1350 Baldwin Avenue
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DeFuniak Springs, FL 32435

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COMMUNITY REDEVELOPMENT AGENCY (CRA)
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
MONDAY, APRIL 6, 2026
3:00 PM

1. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

2. ACTIVE PROJECTS - REVIEW & DIRECTION

A. 27 Crescent Drive Redevelopment

B. Lake Yard Amphitheater Redevelopment

C. Historic Preservation Design Standards

D. Dog Park Facility

E. Downtown Parking Study

F. Downtown Alleyway Improvements

G. Downtown Railroad Crossing Improvements

H. Downtown Parking Restriping (7th-8th)

I. Downtown String Lighting

3. ADJOURNMENT

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. 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 the 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 requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 minutes

Agenda Item Title:
27 Crescent Drive Redevelopment

Attachment(s):
1. Crescent_Drive_Final Drawings_03022026_SIGNED
2. 27_Crescent_Progress_Report_102325
3. 27_Crescent_Progress_Report_011826
4. 27_Crescent_Proposal

Brief Summary:
The CRA owns the building located at 27 Crescent Drive and has been working with the Walton County Cultural Arts Alliance on a partnership for the building. The CRA approved a proposal from Touchstone Architecture to provide as-built drawings and renderings for the building.

The agreed-upon proposal was for $26,250.
To date, $22,125 has been paid with the Final Invoice of $4,125 ready to be paid.

Action Requested:
TBD through Commission Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:

27 CRESCENT DRIVE

Defuniak Springs, Florida



Sheet List		
A0.1		Cover Sheet
A0.2		Index and Notes
A1.1		Site Plan
A1.2		First Floor Plan
A1.3		Roof Plan
A1.4		First Floor Reflected Ceilng Plan
A2.1		Elevations
A2.2		Elevations
A3.1		Building Sections
A4.1		Door/Window Schedule
A5.1		Details
S0.1		Structural Notes
S0.2		Wind Loading Diagram
S1.0		Foundation/ Slab On Grade Plan
S1.1		Roof Plan
S1.2		Pavilion Roof Plan

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
DANIEL C. TOUCHSTONE
AR0015801
REGISTERED ARCHITECT

02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

REV.	DATE	DESCRIPTION

NO.	DATE	ISSUE NOTE

Project Manager | Drawn By

Date: 02 March 2026 | Reviewed By

Project ID: 25102

Sheet Title: Cover Sheet

Sheet No.: A0.1

GENERAL NOTES

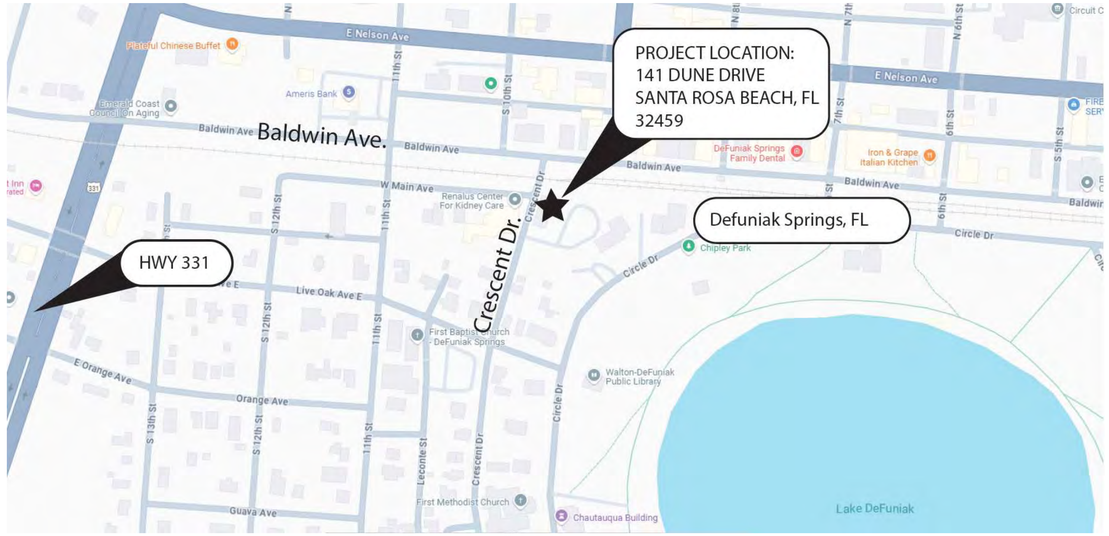
1. ALL WORK PERFORMED SHALL COMPLY WITH APPLICABLE OSHA/EPA REGULATIONS, CURRENT BUILDING CODES, AND GENERALLY ACCEPTED PROFESSIONAL CRAFTSMANSHIP.
2. THE CONTRACTOR SHALL MAKE AVAILABLE TO THE BUILDING INSPECTOR ANY DOCUMENTATION NECESSARY TO VERIFY THAT ALL PRODUCTS REQUIRING APPROVAL PER FS 553.842 ARE IN COMPLIANCE.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ERECTING AND MAINTAINING ALL REASONABLE SAFEGUARDS TO PROTECT THE GENERAL HEALTH SAFETY AND WELFARE OF THE GENERAL PUBLIC. THIS SHALL INCLUDE POSTING DANGER SIGNS, AND OTHER WARNING SIGNS AGAINST POTENTIAL HAZARDS, AS WELL AS ENFORCING SAFETY REGULATIONS.
4. CONTRACTOR SHALL MAINTAIN A CLEAN WORK PREMISE AT ALL TIMES AND SHALL CLEAN DEBRIS FROM CONSTRUCTION SITE DAILY.
5. THE CONTRACTOR SHALL MAKE AVAILABLE TO THE BUILDING INSPECTOR ANY DOCUMENTATION NECESSARY TO VERIFY THAT ALL PRODUCTS REQUIRING APPROVAL PER FS 553.842 ARE IN COMPLIANCE.
6. AT LEAST ONE EGRESS DOOR SHALL BE PROVIDED FOR EACH DWELLING UNIT. THE EGRESS DOOR SHALL BE SIDE HINGED, AND SHALL PROVIDE A MINIMUM CLEAR WIDTH OF 32 INCHES WHEN MEASURED BETWEEN THE FACE OF THE DOOR AND THE STOP, WITH THE DOOR OPEN 90 DEGREES. R311.2.
7. ONE BATHROOM ON THE MAIN LIVING FLOOR LEVEL MUST BE PROVIDED WITH A 29" CLEAR OPENING. HOWEVER, IF ONLY A TOILET ROOM IS PROVIDED, IT SHALL MEET THIS REQUIREMENT. R320.1
8. EACH BEDROOM MUST BE PROVIDED A SECONDARY MEANS OF EGRESS WITH A MINIMUM NET CLEAR OPENING HEIGHT OF 24" AND A WIDTH OF 20". THE MINIMUM OPENING AREA SHALL BE 5.0SF. AT THE GROUND FLOOR AND 5.7 SF. AT ALL OTHER LEVELS. R310.1
9. GARAGES ATTACHED TO LIVING SPACE MUST BE SEPARATED FROM THE RESIDENCE AND ITS ATTIC BY AT LEAST ½" GYPSUM BOARD OR EQUIVALENT ON THE GARAGE SIDE. IF A HABITABLE ROOM IS LOCATED ABOVE THE GARAGE, 5/8" TYPE X GYPSUM BOARD OR EQUIVALENT IS REQUIRED ON THE CEILING WITH ½" GYPSUM BOARD OR EQUIVALENT ON THE WALLS R302.5 AND TABLE R302.6
10. GUARDRAILS ARE TO BE 36" HIGH WITH GUARDS DESIGNED TO RESIST THE PASSAGE OF A 4" SPHERE WHEN THE WALKING SURFACE IS 30" OR MORE ABOVE GRADE. R312
11. WINDER STEPS MUST BE 6" HIGH WITH GUARDS DESIGNED TO RESIST THE PASSAGE OF A 4" SPHERE WHEN THE WALKING SURFACE IS 30" OR MORE ABOVE GRADE. R312
12. HANDRAILS ARE REQUIRED FOR STAIRS WITH 4 OR MORE RISERS, SHALL BE CONTINUOUS ON AT LEAST ONE SIDE, SHALL BE 34" TO 38" ABOVE THE TREAD NOSING, AND SHALL NOT DEAD END. R311.7.7
13. GLASS IN TUB AREAS, STAIRWAYS, AND POOL AREAS WITHIN 60" FROM FINISHED FLOOR REQUIRE SAFETY GLAZING. SAFETY GLAZING IS REQUIRED FOR WINDOWS WITHIN 24" OF A DOOR. EXCEPTION: GLAZING LOCATED ABOVE STAIRS WITH A SOLID WALL OR GUARD AT LEAST 34" ABOVE THE TREAD NOSING. R308.4
14. OPERABLE WINDOWS THAT ARE MORE THAN 72" ABOVE THE OUTSIDE GRADE SHALL NOT HAVE OPENINGS WITHIN 24" OF THE FINISHED FLOOR. OPENINGS LOWER THAN 24" SHALL HAVE A GUARD IN PLACE THAT IS DESIGNED TO RESIST PASSAGE OF A 4" SPHERE. R612.2
15. SMOKE ALARMS MUST BE ADJACENT TO AND INSIDE BEDROOMS, AND BE INTERCONNECTED WITH AT LEAST ONE ON EACH FLOOR. CARBON MONOXIDE DETECTORS ARE REQUIRED WITHIN 10 FEET OF EACH SLEEPING ROOM IN DWELLINGS WITH ATTACHED GARAGES, FUEL BURNING APPLIANCES, FIREPLACES, OR OTHER FEATURE, FIXTURE, OR ELEMENT THAT EMITS CARBON MONOXIDE. R314 AND R315
16. GFCI PROTECTION IS REQUIRED FOR ALL RECEPTACLES SERVING COUNTERTOPS, WHIRLPOOL MOTORS, DAMP AND WET LOCATIONS, AND GARAGES. NEC 210.8. ALL 120V CIRCUITS, EXCEPT THOSE REQUIRED TO BE GFCI PROTECTED, SHALL BE PROTECTED BY ARC-FAULT CIRCUIT INTERRUPTERS. NEC210.12 ALL 15A & 20A 125V RECEPTACLES SHALL BE LISTED AS TAMPER RESISTANT. NEC406.11
17. MECHANICAL EXHAUST VENTS, SUCH AS BATHROOM EXHAUST, MUST DISCHARGE DIRECTLY TO THE OUTDOORS WITH AN APPROVED COVER. M1501.
18. SUBMITTALS FROM SUPPLIER/MANUFACTURER VERIFYING CODE COMPLIANCE FOR DOORS & WINDOWS (INCLUDE INSTALLATION INSTRUCTIONS), AND ENGINEERED TRUSS DRAWINGS MUST BE AVAILABLE AT THE FRAMING INSPECTION.

SCOPE OF WORK

THE SCOPE OF WORK INCLUDES :

1. REMOVE "LEAN TO" STRUCTURE ON EAST SIDE OF BUILDING
2. REMOVE "LEAN TO" ROOF ON SOUTH SIDE OF BUILDING
3. ELEVATE FLOOR IN SOUTH PORTION OF BUILDING TO MATCH ELEVATION OF FRONT ROOM
4. PROVIDE NEW BEAMS, COLUMNS AND STRUCTURAL REINFORCEMENTS TO EXISTING BUILDING PER STRUCTURAL DRAWINGS
5. BUILD ADDITION AND PROVIDE INTERIOR RENOVATIONS PER DRAWINGS
6. PROVIDE SPRINKLER SYSTEM FOR ENTIRE BUILDING
7. PROVIDE NEW PLUMBING AND ELECTRICAL THROUGHOUT
8. **CONTRACTOR SHALL PROVIDE ENGINEERING SERVICES IN ASSOCIATION WITH ELECTRIAL, MECHANICAL AND PLUMBING SYSTEMS INCLUDING SPRINKLER AND FIRE PROTECTION SYSTEMS PER THE FLORIDA BUILDING CODE.**

LOCATION MAP



PARCEL NO. 25-3N-19-19070-000-6722

CODE SUMMARY

ALL NEW WORK TO BE IN ACCORDANCE WITH THE LATEST BUILDING CODES ADOPTED BY THE BUILDING AUTHORITIES HAVING JURISDICTION. WHERE CONFLICTS OCCUR BETWEEN CODES OR BETWEEN CONSTRUCTION DOCUMENTS AND CODES, THE MOST RESTRICTIVE REQUIREMENTS SHALL GOVERN.

FLORIDA BUILDING CODE, BUILDING - 2023, 8TH EDITION
FLORIDA BUILDING CODE, RESIDENTIAL- 2023, 8TH EDITION
FLORIDA BUILDING CODE, ACCESSIBILITY - 2023, 8TH EDITION
FLORIDA BUILDING CODE MECHANICAL - 2023, 8TH EDITION
FLORIDA BUILDING CODE, FUEL GAS FLORIDA BUILDING CODE, PLUMBING FLORIDA FIRE PREVENTION CODE - 2023, 8TH EDITION
NATIONAL ELECTRICAL CODE - 2023, 8TH EDITION
NFPA 101 - LIFE SAFETY CODE - 2023, 8TH EDITION

GENERAL CONTRACTOR'S SUBS TO PROVIDE ALL NECESSARY DRAWINGS FOR THE ELECTRICAL, MECHANICAL, PLUMBING, SPRINKLER AND GAS SYSTEMS.

GENERAL CONTRACTOR TO PROVIDE MAIL BOX AND HOUSE NUMBERS AS REQUIRED.

CONSTRUCTION TYPE: VB-SPRINKLED

OCCUPANCY CLASS = A3 ASSEMBLY

OCCUPANCY LOAD 273 PEOPLE

SPRINKLER SYSTEM REQUIRED

PROVIDE SINGLE STATION SMOKE ALARMS POWERED CONTINUOUSLY BY HOUSE ELECTRICAL SYSTEM AND INSTALLED PER NFPA 72 NATIONAL FIRE ALARM CODE

NO EXTERIOR WALL RATINGS REQUIRED.

PROVIDE PORTABLE FIRE EXTINGUISHERS CONFORMING TO NFPA 10 AS ADOPTED IN RULE 69A-3.012, FAC IN COMPLIANCE WITH 69A-43.018(7) FAC.

KITCHEN: UL LISTED 711A

CLAY STUDIO: UL RATING OF 3-A:40B-C, CLASS A-B-C

ELSEWHERE: UL RATING 2A-10B:C, CLASS A-B-C

MINIMUM NUMBER OF EXITS 2

TOTAL EGRESS WIDTH REQUIRED 55 INCHES (DOORS/CORRIDORS)

WATER CLOSETS MEN / WOMEN 2 / 4

LAVATORIES MEN / WOMEN 1 / 1

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA — REGISTERED ARCHITECT — TOUCHSTONE ARCHITECTURE — AR0015801 — 02 March 2026

Architect
TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

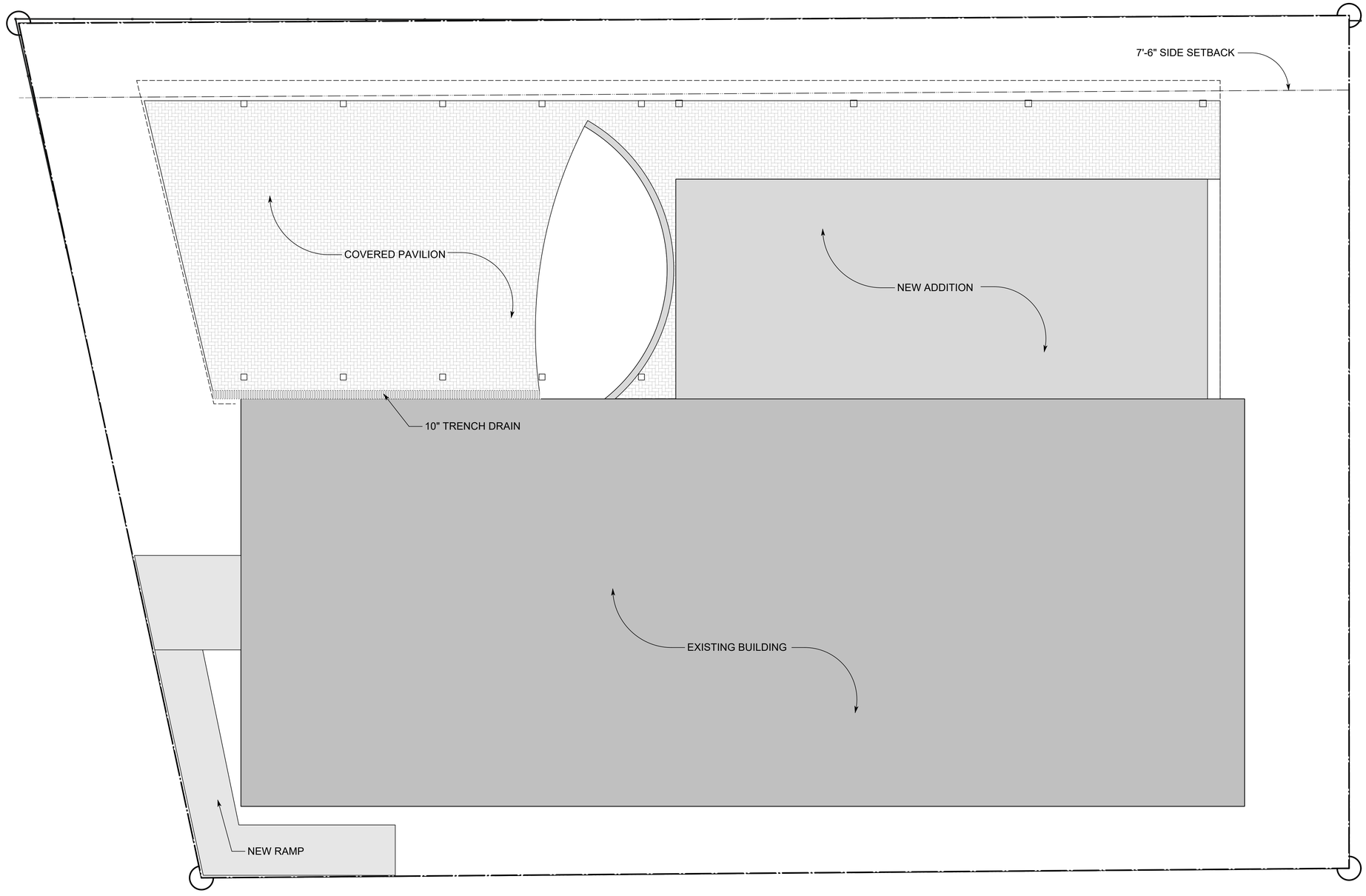
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NO.	DATE	ISSUE NOTE

Project Manager | Drawn By
Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title: Index and Notes

Sheet No.: A0.2



TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
ROBERT C. TOUCHSTONE
AR0015801
REGISTERED ARCHITECT

02 March 2026

Architect

TOUCHSTONE
ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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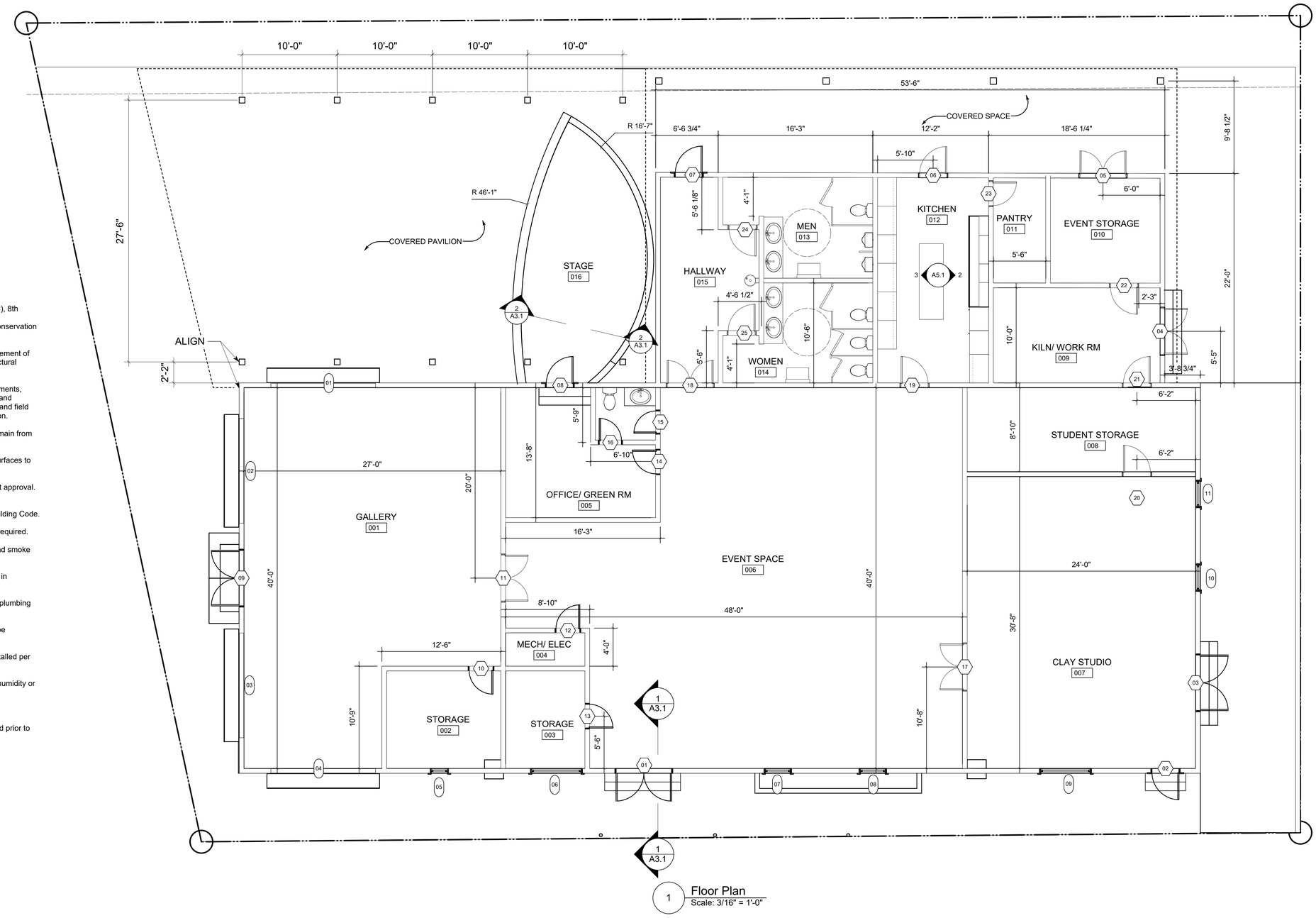
NO.	DATE	ISSUE NOTE

Project Manager	Drawn By
Date: 02 March 2026	Reviewed By

Project ID: 25102

Sheet Title: Site Plan

Sheet No.: A1.1



GENERAL NOTES

1. Construction shall comply with the Florida Building Code (FBC), 8th Edition (2023), including the Existing Building Code, Building, Accessibility, Plumbing, Mechanical, Fuel Gas, and Energy Conservation volumes, as applicable.
2. Contractor shall verify all existing conditions prior to commencement of work, including but not limited to dimensions, clearances, structural framing, utilities, ceiling heights, and concealed conditions.
3. Field verification shall include confirmation of load-bearing elements, existing fire-resistance-rated assemblies, locations of utilities, and accessibility conditions. Any discrepancies between drawings and field conditions shall be reported to the Architect prior to construction.
4. Protect all existing construction, finishes, and equipment to remain from damage during demolition and construction.
5. Remove demolished materials from site and patch adjacent surfaces to match existing finishes.
6. No structural elements shall be cut, notched, or altered without approval. See Structural Drawings for required structural modifications.
7. Provide wall and roof insulation as required per the Florida Building Code.
8. Exit signage and emergency lighting shall be provided where required.
9. Interior finish materials shall comply with FBC flame spread and smoke development requirements.
10. Door hardware, maneuvering clearances, and floor transitions in renovated areas shall comply with accessibility requirements.
11. Coordinate architectural work with mechanical, electrical, and plumbing systems. Maintain required service clearances.
12. All new wood framing shall comply with FBC Chapter 23 and be pressure-treated where required.
13. Fasteners and connectors shall be corrosion-resistant and installed per manufacturer's requirements.
14. Moisture-resistant materials shall be used in areas subject to humidity or wet use.
15. Work shall not be concealed prior to inspection approval.
16. Final inspection and Certificate of Completion shall be obtained prior to occupancy.

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
BRADLEY C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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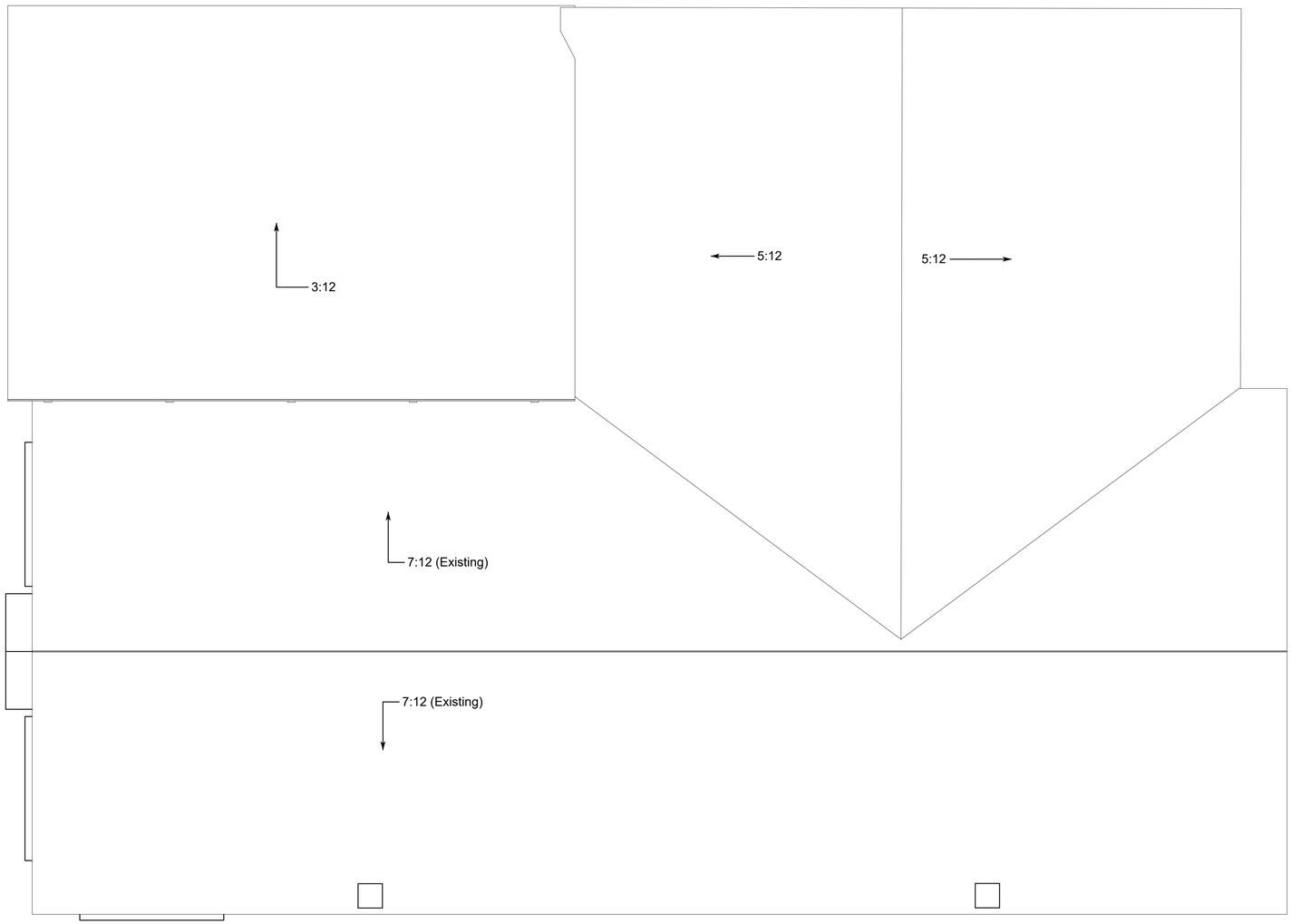
Project Manager | Drawn By
Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title

First Floor Plan

Sheet No.

A1.2



1 Roof Plan
Scale: 3/16" = 1'-0"

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
BRADLEY C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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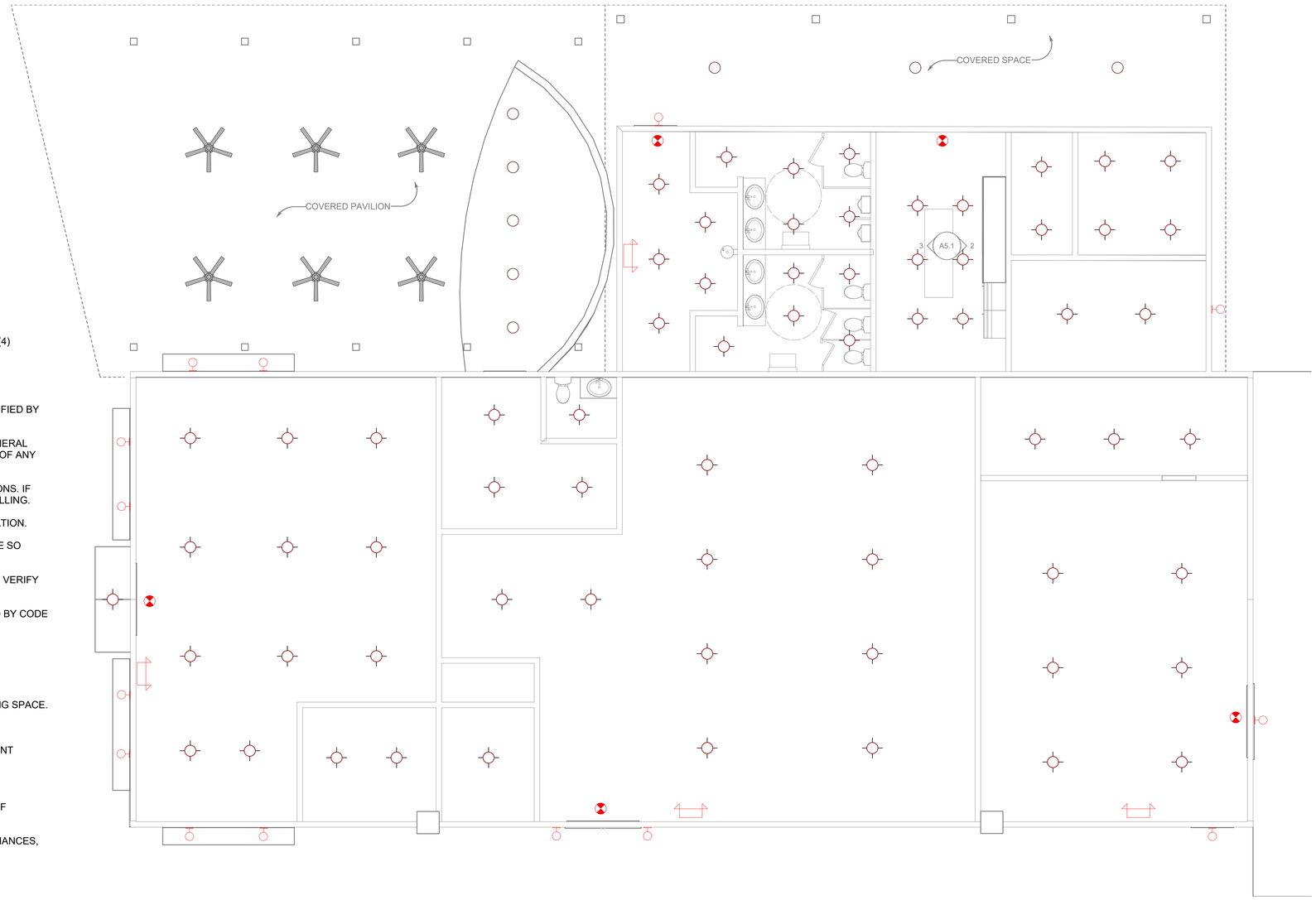
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Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title

Roof Plan

Sheet No.

A1.3



ELECTRICAL NOTES:

1. GANG ALL SWITCHES AND/OR OUTLETS ON ONE PLATE IF SHOWN SIDE BY SIDE (NO GANG BOXES WIDER THAN (4)

2. ALL SYMBOLS MAY NOT BE USED

3. VERIFY ALL CABLE, TELEPHONE, AND FLOOR OUTLET LOCATIONS PRIOR TO INSTALLATION

4. ALL ELECTRICAL REQUIREMENTS FOR THE SPECIFIED APPLIANCESAND/OR PLUMBING FIXTURES SHALL BE VERIFIED BY THE GENERAL CONTRACTOR WITH EACH MANUFACTURER

5. ALL LOCATIONS FOR LIGHTING FIXTURES AND/OR ELECTRICAL OUTLETS ARE FOR ""DESIGN INTENT"" ONLY. GENERAL CONTRACTOR SHALL VERIFY COMPLIANCE WITH ALL LOCAL AND STATE BUILDING CODES AND NOTIFY DESIGNER OF ANY MODIFICATIONS REQUIRED.

6. VERIFY ALL MOUNTING HEIGHTS OF WALL MOUNTED FIXTURES AND JUNCTION BOXES WITH INTERIOR ELEVATIONS. IF ELEVATION DOES NOT GIVE THE INFORMATION, REFER SPECIFICATIONS OR CONSULT DESIGNER PRIOR TO INSTALLING.

7. GENERAL CONTRACTOR SHALL VERIFY ALL MOUNTING PLATE SIZES. ""PIGTAIL"" ALL WIRING PRIOR TO VERIFICATION.

8. GENERAL CONTRACTOR SHALL NOTIFY DESIGNER/ OWNER WHEN ELECTRICAL/LIGHTING ROUGH-IN IS COMPETE SO FINAL WALK THROUGH MAY TAKE PLACE PRIOR TO DRYWALL INSTALLATION

9. ALL OUTLET PLATES SHALL BE ""WHITE"" EXCEPT IF LOCATED IN CABINETRY AND/OR ON A STONE BACKSPLASH. VERIFY WITH ARCHITECT FOR COLOR AT THESE AREAS.

10. GENERAL CONTRACTOR IS RESPONSIBLE TO PROVIDE ALL RECEPTACLES, SMOKE ALARMS ETC. AS REQUIRED BY CODE

11. GENERAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING LIGHT BULBS FOR ALL LIGHT FIXTURES

12. PROVIDE ELECTRICAL JUNCTION BOXES AS REQUIRED FOR LANDSCAPE LIGHTING.

13. PROVIDE DIMMERS ON ALL LIGHTING UNLESS SPECIFIED OTHERWISE

14. ALL ELECTRICAL FIXTURES HAVE BEEN LOCATED BASED ON LINEAR ALIGNMENTS WITHIN THE CORRESPONDING SPACE. CONTRACTOR SHALL FIELD VERIFY ALL FIXTURE ALIGNMENTS PRIOR TO INSTALLATION. CONSULT ARCHITECT IF DISCREPANCIES ARE FOUND IN THE FIELD.

15. ALL WALL SWITCHES SHALL BE LOCATED ""TIGHT"" TO CASING AT APPLICABLE OPENINGS. MAINTAIN CONSISTENT PLACEMENT THROUGHOUT HOUSE. CONSULT ARCHITECT IF DISCREPANCIES ARE FOUND IN THE FIELD.

16. PROVIDE ARC FAULT PROTECTION AT ALL BEDROOM SWITCHES, OUTLETS AND FANS

17. EXISTING OUTLETS AND LIGHT FIXTURES AT GROUND LEVEL TO REMAIN (CONTRACTOR TO REPAIR/ REPLACE IF NECESSARY

18. VERIFY REQUIREMENTS AND LOCATION FOR ALL EQUIPMENT INCLUDEING BUT NOT LIMITED TO KITCHEN APPLIANCES, WASHER/ DRYER, ELEVATOR, OUTDOOR LIGHTING, HOT WATER HEATER, HVAC, ETC.

1 Refelcted Ceiling Plan
Scale: 3/16" = 1'-0"

FIXTURE LEGEND:

- EMERGENCY LIGHT WITH BATTERY BACKUP
- 4" RECESSED CAN LIGHT
- EXTERIOR RATED SPOT LIGHT
- EXIT SIGN
- EXTERIOR RATED SCONCE
- EXTERIOR RATED FAN WITH LIGHT KIT

TOUCHSTONE ARCHITECTURE

Project Title

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

STATE OF FLORIDA
BRADLEY C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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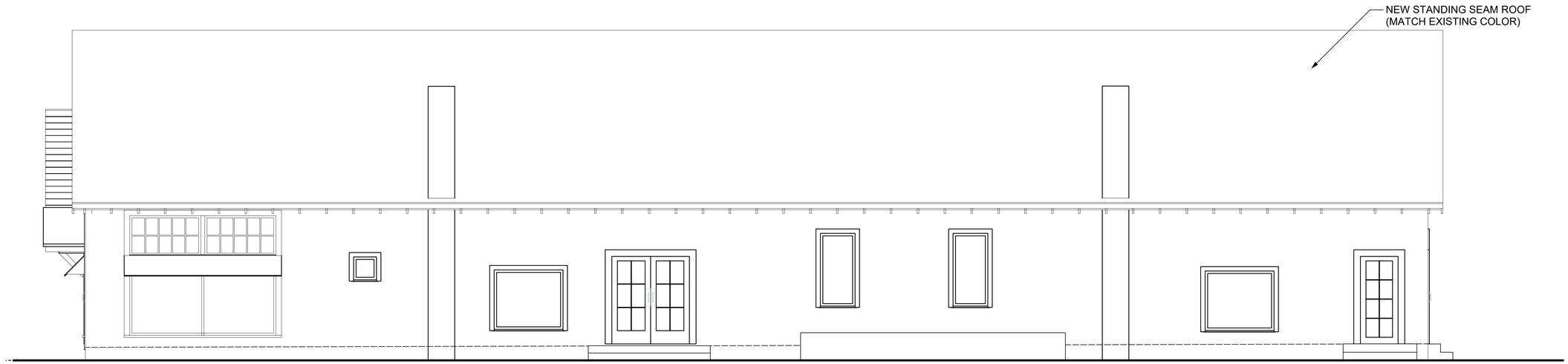
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Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title

First Floor Reflected Ceilng Plan

Sheet No.

A1.4



2 West Elevation
Scale: 1/4" = 1'-0"

General Note:
1. Care shall be taken to Remove and reuse pressed tin metal siding for exterior of building.



1 North Elevation
Scale: 1/4" = 1'-0"

TOUCHSTONE
ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
DONALD C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect
TOUCHSTONE
ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

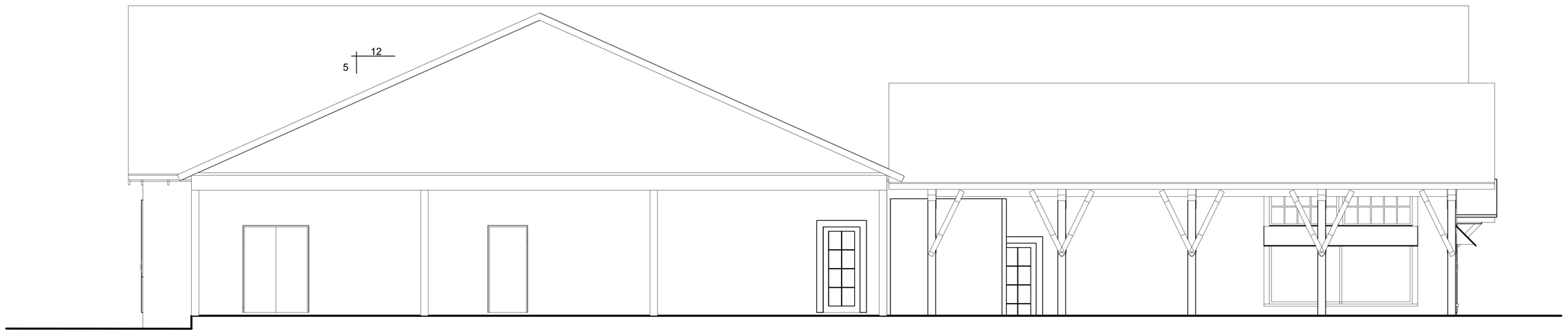
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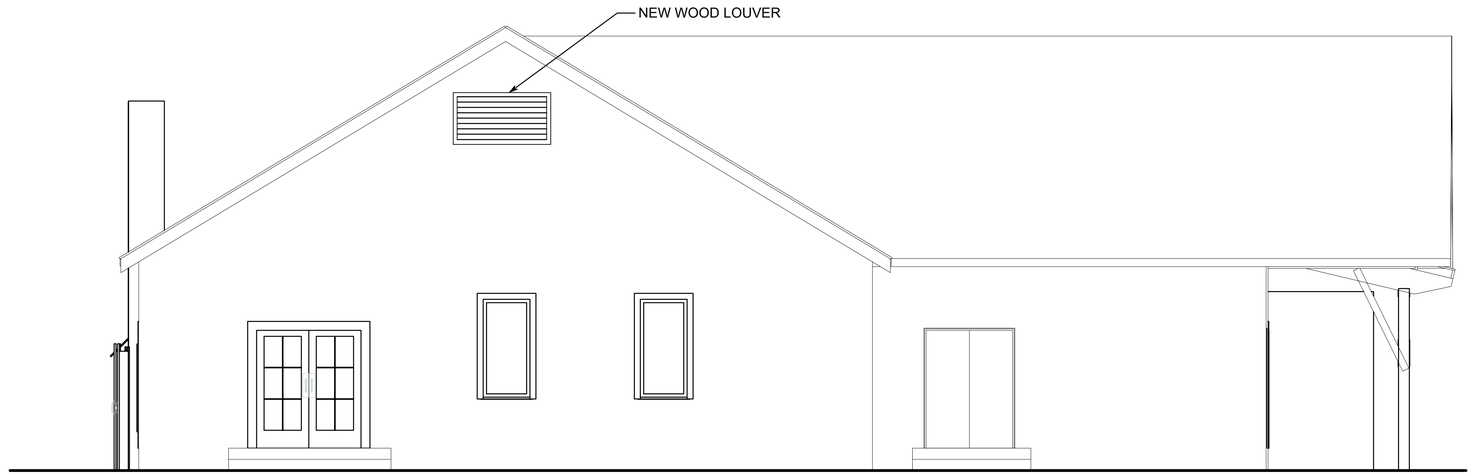
Project Manager | Drawn By
Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title
Elevations

Sheet No.
A2.1



1 East Elevation
Scale: 1/4" = 1'-0"



2 South Elevation
Scale: 1/4" = 1'-0"

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
REGISTERED ARCHITECT
TIMOTHY C. TOUCHSTONE
AR0015801
02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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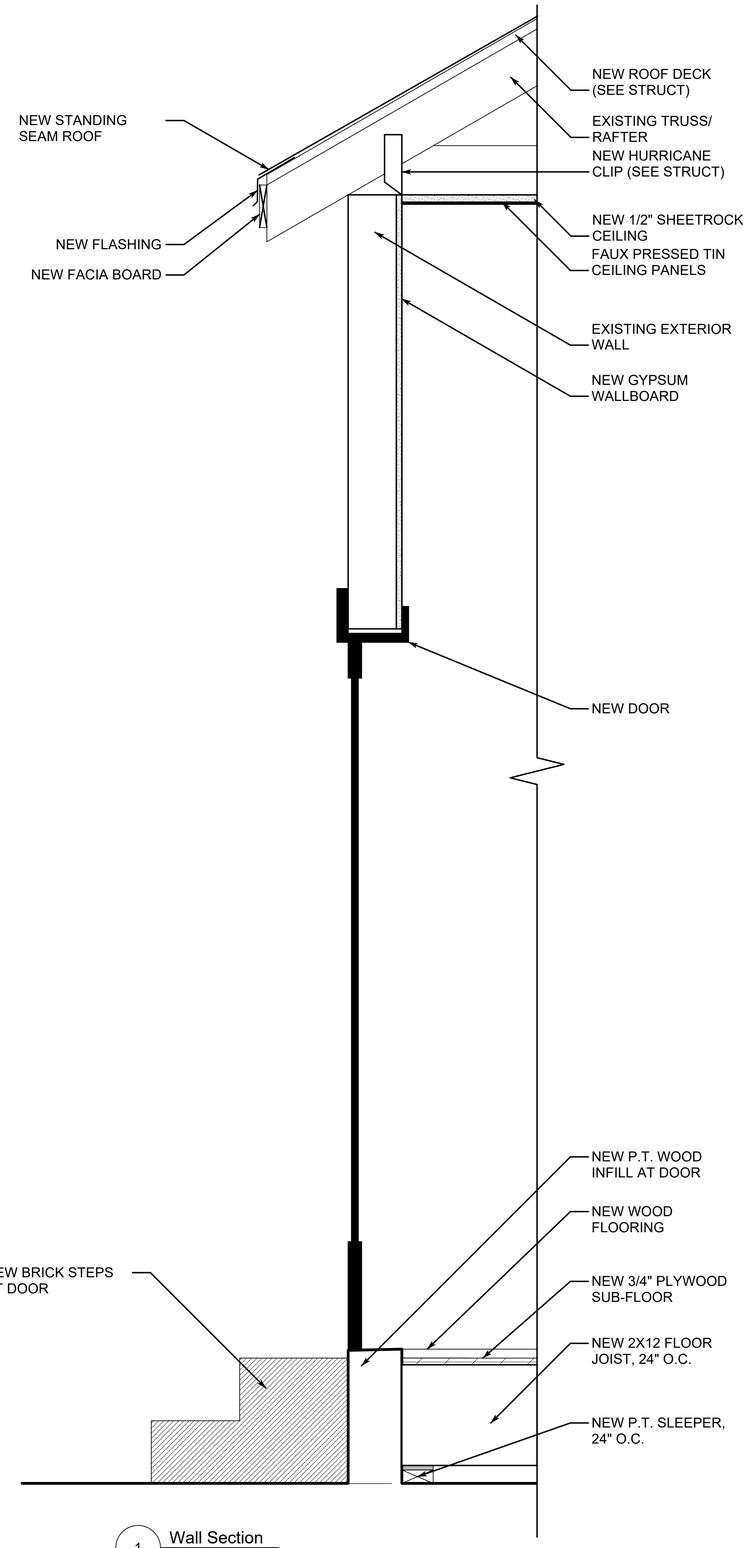
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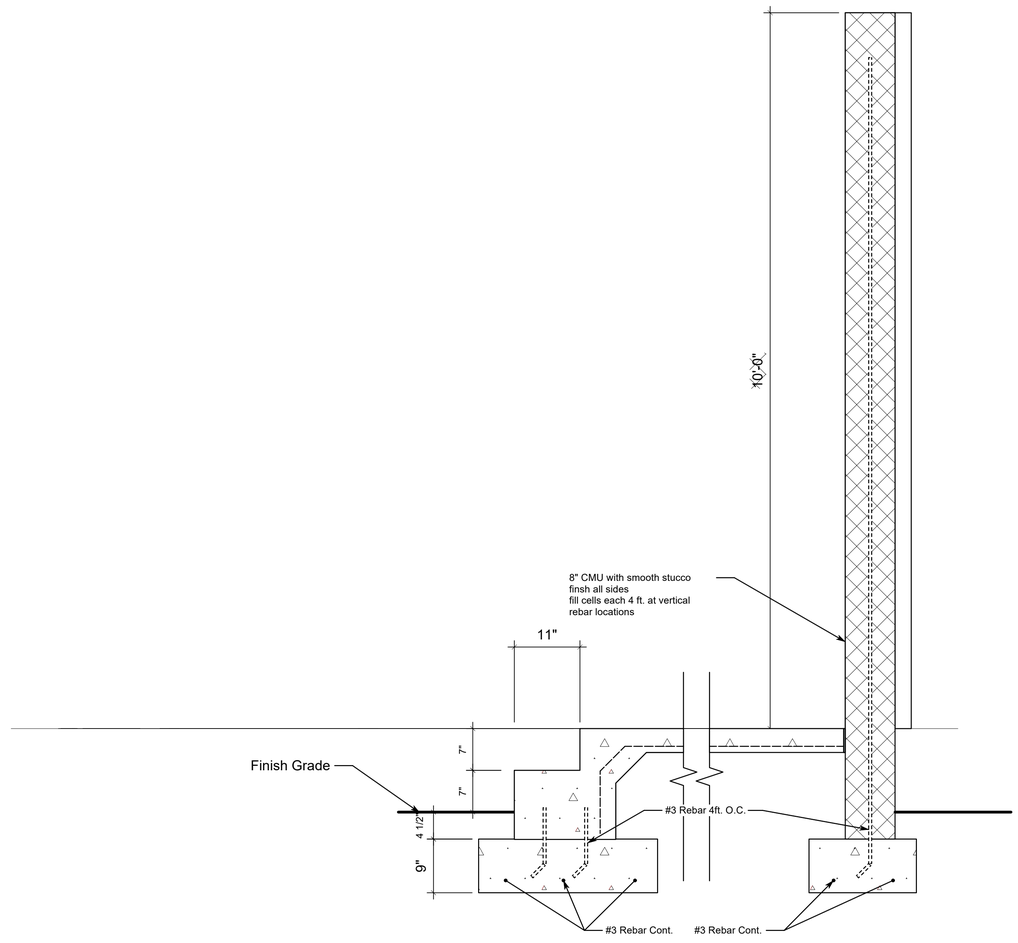
Elevations

Sheet No.

A2.2



1 Wall Section
Scale: 1 1/2" = 1'-0"



2 [Drawing Title]
Scale: 1" = 1'-0"

TOUCHSTONE
ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
JAMES C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect
TOUCHSTONE
ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

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Date: 02 March 2026	Reviewed By
Project ID: 25102	

Sheet Title
Building Sections

Sheet No.
A3.1

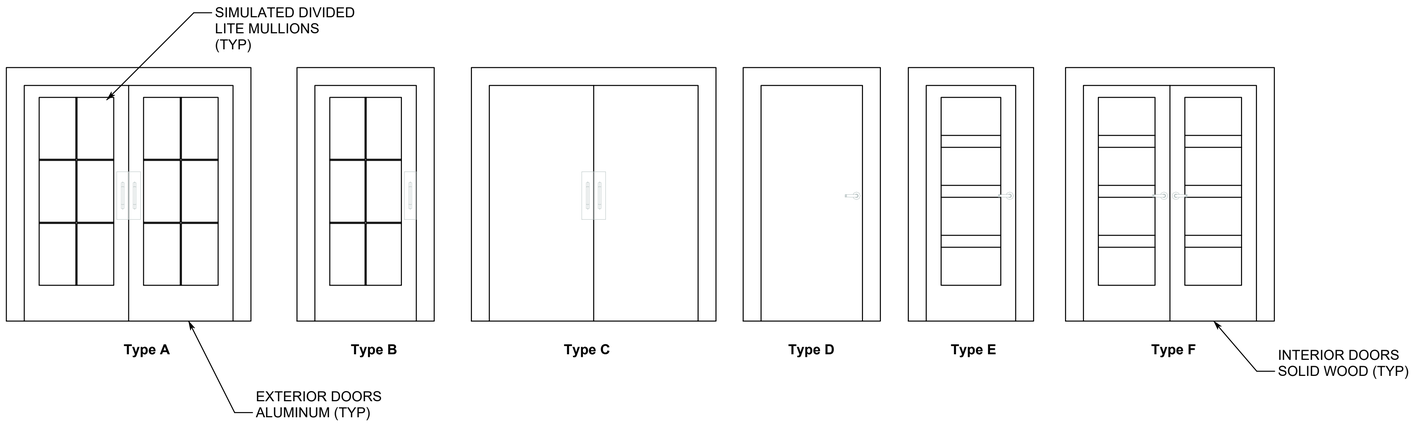
DOOR SCHEDULE				
NUMBER	TYPE	WIDTH	HEIGHT	NOTES
1	TYPE A - EXTERIOR	6'-0" (dbl)	6'-8"	Door Closer, Panic Hardware
2	TYPE B - EXTERIOR	3'-0"	6'-8"	Door Closer, Panic Hardware
3	TYPE A - EXTERIOR	6'-0" (dbl)	6'-8"	Door Closer, Panic Hardware
4	TYPE C - EXTERIOR	5'-0" (dbl)	6'-8"	Door Closer, Lever Hardware, Deadbolt
5	TYPE C - EXTERIOR	5'-0" (dbl)	6'-8"	Door Closer, Lever Hardware, Deadbolt
6	TYPE D - EXTERIOR	3'-0"	6'-8"	Door Closer, Lever Hardware, Deadbolt
7	TYPE B - EXTERIOR	3'-0"	6'-8"	Door Closer, Panic Hardware
8	TYPE B - EXTERIOR	3'-0"	6'-8"	Door Closer, Panic Hardware
9	TYPE A - EXTERIOR	6'-0" (dbl)	6'-8"	Door Closer, Panic Hardware
10	TYPE E - INTERIOR	2'-8"	6'-8"	Lever Hardware
11	TYPE F - INTERIOR	5'-0" (dbl)	6'-8"	Lever Hardware
12	TYPE E - INTERIOR	2'-8"	6'-8"	Lever Hardware
13	TYPE E - INTERIOR	2'-8"	6'-8"	Lever Hardware
14	TYPE E - INTERIOR	2'-8"	6'-8"	Lever Hardware
15	TYPE E - INTERIOR	2'-6"	6'-8"	Lever Hardware, Privacy Lock, Restroom Sign
16	TYPE E - INTERIOR	2'-6"	6'-8"	Lever Hardware, Privacy Lock
17	TYPE F - INTERIOR	5'-0" (dbl)	6'-8"	Lever Hardware, Deadbolt
18	TYPE F - INTERIOR	5'-0" (dbl)	6'-8"	Lever Hardware, Door Stop
19	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Door Stop
20	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Deadbolt
21	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Deadbolt
22	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Deadbolt
23	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Deadbolt
24	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Door Closer, Restroom Sign
24	TYPE E - INTERIOR	3'-0"	6'-8"	Lever Hardware, Door Closer, Restroom Sign

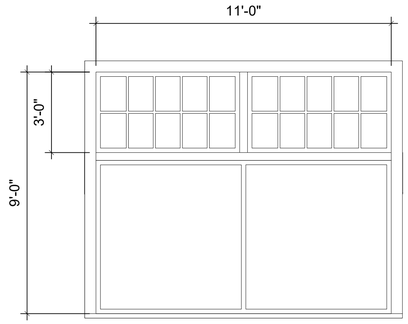
DOOR GENERAL NOTES:

1. Comply with the Florida Building Code (FBC), Building; Florida Fire Prevention Code (FFPC); NFPA 80; NFPA 101; ANSI A117.1; and applicable ASTM, ANSI, and TAS standards.
2. Doors serving assembly occupancies and required means of egress shall comply with FBC egress requirements, including minimum clear width and swing in direction of egress where required.
3. Provide listed panic or fire exit hardware at assembly occupancy exit doors as required by the FBC and FFPC.
4. Doors and hardware shall comply with FBC Accessibility requirements, including maneuvering clearances, opening force, thresholds, and operable parts.
5. Exterior aluminum doors and frames shall be designed for site-specific wind loads and design pressures in accordance with the FBC. (See Structural for Pressure Requirements)
6. Provide Florida Product Approval or Miami-Dade NOA for exterior doors, frames, glazing, and anchorage, as required.
7. Provide door closers where required and adjust to meet accessibility and life-safety requirements; hold-open devices shall release upon fire alarm activation where required.
8. Exterior doors shall be weather-tight with continuous perimeter seals, sweeps, and thresholds.
9. Install doors and frames plumb, square, and true per manufacturer's instructions, Florida Product Approval, and approved shop drawings.
10. Coordinate door assemblies with fire alarm, access control, security, and power-operated door systems.
11. Verify all field dimensions and conditions prior to fabrication and installation.

WINDOW GENERAL NOTES:

1. **Code Compliance:** All aluminum windows shall comply with the current edition of the Florida Building Code (Building), including Chapters 14, 16, and 24, as applicable.
2. **Product Approval:** Windows shall have current Florida Product Approval as required. Approved products shall be submitted to the Architect/Engineer of Record prior to installation.
3. **Design Pressures**: Windows shall be rated to resist site-specific positive and negative design pressures per Structural Requirements (See Structural Notes Page), including wind speed, exposure category, importance factor, and internal pressure coefficients.
4. **Frame Construction:** Aluminum frames shall be extruded aluminum, minimum 6063-T5 or T6 alloy, thermally broken where required by the Energy Code. Frames shall be factory fabricated and glazed.
5. **Glazing:** Glazing shall be safety glazing where required by FBC Chapter 24 and ANSI Z97.1. Glass thickness and type shall be as required to meet structural, impact, and energy performance criteria.
6. **Energy Performance:** Windows shall comply with the Florida Building Code Energy Conservation, including maximum U-factor, SHGC, and air infiltration requirements.
7. **Water Penetration:** Windows shall be tested in accordance with ASTM E331 and meet or exceed required water penetration resistance per FBC.
8. **Air Infiltration:** Window assemblies shall be tested in accordance with ASTM E283 and shall not exceed allowable air I eakage rates per FBC.
9. **Installation:** Install windows in strict accordance with the manufacturer's approved installation instructions and Florida Product Approval/NOA requirements.
10. **Anchorage:** Anchorage type, size, spacing, and edge distances shall be as indicated on the approved product approval and engineered calculations. Fasteners shall be corrosion-resistant.
11. **Existing Conditions Verification:** Installer shall verify rough opening dimensions, substrate conditions, and structural support prior to fabrication and installation.
12. **Flashing and Sealants:** Provide continuous perimeter flashing, sealants, and waterproofing to maintain a weather-tight assembly.
13. **Finish**: Aluminum finishes shall be factory-applied anodized or fluoropolymer coating meeting AAMA 2604 or 2605, as specified.
14. **Coordination**: Coordinate window installation with adjacent construction, including air barriers, vapor barriers, and exterior cladding systems.
15. **Protection**: Protect installed windows from damage during construction. Replace damaged components with new materials meeting all specified requirements.





TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
ROBERT C. TOUCHSTONE
LICENSED
AR0015801
REGISTERED ARCHITECT
02 March 2026

Architect

TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

REV.	DATE	DESCRIPTION

NO.	DATE	ISSUE NOTE

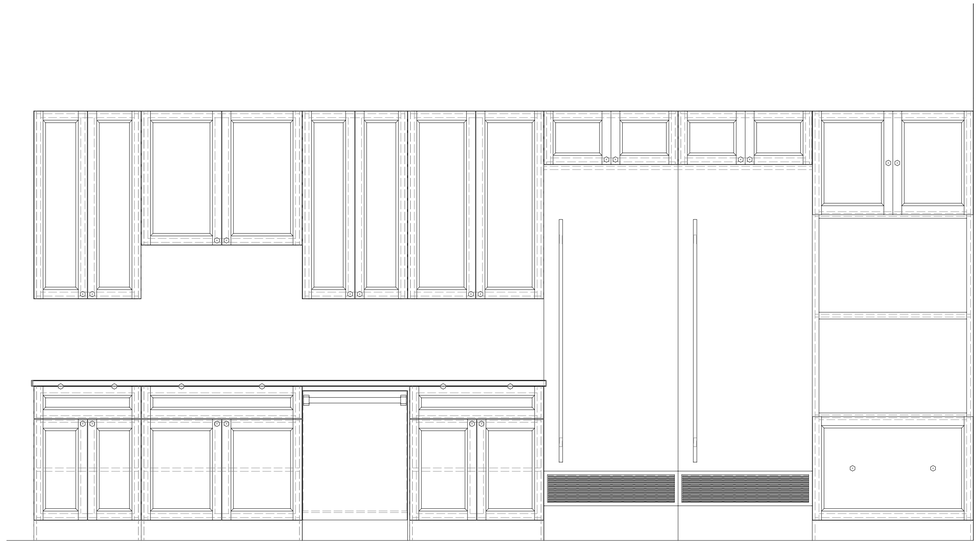
Project Manager | Drawn By
Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title

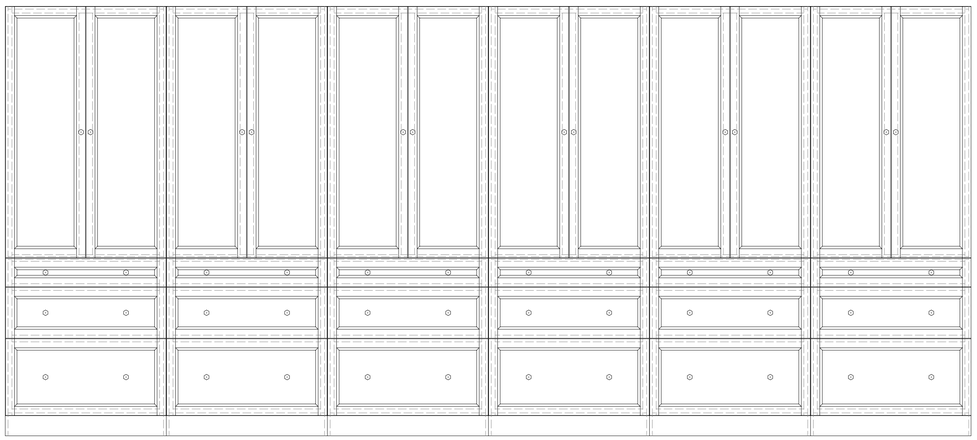
Door/Window Schedule

Sheet No.

A4.1



2 Cabinet Elevation
Scale: 3/4" = 1'-0"

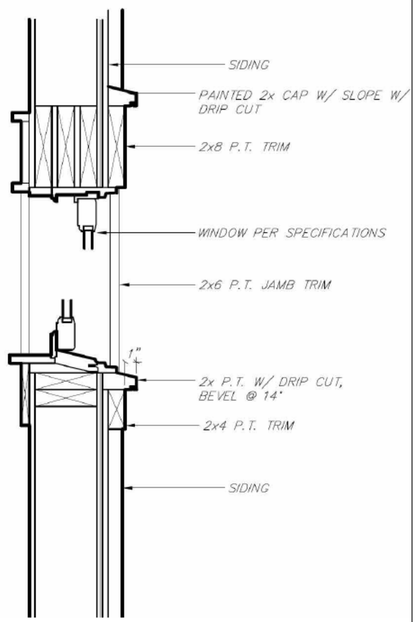


3 Cabinet Elevation
Scale: 3/4" = 1'-0"

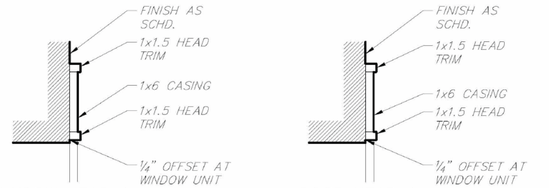
CABINET GENERAL NOTES:

1. CABINET STYLE - SHAKER WHITE WITH FRAMED OVERLAY BOXES
2. ALL WOOD CONSTRUCTION
3. SOFT CLOSE HARDWARE
4. SOLID SURFACE COUNTER TOPS

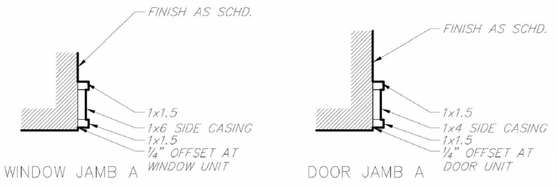
EXT. WINDOW & DOOR TRIM



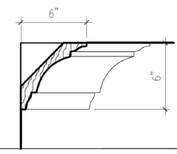
INTERIOR DOOR/WINDOW HEAD TRIM



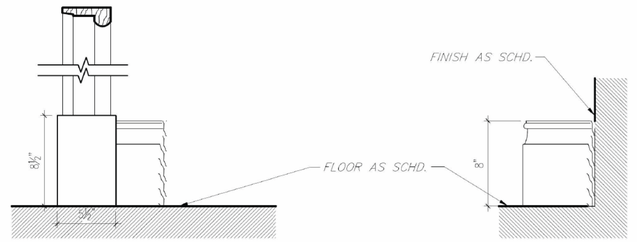
INTERIOR DOOR/WINDOW JAMB TRIM



CROWN LEGEND



INTERIOR WALL BASE LEGEND



FINISHES SCHEDULE

NUMBER	NAME	FLOOR	WALLS	CEILING	BASE	CROWN	NOTES
001	GALLERY	WOOD	PAINT	PRESSED TIN SUSPENDED GRID	8" WOOD	6" WOOD	BASIS OF DESIGN - AMERICAN TIN CEILINGS PATTERNT #2 (2X2 DROP IN PANEL)
002	STORAGE	WOOD	PAINT	SUSPENDED GRID	8" WOOD	6" WOOD	
003	STORAGE	WOOD	PAINT	SUSPENDED GRID	8" WOOD	6" WOOD	
004	ELEC/ MECH	CONC.	PAINT	SUSPENDED GRID	NONE	NONE	
005	OFFICE/ GREEN ROOM	WOOD	PAINT	PRESSED TIN SUSPENDED GRID	8" WOOD	6" WOOD	BASIS OF DESIGN - AMERICAN TIN CEILINGS PATTERNT #2 (2X2 DROP IN PANEL)
006	EVENT SPACE	WOOD	PAINT	PRESSED TIN SUSPENDED GRID	8" WOOD	6" WOOD	BASIS OF DESIGN - AMERICAN TIN CEILINGS PATTERNT #2 (2X2 DROP IN PANEL)
007	CLAY STUDIO	WOOD	PAINT	WATER RESISTENT SUSPENDED GRID	8" WOOD	6" WOOD	
008	STUDENT STORAGE	WOOD	PAINT	WATER RESISTENT SUSPENDED GRID	8" WOOD	6" WOOD	
009	KILN/ WORK ROOM	EPOXY	PAINT	WATER RESISTENT SUSPENDED GRID	6" VINYL	NONE	SPECKLED EPOXY FINISH ON CONCRETE
010	EVENT STORAGE	EPOXY	PAINT	WATER RESISTENT SUSPENDED GRID	6" VINYL	NONE	SPECKLED EPOXY FINISH ON CONCRETE
011	PANTRY	EPOXY	PAINT	WATER RESISTENT SUSPENDED GRID	6" VINYL	NONE	SPECKLED EPOXY FINISH ON CONCRETE
012	KITCHEN	EPOXY	PAINT	WATER RESISTENT SUSPENDED GRID	6" VINYL	NONE	SPECKLED EPOXY FINISH ON CONCRETE
013	MEN	TILE	PAINT/ TILE	WATER RESISTENT SUSPENDED GRID	TILE	NONE	PRIVIDE 5' HIGH SUBWAY TILE HOP-UP / WATER RESISTENT PAINT FINSH
014	WOMEN	TILE	PAINT/ TILE	WATER RESISTENT SUSPENDED GRID	TILE	NONE	PRIVIDE 5' HIGH SUBWAY TILE HOP-UP / WATER RESISTENT PAINT FINSH
015	HALLWAY	EPOXY	PAINT	PRESSED TIN SUSPENDED GRID	8" WOOD	6" WOOD	BASIS OF DESIGN - AMERICAN TIN CEILINGS PATTERNT #2 (2X2 DROP IN PANEL)
016	STAGE	CONC.	PAINT ON STUCCO	N/A	NONE	NONE	BRUSH FINISH CONCRETE FLOOR

TOUCHSTONE ARCHITECTURE

CRESCENT DRIVE RENOVATION

27 Cresent Drive
Defuniak Springs, Florida 32433

Project Title

STATE OF FLORIDA
BRADLEY C. TOUCHSTONE
REGISTERED ARCHITECT
AR0015801
02 March 2026

Architect
TOUCHSTONE ARCHITECTURE
482 W. Harborview Rd.
Santa Rosa Beach, FL

Consultant

REV.	DATE	DESCRIPTION

NO.	DATE	ISSUE NOTE

Project Manager | Drawn By
Date: 02 March 2026 | Reviewed By
Project ID: 25102

Sheet Title: Details

Sheet No.: A5.1

10/23/2025

To: Joshua R. Ervin, Executive Director
DeFuniak Springs Community Redevelopment Agency
CRADirector@DeFuniakSpringsCRA.com

From: Bradley C. Touchstone, FAIA

Regarding: 27 Crescent Drive Renovations

Josh,

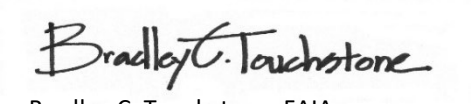
Thes is a brief summary of the progress being made on the design of renovations to the building at 27 Crescent Drive, DeFuniak Springs, FL.

1. Attached is a progress set of drawings for the design of the building. We have made a few adjustments based on input from the Cultural Arts Alliance (future tenant). We do not anticipate any further modifications to the overall layout.
2. The progress drawings include a detailed code analysis with the anticipated occupancy type for the building, design occupancy load, toilet fixture counts, etc. We will schedule a meeting with the Building Department to review these items so that there are no surprises during the permitting phase. Based on the Occupancy Type, we have identified the need to add a sprinkler system to the building.
3. The structural engineer, Carson Hicks, P.E., S.E., and I met at the building and reviewed the existing conditions. We are undergoing a detailed analysis of the roof truss system. The existing trusses are approximately 10 ft. on-center and there are unsupported rafters that extend from the outer wall to the ridge of the roof. In order to meet current code requirements, we anticipate the following modifications to the roof system
    a. Add a longitudinal beam and column line along the centerline of the building to reinforce the existing trusses
    b. Add joists between the existing trusses to support existing rafters.
    c. Remove existing metal roof and add a plywood roof deck with ice-and-water shield
    d. Add wind clips and bracing to existing wood members
    e. Add bracing the gable walls at each end of the building

The following are the next steps in the process:

1. Schedule meeting with Building Department to review the project and code analysis
2. Perform a detailed member size survey of existing trusses
3. Perform a detailed structural analysis of the existing roof system
4. Engage with Civil Engineer to discuss ADA access and sidewalk modification.

Thank you for this opportunity,



Bradley C. Touchstone, FAIA

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01/18/2026

To: Rob Hamilton, Executive Director
DeFuniak Springs Community Redevelopment Agency
CRADirector@DeFuniakSpringsCRA.com

From: Bradley C. Touchstone, FAIA

Regarding: 27 Crescent Drive Renovations

Rob,

This is a brief summary of the progress being made on the design of renovations to the building at 27 Crescent Drive, DeFuniak Springs, FL.

