

Complete Application Including Amended Information



Print Form

**Community Redevelopment Area
Application for Tax Increment Appropriation
for the Bahama Village Subarea
2013 Allocation**

Please completely fill out this application. Please use inserts for all attachments in proper order. Applications for funding are accepted between Monday, July 2, 2012 and Friday, September 28, 2012. After staff review, additional information may be requested. Please see the 2012 Schedule for Application Cycles and Review for details related to the process. By law funding for the Community Redevelopment Agency occurs after January 1st. The attached Community Redevelopment Agency Use of Tax Increment Funding Guidelines includes additional information to assist in the application process.

A. **PROJECT NAME:** Bahama Village Community Garden

B. **PROJECT LOCATION/ADDRESS:** To Be Determined - Four Possible Sites

C. **APPLICANT (PLEASE EXECUTE ATTACHED AUTHORIZATION FORMS)**

Entity City of Key West

Authorized Representative Alison Higgins

Role or Capacity of Authorized Representative Project Mgr / Sustainability Coord.

Address 3140 Flagler Ave, Key West, FL 33040

Telephone Number 305-809-3726

Cellular Number 305-923-1783

E-Mail Address ahiggins@keywestcity.com



D. PROJECT INFORMATION

What type of project is proposed: *Check one:* ☐ Construction/Restoration ☒ Program

Provide a brief description of the project and how it meets specific objectives of the CRA Plan.

☒ Description attached

Provide a description of the population served by the project.

☒ Description attached

Please attach proper authorization and verification forms from the property owner(s) for the proposed project facility location.

☒ Property location authorization and verification form attached

For Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows:

☐ map(s) attached

☐ deeds(s) attached

☐ boundary survey attached

☐ Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program provide the address of the program facility location:

E. OWNERSHIP AND LEGAL STRUCTURE

Provide the full name(s) of the person(s) or entity(s) expected to own (or operate if a program) the project and fully describe their legal structure (i.e. principals, ownership interests, relationship to parent organization, subsidiaries, etc.). Include a complete list of officers, directors and board members (as applicable) associated with entity who requested the appropriation. Attach additional information if necessary.

City of Key West: City Manager Bogdan Vitas

City Commissioners: Jimmy Weekley, Mark Rossi, Billy Wardlow, Tony Yaniz, Teri Johnson, Clayton Lopez

City Mayor: Craig Cates

Is the facility or program open to the public regardless of the individual's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income and is there a charge associated with public use or entry to the facility or program? Please describe if necessary or explain if facility or programs have limitations to access. Attach additional information if necessary.

The program and site are open to everyone.

F. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please contact the Planning Department to make appointments at 305-809-3778. Please provide the following pre-application meeting dates:

Sep 27, 2012 Planning Department Sep 26, 2012 Historic Preservation Planner

G. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2013 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)
☒ yes ☐ no

2. Project Cost for 2013 27,000
Total Project Cost 50,000 (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2013 27,000
Total Amount of TIF Funding Requested 50,000
(if multiphase, for all years)

4. Total Amount of matching funds provided for 2013 0
Total Amount of matching funds provided 0
(if multiphase, for all years)

Describe the source and amount of matching funds

In-kind funds are provided by garden volunteers during their monthly "whole garden" maintenance workdays. This is estimated to be approximately \$20,500 of in-kind support annually.

While not officially counted, the City's Sustainability Coordinator will spend an estimated 120 hours in year one and 60 hours in year two at an additional ~\$6,000 support.

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)
☒ Detailed budget attached

H. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

☒ Schedule attached

I. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should consider a focus on conserving the earth's resources, energy efficient activities, production of consumption of energy, use of sustainable materials, elimination of waste, compliance with environmental regulations and the use of environmentally friendly products, equipment and services. In this context green services are earth friendly, ethically produced and made energy efficient and employ the use recyclable materials. Please indicate how this application will promote green services. **Projects with green features will be given priority for funding.**

☒ Green Features response attached

J. CERTIFICATION

By making this application, Applicant certifies that he or she has read Section 163.340(9), Florida Statutes (the definition of "community redevelopment") and the City's Community Redevelopment Plan (including any amendment or restatement thereof, and understands that any funding pursuant to application must be consistent with the City's community redevelopment policy objectives and City of Key West guidelines and procedures.)

