.

Ms. Conyers also had concerns about wetlands, and Mr. Garman confirmed there would be a fence.

Claude Wilkerson, 604 Valley Stream Drive, stated he can't wait until this is approved as she is a camper.

Ms. Wilcox came back to ask why this property was chosen.

Mr. Garman responded with his client chose it with intent to develop something nice and would clean up the area. He addressed survey question brought up by Fanny Conyers, stating this calls attention to proposed buffers and fence.

Mr. Sutton asked if this is strictly for RVs and mobile homes. Mr. Garman responded RVs, but park models could come in but have not heard about it.

Mr. Gouldman stated park models consider those as RVs and are allowed but not in flood zone areas.

Chairman Quinn asked with regards to the access on Jefferson, will there be a turning lane. Mr. Garman responded, that has not been determined yet.

Mr. Korbus asked if there will be plants and trees in buffer, Mr. Garman responded yes.

Mr. Redpath asked if the west border will have vegetation. Mr. Garman stated he doubted it will.

Mr. Redpath further asked about the height restrictions. Mr. Garman responded typical Class A heights.

Ms. Wilcox asked about the fence. Mr. Garman replied trees and shrubs on our side of the fence and once it grows in, won't be able to see fence.

**Motion:**

Motion was made by Sutton to accept the zoning changes with staff recommendations and seconded by Lawson. Motion carried 5-0.

Mr. Gouldman added that this will be heard by City Council on Monday, September 7, 2021 in these chambers.

**ADJOURNMENT**

Upon proper motion and there being no further business to come before the Commission, the meeting was adjourned at 6:15 PM.

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Joseph P. Quinn, Chairman  
Planning and Zoning Commission  
Minutes Approved on:



## **A G E N D A   I T E M**

### **M E M O R A N D U M**

**TO:** PLANNING AND ZONING COMMISSION

**VIA:** RONALD SNOWBERGER, CITY MANAGER

**FROM:** VERL EMRICK, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** RECEIVE AS INFORMATION – CITY COUNCIL’S  
AUTHORIZATION TO NEGOTIATE THE JOINT PLANNING  
AGREEMENT WITH HERNANDO COUNTY

**DATE:** NOVEMBER 22, 2021

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#### **INTRODUCTION & BACKGROUND INFORMATION:**

Both the City of Brooksville and Hernando County provide planning, zoning and development review services within their respective jurisdictions. An independent approach to these services without interlocal cooperation and coordination can often lead to inefficient, uncoordinated, and unstructured development. In determining growth and expansion for the City, it is imperative that a coordinated effort with the County to identify lands that are logical candidates for urbanized development. The coordination with Hernando County would include but not be limited to appropriate land uses and infrastructure needs, service provider needs for land use, ensuring natural resources and establishing coordination of the countywide planning efforts inclusive of all jurisdictions.

**RECOMMENDATION:** The City Manager recommends the Planning and Zoning Commission endorse.

**ATTACHMENT** – City Manager memo dated November 15, 2021 to City Council.





## AGENDA ITEM MEMORANDUM

City Council  
AGENDA ITEM: I.9.  
11/15/2021

**TO:** Honorable Mayor and City Council Members  
**FROM:** Ron Snowberger, City Manager  
**VIA:** Ronald Snowberger, City Manager  
**SUBJECT:** Joint Planning Agreement Discussions  
**DATE:** 11/15/2021

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### CITY MANAGER RECOMMENDATION:

Recommend Approval of support to enter Joint Planning Agreement discussions with Hernando County in order to create a formal Joint Planning Agreement for adoption.

### REPORT IN BRIEF:

Both the City of Brooksville and Hernando County provide planning, zoning and development review services within their respective jurisdictions. An independent approach to these services without interlocal cooperation and coordination can often lead to inefficient, uncoordinated, and unstructured development. In determining growth and expansion for the City, it is imperative that a coordinated effort with the County to identify lands that are logical candidates for urbanized development. The coordination with Hernando County would include but not be limited to appropriate land uses and infrastructure needs, service provider needs for land use, ensuring natural resources and establishing coordination of the countywide planning efforts inclusive of all jurisdictions.

### DISCUSSION:

Most municipal (city government) jurisdictions enter into a Joint Planning Agreement with their respective County to foster a cooperative smart growth plan that is coordinated and agreed upon by both jurisdictions. Considering the importance and need for this type of planning, the 2021 Florida Statute 163.3161 #5 states; "It is the intent of this act to encourage and ensure cooperation between and among municipalities and counties and to encourage and ensure coordination of planning and development activities of units of local government with the planning activities of regional agencies and state government in accord with applicable provisions of law". Brooksville and Hernando County worked on such an initiative back in 2010, however the process was never completed. Recently, following a review of the 2010 draft Joint Planning Agreement (JPA) between City and County Administration, the idea of completing the work that was begun for such an agreement has been favorably met, as this will be highly beneficial in managing the future growth that is on the horizon.

Given that the State Comprehensive planning process and statutes require local governments to protect the substantial investment in public facilities that already exist and to plan for and finance new facilities in a timely, orderly and efficient manner. A coordinated approach to planning, zoning, and development review will result in development patterns that will provide the City and County with substantial information in advance in terms of financial capital planning, commitments and expenditures. Further, the enactment of a Joint Planning Agreement (JPA) will foster and encourage intergovernmental coordination in planning, service delivery, and boundary adjustments in the most efficient and effective manner, while balancing the needs and desires of the community. This planning effort is intended and will be designed to establish a more flexible process for adjusting



municipal boundaries and reducing intergovernmental conflict between jurisdictions.

The JPA will promote sensible boundaries that reduce the costs to our local governmental jurisdictions and provide the groundwork aimed at avoiding duplicating the delivery of local services, as well as preventing inefficient service delivery and a tax base that is insufficient to support the delivery of those services. In essence, it will establish the guidelines by which the City can expand and grown in a defined, responsible manner.

FISCAL IMPACT:

There is no fiscal impact associated with this specific request.

ALTERNATIVES:

There are no other alternatives available for this level of planning and agreement between our local governmental units that will produce the desired coordination of service delivery.

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Form Review

Inbox	Reviewed By	Date
City Manager (Originator)	Ron Snowberger	11/03/2021 02:01 PM
City Planner	Steve Gouldman	11/03/2021 03:42 PM
City Clerk	Jennifer Battista	11/04/2021 08:39 AM
City Manager (Originator)	Ron Snowberger	11/09/2021 09:45 AM
Form Started By: Ron Snowberger		Started On: 10/27/2021 01:53 PM
Final Approval Date: 11/09/2021		



## **A G E N D A   I T E M**

### **M E M O R A N D U M**

**TO:**            **PLANNING AND ZONING COMMISSION**

**FROM:**       **VERL EMRICK, COMMUNITY DEVELOPMENT DIRECTOR**

**SUBJECT:**    **AMENDMENT TO BUILDING CODE**

**DATE:**        **NOVEMBER 22, 2021**

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#### **INTRODUCTION & BACKGROUND INFORMATION:**

The purpose of the changes offered in this ordinance to the City's Municipal code will be to accomplish the following rational in order to meet the requirements set out by the Florida Building Codes Commission for all Florida communities. These requirements include but are not limited to:

1. Update the Municipal code to match the current State of Florida Building Codes.
2. Remove code references that no longer apply. The attached copy contain the necessary "strike outs" supplied by the City Attorney's office;
3. Eliminate duplication of codes and to remove discrepancies between the two codes caused by the duplications; and
4. Provide the mechanism that will allow the City to automatically update & adopt changes in the Municipal code as changes are made in the State Building Codes by the Building Commission.

#### **RECOMMENDATION:**

Staff recommends that the Planning and Zoning Commission endorse the attached modification of Article X Buildings and Buildings Regulations of the Land Development Code and recommends City Council approve the modification.

#### **ATTACHMENT:**

Ordinance 935 of the City of Brooksville, Florida, amending Article X, "Buildings and Building Regulations", Land Development Code of the City of Brooksville

**ORDINANCE NO. 935**

**AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, AMENDING ARTICLE X, “BUILDINGS AND BUILDING REGULATIONS”, LAND DEVELOPMENT CODE OF THE CITY OF BROOKSVILLE, TO REVISE AND UPDATE THE ADOPTION AND INCORPORATION OF CERTAIN BUILDING AND MAINTENANCE CODES THROUGHOUT THE ARTICLE; AND PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Brooksville has a portion of the Land Development Code which incorporates certain model codes created by international, national, or state organizations, as edited as deemed to be appropriate by the City Council and Professional Staff of the City of Brooksville; and

**WHEREAS**, the City of Brooksville City Commission deems it important to update the Brooksville Land Development Code to adopt the most current versions of said model codes, or to replace said model codes with a more appropriate code; and

**WHEREAS**, the amendments contained herein are found to be in the best interest for the health, safety, and welfare of the visitors, businesses, and residents of the City of Brooksville.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, AS FOLLOWS:**

**SECTION 1.** Article X, “Buildings and Building Regulations”, of the Land Development Code of the City of Brooksville is hereby amended to read as follows:

**Part 10-1 - Contents**

**Sec. 10-1.2. – Florida Building Code.**

(...)

(e) *Applicability of Article.*

(...)