1. Attached is a progress set of drawings for the design of the building. These drawings represent a 90% progress set and we will be finalizing the drawings in the next wo weeks.
2. I conducted a detailed site investigation with the Structural Engineer, Carson Hicks. Part of that investigation included the development of a 3D model of the structural framing system for the existing building.
3. Based on the detailed 3D Structural Model we determined that there are a number of deficiencies with the existing structural frame based on current wind load requirements. Those deficiencies include:
    a. The existing roof panels are attached to purlins. We need to provide a plywood deck on top of the roof to accommodate the wind load uplift forces that will act on the roof.
    b. The existing roof framing is comprised of trusses that are 10ft. O.C. Between the trusses are 2x6 rafters that extend from the exterior walls to the roof ridge. These rafters require secondary support such as joists that span between the trusses.
    c. The Gable Framing does not have any diagonal racking support.
    d. The existing trusses will likely require support at mid-span. This requires the addition of a beam and columns that run down the centerline of the building.
4. After an extensive analysis of the existing roof system, we determined that replacement of the existing roof framing with a conventional truss system is the least expensive and best alternative. The advantages include:
    a. Removal of risk factor associated with the existing unconventional framing
    b. The new trusses can clear span the existing space and do not require the addition of a central beam and columns
    c. The new trusses can provide conventional support for the ceiling system
    d. Installing new trusses will provide a seamless integration of the new roof over the addition
    e. The end gables can be designed to accommodate the required racking resistance
5. The renovation will require a sprinkler system for the building.
6. The renovation will require a monitored fire alarm system.

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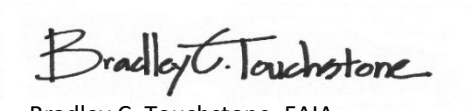
The following are the next steps in the process:

1. Finalize Architectural Drawings
2. The CRA needs to engage a Civil Engineer to provide site planning and permitting including ADA parking and sidewalk modifications
3. CRA needs to develop bid package for interested Contractors

I have also included a progress invoice based on the percentage of work completed. Please reach out if you need any additional information.

Best regards,

Thank you for this opportunity,



Bradley C. Touchstone, FAIA

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TOUCHSTONE
ARCHITECTURE™

04 March 2025

To: Joshua R. Ervin, Executive Director
DeFuniak Springs Community Redevelopment Agency
CC: Jennifer Steele, CAA; Michelle Touchstone, CAA

From: Bradley C. Touchstone, FAIA

Regarding: Redevelopment of 27 Cresent Drive

Josh,

Thanks for taking time to meet and discuss the redevelopment of the building at 27 Crescent Drive. I understand that there is a desire to rehabilitate the building to accommodate Center for the Arts by the Cultural Arts Alliance of Walton County. The functions for the renovated space will include a gallery, flex teaching spaces, pottery studio, social events space and offices. The renovation will also respect the history of the building and the community of DeFuniak Springs.

The following outlines the steps that will be necessary to develop a set of design drawings can be used for permitting, pricing and construction:

SCOPE OF WORK:

AR-1 As-Built Drawings – Develop a 3D digital model of the existing building. This will serve as the basis for all design improvements and construction drawings.

AR-2 Preliminary Concept Plans for improvements to the building. Improvements include:
Gallery Space
Art Studio Space
Flex Teaching Space
Bathrooms
Office
Break/ Catering Kitchen
Outdoor Covered Plaza Area
Storage
ADA Parking

AR-3 Concept Development Plans refinements to the concept plans based on input from the CRA and CAA.

AR-4 Agency Coordination with the City of DeFuniak Springs

AR-5 Permit and Bidding Drawings for the improvements listed above (Including structural engineering but excluding Civil Engineering)

My fee for this scope of work is as follows:

AR-1	As-Built Drawings	$2,250
AR-2	Preliminary Concept Plans	$6,500
AR-3	Concept Development Plans	$5,000
AR-4	Agency Coordination	$500
AR-5	Permit and Bidding Drawings	$12,000 (includes structural engineering)
	Total	$26,250

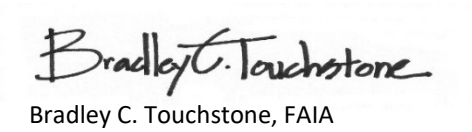
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FL License #AR-0015801

Exclusions and Assumptions:

1. Services do not include Mechanical or Electrical Engineering. The Contractor will be responsible for sizing of final mechanical systems and electrical service
2. If a sprinkler system and/or a fire protection system is required, plumbing/ mechanical engineering will be provided under a separate contract
3. Civil Engineering design for parking/ landscape design and stormwater will be provided under a separate contract.
4. CRA/ CAA will be responsible for selecting final interior colors and finishes

If you agree with this proposal, I will prepare a more detailed Owner – Architect Agreement for your review and execution.

Thank you for this opportunity,



Bradley C. Touchstone, FAIA

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COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 minutes

Agenda Item Title:
Lake Yard Amphitheater Redevelopment

Attachment(s):
1. 1
2. 2
3. 3
4. DAG Market and Financial Feasability Memo
5. 4

Brief Summary:

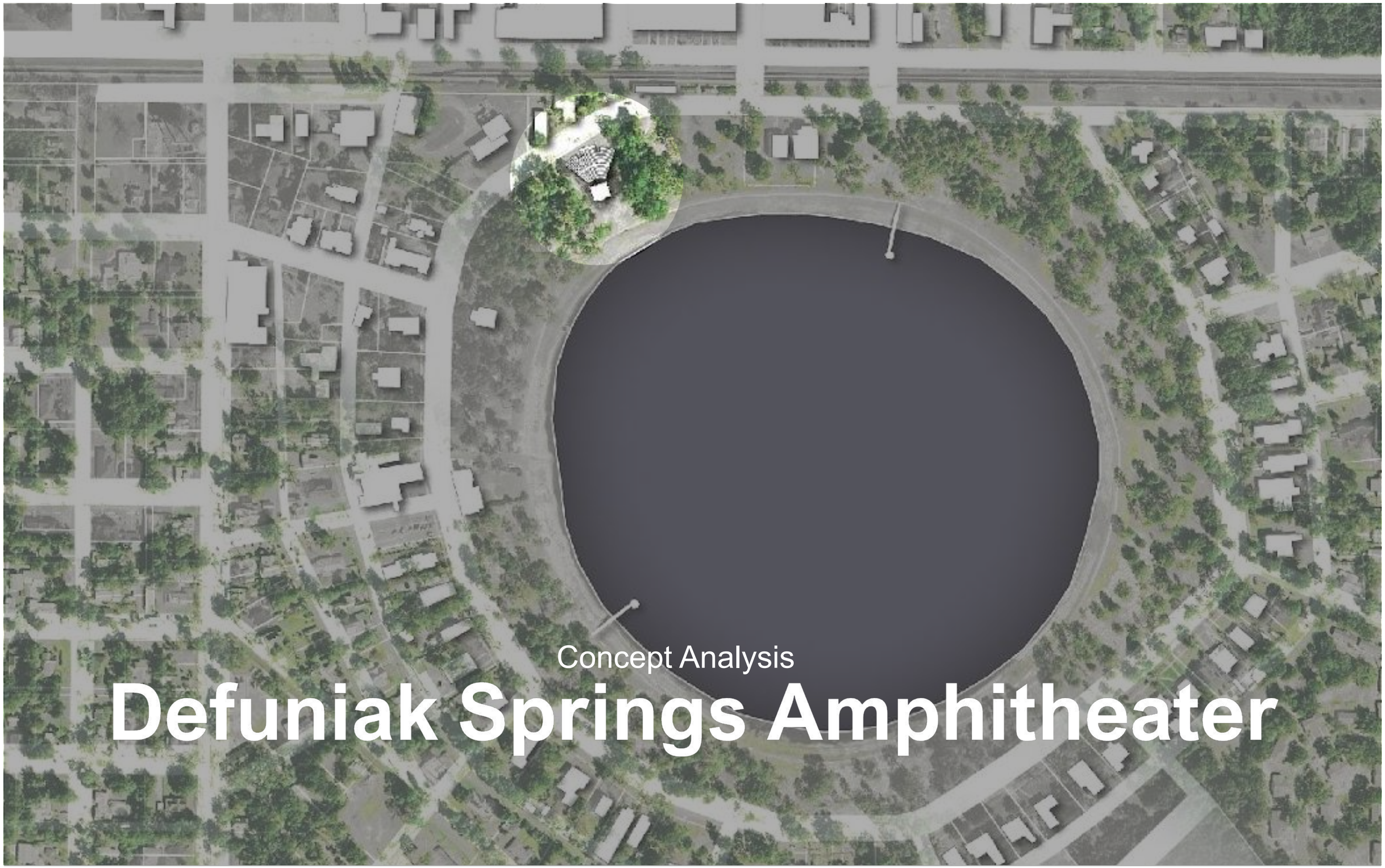
Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:



Concept Analysis

Defuniak Springs Amphitheater

What we'll *cover.*

We *Listened*

We *Learned*

We *Researched*

We *Studied*

We *Propose*

We *listened.*

Interviews *Response Synopsis – 13 participants*

Shade & Weather Protection (audience + performers)

Stakeholders: Brut Campbell, Cathy Mosely, Kim Wennerberg, Anthony Vallee, Tim Jackson, Danny Glidwell, Glen Harrison, Mayor Campbell, Kelli Misner & Poole, Multiple Others

Frequency: High

Mix of shade sails, natural shade trees, stage canopy; partial coverage to preserve lake view.

Clear View of Lake

Stakeholders: Brut Campbell, Kim Wennerberg, Anthony Vallee, Danny Glidwell, Glen Harrison, Mayor Campbell, Reynolds Henderson, Kelli Misner & Poole

Frequency: High

Raise roof height, open back stage design, transparent/partial backdrop materials.

Integration with Lake Yard Uses

Stakeholders: Mayor Campbell, Kelli Misner & Poole

Frequency: Low-Med

Flexible lake yard for vendors, markets, rentals; manage without compromising views.

Backstage / Greenroom & Storage

Stakeholders: Cathy Mosely, Tim Jackson, Jennifer Steele

Frequency: Medium

Compact indoor backstage; storage for equipment; power for lighting and sound.

Acoustics & Sound Quality

Stakeholders: Cathy Mosely, Anthony Vallee, Glen Harrison, Reynolds Henderson, Mayor Campbell

Frequency: High

Dedicated, tuned sound system; design stage shape/materials for sound clarity; noise ordinance compliance.

Management & Programming Plan

Stakeholders: Kim Wennerberg, Anthony Vallee, Tim Jackson, Danny Glidwell, Glen Harrison, Jennifer Steele, Reynolds Henderson, Todd Bierbaum, Kelli Misner & Poole

Frequency: High

Identify operating partner; year-round programming; balance ticketed and free events.

Historical & Aesthetic Sensitivity

Stakeholders: Anthony Vallee, Kim Wennerberg, Reynolds Henderson, Todd Bierbaum

Frequency: Medium

Victorian/classical imagery; natural materials; integrate with historic surroundings.

Downtown Connection

Stakeholders: Brut Campbell, Anthony Vallee, Danny Glidwell, Mayor Campbell, Reynolds Henderson

Frequency: Medium

Pedestrian bridge/crossing over tracks; apply for reconnecting communities grant.

ADA & Senior Access

Stakeholders: Cathy Mosely, Kim Wennerberg, Anthony Vallee, Tim Jackson, Glen Harrison

Frequency: High

Accessible paths, ADA seating zones, artist ramps on both stage sides, minimal walking distance.

Seating Comfort & Capacity

Stakeholders: Kim Wennerberg, Anthony Vallee, Danny Glidwell, Glen Harrison, Reynolds Henderson, Kelli Misner & Poole

Frequency: High

Mix of fixed + open seating; tiered terraces; capacity 1,000–1,500 seats; historically sensitive materials.

Economic & Tourism Impact

Stakeholders: Brut Campbell, Danny Glidwell, Glen Harrison, Jennifer Steele

Frequency: Medium

Track economic metrics; tie events to downtown traffic; market as regional draw.

Low Maintenance & Durability

Stakeholders: Anthony Vallee, Kim Wennerberg, Danny Glidwell, Glen Harrison, Reynolds Henderson, Todd Bierbaum

Frequency: High

Durable materials, synthetic turf, low-maintenance landscaping, weather-resistant finishes.

Restroom Improvements

Stakeholders: Cathy Mosely, Anthony Vallee, Danny Glidwell, Glen Harrison, Reynolds Henderson, Kelli Misner & Poole

Frequency: High

Add restrooms; ensure safety, accessibility, and service for both events and lake patrons.

Security & Lighting

Stakeholders: Cathy Mosely, Anthony Vallee, Danny Glidwell, Glen Harrison, Mayor Campbell, Reynolds Henderson

Frequency: High

Integrate low-profile, historic-compliant lighting; security plan for events.

Multipurpose / Flexible Use

Stakeholders: Cathy Mosely, Anthony Vallee, Tim Jackson, Glen Harrison, Mayor Campbell, Jennifer Steele, Todd Bierbaum, Kelli Misner & Poole

Frequency: High

Stage & seating layout adaptable for music, theater, movies, civic events, festivals, markets.

Public Workshop *Response Synopsis – 12 participants*

1. Stage Roof Preference

Most participants (9 of 12) preferred a stage with a fixed roof and operable backdrop, allowing open and closed configurations toward the lake.

Prioritize a fixed operable roof to balance shade, acoustics, and scenic lake views while maintaining flexibility for performances.

2. Seating Type

Nine respondents supported a mixed fixed and terraced lawn seating arrangement for adaptability and comfort.

Combine permanent seating tiers with open terraced lawns for an inclusive, flexible audience experience.

3. Shade and Weather Protection

Responses were evenly divided between natural shade from trees, removable fabric sails, and permanent roof coverage.

Blend natural tree shading with light removable fabric structures to create a comfortable yet visually open environment.

4. Amphitheater Capacity

Nearly all participants (11 of 12) preferred a capacity of 500–1,000 seats, suitable for community-scale events.

Maintain a mid-size capacity to preserve intimacy while accommodating festivals and local performances.

Online Survey *Response Synopsis – almost 200 participants!*

1. Shade and Weather Protection

Most respondents rated shade as very important, emphasizing comfort and usability. Top preferences included removable fabric sails, permanent roof structures, and natural shade from trees.

Incorporate a combination of removable fabric sails and natural shading to provide adaptable protection while maintaining an open-air aesthetic.

2. Lake View Priority

Enhancing the lake view from seating areas was rated very important by the majority.

Maintain clear sightlines toward the lake through tiered seating, minimal obstructions, and low-profile structures.

3. Stage Roof Preference

The most favored option was a fixed roof with an operable backdrop, allowing flexible visibility of the lake. Secondary choices included no backdrop or a tensile roof structure.

Use an operable or transparent backdrop system to balance weather protection, acoustics, and scenic views.

4. Acoustics and Sound Quality

Sound performance was ranked very important by nearly all respondents.

Integrate acoustic design early, using angled roof planes, sound-reflective materials, and appropriate speaker placement to enhance clarity for both large and small gatherings.

5. Flexibility for Events

Respondents prioritized versatility, with most rating it very important.

Create a multipurpose layout adaptable to concerts, festivals, community events, and private functions, allowing flexible stage configurations and open lawn space.

6. Event Types Desired

Concerts, theater performances, movies in the park, community gatherings, and festivals were the most requested event types.

Ensure adequate power access, lighting, and infrastructure to support both cultural and recreational programming.

7. Seating Arrangement

The preferred option was a mix of fixed and lawn seating to allow flexibility and comfort.

Combine terraced permanent seating with open lawn areas for casual viewing and adaptable capacity.

8. Material Preferences

Composite seating materials were favored for comfort and durability, with additional support for natural grass or concrete terracing.

Use composite and natural materials to create a comfortable, low-maintenance, and cohesive aesthetic.

Online Survey *Response Synopsis – almost 200 participants!*

9. Capacity Expectations

Most respondents favored a capacity between 500 and 1,000 people, aligning with community-scaled events.

Plan for mid-sized gatherings that maintain intimacy while accommodating festivals and concerts.

10. Restroom Facilities

Improved restroom facilities were a top priority. Traditional men's and women's restrooms were most preferred, followed by unisex and family options.

Include clean, accessible restrooms close to the amphitheater with family-friendly layouts.

11. Restroom Location

Top preference: Top of the hill along Circle Dr for better accessibility and security. Secondary option: Across Circle Dr in old office buildings, if feasible to renovate. Third preference: Along the side of the stage for visibility from seating areas. Least chosen: Back of the stage facing the Lake Yard.

Prioritize the Circle Dr hilltop site for accessibility and visibility while exploring adaptive reuse opportunities across Circle Dr. Maintain stage-adjacent visibility options as a lower-priority consideration.

12. Multipurpose Use

Nearly all respondents supported a multipurpose design for uses such as markets, yoga sessions, weddings, and small performances.

Emphasize flexible layouts, durable surfaces, and open access to utilities for a variety of community uses.

13. Backstage and Support Spaces

Most respondents favored including backstage areas, green rooms, and storage facilities.

Integrate discreet service zones that support performers while maintaining visual continuity with the site.

14. Historical and Aesthetic Character

Respondents widely agreed that maintaining the town's historical and visual integrity is very important.

Incorporate local materials and architectural references to ensure the amphitheater complements DeFuniak Springs' heritage.

15. Economic and Tourism Impact

Supporting local tourism and the downtown economy was rated highly important.

Strengthen physical and visual connections to nearby businesses and public spaces to enhance community activity.

16. Additional Comments and Overall Tone

Respondents expressed that the amphitheater should feel like an extension of the town's historical fabric, blending tradition with function.

Maintain a balance between heritage aesthetics and modern adaptability, reinforcing the site's role as a cultural and community anchor.

Responses *Comparison*

Design Focus	Stakeholder Interviews	Public Workshop	Public Survey
Stage Roof Preference	Recommended operable or transparent backdrop for sound control and views.	Majority preferred fixed roof with operable backdrop for scenic flexibility.	Preferred fixed roof with operable backdrop for flexibility and lake visibility.
Seating Configuration	Advocated for terraced lawn with some permanent seating for capacity control.	Mixed fixed and terraced lawn seating chosen by nearly all participants.	Mixed fixed and lawn seating preferred for flexibility and comfort.
Shade and Weather Protection	Supported combining natural tree cover and sail structures to maintain openness.	Equal support for trees, removable sails, and fixed coverage: flexibility valued.	Favored a mix of natural shade and removable fabric sails for comfort.
Capacity	Community-level capacity reinforced as optimal for programming and maintenance.	Nearly unanimous support for 500–1,000 seats as ideal size.	Ideal range between 500–1,000 for community-scale events.
Historical Character & Materials	Highlighted use of local materials and town-scale architecture.	Supported preserving lake view and town identity through scale and openness.	Strong emphasis on aligning design with DeFuniak Springs' heritage.

Summary of Input: *Design Assumptions & Implications*

Stage Design

for

Fixed roof with operable backdrop preferred, size flexibility

small and festival sized events year –round use.

Seating Design

Mix of fixed and lawn seating favored.

Shade Design

Shade distribution is essential and flexible/disassemble

preferred.

Services Design

Prefer Circle Dr hilltop or nearby location for all time

use.

We *learned.*

Key Design Characteristic *Flaws* in *Existing Amphitheater*

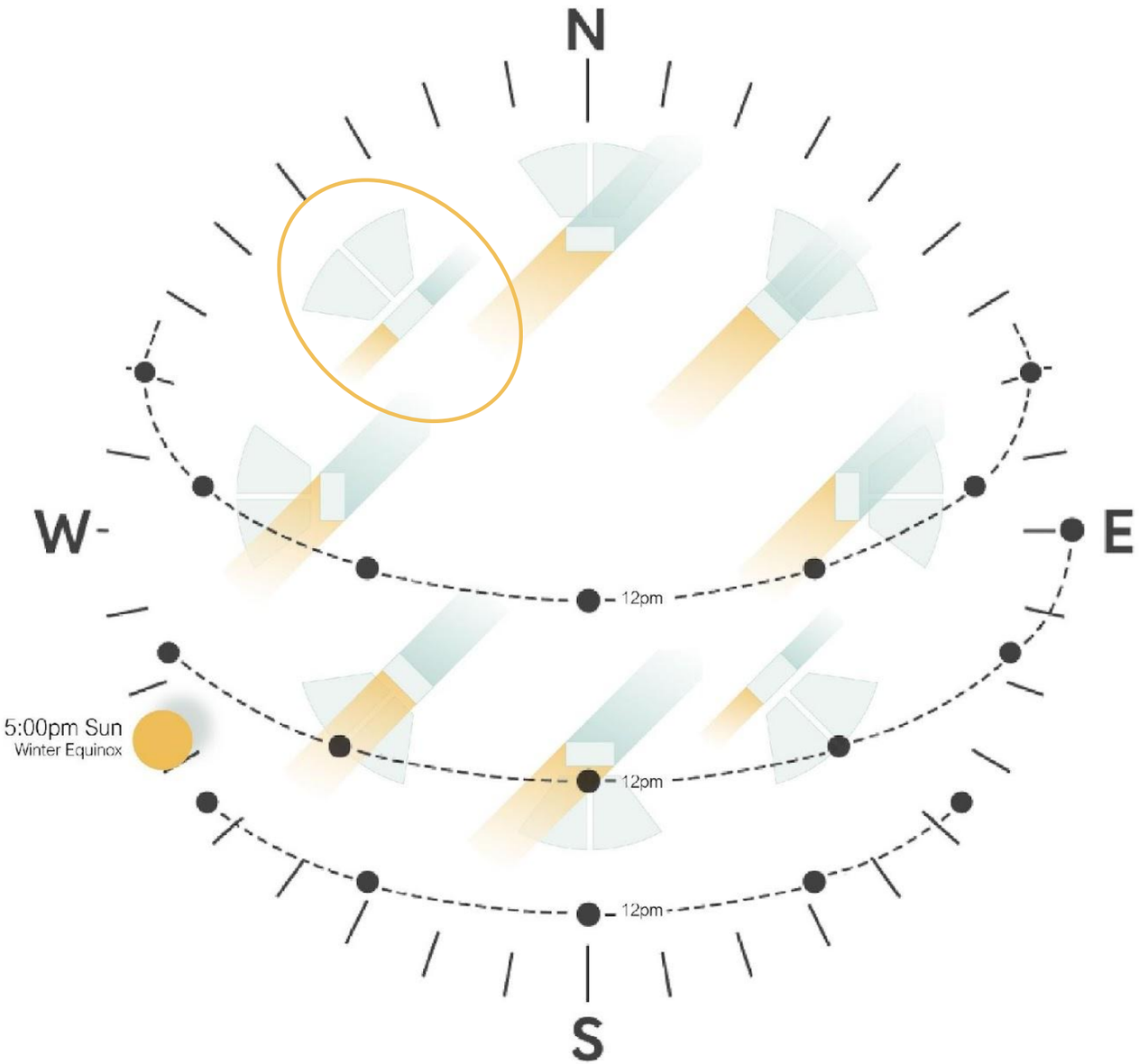
- Lack of use
- Hot
- Sound
- Seating Fixed Over Not
- Amenities
- Size of Stage Deficient
- Accessibility
- Bathrooms
- Lighting & Sound
- View of the Lake

Key Design Characteristic Improvements *Design Score Card*

Design Score Card	
10 possible points, 1 point per design category.	
Category	**Goal for Success**
Use & Activation	Amphitheater actively used year-round by community and visitors.
Heat Mitigation - Comfort & Shade	Visitors remain comfortable during events; adequate shade throughout.
Sound Quality	Clear, balanced acoustics for both small and large audiences.
Seating Quality	Mix of permanent and flexible seating accommodating different event types.
Amenities	Sufficient on-site concessions, storage, and support spaces.
Stage Size & Functionality	Stage proportioned for local and regional performances, adaptable in scale.
Accessibility	Full Accessiblity compliance for audience, staff, and performers.
Restrooms	Accessible, sufficient capacity, clean, and located conveniently.
Lighting & Sound Infastructure	Functional, safe, and flexible lighting and sound systems for all event types.
Lake View & Visual Connection	Stage and seating maintain strong visual connection to the lake.

We *researched*.

Stage *Orientation*



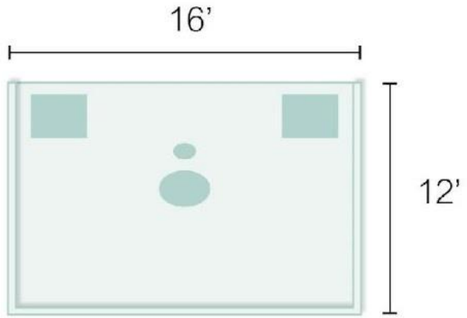
After analyzing the various stage orientations (left), we verified that orienting the stage toward the Northwest provides the most balanced sun exposure throughout the day.

By studying solar paths from morning to evening across seasonal conditions, it became clear that a Northwest facing stage minimizes direct glare on both the performers and the audience during afternoon and evening events, particularly around the 5:00 p.m. winter sun position when glare risk is highest.

This orientation also offers softer indirect lighting during most performance hours, improving visibility and comfort without the need for excessive shading structures. It preserves flexibility for future stage lighting and sound design since the main performance area remains shaded while the audience benefits from gradual ambient daylight.

Overall, the Northwest orientation achieves an optimal balance of comfort, functionality, and visual quality, supporting both daytime community use and evening performances with minimal solar interference.

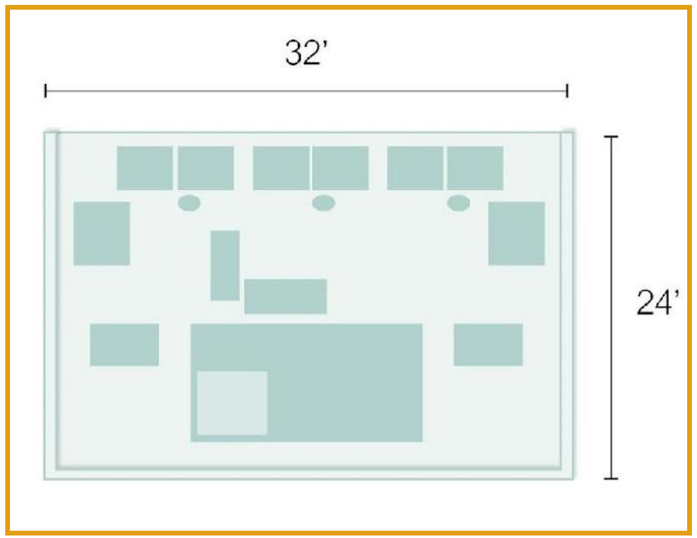
Stage *Size*



Small **Stage**

Fitting for a single performer,

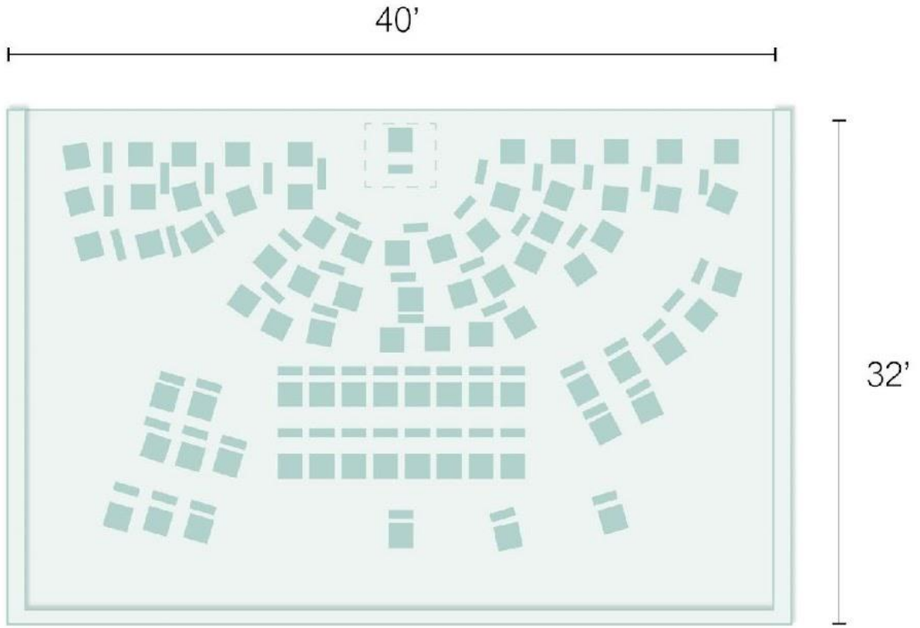
around 200 SF of stage area.



Medium **Stage**

Fitting for a 6-to-8-piece band,

around 775 SF of stage area.



Large **Stage**

Fitting for an orchestra size performance

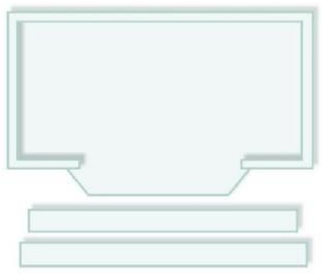
, around 1,300 SF of stage area.

The stage should be adaptable to support a variety of performances and community events.

While the small and large stages serve specific needs, the medium stage offers the most versatility. With around 775 square feet, it comfortably accommodates local bands, small theater acts, and public gatherings. This size provides the best balance between function, flexibility, and scale for the community.

Stage *Types*

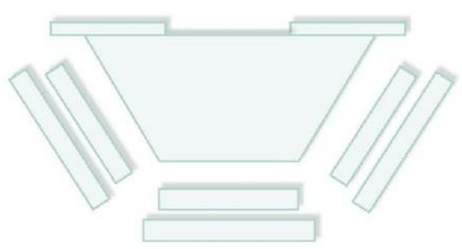
Proscenium **Stage**



Arena **Stage**



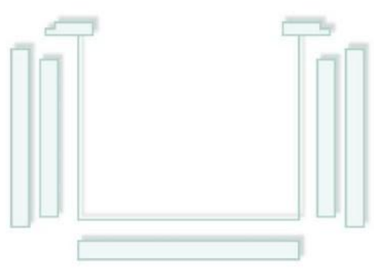
Open **Stage**



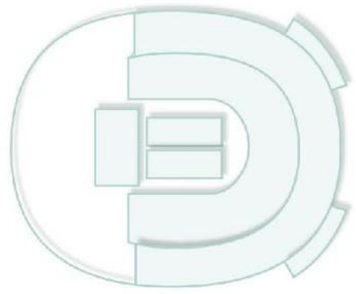
Open **Stage**



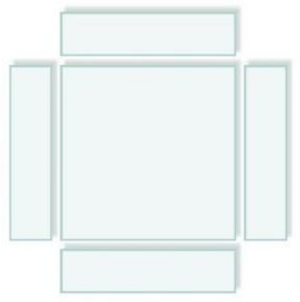
Trust **Stage**



End **Stage**



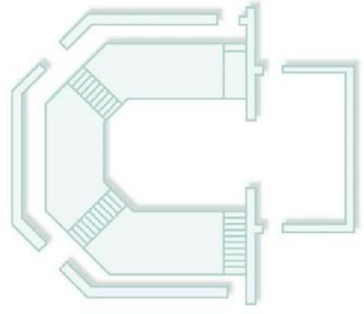
All Around **Stage**



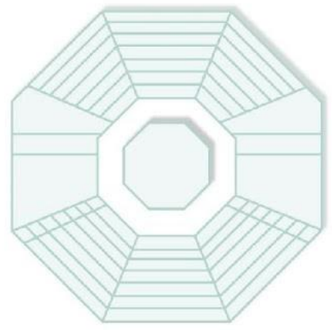
Traverse **Stage**



Thrust **Stage**



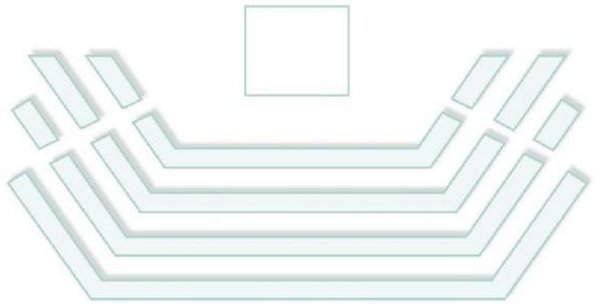
Flex **Stage**



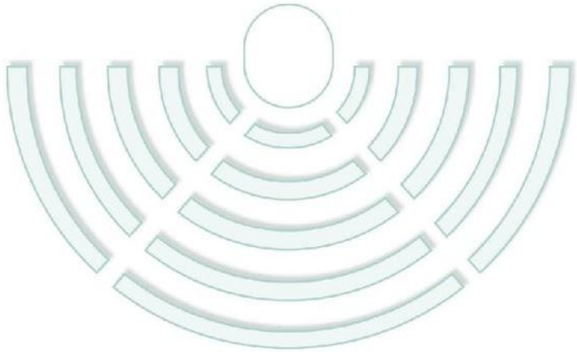
Each stage type offers unique advantages depending on performance style and audience experience.

For this site, maximizing lake views and accommodating community events are key priorities. The open stage layout provides the best flexibility for concerts, cultural programs, and civic gatherings while maintaining strong visual and physical connections to the surrounding landscape. This configuration supports inclusive viewing and engagement from multiple directions, making it the most suitable option for this location.

Seating *Types*



Truncated **Row**



Radiused **Row**

Straight **Row**

Angled **Row**

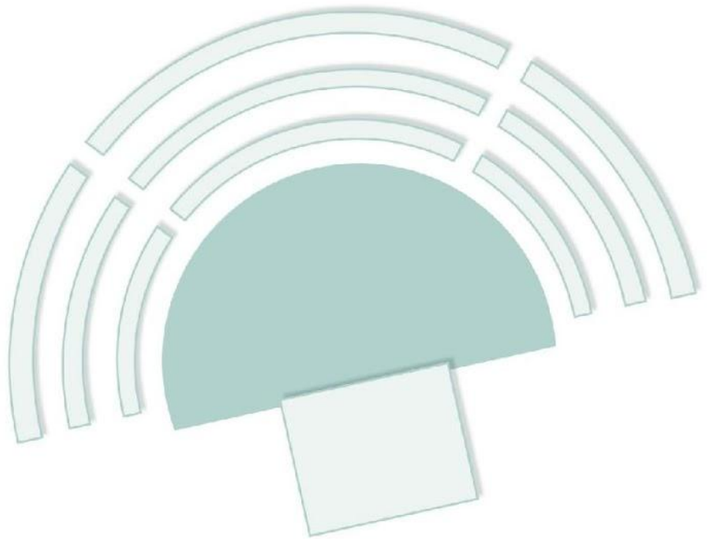
To maximize seating potential and enhance audience experience, the radiused row configuration offers the best sightlines to the stage.

This layout creates a natural focus toward the performance area and improves visibility from every seat. It also removes the need for a central aisle, which many performers find distracting. Overall, it provides an efficient and engaging arrangement for both audience and performer.

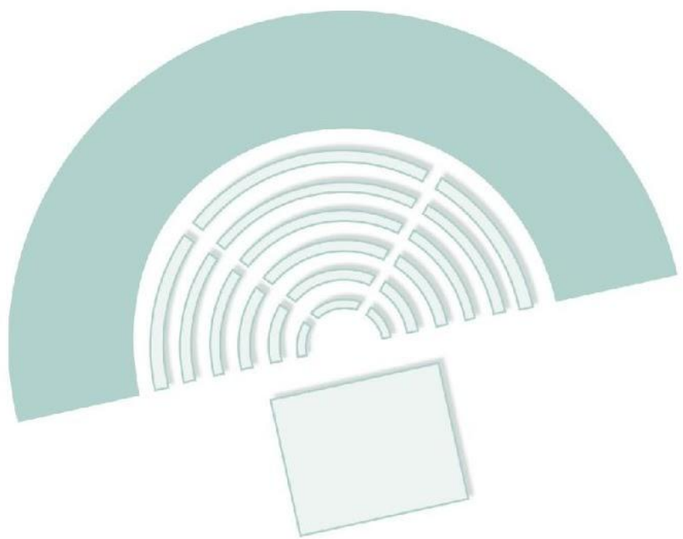
Seating Arrangement - *Fixed vs. Lawn*

Seating Count: *Fixed - 6’ to 8’ per person | Lawn – 10’ to 12’ per perso*

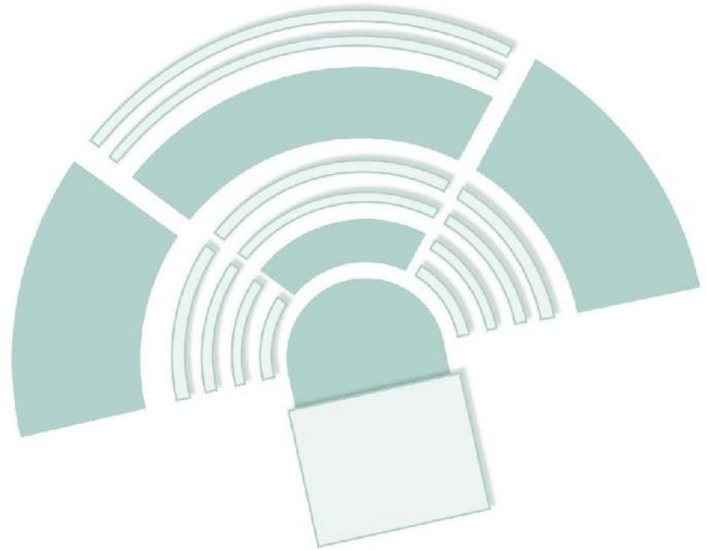
Lawn **Front,** *Fixed* **Back**



Fixed **Front,** *Lawn* **Back**



Fixed and Lawn **Mixed**



The lawn front, fixed back configuration provides the most balanced and functional layout for this site. Placing lawn seating at the front allows for a more casual and flexible gathering space near the stage, encouraging community use and interaction.

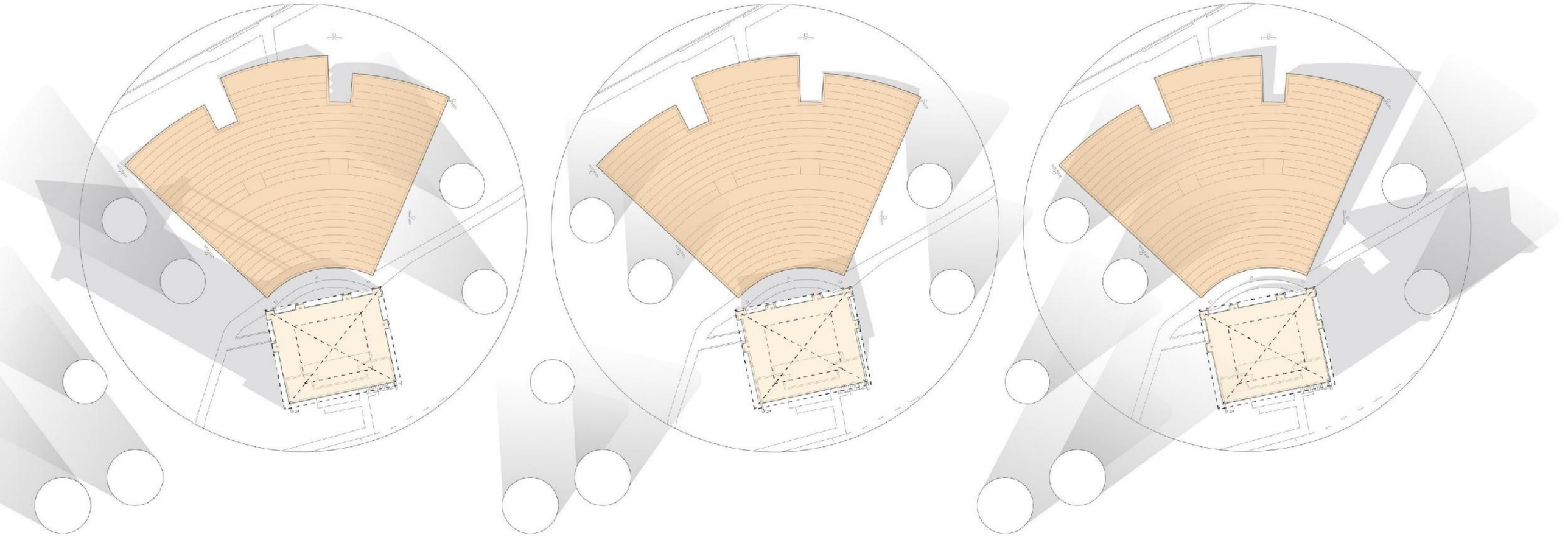
Fixed seating at the back offers structure, accessibility, and defined viewing areas for larger performances. This arrangement enhances comfort, visibility, and inclusivity while maintaining open space near the stage. A ratio of approximately 25 percent fixed seating and 75 percent lawn seating is recommended to best serve a variety of events and audience sizes.

Sun Shading Mitigation **Methods**

Morning **Shade**

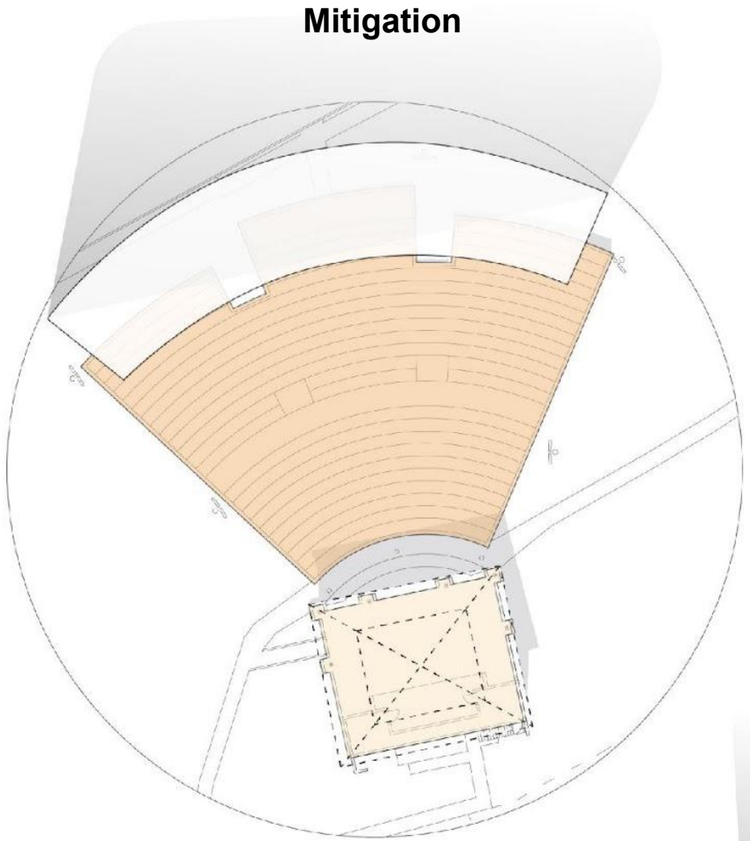
Noon **Shade**

Afternoon **Shade**

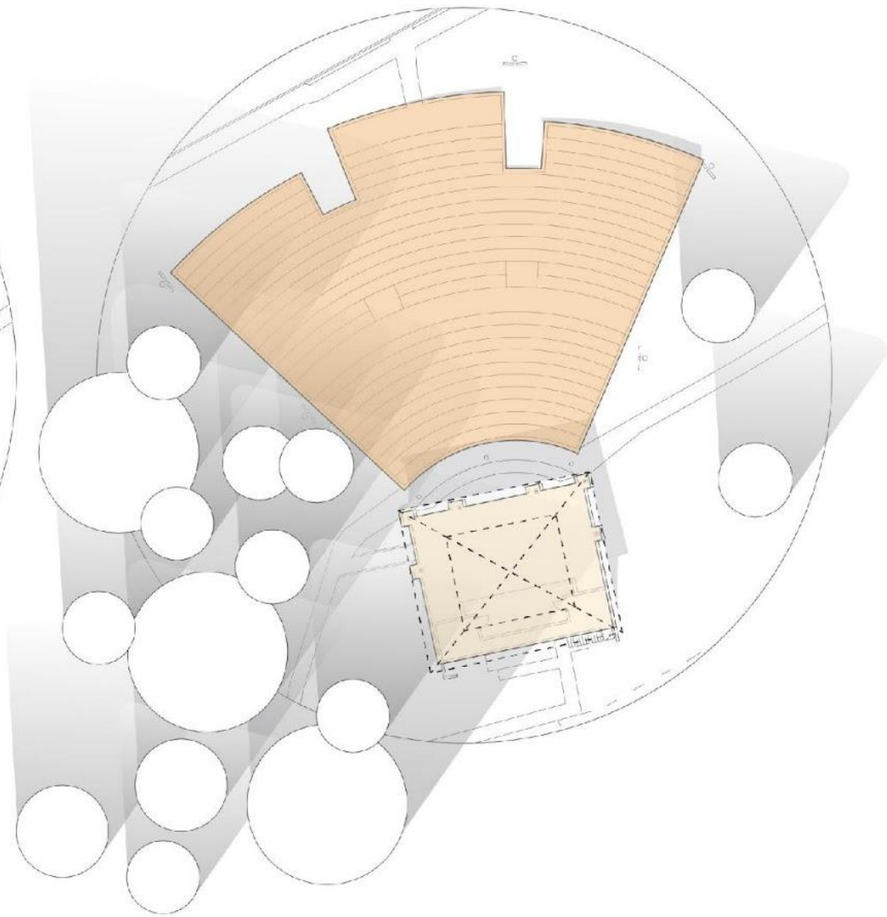


Sun Shading Mitigation **Methods**

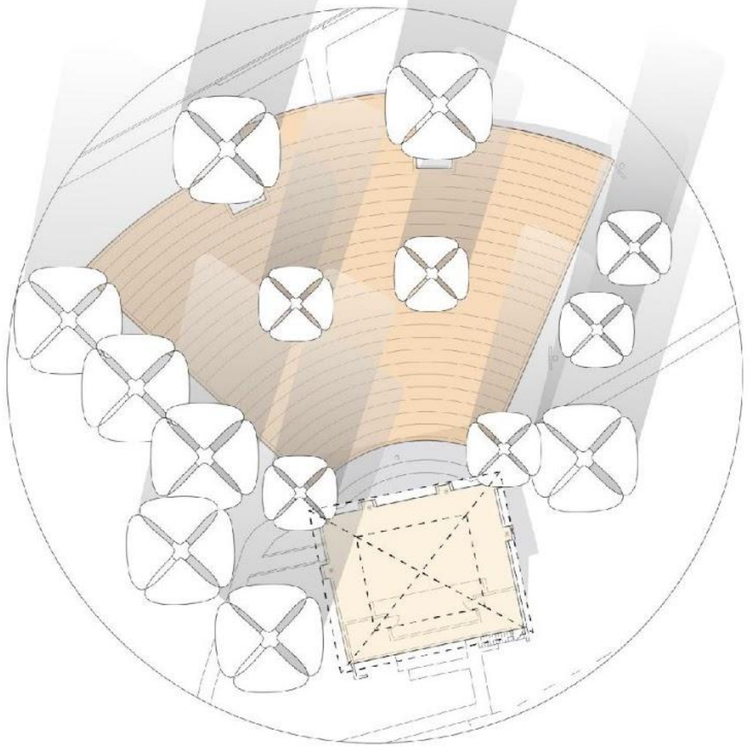
Uphill Cantilever Sail Shading **Mitigation**



Increased West Natural Shading **Mitigation**



Dispersed Architectural Structure Shading **Mitigation**



A mix of cantilever shading and natural west-side vegetation provides the most effective balance of coverage and comfort. This combination reduces glare on the stage, enhances audience shading, and maintains an open, natural feel. It offers both function and visual harmony for the site.

1) Occupancy / Assumptions

Use Group: Assembly A-5 (outdoor amphitheater). Risk Category III (public assembly OL>300). Design per FBC-Building Chapter 16 and ASCE 7-22 for wind and structural loads.

2) Accessibility (FBC Accessibility)

Provide an accessible route from accessible parking and public way to all seating areas, stage/performance areas, dressing/green rooms, toilets, concessions, and ticketing. Disperse wheelchair spaces for comparable lines of sight, provide companion seating, and include an Assistive Listening System when amplified sound is provided.

Scenario	Total Seats	Wheelchair Spaces	Companion Seats	ALS Receivers (Total / HAC)
A	1,200	11	11	39 / 10
B	1,500	13	13	45 / 12

3) Occupant Load Split

Total Fixed Seats: 400
Men: 200
Women: 200

Required Plumbing Fixtures

Fixture Type	Requirement	Calculation	Minimum Required Fixtures
Water Closets (Men)	1 per 75 (≤ 1,500)	200 ÷ 75 = 2.7 → round up = 3	3 (≤ 2 urinals; ≥1 WC)
Water Closets (Women)	1 per 40 (≤ 1,500)	200 ÷ 40 = 5	5
Lavatories	1 per 200 (per sex)	200 ÷ 200 = 1 each	1 Men, 1 Women
Drinking Fountains / Bottle Fillers	1 per 1,000 (≤50% may be dispensers)	400 ÷ 1,000 = 0.4 → 1	1
Service Sink	1 per facility	—	1
Family/Assisted-Use Toilet (recommended)	Optional under 6 total WCs	—	Recommendation (1)

4) Wind / Structural (FBC-B Ch.16, ASCE 7-22)

Risk Category III. Determine site-specific Vult using the ASCE Hazard Tool and document on drawings with Exposure Category, Kd, Kzt, topography, enclosure, and component & cladding zones. Given the small fetch and surrounding tree/building cover at Lake DeFuniak, Exposure B is likely but must be verified. All open structures (stage roofs, canopies, bleachers) require full ASCE 7-22 wind design. ASCE 7-22 tornado load provisions apply for Risk Category III structures statewide.

5) Lake / Flood / Local Coordination

Lake DeFuniak is an inland spring-fed lake (not a Coastal Dune Lake). Coordinate with the City of DeFuniak Springs Land Development Regulations and Development Technical Manual for shoreline setbacks, stormwater, and park improvements. Check FEMA flood maps to determine if the amphitheater site lies within Zone AE; if so, design per FBC §1612 and ASCE 24 for flood-resistant construction and elevation.

6) Stormwater Management

New development projects are usually required to manage and treat the first inch of rainfall that falls on the project site. This project includes some existing paved areas that were built before current rules ("grandfathered" areas). The design team will meet with the Northwest Florida Water Management District (NWFWMD) on Wednesday, October 29, 2025, to confirm whether these existing areas can be treated as part of the current conditions, or if they must meet new redevelopment requirements. Stormwater from the new development is proposed to be captured and treated by an underground exfiltration system.

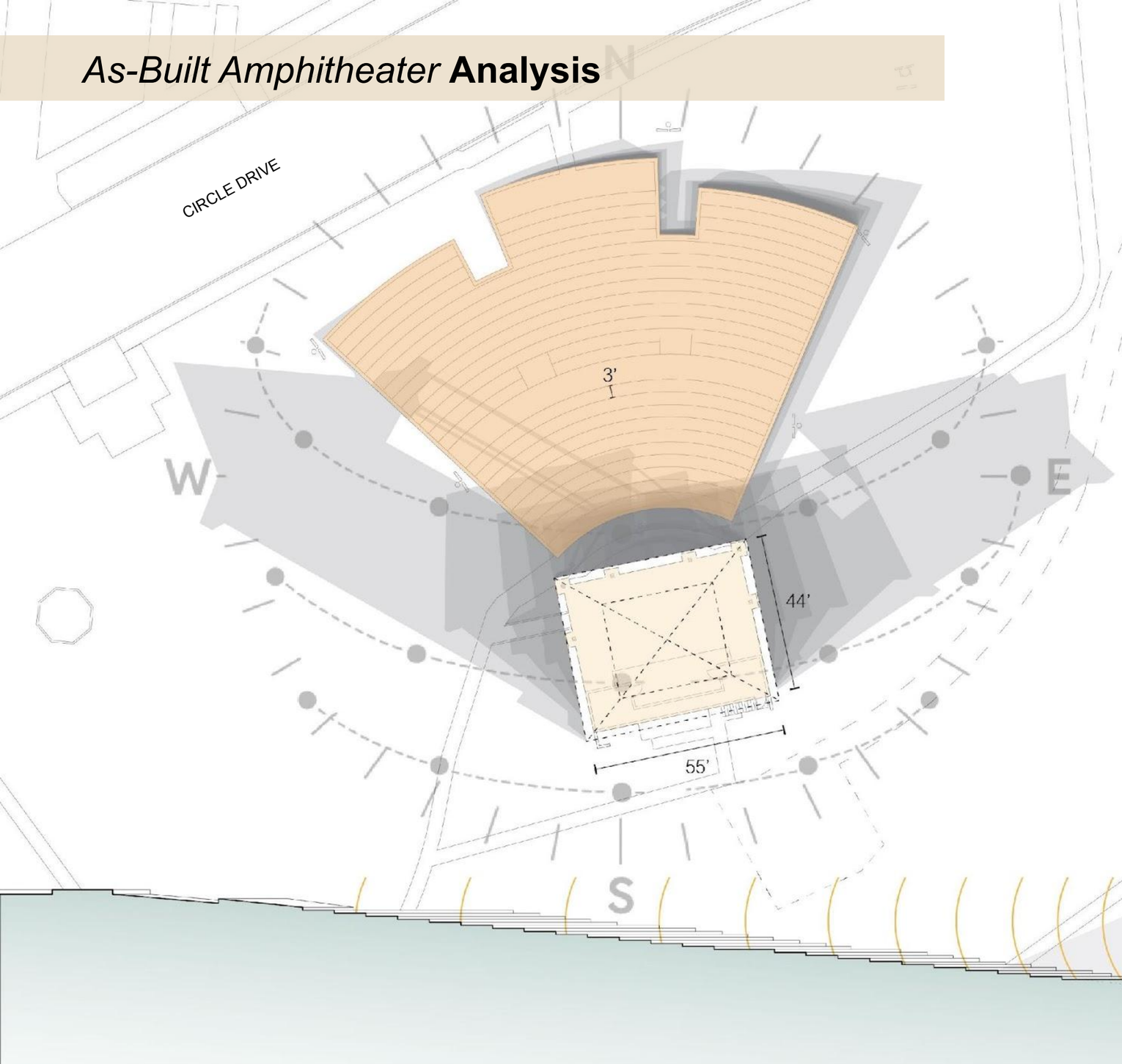
The project site is in a low-lying area with no natural outlet for very large storms (a "closed basin"). The team will also confirm with NWFWMD whether special rules for closed basins will apply, since the applicant owns the nearby receiving water body and the basin is fully contained.

Normally, new developments must control the speed and volume of stormwater leaving the site to prevent flooding downstream. Because the City of DeFuniak Springs owns the receiving water body and it is large enough to handle any additional runoff without problems, the design team is requesting permission to waive this requirement.

If NWFWMD staff do not agree, the project will need to provide additional stormwater control, which may require more storage than the planned underground exfiltration system.

We *studied*.

As-Built Amphitheater **Analysis**



The *Stage*

How big is it?	*55' x 44'* *2,148 SF*
How tall is it?	*9' under roof*

The *Seating*

What type is it?	*Radiused Row*
Fixed vs. lawn ratio?	*0 designated lawn seating, fully fixed seating.*
Current seating area?	*9,768 SF*
Current seat count?	*Approximately 1,133 - 1,510 assuming 6' to 8' of area per person.*

The *Services*

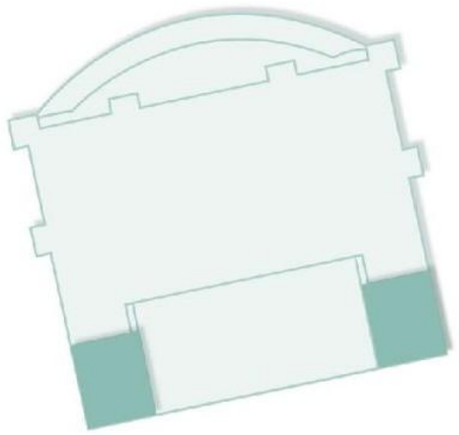
How big are the bathrooms?	*11' 6" x 9' 10"* *110 SF each*
How big are the stage buildings?	*12'10" x 11' 8"* *147 SF each*

The *Shading*

The shading consists of natural tree shading dispersed around the site with the main shade produced by the amphitheater roof.

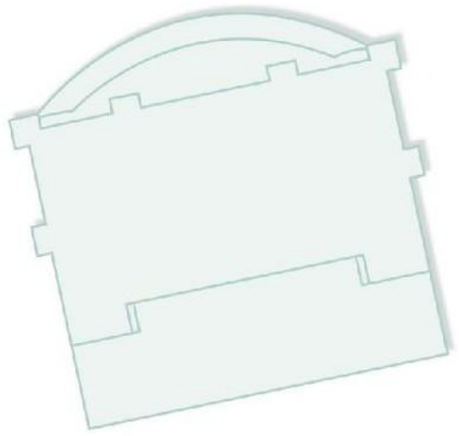
Stage **Studies**

Saddle Bags Remain



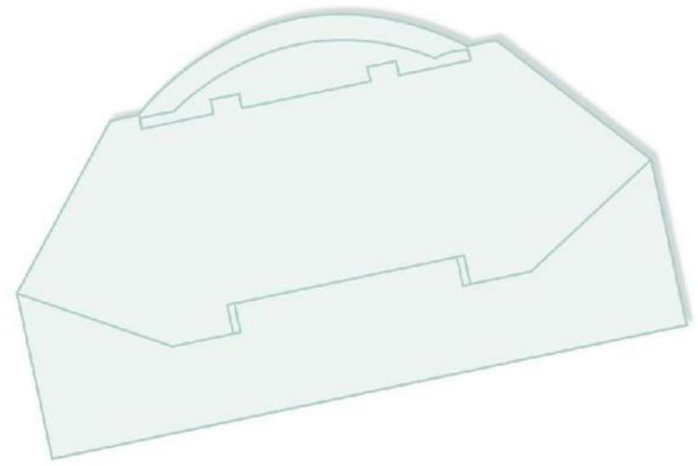
This option keeps the existing side enclosures, maintaining storage and utility areas but limiting stage visibility and flexibility. The enclosed sides create visual barriers and restrict natural airflow across the performance zone.

Clear



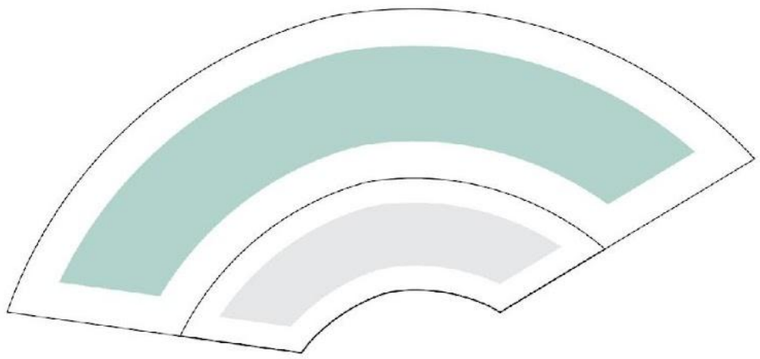
Removing the side enclosures opens sightlines and improves cross ventilation, enhancing audience engagement and comfort. However, it reduces enclosed space for backstage functions and equipment storage.

Enlarged



Expanding the stage footprint increases performance flexibility and accommodates larger acts or community events. The tradeoff is a greater structural footprint and reduced surrounding open space for circulation.

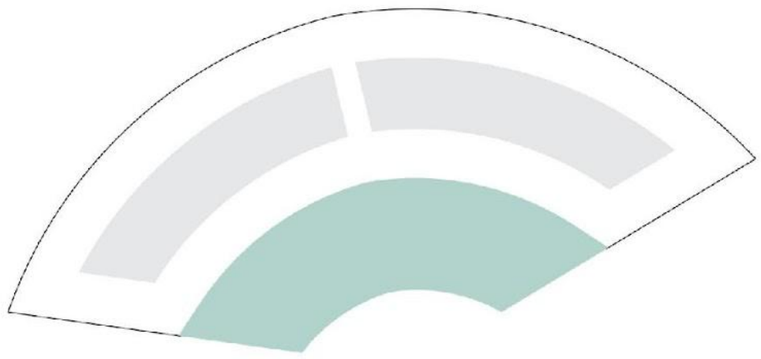
Fixed **Front**, *Lawn* **Back**



Flex Lawn Seating = *4113 SF*

Fixed Seating = *1307 SF*

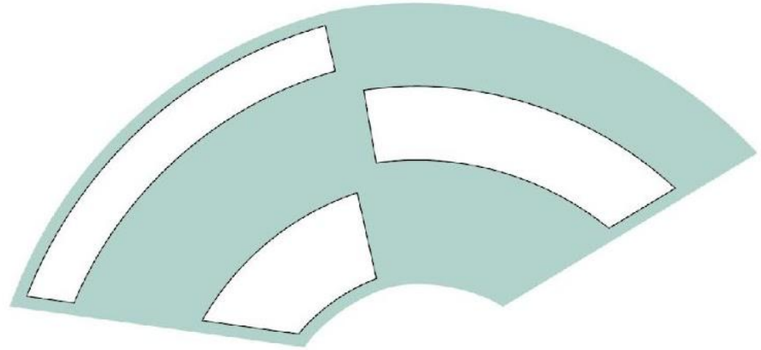
Fixed **Back**, *Lawn* **Front**



Flex Lawn Seating = *2724 SF*

Fixed Seating = *2812 SF*

Dispersed *Fixed and Lawn*



Flex Lawn Seating = *7415 SF*

Fixed Seating = *3573 SF*

Service Area **Studies**



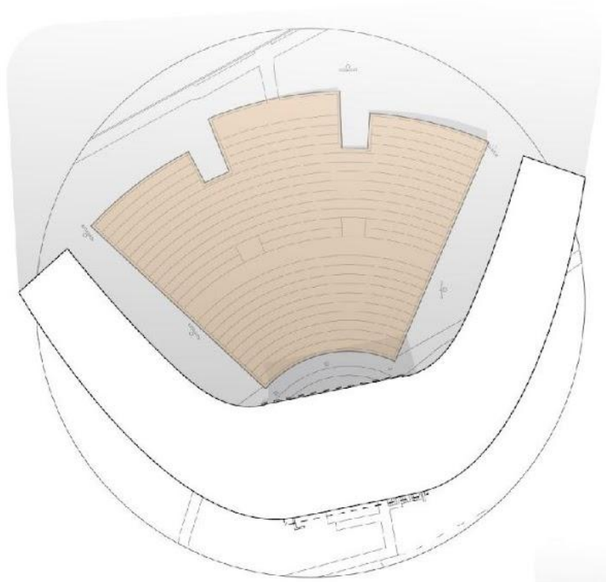
Move *to other side of road* → Separates service functions from the event area, reducing noise but increasing distance and access issues. Least efficient for operations.

Move *to the top of the hill next to the road* → Improves visibility and access while keeping services out of view. Requires added infrastructure and grading.

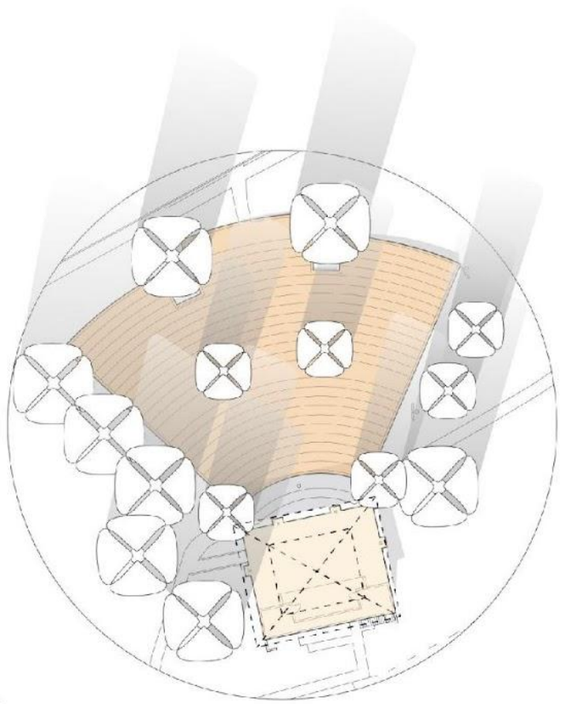
Remove *and rebuild to the sides* → Keeps services close and clears the central view toward the stage. Slightly impacts circulation on the edges.

Leave *on stage* → Provides direct performer access but reduces stage area. Creates visual and functional clutter.

Shade **Studies**

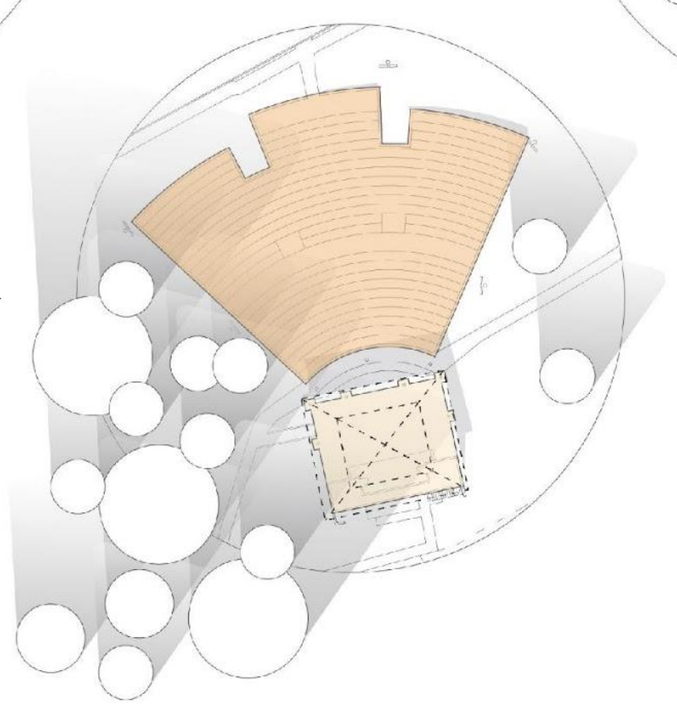


Cantilever Wrap
over
Stage **Shading**

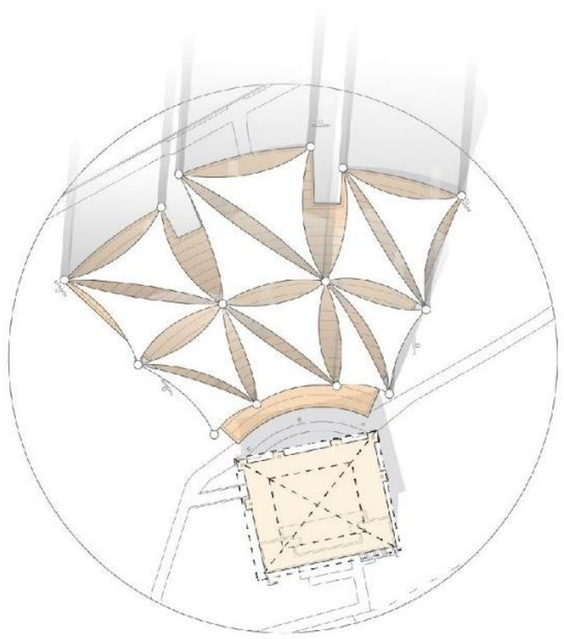


Architectural Tree Structure **Shading**

Natural Tree
Shading



Sail Structure
Shading



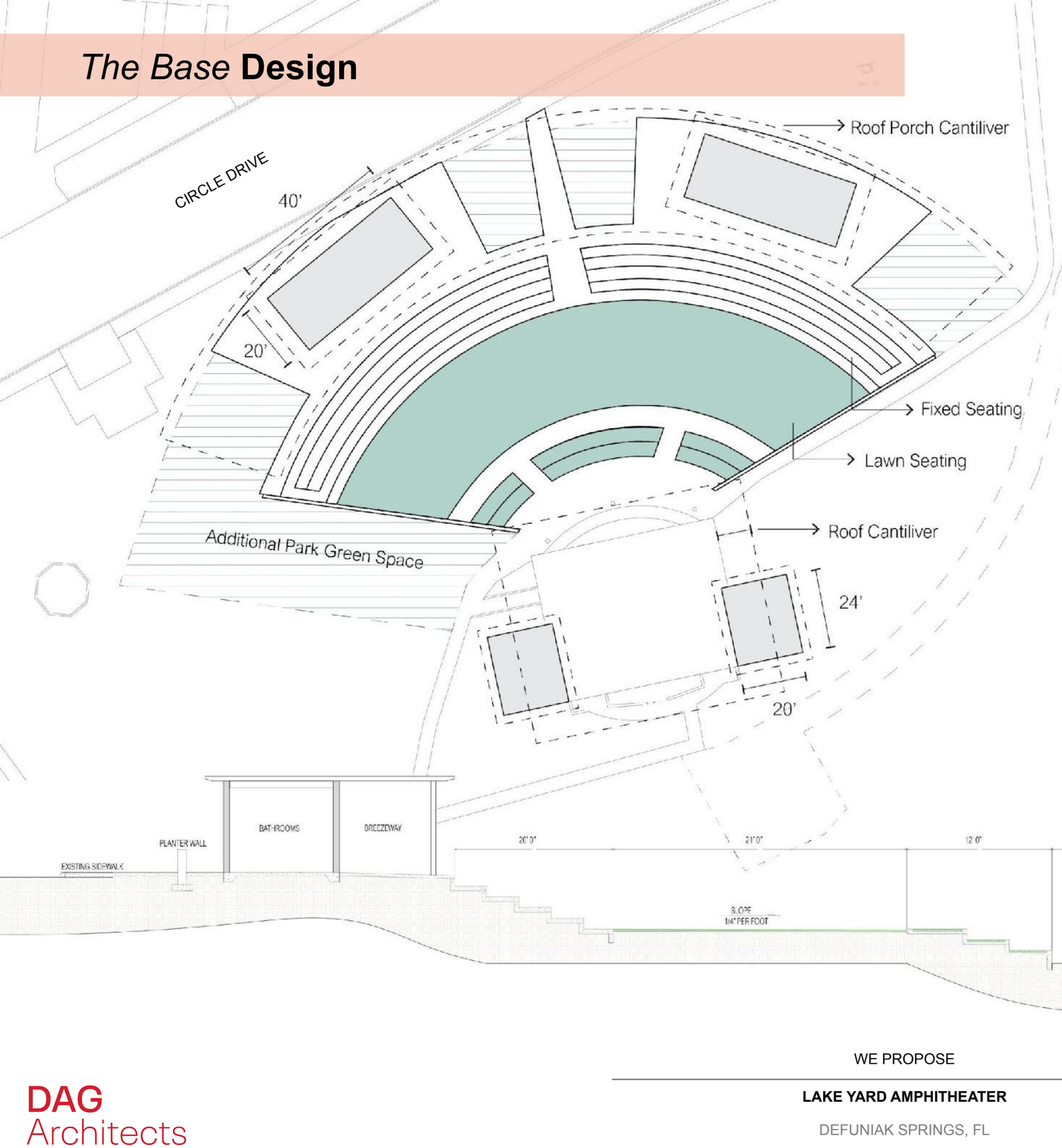
WE STUDIED

LAKE YARD AMPHITHEATER

DEFUNIAK SPRINGS, FL

We *propose*.

