

# WATERFRONTS FLORIDA PARTNERSHIP PROGRAM



## Assessment of Current Conditions & Inventory of Community Assets and Needs **Designation Process: Step Two**

*The Waterfronts Florida Partnership Program is a program of the Department of Economic Opportunity and is funded in part by the Florida Department of Environmental Protection, Florida Coastal Management Program, and the National Oceanic and Atmospheric Administration (NOAA). The views expressed herein are those of the author(s) and do not necessarily reflect the view of the State of Florida, NOAA, or any of its subagencies.*

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## Inventory Submission

Inventories should be submitted to:

Attention: Julie Dennis  
Waterfronts Florida Program Coordinator  
Department of Economic Opportunity  
Division of Community Development  
107 E. Madison Street  
Tallahassee, Florida 32399-4120

Electronic submissions are acceptable as well: [julie.dennis@deo.myflorida.com](mailto:julie.dennis@deo.myflorida.com).

### Inventory Checklist

Check each item below to indicate that it is included in your inventory package. Return this list with the rest of the inventory package. Submit **one (1) original and two (2) copies** of the inventory package.

Complete inventory packages must include:

- 1. One (1) original and two (2) copies of the completed inventory form;
- 2. A City Council or Board of County Commissioners resolution expressing support for participation in the Waterfronts Florida Partnership Program and financial support for funding a Program Manager. If the applicant is a nonprofit organization, the local government resolution must express specific support for working with the applicant on the local Waterfronts Florida Partnership (**Appendix B**);
- 3. Color maps of:
  - a. the boundaries (polygon) of the proposed Waterfronts Florida Partnership planning area with parcel boundaries, major highways and waterways; and
  - b. the zoning districts included within the proposed area (**Appendix C**);
- 5. Verification of funding for salary for the program manager (**Appendix D**);
- 6. A line item budget for the local Waterfronts initiative including sources of funding if not exclusively tax revenue (**Pages 13-15 of Inventory**); Attach In-Kind Pledge Forms (**Appendix E**);
- 7. Color copies of 15- 30 color photos that represent conditions within the waterfront planning area. These photographs should capture the overall quality of the built and natural environment, the interface between land and water, and the existing uses of the waterfront. Include a brief description of each photograph and locate it on an area map.

- 8. An organizational chart showing the Waterfronts Florida Partnership organizational structure (board and committees) and the relationship between the program manager, the applicant (county or municipal government or nonprofit organization working with this government), the program manager's supervisor, the advisory group and any other pertinent parties
- 9. Waterfronts Florida Partnership Committee bylaws, if available and
- 10. Inventory Acknowledgement Form

**PLEASE REVIEW THIS CHECKLIST CAREFULLY & INCLUDE ALL REQUIRED MATERIALS.**

## Inventory Preparation

The Waterfronts Florida Partnership Program Inventory contains six sections, each requiring different types of information for completion.

- Section I documents the planning process used when developing the inventory.
- Sections II & III require information about the local government, comprehensive planning requirements, and community demographics.
- Section IV requires information about the composition of land uses and community investment in the waterfront area.
- Section V requires the community to demonstrate that it fully understands the Waterfronts Florida Partnership Program and is ready, both organizationally and financially, to actively participate in the program.
- Section VI requires that the community gather information about the community's needs in each of the Waterfronts Florida Program's four priority issue areas of: public access to the waterfront; environmental and cultural resource protection; enhancement of the viable traditional economy; and hazard mitigation. This section should demonstrate an understanding of the issues by identifying what the community is trying to accomplish in each of the four priority areas.

Applicants are **encouraged** to create an inventory committee to assist in completing this inventory. *Consultants, if used, should be selected for abilities to involve committee members in the process as well as for knowledge of inventory content.* It is encouraged the inventory committee include elected officials, appointed officials, local government staff, and citizen leaders in the inventory preparation effort.

## **I. Planning Process**

1. A list of committee members involved in the inventory process.
2. A list of individuals (name and title) that assisted in the completion of each section of the inventory.  
If a consultant prepared the inventory, please include the following information:
  - Consultant Firm Name
  - Mailing Address
  - Name of Consultant Contact/Title
  - Office Phone Number
  - Email Address
3. A brief description of how consensus was reached and support secured in preparing this inventory.
4. Meeting summaries, minutes, agendas and sign in sheets should also be included, but may be better formatted as an appendix to this planning document.

