

STOREFRONT DESIGN GUIDELINES

The City of Lynn Haven, Florida



Storefront Design Guidelines

The City of Lynn Haven

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INTRODUCTION

A. Overview

Throughout the United States, communities are experiencing a renewed interest in the development and redevelopment of their commercial business districts (CBD). Community leaders and citizens are realizing that our smaller downtowns are aging and are in need of new development, investment, and revitalization of the older structures. We are realizing that newer suburban commercial developments cannot replace the unique charm that is provided by historic downtowns such as Lynn Haven.

Historic downtowns by their nature are created over many generations and can have a unique experience for shoppers, diners, and employees that cannot be duplicated by newer strip development. However, sometimes these generations have a way of showing their age in undesirable ways. In order to keep a competitive advantage over newer developments, City leaders must continually address the problems and issues associated with the look of deteriorating buildings within their downtowns.

Many of the businesses that make up the heart of Lynn Haven have fallen into undesirable conditions or have been developed with a character that doesn't contribute to a collective style. In some cases prime tenants have given way to marginal tenants. This is a cycle that can continue downward if not addressed quickly by both the public and private sectors. Very quickly, the surrounding newer suburban developments can take away market share and drain dollars from the downtown economy. As the quality of the commercial business base falls, so does the tax base. It then becomes a civic duty of the city and the public to help bring back pride and confidence in the downtown.

Today, many communities both large and small are reaping the rewards of rehabilitated and revitalized business districts. Many factors are responsible for these success stories. Improved facades and storefront appearance are indeed part of the solution. Yet, improvements are possible only if property owners and shopkeepers are willing to work together with the city to improve what is collectively theirs.

B. The Storefront Assistance Program

On May 25th of 2004, the City Commission of Lynn Haven adopted the Community Redevelopment Plan. On April 11, 2005, the Community Redevelopment Board instituted the Storefront Assistance Program for property owners in the redevelopment area. The purpose of the program is to promote the renovation, maintenance and rehabilitation of commercial storefronts within the community redevelopment area.

The program is administered by the Community Redevelopment Agency (CRA) Director and provides assistance in three primary areas:

1. **First**, the program has resulted in the preparation of these Storefront Guidelines to be used as a reference manual for individuals participating in the program.
2. **Second**, an application and design review process has been created to assist individuals who choose to enter the program and to review the proposed facade modifications.
3. **Third**, funding has been made available for individuals wishing to participate in the program to help offset the cost of preparing architectural plans and the modification of the facade itself.

C. The Purpose of Storefront Guidelines

As part of Lynn Haven's ongoing redevelopment effort, the Storefront Assistance Program has been created to improve the appearance and physical quality of commercial storefronts in the downtown business district. Funds have been set aside from the redevelopment trust fund to help property owners improve the quality of their storefronts. These incentive monies encourage private landowners to take pride in their properties and to help improve the overall visual and physical quality of the downtown. It is the intent of the program to focus on providing funds for projects which otherwise might not occur. The overall impact of this kind of program will go a long way to increase the attractiveness of the downtown and promote business activity in the area.

This booklet does not attempt to address all of the issues related to a healthy business district; rather, it offers options, guidelines and examples for physical improvements to private property in older established commercial areas. It is offered as a tool to promote revitalization among the community's businesses.

The ultimate responsibility for the application of these ideas rests with the people who stand to receive the most substantial benefits of a revitalized business district...the merchants and business property owners



Top: The beautifully designed storefront makes the central business district very appealing.

Bottom: The unique facade of this restaurant adds charm to the street.

STOREFRONT RENOVATION FINANCIAL ASSISTANCE PROGRAM

A. Introduction

The Storefront Assistance Program was initiated by the Lynn Haven Community Redevelopment Agency to assist property owners in the downtown area to make physical improvements to the facades of their buildings. Many property owners would like to improve the look of their building but do not have the resources available to make such improvements. The goal of the CRA Board is to make funds and design assistance available to property owners in a clear and simple fashion. This manual presents the simple steps for application and the design requirements that are necessary in order to be eligible for financial assistance.

B. Incentives

The Storefront Assistance Program has been structured to provide incentives in four primary areas. **First**, the assistance program provides for reimbursement of architectural fees up to a predetermined level. **Second**, a portion of the cost of façade reconstruction will be paid for by the Community Redevelopment Agency. **Third**, the CRA will assist applicants in applying for low interest loan opportunities with the local banks. **Fourth**, the CRA will assist the property owner in the application and procurement of all required permits for the proposed project.

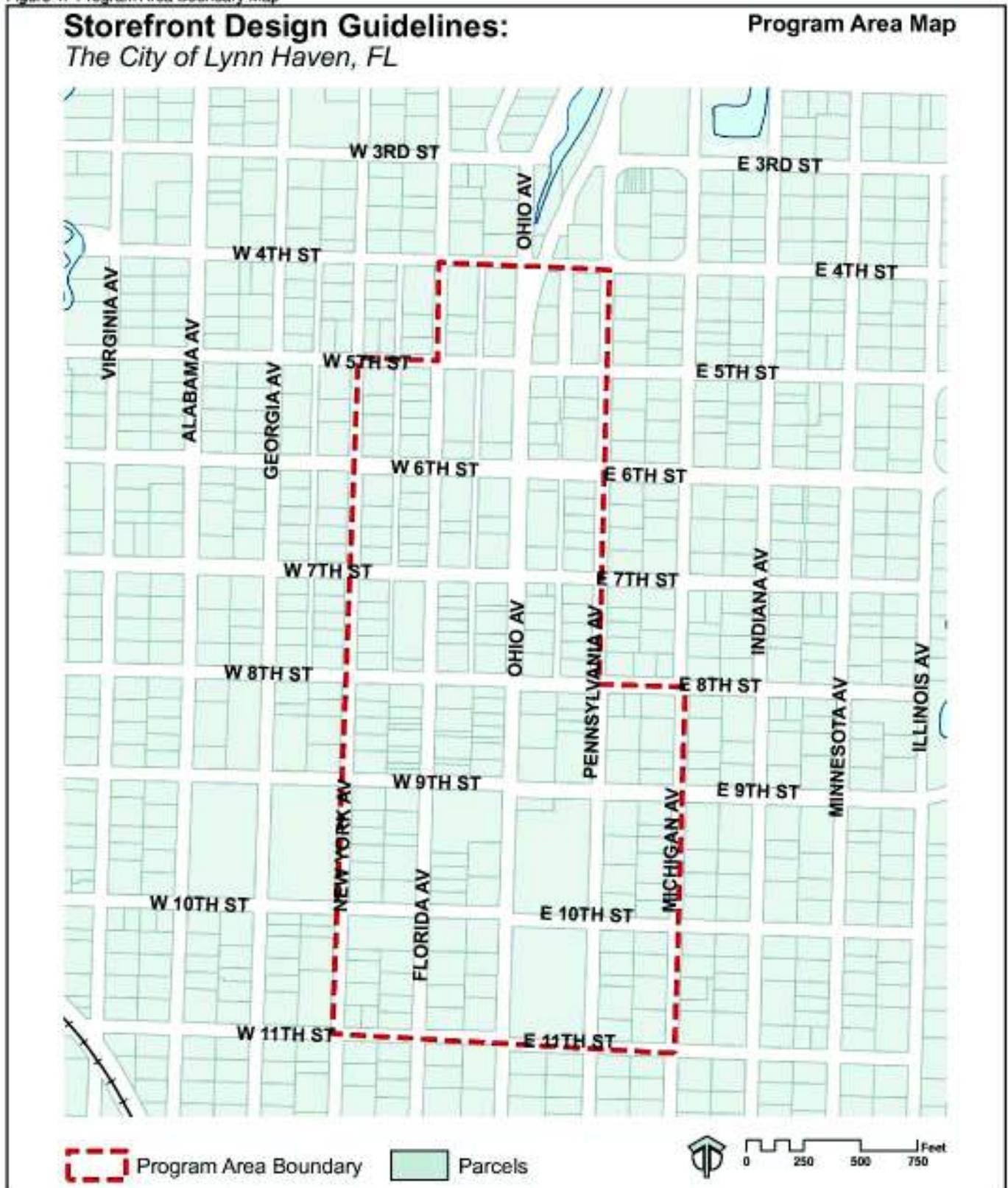
C. Eligibility

Business groups or individuals who own or lease commercial property within the redevelopment area may apply for financial assistance to renovate one or more properties. Program funds may be used to finance facade (exterior) renovations. Facade renovations include repairs to existing buildings such as the removal of a false facade, cleaning, and stucco restoration, painting and glazing. Additions, structural modifications, new signage, canopy and awnings are also covered under the program. A preliminary screening process is required in order to determine eligibility for the program. Once this determination is made by the CRA Director, then the applicant can proceed through the process. All buildings accepted for consideration will need to conform to and function in a manner consistent with all applicable codes.

D. Program Area – Lynn Haven CRA Boundary

The Storefront Assistance Program Area contains the commercial buildings, which make up the historic downtown of Lynn Haven. The area includes properties that face onto and that lie within the area that is shown in the map below.

Figure 1: Program Area Boundary Map



DESIGN AND CONSTRUCTION ASSISTANCE

A. CRA Design Review Process

The CRA director will work with city staff members in the administration of the Storefront Assistance Program. The CRA director is always available to answer questions and provide guidance in the areas of finance, architectural design, construction, historic preservation and related issues. The CRA Director will assist all applicants with the preparation of their application materials and help them make their way through each step of the design process. The director's role is to facilitate communication and minimize delay with regard to the approval and permitting of individual projects.

The CRA Board will have the final say on the approval and denial of all projects. The CRA is also charged with the review of all projects participating in the program. The purpose of their review is to insure that the proposed modifications are designed to "fit in" with the intent of the design guidelines. It is the intent of the program and the guidelines to provide the property owner flexibility with regard to the specifics of design while insuring that the resulting project will contribute to a quality image in the CRA area.

All projects which are deemed eligible for the Storefront Assistance Program will be reviewed by the CRA Board. The CRA Board will review projects to ensure that the designs prepared are consistent with the intent of the STOREFRONT GUIDELINES. Upon review of the project, the CRA Board will make a recommendation for approval, approval with change, or denial of funding for the project.

During the project review, consideration is given to whether the proposed façade modifications fulfill the intent of the storefront guidelines. In addition, projects are reviewed to ensure that they are consistent with the objectives of the Lynn Haven Community Redevelopment Plan. These objectives include:

1. Ensuring that improvements have the greatest positive impact possible on the function and appearance of the City of Lynn Haven,
2. Ensuring that improvements stimulate the market for private investment,
3. Promoting a diversity of uses concentrated in the downtown core.

B. General Requirements and Conditions

The CRA has created a very clear and simple process for the application for funds for the façade renovation program. **First** the project is reviewed for eligibility, **Second**, the architect prepares plans and submittal package, **Third**, the project is reviewed for compliance, **Fourth**, the project is constructed, **Fifth**, funds are released to the property owner and project architect after successful completion of the project

This five-step process can be initiated by contacting the CRA Director. This process has been organized to provide for streamlined approval and a minimum of delay.

C. Step One - Eligibility

The first step in the process is to call the CRA Director and talk to him/her about the program and your proposed project. The CRA Director can assess your project over the phone and let you know if your project is potentially eligible to be funded through the program or not. If the project appears to be eligible, then one can proceed to the next step. The next step in the process is to pick up a Commercial Façade Property Improvement Matching Grant Application from the office of the CRA Director. If necessary, the CRA Director can explain how the application should be filled out in order to ensure a quick approval. The applicant should review the program guidelines and complete the eligibility form by providing information regarding the projects' location, current and/or proposed use, a description of the type of improvements, and all the necessary exhibits for the application. Upon receipt of the completed form, the CRA Director will review and place the application on the CRA Board's next meeting agenda. If the application is incomplete or appears to be ineligible, then the Director may work with the Applicant to better position the application for approval. When the application is reviewed by the CRA Board, the project will be either approved, approved with conditions, or denied. If the application is denied, the applicant can choose to modify the application and resubmit, or terminate the process. If the application is approved, then the applicant can proceed to the next phase.

Below: The Gallery and Custom Frame Shop on Florida Avenue is potentially eligible for the program.



D. Step Two – Project Design

Once the CRA Board has approved the project for eligibility, the CRA Director will notify the applicant with a formal approval letter. The eligibility letter will also state the amount of grant funds to be allocated to the design phase and for the construction phase. Once the applicant has received this letter, he/she may proceed to the design phase. The applicant must choose an architect from a list of “eligible”

architects that have been pre-selected based upon their understanding and experience with historically appropriate architectural design. The applicant and the architect then proceed to work together to prepare a design for the façade renovation. The applicant may also have the architectural concept reviewed by the CRA Director to make sure it is in compliance with the intent of the design guidelines. When the drawings are complete, then the applicant and the architect must prepare the Design Submittal Application. This application is then submitted to the CRA Director who will schedule the application for review by the CRA Board. If the application is incomplete or appears to be ineligible, then the Director may work with the applicant to better position the application for approval.



Above: A list of "eligible" architects are able to work with the applicants to prepare the design for the facade renovation.

