

MINUTES

Special Meeting of the Immokalee Community Redevelopment Agency Advisory Committee on September 22, 2015.

750 South 5th Street, Immokalee, FL

A. Call to Order.

The meeting was called to order by Frank Nappo, Vice Chair at 8:45 A.M.

B. Roll Call and Announcement of a Quorum.

Advisory Committee/EZDA Members Present:

Frank Nappo, Estil Null, Martha Williams, Cindy Lozano, Joe Mucha, and Andrea Halman.

Advisory Committee/EZDA Members Absent/Excused:

Mike Facundo, Jim Wall, Ski Olesky, and Julio Estremera

Action: *A quorum was announced as being present for all boards.*

Others Present: Carrie Williams, Debbie Chesna, and Richard Henderlog.

Staff: Brad Muckel, Christie Betancourt, and James Sainvilus.

C. Introductions. The board members present and members of the public introduced themselves.

D. Announcements.

Staff announced that this meeting is in preparation for the workshop to be held on October 1, 2015.

E. Adoption of Agenda.

Staff would like to add Executive Summary Enclosure 2b to the history of the Form Based Guidelines that went to the board in 2010.

Action: *Mr. Estil Null made a motion to approve the Agenda with added Enclosure 2b. Ms. Andrea Halman seconded the motion and it passed by unanimous vote. 6-0.*

F. Communications

1. Public Notices

G. CRA New Business

2. Land Development Code Amendments

i. Special District Form Based Guidelines (Enclosure 1)

Staff provided board with a copy of the Special District Form Based Guidelines for review in the open discussion section of today's agenda.

a. History (Enclosure 2)

Staff provided board with Enclosure 2 which is the history of the Public Realm Plan which includes the Form Based Guidelines. Staff reviewed the history and the financial cost with the board members present.

b. Main Street Sub-District Area Map (Enclosure 3)

Staff provided board with a larger map of Figure 1 for board to review.

c. Public Realm Plan (Enclosure 4)

Staff provided board with a copy of the Public Realm Plan for review.

H. Open Discussion – Breakfast

Staff announced that they would be reviewing each section of the Central Business District Form Based Guidelines.

After discussion the CRA Advisory Board members present decided to make the guidelines applicable to the areas depicted in the red boundary on Figure 1 and to also include 15th Street Subdistrict depicted by the black boundary.

The following sections of the document were reviewed with the Board:

INTRODUCTION

The Immokalee community has been recognized as a prime winter agricultural center serving the entire country. This reputation has been changing in recent years and although agriculture will continue to form an important part of the character of the community, it is important for Immokalee to reaffirm its character as a sustainable community housing a variety of cultures and traditions. These design guidelines are intended to reinforce that character through the design of the urban form and its buildings.

The Central Business District Form-Based Guidelines is a companion document to the Immokalee CRA Public Realm Plan (PRP). The PRP establishes a distinct “brand” for Immokalee through signature improvements to public spaces within an area defined as the Central Business District (CBD). These improvements consist of an updated streetscape design, new way-finding and signage recommendations, and two new public plazas. The CBD includes the Main Street/State Road 29 corridor from 9th Street to the east and East 2nd Street to the west, and the South 1st Street corridor from Pine Street on the north and the Seminole Casino on the south.

PURPOSE

The intent of these design guidelines is to direct development within the Immokalee community toward creating a cohesive urban pattern of buildings and streetscapes that balances the pedestrian and traffic needs of residents, while protecting and enhancing the original pattern of development. These guidelines will provide a reference document for parties interested in infill development and redevelopment in the CBD and will be utilized in the creation of Immokalee-specific Land Development Regulations (LDRs).

