



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"  
Bishop**

District 1, Vice-Chair

**Eugene Hall**

District 2

**Hines F. Boyd**

District 3

**Betsy Barfield**

District 4, Chair

**Stephen Walker**

District 5

**Regular Session Agenda  
April 21, 2015 at the Courthouse Annex  
435 W. Walnut St. Monticello, FL 32344**

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
  - a) **MVFD Presentation/Recognition**
- 3. Consent Agenda**
  - a) **Approval of Agenda**
  - b) **Minutes of April 7, 2015 Regular Session**
  - c) **TDC Small Grant Requests & Budget Amendment**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
  - a) **Vision ACTION Plan Report – Julie Conley**
  - b) **Land Development Code Request for Public Hearing – Scott Shirley/Bill Tellefsen**
  - c) **Lloyd Sidewalk Projects – Commissioner Barfield**
  - d) **Outdoor Courts/Facilities at Howard Middle School – Commissioner Hall**
  - e) **Library Director Position – Coordinator Barwick**
- 6. County Coordinator**
- 7. Commissioner Discussion Items**
- 8. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he 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 to be based.

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

## **ITEM 3: CONSENT AGENDA ITEMS**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR SESSION  
April 7, 2015

The Board met this date in regular session. Present were Chairperson Benjamin “Benny” Bishop, Betsy Barfield, Hines Boyd, Eugene Hall and Stephen Walker. Also present were County Attorney Buck Bird, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

**ITEM 1: Call to Order, Invocation, Pledge of Allegiance**

1. Commissioner Eugene Hall led the Invocation and Pledge of Allegiance.

**ITEM 2: Public Announcements, Presentations & Awards**

2. Dick Bailar, on behalf of the Legislative Committee and Board of County Commissioners, presented outgoing Library Director Kitty Brooks with a plaque of appreciation for her service to Jefferson County.

**ITEM 3: Consent Agenda**

3. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the consent agenda— consisting of the approval of the agenda, minutes of the March 17<sup>th</sup> Regular Session, 4-H BikeFest Small Grant Application and Proclamation of April as Water Conservation Month— was approved.**

**ITEM 4: Citizens Request & Input on Non-Agenda Items**

4. Mr. Tyson addressed the Board about issues and concerns with the signage on Tyson Road. Tommy Graham also mentioned issues with trees overhanging Tyson Road. Chairman Bishop asked that County Coordinator Parrish Barwick have someone check into these issues.

**ITEM 5a: Upper Aucilla/Logging Protection Issue**

5. Citizen Roy King introduced this item and stated he was before the Board to ask for the protection of this area. He stated there were 160 acres of the proposed logging area and the only access was through property owned by Aucilla Shores residents. He stated this would pose significant threats to the Clean Water act and would disrupt the overall quality of the Sneed Smokehouse Lake area for wildlife, residents and tourists. Commissioner Boyd asked what action the Board could take to help, to which Mr. King stated he was not sure if a resolution would carry enough weight at this time. He also stated he was reaching out to Representative Halsey Beshears. Commissioner Barfield inquired about Department of Environmental Protection and the water management district’s position. Chairman Bishop stated that Keith Paul with the Suwannee River Water Management District had requested a meeting in order to be brought up to speed on the issue. Commissioner Boyd stated that public acquisition would be the best move in this situation and that the water management district already owned land in the area. Aucilla Shores resident Robert Daniels stated there were property rights issues involved. Commissioner Boyd stated the most disturbing aspect of this issue was the potential for legal action against Aucilla Shores residents and that the Board could declare a significant public interest in the area and join Aucilla Shores in defending against legal action. Dick Bailar with the Legislative Commissioner commented on Amendment 1 and the funding cut for land acquisition. Citizen Phil Calandra stated a letter from the County to the logging company regarding the Land Development Code and land setback rules might buy time for the residents to pursue other avenues. Citizen Paul Henry stated that

28% of the land in Florida was owned by federal, state and local governments for conservation and that if the government owned the land, there were no taxes being paid. Citizen Troy Averra stated that the County needed to help with this issue.

**ITEM 5b: Report from VISION Action Plan Implementation Team**

6. Economic Development Director Julie Conley was not present, but Dick Bailar provided a very brief update on this item.

**ITEM 5c: LHAP Update**

7. County Coordinator Parrish Barwick introduced this item and stated the LHAP was coming up for renewal and the new plan would be good for three years through 2018. He noted the only change was that assistance would be limited to a one-time basis, but that all limits/amounts were the same. Commissioner Barfield inquired if applicants could apply for assistance every 20 years instead of once per lifetime. Coordinator Barwick stated it could be worded that way, but the issue was the same people using the program over and over. Coordinator Barwick also noted this was for site built homes only—not mobile homes and his opinion was the mobile homes would need constant rehabbing/repair. Commissioner Walker inquired if the assistance provided is specific to the owner or the property, to which Mr. Barwick stated the property. Citizen Paul Henry stated his support for the LHAP as written and that if the same people were being helped again and again, then something was wrong with the system. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the certificate and resolution approving the LHAP.**

**ITEM 5d: Fire Department Vehicle Transfer**

8. Fire Chief Mark Matthews introduced this item and requested donating a 2005 F350 ambulance to Wakulla County and a 1980's 2.5 ton military transport to the Monticello Volunteer Fire Department. Chairman Bishop noted that if the county sold these items at a surplus auction, they could make a little money instead of just donating the items. After a brief discussion, it was the consensus of the Board to donate these two items as requested by Chief Matthews.

**ITEM 5e: Wacissa Springs Restoration Project Gap Funding Request**

9. County Engineer Daryle Gray presented this item and requested additional funding for the projected shortfall of this project (roughly \$11,000). He stated these funds would be used for the access stairs. Commissioner Walker stated his belief this shortfall could be found within the current budget and without additional funding. Mr. Gray provided a brief update on the project and stated everything was going well.

**ITEM 6: County Coordinator**

10. County Coordinator Barwick discussed the issue of Mosquito Control and stated that due to budget cuts, the Health Department would no longer be able to oversee Mosquito Control for Jefferson County. He stated the funding would still be there if the county would match it. Commissioner Barfield recommended an RFQ/RFP to have mosquito control performed for the County with the only other alternative being the county running mosquito control in house. Commissioner Boyd stated it was most practical to move it under a department in the County that had infrastructure already in place. Commissioner Bishop inquired if any drivers were certified to mix the chemicals, to which Commissioner Barfield responded no. Health Department Director Kim Albritton stated that two positions were vacated and not being replaced and that the Health Department no

longer had the infrastructure to administer this program. Citizen Paul Henry stated that this was a specialized function like an ambulance and that when an ambulance transported someone, they were sent a bill. The consensus of the Board was to find a way to do this in-house with current resources.