E. Step Three - Design Review

At the CRA Board meeting, the architect and applicant will make a presentation of the proposed design. The CRA Board will discuss the proposal and render a decision. The project will be either approved, approved with conditions, or denied. If the application is denied, the applicant can choose to modify the application and resubmit, or terminate the process. If the application is approved, then the applicant can proceed to apply for a building permit from the City of Lynn Haven. Once the applicant has received the building permit he/she may proceed to the construction phase of the process.

F. Step Four - Construction

During the construction phase, the CRA Director may visit the site to ensure that the improvements depicted in the architectural drawings are reflected in the project's construction.

G. Step Five – Reimbursement

Once the project has been completed and has received a Certificate of Occupancy from the Building Department, the CRA Director will make a final site visit. If the project reflects the improvements previously agreed upon, a Certificate of Completion will be issued from the CRA Director. When the applicant receives the certificate of completion, he should submit an invoice with a summary of exterior renovations cost in order to receive the funding outlined in the Storefront Renovation Agreement. When the CRA Director receives this invoice, then he/she will send a check to the applicant for the agreed upon sum of money.

IV

HISTORICAL DEVELOPMENT AND ARCHITECTURE STYLES OF LYNN HAVEN

A. Town Settlement History

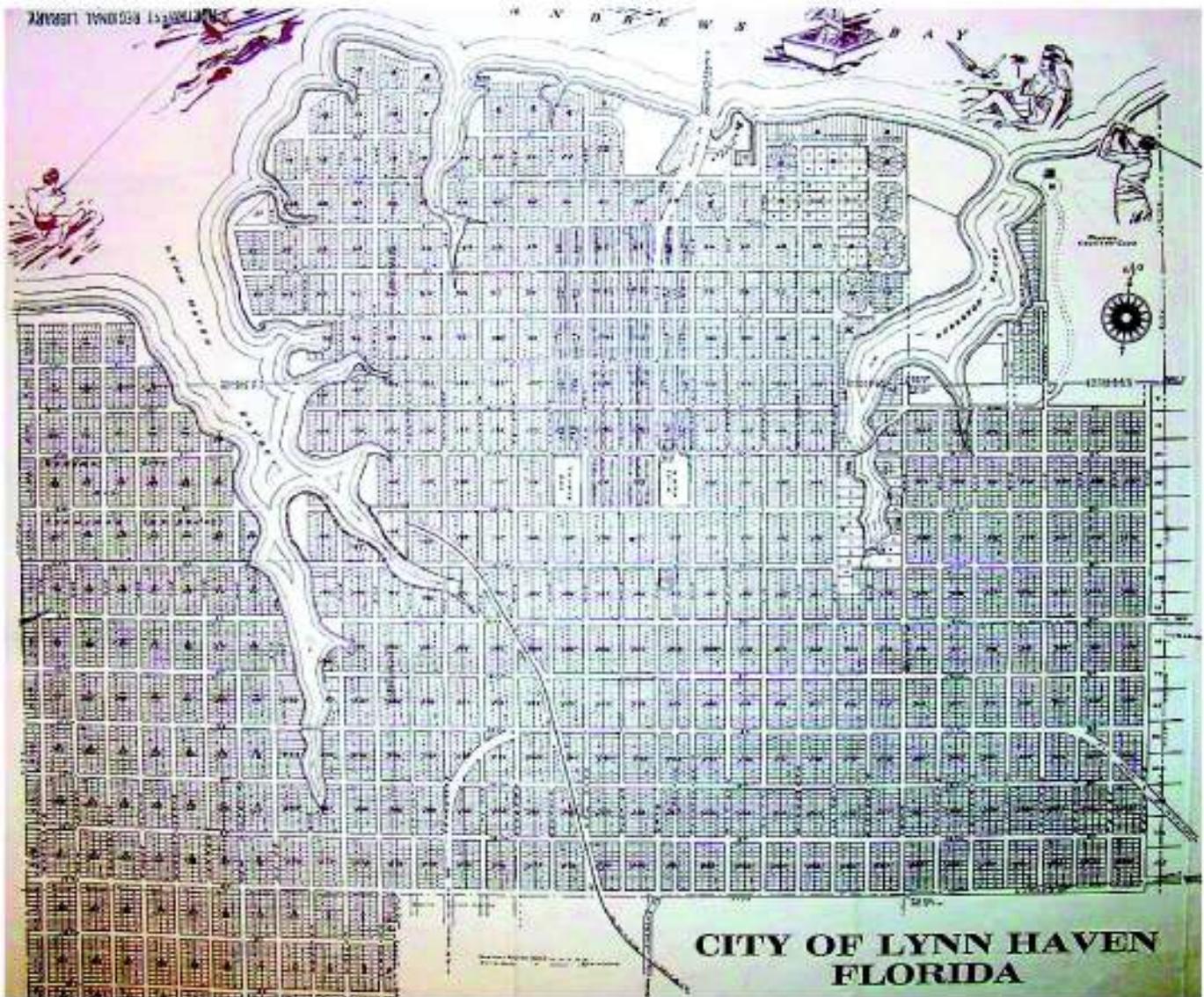
In the early 1900's Senator W.H. Lynn from New York made several important decisions that impacted the form of Lynn Haven that are still evident today. When the Senator came south looking for a place to make real, his vision of a place for veterans of the Civil War to settle, he decided on the picturesque undeveloped land near the waters that would become North Bay. The veterans however were not confederate soldiers; they were union soldiers who had fought for the north. The city would provide a haven for them to live, far away from the struggles of the colder climates of the north.

At the beginning, basic development patterns were established such as the size and location of lots to be sold, what they would be used for, and the location and name of streets. The Senator divided up the city into blocks with a grid of streets going north and south and east and west. The streets north and south took on both northern and southern state names while the Avenues traveling east and west were numbered sequentially as you moved further from the bay. Ohio Avenue became Lynn Haven's Main Street because of the bridge across the bay to the north. To this day the majority of the businesses are located along Ohio Avenue.

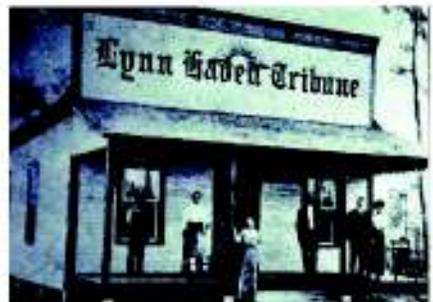
In the original town plan, platted lots were 50'x150' and were sold for \$150.00 per lot. He encouraged all business owners to buy two adjacent lots to create a more developable lot of 100' x 150'. He also offered five acres of land north of town for every in-town lot that was purchased. This basic layout established long ago still serves as the unifying town plan form of Lynn Haven to this day. The historic town layout and commercial center along Ohio Avenue are the major contributing factors to the city's inherent charm today.



Top: A historic scene of Lynn Haven: 1910 - 1920's
Bottom: Historic Roberts Hall



Above: Historic town layout of Lynn Haven
 Right, Top: Birds eye view of historic town of Lynn Haven
 Right, Bottom: The storefront of 1910



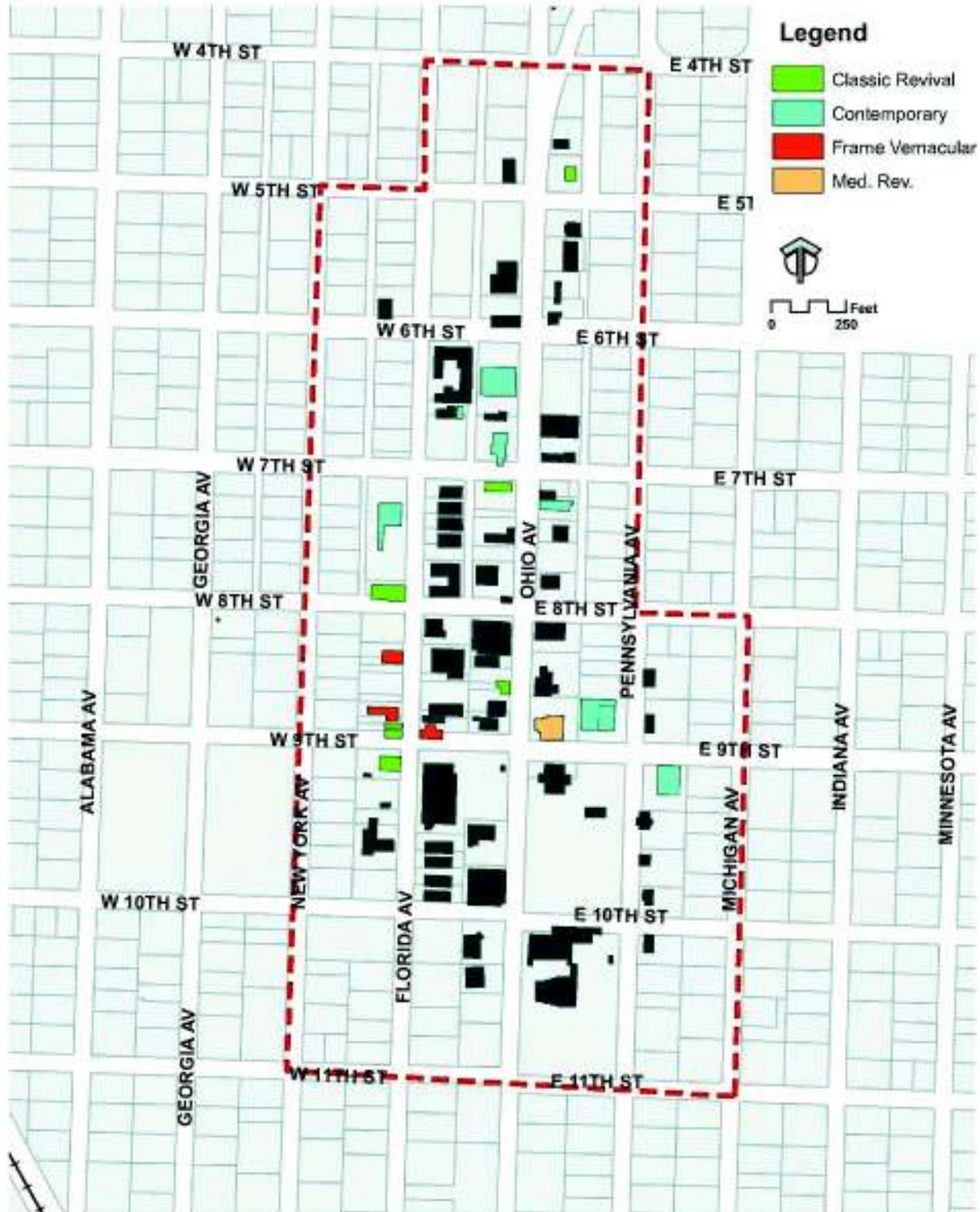
B. History of Existing Architecture Styles

The historic buildings of Lynn Haven are what have given the city a style that is unique from others. It is invaluable to look to these established styles when developing future guidelines for the buildings of Lynn Haven. The overall character of the town benefits when buildings are renovated to fit the already long established styles of the historic architecture. The buildings in Lynn Haven can be categorized into three primary architectural styles: Frame Vernacular, Classic Revival, and Spanish / Mediterranean Revival. The majority of these historic buildings were constructed during the turn of the century from 1890 to 1925. This era and clustering of buildings constitutes the architectural context of the traditional downtown. These three styles form the basis for the development of these façade renovation guidelines.

Figure 2: Building Architecture Style Location Map

Storefront Design Guidelines: The City of Lynn Haven, FL

Building Architecture Styles



C. Frame Vernacular

Frame Vernacular is common in the state of Florida and has been passed down from generation to generation. Frame vernacular refers to the local style of wood frame construction. Residential dwellings and outbuildings were the most common building type for this style. However, many frame vernacular churches and commercial buildings were also constructed.

Metal roofs are common on buildings of the Frame Vernacular style. This is the case with the historic commercial building on the northeast corner of Florida Avenue and 10th Street. This two-story building was known to be typically commercial downstairs with a large open space for gatherings upstairs. This wood frame building with its false front has the feel of the old west which used to be common to buildings in Lynn Haven built in and prior to the 1920's.



Above: An example of Frame Vernacular style: the historic Roberts Hall on Florida Avenue

Characteristics:

- Plan: regular, rectangular.
- Foundation: concrete block.
- Height: 1 – 2 ½ stories
- Material: horizontal wood siding, brick or smooth masonry
- Roof Type: gable, less common hip, pyramidal; false front on commercial buildings.
- Roof surfacing: metal or composition asbestos shingles.
- Details: simple, jig-sawn patterns around porches and eaves; corbelling on chimneys.

D. Classic Revival

Classic Revival, also known as Neoclassical, is an evolution of the style developed in the building of Greek temples. From 1890-1930 the Classic Revival style was associated with major public buildings and private residences designed by trained architects.

This style can be seen in a number of different building types within the state of Florida. Some were built as early as 1890's but this style did not gain wider popularity until the early 1900's. Over the following decades Classic Revival influenced the design of both commercial and public buildings such as courthouses and especially banks. This style can be seen in Lynn Haven's historic bank building on the corner of Florida Avenue and West 9th Street.



