



MEMORANDUM

Date: November 5, 2025

To: Brian L. Barroso
City Manager

From: Doug Bradshaw, Engineering Director
Jennifer Perez, C.D., Special Projects Designer

Subject: **Key West “Welcome & Thank You” sign FDOT Community Aesthetic Feature Agreement (Legistar File 25-4598)**

ACTION STATEMENT

Approving a Community Aesthetic Feature Agreement with the Florida Department of Transportation (FDOT) for the design, installation, and maintenance of a local identification marker known as the Key West Welcome and Thank You For Visiting Signs, located at the intersection of US-1, North Roosevelt Blvd and South Roosevelt Blvd also known as the “triangle”.

BACKGROUND

As part of an ongoing beautification project, the City of Key West is installing new “Welcome” and “Thank You for Visiting” signs along US-1 at the “triangle” to enhance the City’s entry and exit points. The new Welcome sign, an engineered stone structure, will be placed on the north side (westbound) at MM 4, mounted behind a guard rail for durability and safety. A matching, Thank You for Visiting sign featuring the City Seal is planned for the south side (eastbound) to greet departing visitors. The existing sidewalk in this area will be restored, to accommodate the new sign. The City coordinated with the Navy to confirm setbacks and ensure proper placement. Both signs aim to reflect the city’s charm while improving longevity and visual appeal.

PURPOSE AND JUSTIFICATION

A Community Aesthetic Feature (CAF) is an enhancement installed within FDOT Right of

Way (R/W) to represent or reflect the surrounding community's identity, culture, and values. A CAF may also enhance the sense of place through which a highway passes.

A CAF placed within FDOT R/W or attached to an FDOT structure or facility must be approved by the Department. These features are designed, maintained, and paid for by a local governmental agency. A CAF is typically constructed by the sponsoring entity but may be included as part of a Department project.

The Community Aesthetic Feature Agreement must be executed by the local governmental entity and the Department prior to any construction within the Department's R/W. This agreement provides for the removal and/or relocation of the CAF at the local governmental entity's expense should it not be maintained by the local governmental entity, or if the Department needs the R/W for transportation purposes. A Deposit, Performance Bond, or Letter of Credit is required as part of the Community Aesthetic Feature Agreement. A waiver of the Deposit, Performance Bond or Letter of Credit is allowed for certain minor installations as indicated within the CAF agreement.

Final plans for placing a CAF within the Department's R/W must be accompanied by a resolution of the local governmental entity indicating their full financial responsibility for the feature's design, construction, and maintenance during its lifespan. The resolution must indicate the office or position title (e.g., Mayor, City Manager) within the local agency with approval authority to execute the CAF agreement.

Key Requirements of the Agreement

1. **Approval and Responsibility:** Local governmental agencies must obtain FDOT approval before installing any CAF within the right-of-way. The local agency is responsible for the design, construction, and maintenance of the CAF throughout its lifespan.
2. **Financial Responsibility:** The local agency must fund all costs associated with the CAF, including design, installation, and ongoing maintenance. A resolution from the local agency indicating their financial responsibility is required as part of the agreement.
3. **Safety and Compliance:** CAF must meet FDOT's safety, access, and maintenance requirements. They should not include any signs or features that could distract drivers, such as flashing lights or moving parts.
4. **Deposit and Bonds:** A deposit, performance bond, or letter of credit may be required to ensure the proper maintenance and potential removal of the CAF if necessary. Certain minor installations may be exempt from these requirements

FINANCIAL IMPACT

The City must fund all costs associated with the CAF, including design, installation, and ongoing maintenance of the sign. The City will also have to secure its obligation to remove the Project and

restore the right-of-way by providing a removal and restoration deposit, letter of credit, or performance bond in the amount of \$2,000.

RECOMMENDATION

Staff recommends approving the Community Aesthetic Feature Agreement with the Florida Department of Transportation (FDOT) for the design, installation, and maintenance of a local identification marker known as the Key West Welcome and Thank You For Visiting Signs, located at the intersection of US-1, North Roosevelt Blvd and South Roosevelt Blvd also known as the “triangle”.