**ITEM 7: Commissioner Discussion Items**

11. Commissioner Barfield announced the Bike Rodeo that would be held on Thursday, April 9th from 4:30-6:30 at the County Extension Office. She also brought up the discussion of the Kirk family and riding on rural county roads. Mr. Kirk spoke before the Board about his wife Kathy being injured in Madison County during a bike ride and requested the Board look into leash laws to prevent this type of accident. Commissioner Bishop stated there was a certain risk incurred by riding out on rural, county roads.
12. Commissioner Barfield stated she would provide an update on the RESTORE act at the next meeting and requested an update of the Golden Peanut Company (formerly known as Harrell Nut Company). Commissioner Boyd stated that the company had re-organized and consolidated the pecan processing operations in Camilla, Georgia but that the company had the intention of re-purposing the building in Jefferson County.
13. Commissioner Barfield mentioned that there was a Land Development Code workshop tonight as well as Kitty Brooks' retirement party from 4:30-6:00 pm.
14. Commissioner Boyd inquired about some roads being mowed and stated it was a long-standing policy of the county to not mow the road sides until the clover and rye seeds had "seeded out."
15. Commissioner Hall complimented the staff at the Recreation Park for their hard work and noted that the basketball goals needed new nets.
16. Commissioner Bishop stated that there were some trees on Highway 90 east that were overhanging the road and needed attention.

**ITEM 8: Adjournment**

17. The warrant register was reviewed and bills ordered paid.
18. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairman

# Memorandum

**To:** Kirk Reams  
**cc.** Jefferson County Board of County Commissioners  
**From:** Nancy Wideman, Jefferson County TDC  
**Date:** April, 13, 2015  
**Re:** Approval for grant applications and amendment of 2014-2015 budget

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Please include the following items on the consent agenda for the BOCC April 21,, 2015 meeting

1. Grant requests from Chamber for Watermelon Festival and Golden Acres Farm for Mayhaw Festival
2. Amendment of TDC 2014-2015 budget. We need to amend budget to reflect our opportunity to fund more organizations ability to advertise their events. We have the additional funds in a healthy reserve account.

Jefferson County  
Tourist Development Council

**General Special Event  
Grant Program**  
(Policies & Application)

Approved  
by the

Jefferson County Board of County Commissioners and  
The Jefferson County Tourist Development Council

November 19, 2013  
**Revised February 10, 2015**

## **Table of Contents**

- I. Introduction and Definition
- II. Statement of Policies
- III. Funding Eligibility
- IV. Rating Criteria and Process
- V. Approval Process
- VI. Special Event Grant Timeline
- VII. Visitor Tracking
- VIII. Conclusion
- IX. Application
- X. Post Event Report



## Special Event Grant Program

### I. INTRODUCTION AND DEFINITION

The Jefferson County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Jefferson County Code Article 3, Sections 32-54. The TDC administers funds collected from a local option tourist development tax on occupied transient lodging sales, i.e. hotels/motels, bed and breakfast facilities and campgrounds. The funds are designated to promote Jefferson County as a preferred visitor destination with emphasis in the following markets: special events, cultural activities, nature based activities, weddings, and amateur sporting events.

The TDC allocates funds from its annual budget to a grant program for local groups and organizations that coordinate events with a demonstrated history of visitor impact or significant potential to draw visitors to the area. The Special Event Grant Fund is administered and scored by the TDC. The grants are awarded by the Jefferson County Board of County Commissioners (BOCC).

A "Special Event" shall be defined as a new or existing organized concert, exhibition, festival, or fair, which is conducted according to a prearranged schedule and in which general public interest is manifested. For the purpose of this grant program, the public interest should extend to Jefferson County residents and to those living outside Jefferson County who would consider visiting the destination and staying overnight to observe or participate.

Each application will be evaluated against established criteria. The number and extent of these grants will be dependent upon the availability of designated funds. Ideally, the funds allocated by the Jefferson County BOCC will eventually be returned through an increase in transient lodging sales and the tourist development tax generated from those sales.

### II. STATEMENT OF POLICIES

- A. Grant funds are intended to supplement the sponsoring organization's event budget.
- B. Funding is not intended to support administrative costs or non-public events. Funding is intended to support marketing and promotional efforts.
- C. Grant applications will only be received during the advertised cycle. One application will be accepted per event. In the event that a Special Event Grant application is received outside of the Tourist Development Council's designated submission dates and grant funds are still available in the budget, the Council may elect to consider the request.
- D. Lodging secured for the event must be located within Jefferson County.
- E. Funding shall be provided as reimbursement for approved actual expenditures. An exception may be made, on a case by case basis, for vendors who, because of the nature of services provided, require payment in advance. Payments will not be made to the awardees of the grant.
- F. A Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their overall impact on the local economy,

particularly on transient lodging facilities and occupancy. Failure to submit a Post-Event Report will result in disqualification for future support. If the event occurs near the end of the fiscal year, request for reimbursement must be received by September 30th.

- G. Any funds granted will be subject to audit by the Jefferson County BOCC.
- H. Recognition of the Jefferson County Tourist Development Council must be included where appropriate on all printed material and the organization’s Web site referred to in public relations activities. A camera-ready logo will be provided. Failure to include the logo may be cause for disallowing reimbursement of that portion of the grant.
- I. Allowable expenses shall include promotion, marketing, and paid advertising for the event (including contract labor) that reaches beyond Jefferson County with potential to drive overnight visitation. Item #15 of the Application requires all applicants to describe how the grant funds will be used. Any changes to the items submitted in #15 MUST be submitted in writing to the TDC and will not be allowed without approval from TDC staff.
- J. The maximum amount of funds given is **\$1,500**.

**III. FUNDING ELIGIBILITY**

The intent of the Special Event Grant Program is to provide funding assistance for events that attract overnight visitors to Jefferson County impacting the commercial lodging industry, hotels/motels, bed and breakfasts, campgrounds, as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

- 1. Each application must include a signed Certification and Compliance page
- 2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
- 3. The event must have the potential to bring or have had past history of bringing out-of-town visitors..
- 4. The event must use commercial lodging establishments within Jefferson County.

**IV. RATING CRITERIA AND PROCESS**

Each grant application will be reviewed by staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be turned over to the TDC for scoring. The TDC will score each application on a 50 point scale based on the following:

|                     |   |           | Score | Notes |
|---------------------|---|-----------|-------|-------|
| Tourism Development | <ul style="list-style-type: none"> <li>• Proposal has potential or previously proven ability to generate visitation to Jefferson County that includes overnight stays in Jefferson County’s commercial lodging</li> <li>• Proposal contributes to overall appeal of Jefferson County as preferred visitor destination through its event offerings.</li> </ul> | 25 points |       |       |
| Event Evaluation    | <ul style="list-style-type: none"> <li>• Event supports organization’s mission</li> <li>• Funds requested meet grant criteria of allowable expenses</li> <li>• Proposal includes event goals &amp; objectives</li> </ul>  | 25 points |       |       |

|  |  |                              |  |  |
|--|--|------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>• Proposal includes method for documenting and evaluating outcome of event</li> <li>• Proposal includes documentation plan for overnight hotel stays</li> </ul> |                              |  |  |
|  |  | Total Possible Points:<br>50 |  |  |

**V. APPROVAL PROCESS**

1. Application is completed and turned into TDC staff
2. TDC scores application
3. TDC makes recommendation to Jefferson County BOCC
4. Jefferson County BOCC makes final approval

**VI. SPECIAL EVENT GRANT TIMELINE**

| <b><u>PROCESS</u></b>            | <b>Cycle 1<br/>Oct-Dec</b>            | <b>Cycle 2<br/>Jan-March</b>          | <b>Cycle 3<br/>April-June</b>         | <b>Cycle 4<br/>July-Sept</b>          |
|----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Grant Cycle opens                | <b>August 1</b>                       | <b>November 1</b>                     | <b>February 1</b>                     | <b>May 1</b>                          |
| Applications Available           | <b>August 1</b>                       | <b>November 1</b>                     | <b>February 1</b>                     | <b>May 1</b>                          |
| <b>Deadline for applications</b> | <b>October 1</b>                      | <b>January 1</b>                      | <b>April 1</b>                        | <b>July 1</b>                         |
| Review by TDC                    | <b>October TDC meeting</b>            | <b>January TDC meeting</b>            | <b>April TDC meeting</b>              | <b>July TDC meeting</b>               |
| Review and approval by BOCC      | <b>October BOCC meeting</b>           | <b>January BOCC meeting</b>           | <b>April BOCC meeting</b>             | <b>July 1 BOCC meeting</b>            |
| Funds available                  | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> |

In the event that a Special Event Grant application is received outside of the Tourist Development Council’s designated submission dates, the Council may elect to consider the request if special event grant funds are still available in the budget.