Above: An example of Classic Revival style: the historic bank on Florida Avenue

Characteristics:

- Plan: regular, rectangular or nearly square.
- Foundation: continuous brick or concrete.
- Height: 2 – 2 ½ stories
- Material: horizontal wood siding, brick or smooth masonry
- Roof Type: low-pitched hip or flat with balustrade.
- Roof surfacing: metal or composition asbestos shingles on flat roof.
- Details: Columns, balustrades, medallions, dentils, and french doors

E. Spanish / Mediterranean Influence

Spanish and Mediterranean influenced styles were common in the state of Florida and typically more common as you move further south in the state. Spanish Revival architecture, which became popular in Southern California in the mid 1910's, soon became popular in the US in most locations with a moderate climate within a few years.

During the Florida land boom of the 1920's architects and builders applied Spanish and Mediterranean influenced architecture to a wide spectrum of buildings. Identifying features of Mediterranean influenced architecture include clay tile roofs, straight or arched windows, iron window grills and parapets. Hints of this style of architecture can be seen in City Hall.



Above: An example of Spanish/Mediterranean Influence style: the City Hall on Ohio Avenue

Characteristics:

- Plan: irregular.
- Foundation: continuous.
- Height: 2 stories
- Material: stucco
- Roof Type: hip roof; flat with curvilinear parapet.
- Roof surfacing: barrel, French interlocking tile.
- Details: plaster and terra cotta detailing highlighting arches, columns, window surrounds, cornices, and parapets and wrought iron grills.



EXISTING COMMUNITY CHARACTER

A. Overview

The existing community character of Lynn Haven is one that includes a mixture of architectural styles. These styles include buildings from every decade from the conception of the city in the early 1900's to the more adaptive styles of the newer building construction. The uses of the downtown include primarily commercial, but also offices and city buildings and churches are present. The existing community character is one that is slowly losing appeal but yet still has old city charm. The following is an inventory of the existing building stock in the downtown area. This inventory categorizes the buildings by their level of compatibility with the three main historic architectural styles of the original town layout. This inventory forms the basis for recommendations for facade improvement types and techniques.

B. Inventory of Buildings

The following is an inventory of the existing non-residential land uses in the Lynn Haven CRA. Each is identified by the name of the building / business, the style of architecture, and the facade redevelopment potential for each site. Restoration means that the building has historical significance and should be restored to original authentic detail. Renovation means that the building is of no or minor historical significance or has been significantly altered over the years. Therefore the building should be renovated according to the design standards to achieve a more compatible facade design. In-fill means that the building has no historical significance and should be replaced with a new building that conforms to the storefront design guidelines.

Figure 3: Downtown Building Inventory Map



No.	Building Name	Style	Improvement Recommendation
1	City Hall	Med. Rev.	None
2	Historic Bank (Vacant)	Classic Revival	Renovation
3	Gallery and Custom Frame Shop	Classic Revival	Renovation
4	Roberts Hall (Antique Shop)	Frame Vernacular	Renovation
5	Sheffield Park Historic Building	Frame Vernacular	Renovation
6	Civil War Memorial	NA	Renovation
7	Masonic Lodge	Classic Revival	Renovation
8	Vacant Structures (Ohio St.)	Classic Revival	Renovation
9	Sam's Seafood	NA	In-fill / Renov.
10	The Pink Pearl	Classic Revival	Renovation
11	Lynn Haven Automotive	NA	In-fill / Renov.
12	Gas Station	NA	In-fill / Renov.
13	Gibbs Marine	NA	In-fill / Renov.
14	Shelton Service Center	NA	In-fill / Renov.
15	Doctor's Office	NA	In-fill / Renov.
16	Gibbs Auto Service	NA	In-fill / Renov.
17	Car Wash	NA	In-fill / Renov.
18	Styling Studio	NA	In-fill / Renov.
19	Retirement Homes	NA	None
20	LH Professional Center	Contemporary	None
21	Engineering Office	Contemporary	Renovation
22	Hargraves Family Dentistry	NA	None
23	Regions Bank	Contemporary	Renovation
24	Badcock Furniture	NA	Renovation
25	Cool Repair	NA	In-fill / Renov.
26	Sun Trust Bank	Contemporary	Renovation
27	Town Homes	NA	Renovation
28	Surveying and Engineering Office	Classic Revival	Renovation
29	Real Estate Insurance	NA	Renovation
30	Karate Center	Contemporary	None
31	Skate Shop & Beauty Salon	NA	Renovation
32	Jim's Vacuum and Sewing Center	NA	Renovation
33	Multi-Business Commercial	NA	In-fill / Renov.
34	Vacant Diner	NA	In-fill / Renov.
35	Florist	NA	Renovation
36	Bay County Tax Collector	NA	Renovation
37	Bell South	NA	Renovation
38	Harrison & Wall Doctors Office	NA	Renovation
39	Multi-Business Commercial	Frame Vernacular	Renovation
40	Church	NA	Renovation

No.	Building Name	Style	Improvement Recommendation
41	Storage	NA	In-fill / Renov.
42	Historic Home	Frame Vernacular	Renovation
43	Barber Shop & Beauty Salon	Classic Revival	Renovation
44	Family Care Clinic	NA	Renovation
45	Medical	NA	Renovation
46	Outdoor Power Equipment	NA	In-fill / Renov.
47	Vacant Bldg.	NA	Renovation
48	Mullins Pharmacy	NA	In-fill / Renov.
49	United Methodist Church	Contemporary	None
50	Save-A-Lot / Retail	NA	In-fill / Renov.
51	ME Church	Contemporary	NA
52	First Assembly of God	NA	Renovation
53	Adams Pharmacy	NA	In-fill / Renov.
54	Vacant Bldg.	NA	In-fill / Renov.
55	Internal Medicine Association	NA	NA
56	First Baptist Church	NA	NA
57	Gun & Pawn Shop	NA	In-fill / Renov.



1. City Hall

Style: Mediterranean Influence
 Improvement: None
 Recommendation: None



2. Historic Bank (Vacant)

Style: Classic Revival
 Improvement: Renovation
 Recommendation: Renovation



3. Gallery and Custom Frame Shop

Style: Classic Revival
 Improvement: Renovation
 Recommendation: Renovation



4. Roberts Hall (Antique Shop)

Style: Frame Vernacular
 Improvement: Renovation
 Recommendation: Renovation



5. Sheffield Park Historic Building

Style: Frame Vernacular
 Improvement: Renovation
 Recommendation: Renovation



6. Civil War Memorial

Style: NA
 Improvement: Renovation
 Recommendation: Renovation



7. Masonic Lodge

Style: Classic Revival
 Improvement
 Recommendation: Renovation



8. Vacant Structures (Ohio Avenue)

Style: Classic Revival
 Improvement
 Recommendation: Renovation



9. Sam's Seafood

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



10. The Pink Pearl

Style: Classic Revival
 Improvement
 Recommendation: Renovation



11. Lynn Haven Automotive

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



12. Prince Gas Station

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



13. Gibbs Marine

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



14. Shelton Service Center

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



15. Doctor's Office

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



16. Gibbs Wheel's & Seats

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



17. Car Wash

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



18. Styling Studio

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



19. Retirement Homes

Style: NA
 Improvement
 Recommendation: None



20. LH Professional Center

Style: Contemporary
 Improvement
 Recommendation: None



21. Engineering Office

Style: Contemporary
 Improvement
 Recommendation: Renovation



22. Hargraves Family Dentistry

Style: NA
 Improvement
 Recommendation: None



23. Regions Bank

Style: Contemporary
 Improvement
 Recommendation: Renovation



24. Badcock Furniture

Style: NA
 Improvement
 Recommendation: Renovation



25. Cool Repair

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



26. Sun Trust Bank

Style: Contemporary
 Improvement
 Recommendation: Renovation



27. Town Homes

Style: NA
 Improvement
 Recommendation: Renovation



28. Surveying and Engineering Office

Style: Classic Revival
 Improvement
 Recommendation: Renovation



29. Real Estate Insurance

Style: NA
 Improvement
 Recommendation: Renovation



30. Karate Center

Style: Contemporary
 Improvement
 Recommendation: None



31. Skate Shop & Beauty Salon

Style: NA
 Improvement
 Recommendation: Renovation



32. Jim's Vacuum and Sewing Center

Style: NA
 Improvement
 Recommendation: Renovation



33. Multiple Business Commercial

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



34. Vacant Diner

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



35. Florist

Style: NA
 Improvement
 Recommendation: Renovation



36. Bay County Tax Collector

Style: NA
 Improvement
 Recommendation: Renovation



37. Bell South

Style: NA
 Improvement
 Recommendation: Renovation



38. Harrison & Wall - Doctor Office

Style: NA
 Improvement
 Recommendation: Renovation



39. Multiple Business Commercial

Style: NA
 Improvement
 Recommendation: Renovation



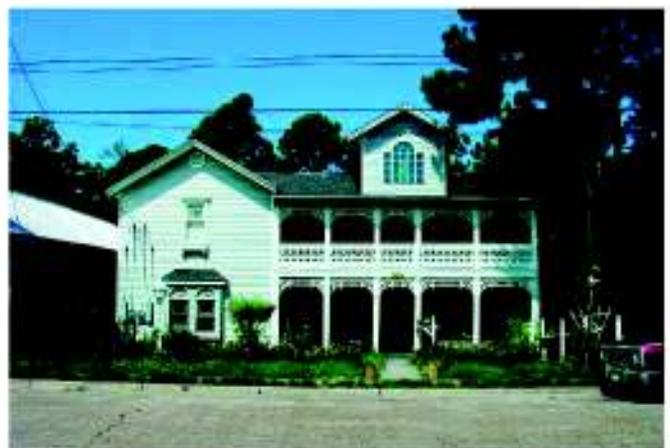
40. Church

Style: NA
 Improvement
 Recommendation: Renovation



41. Storage Facility

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



42. Historic Home

Style: Frame Vernacular
 Improvement
 Recommendation: Renovation



43. Barber Shop & Salon

Style: NA
 Improvement
 Recommendation: Renovation



44. Family Care Clinic

Style: NA
 Improvement
 Recommendation: Renovation



45. Medical

Style: NA
 Improvement
 Recommendation: Renovation



46. Lawn Mower Repair Shop

Style: NA
 Improvement
 Recommendation: Renovation



47. Vacant

Style: NA
 Improvement
 Recommendation: Renovation



48. Mullins Pharmacy

Style: NA
 Improvement
 Recommendation: Renovation



49. United Methodist Church

Style: Contemporary
 Improvement
 Recommendation: None



50. Save -A- Lot

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



51. ME Church

Style: Contemporary
 Improvement
 Recommendation: None



52. First Assembly of God Church

Style: NA
 Improvement
 Recommendation: Renovation



53. Adams Pharmacy

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



54. Vacant

Style: NA
 Improvement
 Recommendation: In-fill / Renovation



55. Internal Medicine Association

Style: NA
Improvement
Recommendation: NA



56. First Baptist Church

Style: NA
Improvement
Recommendation: NA



57. Gun & Pawn Shop

Style: NA
Improvement
Recommendation: In-fill / Renovation



STOREFRONT DESIGN CRITERIA

A. Administrative Criteria

1. Qualifications

- a. The proposed project must be in the CRA District boundaries.
- b. The proposed project must be an existing or proposed commercial, office, or industrial land use within the CRA District boundary.
- c. The Project must be a building construction project and not a site work related construction project.
- d. The project can be a renovation project of an existing building or a ne in-fill development project.
- e. The proposed project must conform to the zoning code criteria for the proposed landuse.

Figure 4 Existing Land Use Map

Storefront Design Guidelines:

The City of Lynn Haven

Existing Land Use

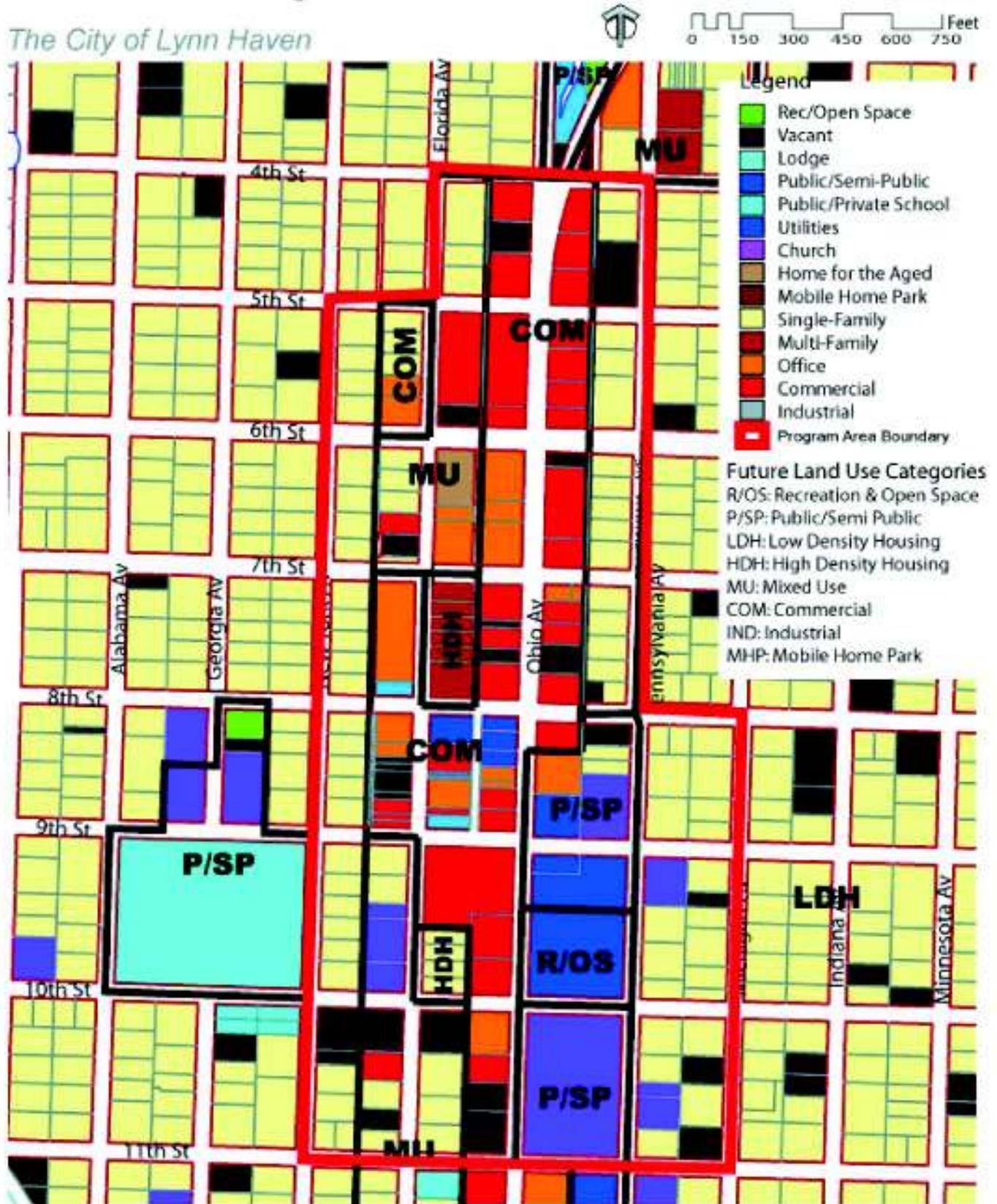
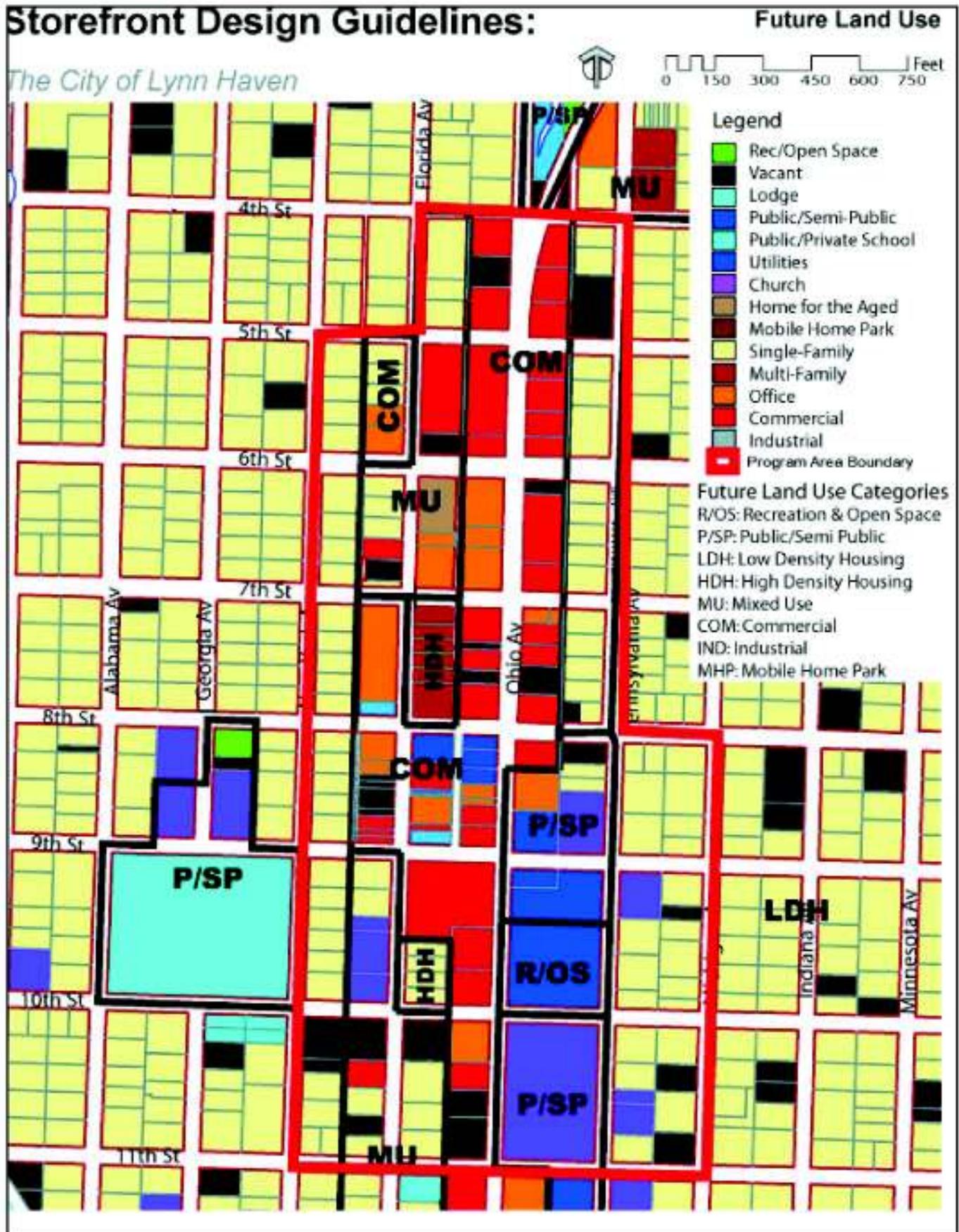


Figure 4: Future Land Use Map



B. Architectural Style Criteria

1. Appropriate Architectural Styles

- a. Every project proposed for this storefront improvement assistance program must have one of the three main architectural styles selected as appropriate for the district: Classic Revival, Frame Vernacular, or Mediterranean Revival.

- b. Each design proposal must have a combination of architectural style attributes which give it a strong sense of the particular style character.

2. Classic Revival Style

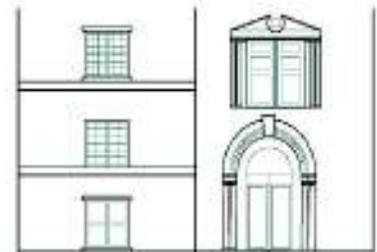
Characteristics:

- a. Plan: regular, rectangular or nearly square.
- b. Foundation: continuous brick or concrete.
- c. Height: 2- 2 1/2 stories
- d. Material: horizontal wood siding, brick or smooth masonry
- e. Roof Type: low-pitched hip or flat w/ balustrade.
- f. Roof surfacing: metal or composition asbestos shingles on flat roof.
- g. Details: Columns, balustrades, medallions, dentils, and french doors.

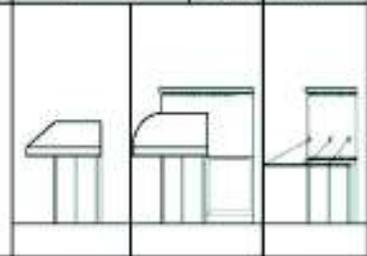


Details

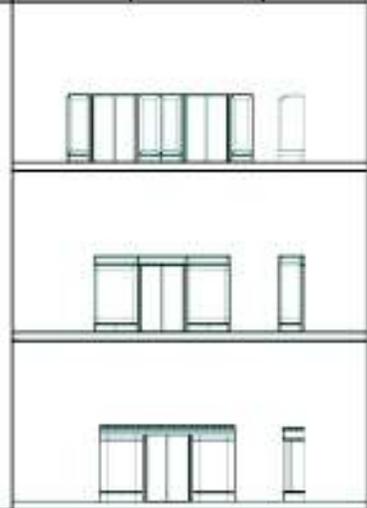
Windows & Doors
Entranceways



Awnings & Canopies



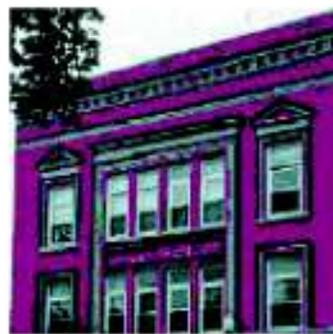
Display Areas



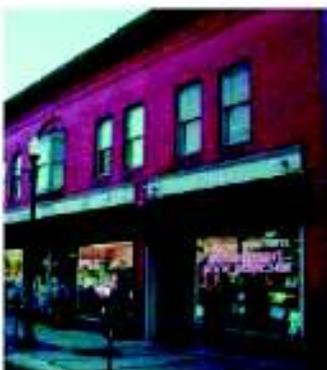
Arcades



Entryway



Windows



Display Window



Canopy

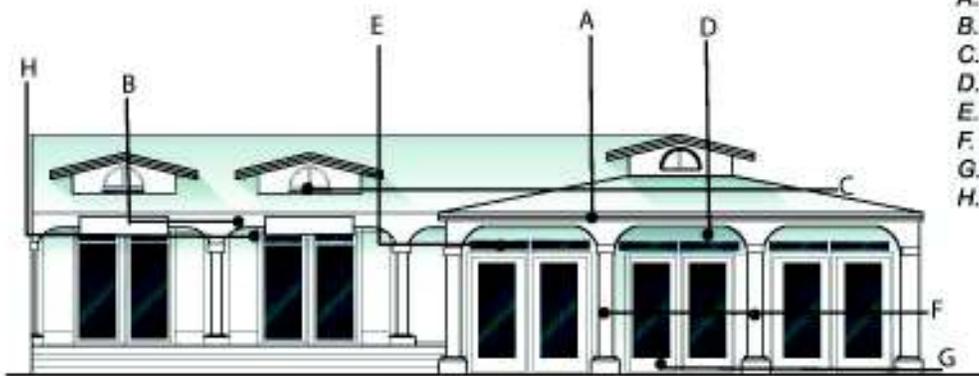
3. Frame Vernacular Style

Characteristics:

- a. Plan: regular, rectangular
- b. Foundation: concrete block.
- c. Height: 1- 2 1/2 stories
- d. Material: horizontal wood siding, brick or smooth masonry
- e. Roof Type: gable, less common hip, pyramidal;
false front on commercial buildings.
- f. Roof surfacing: metal or composition asbestos shingles.
- g. Details: simple, jig-sawn patterns around porches and eaves.

Elevation

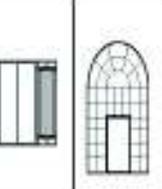
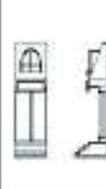
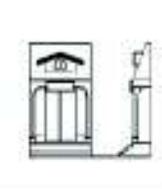
Storefront



- A. Building Cornice
- B. Lintel
- C. Sill
- D. Storefront Cornice Frieze
- E. Transom
- F. Pilaster
- G. Kick Panels
- H. Awning / Overhang



Details

Windows & Doors Entranceways			
Awnings & Canopies			
Display Areas			
			
Arcades			



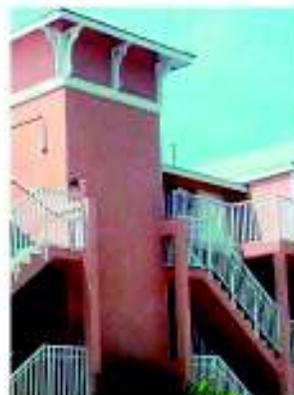
Balcony



Balcony Detail



Display Window



Other Architectural Elements



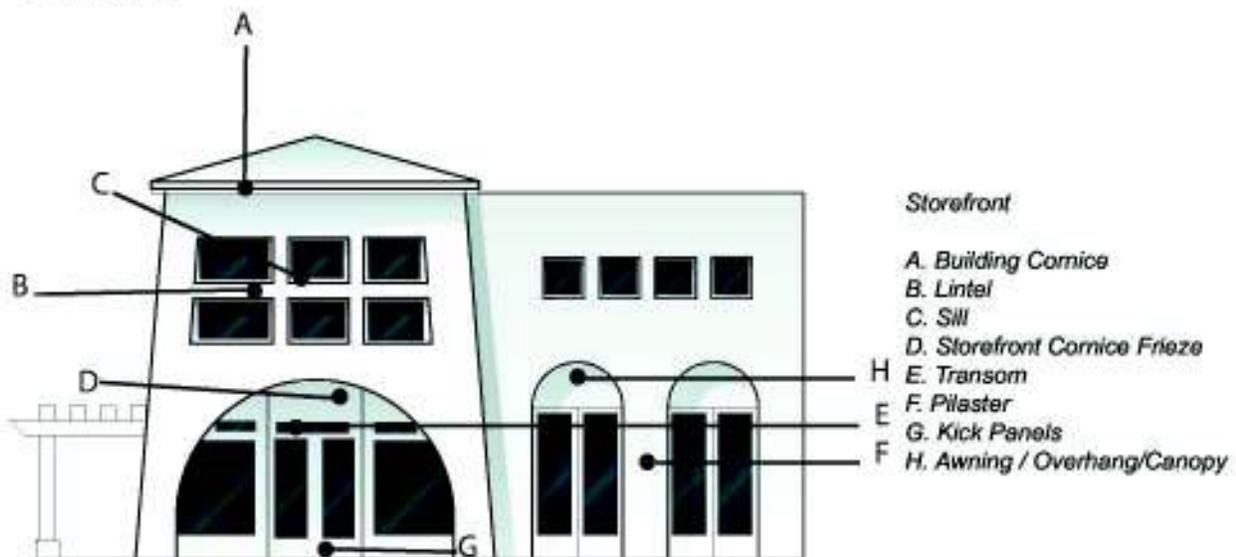
Arcade

4. Mediterranean Revival Style

Characteristics:

- a. Plan: irregular
- b. Foundation: continuous
- c. Height: 2 stories
- d. Material: stucco
- e. Roof Type: hip roof; flat with curvilinear parapet
- f. Roof surfacing: barrel, French interlocking tile.
- g. Details: plaster and terra cotta detailing highlighting arches, columns, window surrounds, cornices, parapets and wrought iron grills.