## II. Local Government and Planning Practices

The intent of this section is to provide information about the local government and current planning practices. The following information must be included in this section, but the community should present it in narrative format. This will enable them to use it as a chapter in their vision plan during the next step.

1. The Proposed Waterfronts Florida Designated Area
  - a. A map outlining the proposed area (as a polygon) for the Waterfronts Florida Partnership Program. Make sure that the boundaries of the area are clearly marked and labeled **(Appendix C)**.
  - b. Describe the boundaries of the proposed waterfront area and why these boundaries were chosen.
2. Local Government
  - a. In which local government (county or municipal) jurisdiction is the proposed waterfront area located?
  - b. Indicate what legislative districts the area is located within: Florida House, Florida Senate and Congressional
3. Comprehensive planning
  1. Briefly summarize how the comprehensive plan specifically addresses the proposed waterfront area. Does the local comprehensive plan delineate the proposed waterfront area for special consideration or planning activities? If so, please cite the appropriate sections, including objectives and policies of the plan. Briefly explain how the community's last Evaluation and Appraisal Report (E.A.R.) addressed or discussed the proposed waterfront area.
    - a. Please cite any objectives and policies in the comprehensive plan that preserve recreational and commercial working waterfronts (as defined in s. 342.07, F.S.);
    - b. Please cite any objectives and policies in the comprehensive plan that address the recreational functions of waterways; and
    - c. Please cite any objectives and policies in the comprehensive plan that prioritize water-dependent land uses at the shoreline

If the comprehensive plan does not address these subjects, explain the local government's commitment to develop such policies through this program.
4. The Waterfronts Florida Partnership Program requires that the community provide a Program Manager by the time of designation for a **minimum of two years** to coordinate and administer activities. Provide the following information to confirm that a program manager will be provided.
  - Program Manager's Name
  - Proposed Starting Date
  - Employing/Supervising Agency
  - Direct Supervisor

- Name
  - Title
  - Telephone Number
  - Email Address
- a. What makes the proposed program manager the right person for leading the local waterfront revitalization effort?
  - b. If the proposed program manager is an existing employee, what other responsibilities will he/she have? In an average work week, what percentage of his/her time will be available for Waterfronts-related work and activities?
5. Where will the program manager have office space and have access to office support such as photocopying, telephone, fax, word processing, etc.?
  6. The program manager will be required to attend at least two (2) training workshops or program managers' meetings prior to finalizing the local vision plan or receiving designation.
    - a. Is there currently money available in the budget to cover the costs associated with travel?
    - b. Identify the departmental budget from which travel funds will be taken.
    - c. Will these funds be available upon designation? If not, what actions will be taken to ensure the program manager is able to attend these meetings?
  7. Attach a City Council or Board of County Commissioners resolution expressing support for the participation in the Waterfronts Florida Partnership Program. If the applicant is a nonprofit organization, the local government resolution must express specific support for working with the applicant on the local Waterfronts Florida Partnership (**Appendix B**).
  8. A budget that details expected income and expenses for two years. Below is an example of what this budget might look like:

**\*Example\* FIRST YEAR BUDGET SUMMARY**

Income					
Sources	Cash in Hand	Cash Pledged <sup>1</sup>	Total Cash	In-Kind Pledged <sup>4</sup>	Total Income
City Government				Salary for part/full-time program manager	Salary
CRA Trust Fund		\$5,000 for festival support	\$5,000		\$5,000
County Government					
Private Contributions					
Other	\$5,000 for small-scale seed projects		\$5,000		\$5,000
		<b>TOTAL CASH INCOME <sup>3</sup></b>	\$10,000		
			<b>TOTAL IN-KIND PLEDGED <sup>1</sup></b>	Salary	
				<b>TOTAL INCOME <sup>2</sup></b>	<b>Salary + \$10,000</b>

- |   |   |
|---|---|
| 1 | A list of all cash funding pledges must be submitted as <b>Appendix E</b> . |
| 2 | Total Expenses must equal Total Income.                                     |
| 3 | Total Cash Income must equal or exceed Total Cash Needs.                    |

### III. The Community

The intent of this section is to provide demographic information about the community. The following information must be included in this section, but the community should present it in narrative format. This will enable them to use it as a chapter in their vision plan during the next step:

#### **DEMOGRAPHIC STATISTICS**

Please use Bureau of Business and Economic Research (BEER) data (<http://www.bebr.ufl.edu/>) for projected future population levels and/or U.S. Census data ([www.census.gov](http://www.census.gov)) to complete.