**VII. VISITOR TRACKING**

In order to assess the impact of each event on the Jefferson County transient lodging industry,

the TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

Please utilize the attached **Visitor Tracking Form** to gather the requested information. It contains the names and telephone numbers of the lodging facilities in the county. We suggest someone from your organization call each establishment on the day of the event and ask if, to their knowledge, any guests are in town for the event.

### **VIII. CONCLUSION**

Please submit the original of the attached application form **by the deadline date listed above to:**

Nancy Wideman, Coordinator  
Jefferson County Tourist Development Council  
P.O. Box 275  
Monticello, Florida 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517  
850-528-7362

**IX. Jefferson County Tourist Development Council  
SPECIAL EVENT GRANT PROGRAM APPLICATION**

Please Print or Type:

1. Name of Event: **Mayhaw Berry Festival**

2. Date of Event: **May 9 2015 & May 10 2015 Saturday & Sunday**

Start time: **9 AM** End Time: **4 PM** Fee: \$ **None**

3. Description of Event:

**See paragraph #3 attached**

4. Amount of Grant Request: \$ **1,400.00**

5. Host Organization: **Golden Acres Ranch, LLC**

6. Description of Organization (include date organization was created):

**See paragraph #6 attached**

7. Contact Person: **Bobbie Golden** **Managing Partner**  
(Name) (Title)

Address: **704 Barnes Road**

City: **Monticello** State: **FL** Zip: **32344**

Daytime Contact #: **( 850) 997-6599** Email Address: **Bobbie.golden@gmail.com**

Public Information #: **( 850) 997-6599** Website: **www.goldenacresranchflorida.com**

**INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

12. Anticipated # of out-of-town overnight visitors **12 to 20**

Anticipated # of attendees: **375**

13. How will this event contribute to the overall appeal of Jefferson County as a preferred visitor destination?

**See paragraph #13 attached**

**INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

14. How does the event support your organization's mission?  
**See paragraph #14 attached**

15. How grant funds will be used?  
**See paragraph #15 attached**

16. How you will evaluate the outcome of the event?  
**Staff and Volunteers are given a script and forms to complete. They will collect names, addresses and/or emails from guests. Parking attendants count cars and number of visitors.**

17. How you will document overnight hotel stays?  
**I am providing each location with a flyer and asking them to note references to the Mayhaw Berry Festival. If their guest brings a card with the managers signature, they will receive a complimentary 6 ounce jar of Mayhaw Jelly.**

**GENERAL INFORMATION**

18. Have you received a JCTDC grant in the past?  Yes  No

If yes, include amount, name of event and year received:

| Amount     | Name of Event         | Year |
|------------|-----------------------|------|
| \$1,000.00 | Mayhaw Berry Festival | 2014 |
|            |                       |      |
|            |                       |      |

## CERTIFICATION AND COMPLIANCE STATEMENT

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### APPLICANT:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures of the Jefferson County Special Event Grants Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original in ink**.

Name: Mayhaw Berry Festival

Please Print or Type

Organization: Golden Acres Ranch, LLC

Please Print or Type

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Please return the original of the Application and  
the Certification & Compliance Page to:

Nancy Wideman, Coordinator  
Jefferson County TDC  
P.O. Box 275  
Monticello, FL 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517

## Jefferson County TDC Post-event Report

**Name of Event** \_\_\_\_\_

**Dates of Event** \_\_\_\_\_

**Contact person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

### Summary of Expenses that used Grant Funds

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**Total # of attendees** \_\_\_\_\_ **# of out-of-town visitors** \_\_\_\_\_

**Total # of rooms rented for your event** \_\_\_\_\_

**Provide a summary of media exposure received including local, regional and national – print, television and radio.**

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I certify that the above information is true and accurate to the best of my knowledge.

name \_\_\_\_\_ date \_\_\_\_\_

## Jefferson County TDC Special Events Tracking Form

Name of Lodging Establishment \_\_\_\_\_

Use the following list to contact lodging establishments:

- |                               |                                 |
|-------------------------------|---------------------------------|
| Brahman Inn 997-3525          | Capri Lazy Days Inn 997-5712    |
| Days Inn 997-5988             | Econo Lodge Monticello 997-0020 |
| Super 8 997-8888              | Avera-Clarke House 997-5007     |
| Jasmine Cozy Cottage 997-7102 | The Cottage 342-3541            |
| John Denham House 997-4568    | Daffodale House 997-1111        |
| Willow Pond 222-4400          | KOA 997-2890                    |

Event and Date \_\_\_\_\_

| Name of establishment | # of rooms | # of nights | # of guests |
|-----------------------|------------|-------------|-------------|
|                       |            |             |             |
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## IX

**3.** The general public is invited to join us in conjunction with harvesting the annual crop. The natural 50 plus year old stand on Golden Acres Ranch, LLC, is the only known location open to the public in Jefferson, Leon, Madison and other north Florida Counties. Jefferson County Extension Agents are involved each year answering question and the 4-H children are here to volunteer. Local vendors showcase their handcrafted wares. There are hay rides, farm tours, a petting zoo and educational information about rural life in this area.

**6.** Locally owned and operated since 2001 by Fred and Bobbie Golden. It is a diverse Agritourism Operation featuring small ruminants (sheep & goats) poultry (chickens & guineas). In addition to the mayhaw crop there is now a blueberry crop being nurtured. Other specialty crops are being planned for the near future.

**12.** Last year, 2014, a couple with children came and worked on the farm throughout the event. Two other individuals came and did the same. They spent their spare time touring the county and frequenting local businesses. The family blogged about their stay and experiences.

During 2013, guest from the RV camp came to tour the farm buying lamb and goat meat. A writer from Central Florida stayed at Avera-Clark B & B. In 2012, 3 guests staying locally for several days (don't know which facility) came both days to our event and attended the Farm-to-Table dinner.

**13.** Each year we bring a wider audience with attendees coming from South and Central Florida and from Jacksonville through the Panhandle, Alabama, South Carolina, Louisiana and Georgia. Our message reaches interested parties from Alaska, New York, California and places in between. The berries and jelly have been shipped across the US. The You-tube done several years ago has enjoyed an increase in hits in recent months going from 1,000 to 2,100 hits.

**14.** The Mayhaw Berry Festival is the mainstay of our Agritourism operation along with the New Leaf Market Tour every fall. Both are designed to keep the operation a viable business here in Jefferson County. We are always open for tours. Overnight guests are encouraged to come for a visit throughout the year to enjoy the rural ambiance of Jefferson County. Those not spending the night often ask about local restaurants and shops. We encourage visiting the Jefferson Art Gallery, Old Jail Museum, Wirick-Simmons House and checking out other historic sites including the Opera House.