The design guidelines are intended to be flexible in nature and encourage design diversity within a unified theme. While the County and the CRA promote economic growth and commercial development in areas with access to arterial and collector roadways, they also encourage protection of residential and rural interests from the impacts of non-residential development. Through the implementation of these design guidelines and subsequent LDRs, a framework for developing a vibrant, sustainable downtown will be created. In addition, these guidelines will allow for Crime Prevention Through Environmental Design (CPTED) strategies (Natural Surveillance, Territorial Reinforcement, Natural Access Control and Target Hardening) to be fostered by maximizing a pedestrian-friendly environment of connectivity and access throughout the overlay area. By encouraging infill development and greater use of the downtown through design such as, improvements in architectural guidelines, improvements in pedestrian and bicycle facilities, and the use of local materials, the CRA will be promoting smart growth principles and encouraging future growth to develop in a sustainable manner.

APPLICABILITY

The design guidelines contained in this document will apply to all new construction or substantial redevelopment of non-residential, mixed-use and multi-family uses within the geographic areas depicted in Figure 1 below. The guidelines will be implemented through the Immokalee specific LDRs being currently developed and the creation of a special area zoning overlay.

For the purpose of this report, the proposed guidelines cover an area slightly greater than the defined CBD boundaries. This area is divided into three subdistricts: the South 1st Street Subdistrict, and the Main Street Subdistrict, which fall within the CBD, and the 15th Street Subdistrict, which is optional area that could eventually be incorporated in the CBD.

Figure 1: Central Business District Design Overlay



The 15th Street Subdistrict is more suburban in nature than the rest of the CBD; however, due to its proximity to the CBD and potential for future commercial and mixed-use development, it is included as a potential future expansion area. Each subdistrict contains design guidelines tailored to the unique character and existing conditions found in the area. See Figure 1 for the location of the Main Street Subdistrict, the First Street Subdistrict and the Fifteenth Street Subdistrict.

The guidelines and the forthcoming LDRs are intended to create, over time, a distinctive pedestrian-friendly business district. The intent is **not to require existing buildings** to conform to these new regulations unless they are subject to substantial renovations. As property owners decide to renovate their buildings, they will be encouraged to conform to the guidelines contained in this document. Figure 2 shows conceptual examples of minor façade improvements that would help reinforce the character of the Immokalee CRA.

***The Advisory Board paused briefly to discuss the Immokalee Commercial Façade Improvement Grant Program. They requested that staff 1) change the liability provisions within the program, 2) hire an Architect to provide renderings of key commercial properties within the CBD, and 3) provide an Opinion of probable Construction Costs (OPC) for the examples to illustrate to the owners the visual impact of a minimal investment.

They also requested that the photographs contained within the document be changed to pictures of Immokalee.

THE IMMOKALEE DESIGN OVERLAY DISTRICT

The Immokalee Design Overlay District has an area of approximately 513 acres, comprised of 671 parcels. The Existing Conditions Report describes in detail the prevalent development patterns in the area. This section summarizes those findings and describes the character/image expected to be created with the implementation/enforcement of the standards contained in this report

A. SUMMARY OF EXISTING CONDITIONS

1. Main Street Subdistrict:

The portion that runs east-west (Main Street) from Second Street East and Hancock Street is characterized by a traditional urban commercial storefront development, with heavy pedestrian use and buildings close to the street. Most buildings are one story.

2. First Street Subdistrict:

The First Street corridor from Eustis Avenue to West Main represents a major entrance to the community and a connection between the Seminole Casino and the Main Street corridor. Development along this street is characterized by a mix of business, institutional and residential buildings typically close to the street.

3. Fifteenth Street Subdistrict (Optional):

This sub district is an optional area that could eventually be incorporated within the CBD. area along Fifteenth Street between Hancock Street and 11th Street changes to a more suburban setting with buildings setback farther from the street, numerous driveways along the south side of the street, and a more prominent presence of automobile-related uses.

The area (curve) between 11th Street and Roberts Avenue is characterized by a suburban cross-section. The character of this area is dominated by a vehicular orientation, resulting in little to no pedestrian friendly features. Currently, there are no commercial buildings fronting on this street.