The Base **Design**



The *Stage*

How big is it?	*55' x 44'*
	2,148 SF
Area Covered by Roof?	*4,655 SF*
How tall is it?	*30' at the front, 20' at the back*

The *Seating*

What type is it?	*Radiused Row*
Fixed vs. lawn ratio?	*17% fixed seating to 83% lawn*
Fixed Seating area?	*2,250 SF*
Lawn Seating area?	*7,000 SF*
Seating count?	*Approximately 281-375 fixed seats at 6' to 8' area per person, 583-700 lawn seating at 10' to 12' area per person. 864-1,075 possible seating count.*

The *Services*

Existing facilities removed from stage and re-built to the left and right backside of stage **or** services moved to back of seating area next to Circle Dr.

How big are they?	Next to Stage: *20' x 24' at 480 SF each*
	Next to Circle Drive: *12'8" x 48' at 608 SF each*

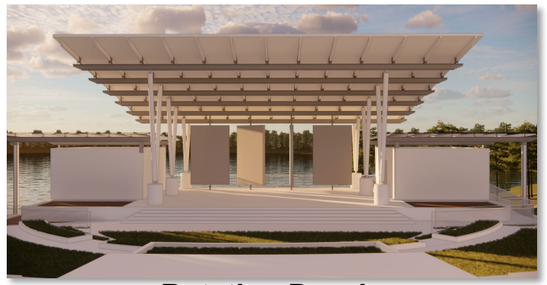
The *Shade*

Suggested Shading:	*Canteliever roof system over stage and cantelivered porch along Circle Dr. connecting the service buildings.*

Stage →



Open

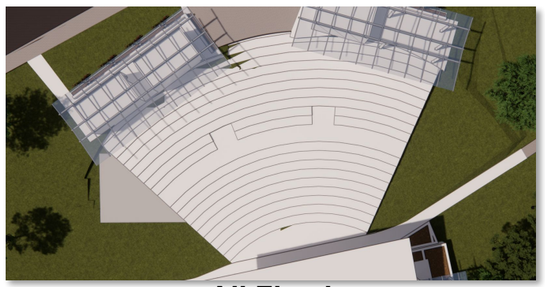


Rotating Panels

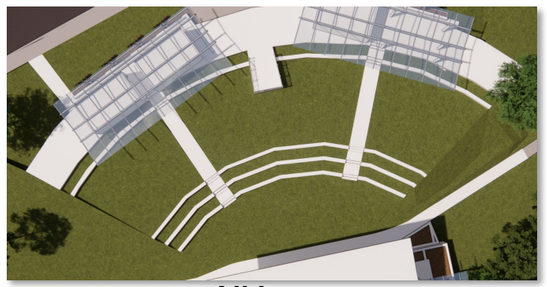


Rolling Walls

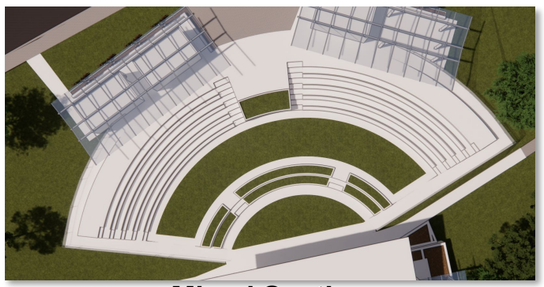
Seating →



All Fixed



All Lawn



Mixed Seating

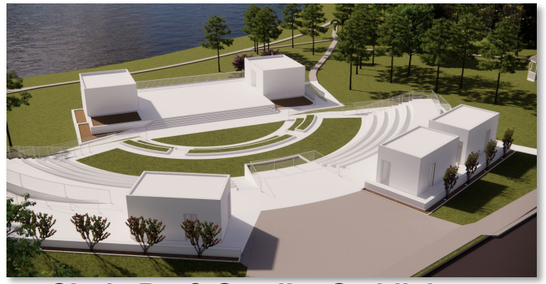
Services →



Saddlebags Enlarged



Across the Road



Circle Dr. & Smaller Saddlebags

Shade →



Sails

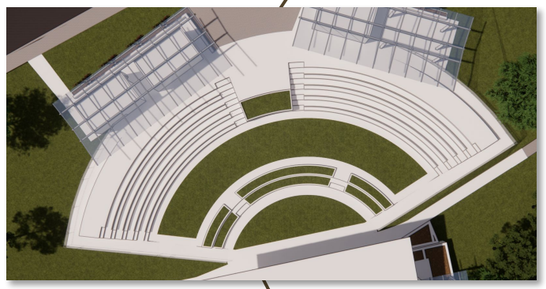


Dispersed



Cantilevered

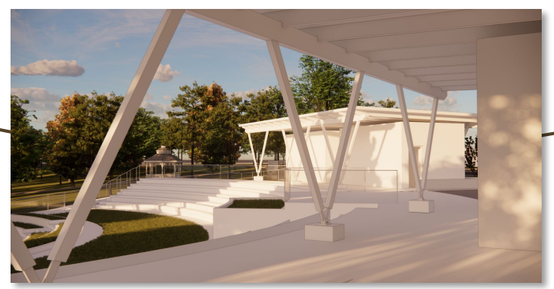




From the *Parts*

to the *Look* **&** *Feel***.**



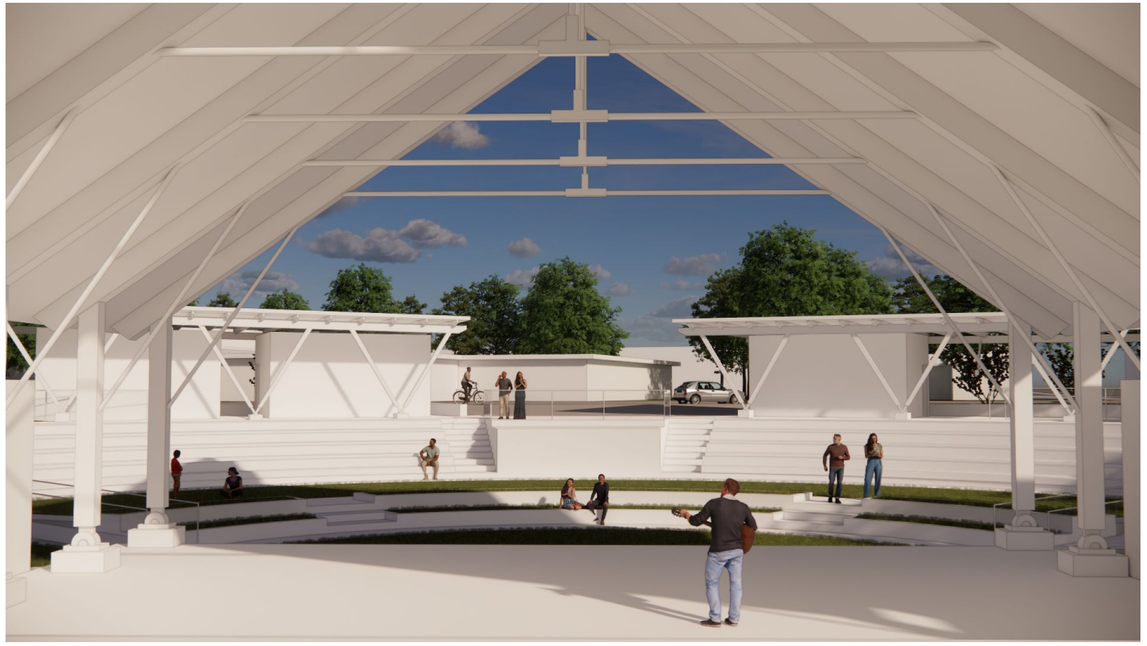




Version 1: The Barn







WE PROPOSE

LAKE YARD AMPHITHEATER

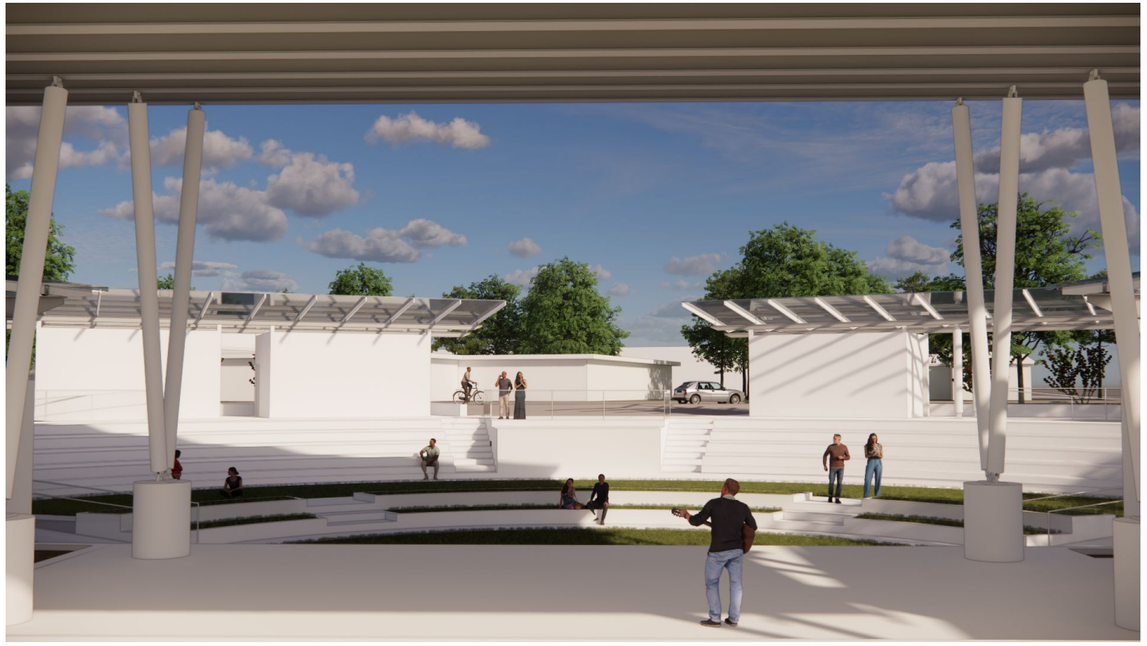
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Version 2: The Wing







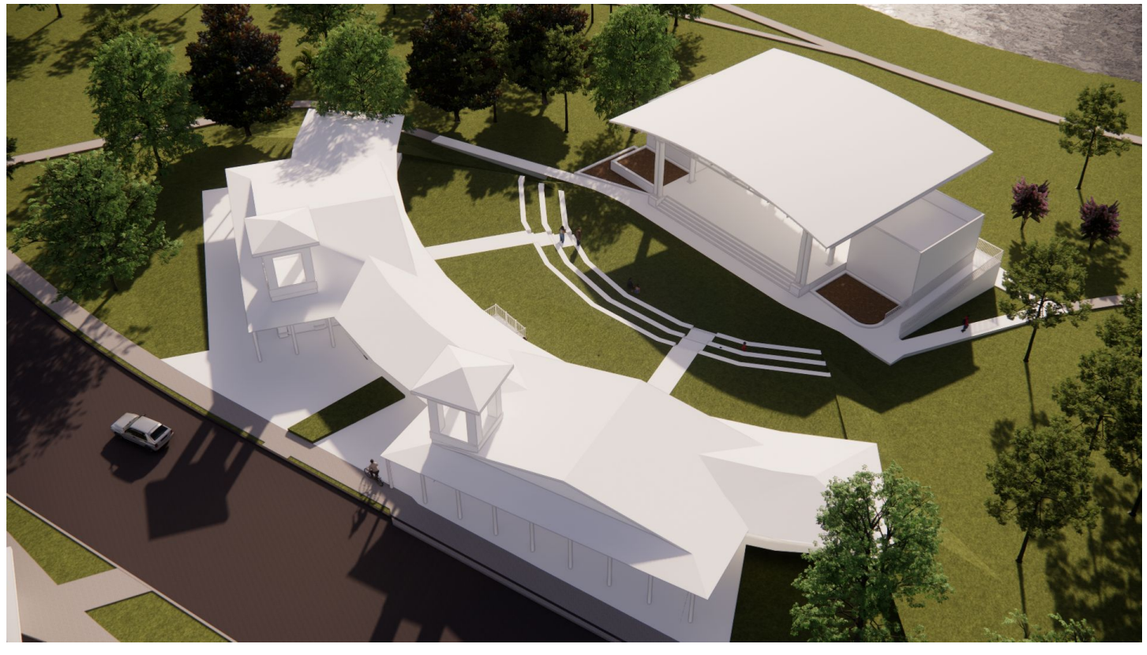
WE PROPOSE

LAKE YARD AMPHITHEATER

DEFUNIAK SPRINGS, FL



Version 3: The Station







WE PROPOSE

LAKE YARD AMPHITHEATER

DEFUNIAK SPRINGS, FL







Tell us what *you* think!

?

Preliminary Opinion of Probable Cost – DeFuniak Amphitheater

01.26.2026

No.	Category	Description	Quantity	Units	Unit Price	Subtotal	Notes	
			Mobilization					
1	General Conditions	Indirect project costs necessary for the contractor to operate the project: supervision, project management, temporary facilities, equipment rental, safety measures, documentation, and daily operations.	1	LS	$ 250,000.00	$ 250,000.00		
2	Bonding	Costs associated with performance and payment bonds required to guarantee project completion and payment to subcontractors.	1	LS	$ -	$ -		
3	Demolition	Removal of existing site elements including structures, pavements, vegetation, utilities, or other materials necessary to prepare the site for new construction.	1	LS	$ 250,000.00	$ 250,000.00	Tree removal: assumes 60–80 DBH inches / crew-day. Crew-days = 290 / 60 ≈ 5 days. Labor cost: 5 days ×$1500/day = $ 7,500	
4	NPDES / SWPPP	Compliance with National Pollutant Discharge Elimination System requirements; includes erosion control, turbidity barriers, inspections, and documentation.	1	LS	$ 70,000.00	$ 70,000.00	NPDES Monitoring 1,100/WK WC TES Bid (Using 1200 for 52 weeks) & 4/LF for SF (Using 5 for 1500 LF)	
5	Temporary Utilities	Provision of temporary power, water, lighting, and sanitary facilities necessary for construction operations. Includes installation, rental, maintenance, and removal of temporary connections, generators, hoses, panels, and portable restrooms.	1	LS	$ 45,000.00	$ 45,000.00		
6	Construction Fencing	Installation of temporary security fencing around the construction site. Includes chain-link or panel fencing, privacy screening, gates for access control, and maintenance throughout the project duration. Used to secure the site, protect the public, and meet safety requirements.	1500	LF	$ 36.00	$ 54,000.00	Average costs for construction rental fence $1-5 LF per month	
7	Tree Protection	Installation of protective barriers and measures to preserve existing vegetation to remain; includes root zone protection and monitoring.	2575	LF	$ 11.00	$ 28,325.00	Tree protection fence consisting of 4"x4"x8' SYP installed as direct-bury supports (no concrete) approx 8' OC, with 4' orange HDPE snow/safety fence attached to posts using corrosion-resistant staples and/or UV-rated ties to form a continuous temporary barrier.	
8	Bonding & Insurance	Contractor insurance costs including general liability, builders' risk, and any specialty coverage required by the City.	1	LS	$ 75,000.00	$ 75,000.00		
9	Permits / Certifications	City, county, and state permitting fees; includes building permits, environmental permits, utility approvals, and certificate-processing costs	1	LS	$ 25,000.00	$ 25,000.00		
10	OAC Meetings	Owner–Architect–Contractor meetings throughout design and construction, including project management, documentation, and travel time.	24	EA	$ 1,000.00	$ 24,000.00		
11	Groundbreaking & Marketing	Ceremony preparation, site setup, signage, photography, public outreach, and other marketing/communication efforts tied to project launch.	1	LS	$ 10,000.00	$ 10,000.00		$831,325.00
			Utilities					
1	Water	Installation or relocation of domestic water lines, fire lines, meters, backflow preventers, and tie-ins.	200	LF	$ 45.00	$ 9,000.00	Cost assumption to be close to sewer	
2	Sewer	Gravity sewer lines, force mains, lift station connections (if applicable), manholes, cleanouts, and utility tie-ins.	260	LF	$ 2.00	$ 520.00	Pipe Installtation cost at 6-8' deep per LF (38) from Branch on 24-04-04 plus cost increase assumption	
3	Gas	Installation or extension of natural gas service, including gas mains, regulators, meters, valves, and distribution piping to serve buildings or equipment requiring gas. Includes coordination with the local gas utility provider and trenching, bedding, and backfill as required.	1	LS	N/A	N/A		
4	Electrical	Primary and secondary electrical service including conduits, transformers, panels, grounding, connections, and underground utility work.	1	LS	$ 85,000.00	$ 85,000.00		
			Paving & Grading					
1	Fill	Import and placement of structural fill or topsoil to achieve final grades.	6000	CY	$ 18.00	$ 108,000.00		
2	Grading	Cutting and shaping the site to final elevations; includes fine grading and compaction.	6000	CY	$ 12.00	$ 72,000.00		

3	Sidewalk	Concrete pedestrian walkways, ramps, and ADA-compliant transitions.	2400	SF	$ 10.00	$ 24,000.00	WC TES BID @ 8.50 SF for 4" Sidewalk. Area taken is out front redo for ADA Access and NE Sidewalk
4	Curb & Gutter	Concrete curb and gutter sections for vehicular areas and drainage control.	300	LF	$ 30.00	$ 9,000.00	2021 Saltaire Bid Miami Curb @ $23/LF
5	Asphalt	Asphalt paving for parking, drive aisles, and access roads; includes base course and surface course.	1110	SY	$ 20.00	$ 22,200.00	1.5" 9.5 Super Pave WC TES BID (16.50)
6	Signage	Vehicular and pedestrian traffic signage associated with roadways and paving elements.	1	LS	$ 15,000.00	$ 15,000.00	ADA Signage and striping
			Drainage & Stormwater Management				
1	Exfiltration	Exfiltration trenches or galleries used to manage stormwater runoff per the drainage plan.	1	LS	$ 200,000.00	$ 200,000.00	Estimated cost of 70 SC-800 Chmaber is 50,000. 2021 RBM Bid from Saltaire is $7 CY for Pond Excavation (Sysytem is 460 CY $4600 @ $10), #57 from WC TES BID $24/SY so approx $11,000
2	Structures	Drainage structures such as inlets, catch basins, manholes, control structures, and headwalls.	10	EA	$ 6,000.00	$ 60,000.00	Type C Inlet 5550 per WC BID TES (12/12/24) plus additional for install and potential cost increase
3	Pipe	Stormwater piping including HDPE, RCP, or PVC, with bedding, backfill, and fittings.	500	LF	$ 120.00	$ 60,000.00	per WC TES bid, cost for 24" N12 is $96 per LF plus additional for install and potential cost increase
			Landscape				
1	Soil Test / Amendments	Soil analysis and nutrient adjustments necessary to support plant growth.	12818	SF	$ 0.13	$ 1,666.29	Assumes Incorporating 1 inch compost into top 6–8 inches in proposed planting areas
2	Tree Relocation	Relocation of existing salvageable trees within the site including root ball preparation, transport, and reinstallation.		EA		$ -	
3	Specimen Trees	Large-caliper signature trees used to create focal points or meet code requirements.	6	EA	$ 12,100.00	$ 72,600.00	Assume 25-30 Character Oak
4	Shade Tree	Medium- to large-canopy trees for shade and streetscape enhancement.	19	EA	$ 2,420.00	$ 45,980.00	Assume 5.5-6in Cal, 20-22ft HT Oak
5	Accent Tree	Ornamental trees for architectural or landscape emphasis.	13	EA	$ 594.00	$ 7,722.00	Assume 45 Gal. American Holly
6	Palm Tree	Ornamental trees for architectural or landscape emphasis.	0	EA	$ 550.00	$ -	Assume Sabal Palm
7	Accent Shrub	Feature shrubs used at high-visibility or architectural locations.	6	EA	$ 385.00	$ 2,310.00	Assume 25 Gallon Saw Palmetto
8	Lg. Shrub	Varied shrub plantings based on size and location within the landscape plan.	25	EA	$ 121.00	$ 3,025.00	Assume 15 Gallon Dwarf Yaupon
9	Med. Shrub	Varied shrub plantings based on size and location within the landscape plan.	310	EA	$ 39.60	$ 12,276.00	Assume 7 Gallon Dwarf Yaupon
10	Planter Pots	Varied plantings in pots	17	EA	$ 1,200.00	$ 20,400.00	Allowance for varied sized fiberglass pots. Includes growing media, irrigation, and drainage.
11	Groundcover	Low ornamental plantings used for coverage and aesthetic enhancement. 3 Gallon & 1 Gallon @ 24" OC	2640	EA	$ 12.00	$ 31,680.00	Assume mix of mulhy grass (1 Gal) and coontie palm (3 Gal)
12	Sod	Turf installation including soil prep and watering.	11100	SF	$ 2.25	$ 24,975.00	Assume Bermuda sod
13	Mulch	Mulch placement for planting beds and tree rings. 3" thick	12818	SF	$ 0.15	$ 1,922.64	Assume Installed price: $6.00 per bale. Coverage: 50 SF per bale. Cost per SF = $6.00 / 50 SF = $0.12 per SF
14	Maintenance	Short-term post-installation landscape maintenance (typically 30–90 days).	1	LS	$ 12,000.00	$ 12,000.00	Allowance for 90 Days @ $4000/month
			Irrigation				
1	Irrigation Well / Pump	Well installation or pump assembly for irrigation water supply.	1	LS	$ 12,000.00	$ 12,000.00	Assumes a new well is required
2	Contoller	Smart controller system with sensors and zoning capabilities.	1	LS	$ 2,500.00	$ 2,500.00	Assumes basic 2 wire controller & rain sensor
3	Spray zones	In-ground irrigation zones including piping, valves, heads, and controls.	23918	SF	$ 1.00	$ 23,917.60	Assumes 100% head to head coverage
			Hardscape				
1	Synthetic Turf	Installation of artificial turf including base preparation, drainage, and edging.	2030	SF	$ 24.00	$ 48,720.00	Assume: Commercial-grade turf (Fusion Pro or equal). I include a T-Cool a cooling infill system, and an enhanced 8" aggregate base (6" thick 57 stone + 2" thick 89 stone.
2	Speciaty Paving	Pavers, concrete scoring, decorative hardscape, or specialty surfacing used in pedestrian areas.		SF	$ 45.00	$ -	
	Aluminum Edging (gravel area)		250	LF	$ 12.00	$ 3,000.00	
3	Gravel Paving	Pea Gravel (bike parking area)	3050	SF	$ 6.00	$ 18,300.00	
4	Landscape Lighting	Low-voltage or architectural lighting within landscape beds or pathways.	266	EA	$ 950.00	$ 252,700.00	Assume 1 light / 5' wall face, Brass or SS
5	Bike Racks	Low profile bike rack	17	EA	$ 830.00	$ 14,110.00	Assumes 5-Bike Single-Sided Circular Hot-Dip Galvanized Bike Rack, installed
6	Benches	6-foot hardwood or metal bench	4	EA	$ 2,000.00	$ 8,000.00	Allowance
			MEP				

1	HVAC	Mechanical systems for enclosed buildings including units, ductwork, and controls.	1	LS	$ 150,000.00	$ 150,000.00	
2	Building Circuits	Electrical circuits, wiring, panels, grounding, and associated interior distribution.	1	LS	$ 120,000.00	$ 120,000.00	
3	Fixtures	Interior and exterior plumbing fixtures including toilets, sinks, drinking fountains, and specialty fixtures.	38	EA	$ 1,800.00	$ 68,400.00	
4	Fire Sprinklers	Fire suppression system installation per code; includes piping, sprinkler heads, pumps if required.		LS		$ -	Unclear if this will be required at this time. Recommend a contingency of $55k.
5	Site Lighting	Poles, fixtures, wiring, and photometric-compliant exterior area lighting.	22	EA	$ 2,800.00	$ 61,600.00	
6	Exterior Building Lighting	Architectural lighting attached to building exteriors.	32	EA	$ 1,800.00	$ 57,600.00	
7	Interior Building Lighting	Interior fixtures, switching, controls, and emergency lighting.	55	EA	$ 850.00	$ 46,750.00	
8	Security Systems	Cameras, access control, intrusion detection, and cabling.	1	LS	$ 45,000.00	$ 45,000.00	
			Architectural / Structure				
1	Amphitheater	Construction of amphitheater structure including foundations, structural framing, roofing, seating, cladding, and architectural finishes.	1	LS	$ 2,200,000.00	$ 2,200,000.00	
2	Bathroom Building	Full construction of restroom facilities including CMU or framed walls, roof systems, finishes, fixtures, and MEP tie-ins.	1	LS	$ 625,000.00	$ 625,000.00	
3	Concessions Building	Construction of concessions building including interior equipment, counters, plumbing, electrical, and finishes.	1	LS	$ 500,000.00	$ 500,000.00	
			Interior Design				
1	Interior Finishes	Interior finishes, color selections, furniture, graphics, interior materials, and coordination for enclosed structures.	1	LS		$ -	Carried in arch number. About $150,000.
			Audio / Visual / Acoustics				
1	A/V Equipement	Stage lighting, speakers, amplifiers, mixing systems, projection, acoustic treatments, and control systems for performances.	1	LS	$ 420,000.00	$ 420,000.00	
2	IT	Includes data cabling, network routing, conduits, wireless access points, server/communication racks, low-voltage pathways, fiber connections, and coordination with the City's IT department. Covers all technology infrastructure needed to support audio/visual systems, security systems, point-of-sale equipment, and building network connectivity.	1	LS	$ 95,000.00	$ 95,000.00	
			Signage & Wayfinding				
1	Signage	Exterior identification signs, directional systems, interpretive signage, regulatory signage, and coordination with architectural theming.	1	LS	$ 44,000.00	$ 44,000.00	
			Offsite Improvements				
1	Offsite	Utility tie-ins, roadway modifications, sidewalks, intersection improvements, or other upgrades required outside the project boundary.	1	LS	$ 100,000.00	$ 100,000.00	

Total (excl. Contingency):	$ 6,649,199.53	
Contingency (20%):	$ 1,329,839.91	
Grand Total:	**$ 7,979,039.43**	
	$ (831,325.00)	*less mobilization costs not direct construction cost
	$ 7,147,714.43	

Note: This estimate is not a bid, not a guaranteed maximum price, and not a commitment to a final construction cost. Actual project costs may vary due to factors beyond the control of the design team, including but not limited to: final design decisions, level of finish, site and infrastructure conditions, regulatory requirements, market conditions, labor and material availability, contractor means and methods, procurement strategy, and escalation at the time of construction.

The OPC is intended to support early decision-making, feasibility evaluation, and dialogue regarding project scope, phasing, and funding strategies. As the project advances through design development and additional consultant input is incorporated, this opinion of cost should be refined through more detailed estimating and contractor pricing.

No warranty or representation is made that the final construction cost will not vary from this preliminary estimate.

Lake Yard Amphitheater

Preliminary Opinion of Cost Narrative

DeFuniak Springs, Florida

01.26.26

Purpose

The purpose of this memorandum is to provide the DeFuniak Springs Community Redevelopment Agency (CRA) with a Preliminary Opinion of Probable Construction Cost (OPC) for the proposed Lawson (Lake Yard) Amphitheater. This analysis is intended to support early planning, funding discussions, and scope alignment as the project continues to evolve.

Recognizing the conceptual nature of the project at this stage, the design team has evaluated anticipated construction costs using two complementary methodologies. Together, these approaches provide both a high-level benchmark and a detailed understanding of how costs are distributed across the project.

Summary of Preliminary Cost Opinion

Using the two methods described below, the anticipated probable construction cost for the Lawson Amphitheater is estimated to fall within a range of: $5.75 million to $7.0 million, with a current working estimate of approximately $6.335 million.

This working estimate represents a mid-range scenario that balances architectural quality, durability, and constructability, consistent with a long-term civic investment.

Method 1: Cost per Square Foot Analysis

(Reference Exhibit A)

The first method evaluates the project using a high-level cost-per-square-foot (SF) analysis based on the current conceptual design.

Basis of Estimate

This approach is derived from:

- A concept-level, zone-based understanding of the amphitheater, including the stage, seating bowl, support structures, and associated built elements.
- Application of cost-per-square-foot benchmarks appropriate for civic, outdoor performance, and public assembly venues of similar scale and complexity.
- Observed construction cost trends for comparable amphitheater and public gathering projects.
- Assumptions aligned with a durable, long-life civic facility appropriate for CRA investment.

Summary

Using this methodology, the project is anticipated to fall within a probable construction cost range of $5.75 million to $7.0 million, with a working midpoint of approximately $6.335 million.

This analysis provides a useful order-of-magnitude benchmark, but by its nature does not fully capture all site, infrastructure, operational, or administrative components of the project.

Method 2: Scope-Based Allowance Analysis

(Reference Exhibit B)

The second method expands upon the SF analysis by developing a scope-based Preliminary Opinion of Probable Cost, assigning planning-level allowances to the major components required to deliver the full project.

Basis of Estimate

The scope-based OPC is organized around key construction and project delivery categories, including but not limited to:

- Mobilization and General Conditions
- Site preparation, demolition, and environmental compliance
- Temporary utilities, construction fencing, and tree protection
- Utilities, drainage, paving, and stormwater management
- Landscape, irrigation, hardscape, and site amenities
- MEP systems (electrical, plumbing, HVAC, fire protection, lighting, and security)
- Architectural and structural components (amphitheater, restroom, and concessions buildings)
- Interior finishes
- Audio/visual, acoustics, and IT infrastructure
- Signage, wayfinding, and offsite improvements

Each scope has been assigned planning-level allowances informed by comparable civic amphitheater projects, adjusted for anticipated scale, complexity, and local conditions. Quantities and unit assumptions reflect the current concept and are intended to be refined as design advances.

Key Assumptions

- Costs represent concept-level allowances, not contractor bids.
- The estimate assumes a durable but restrained level of finish, appropriate for a CRA-led public facility.
- Certain potential future enhancements—such as expanded parking, additional park sidewalks, upgraded infrastructure, or premium architectural features—are not fully captured and may be evaluated separately.
- Market escalation, procurement strategy, and final scope decisions will influence final construction cost.

Cost Sensitivity and Variables

As with all projects at this stage, anticipated construction costs remain sensitive to several factors, including:

- Final architectural design and material selections.
- Extent of infrastructure and utility improvements.
- Market conditions, labor availability, and escalation at the time of bidding.
- Phasing strategies or optional alternates considered by the CRA.

Further refinement of this cost opinion is expected as design development progresses and additional consultant input is incorporated.

Disclaimer – Preliminary Opinion of Probable Cost

This Preliminary Opinion of Probable Cost has been prepared for planning and discussion purposes only. It is based on the current conceptual design, scope assumptions, and allowance-based cost inputs developed at an early stage of the project. The OPC reflects professional judgment derived from evaluating comparable civic and amphitheater projects, observed market trends, and general construction cost data, applied to the unique context of the Lawson Amphitheater in DeFuniak Springs, Florida.

This estimate is not a bid, not a guaranteed maximum price, and not a commitment to a final construction cost. Actual costs may vary due to factors beyond the control of the design team, including but not limited to final design decisions, site conditions, regulatory requirements, market conditions, labor and material availability, contractor means and methods, procurement strategy, and escalation at the time of construction.

The OPC is intended to support early decision-making, feasibility evaluation, and dialogue regarding project scope, phasing, and funding strategies. No warranty or representation is made that the final construction cost will not vary from this preliminary estimate.

Sincerely,

The Design Team

LAWSON AMPHITHEATER

Market & Financial Feasibility Memorandum

DeFuniak Springs, Florida

Assumed Seating Capacity: 1,200 Seats
Planning: 3 Years

1. Executive Summary

This memorandum evaluates the market feasibility, operational sustainability, and financial performance of the proposed Lawson Amphitheater using the following assumptions: a high-quality 1,200-seat outdoor performance venue located on Lake DeFuniak in downtown DeFuniak Springs, Florida.

The analysis considers local demographics, regional visitation patterns, anticipated programming mix, and conservative operating assumptions appropriate for a civic cultural venue in a small but growing destination community.

Conclusion:
The proposed Lawson Amphitheater is appropriately scaled, market-supportable, and capable of achieving positive operating income beginning in its first full year of operation, with increasing financial stability by Year 3. The venue is positioned to function as both a cultural anchor and a financially sustainable public asset, prior to any consideration of capital recovery or debt service.

2. Market Context

Community & Regional Setting

- City population: approximately 6,500 (at last census)
- Walton County population: approximately 80,000 (at last census)
- Regional draw from surrounding Panhandle communities and South Alabama
- Seasonal tourism provides meaningful attendance uplift, particularly during spring, summer, and fall months (Roughly 4 million tourist to Walton County annually)

Market Opportunity

DeFuniak Springs currently lacks a cultural anchor such as a high-quality performance venue capable of hosting:

- Ticketed concerts
- Festivals and civic celebrations
- Community programming
- Private and nonprofit rentals

The revitalization of the Lawson Amphitheater fills this gap by providing a permanent, flexible venue that supports cultural activity, community identity, and downtown activation.

3. Facility Capacity & Program Assumptions

Total Capacity: 1,200 seats

- Combination of fixed seating and flexible/lawn seating
- Designed for comfort, acoustics, visibility, and shade
- Scaled to feel intimate while accommodating peak-demand events

Program Characteristics

- Flexible stage and back-of-house design
- Modest premium seating opportunities
- Infrastructure suitable for concerts, spoken-word events, civic ceremonies, and festivals

4. Estimated Annual Utilization (Stabilized Year)

The Lawson Amphitheater is envisioned as a multi-use civic venue, emphasizing variety and consistency over high-volume touring.

Event Type	Events / Year	Avg Attendance	Annual Attendance
Touring / Regional Concerts	12	900	10,800
Local & Regional Music	14	650	9,100
Festivals & Civic Events	8	1,100	8,800
Community / Non-Ticketed Events	10	400	4,000
Private Rentals	8	250	2,000
Total	**52**	—	**34,700**

This level of utilization balances financial performance with public access and community value.

5. Revenue Assumptions

Revenue estimates reflect conservative, blended assumptions across all event types.

Average Net Revenue per Attendee (Blended): $22 This is not a ticket price.
It is a net, blended yield after splits, costs, and free events.

$22 per attendee is composed roughly as:

Revenue Source	Approx. Net per Attendee
Net ticket / rental income	$11–13
Food & beverage (net)	$4–5
Facility fees	$3–4

Sponsorships / ads	$2–3
Merchandise / misc.	$1
Total (blended)	**≈ $22**

This average assumes:

- Some events are free
- Some events generate little F&B
- Some rentals generate flat fees
- Sponsorship revenue is spread across all attendees

Includes:

- Ticket and rental income (net of artist/promoter splits)
- Facility fees
- Food and beverage sales (net)
- Sponsorships and advertising
- Miscellaneous income (merchandise, small rentals)

6. Three-Year Operating Pro Forma (Estimated)

- Year 1: 60% of stabilized utilization (20,820 attendees)
- Year 2: 80% of stabilized utilization (27,760 attendees)
- Year 3: Stabilized operations (34,700 attendees)

Operating Revenues

*Attendance-Based (attendees x $22) + Non-Attendance-Based Revenue (10%-15% of attendance) = Total Operating Revenue

Rounded up to whole numbers

Revenue Category	Year 1 (60%)	Year 2 (80%)	Year 3 (100%)	
Ticket & Rental Income (Net)	$275,000	$360,000	$460,000	Attendance Driven
Food & Beverage (Net)	$110,000	$145,000	$185,000	Attendance Driven
Facility Fees	$75,000	$100,000	$125,000	Attendance Driven
Sponsorships & Advertising	$45,000	$65,000	$85,000	Non-Attendance Driven

Merchandise & Misc.	$15,000	$20,000	$25,000	Non-Attendance Driven
Total Operating Revenue	**$520,000**	**$690,000**	**$880,000**	

Operating Expenses

Expense Category	Year 1	Year 2	Year 3
Staffing & Event Labor	$210,000	$240,000	$275,000
Utilities & Services	$60,000	$70,000	$80,000
Maintenance & Grounds	$55,000	$65,000	$75,000
Insurance	$35,000	$40,000	$45,000
Administration & Marketing	$45,000	$55,000	$65,000
Total Operating Expenses	**$405,000**	**$470,000**	**$540,000**

Operating Income (Before Debt Service or Capital Recovery)

Year	Operating Income
Year 1	$115,000
Year 2	$220,000
Year 3	$340,000

7. Key Operating Considerations

- Seasonal scheduling and flexible staffing are critical to cost control
- A diverse event mix reduces reliance on any single revenue source
- Sponsorships and civic partnerships meaningfully enhance financial resilience
- Weather and early-year ramp-up are the primary operational risks

8. Conclusion

The proposed Lawson Amphitheater is right-sized for DeFuniak Springs, financially achievable, and operationally sustainable. At a capacity of 1,200 seats, the venue balances community accessibility with economic performance and establishes a long-term cultural asset for the city.

With disciplined programming, cost control, and strategic partnerships, the Lawson Amphitheater can operate as a self-supporting civic venue while delivering significant cultural, social, and downtown revitalization benefits.

9. Disclaimer & Planning Context

This feasibility memorandum has been prepared as a conceptual planning and decision-support tool to inform discussion regarding the proposed Lawson Amphitheater in DeFuniak Springs, Florida. The analysis reflects a review of industry practices, observed trends at comparable outdoor performance venues, and generally accepted methodologies for evaluating cultural and civic facilities, applied thoughtfully to the local context of DeFuniak Springs.

The assumptions, utilization estimates, and financial projections contained herein are based on:

- Observed operating patterns at other small to mid-sized outdoor amphitheaters,
- Current trends in live performance, civic programming, and cultural tourism,
- Preliminary understanding of local demographics, visitation patterns, and community use,
- Professional judgment regarding appropriate scale, programming mix, and operating structure for this location.

These projections are inherently dependent upon local conditions, including—but not limited to—community support, governance structure, quality of programming, operational expertise, ongoing maintenance, marketing effort, and the level of public and private investment committed to the project over time. Variations in any of these factors may result in outcomes that differ materially from those presented. This memorandum does not represent a guarantee of financial performance, attendance levels, or operating results. Rather, it is intended to provide a reasonable, projection to support conversation, evaluation, and future dialogue among stakeholders as the project continues to be refined.

Actual results will vary based on final design decisions, capital investment levels, operating partnerships, economic conditions, weather variability, and long-term community buy-in. As with all cultural and civic facilities, success is achieved through sustained commitment to programming quality, fiscal discipline, and alignment with community values, rather than through facility development alone. DAG architects and our team accept no responsibility for decisions taken based on the analysis provided here.

LAWSON AMPHITHEATER

The Economic Benefits of a Downtown Amphitheater

A well-placed amphitheater can significantly boost a local economy by attracting visitors, stimulating spending, and even raising property values. Key economic impacts include:

- **I**ncreased Tourism and Local Spending: An amphitheater draws audiences for concerts and events, bringing patrons who spend money at nearby restaurants, bars, shops, and hotels.
    - Little Rock's downtown Riverfest Amphitheater attracted over 250,000 people in one year, generating an economic impact of more than $30 million for the communitycnu.org.
    - In Huntsville, AL, a new 8,000-seat amphitheater is projected to generate $4.8 million in ticket revenue in its first year, *on top of* the money concertgoers will spend at adjacent businessescityblog.huntsvilleal.gov.
    - Nashville's Ascend Amphitheater welcomed 154,000 fans in 2024, "generating millions in local economic impact," according to its operatoraxios.com. Even a mid-sized venue can turn a sleepy downtown into a bustling destination on event nights, boosting sales for local vendors and increasing tourism.
- Catalyst for Development and Business Growth: Amphitheaters often act as anchors for broader downtown revitalization. Their presence can spur new investments and attract businesses that want to be near the crowds.
    - In Huntsville's case, the amphitheater has been a *"major attraction because of the traffic patterns it will create,"* enticing new restaurants, retail, and new housing to be built nearbycityblog.huntsvilleal.govcityblog.huntsvilleal.gov.
    - The announcement or opening of an amphitheater can instill investor confidence: after the first-year success of the Atrium Health Amphitheater in Macon, GA, demand surged for nearby land, with outside developers buying up properties and plans emerging for new businesses to serve amphitheater visitorswgxa.tv.
    - In the small city of Powder Springs, GA, a new downtown green with an amphitheater immediately began attracting restaurants, brewery and other developments before the project was finishedcnu.org. City leaders often describe these venues as "investments in our community" that can transform the city into a regional destinationbeachcomber.news.
- Higher Property Values and Tax Base: A cultural amenity like an amphitheater can make surrounding neighborhoods more desirable. A nationwide analysis by Realtor.com found that homes within walking distance (1 mile) of outdoor concert venues sold at a premium— roughly 9% higher (or more) than homes in the broader areanationalmortgageprofessional.com.
    - Homes near Tallahassee's Capital City Amphitheater had a 78% higher median price than homes in the rest of the citynationalmortgageprofessional.com.

    - In Macon, GA, property values increased on the side of town closest to the new amphitheaterwgxa.tv. Rising real estate values not only benefit homeowners but also broaden the tax base, which can fund other community needs. As one resident in Macon observed, *"It's good to bring more revenue in… that opens up room for more entertainment"*wgxa.tv.

- Direct Revenue and Profit Potential: When managed efficiently, an amphitheater can become a profit center rather than a tax burden. Ticket sales, concessions, venue rentals, and sponsorships generate revenue.

    - For instance, a planned 12,000-seat amphitheater in Long Beach, CA is projected to earn a net operating income of $12 million over its first 5 years, with total revenues (including taxes and parking) potentially reaching $61 million in 10 yearsbeachcomber.news.

  In many cases, these profits or surpluses can be reinvested into community programming or facility improvements. Even smaller venues can be self-sustaining with the right programming mix. City officials often arrange public-private operating agreements to ensure the venue at least breaks even.

    - In Eugene, OR, the city leases its 5,000-seat Cuthbert Amphitheater to a private operator; this arrangement provides the city with steady income and "minimal involvement" in day-to-day operations, while the private partner turned increasing profits over successive seasonseugene-or.gov. This model ensures the community enjoys the cultural asset without heavy ongoing subsidies. An active amphitheater can generate new sales tax from events, boost hotel occupancy taxes from out-of-town visitors, and create jobs – all of which keeps money circulating locally.

Social and Cultural Benefits for the Community

Beyond dollars and cents, a downtown amphitheater delivers substantial social, cultural, and quality-of-life benefits that elevate a community:

- Vibrant Gathering Place: Amphitheaters serve as public gathering spaces that bring people together for shared experiences. When designed as open, park-like venues, they can double as everyday community commons. For example, the open-air amphitheater in Seaside, Florida (a town close to DeFuniak Springs) is used daily by residents and visitors for frisbee, picnics, and relaxation, aside from formal eventscnu.org. It sits at the heart of Seaside's town center and hosts concerts, theater, movie nights and a weekly farmers' market – in fact, this central amphitheater has been a "key component" of Seaside's growth and success over three decadescnu.org.

The central green and amphitheater in Seaside, FL, used for daily recreation and frequent cultural events, has anchored the town's development (inset: aerial view of Seaside's amphitheater stage)cnu.org.

- Cultural Enrichment and Community Identity: A performing arts venue can significantly enhance local cultural life. It enables a small town to host concerts, festivals, theater

productions, and holiday events that previously might have been available only in larger cities. This boosts residents' quality of life and civic pride. Huntsville's leaders view their new amphitheater as crucial to *"being one of the South's top music destinations,"* integrating it into the city's identitycityblog.huntsvilleal.gov. Smaller communities have similarly branded themselves around music and arts – having a dedicated venue signals that *"culture and vibrancy"* are valued locallynationalmortgageprofessional.com. Over time, signature events at the amphitheater (like annual music series or cultural festivals) become part of the town's tradition and draw regional visitors. The presence of an amphitheater also tends to foster local talent: musicians and performers have a prominent stage close to home, which can energize the local arts scene. In Huntsville, local bands are excited for the amphitheater and believe it will elevate the entire music ecosystem – inspiring artists and helping the city be recognized as a true *"music town,"* with spillover benefits for smaller venues toocityblog.huntsvilleal.gov.

- Social Cohesion and Inclusion: Public concerts and events can strengthen the social fabric. Free or affordable performances lower barriers for all residents to participate in cultural life. People of diverse ages, backgrounds, and neighborhoods mingle at amphitheater events, building community connections. According to the Levitt Foundation – which supports free outdoor concerts nationwide – such events create "inclusive gathering places" that foster social bonding and bridging among community members who might not otherwise cross pathsmainstreet.orgmainstreet.org. As neighbors chat on the lawn or dance together at a show, they build trust and shared identity. Stronger social capital has been linked to positive outcomes like better public safety, civic engagement, and even public healthmainstreet.org. In short, an amphitheater can become a beloved civic space where memories are made, from summer concerts under the stars to local high school graduations or holiday ceremonies on its stagecityblog.huntsvilleal.govcityblog.huntsvilleal.gov. These shared experiences enhance residents' sense of belonging and pride in their hometown.

- Multiple Community Uses: Unlike single-purpose buildings, an outdoor amphitheater can host a wide variety of activities beyond music concerts. Many communities program their amphitheaters with *farmers' markets, movie nights, fitness classes, food truck festivals, plays, and civic events*. This multi-use flexibility keeps the space active year-round. For instance, planners note that a well-designed amphitheater can function as a flexible downtown park – with family-friendly programming by day and concerts at nightcnu.org. The venue's grounds often include amenities (play areas, public art, open lawns) that invite daily use, not just event usecnu.org. This was the approach in Peachtree Corners, GA, where the new Town Green includes a stage, digital movie screen, playground, splash pad, and veteran's monument – a destination that naturally draws people, with restaurants around it thriving from the foot trafficcnu.org. By activating public space in these ways, an amphitheater improves downtown livability and keeps the city center lively after 5 PM. Residents gain a local spot for recreation and entertainment, reducing the need to travel to larger cities for concerts or cultural activities. Especially in a smaller city like DeFuniak Springs, the amphitheater could quickly become "the heart of the community," a modern town square where everyone gathers for marquee events and everyday enjoymentcnu.orgcnu.org.

Public vs. Private Operation Models

When it comes to operating an amphitheater, communities can choose between direct public management or partnering with outside entities. Many successful precedents suggest that a public-private partnership or nonprofit management model yields the best results. In other words, the city can own the venue while a specialized operator (or a cultural arts nonprofit) programs and runs it – combining community oversight with professional expertise.

- City-Run vs. Outsourced Management**:** A city's Parks & Recreation department can run an amphitheater, but running a concert venue is a complex business. Professional venue operators bring industry connections, marketing savvy, and the ability to efficiently handle everything from booking talent to managing concessions. This often translates into more events and higher revenue.
    - Nashville's city-owned Ascend Amphitheater is operated by Live Nation, a global concert promoter. Over 9 years, Live Nation brought 1.25 million attendees to Ascend and expanded Nashville's concert offeringsaxios.com. As of 2025, multiple entertainment companies are *"vying for the lucrative contract"* to run Ascendaxios.com – highlighting that a well-run amphitheater can be financially attractive. The city benefits by ensuring the venue is heavily utilized and by sharing in the economic upsides without having to micromanage day-to-day operations.
- Nonprofit and Community-Based Management: Many towns entrust amphitheaters or performing arts centers to local nonprofit organizations or arts alliances. A Cultural Arts Alliance or similar nonprofit can operate the venue with a mission-driven approach, focusing on community enrichment while still pursuing financial sustainability. This model can be a win-win: the nonprofit can fundraise through grants, donors, and sponsorships to support free public programming, and it typically has more flexibility than a government department in scheduling events or negotiating with promoters.
    - The *Levitt Pavilion* network in Arlington, TX, is a city-built amphitheater but "operations [are] handled by the nonprofit Friends of Levitt Pavilion Arlington." The venue presents 50+ free concerts a year and has made the amphitheater a hugely popular community destinationmainstreet.org.
    - Many historic theaters and amphitheaters around the country are managed by nonprofit boards or local arts councils. These groups are often better positioned to balance profitable headline concerts with community events, ensuring the amphitheater fulfills both economic and cultural goals. They also tend to reinvest any surplus back into the venue or local arts initiatives, rather than distributing profits to owners.
- Benefits of Private Expertise: Even if ownership remains public, hiring a private management firm or promoter can improve the amphitheater's performance.
    - The City of Eugene's experience with Cuthbert Amphitheater is telling: after leasing the venue to a private operator, the amphitheater saw *"increasingly successful"* seasons and the partnership was extended due to strong resultseugene-or.gov. The city received lease payments (financial compensation) and could step back from operations, while the private promoters booked a mix of community and commercial events that matched local demandeugene-or.gov.

    - In Long Beach, CA, the city approved a contract with a global venue management company (ASM Global/Legends) to run its new amphitheater, citing the goal of creating *"unforgettable experiences…driving economic impact and growth"* for the citybeachcomber.news. The specialized operator model often brings in big-name acts (thanks to industry connections) and efficient marketing, turning the amphitheater into a regional draw – which aligns with the community's interest in maximizing usage and profits.

- Considerations for DeFuniak Springs: Currently, the proposed amphitheater is city-run, but there is a case to be made for entrusting it to a private or nonprofit cultural alliance. Handing over operations to the Cultural Arts Alliance (CAA) or a similar entity could combine the best of both worlds: the Alliance would ensure the venue serves local arts and educational purposes (as a nonprofit, public-benefit organization) while employing professional management practices to book quality entertainment and control costs. This could relieve the city's budget of operational burdens and tap into the Alliance's network for grants, volunteers, and programming partnerships. The city could retain ownership of the amphitheater (protecting the public interest and physical asset) but lease it to the Alliance or a management firm under performance expectations. Such public-private partnerships are common in the arts: the venue remains a community asset, yet it is operated like a business by those with the appropriate expertise. The result can be a more dynamic event calendar, higher revenues, and greater community impact than might be achieved under municipal management alone.

In summary, adding a cultural attraction like a downtown amphitheater can yield tremendous economic and social benefits for DeFuniak Springs. Real-world examples show increased spending, new jobs, rising property values, and millions in revenue flowing from similar venues. Just as importantly, an amphitheater can enrich the community's soul – bringing new life to downtown, providing a hub for arts,and gathering, and instilling pride and identity. To fully realize these benefits, many communities leverage innovative management models (such as private or arts-nonprofit operation) to ensure the amphitheater thrives as both a cultural centerpiece and a sustainable enterprise. With thoughtful planning and the right partnerships, a 1,000-seat amphitheater by the lake can be a transformative asset, driving growth and enhancing quality of life for years to come.

Sources:

- Adam Williamson, "*Amphitheaters spark and sustain downtown vitality*," *CNU Public Square*, Aug. 2019 – Discusses how amphitheaters serve as catalysts for downtown development, with examples from Little Rock, Seaside (FL), and Georgia townscnu.orgcnu.orgcnu.orgcnu.org.

- Phil Hall, "*Can Outdoor Music Venues Boost Home Prices?*" *National Mortgage Professional*, Jul. 2016 – Cites a Realtor.com study finding higher home values (9%+ premiums) near outdoor concert venues (e.g. +78% near Tallahassee's amphitheater)nationalmortgageprofessional.comnationalmortgageprofessional.com.

- William Bazzone, "*Amphitheater boosts West Macon economy, but property values vary by neighborhood*," *WGXA News*, May 2025 – Reports on Macon, GA's new amphitheater increasing nearby property values and attracting outside investors and business interest after its first yearwgxa.tvwgxa.tv.

- City of Huntsville Blog, "*High notes: Amphitheater will have far-reaching economic, cultural impacts*," May 13, 2021 – Details the expected impact of Huntsville's 8,000-seat amphitheater: $4.8M in first-year ticket

sales, spillover to local businesses, new apartments and development, and enthusiasm from local musicianscityblog.huntsvilleal.govcityblog.huntsvilleal.govcityblog.huntsvilleal.gov.

- Nate Rau, "*Metro's Ascend Amphitheater contract is up in the air*," *Axios Nashville*, Feb. 19, 2025 – Notes that Live Nation operates Nashville's city-owned amphitheater (6,800 seats) and that 154,000 fans attended in 2024, generating "millions" in local economic impactaxios.com. Also describes competitive bidding by private firms to manage the venueaxios.com.

- Shakopee Mdewakanton Sioux Community & Live Nation press release, Aug. 19, 2025 – Announces a new 19,000-seat amphitheater with an Oxford Economics study projecting $73M in annual local spending, $11M in tax revenue, 700 jobs, and $138M total economic impact per yearshakopeedakota.org (illustrating the scale of impact for a major venue).

- Beachcomber News, "*Amphitheater Management Company Approved by City*," Apr. 17, 2025 – Describes Long Beach, CA's partnership with a private operator (ASM Global) to run a new amphitheater, projected to net $12M over 5 years and $29M in combined revenue and taxes in that periodbeachcomber.news. Includes city statements about cultural and economic benefitsbeachcomber.newsbeachcomber.news.

- City of Eugene Cultural Services Profile (2010) – Explains that Eugene's Cuthbert Amphitheater was leased to a private company in 2005, providing the city revenue and "minimal involvement" in operations, with the contract extended after successful seasonseugene-or.gov.

- Main Street America, "*How Free Music Experiences Strengthen America's Main Streets*," Feb. 2023 – Highlights the social and economic impacts of free outdoor concerts in small towns (Levitt AMP program), such as 25% of Gallup, NM concertgoers patronizing local restaurants, and ~1,000 attendees per show in Harrisonburg, VA boosting local food vendorsmainstreet.orgmainstreet.org. Emphasizes how inclusive concerts build social capital and revitalize downtown public spacesmainstreet.orgmainstreet.org.

- Levitt Foundation Blog, "*How Free Outdoor Concerts Make Communities Healthier*," May 24, 2024 – Describes the community wellness benefits of shared musical experiences (reducing loneliness, fostering connectedness across demographics) and the resulting improvements in quality of life and mental healthlevitt.orglevitt.org.

COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 5 minutes

Agenda Item Title:
Historic Preservation Design Standards

Attachment(s):
1. DFSHD_Final Draft

Brief Summary:
The CRA approved the Final Historic Preservation Design Standards, and they were given to the City Manager. Direction from the Board on next steps.

Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:

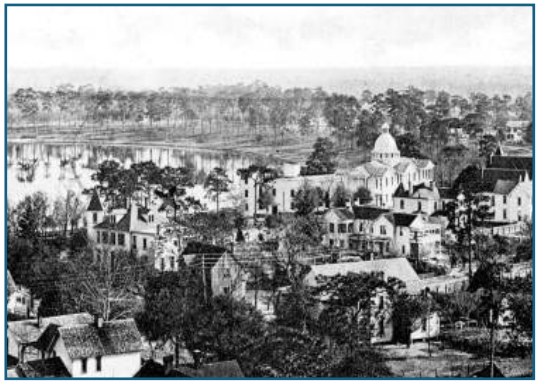
DeFuniak Springs Historic Districts

Design Standards

A Handbook for the Preservation

of DeFuniak Springs' Historic Resources







DeFuniak Springs Historic Districts Design Standards

A Handbook for the Preservation of DeFuniak Springs' Historic Resources

This document has been prepared for the City of DeFuniak Springs with the primary assistance of the DeFuniak Springs Community Redevelopment Agency, Community Redevelopment Agency Board, City Council, and the Community Development Department.

2026

City of DeFuniak Springs Mayor

Robert "Bob" Campbell, Mayor

City of DeFuniak Springs City Council

Todd Bierbaum, Council Member, Seat 1

Josh Sconiers, Council Member, Seat 2

Amy Heavilin, Council Member, Seat 3

Glen Harrison, Council Member, Seat 4

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City of DeFuniak Springs Community Redevelopment Agency Board

Cathy Mosley, Chair. Appointed by Councilman Henry Ennis.

Bruton Campbell-Work. Vice-Chair. Appointed by Councilman Tony Vallee.

Reynolds Henderson. Appointed by Councilman Todd Bierbaum.

Lothar Newsome. Appointed by Councilwoman Amy Heavlin.

Donald Graham. Appointed by Councilman Josh Sconier.

Rob Hamilton, Executive Director

Frequently Asked Questions When Living in a Historic District

If your property is located within a DeFuniak Springs local historic district, it must comply with the requirements of the DeFuniak Springs Municipal Code, Ordinance No. 881, Section 18-55.1, which governs the protection of historic and archaeological resources.

What is a Historic District?

A historic district is a clearly defined area that contains a significant concentration of buildings, structures, sites, spaces, or objects that share an important history or a common look and character. These areas may be significant because of past events, how they developed over time, their architecture, building materials, craftsmanship, or the overall way the area feels and looks as a whole. A historic district may be officially recognized by being listed on a local, state, or national historic register. In many cases, it is also legally protected by a local historic district ordinance, which is enforced by a designated city or county official.

Will local historic designation affect the use of my property?

No. How your property may be used is regulated by the DeFuniak Springs Zoning Ordinance. Any uses permitted under your property's zoning are not changed by historic district or landmark designation.

Does living in a Historic District or owning a designated Landmark mean I can't make changes to my property?

No. You are allowed to make changes to your property. However, if your property is located in a local historic district or is an individual landmark, certain exterior changes must be reviewed first. For significant exterior changes, you will need approval in the form of a Certificate of Appropriateness (COA) from the DeFuniak Springs Planning Director. This review helps ensure that any changes respect the historic character of the building, the property, and the surrounding district.

What is a Certificate of Appropriateness?

A Certificate of Appropriateness, or COA, is a type of approval issued by the Planning Director. It is required before a property owner makes significant exterior changes to a property located within a DeFuniak Springs local historic district. These changes typically include new construction, exterior alterations, or demolition.

What information is required to submit a COA?

A COA application includes general contact information, the address of the property, historic district identification, and a proposed activity request statement. Depending on the proposed project, an applicant could also be required to submit any or all of the following: construction drawings; samples of proposed materials, including textures and colors; a site plan; photographs of the structure to be altered; and in the case of new construction, photographs of contiguous properties.



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Chapter 1. Introduction to Historic Preservation

1.1. Purpose of Design Standards

The purpose of design standards and best practices for historic buildings is to promote the preservation of the historic character of the built environment while ensuring that new construction and additions are compatible with their historic surroundings.

These standards and best practices are intended to help property owners make appropriate decisions regarding exterior changes to historic buildings, regardless of whether they are officially listed in the Local or National Register of Historic Places or not. For properties individually listed or contributing to a historic district, the standards and recommended treatments in this document are based on the Secretary of Interior's Standards for the Treatment of Historic Properties and therefore will help inform the regulatory decisions made by the Planning Director in design review and permitting actions.

For properties that are not listed or are non-contributing to a historic district, these standards can be considered "guidelines" that property owners are encouraged but not mandated to follow. By voluntarily following the design standards and best practices detailed in this document, DeFuniak Springs residents and business owners can help ensure their decisions do not negatively impact surrounding properties or the overall character of the neighborhood and city.

The expectation of these design standards is not to require the restoration of any previous alterations that would no longer be appropriate but to focus on future exterior alterations.

a) Who Should Use This Document?

The DeFuniak Springs Planning Director and city staff will reference these standards to help make decisions on Certificate of Appropriateness (COA) applications as well as to advise property owners of historic buildings within the DeFuniak Springs local historic districts on appropriate courses of action.

This document also serves as a manual for anyone planning to make exterior changes to a property within the City's historic districts. Applicants who consult this document and seek guidance from the staff at the Community Development Department during the planning stages of their projects may be more assured that their proposals will comply with the City's Municipal Code and will be approved by the Planning Director.

b) How to Use This Document

This document should be used as a manual to evaluate the appropriateness of proposed work on the exterior of contributing and non-contributing buildings in the local historic districts in DeFuniak Springs. Additionally, this document should serve as a manual to owners of historic properties as they plan and implement repairs, renovations, or new construction projects.

Chapter 1 introduces Historic Preservation, Design Standards, and information on the benefits and financial incentives of preservation for a community.

Chapter 2 contains background information on the history of DeFuniak Springs and an introduction to the City's National Register and local historic districts as well as information on contributing vs. non-contributing property designation.

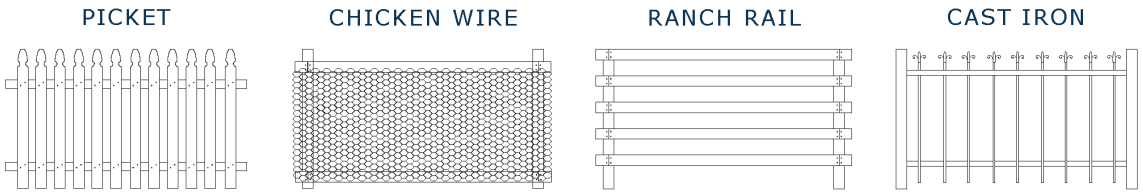
Chapter 3 presents an architectural style guide to determine the building type, architectural style, and associated features of a historic property.

Chapter 4 contains all design standards for planning a successful project within DeFuniak Springs, including exterior alterations, new construction, streetscape elements, and signage. Visuals, like the "Best Practices" box and fencing type diagram seen below, are included throughout this chapter. These visuals provide exterior work examples that a property owner can use as a framework to plan an exterior project on a property in one of the historic districts of DeFuniak Springs.

Chapter 5 provides standards for the demolition and relocation of structures and buildings within a historic district.

Chapter 6 includes guidance on replacement in-kind vs. substitute materials and variables to consider when deciding which approach is appropriate for an exterior project.

Best Practices



1.2. Benefits of Historic Preservation

The preservation of historic buildings can play a role in the economic development of DeFuniak Springs by making it a more desirable place to live and work, and by encouraging place-making and place-keeping that can help draw in new visitors to the city. Besides preserving the outward historical appearance, historic preservation provides a number of social, economic, and environmental benefits.

a) Social and Economic

Historic resources are existing buildings, sites, and landscapes which are connected to a city's existing infrastructure. They were constructed with workmanship and materials which are often superior to new construction, including old growth lumber and forgotten construction techniques. As such, they typically have a longer lifespan (100 years +) when compared to new construction (30-40 years on average). Existing historic buildings are tied into existing infrastructure and utilize existing public investments including roads and sewers thereby reducing impact costs which apply to new construction. The rehabilitation of existing structures often compares very favorably to new construction for this reason.

Historic preservation can help to stimulate the local economy by providing jobs. Rehabilitation projects provide more local jobs as compared to new construction, as a larger percentage of the project cost is for labor. The same cannot typically be said of new construction due to the widespread and common use of prefabrication, which effectively outsources work from beyond the local economy. Additionally, historic districts tend to attract more retail businesses and restaurants due to their unique atmospheres and walkability. Attracting businesses to commercial heavy districts like the Downtown Business District results in an increase in employment opportunities at a local level.

Studies have consistently shown that communities with preserved or revitalized historic neighborhoods have higher property values which prove more stable



Figure 1: The revitalization of historic downtown buildings can act as a major draw for entertainment and activity.



Figure 2: Restoration aligns with sustainable practices by reusing existing structures, minimizing waste, and conserving resources. (Source: BrandTouch).

over time. Such neighborhoods improve the local municipal tax base and are indicators of a healthy community which can attract relocating existing businesses and new startups to the area.

Historic preservation is also closely linked to development investment and tourism. Well preserved historic buildings and districts set DeFuniak Springs apart from communities filled with new construction, which tend to lack "personality" or individual distinction. Heritage tourism attracts engaged visitors who seek local businesses for their travel needs and entertainment purposes. "Nearly all expenditures of tourists fall into five categories: lodging; food and beverage; local transportation; retail purchases; and entertainment/admissions/amusements" which are often directly linked to the small businesses of a town or city. Heritage tourism therefore stimulates the economy by encouraging localized spending.

b) Environmental

Historic preservation is inherently sustainable as it makes use of existing buildings and infrastructure to the greatest extent possible. Waste materials from demolition and construction projects comprise approximately 25% of the waste in American landfills. Historic buildings contain embodied energy, which is the energy associated with extracting, processing, manufacturing, transporting, and assembling building materials. Demolishing a historic building that could otherwise be utilized for a productive purpose wastes a significant amount of energy which had been in use for decades, while replacing it with new construction, often utilizing inferior materials, wastes even more energy.

Demolishing usable structures is not only wasteful, but it also risks losing historic resources that incorporate unique, regionally responsive energy-saving features. Many historic buildings include inherent efficiency elements – such as operable windows, clerestories, skylights, interior courtyards, rooftop ventilators, cupolas, and thick masonry walls – that provide natural light and ventilation and reduce reliance on mechanical systems and electric lighting. In Florida, large operable windows – especially double-hung sash windows – along



Figure 3: Restoring a historic railroad depot can revitalize a downtown area by creating a sense of community pride in its history, thereby improving the overall vitality of the area.

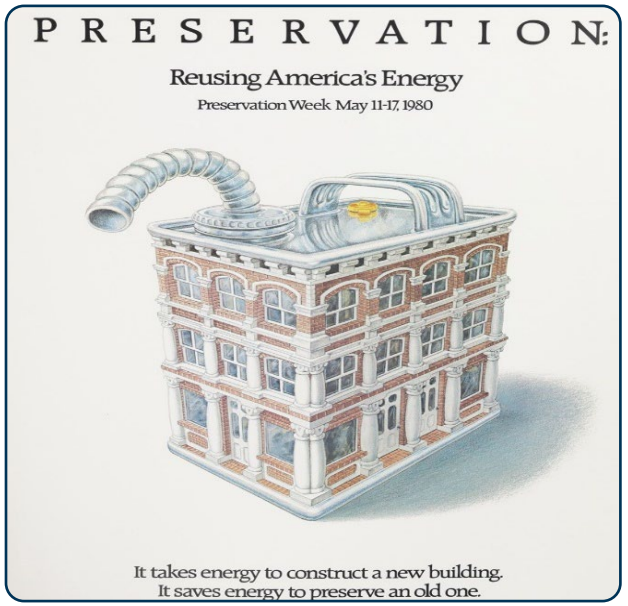


Figure 4: Historic preservation minimizes embodied energy by reusing existing buildings. (Source: National Trust for Historic Preservation, 1980).

with central hall plans, tall ceilings, and landscape features such as large shade trees were traditionally used to promote cooling and reduce solar heat gain. When necessary, existing historic buildings can also be retrofitted to improve energy efficiency.

The Research & Policy Lab of the National Trust for Historic Preservation conducted a study demonstrating that historic buildings and newly constructed "green gizmo" structures differ significantly in their environmental impact. One significant finding was that it takes 10-80 years of operating savings of a "green gizmo building to recoup the negative climate change impacts of the [building's] construction. Almost every building typology in every region of the country demonstrated a better environmental outcome through adaptive reuse than with demolition and new construction."

c) Other Benefits

In addition to social, economic, and environmental benefits, historic preservation helps a community to maintain a distinct sense of place. The preservation of historic buildings and districts helps to maintain a physical connection to community heritage and promote heritage tourism, attracting visitors and recreational activities to the area. Urban revitalization is also linked to the retention of historic buildings in downtown areas as these rehabilitated spaces attract more businesses and restaurants resulting in increased foot-traffic.

Preserving the historic character of a neighborhood or district enhances visual appeal and can improve overall quality of life. Historic districts often encourage higher-quality design in new construction, additions, and renovations. Living or working in an attractive, well-designed environment can also provide psychological benefits for residents.

1.3. Historic Preservation Financial Incentives

a) Historic Rehabilitation Tax Credit Program

Following the Secretary of the Interior's Standards for Rehabilitation may make property owners eligible for financial incentives, including historic tax credits. One such incentive is the federal Historic Tax Credit program, which offers a 20 percent tax credit for qualifying income-producing properties.

The program is administered by the National Park Service (NPS) in partnership with State Historic Preservation Offices (SHPOs). To qualify, a property must be considered a "certified historic structure," meaning it is listed in, eligible for listing in, or contributes to a district listed in the National Register of Historic Places, as determined by the NPS. All rehabilitation work must comply with the Standards and is reviewed by the SHPO as part of the tax credit approval process.

Additional guidance on the Historic Tax Credit program is available through the Florida Division of Historical Resources. While the DeFuniak Springs area includes both nationally and locally designated historic districts – the nationally listed and one of the locally listed both named DeFuniak Springs Historic District – only properties located within the nationally designated district are eligible for the federal tax credit. The boundaries of this district are shown in **Appendix C**.

b) Property Tax Exemption for Historic Properties

In 1997, the State of Florida passed legislation allowing counties and municipalities to create property tax exemption programs for historic properties. Under this law, local governments may exempt up to 100 percent of the increase in a property's assessed value resulting from approved improvements. The exemption may remain in effect for up to ten years. The exemption applies only to the portion of property taxes levied by the government granting it. For example, if the City of DeFuniak Springs grants a tax exemption, only city property taxes would be reduced. County and federal taxes would not be affected.

To qualify, the exemption must be associated with an approved rehabilitation or restoration of a historic property. As with the federal historic tax credit program, all work must comply with the Secretary of the Interior's Standards for Rehabilitation. Eligible properties include commercial or residential buildings that are listed in the National Register of Historic Places, contribute to a listed historic district, or are designated as local historic resources.