**15.** Options for advertising to encourage overnight stays and participation in Agritourism activities.

1) Last year we made a video - "Making Mayhaw Jelly" Part Two of the You Tube video displaying on the internet now. That video continues to receive hits. While the advertising continues there is no further cost involved.

2) Magazine - Classified/Display ad in the Farm Bureau monthly publication *FLORIDAGRICULTURE*. \$100

3) Radio spots - NPR in areas outside 100 miles of Jefferson County. Specifically Gainesville, WUFT-FM \$500 and Pensacola WUWF-FM \$500. Georgia location out of Valdosta and Thomasville, WTUF-FM \$200. They will come to the farm and broadcast during the festival.

4) Golden Acres Ranch Farm News -<http://www.goldenacresranchflorida.com/blog/>  
The Blog goes out to 584 subscribers in Florida, Georgia, Alabama, Ohio, South Carolina, California and Alaska. The newsletter promotes the rural ambiance and local events of Jefferson County. Links are established for the local overnight guest accommodations. \$100.

Jefferson County  
Tourist Development Council

**General Special Event  
Grant Program**  
(Policies & Application)

Approved  
by the

Jefferson County Board of County Commissioners and  
The Jefferson County Tourist Development Council

November 19, 2013

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## **Jefferson County Tourist Development Council Special Event Grant Program**

### **I. INTRODUCTION AND DEFINITION**

The Jefferson County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Jefferson County Code Article 3, Sections 32-54. The TDC administers funds collected from a local option tourist development tax on occupied transient lodging sales, i.e. hotels/motels and campgrounds. The funds are designated to promote Jefferson County as a preferred visitor destination with emphasis in the following markets: special events, cultural activities, nature based activities, weddings, and amateur sporting events.

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### **II. STATEMENT OF POLICIES**

- A. Grant funds are intended to supplement the sponsoring organization's event budget.
- B. Funding is not intended to support administrative costs or non-public events. Funding is intended to support marketing and promotional efforts.
- C. Grant applications will only be received during the advertised cycle. One application will be accepted per event. In the event that a Special Event Grant application is received outside of the Tourist Development Council's designated submission dates and grant funds are still available in the budget, the Council may elect to consider the request.
- D. Lodging secured for the event must be located within Jefferson County.
- E. Funding shall be provided as reimbursement for approved actual expenditures upon completion of the event
- F. To be eligible for payment, a completed Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their

overall impact on the local economy, particularly on transient lodging facilities and occupancy. Failure to submit a complete Post-Event Report will result in disqualification for support. If the event occurs near the end of the fiscal year, request for reimbursement must be received by September 30.

- G. Any funds granted will be subject to audit by the Jefferson County BOCC.
- H. Recognition of the Jefferson County Tourist Development Council must be included where appropriate on all printed material and the organization’s Web site referred to in public relations activities. A camera-ready logo will be provided. Failure to include the logo can be cause for disallowing reimbursement of that portion of the grant.
- I. Allowable expenses shall include the following:  
Promotion, marketing, paid advertising that reaches beyond Jefferson County with potential to drive overnight visitation. Item #19 of the Application requires all applicants to describe how the grant funds will be used. Any changes to the items submitted in #19 MUST be submitted in writing to the TDC and will not be allowed without written approval from TDC staff.
- J. The maximum amount of funds given is **\$1,500**.

**III. FUNDING ELIGIBILITY**

The intent of the Special Event Grant Program is to provide funding assistance for events that attract overnight visitors to Jefferson County impacting the commercial lodging industry, hotels/motels, bed and breakfasts, campgrounds, as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

- 1. Each application must include a signed Certification and Compliance page
- 2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
- 3. The event must have the potential to bring or have had past history of bringing out-of-town visitors..
- 4. The event must use commercial lodging establishments within Jefferson County.

**IV. RATING CRITERIA AND PROCESS**

Each grant application will be reviewed by staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be turned over to the TDC for scoring. The TDC will score each application on a 50 point scale based on the following:

|                     |   |           | Score | Notes |
|---------------------|---|-----------|-------|-------|
| Tourism Development | <ul style="list-style-type: none"> <li>• Proposal has potential or previously proven ability to generate visitation to Jefferson County that includes overnight stays in Jefferson County commercial lodging</li> <li>• Proposal contributes to overall appeal of Jefferson County as preferred visitor destination through its event offerings.</li> </ul> | 25 points |       |       |
| Event Evaluation    | <ul style="list-style-type: none"> <li>• Event supports organization’s mission</li> <li>• Funds requested meet grant criteria of allowable expenses</li> <li>• Proposal includes event goals &amp; objectives</li> </ul>  | 25 points |       |       |



|  |  |                              |  |  |
|--|--|------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>• Proposal includes method for documenting and evaluating outcome of event</li> <li>• Proposal includes documentation plan for overnight hotel stays</li> </ul> |                              |  |  |
|  |  | Total Possible Points:<br>50 |  |  |

**V. APPROVAL PROCESS**

1. Application is completed and turned into TDC staff
2. TDC scores application
3. TDC makes recommendation to Jefferson County BOCC
4. Jefferson County BOCC makes final approval

**VI. SPECIAL EVENT GRANT TIMELINE**

| <b><u>PROCESS</u></b>            | <b>Cycle 1<br/>Oct-Dec</b>            | <b>Cycle 2<br/>Jan-March</b>          | <b>Cycle 3<br/>April-June</b>         | <b>Cycle 4<br/>July-Sept</b>          |
|----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Grant Cycle opens                | <b>August 1</b>                       | <b>November 1</b>                     | <b>February 1</b>                     | <b>May 1</b>                          |
| Applications Available           | <b>August 1</b>                       | <b>November 1</b>                     | <b>February 1</b>                     | <b>May 1</b>                          |
| <b>Deadline for applications</b> | <b>October 1</b>                      | <b>January 1</b>                      | <b>April 1</b>                        | <b>July 1</b>                         |
| Review by TDC                    | <b>October TDC meeting</b>            | <b>January TDC meeting</b>            | <b>April TDC meeting</b>              | <b>July TDC meeting</b>               |
| Review and approval by BOCC      | <b>October BOCC meeting</b>           | <b>January BOCC meeting</b>           | <b>April BOCC meeting</b>             | <b>July 1 BOCC meeting</b>            |
| Funds available                  | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> | <b>Submittal of post event report</b> |

In the event that a Special Event Grant application is received outside of the Tourist Development Council’s designated submission dates, the Council may elect to consider the request if special event grant funds are still available in the budget.

## VII. VISITOR TRACKING

In order to assess the impact of each event on the Jefferson County transient lodging industry, the TDC wants to emphasize the importance of tracking the number of overnight visitors attending the event.

We encourage you to utilize the attached ***Visitor Tracking Form*** to gather the requested information. On the form are listed the lodging establishments in the county. Have someone call each establishment on the day of the event and ask if they know of anyone staying with them for your event. The names and phone numbers of each establishment is on the Tracking Form.

## VIII. CONCLUSION

Please submit the original of the attached application form **by the deadline date listed above to:**

Nancy Wideman, Coordinator  
Jefferson County Tourist Development Council  
P.O. Box 275  
Monticello, Florida 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517

**Failure to meet the deadline will result in disqualification.**

**IX. Jefferson County Tourist Development Council  
SPECIAL EVENT GRANT PROGRAM APPLICATION**

Please Print or Type:

1. Name of Event:

2. Date of Event:

Start time:  End Time:  Fee: \$

3. Description of Event:

The Jefferson County Watermelon Festival is an annual event - this being the 65<sup>th</sup> year of bringing over 5000 visitors to Monticello and Jefferson County. It promotes commerce for local businesses, overnight stays, & entertainment for all citizens of Jefferson County and visitors.

