

**CITY OF PALMETTO
REQUEST FOR PROPOSAL**

**SURPLUS PROPERTY SALE
702 10th Ave West
NE corner of 7th Street W and 10th Ave W
PARCEL ID 2700200209**



December 4, 2023

**Proposals Must Be
Submitted No Later Than
2:00PM EST
February 7, 2024**

**CITY OF PALMETTO
SURPLUS PROPERTY SALE
PID: 2700200209**

The City of Palmetto is requesting sealed proposals from qualified buyers to purchase and redevelop surplus property, approximately 4 acres, within the City. Copies of the RFP, which detail the property location, are available for pickup at the address below or you may email your request to nhaisley@palmettofl.org. In addition, you may download the RFP from the City website at www.palmettofl.org.

City of Palmetto
Attn: Nixa Haisley
516 8th Ave West
Palmetto, FL 34221

Responses will be received until the time of opening, which is **2:00 PM EST on February 7, 2024**, in City Hall at the address above. All RFPs will be opened and recorded at that time. Proposals received after 2:00 P.M. EST will not be considered.

The City of Palmetto reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this RFP in the manner it deems to be in the best interests of the City of Palmetto.

DRUG FREE WORKPLACE/MBE/DBE/
ADA ACCESS JURISDICTION

12/04/23

**CITY OF PALMETTO
SURPLUS PROPERTY SALE
PID: 2700200209**

Section I. INTRODUCTION

The City of Palmetto, hereinafter the “City” is a political subdivision of the State of Florida located on the banks of the Manatee River in Manatee County. The City is comprised of 7 square miles and 42 miles of paved road with a population of an estimated 14,200. Manatee County has a population of approximately 410,000. The City and County are located in the southern portion of the Tampa Bay metropolitan area, which has a population of nearly 3,000,000.

The City has a Mayoral form of government. The legislative and governing body of the City is a five-member Commission, elected from each of the three wards and two at-large members. Each Commissioner is elected to a four-year term.

The City of Palmetto provides a range of municipal services. The public safety operation includes police, as well as building inspections, code enforcement and zoning. Twelve parks make up the city’s recreational services including a historical park, several community parks, a boat ramp and trails. Public Works provides the essential, street and highway maintenance, signalization, landscape maintenance, solid waste collection, water and sewer services, reclaimed water, and storm water utilities.

The City of Palmetto, hereafter the "CITY" was incorporated in 1897. The Community Redevelopment Agency, hereinafter the “CRA,” is a public body, corporate and politic, created by the City of Palmetto pursuant to Chapter 163, Florida Statutes for the purpose of facilitating the elimination of slum and blight through redevelopment. In 1985, the City of Palmetto adopted the CRA Plan to guide such redevelopment within the CRA Area.

The City has acquired properties and intends to sell them to the successful proposer, as selected through this RFP process. On December 5, 2022, the City Commission approved to surplus this parcel and instructed staff to place property for public sale according to state statutes.

Section II. PURPOSE AND SCOPE

The City of Palmetto, requests sealed competitive proposals, hereinafter “Proposals,” for the purpose of selecting a buyer to purchase and redevelop the property. The property is approximately 4 acres of vacant land and located in the heart of the downtown area. This site is generally illustrated by the attached aerials identified on page 5 as Exhibit "A". This is a wonderful opportunity to showcase a mixed use project that will continue to spur redevelopment in the downtown area. This property is surrounded by scenic Sutton and Lamb Park to the south and a new City Police department headquarters to the north. The eastern boundary contains additional restaurants and new commercial space to the west. It is a short 4-6 block walk to the south where potential residents can enjoy existing restaurants and shops. The property is in the CRA and is eligible for any development incentive programs as applicable. The City and CRA's objective is to facilitate the redevelopment of the property, or variation thereof. The City believes that this process, will allow a qualified buyer to plan an economically feasible revitalization of the parcel.

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PID: 2700200209**

There will be no financing. Proposals should assume a check due at closing of sale and shall be subject to negotiations and modifications, after which the City shall determine recommendation for the highest and best proposal/offer which in in the best interest of the public.

A brief description of the parcel, along with property use recommendations and exclusions, is included below. Location is: 702 10th Ave West--NE Corner of 7th Street W. and 10th Ave West. Planned Development Districts General Regulations and Environmental Site Assessments attached in separate document.

Currently, the property has a Future Land Use Designation of Planned Community. Proposer will be required to rezone the property to Planned Development with a conceptual site plan. The property is approximately 4 acres of vacant land. A survey of the property being offered for redevelopment is attached as Exhibit "B". An aerial view of the proposed land being offered for sale is shown below in Exhibit "A". The City desires to have the proposer redevelop the property. The ideal development would be mixed use project with some commercial and residential. Examples might include commercial/retail on the bottom level with parking and residential apartments or townhomes above the first floor. The proposal should also account for adequate parking for the owners or tenants and a provision for some public parking within the design would be favorably considered. The City plans to retain a Right of Way (ROW) on 7th Street West. and 10th Avenue West for public parking which could be provided for by the developer. This right of way is denoted on the survey in Exhibit "B". The project should incorporate sidewalks and pedestrian friendly access wherever possible. The maximum allowable density per acre, height, and floor area ratios (FAR) for the proposed zoning and land use categories are described below. However, the proposed plan will ultimately require City Commission approval and the statistics mentioned below are allowable maximums.

The property currently has a Future Land Use Designation of Planned Community and zoning designation of Public. The subject property also is within the Uptown District of the Downtown Design Code. It is expected that the approved developer will pursue a zoning category of Planned Development Mixed Use, consistent with the requirements of Article VIII of the City's Zoning Code in conjunction with general development and site plan approval. The Future Land Use designation of Planned Community allows for mixed use with a potential maximum density allowable of 45 du/acre and potential floor area ratio of 10.0. In addition, developers should review the City Downtown Core Design Code to ensure consistency with their proposal. A copy of the Downtown Core Design Code is attached as Exhibit "C". All Planning documents and regulations referenced above can be found on the City website. Proposers should contact the Purchasing Department for clarification on any of the Comprehensive Plan, Land Development Code or Incentives related to any proposal and they will coordinate responses.

Other Considerations- The City of Palmetto expects that construction for the proposed project should commence within 18 months of contract signing. Failure to commence construction within the specified timeframe, will activate a buy back provision that will allow the City to repurchase the land for the same price and remarket the property.

(RFP Information Continues on Page 97 of this Document)

**CITY OF PALMETTO
SURPLUS PROPERTY SALE**

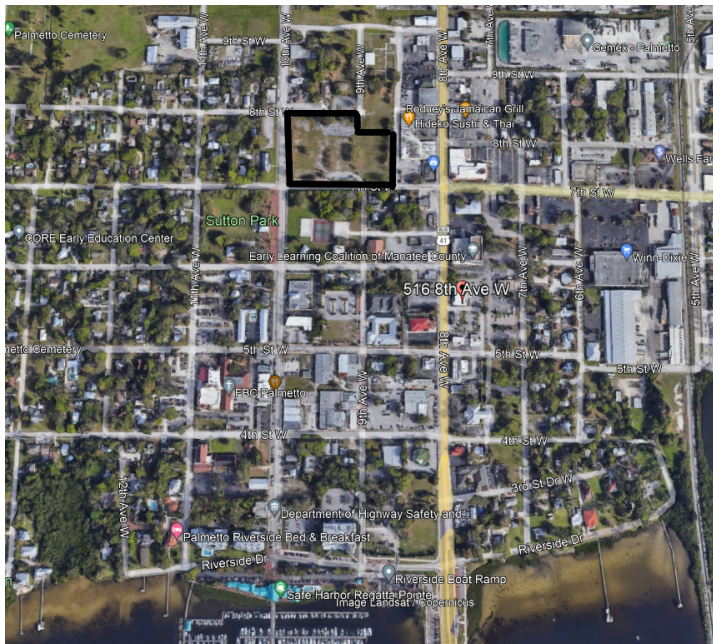
PID: 2700200209

Exhibit "A"

Aerial photographs of parcel are shown below.



Please note the City intends to retain 20' for future ROW on 7th Street W. and 10' for future ROW along 10th Ave. W. (refer to survey for details). This ROW is intended for future public parking which developers may incorporate into submittals.



Wide angle aerial (parcel highlighted)



View from corner of 7th Street W. and 10th Ave W. (Looking NE)



Leo Mills & Associates, Inc.

LICENSED BUSINESS NO. 613 • SURVEYING • LAND PLANNING

620 8th AVENUE WEST, PALMETTO, FL 34221
PHONE: (941)722-2460 FAX: (941)722-9640

LEO MILLS, JR. - PSJM 3513
MEMBER: FLORIDA SURVEYING
AND MAPPING SOCIETY &
MANASOTA CHAPTER SURVEYING
AND MAPPING SOCIETY

SKETCH OF DESCRIPTION

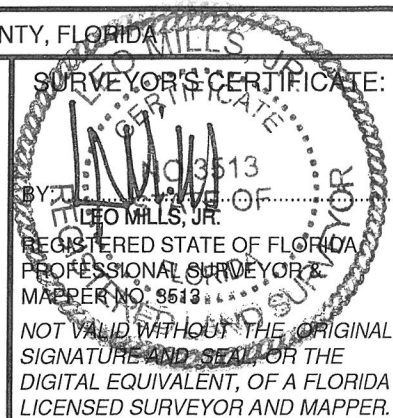
(SHEET 1 OF 2)

FOR: CITY OF PALMETTO

DATE: 03/24/23

SECTION 14, TOWNSHIP 34 SOUTH, RANGE 17 EAST, MANATEE COUNTY, FLORIDA

CERTIFIED TO:
CITY OF PALMETTO



DESCRIPTION:

COMMENCE AT THE POINT OF INTERSECTION OF THE NORTH RIGHT-OF-WAY LINE OF 7TH STREET WEST AND THE EAST RIGHT-OF-WAY LINE OF 10TH AVENUE WEST; THENCE ALONG SAID NORTH RIGHT-OF-WAY LINE OF 7TH STREET WEST THE FOLLOWING 3 COURSES AND DISTANCES: (1) S89°40'46"E, 404.19 FEET; (2) N00°11'42"E, 20.00 FEET; (3) S89°41'31"E, 150.35 FEET FOR A POINT OF BEGINNING; THENCE CONTINUE S89°41'31"E, ALONG SAID NORTH RIGHT-OF-WAY LINE, A DISTANCE OF 16.50 FEET TO THE POINT OF INTERSECTION OF SAID NORTH RIGHT-OF-WAY LINE AND THE WEST RIGHT-OF-WAY LINE OF 8th AVENUE DRIVE WEST AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1252, PAGE 2593, OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA; THENCE N00°26'29"E, ALONG SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 251.12 FEET; THENCE S88°24'06"W, 5.63 FEET; THENCE S00°35'10"W, 131.32 FEET; THENCE S05°28'41"W, 120.10 FEET TO THE POINT OF BEGINNING.

CONTAINING 2,104 SQUARE FEET OR 0.05 ACRES, MORE OR LESS.

NOTES:

1. THIS PLAT IS A "SKETCH OF DESCRIPTION" ONLY AND IS NOT INTENDED TO BE USED AS A BOUNDARY SURVEY.
2. THIS "SKETCH OF DESCRIPTION" CONSISTS OF 2 SHEETS. EACH SHEET IS INTENDED TO BE USED IN CONJUNCTION WITH THE OTHER SHEET. THIS "SKETCH OF DESCRIPTION" IS NOT COMPLETE WITHOUT BOTH SHEETS.
3. BEARINGS SHOWN HEREON REFER TO THE NORTH RIGHT-OF-WAY LINE OF 7th STREET WEST BEING S89°40'46"E AS PER DEED DESCRIPTION OF THE PARENT PARCEL.
4. THIS "SKETCH OF DESCRIPTION" HAS BEEN PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THEREFORE MAY NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
5. THE DESCRIPTION SHOWN HEREON WAS CREATED BY THIS FIRM BASED ON THE DEED DESCRIPTION OF THE PARENT PARCEL AS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2757, PAGE 494 (FIRST PORTION OF DESCRIPTION), OF THE PUBLIC RECORDS OF MANATEE COUNTY, FLORIDA AND INFORMATION PROVIDED BY CLIENT.
6. THIS "SKETCH OF DESCRIPTION" IS INTENDED FOR THE EXCLUSIVE USE OF THOSE CERTIFIED PARTIES APPEARING HEREON AND IS WARRANTED FOR A PERIOD OF ONE (1) YEAR BEYOND THE DATE SHOWN.
7. SUBJECT TO EASEMENTS, DEDICATIONS AND RESTRICTIONS OF RECORD.
8. THE SUBJECT LAND AS DESCRIBED CONTAINS 2,104 SQUARE FEET OR 0.05 ACRES, MORE OR LESS.
9. THIS PROPERTY IS A PORTION OF MANATEE COUNTY PROPERTY APPRAISER'S PARCEL IDENTIFICATION NUMBER 2700200109.

JOB NO.E. 2029.....

SCALE:N/A..... FILE INDEX NO.



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SKETCH OF DESCRIPTION

(SHEET 2 OF 2)

FOR: CITY OF PALMETTO

DATE: 03/24/23

SECTION 14, TOWNSHIP 34 SOUTH, RANGE 17 EAST, MANATEE COUNTY, FLORIDA

LEGEND

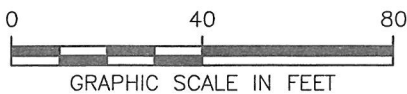
ORB = OFFICIAL RECORDS BOOK
R/W = RIGHT OF WAY
PIN = MANATEE COUNTY PROPERTY
APPRaiser'S PARCEL
IDENTIFICATION NUMBER
L# = SEE LINE TABLE

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 00°11'42" E	20.00'
L2	S 89°41'31" E	16.50'
L3	S 88°24'06" W	5.63'

NOT INCLUDED

SCALE : 1" = 40'



GRAPHIC SCALE IN FEET

NOW OR FORMERLY
PIN 2700200109

10th AVENUE WEST

E. R/W LINE
NOT INCLUDED

S 89°40'46" E 404.19'

7th STREET WEST

POINT OF
COMMENCEMENT

POINT OF INTERSECTION OF R/W'S

S 89°41'31" E
150.35'

POINT OF
BEGINNING

POINT OF
INTERSECTION
OF R/W'S

S 00°35'10" W 131.32'

8th AVENUE DRIVE WEST

W. R/W LINE PER
ORB 1252, PAGE 2593

JOB NO.E. 2029.....

SCALE: 1" = 40'..... FILE INDEX NO.



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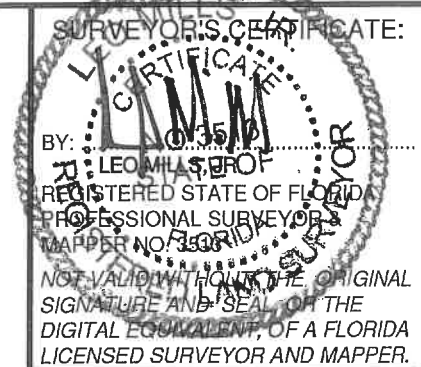
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FOR: CITY OF PALMETTO

DATE: 03/24/23

SECTION 14, TOWNSHIP 34 SOUTH, RANGE 17 EAST, MANATEE COUNTY, FLORIDA

CERTIFIED TO:
CITY OF PALMETTO



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CONTAINING 11,381 SQUARE FEET OR 0.26 ACRES, MORE OR LESS.

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SKETCH OF DESCRIPTION

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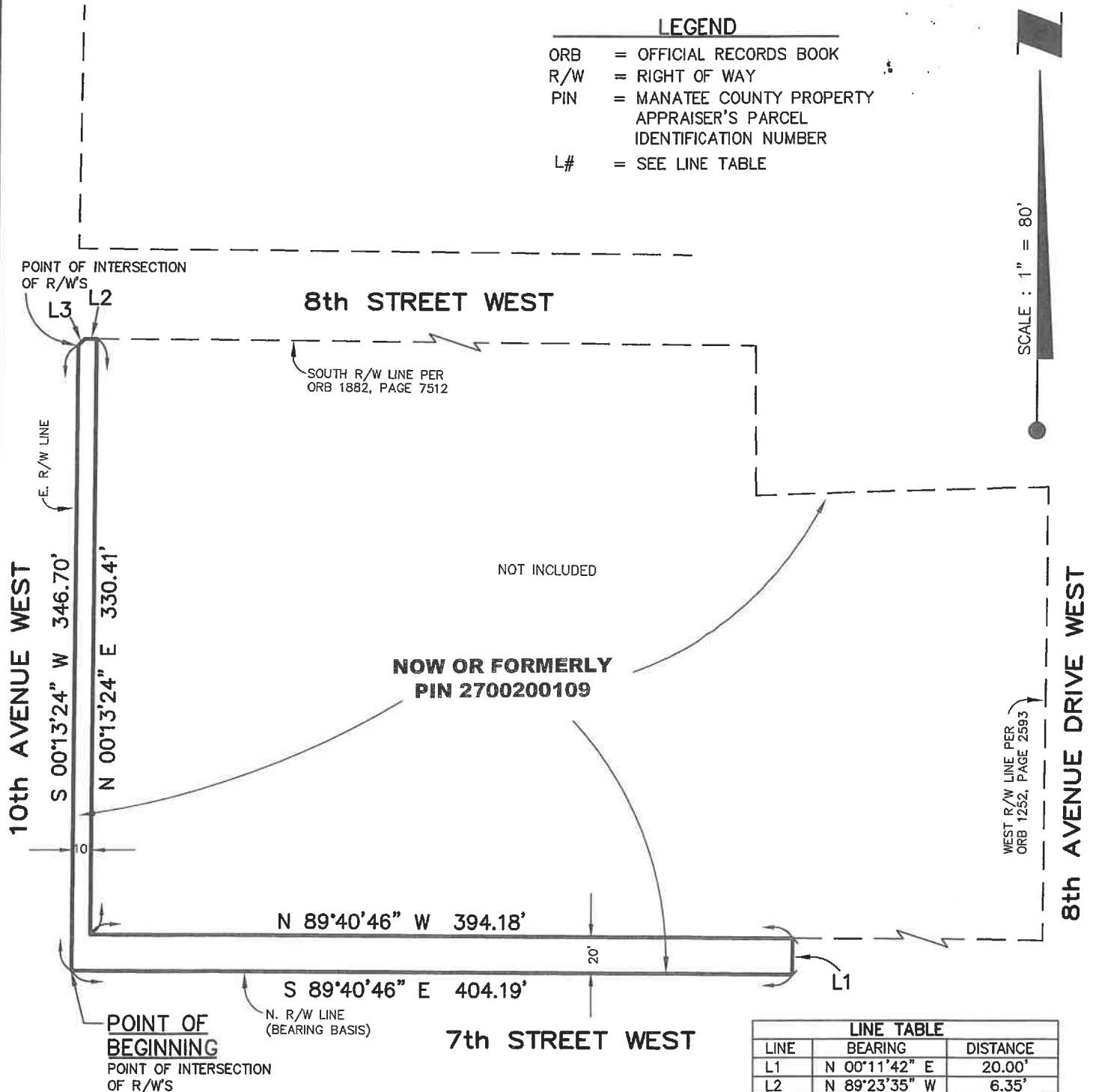
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JOB NO.E.2029.....