- (2) The provisions of this Article shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities. Additions, alterations, repairs and changes of use or occupancy group in all buildings and structures shall comply with the provisions of ~~chapter 34~~ the Florida Building Code. The following buildings, structures and facilities are exempt

from the provisions of this Article as provided by law, and any future exemptions shall be as determined by the legislature and provided by law:

- a. Buildings and structures specifically regulated and preempted by the federal government.
- b. Railroads and ancillary facilities associated with the railroad.
- c. Non-residential farm buildings on farms.
- d. Temporary buildings or sheds used exclusively for construction purposes.
- e. Mobile ~~homes~~ or modular structures used as temporary offices, except that the provisions of Part II F.S. §§ 553.501—553.513 relating to accessibility by persons with disabilities shall apply to such mobile homes.
- f. Those structures or facilities of electric utilities, as defined in F.S. § 366.02, which are directly involved in the generation, transmission or distribution of electricity.
- g. Temporary sets, assemblies or structures used in commercial motion picture or television production, or any sound-recording equipment used in such production, on or off the premises.
- h. Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this subsection, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing or other non wood features.
- i. Family mausoleums not exceeding 250 square feet (23 m<sup>2</sup>) in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
- j. Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.
- k. A building or structure having less than 1,000 square feet (93 m<sup>2</sup>) which is constructed and owned by a natural person for hunting and which is repaired or reconstructed to the same dimension and condition as existed on January 1, 2011, if the building or structure:
  - 1. Is not rented or leased or used as a principal residence;
  - 2. Is not located within the 100-year flood plain according to the Federal Emergency Management Agency's current Flood Insurance Rate Map; and
  - 3. Is not connected to an off-site electric power or water supply.
- i. ~~Each enforcement district shall be governed by a board, the composition of which shall be determined by the affected localities. At its own option, each enforcement district or local enforcement agency may promulgate rules granting to the owner of a single family residence one or more exemptions to the Florida Building Code relating to:~~

- (1) Addition, alteration or repair performed by the property owner upon his own property, provided any addition or alteration shall not exceed 1,000 square feet or the square footage of the primary structure, whichever is less.
- (2) Addition, alteration or repairs by a non-owner within a specific cost limitation set by rule, provided the total cost shall not exceed \$5,000.00 within any 12-month period.
- (3) Building and inspection fees.
- j. —Each Code exemption shall be certified to the City ten days prior to implementation and shall be effective only in the territorial jurisdiction of the enforcement district or local enforcement agency implementing it.

(...)

- (7) Unsafe buildings shall be abated using the ~~Standard Unsafe Building Abatement Code, 1985 Edition, promulgated by the Southern Building Code Congress International, Inc.~~ current version of the International Property Maintenance Code, as adopted and amended by ordinance.

(...)

- (17) For provisions related to accessibility, refer to ~~Chapter 11 of the Florida Building Code, Building Accessibility, current edition.~~
- (18) For provisions related to energy, refer to ~~Chapter 13 of the Florida Building Code, Building Energy Conservation, current edition.~~

(...)

#### **Sec. 10-1.4. – Building Division.**

(...)

- (c) *Powers and duties of the Building Official.*

(...)

- (5) *Unsafe buildings or systems.* All buildings, structures, electrical, gas, mechanical or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems. All such unsafe buildings, structures or service systems are declared illegal and shall be abated by repair and rehabilitation or by demolition in accordance with the provisions of the International Property Maintenance Code, current edition ~~International Property Maintenance Code Current Edition~~ or other City Code.

(...)

- (d) *Permits.*

- (1) *Permit application.*

(...)

- f. *Time limitations.* Except as otherwise provided in this Article, an application for a permit for any proposed work shall be deemed to have been abandoned, and shall expire by limitation and become null and void ~~six months~~ after the date of filing for the permit unless such application has been pursued in good faith, or plan approval, whichever is later unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the Building Official for the application, provided the extension is requested in writing and justifiable cause is demonstrated.

(...)

(3) *Examination of documents.*

(...)

- a. *Plan review.* The Building Official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes referred to in Section 10-1.2(e) and all other pertinent laws or ordinances. Building plans approved pursuant to F.S. § 553.77(6) and state-approved manufactured buildings are exempt from City Codes enforcing agency plan reviews except for provisions of the Florida Building Code relating to erection, assembly or construction at the site. Erection, assembly and construction at the site are subject to City permitting and inspections. Industrial construction on sites where design, construction and fire safety are supervised by appropriate design and inspection professionals and which contain adequate in-house fire departments and rescue squads is exempt from review of plans and inspections, providing owners certify that applicable codes and standards have been met and supply appropriate approved drawings to local building and fire-safety inspectors.

1. *Minimum plan review criteria for buildings.* The examination of the documents by the Building Official shall be in accordance with the current Florida Building Code. ~~include the following minimum criteria and documents: a floor plan, site plan, foundation plan, floor/roof framing plan or truss layout and all exterior elevations:~~

~~a. Commercial buildings:~~

~~1. Building:~~

~~(i) Site requirements:~~

~~(A) Parking.~~

~~(B) Fire access.~~

~~(C) Vehicle loading.~~

~~(D) Driving/turning radius.~~

~~(E) Fire hydrant/water supply/post indicator valve (PIV).~~

~~(F) Setback/separation (assumed property lines).~~

- ~~(G) — Location of specific tanks, water lines and sewer lines.~~
- ~~(ii) — Occupancy group and special occupancy requirements shall be determined.~~
- ~~(iii) — Minimum type of construction shall be determined (Table 500).~~
- ~~(iv) — Fire resistant construction requirements shall include the following components:~~
  - ~~(A) — Fire resistant separations.~~
  - ~~(B) — Fire resistant protection for type of construction.~~
  - ~~(C) — Protection of openings and penetrations of rated walls.~~
  - ~~(D) — Fire blocking and draft stopping.~~
  - ~~(E) — Calculated fire resistance.~~
- ~~(v) — Fire suppression systems shall include:~~
  - ~~(A) — Early warning.~~
  - ~~(B) — Smoke evacuation systems schematic.~~
  - ~~(C) — Fire sprinklers.~~
  - ~~(D) — Standpipes.~~
  - ~~(E) — Pre-engineered systems.~~
  - ~~(F) — Riser diagram.~~
- ~~(vi) — Life safety systems shall be determined and shall include the following requirements:~~
  - ~~(A) — Occupant load and egress capacities.~~
  - ~~(B) — Smoke control.~~
  - ~~(C) — Stair pressurization.~~
  - ~~(D) — Systems schematic.~~
- ~~(vii) — Occupancy load/egress requirements shall include:~~
  - ~~(A) — Occupancy load: gross, net.~~
  - ~~(B) — Means of egress: exit access, exit, exit discharge.~~
  - ~~(C) — Stairs construction/geometry and protection.~~
  - ~~(D) — Doors.~~
  - ~~(E) — Emergency lighting and exit signs.~~
  - ~~(F) — Specific occupancy requirements.~~
  - ~~(G) — Construction requirements.~~
  - ~~(H) — Horizontal exits/exit passageways.~~



~~(viii) Structural requirements shall include:~~

- ~~(A) Soil conditions/analysis.~~
- ~~(B) Termite protection.~~
- ~~(C) Design loads.~~
- ~~(D) Wind requirements.~~
- ~~(E) Building envelope.~~
- ~~(F) Structural calculations (if required).~~
- ~~(G) Foundation.~~
- ~~(H) Wall systems.~~
- ~~(I) Floor systems.~~
- ~~(J) Roof systems.~~
- ~~(K) Threshold inspection plan.~~
- ~~(L) Stair systems.~~

~~(ix) Materials shall be reviewed and shall at a minimum include the following:~~

- ~~(A) Wood.~~
- ~~(B) Steel.~~
- ~~(C) Aluminum.~~
- ~~(D) Concrete.~~
- ~~(E) Plastic.~~
- ~~(F) Glass.~~
- ~~(G) Masonry.~~
- ~~(H) Gypsum board and plaster.~~
- ~~(I) Insulating (mechanical).~~
- ~~(J) Roofing.~~
- ~~(K) Insulation.~~

~~(x) Accessibility requirements shall include the following:~~

- ~~(A) Site requirements.~~
- ~~(B) Accessible route.~~
- ~~(C) Vertical accessibility.~~
- ~~(D) Toilet and bathing facilities.~~
- ~~(E) Drinking fountains.~~
- ~~(F) Equipment.~~

- ~~(G) — Special occupancy requirements.~~
- ~~(H) — Fair housing requirements.~~
- ~~(xi) — Interior requirements shall include the following:~~
  - ~~(A) — Interior finishes (flame spread/smoke develop).~~
  - ~~(B) — Light and ventilation.~~
  - ~~(C) — Sanitation.~~
- ~~(xii) — Special systems:~~
  - ~~(A) — Elevators.~~
  - ~~(B) — Escalators.~~
  - ~~(C) — Lifts.~~
- ~~(xiii) — Swimming pools:~~
  - ~~(A) — Barrier requirements.~~
  - ~~(B) — Spas.~~
  - ~~(C) — Wading pools.~~
- ~~2. — Electrical:~~
  - ~~(i) — Electrical:~~
    - ~~(A) — Wiring.~~
    - ~~(B) — Services.~~
    - ~~(C) — Feeders and branch circuits.~~
    - ~~(D) — Overcurrent protection.~~
    - ~~(E) — Grounding.~~
    - ~~(F) — Wiring methods and materials.~~
    - ~~(G) — GFCIs.~~
  - ~~(ii) — Equipment.~~
  - ~~(iii) — Special occupancies.~~
  - ~~(iv) — Emergency systems.~~
  - ~~(v) — Communication systems.~~
  - ~~(vi) — Low voltage.~~
  - ~~(vii) — Load calculations.~~
- ~~3. — Plumbing:~~
  - ~~(i) — Minimum plumbing facilities.~~
  - ~~(ii) — Fixture requirements.~~
  - ~~(iii) — Water supply piping.~~

- (iv) — Sanitary drainage.
- (v) — Water heaters.
- (vi) — Vents.
- (vii) — Roof drainage.
- (viii) — Backflow prevention.
- (ix) — Irrigation.
- (x) — Location of water supply line.
- (xi) — Grease traps.
- (xii) — Environmental requirements.
- (xiii) — Plumbing riser.

4. — Mechanical:

- (i) — Energy calculations.
  - (ii) — Exhaust systems:
    - (A) — Clothes dryer exhaust.
    - (B) — Kitchen equipment exhaust.
    - (C) — Specialty exhaust systems.
  - (iii) — Equipment.
  - (iv) — Equipment location.
  - (v) — Make-up air.
  - (vi) — Roof-mounted equipment.
  - (vii) — Duct systems.
  - (viii) — Ventilation.
  - (ix) — Combustion air.
  - (x) — Chimneys, fireplaces and vents.
  - (xi) — Appliances.
  - (xii) — Boilers.
  - (xiii) — Refrigeration.
  - (xiv) — Bathroom ventilation.
  - (xv) — Laboratory.
5. — Gas:
- (i) — Gas piping.
  - (ii) — Venting.
  - (iii) — Combustion air.