The undersigned has read this form, authorized its preparation and, under penalty of perjury, hereby certifies that, to the best of his or her knowledge and belief that the information provided is true, accurate and complete. Applicant understands that any appropriation is subject to available funds and if requested agrees to provide any and all additional information in a timely fashion as requested by the CRA or City.

Chapter 837.06 Florida Statutes - False Official Statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in S. 775.082 or S. 775.083.

Applicant's Signature: [Signature]

Date: 9/28/12

Subscribed and sworn to (or affirmed) before me on 09/28/12 (date) by

Alison Higgins

Please Print Name of Affiant

Alison Higgins

He/She is personally known to me ~~or has presented~~ [Signature] as identification.

Jo Bennett

Name of Acknowledger

Title or Rank

EE097995

Commission Number

[Signature]
Notary's Signature and Seal



ITEM D
PROJECT INFORMATION

Bahama Village Community Garden

Project Description and how it meets specific objectives of the CRA Plan.

A Community Garden in the Bahama Village area was ranked 3rd by the Bahama Village Redevelopment Advisory Committee and 4th in community wishes during the 6.6 acre Truman Waterfront workshops.

The Bahama Village Community Garden will have at least 35 and at most 50 raised beds for use by Bahama Village residents only. The garden will be designed from community input and coordinated by a half time City staff.

If space allows, the City intends to also incorporate space for educational gatherings, potlucks and a farmers market. The funding will cover all materials for the garden and two years of staffing.

In the first year, the half-time City staff will lead in building the garden, accepting applications for the garden, educating garden members, coordinating volunteer workdays in the garden and general garden upkeep. At the end of the first year the staff will report back on the successes and lessons learned.

Based on that first year report, the staff will make any necessary changes for the second year, renew soils, supplies and seeds for the garden, accept reapplications and applications for the garden spots. The staff will also identify, train and support leadership volunteers to run the garden, as well as look for additional funding sources for the future. By the end of the grant period, the Garden Coordinator will have developed sufficient local leadership to address most annual garden needs so that the garden can continue to sustain itself.

Research shows that community gardens [increase healthy eating](#), have a [positive impact on property values](#), reduce family food budgets, give [measurable relief from stress](#), increase [nutrition knowledge and overall educational development in youth](#), and [curb social issues that are often associated with vacant lots and urban blight](#) and positively impact a range of social processes, including [social connections, reciprocity, mutual trust, collective decision-making, civic engagement and community building](#)

Overall CRA goals

A Community garden is directly in line with the vision for the Bahama Village Community Redevelopment Area because it creates a “sustainable, more energy efficient and environmentally-friendly community located in a densely populated area of an historical island community, steeped in (growing) traditions” (Community Redevelopment Plan, Section 4.02, page 34).

By their very essence, a community garden provides a “vibrant and attractive gathering places for the entire community”, while “seeking opportunities to conserve water resources, creating urban landscaping opportunities, implementing crime prevention measures and developing linkages that better integrate the Community Redevelopment Area with existing City, County and community resources.” (Community Redevelopment Plan, Section 4.02, page 34 & 35).

Bahama Village Redevelopment Objectives and Strategies:

Primary Objective #1: Recognition of Unique Community Characteristics

Gardens as part of family sustenance are part of the cultural history and community fabric of us all. Recent surveys of parents at the Bahama Village Kids Fun Day revealed that over 83% of those surveyed remembered growing food with their families, while one respondent’s mother had been a “bush medicine” healer, curing the sick with medicinal plants she grew. Fifty eight percent indicated that they were interested in teaching others about growing



food. Community gardening is a great way to bring multiple generations together and maintain our family oriented neighborhoods.

Primary Objective #2: Innovative Use of Transportation, Pedestrian and Open View Corridors

Because nutritious food can be grown within the community, a community garden also increases the “pedestrian and bicycle friendly orientation of the area”, thereby “reducing the vehicular demand on the roadway network”. While the area may need some fencing to protect the garden beds and tools, there will be a community herb bed outside the fence which will smell amazing to walk past, as well as harvestable by anyone who walks by.