GRAPHIC SCALE IN FEET

SCALE: ...1" = 80'... FILE INDEX NO.



The City of Palmetto, Florida

Downtown Core Design Code

2023 Update

Planning & Zoning | Palmetto Public Works

Adopted June 5, 2023 - Ordinance 2023-07

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PURPOSE AND APPLICABILITY

The Downtown Core Design Code is established to ensure that public and private development projects implement the Goals, Objectives, Policies, and Character District Visions of the CRA Waterfront Plan.

The Design Code provides a framework for the following:

- enhancing the quality of the downtown built environment;
- achieving quality contextual design;
- achieving design that implements the vision of the character district in which the property is located, thereby promoting an identity for palmetto;
- encouraging a diversity of architectural styles;
- providing design flexibility instead of aesthetic control;
- guiding the appropriate rehabilitation and preservation of designated historic structures;
- creating a pedestrian-oriented environment built upon the city's history and activities;
- protecting and improving property values; and
- providing investor and property owner confidence through design continuity.

The Design Code achieves the above through standards for new construction that regulate site design, building placement and building design. They also provide standards for the rehabilitation and maintenance of designated historic structures, as well as for the construction of additions and the installation of modern equipment to such structures. Lastly, the Design Code establishes standards for signs, lighting, property maintenance, and connections with the Manatee Riverwalk, utility/infrastructure facilities, and corporate design.

The Design Code includes an explanation of the general and specific design principles promoted by each aspect of the Design Code, as well as a series of statements describing appropriate and inappropriate design solutions to implement those principles. Photographs and drawings are also included to illustrate acceptable and unacceptable design solutions. This approach values creativity and allows for numerous design solutions for any particular project.

The Planning and Zoning Official and Board, Public Works Director and the Development Review Committee, Community Redevelopment Agency (CRA) Executive Director and CRA Board are responsible for the administration of the Design Code. Projects in the City of Palmetto must

comply with the Design Code, as well as the provisions of the Land Development Codes and compliance will be determined during the site plan review process.

The Design Code applies to the following:

- new construction projects;
- the relocation of existing buildings;
- renovations /additions to existing structures (historic & non-historic structures); and
- any exterior changes requiring a building permit from the city, including new signage, awnings, windows, paint, parking etc.

Existing developments that do not comply with the requirements of the Design Code shall not be required to be brought into full compliance with the Design Code at the time the Design Code is adopted. Any improvement proposed to an existing development, however, will be required to comply with the applicable provisions of the Design Code related to the improvements.

School sites have special consideration pertaining to this Design Code. The overriding issues regarding the safety of children in school settings will supersede this Design Code as appropriate.

SITE DESIGN

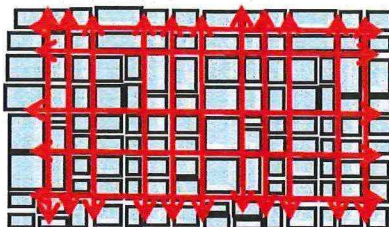
Block and Lot Characteristics

A major contributing element to the revitalization of the Downtown is significant pedestrian activity. Extensive national research of pedestrian behavior documents that walkable blocks promote a vibrant and diverse downtown. Downtown Palmetto has an existing grid street pattern with minor exceptions and this pattern should be respected as redevelopment occurs.

Appropriate block and lot size depends on the character district in which the property is located and should help create a sense of human scale. Larger lots with buildings located away from the roadway can create a campus-type or more suburban appearance that may be inappropriate. Smaller lots, such as those typically found in the Downtown Core, create a walkable urban environment with a greater sense of space and place, and provide opportunities for social interaction. Greater numbers of users supporting greater numbers and types of businesses results in a vibrant and diverse downtown.

Appropriate:

- retention of the existing street grid pattern where it contributes to an active pedestrian environment;
- blocks which promote easy pedestrian access and encourage cross-use;
- redevelopments that reopen previously vacated rights-of-way or create new rights-of-way;
- provision of new vehicular and pedestrian access/circulation that effectively serves the proposed development and vicinity if a vacation of a right-of-way is requested; and
- lots that maintain a consistent size, scale, pattern, and rhythm of the surrounding block(s).



Appropriate



Appropriate: lot widths are consistent contributing to a regular rhythm along the block.

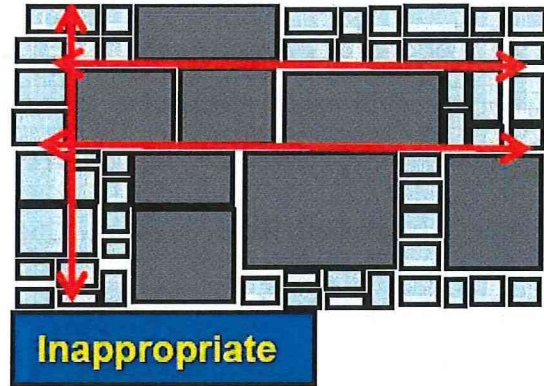
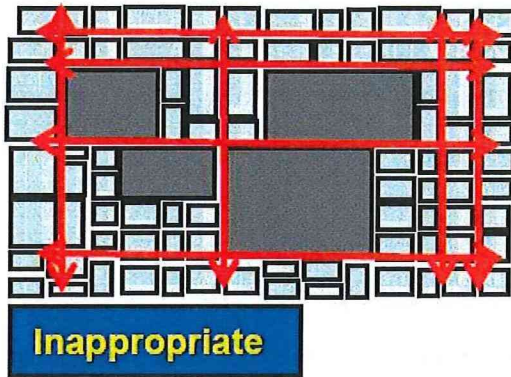


Appropriate block lengths are pedestrian in scale and easy to walk.

Figure 1: As blocks are consistent, roads are individualized, increasing overall connectivity.

Inappropriate:

- vacating existing rights-of-way to form consolidated blocks without providing alternative pedestrian and vehicular access to serve the proposed development and vicinity; and
- large blocks which prohibit pedestrian access through the block and/or prohibit access.



Inappropriate: block length is extremely long and the building appears too monolithic and is not adequately broken up with vertical elements.

Figure 2: As blocks are consolidated, roads are eliminated, decreasing overall connectivity.

ACCESS, CIRCULATION AND PARKING

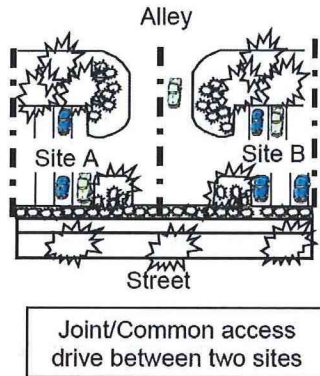
Vehicles and people need to co-exist, however, it should be recognized that much of the Downtown is first and foremost for pedestrians. Circulation throughout the Downtown should be designed to provide safe and direct connections that minimize vehicular-pedestrian conflicts. Parking lots and garages should be as unobtrusive as possible while maintaining easy accessibility. Pedestrian circulation patterns transitioning from parking areas should be designed to be safe, convenient, and attractive.

Vehicular Circulation, Access and Parking

Appropriate:

- the location, number, and design of driveways, which maintain the urban fabric of the downtown;
- vehicular access from secondary street frontage or alley;
- interior lot access limited to the minimum number of curb cuts to adequately serve the site;
- parking areas for townhouse developments located within the interior of the development and maintains the integrity of the primary façade as the preferred design (for townhouse projects located on low traffic-volume streets with site characteristics that prevent internal parking, parking may be directly accessed from the street provided it is co-located with shared driveways);
- detached garages and carports serving single-family uses located in line with or behind the rear of the principal building;
- residential uses along the manatee river designed with parking garages or with parking areas internal to the site/building and screened from the manatee river and any abutting right-of-way;
- attached garages in residential developments, architecturally integrated with the design of the principal structure;
- driveways functionally integrated into the design of the development;
- joint/common access driveways between sites;
- shared parking where a mix of uses creates staggered peak periods of parking demand;
- parking lots located behind the primary façade of the principal building;

- parking lot design that minimizes negative impacts such as light glare, exhaust fumes, noise and undesirable views;
- parking lots adjacent to rights-of-way that are screened with either a landscaped buffer or a solid wall or fence three feet in height;
- large parking lots visually and functionally segmented into smaller lots with landscaped islands and canopy;
- the use of interlocking pavers, brick or other similarly textured materials for parking lot surfacing and/or accents;
- parking garages as the principal uses that are architecturally integrated with surrounding developments and/or the envisioned character of the area;
- parking garages as the principal use within the downtown core located with at least 75 percent of the ground floor of each façade on all adjacent street frontages occupied by active uses. active uses include restaurant, retail, entertainment or other uses/features determined to be pedestrian oriented;
- parking garages accessory to a principal use that are architecturally integrated with the design, materials, finish, and color of the principal structure(s) on the lot;
- ground floors of parking garages accessory to a principal use with at least 75 percent of the primary façade occupied by the principal use(s)/features or other use determined to be complementary to the principal use;
- upper floors of all parking garages designed to visually screen vehicles from view from rights-of-way and public open spaces. screening includes landscaping, walls, architectural elements or other decorative features; and
- parking garages with clearly marked points of ingress and egress.



Appropriate: parking garage with shops and restaurant along street.



Appropriate: parking garage screening effectively blocks the view of parked cars within the structure.

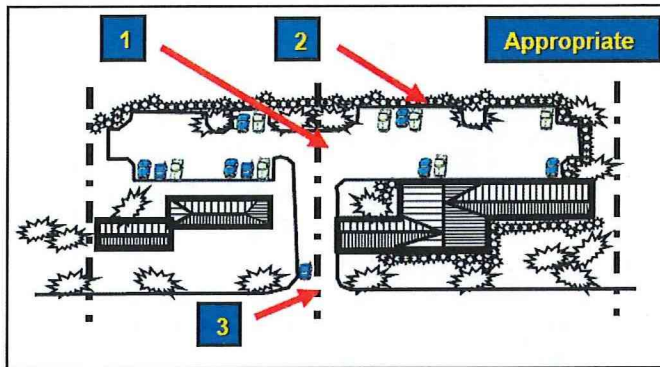


Appropriate: two townhomes share a single driveway. In addition, the garage is incorporated into the design of the building.



Pedestrian walkway buffered from parking by architectural elements and landscaping

Figure 3: Examples of appropriate Vehicular Circulation, Pedestrian Access, & Parking, pt. 1



1— Shared parking lot is located completely to the rear of the site behind the buildings.

2—The parking lot is adequately buffered with landscaping.

3— A single, shared driveway serves two sites.



Appropriate: parking garage façade utilizes similar materials as surrounding buildings.



Appropriate: residential townhomes home front a which serves the site fronted by residential.

Figure 4: Examples of appropriate Vehicular Circulation, Pedestrian Access, & Parking, pt. 2

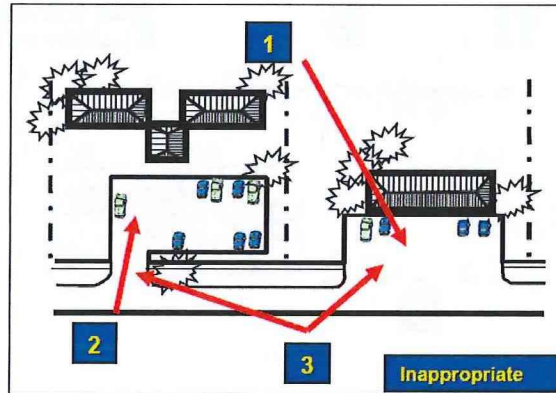
Inappropriate:

- curb cuts at every site;
- parking lots or garages as the most prominent feature of any development;
- parking garages difficult to enter and/or with poorly defined entrances;
- the appearance of a “sea of asphalt” from the rights-of-way; and
- parking lots and garages, which create an unsafe environment.

1— Parking backs out into the right-of-way

2— Parking is located in the front of the building.

3— Parking is not shared and there are two curb cuts, one of which extends along most of the property line.



Inappropriate: parking garage is visually obtrusive.



Inappropriate: parking lot does not have adequate landscaping and appears to be a "sea of asphalt".



Inappropriate: parking lot is unscreened and cars are parked directly along the right-of-way.

Figure 5: Examples of inappropriate Vehicular Circulation, Pedestrian Access, & Parking

Pedestrian Circulation and Access

Appropriate:

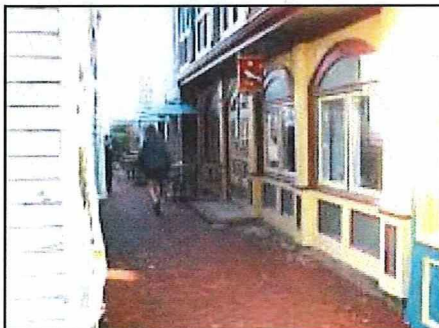
- clearly defined, safe, direct, convenient, and landscaped pedestrian pathways provided between streets, parking areas and buildings;
- pedestrian scaled lighting such as lighted bollards;
- vertical elements such as bollards, markers, arches, or architectural details;
- alleys and courtyards that match or complement either the building or the primary street to which the alley connects with regard to materials, architecture, color and street furniture (waste receptacles, benches, lighting, etc.);
- specialized paving design especially where pedestrian and vehicular paths intersect; and
- pedestrian passageways that go through buildings, such as an arcade.



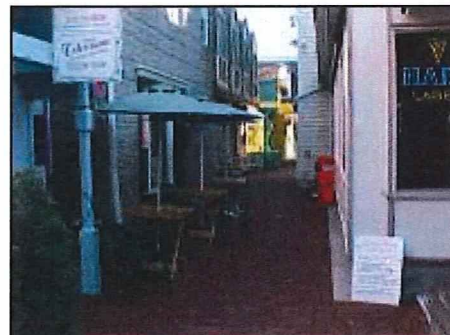
Appropriate: pedestrian alley provides adequate width for landscaping, lights and benches.



Appropriate – pedestrian alley is handicap accessible, lighted, landscaped and includes rich paving textures.



Appropriate - alley is wide enough for easy pedestrian access and includes access to shops.



Appropriate: alley is wide enough to provide seating for a restaurant and acts as an open space.

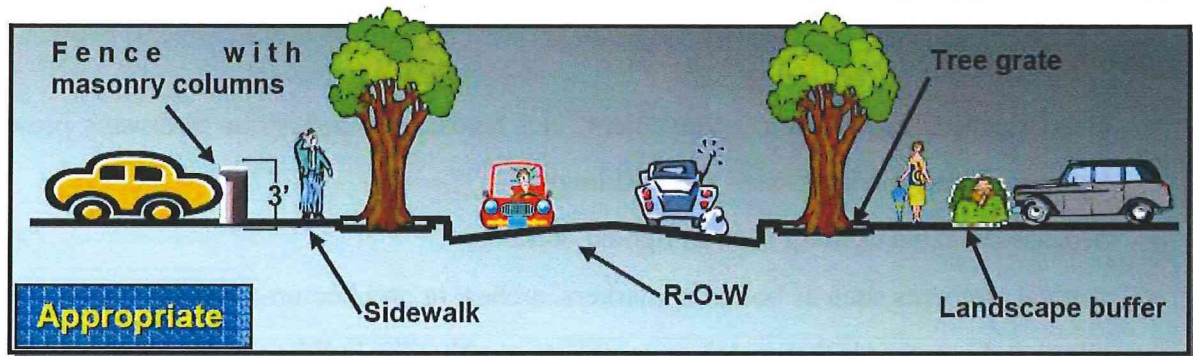


Figure 6: Examples of appropriate Pedestrian Thoroughfares & Access

Inappropriate:

- developments, which do not include direct access from surrounding streets and parking areas;
- large developments, which do not provide pedestrian walkways through the block on which the development is located;
- pedestrian passageways too narrow to be useable or not designed at a human scale; and
- pedestrian passageways that create an unsafe environment.