- (iv) — ~~Chimneys and vents.~~
- (v) — ~~Appliances.~~
- (vi) — ~~Type of gas.~~
- (vii) — ~~Fireplaces.~~
- (viii) — ~~LP tank location.~~
- (ix) — ~~Riser diagram/shut-offs.~~
- 6. — ~~Demolition. Asbestos removal.~~
- b. — ~~Residential (one family and two family):~~
  - 1. — ~~Site requirements:~~
    - (i) — ~~Setback/separation (assumed property lines).~~
    - (ii) — ~~Location of utility services (water sewer) or septic tanks (if applicable).~~
  - 2. — ~~Fire resistant construction (if required).~~
  - 3. — ~~Fire.~~
  - 4. — ~~Smoke detector locations.~~
  - 5. — ~~Egress:~~
    - (i) — ~~Egress window size and location.~~
    - (ii) — ~~Stairs construction requirements.~~
  - 6. — ~~Structural requirements shall include:~~
    - (i) — ~~Wall Section from foundation through roof, including assembly and materials.~~
    - (ii) — ~~Connector tables.~~
    - (iii) — ~~Wind requirements.~~
    - (iv) — ~~Structural calculations (if required).~~
  - 7. — ~~Accessibility requirements. Show/identify accessible bath.~~
- e. — ~~Manufactured/mobile homes:~~
  - 1. — ~~Site requirements:~~
    - (i) — ~~Setback/separation (assumed property lines).~~
    - (ii) — ~~Location of utility services (water sewer) or septic tanks (if applicable).~~
  - 2. — ~~Structural:~~
    - (i) — ~~Wind zone.~~
    - (ii) — ~~Anchoring.~~
    - (iii) — ~~Blocking.~~
  - 3. — ~~Mechanical exhaust systems:~~

- (i) ~~Clothes dryer exhaust.~~
- (ii) ~~Kitchen equipment exhaust.~~
- 4. ~~Electrical. Exterior disconnect location.~~

(4) *Issuing Permits.*

a. Action on permits.

(...)

3. No permit may be issued for any building construction, erection, alteration, modification, repair or addition unless the applicant for such permit provides to the City any of the following documents which apply to the construction for which the permit is to be issued and which shall be prepared by or under the direction of an engineer registered under F.S. ch. 471:

(...)

b. Plumbing documents for any new building or addition which requires a plumbing system with more than 250 fixture units or which costs more than \$125,000 ~~\$50,000~~.

(...)

d. Heating, ventilation and air conditioning documents for any new building or addition which requires more than a 15-ton-per-system capacity which is designed to accommodate 100 or more persons or for which the system costs more than \$125,000.00 ~~\$50,000~~. This subsection does not include any document for the replacement or repair of an existing system in which the work does not require altering a structural part of the building or for work on a residential one-family, two-family, three-family or four-family structure. An air conditioning system may be designed by an installing air conditioning contractor certified under F.S. ch. 489, to serve any building or addition which is designed to accommodate fewer than 100 persons and requires an air conditioning system with a value of \$125,000.00 ~~\$50,000~~ or less; and when a 15-ton-per-system or less is designed for a singular space of a building and each 15-ton system or less has an independent duct system. Systems not complying with the above required design documents that are to be sealed by a professional engineer.

1. Example 1. When a space has two 10 ~~ten~~-ton systems with each having an independent duct system, the contractor may design these two systems since each system is less than 15 tons.

(...)

Note: The limiting criteria of 100 persons and \$125,000.00 ~~\$50,000~~ apply to the building occupancy load and the cost of the total air conditioning system of the building

(6) *Fees.*

(...)

f. *Building permit valuations.* If, in the opinion of the Building Official, the valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant

can show detailed estimates to meet the approval of the Building Official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment and other systems, including materials and labor. The permit valuation may be calculated using the latest building valuation data published by the ~~Southern Building Code Congress~~ International Code Council (ICC) or other applicable model code organization, at the option of the Building Official.

(7) *Inspections.*

( . . . )

- g. *Required inspections.* The Building Official, upon notification from the permit holder or his agent, shall make ~~the following~~ inspections based on the Florida Building Code requirements, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical codes, ~~referred to in Section 10-1.2(e).~~ The Building Official shall ~~determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.~~

1. ~~Building.~~

- a. ~~Grade inspection.~~ To be made prior to the installation and inspection of the first rough plumbing inspection to verify the elevation of the slab and surrounding areas. Additional inspection of the final grade may be required prior to the final building inspection.
- b. ~~Foundation inspection.~~ To be made after trenches are excavated and forms erected and may at a minimum include the following building components:
1. ~~Stem wall.~~
  2. ~~Monolithic slab on grade. (To be made after the reinforcement is in place, all concealed conduit, piping, ducts and vents are installed and the electrical, plumbing and mechanical work is complete. Slab shall not be poured until all required inspections have been made and passed.)~~
  3. ~~Piling/pile caps.~~
  4. ~~Column.~~
  5. ~~Footers/grade beams.~~
- e. ~~Masonry bond beam inspection.~~ To be made after steel is placed and before concrete is poured and includes, but is not limited to:
1. ~~Vertical cells/columns.~~
  2. ~~Lintel/tie beams.~~
- d. ~~Foundation survey.~~ A foundation survey prepared and certified by a registered surveyor shall be required for all new construction prior to approval of the framing inspection. The survey shall certify placement of the building on the site, illustrate all surrounding setback dimensions and shall be available at the job site for review by the building inspector. In lieu of providing a survey, the contractor may elect to uncover all property line markers and string up all property lines in preparation for inspection.

e. ~~*Sheathing inspection.*~~ To be made either as part of a dry in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall, at a minimum, include the following building components:

1. ~~Roof sheathing.~~
2. ~~Wall sheathing.~~
3. ~~Sheathing fasteners.~~
4. ~~Roof/wall/dry in.~~

NOTE: Sheathing fasteners installed and found to be missing the structural member (shiners) shall be removed and properly reinstalled prior to installation of the dry in material.

f. ~~*Pre-radiant barrier.*~~ To be made prior to installation of barrier to ensure that all metal mechanical connections that are to be concealed are installed properly.

g. ~~*Framing inspection.*~~ To be made after the roof, all framing, fire blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete and may, at a minimum, include the following building components:

1. ~~Window/door framing and installation.~~
2. ~~Vertical cells/columns.~~
3. ~~Lintel/tie beams.~~
4. ~~Framing/trusses/bracing/connectors.~~
5. ~~Draft stopping/fire blocking.~~
6. ~~Curtain wall framing.~~
7. ~~Accessibility.~~

h. ~~*Firewall inspection.*~~ To be made prior to the insulation inspection, including, but not limited to, the following:

1. ~~Residential firewall.~~
2. ~~Residential firewall, second layer.~~
3. ~~Commercial firewall.~~
4. ~~Commercial firewall, second layer.~~

i. ~~*Insulation inspection.*~~ To be made after the framing inspection is approved and the insulation is in place.

j. ~~*Roofing inspection.*~~ To be made as two inspections on tile, slate or similar roof coverings or as one inspection on all other roof coverings, and may, at a minimum, include the following building components:

1. ~~Dry in.~~
2. ~~Insulation.~~
3. ~~Roof coverings.~~
4. ~~Flashing.~~



k. — ~~Top ply (cap sheet) inspection.~~ For cement applied tile roofs only. To be made after the top ply (cap sheet) is installed and back nailed, and before roof covering is applied.

l. — ~~Ceiling diaphragm inspection.~~ To be made after drywall is installed, but before any seams or screws are covered. If a ceiling diaphragm is not incorporated into the building design, this inspection is not required.

m. — ~~Final inspection.~~ To be made after the building is completed and ready for occupancy.

2. — ~~Swimming pool.~~

a. — ~~Initial and interim inspections shall include, but not be limited to, the following:~~

1. — ~~Pool first plumbing.~~

2. — ~~Pool steel.~~

3. — ~~Pool bond.~~

4. — ~~Pool deck.~~

5. — ~~Excavation/hole (fiberglass shell).~~

b. — ~~Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place and shall include, but not be limited to, the following:~~

1. — ~~Pool final plumbing.~~

2. — ~~Pool final electric.~~

3. — ~~Pool final building.~~

NOTE: ~~In order to pass the pool final building inspection and receive a certificate of completion, a residential swimming pool must meet the requirements relating to pool safety features as described in F.S. § 424.2.17.~~

3. — ~~Demolition.~~

a. — ~~First inspection to be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations. This includes, but is not limited to, sewer, water, well, septic tank, electric and any other applicable utility disconnection.~~

b. — ~~Final inspection to be made after all demolition work is completed.~~

4. — ~~Electrical.~~

a. — ~~Underground inspection.~~ To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

b. — ~~Rough-in inspection.~~ To be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes.

c. — ~~Final inspection.~~ To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

d. — ~~Temporary pole inspection.~~ To be made after temporary service is installed.