Property owners must also place a covenant on the property for the duration of the exemption. This covenant restricts future alterations to ensure that the historic features and approved rehabilitation work are preserved. Beyond this local option, the State of Florida does not offer additional financial incentives for historic preservation.

Applications for local property tax exemptions are reviewed either by a local preservation office in jurisdictions that are Certified Local Governments (CLGs) or by the Florida Division of Historic Resources in areas that are not CLGs. Because DeFuniak Springs is not currently a CLG, any future applications for local property tax exemptions would be reviewed by the Florida Division of Historical Resources.

c) Main Street America Program

Additional financial incentives are available through the Main Street America program, which in Florida is administered by Florida Main Street. Florida Main Street is a statewide program designed to support the revitalization of downtown areas. Through the Main Street Historic Tourism and Revitalization Act, certified Florida Main Street communities may offer state rehabilitation tax credits for historic properties. These incentives include a 20 percent tax credit for certified historic structures and a 30 percent tax credit for certified historic structures located within the official district boundaries of an active Florida Main Street community.

As with federal historic tax incentives, eligible rehabilitation projects must comply with the Secretary of the Interior's Standards and involve a certified historic structure. Main Street DeFuniak Springs is a recognized Florida Main Street community.

d) Community Redevelopment Agency Growth and Development Assistance Program

The DeFuniak Springs Community Redevelopment Agency (CRA) provides funding for eligible development and property improvements within the CRA review area through its Growth and Development Assistance Program, which was approved by the CRA Board on November 30, 2022. The CRA currently offers the following six grants:

- Income-Based Hazardous Tree Removal Grant
- Income-Based Roofing Improvement Grant
- Residential Development Incentive Grant
- Residential Site and Building Improvement Grant
- Commercial Site and Building Improvement Grant
- Site Cleanup Grant

Grant funds are disbursed only after the improvement project has been completed and passed final inspection. Funds are appropriated annually through the CRA budget and are awarded on a first-come, first-served basis, subject to the availability of allocated funds. For further information visit the city's website or to schedule an appointment, please contact the Executive Director, at CRADirector@DeFuniakSprings.net.

1.4. The Secretary of the Interior's Standards for the Treatment of Historic Properties

The Secretary of the Interior's Standards for the Treatment of Historic Properties (Department of Interior regulations, 36 CFR 68) are federal guidelines that describe how appropriate alterations and new construction should be completed on historic buildings. Their purpose is to help building owners, managers, architects, contractors, preservation specialists, and reviewers understand what to consider before starting any changes or repairs to a historic property.

The Secretary of the Interior identifies four primary approaches to working with historic buildings: **Restoration**, **Preservation**, **Rehabilitation**, and **Reconstruction**. When a historic building has been poorly maintained or has lost important original features, it is especially important to determine which approach – or combination of approaches – should be used before work begins. These Standards focus primarily on rehabilitation projects; for other types of work, refer to the Secretary of the Interior's Standards for Restoration or Standards for Preservation.

The **Standards for Rehabilitation** (Department of Interior regulations, 36 CFR 67) are a specific set of rules within these federal guidelines. They are legally required for projects using the federal Historic Rehabilitation Tax Credit and are also commonly used by local historic district commissions across the country. These standards are to be applied to individual projects in a practical way, taking into account what is technically possible and financially reasonable. The standards are as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Figure 5: Streetscape along Circle Drive in the DeFuniak Springs Historic District, c. 1914.

Chapter 2. Preservation in DeFuniak Springs

2.1. Brief History of the City of DeFuniak Springs

For thousands of years, the area now known as DeFuniak Springs and Walton County was inhabited by the Muscogee and Euchee peoples. The first sustained European contact occurred between 1763 and 1783, when the region was part of British West Florida. During this period, British settlers became the first English speaking residents to establish permanent settlements in the area, with most primarily farmers and fishermen living along the southern coastal portion of the county. Around 1820, Scottish settlers from the Carolina backcountry moved inland and established communities in what would later become the DeFuniak Springs area.

On March 4, 1881, the Florida State Legislature incorporated the Pensacola and Atlantic Railroad, prompting a survey team led by W. D. Chipley to depart from Pensacola to map the railroad's route. During the survey, the team encountered what would later become Lake DeFuniak. Chipley declared the location ideal for a town and designated it as a future stop along the railroad. The area was officially named Lake DeFuniak in honor of Frederick DeFuniak, who was then president of the Pensacola and Atlantic Railroad. In 1891, the railroad became a subsidiary of the Louisville and Nashville Railroad.

Chipley, T. T. Wright, C. C. Banfill, W. J. Van Kirk, and several others worked to transform a small railroad stop into a town by forming the Lake DeFuniak Land Company in 1885. They began selling real estate and experimenting with ways to attract visitors to the health and hunting resort they envisioned. In 1883, while attending the Chautauqua Institution in New York, Van Kirk learned that its leaders were seeking a winter location to extend their program. After meeting with Chautauqua organizers and returning to Lake DeFuniak, the group decided the program would be an ideal attraction to draw people to the new village. Chautauqua was a national adult education and social movement that brought lectures, entertainment, and cultural programming to communities,



Figure 6: DeFuniak Springs Railroad depot, c. 1908 (Source: Florida Memory).



Figure 7: Lake DeFuniak, one of two spring-fed lakes in the world that is nearly perfectly round (Source: Florida Memory).

featuring speakers, teachers, musicians, preachers, and other prominent figures of the era. The movement reached its peak in the late nineteenth and early twentieth centuries.

In 1885, the Florida Legislature approved the incorporation of the Florida Chautauqua Association, and in 1885 Lake DeFuniak officially opened its resort campus for a seasonal, multi week event known as the Florida Chautauqua Assembly. Modeled after the New York Assembly, the program featured a season of lectures, classes, and performances and became known as the Winter Assembly in the Land of Summer. The campus included a hotel, amphitheater, college building, residences, and an auditorium. The Florida Chautauqua Association operated in DeFuniak Springs, which was renamed Lake DeFuniak in 1886, until 1936, with its final annual Assembly held in 1928.

During its early years, DeFuniak Springs became known as the educational center of the South. The Florida Teachers Association was founded in the town in 1886. In 1887, the state established the State Normal School in DeFuniak Springs as a free college for training teachers, and it operated there until 1905. McCormick University was also founded in the town but operated only from 1886 to 1888, when its buildings were destroyed by a hurricane. Palmer College was established in 1907 and remained in operation until 1936. DeFuniak Springs was also home to DeFuniak Business College, a preparatory school for the State Normal School, and the Thomas Industrial Institute (1913-1924).

After the Chautauqua movement ended, DeFuniak Springs remained a destination for those seeking cultural enrichment. Many of the qualities that made the town popular in its early years are still present today. It continues to be a quiet, friendly community that hosts cultural events such as the Florida Chautauqua Assembly, Florida Chautauqua Theater, Grit and Grace, and various arts and crafts organizations, all contributing to a strong sense of community. The historic streetscape and many of its buildings have changed very little over time.

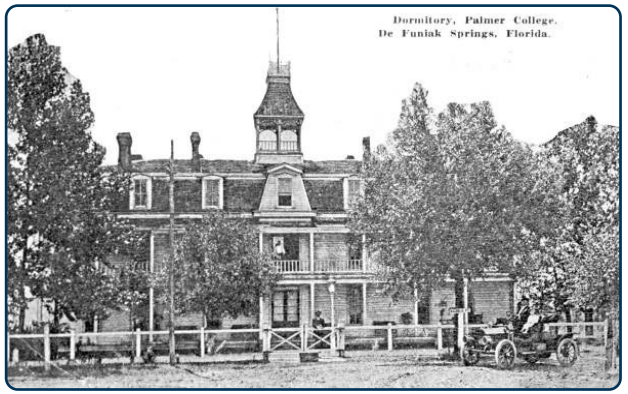


Figure 8: A dormitory for Palmer College, c. 1914 (Source: Florida Memory).



Figure 9: The Chautauqua Auditorium seen across the lake, c. 1937 (Source: Florida Memory).

2.2. National Register of Historic Places and Local Designation: Districts and Individually Listed Resources

The National Register of Historic Places is a list maintained by the National Park Service which contains historical or archaeological properties including buildings, structures, sites, objects, and districts, that are considered worthy of preservation because of their local, statewide and/or national significance. Nominations for properties in Florida are submitted to the National Park Service through the Florida Department of State's Division of Historical Resources. Florida has over 1,700 listings on the NRHP, including 295 historic districts and 175 archaeological sites. There are more than 50,000 sites contributing to the National Register of Historic Places in Florida.

Under federal law, owners of private property listed in the NRHP are free to maintain, manage, or dispose of their property as they choose, provided that there is no federal involvement. Local governments can adopt a historic preservation-zoning ordinance, which enables them to designate properties and districts of historical or architectural significance. Local designation provides protection of character-defining exterior features of a property. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

The City of DeFuniak Springs currently has one National Register designated historic district (DeFuniak Springs Historic District) and three locally designated historic districts (DeFuniak Springs Historic District, Dorsey Avenue Historic District, and Downtown Business District). The three locally designated historic districts are all subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code. The following is a list of individually listed properties on the National Register of Historic Places within DeFuniak Springs. Those highlighted are located within the boundaries of the locally designated DeFuniak Springs Historic District.

- Perry L. Biddle House,
  203 Scribner Avenue
- **Chautauqua Hall of Brotherhood**,
  95 Circle Drive
- **Lakeside Hospital**,
  1290 Circle Drive
- **Sunbright**,
  30 Live Oak Avenue West

a) Contributing vs. Non-Contributing Designation

Boundaries of historic districts contain both contributing and non-contributing resources. "Contributing" is a classification applied to a site, structure, or object signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance. Contributing resources include buildings that are of a historic age and retain enough of their original building features (windows, siding, doors, trim, etc.) to "read" as a historic building.

Buildings considered "non-contributing" include those that have been significantly altered or erected outside the historic period. Because non-contributing properties do not have architectural elements which contribute to the historic character of the district, there is more flexibility over changes to a non-contributing property when the Planning Director reviews COA applications. Non-contributing properties within the historic districts of DeFuniak Springs are still required to submit an exterior work application because alterations to non-contributing properties still have the potential to adversely affect the district as a whole.

A building may be considered **non-contributing** to a historic district if:

- It was built after the district's historic period.
- It has been moved from its original location.
- Too many of its original features have been removed or changed, such as windows, doors, porches, roof details, or decorative trim.
- Changes have altered the building's original shape or size.
- Modern materials or designs do not match the building's historic character.
- Additions or alterations overpower or hide the original building.
- It no longer looks or feels historic because of the changes made.
- It does not fit visually with the surrounding historic buildings.



Figure 10: Before (top) and after (bottom) example of how the loss of building's character-defining details - in this case the removal of a residence's original cornice dentils, windows, part of the chimney stack, and the enclosure of its porch - damages the integrity of a historic building and could result in it no longer contributing to a historic district.

b) Local Historic Districts in DeFuniak Springs

DeFuniak Springs Historic District

The DeFuniak Springs Historic District is primarily residential, but it also includes numerous commercial, institutional, and religious buildings, as well as a historic railroad depot and a meeting hall.

The district's contributing resources are significant for both their architectural character and historical associations. Many buildings are two- and one-half stories tall, though some are smaller in scale. Vernacular wood and masonry construction predominates, with notable examples of Neo-Classical Revival, Colonial Revival, Gothic Revival, Queen Anne, and Craftsman architecture.

The historic development of the district spans from 1884, when the earliest surviving building was constructed, through 1940, marking the end of Depression era growth, which slowed with the onset of World War II. Although several small subdivisions were created within the original block and lot system, the historic landscape remains largely intact.

The commercial area north of the railroad tracks emerged in the late 1880s and suffered several devastating fires in the late 1890s. During the following decade, new brick buildings were erected, resulting by 1912 in a substantial commercial corridor along Baldwin Avenue and the secondary streets extending north from it. The Tappan Brothers Construction Company, established in DeFuniak Springs around 1895, was responsible for many of these buildings. Construction in the commercial district accelerated during the first decade of the twentieth century.

Residential development expanded alongside the growth of the commercial district and the extension of city services during the first two decades of the twentieth century. Many of the prominent homes surrounding Lake DeFuniak date from this period. The financial success of the Florida Chautauqua also enabled the Association to construct the **Chautauqua Hall of Brotherhood** in DeFuniak Springs in 1910.

Downtown Business District

The commercial core of the DeFuniak Springs Historic District was made a locally designated historic district and designated a Florida Main Street Community in 2017 by the Florida Secretary of State. This initial five-block area makes up the Downtown Business District, bound by US Highway 90 to the north, N 5th Street to the east, Baldwin Avenue to the south, and N 10th Street the west. A boundary enlargement has extended the north boundary to Sloss Avenue as the city continues to invest in revitalizing the historic Downtown Business District to help grow the community through arts, culture, and thriving businesses.

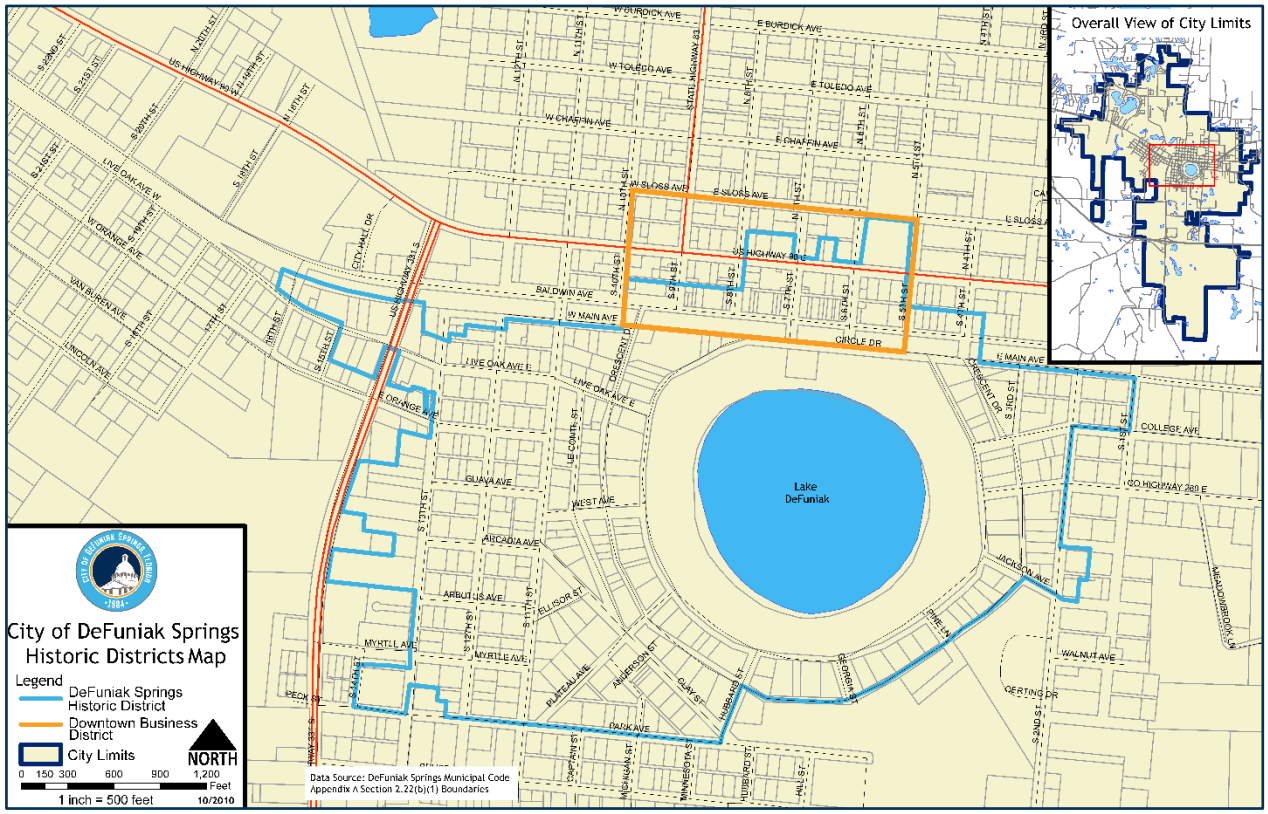


Figure 11: Map of the locally designated DeFuniak Springs Historic District and Downtown Business District.

Dorsey Avenue Historic District

In 2023, the city established the locally designated Dorsey Avenue Historic District, recognizing a historically significant area noted for its well-preserved cultural heritage. The district encompasses approximately 130 acres and is primarily residential, while also including numerous early to mid-twentieth century commercial and recreational buildings. Historically, these included a grocery store, barber shop, restaurant, dance hall, and theater.

The district's contributing resources are significant for their historical connections to the African American community, particularly centered around the Tivoli School, from its construction beginning in 1912 through the 1960s, following school desegregation. Most surviving buildings are one- to two-stories tall and feature wood and masonry vernacular architectural styles, with a few examples of Craftsman-style residences.

African American children were required to attend racially segregated schools until 1954, when the Supreme Court declared segregation in education unconstitutional. This system often left African American children with limited educational opportunities due to chronic underfunding of their schools. In response, Booker T. Washington of the Tuskegee Institute and Julius Rosenwald, philanthropist and president of Sears Roebuck, helped build over 5,000 schools, workshops, and teacher homes across the South in the early twentieth century, primarily to educate African American children.

According to records at Fisk University in Nashville, Tennessee, the Rosenwald Fund helped build five schools in Walton County: Black Branch, Bruce Creek, Mt. Zion, St. Johns, and DeFuniak Springs (originally called the School for Colored and later renamed Tivoli). The School for Colored in DeFuniak Springs first opened in 1912 as an elementary and junior high school. The Rosenwald school in DeFuniak Springs, constructed between 1923 and 1924, was funded primarily by the Rosenwald Fund and the local African American community. The Rosenwald Project developed standardized "Community School Plans" to streamline school design and construction across the South. These plans were based on the number of teachers a school would employ, which reflected the needs of the community. The original School for Colored in DeFuniak Springs was built to accommodate four teachers, and later two additional rooms were added, creating a six-teacher type school. Teacher housing was also developed during this period along the railroad tracks north of the school.

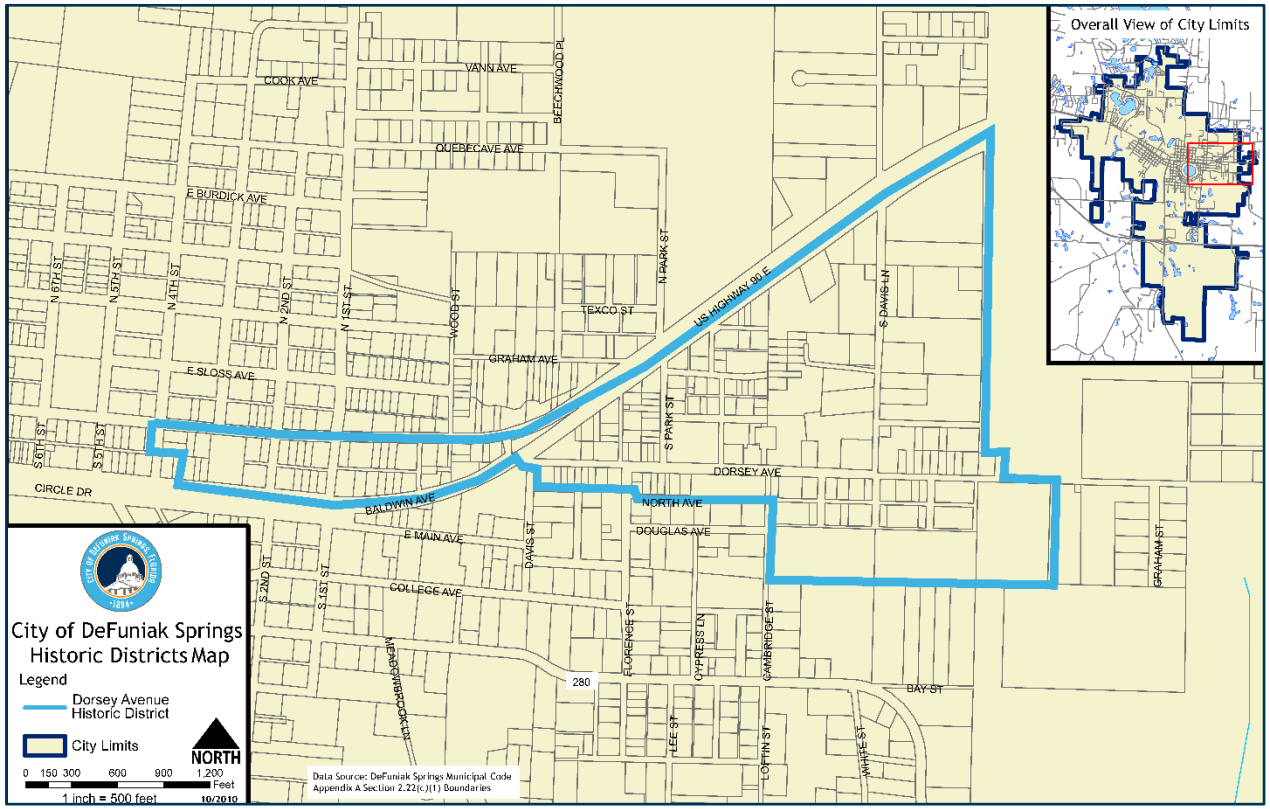


Figure 12: Map of the locally designated Dorsey Avenue Historic District.

Chapter 3. Architectural Style Guide

3.1. Introduction

Historic buildings are frequently characterized according to type, form, and architectural style. Building type refers to the classification of a building based on its use and characteristics, while building form refers to its physical shape, size, and arrangement. Building types can be residential or commercial, for example, while building forms can be rectangular, square, or circular. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular, and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

Few structures display all the characteristics of a particular style, and many buildings exhibit eclectic details from a mix of styles. Architectural styles are grouped into two categories: vernacular and high style. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture. The following sections have been adapted from *A Field Guide to American Houses* by Virginia Savage McAlester.

> "**Vernacular**" architecture encompasses buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. These local variations in historic architectural styles often occurred when carpenter-builders and designers combined vernacular forms, pattern book designs, and their own ideas. Often these structures are designed and built by individuals who were influenced by local climate, available building materials, and contemporary architectural fashions and styles.
>
> "**High Style**" refers to structures built according to the doctrines of a specific, readily identifiable, national or regional architectural style, such as Queen Anne or Second Empire, and are designed by professional architects and builders or derived from architectural guidebooks. Designers of high style buildings were often strongly influenced by contemporary trends, fashions and academic principles.

While there are some examples of high style architecture in the DeFuniak Springs Historic District, primarily along Circle Drive, the majority of historic buildings within DeFuniak Springs are constructed in vernacular styles.

3.2. Building Types and Forms

A building's type is defined by the function of the property. The following are types found within the DeFuniak Springs Historic District and Downtown Business District:

1. **Residential buildings** include single-family homes and multi-family homes, such as apartments and duplexes. The majority of historic buildings in the DeFuniak Springs Historic District and Dorsey Avenue Historic District are residential building types.
2. **Commercial buildings** are buildings that are used for business purposes, such as stores, offices, restaurants, and banks. Most historic buildings in the Downtown Business District are commercial building types.
3. **Institutional buildings** are buildings that serve a community and provide public services and include government buildings, libraries, and museums.

Other building types that are found in the DeFuniak Springs historic districts include **educational**, **recreational**, and **religious** buildings, such as schools, theaters, churches, and other places of worship.



Figure 13: From left to right, examples of typical residential, commercial, institutional, and religious buildings found in the DeFuniak Springs historic districts.

Residential Building Forms

Single Pile

The Single Pile house, also called an "I-House," is traditionally three bays wide, one room deep, and two stories tall with a side- or front-gabled roof. It has a symmetrical façade, often with end chimneys and a front porch. On the interior, it typically has a central hall flanked by rooms. It is a common type of vernacular home with many of these homes often enlarged with rear ell additions, and the front porch was often updated to suit changing architectural fashions. Gothic Revival, Queen Anne, and Italianate variations are common.



Figure 14: Example of a residential Single Pile building type in DeFuniak Springs.

Double Pile

The Double Pile house, like the I-House, is typically three to five bays wide and two stories tall with a rectilinear shape and side-gable roofline. The Double Pile house is defined by its two-room depth. It follows one of the most common domestic floor plans found in the United States, the "Hall and Parlor" plan, in which a central hall with staircase is flanked by pairs of rooms on each side. The double pile form is most closely associated with the Georgian and Federal styles but was also commonly ornamented with Greek Revival, Gothic Revival, Italianate, Colonial Revival, and Classical Revival style details. It is also commonly found in its simple vernacular form with little stylistic detail.



Figure 15: Example of a residential Double Pile building type in DeFuniak Springs.

Gable-Front

The Gable-Front house is another common vernacular form. Characterized by its simple, front-gabled roof, the Gable-Front house type is typically rectangular or square in form. The narrow form of the Gable-Front type was well suited to narrow lots and the type is commonly found in urban neighborhoods and towns. Like other vernacular forms, this type may be found unornamented or with applied ornamentation from a variety of architectural styles.



Figure 16: Example of a Gable-Front building type in DeFuniak Springs.

Gable-Ell

The Gable-Ell house is typically two stories and is characterized by a gable-front central mass with an intersecting wing (the "ell") placed perpendicularly, creating an L shaped plan. The long side of the ell is typically oriented towards the street, and a porch is often located at the juncture of the two wings. Like the other building types mentioned, the Gable-Ell house was often ornamented with Victorian-era details, and the porch was commonly updated to reflect changing tastes and architectural fashions.



Figure 17: Example of a Gable-Ell building type in DeFuniak Springs.

Florida Cracker

The Florida Cracker is characterized by its low-slung appearance, large front porch, wood frame, raised foundation, and gable or hipped roof. While the traditional "cracker box" refers to a smaller, one-story structure, Florida Cracker buildings encompasses both one and two-story variations, all sharing features designed for the subtropical climate.

The name “cracker” refers to colonial-era English and French pioneer settlers and their descendants who constructed this vernacular building form to protect them from the elements through utilizing large outdoor porches and large windows (with shutters) to help try to cool homes during the long hot season in these low latitude subtropical climates. These homes were widespread in the 19th and early 20th century and were typically constructed from local trees and materials.



Figure 18: Example of a residential Florida Cracker building type in DeFuniak Springs.

Bungalow

The Bungalow was a common house type in the U.S. and examples can be found dating to the 1900s through the 1940s. Bungalows are one to one-and-a-half stories and are compact in size. These houses typically have projecting eaves, multiple gables, asymmetrical façades, and low-pitched roofs with large dormers and integrated porches. Bungalow is most commonly associated with the Craftsman style, and it was widely popular for use in both rural and urban settings. Prefabricated versions were also available as “kit houses.”



Figure 19: Example of a residential Bungalow building type in DeFuniak Springs.

Ranch

The Ranch building type was created in California in the mid-1930s. It gained popularity in the early 1940s and dominated American single-family housing throughout the 1950s and 1960s. Ranch houses are characterized by their asymmetrical one-story "rambling" forms. Their forms maximize width instead of depth and often incorporate built-in garages to that end. They often feature low-pitched gable or hipped roofs. Private rear porches are common instead of the more public front or side porches seen in earlier housing examples. Details including the use of shutters and porch supports taken from the Colonial Revival style (McAlester 1984, 479).



Figure 20: Example of a residential Ranch building type in DeFuniak Springs.

Commercial and Institutional Building Forms

One-Part Commercial Block

This building type is a single story and was typically constructed in urban settings to house retail shops, banks, or restaurants. These buildings tend to be wider than they are tall and feature large windows to display the goods provided inside. One-part commercial block type buildings often feature recessed entrances, and decorative cornices or parapets on the façade.

This type represents the majority of the DeFuniak Springs buildings in the main commecial corridor and several in the Dorsey Avenue Historic District.



Figure 21: Example of a One-Part Commercial Block building type in DeFuniak Springs.

Two-Part Commercial Block

Two-Part Commercial Block (1850s-1950s) This building type is common throughout the United States. These buildings are two to four stories in height and divided into two distinct parts based on interior uses. Public spaces such as storefronts, lobbies, or restaurants are located at ground level, with private spaces, such as apartments or offices on the upper stories.

This type is not as common in DeFuniak Springs but is still represented.



Figure 22: Example of a Two-Part Commercial Block building type in DeFuniak Springs.

Vernacular Storefront

The vernacular commercial storefront of the late 19th and early 20th centuries commonly appears as the first-floor level of the one- and two-part commercial block building types. These storefronts feature large windows for the display of goods and a recessed main entrance which may be centered or aligned to one side of the building.

The majority of DeFuniak Springs' historic commercial buildings within the DeFuniak Springs Historic District and Downtown Business District feature vernacular storefronts.



Figure 23: Example of a Vernacular Storefront building type in DeFuniak Springs.

Temple Front

Temple front buildings have facades which mimic the temples of Greek and Roman antiquity. Rather than having been developed for commercial use as the other building types listed here, the temple front was most often used on religious, civic, and institutional buildings. A common exception is bank buildings, which, prior to the mid-19th century, often had little in common with other commercial buildings in terms of appearance.

This type is not as common in DeFuniak Springs but is still represented in a few institutional and religious building forms.



Figure 24: Example of a Temple Front institutional building type in DeFuniak Springs.

3.3. Architectural Styles

The following section describes each of the major architectural styles, including vernacular styles, observed in the historic districts of DeFuniak Springs with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester. The architectural styles for a large portion of the DeFuniak Springs Historic District have been previously identified and can be found in the National Register of Historic Places nomination form for the DeFuniak Springs Historic District.

Frame Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. Frame Vernacular buildings use wood as the dominant structural and exterior elements. Craftsman and builders constructed these buildings using balloon framing techniques. This type of construction used corner posts and horizontal members consisting of two-by-four posts nailed together. Floors were hung on the wall studs, and, on multi-story buildings, the wall studs rose continuously from the floor to the roof. Window treatments range from original double-hung sashes and casements to replacement metal awning, jalousie, and fixed windows.

Frame Vernacular construction was very common in the United States from the late 1800s through the 1940s. Many Frame Vernacular houses built in the late 1910s and 1920s demonstrate Craftsman style elements including exposed rafter ends and wide, overhanging roof eaves. These houses are still modest and demonstrate less details and ornamentation than Craftsman style houses. Examples of Frame Vernacular houses from the 1930s and 1940s are even more restrained than their forerunners and display modest roof overhangs and even fewer decorative elements. Vernacular style structures have single-pile, double-pile, gable-front, and gable-ell floor plans and are one or two-stories in height.

Frame Vernacular is the most common style in the DeFuniak Springs Historic District and the Dorsey Avenue Historic District, with most of the Frame Vernacular buildings being residential.



Figure 25: Examples of more elaborate Frame Vernacular residences within the DeFuniak Springs Historic District.



Figure 26: Examples of more simple Frame Vernacular residences within the DeFuniak Springs Historic District and the Dorsey Avenue Historic District.

Masonry Vernacular

Examples of the Masonry Vernacular style are seen throughout the historic districts of DeFuniak Springs in both residential and commercial buildings. Similarly to the Frame Vernacular style, Masonry Vernacular buildings tend to be simple, largely unadorned, and constructed out of easily accessible materials. These buildings utilize simple masonry construction techniques common to Western architecture.

The advent of ready-mixed concrete revolutionized building techniques after 1920. Buildings constructed after this time (especially commercial buildings) used concrete blocks as the main structural element. Concrete blocks provided the same amount of strength as other traditional masonry units but were lighter and less expensive (McAlester 1984, 38). In order to enhance the exterior appearance, the concrete block was often covered in a veneer of brick or stone, painted or, reticulated block was used.

The typical historic commercial building in the historic districts of DeFuniak Springs features a Masonry Vernacular design with a rectangular footprint. Roofs are typically flat, and some buildings have stepped or flat parapets. Brick is the common exterior wall surface with many walls embellished with decorative corbeling and panels. Storefronts historically contained cast iron posts, transoms, fixed plate glass, wood kick panels, and lighted entrances but this original detailing has been removed from some buildings. Poured concrete is a typical foundation.

Residential masonry vernacular building designs are often derived from widely circulated house plan books. Roofs are usually gabled or hipped. Exterior materials are usually brick or stucco with wooden trim.



Figure 27: Above are examples of commercial and residential Masonry Vernacular style buildings in the historic districts of DeFuniak Springs.

Gothic Revival

The Gothic Revival style emerged from the Picturesque/Romantic Movement and was popularized in the pattern books of Andrew Jackson Downing. It was the earliest of the Victorian styles to challenge classical norms. The Romantic Movement lauded the art, literature, and architecture of Christian medieval times which is reflected in the style. The architectural movement abandoned the symmetry and order of Classicism in favor of asymmetry and variety in texture and color.

The Gothic Revival style became popular in America in the mid-nineteenth century (circa 1830-1860), reaching its peak in the 1830s and 1840s. Civic and religious examples of Gothic Revival tended to follow High Gothic examples and were more authentic. The popularity of Gothic Revival houses faded in the late nineteenth century. The Gothic Revival style remained popular for civic, religious, and educational buildings well into the twentieth century.

Common character-defining features of the Gothic Revival style include:

- One or two-stories
- Pointed arches
- Towers
- Steeply pitched rooflines
- Focus on verticality
- Crenellation/crenellated parapets
- Leaded stained glass
- "Gingerbread" detailing, lace-like spandrels



Figure 28: This is the sole example of a Gothic Revival building in DeFuniak Springs Historic District.

Folk Victorian

The Folk Victorian style is less elaborate than high Victorian styles such as Queen Anne. It is characterized by the presence of Victorian era decorative detailing on simple folk house forms. These simple houses tend to mimic higher Victorian style dwellings while remaining more affordable.

The Victorian details (often referred to as "gingerbread" detailing) used in Folk Victorian houses are most commonly applied to the porch and cornice line. Folk Victorian houses often have symmetrical façades and a lack of textured and varied wall surfaces unlike the true Queen Anne style houses they mimic.

Multiple examples of the Folk Victorian style are present in DeFuniak Springs and are most often seen on Bungalow, Double-Pile, or Gable-Front building types.

Common character-defining features of the Folk Victorian style include:

- One or two-stories
- Symmetrical façade
- Lack of multiple rooflines and textured or varied wall surfaces
- Centered gable roofs often appear on side-gable or hipped pyramidal roof examples
- Decorative elements are limited to the porch and cornice line
- Unadorned window surrounds
- "Gingerbread" or spindle work detailing



Figure 29: Above are examples of Folk Victorian style buildings in the DeFuniak Springs Historic District.

Queen Anne

The Queen Anne style merged a variety of classical and medieval ornamentation. Richly decorated, Queen Anne style houses are commonly recalled with the use of the generic "Victorian" label. It was popular from the 1880s to the 1900s.

The Queen Anne style was successfully adapted to residential, commercial, and institutional uses. These buildings are typically asymmetrical in plan, and feature turrets, window bays, towers, complex rooflines, decorated chimneys, and large and ornate porches. Queen Anne style buildings typical have a variety of materials with contrasting textures. These buildings commonly used materials include brick, wood, stone, slate, and tile which were combined to create a picturesque effect.

Common character-defining features of the Queen Anne style include:

- Two or more stories
- Asymmetrical in plan
- Window bays
- Complex rooflines
- Turrets
- Towers
- Decorated chimneys
- Large and ornate porches
- Multiple wall textures and surfaces achieved with pattered shingles, different patterns or colors of brick courses, and wood siding
- Commonly painted in a mix of bold colors



Figure 30: Above are examples of Queen Anne style buildings in the DeFuniak Springs Historic District.

Colonial Revival

The Colonial Revival style emerged in the 1880s following America's Centennial celebrations which aroused civic pride and sought to restore order to what was perceived to be the Victorian excesses of American domestic architecture by borrowing heavily from early American Georgian and Federal architecture. After 1925, the restoration of Colonial Williamsburg and a rising interest in historic preservation greatly contributed to the popularity of this style, which proliferated in the U.S. through 1955. The Colonial Revival style is sometimes referred to as Georgian Revival and Dutch Colonial Revival, which are more specific subtypes of this style.

The Colonial Revival style often combines authentic colonial details with modern features on a more exaggerated scale than its 18th century models. The name "Colonial" encompasses several styles, all loosely associated with the revival of American and "old world" buildings.

Common character-defining features of the Colonial Revival style include:

- Two-stories
- Symmetrical massing
- Side gable, hipped, or gambrel roofs that often feature boxed eaves with little overhang
- Front entrance adorned with decorative pediment and pilasters
- Main entry door featuring fanlights or rectangular transoms, flanked by side lights
- Cornice frequently adorned with dentils or modillions



Figure 31: Above are examples of Colonial Revival style buildings in the DeFuniak Springs Historic District.

Neo-Classical Revival

The Classical Revival or Neoclassical style is based upon interpretations of classical Greek and Roman models, relying on order, symmetry and detail to create a composition of formal and symmetrical features. This style is adaptable to wood, brick, and stone construction and was popular in many regions of the nation. Neoclassical Revival was popular from the late 19th century through the mid-20th century. Interest in classical models was inspired by the 1893 World's Columbian Exposition in Chicago. Nearly all buildings at the Columbian Exhibition were designed based on classical precedents and were widely copied in the United States.

Common character-defining features of the Neo-Classical Revival style include:

- Two-stories
- Overall symmetry
- Low pitched roofs or flat roofs with parapets
- Entry porches with classical columns and triangular pediments, sometimes reaching two stories
- Keystone lintels over windows and doors
- Moldings and cornices featuring dentils and modillions
- Dormers
- Prominent curved or arched center windows on second stories







Figure 32: Above are examples of Neo-Classical Revival style buildings in the historic districts of DeFuniak Springs.

Craftsman

The Craftsman style emerged at the very end of the 19th century and was heavily influenced by the English Arts and Crafts Movement, which emphasized a return to traditional handcraftsmanship and the use of natural materials. It became highly popularized through pattern books and magazine depictions and was the dominant style for small houses and the bungalow building type from the turn of the 20th century through the 1930s.

The rapid growth of Florida from the 1900s to the 1930s, when the Craftsman style flourished, meant this was a commonly used style throughout the state. Multiple examples of the Craftsman style are present in DeFuniak Springs and are most often seen on Bungalow building types.

Common character-defining features of the Craftsman style include:

- One to two-stories
- Wood frame with pier or continuous block foundations
- Roofs can be front-gable, cross-gable, side-gable, or hipped and have widely overhanging, open eaves
- Roofs can feature exposed wood rafter ends, brackets, or triangular knee braces
- Weatherboard, wood drop siding, or stucco exterior walls
- Porches typically full-width and deep-set porches with a variety of porch supports







Figure 33: Above are examples of Craftsman style buildings in the historic districts of DeFuniak Springs.

Mission

The Mediterranean Revival style was part The Mission style originated with the mission churches of California established by Father Junipero Serra during the 1700s. Originating in California during the 1890s, this style flourished throughout the western United States. The style is considered the western states' equivalent of the east coast's Colonial Revival. It was popular from the 1890s–1920s. Influences from the Craftsman style and bungalow building type were evident in the smaller residential Mission style. During the early 20th century Florida also embraced its Spanish heritage using it as a source of architectural inspiration.

On a local level, this architectural style is the style most intimately linked with the 1920s Florida land boom and flourished in the state during the 1920s and 1930s. The style honored the state's Spanish heritage and could be easily modified to suit Florida's hot and humid climate.

Common character-defining features of the Mediterranean Revival style include:

- One or two-stories
- Simple form that can be symmetric or asymmetric
- Stucco exterior
- Low-pitched hip or gable roofs covered with red tiles (commonly half-round barrel tiles or interlocking pantiles)
- Square towers
- Semicircular arches commonly highlight doors and major windows



Figure 34: Above are examples of residential and commercial Mission style buildings in the historic districts of DeFuniak Springs.

Minimal Traditional

The Minimal Traditional style describes small, affordable, cottage-like dwellings constructed between the 1930s and 1950s. This style originally emerged at the height of the Great Depression and was widely adopted by architects to help address housing needs in a struggling economy. It was also well-suited to suburban tract-house developments, which appeared in the late 1930s and 1940s. The style then grew rapidly after World War II to provide housing to returning servicemen.

The Minimal Traditional style acted as an alternative to the indulgence associated with house designs of the 1920s. The houses feature little ornamentation, and many do not reflect any specific historic architectural style, however, subtle details from Colonial Revival or Tudor Revival styles can often be identified.

Common character-defining features of the Minimal Traditional style include:

- Usually one-story in height
- Simple in type but layout and design elements vary
- Roofs are commonly side- or cross-gable; roof eaves are shallow with little overhang
- Large chimney – a reference to the Tudor Revival style
- Exterior material can be brick, stone, stucco, weatherboard, or a combination
- Small entry front porch
- Subtle porch ornamentation with simple wood columns with bases and capitals.



Figure 35: Above are examples of residential Minimal Traditional style buildings in the DeFuniak Springs Historic District.

Contemporary

The Contemporary style was popular for architect-designed buildings from about 1955 to 1970. This modern era style rejected preceding styles' approach to decorative detail which focused on applied elements. These decorative details focused on apertures-windows and doors, porch supports, dormers, and wall junctions. Contemporary style buildings focus on the interior space and how it connects to the outside of the building. Architects therefore designed these buildings forms from the inside out.

In DeFuniak Springs the Contemporary style is manifested as Contemporary Ranch type houses with low pitched roof, mixed exterior materials, ribbon windows, and large groupings of windows. Other Contemporary style buildings include commercial properties used historically as autobody or repair shops or gas stations.

Common character-defining features of the Contemporary style include:

- One or two-stories
- Roofs are typically flat or gabled
- Wide roof eave overhangs
- Examples with flat roofs lack traditional detailing
- Exterior materials can be a combination of wood, brick, and stone



Figure 36: Example of a commercial building with a Contemporary style in the Downtown Business District.

Chapter 4. Design Standards

4.1. Introduction

The following design standards establish a clear and consistent framework for guiding exterior alterations to properties located within the historic districts of DeFuniak Springs. These standards are grounded in the principles outlined in the Secretary of the Interior's Standards for the Treatment of Historic Properties and are organized using a form-based code approach.

Form-based code visuals enhance community understanding of land use regulations by making them more accessible and intuitive. This visual format promotes predictable development outcomes that reflect the community's desired character and values. By defining building placement and form, these standards support the creation of walkable, vibrant neighborhoods, streamline the approval process, reduce costs, and help maintain property values.

This chapter includes standards related to streetscape elements, signage, existing buildings, and new construction. Each section is accompanied by clear visuals that property owners can reference when planning exterior changes. Owners may mark the design elements they intend to implement and submit these visuals with their Certificate of Appropriateness (COA) application. This process simplifies communication with the Planning Director and expedites COA review.

In addition to assisting property owners, this document serves as a consistent decision-making tool for current and future Planning Directors.

Note: These standards are not intended to require the reversal of past alterations that may no longer be appropriate. Instead, they are to be used as a reference for guiding future exterior modifications.

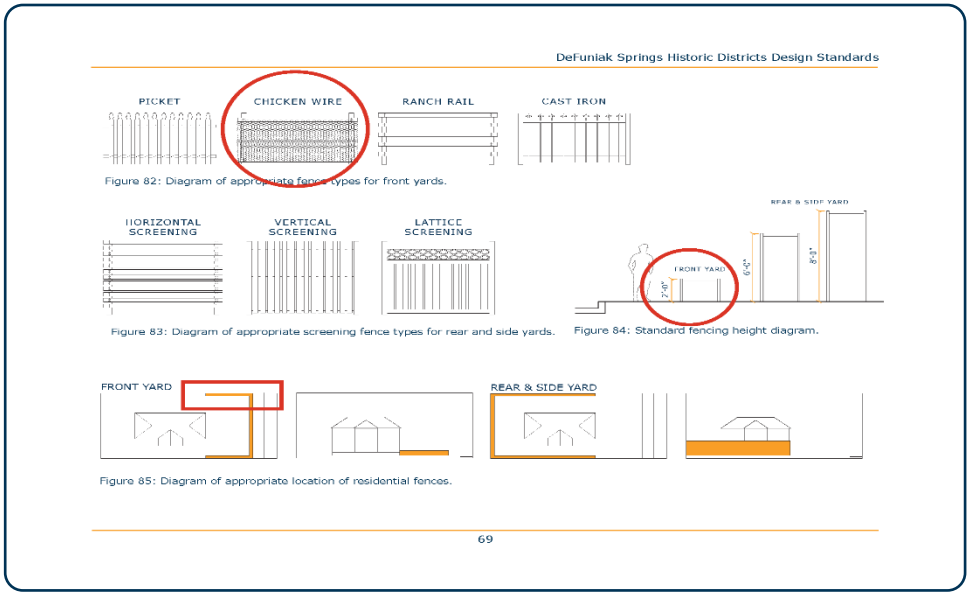


Figure 37: Example page taken from the standards illustrating the visual components that can easily be circled for reference when submitting a COA.

4.2. Streetscape Elements

Streets and sidewalks are the primary connective networks within the city of DeFuniak Springs, providing safe access for pedestrians and vehicular access throughout the historic districts and beyond. The sidewalks are typically paved in concrete, asphalt, or crushed stone. "Street fixtures" and "street furniture" are terms used to describe elements such as benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, streetlamps, fire hydrants, mailboxes, streetlights, bulletin boards, and the like found along a streetscape.

Standard Commercial Streetscape

Commercial streetscapes support high foot traffic and feature angled street parking as well as larger attached sidewalks along the roadway. Street furniture in commercial areas should promote continuity through an established color palette of whites, off-whites, subtle teal, earthy colors, and black accents.

Best Practices

- Construct new commercial buildings within the Downtown Business District that uphold established commercial streetscape standards.
- Install new sidewalks that comply with the specifications in the latest edition of FDOT's "Roadway and Traffic Design Standards."
- Place street furniture in a uniform style and consistent arrangement throughout the district.

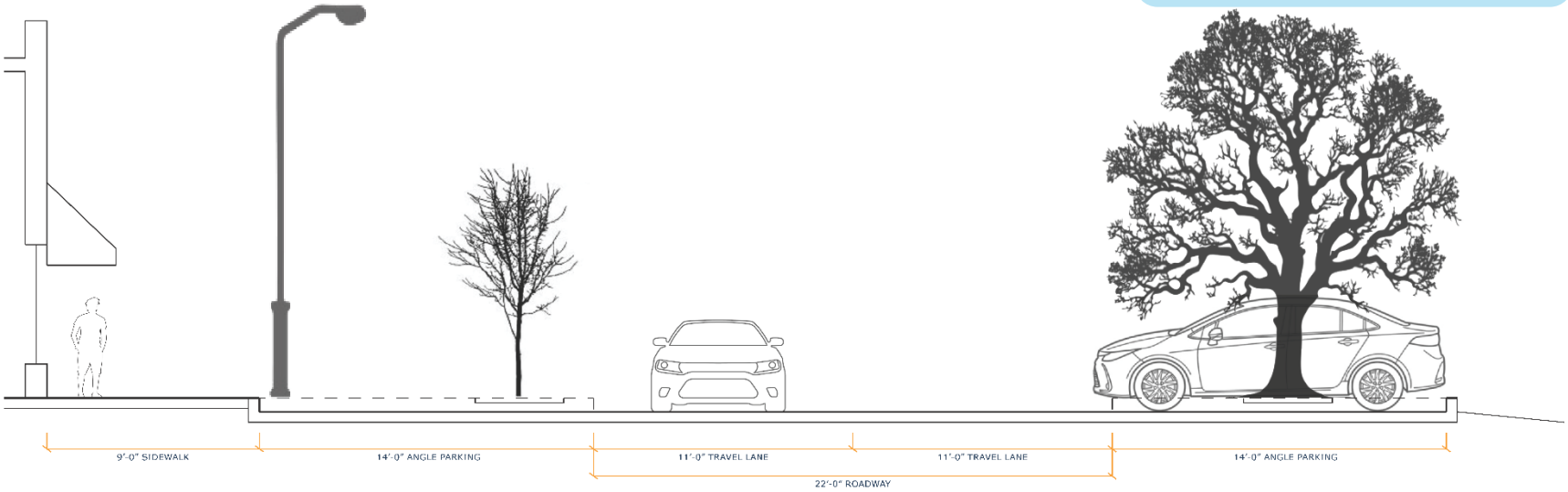


Figure 38: Diagram of typical commercial streetscape in the Downtown Business District.

Standard Residential Streetscape

The design of a streetscape defines a location and directly effects the property value of a residence. Residential streetscapes support less foot traffic then commercial areas, but accessibility remains important in DeFuniak Springs. Residential areas feature less defined street parking as many residences maintain driveways. Detached sidewalks are found throughout the residential streetscapes that are separated from roadways by green parkways, many with planted trees that provide shade and beauty.

Best Practices

- •Construct new residential buildings within the historic districts that preserve established streetscape standards.
- Install new sidewalks that meet the specifications in the latest edition of FDOT's "Roadway and Traffic Design Standards."

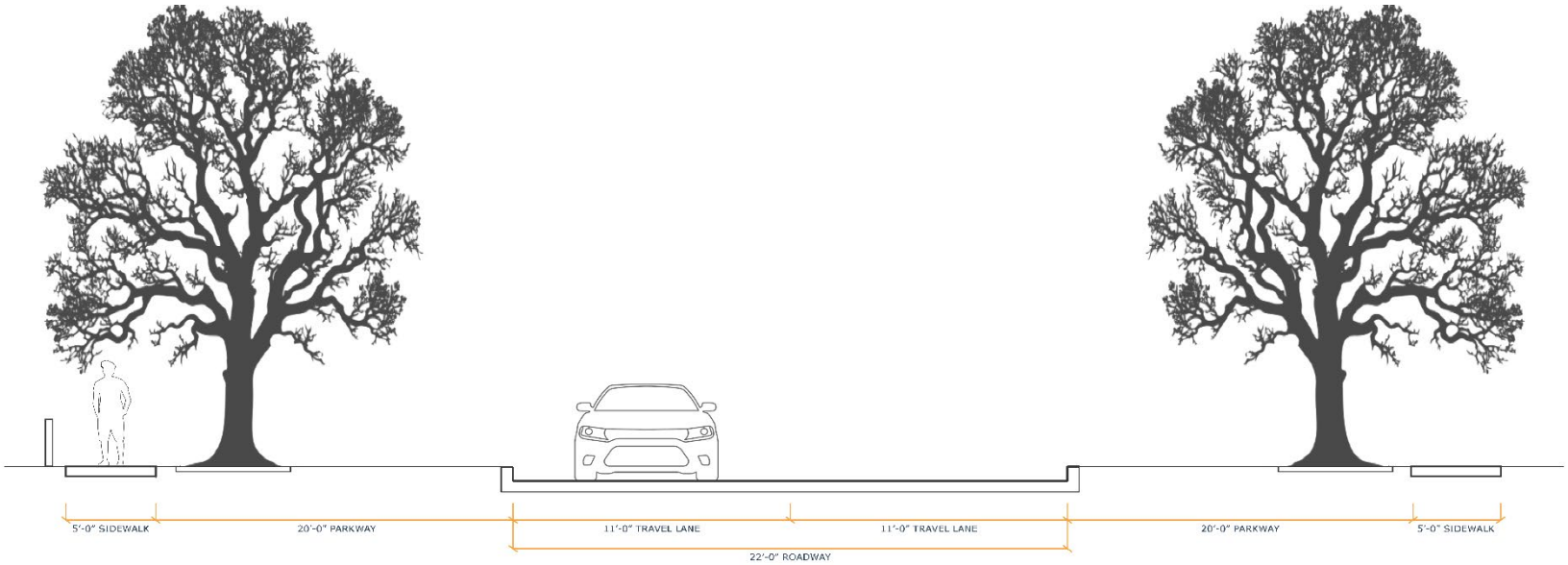


Figure 39: Diagram of typical residential streetscape.

Standard Frontage Types

Frontage types describe the space and features between a building's façade and the street, defining how buildings connect to the right-of-way. Common types include setback frontages with open yards, porch and fence frontages in residential areas, and commercial types like shopfronts and parking. The choice of frontage type depends on the desired streetscape, building use, and local zoning regulations, all which influence walkability and community character.

Common Yard

The main façade of the residence has a small-to-medium setback from the frontage line providing a buffer from the higher-speed thoroughfares. The front yard is visually continuous with adjacent yards, supporting a common landscape and working in conjunction with the other private frontages. Common Yards can be used in conjunction with the Porch frontage type.

Porch

The main facade of the residence has a small-to-medium setback from the frontage line providing a buffer from the higher-speed thoroughfares. The resulting front yard is typically defined by a fence or hedge to spatially maintain the edge of the street and helps to maintain privacy.

Shopfront

The front façade of the commercial building has no setback from the frontage line with an at-grade entrance along the public right-of-way. The Shopfront frontage also typically includes a canopy or awning element that overlaps the sidewalk along the majority of the frontage.

Parking

The main façade of the commercial or public building has no setback from the frontage line with a defined area adjacent to the sidewalk for one row of angled parking. Small setbacks and/or low plants help separate the parking area from the sidewalk.

Best Practices

- Design and construct new buildings with setbacks that align with the established front yards of neighboring properties within 150 feet: 50 to 100 feet in the DeFuniak Springs Historic District, 20 to 25 feet in the Dorsey Avenue Historic District, and zero setback for commercial properties.

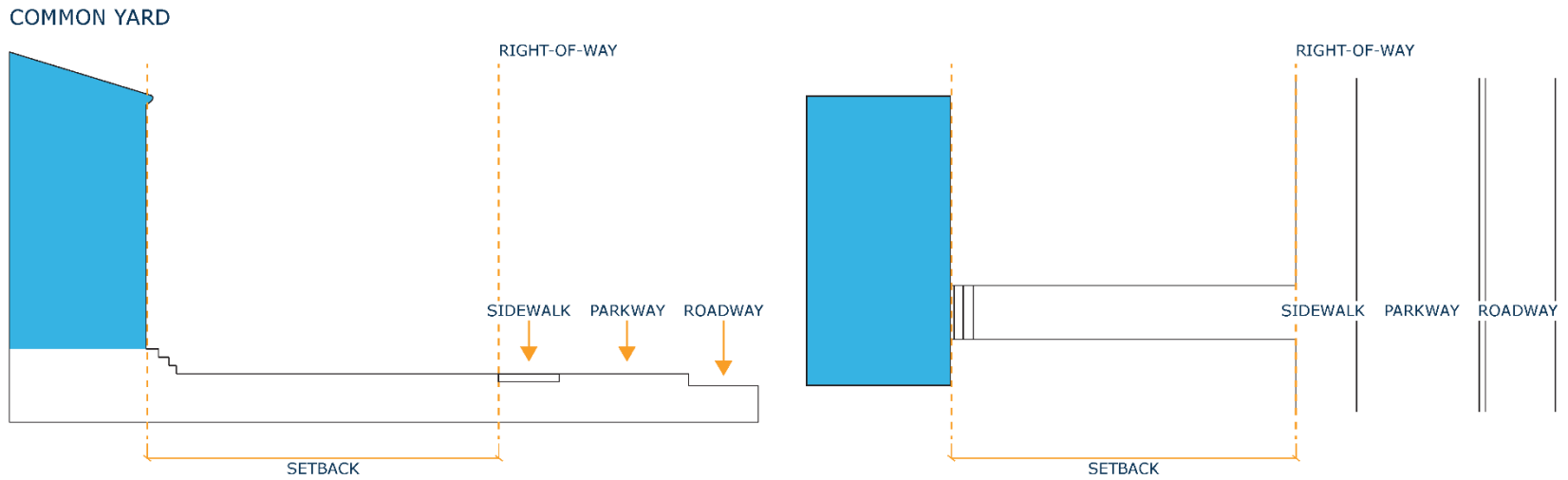


Figure 40:Frontage Type – Common Yard Diagram.

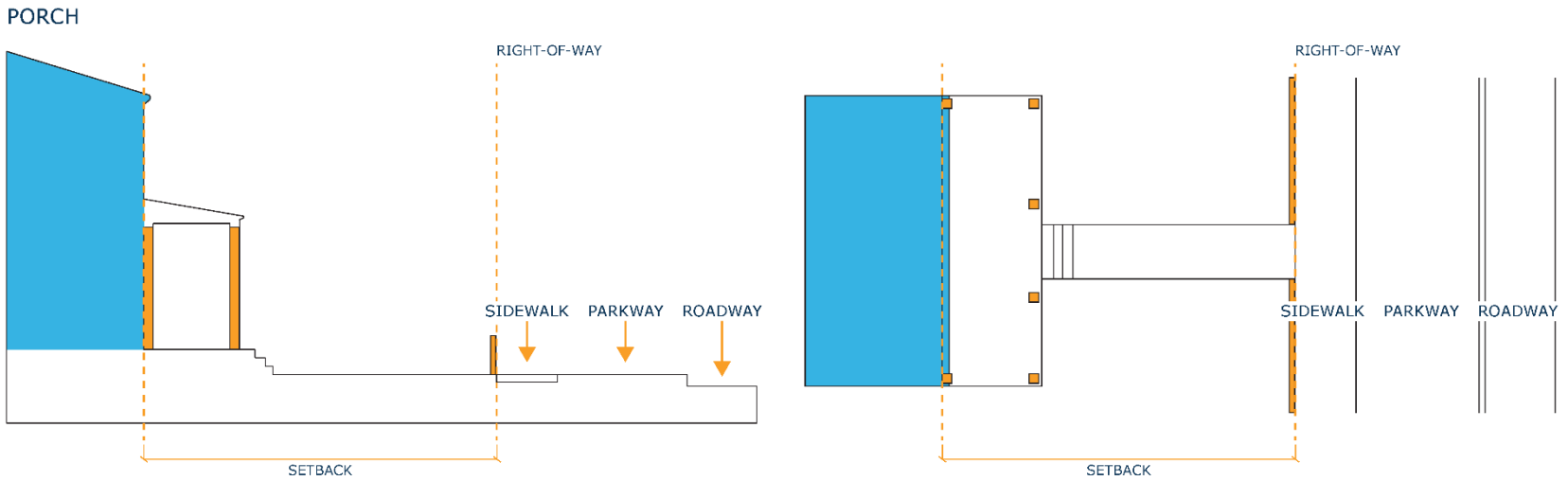


Figure 41:Frontage Type – Porch Diagram.

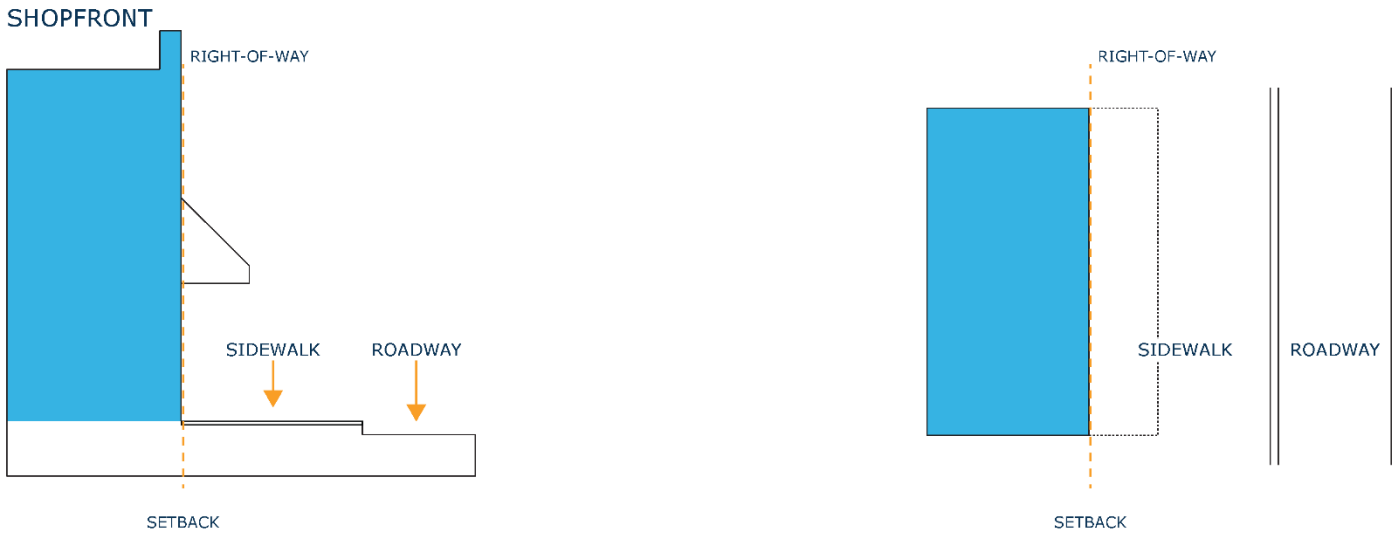


Figure 42:Frontage Type – Shopfront Diagram.

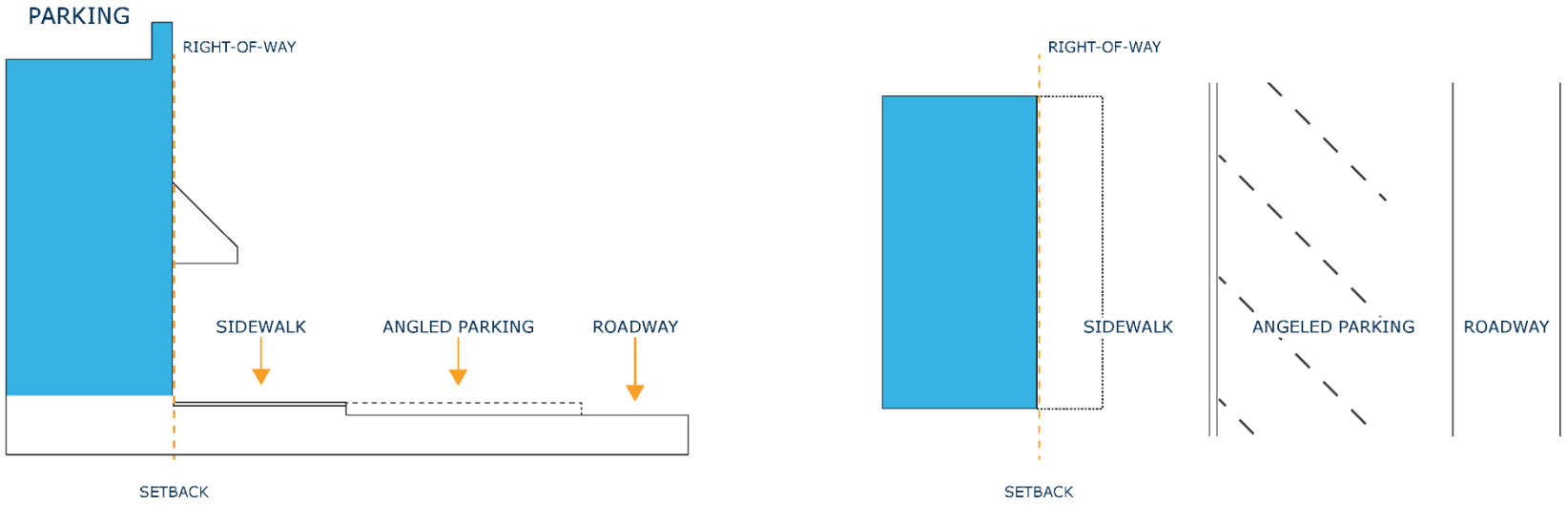


Figure 43:Frontage Type – Parking Diagram.

Standard Parking and Parking Lots

Public and private parking lots in DeFuniak Springs are important to the economic vitality of its businesses as they provide both long- and short-term parking for workers, residents, and visitors. Angled parking is located throughout the commercial corridor for visitors and patrons with private parking for workers and residents located in the rear of buildings accessible by alleys. Few surface parking lots are present in residential areas and those that are present are typically associated with religious, educational, and the occasional commercial building.

While a few existing parking areas are well designed and landscaped, most are very utilitarian in nature and thus do not contribute to the appearance of the historic districts. New parking lot designs should consider parking lot size, parking angle, pedestrian safety, accessibility, and landscaping. Typical parking lot designs include 90-degree, 60-degree, 45-degree, and 30-degree parking layouts.

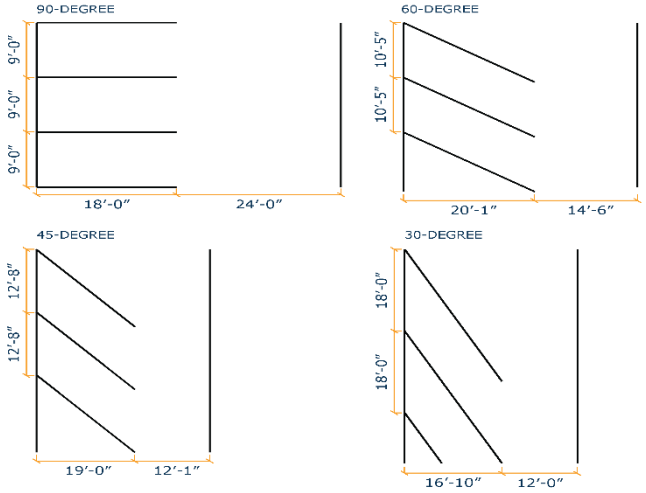


Figure 44: Standard parking lot layout dimensions.



Figure 45: Examples of angled parking lots in DeFuniak Springs.

Best Practices

- Provide adequate lighting throughout all parking lots.
- Clearly mark all parking lot entries and exits and install directional signage at appropriate locations.
- Locate surface parking for new construction behind or to the side of buildings and provide access via shared driveways or alleys whenever possible.

Standard Landscaping

Landscaped areas enhance the visual and aesthetic appearance of the city while also being important character-defining features of the historic districts. Landscaping provides appropriate barriers and relief from traffic, noise, heat, glare, and the spread of dust and debris. It also provides a more pleasant and relaxing environment that increases property values.

Planted landscaping, including lawn grasses, ground cover, canopy trees, understory trees, and shrubs, is typically perennial species capable of thriving DeFuniak Springs. Native plants require less maintenance and help prevent the spread of invasive plants while also enhancing the beauty of the natural surroundings on natural surroundings.



Figure 46: Examples of appropriate canopy trees. Left to right: Bald Cypress, Live Oak, Red Maple, Long Leaf Pine, and Crape Myrtle.



Figure 47: Examples of appropriate shrubs. Left to right: Saw Palmetto, Possumhaw Viburnum, Witch Hazel, Sweetshrub, and Florida Azalea.

Best Practices

- Replace any removed native shrubs or plantings with the same or similar species during exterior alterations.
- Plant new shade trees in locations that do not obscure significant historic features or threaten historic buildings with roots or branches.
- Include landscaping and planting plans with all new construction proposals, specifying the types of vegetation to be installed.

4.3. Signage

Standard Signage

Business signs are among the most important contemporary elements of commercial buildings. Well-designed signs contribute to the appearance of a building as well as attract customers and clients. Business signs that are poorly designed detract from the appearance of a building and the image of a business. Common problems with poorly designed business signs include excessive size, illegible graphics and typeface, poor color selection, and improper location.

All signage must comply with the DeFuniak Springs Sign Ordinance. A sign permit is required in order for a sign to be installed, constructed, altered, or relocated in a historic district in DeFuniak Springs. Sign permit application forms are available at the Community Development Department.

Standard Lighting

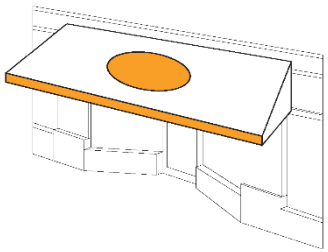
Halo lighting, in which individual letters contain lighting to illuminate the wall behind them, are appropriate for wall signs. Internally illuminated signs, particularly box or cabinet signs in which the entire surface is illuminated or neon signs, are generally not appropriate for the character of the district. Excessively bright or flashing lights and animated signs are also not appropriate for residential or commercial portions of the district. Lighting sources and associated conduit for signs should generally be concealed from view.



Figure 48: Examples of appropriate signage in DeFuniak Springs. Left to right: suspended sign; marquee and bracket signs; wall sign. Below, Pages 47-49: Types of signage.

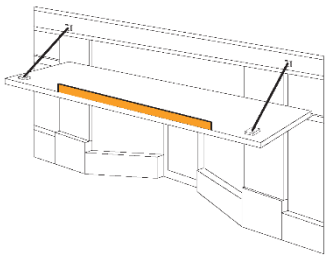
Best Practices

- Install signage without covering or damaging character-defining elements of entries or façades.
- Attach wall-mounted signs through mortar joints rather than directly into masonry units.
- Place new signage on flat, unadorned façade areas, such as horizontal bands between the storefront and cornice, windows, awning flaps, fascia, or friezes, where signs have historically been located.
- Limit the number of signs to prevent a cluttered appearance that competes with the building's historic character.



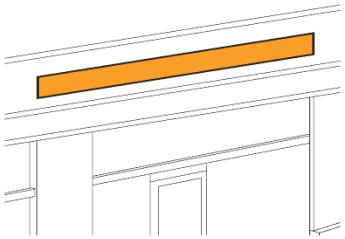
Awning Sign

This sign type is common on traditional storefronts with awnings. Awnings protect merchant wares and keep shopfront interiors shaded and cool in hot weather, but they also serve as a focal point for a commercial property's front façade. Business names and logos can be located on the slopes, returns, and valances of awnings. The most legible awning signs are designed with a color contrasting the awning background or are outlined in a contrasting color.



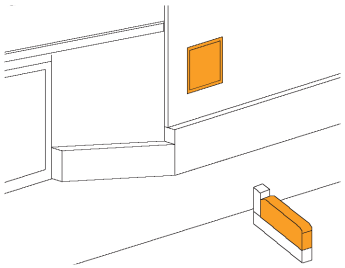
Canopy Sign

This sign type is common on traditional storefronts with canopies, both stationary and suspended. Canopies protect merchant wares and keep shopfront interiors shaded and cool in hot weather, but they also serve as a focal point for a commercial property's front façade. Signage is typically located on top of the canopy.



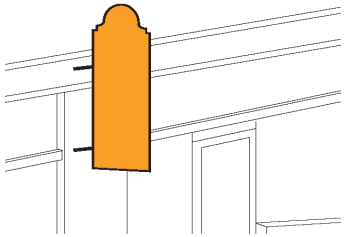
Signboard

This sign type is common on traditional commercial properties, particularly two-part commercial block buildings that were designed with a signboard area on the wall above the storefront. Signboard signs should be mounted flush on the façade centered over the entry to the business or centered in the signboard area.



