

CITY OF ST. AUGUSTINE, FLORIDA

Lincolnvile Community Redevelopment Area Institutional Rehabilitation Program  
Grant Application Review Committee  
February 11, 2020

The Lincolnvile Community Redevelopment Area Institutional Rehabilitation Program Grant Application Review Committee met to discuss the 19/20 grant applications. Meeting scheduled at 9:00 A.M., Tuesday, February 11, 2020. The meeting was called to order by Amanda Anderson, Administrative Coordinator. The following committee members were present:

1. **ROLL CALL**                      Mark Litzinger  
   Jenny Wolfe  
   Amanda Anderson

**Staff Present:**                      Isabelle Lopez, City Attorney; Mark Litzinger, Director of Financial Services; Jenny Wolfe, Historic Preservation Officer; and Amanda Anderson, Administrative Coordinator

2. **COMMITTEE MEMBER INTRODUCTION**

Jenny Wolfe requested that the Committee members introduce themselves and give brief description of their role with the City and the Committee.

3. **GENERAL PUBLIC COMMENT**

No Public Comment.

4. **GENERAL DISCUSSION**

(a) **DISCUSSION REGARDING INSTITUTIONAL REHABILITATION PROGRAM GRANT APPLICATIONS**

Jenny Wolfe discussed the application submitted by the St. Augustine Society dba St. Francis House. Indicated that some of the exterior work that was

requested by the applicant could potentially qualify for the grant program.

Finance Director Litzinger indicated that the City made a commitment to work with applicants who turned in their documentation before December 31, 2019. The application from St. Augustine Society requested cash to complete four items detailed in the scope of work. The Institutional Rehabilitation Program grant is not a cash grant program; Therefore, the request is denied.

A letter will be mailed out to the St. Augustine Society, providing details about the Institutional Rehabilitation Program Grant.

Finance Director Litzinger stated the application from First Baptist Church represented a project with a more comprehensive rehabilitation, while the application from St. Paul African Methodist Episcopal represented a maintenance and stabilization project.

Both projects meet the criteria set forth in the approved policies and procedures and are equally important.

Jenny Wolfe stated that the roof of a building is the priority and a highly important part of the structure. Ms. Wolfe stated both projects fit with the intent of the program.

Finance Director Litzinger stated that both buildings have historical significance. The roof replacement is a first step in stabilizing St. Paul African Methodist Episcopal. Stated that the needs and scope for St. Paul AME could be more quickly identified based on the application request. First Baptist Church will take longer to develop a scope of work because the request is more significant. Historic Preservation Architect Ken Smith will recommend a roof design and construction materials that reflect the historic nature of the building.

Jenny Wolfe made a motion to move both First Baptist Church and St. Paul African Methodist Episcopal Church on in the process. Finance Director Mark Litzinger seconded the motion. Motion was approved unanimously by the Committee.

Finance Director Litzinger stated that the Community Redevelopment Agency will need to approve the projects and budget.

City Attorney Lopez indicated the earliest a presentation could be made to the Community Redevelopment Agency would be February 24<sup>th</sup>, 2020.

Jenny Wolfe briefly explained the next steps in the process. A cost estimate and full scope of work will be developed and presented to the Community Redevelopment Agency for approval.

Mr. Harold Dockins asked if the City approved contractors were experienced in roof replacements.

Finance Director Mark Litzinger indicated that all our contractors on file have been approved. There is a maximum of \$125,000 per work order. If the estimated rehabilitation exceeds that amount, the City will procure a contractor through the normal bid process. Historic Preservation Architect Ken Smith would approve the contractors and roof materials to be used during the rehabilitation of St. Paul African Methodist Episcopal Church. Stated that if there are any cost overruns, they would be covered by the Lincolnton Community Redevelopment Area Institutional Rehabilitation Program Grant.

Jenny Wolfe stated our next step should be to schedule an appointment with Historical Preservation Architect Ken Smith to perform an onsite visit for both First Baptist Church and St. Paul African Methodist Episcopal Church.

Finance Director Mark Litzinger approved the work order for Ken Smith last week. Once a work order has been issued, the City can obtain a concrete timeline for how long it will take Historic Preservation Architect Ken Smith to

complete the items requested in his proposal.

The meeting was adjourned at approximately 9:25 AM.