5. ~~Plumbing.~~

- a. ~~*Underground inspection/first rough.* To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.~~
- b. ~~*Second rough in inspection.* To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes. Separate inspections for sewer, grease trap and sprinklers may be applicable and in addition to a second rough.~~
- c. ~~*Final inspection.* To be made after the building is complete, all required plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.~~

6. ~~Mechanical.~~

- a. ~~*Underground inspection.* To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.~~
- b. ~~*Rough in inspection.* To be made after the roof, framing, fire blocking and bracing is in place and all ducting and other concealed components are complete, and prior to the installation of wall or ceiling membranes. Separate inspections for hood, hood suppression and solar may be applicable and in addition to a second rough.~~
- c. ~~*Final inspection.* To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.~~

7. ~~Gas.~~

- a. ~~*Underground piping inspection.* To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.~~
- b. ~~*Rough piping inspection.* To be made after all piping authorized by the permit has been installed and not concealed and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.~~
- c. ~~*Final inspection.* To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this Article and to ensure that the installation and construction of the gas system is in accordance with reviewed plans.~~

h. ~~Site debris.~~

- 1. ~~The contractor or owner of any active or inactive construction project shall be responsible for the cleanup and removal of all construction debris or any other miscellaneous discarded Articles prior to receiving final inspection approval. Construction job sites must be kept clean, such that accumulation of construction debris must not remain on the property for a period of time exceeding 14 days.~~
- 2. ~~All debris shall be kept in such a manner as to prevent it from being spread by any means.~~
- 3. ~~Compliance with this Section and/or the appropriate containment of site debris as otherwise regulated by local ordinance shall be determined by the Building Official or his designee.~~

- i. ~~Written release.~~ Work shall not be done on any part of a building, structure, electrical, gas, mechanical or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the Building Official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the inspections required in subsection (g) of this Section.
- j. ~~Reinforcing steel and structural frames.~~ Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining a release from the Building Official.
- k. ~~Plaster fire protection.~~ In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the Building Official after all lathing and backing is in place. Plaster shall not be covered or concealed from view without first obtaining a release from the Building Official.
- l. ~~Fire resistant joints and penetrations.~~ The protection of joints and penetrations in required fire resistant construction assemblies shall not be covered or concealed from view without first obtaining a release from the Building Official.
- m. ~~Termites.~~ Building components and building surroundings required to be protected from termite damage in accordance with Sections 1503.4.4, 1804.6.2.7, 1916.7.5, 2303, 2304 or 2603.3 of the Florida Building Code, specifically required to be inspected for termites in accordance with Section 2116 of the Florida Building Code, or required to have chemical soil treatment in accordance with Section 1816 shall not be covered or concealed until the release from the Building Official has been received.
- n. ~~Shoring.~~ For threshold buildings, shoring and associated form work or false work shall be designed and inspected by a state licensed professional engineer, employed by the permit holder or subcontractor, prior to any required mandatory inspections by the threshold building inspector.

( . . . )

#### **~~Sec. 10-1.8. — Wind Load Exemptions.~~**

Notwithstanding provisions in the Florida Building Code, the wind load provisions shall not apply to residential additions and alterations under the following circumstances:

- (1) ~~Residential additions, alterations and remodeling performed by the property owner upon his own property, provided any addition or alteration shall not exceed 580 square feet.~~
- (2) ~~Contractors are limited to a contract value of \$5,000.00 or less within any 12-month period. The contractor must submit a notarized, written contract signed by the owner. The contract price must include labor, material and profit.~~
- (3) ~~The residential addition or alteration cannot be larger than the primary structure.~~
- (4) ~~All exempt additions and alterations must comply with the Standard Building Code, 1997 Edition.~~

~~(5) — A one time addition of 580 square feet will be allowed to be built on the property. (The addition cannot be built in phases.)~~

~~(6) — This exemption pertains to pre-January 1994, single-family residences in which the main structure was not engineered by an architect or engineer. If the main structure was built after January 1994, and engineered, this exemption will not apply.~~

~~(7) — Auxiliary buildings (garages, utility sheds, pole structures) will be exempt no matter what date is involved, provided they do not exceed 580 square feet.~~

(...)

## **Part 10-2 – Unsafe or Dangerous Buildings**

### **~~Sec. 10-2.1. — Standard Unsafe Building Abatement Code Adopted.~~**

~~There is adopted by the City for the purpose of establishing and prescribing rules and regulations for the abatement of unsafe structures, and otherwise, the Standard Unsafe Building Abatement Code, 1985 Edition, as published by the Southern Building Code Congress International, Inc. One copy of the adopted Code is on file in the office of the Building Official. The Code is adopted and incorporated as fully as if set out at length in this Section and the provisions shall be controlling in the installation, construction, alteration, removal, demolition, moving, improving, repairing, equipping, use, occupancy, location and maintenance of buildings and structures and otherwise within the City.~~

### **Sec. 10-2.2. – Construction Board of Adjustment and Appeals.**

The construction board of adjustment and appeals created in Part 10-1 of this Article shall be the board named in the International Property Maintenance Code section 108.1 ~~Standard Unsafe Building Abatement Code adopted in Section 10-2.1.~~

## **Part 10-3 – Housing Code**

### **Sec. 10-3.1. – International Property Maintenance Code ~~Standard Housing Code~~ - Adopted.**

There is adopted by the City for the purpose of establishing and prescribing rules and regulations ~~for the public safety, health and general welfare through requirements pertaining to structural strength, stability, sanitation, adequate light and ventilation and safety to life and property from fire and from other hazards incident to the construction, alteration, repair, removal, demolition, use and occupancy of dwellings, apartment houses, roominghouses or buildings, structures or premises used as such, and otherwise,~~ that certain housing code known as the International Property Maintenance Code, current ~~Standard Housing Code~~, 1991 Edition. One copy is on file in the office of the Building Official and is available online at the url “cityofbrooksville.us”. The Code is adopted and incorporated as fully as if set out at length in this Section and shall be controlling in the matters of public safety, health and general welfare pertaining to the structural strength, stability, sanitation,

adequacy of light and ventilation and of safety to life and property from fire and other hazards incident to the construction, alteration, repair, removal, demolition, use and occupancy of all dwellings, apartment houses, roominghouses or buildings, and structures on all or premises used as such, and otherwise within the City.

**SECTION 2. CONFLICTS.** All ordinances, or parts thereof, and resolutions in conflict with this ordinance are hereby repealed to the extent of such conflict.

**SECTION 3. CODIFICATION.** This ordinance shall be reflected in the codification of the Code of Ordinances of the City of Brooksville.

**SECTION 4. SEVERABILITY.** Should this Ordinance contain provisions herein that are in conflict with any laws, rules, or regulations of higher authority, or be declared null and/or void of constitutional authority by courts of competent jurisdiction, such provisions so declared shall stand severed herewith and in which case all remaining provisions of this Ordinance not so declared, shall stand and continue in effect and shall take effect upon passage and will remain in force until superseded, supplemented, amended, repealed or otherwise altered.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its adoption by the Brooksville City Council.

**CITY OF BROOKSVILLE**  
**Ordinance No. 935**

Attest: \_\_\_\_\_  
Jennifer J. Battista, CMC  
City Clerk

By: \_\_\_\_\_  
Pat Brayton  
Mayor

PASSED on First Reading:  
FIRST NOTICE published on:  
SECOND NOTICE published on:  
PASSED on Second and Final Reading:

APPROVED AS TO FORM FOR THE RELIANCE OF  
THE CITY OF BROOKSVILLE ONLY:

\_\_\_\_\_  
Vose Law Firm, LLP  
City Attorney

**VOTE OF COUNCIL:**

Bell \_\_\_\_\_  
Battista \_\_\_\_\_  
Bailey \_\_\_\_\_  
Erhard \_\_\_\_\_  
Mayor Brayton \_\_\_\_\_



## **A G E N D A   I T E M**

### **M E M O R A N D U M**

**TO:                    PLANNING AND ZONING COMMISSION**

**VIA:                 JOHN M. CARY, ESQ., CITY ATTORNEY**

**FROM:             VERL EMRICK, COMMUNITY DEVELOPMENT DIRECTOR**

**SUBJECT:          INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)**

**DATE:              NOVEMBER 22, 2021**

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#### **INTRODUCTION & BACKGROUND INFORMATION:**

The International Property Maintenance Code (IPMC) establishes the minimum and most essential standards for the health, safety and general welfare of the people who live and work in a community. The IPMC is in use or adopted by over 600 jurisdictions in 36 states and the District of Columbia. Taking a proactive rather than reactive approach to property maintenance stabilizes and maintains the viability of aging building and housing stock and reduces the number of building demolitions.

The International Property Maintenance Code (IPMC):

Is a tool communities can use to correct and prevent conditions that can adversely affect quality of life, accelerate building deterioration and breed slums, blight and crime.

Maintains property values by protecting the character and stability of all buildings.

Advantages of using the International Property Maintenance Code (IPMC) are:

The IPMC contains a complete set of code provisions in a single source, covering all aspects of interior and exterior property maintenance for residential and nonresidential buildings. This eliminates the need for a handful of separate laws and ordinances.

Adopting the IPMC gives jurisdictions the authority to take immediate action to temporarily safeguard buildings that are in imminent danger to the public and to secure vacant buildings when an owner has failed to do so. The cost incurred to perform such work can be recovered from the owner of the premises.

Enforcement of the IPMC can ensure that every occupied building meets minimum standards for light, ventilation and heat necessary for the physical, mental and social well-being of the occupants.

The IPMC contains provisions for the proper maintenance of mechanical and electrical facilities and service, as well as plumbing facilities and fixtures. It also provides fire safety requirements for the installation of smoke detectors, the proper maintenance of existing fire protection systems and the maintenance of a safe, unobstructed path of travel for every building in case of fire.

The IPMC (chapter 7) Fire Safety Requirements are standards that code enforcement cannot enforce under the current ordinances, such as smoke detectors, emergency egress, or carbon monoxide detectors. Fire prevention does not deal with RESIDENTIAL properties and is unable to enforce the basic fire prevention codes in landlord/tenant situations in single family residents as per Florida law.

Common public concerns are addressed by the IPMC, including:

The IPMC affirms that the public's right to privacy is protected by law. The code official's authority to make inspections is subject to constitutional restrictions.

The code authority has the authority to vary from a strict application of the code, provided the spirit and intent of the code have been met.

The goal of every code enforcement program is compliance NOT punishment. The person given the authority by the jurisdiction to enforce any code must observe due process when issuing any notice of violation and allow for a reasonable length of time for compliance of the notice. Extensions of time are routinely granted if sufficient work is in progress.

The differences between the existing Standard Housing Code and the IPMC are not significant from a practical standpoint. However, the IMPC does represent a significant improvement as to how it is organized and in how it is coordinated with the Florida Building Code. The IPMC also reflects almost 30 years of updates and evolution in construction, maintenance, and legal standards.

**RECOMMENDATION:**

Staff recommends adoption of the IPMC with amendments as detailed in the attachments. These amendments reflect our unique experience in Brooksville, maintain our notice, hearing, and appeals processes; and incorporate legal precedent from our over 30 years of history enforcing our minimum property maintenance standards. Through the ICC, the IPMC is updated every three years, as is done with the Florida Building Code. This will provide a more routine review and future update if Council deems appropriate.

This new Property Maintenance Code applies to all existing residential and commercial structures and properties (not just residential rental properties) and will become effective at 12:01am on January 1, 2022. This will allow time for City staff to disseminate educational information about this Code change and encourage voluntary compliance.