Inappropriate—this alley is too narrow and lacks lighting and feels unsafe.



Inappropriate – pedestrian alley is not handicap accessible, among other things.

Figure 7: Examples of inappropriate Pedestrian Thoroughfares & Access

Crime Prevention through Environmental Design (CPTED)

Research into criminal behavior shows that the decision to offend or not to offend is more influenced by the perceived risk of being caught than by the reward or ease of entry. Consistent with this research, CPTED based strategies emphasize enhancing the perceived risk of detection and apprehension.

The proper design and effective use of the built environment can reduce crime, reduce the fear of crime, and improve the quality of life. The implementation of CPTED principles seeks to dissuade offenders from committing crimes by manipulating the built environment in which those crimes may occur. The three most common built environment strategies are natural surveillance, natural access control, and natural territorial reinforcement.

Natural surveillance and access control strategies limit the opportunity for crime. Territorial reinforcement promotes social control through a variety of measures.

Natural Surveillance

Natural surveillance limits the opportunity for crime by taking steps to increase the perception that people can be seen. Natural surveillance occurs by designing the placement of physical features, activities, and people in such a way as to maximize visibility and foster positive social interaction among legitimate users of private and public space. Potential offenders feel increased scrutiny and limitations on their escape routes.

Appropriate:

- place windows overlooking sidewalks and parking lots;
- leave window shades open;
- use passing vehicular traffic as a surveillance asset;
- create landscape designs that provide surveillance, especially in proximity to designated points of entry and opportunistic points of entry;
- use the shortest, least sight limiting fence appropriate for the situation;
- use transparent weather vestibules at building entrances;
- when creating lighting design, avoid poorly placed lights that create blind-spots for potential observers and miss critical areas, ensure potential problem, such as pathways, stairs, entrances/exits, parking areas, ATMs, phone kiosks, mailboxes, bus stops, children's

play areas, recreation areas, pools, laundry rooms, storage areas, dumpster and recycling areas, etc., areas are well-lit;

- avoid too-bright security lighting that creates blinding glare and/or deep shadows, hindering the view for potential observers (eyes adapt to night lighting and have trouble adjusting to severe lighting disparities and using lower intensity lights often requires more fixtures);
- use shielded or cut-off luminaires to control glare;
- place lighting along pathways and other pedestrian-use areas at proper heights for lighting the faces of the people in the space (and to identify the faces of potential attackers); and
- natural surveillance measures can be complemented by mechanical and organizational measures, for example, closed-circuit television (CCTV) cameras can be added in areas where window surveillance is unavailable.

Natural Access Control

Natural access control limits the opportunity for crime by taking steps to clearly differentiate between public space and private space. By selectively placing entrances and exits, fencing, lighting and landscape to limit access or control flow, natural access control occurs. Natural access control is used to complement mechanical and operational access control measures, such as target hardening.

Appropriate:

- use a clearly identifiable point of entry;
- use structures to divert persons to reception areas;
- incorporate maze entrances in public restrooms. this avoids the isolation that is produced by an anteroom or double door entry system;
- use low, thorny bushes beneath ground level windows;
- eliminate design features that provide access to roofs or upper levels;
- in front yards, use waist-level, picket-type fencing along residential property lines to control access, encourage surveillance;
- use a locking gate between front and backyards;

- use shoulder-level, open-type fencing along lateral residential property lines between side yards and extending to between back yards. they should be sufficiently unencumbered with landscaping to promote social interaction between neighbors; and
- use substantial, high, closed fencing (for example, masonry) between a backyard and a public alley.

Natural Territorial Reinforcement

Territorial reinforcement promotes social control through increased definition of space and improved proprietary concern. An environment designed to clearly delineate private space does two things. First, it creates a sense of ownership. Owners have a vested interest and are more likely to challenge intruders or report them to the police. Second, the sense of owned space creates an environment where "strangers" or "intruders" stand out and are more easily identified. By using buildings, fences, pavement, signs, lighting and landscape to express ownership and define public, semi-public and private space, natural territorial reinforcement occurs. Additionally, these objectives can be achieved by assignment of space to designated users in previously unassigned locations. Territorial reinforcement measures make the normal user feel safe and make the potential offender aware of a substantial risk of apprehension or scrutiny.

Appropriate:

- maintained premises and landscaping such that it communicates an alert and active presence occupying the space;
- provide trees in residential areas. research results indicate that, contrary to traditional views within the law enforcement community, outdoor residential spaces with more trees are seen as significantly more attractive, more safe, and more likely to be used than similar spaces without trees;
- restrict private activities to defined private areas, for example, have your neighborhood BBQ in your back yard, not your front yard;
- display security system signage at access points;
- avoid cyclone fencing and razor-wire fence topping, as it communicates the absence of a physical presence and cues a reduced risk of being detected;
- placing amenities such as seating or refreshments in common areas in a commercial or institutional setting helps to attract larger numbers of desired users; and

- scheduling activities in common areas increases proper use, attracts more people and increases the perception that these areas are controlled.

SITE ELEMENTS

Open Space

Open spaces provide public “living rooms” in the urban setting. The design and location of these spaces are important determinants in creating successful pedestrian environments. In general, the type and character of the urban open space should be influenced by the desired function of the space, surrounding uses and the potential users of the space. In addition, amenities provided within open spaces can enhance the connectivity of the various design elements making up these spaces. Amenities include benches, chairs, tables, planters and landscaping. Public art enlivens open spaces and buildings adding to the cultural vibrancy of a city. Note, the sharing of stormwater retention systems is encouraged and appropriate design may be eligible for CRA assistance.

Appropriate:

- open spaces which function as transitions between the public sidewalks and streets and the use of the property (residences, offices, stores, etc.);
- clearly defined entrances into open spaces with direct access from adjacent streets and adequate buffering from vehicular traffic;
- open spaces that are visible and inviting to the pedestrian;
- open spaces which utilize an aesthetically coordinated marriage between hardscape (buildings, planters, lighting, walls, fences, paving, etc.) and landscape (trees, shrubs, annuals, perennials, etc.) elements;
- large open spaces broken into smaller, human-scale spaces through the use of changes of grade, planters, pots, landscaping, sculpture, fences, walls, etc.;
- open spaces designed to relate and connect to adjacent properties;
- formal or informal seating appropriate to the scale and function of the open space (seating may include park benches, the tops of garden/planter walls, monumental stairs, etc.);
- the location of public art in accessible open spaces designed and located so as to enrich the pedestrian experience and create a stronger sense of place;
- retention ponds that serve as open space/decorative features; and
- underground storage vaults for storm water retention if required.



Appropriate: this court is directly accessible from the sidewalk and is clearly delineated by a short wall.



Appropriate: a public plaza which incorporates interactive public art.



Appropriate: outdoor café is located directly on the sidewalk.

Figure 8: Examples of appropriate Open Spaces

Inappropriate:

- open spaces not easily accessible from public streets or that become unsafe “dead” spots;
- lack of seating, shade and clearly defined perimeters; and
- open space that does not relate with the uses and buildings surrounding it.



Inappropriate: this open space is not easily accessible and is cold and foreboding consisting of a sunken area with only a concrete bench and trash can.

Figure 9: Examples of inappropriate Open Spaces

Buffering and Screening

Buffering and screening help define spaces, block unsightly yet necessary elements and preserve and enhance an area's quality and character. Within an urban setting buffering will be achieved through the use of landscaping, decorative fences, walls, pots, planters, etc.

Mechanical Equipment, Concealed Wireless Communication Facilities, Loading and Service Areas

Mechanical equipment, wireless communication facilities, loading and service areas shall be integrated into the design of the site, located in the most unobtrusive location possible and buffered and screened appropriately.

Appropriate:

- when located at grade, mechanical and utility equipment that is placed in the least obtrusive location possible and screened from adjacent properties and rights-of-way with fences, walls and/or landscaping;
- when located on the roof of a building, mechanical equipment that is integrated into the design of the building through the use of parapet walls, towers or other architectural elements;
- concealed wireless communication facilities (antennas, satellite dishes, etc.) attached to buildings and not visible from any public right-of-way. appropriate concealing methods include painting the facility to match the color of the building, concealing the facility by architecturally integrated features, such as the use of faux windows, dormers, chimneys, parapets, etc. or other similar methods;

- service and loading areas accessed from secondary streets, screened from adjacent properties and rights-of-way and placed in visually unobtrusive locations; and
- solid waste containers placed in the most unobtrusive location possible and screened from adjacent properties and rights-of-way.



Appropriate: utilities are centrally located on the roof.



Appropriate: a concealed wireless communication facility.

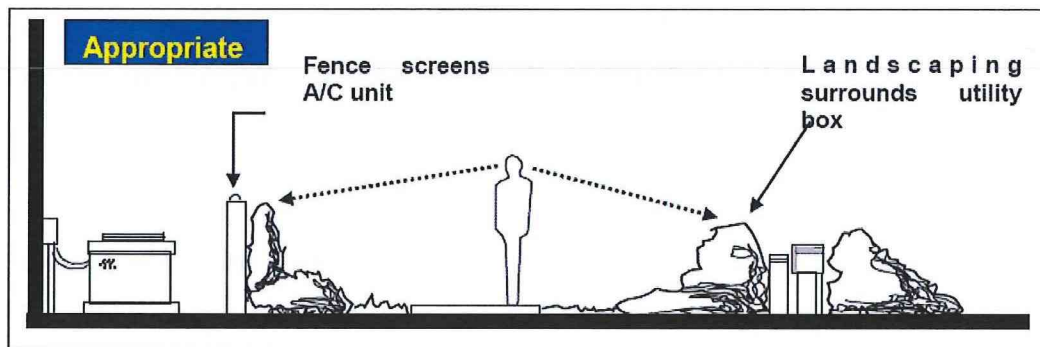
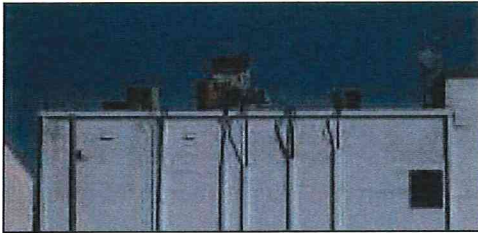


Figure 10: Examples of appropriately placed utilities i.e. located on the roof & screened by parapet walls, with both aerial & ground views.

Inappropriate:

- solid waste containers and service and loading areas located adjacent to residentially used lots when an alternative location is feasible;
- mechanical and utility equipment that visually dominates a site; and
- freestanding wireless communication facilities.



Inappropriate: utilities are clearly visible from the ground located along the edge of the building.



Figure 11: Examples of inappropriately placed utilities, i.e. clearly visible from ground level.

Landscaping

Landscaping should be used as a design element fully integrated with a site and building while also recognizing and defining the urban setting. A well-designed landscape contributes to the site's aesthetics and improves the livability in a dense urban environment. Landscaping can also preserve and enhance the acoustic and visual privacy of a site while supporting and accentuating the architecture of a building. The use of indigenous species and other water-saving techniques are encouraged.

Appropriate:

- landscaping compatible with the climatic conditions of west central Florida that includes the use of native plant species and xeriscaping landscape techniques;
- plant species that are appropriate to the space, in which they will occupy with regard to water needs, growth rates, size, etc. in order to conserve water, reduce maintenance and promote plant health;
- landscape design which augments and supports architectural features of the building/ site where located;
- landscape design that visually screens unsightly views aesthetically supports important vistas and reinforces the character district in which it is located;
- plantings in landscape beds, planters or pots that soften the edges between buildings and pedestrian areas;
- trees planted in paved areas provided with adequate room to grow (landscape beds, tree grates or other protective techniques); and
- landscape design and maintenance that engenders a sense of personal safety.



Appropriate: pedestrian alley utilizes plant material suitable for the site and area in which the material will be located.



Appropriate: a planting bed provides a buffer between the street and main sidewalk and the abutting storefronts.



Appropriate: pedestrian alley includes landscaping which softens the buildings yet provides adequate sight lines for safety.



Landscaping compatible with the climatic conditions of West Central Florida

Figure 12: Examples of appropriate Landscaping including suitable plant choices, an emphasis on native species, & optimal locations.

Inappropriate:

- landscaping used in lieu of appropriate architectural details and good building design.
- landscaping planted without an adequate irrigation system;
- the use of non-hardy plant species;
- use of the wrong plant in the wrong space such as plantings with inadequate room to grow and/or plantings inappropriate for an active pedestrian area, etc.; and
- allowing landscaping to become overgrown decreasing aesthetics and safety.



Inappropriate: landscaped area uses plant material too small for the space, inappropriate for the exposure and not irrigated.

Figure 13: Examples of inappropriate Landscaping including incorrect plant choices & insufficient irrigation.

Fences and Walls

Fences and walls shall be utilized around service/loading areas, dumpsters, and mechanical/utility equipment to buffer these uses from surrounding properties and rights-of-way and to provide security for this equipment. Fences and walls may be incorporated as a design element to assist in defining property boundaries and entrances, open spaces and to provide a transition between public and private realms.

Appropriate:

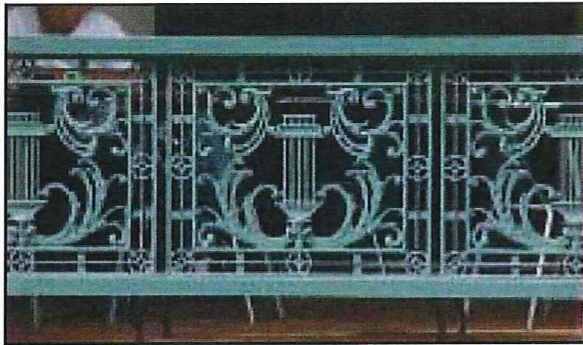
- fences and walls that complement and are consistent with the principal structure with regard to materials, texture, size, shape and color;
- the location, height and design of fences and walls compatible with the intended use, design of the site and architecture of the building.
- solid fences and walls along rights-of-way no higher than three feet. any portion of a fence or wall above three feet in height that is at least 50 percent open.
- posts or columns that include decorative caps which extend up to 12 inches above the otherwise allowable fence height.
- vertical elements such as posts, columns, etc. incorporated into the design of the fence or wall spaced at appropriate intervals in relation to the materials used and overall length.
- property lines and private areas defined through the use of fences where feasible.



Appropriate: fence with masonry columns matches the color and materials of the principle structure.



Appropriate: six-foot fence with solid bottom and open top.



Appropriate: decorative fencing provides the delineation for an outdoor café.



Appropriate: picket fence complements the architectural style of the house.

Figure 14: Examples of appropriate Fences & Walls

Inappropriate:

- the portion of walls and/or fences along a right-of-way greater than three feet in height above grade that are more than fifty percent solid;
- chain link or barbed wire fences; and
- unpainted or unfinished walls and fences.



Inappropriate: solid six-foot wall located directly along a public right-of-way.



Inappropriate: chain link fence and barbed wire.

Figure 15: Examples of inappropriate Fences & Walls.

BUILDING PLACEMENT

Location

The appropriate location of a building should help define and provide a coherent streetscape and appearance of an area resulting in a defined sense of space and place. The appropriate location of a building on a site varies depending on the character district in which the development is located. A setback or a build-to line, as well as the placement of existing , “historic” buildings, will determine the appropriate location of a building. A setback requires a minimum distance from a property line, which may be exceeded whereas a build-to line prescribes a particular distance from a front property line.

Orientation

Buildings should be oriented towards the street. The orientation of the front façade of buildings along the streetscape contributes to pedestrian interest in an area. Buildings that turn perpendicular to the public right-of-- way or have their sole access from rear parking lots create an environment that is unfriendly for pedestrians.

Separation

The existing and/or desired character of the area should define the distance between buildings. Separation between buildings should be determined based on its surroundings, the character district’s vision and development pattern, intensity of development, pedestrian activity and height of the building. When separation between buildings is unavoidable or desirable, the separation should be designed to function in a manner that complements the surrounding area.

Coverage

High percentage of ground coverage is encouraged in a downtown to create a critical mass of activity. The amount of ground coverage varies among character districts with the most intense coverage found in the Downtown Core and the commercial areas of the other districts. In addition to a building, coverage can also include plazas, courtyards, outdoor cafés and other public spaces.

Appropriate:

- buildings that maintain the build-to line or the setback of the development's block and the block(s) across the street;
- corner lots that maintain the location pattern for a distance of two blocks including both sides of the street;
- buildings located farther from the build-to line in order to provide a courtyard, steps, entryway, arcade, plaza, or other pedestrian-oriented design features which maintains the build-to line;
- buildings that do not maintain the build-to line or with reduced setbacks that reflect the predominant surrounding or desired development pattern;
- buildings oriented to face public rights-of-way;
- separation between buildings that provide adequate useable space such as an alley or open space compliant with the requirements of these guidelines; and
- developments which provide coverage similar to surrounding properties and/or that meet the desired vision of the character district.



Appropriate: uniform build-to-line along a block face.



Appropriate: primary entrance oriented towards public right-of-way.



Appropriate: building located on a corner lot is orientated towards both streets.



Appropriate: adequate space was provided between these two building to locate a pedestrian alley with room for seating.



Appropriate: within the Downtown Core high coverage with buildings, alleys, courtyards, etc. occupying most of a site.



Appropriate: consistent building coverage and width.