1. Population/ seasonal population (2000, 2010 and projected 2020) for both the city and county.
2. Median Age (2000, 2010) for both the city and county.
3. City - Persons by Race (Percentage of population total may exceed 100%) for 2000 and 2010; ***complete this section only if the proposed Waterfronts Florida Designated Area is located within an incorporated municipality.***
  - a. White
  - b. African-American
  - c. Asian/Pacific Islands
  - d. Native American
  - e. Hispanic
  - f. Other
4. County – Persons by Race (Percentage of population total may exceed 100%) for 2000 and 2010
  - a. White
  - b. African-American
  - c. Asian/Pacific Island
  - d. Native American
  - e. Hispanic
  - f. Other
5. Median household income (1990, 2000 and 2010, if available for the city and county).
6. Where is the nearest Metropolitan Statistical Area (MSA)? How far is it in miles from the program area?
7. What types of regional transportation facilities are located in the community? Please include names.
  - a) Commercial Airport
  - b) Airlines
  - c) Passenger Railroads
  - d) Freight Railroads

- e) Bus Service
- f) State and Interstate highways
- g) Other

Please provide a brief assessment of the state of transportation resources within the community.

8. Please list the newspaper and radio outlets that serve the community.

- a) Newspapers
- b) Radio

9. Is tourism a major industry in the proposed waterfront area? (Yes or No)

- a) If tourism is a major industry, what activities attract the most tourists?
- b) Are there major resorts or attractions nearby? If so, please identify them.
- c) Are there major events or community festivals held nearby or in the community? If so, identify them.

10. List the five largest employers in the community and include the following information:

- a. Employer Name
- b. Type of Business
- c. Number of Employees

#### **IV. The Proposed Waterfront Area**

The intent of this section is to provide information about the local government and current planning practices. The following information must be included in this section, but the community should present it in narrative format. This will enable them to use it as a chapter in their vision plan during the next step.

##### ***DESCRIPTION OF THE WATERFRONT AREA***

- A. Include a brief description of the historic water-dependent economic uses of the proposed waterfront area. Include a discussion of how the water-dependent economy has evolved, what has changed and what issues and problems you are trying to resolve with respect to the proposed waterfront area.
- B. What is the composition of land uses in the proposed waterfront area? Please provide the size of the waterfront area in acres and composition of land uses in percentage values that add up to 100%. It may be best to do this in table format. An example table has been provided below.

Land Use	Acres	Percent	Percent Vacant (can be based on approximate estimates)
Commercial			
Residential			
Industrial			
Public Buildings/Grounds			
Other (please specify)			
<b>TOTALS</b>		<b>100%</b>	

- C. Describe any major changes in the physical condition of the proposed waterfront area in the past five years. For example, destruction by hurricane, decline in maintenance, new construction, major building rehabilitation, etc.
  
- D. Include 15 to 30 color photos that are representative of the conditions within the proposed waterfront area. These photographs should demonstrate the overall quality of the built and natural environment, the interface between land and water, and the existing uses of the waterfront. Include a brief description of each photograph and locate it on an area map.

**COMMUNITY INVESTMENT IN THE WATERFRONT AREA**

- A. List the top five major public and private investments made in the proposed waterfront area throughout the last ten years. Include the approximate cost of each project and its source of funding. Examples of public and private investments include, but are not limited to: public building renovation, infrastructure improvements, and park development. Sources of funding may include grants, bonds, general revenue, in-kind, or cash donations. The table is an example of how this information might be best formatted.

Project	Public or Private	Cost	Sources of Funding	Match or In-kind Contributions
1.				
2.				
3.				
4.				
5.				

- B. How are the projects and/or improvements listed above being maintained and what is the source of funding?

- C. If applicable, please briefly answer each of the following questions.