Staff requests adoption of the International Property Maintenance Code (current version).

**LEGAL IMPACT:** The City of Brooksville Attorney's Office has reviewed this request for sufficiency.

**ATTACHMENT:** Ordinance 936 for Adoption of International Property Maintenance Code (IPMC)



**ORDINANCE NO. 936**

**AN ORDINANCE OF THE CITY OF BROOKSVILLE, FLORIDA, CREATING PART 4 OF ARTICLE X OF THE LAND DEVELOPMENT CODE OF THE CITY OF BROOKSVILLE – BUILDINGS AND BUILDING REGULATIONS, ENTITLED “PROPERTY MAINTENANCE CODE” SECTIONS 10-4.1 ENTITLED “INTERNATIONAL PROPERTY MAINTENANCE CODE – ADOPTED”, AND SECTION 10-4.2 “AMENDMENTS”, ADOPTING A MODIFIED VERSION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE; PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, Article VIII, Section 2, *Constitution of the State of Florida*, authorizes the City of Brooksville to exercise any power for municipal purposes except as otherwise provided by law; and

**WHEREAS**, the City Council finds that the adoption of this ordinance is necessary to enhance the City’s enforcement of certain codes and ordinances; and

**WHEREAS**, the City Council finds that said ordinance would provide an equitable, expeditious, and effective method of code enforcement with regard to maintenance requirements for residential, commercial, and industrial properties; and

**WHEREAS**, the City Council finds that the adoption of this ordinance will further promote, protect, and improve the public health, welfare, and safety of the citizens of Brooksville; and

**WHEREAS**, the International Property Maintenance Code, 2021 edition (hereinafter “IPMC”) is a model code that the City Council finds generally meets the needs of the city with some modifications as demonstrated through the strike through and underlines of the attached document (Exhibit “A”); and

**WHEREAS**, it is the intent of the City Council to adopt the 2021 IPMC as amended by the strike through and underlined portions of the attached document (Exhibit “A”), into the Code of Ordinances of the City of Brooksville; and

**WHEREAS**, the IPMC is amended from time to time, and it is the intent of the City Council to automatically adopt the most recent revisions; and

**WHEREAS**, it is the intent of the City Council that this ordinance does not conflict with either the Florida Building Code or the Florida Fire Code, and to the extent that a conflict exists, the Florida Building Code or the Florida Fire Code shall prevail over the IPMC, except where a specific provision in the IPMC says otherwise; and

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKSVILLE, FLORIDA, AS FOLLOWS:**

**SECTION 1. Article X, Part 10-4, “Property Maintenance Code”, Sections 10-4.1, “International Property Maintenance Code - Adopted”, and 10-4.2 “Amendments”, of the Land Development Code of the City of Brooksville is hereby created to read as follows:**

Article X of the Land Development Code – BUILDINGS AND BUILDING REGULATIONS

Part 10-4 – Property Maintenance Code

Sec. 10-4.1. – International Property Maintenance Code - Adopted.

There is adopted by the City for the purpose of establishing and prescribing rules and regulations for the public safety, health, and general welfare through requirements pertaining to the maintenance of buildings, structures, and premises, that certain property maintenance code known as the International Property Maintenance Code, 2021 edition (hereinafter, the IPMC”, as amended from time to time. The Property Maintenance Code for the City of Brooksville modifies the IPMC, and a modified version is attached to this ordinance as Exhibit “A” and is hereby adopted by reference. One copy is on file in the office of the Building Official. The Code is adopted and incorporated as fully as if set out at length in this Section and shall be controlling in the matters of public safety, health, and general welfare pertaining to the maintenance of buildings, structures, and premises within the City.

Section 10-4.2 – Amendments.

The International Property Maintenance Code adopted in Section 10-4.1 is amended by the following additions, deletions, substitutions, modifications, and amendments:

- (1) *Applicable governing authority.* Wherever the words “applicable governing authority” are used in the Code, they shall mean the City Council.
- (2) *Building Official.* Wherever the words “Building Official” are used in the Code, they shall mean the City Building Official.
- (3) Any other additions or deletions, as indicated by underlined or strike through text in the Code and attached as Exhibit “A” are hereby adopted.

**SECTION 2. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. CODIFICATION.** This ordinance shall be reflected in the codification of the Code of Ordinances of the City of Brooksville.

**SECTION 4. SEVERABILITY.** Should this Ordinance contain provisions herein that are in conflict with any laws, rules, or regulations of higher authority, or be declared null and/or void of constitutional authority by courts of competent jurisdiction, such provisions so declared shall stand severed herewith and in which case all remaining provisions of this Ordinance not so declared, shall stand and continue in effect and shall take effect upon passage and will remain in force until superseded, supplemented, amended, repealed or otherwise altered.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its adoption by the Brooksville City Council.

**CITY OF BROOKSVILLE**  
**Ordinance No. 936**

Attest: \_\_\_\_\_  
Jennifer J. Battista, CMC  
City Clerk

By: \_\_\_\_\_  
Pat Brayton  
Mayor

PASSED on First Reading:  
FIRST NOTICE published on:  
SECOND NOTICE published on:  
PASSED on Second and Final Reading:

APPROVED AS TO FORM FOR THE RELIANCE OF  
THE CITY OF BROOKSVILLE ONLY:

\_\_\_\_\_  
Vose Law Firm, LLP  
City Attorney

**VOTE OF COUNCIL:**

Bell \_\_\_\_\_  
Battista \_\_\_\_\_  
Bailey \_\_\_\_\_  
Erhard \_\_\_\_\_  
Mayor Brayton \_\_\_\_\_



## AGENDA ITEM MEMORANDUM

**TO: PLANNING AND ZONING COMMISSION**

**FROM: VERL EMRICK, COMMUNITY DEVELOPMENT DIRECTOR**

**SUBJECT: COMMUNITY REDEVELOPMENT AREA COMMERCIAL PROPERTY  
IMPROVEMENT MATCHING GRANT PROGRAM**

**DATE: NOVEMBER 22, 2021**

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In 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown. The CRA is approximately 104 acres in size, and includes properties within a defined area (See Exhibit "A" attached) that front along Main Street, Liberty Street, Broad Street, Jefferson Street, Fort Dade Avenue and Saxon Avenue. The Brooksville City Council, sitting as the Community Redevelopment Agency, Adopted a Community Redevelopment Plan which lists numerous goals and objectives for the district designated as the Community Redevelopment Area. Goal #3 and Objectives 4.14 through 4.18 of that Plan specifically address property enhancement and beautification and the need to establish a program or programs that address this topic. The Plan recognizes that façade grants have become an integral part of most community redevelopment plans with the average grant being offered at a range of \$2,000 to \$5,000 per award. This program specifically implements Objective 4.15 and 4.17, while incorporating other items such as landscaping and historic preservation as being eligible for cost reimbursement consistent with other objectives in the Plan.

### **\*PROGRAM GRANT AWARDS**

Approved projects are eligible to receive a one-to-one dollar match with a total maximum grant of \$20,000.00 awarded to any one commercial property. For example, if a proposed project's costs totaled \$30,000.00, the applicant could be eligible for a \$15,000 grant award should the project meet the required guidelines. If a proposed project's costs totaled \$15,000.00, the applicant could be eligible for a \$15,000 grant award should the project meet the required guidelines.

In no case may a property be eligible to exceed the \$20,000 in grant funding within a 5-year period, as per section XV of this application packet. All disbursements of grant funds are made following completion and final inspection of the improvement project.

***\*Grant funds financing this program come from the Community Redevelopment Agency's Tax Increment Financing Trust Fund.***

The Application cited above was last updated in 2009, twelve (12) years ago. Given the changes that have occurred in the City's CRA District it seemed that an effort to update the document to hopefully make it and the program more responsive to the City's and its property/ business owner's needs as we seek to develop the Downtown.

The “Mark Up” provided as part of your packet has been reviewed by City/ CRA’s staff, Brooksville Main Street’s staff and board members and numerous Downtown property and business owners. This review exercise produce several suggested changes and/or additional language that will be useful in achieving the goal of making the document more responsive to our redevelopment goals.

In order to complete the process of review and comment before submitting the “Application Document” to the CRA Board I am requesting that you review this “Mark Up” and email me your comments and /or suggestions at [Vemrick@cityofbrooksville.us](mailto:Vemrick@cityofbrooksville.us), so that we can complete the suggested update to the CRA Board at a scheduled meeting in early January.

Finally, as a point of information included in your packet is a spread sheet that details the grant awards that have been given since the program was incepted.

Thank you in advance for your willingness to take the time to assist in this task.

VRE



# City of Brooksville Community Redevelopment Agency

## Community Redevelopment Area

### Commercial Property Improvement Matching Grant Program

**PROPOSED CHANGES ARE HIGHLIGHTED IN "RED"**

## Guidelines and Application

**AS AMENDED: (dd/mm/ year)\_**

Attention owner, agent or tenant: **Please sign and return this page** as Step I of the application process. Your signature conveys your understanding that project improvements **MUST** receive grant approval from the CRA Executive Review Committee before commencing the project. **Any improvements made prior to grant application submittal and approval WILL NOT be eligible for grant funding.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AREA COMMERCIAL PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM**

In 1999, the City of Brooksville formally established a Community Redevelopment Area (CRA) in its downtown. The CRA is approximately 104 acres in size, and includes properties within a defined area (See Exhibit “A” attached) that front along Main Street, Liberty Street, Broad Street, Jefferson Street, Fort Dade Avenue and Saxon Avenue. The Brooksville City Council, sitting as the Community Redevelopment Agency, adopted a Community Redevelopment Plan which lists numerous goals and objectives for the district designated as the Community Redevelopment Area. Goal #3 and Objectives 4.14 through 4.18 of that Plan specifically address property enhancement and beautification and the need to establish a program or programs that address this topic. The Plan recognizes that façade grants have become an integral part of most community redevelopment plans with the average grant being offered at a range of \$2,000 to \$5,000 per award. This program specifically implements Objective 4.15 and 4.17, while incorporating other items such as landscaping and historic preservation as being eligible for cost reimbursement consistent with other objectives in the Plan.