The character of the corridor between Roberts Avenue and Immokalee Drive is not well defined, but instead is a mix between both the Main Street and First Street corridor characteristics. Some buildings have located close to the street, while others are behind parking areas.

B. DESIRED IMAGE

In order to maintain and enhance the urban development character of downtown Immokalee, to maintain its existing pattern of development, and to reinforce the diversity of cultures in the Immokalee area, general design standards were created for new development and redevelopment within the design overlay district.

The following are development goals established for the specific sub areas within the Design Overlay district. Development Standards were created to fulfill these goals.

1. Main Street Corridor:

- Goal 1:** Strengthen the pedestrian orientation of this area by ensuring the sidewalk/public activity areas are widened.
- Goal 2:** Encourage the development of storefront buildings along the Main Street corridor.
- Goal 3:** Encourage ~~two-story mixed-use buildings~~, while allowing for the smaller building types that have historically located along this corridor.
- Goal 4:** Require key architectural elements to create an identifiable ~~cultural theme~~ (reword).

2. First Street Corridor:

- Goal 1:** Require new buildings to locate close to the street.
- Goal 2:** Encourage the development of storefront buildings along the 1st Street corridor.
- Goal 3:** Provide building continuity along the block to encourage pedestrian activity.
- Goal 4:** Emphasize the importance of architecture in creating a gateway into downtown Immokalee.

3. Fifteenth Street Corridor(Optional):

- Goal 1:** Transition the urban form to a less urban pattern of development by requiring new buildings to locate close to the street; however, allowing for more flexibility in the block/ building continuity ~~along the sidewalk~~.

4. Interior Streets:

All streets running perpendicular and parallel to the main corridors noted above.

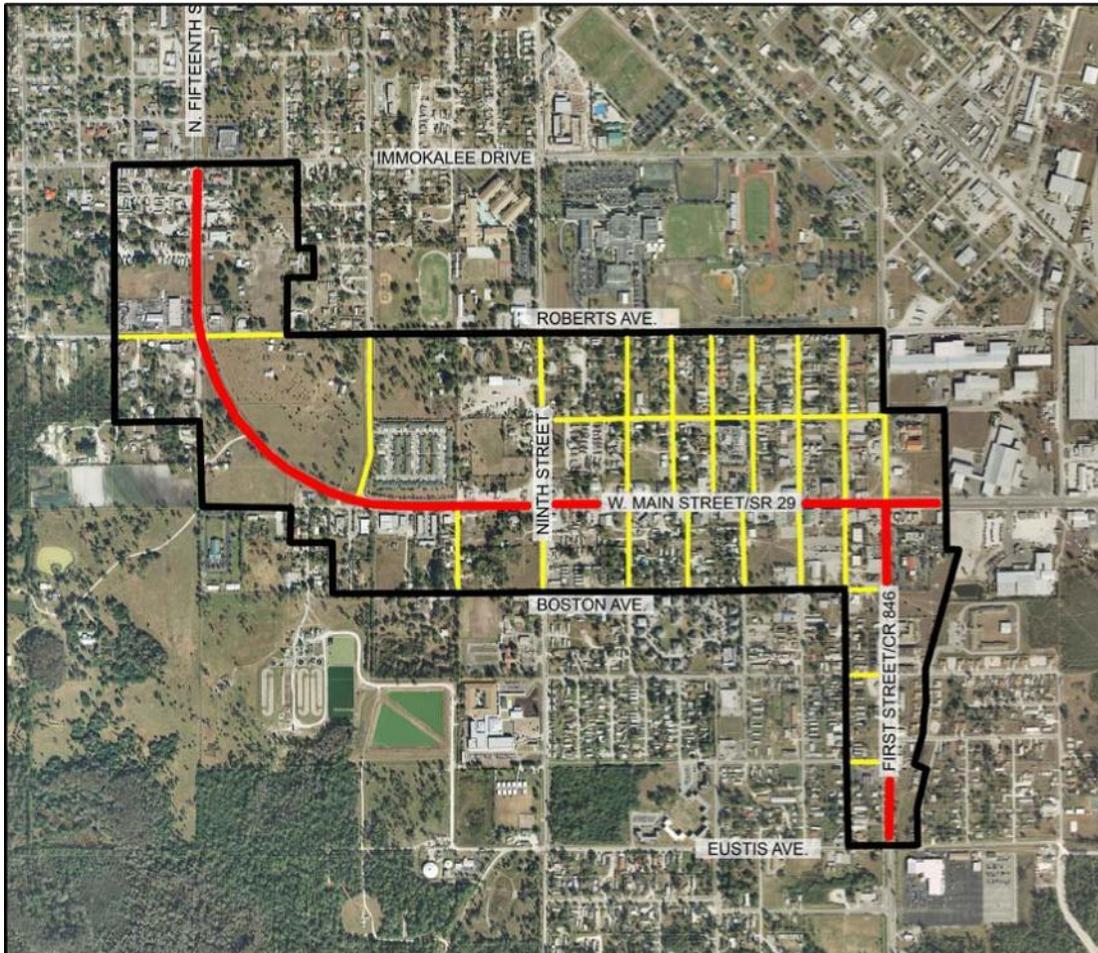
- Goal 1:** Develop a pedestrian-oriented character by requiring new buildings to locate close to the street.
- Goal 2:** Allow narrower sidewalks than those along the main corridors in order to provide a transition between the prominent urban corridors of Main Street, First Street and Fifteenth Street to the more residential areas adjacent to the downtown

A. BLOCK LAYOUT

The configuration of blocks and lots is very critical for corridors that are designed predominantly for foot traffic rather than vehicular traffic. To maintain and enhance the pedestrian-friendly urban character of the Main Street and First Street Subdistricts, as well as to achieve a balance between the automobile and pedestrian activities, it is important to preserve the current size of the blocks, rather than allowing the consolidation of smaller blocks into mega blocks.

New development should not be allowed discouraged to vacate existing rights-of-way, including alleys, to form mega/super blocks. **Figure 3** shows the current block layout within the design Districts.

In the Fifteenth Street district, new development should consider the creation of new streets to improve vehicular and pedestrian connectivity in the area.



B. BUILDING PLACEMENT

1. Building Setbacks

Buildings should be located as close to the street as possible. However, it is important that sufficient width is preserved along the sidewalk to provide for adequate walking space. **Table 1** lists the required front/corner and side yard setbacks for new development within the various design subareas. Rear yard setbacks shall follow the requirements for the zoning district

Table 1: Immokalee Design Overlay Setbacks

Design District	Setback from the Street (front/corner)	Side Yard Setback
Main Street	0' from property line or 10' maximum from the back of the curb*, whichever is greater (see Fig. 4 & 5)	Min. = 0' if neighboring building has 0' setback, otherwise maintain a building separation of 10' (see Fig. 7) Max. = 50% of lot width (both sides combined) (see Fig. 8)
First Street	0' from property line or 8' maximum from the back of the curb*, whichever is greater (see Fig. 4 & 5)	Min. = 0' if neighboring building has 0' setback, otherwise maintain a building separation of 10' (see Fig. 7) Max. = 50% of lot width (both sides combined) (see Fig. 8)
Fifteenth Street	0' from property line or 8' maximum from the back of the curb*, whichever is greater (see Fig. 4 & 5)	Per LDC
All Other Streets	5' maximum for the first two stories, plus 5' additional setback for buildings over two stories; measured from property line (see Fig. 6)	Per LDC

2. Exceptions to Building Setback Requirements

Public Space: The street setback may be permitted to extend up to thirty (30) feet if pedestrian courtyards, plazas, cafes, fountains or other public gathering places are provided in front of the recessed portion of the building (see Fig. 9 & 11). For building greater than 40 feet in width, the increased setback area shall not exceed fifty (50) percent of the building frontage and shall incorporate a street wall along the original setback line.