Elevation



Details

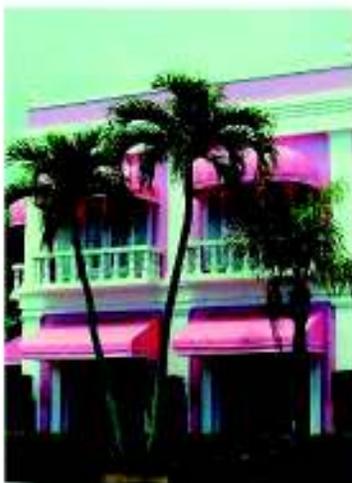
Windows & Doors Entranceways	
Awnings & Canopies	
Display Areas	
Arcades	



Arcade with fountain



Roof treatment, canopy, windows, display windows



Canopy



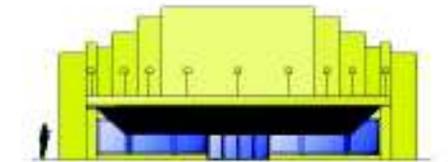
Parapet, windows and entrance way

C. Architectural Elevation Criteria

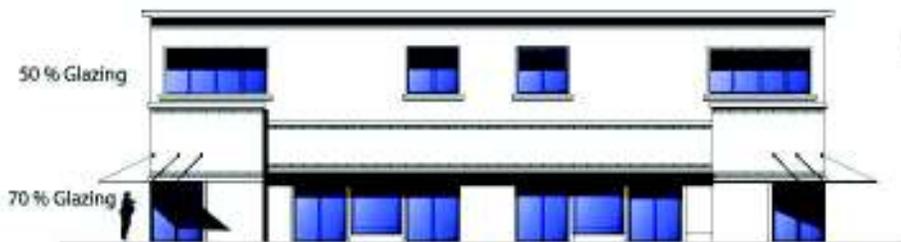
1. Scale

a. **Guideline: Overall Scale -**

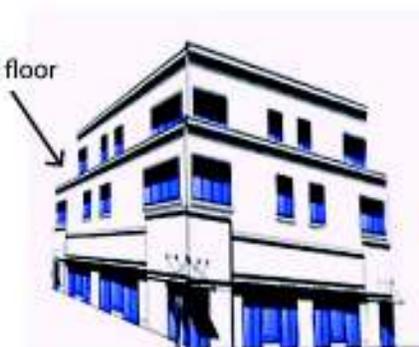
A building's scale is created by the size of the units of construction and architectural details in relationship to the size of humans. The size of a building, or more precisely the building's mass in relationship to open spaces, windows, doors, porches and balconies should be compatible with other buildings in a visually related field. The first and second floors should have more detail and frequency of pattern than the upper floors of a building due to the fact that these lower floors are directly adjacent to the viewer's eye.



Scale - A building's scale is created by the size of the units of construction and architectural details in relationship to the size of humans.



5' setback for 3rd floor



b. **Guideline: Building Window Organization-**

Building facades adjacent to an arterial street or collector street shall have window glazing for no less than 70 % percent of the horizontal street frontage façade. All floors above the first floor will have a minimum of 50% percent window glazing.

c. **Guideline: Entryways -**

Entryway design elements and variations shall give protection from the sun and adverse weather conditions. These elements shall be integrated into a comprehensive design style for the project. A commercial building shall have clearly defined, highly visible customer entrances.

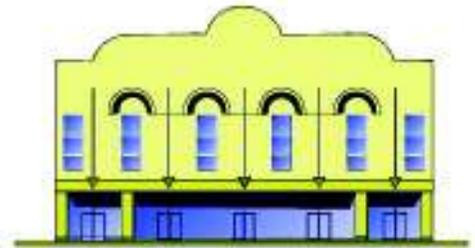
d. **Guideline: Vertical Setback -**

The third floor of a building will be setback from the façade line of the lower floors by a minimum of 5 feet

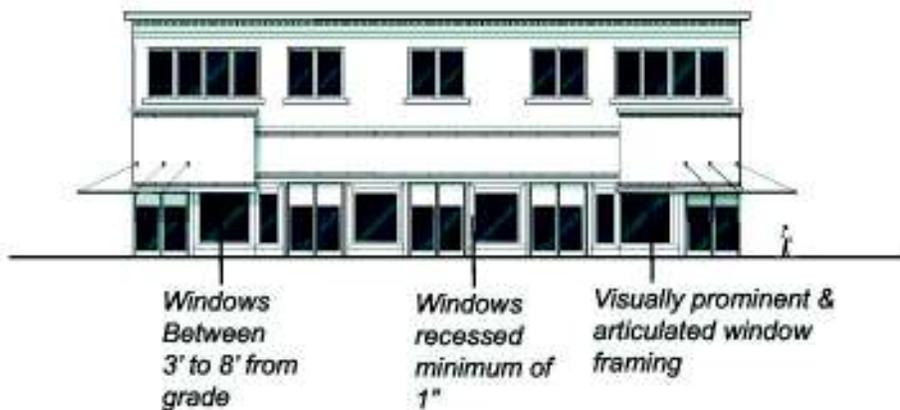
2. Proportions

a. **Guideline: Overall Proportions –**

A building's proportions are created by the relationships between the height and width of the building and its architectural elements. The relationship between the width and height of the front façade, and its doorways and windows should be visually compatible with adjacent buildings. When one moves by a sequence of buildings, one experiences the proportion of the width to the height of the buildings. Buildings that are too tall and thin, too square, or too low and long are inappropriate designed.



Proportion—A building's proportions are created by relationships between the height and width of the building and its architectural elements.



b. **Guideline: Building Proportion -**

The first floor or the primary facades of a building shall, at a minimum, utilize windows between the heights of three feet and eight feet above the walkway grade. Windows shall be recessed, a minimum of one inch, and shall include visually prominent sills, shutters, a stucco relief or other such forms of framing.

3. Rhythm

a. **Guideline: Overall Rhythm:**

A building's rhythm is created by an ordered recurrent alternation of strong and weak architectural elements.

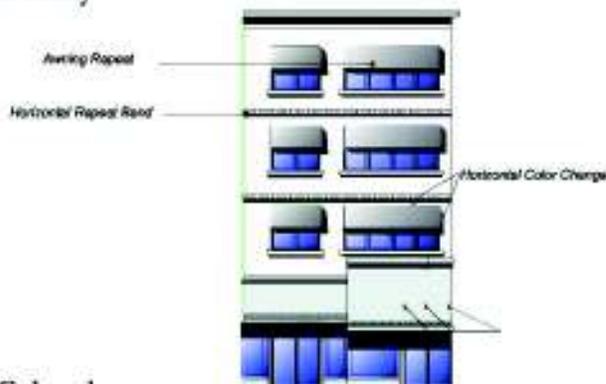
The rhythms created by buildings occur in the visual compatibility and recurrence of related architectural elements. When one moves past a sequence of buildings, one perceives a sense of rhythm created by the relationship of masses to openings.



Rhythm - A building's rhythm is created by an ordered recurrent alternation of strong and weak architectural elements.

b. **Guideline: Repeating Façade Treatments -**

Primary facades shall include a repeating pattern and shall include no less than three of the design elements listed below. At least one of these design elements shall repeat horizontally. All design elements shall repeat at intervals of no more than 30 feet, either horizontally or vertically.



- Color change;
- Texture change;
- Material module change;
- Expression of architectural or structural bays, through a change in plane of no less than 12 inches in width, such as a reveal, an offset, or a projecting rib (see Illustration);
- Architectural banding;
- Building setbacks or projections, a minimum of three feet in width on upper levels; or Pattern change.

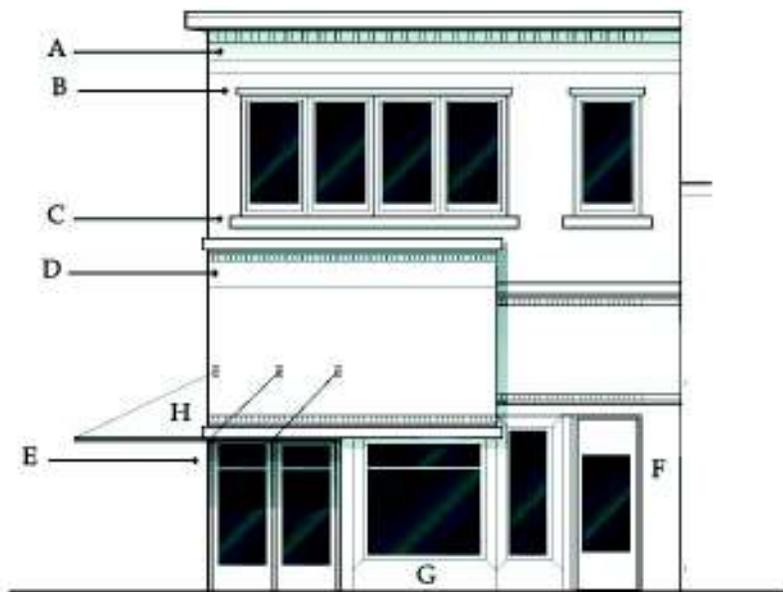
4. Façade Composition

a. **Guideline: Overall Façade Composition –**

Building façades play a basic role in the visual makeup of the business district. Storefronts, signs, window displays and color are all integral elements of the design. Collectively improved, these elements create visual order. The façade should be intentionally designed to integrate storefront, sign and window display space into the overall fabric of the building exterior. As individual buildings stand side-by-side, visual harmony is created by the similar structural components of the buildings of various styles, age and appearance. Over the years isolated changes in facades, storefronts and signs have altered their visual relationships and have led, in part, to the physical and visual disorder common in today's commercial business district.

With proper design attention, a building's appearance from the street can be improved. Attractive individual commercial structures and signs, both old and new, are the basic building blocks of visual order. Improving building facades and signs will go a long way toward bringing visual harmony to the business district.

It serves the business community's own best interests to see that independent improvements are compatible in design with the overall goals of an improved business district. Improving the business district today will require care, planning and a cooperative effort if additional changes are to indeed make any measurable difference.



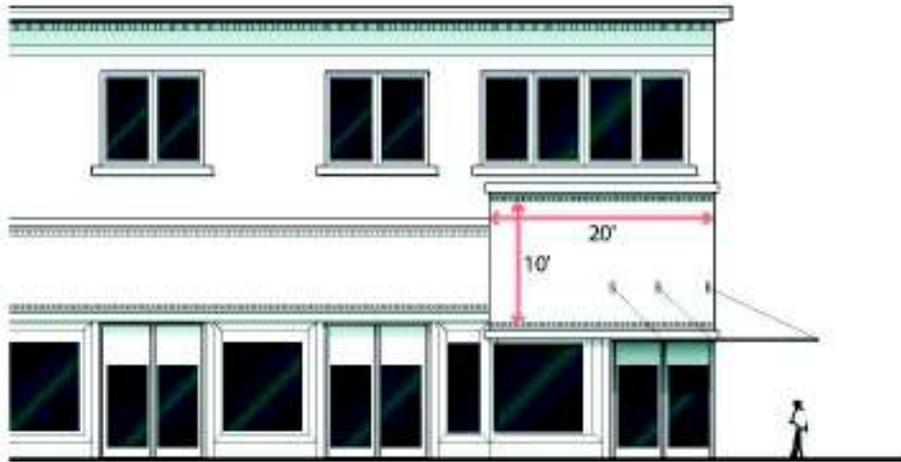
Storefront

- A. Building Cornice
- B. Lintel
- C. Sill
- D. Storefront Cornice Frieze
- E. Transom
- F. Pilaster
- G. Kick Panels
- H. Awning / Overhang

b. **Guideline: Ground Floor Composition**

The ground floor façade should contain a minimum of five of the following façade design elements (one of which must be awnings / canopy):

1. Overhangs
2. Arcade
3. Artwork
4. Raised cornice parapets over the doors
5. Decorative light fixtures
6. Decorative Plinth and kickplate detail
7. Projected canopies
8. Decorative tile work
9. Medallions
10. Window flower boxes
11. Awnings
12. Projecting sill



Blank wall areas should not exceed beyond a 10' by 20' area.

c. Guideline: Blank Wall Areas –

Blank wall areas shall not exceed 10 feet in vertical direction and 20 feet in horizontal direction of any facade. Control and expansion joints within this area shall constitute blank wall area unless used as a decorative pattern and spaced at intervals of six feet or less. Relief and reveal work depth must be a minimum of one-half inch.