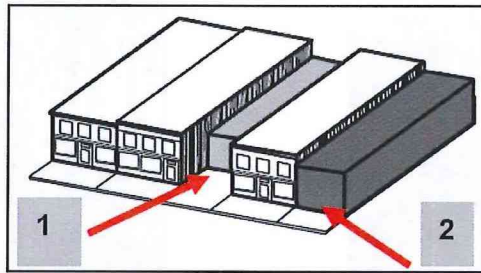


Appropriate: larger setback for single Family residential dwelling

Figure 16: Appropriate examples of Coverage & Separation

Inappropriate:

- buildings that break up the common build-to line by locating farther back or forward than the predominant block patterns on the subject's site and the opposite side of the street except in order to provide a courtyard, steps, entryway, arcade, plaza, or other pedestrian-oriented design features that maintain the build-to line;
- corner lots that do not maintain the location pattern for a distance of two blocks including both sides of the street;
- buildings separated at a distance which precludes the provision of guideline compliant alleys and open space;
- separations between buildings that are out of scale and proportion with the district's existing or desired development pattern; and
- buildings which do not address the primary street.



1 – Inappropriate build-to line

2— Appropriate build-to line

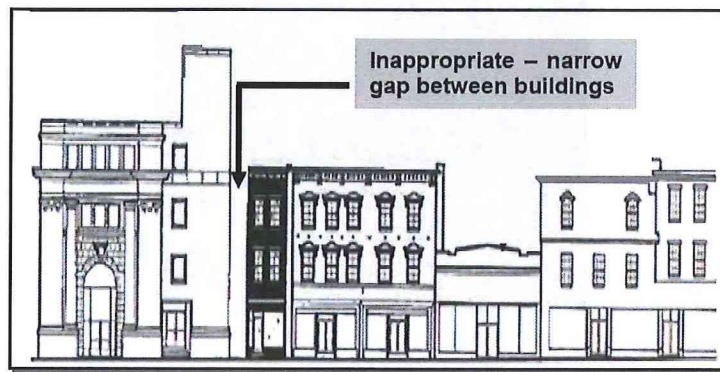


Figure 17: Inappropriate examples of Coverage & Separation

BUILDING DESIGN

The purpose of building design requirements is to establish design standards so that new construction is compatible with its surroundings. The first step in design is to identify a building's orientation and placement to contribute to a unified streetscape creating a sense of place. The second critical part in design is a building whose form and architecture contributes to its character district. Successful building design is a marriage between form and architecture to visually connect with the existing and/or desired character of the surrounding area. A compatible structure is one that possesses patterns of form and architecture that are found in surrounding buildings creating "points of agreement" between them while retaining the individuality of the building. Quality urban design balances a respect for an area's existing or desired pattern with the design of new structures.

Form

The form of a building is made up of a combination of elements including mass, scale, height, width, depth, rhythm and spacing.

Mass/Scale

Mass refers to an interplay of the height, width and depth of a building. Mass can be augmented and influenced by design features such as columns, awnings, arcades, recessed bays, doors and windows which can reduce or increase the apparent mass of a building. Scale refers to the relative size of a building as it relates to neighboring buildings. The size and proportions of new development should be related to the scale of nearby buildings. Even if much larger than its neighbors in terms of square footage, the building should maintain the same scale and rhythm as the existing buildings.

Height

New development and redevelopment should respect the vertical height of existing or approved adjacent buildings and contribute to a pedestrian scale. The apparent height of a building/development can be influenced and augmented by a combination of step-backs, varying building heights and horizontal features such as colonnades, canopies, awnings, cornice lines, string courses, wide windows, etc.

Width

The width of a building is the horizontal distance between the two outer edges along the primary façade measured at the setback or build-to line. The apparent width of a building can be reduced or otherwise influenced through the introduction of columns, windows, doors, etc.

Depth

The depth of a building is the distance measured between the front and rear façades. Maintaining a consistent building depth along a block can provide opportunities for shared parking lots, plazas, courtyards and other seating areas. A consistent building depth can also facilitate the provision of consistent and logical secondary entrances.

Rhythm/Spacing

Rhythm and spacing is a pattern created by the architecture through the use of width, height, windows, doors and other architectural elements. The rhythm and spacing of the architectural elements of new buildings should strongly relate to, complement and support the existing and/or desired rhythm and spacing in an area.

Appropriate:

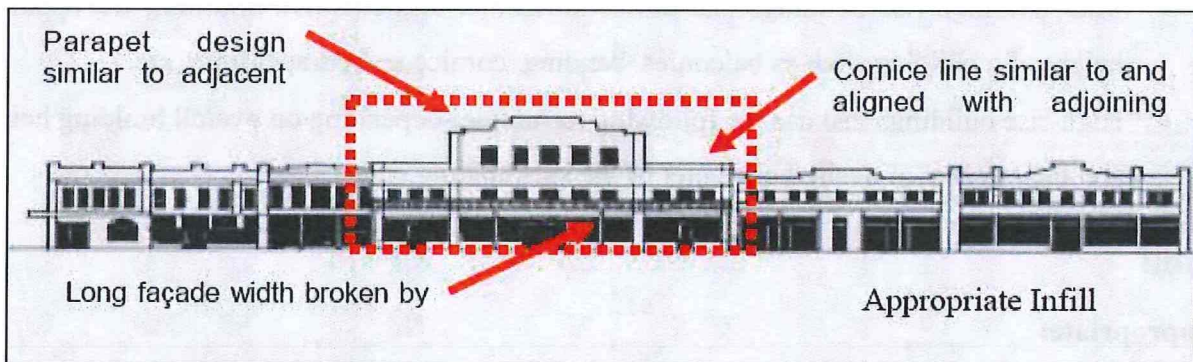
- Building form which visually relates to surrounding buildings and the desired character of the area with regard to mass, scale, height, width and depth.
- Buildings that have a distinct “base,” “middle” and “cap.”
- Low-rise buildings and/or those with long façade widths that accentuate vertical elements such as entrances and columns, or by breaking up the façade plane into a greater number of smaller vertical masses.

- Mid- and high-rise buildings that utilize horizontal elements that minimize the apparent height of a building such as balconies, banding, cornice and parapet lines, etc.
- High-rise buildings that use the following techniques depending on overall building height and the existing or desired character of the surrounding area.

Infill

Appropriate:

- buildings stories or/step-backs differentiated by architectural features including but not limited to coping, balustrades, cornice lines, change in materials, etc.;
- a proportional relationship between the height of a building and the number and dimensions of step-backs used to mitigate the height of the building;
- buildings that terminate views emphasize their prominent location through the use of additional height, mass, distinctive architectural treatments and/or other distinguishing features;
- maintaining a consistent building depth when feasible to allow the location of shared parking lots and/or secondary entrances;
- buildings which correspond to the existing and/or desired rhythm and spacing of surrounding buildings through the use of common points of agreement such as windows, doors, recesses, reliefs and other architectural elements;
- buildings which maintain the existing and/or desired pattern of the placement and size of windows, doors, shutters, and other architectural elements on adjacent buildings with regard to both the ground floor and upper stories; and
- finished floor heights a minimum of two feet above the sidewalk grade for residential buildings within predominantly mixed use or commercial areas.



Appropriate: a stepback is provided at 30 feet, the predominant height along the block. Additional stepbacks are provided as the building increases in height.



Appropriate: building with a distinct *base*, *middle* and *cap*.



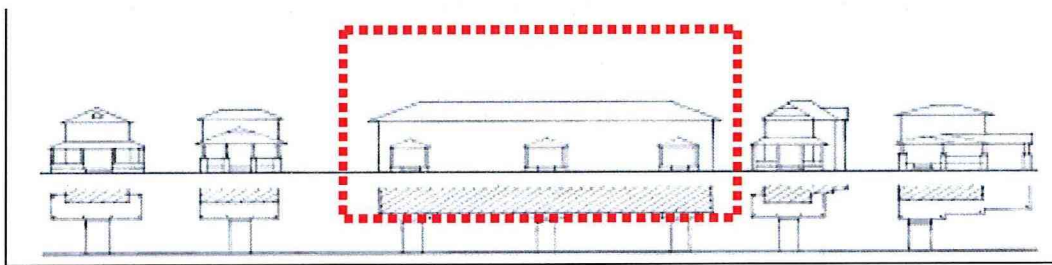
Appropriate: the raised banding provides rich detail and differentiates the various floors.



Figure 18: Examples of appropriate Rhythm, Spacing, & Infill

Inappropriate:

- buildings which do not relate to the surrounding or desired and envisioned context and fabric of the neighborhood with regard to size, scale, height, width and depth;
- buildings that visually overpower adjacent buildings;
- buildings that do not maintain a common building depth based on the predominant lot pattern;
- buildings that do not maintain the existing and/or desired pattern of windows and doors long a block face;
- breaks in window size and pattern;
- breaks in storefront pattern; and
- façades on multi-story structures which do not incorporate meaningful architectural details such as cornice lines, banding, string courses, columns, recesses, relief, etc.



Inappropriate: this triplex does not match the rhythm and spacing of adjacent single-family residences.



Inappropriate: this building does not relate to adjacent buildings (far right).

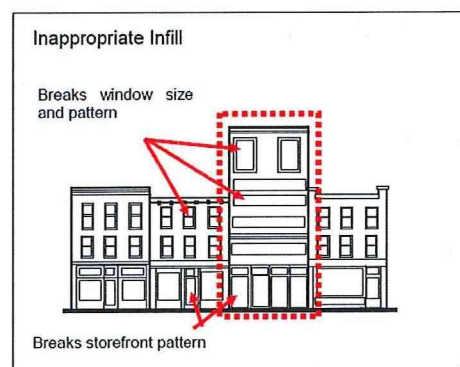


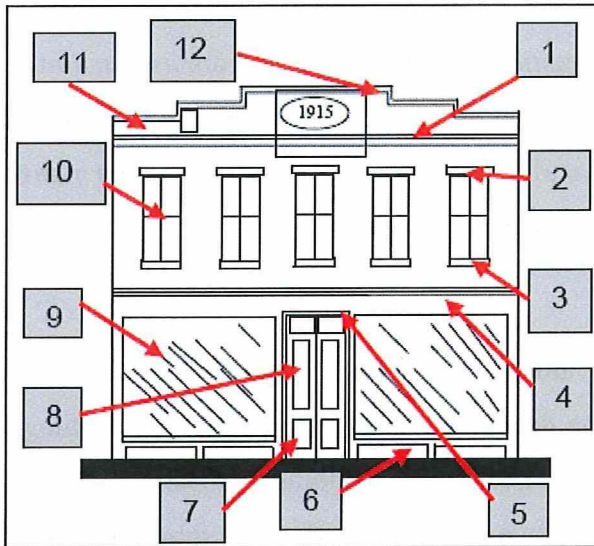
Figure 19: Examples of inappropriate rhythm & spacing

Architecture

The architectural style of new development or redevelopment should be consistent with the desired development in the surrounding character districts. Architecture refers to the relationship and culmination of the various features of a building including texture, proportion, entrance design, doors, windows, details, roofs, materials and color in addition to the mass and scale. A variety of architectural styles exist within the City of Palmetto and the Downtown, and the Design Code should not prescribe any one architectural style as being the most appropriate. Buildings in all three Downtown character districts represent a broad range of styles typical of trends of the late-19th to mid-20th centuries with no singular style being predominant. Therefore, no one particular style or theme will be mandated for any district. New buildings may use a variety of architectural styles as appropriate to the intended use of the building and the context of the surrounding area. In the event that an applicant proposes a monumental architectural design which deviates from the Design Code, the City (DRC, Planning and Zoning Board and City Commission) may entertain said application through the Planned Development process. The purpose of this provision is to allow a unique and superior architectural exception that enhances an urban environment which would otherwise be prohibited.

Appropriate:

- New development that incorporates an architectural style or architectural elements consistent with the existing and/or desired style of development in the surrounding neighborhood.
- New development that complements the architectural heritage of the district in which it is relocated.
- Multiple buildings within a single project which relate architecturally with each other and the surrounding neighborhood.
- New development that incorporates innovative or unique design, consistent with the intended use of the building and complimentary to the surrounding neighborhood.

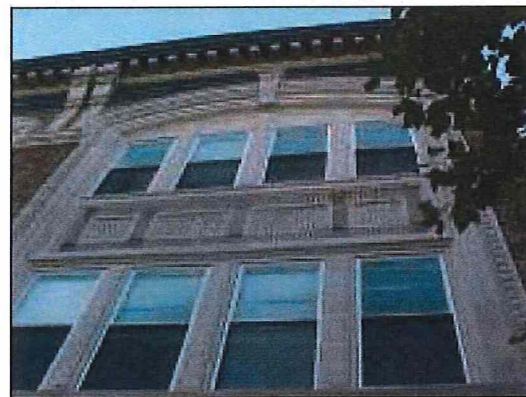


Various architectural elements that may be found on a building:

- 1 - Cornice
- 2 - Lintel
- 3 - Sill
- 4 - String course
- 5 - Transom
- 6 - Bulkheads
- 7 - Kick plates
- 8 - Double door entrance
- 9 - Fixed plate glass display window
- 10 - Double-hung sash window
- 11 - Parapet
- 12 - Parapet coping



Appropriate - consistent architectural styles used along this residential block.



Appropriate: rich architectural details add to the aesthetics of a building.

Figure 20: Examples of appropriate Architecture

Inappropriate:

- use of an architectural style which does not complement the fabric of the surrounding neighborhood; and
- use of multiple and/or conflicting architectural styles within a single building or between several buildings within a single project.

Façade Design

All façades of a building should reflect a unified architectural treatment; however, there is a hierarchy of façade treatment based on location, function, and level of pedestrian interaction. The specific requirements for façades are divided into primary and corner, secondary and side façades. Façades should use a combination of architectural details, materials, window and door patterns and other design features to form a cohesive and visually interesting design.

Primary and Corner Façades

Primary façades include those façades located along 8th Avenue West, 10th Avenue West, Riverside Drive, 4th, 5th, 7th and 10th Streets. The design of the primary façade of buildings is critical for the atmosphere to be created along the street front. Buildings on corner lots at the intersections of these streets are considered to have two primary façades and should receive the highest level of design treatment on those façades. For other corner lots, the surrounding development pattern shall determine the primary façade.

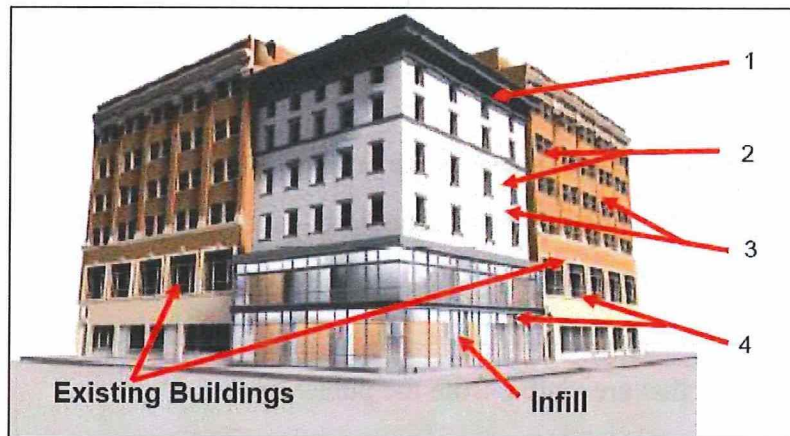
Appropriate:

- the primary façades as the most highly designed façade utilizing the following elements:
 - a change in plane, building wall projection or recess;
 - architectural details;
 - variety in color, material, texture;
 - doors and/or windows;
 - storefront display windows for retail uses; and
 - other details as appropriate to the building style.
 - an architecturally prominent entrance with door located on the primary façade.
 - primary entrances emphasized through the use of a combination of:
 - a protruding front gable or stoop;
 - projection or recession in the building footprint;
 - variation in building height;
 - canopy or portico;
 - raised cornice or parapet over door;
 - arches;
 - columns;

- ornamental and structural architectural details other than cornices over or on the sides of the building;
- towers; and/or
- other treatment that emphasizes the primary entrance;
- primary façades, which include three articulated architectural parts: a *base*, *middle*, and *cap*. the proportion of these three elements will vary depending on the scale of the building;
- major architectural treatments on the principal façade that are continued around all sides of the building and that are visible from the public realm;
- covered drop-off areas;
- open porches;
- buildings on corner lots that emphasize their prominent location through the use of additional height, massing, distinctive architectural treatments and/or other distinguishing features; and
- entrances provided along each street façade or a single entrance prominently located on the corner;.

Inappropriate:

- façades without articulation or other architectural detail to provide visual interest and variety on the façade;
- primary façades with an undefined entrance;
- entrances not architecturally integrated into the design of the façade;
- buildings on corners that do not treat each adjacent designated street (as designated on the master streetscape plan) equally and
- an unfinished façade along a street.



Inappropriate: the infill development, above, is inappropriate because the (1) location and style of architectural detailing; (2) level and pattern of windows; (3) Finish and type of materials; and (4) level and pattern of windows do not match the existing building.

Figure 21: Examples of inappropriate Façade Design

Secondary Façades

A secondary façade faces alleys, parking areas and streets not listed as “primary.” The level of design along a secondary façade, while perhaps not as intense as a primary façade should continue the architectural style of the building and use the same quality of materials.

Appropriate:

- an overall design of the secondary façade(s) of the building consistent with that of the primary façade with regard to architectural style, materials, finish, color, and detail;
- architectural embellishments, awnings, landscaping and signs are used to identify the secondary entrance; and
- entrances facing parking lots, plazas and waterfronts.