- 1) Is the proposed waterfront area included in any adopted community vision plans? If so, provide the date of the vision plan and briefly describe the goals mentioned in the plan related to the waterfront revitalization.
- 2) Does the local comprehensive plan include a downtown revitalization element? If so, summarize how the element addresses the proposed waterfront area.
- 3) Are there any formalized groups, such as a Community Development Department, Community Redevelopment Agency, Downtown Development Agency or other well-organized nongovernmental organizations, that are involved in the proposed waterfront area? If so, please describe their work for the past three years. How successful have the groups been in addressing and reaching their goals and objectives? How will they be involved in future waterfront work and the local Waterfronts Florida Partnership Program? How will the Waterfronts Florida Partnership committee prevent organizational overlap between its objectives and those of other local organizations with similar goals?
- 4) Is the proposed area within the boundaries of a community redevelopment area (CRA)? If so, does the reinvestment area encompass all of the proposed waterfront area?
- 5) Does the proposed area have a staff person solely responsible for revitalization? If so, how many hours a week? What is the source of funding?
- 6) Does the proposed area have a business district plan? If so, do the guidelines pertain to the whole area?
- 7) Does the local comprehensive plan include a historic preservation element? If so, summarize how the element addresses the proposed waterfront area.
- 8) Does the proposed area have an historic preservation ordinance? If so, does it include the whole area?
- 9) Does the proposed area include a historic district? If so, what type of designation does the district hold (e.g. national, local, etc.) and when was it designated? Does it include the whole area?
- 10) Does the proposed area have design guidelines? If so, does the plan pertain to the whole area?
- 11) Does the proposed waterfront area hold any other designations that have not yet been addressed? (e.g., brownfields, Enterprise Zones, Rural Area of Critical State Economic Concern, etc.)
- 12) Provide a brief description of each applicable zoning district within the proposed area and attach a zoning map (**Appendix C**).

- 13) Has the community jointly implemented any projects with the city/county in the proposed waterfront area? If so, briefly describe each project, the collaborative process involved, and the outcome.

## IV. Organizational Readiness

### **COMMUNITY READINESS**

- A. Briefly describe the initial spark or motivation for the community to undertake waterfront revitalization. What are the community's interests, objectives and priorities for waterfront revitalization within the proposed waterfront area? Thus far, who in the community or what segment of the community has been most active in spearheading the effort to receive Waterfronts Florida Partnership Program designation? Who, in the community will be the main champions of the revitalization effort? Why will they be effective champions?
- B. What exactly does the community hope to accomplish through this program? Explain how the Waterfronts Florida Partnership Program can be of value to your community and the technical expertise necessary to plan and carry out projects for waterfront revitalization?
- C. How will the work done under the Waterfronts Florida Partnership Program be integrated into the local comprehensive plan and the implementation activities of the local government? Please be specific.
- D. Broad stakeholder participation is critical to the success of any visioning effort. Ensuring strong levels of stakeholder participation is also one of the more difficult tasks involved in conducting a visioning process. Briefly describe what strategies the partnership will use to make sure that citizens and affected stakeholders are aware of the visioning effort and are encouraged to contribute to it.
- E. How will the Partnership recruit, motivate, and maintain volunteers to aid in the local waterfront revitalization effort?
- F. Briefly describe what the community feels are its strengths and weaknesses with developing and implementing a waterfront revitalization plan.
  - a. Strengths/Opportunities:
  - b. Weaknesses/Threats:

### **PARTNERSHIP READINESS**

- A. Attach an organizational chart showing the Waterfronts Florida Partnership organizational structure (board and committees) and the relationship between the program manager, the applicant (county or municipal government or nonprofit organization working with this government), the program manager's supervisor, the advisory group and any other pertinent parties (**Appendix H**);
- B. Has the committee adopted bylaws or operating procedures? If so, please attach in **Appendix I**.
- C. Has anyone from the community participated in the Waterfronts Florida Partnership Program

network, such as attendance at a program managers' meeting or visiting a designated Waterfronts Florida Partnership Community? If so, please summarize interactions with members of the Partnership network.

- D. Has the community applied to the Waterfronts Florida Partnership Program in the past? If so, please summarize any activities the community has initiated to enhance its organizational readiness since previously applying.
- E. If designated, how will the local Partnership remain active in the program once becoming a graduate community?
- F. What mentoring activities is the Partnership willing to perform in order to promote the Waterfronts Florida Partnership Program to other interested communities?
- G. How will the Partnership ensure that institutional knowledge will be passed on over time to successive program managers, local officials and partner organizations?