Arcades: The use of arcades is encouraged and therefore allowed to extend up to the property line (see Fig. 10 & 11). They may have enclosed space, balconies or verandas above them. Arcades should be open and non-air conditioned.

3. BUILDING ORIENTATION

Building orientation refers to the location of the primary, secondary and rear façades and entrances to a building. The placement and orientation of a building on a site has a major impact on the appearance of the built environment. The orientation of the front façade is important for the pedestrian viability of an area. Buildings that turn perpendicular to the public right-of-way or only have access from rear parking lots create an environment along the public right-of-way that is unfriendly for pedestrians.

- New buildings should be located parallel to the right-of-way they front.
- New buildings should orient the primary façade to the public right-of-way (see Fig. 12). If the building fronts on more than one public-right-of way, all the facades facing the public right-of-way shall be designed consistent with the front façade.
- Parking and stormwater shall be located in the rear of the site. In the event that parking or stormwater extend to the side of the building, it shall be screened from public rights-of-way by a street wall or landscaping buffer (See Section I: Walls and Fences)

4. BUILDING ARCHITECTURE

Buildings should complement the historic and architectural heritage of an area. According to Census data, the Hispanic population in Immokalee represents 82% of the total population in the area (81% being of Mexican ancestry), 9% is of Haitian ancestry, and 9% West Indian. With the many cultures represented in Immokalee, the architecture should reflect this cultural variety.

The main type of building present along the Main Street corridor is the “commercial storefront” building. This type of building is expected to continue dominating the architecture along the Main Street corridor. It is currently not as prominent along First Street, and not present along Fifteenth Street, but should be encouraged in all three districts. Commercial storefront buildings are typically rectangular in form. Their façades are comprised of three main elements (see Fig. 13): the *storefront* (entrance and display windows); the *upper façade*, which consists of transom windows, awnings and/or a sign, or in the case of two-story buildings, it consists of a second floor with evenly spaced windows; and the *building “top”*, which typically consists of a parapet with a cornice (hiding a flat or gabled roof).

Throughout the United States, the style of “storefront” buildings has evolved over the years, as buildings have adopted architectural embellishments to reflect particular architectural styles (e.g. Craftsman, Italianate, Victorian, etc.). Given the strong Hispanic and Caribbean influence in the Immokalee community, all new buildings within the design overlay district, including storefront buildings, are required to adopt architectural elements that celebrate the following types of architecture (See Appendix A: Architectural Styles for detailed descriptions and characteristics of each style):

1. Spanish Vernacular:

A. Mediterranean Style: Also known as Spanish Eclectic or Spanish Colonial Revival. Characteristics include red tile, low-pitched roofs usually with little or no overhang, parapets, arches, stucco and asymmetrical façades.

B. Mission Style: Influenced by the Spanish Colonial Style. Characteristics include red barrel clay tile roofs, arches, earth tone colors, and asymmetrical façades finished in stucco. Similar to the Mediterranean Style, but exhibiting much less ornamentation and detailing.

2. Frame Vernacular:

Also known as Florida Cracker or Key West Style. Some frame vernacular buildings in Florida exhibit a Caribbean influence, while others are more utilitarian or rural in nature. Most familiar elements of this style are the use of horizontal siding for façade finish, elaborate wood balustrades, large porches, and metal roofs.

For a building to be considered designed in a particular style, there are certain characteristics that need to be present. Appendix A: Architectural Styles outlines those elements for each style. All the elements that comprise a building, including the building form, should also be consistent with the style of architecture selected.