Primary Objective #3: Advance Housing Stocks

According to [research done by the New York University School of Law](#): “We find that the opening of a community garden has a statistically significant positive impact on residential properties within 1000 feet of the garden, and that the impact increases over time. We find that gardens have the greatest impact in the most disadvantaged neighborhoods. Higher quality gardens have the greatest positive impact. Finally, we find that the opening of a garden is associated with other changes in the neighborhood, such as increasing rates of homeownership, and thus may be serving as catalysts for economic redevelopment of the community.”

Primary Objective #4: Advance Effective and Efficient Regulatory Measures:

Community Gardens have been added to the Comprehensive Plan EAR amendment drafts that are currently circulating through the approval process. The historic pattern of development is fully supportive and not subject to excessive regulation.

Primary Objective #5: Advance the Bahama Village SubArea

Besides the historic social fabric benefits outlined in Obj #1, the community garden intends to host food related educational programs in the park which would benefit employees in the restaurant sector, and compliment the proposed commercial kitchen/culinary program within the Truman Waterfront community recreation center.

Primary Objective #6: Stimulate Public and Private Partnerships

The farmers market and food related educational programs described above would be of great benefit and interest to private businesses. A successful pilot garden could also open the door to private vacant lot owners to utilize their land as community gardens as well.

Primary Objective #7: Innovative Development and Use of Open Space

Although community gardens are traditional, they are a new and innovative use for CRA open space at this time. Situated alongside active transit areas (both for drivers, walkers and bikers), the garden does increase the diversity of safe, activated, interconnected recreational opportunities in the area.

Primary Objective #8: Promote Sustainable Community Development

Besides the educational opportunities, community gardens increase open dialogue among garden members and include periodic membership operational meetings and group workdays. By design, its purpose is to increase community leadership on site.

Primary Objective #9: Support Community Redevelopment

This project and the Garden Coordinator are managed by the City’s Sustainability Coordinator, who works across all City departments to increase green actions by the City. Review and oversight of the project will be coordinated across all departments and boards to increase success of the project.

Primary Objective #10: Emphasize a Safe and Clean Environment

As noted in earlier, the social mixing of community gardens creates a stronger personal bond has a positive impact on property values and curbs social issues that are often associated with vacant lots and urban blight.

Possible Community Gardens Sites (Numbered in order of priority):

A) Youth Garden

Olivia & Fort, Old playground site, City of Key West, .04 acres

- Because of its size, the Youth Garden would be a secondary component of any of the larger community gardens #1-4.
- This .04 acre parcel is part of the historic Frederick Douglas school,
- The Frederick Douglass School Black Educators' Memorial Project (FDSBEMP) wishes to create a youth garden that would connect elementary students, middle school students and community elders.
- Activities would be guided and supervised by the FDSBEMP leadership and assisted by the community garden assistant.
- This parcel has a fence on one side and a building on one side.
- The site has access to water from the roof and the A/C unit.



B) Main Garden

1) Emma & Julia, Vacant Lot, Housing Authority of Key West, .24 acres

- This .24 acre parcel is closest to the heart of the CRA
- This is the second largest parcel being considered. It is larger than the existing GLEE community garden which is approximately .17 acres and holds 40 garden beds.
- This parcel is owned by the Housing Authority of Key West.
- This parcel is subject to an annual renewal by HUD, who feels that this is a compatible use.
- The City would need to sign an interlocal agreement to assume liability for use of the property.



2) Front & Geraldine, Truman Village Assisted Living, Truman Waterfront, City of Key West, .67 acres.

- This .67 acre parcel is in the footprint of both the CRA and the Truman Waterfront Master Plan.
- A community garden was ranked 3rd by the Bahama Village Redevelopment Advisory Committee and 4th in community wishes during the 6.6 acre Truman Waterfront workshops.
- This is the largest possible parcel being considered, allowing for the most community participation. However, without a true gauge of how many Bahama Village residents would want to participate, may need additional community involvement to be successful in the long run.
- The addition of the community gardens here would clean up a blighted area, whereas all three other sites are already grassy fields. The concrete foundation makes for a great garden site by hindering weeds, whereas the concrete would need to be torn up to turn it into traditional green space as noted in the plan.
- Because of its size and siting within the “world class waterfront design”, this would be a great site to also incorporate Art in Public Places dollars from the new Public Transit building.
- This parcel has a partial fence on two sides.
- One caveat: At this moment, this area is encumbered as an “option area” for Phase II of the Truman Village Assisted Living Project, which presents the following options:
 - Truman Village exercises the option area and includes the community garden there as a benefit to its residents and the community.
 - Truman Village exercises the option area and includes the community garden somewhere else on the property as a benefit to its residents and the community.
 - Truman Village is unable to fulfill its contract.
 - Truman Village does not include the community garden in its design.