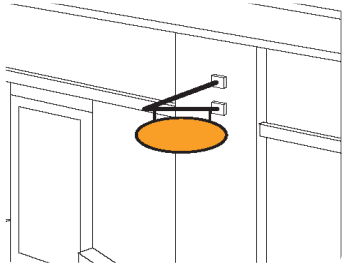
Directory Sign

This sign type provides a listing of establishments within a building or series of buildings. Directory signs are typically designed to complement the design of the entry and façade to which they are attached. They are usually mounted flush on the façade near the front entry or on a monument sign adjacent to the building entrance.



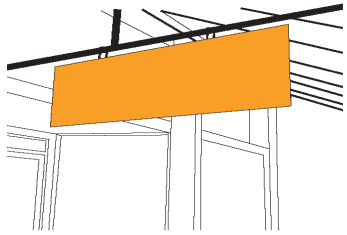
Marquee Sign

This sign type is a vertical sign that is located either along the façade, where it projects perpendicular to the façade, or at the corner of the building, where it projects at a 45-degree angle.



Hanging or Bracket Sign

This sign type is mounted perpendicular to a building's façade located above the entry to ground or upper floor businesses. These signs are small, pedestrian scaled and easily read from both sides. They may be constructed of wood, metal or other appropriate materials.



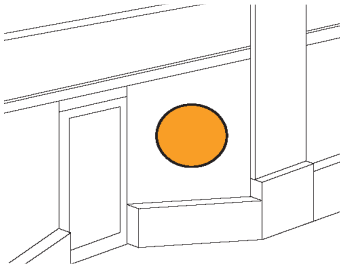
Suspended Sign

This sign type is mounted to the underside of beams or ceilings of a porch, breezeway, stationary canopy, or similar covered area. These signs are small, pedestrian scaled and easily read from both sides.



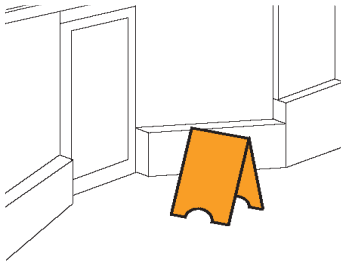
Wall Sign

This sign type is flat against the façade consisting of individual cut letters applied directly to the building or painted directly on the surface of the building. Walls signs are located on the front, side, or rear walls of a building. They may be made of metal, wood or other appropriate materials and attached to the wall.



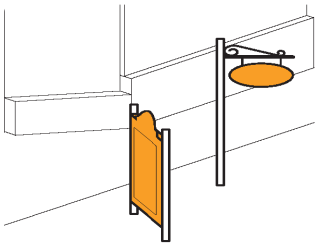
Window Sign

This sign type is professionally painted consisting of individual letters and designs or gold leaf individual letters and designs applied directly on the inside of a window; they may also be attached to Plexiglas, glass, or other transparent material and hung inside the display window. Display windows and glass entry doors are often used as locations for permanent business signs.



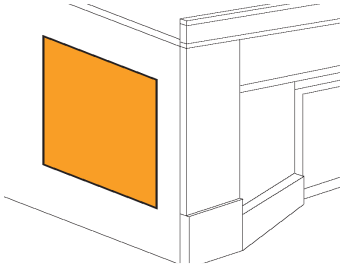
Freestanding Sign

This sign type is not attached to a building and provides secondary signage. Freestanding signs may be made of wood or metal and contain both permanent information such as the name of a business with an arrow pointing to the shop off the sidewalk, and changeable information, such as the daily menu for a restaurant or sale announcements for retail shops.



Pole/Monument Sign

This sign type encompasses a variety of signs that are not attached to a building and have an integral support structure. Two varieties include: Monument and Pole.



Wall Mural Sign

This sign type is flat against a secondary façade, typically along a side street or alley. Wall mural signs are typically painted directly on the building and contain a combination of text and graphic elements.

4.4. Accessibility, Code Compliance, and Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. While not explicitly requiring all private homes to be ADA-compliant, certain aspects of the ADA can influence accessibility considerations for private residences, particularly for public accommodations within those homes or when making renovations.

Key exterior requirements for public properties include creating accessible parking and entrances. All proposed ADA projects should also make sure that they meet the current Florida Building Code (FBC).



Figure 49: Left to right: examples of an appropriate ADA side ramp, rear exterior elevator tower, and rear exterior stair on residential and commercial buildings.

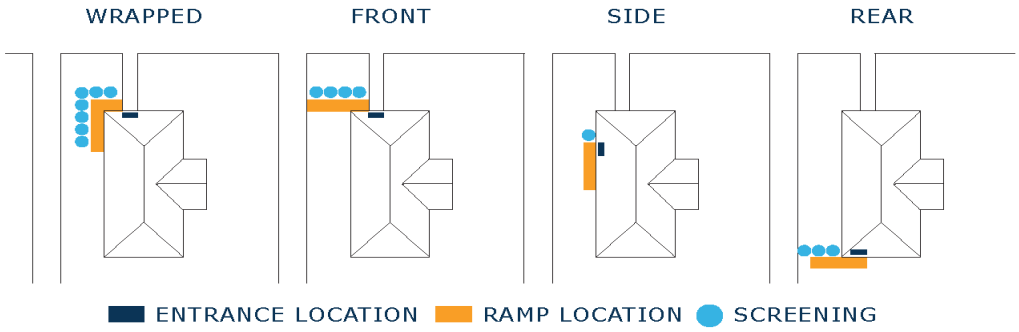


Figure 50: Examples of appropriate locations of ADA ramps on residences with landscaped screening.

Best Practices

- Design railings and ramps to be compatible with the style and materials of the existing porch or building.
- Install new handrails that comply with current FBC, ADA, and life safety standards.
- Place ramps on rear, side, or secondary elevations to preserve accessibility without compromising visibility; screen ramps located in more prominent areas.
- Locate new fire escapes, exterior stairs, or elevator towers on secondary or less visible elevations.
- Design elevator tower additions to be compatible with the building's massing, size, scale, and architectural features, while clearly indicating they are later alterations.

4.5. Exterior Materials

Standard Masonry

The majority of exterior materials used for walls in the commercial and institutional areas of the historic districts of DeFuniak Springs are painted and unpainted brick, painted and unpainted concrete block, and stucco.



Figure 51: Left to right: most masonry buildings are found in the Downtown Business District; inappropriate modern mortar replacement resulting in damaged historic bricks; new brick masonry units installed around a new accessibility door.

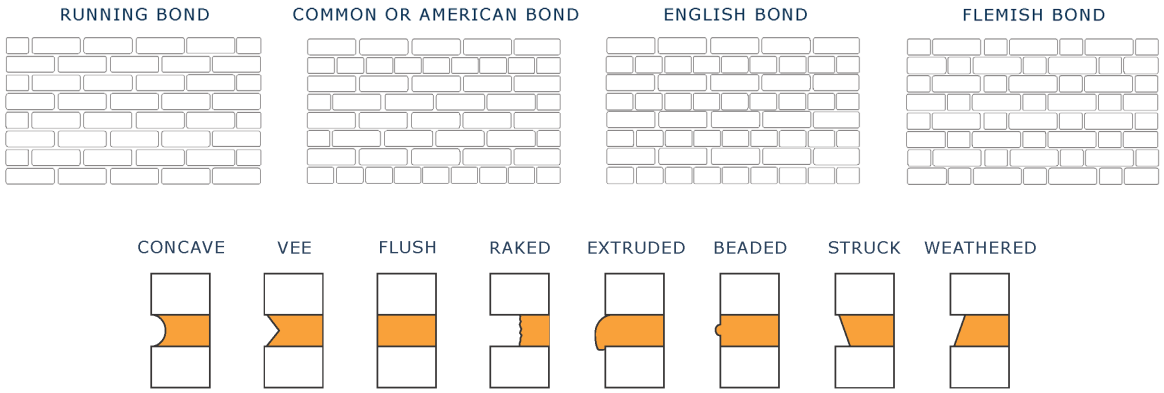


Figure 52: Examples of typical brick bond patterns and brick mortar joints.

Best Practices

- Replace deteriorated masonry in-kind or with materials that match the original in size, texture, color, and profile.
- Do not apply waterproof coatings to masonry walls, as they can alter appearance and trap moisture inside the masonry.
- Do not strip paint from historically painted masonry surfaces.

Painting Best Practices

- Confirm that repainting is necessary to protect or stabilize the damaged masonry.
- Select a highly vapor-permeable, breathable paint to prevent trapped moisture.
- Source materials from historic preservation masonry suppliers to ensure the paint is appropriate for your project.

Standard Historic Siding

The majority of exterior materials used as wall cladding on residences in the historic districts of DeFuniak Springs are siding and cladding types, including clapboard, bevel, double ogee, board-and-batten, patterned shingles, and novelty drop siding.

Board Widths

Narrower widths like 6-inch and 8-inch are the most common widths for historic wood siding like clapboard and bevel. It was also not uncommon for some siding like bevel to also feature 10-inch and even 12-inch-wide boards.

The main vertical boards installed for board and batten siding are usually a minimum of 8-inches wide with the joints covered by smaller vertical boards that are usually between 1- and 2-inches-wide.

Wood shingles were commonly sized 16-, 18-, and 24-inches long and came in widths from 6- to 13-inches.

Board Thickness

Wood siding boards are historically around 3/4-inches-thick and wood shingles typically feature a thickness of between 3/8- and 3/4-inches-thick.

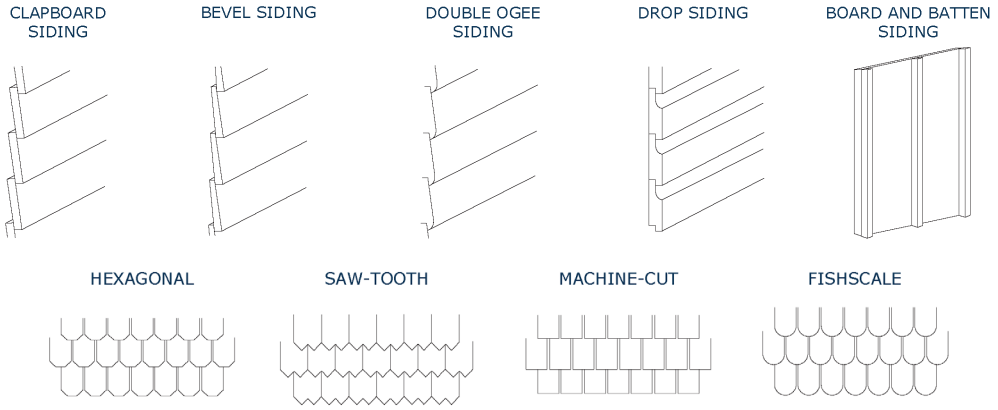


Figure 53: Examples of appropriate wood siding and shingle patterns.

Best Practices

- Replace damaged historic siding members piecemeal, using in-kind materials or substitutes that match the original in board width, length, and thickness.
- Install replacement siding without damaging underlying materials, trapping moisture, or compromising the façade's structural integrity.
- Follow hazardous material disposal guidelines when removing or replacing asbestos siding.

Painting Best Practices

- Select exterior paint that is breathable and compatible with historic materials.
- Use eco-friendly and durable paint to ensure long-lasting protection and performance.

Standard Contemporary Siding

While maintaining and preserving existing historic siding is the preferred approach in historic districts, contemporary siding replacement can be appropriate if it matches historic siding in board width, length, and thickness; covering historic details does not have nearly the negative effects as removing them.

Vinyl siding is not appropriate for historic homes because it hides or damages original materials and changes the home's historic appearance. Replacing vinyl siding with new vinyl is not allowed, even if vinyl siding was installed in the past. Homes with existing vinyl siding do not need to replace it right away if it is in good condition; however, when the siding wears out or needs full replacement, it is expected to be removed and replaced with a more appropriate material. Recommended options include painted wood siding, fiber-cement siding, or other high-quality composite materials that closely match historic siding in appearance.

The use of contemporary building materials on new construction within a historic district helps the building appear of its own time, rather than falsely historic, while still contributing to visual continuity by reflecting traditional forms and materials.



Figure 54: Example of appropriate fiber-cement siding with smooth boards that match historic board length, width, and thickness.



Figure 55: Example of inappropriate vinyl siding with incompatible board width and profile.

Best Practices

- Use smooth-finished boards that closely match the profile of historic siding; avoid wood-grain textures, as historic siding was typically planed and sanded smooth before painting.
- Lap siding joints toward the rear of the building and stagger them randomly to prevent a "stair-step" appearance; limit siding joints to long wall spans and avoid joints on elevations or wall sections shorter than 12 feet.
- Finish siding with historically appropriate paint colors, as historic siding was traditionally painted rather than stained or left unfinished.
- Allow compatible modern materials for new construction or additions, where they do not impact historic fabric or visibility from the public right-of-way.

4.6. Foundations

The foundations for historic buildings within the historic districts of DeFuniak Springs consist primarily of slab-on-grade and pier foundations.

Open Foundation Screening

Brick or concrete block pier foundations typically feature screening which includes framed lattice of crisscross design, narrow vertical boards, decorative brick, or other openwork design to obscure the crawlspace under the building.



Figure 56: Examples of foundations found within DeFuniak Springs.

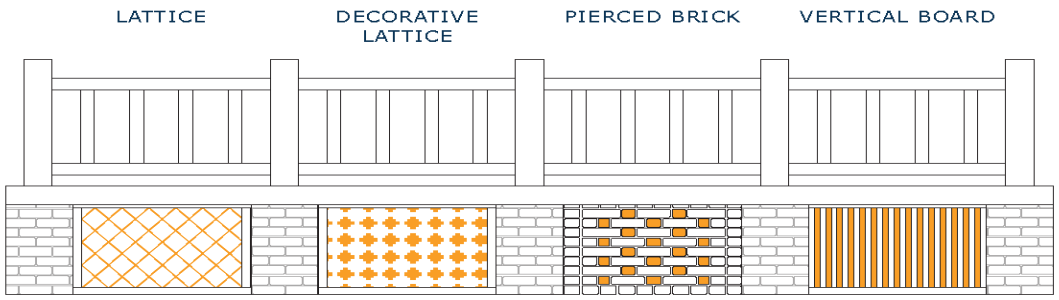


Figure 57: Examples of appropriate open foundation screening.

Best Practices

- Install screening to conceal the crawlspace of pier foundation buildings.
- Protect, insulate, or conceal utility connections, ducts, and pipes located beneath open foundations.
- Plant trees, shrubs, and other vegetation at least 2 feet away from the foundation to prevent damage from moisture and root growth.

4.7. Doors

Main entry doors on both residential and commercial buildings are usually designed to have a warm, welcoming appearance, while side and rear doors of are usually more utilitarian. Main entry doors designed as part of a storefront are often recessed to provide protection from the weather and allow more room for the display of products within the recessed entry.

Standard Doors

Doors are centered in their bays with front façade doors typically featuring panels that can be raised or flat, or glazing, including plain, colored, stained, beveled, and etched glass. Double doors are often used, as well as single doors with sidelights, transoms, and fanlights. Many residential doors in DeFuniak Springs also feature screen and/or storm doors.

Trims

Doors typically have a 5½ -inch wide flat trim, often edged with a plain band or a simple cap molding.

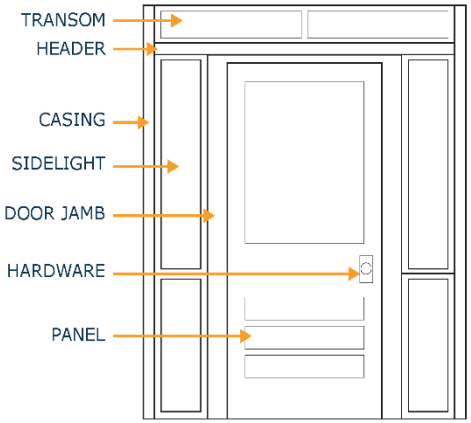




Figure 58: Left: Parts of a residential door; Above: Examples of appropriate historic doors, the center image demonstrating a compatibly designed storm door.

Best Practices

- Install screen doors with designs compatible with existing doors; full-light storm doors preferred on front façades.
- Install new or replacement hardware that matches the original finish, type, and style.
- Modify historic doorways in ways that preserve and respect the building's historic character.
- Replace doors with units that match the original size and fit within the historic opening.
- Design doors for new construction to reflect the fenestration pattern of surrounding historic examples.
- Integrate doors into storefronts to complement and enhance the design; avoid installing plate-glass doors.

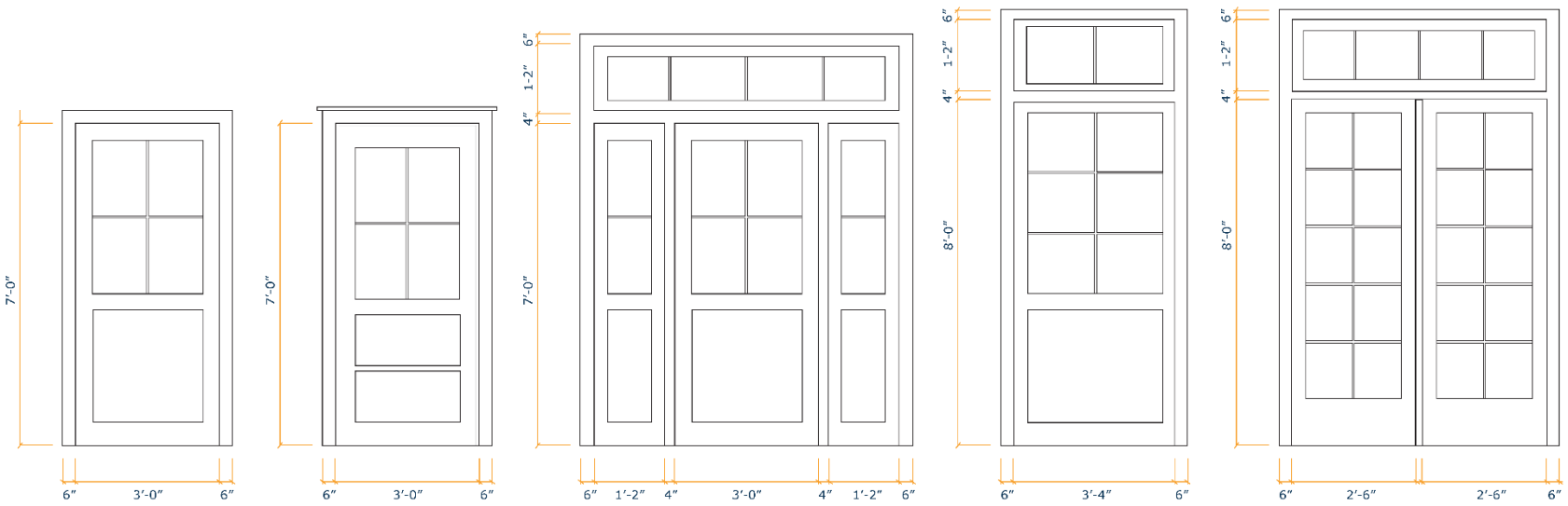


Figure 59: Standard door dimensions.

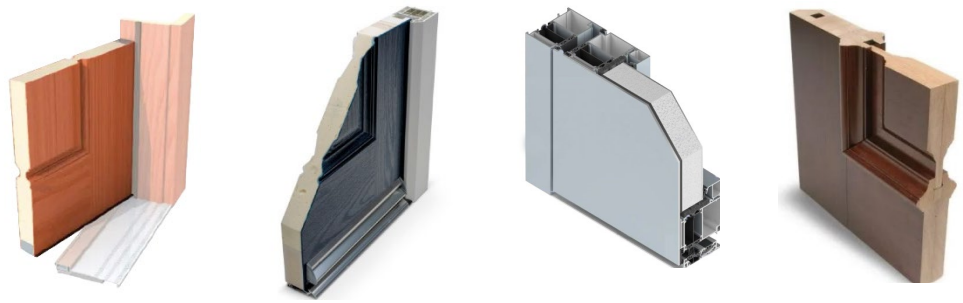


Figure 60: Cross sections showing common materials for replacement doors. From left to right: fiberglass, composite, aluminum, and wood.



Figure 61: Left to right: examples of appropriate fiberglass front door, steel rear door, and composite front door in terms of proportion and design.

4.8. Windows

Windows are among the most prominent features on a building and are important architectural elements of the building's façade.

Standard Windows

Windows are typically vertical in proportion. Two basic window patterns include 1 over 1 and 2 over 2, double-hung with wide trim that is flat or has a simple bond, with simple headers. On the front façade of the principal floor, the sill height may be no more than 3 feet for the majority of the windows.

Special Windows

Special windows include dormers or small rectangular or diamond accent windows. Dormers have either shed, hipped, or gabled roofs, and rectangular windows.

Trims

Windows typically have a 5½ -inch wide flat trim, often edged with a plain band or a simple cap molding.

Shutters

Painted, operable shutters are encouraged on single windows. Shutter styles can be louvered or planked. Awning shutters (hinged at the top) are encouraged.

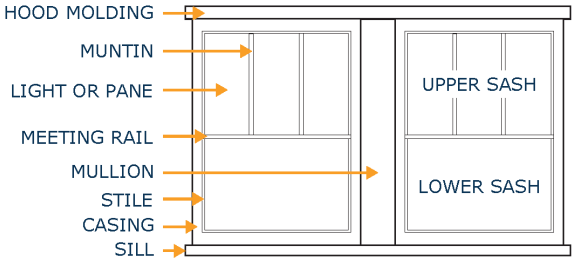




Figure 62: Left: Parts of a window; Above: Examples of appropriate historic windows, the right image demonstrating a compatible storm window.

Best Practices

- Repair historic windows whenever possible, using wood or metal, and replace them only if deterioration makes repair unfeasible.
- When replacement is needed, choose windows that match the original size, shape, and details, or consider a custom-made option.
- Install storm windows and screens that fit properly, with clear (untinted) glass preferred to maintain the historic appearance.
- Ensure new or replacement windows reflect the building's historic character, including size, profile, and proportions.
- Keep window openings and spacing unchanged to preserve the building's historic rhythm and proportions.
- For new construction, design windows to align with surrounding buildings and include details such as sash, muntins, and sills that complement the exterior.

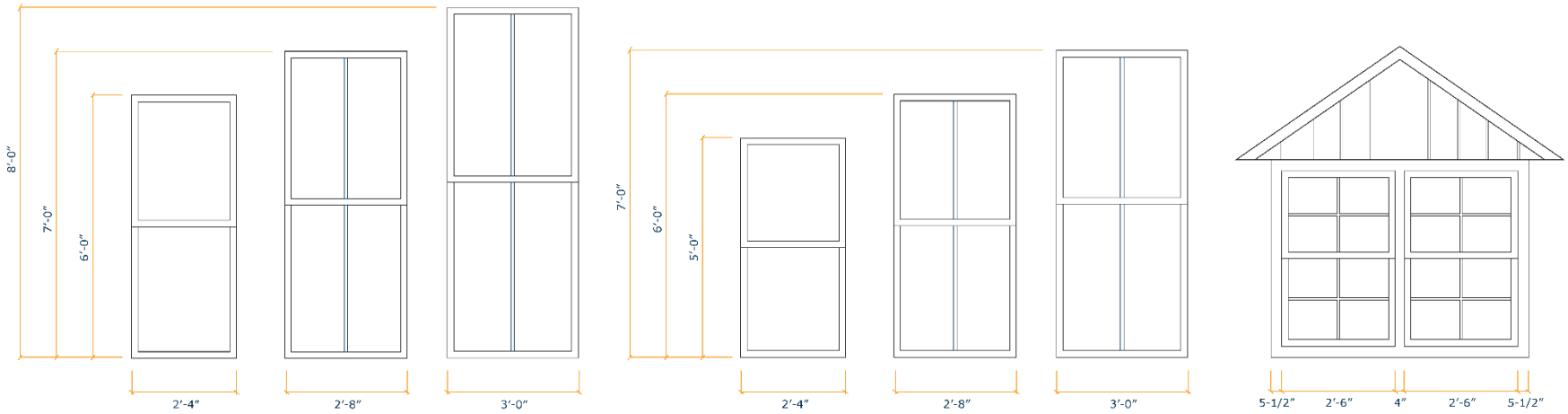


Figure 63: Standard window dimensions - First Floor - Second Floor - Gable Roof Dormer

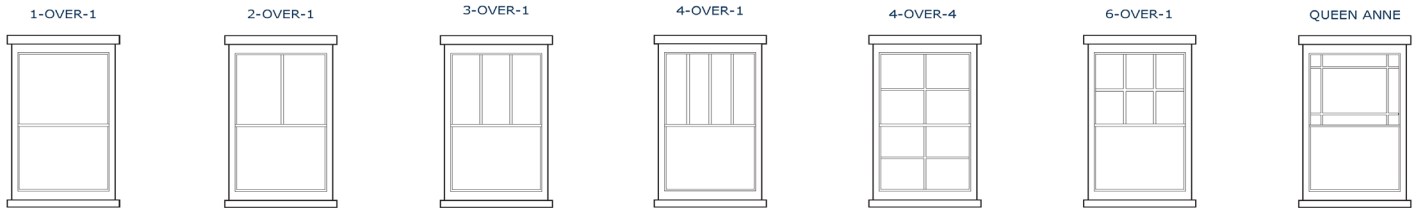


Figure 64: Diagram of typical window types.



Figure 66: Cross sections showing common substitute materials for windows. From left to right: aluminum clad, vinyl clad, vinyl, and composite/fiberglass.



Figure 65: The left vinyl-clad window fits the historic window opening while the right vinyl replacement window does not match its historic opening size.

4.9. Porches

Many historic residences in DeFuniak Springs have front porches that often feature many decorative elements. Porches are especially susceptible to deterioration and are often altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches.

Standard Porches

Porches are a minimum of 8 feet deep and range from partial-width, full-width, to wraparound. They can be one- to two-stories with either shed, gabled, or hipped roofs; they can also be integrated under the roof of the main building.

Column Types

Column types include simple square, turned, tapered or chamfered square columns of 4 to 8 inches, or square box columns up to 12 inches on major porches. Double posts on a singular pier are commonly featured on Craftsman style residences. Balusters should be square with tight spacing, or simple cutouts from wide rails. Column heights are typically 9 to 10 feet for the first floor of a two-story porch, and 8 to 9 feet for a single-story porch. The beam is to be the same width as the column.

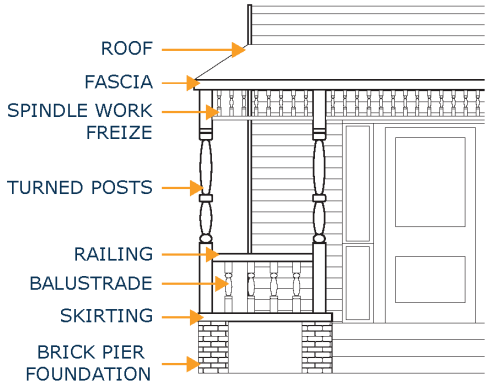




Figure 67: Left: Parts of a porch; Above: Examples of porches found within DeFuniak Springs.

Best Practices

- Replace deteriorated porch features in-kind or with materials that replicate original size, design, detail, scale, and finish.
- Install missing posts and railings to match the historic feature's size, shape, profile, proportion, and spacing.
- Add new side or rear porches designed to be compatible with the building's overall character.
- Enclose or screen side porches using clear or transparent materials, placing infill behind existing columns.
- Design new construction porches with decorative elements that complement the building's style and the surrounding district.



Figure 68: Standard porch type diagrams.

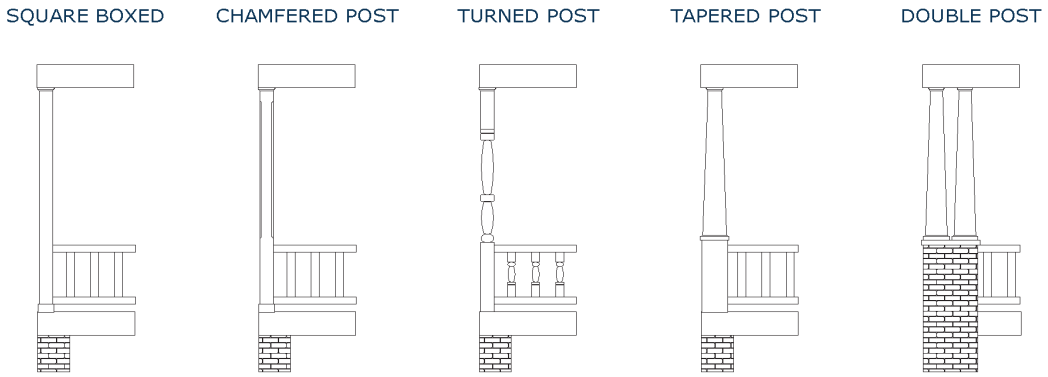


Figure 69: Examples of appropriate porch column styles.

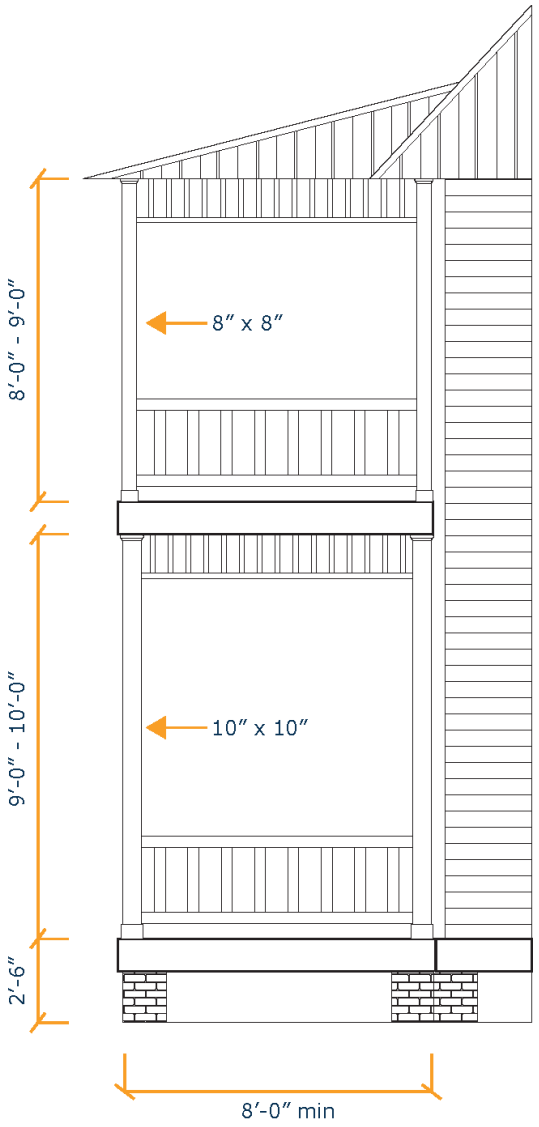


Figure 70: Standard porch dimensions.

4.10. Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features of roofs. A variety of roof types are common within DeFuniak Springs and are largely dependent on the architectural style and form of the building.

Forms

Residential roofs forms commonly include shed, gable, cross gable, and hip; they can be low or steep pitched and can also feature integrated porches. Commercial roof forms commonly include flat with stepped parapets or flat parapets with detailed cornices.

Materials

Typical roofing materials within the historic districts include composition asphalt shingles, built-up composition, decorative metal roofing tiles, terra cotta, and various types of metal surfacing.

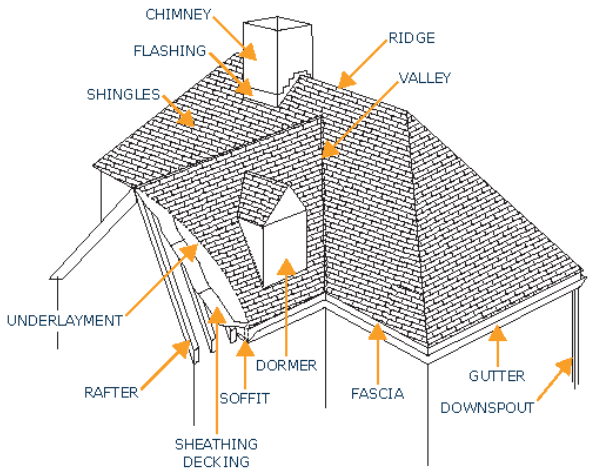




Figure 71: Left: Parts of a roof; Above: Examples of various roofing forms and roofing materials found within DeFuniak Springs.

Best Practices

- Select roof colors that harmonize with the building and surrounding district.
- Replace historic roof materials at the end of their life in-kind or with materials that replicate original texture, pattern, and color.
- Use substitute roofing materials only to complement the building's architectural style and roof form, not to mimic non-existent historic roofs.
- Specify replacement asphalt shingles in unobtrusive colors such as dark grey, black, dark brown, or dark reddish brown.
- Design cornices on new construction to match the height of surrounding buildings.

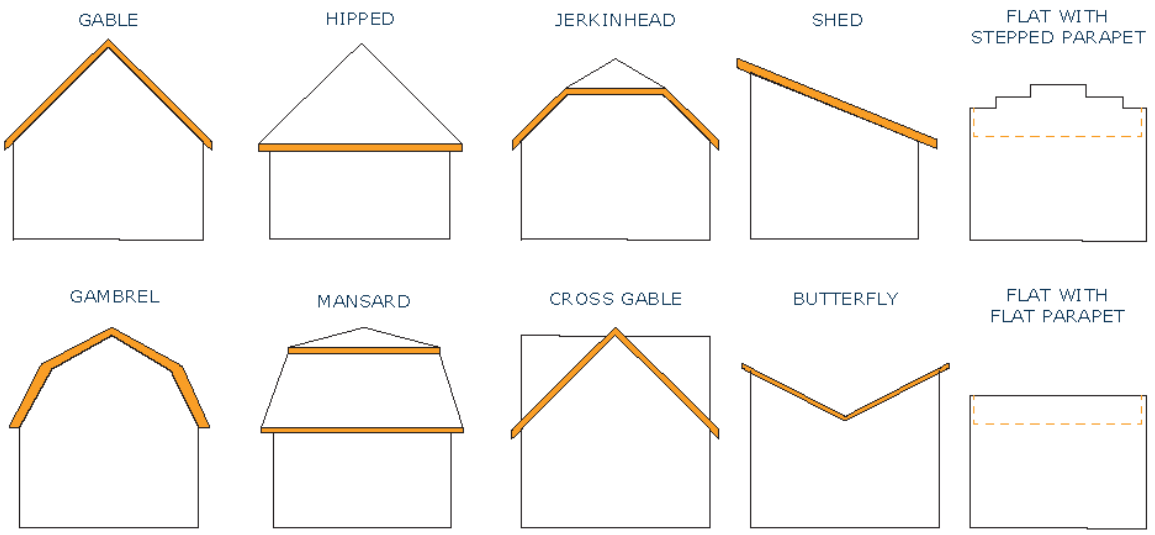


Figure 72: Examples of typical roof forms.



Figure 73: Examples of common and replacement roofing materials. Clockwise: standing seam metal, corrugated metal, 5v crimp metal, decorative metal, terra cotta, diamond shaped luxury asphalt shingles, architectural asphalt shingles, and three-tab asphalt shingles.

4.11. Storefronts

Storefronts are some of the most important elements of the front façade of commercial buildings as they help attract customers and clients to a business by providing an inviting appearance and allowing view into the ground floor. Traditional storefronts are composed of a storefront cornice, signboard area, entrance, display windows, and framing elements consisting of storefront piers and bulkheads.

Standard Storefronts

Standard commercial buildings range from one to three stories in height, the majority being one story. The storefront makes up the first floor of a commercial building and are a minimum of 14-feet tall; the upper stories a minimum of 8-feet tall.

Large plate glass windows at the street level of the façades are the foremost features of a traditional storefront from the late 19th and early to mid-20th centuries. The windows themselves are raised off the ground by wood, cast iron, brick, tile, or pressed metal panels or bulkheads.

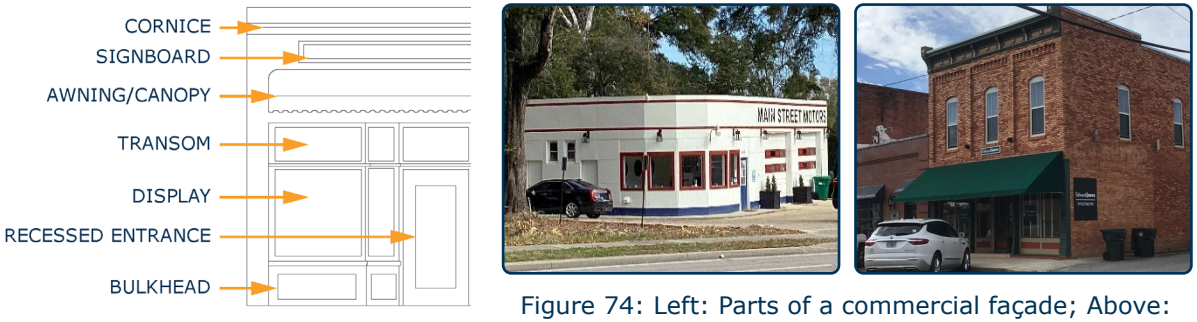


Figure 74: Left: Parts of a commercial façade; Above: Examples of storefronts found throughout DeFuniak

Best Practices

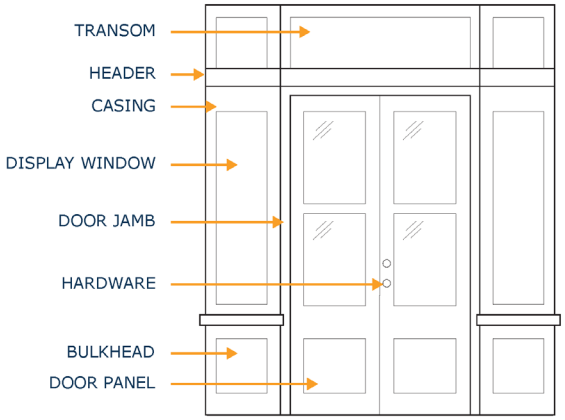
- Install display windows with clear, untinted glass; use interior blinds or drapes for privacy.
- Replace deteriorated storefront features in-kind or with materials that replicate the original design, dimensions, detail, texture, color, and material.
- Reconstruct missing storefront elements using documentary or photographic evidence; when none exists, design compatible replacements in size, shape, profile, color, and character.
- Design new storefronts to align with existing storefront piers and the established cornice line of the block.
- Avoid adding details or ornamentation that create a false sense of history or conflict with the storefront's design.

Entrances

Storefront doors are typically recessed into the storefront itself and can be centered in their bays amidst display windows. Front façade doors are full or half-light with either single- or multi-light inset glass. Double doors are often used, as well as single doors, both featuring operable or fixed transom windows.



Figure 75: Above: Examples of storefront entrances found within DeFuniak Springs; Below: Parts of a commercial door.



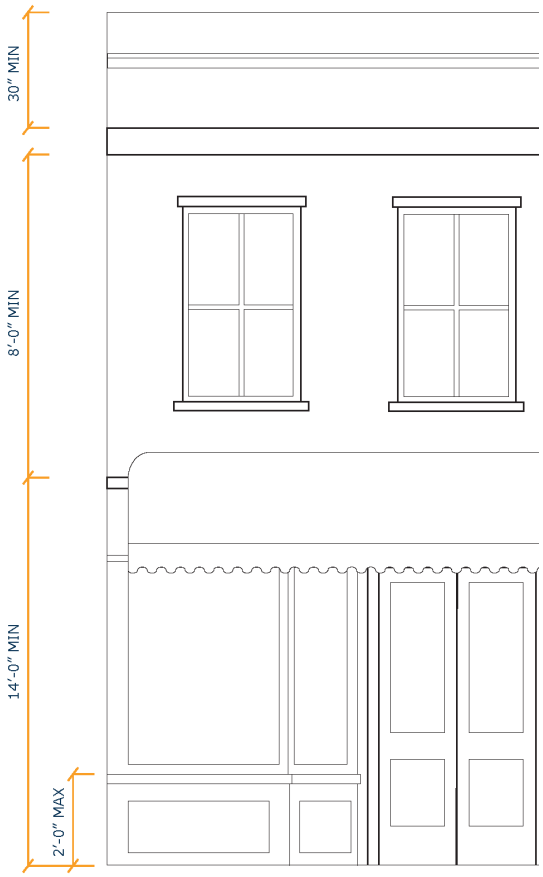


Figure 76: Standard commercial building dimensions.

Best Practices

- Install new, code-compliant doors that are appropriate to the architectural style of the commercial storefront.
- Avoid replacing doors with stock units that do not fill the original openings or match the original size, material, and design.

Upper Façades

Commercial buildings are typically designed for commercial use on the street level and office, mercantile, or residential uses on the upper levels. Parapets, be it flat, stepped, curved, or another shape, often also feature on the upper façade of commercial buildings. Parapets are a minimum of 30-inches above the roof surface.

The upper façades of DeFuniak Springs' downtown buildings are typically constructed of brick with varying levels of detail including brick corbelling; quoins; dentils; brackets; and pressed tin and sheet metal cornices. The upper façades of two-story commercial buildings typically have rows of windows, allowing natural light into the upper floor or floors.



Figure 77: Examples of upper façades found on commercial buildings within DeFuniak Springs.



Figure 78: Examples of typical commercial cornices.

Best Practices

- Preserve historic upper façade features, such as cornices, parapets, and ornamentation, and avoid their removal, replacement, or concealment.
- Replace deteriorated original cornice details or elements in-kind or with materials that match the original design, dimensions, color, and material.
- Avoid adding conjectural, historically incorrect, or incompatible details or ornamentation to upper façades.

4.12. Awnings and Canopies

Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter. Awnings and canopies are typically found on storefronts, with awnings also featured on the windows of commercial and residential buildings.

Standard Awnings

Commercial awnings on the first-floor project a minimum of 3-feet and a maximum of 9-feet from the building façade and have a minimum of 8-feet clearance from the sidewalk. Awnings frame shapes include traditional, arch, and circular. Metal canopies can be stationary or suspended.

Materials

Fabric awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material that has been treated with a fire retardant. Metal awnings primarily come in two different materials: aluminum and galvanized steel.

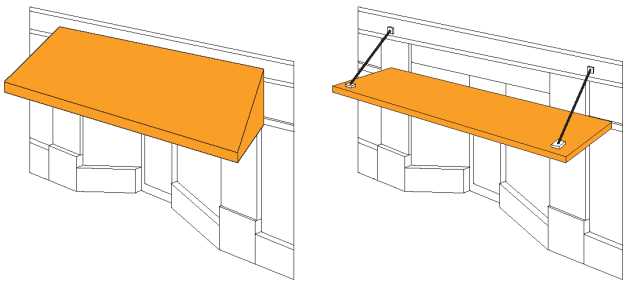


Figure 79: Examples of a typical commercial awning and canopy.



Figure 80: Examples of a metal canopy and curved fabric awning found within DeFuniak Springs.

Best Practices

- Fit awnings to the openings they serve; use curved or rounded awnings (not bubble types) for arched openings.
- Mount awnings on historic masonry through mortar joints to prevent damage to original materials and details.
- Select awning colors that coordinate with the building's overall color scheme; favor solid colors and stripes.
- Install awnings and canopies so they do not obscure decorative windows or significant architectural features.

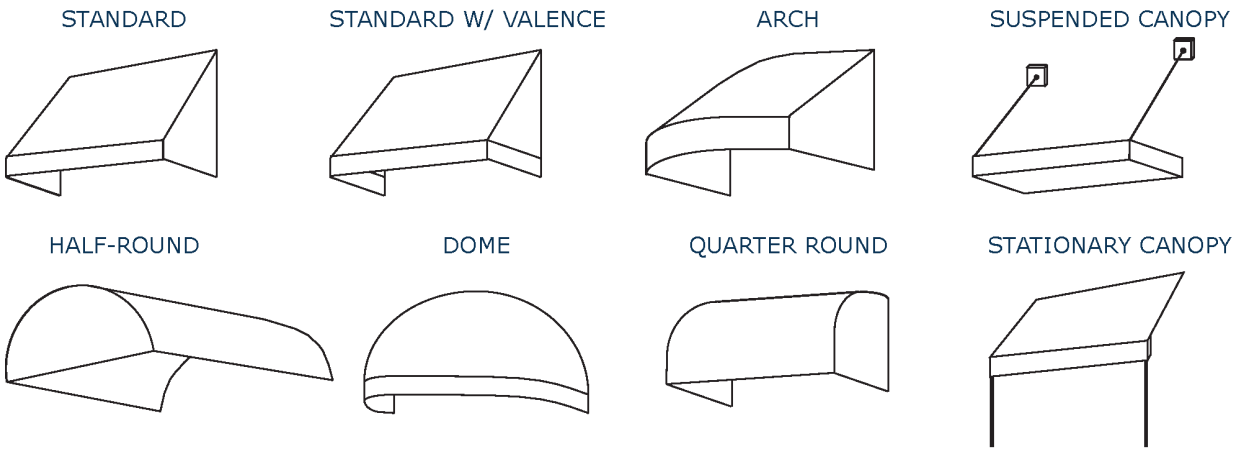


Figure 81: Examples of typical awning styles.

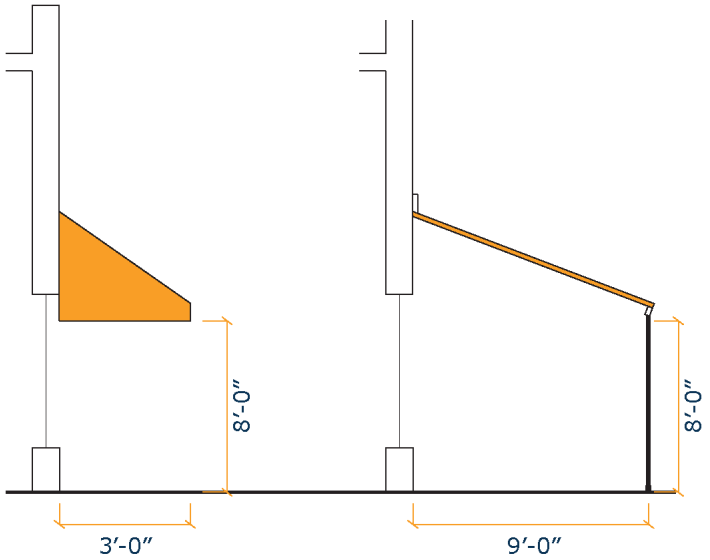


Figure 82: Standard awning dimensions.

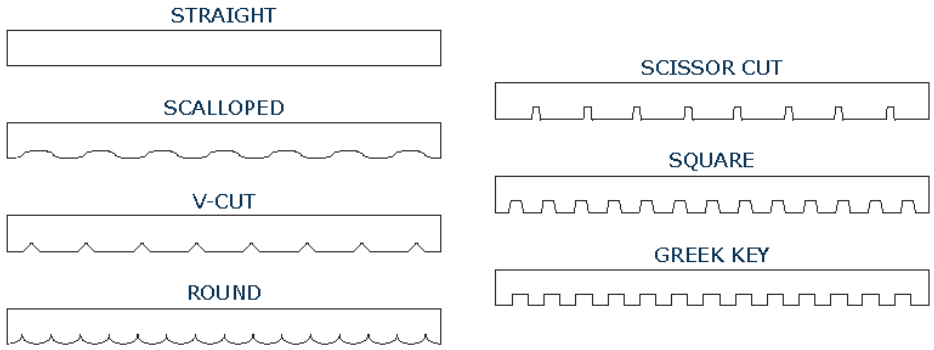


Figure 83: Examples of standard valance styles.

4.13. Exterior Lighting

Historically, exterior light fixtures were confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often fully illuminated to confirm their importance to the entire community. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries.

Style

Exterior light fixtures are designed and chosen to best match a building's architectural style through complementary shapes and finishes. For traditional homes, choose classic lanterns or traditional forms. Modern homes benefit from sleek, geometric fixtures with straight lines. Simple lantern designs are the most appropriate for vernacular homes.

Scale

To determine the right size for a front entry light fixture, consider the dimensions of the entryway and the scale of the building. Depending on the light fixture, it is common to choose light fixtures that are 1/3, 1/4, or 1/5 the size of the entry door's height. Door-framing lights are a natural choice for symmetrical entries and typically placed 6- to 12-inches from the door casing.

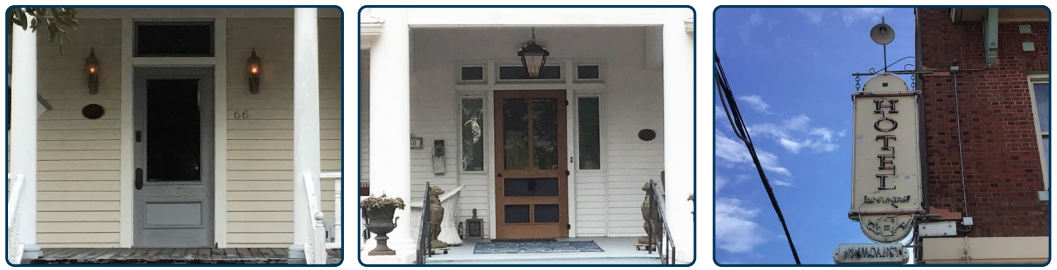


Figure 84: Examples of exterior light fixtures found within DeFuniak Springs.

Best Practices

- Repair deteriorated or damaged historic light fixtures to retain their original appearance.
- Replace missing or damaged fixtures with replicas of the original or with compatible fixtures appropriate to the building's architectural character.
- Install new fixtures to minimize damage to historic materials, mounting through mortar joints rather than masonry units.
- Select durable fixture materials to ensure long-term performance.
- Use lighting with a warm glow; avoid bright blue LED lighting in the commercial corridor.

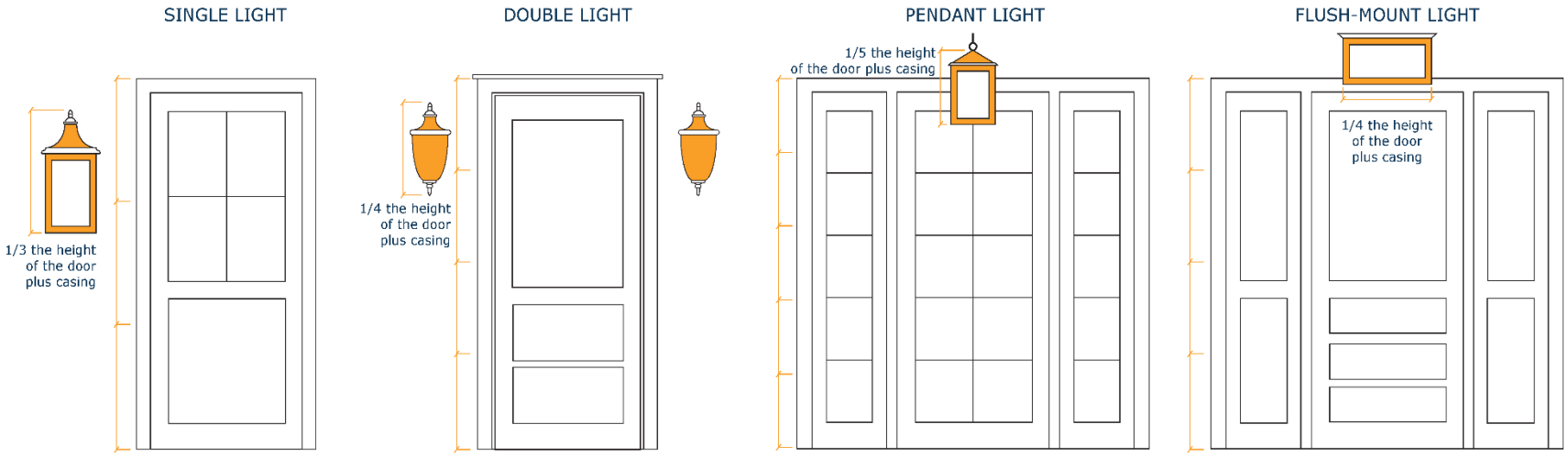


Figure 85: Examples of appropriate scales for exterior lighting around residential front entrances.

4.14. Fencing

Fences and perimeter walls are typically located at the front property lines in residential areas. They help to define public from private space, as well as significantly contribute to the character of the district. Screening fences are located around side and rear yards.

Standard Fences

A number of historic perimeter wall and fence types can be found throughout the DeFuniak Springs historic districts. These include brick walls; wood fences including picket and ranch rail; chicken wire; and cast-iron fences.

Front yard fences in a residential district do not exceed 2-feet above the nearest street grade. Screening fences along rear or side yards are between 6- and 8-feet in height and are generally opaque at a distance of 10-feet.



Figure 86: Examples of appropriate front yard fencing in DeFuniak Springs, the right image also demonstrating appropriate rear yard screening.

Best Practices

- Replace deteriorated historic walls or fences in-kind or with materials that replicate the original type, scale, texture, and color; when infeasible, use a simple fence that complements surrounding architecture.
- Design new walls and fences to align with the building and adjacent property setbacks and to match the building's scale and material.
- Install fences at appropriate heights that do not screen front yards.
- Construct new fences with durable materials and a consistent pattern.
- Limit chain-link fencing to rear yards only.

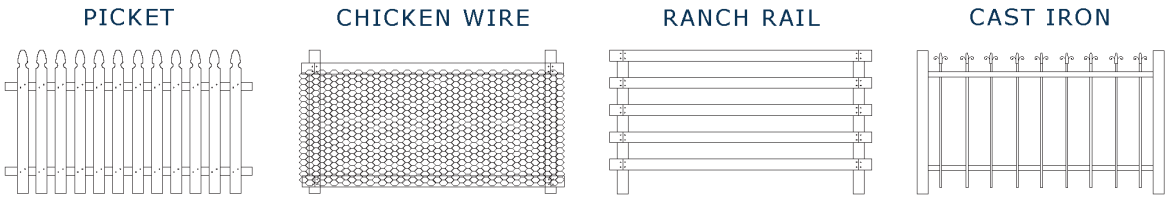


Figure 87: Diagram of appropriate fence types for front yards.

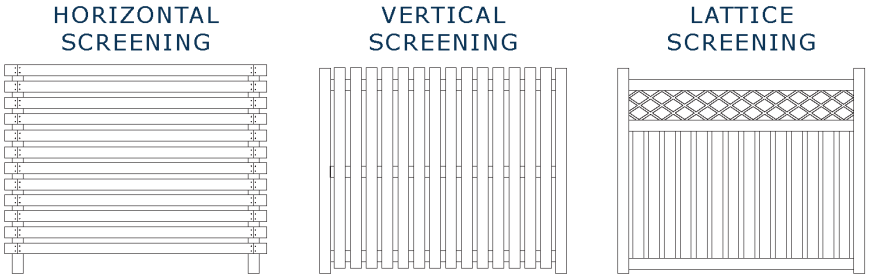


Figure 88: Diagram of appropriate screening fence types for rear and side yards.

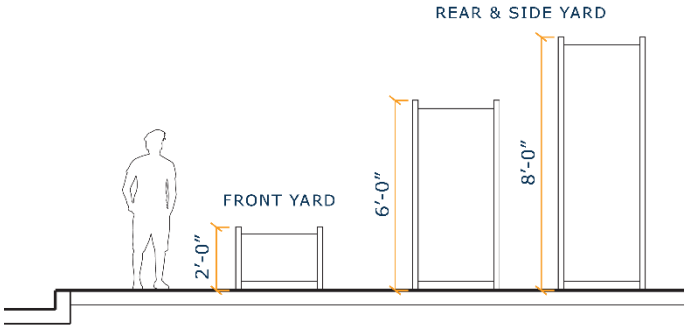


Figure 89: Standard fencing height diagram.

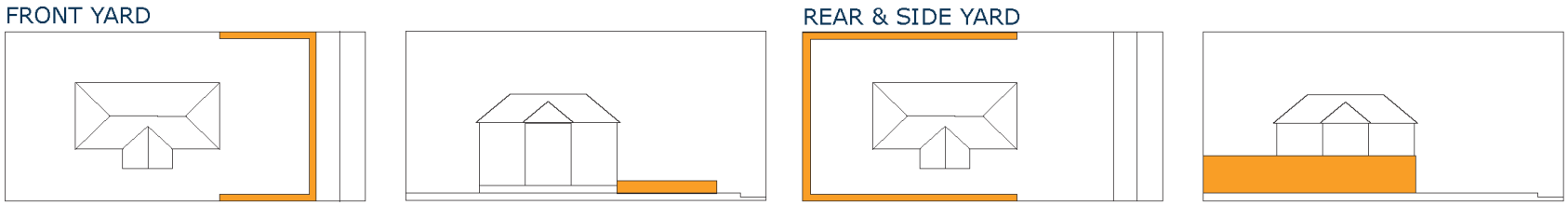


Figure 90: Diagram of appropriate location of residential fences.

4.15. Outbuildings and Accessory Structures

Outbuildings and accessory structures are primarily associated with residential properties and often contribute to the overall character of a property and the district. Accessory structures are subordinate to and typically compatible with the principal building and are often not easily seen from the public right-of-way.

Standard Accessory Structure

A number of outbuildings and accessory structures can be found throughout the DeFuniak Springs historic districts. These include but are not limited to sheds, carriage houses, garages, summer kitchens, and carports.

Accessory structures should be sited to maintain appropriate separation from the main building and other structures, and their placement should respect typical setbacks for rear, side, and, in some cases, front yards. The size of accessory structures should remain compatible with the surrounding residential context. Homeowners should consult and follow the city's municipal code for specific setback and size requirements.

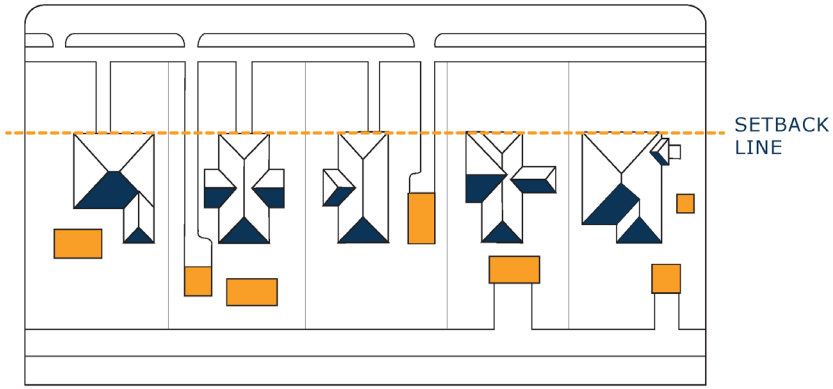


Figure 91: Diagram of appropriate locations of accessory structures within a residential block.





Figure 92: Examples of accessory structures found within DeFuniak Springs.

Best Practices

- Replace damaged historic siding on accessory structures selectively, either in-kind or with materials that match original board width, length, and thickness.
- Locate and design new accessory structures in rear or side yards to complement the principal building's architectural style, scale, form, and materials.
- Match new or replacement door hardware on accessory structures to the original finish, type, and style.
- Avoid constructing accessory structures taller than the principal building on the lot.
- Install prefabricated, non-permanent sheds at the rear of the property; keep them small in scale and compatible in style and materials with the principal building.

Standard Parking Structure

Parking structures must be delicately incorporated into the design of a property. Parking structures include carports, garages, and carriage houses; the impact of a garage structure can be minimized by constructing a carriage house that includes living space above the garage. Porte cocheres or carports integrated under the roof of the principal building are also encouraged as parking structures.

Garage doors can be out-swinging, overhead, or sliding and are typically carriage style or paneled and constructed with wood or aluminum.

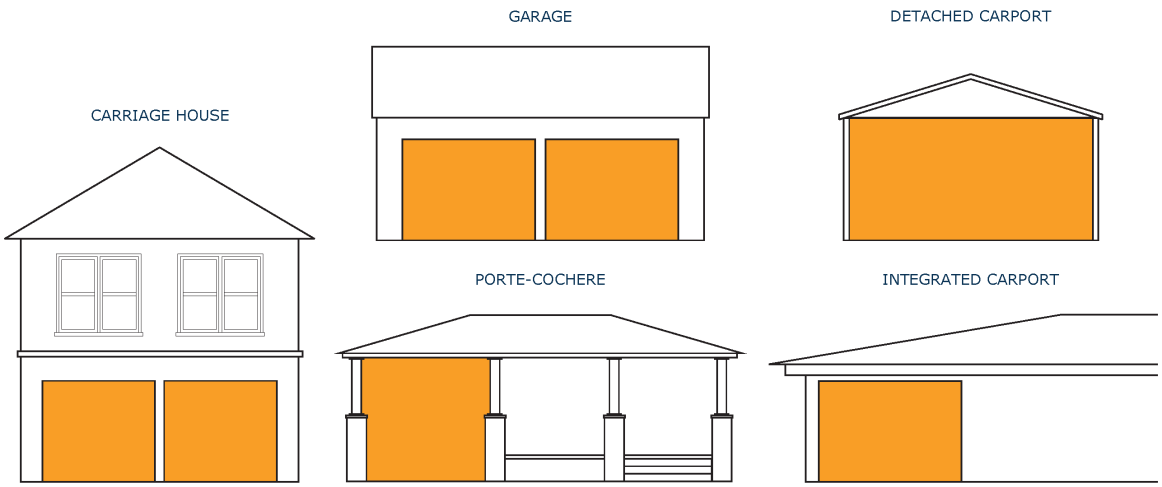


Figure 93: Standard parking structure types.

Best Practices

- Locate and design new parking structures in rear or side yards to complement the principal building's architectural style, scale, form, and materials.
- Use carriage-style garage doors and hardware appropriate to the building's architectural style.
- Match new or replacement door hardware on parking structures to the original finish, type, and style.
- Avoid constructing parking structures taller than the principal building on the lot.

4.16. Paint and Color

The paint or other architectural coatings applied to the exterior materials help contribute to the character of a building. Some construction materials have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco.

Although paint color is not regulated in the historic districts of DeFuniak Springs, there are certain color schemes that are recommended. In relation to the Chautauqua history in the DeFuniak Springs Historic District, it is recommended that the residences along Circle Drive primarily feature white paint. It is also recommended that the commercial buildings in the Downtown Business District feature white, subtle teal, natural brick, off white, and earthy colors and that the streetscape elements such as planters, benches, and canvas awnings feature black paint or fabric; this creates continuity within the commercial corridor.





Figure 94: Examples of appropriate color schemes for their building's architectural styles and for their location in DeFuniak Springs.

Best Practices

- Select a harmonious paint palette with contrasting colors to highlight architectural details such as trim and dentil molding.
- Limit exterior color schemes to three colors unless paint analysis documents a historically accurate scheme with more.
- Evaluate building materials and apply paint or finishes appropriate to each material.
- Use high-quality paint that matches the existing paint composition on the building.

Choosing a Color Scheme

A residence's architectural style can help guide paint color choice. For example, Victorian homes often feature bold, contrasting colors, while Craftsman-style homes typically use earth tones. Research color schemes that are historically accurate or complementary to a residence's style to ensure a cohesive look. Cues can also be taken from the surrounding buildings of your property when selecting colors. Overall, colors should be chosen that harmonize with neighboring homes and the natural landscape while still showcasing the building's unique charm.

Most buildings can be categorized into three parts for a color scheme:

- body of the building
- major trim
- minor trim/accent



Figure 95: Example of appropriate color schemes for a frame vernacular (left) and Craftsman style (right) residence. Similar color schemes for other architectural styles can be found in the adjacent links.

Resources for Historic Home Paint Color Selection

- Sherwin Williams: https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors
- Benjamin Moore: https://www.benjaminmoore.com/en-us/paint-colors/historical-collection
- PPG: https://www.ppgpaints.com/color/color-collections/historic

4.17. Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.



Figure 96: Examples of best practice screened and painted utilities (left) and rear utility placement appropriately screened (right) on residential properties.



Figure 97: Examples of best practice fencing/landscaping screening of utilities (left) and rooftop utility placement (right) on commercial properties.

Best Practices

- Locate exterior conduit and utility housing as inconspicuously as possible.
- Paint utility housing to match the surface it is mounted on, including siding on residential buildings.
- Position rooftop mechanical systems to remain invisible from the street.
- Install equipment to minimize damage to historic materials, mounting through mortar joints rather than masonry units.

4.18. New Construction

In planning new construction in a DeFuniak Springs historic district, building form and streetscape elements should be carefully considered. Streetscape elements can reinforce the area's attractiveness and make it a desirable place to live or do business. Building form is the largest element within the streetscape and tends to command with "form" referring to the shape and massing of a building. Historic downtown commercial buildings, for example, often have a form that is rectangular, tall in proportion, and long or deep.

To ensure compatibility with contributing historic structures within the historic districts of DeFuniak Springs, designs for new buildings should strive for compatibility with the following characteristics of surrounding buildings:

a) Height, scale, orientation, spacing, and site coverage of surrounding buildings.

b) Façade proportions and window patterns of surrounding buildings.

c) Size, shape, and proportions of entrances of surrounding buildings.

d) Materials, textures, color, and architectural details of surrounding buildings.

e) Roof forms of surrounding buildings.

f) Horizontal or vertical emphasis of surrounding buildings.

g) Landscaping, walls, and fences in the surrounding area.



Figure 98: Examples of appropriate new residential construction within a DeFuniak Springs historic district.

Best Practices

- Site new construction on existing vacant lots.
- Draw inspiration from surrounding historic buildings for design.
- Match building width and proportions to be compatible with adjacent structures.
- Maintain solid-to-void (wall-to-window) ratios consistent with surrounding historic buildings.
- Orient and align new construction with the street and existing building setbacks.
- Design new buildings to be compatible with the environment while reflecting contemporary materials and construction.

The following design principles serve as guidelines for new construction within the historic districts of DeFuniak Springs, ensuring that new projects contribute to the aesthetic and integrity of the area.

Orientation

Orientation refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the primary façade faces the street.

Setback

Setback describes the distance between a building and its property line. For the purposes of this document, it generally refers to the setback from the street-adjacent property boundary. Buildings shall conform with front yards of buildings within one hundred fifty (150) feet on each side. In the DeFuniak Springs Historic District, many residential properties are set back between 50 and 100 feet from the property line, creating an open space between the front of the house and the street, forming a front yard.

Mass and Scale

Mass and scale are significant design features that contribute to the visual character and rhythm of historic districts. Commonly, historic buildings along a given street were built with similar mass and scale. While new buildings may be larger than historic ones, it is important that new construction not be dramatically greater in mass and scale than that which has been established in the historic district. A building that is much larger than surrounding historic structures will compromise the visual continuity of the streetscape.



Figure 99: Diagram showing new construction residential examples with compatible and incompatible characteristics, including massing, scale, style, and fenestration, within a block in the DeFuniak Springs Historic District.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers. Visual continuity is obtained when building heights are similar along a street or within a historic district. The height of newly constructed buildings should be within the range of heights historically found within the block and likewise, prominent features such as cornices or parapets should be of similar height as those traditionally found in the district. In order to maintain the established visual continuity of the streetscape, it is important that new buildings do not overwhelm surrounding historic structures in height but respect the established height pattern of the buildings in the block.

Width

A building's width creates a sense of rhythm that contributes to the sense of visual continuity and cohesiveness of the streetscape. When designing new construction, it is important to reflect the established pattern of building width in the area. New buildings may be wider than existing building widths as long as they convey a perception of width similar to historic buildings. This can be achieved by incorporating vertical divisions or subtle setbacks in the building's design which gives the appearance of traditional widths.

Rhythm and Spacing

Rhythm is the repetition of architectural forms along a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural features such as cornice lines, windows, and doorways contribute to the rhythm of the street. Proportions of window and door openings as well as the rhythm and spacing of window and door openings strongly contribute to the visual appearance and character of a district. This includes the pattern of display windows along storefronts as well as upper façade windows.



Figure 100: Diagram showing new construction residential examples with compatible and incompatible characteristics, including height, massing, scale, architectural character, and fenestration, within a block in the Dorsey Avenue Historic District.

Alignment

When buildings on the same street are constructed with the same setback distance, they are aligned to one another. Elements such as cornices, rooflines, windows, and doors can be aligned vertically or horizontally and can be aligned based on the top, middle, or bottom of the element. You may not notice when things are aligned but it would likely be noticeable when they are not.

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole. Proportions may be expressed as mathematical ratios drawn from classical architectural theory, which may be used to determine the placement and size of architectural features including windows, doors, columns, etc.

Architectural Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Each architectural style combines qualities of massing, scale, proportion, rhythm, detail, and ornamentation. It is important to be able to distinguish new buildings from historic ones. Avoid replicating historic styles in new construction design or developing a design that contrasts too dramatically with the existing historic architectural context. New buildings need to be visually compatible with neighboring historic buildings yet be representative of their own time. Contemporary interpretations of traditional details are encouraged.

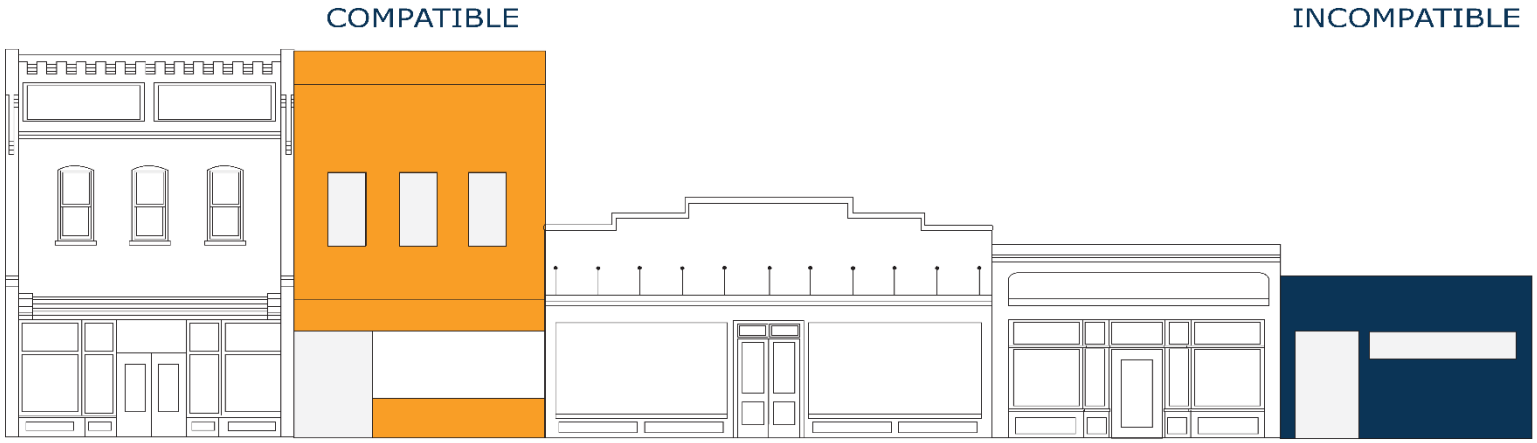


Figure 101: Diagram showing new construction commercial examples with compatible and incompatible characteristics, including height, cornice line, and fenestration, within a block in the Downtown Business District.