4. Amount of Grant Request: \$

5. Host Organization:

6. Description of Organization (include date organization was created):

The Chamber of Commerce was established in 1957 and has been a driving force in Jefferson County's economy for decades. We encourage and promote commercial, industrial, civic and general interests for the business and civic organizations who are members. We act as the local Visitor Center, fielding inquiries about local businesses, organizations and events to residents, newcomers and visitors.

7. Contact Person:   
(Name) (Title)

Address:

City:  State:  Zip:

Daytime Contact #:  Email Address:

Public Information #:  Website:

**INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

12. Anticipated # of out-of-town overnight visitors

Anticipated # of attendees:

13. How does this event contribute to the overall appeal of Jefferson County as a preferred visitor destination?

**Everybody loves a festival! Festivals attract visitors, which stimulates the growth of tourism and other businesses in our town. Parades foster community pride, teach people new things & strengthens relationships.**

**INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.**

14. How does the event support your organization’s mission?

**We hold the event to promote Jefferson County and Monticello. This event is one of the few events that is well publicized and well attended by outsiders and visitors.**

15. Describe how grant funds would be used.

**The funds will be used for a TV commercial to increase awareness of the event and encourage overnight stays in Jefferson County.**

16. Describe how you evaluate the outcome of the event.

**We allow all event chairs to provide a written statement; we evaluate festival income; and the Chamber has a follow up meeting with Board Members to discuss the future of the festival and start planning the next festival.**

17. Describe how you plan to document overnight hotel stays.

**All lodging establishments will be emailed or called to see if they had any overnight visitors. We will poll our vendors to see how many stay overnight and use the motels, campgrounds and/or B&B’s.**

**GENERAL INFORMATION**

18. Have you received a JCTDC grant in the past?  Yes  No

If yes, include amount, name of event and year received:

| Amount | Name of Event       | Year |
|--------|---------------------|------|
| \$1500 | Watermelon Festival | 2013 |
| \$1500 | Watermelon Festival | 2014 |
|        |                     |      |

## CERTIFICATION AND COMPLIANCE STATEMENT

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### APPLICANT:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures of the Jefferson County Special Event Grants Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original in ink**.

Name: Katrina Richardson

Please Print or Type

Organization: Monticello – Jefferson County Chamber of Commerce

Please Print or Type

*Katrina Richardson*

April 2, 2015

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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Please return the original of the Application and  
the Certification & Compliance Page to:

Nancy Wideman, Coordinator  
Jefferson County TDC  
P.O. Box 275  
Monticello, FL 32345  
[Nancyw1100@yahoo.com](mailto:Nancyw1100@yahoo.com)  
850-997-0517

|  | 2013-2014<br>BUDGET | PROJECTED<br>THRU 9-30-14 | 2014-2015<br>PROPOSED |
|--|---------------------|---------------------------|-----------------------|
| <b>REVENUE</b>                                 |                     |                           |                       |
| Tax Receipts                                   | 25,000              | 30,200                    | 30,200.00             |
| Grant Revenue - VF                             | 875                 | 875                       | 1,375.00              |
| From Reserve                                   | 8,800               | 6,515                     | 10,500.00             |
| <b>TOTAL REVENUE</b>                           | <b>34,675</b>       | <b>37,590</b>             | <b>42,075</b>         |
| <b>EXPENSES</b>                                |                     |                           |                       |
| Contract Labor                                 | 10,500              | 10,500                    | 11,000                |
| Blogging Services                              | 0                   | 250                       | 600                   |
| Supplies/Postage                               | 280                 | 300                       | 300                   |
| <i>Tallahassee Bride Trade Show</i>            | 200                 | 200                       | 200                   |
| <i>Honey Lake Plantation Trade Show</i>        | 250                 | 0                         | 250                   |
| Travel   | 400                 | 875                       | 1,000                 |
| <i>Association Membership-Visit Florida</i>    | 400                 | 400                       | 400                   |
| <i>Association Membership-Original Florida</i> | 2,000               | 2,000                     | 2,000                 |
| <i>Association Membership-Chamber</i>          | 100                 | 125                       | 125                   |
| <i>Association Membership-Outdoor Writers</i>  | 0                   | 0                         | 150                   |
| <i>Monticello News Wedding Supplement Ad</i>   | 450                 | 450                       | 0                     |
| <i>Times Enterprise Wedding Supplement Ad</i>  | 210                 | 210                       | 0                     |
| <i>KOA RV map ad</i>                           | 230                 | 230                       | 230                   |
| <i>Watermelon Festival ad</i>                  | 160                 | 175                       | 175                   |
| <i>Chamber map</i>                             | 0                   | 1,200                     | 0                     |
| <i>Printing Monticello Informational map</i>   | 320                 | 320                       | 320                   |
| <i>Opera House Season Program Ad</i>           | 150                 | 150                       | 150                   |
| <i>New Leaf Farm Tour Sponsorship</i>          | 250                 | 250                       | 250                   |
| Billboard Program                              | 8,000               | 8,400                     | 0                     |
| Web Services - IT Support                      | 300                 | 250                       | 300                   |
| Technology                                     | 0                   | 0                         | 10,000                |
| Event/Activity Advertising Grants              | 9,000               | 10,000                    | 12,500                |
| Visit FL grant matching expense                | 625                 | 625                       | 1,375                 |
| FAM Expenses                                   | 0                   | 0                         | 0                     |
| <i>Original Florida Conference Expense</i>     | 200                 | 200                       | 200                   |
| Legal notices                                  | 150                 | 80                        | 150                   |
| Miscellaneous                                  | 500                 | 400                       | 400                   |
| <b>TOTAL EXPENSES</b>                          | <b>34,675</b>       | <b>37,590</b>             | <b>42,075</b>         |
| <br>   |                     |                           |                       |
| BEG BALANCE RESERVE 10/1/2014                  | 25,740.80           |                           |                       |
| ENDING BALANCE RESERVE 10/1/2015               | 15,240.80           |                           |                       |

## **ITEM 5(a): VISION ACTION PLAN REPORT**

## Jefferson County Vision ACTION Plan Oversight Committee *Economic Development Council & Participating Organizations*

### Progress Report to County Commission

April 14, 2015

#### **Background**

A far-reaching project was undertaken in 2013-14 to develop a community-wide Vision ACTION Plan addressing important needs of the community, for now and the future. Economic development, tourism, small business development, agriculture and the environment were set as priorities for the Plan along with downtown development and community planning & land use.

The Board of County Commissioners adopted the Plan in June 2014, and implementation is underway.

The Jefferson County Economic Develop Council was assigned the role of Oversight Committee during the project, and asked to continue that role for a three-year period after Plan adoption to help ensure its implementation.

A consultant was chosen for Plan development purposes (Marcia Elder, CPI Consulting) as well as other functions related to the project: a statewide Webinar series on related topics, development of an economic opportunities report, facilitation of an economic diversification strategy and creation of an online information clearinghouse.

A diverse Stakeholder Advisory Team worked with the consultant in providing public input and other community involvement during the Plan development process.