3) Emma & Truman, Fort Village, Housing Authority of Key West, .12 acres

- This .12 acre parcel is closer to the heart of the CRA.
- Although this parcel is smaller than options #1 & #2, it is barely smaller than the existing GLEE community garden which is approximately .17 acres and holds 40 garden beds.
- This parcel is owned by the Housing Authority of Key West.
- This parcel is subject to an annual renewal by HUD, who feels that this is a compatible use.
- The City would need to sign an interlocal agreement to assume liability for use of the property.
- This site has existing fencing on two sides.



4) Front & Angela, Truman Waterfront Greenspace, City of Key West, .11 acres

- This .11 acre parcel is in the footprint of both the CRA and the Truman Waterfront Master Plan.
- A community garden was ranked 3rd by the Bahama Village Redevelopment Advisory Committee and 4th in community wishes during the 6.6 acre Truman Waterfront workshops.
- This would be the least complicated area to start a community garden.
- This parcel has a partial fence on two sides.
- The large tree might cause a shade issue on this site.
- Although this parcel is smaller than options 1-3, it is not much smaller than the existing GLEE community garden which is approximately .17 acres and holds 40 garden beds.



From: [Alison Higgins](#)
To: [Randy Hollingworth](#)
Cc: nmalo@keywestcity.com
Subject: RE: Possible Community Garden Sites
Date: Friday, September 28, 2012 3:47:45 PM

Thanks and Happy Friday!!! ☺

From: Randy Hollingworth [mailto:RHollingworth@bermelloajamil.com]
Sent: Friday, September 28, 2012 3:42 PM
To: Alison Higgins
Cc: Doug Bradshaw; Don Craig; dfernand@keywestcity.com
Subject: RE: Possible Community Garden Sites

Yes if the site is large enough for their use we could design a compatible community garden into the plan in that location.



Bermello Ajamil & Partners, Inc.

Randy P. Hollingworth • rhollingworth@bermelloajamil.com

Director Planning . Urban Design . LA Design Studios

w. 786.470.3898 f. 305.860.3759 m. 786.486.5269

2601 South Bayshore Drive . 10th Floor . Miami, FL 33133

www.bermelloajamil.com

From: Alison Higgins [mailto:ahiggins@keywestcity.com]
Sent: Friday, September 28, 2012 3:24 PM
To: Randy Hollingworth
Cc: Doug Bradshaw; Don Craig; dfernand@keywestcity.com
Subject: RE: Possible Community Garden Sites

Thanks Randy!

I used google maps to measure based on the existing green space for Area 1. I will change my numbers accordingly.

Our Area 4 choice is actually only .12 acres, so .11 would still be doable if this was determined to be our easiest area to pilot a garden for BV.

It would just be smaller and serve less residents. The GLEE garden on United street has .17 acres and hosts 40 raised beds.

Knowing that the smaller size of garden is acceptable to us, would you still consider Area 1 to be compatible/consistent with the master plan?

-Alison

From: Randy Hollingworth [mailto:RHollingworth@bermelloajamil.com]
Sent: Friday, September 28, 2012 3:11 PM
To: Alison Higgins
Cc: Doug Bradshaw; dcraig@keywestcity.com
Subject: RE: Possible Community Garden Sites

Alison, I checked the plan of the park and the area you designate as Area 1 has 5,099 sf of open space available which is only .117 acres. I do not believe this is large enough for a community garden. I am not sure what plan you utilized to determine the area was .61 acres. This is a parking area for the park and would be completely removed to have a garden as large as you require. The second site is not within the park that we are presently designing so it does not affect the plan. I hope this helps . I have attached a pdf highlighting the area and the open space available. The trees can be removed but it is still very small.



Bermello Ajamil & Partners, Inc.