**5. CITY ATTORNEY ITEMS**

None

**6. ADJORNMENT**

DRAFT

Lincolnton CRA Institutional Rehabilitation Program								
Evaluation of Applications								
Applicant: First Baptist Church								
Evaluator:			Litzinger		Wolfe		Anderson	
CRITERIA	WEIGHT	SCORE	TOTAL	SCORE	TOTAL	SCORE	TOTAL	
<b>1 Historic Significance</b>								
a) Building qualifies as a historic building or could be eligible for historic designation	0.25	10	2.5	10	2.5	10	2.5	
b) Relative uniqueness of the building or its history within Lincolnton and/or the city								
c) Building fabric remains that conveys a sense of place and time								
d) Loss of this building would have a negative impact (to streetscape or cultural heritage)								
<b>2 Endangerment</b>								
a) Physical threat to the structural stability of the building (in whole or in part)	0.25	8	2	8	2	9	2.25	
b) Degree of deferred maintenance that poses future endangerment								
c) Impact of the endangerment on the safe occupation and use of the building								
d) Impact of endangerment or blight to surrounding properties or the neighborhood								
<b>3 Funding Needs</b>								
a) Level of difficulty in securing alternate funding sources	0.15	9	1.35	8	1.2	9	1.35	
b) Rehabilitation needs exceed financial ability of the institution								
<b>4 Administrative Capacity</b>								
a) Institution has an active management and facilities staff	0.15	9	1.35	7	1.05	8	1.2	
b) Participation of supporting volunteers, members, other community resources								
c) Previous maintenance, repair schedules, management plans								
d) Availability of funds for regular future maintenance, utilities, and insurance costs								
<b>5 Rehabilitation Merits</b>								
a) Clarity of rehabilitation needs presented in application	0.15	8	1.2	8	1.2	9	1.35	
b) Repairs proposed can use historically compatible materials and methods								
c) Repairs will improve ADA access and/or mechanical/electrical/plumbing systems								
d) Repairs proposed exclude improvements solely related to religious operations								
<b>6 Public Benefit</b>								
a) Repairs will be visible from the exterior of the building	0.05	9	0.45	8	0.4	9	0.45	
b) Opportunities for public access into the building will be offered or are available								
c) Rehabilitation will improve the ability to share St. Augustine's diverse heritage								
d) Rehabilitation may stimulate additional private investment or improve blighted area								
<b>TOTAL</b>	<b>1.00</b>		<b>8.85</b>		<b>8.35</b>		<b>9.1</b>	
<b>Evaluation Rating Scale: 1 through 10 for each category</b>								
Exceptionally meets multiple criteria in the category..... 8 - 10								
Significantly meets one or two criteria in the category..... 5 - 7								
Meets one criteria in the category..... 1 - 4								
Does not meet any criteria in the category..... 0								

Lincolnton CRA Institutional Rehabilitation Program								
Evaluation of Applications								
Applicant: St. Paul African Methodist Episcopal								
Evaluator:			Litzinger		Wolfe		Anderson	
CRITERIA	WEIGHT	SCORE	TOTAL	SCORE	TOTAL	SCORE	TOTAL	
<b>1 Historic Significance</b>								
a) Building qualifies as a historic building or could be eligible for historic designation	0.25	8	2	10	2.5	10	2.5	
b) Relative uniqueness of the building or its history within Lincolnton and/or the city								
c) Building fabric remains that conveys a sense of place and time								
d) Loss of this building would have a negative impact (to streetscape or cultural heritage)								
<b>2 Endangerment</b>								
a) Physical threat to the structural stability of the building (in whole or in part)	0.25	7	1.75	7	1.75	8	2	
b) Degree of deferred maintenance that poses future endangerment								
c) Impact of the endangerment on the safe occupation and use of the building								
d) Impact of endangerment or blight to surrounding properties or the neighborhood								
<b>3 Funding Needs</b>								
a) Level of difficulty in securing alternate funding sources	0.15	9	1.35	6	0.9	9	1.35	
b) Rehabilitation needs exceed financial ability of the institution								
<b>4 Administrative Capacity</b>								
a) Institution has an active management and facilities staff	0.15	9	1.35	8	1.2	9	1.35	
b) Participation of supporting volunteers, members, other community resources								
c) Previous maintenance, repair schedules, management plans								
d) Availability of funds for regular future maintenance, utilities, and insurance costs								
<b>5 Rehabilitation Merits</b>								
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b) Repairs proposed can use historically compatible materials and methods								
c) Repairs will improve ADA access and/or mechanical/electrical/plumbing systems								
d) Repairs proposed exclude improvements solely related to religious operations								
<b>6 Public Benefit</b>								
a) Repairs will be visible from the exterior of the building	0.05	7	0.35	8	0.4	8	0.4	
b) Opportunities for public access into the building will be offered or are available								
c) Rehabilitation will improve the ability to share St. Augustine's diverse heritage								
d) Rehabilitation may stimulate additional private investment or improve blighted area								
<b>TOTAL</b>	<b>1.00</b>		<b>7.85</b>		<b>7.95</b>		<b>8.8</b>	
<b>Evaluation Rating Scale: 1 through 10 for each category</b>								
Exceptionally meets multiple criteria in the category..... 8 - 10								
Significantly meets one or two criteria in the category..... 5 - 7								
Meets one criteria in the category..... 1 - 4								
Does not meet any criteria in the category..... 0								