Grant funding was sought from state and local sources for implementation coordination and direct implementation of certain priority projects in the Plan. When funding was not received – and recognizing the necessity for the coordination role -- the EDC and TDC together contracted with CPI to carry out initial implementation coordination services.

**The Plan:** The Website containing the Plan and other information on the project is at: <http://ouractionplan.org/our-action-plan/>.

**Presentations:** Several Oversight Committee and advisory team members will present a progress report on April 21 with examples of implementation achievements and plans.



## Jefferson County Vision ACTION Plan Excerpt

Following is an overview of major Action Areas and Tasks contained in the ACTION Plan. For each Task the Plan includes specific Action Steps, organizational assignments and other details for carrying out the Plan.

### **Planning & Administering for Success ►**

#### **Action Area I: Refining & Committing to the Vision**

**TASK 1:** Reaffirm or revise the 2011 County Vision Statement

**TASK 2:** Examine past Vision processes & end products and determine implementation actions needed

#### **Action Area II: Planning, Organizing & Managing**

**TASK 1:** Create an ACTION Plan Oversight Committee & operational process for ensuring implementation of the ACTION Plan

**TASK 2:** Commit funding for ACTION Plan implementation where needed and determine division of responsibilities among local entities

**TASK 3:** Continue support for and strengthen the abilities of the Jefferson County Economic Development Council (EDC)

**TASK 4:** Develop, adopt & implement a multi-year EDC Strategic Plan

**TASK 5:** Continue and strengthen the County Small Business Development Program (SBDP)

**TASK 6:** Assign ACTION Plan implementation duties to other appropriate County offices

**TASK 7:** Work with and provide support for other local organizations that strive to improve business and the economy for the community

**TASK 8:** Review County Budget, work plans, regulations, operations and priorities for other ways to support and carry out the ACTION Plan

**TASK 9:** Review City Budget, work plans, regulations, operations and priorities for other ways to support and carry out the ACTION Plan

**TASK 10:** Provide visibility and ready access to key County offices for economic & business development

**TASK 11:** Recognize fast-changing role of Internet technologies in the workplace & integrate technology uses, best practices and enhanced security for County-wide benefit

**TASK 12:** Seek ways to maintain & enhance communications with area residents on matters of community importance

### **Action Area III: Creative Funding Solutions**

**TASK 1:** Identify funding needs & priorities

**TASK 2:** Provide for local government funding of local priorities

**TASK 3:** Sustain and increase legislative funding for priority needs

**TASK 4:** Actively pursue other known funding sources that match with local needs

**TASK 5:** Identify and pursue new strategies and resources for finding & securing needed funding

### **Action Area IV: Strategic, Effective Marketing**

**TASK 1:** Develop a comprehensive & coordinated Marketing Strategy for the Jefferson economic & business organizations

**TASK 2:** Revamp and expand the EDC Website

**TASK 3:** Make strategic use of social media for economic & business development

## **Defining & Focusing on Strategic Priorities ►**

### **Action Area V: Attracting, Retaining & Growing Business & Industry**

**TASK 1:** Identify, evaluate & target industries and businesses that Jefferson County desires to attract in order to meet economic and other needs of the community

**TASK 2:** Make Jefferson County appealing as a place for industry and business, particularly those on local target list

**TASK 3:** Recruit industries to locate or expand in Jefferson County

**TASK 4:** Support existing business & industry to stay and grow in the community while also fostering new business creation through local entrepreneurs

**TASK 5:** Create a brand and awareness of Jefferson County as a model community from an economic viability, sustainability and quality of life perspective

### **Action Area VI: Expanding Tourism & Tourist Spending**

**TASK 1:** Identify & evaluate tourism assets & potential

**TASK 2:** Develop & implement a Multi-Year Tourism Development Plan

**TASK 3:** Expand visibility of County with visitors likely to contribute to the community & economy

**TASK 4:** Educate and inform local residents about tourism attributes of Jefferson County and promote participation in accessing them

**TASK 5:** Implement priority projects for area tourist attractions

**TASK 6:** Integrate tourism planning and initiatives with business & economic development activities and plans

**TASK 7:** Obtain funding support for tourism initiatives

### **Action Area VII: Boosting Agricultural Activity & Viability**

**TASK 1:** Recognize & support agriculture as a vital resource for the economic future of Jefferson County

**TASK 2:** Ensure and increase the economic viability of existing small & mid-sized farms

**TASK 3:** Strategically diversify local agricultural production and activities

### **Action Area VIII: Revitalizing & Enhancing the Downtown**

**TASK 1:** Develop a comprehensive downtown improvements plan

**TASK 2:** Consider Truck By-Pass to limit truck traffic in town

**TASK 3:** Engage public in review of and input on structural & other downtown improvements

**TASK 4:** Fund and implement targeted short and longer term downtown improvements

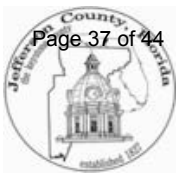
### **Action Area IX: Ensuring Sound Land Use & Environmental Protection**

**TASK 1:** Examine and improve upon land use policies and practices

**TASK 2:** Engage in collaborative planning for a sustainable transportation network

**TASK 3:** Protect natural resources for current and future generations while safeguarding public health & environmental quality

## **ITEM 5(b): LAND DEVELOPMENT CODE**



**PLANNING AND ZONING DEPARTMENT**  
**JEFFERSON COUNTY/CITY OF MONTICELLO**  
 445 W. PALMER MILL RD, MONTICELLO, FLORIDA 32345

Phone (850) 342-0223 - Fax: (850) 342-0225

**MEMORANDUM**

**TO:** JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
**FROM:** BILL TELLEFSEN, PLANNING OFFICIAL  
**SUBJECT:** LDC FINAL REVISIONS  
**DATE:** 4/15/2015  
**CC:** SCOTT SHIRLEY; PARRISH BARWICK, KIRK REAMS

This document is to provide explanation of the changes reflected in the documents with the following filenames “LDC Final Interlineated Draft 04.14.2015” and “2015 LDC Final Clean Draft 04.14.2015” in preparation for the April 21, 2015 BOCC meeting as a result of the final workshop of April 07, 2015 and subsequent comments from Scott Shirley & Marcia Elder. In anticipation of proceeding with public hearings in May/June, Kirk has set the Ordinance as being numbered 2015-061615-01 with an effective date of 06/17/15 and that is reflected in the “clean” draft.

All changes specifically addressed and noted at the workshop were incorporated. The following items were also noted and, upon review and discussion of agreement of the final language with Scott on Tuesday 04/14, were also incorporated as follows (yellow highlighting indicates an item discussed in the last workshop. These final drafts incorporate a slightly modified version of Marcia Elder’s suggested changes to 9.13.1.C.8, where I reorganized and eliminated/changed some text causing a renumbering of provisions. The gray highlighting indicates my added changes based on additional staff discussions). All of these changes are reflected in the final interlineated as attached and the “clean” document as attached will be the new “Exhibit A” if no further changes are required.

**2.3.8. INTERCHANGE BUSINESS.**

- A. **Density:** ~~Density: Permanent dwellings are allowed only as an associated dwelling to a primary business. Transit lodging is a part of the allowed function of this area. This development standard is not applicable to the Interchange Business District; however, there is no intent to preclude having a permanent resident manager in a transient lodging facility.~~
- B. **Intensity:** Intensity of use, as measured by ~~land coverage~~ impervious surface ratio shall not exceed eighty percent (80%).

**5.9.1. WHEN REQUIRED**

- 1. Sidewalks shall be provided on one side of all residential streets where the average lot width at the street is ~~sixty (60)~~ one hundred (100) feet or less.

**9.13.0. BUSINESS PERMITS**

Commercial businesses shall be required to obtain a Final Development Order to operate in Jefferson County. Final Development Orders are obtained through application and approval of a Site Plan as a Major Development, a Minor Development, or a Business Permit. Any person desiring to conduct a commercial business use including a home business shall first apply to the Planning Department for an annual permit, based on the County's fiscal year which begins on October 1 of each year, in accordance with the following requirements:

**9.13.1. HOME BUSINESS PERMIT - GENERAL REQUIREMENTS.**

Produce stands and other bona fide Silviculture and Agriculture activities are exempt from these requirements.

Home ~~Occupations~~ Businesses are permitted in all residential and agricultural districts. ~~in accordance with the following conditions, limitations, and requirements~~ Any person desiring to conduct a home business shall first apply to the Planning Department for an annual permit, based on the County's fiscal year which begins on October 1, in accordance with the following conditions, limitations, and requirements:

**2.02.04A. ~~Permit; General Requirements.~~**

**A.** The application shall be on such form as may be required by the ~~Development Administrator~~ Planning Official and shall include, at a minimum, the following information:

1. The name of the applicant.
2. The ~~location~~ mailing address of the dwelling unit in which the home ~~occupation~~ business is to be conducted.
3. The nature of the home ~~occupation~~ business for which approval is requested.
4. The total floor area of the dwelling unit.
5. The floor area of the room or rooms (and, in agricultural districts, any accessory structure) in which the home occupation is to be conducted.
6. A sketch of the site area and showing the floor plan of the dwelling unit and the area(s) to be used for the conduct of the home occupation depicting those areas where the business activities will be conducted and depicting the location of all driveways, parking, loading areas, storage areas, and lighting to be used in association with the home business.
7. A drawing of any sign to be displayed in conjunction with the proposed home occupation, identifying the size and material thereof and the proposed location.
8. The number, size and location of all parking spaces provided.

**B.** The initial application and subsequent renewals must be accompanied by the appropriate permit fee, as established by the Board of County Commissioners by Resolution. For late renewals, the fee shall be increased by a penalty of five percent (5%) for each full month, or fraction thereof, by which the application is late.

**C.** The Planning Official shall issue the permit for the home business if:

1. The proposed home occupation does not involve the use of chemicals, energy sources, or machinery or equipment which is reasonably likely to cause any objectionable noise during the day and no noise over 60 decibels, at the property line, between 11p.m. and 7 a.m., noxious fume or odor, or any **other** hazard dangerous to the public health, safety or welfare; and
2. All motors and equipment to be used in the conduct of the proposed home occupation will be shielded so as not to cause radio or television interference off the premises; and
- ~~e. The sign for the proposed home occupation does not contain any bright colors, meets the requirements of Article Six of this Land Development Code, and is compatible in appearance with the architectural style of the dwelling unit and neighboring dwelling units; and~~
3. The required number of parking spaces, for business uses, are provided and located so as to establish an adequate traffic flow and safe and convenient ingress and egress for the property; and
- ~~e. All other requirements of this section are compiled with; and~~
4. There does not exist, on the premises for which the permit is requested, any continuing violation of any County ordinance, ~~as found by the County's Code Enforcement Board~~; and
5. Any required State of Florida occupational license tax for the home occupation has been paid obtained; and
6. The home ~~occupation~~ business is clearly incidental to the principal use of the premises as a dwelling unit.
7. Any home ~~occupation~~ business that involves animals must provide adequate containment to keep those animals from escaping the owner's property.
8. If not in a residential area, the following additional provisions apply:
  - a) The home business activity may be conducted within an accessory structure separate from the residence provided the accessory structure is limited to 2,000 square feet in size and the home business is clearly incidental to the principal use of the premises as a dwelling unit.
  - b) Any accessory structure in which the home business is to be conducted must be located no less than two hundred (200) feet from any boundary of the lot or parcel on which it is located unless an exception is granted by the Planning Commission. Notwithstanding this requirement, a setback of no less than one hundred (100) feet shall apply to such accessory structures located in Agriculture 5 and Agriculture 3 Land Use Districts on parcels too small to meet the 200-foot setback.
  - c) The home business shall be limited to a total of three (3) employees.
  - d) Landscape visual and/or aural/sound buffers, fencing, structural design and/or other methods shall be utilized to mitigate possible adverse impacts on neighboring property owners, residents and businesses due to odors or other types of effects of the home business activities.

9. Other than a single, non-illuminated sign that does not exceed two (2) square feet, there shall be no display of goods or other evidence of the home business outside of the residence.
  10. Deliveries or shipments shall be limited as follows:
    - a. Timing: Should not exceed one delivery and one shipment per day.
    - b. Delivery hours: Between hours of 8:00 AM and 6:00 PM;
    - c. Vehicle Size: Large van or small delivery truck (average approx. 15' body length)
  11. No home business shall consist of, or include, outdoor retail sales or a public dining facility or transient guest quarters other than as related to a bed and breakfast establishment meeting the standards herein ~~or~~ a permitted special events venue or establishments providing hunting plantation style outdoor recreation.
  12. Automotive and/or small engine equipment or other outdoor repairs ~~of a similar nature~~ are allowed with the following additional restrictions:
    - a. All activities, ~~including all areas where repairs are made and /or materials are stored,~~ shall be screened from the road and all adjacent properties by natural or planted vegetation or a fence, and home businesses conducting such activities shall not allow the accumulation of unsightly junk, debris, parts, tools, vehicles, supplies or materials;
    - b. All chemicals, liquids or other materials with potential for contamination such as oil, gasoline, anti-freeze, cleaning agents, etc., shall be properly disposed of periodically to prevent storage of large amounts of flammable or contaminable agents.
    - c. Reasonable measures shall be taken to prevent leaks, spills or other unlawful discharge of hazardous materials and substances.
  13. A barber or beauty shop is allowed, limited to two (2) chairs.
  14. Any home businesses that negatively affects nearby properties due to increased traffic, noise, light, or any other activity detrimental to the other owners and occupants in the immediate vicinity, shall be either moved to a commercial property or completely cease operation on the subject property.
  15. During site plan review of any commercial or business activities not requiring Special Exception review, the Planning Official may require the applicant to address issues that may not be otherwise specified herein such as animal waste disposal or visual and/or sound buffering, etc.
- D.** In the Residential districts, including residential subdivisions in mixed use districts, home businesses ~~occupations~~ shall also comply with the following requirements:
1. There shall be no display of goods or other evidence of the home occupation outside of the dwelling unit. This does not include deliveries or shipments.
  2. No part of the home occupation may be conducted in any accessory building, except for a detached garage.
  3. The home occupation may only be conducted in an area or areas of the dwelling unit which do not exceed twenty (20) per cent of the floor area of the dwelling unit. In determining the floor area of the dwelling unit, for purposes of this section, the area of any open porch or attached garage or similar space not suited and intended for occupancy as living quarters shall not be included.
  4. Only members of the family lawfully occupying the dwelling unit and one (1) other person may be employed in or work at the home occupation.
  5. No home occupation in a residential district shall consist of, or include, a public dining facility, transient guest quarters, antique gift shop, other retail sales, ~~photographic studio,~~ fortune telling, automotive repairs, outdoor repairs of any kind, or a barber or beauty shop having more than ~~two (2)~~ (2 +) chairs.
  6. The only sign which may be publicly displayed for a home occupation in residential districts shall be no more than two (2) square feet in size and no more than four (4) feet in height and be located within ten (10) feet of the principal driveway serving the lot or parcel on which the home occupation is conducted, and it may be located no closer than five (5) feet to the front lot line of the lot or parcel.