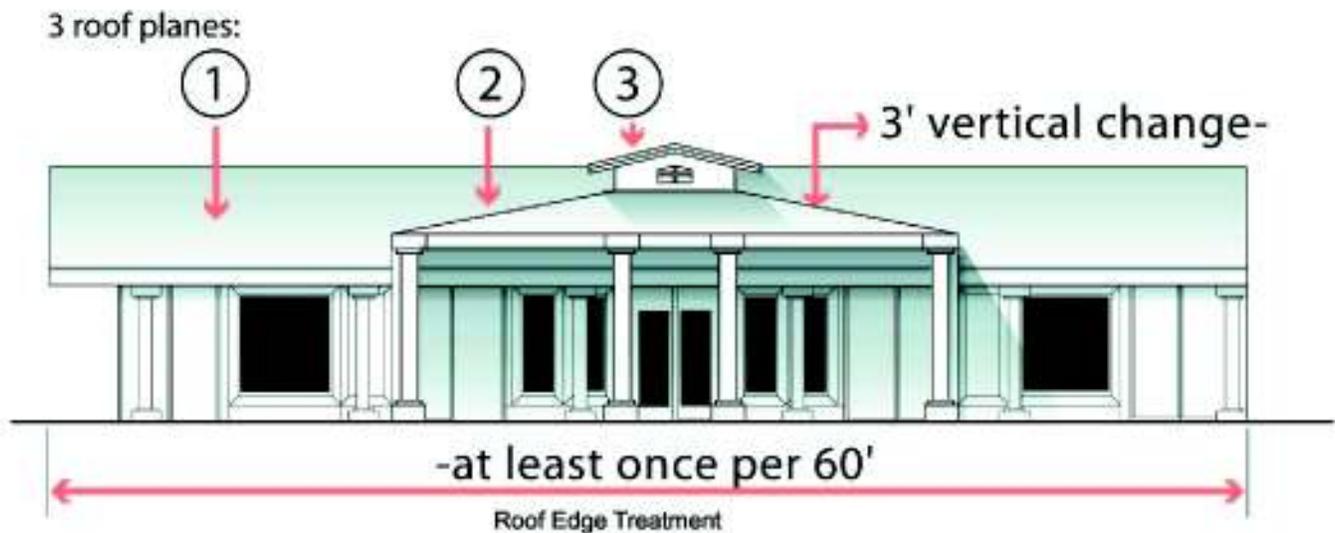
5. Roof Treatment

a. **Guideline: Overall Roof Design -**

Variations in roof - lines shall be used to add interest to and reduce the massing of buildings. Roof features shall be in scale with building mass and shall complement the character of adjoining or adjacent buildings and neighborhoods. Roofing material shall be constructed of durable high quality materials in order to enhance the appearance and attractiveness of the community.

b. **Guideline: Roof Edge and Parapet Treatments -**

For buildings with a sloping roof: At a minimum of two locations, the roof edge or parapet shall have a vertical change (minimum of 3 feet) from the dominant roof design. At least one such change shall be located on a primary facade adjacent to a collector or arterial right of way



c. **Guideline: Prohibited Roof Types and Materials -**

The following types of materials are prohibited:

- Asphalt shingles, except laminated, 320 pound, 30-year architectural grade asphalt shingles or better.
- Mansard roofs and canopies without a minimum vertical distance of eight feet from the ground and at an angle not less than 25 degrees, and not greater than 70 degrees.
- Roofs utilizing less than or equal to a 2 to 12 pitch utilizing full parapet coverage.
- Back-lit awnings used as a mansard or canopy roof.

D Architecture Details Criteria

1. Overview

- a. Just like the preceding elevation criteria section this section establishes criteria for architectural elements. This section looks at the detailed aspects that are involved in creating inviting and interesting commercial areas. Decorative cornices, columns, reliefs and projections in the façade are expressions of a building's architectural style and the builder's craftsmanship. Important architectural details should be incorporated in and presented as important features of the building's design.

2. Windows and Doors

a. *Guideline: Window and Door Selection*

Windows and doors are the primary visible element in the exterior of the building. Some older buildings in Lynn Haven were originally designed with recessed entryways and large areas of glass for the display of goods. Wood framed upper story windows are unique with paned glass and are of stately rectangular proportions. Typically upper story windows are positioned to occur at regular intervals across the building façade and establish visual rhythms in the exterior look of the building.



Above: Large expanses of glass maximize the display area; the transform windows add interest to the facade.

Below: The transform windows and recessed doorway create an inviting and impressive entrance.



Before altering windows and doors consider the following:

i. Altered Windows and Doors –

“Blocking down” or otherwise altering windows and doors openings should be avoided. Transom and upper-story windows are the most commonly altered. If original window openings have already been altered, open the blocked window to its original width and height and replace the full cavity with a new or restored window frame.

Presenting an attractive storefront entrance is essential for every business. For some existing structures, the most attractive and visually appropriate door will be that which is original to the building. Wood panel doors with the large proportioned glass openings were typical of many older storefronts. Original entrance doors should be retained or repaired and refinished whenever possible.

If a replacement door is needed, select a simple, unobtrusive frame. Avoid stylized aluminum doors, which are visually incompatible in architectural style. Older wood framed windows and doors may be available at a store that salvages such older architectural detailed items from older stores and homes that have been demolished.

ii. New Windows and Doors –

If new windows or doors must be used to replace old or rotting ones choose replacements carefully. Replacements should be evaluated based on construction, color and pattern in relationship to the overall architectural plan. New frames should be sized to fill the entire opening.

3. Awnings and Canopies

a. *Guideline: Awnings and Canopy Compatibility*

- i. Awnings and canopies are not only functional, but add color and interest to a building’s appearance. They protect pedestrians from the elements and shade window displays (protecting merchandise). On hot summer days they help keep interiors cool and in the winter months they trap solar radiation, helping to heat the interior. They come in a variety of forms, colors and materials and can be easily modified or removed at a later date should tastes change.

Awnings or canopies should be considered one element of a coordinated façade improvement plan. They should complement the building’s architectural form and relate to



Above: Awnings that complement the building’s architectural style.

the building's overall color scheme. The width and height of awnings and canopies should be consistent with the proportions of the building. If multiple awnings are used, the breaks in awnings should align with the building's architectural features.

By incorporating business names and/or logos into awnings or canopies, business owners gain an additional opportunity to reinforce their identity. The signage incorporated into these features should fit the proportions of the awning or canopy and should be designed as part of a complete signage program.

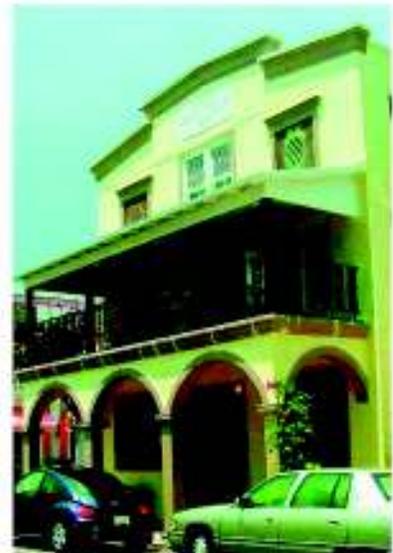
4. Color

a. *Guideline: Color Selection*

- i. The right color selection is important to the appearance of your building and your color selection should be given more than casual consideration. Look at the adjoining buildings in your block. Your color selection should not only compliment your building but be compatible with the other buildings in the block as well.

As a general rule, keep your color schemes simple. It is rarely necessary to use more than two or three colors. The ornamental character of many older facades offers the opportunity to highlight or accent architectural details and trim. Don't overdo it. Avoid the temptation to accent every detail. Too many colors may detract from the visual harmony of the façade.

Changing the colors of facades, doors and trim – most often with paint – will give a fresh appearance to the exterior of any building. Painting at regular intervals should be considered an essential part of building maintenance and will help to protect vulnerable surfaces from deterioration. Painting is also a practical way to visually tie together individual facades and whole blocks of buildings in the business district.



Above: The soft and pleasing color makes the building more approachable



Left: Sensitive color selection distinguishes the building from the adjacent storefronts.

5. Materials

a. *Guideline: Material Selection*

- i. Exterior building colors and materials contribute significantly to the visual impact of a building on the community. They shall be well designed and integrated into a comprehensive design style for the project.
- ii. Exterior Building Materials Standards
The following standards shall apply to all buildings within a commercial or nonresidential development. Predominant exterior building materials shall include, but are not limited to:
 - Stucco;
 - Brick;
 - Tinted, textured, other than smooth or ribbed, concrete masonry units; or Stone, excluding an ashlar or rubble construction look.
 - Wood frame construction w/ hardy plank siding

Predominant exterior building materials that are prohibited include:

- Plastic siding
- Corrugated or reflective metal panels
- Tile
- Smooth or rib-faced concrete block; and
- Applied stone in an ashlar or rubble look

iii. Guidelines: Predominant Exterior Colors –

All building or structure wall colors shall be restricted to muted pastel or earthtone shades. The use of black or florescent colors is prohibited as a predominant exterior building color. The color palette selections must be compatible with each other as well as the other buildings in the block. Colors should be part of an overall color scheme, which includes window frames and doors, signage, awnings, roofing material and all other detailed architectural elements.

iv. Guidelines: Building Trim Colors –

Except for florescent colors, building trim and accent areas may feature any color; limited to ten percent of the affected facade segment, with a maximum trim height of 24 inches total for its shortest distance.

The use of florescent colors is **prohibited** as a building trim color.



6. Signage

a. Guidelines: Signage Quality

- i. Signs are a necessary part of every business. They communicate the critical messages. Signs function to provide the individual businessperson with identification and create a business image. In addition, since signs must “index” all of the goods and services in the business district, each sign plays a substantial role in creating the visual character. As a primary visual element of any commercial area, each sign can enhance the image of the entire business district or detract from it.

The most common problems with signs are their excessive size and inappropriate placement on buildings. Visual disharmony will result from signs, which overpower a small building or are poorly positioned on an otherwise attractive building façade.

In addition to size and placement, the physical design of the sign itself is important. Good signs clearly express a simple message. Lettering styles should be legible and material and colors should be selected which will relate harmoniously to exterior building materials and colors. Prior to developing your sign, please review the sign codes and ordinances for the City of Lynn Haven.

When deciding on what kind of sign best suits your needs, consider some of the following:

- Message -
Keep the message simple. Remember the prime function of your sign is to “index” your storefront. Keep the wording to a minimum so that it may be easily read by passing motorists and pedestrians. Use keywords or logos to identify your business. Avoid redundant wording and unnecessary slogans; they will clutter the sign and will often interfere with the visibility of your primary message.
- Size and Position –
To position the storefront sign, first view the exterior of your building. Look for logical “signable areas” on the exterior of the façade. The best areas for signs will be those places that contain continuous flat surfaces that are void of windows, doors or other architectural details. For many older structures the most appropriate places for signs will be on lintel strips above storefronts or on transom panels above display windows.



For newer buildings, continuous areas of stucco or masonry that are immediately above the top of the storefront offer the best possibilities. Let the size of these “signable areas” help determine the size of your sign and lettering. As a general rule, signs should not exceed one square foot of sign for each linear foot of frontage. This will allow the sign to fit the building. While evaluating the size and position of your sign, be aware that canopies and landscape elements may obscure the message from certain viewing areas.

- **Color –**
Select colors that are compatible with the exterior colors of your storefront and the entire building façade. Keep your color scheme simple. If you use more than one color in your sign, select colors from a common family of tones. It is rarely necessary to use more than two or three colors in your sign. Avoid combinations of primary or day glow colors.
- **Lettering –**
Many styles of type are available. Select a letter style which is compatible with the architectural style of your building and the business image that you wish to express.
- **Quality –**
Your sign is your nameplate. The design, lettering and color of your sign should be attractive as well as legible. Accuracy and precision in the fabrication and installation of your sign is essential. Remember, your sign says a lot about you. The visual quality of its appearance suggests something to your potential customers about your concern for quality. A makeshift sign does little to promote professional image.
- **Sign Types –**
The following sign types are recommended:
 - Flat Mounted Wall Signs
 - Individual Letters
 - Wall Plaques
 - Logos
 - Window Graphics
 - Awning Signs

VII



DESIGN REVIEW CHECKLIST

Design Review Checklist		
A. Administrative Criteria		
1. Qualifications	YES	NO
a. Is the project in the CRA District boundary?		
b. Is the project an existing or proposed commercial, office, or industrial land use within the CRA District boundary?		
c. Is the project a building construction project?		
d. Is the project a renovation or new building?		
e. Does the project conform to the city's zoning code and map?		
B. Architectural Style Criteria		
1. Does the project fit one of the following three architectural styles?	YES	NO
a. Classic Revival Style		
b. Frame Vernacular Style		
c. Mediterranean revival Style		
C. Architectural Elevation Criteria		
1. Scale	YES	NO
a. Guideline: Overall Scale – Does the project have good scale?		
b. Guideline: Building Window Orientation - Do the building facades adjacent to an arterial street or collector street shall have window glazing for no less than 70 % percent of the horizontal street frontage façade? Do all floors above the first floor will have a minimum of 50% percent window glazing?		
c. Guideline: Entryways – Are the entryways well articulated?		
d. Guideline: Vertical Setback – Is the third floor of a building will be setback from the façade line of the lower floors by a minimum of 5 feet?		
2. Proportions	YES	NO
a. Guideline: Overall Scale – Does the proposal have good scale?		
b. Guideline: Building Proportion - Does the first floor or the primary facades of a building shall, at a minimum, utilize windows between the heights of three feet and eight feet above the walkway grade? Are the windows recessed a minimum of one inch, and include visually prominent sills, shutters, a stucco relief or other such forms of framing?		
3. Rhythm	YES	NO
a. Guideline: Overall Rhythm: Does the building proposal have a good rhythm of façade elements?		