Randy P. Hollingworth • rhollingworth@bermelloajamil.com

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w. 786.470.3898 f. 305.860.3759 m. 786.486.5269

2601 South Bayshore Drive . 10th Floor . Miami, FL 33133

www.bermelloajamil.com

From: Alison Higgins [mailto:ahiggins@keywestcity.com]
Sent: Friday, September 28, 2012 2:12 PM
To: Randy Hollingworth
Subject: Possible Community Garden Sites

Hel lo Randy,

As we chatted on the phone, attached are the potential sites we'd like to put a community garden within the Truman Waterfront Master Plan.

Our site options are limited for these TIF funds as it must be within the Bahama Village Community Redevelopment Area which does intersect with the Truman Waterfront area along the edge we are looking at.

Choice #1 is in designated green space (although we would need decidedly less trees in it for a garden)

Choice #2 is in the non-designed "development site" for the Assisted Living, and would only go forward if 1) they found it consistent with their plans or 2) they fold.

Please respond and let me know if you feel these sites are consistent with the Master Plan. Feel free to call if you have any questions.

Provide a description of the population served by the project.

The Bahama Village Community Garden will serve young and old, single working folks and families and be accessible by ADA. The community garden will not discriminate against anyone, although small children will probably have to be supervised by an adult.

Recent surveys of parents at the Bahama Village Kids Fun Day revealed that over 87% of those surveyed were interested in growing food in community gardens.

It was also found that over 83% of those surveyed remembered growing food with their families, while one respondent's mother had been a "bush medicine" healer, curing the sick with medicinal plants she grew.

Fifty eight percent indicated that they were interested in teaching others about growing food.

**City of Key West
Planning Department**

Authorization Form

(Where Owner is a Business Entity)

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, E. David Fernandez as
Please Print Name of person with authority to execute documents on behalf of entity

Assit. City Manager of City of Key West
Name of office (President, Managing Member) *Name of owner from deed*

authorize Alison Higgins
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City of Key West.

E. David Fernandez
Signature of person with authority to execute documents on behalf of entity owner

Subscribed and sworn to (or affirmed) before me on this Sept 28th 2012 by

David Fernandez
Name of Authorized Representative

He/She is personally known to me or has presented PK as identification.

Maria G. Ratcliff
Notary's Signature and Seal

Maria G. Ratcliff
Name of Acknowledger typed, printed or stamped



EE 053741
Commission Number, if any

**City of Key West
Planning Department**

Verification Form

(Where Authorized Representative is an Entity)

I, Alison Higgins, in my capacity as Sustainability Coordinator
(print name) (print position; president, managing member)
of City of Key West
(print name of entity serving as Authorized Representative)

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

Bahama Village Community Garden
Street Address of subject property

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

Alison Higgins
Signature of Authorized Representative

Subscribed and sworn to (or affirmed) before me on this 9/28/12 by
Alison Higgins
Name of Authorized Representative
date

He/She is personally known to me or has presented _____ as identification.

Jo Bennett
Notary's Signature and Seal
Jo Bennett
Name of Acknowledger typed, printed or stamped



ITEM E
OWNERSHIP AND
LEGAL STRUCTURE

Ownership and Legal Structure

3.01 - City commission and mayor; election, term; term limits.

(a) There shall be a city commission with all legislative powers of the city vested therein. The city commission shall consist of seven (7) commissioners, six (6) of whom shall be elected from single member districts numbered I, II, III, IV, V and VI. The mayor shall be elected by the people at large for a term of two (2) years. Commissioners from districts numbered I, II, III, IV, V and VI shall be elected for a term of four (4) years.

(b) No person shall serve more than a total of eight years in the position of mayor. No person shall serve more than a total of twelve years in the position of city commissioner. No previous term, or term in progress as of the effective date of this provision, shall be counted toward the limitations contained herein. If the term limit occurs during a term in office, the person holding the office may complete the term.

(Ord. No. 92-45, § 2, 8-31-1992; Ord. No. 96-15, § 2, 9-4-1996; Ord. No. 06-06, § 2, 4-4-2006)

State law reference— Florida election code, F.S. chs. 97—106.

4.01 - City manager.

There shall be a city manager who shall be the chief executive and the administrative officer of the city. The manager shall be responsible to the commission for the administration of all city functions and affairs placed in his charge by or under this Charter.

4.02 - Appointment of manager.

The commission shall appoint a city manager for an indefinite term by a majority vote of all the commissioners to serve at the pleasure of the commission.

4.03 - Designation of administrative officer during temporary absence of manager.