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#### **9.13.4. COMMERCIAL USES – BUSINESS PERMITS REQUIRED**

Business Permits are required for all commercial activities in non-residential areas, districts, or land use categories. Any person desiring to conduct a commercial business use other than a home business ~~occupation~~ shall first apply to the Development Administrator for an annual permit, ~~based on the County's fiscal year which begins on October 1 of each year,~~ in accordance with the following requirements:

- A.** The application shall be on such form as may be required by the ~~Development Administrator~~ Planning Department ~~and shall include, at a minimum, the following information:~~
- a. The name of the applicant.
  - b. The specific location at which the commercial business use is conducted and a sketch of the floor plan of the premises, including reasonably accurate dimensions.

- c. The nature of the commercial business for which approval is requested, a general description of the activities involved in conducting the business, and a description of the type and size of any motors, machines, and other equipment used in the conduct of the business.
  - d. A drawing of a sign to be displayed in conjunction with the proposed commercial business use, identifying the size and materials thereof and the proposed location.
  - e. The number, size, and location of all parking spaces provided.
- B.** The application must be accompanied by the appropriate permit fee, as established by the Board of County Commissioners by Resolution. For late ~~applications~~ renewals, the appropriate fee shall be increased by a penalty of five percent (5%) for each full month, or fraction thereof, by which the ~~application~~ renewal is late.
- C.** The ~~Development Administrator~~ Planning Official shall issue the permit for the commercial business use if:
1. The proposed business commercial use is ~~a permitted commercial use or a lawful non-conforming use of the premises on which it is proposed to be conducted~~ in compliance with a Final Development Order/Permit issued in accordance with this Code; or
  2. The application is for an existing site/structure and includes:
    - a. The name of the applicant; the nature of the commercial business for which approval is requested, and a general description of the activities involved in conducting the business; and
    - b. The specific location at which the commercial business use is conducted; and
    - c. The commercial business for which approval is requested is a permitted commercial use or an existing lawful non-conforming use of the premises on which it is proposed to be conducted; and
    - d. The floor plan, including dimensions; and
    - e. A drawing of proposed signage meeting the requirements of Article Six of this Land Development Code, and identifying the size, materials, and location; and
    - f. The proposed commercial business use does not involve the use of chemicals, energy sources, ~~or~~ machinery, or equipment which is reasonably likely to cause any objectionable noise, noxious fume or odor, or any other hazard dangerous to the public health, safety or welfare; and
    - g. All motors and equipment to be used in the conduct of the proposed commercial business use will be shielded so as not to cause radio or television interference off the premises; and
  - ~~d. The sign for the proposed commercial business use meets the requirements of Article Six of this Land Development Code and is compatible in appearance with the architectural style of the premises and any nearby residential uses; and~~
  - ~~h. The required number of parking spaces are provided and located so as to establish an adequate traffic flow and safe and convenient ingress and egress for the property; and~~
  - ~~f. All other requirements of this Land Development Code are complied with; and~~
  3. There does not exist, on the premises for which the permit is requested, any continuing violation of any County ordinance, ~~as found by the County's Code Enforcement Board;~~ and
  4. Any required occupational license tax for the commercial business use has been paid.



The Board of County Commissioners of Jefferson County, Florida, will convene the first of two public hearings for the adoption of the following proposed ordinance amending the County Land Development Code. The First Reading Public Hearing will be on May 19, 2015, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the courtroom of the Jefferson County Courthouse Annex located at 445 West Walnut Street, Monticello, Florida. The Public Hearing for the Second Reading and adoption is tentatively scheduled for June 16, 2015, and will be advertised upon verification of the schedule set at the First Reading. The meetings may be continued as necessary.

**JEFFERSON COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**ORDINANCE NO. 2015-061615-01**

AN ORDINANCE OF JEFFERSON COUNTY FLORIDA, RELATING TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE; ADOPTING AMENDMENTS TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE CONFORMING TO THE EVALUATION AND APPRAISAL REPORT AMENDMENTS TO THE COMPREHENSIVE PLAN; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; REPEALING THE JEFFERSON COUNTY LAND DEVELOPMENT CODE IN ITS ENTIRETY AND ADOPTING A NEW LAND DEVELOPMENT CODE 2015; ADOPTING A TITLE PAGE AND TABLE OF CONTENTS; ADOPTING ARTICLE ONE, GENERAL PROVISIONS; ADOPTING ARTICLE TWO, LAND USE; ADOPTING ARTICLE THREE, CONCURRENCY; ADOPTING ARTICLE FOUR, RESOURCE PROTECTION; ADOPTING ARTICLE FIVE, DEVELOPMENT DESIGN; ADOPTING ARTICLE SIX, SIGNS; ADOPTING ARTICLE SEVEN, NON-STANDARD DEVELOPMENT; ADOPTING ARTICLE EIGHT, BOARDS AND AGENCIES; ADOPTING ARTICLE NINE, ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR COPY ON FILE; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

From the Florida "Government in the Sunshine Manual", page 36, paragraph c: Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 to be based.

The Board of County Commissioners of Jefferson County, Florida, will convene the Second Reading Public Hearing for the adoption of the following proposed ordinance amending the Jefferson County Land Development Code on June 16, 2015, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the courtroom of the Jefferson County Courthouse Annex located at 445 West Walnut Street, Monticello, Florida.. The meeting may be continued as necessary.

**JEFFERSON COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**ORDINANCE NO. 2015-061615-01**

AN ORDINANCE OF JEFFERSON COUNTY FLORIDA, RELATING TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE; ADOPTING AMENDMENTS TO THE JEFFERSON COUNTY LAND DEVELOPMENT CODE CONFORMING TO THE EVALUATION AND APPRAISAL REPORT AMENDMENTS TO THE COMPREHENSIVE PLAN; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; REPEALING THE JEFFERSON COUNTY LAND DEVELOPMENT CODE IN ITS ENTIRETY AND ADOPTING A NEW LAND DEVELOPMENT CODE 2015; ADOPTING A TITLE PAGE AND TABLE OF CONTENTS; ADOPTING ARTICLE ONE, GENERAL PROVISIONS; ADOPTING ARTICLE TWO, LAND USE; ADOPTING ARTICLE THREE, CONCURRENCY; ADOPTING ARTICLE FOUR, RESOURCE PROTECTION; ADOPTING ARTICLE FIVE, DEVELOPMENT DESIGN; ADOPTING ARTICLE SIX, SIGNS; ADOPTING ARTICLE SEVEN, NON-STANDARD DEVELOPMENT; ADOPTING ARTICLE EIGHT, BOARDS AND AGENCIES; ADOPTING ARTICLE NINE, ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR COPY ON FILE; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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**ITEM 5(d): OUTDOOR COURTS/FACILITIES  
AT HOWARD MIDDLE SCHOOL**

Commissioner Hall agenda item for county taking over use of courts and outside facilities at the old Howard Academy Grounds. An interlocal agreement between the BOCC and School Board will have to be first step in this process.