4.19. Additions

When designing and constructing an addition to a historic building, the primary goal is to protect the principal building's historic character and integrity. The most appropriate location for a new addition is where it has minimal visibility from public areas or primary views, such as on a rear or inconspicuous side elevation. New designs should be compatible in style, size, and location, but also clearly distinguishable from the historic building. The best additions achieve a balance, avoiding both identical and excessively contrasting styles.

Construction must be carefully planned to protect existing systems like roofing, drainage, and HVAC. While small additions like decks, porches, or fire stairs are common, any new construction, especially multi-story additions, should account for new structural loads.

Essential considerations for a new addition include:

- Placement or location of the new addition on the site
- Size, scale, and massing of the new addition
- Differentiating the new addition from the historic building



Figure 102: Examples of appropriate rear additions to residential and commercial buildings in DeFuniak Springs.

Best Practices

- Design additions to be compatible with the massing and scale of the main building, generally at the same or lower height than surrounding historic buildings.
- Select materials that complement or harmonize with the surrounding historic fabric.
- Reflect earlier architectural styles in additions without directly copying them.
- Locate additions on the side of the building to align with the principal façade and respect street alignment and setbacks.
- Set back rooftop additions from the front façade, match existing roof forms, and preserve historic rooftop features.

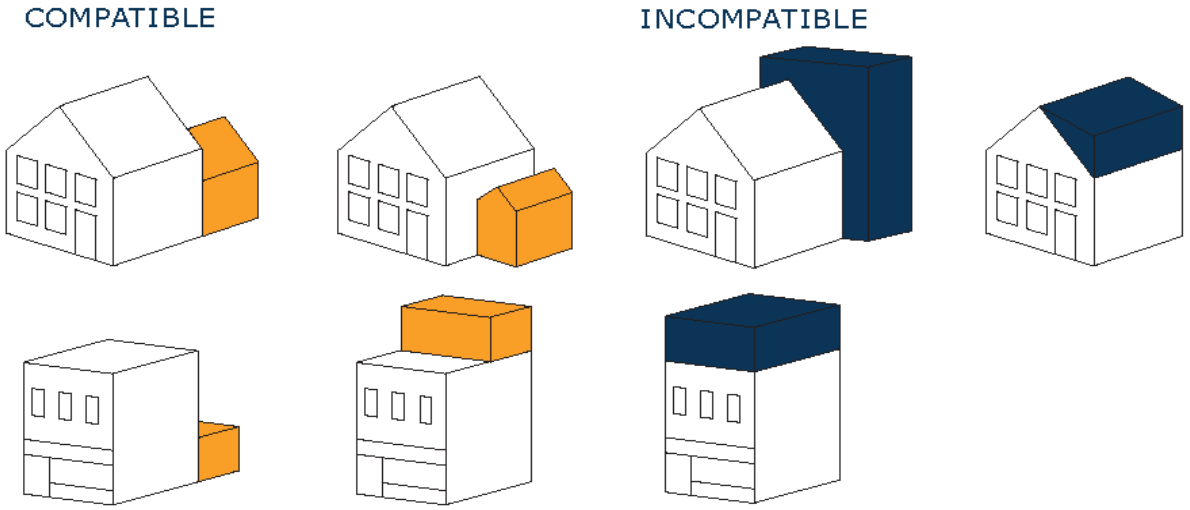


Figure 103: Examples of appropriate locations of additions for residential and commercial buildings.



Figure 104: Examples of compatible additions, in terms of scale and façade design, for residential and commercial buildings.

Chapter 5. Demolition and Relocation

5.1. Demolition

Historic buildings contribute to the overall historical and physical significance of the city; the loss of any one of these historic buildings is a historic loss for the city. As such, demolition is strongly discouraged for any historic building. Demolition results in a loss of architectural and historical integrity and can dramatically change the character of a neighborhood. Demolition is generally discouraged; however, it may be approved in certain situations.

No permit for the demolition of a principal improvement in the Historic District shall be issued until a Certificate of Appropriateness (COA) has been granted by the Planning Director for both the demolition and proposed plans for new construction on the site. Preservation alternatives should also first be evaluated and the site to be demolished should be properly recorded.

Demolition by Neglect

Demolition by neglect is the willful negligence of a historic property in order to hasten its deterioration to a point where demolition is the only option. Property owners are expected to keep their buildings in sound repair in compliance with all applicable codes, laws, and regulations governing the maintenance of property.

Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the Planning Director on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Total Demolition

Total demolition is rarely the best choice, and the Planning Director supports exploring all possible options before considering total demolition.

If Total Demolition is approved, the following measures must be taken:

a) Document the existing building, site, and setting through photographs, site plans, drawings, and other written measures.

b) Save reusable architectural materials and features prior to demolition.

c) Protect significant site features including landscaping and archaeological resources from damage before, during, and after demolition.

d) Submit post-demolition site development plans to the Planning Director for approval before the demolition.

5.2. Relocation

Relocation – into or out of a historic district - should only be considered when there are no other reasonable alternatives to preserving a historic building. Relocation methods include:

a) Moving the entire structure to a new setting,

b) Moving the structure in parts to a new setting, or

c) Dissembling and moving materials from the structure and rebuilding on a new setting.

Regardless of how it is moved, relocating a historic building compromises the building's historic setting and unavoidably impacts original historic material. The goal of relocation is to minimize impacts on the historic building to be relocated and the impacts on the properties surrounding the proposed relocation site.

Chapter 6. Substitute Materials

6.1. Replacement In-Kind vs. Substitute Materials

While the preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible, and to replace historic features with like materials where repair is not possible, there are several instances in which utilizing substitute materials appropriately is acceptable. Substitute materials are new materials or technology which are designed to simulate the appearance of a historic material.

a) Replacement In-Kind

Replacement In-Kind means to replace a material with the same material as the existing thing needing repaired. For example, a deteriorated wooden door sash can only be replaced in-kind with wood. Replacement in-kind is the highest degree of integrity available when architectural elements need replacing.

b) Substitute Materials

Sometimes, replacement in-kind is not financially feasible or necessary to maintain a property's integrity. It may be appropriate to replace elements of a building with a matching element of a different material, if that material can mimic the appearance of the historic material. A deteriorated wood window can be replaced with a substitute material if it mimics the proportions and profile of the original window. Substitute materials are new materials designed to simulate the appearance of a historic material that are often made of synthetics.

Situations in which the use of substitute materials may be appropriate include:

- Where the historic material does not meet existing code requirements.
- When the historic material is unavailable, such as a particular type of slate or old growth lumber.
- Where historic craft techniques or skilled artisans are unavailable.
- When the historic feature has already been lost, and little is known about its original appearance.

Problems associated with using substitute materials include a lack of repairability, a lack of durability, and/or a shorter lifespan as compared to traditional materials. Some substitute materials are physically incompatible with existing historic building fabric

and can trap moisture or cause damage to remaining historic fabric due to incompatible thermal expansion and contraction. Substitute materials should not be used to replace sound historic materials for the sake of convenience.

Substitute materials should only be used if they will not damage existing historic features and if they will not negatively alter the appearance of the historic resource. The new material should mimic the original in form, color, proportion, profile, and perceived texture. The Planning Director will judge applications which propose the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on each particular situation.

c) Cost Evaluation

Maintenance of a material, particularly where accessibility is difficult or expensive, can be an important part of a cost evaluation. Maintenance costs should not be considered without also considering life-cycle expenses. While some substitute materials may offer reduced initial costs, they may be as or more costly than traditional materials to maintain over time. For example, many substitute materials are not readily repairable, necessitating full replacement when damaged. The cost to replace a material or assembly at the end of its lifespan may also be greater than the accumulated incremental expense to maintain the historic material, particularly if it is a more traditional, repairable material.

Maintenance cost should never be the sole reason for replacing a historic material that is not deteriorated.

Appendix A. Glossary

A

Abutting Property - Any property that is immediately adjacent to, continuous to, or immediately across any road or public right-of-way from the subdivision.

Accessory Use or Structure - A use or structure on the same lot, with, and of a nature customarily incidental and subordinate to, the principal use or structure.

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Addition - New construction added to an existing building or structure.

Alignment - The arrangement of objects along a straight line.

American Bond - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See "Brick Bonds")

Applicant – A person who submits an application for issuance of a Certificate of Appropriateness (COA).

Appropriate - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

Appurtenances - An additional object added to a building; typically includes vents, exhaust hoods, air conditioning units, etc.

Architectural Style - A category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. (See **Chapter 3: Architectural Style Guide**)

Attic – The upper level of a building, not of full ceiling height, directly beneath the roof.

B

Balcony - A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Baluster - A banister; the upright, often vase-shaped, support of a rail, in the railing of a staircase, balcony, or porch.

Balustrade - A series of balusters with a handrail.

Bargeboard – A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay – The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

Bay Window - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

Beaded Clapboard - A wooden board similar to clapboard which has a groove cut into the board for its width near the bottom of the side. The bottom edge may be slightly rounded. (See "Clapboard")

Beveled Glass - Glass having a sloping edge across edge of the glass.

Board and Batten - Vertical flush board which has had smaller strips of wood nailed over cracks between adjacent boards used as exterior siding.

Bracket - A support element under eaves, shelves or other overhangs; often more decorative than functional.

Brick Bonds - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

Broken Pediment - A pediment-like triangle which is interrupted by a recessed compartment which "breaks" the top angle. (See "Pediment")

Building Type - Describes a structure's function and form. Building types, such as "Double Pile," "American Foursquare," or "Bungalow" houses are sometimes associated with one or more architectural styles.

Building Setback - The minimum horizontal distance permitted between the front or side of a building and the nearest street line.

Bulkhead - The section of a storefront that forms the base for the display windows.

C

Canopy - An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

Cantilever - A projecting beam or part of a structure supported only at one end.

Capital - The uppermost part of a column or pilaster. Examining the capital is usually the simplest means of determining the order of a column. (See "Column" and "Order")

Carport - A private garage not completely enclosed by walls and doors.

Casement Window - A hinged window frame that opens horizontally like a door.

Casing – Moldings that go around windows and doors.

Certificate of Appropriateness (COA) - This application is used for all exterior alteration projects on properties located within DeFuniak Springs' historic districts.

Character - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior and interior trim, etc.

Clapboard - A wooden board, often with one side thicker than the other, used for exterior siding. Term is synonymous with weatherboard.

Classical Order - Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Column - A cylindrical vertical support in classical architecture, the column has three parts - capital, shaft, and base.

Compatible/Compatibility - The characteristics of different uses or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Contemporary - Existing or happening in the same time period; from the same time period.

Context – The setting in which a historic element, site, structure, street, or district exists.

Contributing Building/Structure/Site – A classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance.

Coping - A protective cap, top, or cover of a wall or parapet, often of stone, terra cotta, concrete, metal, or wood. This may be flat but commonly is sloping to shed water.

Corbel - In masonry, a projection or one of a series of projections, each stepped progressively farther forward with height.

Corbelled - Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corner Board - A vertical board at the intersection of two walls. A corner board serves as a joint for the intersecting clapboard as well as concealing the ends of the clapboard. During the Greek Revival and Classical Revival periods, corner boards were frequently ornamented to resemble pilasters at every corner.

Cornice - Projecting ornamental molding on top of a building or wall.

Course - A continuous row or layer of stones, tile, brick, shingles, etc. in a wall.

Cross-Gable – A secondary gable roof which meets the primary roof at right angles. (See "Gable")

D

Demolition – Any act or process that partially or totally destroys a structure or object, or the razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

Partial Demolition – Partial demolition is the removal of a portion of a building, including structural members, floors, walls, or architectural features.

Demolition by Neglect - The act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

Dentils - Small rectangular blocks in a series - like teeth - usually on a molding.

Design Standards - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Detail - A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window - A large area of glass within a storefront opening.

District - A portion of the territory of the town for which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning ordinance.

Door Frame - The part of a door opening to which a door is hinged. A door frame consists of two vertical members called door jambs and a horizontal top member called a lintel or head.

Door Jamb - The vertical portion of the door frame onto which the door is attached.

Dormer Window - A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Double Frontage Lot - A lot having two (2) non-adjoining property lines abutting upon a street or streets.

Double-Hung Window - A window where both sashes slide up and down by a means of cords and weights.

Dutchman Repair – Any new or salvaged material (stone of wood) fitted into the existing facade material. This new material is chosen and installed to match existing.

Dwelling - A building or portion thereof designed exclusively for residential occupancy, including one family, two family and multiple family dwellings, but not including hotels, boarding, lodging houses or house trailers whether such trailers be mobile or located in a stationary fashion as when on blocks or other foundation.

E

Easement - A grant by a property owner of the use of land for a specific purpose or purposes by the general public, or a corporation or a certain person or persons.

Eave - The projecting overhang at the lower edge of a roof.

Eclectic - Exhibiting elements and characteristics of more than one historic style simultaneously.

Element – A material part or detail of a site, structure, street, or district.

Elevation - A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade. (See "Façade")

Engaged Column - Columns partly embedded in a wall, often referred to as half-rounded columns.

Engaged Porch - A porch whose roof is continuous structurally with that of the main section of the building.

Entablature – A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Entry - A door, gate, or passage used to enter a building.

Exterior Features - The architectural type, style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of an historic structure.

Eyebrow Dormer - A small, curved window in an attic story.

F

Fabric – The physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade - The primary elevation of a structure, typically containing the main entrance.

Fanlight - A semicircular or semielliptical window above a door.

Fascia - The flat band or board around the edge of a roof or a part of the entablature.

Fenestration - The arrangement of windows and doors in a wall.

Finial - A roof ornament, usually projecting from the top of a gable.

Fish-Scale Shingles - Shingles with rounded edges, which when placed in staggered rows are reminiscent of fish scales.

Flashing - Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Fluting - Vertical grooving, usually found on columns or pilasters. (See "Column")

Form - The overall shape of a structure (i.e., most structures are rectangular in form).

Foundation - A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Foundation Enclosures - Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

French Door - A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

Frieze – The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall. (See "Cornice")

Frontage of a Building - Shall mean the side or wall of a building approximately parallel and nearest to a street. When on a corner, frontage of a building shall be determined by the Community Development Department.

G

Gable - The triangular wall segment at the end of a ridged roof.

Gable Roof - A roof which forms a gable at each end. It is also referred to as a peak roof.

Gambrel Roof - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

Ghosts – Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Glazing - Fitting glass into windows and doors.

Guardrail – A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

H

Half-Story - A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering - A wall construction in which the spaces between members of the timber frame are filled with brick, stone, or other material.

Handrail – A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardscape - Portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Height of Building - The height of a building shall be the vertical distance measured from the mean level of the finished grade to the level of the highest point of the underside of the finished ceiling line. Where a structure is set back from the street line, the mean level of the finished grade of the premises along the line of that part of the structure nearest the street line may be substituted for the established grade for the purpose of determining the height of a building.

High Style - The more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

Hipped Roof - A roof with four uniformly pitched sides.

Historic - Important in history; distinguished from "historical," which conveys the sense of things or events related to the past.

Historic Building - A building important because of its association with a historic event or with the history of a locality.

Historic District – A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Historic Fabric - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

Historic Imitation – New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood Molding - A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.

I

In-Kind - To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Infill Construction - New construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

Iron Lace - Decorative, lacy patterns formed in cast iron and used for railing.

J

Jerkinhead Roof - A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie Window- A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone - A wedge-shaped stone at the top of a masonry arch.

Kickplate - A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

Knee Brace – An oversize bracket supporting a cantilevered or projecting element.

L

Landmark – A building, structure, object or site which is identified as a historic resource of particular significance

Landscape - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

Landscape Elements - Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located in conjunction with a landscape.

Lattice - A panel of crisscrossed, diagonal or perpendicular slats often utilized as decorative infill between masonry foundation piers.

Leaded Glass - Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light - A section of a window, also called "pane" or "sash light."

Lintel - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

Lot - For zoning purposes, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required.

M

Main Building - The primary historic building in an individual historic site.

Maintain – To keep in an existing state of preservation or repair.

Maintenance and Repair - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A COA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance. (See **Appendix B: Basic Maintenance**)

Mansard Roof - A roof that has two slopes on all four sides.

Mass or Massing - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof and the foundation. Similarly, massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

Masonry - Construction materials such as stone, brick, concrete block or tile which is secured with mortar.

Material - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Modillion – A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice. (See "Cornice")

Module - The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Mortar - The materials used to fill the joints of masonry.

Mortar Joint - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mullion - A vertical member separating (and often supporting) windows, doors, or panels set in a series.

Multi-Light Window – A window sash composed of more than one pane of glass.

Muntin - A bar member supporting and separating panes of glass in a window or door.

N

New Construction - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

Non-Contributing Building/Structure/Site - A property that does not add to the historical significance of the district because it was built after the district's period of significance, lacks historical integrity, or has been so extensively altered that its original historic character is lost.

O

Order - Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Orientation - Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of the building. It should face the street.

Original - Features, components, materials, or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

Owner – The person or persons holding record title to the building, site or property; provided, however, the last previous tax roll in the records of the City Assessor's office may be relied upon as showing record ownership in the absence of substantial evidence to the contrary

P

Paired Columns – Two columns supported by one pier, as on a porch.

Palladian Window - A three-part window opening with a large arched central light and flanking rectangular side lights.

Paneled Door – A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet - A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Pedestrian Crosswalk - A right-of-way dedicated to the public for pedestrian use, and which is designed to provide access to adjacent roads, lots or public use areas.

Pediment - The space forming the gable of a two-pitched roof in classic architecture.

Period of Significance - The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register Listing.

Pier - The upright support for a structure, such as for a porch column.

Pilaster - A flat-faced representation of a column against a wall.

Pillar - A vertical supporting member in a building, may be ornamental.

Pitch - The angle of slope.

Planning Director – Government official who leads and manages the DeFuniak Springs Community Development Department, overseeing all aspects of urban development and planning for the city. Also, the designated "building-zoning official" who reviews permits including COA applications, sign permits, etc.

Porch - A roofed over space attached to the outside of an exterior wall of a building, which has no enclosure other than the exterior walls of such building. Open mesh screening shall not be considered an enclosure.

Porch Ornamentation - Decorative elements include, but are not limited to, scrollwork, balustrade, and porch supports that are decorative.

Porte-Cochere - A large, covered entrance porch through which vehicles can drive.

Portico - A large porch having a roof, often with a pediment supported by columns or pillars.

Portland Cement – A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Post - A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; Also referred to as a pillar or pole.

Preservation - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of DeFuniak Springs (or any area).

Proportion - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Public Right-of-Way – Any street, avenue, boulevard, road, highway, sidewalk, alley, or easement that is owned, leased, or controlled by a government entity.

Q

Quoin - Units of stone or brick used to accentuate the corners of a building.

R

Rafter - Any of the parallel beams that support a roof.

Rafter Tail - Exposed rafter supporting the eave.

Ramp - A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry - An entry set back from the storefront. Historically, storefronts step in, towards the interior of the building at the entry point.

Reconstruction - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

Rehabilitation - The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Relocation – Any removal or relocation of a structure on its site or to another site.

Remodeling, Redecorating, or Refinishing - Any change, removal, replacement, or addition to walls, floors, ceilings, and roof surfaces or coverings which do not support any beam, ceiling, floor load, bearing partition, columns, exterior walls, stairways, roofs, or other structural elements of a building structure.

Renovation - The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate - To copy or reproduce an historic building or element.

Repointing - Repairing existing masonry joints by removing defective mortar and installing new mortar.

Restoration - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

Retain – To keep secure and intact. In the standards, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Reveal - The vertical side of a door or window opening between the frame and the wall surface.

Rhythm - The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge - The horizontal line of meeting of the upper slopes of a roof.

Rusticated – Roughening of stonework of concrete blocks to give greater articulation to each block.

S

Sash - The framing in which panes of glass are set in a glazed window. Also, a window frame that opens by sliding up or down.

Scale - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

Screening - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Semi-Engaged Porch - A porch whose roof forms a continuous surface with, but is in a different plane than, the roof of the building.

Setback Line - A line generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure, may be located above ground, except as may be provided in subdivision regulations or zoning ordinances.

Setting – The sum of attributes of a locality, neighborhood, or property that defines its character.

Shaft - The main part of a column between the base and the capital. (See "Column")

Shed Dormer - A dormer with a series of separate windows connected by sections of the facade material, with a shed roof. Frequently found on a gambrel roof, a shed dormer may stretch the entire length of the house.

Shed Roof - A roof resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

Sidelight - Narrow windows on either side of a door to admit light.

Siding – The exterior wall covering or sheathing of a structure.

Significant – Having particularly important associations within the contexts of architecture, history, and culture.

Sill - The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site - The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spandrel - The triangular space between adjacent arches and the horizontal molding, cornice or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle Frieze - A series of parallel spindles which are located between supporting posts just beneath a veranda roof in such a manner that they resemble a frieze. A spindle frieze is a characteristic of the Queen Anne Style.

Stabilization - The act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Storefront - A ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance.

Story - The space between two floors of a structure or between a floor and roof.

Street - A thoroughfare used for public foot and vehicular traffic other than an alley as herein defined, shall be deemed a street.

Street Furniture – Objects placed or fixed in the street for public use space including benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, fire hydrants, mailboxes, streetlights, bulletin boards.

Streetscape - The character of the street, or how elements of the street from a cohesive environment.

String Course - A narrow horizontal band projecting from the exterior walls of a building, also known as a stringcourse. It is often located between the stories of a building and provides a visual break in the mass of bricks or stones, defining the interior floor levels.

Stucco - A masonry material applied as exterior wall fabric.

Style – A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Surround - The term applied to the outside of a window or door opening. It is also called "casing."

Synthetic Materials - Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin).

T

Terra-Cotta - A fine-grained, brown-red fired clay used for roof tiles and decoration.

Texture - The feel, appearance, or consistency of a surface or substance.

Transom - A narrow horizontal window over a door or part of a door.

Trim – The decorative framing of openings and other features on a façade.

Turned – Describes wood that has been shaped by spinning it on a machine, making it round and decorative rather than straight, with curved details such as grooves or rounded sections.

Turret - A small, slender tower usually at the corner of a building.

U

Upper Façade - The mostly solid part of the wall above the display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Valance – A short piece of fabric that hangs from the front edge of an awning, essentially acting as a decorative trim that adds style and can provide a bit of extra shade to the area beneath the awning.

Veranda - A roofed open gallery or porch.

Vergeboard - An ornately curved board attached to the projecting edges of a gable roof; sometimes referred to as verge boards.

Vernacular - The non-academic local architecture of the region.

Viewshed - The natural environment that is visible from one or more viewing points.

Visibility from a Public Right-of-Way - Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

Visual Continuity - A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

W

Wall - A structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

Water Table – A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard - Clapboard; wooden siding.

Workmanship - The physical evidence of the crafts of a culture, people or artisan.

Y

Yard - An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Z

Zoning District - A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

Appendix B. DeFuniak Springs Zoning Information

The City of DeFuniak Springs is divided into zoning districts defined in the City's Municipal Code. A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

See the Municipal Code for all uses allowed without review within a zoning district as well as any prohibited uses or use exceptions allowed upon special approval. Consult the City of DeFuniak Springs Zoning Map to identify what zoning designation aligns with your property.

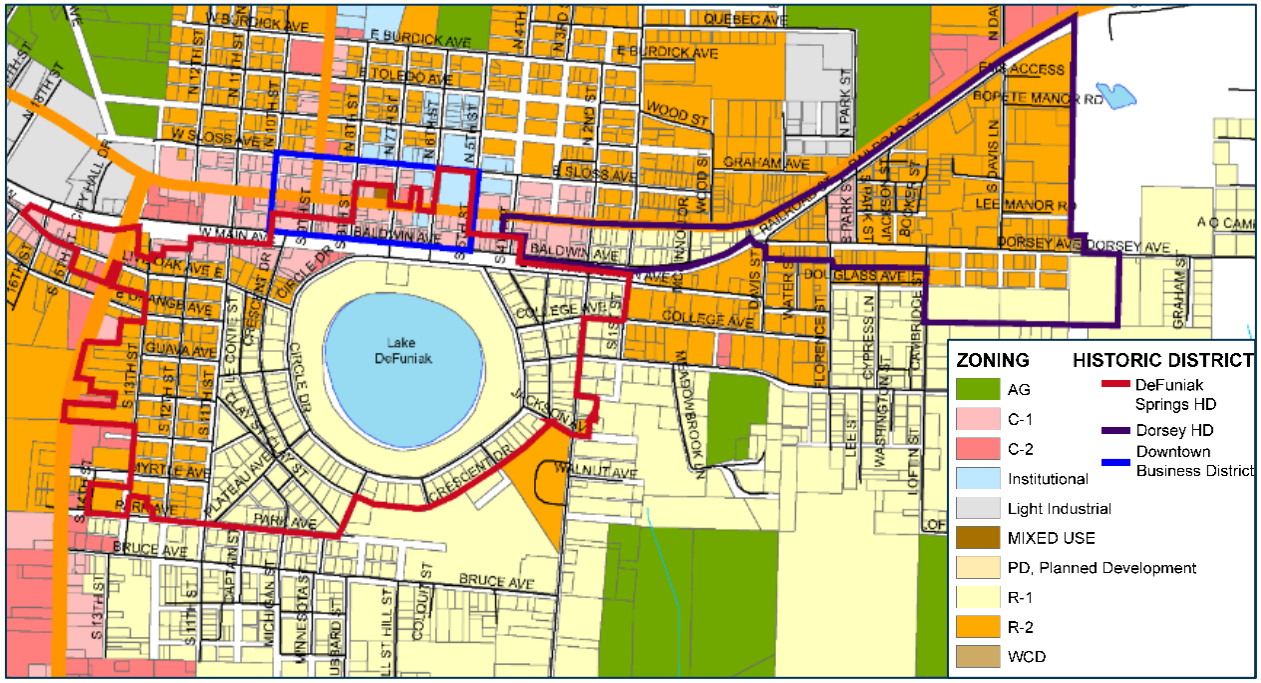


Figure 105: DeFuniak Springs Zoning Map with historic district boundaries.

Appendix C. DeFuniak Springs Historic District – NR Map

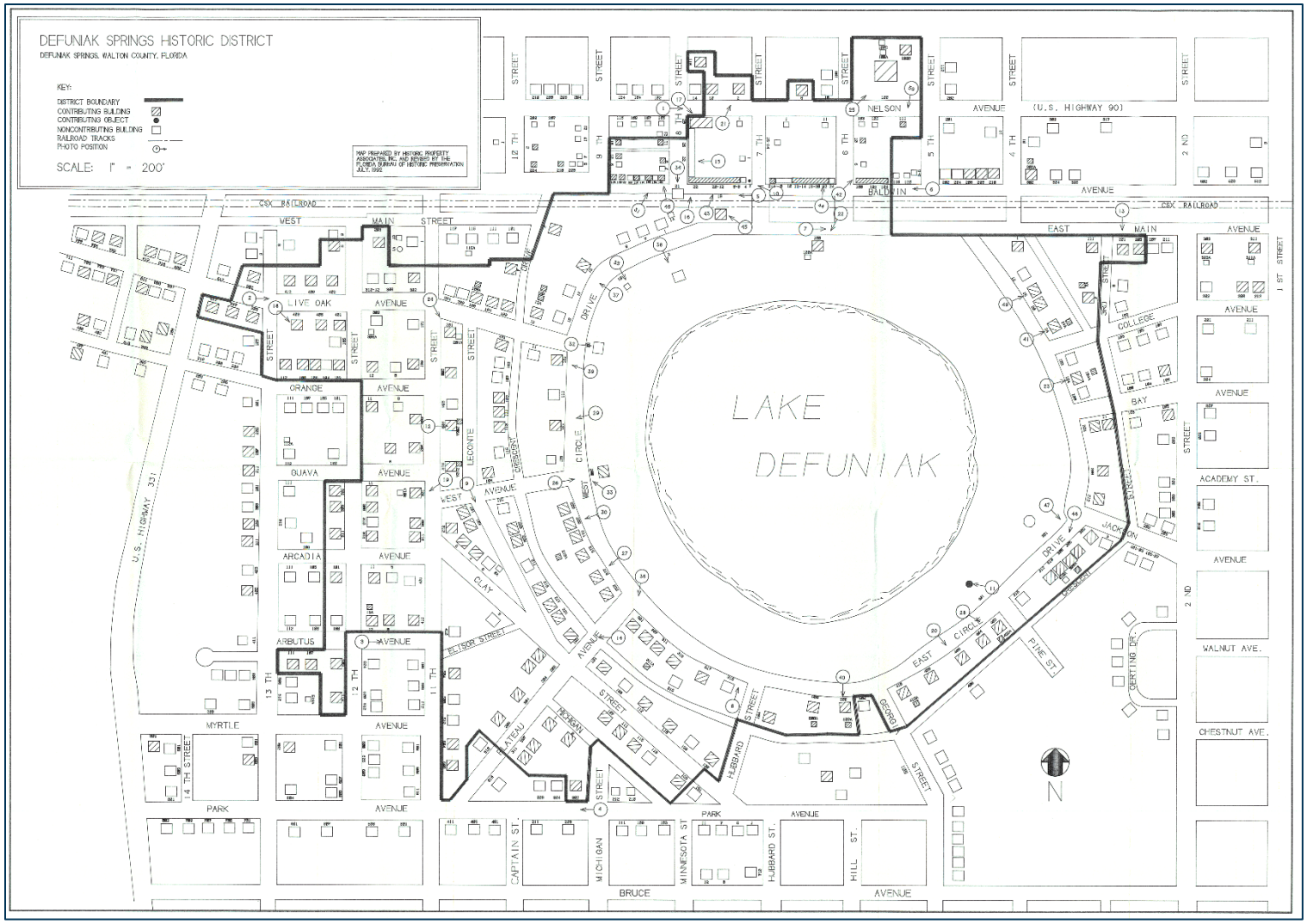


Figure 106: Boundary of the nationally designated DeFuniak Springs Historic District.

Appendix D. Resources for Property Owners

D.1 Local Resources

State of Florida

DeFuniak Landmarks is a nonprofit organization managed by the UWF Historic Trust. Its goal is to promote architectural preservation, historic education, and community connections in DeFuniak Springs. The organization also serves as a preservation resource for property owners in local historic districts.

Florida Building Code is a comprehensive set of rules and regulations governing construction in Florida, designed to ensure public health, safety, and general welfare. It's based on the International Building Code (IBC) but includes Florida-specific amendments and supplements. The FBC is updated every three years by the Florida Building Commission.

Florida Division of Historical Resources is responsible for preserving and promoting Florida's historical and archaeological resources. They oversee a variety of programs, including grants, state historical markers, and the Florida Main Street program.

Florida Master Site File is the State of Florida's official inventory of historical, cultural resources.

Florida Memory is a digital outreach program providing free online access to select archival records from collections housed in the State Library and Archives of Florida. Florida Memory digitizes materials that illuminate the state's history and culture.

Florida Native Plant Society is a non-profit organization dedicated to the preservation, conservation, and restoration of native plants and plant communities in Florida.

UWF Historic Trust is a non-profit organization based in Northwest Florida that helps property owners make informed decisions about caring for historic buildings. The Trust offers guidance on project planning, information about grants and funding opportunities, help understanding local and state regulations, and referrals to additional preservation resources.

Walton County Cooperative Extension Service is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs.

Walton County Interactive Mapping (Wetlands) includes information on addresses, parcels, future land use, wetlands, flood zones and other within Walton County.

City of DeFuniak Springs

DeFuniak Springs City Limits Map

Community Redevelopment Agency Area Map

City of DeFuniak Springs Municipal Code

- Current Municipal Code for Land Development
- Current Municipal Code for Zoning

City of DeFuniak Springs Community Development Department

- Certificate of Appropriateness
- City of DeFuniak Springs Zoning Map
- DeFuniak Springs Historic District Map

Main Street DeFuniak Springs

The Tivoli Historical Society

DeFuniak Springs Historic District National Register of Historic Places 1991 Form

About the Community Development Department

The primary goal of the Community Development Department is to provide impeccable customer service in assisting the City of DeFuniak Springs' citizens, visitors, and business owners with development efforts and enforcement actions to ensure the City's community is a desirable place to live and work. The Department serves as the primary point of contact for these efforts by coordinating with various departments to ensure plans comply with the City regulations contained in documents such as the City's Comprehensive Plan, the Municipal Code, and the Technical Specifications Manual.

The Planning Director of the City of DeFuniak Springs Community Development Department has been identified as the "building-zoning official" in charge of reviewing submitted Certificates of Appropriateness.

Physical Address: 1350 Baldwin Ave, DeFuniak Springs, FL 32435

Mailing Address: P.O. Box 685, DeFuniak Springs, FL 32435

Phone: (850) 892-8500 opt. 4

Planning Director Email: planningdirector@defuniaksprings.net

Planning Administrative Assistant Email: planningassist@defuniaksprings.net

Phone: (850) 892-8500, ext. 1116

Code Enforcement Officer Email: codeenforcement@defuniaksprings.net

About the Community Redevelopment Agency (CRA)

Established by Resolution 2018-017, the DeFuniak Springs City Council created the Community Redevelopment Agency (CRA) after determining a need to initiate the revitalization of blighted areas inside the city limits. The CRA is funded through tax incremental financing (TIF), which is used to implement the goals of the CRA Redevelopment Plan, as adopted by the City Council. Redevelopment actions are guided by the CRA Board, which is comprised of five members appointed by each council seat. The board meets the fourth Wednesday of the month at 5:00 p.m. at City Hall, Council Chambers, 1350 Baldwin Ave, DeFuniak Springs, FL 32435.

The mission of the CRA is to protect and improve the commercial areas of DeFuniak Springs through thoughtful, controlled economic growth and build upon and preserve the residential neighborhoods through activities building higher quality of life for all. The CRA economic revitalization process will forge an environment that attracts investors, encourages improvements in building structure and aesthetics and attracts new construction and business. The CRA will focus on obtaining necessary funding for public infrastructure improvements, streetscape build-out and marketing of the commercial district to attract new businesses to the district.

See **Chapter 1.3** for more information about the CRA Growth and Development Assistance Program.

Executive Director of the CRA Email: CRADirector@DeFuniakSprings.net

D.2 Technical Resources

National Park Service (NPS) Preservation Briefs

Preservation Briefs are produced by the NPS and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners. Briefs can be revised, removed, or added, please consult the NPS website for the most up to date list: Preservation Briefs - Technical Preservation Services (NPS)

Residential Exterior Historic Paint References

Historic paint references for residential exteriors provide guidance for selecting colors that are appropriate to a home's architectural style, period, and regional context. These references are typically based on paint analysis, historical documentation, and established preservation standards, helping homeowners, designers, and preservationists make informed color choices. Using historically accurate exterior colors supports the visual integrity of older neighborhoods, enhances architectural details, and preserves the cultural character of historic properties while allowing for thoughtful, well-researched restoration and maintenance.

Sherwin Williams

Benjamin Moore

PPG

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COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 Minutes

Agenda Item Title:
Dog Park Facility

Attachment(s):
1. Task Order Proposal 25-05-CRA-signed
2. 0404.002 Dog Park Cost Estimation 2026.04.02

Brief Summary:
The CRA approved Task Order 2025-05-CRA to Anchor CEI to provide Design and CEI for the construction of a Dog Park Facility in partnership with the City's Beautification and Tree Board.

Task Order 2025-02-CRA is:
Design - $39,519.50
CEI - $6,170.00 /month

To date, $27,719.50 has been expended on Design. $0.00 has been expended on CEI or Construction.

Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:

BOARD APPROVED

Date: 9-24-25

TASK ORDER NO. _25-05-CRA_
PROFESSIONAL ENGINEERING SERVICES
FOR **Dog Park Facility**

1. BACKGROUND

The CRA is in need of professional engineering services for the design of a proposed dog park located near US 90 and S 18th Street. The scope of work includes detailed construction plans, along with permitting, surveying, bid-phase support, and construction administration. These services will ensure regulatory compliance, efficient implementation, and consistent oversight throughout the life of the project.

2. SCOPE OF SERVICES

Scope of services shall consist at a minimum of the following engineering design services:

- Conceptual design(s)
- Boundary/Topographic Surveying
- Design
- Permitting
- Bid Support Services
- Construction Administration Services

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Concept drawings and Engineer's Opinion of Cost
- Survey(s)
- 30% Complete Design Plans and Engineer's Opinion of Cost
- 90% Complete Design Plans and Engineer's Opinion of Cost
- 100% Final Plan Set, Specifications, and cost estimate

Consultant shall be available to meet with CRA Staff at each submittal and as necessary to complete the project. All submittals to the CRA should be provided in a digital format and include two hard copies.

4. SCHEDULE

30 days from Notice to Proceed

- Survey(s)
- Provide conceptual design(s)
- Attend one (1) in-person meeting to discuss concept(s) and approval from CRA/City

60 days from Notice to Proceed

- Submit 30% Plan Set for review and approval to CRA/City

90 days from Notice to Proceed

- Submit 90% Plan Set, Specifications, and cost estimate for review

120 days from Notice to Proceed

- Submit 100 % Final Plan Set and permit package to CRA/City for one (1) in-person review and approval

140 days from Notice to Proceed

- Assist CRA with bidding of projects

180 days from Notice to Proceed

• Provide construction administration services

Upon Receipt of approval from CRA/City

• Provide to the CRA signed and sealed 100% Plan Set & Specifications & all supporting design documentation

4. COMPENSATION

Provide not to exceed detailed manhour estimate based on above-described scope of services and continuing engineering services approved rate schedule.

5. OTHER PROVISIONS

Additional Boundary & Topographic Surveying if required

Task Work Order by: _____ Date: 9-25-25

Joshua R. Ervin
Executive Director

Proposal Approval by: _____ Date: 9/25/2025

CRA Board Chairman

Board Approved on: 9-24-25

P. 850.215.1285 F. 850.215.1286
450 Magnolia Avenue
Panama City, FL 32401

September 22, 2025

DeFuniak Springs Community Redevelopment Agency
Attn: Joshua Ervin
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, Florida 32435

Sent via email for Distribution: cradirector@defuniaksprings.net

RE: City of DeFuniak Springs Dog Park Facility
Scope of Services for Professional Design, Permitting, Bidding and Construction Administration

Dear Mr. Ervin:

Anchor Construction, Engineering, and Inspection, Inc. (Anchor) is pleased to provide DeFuniak Springs Community Redevelopment Agency (DFS-CRA) with our scope of services for professional design, permitting, bidding, and construction administration services for the proposed alleyway improvements between 4th Street and 11th Street in downtown DeFuniak Springs.

BACKGROUND

The CRA is in need of professional engineering services for the design of a proposed dog park located on the southeast corner of the U.S. Highway 90 West and South 18th Street intersection (Walton County Parcel ID No. 25-3N-19-19070-001-8060). DFS-CRA wants to establish and build a fenced in, off-leash dog park within the City where canines, owners and friends, can exercise their pet in a clean, safe and fun environment.

The scope of work includes detailed construction plans, along with permitting, surveying, bid-phase support, and construction administration. These services will ensure regulatory compliance, efficient implementation, and consistent oversight throughout the life of the project. The DFS CRA has requested that Anchor provide a proposal for these services.

PHASE 1 SCOPE OF SERVICES

Task 1 – Preliminary Investigation
For this task, Anchor shall perform the following:

- Conduct a site visit to the parcel to evaluate the existing site conditions.
- Obtain permits, CAD drawings, and any other information from DFS-CRA which was previously prepared for the area.
- Gather preliminary site information from a desktop investigation and other available means to include GIS-supplied rough topographic data, soil data, historical site information, general geotechnical information, etc.
- Evaluate local and state agencies to determine permitting requirements.

Task 2 – Boundary and Topographical Surveying (By Others)
Anchor shall subcontract with a Florida-registered professional land surveyor who will perform a boundary survey by researching existing recorded plats, easements, and other documents; perform a field survey to locate existing boundary evidence (i.e., monuments, corners, fences, etc.); and, will establish and/or re-establish property boundary lines, and depict boundary lines, parcel dimensions, encroachments, easements of record, and improvement that affect the parcel.

In addition, land survey will perform a topographic survey which will locate and map ground elevations to depict topographic relief and site features; will identify and locate visible surface improvements (i.e., buildings, pavement, curbs, sidewalks, utilities to include visible and marked underground, ditches, drainage features); and, will provide spot elevations and contour mapping.

Task 3 – Geotechnical Investigation Services (By Others)
Anchor shall coordinate with a State of Florida Registered Geotechnical Engineer to perform four 5- to 10-foot-deep auger borings and one Double Ring Infiltrometer Test (DRI) in the proposed stormwater management area.

The Geotechnical Engineer will provide a signed and sealed Engineering Evaluation and Report which will include site/soil preparation recommendations, pavement recommendations, and soil related recommendations to aid in the design of an effective stormwater management area in accordance with ERP and/or local municipal regulations.

Task 4 – Landscape Plan Services
Anchor will incorporate minimal aesthetic features into the design to enhance the dog park area. This will include seeding and sodding of the area, shade trees (along the perimeter of the dog park area and other landscaping improvements. The design will also include an irrigation system for the park which is acceptable to the City and DFS-CRA.

Task 5 – Conceptual, Preliminary and Final Design Development
Anchor shall assist the DFS-CRA in designing the proposed dog park improvements that will be in compliance with applicable local, state, and federal design standards.

This task includes the design of both a small and large dog fenced area with 6-foot-high fencing along the north side, U.S. Highway 90 West, and 6-foot-high fencing with dual gate enclosure for pet entry to each dog area along the east, west (South 18th Street) and south sides. In addition, the project will include a parking area along South 18th Street, which will include ADA parking. In addition, this project will include a sidewalk from the parking area to the welcome area which include water fountain, benches, shade structures, as well as two dog park areas.

A civil plan set including plan sheets for Existing Conditions and Demolition, Site Layout, Roadway Design, Erosion Control, Stormwater Management and a Utility Plan will be prepared to local jurisdiction standards.

It is not assumed that the project will require a watermain extension and will only require installation of water service lines for the potable water fountains and irrigation system.

Anchor shall develop a stormwater management system design that meets the requirements of local, state and federal regulations. This will include the preparation of stormwater calculations.

Anchor shall provide a conceptual site plan to obtain feedback from the DFS-CRA in order to gain insight into the direction of the design. Anchor will prepare Preliminary Plans at the 30% and 90% design stage for DFS-CRA feedback as the design progresses and will prepare the Final Plans to the DFS-CRA that are signed and sealed by a Professional Engineer in the State of Florida.

Anchor shall attend a meeting with the City/DFS-CRA at the Conceptual Design phase to discuss the design concept and receive approval to move forward with the preliminary and final design.

All final documents (100%) will be signed and sealed by a Florida-Registered Professional Engineer. The civil drawing set will include sufficient detail for a contractor to provide an accurate cost and to construct the proposed dog park as intended by Anchor and the DFS-CRA.

Anchor shall attend a meeting with the City/DFS-CRA at the 100% Design Phase to discuss the final design of the project and to move forward with the bidding process.

A copy of the signed and sealed 100% Final Design Drawings and Drainage Report will be provided to the DFS-CRA.

Task 6 – Permitting Services
Anchor shall prepare and submit all relevant permitting for this project. It is assumed that a water permit will not be required for this project.

Anchor shall prepare and submit a 10/2 Stormwater Permit or Permit Exemption to the Florida Department of Environmental Protection/Northwest Florida Water Management District. Anchor will respond to all requests for information until permit approval is received.

Anchor shall prepare and submit a Development Order to the City of DeFuniak Springs for review and approval. Anchor will respond to all requests for information until permit approval is received.

Task 7 – Bidding Services
Anchor shall assist the DFS-CRA in the following bidding and procurement tasks:

- Developing a cost estimate.
- Advertising the Bid with North Florida Daily News or other approved media outlet.
- Maintaining a Plan Holder's list.
- Posting plans and specs to the City's website.
- Responding to Requests for Information from Bidders.
- Issuing addenda, as necessary.
- Attending Bid Opening.
- Reviewing bids received.
- Preparing Recommendation of Award for City Council approval.
- Preparing and coordinating the execution of the Contract Documents between the City/DFS-CRA and the awarded Contractor.
- Preparing a hard copy and digital copy of the Plans and Specifications for the City and Contractor.

Task 8 – Construction Administration and Inspection Services
Anchor will provide the following construction administration and inspection services throughout the duration of construction:

- Periodic onsite inspection as pre-determined by the DFS-CRA and Anchor.
- An inspector that is CTQP certified.

- A daily inspection log via the Raken® software that will include weather conditions, site conditions, crew on site, quality review, safety review, etc. This log will be completed by the inspector while on-site. These logs will be distributed weekly.
- A verification of quantities will be provided by the inspector to confirm quantities submitted by the Contractor during Payment Applications reviews.
- Assistance with any on-site issues that may arise during construction will be addressed by the inspector while on-site.
- Scheduling, preparing the agenda, hosting, and transcribing minutes of the pre-construction and progress meetings.
- Review and tracking of Contractor Submittals.
- Review and tracking of Requests for Information.
- Preparing and tracking of Change Directives/Change Orders.
- Reviewing and tracking of Pay Applications submitted by Contractor.
- Submitting inspection reports to selected parties on a weekly basis.
- Logging of rain days or other days requested by Contractor.
- Close-out documentation.

Construction Administration and Inspection Services include an average of approximately 12 hours of on-site inspection per month. If more time is needed than the allotted time, additional fees may apply.

PROFESSIONAL SERVICES FEES

The cost for Tasks 1 through 7 listed above shall be completed for a not-to-exceed amount of **$39,519.50** as detailed below. The cost of Task 8 will be based on a monthly not-to-exceed amount of **$6,170.00** as detailed below.

Task 1	**Preliminary Investigation & Layout**	**$2,100.00**
Task 2	**Boundary and Topographic Survey (By Others)**	**$8,959.50**
Task 3	**Geotechnical Services (By Others)**	**$2,420.00**
Task 4	**Landscape Plan Services**	**$3,740.00**
Task 5	**Conceptual, Preliminary and Final Design Development**	**$17,800.00**
Task 6	**Permitting Services**	**$2,100.00**
Task 7	**Bidding Services**	**$2,400.00**
	Grand Total	**$39,519.50**

Task 8 **Construction Administration and Inspection Services** **$6,170.00 /month**

Billed at a monthly not-to-exceed amount of $6,170.00. This includes the Work and Time allotted in Task 8. If additional services are required or requested by the DFS-CRA, additional monthly fees may apply.

EXCLUSIONS/ADDITIONAL SERVICES

Services may be required that exceed or are not listed in the scope of services outlined above. Those tasks will only be undertaken with prior authorization as an amendment to this contract. Additional services include but are not limited to:

- Professional Surveying Services
- All other civil engineering and design services specifically not listed above
- Traffic and Transportation Analyses or Studies
- Permit Application Fees
- Lighting and Electrical (Anchor will work with CHELCO to provide Lighting. If lighting/electrical is later required, Anchor will prepare an Amendment to this Task Order to cover the task of a subconsultant to provide those services.)
- Landscape and Irrigation Design (beyond the tasks described above)
- Flood Study/Modeling
- Cable, internet, etc. Design
- Offsite Utility or Street Improvements
- Structural Design
- Phases I or II ESAs.
- Environmental/Ecological Studies

REIMBURSABLE EXPENSES

The following reimbursable expenses may be recovered by Anchor at cost: Prints, Copies, Courier Services, Certified Mail, Permits Application Fees, etc.

If you agree with the scope of services as referenced above, please execute the attached ***Task Order*** (**Exhibit A**) between DFS-CRA and Anchor and return a scanned copy to us as our Notice to Proceed for this important project.

CLOSING

We appreciate the opportunity to provide you our scope of services for this important improvements project. If you have any questions, please e-mail me at bosborn@anchorcei.com.

Sincerely,
Anchor Consulting Engineering and Inspection, Inc.

Bryan Osborn, P.E.
Senior Project Manager

Copy: Ms. Elizabeth S. Moore, P.E., President, Anchor (via e-mail at emoore@anchorcei.com)
Ms. Brittany Trumbull, P.E., Vice President (via e-mail at btrumbull@anchorcei.com)
Ms. Mandy O'Regan, Anchor (via e-mail at moregan@anchorcei.com)

Attachments:

Attachment A – Combined Task Order and Notice To Proceed

ATTACHMENT A

COMBINED TASK ORDER
AND NOTICE TO PROCEED

Reference is made to that certain AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF DEFUNIAK SPRINGS and ANCHOR CEI, INC. (Consultant) dated May 19, 2025 (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **September 22, 2025**, relating to the **City of DeFuniak Springs Dog Park Facility** project.

Consultant's total compensation shall be a **not-to-exceed amount of $39,519.50 for Tasks 1 through 7 and a monthly not-to-exceed amount of $6,170.00 /month for Task 8** as detailed in the scope of services attached to and made part of this Task Order.

Work shall begin upon receiving a signed task order from the CRA.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the CRA, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



September 22, 2025
Elizabeth S. Moore, P.E. Date
President

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY



9-25-25
Joshua Ervin Date
Executive Director

CITY OF DEFUNIAK SPRINGS

DOG PARK

	Quantity	Unit	SF Unit Price	Total	Notes
General Construction					
Mobilization	1	LS	$ 3,800.00	$ 3,800.00	
Bonds and Insurance	1	LS	$ 2,900.00	$ 2,900.00	
Testing	1	LS	$ 1,500.00	$ 1,500.00	
Erosion Control and NPDES	1	LS	$ 1,900.00	$ 1,900.00	
Surveying & Stakeout	1	LS	$ 2,100.00	$ 2,100.00	
Demolition	1	LS	$ 13,000.00	$ 13,000.00	Tree Removal
			SUBTOTAL	**$ 25,200.00**	

Improvements					
5' Chainlink Fence	1193	LF	$24.00	$ 28,632.00	
4' Wide Fence Gate	7	EA	$200.00	$ 1,400.00	
6 " Concrete Sidewalk	800	SF	$14.00	$ 11,200.00	
Water Service Connection	1	EA	$1,500.00	$ 1,500.00	
Sewer Lateral	1	EA	$6,000.00	$ 6,000.00	
2" Type SP 12.5 Asphalt	340	SY	$40.00	$ 13,600.00	
8" Crushed Limerock	340	SY	$32.00	$ 10,880.00	
Type B Stabilization	122	CY	$51.00	$ 6,220.87	
Thermoplastic, Standard, White, Solid, 12"	100	LF	$7.00	$ 700.00	
Thermoplastic, Standard, Blue, Solid, 12"	65	LF	$7.00	$ 455.00	
Thermoplastic, Standard, Blue, Handicap Decal	1	EA	$500.00	$ 500.00	
Single Post Sign, Furnish & Install Ground Mount	1	EA	$1,000.00	$ 1,000.00	
Grading	1	LS	$15,000.00	$ 15,000.00	*Assumes site is kept as existing
Bathroom	1	EA	$160,000.00	$ 160,000.00	
Pavillion	1	EA	$56,300.00	$ 56,300.00	
			SUBTOTAL	**$ 313,387.87**	

Contingency					
Contingency 20%	1	LS	$67,717.57	$ 67,717.57	
			TOTAL	**$406,305.44**	

COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 minutes

Agenda Item Title:
Downtown Parking Study

Attachment(s):
1. DeFuniak Springs CRA Parking Improvements along Baldwin Ave - Plan Assembly

Brief Summary:
The Parking Study was accepted by the City Council. A few of the recommendations of the study is being moved forward. The Executive Director would like to discuss in further detail on next steps.

Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:

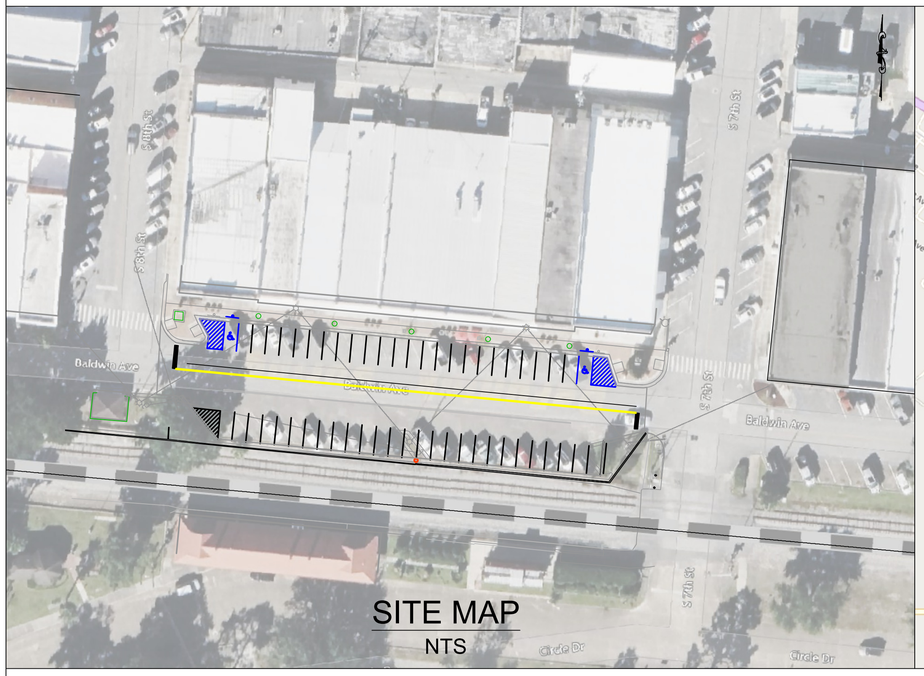
PARKING IMPROVEMENTS ALONG BALDWIN AVE.

DEFUNIAK SPRINGS COMMUNITY REDEVOLPMENT AGENCY

WALTON COUNTY

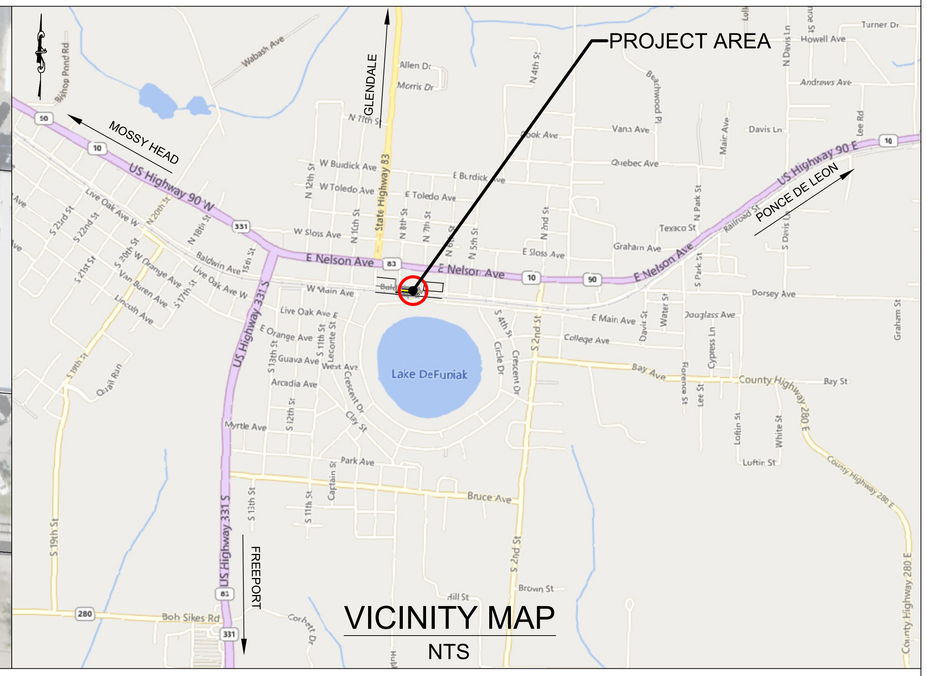
DEFUNIAK SPRINGS, FL 32435

25-02-CRA



SITE MAP

NTS



VICINITY MAP

NTS

CITY OF DEFUNIAK SPRINGS, FLORIDA •1884•

CRA COMMUNITY REDEVELOPMENT AGENCY

811 Know what's below. Call before you dig.

INDEX TO SHEETS	
Sheet Number	Sheet Title
C-100	TITLE SHEET
C-101	NOTES AND LEGEND
C-301	SITE PLAN
C-801	PROJECT DETAILS

THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY TIMOTHY J. KELLEY ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED, AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

TIMOTHY JACK KELLEY LICENSE No. 95371 STATE OF FLORIDA PROFESSIONAL ENGINEER

12/11/2025

COA: 4099

ADDRESS:
11 W COURT SQUARE
ANDALUSIA, AL 36420

P.O. BOX 278 (36420)
PH: (334) 222-9431

NO.	REVISION/SUBMISSION	DATE:

THREE NOTCH GROUP

FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY

DEFUNIAK SPRINGS, FL 32435

PROJECT NO: R0688025001

DATE: 11/19/2025

SCALE: AS SHOWN

SHEET NO: C-100

DRAWING TITLE: TITLE SHEET

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LEGEND			
GENERAL		UTILITIES	
BENCHMARK		POWER POLE	
PROPERTY CORNER		LIGHT POLE	
CONCRETE MARKER		ANCHOR	
PROPERTY LINE	PL	STUB (POWER)	
LOT LINE		ELECTRIC TRANSFORMER	
SETBACK LINE		ELECTRIC METER	EM
EASEMENT LINE		OVERHEAD ELECTRIC LINE	OE
FENCE LINE	O	BURIED ELECTRIC LINE	BE
CONSTRUCTION LIMITS		TELEPHONE MANHOLE	TMH
SIGN		TELEPHONE PEDESTAL	T
MAILBOX	MB	OVERHEAD TELECOM CABLE	OTC
TREE		BURIED TELECOM CABLE	BTC
WOODLINE		BURIED FIBER OPTIC CABLE	BFO
PROPOSED CORE SAMPLE	1	GAS METER	G
ASPHALT		GAS VALVE	G
CONCRETE		GAS REGULATOR	
AGGREGATE		GAS LINE	G
BODY OF WATER		WATER METER	
USACE JURISDICTIONAL WETAND		WATER VALVE	W
EARTHWORK & GRADING		FIRE HYDRANT	
PROPOSED CONTOUR MAJOR	500	WATER LINE	W
PROPOSED CONTOUR MINOR	501	SANITARY SEWER MANHOLE	S
EXISTING CONTOUR MAJOR	500	SANITARY SEWER CLEANOUT	C
EXISTING CONTOUR MINOR	501	SANITARY SEWER GRAVITY LINE	S
PROPOSED SPOT ELEVATION	100.00	SANITARY SEWER FORCE MAIN	FM
STORM DRAINAGE		AIR / VACUUM VALVE	AV
STORM STRUCTURE	D	PROPOSED ITEMS SHOWN IN BLACK. EXISTING ITEMS SHOWN IN GRAY.	
STORM PIPE	STM		
CHANNEL FLOW LINE	>>		

GENERAL NOTES

1. THREE NOTCH GROUP, INC. SHALL NOT HAVE AUTHORITY OVER THE SITE OR BUILDING CONTRACTOR'S WORK OR RESPONSIBILITIES. THREE NOTCH GROUP, INC. IS NOT RESPONSIBLE FOR SITE SAFETY PROCEDURES OR METHODS OF CONSTRUCTION.
2. ALL WORK SHALL BE IN ACCORDANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS SET FORTH IN THE PROJECT CONTRACT DOCUMENTS.
3. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE THEMSELF WITH THE PROJECT CONTRACT DOCUMENTS AND SITE CONDITIONS BEFORE SUBMITTING A BID FOR THIS PROJECT.
4. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE PURCHASE OF A CONTRACTOR'S LICENSE AND BUSINESS LICENSE FROM THE CITY AND / OR COUNTY AS APPLICABLE, AS WELL AS, ALL OTHER LICENSES AND PERMITS REQUIRED TO CONSTRUCT THE PROJECT. ALL LICENSES AND PERMITS MUST BE IN-HAND AND PROPERLY DISPLAYED PRIOR TO COMMENCING WORK.
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE PROPER COMMUNICATION AND COORDINATION WITH THE ENGINEER, ONSITE FIELD TECHNICIANS, AND OWNER'S REPRESENTATIVE THROUGHOUT THE LIFE OF THE PROJECT.
6. THREE NOTCH GROUP SHALL NOT BE RESPONSIBLE FOR ERRORS AND OMISSIONS RESULTING FROM DESIGN MODIFICATIONS MADE AFTER THE RECORD DATE OF THESE PLANS SHOWN HEREON. ADJUSTMENTS TO THESE PLANS MAY BE NECESSARY. NOTIFY ENGINEER OR OWNER'S REPRESENTATIVE IMMEDIATELY IF ANY ERRORS OR OMISSIONS ARE FOUND.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY HIS ACTIVITIES IN THE PROJECT AREA, WHETHER ON PUBLIC OR PRIVATE PROPERTY. DAMAGE SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITIONS OR BETTER, AND TO THE SATISFACTION OF THE ENGINEER AND LAND OWNER(S). REPAIRS SHALL BE MADE AT THE CONTRACTOR'S EXPENSE.
8. THE CONTRACTOR IS RESPONSIBLE FOR DOCUMENTATION OF PRE-EXISTING CONDITIONS PRESENT WITHIN AND ADJACENT TO THE CONSTRUCTION AREA. DOCUMENTATION OF EXISTING CONDITIONS SHALL CONSIST OF DATE-STAMPED VIDEO, PHOTOGRAPHS, AND WRITTEN RECORDS. COPIES OF ALL DOCUMENTATION SHALL BE DELIVERED TO THE ENGINEER PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES. DOCUMENTATION OF PRE-EXISTING CONDITIONS IS REQUIRED TO AVOID CLAIMS FOR DAMAGE TO PROPERTY.
9. THE CONTRACTOR SHALL RESERVE ONE FULL-SIZE SET OF CONSTRUCTION PLANS FOR RECORDING DATA DURING CONSTRUCTION, REFERENCE DURING O/A MEETINGS, AND SERVE AS PROJECT RECORD DRAWINGS. DRAWINGS SHALL BE DELIVERED TO THE ENGINEER OR OWNER'S REPRESENTATIVE ONE WEEK PRIOR TO SUBSTANTIAL COMPLETION.
10. IF APPLICABLE, THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND MAINTAINING PROPER TRAFFIC CONTROL IN ACCORDANCE WITH THE REQUIREMENTS OF PART VI OF THE MUTCD, LATEST EDITION. ALL TRAFFIC CONTROL DEVICES AND SIGNAGE SHALL BE ACCORDANCE TO FDOT STANDARDS AND SPECIFICATIONS.
11. UNLESS APPROVED IN ADVANCE BY THE ENGINEER, THE CONTRACTOR SHALL MAINTAIN ACCESS FOR THE TRAVELING PUBLIC AND EMERGENCY VEHICLES ALONG THE PAVED DRIVE. IF A ROAD CLOSURE IS ALLOWED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING SUCH CLOSURES WITH CITY AND EMERGENCY AGENCIES, IN ACCORDANCE WITH THOSE PARTIES' REQUIREMENTS.
12. CONSTRUCTION STAGING AREA SHALL BE ON-SITE W/ AREA APPROVED BY OWNER. STAGING AREA SHALL BE ENCLOSED BY TEMPORARY CHAIN-LINK FENCING & LOCKABLE GATE.
13. UPON AWARD OF BID, A CONSTRUCTION PHASING SCHEDULE SHALL BE SUBMITTED TO OWNER FOR APPROVAL. PROJECT SHALL BE CONSTRUCTED IN A WAY THAT ALL UNAFFECTED AREAS OF THE SITE REMAIN OPEN TO THE PUBLIC THROUGHOUT THE ENTIRE DURATION OF THE PROJECT.

SITE NOTES

1. TOPOGRAPHIC AND CONTROL SURVEY FOR THIS PROJECT WAS PERFORMED BY DEWBERRY ENGINEERS, INC.
2. HORIZONTAL AND VERTICAL DATUMS USED IN DESIGN ARE NAD83 FL STATE PLANE NORTH AND NAVD88 RESPECTIVELY.
3. IT IS CONTRACTOR'S RESPONSIBILITY TO PROVIDE CONSTRUCTION LAYOUT AND GRADE STAKING. AT THE CONTRACTOR'S REQUEST, THREE NOTCH GROUP WILL PROVIDE ELECTRONIC CIVIL DESIGN FILES IN .DWG FORMAT.
4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT ALL BENCHMARKS AND PROPERTY CORNERS. ANY REPLACEMENT WILL BE AT THE CONTRACTOR'S EXPENSE.
5. JOB SITE SHALL BE CLEANED ON A DAILY BASIS. THE CONTRACTOR SHALL RESTORE ALL AREAS, WHETHER PUBLIC OR PRIVATE, AS SOON AS PRACTICABLE FOLLOWING COMPLETION OF PARTICULAR CONSTRUCTION ACTIVITIES.
6. ALL CONSTRUCTION EQUIPMENT AND MATERIALS SHALL BE PARKED AND STORED AT AN OWNER APPROVED LOCATION WITHIN THE PROJECT LIMITS. PARKING AND STORAGE LOCATIONS SHALL BE OUTSIDE OF ANY ACCESS DRIVES AND, IN ORDER TO PROTECT TREES, OUTSIDE OF TREE DRIP LINES.
7. ALL ACCESSIBLE PATHS, ROUTES, PARKING, RAMPS, CROSSWALKS, SIGNS, SYMBOLS, AND MARKINGS SHALL CONFORM TO THE CURRENT ADA STANDARDS FOR ACCESSIBLE DESIGN.
8. ALL PAVEMENT MARKINGS SHALL CONFORM TO FDOT STANDARD DRAWINGS AND SPECIFICATIONS.
9. DIMENSIONS SHOWN ALONG CURB AND GUTTER ARE TO **BACK OF CURB** UNLESS NOTED OTHERWISE.
10. COORDINATE ALL ELECTRICAL IMPROVEMENTS TO AVOID CONFLICT WITH PROPOSED DESIGN AND EXISTING UTILITIES.
11. A JOB TRAILER MAY BE PERMITTED GIVEN THAT A PLAN IS PROVIDED TO THE OWNER AND APPROVED IN WRITING. THE PLAN MUST DETAIL PLACEMENT, UTILITIES, A SCHEDULE TO MOBILIZE/DEMOBILIZE AND ANY NECESSARY PERMITS BY OTHERS.
12. EXISTING ADA HANDICAP SIGNS SHALL BE RELOCATED TO THE LOCATION REQUIRED AS SHOWN IN THE PLANS. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO ADDITIONAL PAYMENT WILL BE MADE.

GRADING AND DRAINAGE NOTES

1. EXISTING DRAINAGE SYSTEMS SHALL REMAIN FULLY OPEN THROUGHOUT THE PROJECT DURATION. REMOVE ALL SEDIMENT AND CLEAN EXISTING STORM STRUCTURES WHETHER SHOWN ON PLANS OR NOT. THESE STRUCTURES INCLUDE, BUT NOT LIMITED TO, FLUMES, INLETS, PIPES, JUNCTION BOXES, AND ALL DITCHES.
2. ANY DISTURBANCE OR DAMAGE TO EXISTING DRAINAGE SYSTEMS AND STRUCTURES SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER AND THE CITY, COUNTY, AND/OR STATE AT NO ADDITIONAL COST TO THE OWNER.

UTILITY NOTES

1. NEITHER THE OWNER NOR THE ENGINEER MAKES ANY EXPRESSED OR IMPLIED GUARANTEE OF THE ACCURACY OF UTILITIES SHOWN OR ANY GUARANTEE THAT ALL UTILITIES LOCATED WITHIN THE CONSTRUCTION AREA ARE SHOWN HEREIN.
2. AT A MINIMUM, THE CONTRACTOR SHALL CALL SUNSHINE 811 BY CALL AT 811 FOR UTILITY MARKING PRIOR TO COMMENCING CONSTRUCTION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE COMMENCING WORK. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
3. THE CONTRACTOR SHALL COORDINATE ALL WORK ADJACENT TO EXISTING UTILITY POLES AND GUY WIRES WITH THE LOCAL POWER COMPANY. THE CONTRACTOR SHALL CONTACT THE LOCAL POWER COMPANY TO HOLD SAID UTILITY POLES/GUY WIRES DURING BORING OR OPEN CUT OPERATIONS. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO ADDITIONAL PAYMENT WILL BE MADE.
5. THE CONTRACTOR SHALL COORDINATE ALL TIE-INS, CONNECTIONS, OUTAGES, AND VALVING OPERATIONS WITH THE UTILITY OWNER. THE CONTRACTOR SHALL GIVE 72 HOURS NOTICE TO THE UTILITY OWNER OF WHEN SUCH OPERATIONS ARE TO TAKE PLACE.
6. THE CONTRACTOR SHALL COORDINATE WITH AND PROVIDE REASONABLE NOTICE TO RESIDENTS AND BUSINESSES OF UTILITY SERVICE OUTAGES PRIOR TO BEGINNING SUCH OPERATIONS. NO RESIDENT OR BUSINESS SHALL BE LEFT WITH OUT SERVICE OVERNIGHT.
7. CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL UTILITY LOCATIONS WITH THE LOCAL UTILITIES. CONTACT WITH EACH UTILITY SHOULD BE MADE BEFORE ANY CONSTRUCTION BEGINS ON THIS PROJECT.