Inappropriate:

- buildings that do not provide an entrance along a secondary façade; and
- a secondary façade, which does not enhance or support the architectural style of the building.

Side Façades

Buildings that are not on corner or through lots typically have at least two side façades. A side façade faces adjacent buildings or properties. The side façades of a building may actually touch an

adjacent building or they may be separated provided that adequate space for landscaping, parking areas, or vehicular/pedestrian access is created. While side façades may not receive the same intensity of design treatment as a primary or secondary façade they should maintain the same architectural style as the other façades.

Appropriate:

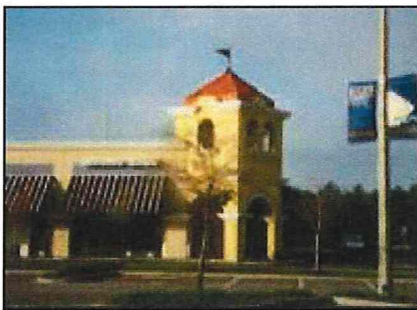
- an overall design of the side façades of the building consistent with that of the primary façade with regard to architectural style, materials, finish, color, and detail; and
- architectural embellishments, awnings, landscaping and signs used to identify secondary entrances if provided.



Appropriate: primary façade uses strong architectural elements to create interest and emphasize the entrance.



Appropriate: primary façade includes a well-defined entrance with canopy.

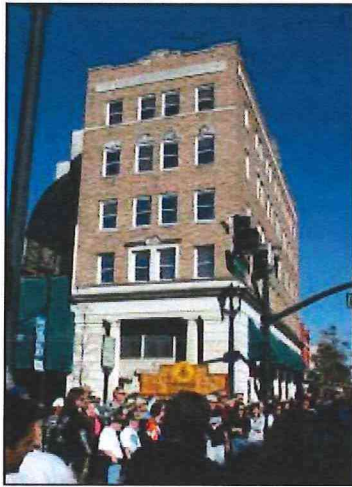


Appropriate: building on a corner lot provides an entrance at the corner in order to serve both adjacent streets.



Appropriate: this theater uses a variety of architectural features to create interest.

Figure 22: Examples of appropriate Façade Design, pt. 1



Appropriate: this building has a very distinct base, middle and an understated cap.



Appropriate: clearly marked entrance along a pedestrian alley.



Appropriate: these buildings share common side facades

Figure 23: Examples of appropriate Façade Design, pt. 2

Inappropriate:

- A side façade, which does not enhance or support the architectural style of the building.



Inappropriate: façade extends over 50 feet without detail or articulation.

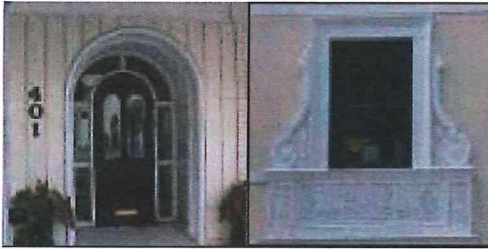
Figure 24: Examples of inappropriate Façade Design

Windows and Doors

Windows are a vital element, which link the private (space within a building), and public (space such as streets, sidewalks, etc.) realms visually drawing passersby into buildings. Doors are also a vital element providing not only visual but, physical connections between the public and private realms.

Appropriate:

- windows that are appropriately sized for the scale and style of the building on which they are located;
- windows along all streets;
- windows within a building/development that creates a consistent and cohesive fenestration pattern;
- windows that are similar in proportion to windows on adjacent buildings or with established and/or desired patterns along the adjoining block faces. the degree of similarity of the window pattern increases in importance the closer the buildings are to each other;
- windows in commercial areas that are appropriately sized and located to allow for display and/or view into the interior of the building;
- bulkheads below and transoms above display windows when appropriate for the architectural style of the building;
- clear glass (88 percent light transmission or the maximum permitted by any applicable building codes) installed on ground floor windows except for stained or art glass provided the stained or art glass is in character with the style of the building and/or use (churches, craftsman buildings, etc.);
- glass block used as an accent;
- screen doors provided the design is compatible with the architecture and materials of the building;
- doors that enhance and support the architectural style of the building;
- doors appropriately sized for the scale of the building façade on which they are located; and
- doors with transoms and fanlights when appropriate for the architectural style of the building.



Appropriate: doors and windows that add to the richness of their respective buildings.



Appropriate: storefront/display windows utilizing clear glass.



Appropriate: extensive use of windows along the street. Ground floor windows are similar in size and alignment and upper floor windows, while different than those along the ground floor are also aligned and similarly sized and spaced.

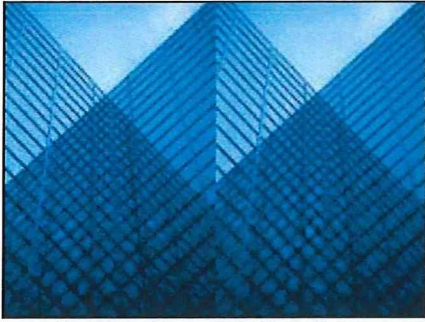


Appropriate: extensive ornamentation emphasizes this entrance.

Figure 25: Examples of appropriate Doors & Windows

Inappropriate:

- the use of incompatible window types and shapes on the same structure;
- mirrored glass and glass curtain walls;
- storefront windows that extend to the ground without a traditional bulkhead;
- tinted or reflective glass with less than 88 percent light transmission;
- blackened out windows or any other use of material that achieves that effect;
- boarded up windows (except during construction or during a reasonable repair period or subsequent to a weather advisory);
- walls without windows along street frontages;
- doors which are out of scale and/or character with the rest of the building;
- doors which do not enhance the architectural style of the building; and
- more than one style of door per building.



Inappropriate : mirrored glass.



Inappropriate: this building does not include windows along the street.



Inappropriate: There are no windows along the street.

Figure 26: Examples of inappropriate Windows & Doors

Roof Design

Roof forms are one of the most highly visible components of a building. Not only do they provide a vital function but also they contribute to and are integral to the overall building design with distinctive, defined styles and decorative patterns and colors.

Appropriate:

- a roof consistent with the style of the building utilizing architectural elements such as cornice treatments, roof overhangs with brackets, steeped parapets, richly textured materials, and/or differently colored materials;
- multiple rooftops on varying levels on large buildings that help break up the vertical mass of a building;
- high-rise buildings, which utilize sculpted roofs in order to establish an interesting and enhanced skyline unique to downtown Palmetto; and
- the portions of building stepbacks that are fully finished and complement the architectural style of the building and the main roof structure.



Appropriate: a standing seam metal roof adds rich detail to this building.



Appropriate: an ornate cornice line.



Appropriate: sculpted roofs add to the skyline of a city.

Figure 27: Examples of appropriate Roof Design

Inappropriate:

- colored stripes/bands on flat roofs;
- mansard roofs that are out of scale with the building;
- flat roofs within public view from grade not hidden by a parapet or other architectural feature; and
- roofs inconsistent with the architectural style of the building.

Other Architecture Features

The same amount of thought and care should be put into the selection and installation of other architectural features as for more obvious features such as roofs, doors, and windows. A variety of other features can provide the perfect accent or finish to a building, or conversely, ruin an otherwise wonderful structure. These may include door handles and hinges, mail slots, clocks, fire/emergency escapes, shutters, awnings etc.

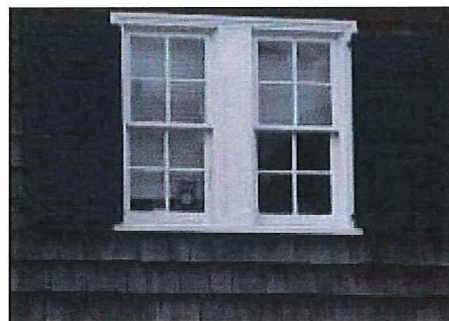
Appropriate:

- shutters and canvas awnings sized to match the corresponding window openings;

- shutters and awnings the shapes, materials, proportions, design, color, lettering and hardware of which are in character with the style of the building;
- awnings made of high quality fire-rated/ retardant fabric to protect pedestrians from inclement weather;
- first floor awnings placed no higher than the midpoint between the top of the first story window and the bottom of the second story windowsill;
- hurricane shutters, if provided, fitted as an integral part of the storefront design, not visible when not in use and only to be used during the timeframe in which a formally issued hurricane warning is in effect;
- electronic security systems utilized as an alternative to security bars;
- fire stairs/egress designed as unobtrusive as possible by matching the primary structure with regard to materials, design, and color of the structure (where feasible, they should not be visible from the street);
- devices, which discourage the congregation of animals (pigeons, squirrels, etc.), placed on the least visually obtrusive locations possible and/or designed to blend in with the overall architectural style of the building;
- the inclusion of other architectural details and elements (clocks, railings, flower boxes, etc.) as appropriate to the style and function of the building and architecturally integrated with the design of the building; and
- gutters, downspouts, utility boxes, meters, etc. located as visually unobtrusively as possible (where feasible, they should not be visible from the street).



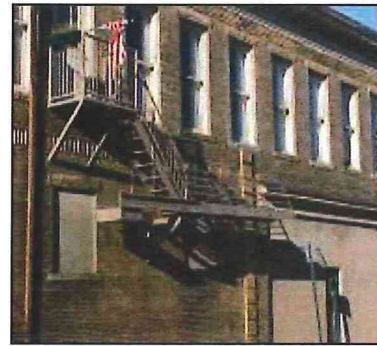
Appropriate: architectural feature.



Appropriate: shutters match size of window.



Appropriate: awning is correctly located on the façade of the building.



Appropriate: fire escape, located along an alley, is painted to match building.



Appropriate: materials and color appropriate for a bungalow-style house.

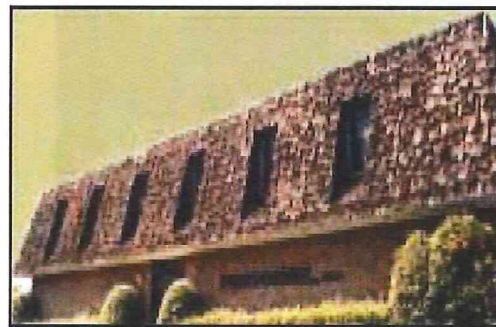
Figure 28: Examples of appropriate Other Architectural Features

Inappropriate:

- visible, permanent, or roll-down security bars/gates;
- solar collectors visible from the street;
- awnings made of high-gloss or fabrics, which appear to be plastic; and
- backlit awnings.



Inappropriate: security gates.



Inappropriate: Cedar shakes and a mansard roof are inappropriate in Downtown.

Figure 29: Examples of inappropriate Other Architectural Features

Materials and Colors

Materials

The correct choices of building materials are paramount in the success of any building. Buildings should be constructed of high quality, long lasting materials to contribute to Downtown's stability, character, and pedestrian experience. Building materials on the lower levels of buildings are especially important due to their proximity to the pedestrian environment. Materials should also be appropriate to the architectural style of the building to which they belong. Important character defining details such as brick corbelling, bonding pattern, joint spacing, and color should be incorporated into the design.

Appropriate:

- materials compatible with the existing and/or desired context of the surrounding area and that are common to the area's historic construction methods/style;
- the use of high-quality materials which result in buildings that will be as maintenance free as possible and long term components of the urban fabric;
- building materials consistent with and relating to the architectural style of the building;
- building materials appropriate to the scale of the building;
- the use of contemporary materials adapted to historic design elements;
- storefront level and upper levels that use visually compatible materials; and
- use of the following durable materials within the first three floors of all buildings and recommended for all other floors;
 - wood, stucco and/or or masonry exteriors;
 - masonry exteriors finished in rusticated block;
 - stucco, brick, stone, etc.;
 - storefront side piers, when provided, constructed of the same material as the upper façade or covered with stucco;
 - pre-cast, cast-in-place or architectural concrete;
 - tile; and
 - any other material found acceptable by the DRC, CRA, or P&Z as applicable.



Appropriate: use of decorative tile.



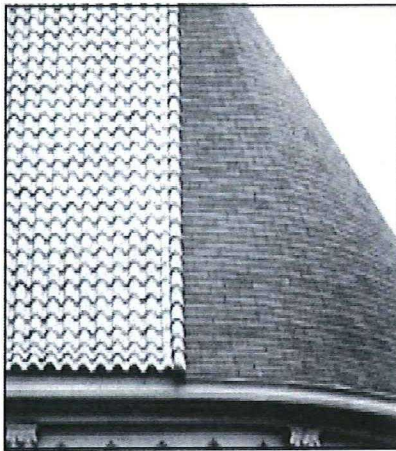
Appropriate: the above picture shows an office that is residential in size, scale and design.

Figure 30: Examples of the appropriate use of Materials

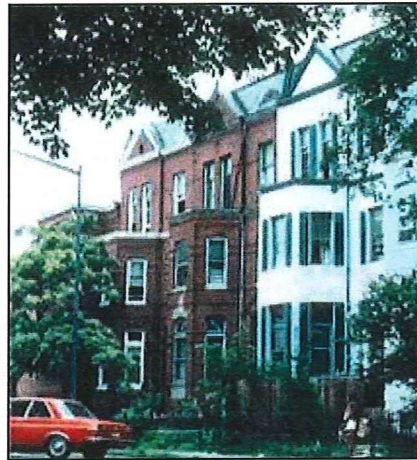
Inappropriate:

- exterior walls and skins of buildings designed and/or constructed of materials with a limited life expectancy;
- materials incompatible with the architectural style of the building;
- the use of the following materials on building exteriors:
 - poorly crafted or “rustic” woodworking and finishing techniques;
 - cedar shakes;
 - plywood (t1-11 siding, etc.);
 - corrugated, mill finish or reflective metal wall panels;
 - expanded metal (except for limited decorative applications);
 - mill finish aluminum extrusions for windows and doorways;
 - unfinished concrete masonry units (CMU or cinder block); and
 - any other material found unacceptable by the DRC, CRA, or P&Z as applicable.
- the use of the following materials on the first three floors of building exteriors:
 - foam except for architectural details and ornamentation;
 - exterior insulated finish system (EIFS) except for architectural details and ornamentation;
 - hardboard siding;
 - plastic, metal and/or vinyl siding except for single-family dwellings;
 - fiberglass panels;
 - exposed aggregate (rough finish) concrete wall panels;
 - indoor-outdoor carpeting or Astroturf; and

- any other material found unacceptable by the DRC, CRA, or P&Z as applicable.



Inappropriate: use of tile and asphalt shingles on the same roof.



Inappropriate: the townhome on the right has had its original brick facade covered by vinyl siding.

Figure 31: Examples of the inappropriate use of Materials

Color

The color palette of a building is composed of the colors of the main body of the building, trim and accent colors. The colors chosen for awnings, canopies, shutters, and roofs also contribute to the overall color scheme of a building. The overall color scheme of a building or project should reflect a cohesive pattern. This Design Code recognize that the review of a building's color scheme is a balance between an owner's creativity and individuality, the architectural style of the building and an overall harmonious vision for the Downtown. The use of a single color on all surfaces should be avoided. A two- or three-color scheme is encouraged to provide visual appeal. The main body color should be the predominant color of the building. The color tone of the main body should be guided by the size and height of the building, its location (corner or interior lot), and architectural style. The trim color is applied to architectural elements such as windows, doors, columns, porches etc. The trim color should be a lighter or darker tone of the main body color, a complimentary color to the main body color or a neutral color. In a three-color scheme, the accent color should be used sparingly to highlight certain architectural elements such as a front door or awning.

Appropriate:

- the number and type of building colors appropriate for and consistent with the architectural style;
- low reflectance exterior colors; and
- gutters, downspouts, utility boxes, meters, etc. painted as part of the overall color scheme.



Appropriate: colors match and support the architectural style of each building.



Appropriate: utilities such as gutters, downspouts (fig. 1) and utility boxes (fig. 2) have been painted to match the primary building color.



Appropriate color on the exterior of the building

Figure 32: Examples of the appropriate use of Colors

Inappropriate:

- colors that are garish, gaudy, loud, excessive, and ostentatious or that constitute a glaring and unattractive contrast to surrounding buildings;
- main body color that is from the deepest tones of the color wheel;
- more than three different colors or color shades used on a single building unless appropriate to the architectural style of the building;
- the use of fluorescent or day glow colors;
- black as the predominant exterior building color;
- single color schemes (for example using one color on every surface);
- clashing trim colors that are not complementary to the main body color and serve only to attract attention through their dissonance, for example, yellow and red are clashing colors, not complementary, and only serve to attract attention through their dissonance;
- a solid line or band of color or group of stripes used in lieu of architectural details; and
- color used to obscure important architectural features.



Inappropriate: Boxes should be painted to match the outside of the building.



Inappropriate: Loud colors with high contrast



Inappropriate: loud and garish colors.

Figure 33: Examples of the inappropriate use of Colors

PROPERTY MAINTENANCE

Maintaining properties, whether occupied or unoccupied, is vital to the success of Downtown Palmetto. Properties that fall into disrepair quickly become eyesores, damage the integrity of the downtown, and reduce the value of surrounding properties. In addition, required repairs are often more expensive than regular maintenance. Allowing properties to fall into disrepair costs everyone money. Regular, consistent property maintenance is the obligation of all property owners.