### **\*PROGRAM GRANT AWARDS**

Approved projects are eligible to receive a one-to-one dollar match with a total maximum grant of \$20,000.00 awarded to any one commercial property. For example, if a proposed project’s costs totaled \$30,000.00, the applicant could be eligible for a \$15,000 grant award should the project meet the required guidelines. If a proposed project’s costs totaled \$15,000.00, the applicant could be eligible for a \$7,500 grant award should the project meet the required guidelines.

In no case may a property be eligible to exceed the \$20,000 in grant funding within a 5-year period, as per section XV of this application packet. All disbursements of grant funds are made following completion and final inspection of the improvement project.

*\*Grant funds financing this program come from the Community Redevelopment Agency’s Tax Increment Financing Trust Fund.*

### **APPROVAL CRITERIA**

Approved projects should strive to address the entire facade, including signage and other exterior issues that reflect the building as a whole.

Matching grants are awarded to applicants (property owners or tenants with the consent of the property owner) on a first-come, first-served basis until all budgeted funds are committed. Applicants must follow the adopted grant application process, including the mandatory pre-application conference with Community Redevelopment Agency staff, in order to be considered for a grant award. Once a complete grant application has been submitted that complies with the criteria established by this application packet, an Executive Review Committee **appointed by the City Manager that may include but not be limited to One Representative from the City’s Finance Department, Community Development Department, The Public Works Department, Brooksville Main Street Program, and the City’s PIO/ Special Projects Department which will review and make a final determination on approving or denying the grant application.** The Executive Review Committee



(ERC) will also represent the Community Redevelopment Agency and provide oversight in matters of alterations, maintenance, project evaluation, etc., as it relates to this matching grant program.

**Appeals to decisions made by the ERC may be made directly to the Community Redevelopment Agency.**

### **ELIGIBLE EXPENDITURES**

**Exterior renovations:** Including, but not limited to painting, cleaning, repairs, replacing or repairing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc. on the front, side and rear of buildings facing public entrance areas.

#### **Interior renovations:**

**Signage:** Including removal of old signs and obsolete sign poles, brackets or fixtures and the design, production and installation of new signage.

**Electrical:** Any work directly related to exterior window lighting, security lighting or illumination of signage.

**Landscaping:** Including, but not limited to, removal of plant materials, installation of protective fencing during construction activity, replacement and addition of plant materials, soil augmentation and installation of plants, irrigation systems and window boxes.

**Awnings:** Including removal of old awnings **and it support structure** and the purchase and installation of new awnings.

**Screening:** Including the screening of trash receptacles, air conditioning, and utility equipment or other unsightly objects or areas with landscape material or with fencing material that compliments the building material **all of which complies with the City's Land Development and Building Codes.**

**Parking areas:** Including the creation or improvement of off-street private parking facilities that provide a safe and pleasant parking environment for customers and employees.

**Design assistance:** Professional design services **provided by Architects, Landscape Architects, Engineers, et al,** related to structural renovations, new construction, signage and landscaping.

**Permit fees:** Including any permitting fees that are required by City/ **State** Code.

### **QUALITY OF WORK**

All work must be performed in a professional and workmanlike manner. Prior to the work commencing, the grantee must secure all necessary federal, state and local permits. Upon completion, all work must pass applicable federal, state and local inspections. The Community Redevelopment Agency reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional and workmanlike manner.

### **ALTERATIONS**

Grant recipients shall agree not to alter, modify or remove the improvements made in accordance with the agreement for a period **of three (3) years** without the written permission of the Community Redevelopment

Agency. The Community Redevelopment Agency may permit such alterations, modifications, or removal of the improvements when it determines that granting permission would not undermine the goals, objectives and policies of the Redevelopment Plan.

Non-compliance with approved plans and/or amendments there to, **may** result in formal proceedings and a lien against the property.

### **MAINTENANCE**

The grant recipient shall agree to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of five (5) years. Failure to meet maintenance requirements will result in formal proceedings and a lien against the property and ineligibility for future grants.

### **PROJECT RE-EVALUATION**

The grant recipient shall agree to return to the Community Redevelopment Agency for project re-evaluation upon request. Examples of the situations requiring re-evaluation include, but are not limited to the following: dissatisfaction with the paint test results; removal of false facade or other material to reveal original building elements or conditions not presented in the original application and other situations as may be discussed in the pre-application project review conference.

### **INELIGIBLE EXPENDITURES**

- Improvements made prior to grant approval.
- **Interior renovations.** [ With CRA Board approval may become an eligible expense]
- Refinancing existing debts.
- Non-fixed improvements.
- Inventory/fixtures/equipment.
- Sweat equity payments (i.e. reimbursements for applicant's own labor and performance of renovation work or new construction).
- Business payroll.
- General periodic maintenance.
- Item funded by a previous grant (i.e., painting would become a deferred maintenance issue, not eligible for funding).

### **APPLICATION PROCEDURES AND GUIDELINES**

- I. Applications under the Community Redevelopment Area Commercial Property Improvement Matching Grant Program are accepted on an annual basis. The application cycle will be open until all budgeted funding is committed.
- II. Applicants seeking funding for property improvements located within **the boundaries of the CRA District** shall submit a completed application to the Community Redevelopment Agency staff. Applicants must follow the adopted grant application process, including the mandatory pre-application conference, in order to be considered for a grant award.
- III. Completed applications shall include the following:
  1. A summary of the scope of work to be performed.

2. Detailed plans and specifications, Sealed by **the appropriate licensed design professional** to implement the scope of work
- IV. The Community Redevelopment Agency staff shall review all applications to determine if they meet the criteria for approval.** An applicant whose submission is incomplete shall be so informed by the Community Redevelopment Agency staff.
- V.** An applicant shall be notified in writing of grant approval, approval with conditions or denial within forty-five (45) days after a complete application is submitted.
- VI. The applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award.**
- VII.** Any and all unforeseen changes in the scope of the work that may arise during the renovation process must be approved prior to any work initiated or completed.
- VIII.** 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. Noncompliance will result in formal proceedings and a lien against the property. Routine maintenance (i.e., replacing same materials, repainting same color, etc.) does not require Community Redevelopment Agency approval.
- IX.** Requests for reimbursement of project costs shall be viewed as a single, completed package. Costs not included in either the approved renovation plan or an approved change order shall not be considered for reimbursement.
- X.** Required documentation for reimbursement of project costs must include:
1. Copies of cancelled checks, certified checks or money orders of project costs
  2. Detailed invoices and paid receipts.
  3. Name, address, telephone number of all design professionals, general contractors, sign contractors, landscapers, etc. that provided services or materials for the project.
  4. Successful Applicant's will be required to complete and submit the IRS W-9 form to the Community Redevelopment Agency.
- XI.** Project cost reimbursement shall be made upon total completion of the project, presentation of documented project costs and a final inspection of the project by the Community Redevelopment Agency/City to ensure the work was performed in a professional and workmanlike manner and in accordance with the specifications of the grant approval.
- XII.** The Community Redevelopment Agency staff reserves the right to verify any and all costs associated with design or renovation work for which reimbursement is requested.
- XIII.** The approved project must comply with the requirements of the City of Brooksville Code, the Florida Building Code and all other applicable codes and standards, and the grantee is responsible to ensure the contractor(s) obtains the necessary permits.

- XIV. Projects receiving funding must begin work within ninety (90) days of grant award, and must be completed within one hundred and eighty (180) days, unless a written request for an extension has been submitted. Under no circumstances will a project be extended past nine (9) months. Those projects that have not received an extension and are not completed within one hundred and eighty (180) days will be required to re-apply for funding during the next cycle.
- XV. ~~Each applicant may receive only one grant award in any one cycle. An applicant having more than one property applying for a grant will be placed on an “Alternate List,” which may be considered after March 1<sup>st</sup> of the fiscal year if grant funds are still available. The aggregate maximum of property grant approvals for individual properties may not exceed \$20,000 for any one business at the same address within a period of five (5) years.~~
- XV. Proposed parking area improvements must be reviewed and pre-approved by both the City Public Works Director/Engineer and the Community Development Director before the application is submitted for consideration.
- XVI. Applicant guarantees that all materials used in the improvement project and funded by this grant will last a minimum of five (5) years. Non-compliance with this requirement disqualifies the application.
- XVII. Matching funds from this grant program are not eligible to reimburse any property damage that may be covered by or compensated through an applicant’s property insurance coverage.
- XVIII. To be considered for public money as part of this grant program, the applicant must comply with the city’s current zoning and land development codes.
- XIX. **Non-conforming properties** may be eligible for improvement grant consideration, **provided that the anticipated improvements do not enlarge or increase the non-conformity and that the property otherwise complies with Section 9-3.6 of the Land Development Code.**
- XX. **Design Guidelines** - Consideration must be given to the impacts of improvements on the overall façade, building and property appearance and how it will impact surrounding structures and uses. Improvements must be compatible with the existing historic architectural design of structures and property located in Brooksville.
- XXI. **Exceptions:** Improvements made prior to grant approval, may be considered an exception if the improvement qualified under the terms of the CRA and the grant request application was already submitted prior to commencement of the improvement, and **the improvement was necessary for insurance and/or reinsurance, which caused the work to begin and/or be completed prior to the possible grant award.** This exception would not guarantee a grant award.

**CITY OF BROOKSVILLE COMMUNITY REDEVELOPMENT AREA  
COMMERCIAL PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION**

**IMPORTANT: TO BE ELIGIBLE FOR FUNDING, IMPROVEMENTS MUST HAVE PRIOR APPROVAL BY THE  
CRA EXECUTIVE REVIEW COMMITTEE**

BUSINESS NAME: \_\_\_\_\_

**\*\*** APPLICANT NAME: \_\_\_\_\_

**(\*\*APPLICANT MUST BE OWNER, or AGENT OF OWNER OR TENANT WITH OWNER'S CONSENT)**

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

**TYPE OF IMPROVEMENT PLANNED (please check all that apply):**

Ext. Renovation \_\_\_\_\_ Painting \_\_\_\_\_ Landscape \_\_\_\_\_ Electrical \_\_\_\_\_

Signage \_\_\_\_\_ Awning \_\_\_\_\_ Parking Area \_\_\_\_\_ Other \_\_\_\_\_

General Description of Proposed project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT PROPOSAL ON IMPROVEMENTS (attach the following):**

1. Summary of the scope of work to be performed. Include descriptions or samples of proposed colors and/or materials where applicable.
2. Detailed plans and specifications to implement the scope of work (8.5"x14" or smaller – provide an electronic version).
3. Outline total estimated renovation timeline including project start and end dates.
4. Provide existing site information (site plan/survey) with photographs showing existing structure and grounds.
- ~~5. Provide three (3) all inclusive bids supporting project cost estimates.~~
5. Proof of property ownership and/or authorization given by the property owner of record must be provided.