ASPHALT, CORING AND THICKNESS VERIFICATION

1. THE CONTRACTOR SHALL PERFORM ASPHALT PAVEMENT CORING AT FIVE (5) LOCATIONS AS SHOWN ON THE PLANS. ALL EQUIPMENT, LABOR, MATERIALS, AND INCIDENTALS NECESSARY TO COMPLETE THE CORING SHALL BE CONSIDERED SUBSIDIARY TO THE ASPHALT PAY ITEM; NO ADDITIONAL PAYMENT WILL BE MADE FOR THIS WORK.
2. THE ONSITE INSPECTOR MUST BE PRESENT DURING THE CORING OPERATIONS
3. UPON COMPLETEION OF THE CORES, THE ENGINEER WILL EVALUATE THE ASPHALT THICKNESS TO DETERMINE HETHER THE EXISTING PAVEMENT STRUCTURE IS ADEQUATE FOR THE PROPOSED PLANING AND RESURFACING OPERATIONS.

   OPTION A. IF THE MEASURED ASPHALT THICKNESS IS SUFFICIENT, THE WORK WILL PROCEED AS SHOWN IN THE PLANS, INCLUDING PLANING AND RESURFACING.

   OPTION B. IF THE ASPHALT THICKNESS IS FOUND TO BE INSUFFICIENT, PLANING WILL BE OMITTED, AND THE CONTRACTOR WILL PERFORM RESURFACING ONLY, AS DIRECTED BY THE ENGINEER.
4. ALL CORE HOLES SHALL BE BACKFILLED AND PATCHED IN ACCORDANCE WITH STANDARD PRACTICE AND TO THE SATISFACTION OF THE ENGINEER.

THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY TIMOTHY J. KELLEY ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED, AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

NO.	REVISION/SUBMISSION	DATE:

TIMOTHY JACK KELLEY LICENSE No. 95371 STATE OF FLORIDA PROFESSIONAL ENGINEER
12/11/2025

COA: 4099

ADDRESS:
11 W COURT SQUARE
ANDALUSIA, AL 36420

P.O. BOX 278 (36420)
PH: (334) 222-9431

THREE NOTCH GROUP

FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE
DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FL 32435

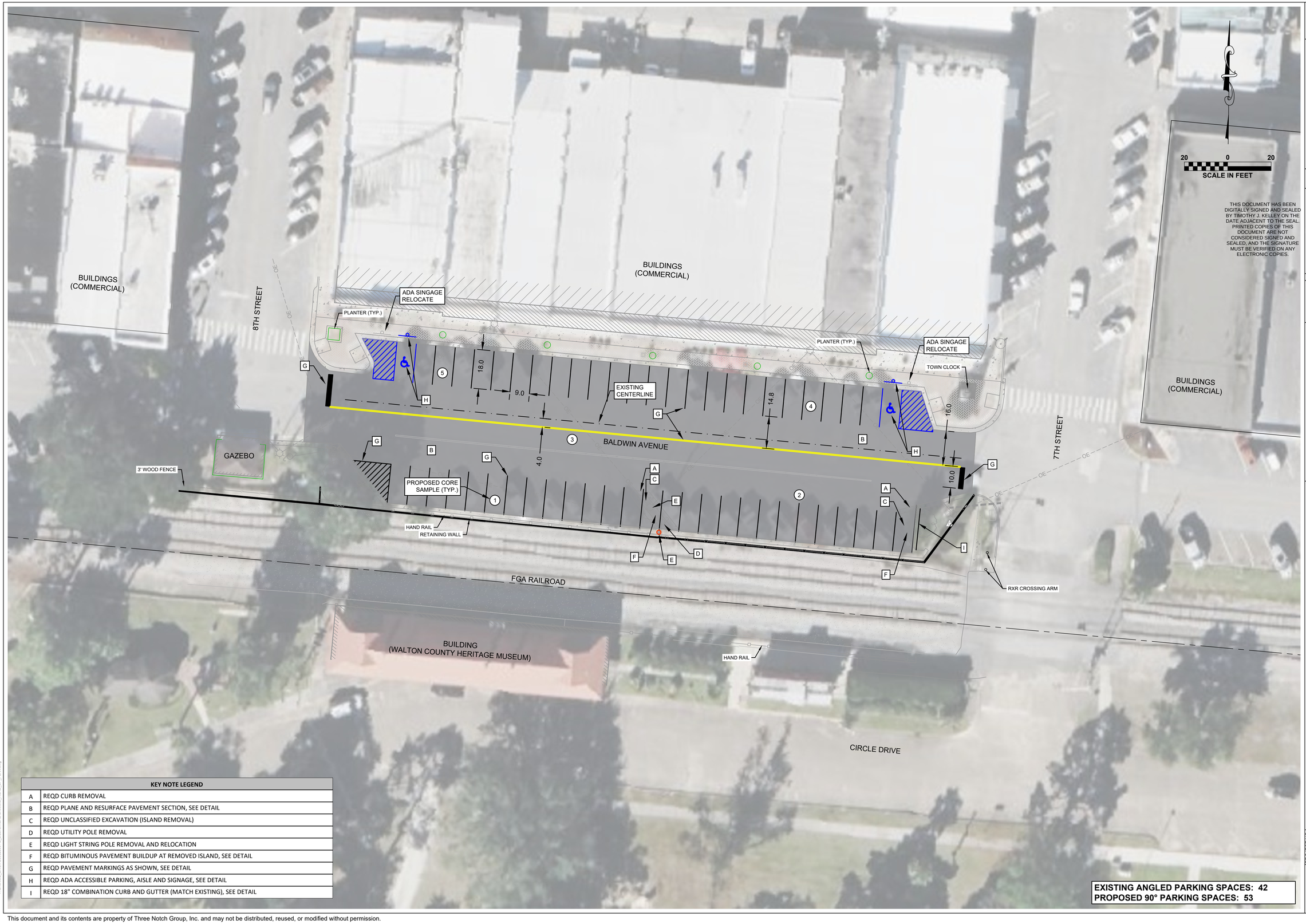
PROJECT NO: R0080625001
DATE: 2025/12/11
SCALE: AS SHOWN

SHEET NO: C-101

DRAWING TITLE: NOTES AND LEGEND

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KEY NOTE LEGEND	
A	REQD CURB REMOVAL
B	REQD PLANE AND RESURFACE PAVEMENT SECTION, SEE DETAIL
C	REQD UNCLASSIFIED EXCAVATION (ISLAND REMOVAL)
D	REQD UTILITY POLE REMOVAL
E	REQD LIGHT STRING POLE REMOVAL AND RELOCATION
F	REQD BITUMINOUS PAVEMENT BUILDUP AT REMOVED ISLAND, SEE DETAIL
G	REQD PAVEMENT MARKINGS AS SHOWN, SEE DETAIL
H	REQD ADA ACCESSIBLE PARKING, AISLE AND SIGNAGE, SEE DETAIL
I	REQD 18" COMBINATION CURB AND GUTTER (MATCH EXISTING), SEE DETAIL

EXISTING ANGLED PARKING SPACES: 42
PROPOSED 90° PARKING SPACES: 53

NO.	REVISION/SUBMISSION	DATE:

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TIMOTHY JACK KELLEY LICENSE No. 95371 STATE OF FLORIDA PROFESSIONAL ENGINEER
12/11/2025

COA: 4099
ADDRESS:
11 W COURT SQUARE
ANDALUSIA, AL 36420
P.O. BOX 278 (36420)
PH: (334) 222-9431

THREE NOTCH GROUP

FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE
DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FL 32435

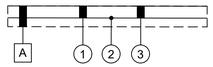
PROJECT NO: R0080625001
DATE: 2025/12/11
SCALE: AS SHOWN
SHEET NO: C-301

DRAWING TITLE: SITE PLAN

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AREA TO PLANE AND RESURFACE
(AREA TO BE DETERMINED BY CORING SAMPLES PROVIDED BY CONTRACTOR)

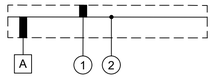


- A IN PLACE BITUMINOUS PAVEMENT
- 1 PLANING (APPROX. 1.5" THICK)
- 2 TACK COAT, (0.09 GAL/SY)
- 3 SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER, (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)

PLANE AND RESURFACE PAVEMENT SECTION "OPTION A"
NOT TO SCALE
B

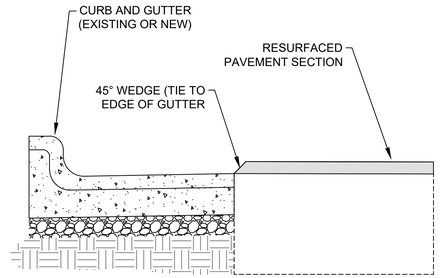


AREA TO RESURFACE
(AREA TO BE DETERMINED BY CORING SAMPLES PROVIDED BY CONTRACTOR)

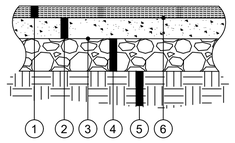


- A IN PLACE BITUMINOUS PAVEMENT
- 1 SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER, (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)
- 2 TACK COAT (0.09 GAL/SY)

RESURFACE PAVEMENT SECTION "OPTION B"
NOT TO SCALE
B

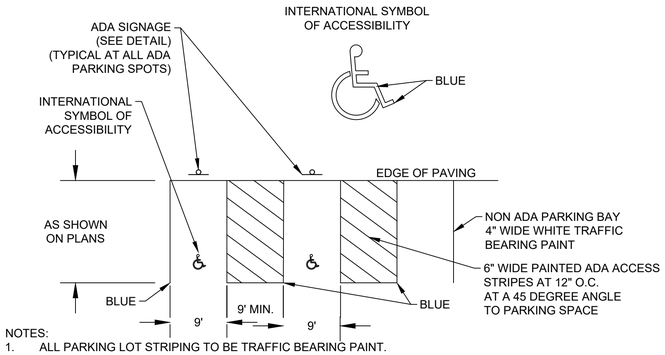


RESURFACING ASPHALT WEDGE DETAIL
NOT TO SCALE
B



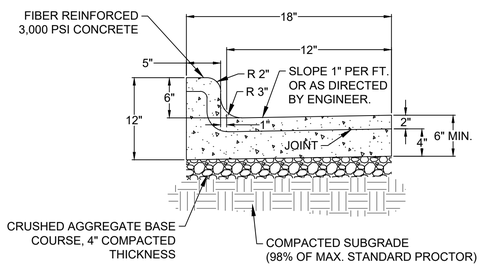
1. SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)
2. SUPERPAVE BITUMINOUS CONCRETE UPPER BINDER LAYER (2.5" THICKNESS)(APPROX. 275 LBS./S.Y.)
3. BITUMINOUS SURFACE TREATMENT "A"
4. BASE COURSE, CRUSHED AGGREGATE BASE COURSE, 6" COMPACTED THICKNESS
5. SUB-GRADE (COMPACTED 98% STANDARD PROCTOR)
6. TACK COAT (0.09 GAL/SY)

BITUMINOUS PAVEMENT SECTION
NOT TO SCALE
F



NOTES:
1. ALL PARKING LOT STRIPING TO BE TRAFFIC BEARING PAINT.
2. ALL PARKING LOT STRIPING SHALL BE INSTALLED USING MANUFACTURERS SPECIFICATIONS.
3. PAINT COLOR TO BE ADA COMPLIANT BLUE
4. ALL PARKING LOT STRIPING TO BE A MIN. OF 4" WIDE UNLESS OTHERWISE NOTED.
5. ALL OTHER PARKING LOT STRIPING TO BE WHITE UNLESS OTHERWISE NOTED
6. ALL PARKING LOT STRIPING TO BE APPLIED IN TWO COATS

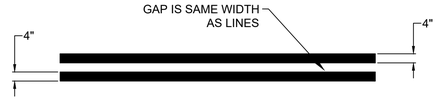
TYPICAL STRIPING DETAILS
NOT TO SCALE
H



NOTES:

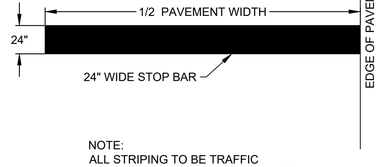
1. CUT 1/2" TRANSVERSE DUMMY JOINTS AT 6'-0" O.C.
2. EXPANSION JOINTS REQUIRED EVERY 30' O.C. AND AT COLD JOINTS. MATERIAL SHALL BE NOMAFLEX JOINT FILLER (OR APPROVED EQUAL).
3. FIBER REINFORCEMENT TO BE ABC ABC FIBER FORCE (OR APPROVED EQUAL) @ 1 LB./C.Y.

18" COMBINATION CURB & GUTTER
NOT TO SCALE
I



NOTE:
CENTERLINE STRIPING SHALL BE YELLOW BEARING PAINT THAT MEETS MUTCD STANDARDS, APPLIED IN TWO COATS.

SOLID DOUBLE CENTERLINE STRIPING
NOT TO SCALE
G



NOTE:
ALL STRIPING TO BE TRAFFIC BEARING PAINT THAT MEETS MUTCD STANDARDS, APPLIED IN TWO COATS.

STOP BAR STRIPING
NOT TO SCALE
G

THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY TIMOTHY J. KELLEY ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED, AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

NO.	REVISION/SUBMISSION	DATE:

TIMOTHY JACK KELLEY
LICENSE
No. 95371
STATE OF FLORIDA
PROFESSIONAL ENGINEER
12/11/2025

COA: 4099

ADDRESS:
11 W COURT SQUARE
ANDALUSIA, AL 36420
P.O. BOX 278 (36420)
PH: (334) 222-9431

THREE NOTCH GROUP

FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE
DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FL. 32435

PROJECT NO: 0608025001
DATE: 2025/12/11
SCALE: AS SHOWN
SHEET NO: C-801
DRAWING TITLE: PROJECT DETAILS

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COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 Minutes

Agenda Item Title:
Downtown Alleyway Improvements

Attachment(s):
1. 0404.001 4th to 11th Street Alley Cost Estimate 2026.04.01
2. 0404_DFS-CRA_Ally-Concepts---Layout-1
3. 1B
4. 2025-06-23_DFS CRA_ Alleyway Project

Brief Summary:
The CRA approved a Task Order for 4th Street to 11th Street Alleyway Improvements Professional Design, Permitting, Bidding and Construction Administration/ Inspection Scope of Services. This is commonly referred to as the Downtown Alleyway Project.

Approved Task Order:
Design - $129,700
CEI - $7,800/month
Lighting & Electrical Coordination - Hourly, Not-to-Exceed $3,000

To date, $30,780 has been expended

Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

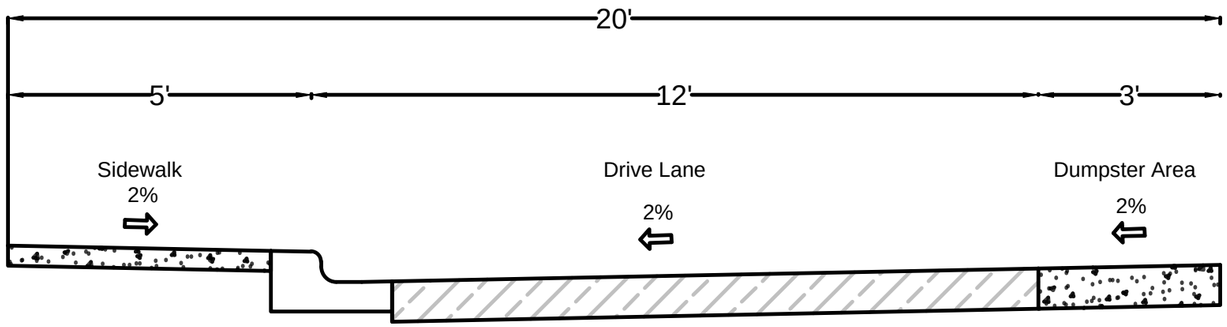
Staff Recommendations/Comments:

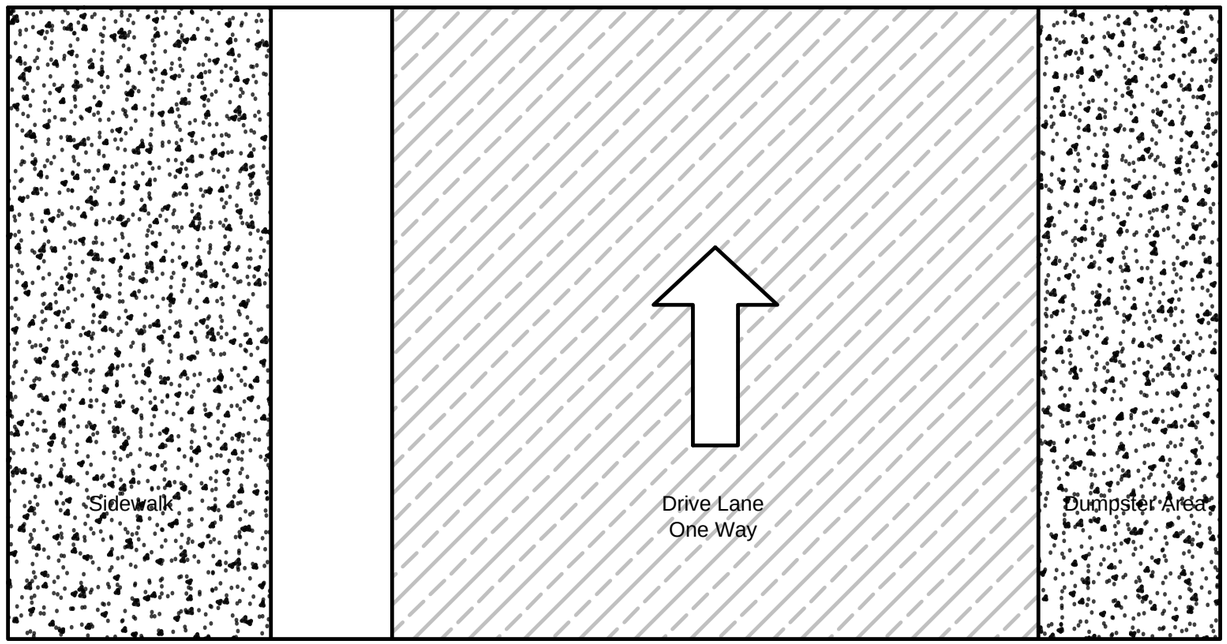
CITY OF DEFUNIAK SPRINGS
ALLEYWAY IMPROVEMENTS

LAYOUT 1

	Quantity	Unit	SF Unit Price	Total	Notes
General Construction					
Mobilization	1	LS	$ 60,000.00	$ 60,000.00	
Bonds and Insurance	1	LS	$ 45,000.00	$ 45,000.00	
MOT	1	LS	$ 36,000.00	$ 36,000.00	
Testing	1	LS	$ 24,000.00	$ 24,000.00	
Erosion Control and NPDES	1	LS	$ 30,000.00	$ 30,000.00	
Surveying & Stakeout	1	LS	$ 33,000.00	$ 33,000.00	
Demolition	1	LS	$205,000.00	$ 205,000.00	
			SUBTOTAL	**$ 433,000.00**	
Utilitiy Replacement					
8" PVC Water Main	2649	LF	$90.00	$ 238,410.00	
Water Service Connections	61	EA	$1,450.00	$ 88,450.00	
8" PVC Gravity Sewer	2620	LF	$134.00	$ 351,080.00	
Laterals	61	EA	$6,000.00	$ 366,000.00	
Manholes, <10'	8	EA	$16,000.00	$ 128,000.00	
Power	1	LS	$346,000.00	$ 346,000.00	
Fiber	1	LS	$316,360.00	$ 316,360.00	
Gas	2650	LF	$50.00	$ 132,500.00	
Lighting	21	EA	$6,000.00	$ 126,000.00	
			SUBTOTAL	**$ 2,092,800.00**	
Layout 1					
2" Type SP 12.5 Asphalt	4272	SY	$40.00	$ 170,880.00	
8" Crushed Limerock	5005	SY	$32.00	$ 160,160.00	
Type B Stabilization	2055	CY	$51.00	$ 104,805.00	
6" Concrete	6603	SF	$14.00	$ 92,442.00	
4" Concrete Sidewalk	11005	SF	$12.00	$ 132,060.00	
Type F Curb	2201	LF	$43.00	$ 94,643.00	
15" RCP	1140	LF	$141.00	$ 160,740.00	
Storm Manholes	7	EA	$8,069.00	$ 56,483.00	
Inlets, Curb, Type J-4, <10'	14	EA	$11,526.00	$ 161,364.00	
Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	88	LF	$16.00	$ 1,408.00	
Single Post Sign, Furnish & Install Ground Mount	16	EA	$1,000.00	$ 16,000.00	
			SUBTOTAL	**$ 1,150,985.00**	
Contingency					
Contingency 20%	1	LS	$735,357.00	$ 735,357.00	
			TOTAL	**$4,412,142.00**	

LAYOUT #1





Designed by:	JB	Date:8/22/2025	Anchor CEI		DEFUNIAK SPRINGS CRA DEFUNIAK SPRINGS/WALTON/FL	LAYOUT #1 4TH ST & 11TH ST ALLEYWAY
Drawn by:	JB	Job No.404.001				Sheet No. C-1
Checked by:	JB	File:				
Approved by:	EM	© 2025				
Scale:	1" = 30'					

CITY OF DEFUNIAK SPRINGS
ALLEYWAY IMPROVEMENTS

LAYOUT 1

	Quantity	Unit	SF Unit Price	Total	Notes
General Construction					
Mobilization	1	LS	$ 60,000.00	$ 60,000.00	
Bonds and Insurance	1	LS	$ 45,000.00	$ 45,000.00	
MOT	1	LS	$ 36,000.00	$ 36,000.00	
Testing	1	LS	$ 24,000.00	$ 24,000.00	
Erosion Control and NPDES	1	LS	$ 30,000.00	$ 30,000.00	
Surveying & Stakeout	1	LS	$ 33,000.00	$ 33,000.00	
Demolition	1	LS	$205,000.00	$ 205,000.00	
			SUBTOTAL	**$ 433,000.00**	
Utilitiy Replacement					
8" PVC Water Main	2649	LF	$86.00	$ 227,814.00	
Water Service Connections	61	EA	$1,450.00	$ 88,450.00	
8" PVC Gravity Sewer	2620	LF	$134.00	$ 351,080.00	
Laterals	61	EA	$2,196.00	$ 133,956.00	
Manholes, <10'	8	EA	$12,764.00	$ 102,112.00	
Power	1	LS	$454,150.00	$ 454,150.00	
Fiber	1	LS	$256,471.00	$ 256,471.00	
Gas	2650	LF	$50.00	$ 132,500.00	
Lighting	21	EA	$4,000.00	$ 84,000.00	
			SUBTOTAL	**$ 1,830,533.00**	
Layout 1					
2" Type SP 12.5 Asphalt	4272	SY	$34.00	$ 145,248.00	
8" Crushed Limerock	5005	SY	$32.00	$ 160,160.00	
Type B Stabilization	2055	CY	$51.00	$ 104,805.00	
6" Concrete	6603	SF	$14.00	$ 92,442.00	
4" Concrete Sidewalk	11005	SF	$12.00	$ 132,060.00	
Type F Curb	2201	LF	$43.00	$ 94,643.00	
15" RCP	1140	LF	$141.00	$ 160,740.00	
Storm Manholes	7	EA	$8,069.00	$ 56,483.00	
Inlets, Curb, Type J-4, <10'	14	EA	$11,526.00	$ 161,364.00	
Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	88	LF	$16.00	$ 1,408.00	
Single Post Sign, Furnish & Install Ground Mount	16	EA	$4,260.00	$ 68,160.00	
			SUBTOTAL	**$ 1,177,513.00**	
Contingency					
Contingency 10%	1	LS	$344,104.60	$ 344,104.60	
			TOTAL	**$3,785,150.60**	


Jones
MENTS

BOARD APPROVED

Date: 6-25-25

Anchor CEI
Engineering and Inspection

P. 850.215.1285 F. 850.215.1286
450 Magnolia Avenue
Panama City, FL 32401

June 24, 2025

DeFuniak Springs Community Redevelopment Agency
Attn: Joshua Ervin
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, Florida 32435

Sent via email for Distribution: cradirector@defuniaksprings.net

RE: 4th Street to 11th Street Alleyway Improvements
Professional Design, Permitting, Bidding and Construction Administration/ Inspection Scope of Services

Dear Mr. Ervin,

Anchor Construction, Engineering, and Inspection, Inc. (Anchor) is pleased to provide DeFuniak Springs Community Redevelopment Agency (DFS-CRA) with our scope of services for professional design, permitting, bidding, and construction administration/inspection services for the proposed alleyway improvements between 4th Street and 11th Street in downtown DeFuniak Springs.

BACKGROUND

The subject alleyway is approximately 20 feet wide and is between and parallel to East Nelson Avenue and Baldwin Avenue and between 4th Street and 11th Street. The total length of the alleyway is approximately 2,600 feet. The alleyway is lined by buildings, parking lots, and open space.

Based on conversations with the City and Task Order No. 25-02-CRA, the goal of this project is to enhance infrastructure reliability, safety, and overall aesthetics in the downtown area. The project will include the design, permitting and coordination of stormwater improvements, conversion of aerial utilities to underground systems, replacement of all existing underground utilities, new pavement, and alleyway street lighting. In addition, Anchor proposes to provide bidding and construction administration and inspection services as outlined herein. The City provided Anchor with a topographic survey completed by Dewberry in 2023. Anchor has assumed that this survey is accurate and usable; therefore, professional survey services are not included in this scope of services.

SCOPE OF SERVICES

Task 1 – Preliminary Investigation and Layout
For this task, Anchor will perform the following:

- Conduct a site visit to the parcel to evaluate the existing site conditions.
- Obtain permits, CAD drawings, and any other information from DFS-CRA which was previously prepared for the area.
- Gather preliminary site information from a desktop investigation and other available means to include GIS-supplied rough topographic data, soil data, historical site information, general geotechnical information, etc.
- Evaluate local and state agencies to determine permitting requirements.

Task 2 – Conceptual, Preliminary and Final Design Development
Anchor will assist the DFS-CRA in designing the proposed street improvements that will be in compliance with applicable state and federal design standards. This task includes the design of the following: alleyway stormwater management system, wastewater collection and services, water main and services, gas line, new roadway design, coordination with other 3rd party utilities and lighting coordination. A civil plan set including plan sheets for Existing Conditions and Demolition, Site Layout, Roadway Design, Erosion Control, Stormwater Management and a Utility Plan will be prepared to local jurisdiction standards.

Anchor will provide a conceptual site plan to obtain feedback from the DFS-CRA in order to gain insight into the direction of the design. Anchor will prepare Preliminary Plans at the 30%, 60%, and 90% design stage for DFS-CRA feedback as the design progresses and will prepare the Final Plans to the DFS-CRA that are signed and sealed by a Professional Engineer in the State of Florida.

All final documents will be signed and sealed by a Florida-Registered Professional Engineer. The civil drawing set will include sufficient detail for a contractor to provide an accurate cost and to construct the proposed development as intended by Anchor and the DFS-CRA.

A copy of the signed and sealed 100% Final Design Drawings and Drainage Report will be provided to the DFS-CRA.

Task 3 – Utility Design and Permitting (Tasks 3.a to 3.c)
Anchor will evaluate the existing underground utilities including water, sewer, and gas mains. The evaluation will be based on field observations and information provided by the City including CCTV of the sewer main completed by the City. We have assumed that the water, sewer, and gas mains will be replaced the full length of the project. Therefore, this proposal includes the design and permitting of the water, sewer, and gas mains.

The gas main design will be performed by a third-party consultant. Anchor will coordinate the relocation of these utilities with the relocation of the overhead utilities being done by others.

Task 4 – Boundary and Topographical Surveying (By Others)
Anchor will subcontract with a Florida-registered professional land surveyor to perform a boundary and topographic survey which will include topographical elements that may be used during the design phase.

Task 5 – Geotechnical Services
Anchor shall coordinate with a State of Florida Registered Geotechnical Engineer to perform five 4-inch diameter pavement cores including patch repair and five 5-foot-deep auger borings beneath the cores.

The Geotechnical Engineer will provide a signed and sealed Engineering Evaluation and Report will include core thickness, base thickness, groundwater levels, if encountered, and profile of soil conditions beneath the pavement areas.

Task 6 – Streetscaping Services
Anchor shall coordinate with a State of Florida Registered Landscape Architect who will incorporate minimal aesthetic features into the design to enhance pedestrian access and comfort while maintaining vehicular use and solid waste collection. Potential improvements may include vertical container plantings, or fence plantings, varied pavement materials, innovative stormwater conveyance, screening for trash receptacles and/or air units, lighting, artwork or additional wall murals, and other features that align with building structures and the available space.

Task 7 – Bidding Phase
Anchor shall assist the DFS-CRA in the following bidding and procurement tasks:

- Developing a cost estimate.
- Advertising the Bid with North Florida Daily News or other approved media outlet.
- Maintaining a Plan Holder's list.
- Posting plans and specs to the City's website.
- Responding to Requests for Information from Bidders.
- Issuing addenda, as necessary.
- Attending Bid Opening.
- Reviewing bids received.
- Preparing Recommendation of Award for City Council approval.
- Preparing and coordinating the execution of the Contract Documents between the City and the awarded Contractor.
- Preparing a hard copy and digital copy of the Plans and Specifications for the City and Contractor.

Task 8 – Construction Administration and Inspection Services
Anchor will provide the following construction administration and inspection services throughout the duration of construction:

- Periodic onsite inspection as pre-determined by the DFS-CRA and Anchor.
- An inspector that is CTQP certified.
- A daily inspection log via the Raken® software that will include weather conditions, site conditions, crew on site, quality review, safety review, etc. This log will be completed by the inspector while on-site. These logs will be distributed weekly.
- A verification of quantities will be provided by the inspector to confirm quantities submitted by the Contractor during Payment Applications reviews.
- Assistance with any on-site issues that may arise during construction will be addressed by the inspector while on-site.
- Scheduling, preparing the agenda, hosting, and transcribing minutes of the pre-construction and progress meetings.
- Review and tracking of Contractor Submittals.
- Review and tracking of Requests for Information.
- Preparing and tracking of Change Directives/Change Orders.
- Reviewing and tracking of Pay Applications submitted by Contractor.

- Submitting inspection reports to selected parties on a weekly basis.
- Logging of rain days or other days requested by Contractor.
- Close-out documentation.

Construction Administration and Inspection Services include 8 hours of project management time, 40 hours of inspection time, and 6 hours of administrative time per month.

If more time is needed than the allotted time, additional fees may apply.

Task 9 – Lighting and Electrical Coordination
Anchor will assist the DFS-CRA with coordinating the lighting and, if necessary, the electrical design of the lighting system. Please note that this fee does not include any electrical design or photometric studies. If the DFS-CRA chooses to lease lights from Florida Power & Light (FPL), Anchor will assist in coordinating and negotiating with FPL and will indicate light pole locations on the civil drawings. If other lighting is chosen, Anchor will assist in obtaining proposals for electrical engineering design of the lighting system.

PROFESSIONAL SERVICES FEES

The cost for Tasks 1 through 6 listed above shall be completed for a not-to-exceed amount of **$129,700** as detailed below. The cost of Task 8 will be based on a monthly not-to-exceed amount of **$7,800** as detailed below. The cost of Task 9 will be billed at Anchor's standard hourly rates with a not-to-exceed amount of $3,000.

Task 1	**Preliminary Investigation & Layout**	**$14,400**
Task 2	**Preliminary and Final Design Development**	**$35,900**
Task 3a	**Utility Design and Permitting – Sewer**	**$22,000**
Task 3b	**Utility Design and Permitting – Water**	**$9,000**
Task 3c	**Utility Design and Permitting – Natural Gas**	**$15,830**
Task 4	**Boundary and Topographic Survey (By Others)**	**$16,500**
Task 5	**Geotechnical Services (By Others)**	**$3,080**
Task 6	**Streetscaping Services (By Others)**	**$8,690**
Task 7	**Bidding Phase**	**$4,300**
	Grand Total	**$129,700**

Task 8 **Construction Administration and Inspection Services** **$7,800/month**
Billed at a monthly not-to-exceed amount of $7,800.00. This includes the Work and Time allotted in Task 5. If additional services are required or requested by the DFS-CRA, additional monthly fees may apply.

Task 9 **Lighting and Electrical Coordination** **Hourly, Not-To-Exceed $3,000**

EXCLUSIONS/ADDITIONAL SERVICES

Services may be required that exceed or are not listed in the scope of services outlined above. Those tasks will only be undertaken with prior authorization as an amendment to this contract. Additional services include but are not limited to:

- Professional Surveying Services
- Stormwater Detention Design

- All other civil engineering and design services specifically not listed above
- Traffic and Transportation Analyses or Studies
- Permit Application Fees
- Landscape and Irrigation Design (beyond the tasks described above)
- Flood Study/Modeling
- Cable, internet, etc. Design
- Offsite Utility or Street Improvements
- Structural Design
- Phases I or II ESAs.
- Lighting and/or Photometric Plan.

REIMBURSABLE EXPENSES

The following reimbursable expenses may be recovered by Anchor at cost: Prints, Copies, Courier Services, Certified Mail, Permits Application Fees, etc.

ATTACHMENTS

If you agree with the scope of services as referenced above, please execute the attached ***Task Order*** (**Exhibit A**) between DFS-CRA and Anchor and return a scanned copy to us as our Notice to Proceed for this important project.

CLOSING

We appreciate the opportunity to provide you our scope of services for this important improvements project. If you have any questions, please e-mail me at bosborn@anchorcei.com.

Sincerely,
Anchor Consulting Engineering and Inspection, Inc.



Bryan Osborn, P.E.
Senior Project Manager

Copy: Ms. Elizabeth S. Moore, P.E., President, Anchor (via e-mail at emoore@anchorcei.com)
Ms. Brittany Trumbull, P.E., Vice President (via e-mail at btrumbull@anchorcei.com)
Ms. Mandy O'Regan, Anchor (via e-mail at moregan@anchorcei.com)

Attachments: Exhibit A: Task Order

ATTACHMENT A

COMBINED TASK ORDER
AND NOTICE TO PROCEED

Reference is made to that certain AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF DEFUNIAK SPRINGS and ANCHOR CEI, INC. (Consultant) dated May 19, 2025 (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **June 24, 2025**, relating to **4th Street to 11th Street Alleyway Improvements.**

Consultant's total compensation shall be a **lump sum amount of $129,700 for Tasks 1 through 7, a monthly not-to-exceed amount of $7,800 for Task 8, and a not-to-exceed amount of $3,000 for Task 9** as detailed in the scope of services attached to and made part of this Task Order.

Work shall begin upon receiving a signed task order from the CRA.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the CRA, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.

June 24, 2025
Elizabeth S. Moore, P.E. Date
President

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY

6-25-25
Joshua Ervin Date
Executive Director

COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 minutes

Agenda Item Title:
Downtown Railroad Crossing Improvements

Attachment(s):
1. Defuniak Springs CRA - RR Pedestrian Crossings
2. Task Order 25-04-CRA (signed)

Brief Summary:
The CRA approved Task Order 25-04-CRA for Downtown Railroad Crossing Improvements. This Task Order is for Design and CEI.

Task Order 25-04-CRA:
Design - $55,080
CEI - $16,670

To date, $39,666.50 has been expended.

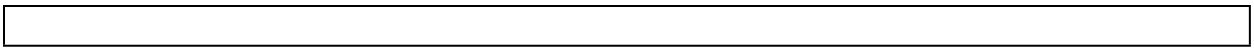
Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:



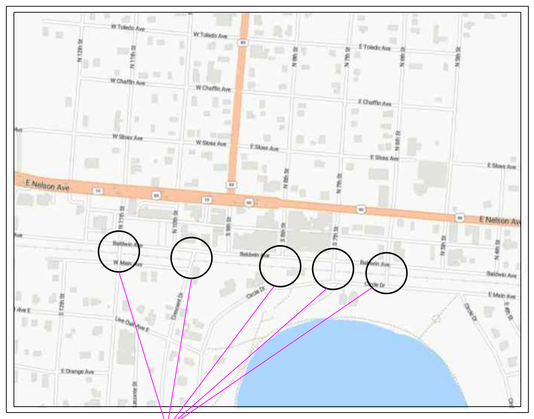
CITY OF DEFUNIAK SPRINGS

PLANS OF PROPOSED PROJECT NUMBER R869825002

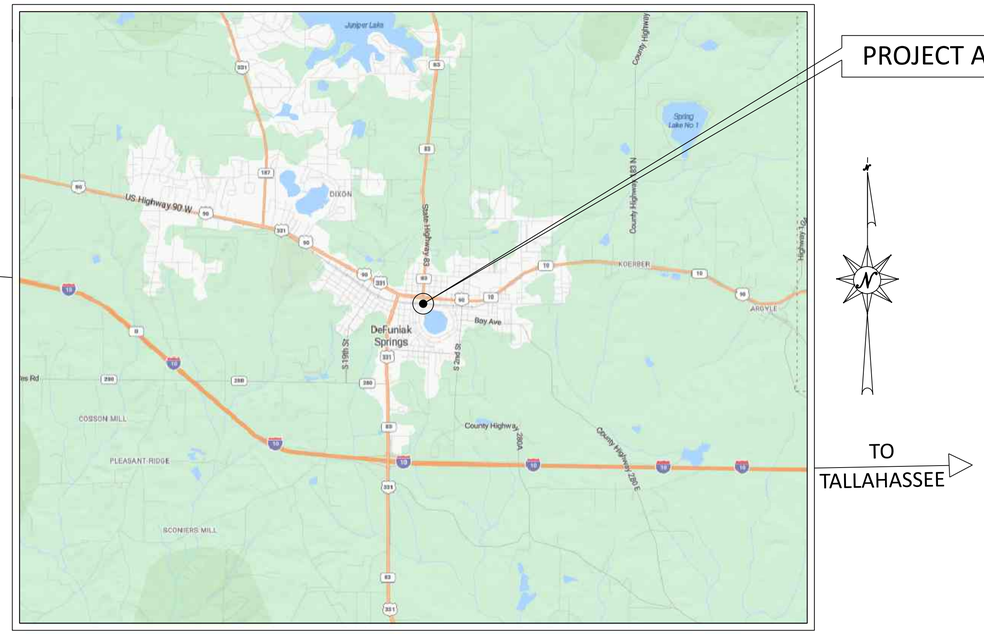
RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST

CITY OF DEFUNIAK SPRINGS
WALTON COUNTY, FLORIDA





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SHEET NO.	DESCRIPTION
C-100	TITLE SHEET
C-101	PLANS LEGEND SHEET
C-102	PLANS LEGEND SHEET ABBREVIATIONS
C-103	PROJECT NOTES
C-300	PLAN SHEET (BALDWIN AVE/11TH ST)
C-301	PLAN SHEET (BALDWIN AVE/CRESCENT DR)
C-302	PLAN SHEET (BALDWIN AVE/8TH ST)
C-303	PLAN SHEET (BALDWIN AVE/7TH ST)
C-304	PLAN SHEET (BALDWIN AVE/6TH ST)
C-800	OMITTED
C-900	TRAFFIC CONTROL PLAN DETAILS

CRA EXECUTIVE DIRECTOR
ROB HAMILTON

CRA BOARD COMMISSIONERS
REYNOLDS HENDERSON (CHAIR)
CATHY MOSLEY (VICE-CHAIR)
DONALD GRAHAM
BRUTON CAMPBELL-WORK

PREPARED BY: THREE NOTCH GROUP

THREE NOTCH GROUP

TITLE SHEET
RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

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DATE:
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PROJECT NO: R869825002

SHEET NO. C-100

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ROADWAY

CENTER LINE ..... 55+00

STATE BOUNDARY LINE .....

COUNTY BOUNDARY LINE .....

CITY OR TOWN LIMITS .....

SECTION LINES ..... SEC 22 / SEC 23

QUARTER-SECTION LINES .....

RANGE-TOWNSHIP LINES ..... R-17-E / R-18-E

PROPERTY LINES ..... PL

PRESENT ROW ..... ROW

ACQUIRED ROW .....

DENIED ACCESS .....

REQUIRED FENCE .....

CONSTRUCTION LIMITS ..... CONST LIM

CLEARING LIMITS .....

RAILROAD .....

EXISTING WOOD FENCE .....

EXISTING BARBED WIRE FENCE .....

EXISTING CHAIN LINK FENCE .....

EXISTING ELECTRIC FENCE .....

EXISTING HOG WIRE FENCE .....

TREES .....

WOODS LINE .....

MARSH .....

EXISTING DITCH .....

REQUIRED DITCH.....

GRAVEL ROAD .....

EXISTING GUARDRAIL .....

REQUIRED GUARDRAIL .....

SATELLITE DISH .....

TRAFFIC LIGHT .....

BENCH MARK .....

SURVEY POINT .....

ENVIRONMENTAL CLEARED LIMITS ..... ENV

ROADWAY SIGN .....

FOUND MONUMENT .....

MAILBOX .....

EXISTING PIPE .....

REQUIRED PIPE
(WITH PIPE END TREATMENT).....

REQUIRED PIPE END TREATMENT.....

EXISTING BOX CULVERT .....

REQUIRED BOX CULVERT .....

EXTENDED CULVERT .....

JUNCTION BOX.....

DRAINAGE INLET.....

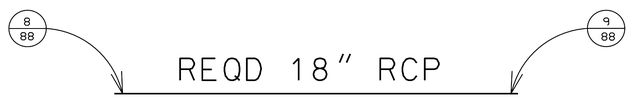
BRIDGE .....

PIPE CULVERT (ELEVATION VIEW) .... FL=410.25

BOX CULVERT (ELEVATION VIEW) ..... FL=420.55

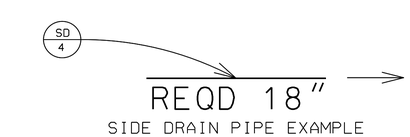
DRAINAGE STRUCTURE INDEX NUMBERS

DRAINAGE STRUCTURE WRITE-UPS ARE LOCATED ON THE DRAINAGE CROSS-SECTION SHEETS. STRUCTURES WITH WRITE-UPS ARE INDEXED AT EACH END, WITH NUMBERS ASSIGNED BY DIRECTION OF FLOW. THE NUMBER IN THE UPPER HALF OF THE CIRCLE (EXAMPLE 8 OR 9) IS THE DRAINAGE STRUCTURE INDEX NUMBER. THE NUMBER IN THE LOWER HALF (EXAMPLE 88) IS THE SHEET REFERENCE NUMBER.



ROADWAY PIPE EXAMPLE

ALL INFORMATION CONCERNING THE DISPOSITION OF SIDE DRAIN PIPE IS SHOWN ON THE SUMMARY OF QUANTITIES BOX SHEET. THE TOP LETTERS (SD) ARE FOR SIDE DRAIN AND THE BOTTOM NUMBER IS THE DRAINAGE STRUCTURE INDEX NUMBER.



SIDE DRAIN PIPE EXAMPLE

DIRECTION OF FLOW .....

UTILITIES

	EXISTING	PROPOSED
POWER POLE		
LIGHT POLE		
UTILITY POLE		
ANCHOR		
STUB (POWER)		
STUB (TELEPHONE)		
ELECTRIC DUCT	EL 4MTD	EL 4MTD
BURIED ELECTRIC CABLE	BE	BE
OVERHEAD ELECTRIC CABLE	OE	OE
ELECTRIC MANHOLE	E	E
TOWER		
TELEPHONE PEDESTAL	T	T
TELEPHONE DUCT	TP 4MTD	TP 4MTD
BURIED TELEPHONE CABLE	BTC	BTC
OVERHEAD TELEPHONE CABLE	OTC	OTC
TELEPHONE MANHOLE	MH	TMH
SANITARY SEWER	S	SS
WATER LINE	W	W
WATER MAIN	WM	WM
WATER VALVE	W	W
FIRE HYDRANT		
WATER METER		
GAS LINE	G	G
GAS MAIN	GM	GM
GAS VALVE	G	G
GAS REGULATOR		
BURIED CABLE TELEVISION	BTV	BTV
OVERHEAD CABLE TELEVISION	OTV	OTV

EXISTING PAVEMENT (RETAIN).....

EXISTING PAVEMENT (REMOVE).....

EXISTING PAVEMENT (PLANE AND RETAIN)....

CONCRETE (EXISTING OR REQUIRED).....

EXISTING CONCRETE (REMOVE).....

RIP RAP (EXISTING OR REQUIRED).....

REQUIRED PAVEMENT.....

THREE NOTCH GROUP

PLANS LEGEND SHEET

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE: NOT TO SCALE

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REVISED

PROJECT NO: R869825002

SHEET NO. C-101

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ABANDON(ED)	ABAN
ABUTMENT	ABUT
ACCELERATION	ACCL
ACQUIRED	ACQD
ACRE	AC
AHEAD	AH
ALTERNATE	ALT
APPROXIMATE(LY)	APP
AREA	A
ASPHALT	ASP
AVERAGE ANNUAL DAILY TRAFFIC	AADT
BACK	BK
BACK OF GUARDRAIL	BK-GR
BACKSIGHT	BS
BARBED WIRE	B/W
BARREL	BBL
BARRIER	BAR
BASE LINE	BL or ℄
BEARING	BRNG
BEGIN	BEG
BEGINNING OF PROJECT	BOP
BETWEEN	BTW
BILLBOARD	BBD
BENCH MARK	BM
BITUMINOUS	BIT
BITUMINOUS COATED CORRUGATED METAL PIPE	BCCMP
BOUNDARY	BDY
BRIDGE	BRG
BRIDGE END SLAB	BES
CAPACITY	CAPY
CAST IRON	CI
CAST IN PLACE	CIP
CATCH BASIN	CB
CENTER LINE	℄
CHAIN LINK	C/L
CLASS	CLS
CONCRETE	CONC
CONNECTION	CONN
CONSTRUCTION LIMITS	CONST LIM
CORNER	COR
CORRECTION	CORR
CORRUGATED IRON	CORI
CORRUGATED METAL	CM
CORRUGATED METAL PIPE	CMP
CORRUGATED PLASTIC PIPE	CPP
COUNTY	CO
COUNTY ROAD	CO-RD
CREEK	CK
CROSS SECTION	X-SECT
CROWN REMOVED	CR
CUBIC FEET	FT3 or CU FT
CUBIC FEET PER SECOND	CFS
CUBIC YARD	YD3 or CU YD
CUBIC METERS	M3
CULVERT	CULV
CULTIVATED	CULT
CURB FACE	CF
CURB AND GUTTER	C&G
CUT	C
CURVE TO SPIRAL	CS
DECELERATION	DECEL
DECLINATION	DECL
DEGREE OF CURVE	D
DENIED ACCESS	D/A
DEPARTURE	DEP
DIAMETER	DIA
DIRECTION	DIR
DISTANCE	DIST
DOUBLE	DBL
DOUBLE BARREL CULVERT	CD
DRAINAGE AREA	DA
DRIVE	DR
DROP INLET	DI
EACH	EA
EASEMENT	ESMT
EAST	E
EAST BOUND ROADWAY	EBR
EDGE OF PAVEMENT	EP
ELEVATION	EL or ELEV
END OF RETURN	ER
END ANCHOR	E/A
END OF PROJECT	EOP
EQUATION	EQ
EROSION CONTROL PRODUCTS	ECP
EXCAVATION	EXCAV
EXISTING	EX
EXPANSION	EXP
EXTENSION	EXT
EXTERNAL	E
EXTRA STRENGTH	EXT STR
FEET	FT
FILL	F
FILTER BLANKET	FLT BLNK
FINISHED GRADE	FG
FINISHED SURFACE	FS
FISCAL YEAR	FY
FIXED	FIX
FLAT BOTTOM	FB
FLORIDA	FL
FLOW LINE	FL
FORESIGHT OR FRONTSIGHT	FST
FRACTIONAL	FRAC
FULL SUPERELEVATION	FS
GALLON	GAL
GASOLINE PUMPS	GPP
GARAGE	GAR
GAUGE	GA
GIRDER	GDR
GOVERNMENT	GOV
GRASS	GRS
GRADE CHANGE	GC
GRADE POINT	GP
GRADE ROD	GRD
GRAVEL	GRV
GUARDRAIL	GR
HEADWALL	HDWL
HECTARE	HA
HIGH WATER MARK	HWM
HEIGHT	HT
HEIGHT OF INSTRUMENT	HI
HIGH WATER	HW
HIGHWAY	HWY
HOGWIRE	H/W
HORIZONTAL	HOR
HUB & TACK	H&T
HYDRANT	HYD
IMPACT ATTENUATOR	IA
IN ACCORDANCE WITH	I/A/W
IN PLACE	IN-PL
INCHES	IN
INCLUDING	INCL
INCORPORATED	INC
INSTRUMENT	INST
ISLAND	ISL
JOINT	JT
JUNCTION	JCT
JUNCTION BOX	JB
KILOMETER	KM
KILOMETER POST	KMP
KILOMETERS PER HOUR	KPH
LANE	LN
LATITUDE	LAT
LEFT	LT
LEFT AHEAD	LA
LEFT BACK	LB
LENGTH OF CURVE	L
LINK	LK
LIMIT	LIM
LINEAR	LIN
LINEAR FEET	LIN FT
LONGITUDE	LONG
MANHOLE	MH
MARKER	MRK
MAXIMUM	MAX
MEAN HIGH WATER	MHW
MEAN LOW WATER	MLW
MEASUREMENT	MEAS
MEDIAN	MED
METER	M
MERIDIAN	MER
MILE POST	MP
MILES	MI
MILES PER HOUR	MPH
MILLIMETER	MM
MINIMUM	MIN
MONUMENT	MON
MULTIPLE	MULT
NORMAL	NORM
NORMAL CROWN	NC
NORMAL CROWN SLOPE	NCS
NORTH	N
NORTH BOUND ROADWAY	NBR
NORTHING-EASTING	NE
NOT IN CONTRACT	NIC
NOT TO SCALE	NTS
NUMBER	NO
OBSERVATION	OBS
ON CENTER	OC
ORIGINAL	ORIG
OVERHEAD	OHD
OVERHAUL	OH
OUT TO OUT	OO
PAINT	PNT
PAVED	PVD
PAVED SHOULDER	PVD SH
PAVEMENT	PVMT
PIPE END TREATMENT	PET
PIPE ENTERING CULVERT	PEC
PLATE GIRDER	PL GDR
POINT OF BEGINNING	POB
POINT OF COMPOUND CURVE	PCC
POINT OF CURVATURE	PC
POINT OF REVERSE CURVATURE	PRC
POINT OF ENDING	POE
POINT OF INTERSECTION	PI
POINT OF TANGENCY	PT
POINT ON CURVE	POC
POUND	LB
PRESENT	PRES
PROFILE GRADE	PG
PROJECT	PROJ
PROJECT CONTROL	PJC
PROPERTY LINE	ℙ
PROPOSED	PROP
QUADRUPLE	QUAD
QUADRUPLE BARREL CULVERT	CQ
QUANTITY	QUANT
RADIUS	R
RAILROAD	RR
RANGE	RGE
RECORD	REC
REDUCTION	RED
REFERENCE	REF
REFERENCE POINT	RP
REFERENCE POINT FOR POINT ON TANGENT	RPPOT
REINFORCED	REINF
REINFORCED CONCRETE	RC
REINFORCED CONCRETE DECK GIRDER	RCDG
REINFORCED CONCRETE PIPE	RCP
REINFORCING STEEL	REINF STL
RELOCATE	RELC
REMOVE	REM
REQUIRED	REQD
RETAIN(ING)	RET
REVERSE CROWN	RC
REVISION	REV
RIGHT	RT
RIGHT AHEAD	RA
RIGHT BACK	RB
RIGHT OF WAY	ROW
RIGHT OF WAY MARKER	ROWM
RIVER	RIV
ROAD	RD
ROADWAY	RDWY
SECTION	SEC
SERVICE ROAD	SER RD
SHEET	SHT
SHEET PILING	SHT PILE
SHOULDER	SHLD
SIDE DRAIN	SD
SIDEWALK	SW
SIGHT DISTANCE	S DIST
SINGLE BARREL CULVERT	CS
SKEW	SK
SLOPE STAKE	SST
SOLID SODDING	SOL SOD
SOUTH	S
SOUTH BOUND ROADWAY	SBR
SPECIAL	SP
SPECIAL DITCH	SP-DT
SPECIAL DITCH LEFT	SDL
SPECIAL DITCH MEDIAN	SDM
SPECIAL DITCH RIGHT	SDR
SPECIAL DRAWING	SP-DWG
SPECIFICATIONS	SPEC
SPRING LINE	SL
SPIRAL TO CURVE	SC
SPIRAL POINT OF INTERSECTION	SPI
SPIRAL TO TANGENT	ST
SQUARE	SQ
SQUARE FEET	FT2 or SQ FT
SQUARE METERS	M2
SQUARE YARD	YD2 or SQ YD
STAKE	STK
STANDARD	STD
STANDARD DRAWING	STD-DWG
STANDARD STRENGTH	STD STR
STATION	STA
STATION & ELEVATION	S/E
STATION & OFFSET	SO
STOPPING SIGHT DISTANCE	SSD
STREET	ST
STRUCTURE	STR
SUB-GRADE	SG
SUPERELEVATION	SE,se or e
SURVEY	SRV
SYMMETRICAL	SYM
TANGENT	TAN
TANGENT LENGTH (CURVE DATA)	T
TANGENT TO SPIRAL	TS
TEMPORARY	TEMP
TEMPORARY BENCH MARK	TBM
THROAT	TH
TOWNSHIP	TSHP
TRIPLE	TR
TRIPLE BARREL CULVERT	CT
TURN OUT	TO
TURNING POINT	TP
TYPE	TY
UNIT	U
UNKNOWN	UNK
UNPAVED	UNPVD
VALLEY GUTTER	VG
VARIABLE	VAR
VERTICAL	VERT
VERTICAL CURVE	VC
VERTICAL POINT OF CURVATURE	PVC
VERTICAL POINT OF INTERSECTION	PVI
VERTICAL POINT OF TANGENCY	PVT
VITRIFIED	VIT
VOLUME	VOL
WEST	W
WEST BOUND ROADWAY	WBR
WING WALL	WW
WITNESS CORNER	WC
WOOD	WD
WORKING POINT	WP
WOVEN WIRE	W/W
YARD	YD

STRUCTURES

NUMBER OF STORIES	1,2,3,4
FRAME	FR
BUILDING	BLDG
BLOCK	BLK
BRICK	BR
STUCCO	STU
METAL	MET
RESIDENCE	RES
BUSINESS	BUS
WAREHOUSE	WHSE
CHICKEN HOUSE	CH HSE
CHURCH	CH
SCHOOL	SCH
DOUBLE WIDE MOBILE HOME	DW MH
MOBILE HOME	MH

UTILITIES

ANCHOR WIRE	AW
BURIED ELECTRIC	BE
BURIED FIBER OPTIC	BFO
BURIED TELEPHONE CABLE	BTC
BURIED CABLE TELEVISION	BTV
CAST IRON	CI
CIRCUIT	CKT
DUCTILE IRON	DUC IRON
EASEMENT	ESMT
FIBER OPTIC	FO
FIRE HYDRANT	FH
FORCED MAIN (SANITARY SEWER)	FM
GAS MAIN	GM
GAS METER	GMET
GAS VALVE	GV
GUY WIRE	GUY
HIGH PRESSURE	HP
KILOVOLT AMPS	KVA
MANHOLE	MH
MERCURY VAPOR LIGHT	MVL
OVERHEAD FIBER OPTIC	OFO
OVERHEAD TELEPHONE CABLE	OTC
OVERHEAD ELECTRIC CABLE	OE
OVERHEAD CABLE TELEVISION	OTV
PAIR	PR
PEDESTAL	PED
POLY-VINYL CHLORIDE PIPE	PVC
POWER POLE	PP
SANITARY SEWER	SS
SERVICE	SERV
STEEL	STL
STORM DRAIN	STM
STORM SEWER	STMS
SWITCH	SW
TELEPHONE	TEL
TELEPHONE MANHOLE	TMH
TRANSFORMER	TRAN
TRANSMISSION LINE	TR LN
TRIAXIAL CABLE (SERVICE)	TRIX
VITRIFIED CLAY PIPE	VCP
WATER MAIN	WM
WATER METER	WMET
WATER VALVE	WV

PROPERTY

DEED BOOK	DB
REAL PROPERTY BOOK	RP
PLAT BOOK	PB
MAP BOOK	MB
PAGE	PG
OFFICIAL RECORD	OR
CAPPED (TYPICAL PLASTIC SURVEYORS CAP)	CAP
ALUMINUM CAP	ALUM CAP
BRASS CAP	BR CAP
IRON PIPE	IP
CRIMPED	CR
REINFORCING STEEL	REBAR
CONCRETE MONUMENT	CM
DAMAGED	DAM
CHISELED X	CH" X"
HUB AND TACK	H&T
NAIL AND BOTTLE TOP	N&BT
PARKER-KALON (MASONARY NAILS)	PK NAIL
FENCE POST	F-POST
RAILROAD IRON	RR IRON
COTTON SPINDLE	COT SP
ANGLE IRON	ANGLE IRON
DECORATIVE	DECO
ELECTRIC	ELEC

THREE NOTCH GROUP

PLANS LEGEND SHEET ABBREVIATIONS

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE: NOT TO SCALE
DATE:
REVISED

PROJECT NO: R869825002

SHEET NO. C-102

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GENERAL NOTES

1. ALL GRASSED AREAS DISTURBED AS A RESULT OF CONSTRUCTION SHALL BE SODDED, "IN-KIND" UNLESS OTHERWISE MENTIONED IN THE PLANS. RE-SODDING SHALL BE A MINIMUM OF 24" WIDE FOR THE LENGTH OF THE DISTURBED AREA. ALL TRESS WITHIN LIMITS OF CONSTRUCTION SHALL REMAIN UNLESS OTHERWISE NOTED.

2. ANY MAILBOX WITHIN THE LIMITS OF CONSTRUCTION SHALL BE TAKEN DOWN AND RESET IN ACCORDANCE WITH U.S. POSTAL SERVICE REQUIREMENTS. EXISTING "STRUCTURE" MAILBOXES WHICH ARE RELOCATED SHALL BE RECONSTRUCTED "IN-KIND" AT THE CONTRACTOR'S EXPENSE.

3. ANY MAILBOX WHICH IS DAMAGED BY THE CONTRACTOR SHALL BE REPLACED "IN KIND" AT THE CONTRACTOR'S OWN EXPENSE.

4. ALL PUBLIC AND PRIVATE PROPERTY AFFECTED BY THE CONSTRUCTION WORK SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN THE PRE-CONSTRUCTION CONDTION.

5. EXISTING DRAINAGE STRUCTURES WITHIN THE LIMITS OF CONSTRUCTION SHALL REMAIN UNLESS OTHERWISE NOTED.

6. THE EROSION CONTROL MEASURES PER "STATE OF FLORIDA EROSION AND SEDIMENT CONTROL MANUAL" ARE THE MINIMUM REQUIRED. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED DUE TO FIELD CONDITIONS AS DETERMINED BY THE CITY'S AUTHORIZED REPRESENTATIVE AND THE REGULATORY AGENCIES.

7. CAUTION SHALL BE EXERCISED WHILE RELOCATING EXISTING SIGNS TO PREVENT UNNECESSARY DAMAGE TO SIGNS. IF SIGNS ARE DAMAGED BEYOND USE, AS DETERMINED BY THE DEFUNIAK SPRINGS PUBLIC WORKS DEPARTMENT, SIGNS SHALL BE REPLACED BY THE CONTRACTOR AT THEIR OWN EXPENSE.

8. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO MAINTAIN ADEQUATE TRAFFIC CONTROL AND PROVIDE ACCESS FOR LOCAL RESIDENTS TO THEIR HOMES OR BUSINESSES DURING CONSTRUCTION. DURING CONSTRUCTION, TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) AND THE F.D.O.T. DESIGN STANDARDS 600 SERIES (LATEST EDITION)

9. ANY PUBLIC LAND CORNER, GPS, F.D.O.T., WALTON COUNTY, OR CITY MONUMENT WITHIN THE LIMITS OF CONSTRUCTION IS TO BE PROTECTED. IF A CORNER OR MONUMENT IS IN DANGER OF BEING DESTROYED AND HAS NOT BEEN PROPERLY REFERENCED, THE CONTRACTOR'S CONSTRUCTION MANAGER SHALL NOTIFY THE DEFUNIAK SPRINGS PUBLIC WORKS DEPARTMENT WITHOUT DELAY BY TELEPHONE.

10. THE LOCATION OF THE UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE. THE EXACT LOCATION SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION AND OWNERS OF SAID UTILITIES NOTIFIED PRIOR TO COMMENCING WORK. THE CALL BEFORE DIGGING SUNSHINE STATE ONE CALL OF FLORIDA AT (800) 432-4770 AS REQUIRED BY CHAPTER 556 OF THE FLORIDA STATUTES.

11. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL MAKE A PRE-CONSTRUCTION VIDEO (DVD FORMAT) ALONG THE PROPOSED ROUTE IN ACCORDANCE WITH THE SPECIFICATIONS. IN PARTICULAR, THE VIDEO SHALL DOCUMENT THE CONDITION OF EXISTING DRIVEWAYS, BUILDINGS, STRUCTURES, MAILBOXES, SIGNS, FENCES, AND LANDSCAPING ALONG PROPOSED CONSTRUCTION AREAS.

12. CONTRACTOR SHALL BE RESPONSIBLE FOR LITTER REMOVAL (TRASH, TREE LIMBS, BRUSH PILES, AND OTHER MAN MADE DEBRIS) ALONG ENTIRE RIGHT-OF-WAY, TO PROVIDE A LITTER FREE CORRIDOR AT COMPLETION OF CONSTRUCTION.

13. THE MAXIMUM ALLOWABLE LONGITUDINAL GRADE ON THE SIDEWALK IS FIVE PERCENT (5%). THE MAXIMUM ALLOWABLE CROSS-SLOPE ON THE SHARED USE PATH OR SIDEWALK IS ONE AND A HALF PERCENT (1.5%). ALL GRADES AND CROSS SLOPES SHALL COMPLY WITH THE LATEST AMERICANS WITH DISABILITIES ACT (A.D.A.) STANDARDS FOR ACCESSIBLE DESIGN. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD IMMEDIATELY IN THE CASE THAT A.D.A. REQUIREMENTS MAY NOT BE MET, AS DESIGNED, SO THAT CORRECTIVE ACTION MAY BE PROVIDED PRIOR TO CONSTRUCTION.

14. UPON COMPLETION OF THE CONSTRUCTION, THE DEFUNIAK SPRINGS PUBLIC WORKS DEPARTMENT SHALL BE NOTIFIED FOR FINAL INSPECTION.

15. EXISTING IRRIGATION LINES/SYSTEMS IN CONFLICT WITH PROPOSED IMPROVEMENTS SHALL BE ADJUSTED AS NECESSARY TO RELOCATE OUTSIDE OF THE PROPOSED SIDEWALK, COST OF WHICH SHALL BE INCIDENTAL TO THE PAYMENT OF ASSOCIATED PAVING.

16. UTILITIES TO BE ADJUSTED BY UTILITY OWNERS. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES WHEN ADJUSTMENTS ARE REQUIRED.

SIGNING AND PAVEMENT MARKING GENERAL NOTES

1. ALL SIGNS AND PAVEMENT MARKINGS ARE TO BE PLACED IN ACCORDANCE WITH THE F.H.W.A. "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", THE F.H.W.A. "MANUAL ON STANDARD HIGHWAY SIGNS", AND THE F.D.O.T. "DESIGN STANDARDS", LATEST PUBLISHED EDITION.

2. ALL EXISTING STRIPING SHALL REMAIN UNLESS OTHERWISE NOTED.

3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO REMOVE AND REPLACE ALL EXISTING SIGNS THAT CONFLICT WITH CONSTRUCTION OPERATIONS. IF SIGNS ARE DAMAGED BY THE CONTRACTOR, THE SIGNS SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

SWPPP GENERAL NOTES

I. SEQUENCE OF SOIL DISTURBING ACTIVITIES AND IMPLEMENTATION OF CONTROLS:

1. INSTALLATION OF EROSION AND SEDIMENTATION PERIMETER CONTROLS AS SPECIFIED IN THE PLANS AND THE CONTRACTOR'S APPROVED EROSION CONTROL PLAN.
2. CLEAR AND GRUB WITHIN LIMITS OF CONSTRUCTION.
3. CONSTRUCT DRIVEWAYS AND SIDEWALKS.
4. INSTALL FINAL SODDING AND LANDSCAPING.
5. REMOVE ALL EROSION AND SEDIMENT CONTROLS.

II. CONTROLS

ALL CONTROLS SHALL BE CONSISTENT WITH THE PERFORMANCE STANDARDS FOR EROSION AND SEDIMENT CONTROL AND STORMWATER TREATMENT AS SET FORTH IN RULE 62-40.432, F.A.C., THE APPLICABLE ENVIRONMENTAL RESOURCE PERMITTING REQUIREMENTS OF THE FDEP AND/OR THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT (NWFWMD), AND THE GUIDELINES CONTAINED IN THE FLORIDA DEVELOPMENT MANUAL: A GUIDE TO SOUND LAND AND WATER MANAGEMENT (FDEP, 1988) AND ANY SUBSEQUENT AMENDMENTS.

EROSION AND SEDIMENT CONTROLS:

1. SILT FENCES
2. STORM INLET PROTECTION SYSTEM

NO NON-STORMWATER DISCHARGES ARE ANTICIPATED. WHEN THE CONTRACTOR ENCOUNTERS A SPILL, CONSTRUCTION WILL STOP AND WORK WILL NOT RESUME UNTIL DIRECTED BY THE CITY ENGINEER. DISPOSITION OF HAZARDOUS WASTE WILL BE MADE IN ACCORDANCE WITH ANY REQUIREMENTS AND REGULATIONS OF ANY LOCAL, STATE, OR FEDERAL AGENCY HAVING JURISDICTION. THE CONTRACTOR IS RESPONSIBLE FOR DOCUMENTING THIS PORTION OF THE SWPPP IN THE SECTION 104 EROSION CONTROL PLANS.

CONCRETE TRUCKS:

CONCRETE TRUCKS WILL NOT BE ALLOWED TO WASH OUT OR DISCHARGE SURPLUS CONCRETE OR DRUM WASH INTO SWALES OR STORMWATER INLETS. CONTRACTOR SHALL COORDINATE WITH THE CITY ENGINEER OR AUTHORIZED REPRESENTATIVE TO DETERMINE APPROPRIATE WASH OUT AREA ON CITY PROPERTY. THE CONTRACTOR SHALL REMOVE WASHED OUT CONCRETE AND REPAIR AREA TO PRE-CONSTRUCTION CONDITION OR BETTER.

MAINTENANCE:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL POLLUTION PREVENTION CONTROLS. DAILY INSPECTIONS SHALL BE MADE BY THE CONTRACTOR TO DETERMINE THE EFFECTIVENESS OF EROSION, SEDIMENTATION, TURBIDITY, AND POLLUTION CONTROL MEASURES. REMEDIAL ACTION SHALL BE PERFORMED IMMEDIATELY.

INSPECTION:

ALL CONTROLS SHALL BE INSPECTED ONCE EVERY SEVEN (7) CALENDAR DAYS THROUGHOUT THE CONSTRUCTION PERIOD BY THE CONTRACTOR, AS WELL AS WITHIN 24 HOURS OF ONE HALF INCH (0.5 INCHES) OR MORE RAIN, UNTIL THE NOTICE OF TERMINATION IS FILED WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP). THE CONTRACTOR WILL USE FDOT FORM 650-040-03 TO REPORT ALL INSPECTION FINDINGS AND CORRECTIVE ACTIONS TAKEN AS A RESULT OF THE INSPECTION. THE CONTRACTOR WILL SIGN EACH INSPECTION REPORT AND SUBMIT IT WEEKLY TO THE CITY ENGINEER. THE CONTRACTOR WILL MAKE AN INSPECTION, MAINTENANCE, AND REPAIRS REPORT PER EACH INSPECTION. BASED ON INSPECTION RESULTS, THE CONTROLS SHALL BE REVISED PER THE INSPECTION REPORTS. THE CONTRACTOR SHALL PROVIDE A QUALIFIED PERSON TO INSPECT THE DISTURBED AREAS OF THE CONSTRUCTION SITE THAT HAVE NOT BEEN STABILIZED, THE AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION, THE STRUCTURAL CONTROL MEASURES, AND THE LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE. A REPORT SHALL BE ATTACHED TO THE DAILY QUALITY CONTROL REPORT. INCLUDED IN THE REPORT WILL BE A WRITTEN SUMMARY OF THE SCOPE OF THE INSPECTION, MAJOR OBSERVATIONS RELATING TO THE IMPLEMENTATION OF THE SWPPP, THE NAME OF THE INSPECTOR, THE DATE, AND THE ACTIONS AND MODIFICATIONS TAKEN TO CORRECT ANY INSUFFICIENCIES IDENTIFIED DURING THE INSPECTION. THE REPORT SHALL IDENTIFY ANY INCIDENT OF NON-COMPLIANCE. IF NO INCIDENTS OF NON-COMPLIANCE ARE OBSERVED DURING THE INSPECTION, THE REPORT SHALL CONTAIN A CERTIFICATION THAT THE FACILITY IS IN COMPLIANCE WITH THE SWPPP AND ALL ENVIRONMENTAL PERMITS.

TRAFFIC CONTROL GENERAL NOTES:

1. TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH F.D.O.T. DESIGN STANDARDS, INDEX 600 SERIES (LATEST EDITION).

2. TRAFFIC CONDITIONS (ACCIDENTS AND OTHER UNFORESEEN CONDITIONS) MAY REQUIRE THE PROJECT ENGINEER TO RESTRICT OR REMOVE LANE CLOSURESOR CHANNELIZATIONS OR REVISE THE IMPLEMENTED MAINTENANCE OF TRAFFIC PLAN, THE CONTRACTOR SHALL RESPOND AND PROVIDE ADJUSTMENTS AS DIRECTED BY THE PROJECT ENGINEER WITHOUT DELAY UNDER THESE CONDITIONS. THE CONTRACTOR SHALL ALSO RESPOND WITHIN 30 MINUTES UPON NOTIFICATION BY THE PROJECT ENGINEER TO ANY REQUESTS FOR CORRECTION, IMPROVEMENT OR MODIFICATION TO THE TRAFFIC CONTROL PLAN AND/OR DEVICES.

