



Action Plan Form Vibrant Vacancy Program

SECTION A:

The property owner shall contact the Economic Development Division within thirty (30) days of the date that any building or structure containing vacant commercial space to coordinate any future requirements for tenant improvements. Within ten (10) days of this contact, the property owner shall submit an action plan to the Economic Development Division.

The action plan shall describe:

- The proposed window display; and
- How the proposed window display falls within one or more types of displays in Section B, Option 1.
- Any other information the City reasonably requests to aid the administration of this section.

Prior to the installation of the proposed window display, windows and, at minimum, four (4) feet away from the windows should be kept clean and clear of debris, unused merchandise, and any other items being stored in the vacant space. This area should be blocked off by a screen or pipe and drape to cover the unutilized space from the storefront windows.

SECTION B:

The property owner has two (2) options to choose from to rectify the vacant commercial space issue.

Option 1:

The property owner shall maintain at least one (1) of the following types of display on or inside all ground-floor vacant windows visible from the public at the owner's sole cost and expense and at the final approval from the Economic Development Division:

1. Faux window dressings containing goods or services with the appearance of a vibrant business using background panels or other methods to screen views of the vacant commercial space from the public.
2. Works of art, including paintings or sculptures or other displays of cultural, historical, seasonal, or educational value, utilizing colorful and vibrant materials, and using background panels or other methods to screen views of the vacant commercial space from the public.
3. Paintings applied directly to the window surface featuring visually appealing, colorful, vibrant scenes, shapes, or images visible from the public.
4. Other measures approved by the Economic Development Division in writing that achieve the purpose of this program, to avoid visual blight in the downtown and downtown core district and to enliven pedestrian experiences.

Option 2: Subject to availability.

The property owner relinquishes all rights and decisions regarding a vacant commercial space's display on or inside all ground-floor windows visible from the public to the City of Fairfield's Economic Development Division. All rights and decisions will be returned to the owner once the commercial space becomes occupied.

DATE:

PROPERTY ADDRESS:

NAME OF PROPERTY OWNER:

EMAIL ADDRESS OF PROPERTY OWNER:

PHONE NUMBER OF PROPERTY OWNER:

SECTION C1: Which option from Section B do you choose?

_____ Option 1, answer Section C2, C3, and C4

_____ Option 2, answer Section C4 only (if applicable)

SECTION C2: Describe your proposal for the window display (may include photos as reference):

SECTION C3: How does the proposed window display fall within one or more of the types of displays defined in Section B, Option 1?

SECTION C4: Additional information:

OFFICE USE ONLY

_____ APPROVED

_____ NOT APPROVED

Economic Development Division Signature

Date