E. BUILDING FORM/COMPOSITION

Buildings are the most important component of the urban streetscape form. They set the mass, scale and tone of the built environment. As such, all of the various elements of a building’s architectural makeup are important in putting together a complete composition. Elements such as materials, colors, surface details, texture, doors, windows, and roof shape contribute to a well designed urban fabric. The following section ensures adequate building composition and structural form relevant to all architectural styles. Thus, these regulations are to be used in conjunction with the specific details that define a particular style as outlined in section D. Building Architecture, and described in Appendix A: Architectural Styles.

1. Massing

- Buildings shall not extend for more than fifty (50) horizontal feet without a major volume shift or **a-substantial** break in volume. Such break may be achieved with an architectural volume that projects up and out (a tower, bay or similar element), and/or a substantial recess into the building. The difference in plane should be a minimum of three (3) feet.
- The width of the projection/recess shall be no less than twenty (20) feet.
- Changes in mass must be related to entrances, the integral structure and the organization of interior spaces and activities, and not merely for cosmetic effect.

2. Façade Design

Buildings shall have architectural features and patterns that provide visual interest from the perspective of the pedestrians and motorists. All additions and alterations shall be compatible with the principal structure in design, color and materials

A. Façade Variation

The design of the primary façade is critical for the atmosphere that will be created along the street front. Primary building façades shall be enhanced by the use of vertical and horizontal elements. The design of secondary and rear façades shall be consistent with the front façade.

See **Figure 15** for representations of these elements in architectural styles applicable to Immokalee.

- Primary façades shall not exceed twenty (20) horizontal feet and ten (10) vertical feet, without three (3) of the following elements. When selecting these elements, there shall be a combination of vertical and horizontal elements in order to create variation in the façade.
 - ◇ A change in plane, such as an offset, reveal, or projecting rib (columns, built in planters, arches, voids, etc.). Such plane projections or recesses shall have a width of no less than twenty (20) inches, and a depth of at least six (6) inches.
 - ◇ Awnings
 - ◇ Arcades/colonnades
 - ◇ Balconies
 - ◇ Complementary change in material/ texture
 - ◇ Doors and/or windows
 - ◇ Decorative architectural elements (tiles, medallions, etc.)
 - ◇ Raised bands/cornices
- Secondary façades shall include at least two (2) elements from the primary façade list above. In addition to the list above a mural or wall art may be substituted for (2) façade elements. The mural or wall art is to be approved by the CRA and follow the guidelines established in Section K.2. Murals and Wall Art
- Major architectural treatments, such as cornices, arches, exposed brackets, overhangs, and architectural details, should be continued around all sides of the building.

- Facades located at the side property line are exempt from the requirements of this section

B. Multiple Frontage Lots

Buildings on lots with more than one street frontage shall incorporate façade elements on all façades facing a street.

Lots at major intersections (Main Street and First Street, Main Street and Ninth Street, Fifteenth Street and Roberts Road, Fifteenth Street and Immokalee Drive, Fifteenth Street and Lake Trafford Road) shall be designed with architectural embellishments to emphasize their location. These buildings shall include at least one (1) of the following embellishments:

- Corner entrance
- Corner tower
- Clock/bell tower
- Pedestrian plaza with artwork or fountains at the corner
- Other similar design features/elements

C. Façade Continuity

(Applicable to Main Street Only)

Façades along Main Street should limit the number of building gaps along the block. If a gap is created between two buildings, the following should be provided **with adequate safety lighting**:

- A pedestrian courtyard (connecting to rear parking areas or alleys) (see **Fig. 17 & 18**), or
- A decorative façade connecting the two buildings (see **Fig. 17 & 19**), or
- A low street wall along that portion of the lot along the right-of-way not devoted to pedestrian or vehicular access (see **Fig. 17 & 20**)