3. ACCESS TO ALL PROPERTIES SHALL BE MAINTAINED AT ALL TIMES.

4. THE CONTRACTOR IS NOT ALLOWED TO HAVE ANY LANE CLOSURE BETWEEN 6AM-8AM AND 4PM-6PM. A DISCUSSION OF LANE CLOSURE OPERATIONS WILL BE MADE PART OF ALL PRE-CONSTRUCTION CONFERENCES. THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A WRITTEN PLAN WHICH DETAILS EACH ACTIVITY INVOLVED IN THE LANE CLOSURE. THE PLAN SHALL INCLUDE BACK-UP PLANS FOR ACTIVITIES CRITICAL TO REOPENING THE LANES TO TRAFFIC, AND THE BACK-UP FOR ALL SUBCONTRACTOR OPERATIONS AS WELL AS THE PRIME CONTRACTORS.

5. AS DETERMINED BY THE CONTRACTOR'S TRAFFIC CONTROL OFFICER, THE CONTRACTOR SHALL COVER WORK ZONE SIGNS WHEN CONDITIONS NO LONGER WARRANT THEIR USE.

THREE NOTCH GROUP

PROJECT NOTES

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

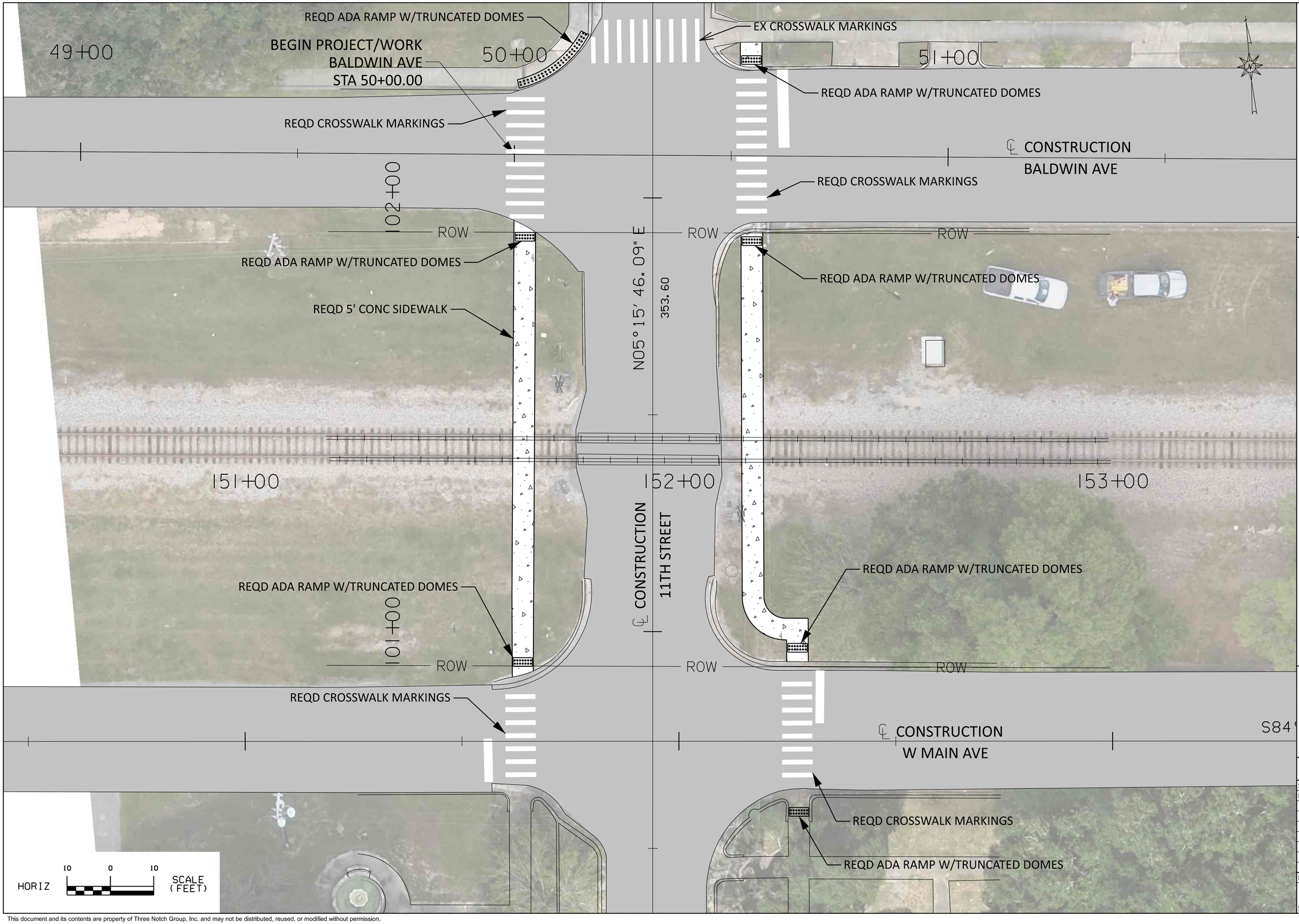
TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE:	NOT TO SCALE
DATE:	
REVISED	

PROJECT NO: R869825002

SHEET NO. C-103

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THREE NOTCH GROUP

PLAN SHEET (BALDWIN AVE/11TH ST)

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

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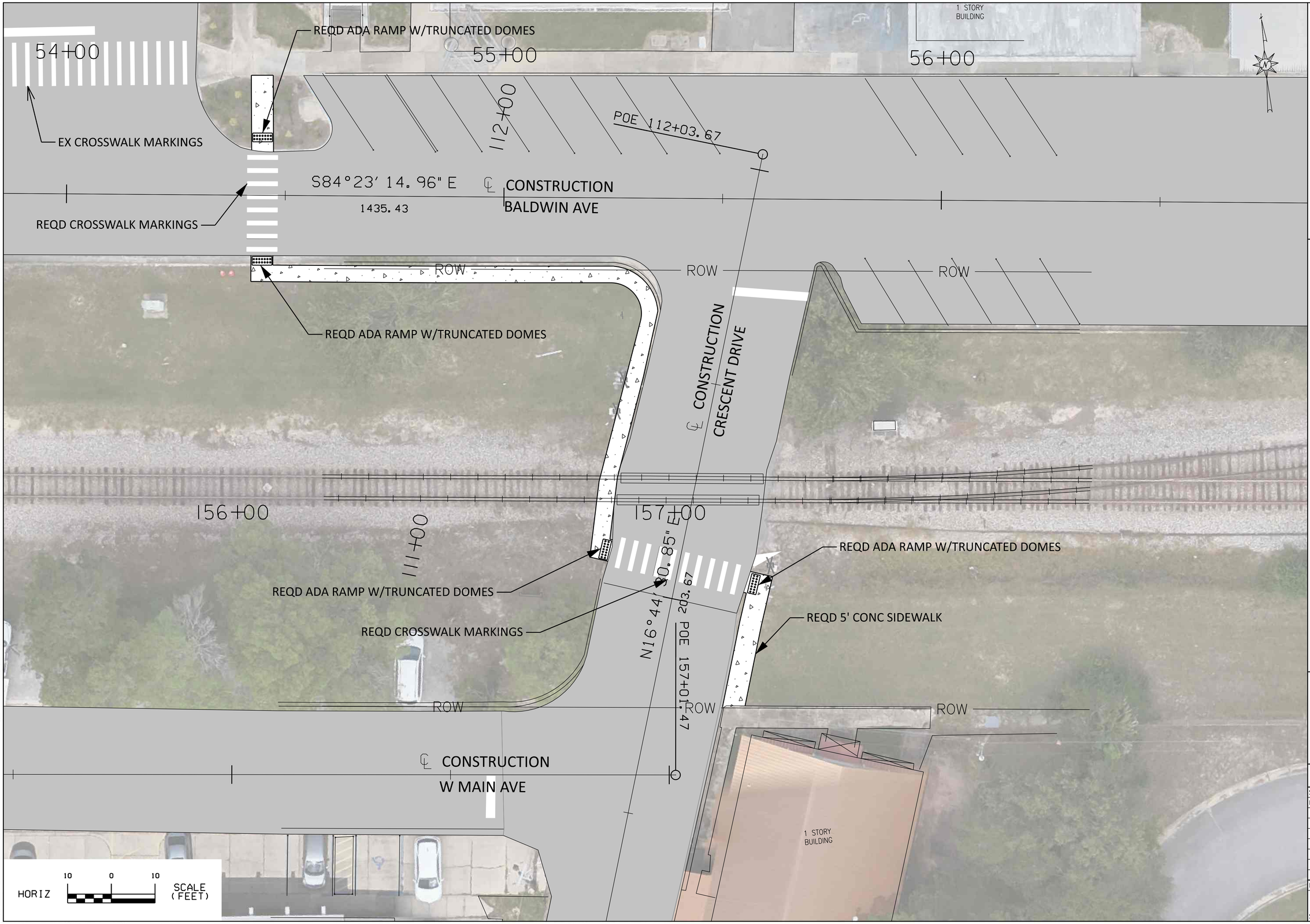
DATE:

REVISED

PROJECT NO: R869825002

SHEET NO. C-300

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THREE NOTCH GROUP

PLAN SHEET (BALDWIN AVE/CRESCENT DR)

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

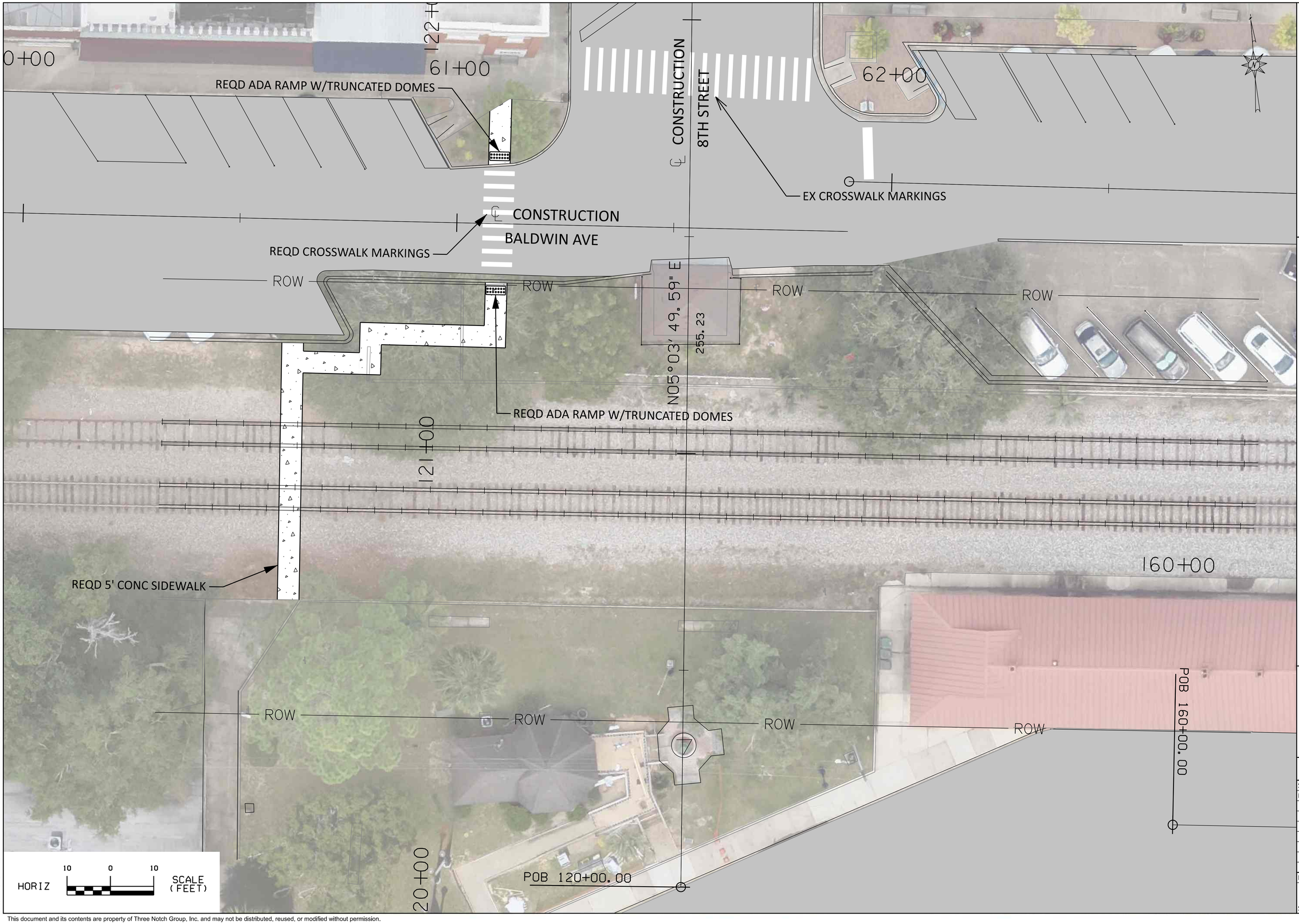
SCALE: 1" = 10'
DATE:

REVISED	

PROJECT NO: R869825002

SHEET NO. C-301

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THREE NOTCH GROUP

PLAN SHEET (BALDWIN AVE/8TH ST)

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE:	1" = 10'
DATE:	
REVISED	
PROJECT NO:	R869825002

SHEET NO. C-302

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64+00
REQD ADA RAMP W/TRUNCATED DOMES
132+00
65+00
℄ CONSTRUCTION
7TH STREET
66+00
REQD ADA RAMP W/TRUNCATED DOMES
N
℄ CONSTRUCTION
BALDWIN AVE
REQD CROSSWALK MARKINGS
ROW
ROW
ROW
REQD ADA RAMP W/TRUNCATED DOMES
EX CONC SW (REMAIN)
N05°02' 27. 09" E
247.33
REQD ADA RAMP W/TRUNCATED DOMES
EX CONC SW (REMOVE AND REPLACE)
131+00
162+00
163+00
164+00
REQD CROSSWALK MARKINGS
REQD 5' CONC SIDEWALK
EX CONC SW (REMAIN)
REQD ADA RAMP W/TRUNCATED DOMES
ROW
ROW
ROW
℄ CONSTRUCTION
CIRCLE DRIVE
S84°31' 03. 4
821.19
REQD CROSSWALK MARKINGS
REQD ADA RAMP W/TRUNCATED DOMES
130+00
POB 130+00. 00
HORIZ 10 0 10 SCALE (FEET)

THREE NOTCH GROUP

PLAN SHEET (BALDWIN AVE/7TH ST)

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

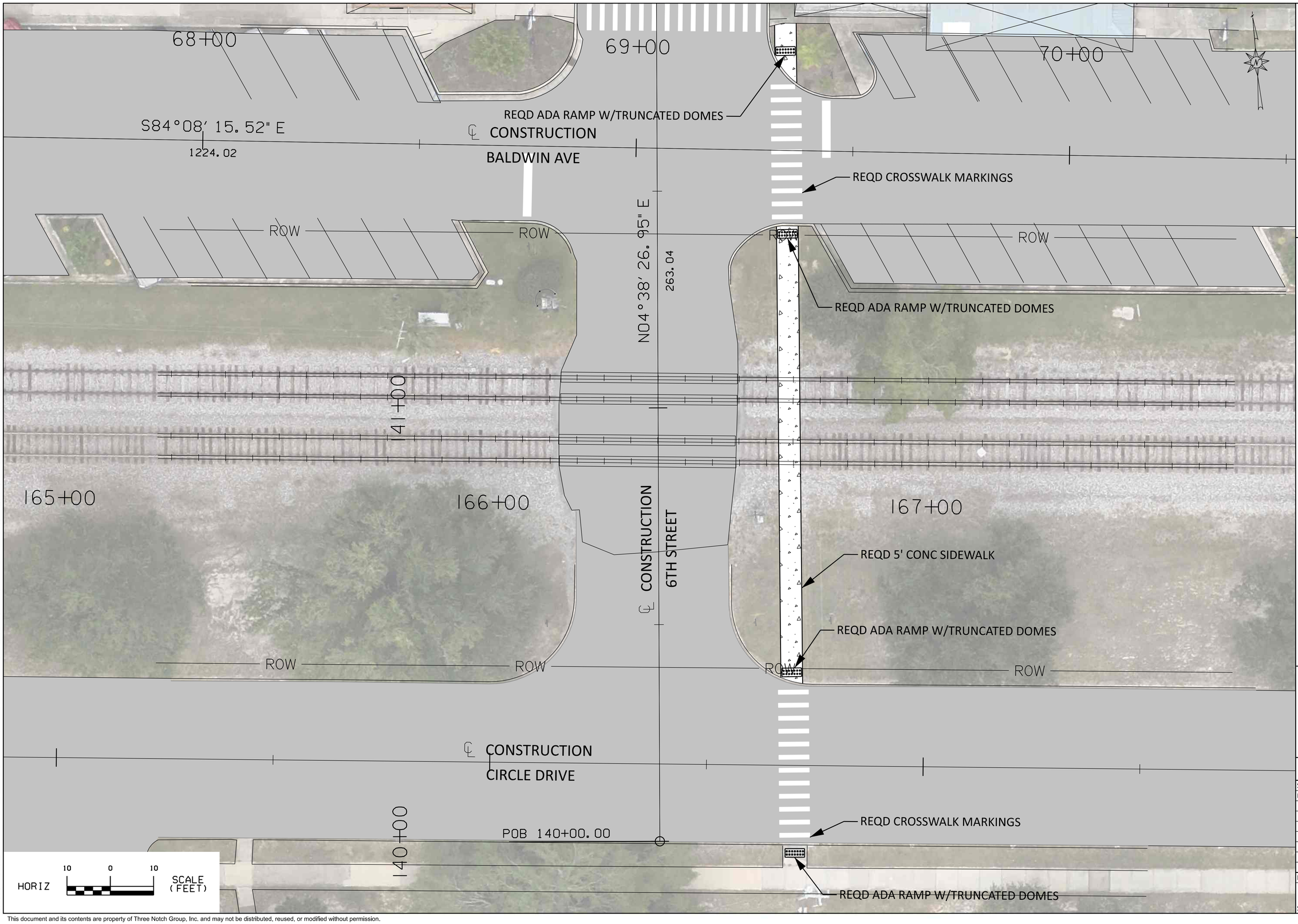
TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE: 1" = 10'
DATE:
REVISED

PROJECT NO: R869825002

SHEET NO. C-303

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THREE NOTCH GROUP

PLAN SHEET (BALDWIN AVE/6TH ST/CIRCLE DR)

RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE: 1" = 10'

DATE:

REVISED

PROJECT NO: R869825002

SHEET NO. C-304

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GENERAL NOTES:

1. This Index applies to Two-Lane, Two-Way and Multilane Roadways, including Medians of divided roadways, with work on the shoulder.

2. L = Taper Length
   X = Work Zone Sign Spacing
   B = Buffer Length
   See Index 102-600 for “L”, “X”, "B", and channelizing device spacing values.

3. Where work activities are between 2' and 15' from the edge of traveled way, the Engineer may omit signs and channelizing devices for work operations 60 minutes or less.

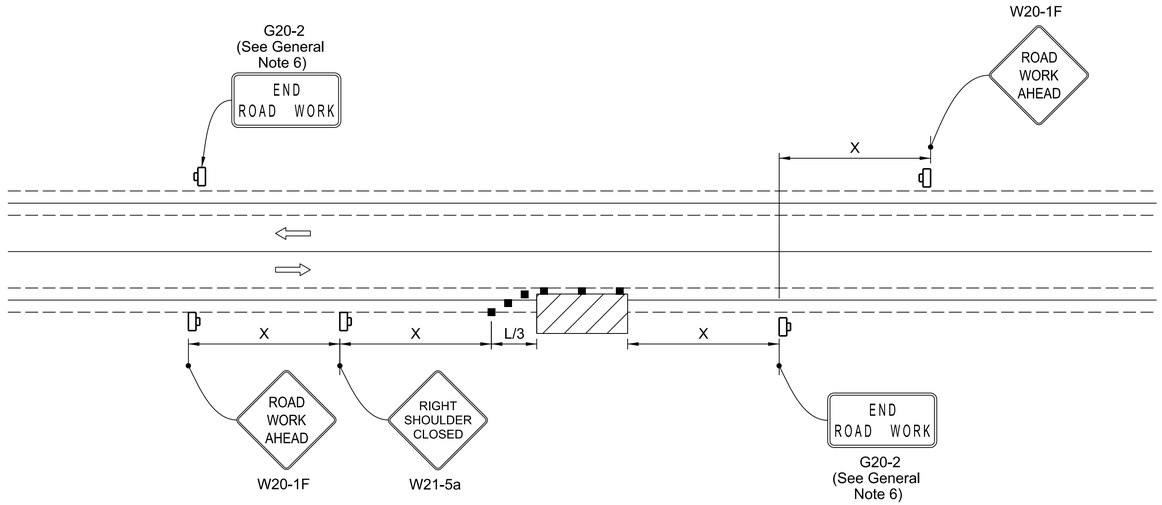
4. When four or more work vehicles enter the through traffic lanes in a one hour period (excluding establishing and terminating the work area), use a flagger or lane closure to accommodate work vehicle ingress and egress.

5. For work less than 2' from the traveled way and work zone speed is greater than 45 MPH, use a lane closure.

6. Temporary pavement markings may be omitted when the work operation is in place for 3 days or less.

7. Omit "Shoulder Closed" signs (W21-5a) along with associated work zone sign spacing distances for work on the median.

8. When there is no paved shoulder, the "Worker" sign (W21-1) may be used instead of the "Shoulder Closed" sign (W21-5a).



TWO-LANE ROADWAY
SHOULDER WORK BETWEEN 2' AND 15' FROM THE TRAVELED WAY

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Lane Identification and Direction of Traffic

TWO-LANE AND MULTILANE, WORK ON SHOULDER

INDEX NO. **602**

THREE NOTCH GROUP

TRAFFIC CONTROL PLAN DETAILS
RAILROAD PEDESTRIAN CROSSING IMPROVEMENTS
BALDWIN AVE AT 11TH ST, CRESCENT ST, 8TH ST, 7TH ST, & 6TH ST
DEFUNIAK SPRINGS, FLORIDA

DRAFT

TIMOTHY J. KELLEY, P.E.
FL P.E. No. 95371

SCALE: NOT TO SCALE
DATE:

REVISED	

PROJECT NO: R869825002

SHEET NO. C-900

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BOARD APPROVED

Date: 8-27-25

TASK ORDER NO. _25-04-CRA_
PROFESSIONAL ENGINEERING SERVICES
FOR **Downtown Railroad Crossing Improvements**

1. BACKGROUND

The CRA is in need of professional engineering services for the design of safety and infrastructure upgrades at the railroad crossings located at 6th, 7th, Historic Crossing at 8th, Crescent, and 11th Streets along Baldwin Avenue. The scope of work includes detailed construction plans, along with permitting, surveying, easement coordination, bid-phase support, and construction administration. These services will ensure regulatory compliance, efficient implementation, and consistent oversight throughout the life of the project.

2. SCOPE OF SERVICES

Scope of services shall consist at a minimum of the following engineering design services:

- Conceptual design(s)
- Boundary/Topographic Surveying
- Design
- Easements/permitting
- Bid Support Services
- Construction Administration Services

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Concept drawings and Engineer's Opinion of Cost
- Survey(s)
- 30% Complete Design Plans and Engineer's Opinion of Cost
- 90% Complete Design Plans and Engineer's Opinion of Cost
- 100% Final Plan Set, Specifications, and cost estimate

Consultant shall be available to meet with CRA Staff at each submittal and as necessary to complete the project. All submittals to the CRA should be provided in a digital format and include two hard copies.

4. SCHEDULE

30 days from Notice to Proceed

- Survey(s)
- Provide conceptual design(s)
- Attend one (1) in-person meeting to discuss concept(s) and approval from CRA/City

60 days from Notice to Proceed

- Submit 30% Plan Set for review and approval to CRA/City

90 days from Notice to Proceed

- Submit 90% Plan Set, Specifications, and cost estimate for review

120 days from Notice to Proceed

- Submit 100 % Final Plan Set and permit package to CRA/City for one (1) in-person review and approval

140 days from Notice to Proceed

- Assist CRA with bidding of projects

180 days from Notice to Proceed
• Provide construction administration services

Upon Receipt of approval from CRA/City
• Provide to the CRA signed and sealed 100% Plan Set & Specifications & all supporting design documentation

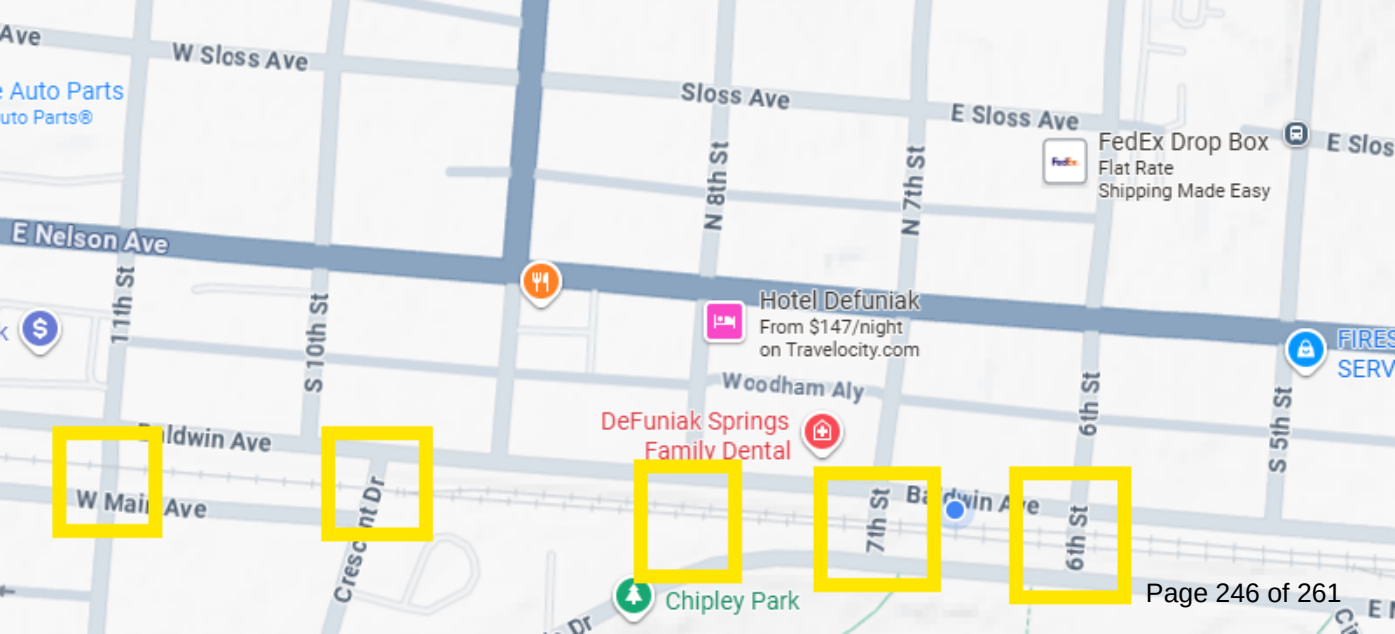
4. COMPENSATION
Provide not to exceed detailed manhour estimate based on above-described scope of services and continuing engineering services approved rate schedule.

5. OTHER PROVISIONS
Additional Boundary & Topographic Surveying if required

Task Work Order by: _____ Date: 8-28-25
Joshua R. Ervin
Executive Director

Proposal Approval by: _____ Date: 9/2/2025
CRA Board Chairman

Board Approved on: 8-27-25


W Sloss Ave
Sloss Ave
E Sloss Ave
FedEx Drop Box
Flat Rate
Shipping Made Easy
N 8th St
N 7th St
E Nelson Ave
11th St
S 10th St
Hotel Defuniak
From $147/night
on Travelocity.com
Woodham Aly
DeFuniak Springs
Family Dental
6th St
S 5th St
Baldwin Ave
W Main Ave
7th St
Chipley Park

TENTH STREET
NINTH STREET
EIGHTH STREET
SEVENTH
AFE 61913
COMP. 10-31-68
AUTH. 7-29-68
6467+78
68+58.6 = 450
6473+11
SOFKE
To Chattahoochee
LAND ROAD
BALDWIN
Fence to protect sod.
To Pensacola
PARK
WALTON HOTEL
Retire Butterfly Shed
HOSIERY MILL
WRIGHT
6473+26
Sidewalk crossing on R/W covered by contract with City of Defuniak Springs, dated August 13, 1910.
V-65
39
DEFUNIAK SPRINGS
WALTON CO., FLA.


DENTIST

THREE NOTCH GROUP Environment & Infrastructure

August 21, 2025

Mr. Joshua R. Ervin
Executive Director
DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue (Suite 4A)
DeFuniak Springs, Florida 32435

Reference: **Proposal for DeFuniak Springs CRA Downtown Railroad Crossing Improvements**
DeFuniak Springs, Florida
Three Notch Reference Number: R869825002

Dear Mr. Ervin:

Three Notch Group, Inc (Three Notch) is pleased to submit this proposal to the DeFuniak Springs Community Redevelopment Agency (CRA) to provide professional civil engineering services for the above referenced project. Three Notch proposes to provide construction plans for the design of safety and infrastructure upgrades at five (5) railroad crossings located at 6th Street, 7th Street, Historic Crossing at 8th Street, Crescent Street, and 11th Street along Baldwin Avenue. The scope of work includes detailed construction plans, along with permitting, surveying, easement coordination, efficient implementation, and consistent oversight throughout the life of the project.

Our services for this proposal will generally include the following tasks to complete this project, which are hereafter described in more detail:

- **Conceptual Design**
- **Topographical and Boundary Survey**
- **Construction Plans**
- **Easements/Permitting**
- **Bid Support Services**
- **Construction Administration Services**

Conceptual Design

Three Notch will complete construction plans for the railroad crossing improvement areas along Baldwin Avenue for the intersections mentioned above. The scope of design plan preparation is anticipated to be as follows:

- Provide up to three (3) iterations layouts of the railroad crossing improvements for the CRA to review and select prior to beginning construction plan assembly.
- Opinion of Probable Costs for each conceptual drawing submitted.
- Attend one (1) in-person meeting to discuss concept(s) and approval from the CRA.

Topographical and Boundary Survey

Three Notch will engage a qualified sub-consultant to perform a topographical, existing utilities, right-of-way (ROW), and railroad location survey at five (5) railroad crossings located at 6th Street, 7th Street, Historic Crossing at 8th Street, Crescent Street, and 11th Street along Baldwin Avenue. The following items provide a more detailed description of the survey scope of work.

- Locate from ROW to ROW of the above referenced ROW area.
- Rectified Ortho Imagery to be provided.
- All work to be performed on Florida State Plane Coordinate systems.
- Survey of the natural and selected man-made features of a part of the earth's surface by remote sensing and/or ground measurements to determine horizontal and vertical spatial relations.
- Contours at 1-foot intervals; error factors shall not exceed one-half contour interval.
- Additional spot elevations at street intersections, top of curb and centerline of roads and on other hard surfaces.
- Vertical Control datum will be stated in the general notes, including a description of the benchmark upon which the survey is based.
- All data will be placed on Florida State Plane Coordinates system NAD '83 Horizontal and NAVD '88 Vertical datum based on the Florida CORS network.
- Finished Floor Elevations for all structures/buildings typically identified at a point immediately inside the threshold of the main entrance to the building. (Additional floor elevations may be provided if requested in addition to those typically furnished)
- Establishment of permanent benchmarks – minimum of two per site, giving elevations to the nearest 0.01'. Provide an additional 1 temporary benchmark for every 10 acres surveyed.
- Location of Roads, Drives, Streets – to the extent possible based upon available information – note name, jurisdiction, type of pavement, ROW.
- Sidewalks, walls, fences and all fixed improvements.
- Visible (on the surface) evidence of utility ROW/easements.
- Utilities will be requested; surveyor will locate what is marked, NO underground investigating.
- Location of all visible utilities including, but not limited to, lights standards, power poles, telephone poles, fire hydrants, manholes, traffic signal standards, valves, meters, vents, miscellaneous sign standards, pedestals, spigots, pad mounted transformers, electrical switch pads, etc.
- Consultant will perform said services in accordance with the current Standards of Practice for Land Surveying in the State of Florida.

Construction Plans

Three Notch will complete construction plans for the railroad crossings located at 6th Street, 7th Street, Historic Crossing at 8th Street, Crescent Street, and 11th Street along Baldwin Avenue. The scope of design plan preparation is anticipated to be as follows:

- Prepare a construction plan assembly detailing the proposed improvements. This plan assembly is anticipated to include the following sheets:
    - Title/Index Sheet
    - Project Notes
    - Project Details
    - Temporary Traffic Control Plan Notes Sheet
    - Plan Sheets
    - Erosion and Sediment Control Sheets
    - Temporary Traffic Control Sheets
- Completion of project specifications and contract book.
- Prepare construction cost estimates for each submittal for review and consideration of the CRA.
- Submittal of comprehensive design package to the CRA for review and approval. To facilitate approval of final plans, we propose the following review schedule:
    - 30% Plan Submittal
    - 90% Plan Submittal
    - Final Plan Submittal
- Attend an in-person design review meeting for the 30% and Final Plan submittal milestones.

Easements/Permitting

Three Notch will be responsible for coordinating with the Pinsly Railroad Company (Pinsly) to secure all necessary easements, licenses, and permits required for construction of pedestrian sidewalk improvements across the railroad right-of-way at the six designated locations. This scope includes:

- Preparing and submitting permit applications, supporting documentation, and plan sets as required by Pinsly.
- Facilitating communication with Pinsly representatives to address technical, safety, and operational requirements.
- Coordinating review and responding to comments or requests for revisions to permit applications.
- Assisting the Client in executing any required agreements with Pinsly, including license or easement agreements.
- Monitoring the permit review process to ensure timely approvals in support of the project schedule.

- Providing documentation of all approved permits and easements to the Client prior to construction.
- All associated application fees, railroad review fees, and costs for legal agreements with Pinsly shall be borne by CRA. Three Notch's role is limited to coordination and facilitation of approval; however, it does not guarantee approval of permits or easements by Pinsly.

Bid Support Services

Three Notch will support the CRA during the bidding phase of the project by providing the following services:

- Three Notch will develop a comprehensive bid package that includes the project manual, technical specifications, and construction plans to clearly define the project scope and expectations for prospective bidders.
- Respond to Contractor requests for information during bid procurement
- Assistance and attendance with local bid letting (advertisement fees to be paid by CRA).
- Upon receipt of bids, Three Notch will conduct a detailed review to ensure compliance with the bid package requirements.
- A formal bid tabulation will be prepared and certified summarizing all submitted bids. Three Notch will then provide a letter for Recommendation of Award.

Construction Administration Services

To support successful completion of the project during the construction phase, Three Notch will provide the following services as an allowance upon direction and approval from the CRA:

- Three Notch will attend and assist the CRA with a pre-construction meeting to review the project scope, schedule, and communication protocols with project stakeholders.
- Receive and review contractor submittals for general conformance with the design intent and contract documents.
- Three Notch will provide part-time site observations at key milestones or as requested to monitor conformance with the design intent, specifications, and approved plans.
- Three Notch will review Contractor's request for payments for accuracy and consistency with observed progress.
- Three Notch will attend a final project walk-through upon substantial completion to develop a punch list of outstanding items. We will also assist the CRA in confirming that all punch list items are addressed and make a final recommendation for acceptance of work.

Project Fee

Three Notch proposes to complete the above-described scope of services on a lump sum basis in the amount of **$71,750**.

The cost of each of these services is provided in the table below:

Project Phase	Proposed Fee
Conceptual Design	$5,980
Topographical and Boundary Survey	$11,000
Construction Plans	$25,970
Easements/Permitting	$8,530
Bid Support Services	$3,600
Construction Administration Services	$16,670
TOTAL	**$71,750**

Please note that the following services are excluded from this proposal:

- Geotechnical Services and asphalt corings
- Utility Relocation Design
- Environmental Permitting
- Contract Procurement (provided by Owner)
- Full-time Construction Engineering & Inspection Services
- Materials Testing

We appreciate the opportunity to submit this proposal. Should you have any questions or need additional information regarding the proposal contents, please do not hesitate to call.

Sincerely,

Three Notch Group, Inc.



T.J. Kelley, P.E.
Project Manager

COMMUNUITY REDEVELOPMENT AGENCY (CRA)

Agenda Item Form

Meeting Date: April 6, 2026
Department: Administration

Presenter:
Koby Townsend, City Manager

Request Type: Action Item

Does this item require legal review? Yes

Time Required for Request: 15 Minutes

Agenda Item Title:
Downtown Parking Restriping (7th-8th)

Attachment(s):
1. DeFuniak Springs CRA Parking Improvements along Baldwin Ave - Plan Assembly
2. Task Order Proposal 25-03-CRA-signed

Brief Summary:
The CRA approved Task Order 25-03-CRA for Downtown Restriping Project (7th-8th). This Task Order is for Design. The City Council approved the designed layout, and the project is ready to be bid out. The Executive Director would like to discuss in detail before moving to bidding.

Task Order 25-03-CRA:
Design - $20,130

To date, $16,530 has been expended.

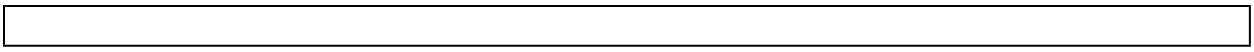
Action Requested:
TBD through Commissioners Discussion

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:
TBD

Staff Recommendations/Comments:



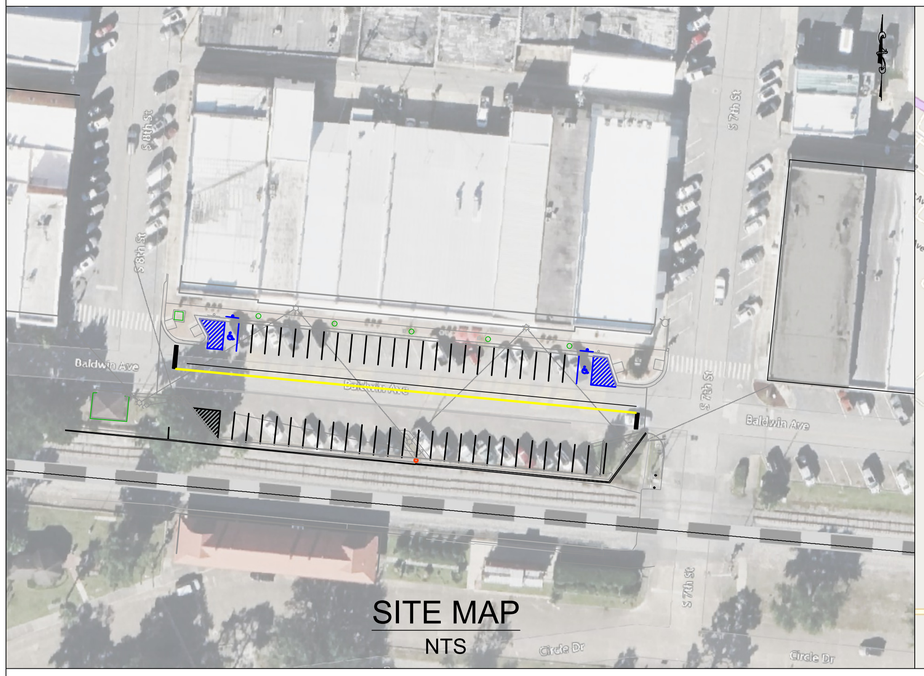
PARKING IMPROVEMENTS ALONG BALDWIN AVE.

DEFUNIAK SPRINGS COMMUNITY REDEVOLPMENT AGENCY

WALTON COUNTY

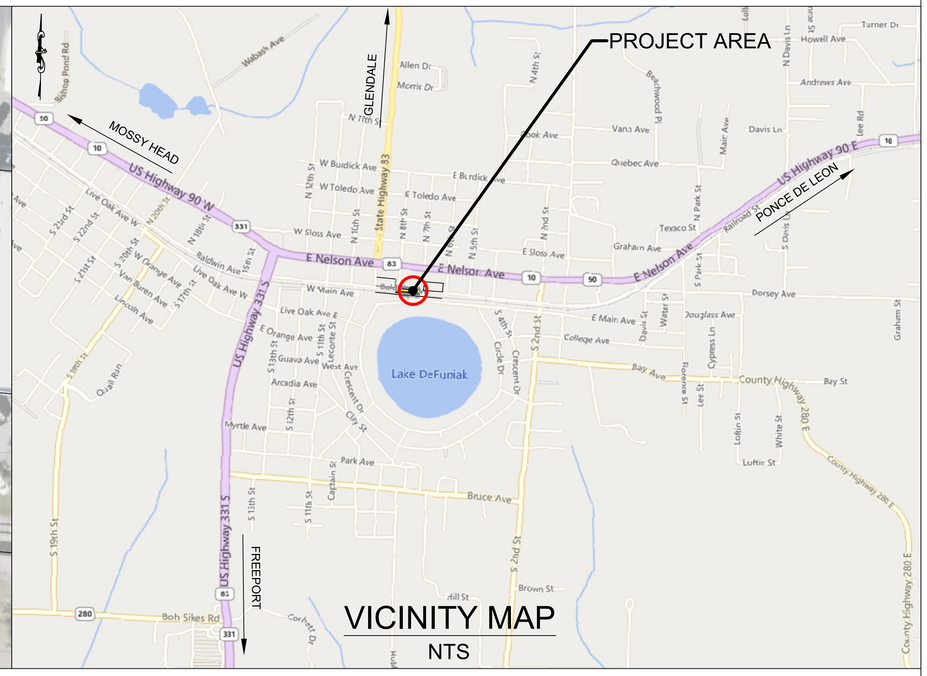
DEFUNIAK SPRINGS, FL 32435

25-02-CRA



SITE MAP

NTS



VICINITY MAP

NTS

INDEX TO SHEETS	
Sheet Number	Sheet Title
C-100	TITLE SHEET
C-101	NOTES AND LEGEND
C-301	SITE PLAN
C-801	PROJECT DETAILS

811 Know what's below. Call before you dig.

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TIMOTHY JACK KELLEY LICENSE No. 95371 STATE OF FLORIDA PROFESSIONAL ENGINEER

12/11/2025

COA: 4099

ADDRESS:
11 W COURT SQUARE
ANDALUSIA, AL 36420

P.O. BOX 278 (36420)
PH: (334) 222-9431

NO.	REVISION/SUBMISSION	DATE:

THREE NOTCH GROUP

FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY

DEFUNIAK SPRINGS, FL 32435

PROJECT NO: R868825001

DATE: 11/19/2025

SCALE: AS SHOWN

SHEET NO: C-100

DRAWING TITLE: TITLE SHEET

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LEGEND			
GENERAL		UTILITIES	
BENCHMARK		POWER POLE	
PROPERTY CORNER		LIGHT POLE	
CONCRETE MARKER		ANCHOR	
PROPERTY LINE	PL	STUB (POWER)	
LOT LINE		ELECTRIC TRANSFORMER	
SETBACK LINE		ELECTRIC METER	EM
EASEMENT LINE		OVERHEAD ELECTRIC LINE	OE
FENCE LINE	O	BURIED ELECTRIC LINE	BE
CONSTRUCTION LIMITS		TELEPHONE MANHOLE	TMH
SIGN		TELEPHONE PEDESTAL	T
MAILBOX	MB	OVERHEAD TELECOM CABLE	OTC
TREE		BURIED TELECOM CABLE	BTC
WOODLINE		BURIED FIBER OPTIC CABLE	BFO
PROPOSED CORE SAMPLE	1	GAS METER	G
ASPHALT		GAS VALVE	G
CONCRETE		GAS REGULATOR	
AGGREGATE		GAS LINE	G
BODY OF WATER		WATER METER	
USACE JURISDICTIONAL WETAND		WATER VALVE	W
EARTHWORK & GRADING		FIRE HYDRANT	
PROPOSED CONTOUR MAJOR	500	WATER LINE	W
PROPOSED CONTOUR MINOR	501	SANITARY SEWER MANHOLE	S
EXISTING CONTOUR MAJOR	500	SANITARY SEWER CLEANOUT	C
EXISTING CONTOUR MINOR	501	SANITARY SEWER GRAVITY LINE	S
PROPOSED SPOT ELEVATION	100.00	SANITARY SEWER FORCE MAIN	FM
STORM DRAINAGE		AIR / VACUUM VALVE	AV
STORM STRUCTURE	D	PROPOSED ITEMS SHOWN IN BLACK. EXISTING ITEMS SHOWN IN GRAY.	
STORM PIPE	STM		
CHANNEL FLOW LINE	>>		

GENERAL NOTES

1. THREE NOTCH GROUP, INC. SHALL NOT HAVE AUTHORITY OVER THE SITE OR BUILDING CONTRACTOR'S WORK OR RESPONSIBILITIES. THREE NOTCH GROUP, INC. IS NOT RESPONSIBLE FOR SITE SAFETY PROCEDURES OR METHODS OF CONSTRUCTION.
2. ALL WORK SHALL BE IN ACCORDANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS SET FORTH IN THE PROJECT CONTRACT DOCUMENTS.
3. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE THEMSELF WITH THE PROJECT CONTRACT DOCUMENTS AND SITE CONDITIONS BEFORE SUBMITTING A BID FOR THIS PROJECT.
4. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE PURCHASE OF A CONTRACTOR'S LICENSE AND BUSINESS LICENSE FROM THE CITY AND / OR COUNTY AS APPLICABLE, AS WELL AS, ALL OTHER LICENSES AND PERMITS REQUIRED TO CONSTRUCT THE PROJECT. ALL LICENSES AND PERMITS MUST BE IN-HAND AND PROPERLY DISPLAYED PRIOR TO COMMENCING WORK.
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE PROPER COMMUNICATION AND COORDINATION WITH THE ENGINEER, ONSITE FIELD TECHNICIANS, AND OWNER'S REPRESENTATIVE THROUGHOUT THE LIFE OF THE PROJECT.
6. THREE NOTCH GROUP SHALL NOT BE RESPONSIBLE FOR ERRORS AND OMISSIONS RESULTING FROM DESIGN MODIFICATIONS MADE AFTER THE RECORD DATE OF THESE PLANS SHOWN HEREON. ADJUSTMENTS TO THESE PLANS MAY BE NECESSARY. NOTIFY ENGINEER OR OWNER'S REPRESENTATIVE IMMEDIATELY IF ANY ERRORS OR OMISSIONS ARE FOUND.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED BY HIS ACTIVITIES IN THE PROJECT AREA, WHETHER ON PUBLIC OR PRIVATE PROPERTY. DAMAGE SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITIONS OR BETTER, AND TO THE SATISFACTION OF THE ENGINEER AND LAND OWNER(S). REPAIRS SHALL BE MADE AT THE CONTRACTOR'S EXPENSE.
8. THE CONTRACTOR IS RESPONSIBLE FOR DOCUMENTATION OF PRE-EXISTING CONDITIONS PRESENT WITHIN AND ADJACENT TO THE CONSTRUCTION AREA. DOCUMENTATION OF EXISTING CONDITIONS SHALL CONSIST OF DATE-STAMPED VIDEO, PHOTOGRAPHS, AND WRITTEN RECORDS. COPIES OF ALL DOCUMENTATION SHALL BE DELIVERED TO THE ENGINEER PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES. DOCUMENTATION OF PRE-EXISTING CONDITIONS IS REQUIRED TO AVOID CLAIMS FOR DAMAGE TO PROPERTY.
9. THE CONTRACTOR SHALL RESERVE ONE FULL-SIZE SET OF CONSTRUCTION PLANS FOR RECORDING DATA DURING CONSTRUCTION, REFERENCE DURING O/A MEETINGS, AND SERVE AS PROJECT RECORD DRAWINGS. DRAWINGS SHALL BE DELIVERED TO THE ENGINEER OR OWNER'S REPRESENTATIVE ONE WEEK PRIOR TO SUBSTANTIAL COMPLETION.
10. IF APPLICABLE, THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND MAINTAINING PROPER TRAFFIC CONTROL IN ACCORDANCE WITH THE REQUIREMENTS OF PART VI OF THE MUTCD, LATEST EDITION. ALL TRAFFIC CONTROL DEVICES AND SIGNAGE SHALL BE ACCORDANCE TO FDOT STANDARDS AND SPECIFICATIONS.
11. UNLESS APPROVED IN ADVANCE BY THE ENGINEER, THE CONTRACTOR SHALL MAINTAIN ACCESS FOR THE TRAVELING PUBLIC AND EMERGENCY VEHICLES ALONG THE PAVED DRIVE. IF A ROAD CLOSURE IS ALLOWED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING SUCH CLOSURES WITH CITY AND EMERGENCY AGENCIES, IN ACCORDANCE WITH THOSE PARTIES' REQUIREMENTS.
12. CONSTRUCTION STAGING AREA SHALL BE ON-SITE W/ AREA APPROVED BY OWNER. STAGING AREA SHALL BE ENCLOSED BY TEMPORARY CHAIN-LINK FENCING & LOCKABLE GATE.
13. UPON AWARD OF BID, A CONSTRUCTION PHASING SCHEDULE SHALL BE SUBMITTED TO OWNER FOR APPROVAL. PROJECT SHALL BE CONSTRUCTED IN A WAY THAT ALL UNAFFECTED AREAS OF THE SITE REMAIN OPEN TO THE PUBLIC THROUGHOUT THE ENTIRE DURATION OF THE PROJECT.

SITE NOTES

1. TOPOGRAPHIC AND CONTROL SURVEY FOR THIS PROJECT WAS PERFORMED BY DEWBERRY ENGINEERS, INC.
2. HORIZONTAL AND VERTICAL DATUMS USED IN DESIGN ARE NAD83 FL STATE PLANE NORTH AND NAVD88 RESPECTIVELY.
3. IT IS CONTRACTOR'S RESPONSIBILITY TO PROVIDE CONSTRUCTION LAYOUT AND GRADE STAKING. AT THE CONTRACTOR'S REQUEST, THREE NOTCH GROUP WILL PROVIDE ELECTRONIC CIVIL DESIGN FILES IN .DWG FORMAT.
4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT ALL BENCHMARKS AND PROPERTY CORNERS. ANY REPLACEMENT WILL BE AT THE CONTRACTOR'S EXPENSE.
5. JOB SITE SHALL BE CLEANED ON A DAILY BASIS. THE CONTRACTOR SHALL RESTORE ALL AREAS, WHETHER PUBLIC OR PRIVATE, AS SOON AS PRACTICABLE FOLLOWING COMPLETION OF PARTICULAR CONSTRUCTION ACTIVITIES.
6. ALL CONSTRUCTION EQUIPMENT AND MATERIALS SHALL BE PARKED AND STORED AT AN OWNER APPROVED LOCATION WITHIN THE PROJECT LIMITS. PARKING AND STORAGE LOCATIONS SHALL BE OUTSIDE OF ANY ACCESS DRIVES AND, IN ORDER TO PROTECT TREES, OUTSIDE OF TREE DRIP LINES.
7. ALL ACCESSIBLE PATHS, ROUTES, PARKING, RAMPS, CROSSWALKS, SIGNS, SYMBOLS, AND MARKINGS SHALL CONFORM TO THE CURRENT ADA STANDARDS FOR ACCESSIBLE DESIGN.
8. ALL PAVEMENT MARKINGS SHALL CONFORM TO FDOT STANDARD DRAWINGS AND SPECIFICATIONS.
9. DIMENSIONS SHOWN ALONG CURB AND GUTTER ARE TO **BACK OF CURB** UNLESS NOTED OTHERWISE.
10. COORDINATE ALL ELECTRICAL IMPROVEMENTS TO AVOID CONFLICT WITH PROPOSED DESIGN AND EXISTING UTILITIES.
11. A JOB TRAILER MAY BE PERMITTED GIVEN THAT A PLAN IS PROVIDED TO THE OWNER AND APPROVED IN WRITING. THE PLAN MUST DETAIL PLACEMENT, UTILITIES, A SCHEDULE TO MOBILIZE/DEMOBILIZE AND ANY NECESSARY PERMITS BY OTHERS.
12. EXISTING ADA HANDICAP SIGNS SHALL BE RELOCATED TO THE LOCATION REQUIRED AS SHOWN IN THE PLANS. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO ADDITIONAL PAYMENT WILL BE MADE.

GRADING AND DRAINAGE NOTES

1. EXISTING DRAINAGE SYSTEMS SHALL REMAIN FULLY OPEN THROUGHOUT THE PROJECT DURATION. REMOVE ALL SEDIMENT AND CLEAN EXISTING STORM STRUCTURES WHETHER SHOWN ON PLANS OR NOT. THESE STRUCTURES INCLUDE, BUT NOT LIMITED TO, FLUMES, INLETS, PIPES, JUNCTION BOXES, AND ALL DITCHES.
2. ANY DISTURBANCE OR DAMAGE TO EXISTING DRAINAGE SYSTEMS AND STRUCTURES SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER AND THE CITY, COUNTY, AND/OR STATE AT NO ADDITIONAL COST TO THE OWNER.

UTILITY NOTES

1. NEITHER THE OWNER NOR THE ENGINEER MAKES ANY EXPRESSED OR IMPLIED GUARANTEE OF THE ACCURACY OF UTILITIES SHOWN OR ANY GUARANTEE THAT ALL UTILITIES LOCATED WITHIN THE CONSTRUCTION AREA ARE SHOWN HEREIN.
2. AT A MINIMUM, THE CONTRACTOR SHALL CALL SUNSHINE 811 BY CALL AT 811 FOR UTILITY MARKING PRIOR TO COMMENCING CONSTRUCTION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE COMMENCING WORK. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
3. THE CONTRACTOR SHALL COORDINATE ALL WORK ADJACENT TO EXISTING UTILITY POLES AND GUY WIRES WITH THE LOCAL POWER COMPANY. THE CONTRACTOR SHALL CONTACT THE LOCAL POWER COMPANY TO HOLD SAID UTILITY POLES/GUY WIRES DURING BORING OR OPEN CUT OPERATIONS. THE COST OF THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO ADDITIONAL PAYMENT WILL BE MADE.
5. THE CONTRACTOR SHALL COORDINATE ALL TIE-INS, CONNECTIONS, OUTAGES, AND VALVING OPERATIONS WITH THE UTILITY OWNER. THE CONTRACTOR SHALL GIVE 72 HOURS NOTICE TO THE UTILITY OWNER OF WHEN SUCH OPERATIONS ARE TO TAKE PLACE.
6. THE CONTRACTOR SHALL COORDINATE WITH AND PROVIDE REASONABLE NOTICE TO RESIDENTS AND BUSINESSES OF UTILITY SERVICE OUTAGES PRIOR TO BEGINNING SUCH OPERATIONS. NO RESIDENT OR BUSINESS SHALL BE LEFT WITH OUT SERVICE OVERNIGHT.
7. CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL UTILITY LOCATIONS WITH THE LOCAL UTILITIES. CONTACT WITH EACH UTILITY SHOULD BE MADE BEFORE ANY CONSTRUCTION BEGINS ON THIS PROJECT.

ASPHALT, CORING AND THICKNESS VERIFICATION

1. THE CONTRACTOR SHALL PERFORM ASPHALT PAVEMENT CORING AT FIVE (5) LOCATIONS AS SHOWN ON THE PLANS. ALL EQUIPMENT, LABOR, MATERIALS, AND INCIDENTALS NECESSARY TO COMPLETE THE CORING SHALL BE CONSIDERED SUBSIDIARY TO THE ASPHALT PAY ITEM; NO ADDITIONAL PAYMENT WILL BE MADE FOR THIS WORK.
2. THE ONSITE INSPECTOR MUST BE PRESENT DURING THE CORING OPERATIONS
3. UPON COMPLETEION OF THE CORES, THE ENGINEER WILL EVALUATE THE ASPHALT THICKNESS TO DETERMINE HETHER THE EXISTING PAVEMENT STRUCTURE IS ADEQUATE FOR THE PROPOSED PLANING AND RESURFACING OPERATIONS.

   OPTION A. IF THE MEASURED ASPHALT THICKNESS IS SUFFICIENT, THE WORK WILL PROCEED AS SHOWN IN THE PLANS, INCLUDING PLANING AND RESURFACING.

   OPTION B. IF THE ASPHALT THICKNESS IS FOUND TO BE INSUFFICIENT, PLANING WILL BE OMITTED, AND THE CONTRACTOR WILL PERFORM RESURFACING ONLY, AS DIRECTED BY THE ENGINEER.
4. ALL CORE HOLES SHALL BE BACKFILLED AND PATCHED IN ACCORDANCE WITH STANDARD PRACTICE AND TO THE SATISFACTION OF THE ENGINEER.

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NO.	REVISION/SUBMISSION	DATE:

TIMOTHY JACK KELLEY
LICENSE
No. 95371
STATE OF FLORIDA
PROFESSIONAL ENGINEER
12/11/2025

COA: 4099

ADDRESS:
11 W COURT SQUARE
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PH: (334) 222-9431

THREE NOTCH GROUP

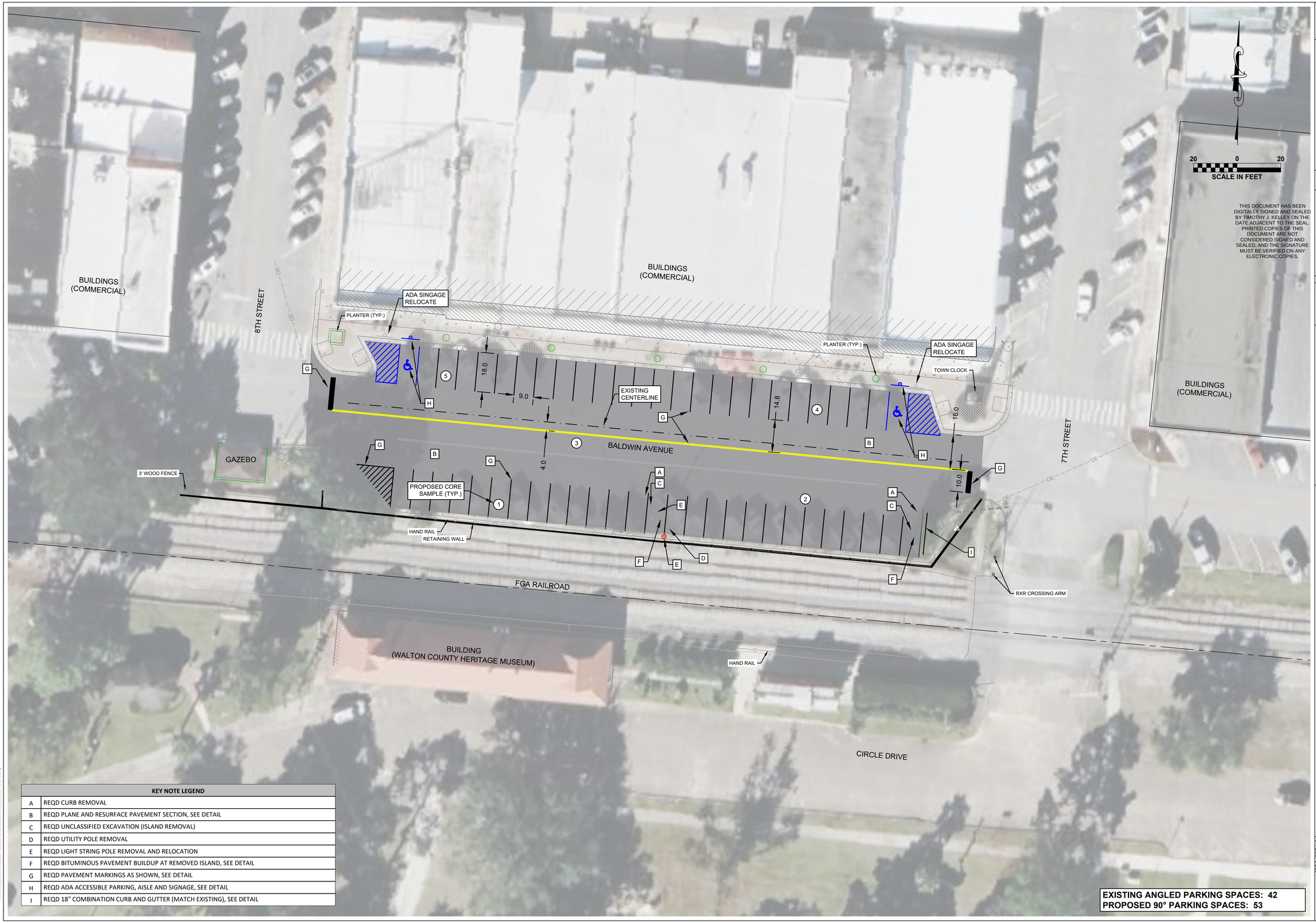
FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE
DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FL 32435

PROJECT NO: R0080625001
DATE: 2025/12/11
SCALE: AS SHOWN
SHEET NO: C-101
DRAWING TITLE: NOTES AND LEGEND

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KEY NOTE LEGEND	
A	REQD CURB REMOVAL
B	REQD PLANE AND RESURFACE PAVEMENT SECTION, SEE DETAIL
C	REQD UNCLASSIFIED EXCAVATION (ISLAND REMOVAL)
D	REQD UTILITY POLE REMOVAL
E	REQD LIGHT STRING POLE REMOVAL AND RELOCATION
F	REQD BITUMINOUS PAVEMENT BUILDUP AT REMOVED ISLAND, SEE DETAIL
G	REQD PAVEMENT MARKINGS AS SHOWN, SEE DETAIL
H	REQD ADA ACCESSIBLE PARKING, AISLE AND SIGNAGE, SEE DETAIL
I	REQD 18" COMBINATION CURB AND GUTTER (MATCH EXISTING), SEE DETAIL

EXISTING ANGLED PARKING SPACES: 42
PROPOSED 90° PARKING SPACES: 53

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DEFUNIAK SPRINGS, FL 32435

PROJECT NO: R0080625001
DATE: 2025/12/11
SCALE: AS SHOWN
SHEET NO: C-301

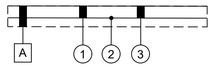
DRAWING TITLE: SITE PLAN

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AREA TO PLANE AND RESURFACE
(AREA TO BE DETERMINED BY CORING SAMPLES PROVIDED BY CONTRACTOR)

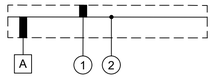


- A IN PLACE BITUMINOUS PAVEMENT
- 1 PLANING (APPROX. 1.5" THICK)
- 2 TACK COAT, (0.09 GAL/SY)
- 3 SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER, (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)

PLANE AND RESURFACE PAVEMENT SECTION "OPTION A"
NOT TO SCALE
B

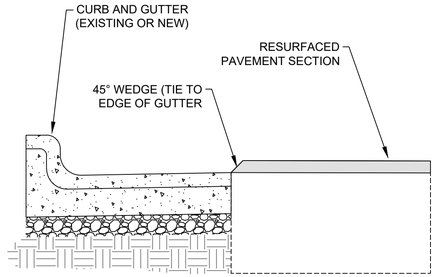


AREA TO RESURFACE
(AREA TO BE DETERMINED BY CORING SAMPLES PROVIDED BY CONTRACTOR)

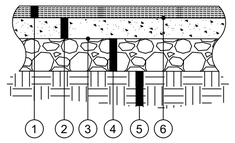


- A IN PLACE BITUMINOUS PAVEMENT
- 1 SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER, (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)
- 2 TACK COAT (0.09 GAL/SY)

RESURFACE PAVEMENT SECTION "OPTION B"
NOT TO SCALE
B

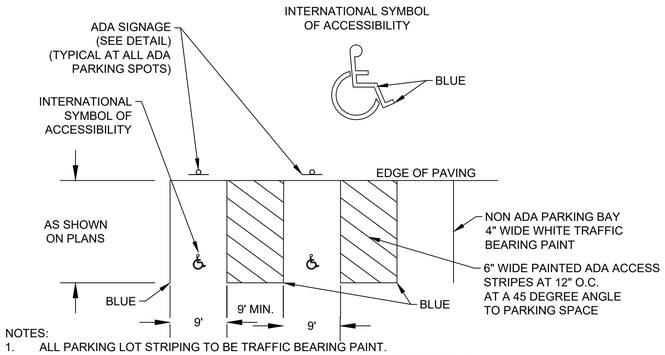


RESURFACING ASPHALT WEDGE DETAIL
NOT TO SCALE
B



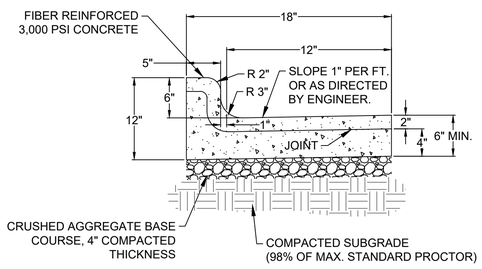
1. SUPERPAVE BITUMINOUS CONCRETE WEARING SURFACE LAYER (1.5" THICKNESS)(APPROX. 165 LBS./S.Y.)
2. SUPERPAVE BITUMINOUS CONCRETE UPPER BINDER LAYER (2.5" THICKNESS)(APPROX. 275 LBS./S.Y.)
3. BITUMINOUS SURFACE TREATMENT "A"
4. BASE COURSE, CRUSHED AGGREGATE BASE COURSE, 6" COMPACTED THICKNESS
5. SUB-GRADE (COMPACTED 98% STANDARD PROCTOR)
6. TACK COAT (0.09 GAL/SY)

BITUMINOUS PAVEMENT SECTION
NOT TO SCALE
F



NOTES:
1. ALL PARKING LOT STRIPING TO BE TRAFFIC BEARING PAINT.
2. ALL PARKING LOT STRIPING SHALL BE INSTALLED USING MANUFACTURERS SPECIFICATIONS.
3. PAINT COLOR TO BE ADA COMPLIANT BLUE
4. ALL PARKING LOT STRIPING TO BE A MIN. OF 4" WIDE UNLESS OTHERWISE NOTED.
5. ALL OTHER PARKING LOT STRIPING TO BE WHITE UNLESS OTHERWISE NOTED
6. ALL PARKING LOT STRIPING TO BE APPLIED IN TWO COATS

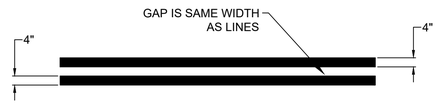
TYPICAL STRIPING DETAILS
NOT TO SCALE
H



NOTES:

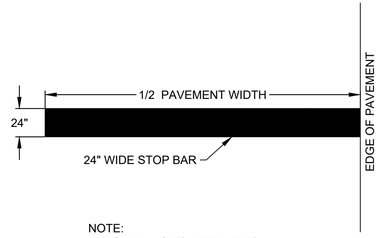
1. CUT 1/2" TRANSVERSE DUMMY JOINTS AT 6'-0" O.C.
2. EXPANSION JOINTS REQUIRED EVERY 30' O.C. AND AT COLD JOINTS. MATERIAL SHALL BE NOMAFLEX JOINT FILLER (OR APPROVED EQUAL).
3. FIBER REINFORCEMENT TO BE ABC ABC FIBER FORCE (OR APPROVED EQUAL) @ 1 LB./C.Y.

18" COMBINATION CURB & GUTTER
NOT TO SCALE
I



NOTE:
CENTERLINE STRIPING SHALL BE YELLOW BEARING PAINT THAT MEETS MUTCD STANDARDS, APPLIED IN TWO COATS.

SOLID DOUBLE CENTERLINE STRIPING
NOT TO SCALE
G



NOTE:
ALL STRIPING TO BE TRAFFIC BEARING PAINT THAT MEETS MUTCD STANDARDS, APPLIED IN TWO COATS.

STOP BAR STRIPING
NOT TO SCALE
G

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FINAL DRAWING - ISSUED FOR CONSTRUCTION

PARKING IMPROVMENTS ALONG BALDWIN AVENUE
DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FL 32435

PROJECT NO: 0608825001
DATE: 2025/12/11
SCALE: AS SHOWN
SHEET NO: C-801
DRAWING TITLE: PROJECT DETAILS

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BOARD APPROVED

Date: 8-6-25

TASK ORDER NO. 25-03-CRA
PROFESSIONAL ENGINEERING SERVICES
FOR **Downtown Restriping Project (7th-8th)**

1. BACKGROUND

The CRA is seeking engineering services for a focused design project to reconfigure existing parking stalls between 7th and 8th Street along Baldwin Avenue in the downtown area. The scope of work includes the design and coordination necessary to convert diagonal parking to head-in (90-degree) parking, with the goal of maximizing space efficiency, improving traffic flow, and enhancing pedestrian safety. In addition to design services, the project will include bid support and construction administration to ensure proper execution and oversight from start to finish.

2. SCOPE OF SERVICES

Scope of services shall consist at a minimum of the following engineering design services:

- Conceptual design(s)
- Design
- Bid Support Services
- Construction Administration Services

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Concept drawings and Engineer's Opinion of Cost
- 30% Complete Design Plans and Engineer's Opinion of Cost
- 90% Complete Design Plans and Engineer's Opinion of Cost
- 100% Final Plan Set, Specifications, and cost estimate

Consultant shall be available to meet with CRA Staff at each submittal and as necessary to complete the project. All submittals to the CRA should be provided in a digital format and include two hard copies.

4. SCHEDULE

30 days from Notice to Proceed

- Provide conceptual design(s)
- Attend one (1) in-person meeting to discuss concept(s) and approval from CRA/City

60 days from Notice to Proceed

- Submit 30% Plan Set for review and approval to CRA/City

75 days from Notice to Proceed

- Submit 90% Plan Set, Specifications, and cost estimate for review

90 days from Notice to Proceed

- Submit 100 % Final Plan Set and permit package to CRA/City for one (1) in-person review and approval

100 days from Notice to Proceed

- Assist CRA with bidding of projects

125 days from Notice to Proceed

- Provide construction administration services

Upon Receipt of approval from CRA/City

- Provide to the CRA signed and sealed 100% Plan Set & Specifications & all supporting design documentation

4. COMPENSATION

Provide not to exceed detailed manhour estimate based on above-described scope of services and continuing engineering services approved rate schedule.

5. OTHER PROVISIONS

Additional Boundary & Topographic Surveying if required

Task Work Order by: _____ Date: 8-7-25

Joshua R. Ervin
Executive Director

Proposal Approval by: _____ Date: 8/11/2025

CRA Board Chairman

Board Approved on: 8-6-25