**QUOTES TO BE SUBMITTED FOR ALL WORK/TASKS TO BE PERFORMED BY THE  
APPLICANT'S LICENSED PROFESSIONAL(S)**

**All work/tasks to be performed shall include certified quotes by the licensed professional. The following are options available to the applicant:**

1. For all work/tasks with a total cost not to exceeding \$2,500—one certified quote
2. For all work/ tasks with a total cost of \$2,500.01 or more, submission of three (3) certified quotes shall be submitted ( as per City policy # \_\_\_\_\_);
3. All Quotes MUST be on the contractor's letterhead and include tax identification number and ALL costs associated with the project i.e., cost of permits, use agreements, design, site plans, surveying, engineering, etc.
4. Contractor cannot be a relative of or the applicant.
5. Contractor MUST be licensed to work and pull permits in Hernando County
6. Contractor CANNOT pull permits until approval is received.
7. The City of Brooksville recommends that the vendor provide a certificate of insurance with Workers' Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

**If however if the applicant can provide substantial evidence that this requirement cannot be met as set forth, the Committee may modify this requirement, but in no instance shall this requirement be fulfilled with less than one (1) certified quote.**

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ \_\_\_\_\_

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ \_\_\_\_\_

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I ~~MUST~~ AGREE TO THE FOLLOWING CONDITIONS:

1. To follow the Architectural Design Guidelines and recommendations as approved by the Community Redevelopment Agency.
2. To adhere to the application procedures and guidelines as specified in this document ~~or be subject to formal proceedings and a lien against the property.~~
3. That I shall incur all initial project costs and receive reimbursement only after:
  - A. All improvements have been completed.
  - B. Final inspections of the improvements are approved.
  - C. Proof of payment for project costs has been provided to the Community Redevelopment Agency.
4. Additional improvements or changes **to be considered in the original application and not approved** in advance will not be funded.
5. Grant awards will be based on lowest bid. You must get approval from the Community Redevelopment Agency ERC to use another bid or you will only be reimbursed based on the lowest bid amount. Approval for accepting other than the lowest bid may be accomplished during your application presentation to the Agency.

6. Your attendance at the Community Redevelopment Agency ERC meeting in City Hall when your application is reviewed is mandatory so as to allow the Agency to request any clarification or make suggestions that may improve your application.
7. Applicant agrees to install a specific grant award sign on site, provided by the Community Redevelopment Agency staff, from the start of the project and for thirty (30) days after its completion.

#### **ACKNOWLEDGEMENT OF CONDITIONS**

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND ALL OF THE COMMUNITY REDEVELOPMENT AREA COMMERCIAL PROPERTY IMPROVEMENT MATCHING GRANT PROGRAM PROCEDURES AND REQUIREMENTS AND WILL COMPLY WITH THE PROVISIONS ACCORDINGLY.

\_\_\_\_\_  
APPLICANT SIGNATURE and TITLE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### **Commercial Landscape Plantings**

Specific plantings are not mandated, but a list of plant materials and landscaping information for vegetation that does well in the Central Florida USDA Zone 9a area may be found at the following websites:

Hernando County Cooperative Extension Service - [http://www.co.hernando.fl.us/County\\_Extension/fyn.htm](http://www.co.hernando.fl.us/County_Extension/fyn.htm)

Southwest Florida Water Management District - <http://www.floridayards.org/>

University of Florida/Landscape Plant Selection for Central Florida -  
[http://edis.ifas.ufl.edu/TOPIC\\_Landscape\\_Plants\\_Central](http://edis.ifas.ufl.edu/TOPIC_Landscape_Plants_Central)

University of Florida/Trees for Central Florida - [http://edis.ifas.ufl.edu/document\\_eh141](http://edis.ifas.ufl.edu/document_eh141)

University of Florida/Groundcovers for Central Florida - [http://edis.ifas.ufl.edu/document\\_eh138](http://edis.ifas.ufl.edu/document_eh138)

University of Florida/Shrubs for Central Florida - [http://edis.ifas.ufl.edu/document\\_ep033](http://edis.ifas.ufl.edu/document_ep033)

University of Florida/Enviroscaping - [http://edis.ifas.ufl.edu/document\\_eh218](http://edis.ifas.ufl.edu/document_eh218)

Florida Yards & Neighborhoods Handbook -  
[http://www.floridadep.org/water/nonpoint/docs/nonpoint/fyn\\_handbook.pdf](http://www.floridadep.org/water/nonpoint/docs/nonpoint/fyn_handbook.pdf)

Property owners are reminded to consider that larger scale plantings are more effective as they are able to draw attention better from passing motorists and are easier to maintain.

For additional information on species suited to the climate and environment of the City of Brooksville, programs and reference materials are available from the [Hernando County Cooperative Extension Service](#). Contact information for the local extension agent is:

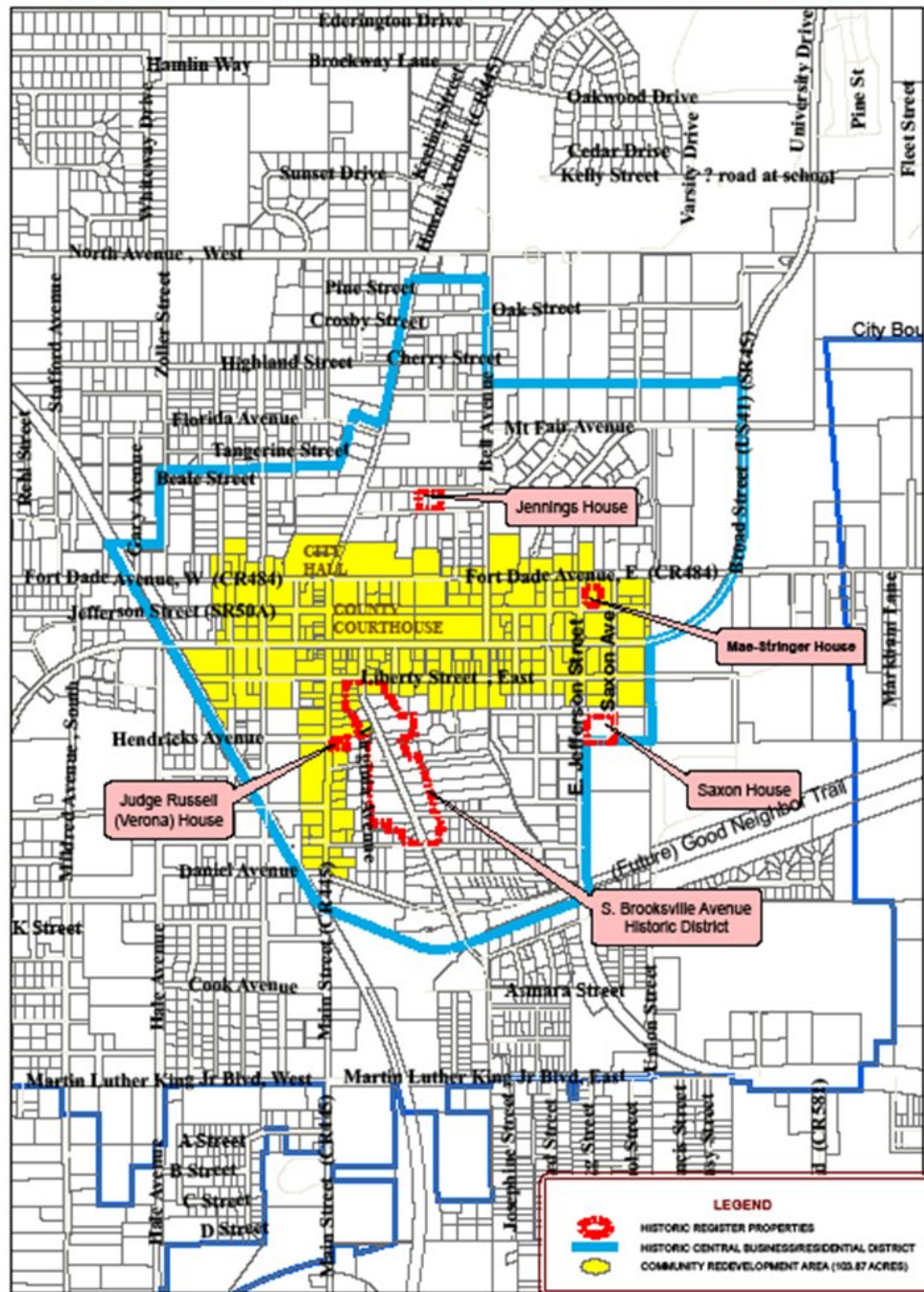
Hernando County Extension Office  
19490 Oliver Street  
Brooksville, FL 34601  
**Phone:** (352) 754-4433  
**Fax:** (352) 754-4489

It is recommended that business owners have their landscaping plan reviewed by the Hernando County Cooperative Extension Service since plants vary in their soil type, sun/shade or wet/dry site needs.