Appropriate:

- regular visual inspections of all portions of a building such as the foundation, walls, weather-stripping, roofs, etc.;
- regular maintenance and repair using quality materials;
- enlisting the services of professionals;
- consulting a structural engineer prior to commencing any work when structural systems are affected;
- stabilizing/repairing deteriorated or inadequate foundations as soon as physically possible;
- replacing weather-stripping as needed prior to failure;
- replacing loose or missing roof tiles/ shingles as soon as damage is observed;
- regular exterior painting and touch-ups as needed;
- inspection and replacing of awnings that show signs of wear, tear, fading, etc.;
- regular cleaning and sweeping of adjacent public property; and
- keeping windows clean.

Inappropriate:

- allowing routine maintenance and repairs to lapse;
- the use of harsh chemicals/procedures for cleaning historic structures;
- poorly attached elements that may fall and injure people; and
- applying paint to fabric awnings.

REQUIREMENTS FOR CHARACTER DISTRICTS

Downtown Waterfront District

The Downtown Waterfront District is defined for purposes of these regulations as a planned development district for the establishment of complimentary groupings of residential, commercial, office, recreational, and water dependent uses. The waterfront is the City of Palmetto's most valuable amenity. This district is intended to be a gathering area for residents to take advantage of the parks, the Manatee Riverwalk, and businesses located along the Manatee River corridor.

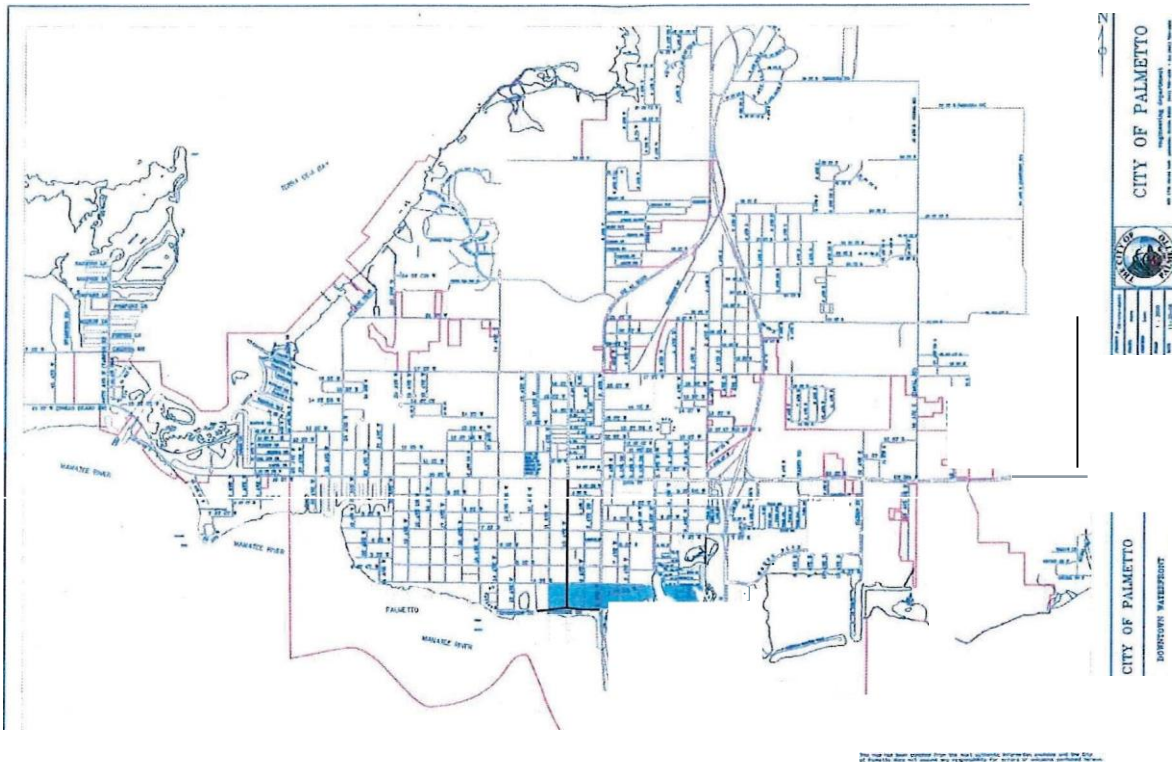
The area is depicted in Section 4.4 of the Zoning Code. The waterfront and its relationship with the 10th Avenue/ Old Main Overlay District serves as the focal point of the Downtown Waterfront area.

The Downtown Waterfront District may hereafter be established in accordance with the general procedures, requirements, standards and criteria set forth in Section 8.4. All site plan development applications will be processed as planned development. It is the intent of these regulations to provide for development at appropriate locations, in accord with the goals, objectives, and policies of the Comprehensive Plan, and in accord with the requirements herein. This area is encouraged to provide an urban waterfront setting designed to coordinate with the Old Main Street District. This district shall encourage high-density residential development in certain areas needed to enhance the commercial, job, and recreational opportunities necessary for a vibrant downtown.

It is further intended that development in the Downtown Waterfront District shall be designed with carefully located buildings, parking and service areas, open space and use mixtures. The use mixtures will be scaled and balanced to reduce general traffic congestion. This will be accomplished by incorporating interdependent uses and uses which are compatible and complimentary with adjacent and surrounding land uses and the amenities of the Manatee River. All projects within the Downtown Waterfront District shall provide a public pedestrian easement along the Manatee River (or closest proximity) in order to maintain a public pedestrian connection for the entire distance of the district.

It is not the intent of the district to avoid requirements and criteria, which are found in other sections of this Design Code. Limitations of redevelopment to existing structures are defined in the attached Design Code associated with this district. All new development applications must

comply with said Design Code. Application of appropriate review criteria shall be based upon the facts of the proposal.



Permitted Uses

- cultural facilities - art galleries, museums, libraries;
- public facilities - public services, public uses, recreation uses, marinas, boat ramps, water dependent uses;
- residential - multi-family and single family;
- retail - convenience, coffee shop, tobacco shops, newsstand, bakery, delicatessen, grocery, eating establishments, drinking establishments, bookstores, specialty shops, other similar uses; and
- services - banking, offices, business services, health services, lodging establishments, personal services, other similar uses.

Buildings fronting on primary streets, especially along 10th Avenue West and along Riverside Drive, are encouraged to provide ground floor retail or service uses with residential located on floors above.

Development of any project is subject to limitations of building height, density, parking and other requirements of the Land Development Code and Design Code of this district.

Consistency with Comprehensive Plan

All development applications within the Downtown Waterfront District must be compliant with all goals, policies, and objectives of the Comprehensive Plan. In addition, all development applications shall be reviewed and approved for all infrastructure needs concurrent with the proposed development. These improvements include roads, water, sewer, drainage, parks, and schools (when applicable).

Manatee Riverwalk

The Manatee Riverwalk presents the opportunity to bring people into Downtown and as such is a unique source of economic development. Uses along the Manatee Riverwalk should be oriented toward the Riverwalk to take advantage of the people drawn to this recreational/transportation amenity. Connections to the Riverwalk should be incorporated in site plans when property is adjacent to the Manatee River or when the proposed use would benefit through a connection.

Appropriate:

- providing safe, convenient pedestrian connections between the site and the Riverwalk; and
- providing amenities such as seating and/or bike racks.

Inappropriate:

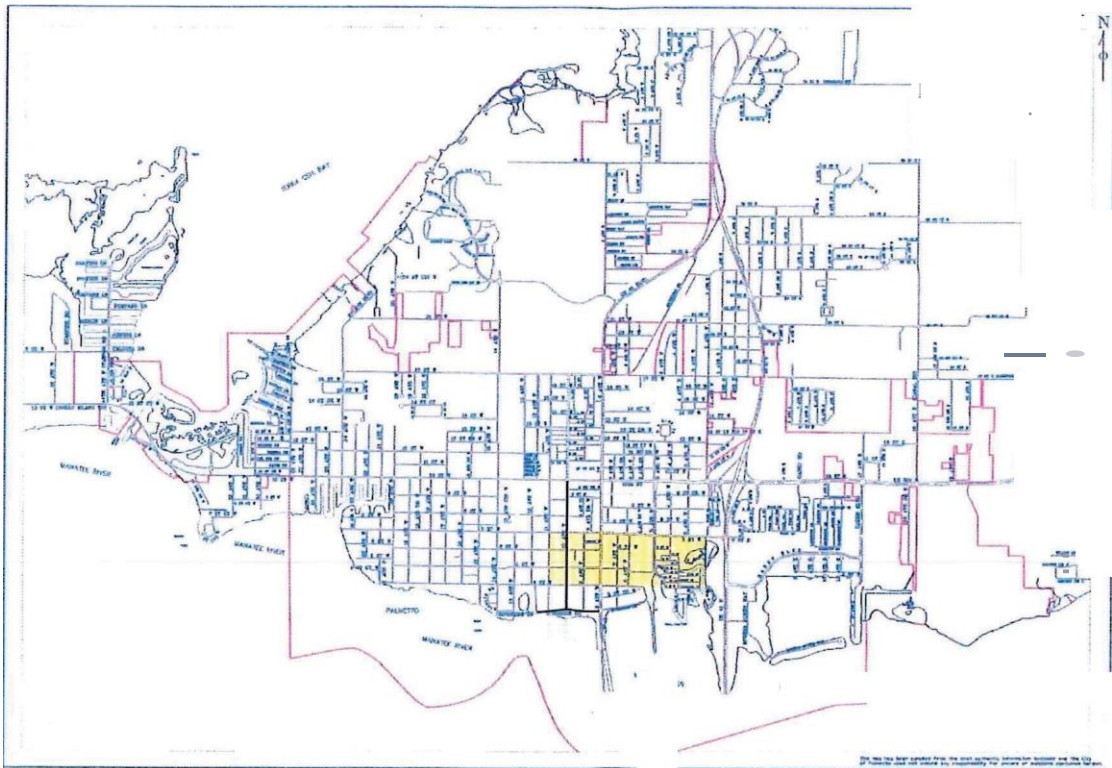
- Properties located adjacent to the Riverwalk that do not acknowledge it by incorporating connecting pedestrian paths, doors, windows, art, etc. into their site plan.

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Midtown District

The Midtown District is defined for purposes of these regulations as a planned development district for the establishment of complimentary groupings of residential, commercial, and office uses.

The area is as depicted in Section 4.4 of the Zoning Code. 8th Avenue West is in the center of this district and serves as the focal corridor for the development of this area.



The Midtown District may hereafter be established in accordance with the general procedures, requirements, standards and criteria set forth in Section 8.4. All site plan development applications will be processed as planned development. It is the intent of these regulations to provide for development at appropriate locations, in accord with the goals, objectives, policies of the Comprehensive Plan, and in accord with the requirements herein. This area is encouraged to provide an urban theme with moderate density residential development needed to enhance the need for commercial, job, and recreational opportunities necessary for a vibrant downtown. Offices in this district should, when possible, be designed to appear residential in size, scale, and design.

It is further intended that development in the Midtown District shall be designed with carefully located buildings, parking, and service areas, open space and use mixtures which are scaled and balanced to reduce general traffic congestion, by providing interdependent uses and uses which are compatible and complimentary with adjacent and surrounding land uses.

It is not the intent of the district to avoid requirements and criteria, which are found in other sections of this Design Code. Limitations of redevelopment to existing structures are defined in the attached Design Code associated with this district. All new development applications must comply with said Design Code. Application of appropriate review criteria shall be based upon the facts of the proposal.

Permitted Uses:

- cultural facilities - art galleries, museums, libraries;
- public facilities - public services, public uses, recreation uses;
- residential - multi-family;
- residential support uses - child care, schools;
- retail - convenience, coffee shop, tobacco shops, newsstand, bakery, delicatessen, grocery, eating establishments, drinking establishments, bookstores, specialty shops, other similar uses; and
- services - banking, offices, business services, health services, lodging establishments, personal services, dry cleaners, other similar uses.

Buildings fronting on 8th Avenue West are encouraged to provide ground floor retail or service uses with any residential located on floors above.

Multi-story buildings within the Midtown District do not need to incorporate a residential component.

Development of any project is subject to limitations of building height, density, parking and other requirements of the underlying zoning districts.

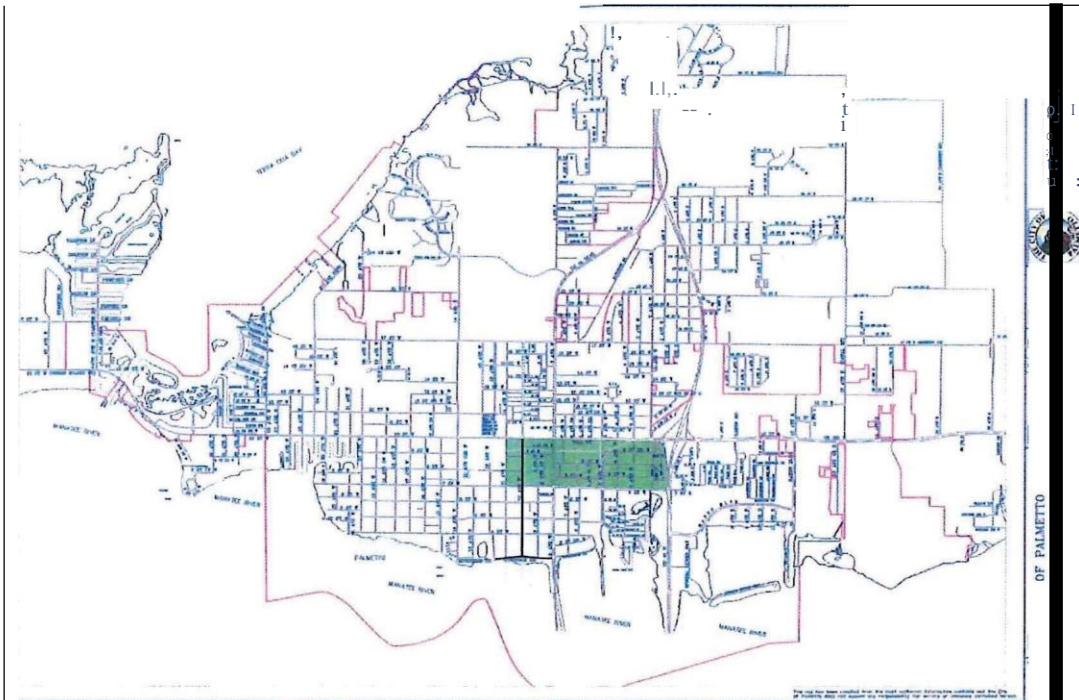
Consistency with Comprehensive Plan

All development applications within the Midtown District must be compliant with all goals, policies, and objectives of the Comprehensive Plan. In addition, all development applications shall be reviewed and approved for all infrastructure needs concurrent with the proposed development. These improvements include roads, water, sewer, drainage, parks, and schools (when applicable).

Uptown District

The Uptown District is defined for purposes of these regulations as a planned development district for the establishment of complimentary groupings of residential, commercial, and office uses.

The area is as depicted in Section 4.4 of the Zoning Code. A mix of uses, several of which are based around Palmetto's agricultural packinghouse industry, defines this district. The CSX rail line traverses this district from north to south and has historically been utilized by the packinghouse industry.



The Uptown District may hereafter be established in accordance with the general procedures, requirements, standards and criteria set forth in Section 8.4. All site plan development applications will be processed as planned development. It is the intent of these regulations to provide for development at appropriate locations, in accord with the goals, objectives, policies of the Comprehensive Plan, and in accord with the requirements herein. This area is encouraged to provide an industrial/commercial/residential mix separated by appropriate landscape buffering and open spaces.

It is further intended that development in the Uptown District shall be designed with carefully located buildings, parking, and service areas, open space and use mixtures, which are scaled and balanced to reduce general traffic congestion, by providing interdependent uses and uses, which are compatible and complimentary with adjacent and surrounding land uses.

It is not the intent of the district to avoid requirements and criteria that are found in other sections of this Design Code. Limitations of redevelopment to existing structures are defined in the attached Design Code associated with this district. All new development applications must comply with said Design Code. Application of appropriate review criteria shall be based upon the facts of each proposal.

Permitted Uses

- public facilities - public services, public uses, recreation uses;
- residential - multi-family, single family;
- residential support uses - child care, schools, churches, funeral homes;
- retail - convenience, grocery, eating establishments, drinking establishments, other similar uses;
- services - banking, offices, business services, health services, personal services, dry cleaners, other similar uses; and
- industrial - warehouses, packinghouses, light industrial, other similar uses.

Development of any project is subject to limitations of building height, density, parking and other requirements of the underlying zoning districts.