b. Guideline: Repeating Façade Treatments - Do the primary facades include repeating patterns and include no less than three of the design elements listed below? Does one of these design elements shall repeat horizontally? Do all design elements repeat at intervals of no more than 30 feet, either horizontally or vertically?		
• Color change;		
• Texture change;		
• Material module change;		
• Expression of architectural or structural bays, through a change in plane of no less than 12 inches in width, such as a reveal, an offset, or a projecting rib (see illustration);		
• Architectural banding;		
• Building setbacks or projections, a minimum of three feet in width on upper levels; or Pattern change.		
4. Façade Composition	YES	NO
a. Guideline: Overall Façade Composition: Does the building proposal have good composition of faced elements?		
b. Guideline: Ground Floor Composition Does the ground floor façade contain a minimum of five of the following façade design elements (one of which must be awnings / canopy):		
1. Overhangs		
2. Arcade		
3. Artwork		
4. Raised cornice parapets over the doors		
5. Decorative light fixtures		
6. Decorative Plinth and kickplate detail		
7. Projected canopies		
8. Decorative tile work		
9. Medallions		
10. Window flower boxes		
11. Awnings		
12. Projecting sill		
c. Guideline: Blank Wall Areas – Are there blank wall areas that exceed 10 feet in vertical direction and 20 feet in horizontal direction of any facade.		
5. Roof Treatment	YES	NO
a. Guideline: Overall Roof Design - Is the roofline well designed?		
b. Guideline: Roof Edge and Parapet Treatments – For buildings with a sloping roof: At a minimum of two locations, does the roof edge or parapet have a vertical change (minimum of 3 feet) from the dominant roof design? Is at least one such change located on a primary facade adjacent to a collector or arterial right of way?		

Does the roof shall meet at least two of the following requirements?		
• Parapets shall be used to conceal roof top equipment and flat roofs.		
• Where overhanging eaves are used, overhangs shall be no less than two feet beyond the supporting walls with a minimum fascia of 4 inches		
• Three or more roof slope planes per primary facade		
• Sloping roofs, which do not exceed the average height of the supporting walls. With an average slope greater than or equal to one foot of vertical rise for every three feet of horizontal run and less than or an average slope equal to one foot of vertical rise for every one foot of horizontal run.		
• Three-dimensional cornice treatment which shall be a minimum of 12 inches in height with a minimum of three reliefs; or		
• Additional vertical roof changes with a minimum change in elevation of two feet.		
c. Guideline: Prohibited Roof Types and Materials –	YES	NO
Are any of the following types of materials present?		
• Asphalt shingles, except laminated, 320 pound, 30-year architectural grade asphalt shingles or better.		
• Mansard roofs and canopies without a minimum vertical distance of eight feet from the ground and at an angle not less than 25 degrees, and not greater than 70 degrees.		
• Roofs utilizing less than or equal to a 2 to 12 pitch utilizing full parapet coverage.		
• Backlit awnings used as a mansard or canopy roof.		
D. Architecture Details Criteria		
1. Windows and Doors	YES	NO
a. Guideline: Window and Door Selection		
Have the windows and doors been selected appropriately?		
2. Awnings and Canopies	YES	NO
a. Guideline: Awnings and Canopy Compatibility		
Have the awnings and canopies been designed and placed appropriately?		
3. Color	YES	NO
a. Guideline: Color Selection		
Have the colors been selected appropriately?		
4. Materials	YES	NO
a. Guideline: Material Selection		
Have the materials been selected appropriately?		
5. Signage	YES	NO

VIII



STOREFRONTS - BEFORE AND AFTER



Vacant Structures north of Sam's Seafood



Sam's Seafood



Vacant Diner



Save-A-Lot Shopping Complex



Adams Pharmacy

APPENDIX

**Commercial Façade Property Improvement
Matching Grant Program**
Program Information Letter

Date:

Address:

Dear,

As per your request during our telephone conversation earlier today, please find enclosed an informational package regarding the Lynn Haven Community Redevelopment Agency's Commercial Property Improvement Upgrade Grant Programs.

The Lynn Haven CRA is very excited about these programs and has received a significant amount of interest from other property owners in the City. It is our desire to fund projects on a first-come, first-served basis (though the CRA reserves the right to fund at its sole discretion), therefore, should you be able to meet the program guidelines, I encourage you to complete an application and return it to my office as soon as possible. Additionally, there are time constraints on the funds so it would be important when you return an application to note your expected time schedule of completing the project.

The informational package should be able to answer any questions you might have about the programs. In the event that you still have unanswered questions, feel free to contact me at the phone number or email address listed at the bottom of this letter.

Sincerely,

Director
Lynn Haven CRA

Commercial Façade Property Improvement Matching Grant Program Program FAQ's

What's it all about?

The purpose of the Commercial Façade Improvement Grant is to assist property owners enhance the street-visible appearance of their property. Many commercial properties were designed and built in styles that have become dated and outmoded and suffer from numerous repairs and coats of paint. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the attempt of the Lynn Haven Community Redevelopment Agency (CRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertake exterior renovations that will enhance the appearance to the public on the street.

What do I need to know about the program?

The CRA is making available to all commercial property owners within the defined City of Lynn Haven Redevelopment Area (see accompanying map), cash grants up to the following amounts:

- For properties with over 60 feet of frontage:
 - Up to \$ 2,500 for architectural services; and
 - Up to \$25,000 for construction.
- For properties with 60 feet of frontage or less:
 - Up to \$ 1,500 for architectural services; and
 - Up to \$10,000 for construction.

This money is available on a dollar-for-dollar match (for every one dollar the property owner puts in, the CRA will put in one dollar) but cannot exceed 50% of the total cost of each portion of the project. Two agreements between the property owner and the Lynn Haven Community Redevelopment Agency must be signed. The first will authorize the undertaking of architectural services and the second will approve designs and authorize funding construction of the designs as approved. Both agreements will guarantee that any façade improvements made with grant funds will not be altered negatively (as determined by the CRA) for five (5) years after completion and that the property will be maintained in accordance with the City of Lynn Haven's Property Maintenance Standards Ordinance. If these provisions are not met, the CRA will have the right to request a return of any funds given to the property owner with interest. Additionally, no work is to be undertaken without written approval of grant funds and a notice to proceed from the CRA. The program will not reimburse any owner for work previously done, already underway, or work with a current permit for construction.

When do I get the money?

In order to insure that an individual project is undertaken, the property owner must undertake all the work and pay for all work performed. Upon completion, the owner will submit a request for payment with supporting documents. Upon review of supporting documents, the CRA will declare the project complete and issue a check to the property owner for the matching amount allowed by the CRA/property owner agreement. The CRA will

not pay any portion of architectural design services for improvements not undertaken within a specific period of time.

What is an eligible expense under the Program?

Reasonable costs associated with undertaking a façade improvement on a side of a building that faces a right-of-way will be eligible. This may include but not be limited to: design fees, permit fees, construction costs, labor and materials. Additionally, costs associated with complying with the Florida Accessibility Code (as determined by the City of Lynn Haven Building Department) due to the undertaking of an approved façade renovation upgrades are eligible. Only projects whose designs comply with the design guidelines of the Façade Program are eligible. Copies of the design guidelines may be obtained from the CRA Director (for contact info go to bottom of this document).

What is NOT an eligible expense under the Program?

General maintenance items, painting (when not part of a larger improvement), minor repairs, concrete repairs, general parking lot striping, resurfacing or drainage, rears of buildings, signs and sign products, fencing, and landscaping are not eligible expenses. Interior repairs and handicapped parking striping are not eligible expenses except in some instances where these expenses are mandated as part of eligible improvements by the City of Lynn Haven's Building Department.

When and where are applications accepted?

The CRA will accept applications from 9 a.m. until 5 p.m. Monday thru Friday at Lynn Haven City Hall. Applications mailed to this address will be stamped in at 5:00 p.m. on the day they are received in the CRA Office at the Lynn Haven City Hall location. The CRA will continue to accept applications until all funds for the program year have been allocated.

What else should I know about the Program?

It is the intent of the CRA to fund applicants on a first-come, first-served basis, however, the Lynn Haven CRA reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented. This may include, but not be limited to: ranking of applicants, which applicants will be funded, all conditions of funding, and approval of all plans, designs and materials to be utilized.

What do I do if I have more questions about the Program?

Contact the CRA Director by one of the following methods:

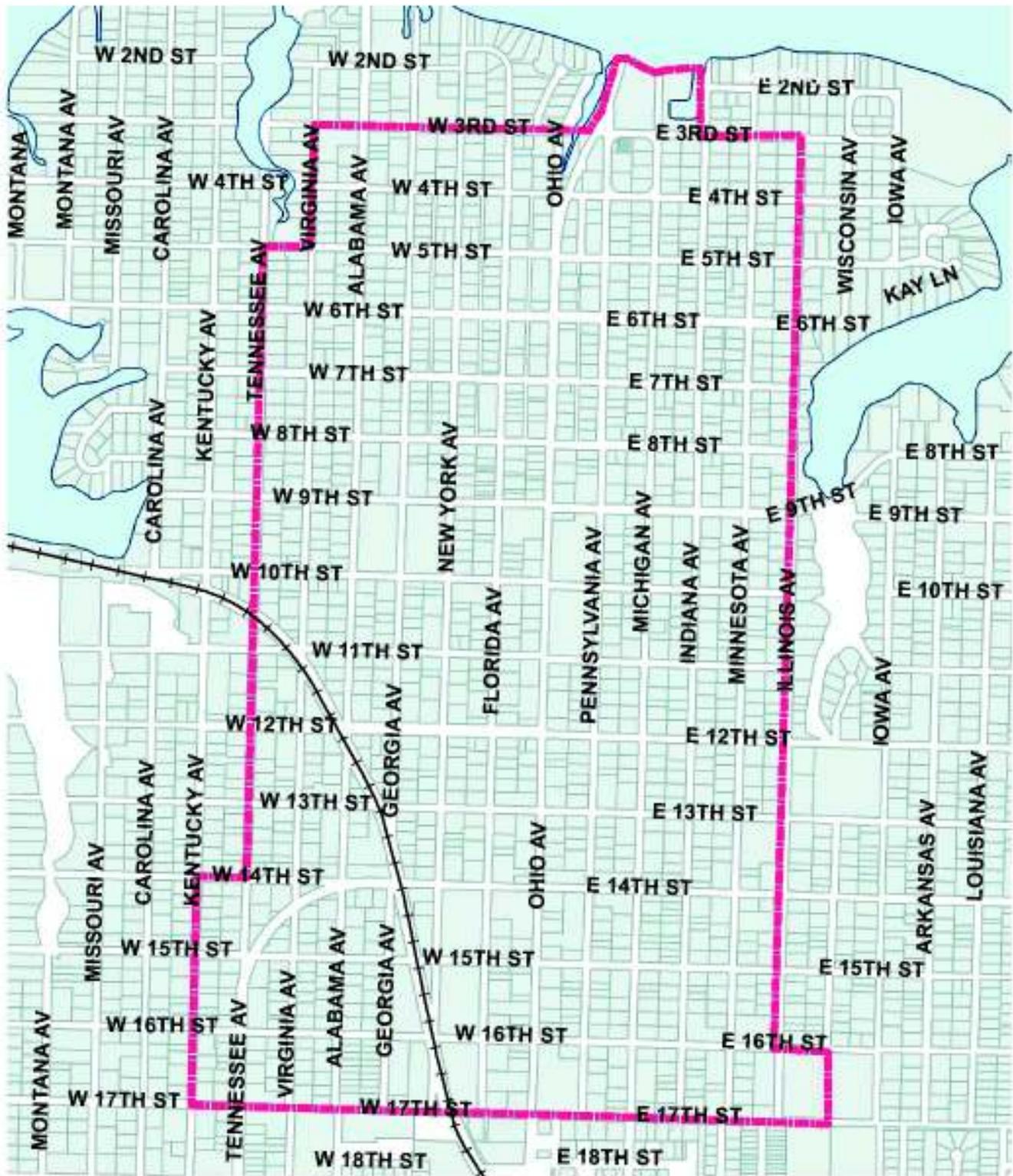
By telephone:

By email:

Storefront Design Guidelines:

The City of Lynn Haven, FL

CRA BOUNDARY



**Commercial Façade Property Improvement
Matching Grant Program
Commercial Façade Grant Application**

(please type or clearly print)

Name of Property or Center (if any): _____

Address of Property to be Improved: _____

Current Use(s) of Property (Office, retail, etc): _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Contact Name (if different from owner): _____

Contact Address: _____

Contact Phone Number: _____

Anticipated Cost of All Improvements on site: \$ _____

Anticipated Amount to be Requested from CRA: \$ _____

Amount requested may not exceed:

If property has more than 60 feet of frontage:

\$25,000 for construction

\$ 2,500 for architectural services

If property has 60 feet or less of frontage:

\$10,000 for construction

\$ 1,500 for architectural services

* Incomplete or incorrect applications will not be considered.