EXHIBIT "A" TO CRA COMMERCIAL IMPROVEMENT GRANT PROGRAM  
CITY OF BROOKSVILLE  
HISTORIC DISTRICT/COMMUNITY REDEVELOPMENT AREA



\*This map information provided  
by the Hernando County Property  
Appraiser's office.  
Map created by the Brooksville  
Community Development Department.  
Disclaimer: This map is intended for  
planning purposes only, and should  
not be used to determine the precise  
location of any features shown thereon.  
F:\ArcMap Projects\CRA\_HISTORIC\_12122008.mxd

EXHIBIT "B" TO CRA COMMERCIAL IMPROVEMENT GRANT PROGRAM

## CRA GRANT AWARDS

#	RECEIVED	NAME	ADDRESS	DESCRIPTION	BID AMT	GRANT AMT	APPROVED	PAID	COMMENTS	IN EZ	
1		Anna Smith (Comm. Bldg.)	318 N Broad St	parking lot, painting	\$9,886.98	\$4,943.49	2/19/2010	4/20/2010 Ck # 0522	Complete	No	
2		Lynn Mountain / Manuel LLC	161 E Jefferson St	parking lot, painting, landscaping, shutters	\$4,206.76	\$2,103.38	10/28/2010	3/11/2011 Ck # 0529	Complete	No	
3		Joseph Lowman / Lowman Properties	31 S Main St	balcony, drainage, ADA ramp, painting	\$55,800.00	\$10,000.00	5/10/2011	6/4/12 Ck # 0541	Complete	Yes	
4		Mark Browning / Browning Ins. Co.	1 N Main St	painting, awning	\$13,810.00	\$5,000.00	2/22/2012	4/12/2012 Ck # 0537	Complete	Yes	
5		Robert Riley/ Pronto Cleaners	104 S Main St	new roof, new siding	\$44,250.00	\$10,000.00	4/23/2012	7/13/2012 Ck #0543	Complete	Yes	
6		Darlene Wylie - White Daisy Salon & Spa	414 E Liberty St	pressure wash, painting	\$5,100.00	\$2,550.00	3/23/2012	5/15/2012 Ck # 0540	Complete	Yes	
7		James Tsacrios / Mallis Brothers Construction	12 N Broad St / 15 S Main St	window replacement on 2nd story	\$10,560.50	\$5,000.00	4/17/2012	5/7/2012 Ck # 0539	Complete	Yes	
8		Richard Tombrink, Jr./The Tilted Cup	200 W Fort Dade Ave	pr. wash/paint roof, ext. walls, shutters, front porch; trim tree	\$7,664.00	\$3,832.00	5/24/2012	10/15/2012 Ck # 0547	Complete	Yes	
9		Patricia Bechtelheimer /Westover's Flowers & Gifts	510 E Liberty St	parking area repaving; new shingled roof	\$40,238.48	\$10,000.00	6/22/2012	12/27/2012 Ck # 0549	Complete	Yes	
10		Adele Vansciver /Women's Club	131 S Main St	driveway & sidewalk repairs	\$4,993.00	\$2,496.50	6/25/2012	8/20/12 Ck # 0545	Complete	Yes	
11		Zeneda Partners/Powers Dorsett III	36 N. Broad St.	tile work on roof	\$15,030.64	\$1,950.00	4/4/2013	9/10/2013 Ck # 0555	Complete	No	
12		Brooksville Commons	109 S. Broad St.	beautification project and common area to be used by public	\$240,000.00	\$10,000.00	6/27/2013	8/21/2014 Ck #0569	Complete	Yes	
13		Zeneda Partners/Powers Dorsett	36 N. Broad St.	stucco exterior walls, window, door handicap ramp, painting	\$4,295.00	\$2,147.50	10/30/2013	5/19/2014 CK#0563	Complete	No	
14		Weeks Hardware Joseph Weeks	115 N. Main Street	pressure wash, painting, awning, window repair	\$1,281.00	\$640.50	5/16/2014	7/1/2014 ck#0566	Complete	yes	
15		McCrary Building/Robert Buckner	11 N. Main Street	remove/replace soffit, remove/replace light cans/add electric outlet	\$5,007.26	\$2,503.63	6/5/2014	7/8/2014 Ck#0567	Complete	yes	
16		Law offices of Jimmy Brown	211 S. Main Street	Painting exterior and metal roof	\$8,000.00	\$4,000.00	3/24/2015	6/15/2015 Ck #0574	Complete	yes	
17		Catherine Mercogliano/Great Stuff	503 S. Main St.	remove/replace metal roof	\$10,200.00	\$5,000.00	6/29/2015	9/17/2015 Ck #0576	Complete	yes	

## CRA GRANT AWARDS

#	RECEIVED	NAME	ADDRESS	DESCRIPTION	BID AMT	GRANT AMT	APPROVED	PAID	COMMENTS	IN EZ	
18		Lowman Law Firm	15 E. Liberty St.	stucco, painting, doors, windows, steps, awnings (renovation of adjacent bldg.)	\$33,800.00	\$10,000.00	8/11/2015	4/10/2017 Ck #0594	Complete	no	
19		Adele Van Sciver /Women's Club	131 S. Main St.	outside electrical, porch and steps renovation, gutters	\$5,000.00	\$2,503.50	10/15/2015	04/05/16 #0584	Complete	yes	
20		Archer Painting/ Wayne Vutech	114 E. Liberty St.	painting/repair or replace shingles	\$5,900.00	\$2,950.00	12/14/2015	1/29/2016 #0580	Complete	no	
21		Robert Buckner	210 W. Jefferson St.	install 8' X 8' roll up door	\$4,000.00	\$2,000.00	2/9/2016	3/23/2016 #0582	Complete	N/A	
22		Merritt Funeral Home	2 S. Lemon Ave	5 bay garage	\$72,238.00	\$10,000.00	3/21/2016	03/23/16 #0583	Complete	N/A	
23		Robert Buckner	210 W. Jefferson St.	Painting exterior, repair stucco, paint curb, paint shed	\$4,400.00	\$2,200.00	3/30/2016	04/12/16 #0585	Complete	N/A	
24		St. Aloysius Mission Assoc. Inc.	26 S. Brookville Ave.	stucco, painting, landscaping	\$14,900.00	\$5,000.00	5/15/2017	1/25/2018 #604	Complete	N/A	
25		Jessica Maher	151 S. Main St.	replace metal roof with metal roof	\$13,698.00	\$5,000.00	10/24/2017	1/25/18 #603	Complete	N/A	
26		Timothy & Deborah Mullins	140 S. Main St.	Asphalt driveway improvement	\$6,750.00	\$3,375.00	1/31/2018	2/12/18 #605	Complete	N/A	
27		John and Teresa Plant	201 S. Main St.	roof	\$7,600.00	\$3,800.00	4/2/2018	6/29/2018 #609	Complete	N/A	
28		Robert Buckner	11 N. Main Street	sign, windows, painting, tile work	TBA	TBA	4/24/2018		pending	N/A	
29		Gene Bell	22 N. Broad St	stucco, painting, copper panels, canopy	\$28,922.50	\$7,500.00	6/29/2018	3/7/2019 #620	Complete	N/A	
30		Lori Sowers	220 N. Broad St.	New Roof, Painting Sign	\$8,287.76	\$4,143.88	8/9/2018	12/13/2018 #617	Complete	N/A	
31		GFWC Woman's Club	131 S. Main St.	Exterior Paint	\$4,206.00	\$2,103.00	4/30/2019	8/12/2019 #622	Complete	N/A	
32		Tom Adams	507 E. Jefferson St.	Exterior Paint, Parking Lot and Security Lights/Electrical	\$8,532.14	\$4,266.07	6/27/2019	11/7/2019 #625	Complete	N/A	
33		Christine Lisk/Luxe Salon	12 W. Jefferson St.	Sign, Electrical, Paint, Texture and Trim	\$3,790.11	\$1,895.06	12/12/2019	1/30/2020 CK #628	Complete	N/A	
34		Redacted former LEO, Exempt per FL Statutes	297 N. Broad St.	Sign, Exterior Paint and Parking Lot Resurfacing	\$10,244.54	\$5,000.00	12/12/2019	1/27/2020 # 627	Complete	N/A	
35		Mark Browning / Browning Ins. Co.	1 N. Main St.	Painting, Awning	\$16,822.00	\$5,474.00	1/30/2020	4/17/2020 #629	Complete	N/A	
36		Redacted former LEO, Exempt per FL Statutes	297 N. Broad St.	Awning, Windows and Gutters	\$6,621.68	\$541.93	1/30/2020	4/17/2020 #630	Complete	N/A	
37		Rhonda Nienhuis/Bread Box Bakery, LLC	304 E. Fort Dade Ave.	Parking Lot Stripping, Patch Work and Curb Removal, Exterior Sign, Front Entrance Awning, New Front Door and Landscaping	\$5,745.00	\$2,872.50	4/30/2020		Pending		10/29/21 - Per Rhonda, canopy was not completed. Updated grant amount. Will provide before/after pictures and receipts.
38		ADS Acquisitions, Inc.	29 S. Brooksville Ave.	Driveway Paving & Repairs	\$2,600.00	\$1,300.00	8/13/2020	9/16/2020 #631	Complete	N/A	

## CRA GRANT AWARDS

#	RECEIVED	NAME	ADDRESS	DESCRIPTION	BID AMT	GRANT AMT	APPROVED	PAID	COMMENTS	IN EZ	
39	11/2/2020	Mountaineer Coffee	26 S. Broad St.	Resurfacing small grass area with pavers for outdoor seating	\$4,000.00	\$2,000.00			Pending approval		
40	11/3/2020	Law Offices of Jimmy Brown	211 S. Main St.	New Canopy	\$4,270.65	\$2,135.32	12/28/2020		Pending		10/29/21 - Left msg for Catie Brown to provide status on project. 11/4 Will provide before/after pictures and receipts.
41	2/19/2021	Johnston Law Group, P.A.	29 S. Brooksville Ave.	Awnings on front entrance & windows; hand rails on back steps	\$7,548.00	\$3,774.00	3/19/2021	5/24/2021 #639	Complete		
42	3/11/2021	OWL Investment Enterprises LLC	26 Brooksville Ave	Supply and install 14 new vinyl, double pane, insulated windows	\$8,700.00	\$4,350.00	4/8/2021	10/29/2021 #646	Complete		
43	11/4/2021	Hill Chiropractic Clinic	503 E. Jefferson St.	Repair and repave parking lot.	\$9,000.00	\$4,500.00	11/15/2021		Pending		
44	11/10/2021	Praise Deliverance Ministry	515 South Main St.	windows replaced	\$9,974.00	\$4,987.00			Pending		
		<b>TOTALS</b>			<b>\$787,874.00</b>	<b>\$185,838.26</b>					