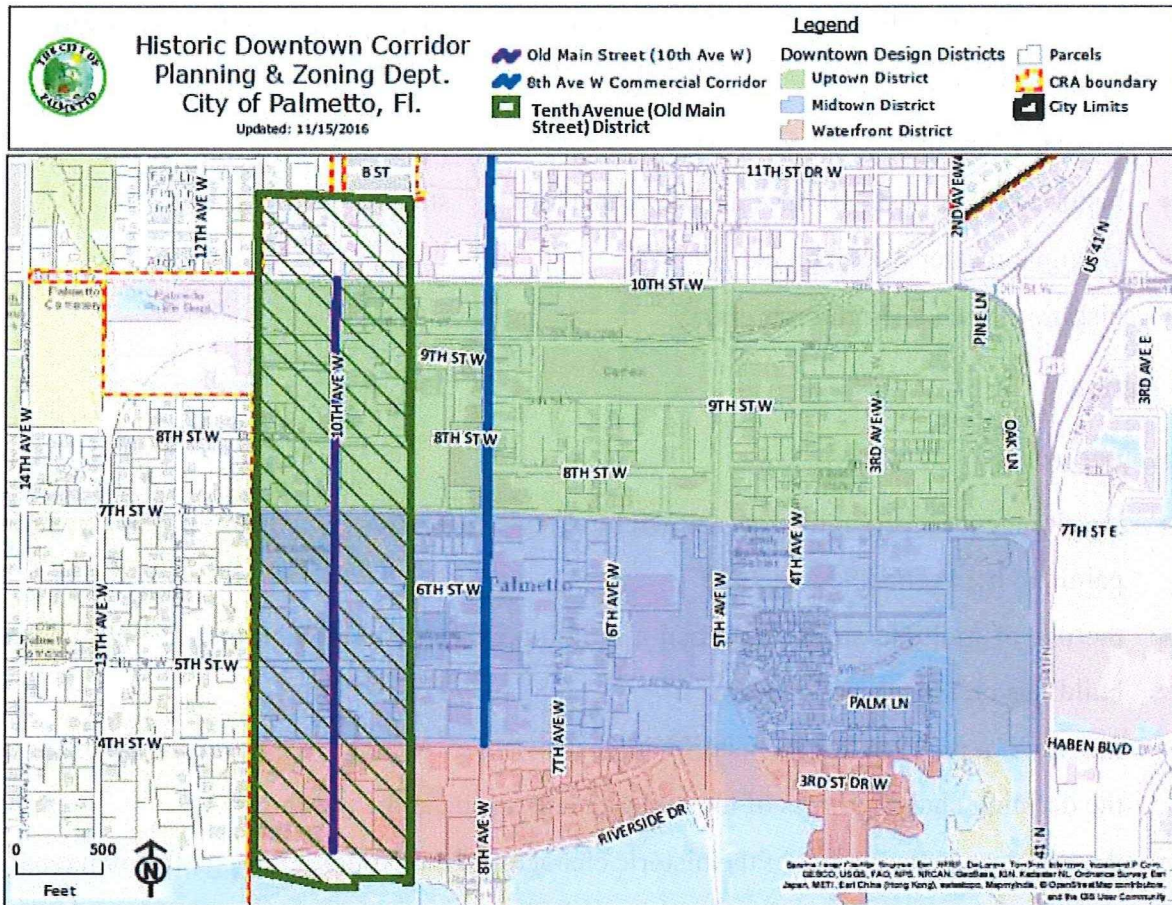
Consistency with Comprehensive Plan

All development applications within the Uptown District must be compliant with all goals, policies, and objectives of the Comprehensive Plan. In addition, all development applications shall be reviewed and approved for all infrastructure needs concurrent with the proposed development. These improvements include roads, water, sewer, drainage, parks, and schools (when applicable).

TENTH AVENUE/OLD MAIN OVERLAY DISTRICT

The Tenth Avenue/Old Main) Overlay District has been established to further encourage a vibrant, mixed use, pedestrian-oriented Old Main Street, and downtown core. The regulations that apply to the historic downtown character district are in addition to those established by the underlying character districts.

This District is as defined in Section 4.4 of the Zoning Code.



Uses

Inappropriate:

Industrial uses, motor vehicle repair-major, motor vehicle repair-minor, service stations, and vehicle repair.

Consideration should be given to the preservation of existing historic buildings located within the area. Specifically, the following buildings should be given preservation consideration in redevelopment plans:

- Crusader building;
- historic buildings on 10th avenue between 4th and 5th streets;
- Olympia theater building; and
- historic church - Thornton property

Site Design

Appropriate:

- development incorporating an architectural style indicative of those found in downtown palmetto between 1890 and 1950;
- the use of multiple stepbacks when a building exceeds the predominant height of other buildings on the project's block;
- the use of a property for its historic purpose or a new use that requires minimal change to the defining characteristics of the building and its site and environment;
- the retention/preservation of the historic character of the property through the maintenance of historic materials, features, finishes and spaces;
- original details uncovered and repaired;
- maintaining the original appearance, details, and features of front porches and porte-cochère;
- opening and restoring previously enclosed front porches to their original form and style;
- the repair rather than the replacement of deteriorated historic features;

- stabilizing and/or repairing of a deteriorated structural element in a manner that imparts the least impact on the historic features of a building; and
- the replacement of missing and/or deteriorated character-defining features that match the original with regard to design, color, texture, materials and other visual qualities as substantiated by documentary, physical or pictorial evidence.

Inappropriate:

- use of multiple and/or conflicting architectural styles within a single building or between several buildings within a single project;
- building widths that visually overpower adjacent buildings;
- the removal or alteration of character defining features that imparts significance to the property;
- removal of any ornamentation or architectural detail;
- covering or obscuring original features with new construction where the original historical character of the building is significantly altered; and
- the application of new material that covers original material such as using contemporary metal siding or vinyl to replace or cover original masonry.

Roofs

Roof form and materials are important design elements of historic buildings. The roof is an integral element that defines the historic architectural style of a building. Certain architectural styles have specific roof forms and/or materials. For example, hipped and gabled roofs are commonly found in vernacular styles and bungalows; flat parapet roofs with barrel tile are characteristic of Mediterranean Revivals; and flat roofs are characteristic of the Neo-Classical styles. The protection and maintenance of the functional and decorative features are important in retaining the overall historic character of a building. As with all historic building elements, retaining and preserving these features are the most desirable. When this is not possible, repairs may be done and when such systems have deteriorated beyond repair, replacement may be the only viable option. All repairs and replacement should retain the historic characteristics of the roof.

Appropriate:

- the maintenance of the original roofline;
- preservation and repair of the original roofing material;

- new or replacement materials that replicate or are otherwise compatible with existing materials with regard to style, material, scale and color; and
- roof replacement with new roof material and style only if characteristic of the architectural style.

Inappropriate:

- the alteration of the original roofline;
- the replacement of roofing materials that is not characteristic of the building style;
- the addition of roof forms such as soffits, canopies and dormers that are not consistent with the original roof; and
- painting or staining of roof materials unless substantiated by documentary, physical or pictorial evidence.

Windows and Doors

The design and functionality of windows, and to a lesser extent doors, have changed over time due to advances in technology and changes in architectural style. Windows are unique architectural elements because they are found on both the interior and exterior of a wall. Windows and doors are also the only building features that provide a link between the private space (area within a building) and the public space (area along streets, sidewalks, etc.) Due to the fact that window and door patterns have such an impact on the appearance and function of a structure, their protection and maintenance contribute to the overall historic character of buildings. Protecting and maintaining original doors and windows is desirable. If this is not possible due to the extent of deterioration, repairs and/or replacements similar materials should be employed.

Appropriate:

- historic windows and doors preserved in place when feasible;
- repair of deteriorated windows and doors;
- replacement of deteriorated doors and windows when no other options are feasible provided that the replacements match the original units with regard to orientation, design, scale, materials and color as documented by physical, documentary and/ or pictorial evidence;

- replacement of non-historic windows and doors with new windows and doors consistent with the architectural style of the building and that match the original units with regard to orientation, design, scale, materials and color as documented by physical, documentary and/or pictorial evidence;
- retention of doors and door details, frames, lintels, fanlights, sidelights, pediments and transoms, in good condition or repairable, that are in character with the style and period of the building;
- installation of screen doors provided the design is compatible with the architecture and materials of the building;
- new windows and/or doors as required by life safety codes. the new opening(s) should be located on side or secondary façades, consistent with the architectural style of the building and minimizes the appearance of the alteration of the structure;
- restoration/reopening of original doors/ windows as documented by physical, documentary and/or pictorial evidence; and
- the use of clear glass or, under certain circumstances lightly tinted glass (note: tinted glass may preclude the designation of a certified rehabilitation).

Inappropriate:

- new openings in existing walls that cannot be documented by physical, documentary and/or pictorial evidence unless otherwise required by life safety codes; and
- use of tinted, reflective or mirrored glass and/or blackened out windows.

Materials and Colors

The identification of materials that are important in defining the historic character of a structure is paramount. Once they have been identified, the goal is to protect and maintain them. When warranted such materials should be repaired. If repair is not feasible, replacement with a compatible substitute material may be permitted. Exterior paint colors should always be appropriate to the architectural style of the building. Traditionally muted earth-toned colors, which are found in stone, brick, wood, and terracotta, composed the basic color palette of downtown areas. Certain architectural styles do not follow this color palette such as Craftsman, which used neutral colors white, beige, terracotta's. Queen Anne Revival and Bungalow styles, which

typically used deep rich tones or opaque stain with lighter trim; and Mediterranean Revival buildings, which were painted in coral pinks and beiges.

Appropriate:

- the removal of wall materials, such as aluminum, vinyl, or asbestos that covers original wall materials;
- wood siding repaired or replaced with the same material, orientation, board width and length as that which exists;
- masonry finish repaired or replaced with the same material with regard to color, material, and texture;
- brick exteriors carefully cleaned and repointed;
- brick or stone left unpainted unless the brick or stone is already painted and its use documented through paint analysis and historic documentation; and
- color schemes based on the architectural style of the building or as documented by paint analysis and historic documentation.

Inappropriate:

- historic wood siding covered or stripped to expose the original coated or raw surface;
- use of a clear finish or stain as the finished surface, unless historically accurate;
- the application of a non-historic covering over masonry or wood such as aluminum, vinyl, stucco, etc.;
- colors that are garish, gaudy, loud, excessive, and ostentatious or that constitute a glaring and unattractive contrast to surrounding buildings;
- colors not consistent with the historic architectural building style; and
- color used to obscure important architectural features.

Treatment of Storefront Components

Storefronts located at or near the property line, have a great impact on the streetscape of commercial areas. Even though historic buildings may have different architectural styles, their mass, scale and window and door patterns establish the rhythm of the street. Defining historic features of storefronts typically include display windows, doors, bulkheads, kick plates, etc. These

features should be retained through protection and maintenance. If conditions warrant, repair would be considered the next option in a rehabilitation project and replacement, as always, is the last alternative.

Appropriate:

- maintaining the original size and shape of an existing storefront opening;
- preserving large panes of glass that are a part of the original storefront opening;
- reestablishing the original dimensions of storefront windows so replacement glass fits within original piers or columns;
- maintaining or restoring the storefront wall at the original façade location;
- maintaining or restoring a recessed entry in its original location;
- maintaining kick plates and bulkheads found below display windows;
- the preservation of transoms located above display windows; and
- use of awnings and/or canopies that complement the original design of the building with regard to color and architectural style.

Inappropriate:

- canopies and awnings that obscure ornamental details, windows, and/or doors;
- canopies and awnings made of metal, plastic, shake or asphalt shingles;
- superficial, architectural motifs, which do not support the historical character of the storefront; and
- the installation of lighting under an awning (“back-lit” lighting) that has the effect of an internally lit sign.

Corporate Design

Corporate franchises typically prefer to build new structures rather than convert existing building to their needs. However, franchises more and more are moving into existing structures within a downtown. Any building occupied by a corporate franchise, whether new or existing, will need to meet the requirements of this Design Code. While many national corporate chains typically design their buildings to act as signage, they can and do modify the design of their buildings to blend with the character of the surrounding neighborhood and/or comply with design standards when required.

Appropriate:

- corporate design which visually relates to surrounding buildings and the desired character of the area with regard to mass, scale, height, width and depth consistent with the new construction provisions of this Design Code; and
- corporate design that incorporates an architectural style or architectural elements consistent with the existing and/ or desired style of development in the surrounding neighborhood consistent with the new construction provisions of this Design Code.

Inappropriate:

- Buildings which house corporate franchises or businesses which do not relate to the existing and/or desired character of the surrounding neighborhood with regard to mass, scale, height, width and depth and/or are otherwise inconsistent with the New Construction provisions of this Design Code.

Other Architectural Features

A variety of other architectural attributes can be considered character defining features such as awnings, clocks, door handles, hinges, mail slots, etc. The size, style, ornateness, or simplicity of these types of features should complement the architectural style of the building.

Appropriate:

- use of awnings and/or canopies that complement the original design of the building with regard to color and architectural style;
- address numerals, as required by code, unobtrusive in location and in scale with other design elements on the façade of the building utilizing a mounting method that will not damage any historic masonry or siding;
- the addition of window shutters provided there is a historical precedence;
- the maintenance of original hardware;
- the use of hardware in a similar style and scale to the building if replacement hardware is necessary;
- the maintenance, repair, or replacement of clocks, whichever is appropriate; and
- gutters and downspouts that are compatible with the design of the building.

Inappropriate:

- canopies and awnings that obscure ornamental details, windows, and/or doors;
- canopies and awnings made of metal, plastic, shake or asphalt shingles; and
- covering or obscuring architectural features.

Additions, Accessory Structures and Modern Equipment

Additions and alterations may be needed in some instances to assure a building has continued use. In particular, work that enhances energy efficiency, accessibility and health and safety is necessary to keep a historic structure viable. New additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary or non character-defining interior spaces. If no other viable alternative exists, however, an addition may be permitted provided the addition is designed and constructed in a manner that is compatible with but differentiates itself from the historic structure. Additions or alterations shall not radically change, obscure, or destroy the character-defining spaces, materials, features, finishes, etc.

Appropriate:

- an addition or accessory structure that is compatible with and subordinate to the scale and mass of the principal building that it serves;
- the use of materials that complement the historic materials of the principal building;
- the use of contemporary materials adapted to historic design elements;
- new additions constructed in a manner that if removed in the future enables the building to be restored to its original condition;
- the location of a new addition offset behind the primary and corner façades that preserves the original proportions and character of the original façade;
- additions that are compatible with the existing portion of the structure with regard to roof type, size, slope, color, and materials and texture;
- windows and doors that relate to the scale and proportion of the original openings in the existing building;
- the alteration of non-character defining interior spaces to avoid the construction of a new addition;
- providing required parking on site in a manner that minimizes the effect on the historic setting of the site;

- the location of central air conditioning components as far away from the street as possible and/or out of public view;
- the placement of window air-conditioning units in windows located on the secondary and side façades;
- skylights located on a side of the roof with the least visibility from the street;
- solar collectors located on portions of the building not visible from any public right-of-way;
- the location of fire stairs on side and secondary façades designed to be compatible with the architecture of the building;
- utility boxes, meters, etc. located as visually unobtrusively as possible. where feasible, they should not be visible from the street;
- concealed wireless communication facilities (antennas, satellite dishes, etc.) not visible from any public right-of-way;
- hurricane shutters, if provided, fitted as an integral part of the design, not visible when not in use and only to be used during the timeframe in which a formally issued hurricane warning is in effect;
- electronic security systems utilized as an alternative to security bars; and
- devices that discourage the congregation of animals (pigeons, squirrels, etc.) if not visible from a public right-of-way.

Inappropriate:

- additions that dominate the original historic structure;
- additions designed and constructed to replicate the original, historic structure and cannot be distinguished from the original structure;
- any modern equipment located in a manner visible from the public right-of-way or on the primary and corner façades;
- visible, permanent, or roll-down security bars/gates; and
- awnings made of high-gloss fabrics that appear to be plastic.

Signs and Miscellaneous

Signs

Signage is a vital component of any commercial establishment and many multifamily developments providing identification of a particular use. There are two basic types of Signs: attached and freestanding. Attached signs are physically attached to a building whereas freestanding signs are self-supporting. There are a variety of types of attached signs such as wall, projecting, hanging, awning, and window. Due to the pedestrian nature of Downtown, attached signs are the most appropriate type for the area. Changeable copy is primarily oriented towards vehicular traffic; therefore, its use in an urban pedestrian environment should be limited. Monument-style freestanding signs may be appropriate within certain areas of the Downtown where building placement warrants their use. The appropriate scale and placement of signs on a façade should contribute greatly to the appearance of a building and the character of an area. Every sign should be designed as an integral architectural element of the building and site and should compliment that building with regard to materials, color, texture, finish, scale and design and architectural context. Existing, historic signage should be repaired when possible and replaced only when repairs are not feasible. Should the replacement of historic signage be necessary a replica is encouraged provided it is compatible with the architecture of the building. Signage should not obscure architectural details.

Appropriate:

- signs on a building and/or site designed as part of an overall theme that respect, enhance, and contribute to the architectural style, detailing, and elements of a building;
- signs whose design, colors, materials, size, shape, and methods of illumination reinforce the overall design of the façade;
- letter size, letter and word spacing, font style and other design elements of a sign that create an overall high quality aesthetic appearance;
- attached signs proportional to the space to which they are attached;
- attached signs installed so the method of installation is concealed or made an integral part of the design of the sign;
- where individual buildings are located with limited side yard setbacks, attached signs that demonstrate a general alignment with the signs on adjacent storefronts/buildings;
- wall signs located on flat, unadorned parts of a façade such as the horizontal band between the storefront and second floor or on windows, awning valances, fascia, etc.;
- wall signs located immediately adjacent to secondary entrances;

- projecting signs located adjacent to the building entrances or tenant space(s) which they serve;
- hanging signs positioned perpendicular to the façade of the building and located adjacent to the building entrances or tenant space(s) that they serve;
- awning signs which are permanently affixed (sewn to or screened on) to the valance of the awning as part of the overall awning design;
- window signs consisting of paint or decals, etchings/engravings, neon and/or three-dimensional lighted signs;
- buildings with multiple tenants accessed from the interior of the building, which include a directory sign immediately adjacent to that entrance;
- existing, historic signs that are preserved or restored;
- lighted signs should be considerate of facing residential units;
- historically accurate reproduced signage documented by physical, documentary, and/or pictorial evidence; and
- changeable copy which matches the sign to which it is attached with regard to style, size and color.