3. Entrances

- The following are design standards for entrances to multi-family **and non-residential** developments:
- Corner buildings along the Main Street, First Street or Fifteenth Street corridor shall orient the primary entrance to the principal street.
- All primary entrances shall have a protruding front gable, pilasters, columns, a stoop or other projection or recession in the building footprint that clearly identifies the entrance.
- In addition, every primary entrance shall have two (2) other distinguishing features from the list below:
 - ◇ Variation in building height;
 - ◇ Canopy or portico;
 - ◇ Raised cornice or parapet over door;
 - ◇ Arches/columns;
 - ◇ Ornamental and structural architectural details
- Protection from the sun and adverse weather conditions for patrons should be considered for the entranceways. Protection methods may include awnings, canopies, colonnades, porticoes or similar treatments meeting the intent of this section.

4. Fenestration

The arrangement of windows and doors should be consistent with the architectural style of the building. Windowless façades facing the public right-of-way are prohibited. Transparency requirements include the following:

- The ground floor building wall facing the street shall contain windows and doors occupying at least fifty (50) percent of the first floor façade. The first floor windows shall be located between three (3) and eight (8) feet measured from ground level. All other floors and elevations shall contain at least 25% fenestration.
- Clear glass (88% light transmission) should be installed on the first floor. Tinted glass allowing a minimum of fifty percent (50 %) light transmission should only be allowed on second floor windows and above. Stained or art glass is allowed only if it is in character with the style of the building, such as in a church.
- Multi-family residential and office uses shall have front exterior walls containing a minimum of twenty-five percent (25%) transparent or translucent materials on each story. The side exterior walls (facing the street) shall each contain a minimum of fifteen percent (15%) transparent or translucent materials on each story.
- Transparent materials on walls that are not parallel or approximately parallel to the public right-of-way and on doors shall not be counted toward the minimum transparency requirement.
- Garage or service bay doors shall not be included in the transparency/ translucency calculation.

5. Building Materials

Building materials have a strong visual effect on building design. Materials should be selected on the basis of compatibility with the building style and district character (see Appendix A for specific roof types typical of each architectural style). The following guidelines apply to all styles.

A. Façade Materials

- Building materials should reflect quality and stability in terms of durability, finish and appearance.
- To establish a unified design theme unique to Immokalee, decorative ceramic tiles may be used in conjunction with any architectural style.
- Corrugated and smooth concrete block, if determined to be appropriate for a building, may only be allowed for up to thirty-three (33%) percent of the façade area.
- Cedar shakes, unfinished block, corrugated or reflective metal panels, textured plywood, and plastic siding are not permitted.
- Mirrored glass and glass walls are prohibited.
- The exterior façade material for an addition or renovation shall either be the same as the existing building, a material that simulates the original material, or a combination of the two.
- The CRA may approve an alternative material for building additions if it is shown to be compatible with the materials used on the existing structure metal roofs.

After a considerable amount of discussion between Board members and staff, the Advisory Board suggested that the elements within the Form-Based Design Guidelines be enforced via a sliding scale point-based system in which each specific design element be assigned a point level depending on the cost of the specific element, with developers being required to meet a minimum point threshold in the overall design scheme of their projects. For example, choosing a color from the color palette may be worth 1 point since the developer would be required to paint the building regardless of the regulations, but a clay barrel roof system would be worth 8 points given the expense in adhering to that specific design element in lieu of an asphalt shingle roof. Other items such as decorative roof brackets (page 39 of the Guidelines) may be worth 3 points, whereas variations in the roof line may (page 39) be worth 8. In other words, the expense of each element would dictate the point level of each design element used by the developer.

Board stopped on Page 34 of the Form Based Guidelines. Board would like for staff to get county staff and an architect or builder involved in these workshops and meetings.

- I. Citizen Comments.
No citizens comments.
- J. Next Meeting Date. CRA & EZDA LDC Workshop October 1, 2015 at 5:30 P.M.
CRA & EZDA Regular Meeting on October 21, 2015 at 8:30 A.M.
- K. Adjournment. The Meeting adjourned at 11:47 AM