



## A G E N D A

GREEN COVE SPRINGS PLANNING & ZONING BOARD  
321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
REGULAR SESSION

MONDAY, MAY 1, 2017 – 5:30 P.M.

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ANYONE WISHING TO ADDRESS THE PLANNING & ZONING BOARD REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AVAILABLE AT THE CLERK'S DESK. SPEAKERS ARE RESPECTFULLY REQUESTED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.

THE PLANNING & ZONING BOARD PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

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### Roll Call

#### PUBLIC HEARINGS

NONE

#### BOARD BUSINESS

1. Discussion of Land and Water Conservation Grant for 2016-2017.
2. Board Discussion / Comments.
3. Adjournment.

#### NEXT MEETING – MAY 25, 2017 – 5:00 P.M.

The Planning & Zoning Board meets the fourth Thursday of each month beginning at 5:00 p.m. Meetings are held in City Hall at 321 Walnut Street and audio recordings of the meetings are posted in the City's website at [www.greencovesprings.com](http://www.greencovesprings.com).

The City may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

**Public Participation:** Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**Exparte Communications:** Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such comments before a vote is taken.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The Minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

**CITY OF GREEN COVE SPRINGS, FLORIDA  
PLANNING AND ZONING BOARD  
STAFF REPORT  
FOR MEETING OF MAY 1, 2017**



**SUBJECT: BOARD REVIEW AND RELATED ACTION REGARDING AN APPLICATION FOR A LAND AND WATER CONSERVATION (LWCF) GRANT FUNDS FOR IMPROVEMENTS TO SPRING PARK**

**STAFF COMMENTS:**

The City Council has designated the Planning and Zoning Board as the City's Recreation Advisory Board. The City will be submitting a LWCF (RTP) Grant to the Department of Environmental Protection for the improvements to Spring Park. In order to maximize public participation, it is recommended that the Recreation Advisory Board review the proposed project and make recommendations to the staff on the project for submission in the grant application.

The LWCF Grant funds may be used to acquire or develop land for public outdoor recreational use. The 2016-2017 LWCF grant applications must be submitted to DEP by May 5, 2017. The City would have 3 years to complete any funded project. Matching funds for the project will be included in the FY 2017-18 Capital Improvement Plan.

Attached is a fact sheet on the LWCF Grant Program.

**STAFF RECOMMENDATION:**

Staff recommends the Planning and Zoning Board, acting as the Recreation Advisory Board, recommends to the City Council the submission of a 2016-17 LWCF Grant for the improvements to Spring Park.

**MOTION: To recommend to the City Council the submission of a 2016-2017 LWCF Grant for the improvements to Spring Park.**

**SUBMITTED BY:**

**Janis K. Fleet, AICP  
Development Services Director**

# Florida Department of Environmental Protection

## Instructions for

### Land and Water Conservation Fund Program

### Grant Application (DRP-121)

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#### **FACTS ABOUT LWCF**

##### **What is the Land and Water Conservation Fund Program?**

The Land and Water Conservation Fund Program (LWCF) is a competitive program that provides grants for acquiring or developing land for public outdoor recreational use. LWCF is a reimbursement grant program.

##### **How is LWCF Administered?**

The program is administered by the Florida Department of Environmental Protection (DEP), Office of Operations on behalf of the U.S. Department of the Interior, National Park Service (NPS). The Program is governed according to Florida Statutes, Administrative Code and the LWCF Grants Manual. **In accordance with the LWCF Act, available program funds are contingent upon an annual appropriation to each state by Congress.**

##### **Who May Apply for LWCF Funds?**

All local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public.

##### **How Do I Apply?**

Applicants must submit a completed LWCF grant application during an announced submission period. Applicants may submit only one application during the submission period and the application may contain no more than one project site except for sandy beach access sites.

##### **What is the Maximum Grant Amount?**

The maximum grant amount is \$200,000.00.

##### **What is the LWCF Matching Ratio?**

The matching ratio is one applicant dollar to one federal dollar for all LWCF grant awards (50% / 50%).

##### **What Can I Use to Match a LWCF Grant?**

Cash; In-kind services; Value of donated real property owned by applicant (must be pre-approved by DEP).

##### **What may LWCF Funds be used for?**

**Development:** Outdoor recreation areas and facilities such as beaches, picnic areas, trails, ball fields, tennis and basketball courts and playgrounds along with associated support facilities such as lighting, parking, restrooms and landscaping. Enclosed buildings and structures (except restrooms, restroom/concession buildings and bathhouses) are ineligible.

**Acquisition:** Land for outdoor recreation purposes.

##### **Must an applicant own the project site?**

For development projects, the applicant must own the project site or lease it from a public agency by the closing date of the application submission period. Land owned or leased by the applicant must be dedicated in perpetuity as a public outdoor recreation area.

### **How are LWCF Grants Awarded?**

Each application is reviewed to determine eligibility. Staff evaluates each eligible application according to the Florida Administrative Code and the LWCF Manual, and assigns a final score. Based on the scores, the Staff prepares and submits a recommended priority list to the Secretary of the DEP for approval. State approved projects are then submitted to the U.S. Department of the Interior, National Park Service for final review and award.

### **If an applicant is awarded LWCF funds, what are the major requirements?**

**Project Agreement:** DEP and the grantee will enter into an agreement setting forth conditions consistent with DEP policy, the Florida Administrative Code and the LWCF Manual.