Please see page 2 for list of documents to attach to this form and signature.

Page 2 Commercial Façade Property Improvement Matching Grant Application

(please type or clearly print)

Please attach the following documents to this application*:

- 1 – A site plan or survey that accurately reflects the property as it is today (does not have to be signed and or sealed drawings).
- 2 – Color pictures of the property as it exists today (must include at least two copies of a photo of the frontage to be improved).
- 3 – A legal description of the property.
- 4 – A short narrative describing the improvements that the owner would like to undertake. (This narrative will not in any way bind the owner to any specific improvements)
- 5 – If the property is not represented by an individual owner, a notarized statement giving an individual the rights and responsibilities of representing the owner and the property to and before agents of the Lynn Haven Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property.

* Applications without required attachments will not be considered

I hereby submit this form and all required attachments as application to the Lynn Haven Community Redevelopment Agency (LHCRA) to be considered for a Matching Grant under LHCRA's Façade Grant Program. I understand that no work may be performed nor any contracts for work or drawings entered into by the property owners or their agents until approval of this request is received in writing from the LHCRA. I further understand the Lynn Haven Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Façade Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

Signature of Owner

Print Name

**Commercial Façade Property Improvement
Matching Grant Program
Letter of Acceptance**

DATE: _____

Name

Dear

The letter is to inform you that the Lynn Haven Community Redevelopment Agency (CRA) Board met on _____ to discuss your application to the 2005 Lynn Haven CRA Façade Property Improvement Grant Program for the property located at:

Address:

I am pleased to announce that the Board has accepted your application and wishes to now proceed towards signing an Agreement for Architectural Services. This agreement, authorizing reimbursement up to \$ _____.00 (on a dollar-for-dollar match) for architectural services from a licensed architect incurred after the date of the agreement, is the first of two agreements you will sign over the course of the program.

Once your architect has completed drawings and the CRA Board has approved the design, we will proceed to the second agreement, the Construction Agreement that will then authorize reimbursement up to \$ _____.00 (on a dollar-for-dollar match) for construction.

Please contact me at _____ to arrange a time for you to review and sign the Agreement for Architectural Services.

Yours truly,

Name:
CRA Director

Commercial Façade Improvement Matching Grant Program Agreement for Architectural Services Reimbursement

THIS AGREEMENT, made and entered into the ____ day of _____, 2000, by and between:

_____ (hereinafter referred to as "OWNER"; and

THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF Lynn Haven, FLORIDA
(hereinafter referred to as "COMMUNITY
REDEVELOPMENT AGENCY")

relates to the real property lying in the City of Lynn Haven, in Bay County, Florida, Tax Folio # _____, described as follows:

Legal Description: (insert legal description here or attach
as Exhibit "A")

Complete Property Address: (insert property address here)

WHEREAS, the City of Lynn Haven has created a Community Redevelopment Agency; and

WHEREAS, the Community Redevelopment Agency is charged with enhancing the appearance of the City of Lynn Haven within the Community Redevelopment area; and

WHEREAS, the Community Redevelopment Agency has received tax increment funds to improve the Community Redevelopment area; and

WHEREAS, the Community Redevelopment Agency wishes to utilize funds from its Redevelopment Trust Fund in accordance with its Redevelopment Plan; and

WHEREAS, the Community Redevelopment Agency wishes to create a fund to enhance the architectural appearance of commercial areas within the Community Redevelopment area within the City of Lynn Haven; and

WHEREAS, OWNER wishes to abide by the guidelines approved by the Community Redevelopment Agency for the façade improvement program;

NOW, THEREFORE, FOR CONSIDERATION contained herein, the parties agree as follows:

SECTION 1: That the above recitals are true and correct and are incorporated herein.

SECTION 2: That OWNER of property shall receive a grant from the Community Redevelopment Agency in an amount not to exceed \$ __,00 for architectural services for façade improvements.

SECTION 3: That OWNER agrees to use grant funds for design purposes only in accordance with the basic façade improvement plan submitted and approved by the Community Redevelopment Agency.

SECTION 4: That architectural or design grants shall be on a dollar-for-dollar match on a cash basis only. There shall be no in-kind transfers and only cash spent on eligible activities will be considered as a match. Only reasonable expenses for services shall be allowed. The Community Redevelopment Agency shall determine what are reasonable expenses and eligible activities.

SECTION 5: That all designs must meet the criteria of the Community Redevelopment Agency Assistance Program and its Storefront Design Guidelines. Determination of compliance with these guidelines is at the sole discretion of the Community Redevelopment Agency. Failure to meet guidelines will result in denial of reimbursement. The Community Redevelopment Agency reserves the right to add additional criteria or reject designs for any reason.

SECTION 6: That the funds shall be dispersed only upon preparation of plans by a State Licensed Architect which must comply with all applicable laws, ordinances and regulations.

SECTION 7: That funds shall be disbursed only on a disbursement basis and shall not be reimbursed until after the completion of the construction project for which architectural plans have been made.

SECTION 8: That award of the grant shall be forfeited if the design criteria is not submitted to, and approved by, the Community Redevelopment Agency within six (6) months of approval of this agreement.

SECTION 9: If the project is designed, but not implemented, or construction is not completed and approved by the Community Redevelopment Agency within six (6) months of Community Redevelopment Agency approval of the design, the grant shall be considered abandoned and the Community Redevelopment Agency shall not be obligated to make any reimbursement.

SECTION 10: That OWNER agrees that OWNER shall not change the appearance of the structure enhanced by the grant received within five (5) years of the date of this agreement, without the permission of the Community Redevelopment Agency. If the preceding provision is violated, OWNER or successor OWNER shall repay all funds granted, plus interest at the maximum legal rate from the time that grant funds were disbursed.

SECTION 11: This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Bay County, Florida.

SECTION 12: The parties to this agreement hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the matters to be accomplished in this Agreement, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.

SECTION 13: That OWNER agrees that for OWNER, heirs, assigns, and successor OWNERS in title are to be bound by this agreement. OWNER agrees that this agreement shall be recorded in the Public Records of Bay County, Florida, upon disbursement of funds.

SECTION 14: That OWNER agrees that the COMMUNITY REDEVELOPMENT AGENCY shall have a right to place a sign on OWNER's property during the construction period, announcing the project, the CRA as a source of funding, and/or any other such information and the COMMUNITY REDEVELOPMENT AGENCY deems appropriate.

(This remaining area after Section 14 is
intentionally left blank on Page 4 of 6 only)

By: _____
Chairman, Lynn Haven Community Redevelopment Agency

By: _____
Director, Lynn Haven Community Redevelopment Agency

**Commercial Façade Improvement Matching
Grant Program
Agreement for Architectural Services and
Construction Reimbursement**

THIS AGREEMENT, made and entered into the ____ day of _____, 2001, by and between:

Business Owner
(hereinafter referred to as "OWNER"; and

THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF Lynn Haven, FLORIDA
(hereinafter referred to as "COMMUNITY
REDEVELOPMENT AGENCY")

relates to the real property lying in the City of Lynn Haven, in Bay County, Florida, Property ID #'s ___and___ described as follows:

Legal Description:

Complete Property Address:

WHEREAS, the City of Lynn Haven has created a Community Redevelopment Agency; and

WHEREAS, the Community Redevelopment Agency is charged with enhancing the appearance of the City of Lynn Haven within the Community Redevelopment area; and

WHEREAS, the Community Redevelopment Agency has received tax increment funds to improve the Community Redevelopment area; and

WHEREAS, the Community Redevelopment Agency wishes to utilize funds from its Redevelopment Trust Fund in accordance with its Redevelopment Plan; and

WHEREAS, the Community Redevelopment Agency wishes to create a fund to enhance the architectural appearance of commercial areas within the Community Redevelopment area within the City of Lynn Haven; and

WHEREAS, the Community Redevelopment Agency has determined that the design that OWNER has submitted meets the design criteria of the façade improvement program; and

WHEREAS, OWNER wishes to abide by all the guidelines approved by the Community Redevelopment Agency for the façade improvement program;

NOW, THEREFORE, FOR CONSIDERATION contained herein, the parties agree as follows:

SECTION 1: That the above recitals are true and correct and are incorporated herein.

SECTION 2: That OWNER of property shall receive a grant from the COMMUNITY REDEVELOPMENT AGENCY in an amount

up to

\$,000.00 for architectural services to design and create construction drawings for the façade improvement as approved by the COMMUNITY REDEVELOPMENT AGENCY (with actual reimbursement to be based on final approved cost and with the COMMUNITY REDEVELOPMENT AGENCY grant not to exceed the lesser of \$,000.00 or 50% of the total reasonable cost of architectural services as determined by the COMMUNITY REDEVELOPMENT AGENCY).

SECTION 3: That OWNER of property shall receive a grant from the COMMUNITY REDEVELOPMENT AGENCY in an amount up to \$,000.00 for construction of the façade design approved by the COMMUNITY REDEVELOPMENT AGENCY (with actual reimbursement to be based on final approved cost and with the COMMUNITY REDEVELOPMENT AGENCY grant not to exceed the lesser of \$,000.00 or 50% of the total reasonable cost of construction as determined by the COMMUNITY REDEVELOPMENT AGENCY).

SECTION 4: That OWNER agrees to use grant funds for design and creation of construction drawings and actual construction in accordance with the basic façade improvement plan submitted and approved by the COMMUNITY REDEVELOPMENT AGENCY.

SECTION 5: That all grant funds shall be on a dollar-for-dollar match on a cash basis only. There shall be no in-kind transfers and only cash spent on eligible activities will be considered as a match. Only reasonable expenses for services shall be allowed. The COMMUNITY REDEVELOPMENT AGENCY shall determine what are reasonable expenses and eligible activities.

SECTION 6: That the final appearance of the completed construction shall be exactly as the design drawing submitted by OWNER to COMMUNITY REDEVELOPMENT AGENCY, and adopted by COMMUNITY REDEVELOPMENT AGENCY. If any alterations to the design must be made, OWNER shall immediately make the COMMUNITY REDEVELOPMENT AGENCY aware of such necessary alterations and such alteration must be approved by the COMMUNITY REDEVELOPMENT AGENCY prior to their construction. The COMMUNITY REDEVELOPMENT AGENCY reserves the right to add additional criteria or reject designs or alterations to design for any reason. If alterations are made by OWNER without approval of or after being rejected by COMMUNITY REDEVELOPMENT AGENCY, the award of grant shall be forfeit and no reimbursement of any portion, neither architectural nor construction, shall be made by COMMUNITY REDEVELOPMENT AGENCY.

SECTION 7: That funds shall be dispersed only upon completion of the construction to all the specifications of the COMMUNITY REDEVELOPMENT AGENCY including preparation of plans by a State Licensed Architect and construction of façade improvement by a State of Florida Licensed Contractor which must comply with all applicable laws, ordinances and regulations including all permitting and zoning laws and meet approval by the COMMUNITY REDEVELOPMENT AGENCY.

SECTION 8: That funds shall be disbursed only on a disbursement basis and shall not be reimbursed until after the completion of the construction project which architectural plans have been made.

SECTION 9: That award of the grant shall be forfeited if the construction of the façade improvement is not completed to the COMMUNITY REDEVELOPMENT AGENCY's satisfaction within eight (8) months of approval of this agreement.

SECTION 10: If the project is designed, but not implemented, or construction is not completed and approved by the COMMUNITY REDEVELOPMENT AGENCY within eight (8) months of COMMUNITY REDEVELOPMENT AGENCY approval of the design, the grant shall be considered abandoned and the COMMUNITY REDEVELOPMENT AGENCY shall not be obligated to make any reimbursement.

SECTION 11: That OWNER agrees that OWNER shall not change the appearance of the structure enhanced by the grant OWNER has received within five (5) years of the date of this agreement, without the permission of the COMMUNITY REDEVELOPMENT AGENCY. If the preceding provision is violated, OWNER or successor OWNER shall repay all funds granted, plus interest at the maximum legal rate from the time that grant funds were disbursed.

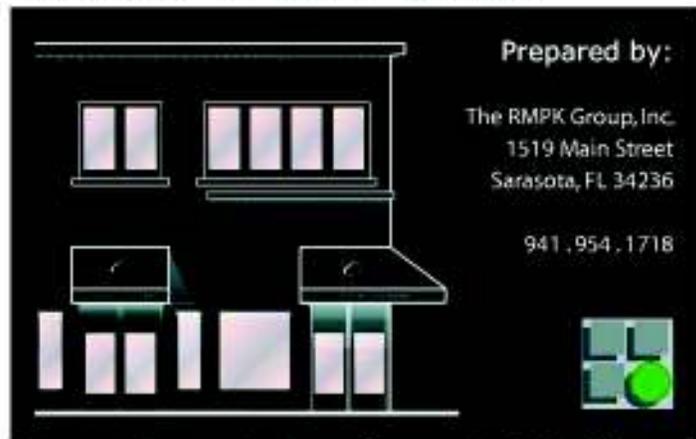
SECTION 12: This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Bay County, Florida.

SECTION 13: The parties to this agreement hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the matters to be accomplished in this Agreement, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.

By: _____
Chairman, Lynn Haven Community Redevelopment Agency

By: _____
Director, Lynn Haven Community Redevelopment Agency

The City of Lynn Haven:



Storefront Design Guidelines