Inappropriate:

- box/cabinet style signs;
- signs utilizing LED or any other electronic changeable copy except for governmentally owned informational signs;
- signs painted directly on the façade of a building unless documented by physical/historical, documentary, and/or pictorial evidence;
- attached signs that cover windows or other architectural features;
- projecting signs higher than the top of second story windows;
- more than one hanging or projecting sign per business;
- awning signs which are affixed to the awning material by adhesive backed letters or other non-permanent methods;
- window signs which are affixed by tape or other non-permanent methods;
- monument signs on sites where the primary building is located 20 feet or closer to a front property line;

- changeable copy area greater than 25 percent of the sign area (with the exception of theater marquees); and
- sandwich board signs.

Lighting

Lighting and light fixtures should be part of an overall design plan and their design and placement appropriate to the building to which they will serve. When unlit, lighting fixtures can affect a building or space through the physical form of the fixture. At night, lighting can create atmosphere through the level of intensity and color of the light emitted.

Appropriate:

- light fixtures that are designed to respect, enhance, and contribute to the architectural style, detailing, and elements of a building;
- light fixtures that reinforce the overall composition of the façade with regard to color, material, size, scale, and shape;
- light poles located adjacent to a public right-of-way that incorporates the same or similar design of light poles as in the character district or complements the design of the building;
- attached light fixtures flush mounted on a wall or soffit;
- light fixtures that are recessed in ceilings or otherwise concealed;
- lighting located in bollards;
- existing, historic light fixtures preserved in place whenever feasible;
- historically accurate reproduced lighting fixtures documented by physical, documentary, and/or pictorial evidence;
- lighting which illuminates without glare;
- utility meters, service locations, wires, piping, boxes, conduits, etc. placed in the most visually unobtrusive location possible;
- electrical wiring to all site lighting provided underground;
- accent lighting illuminating signage, landscaping and trees, water amenities and other special features; and
- an adequate number of light fixtures installed to effectively and safely illuminate pedestrian areas.

Inappropriate:

- exposed spot and floodlight fixtures used on non-residential properties;
- light fixtures placed in a position where existing or future tree canopy will reduce the illumination levels or otherwise interfere with the light fixture;
- lighting which illuminates adjacent properties;
- light fixtures that do not relate to the structure/site with regard to materials, color, size, scale, and style;
- lighting which is too bright, glaring and overpowering for a space or that is too dim to effectively illuminate;
- neon used to light a building or as a decorative element except where appropriate to the architectural style of the building; and
- lighting which results in color distortions within pedestrian and vehicular areas.

ADDITIONAL REQUIREMENTS FOR THE 8TH AVENUE WEST COMMERCIAL CORRIDOR

Commercial Corridors are streets associated with commerce and having a primarily commercial character. Historically, many commercial corridors were pleasant, tree-lined streets with smaller scale neighborhood-oriented retail shops. However, current development practices emphasize automobile uses and access, which can be at odds with the City's goal of creating a transit-oriented, pedestrian-friendly, safe urban experience. Although development patterns have changed over time, it is still possible to protect and enhance the traditional pedestrian-friendly character of the corridors. Site elements should be consistent with the City's Downtown Core Design Code, e.g. pedestrian lights, detached sidewalks, and landscaping.

The 8th Avenue West Commercial Corridor is defined as being all properties bordering either side of 8th Avenue West, north of 4th Street West, as depicted in Section 4.4 of the Zoning Code.

Access, Circulation and Parking:

- design should minimize the presence of parking areas and parking structures along the corridor edge and limit conflicts with desired pedestrian activity;
- design should limit negative visual and noise impacts of parked autos on the corridor and on adjacent residential areas;
- vehicular access to development sites should be provided primarily from side streets when possible;
- bicycle and pedestrian access should adjoin residential neighborhoods;
- a consistent edge to the street and sidewalk should provide pedestrian scale and access and encourage pedestrian-oriented activity; and
- site should provide convenient pedestrian access from the public right-of-way to the project and utilize pedestrian-friendly site and building design.

Site Elements (Landscaping, Signage):

- signs should be readily visible to motorists and pedestrians and complementary to the character of the corridor and building architecture;

- perimeter planting beds should be provided adjacent to rights-of-way, landscaped with low shrubs and ground cover;
- landscape features should highlight entryway;
- signs and sign locations should be an integral part of the overall development, reflecting the scale, image and style of associated buildings; and
- monument signage is most appropriate along 8th avenue.

Building Design:

Design should provide visual interest and human scale using prominent windows and operable entries at the street-facing façades, and through architectural variation.

ALTERNATIVE DESIGN APPROACHES

Where an applicant cannot or does not want to strictly comply with the requirements of the downtown core design code for improvements as required pursuant to subsection 4.4(c)(1), the applicant may propose an alternative proposal, which shall be superior or equivalent to the requirement as set forth in the downtown core design code. The applicant shall file such request with the director of public works, or the director's designee, with a copy to the community redevelopment agency director. The applicant shall identify the downtown core design code section to which the applicant proposes the alternative proposal and explain in detail how the alternative proposal is superior or equivalent to the provisions in question.

If the applicant is submitting the application as part of a planned development zoning application, then city may process the alternative proposal in conjunction with the PD application. If the applicant is proposing an alternative proposal in conjunction with the development that is not part of a planned development, then the matter shall be reviewed for consistency with the purpose and intent of the downtown core design code as set forth in subsection 4.4(b) of appendix B of the Palmetto Code of Ordinances. The public works director, or the director's designee, or the applicant may forward the alternative proposal to the planning and zoning board for review.

The planning and zoning board's decision may be appealed to the city commission as set forth in subsection 12.4(d) of the Palmetto Code of Ordinances.

At each level of review, if the alternative proposal is found to be consistent with the purpose and intent of the downtown core design code as set forth in subsection 4.4(b) then it may be approved, or approved with conditions. Otherwise, the alternative proposal shall be denied.

The following provisions of the downtown core design code are not subject to alternative proposals being proposed pursuant to this subsection 4.4(d): Provisions related to signs

Transitional Areas

Buildings in Transition Areas should establish an appropriate balance between more intense commercial uses of downtown Palmetto and the adjacent residential neighborhoods. Therefore, any new development located adjacent to an established single family residential area will be closely reviewed for compatibility. It may be appropriate to reduce building heights, development densities and land use intensities on the perimeter of each district.

**CITY OF PALMETTO
SURPLUS PROPERTY SALE
PID: 2700200209**

Section III. ELEMENTS OF THE PROPOSAL

Buyer should submit a binding conceptual design plan, and an offer to purchase the site. The City Commission will select one buyer for the entire property, based upon proposed designs and offers for purchase, as well as the buyer's ability to close on the property within 30 days of rezoning or conceptual plan approval, but not later than 180 days. Construction to start no later than 18 months from selection. All proposals must respond to the following items in the order stated below. Please answer all parts of each request, as incomplete submittals may be rejected as non-responsive. Please use a legibly sized font. In preparing your response, be sure to address all of the requirements in this section and in the order that is outlined below. Tabs dividing each section would be appreciated. Proposers shall submit one (1) original, five (5) copies and one (1) USB of the sealed Proposal.

THE FOLLOWING ARE SUBMITAL REQUIREMENTS FOR EACH PROPOSAL:

A. Project Summary

A one-page *summary* of the major components of your proposed development must include:

1. **Price** you are prepared to offer for the purchase of the property. Minimum asking price is \$2,000,000.
2. Synopsis of the proposed use(s) of the property
3. Estimated project timeline to start construction and total construction timeframe

B. Project Description

Please provide a general description of the **Proposed Use**, addressing minimum factors such as:

1. Proposed number of floors, buildings and total square footage of commercial/retail and residential.
2. Density per acre and intensity based on Floor Area Ratio (FAR)
3. Architectural style or elements proposed (representative rendering of the project is strongly encouraged)
4. Describe **Compatibility with Surrounding Area**
5. Describe the **Public Benefit** of your proposed property use.
Will the proposed project create potential jobs?
Does the project incorporate local vendors as applicable?
6. Design approach and Development Plan; should include:
 - a. Parking (both private and any proposed public parking)
 - b. Landscaping, Irrigation, Amenities
 - c. Pedestrian concepts
7. Representative rendering of the proposed project and site plan is strongly encouraged to be submitted with the proposal.

**CITY OF PALMETTO
SURPLUS PROPERTY SALE
PID: 2700200209**

C. Preliminary Development and Operating Budget

All proposals shall include a description of the proposed financing plan to include:

1. Proof of Financial Stability.

Any financial document that supports your ability to finance and construct the project. For example, Bank Letter of Credit or Financial Statement

D. Preliminary Project Schedule

1. Provide an overall project **Timeline**: schedule detailing key steps in rezone, design, financing, construction, and completion of the site improvements.
2. Identify the responsible party(s) for each step and the expected start and completion date.

Note: Dates should be presented in relative terms (e.g. months from a non-specific start date)

Section IV. EVALUATION AND SELECTION CRITERIA

The CITY reserves the right to reject any or all proposals as it judges to be in its best interest.

Among the many factors that will be considered, the following general criteria will be used when evaluating the proposals:

<u>Proposed Price</u>	20%
<u>Proposed Use</u>	40%
<u>Compatibility with Surrounding Area</u>	10%
<u>Timeline to complete Development Project</u>	10%
<u>Public Benefit</u>	5%
<u>Proof of Financial Stability</u>	15%
	<hr/> 100

**CITY OF PALMETTO
SURPLUS PROPERTY SALE
PID: 2700200209**

Section V. EVALUATION AND SELECTION PROCESS

Responses to the Request for Proposals (RFP) will be initially reviewed using a City appointed Evaluation Committee. The submissions from each applicant will be reviewed based upon the evaluation and selection criteria described herein. The Committee may ask for presentations from one or more of the proposers prior to making any recommendations to City Commission. The recommendations from this process will be submitted to the City Commission and they will have the final approval authority. The City will then negotiate a contract with the selected Proposer.

The Evaluation Committee or City Commission reserves the right to reject any and all proposals that are deemed non-responsive to this RFP or are not in the best interests of the City.

The Evaluation Committee or City Commission may request that any potential buyer make a presentation and be available for an interview. All expenses, including travel expenses for any interview with or presentation to the Committee, incurred in the preparation of a Proposal shall be borne by the Proposer and not the City of Palmetto, Florida.

Section VI. ACCEPTANCE, REJECTION, AND MODIFICATION TO PROPOSALS

The City reserves the right to request additional information from Proposers as the City deems necessary. Notice is hereby given that the City reserves the right to award a contract with limited or no negotiation. It is therefore mandatory that all Proposals be complete in all respects. The City reserves the right to negotiate modifications to Proposals that it deems acceptable and may reject any and all Proposals in its sole discretion and to waive any minor irregularities in the procedure or Proposal. After Proposals are opened, no corrections or modifications will be allowed

Section VII. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn prior to the time set for opening of proposals; proposal may not be withdrawn after that time. Upon opening, proposals constitute an **irrevocable offer for a period of 90 days**.

Section VIII. CONTINUING INVOLVEMENT OF THE CITY

The involvement of the City will continue after selecting the proposal that best satisfies the selection criteria. The City's goal is to ensure that the selected proposal is similar to the project that is actually built. Significant deviations or delays from the timeline contracted to begin construction can be cause for the City to repurchase the property for the price paid by the buyer, without any obligation to reimburse for any expenses incurred to develop the property. The City understands that some modifications from the proposed plan may be necessary. However, to ensure the modifications meet the objectives and requirements of the development, the City will need to review and approve all modifications.

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Section IX. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

The buyer shall observe and obey all laws, ordinances, rules, and regulations of all federal, state, and local governments that may be applicable to the development proposed. The buyer shall be responsible for obtaining all necessary permits or licenses that may be required.

Section X. REQUESTS FOR ADDITIONAL INFORMATION

In order to ensure consistent and correct information, prospective buyers shall submit all questions and requests for clarification in writing to the City of Palmetto Purchasing Agent, Attention: Nixa Haisley, via e-mail at nhaisley@palmettofl.org. Phone inquiries will not be accepted. All questions received and responses given will be provided to potential buyers via an addendum to this RFP.

The City will not be responsible for oral interpretations given by other sources including City staff, representative, or others. The issuance of a written addendum by the Purchasing Department is the only official method whereby interpretation, clarification or additional information will be given. The deadline for submitting questions will be **5:00pm on January 19, 2024**.

It will be the responsibility of the buyer to ascertain if any addenda have been issued. No addenda will be issued within five (5) days of the submission due date and no request for additional information or clarification will be honored within that timeframe.

Section XI. LOBBYING

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, with City of Palmetto elected officials, or any other CITY/CRA staff or outside individuals working with the City in respect to this request (with exception of the Purchasing personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding this solicitation; to do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until the CITY has made a final and conclusive decision and a contract has been executed.

Section XII. EQUAL EMPLOYMENT

Buyer will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

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Section XIII. DISCRIMINATORY VENDOR

Any entity, as defined in Florida Statutes, §287.134, who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract with the CITY and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the CITY for a period of not less than thirty-six (36) months following the date of being placed on the discriminatory vendor list.

Section XIV. INDEMNIFICATION

Buyer shall indemnify, keep and save harmless the City, its contractors, officials and employees, against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may accrue against the City arising out of the performance of or failure to perform the services required by this Agreement or the terms of this Agreement, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Buyer or its employees, subcontractors, licensees, invitees or guests. Buyer shall pay all charges of attorneys and all costs and other expenses incurred in connection therewith, and if any judgment shall be rendered against the City in any such action, the Buyer shall, at its own expense, satisfy and discharge the same. Buyer expressly understands and agrees that any performance bond or insurance protection required by this Agreement, or otherwise provided by Buyer, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as herein provided.

The indemnity hereunder shall continue until such time as any and all claims arising out of Buyer performance or failure to perform under this Agreement have been finally settled, regardless of when such claims are made.

In the event that any action, suit or proceeding is brought against the City upon any liability arising out of this Agreement, City at once shall give notice thereof in writing to Buyer at the listed address. Upon receipt of notice, Buyer, at its own expense, may defend against such action and take all such steps as may be necessary or proper to prevent a judgment against the City. Nothing in this Agreement shall be deemed to affect City's right to provide its own defense and to recover from Buyer attorney's fees and expenses associated with such representation or the rights, privileges and immunities of the City as set forth in Section 768.28, Florida Statutes.

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Section XV. PUBLIC RECORDS

PUBLIC RECORDS LAW (SECTION 119.0701, FLORIDA STATUTES)

Florida Statute requires the buyer to comply with the public records laws. Specifically, the contract must require the contractor to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- (e) Comply with all Federal purchasing and contract requirements under 2CFR 200, including any contract language.

IF THE BUYER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BUYER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT OWNER'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 723-4570, CBAILEY@PALMETTOFL.ORG, ATTN: RECORDS CUSTODIAN, 516 8TH AVE. W., PALMETTO, FL 34221.

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Section XVI. SUBMISSION OF SEALED RESPONSES

Proposers shall submit one (1) original, five (5) copies and one (1) USB of the sealed Proposal. Sealed responses shall be received by the City of Palmetto not later than **2:00 P.M. on February 7, 2024**, and shall be mailed, shipped or hand delivered to the address below:

**Nixa Haisley, Purchasing Agent
City of Palmetto City Hall
516 8th Avenue West
Palmetto, FL 34221**

The page included at the end of this document shall be included on the face of the sealed package of your response. The No Lobby Affidavit must also be included with your proposal.

It is the sole responsibility of the Proposer to ensure that their package arrives on time. Any Proposals received after 2:00 p.m. on February 7, 2024, will not be accepted. Proposals will not be accepted by fax or by e-mail.

END OF PAGE

NO LOBBYING AFFIDAVIT

STATE OF _____
COUNTY OF _____

This, _____, of _____, 2024 _____
Affiant's Name

being first duly sworn, deposes and says that he or she is the authorized representative of _____
(Company Name contractor, firm or individual), maker of the attached request for proposal released by the City of Palmetto, and that the proposer and any of its agents agrees to abide by the City of Palmetto's no lobbying restrictions in regards to this solicitation.

Affiant Signature

The foregoing instrument was acknowledged before me this _____ day of _____, 2024
by _____ (name of person, officer, or agent, title of officer or
agent), of _____ (name of corporation or
partnership, a _____ (state of incorporation or partnership, if applicable).

who is ☐ personally known to me, _____

who ☐ produced as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____
Commission No. _____

**CITY OF PALMETTO
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ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:

Print or type Bidder's information below:

_____ Name of Bidder	_____ Telephone Number
_____ Street Address	_____ City/State/Zip
_____ Email Address	
_____ Print Name & Title of Authorized Officer	_____ Signature of Authorized Official Date

Cut along the outer border and affix this label to your sealed package to identify it as a sealed response to our solicitation.

Request for Proposal - DO NOT OPEN

PROPOSAL TITLE: Surplus Property Sales PID: 2700200209
702 10th Ave West
NE corner of 7th Street W. and 10th Ave W.
DUE DATE/TIME: February 7, 2024 Prior to 2:00 p.m. EST

SUBMITTED BY:

(Name of Company)

(Contact Name)

(Contact Email)

DELIVER TO: City of Palmetto
Attn: Purchasing Department
516 8th Avenue W
Palmetto, FL 34221



PLEASE NOTE: Whenever necessary, addenda may be issued to this solicitation. Any such addenda will be posted on the Purchasing Department page of our web site at www.palmettofl.org. Before submitting your proposal, you should check our web site to download any addenda that may have been issued. If applicable, please remember to sign and return the Acknowledgment of Addenda form with your completed response.