**Completion Time:** Grantees may be allowed up to three years from the effective date of the agreement to complete development projects, and one year for acquisition projects.

**Payment Schedule:** Grantees will receive LWCF funds on a reimbursement basis.

**Project Plans:** Development projects shall have final plans prepared and certified by an engineer or architect registered in the State of Florida.

**Project Accessibility:** A recipient of federal funding may not, directly or through contractual or other arrangements, on the grounds of age, race, color, sex, national origin, physical or mental disability, deny an individual any service or benefit which could otherwise be reasonably provided.

**Restrictions: LWCF assisted sites must be dedicated in perpetuity and cannot be converted for any purpose other than outdoor recreational use. No exceptions (see the conversion clause of the LWCF for details).**

**Site Dedication:** LWCF assisted park land must be dedicated as a public outdoor recreation area **in perpetuity**. Grantees must commit to operate and maintain LWCF assisted public recreation facilities in reasonable repair for a minimum of 25 years after completion of construction to prevent undue deterioration.

**Land Acquisition:** Unless approved by DEP in advance, formal negotiations for acquisition of a LWCF assisted site may not begin until the grant is awarded by the National Park Service. Grantees have up to three years to develop the property after purchase.

## GENERAL APPLICATION INFORMATION

- Applicants must complete the LWCF Proposal Description and Environmental Screening Form.
- Applicants receiving LWCF funds will be required to have a LWCF Grants-in-Aid Manual. This will be provided by DEP on a CD-ROM. This manual also may be downloaded from our website: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs).
- Applicants must submit THREE copies (1 original and 2 copies) of the completed application and all supporting documents during the announced submission. The application must be submitted in a SOFT COVER binder (please, **no 3-ring binders**). To facilitate the review and scoring process, tab all support documents or attachments according to Part III of this application.
- Applications must contain the information as outlined on the supporting documentation checklist.
- ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AS DEFICIENT AND ASKED TO BE TABBED.
- **The Applications** must be postmarked **NO LATER THAN May 5, 2017** and submitted:

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE OF OPERATIONS  
LAND AND RECREATION GRANTS SECTION  
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585  
TALLAHASSEE, FLORIDA 32399-3000

## APPLICATION PROCESS

- Applications are reviewed by DEP for eligibility and completeness in accordance with the program Rule and the LWCF Manual.
- Upon notification, applicants are allowed 15-day deficiency period submittal for corrections.
- Applications are scored and ranked in priority pursuant to LWCF Rule.
- Recommended application list is reviewed and approved by the DEP Secretary.
- DEP submits the projects to State Clearinghouse for approval.
- DEP submits the projects along with the Screening Form to NPS for review and approval.
- NPS must approve projects prior to execution of State/Local agreements.
- Upon NPS approval, State/Local agreements are developed in accordance with the application information.

## EVALUATION PROCESS

Grant applications are evaluated according to policies and procedures described in Chapter 62D-5, Part VII, Florida Administrative Code (F.A.C.). This is commonly known as the LWCF Rule. All applicants should be familiar with these policies and procedures. This packet is designed to assist all applicants in presenting the necessary information needed for DEP to evaluate proposed grant applications. Applicants must submit proposals for LWCF grants on application form DRP-121. Failure by an applicant to present all required application information and documentation may result in the application not receiving points or being declared ineligible for funding consideration. Following DEP staff review of the applications, DEP will notify applicants of any deficiencies. Missing or incomplete documentation will usually constitute a deficiency. Applicants must submit requested deficiency information within **fifteen (15) working days from the date of deficiency notification**. After the deficiency period, DEP ranks all eligible applications in accordance with the evaluation criteria set forth in the LWCF Rule.

### **Acquisition Projects**

A request for financial assistance must be for acquisition or development of land for public outdoor recreational purposes. An acquisition project approved for funding must be acquired within one (1) year of the effective date of the project agreement and must be developed for public use within three (3) years of completion of the acquisition. An approved acquisition project will require a self-contained narrative, appraisal(s), title search, and if applicable, a mean or ordinary high water survey prior to project commencement. The appraisal(s) will be reviewed by a fee appraiser under contract with DEP's Division of State Lands. The appraisal must conform to the *Uniform Appraisal Standards for Federal Land Acquisition* (UASFLA). The standards may be found at: <http://www.usdoj.gov/enrd/land-ack>. Payment of appraisal review fees will be the responsibility of the grantee and will be made by the grantee immediately upon and pursuant to the direction of the Bureau of Financial Management. These expenses are not eligible for reimbursement under the LWCF program. If the proposed project is approved at state level, and the property must be acquired prior to NPS approval, a waiver of retroactivity must be obtained from the DEP to ensure eligibility of the project. Granting a waiver does not imply funding will be approved.

### **Development Projects**

A development proposal should consist of the complete or partial development of the project site. The grantee shall have up to three (3) years from effective date of the project agreement to complete the project. A development project, when completed, must be a useable recreation area. A development application may consist of one improvement or a group of related improvements designed to provide primary facilities for outdoor recreation. Secondary or support facilities and improvements for access, safety and protection of the project visitors are viable project components but should not dominate the proposed project. Primary facility costs must be equal to or greater than fifty percent of the total project cost. Support facilities alone do not constitute an eligible project, except projects which provide or improve beach access. Eligible facilities are described in the LWCF Rule.