## V. Waterfronts Florida Four Priority Issue Areas

The Waterfronts Florida Partnership Program focuses on four priority issue areas: public access to the waterfront (including boat access and pedestrian access); environmental and cultural resource protection; enhancement of the viable traditional economy; and hazard mitigation. Using these four categories, please specifically describe the individual problems and issues that are present in the proposed waterfront area.

### ***PUBLIC ACCESS TO THE WATERFRONT***

1. How many designated public access locations are within the proposed waterfront area?
  - Boat ramps (for motorized boats) not within a marina
  - Boat ramps (for canoes, kayaks, etc.) not within a marina
  - Public marinas
  - Private marinas (with some public access)
  - Public parks/piers
  - Other
2. List the top five most frequently used public access locations (including marinas) within the waterfront area, and indicate whether the location is public or private.
3. What percentage of the locations listed above are privately owned and are open to the general public on a first-come, first-served basis?
4. What percentage of the locations listed above are privately owned and **not** open to the general public.
5. Does the community have an acquisition and development plan for public access?
6. What is currently being done to protect public access locations?

7. Has the community experienced a decline in public access locations (e.g., public boat ramps, marinas, etc.) in the last five years?
8. What are the community's public access concerns or issues?
9. What community goals for protecting and enhancing public access to the waterfront are to be achieved through this program?
10. Who are, or could be, the potential partners involved in protecting and enhancing public access to the waterfront?
11. Does the community have any canoe trails or designated local blueways?
12. Does the community have any mooring and anchoring fields?

#### ***ENVIRONMENTAL AND CULTURAL RESOURCE PROTECTION***

##### **Environmental Resource Protection**

1. What are the community's top five environmental resources?
2. What concerns or issues does the community have regarding the protection of environmental resources?
3. What is currently being done to protect these resources?
4. What community goals for protecting environmental resources are to be achieved through this program?
5. How does the community propose to balance resource protection and economic development?
6. Who are, or could be, the potential partners involved in protecting environmental resources?

##### **Cultural/ Historical Resource Protection**

1. What are community's top five cultural and/or historical resources?
2. Briefly describe the "culture" the waterfront that community wishes to preserve?
3. What concerns or issues does the community have regarding the protection of cultural and historical resources?
4. What is currently being done to protect or enhance these resources?
5. What community goals for protecting cultural and/or historical resources are to be achieved through this program?

6. Who are, or could be, the potential partners involved in protecting these resources?

***ENHANCEMENT/REVITALIZATION OF THE TRADITIONAL ECONOMY***

1. What are the community's main economic resources?
2. Is the waterfront area a recreational working waterfront, a commercial working waterfront, or a combination of both? How does the proposed waterfront area fit in the character of the wider waterfront area?? Please explain.
3. Does the community have a commercial fishing industry? If so, how many commercial fishing boats dock in the waterfront area on a regular basis?
4. Does the community have an icehouse? If so, how many?
5. Does the community have a seafood processing center? If so, how many? If not, where do fishermen take their products for processing?
6. Does the community have any fishing cooperative?
7. Please list any other commercial or recreational economic resources that are significant to the local **waterfront** economy?
8. What approaches has the community taken to maintain and/ or increase economical viability of the waterfront area?
9. What are the community's goals for revitalizing the waterfront economy (to be achieved through this program)?
10. Who are, or could be, the potential partners in this area for economic revitalization?

***HAZARD MITIGATION***

1. To which natural hazards is the proposed waterfront area vulnerable? List all that may apply: Flooding, Hurricanes, Wildfire, Sea Level Rise, Tornadoes, Sinkholes, Erosion, Manmade/Industrial Hazards.
2. What are the hazard mitigation problems and issues present in the proposed waterfront area?
3. Are there any projects within the proposed waterfront area identified on the local government's Local Mitigation Strategy (LMS) prioritized initiatives list? If so, list the projects.
4. When did the community last experience a significant hazard event?

5. What community goals for preventing losses from disasters are to be achieved through this program?
6. Who are, or could be, the potential partners to address hazard mitigation within the proposed waterfront area?
7. Does the local government have a Post Disaster Redevelopment Plan (PDRP) that includes the proposed waterfront area? If so, how does it address the proposed waterfront area? Has it been adopted? If it has not been adopted, when will it be?