By letter filed with the clerk, the manager shall designate, subject to approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or his disability shall cease.

4.04 - Duties of city manager.

The city manager shall:

- (a) Appoint, and when he deems it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, civil service board rules and regulations or personnel rules adopted pursuant to this Charter. He may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, officer or agency;
- (b) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
- (c) Attend all commission meetings and shall have the right to take part in discussion but may not vote;
- (d) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.

ITEM G
PROJECT BUDGET

Attach a Detailed Budget

FY13

First year start up fee:	\$ 7,000 (raised beds, fencing, dirt, tools - could be lower, depending on final site)
Staff member, Year 1:	\$20,000 (half time staff, no benefits, \$19.23/hour)
Volunteers, Year 1	\$20,520 (In-Kind: 3 hours general garden maint/month, 30 volunteers, at \$19/hr)
*Coordinator, Year 1	\$ 4,032 (Not counted support: 120 hrs at \$33.60/hr wage+benefits)

FY14

Staff member, Year 2:	\$20,000 (half time staff, no benefits, \$19.23/hour)
Supplies, Year 2	\$ 3,000 (new dirt, mulch, tools, water bill)
Volunteers, Year 2	\$20,520 (In-Kind: 3 hours general garden maint/month, 30 volunteers, at \$19/hr)
*Coordinator, Year 2	\$ 2,016 (Not counted support, 60 hrs at \$33.60/hr wage+benefits)

	Year 1	Year 2	TOTAL
Total TIF	\$27,000	\$23,000	\$50,000
Total In-Kind	\$20,520	\$20,520	\$41,040
Total Project:	\$47,520	\$43,520	\$91,040

While the project will fund one part time staff, it is the intent of the City to develop leadership volunteers from within the community gardeners who will coordinate a shared maintenance schedule and increase the overall sustainability of this garden. It is the hope of the City that with the lessons learned at this garden, we can apply for another TIF grant to open a second community garden in the Bahama Village CRA area and share the part time staff between both.

City staff time is not historically counted in proposals, and therefore is not counted in the grand totals.

ITEM H
PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Month 1-2	Finalize site, hire Garden Coordinator
Month 3-4	Community meetings, Design site, Create garden, Obtain interested members.
Month 5-10	Grow food, develop leadership, educational programs
Month 12	Mid term report, grow food
Months 13-17	Make tweaks, develop operational sustainability plan, grow food, educational programs
Months 18-24	cultivate interest in new garden sites, hand off garden to community leadership.

ITEM I
GREEN FEATURES

Green Features

Many things about gardening are inherently green, extra features about this garden strive to be greener.

We will follow the example set by the GLEE community garden and encourage *"mostly organic, non-genetically modified seeds"* in the garden as well as ban *"big box" retail (Home Depot Kmart, Sears) nightshade veggies (peppers, tomatoes or eggplants) due to leaf curl and other diseases from these sources."*

If a usable roof or air conditioning outflow is near, we will install cisterns to capture water for the property.

There will be composting on site, which will utilize the Mounted Police horse manure. The community will be encouraged to add their food scraps to. There has also been an interest in worm bin composting on site which kids love.

If we are able to secure one of the larger sites for the garden, we also hope to introduce a farmers market to the site, which would bring a wider variety of fresh produce to the greater community of non-gardeners and businesses as well.

Request for Additional Information



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

November 2, 2012

VIA ELECTRONIC MAIL

Ms. Allison Higgins
Sustainability Coordinator
City of Key West
3120 Flagler Avenue
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Community Garden
Request for Additional Information and Clarification**

Dear Ms. Higgins:

The City is in receipt of your timely submitted application for the Community Garden Project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Budget: Please revise the matching funds portion of the Budget to reflect actual monetary contributions to the project. Non-monetary, in-kind, contributions to the project should be described in the attached budget information.
- Please clarify that the garden membership and participation is limited to Bahama Village residents.
- Please explain the specific responsibilities of the staff members. What is the purpose of having a staff member for the garden.
- Please clarify whether there will be a need for continuing staff and monetary support of the project and if additional allocation requests are anticipated.

This additional information is requested by November 11, 2012.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee (BVRAC) at their regularly scheduled meeting on Thursday, December 6, 2012, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The BVRAC is expected to meet on January 3, 2013, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Nicole Malo on behalf of Don Craig

Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA File