

**MINUTES
PLANNING AND ZONING BOARD
TUESDAY, JULY 27, 2010
4:00 PM**

This is a rescheduled meeting of the Planning and Zoning Board due to the regular meeting of July 13, 2010 having not achieved a quorum.

The meeting was called to order at approximately 4:00 PM with the following members and staff present:

Planning & Zoning Board

Michael Pooser
Melva Sawyer

Shirley Brown
George Whitlock, Chairman

Arcadia City Staff

City Recorder Dana Williams
CFRPC Jennifer Codo-Salisbury

Planning Consultant Martina Kuche

1. REQUEST OF THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Ms. Codo-Salisbury reported that it is once again time to update the City's Comprehensive Plan and that most recently the Evaluation and Appraisal Report (EAR) was submitted and found to be sufficient. She is now working on the data analysis of the Comprehensive Plan and requested several workshops be scheduled for review of the Plan in order to make a recommendation to the City Council in the October/November timeframe.

The chairman asked how many and how much time should be allotted for these workshops, to which Ms. Codo-Salisbury suggested an hour to hour and an half for the first one, approximately two hours for the second, and maybe just an hour for the third, which will also serve to review and finalize the recommendations made at the first two.

In reviewing the calendar, it was the consensus of the Board to schedule the following meetings and with the following conditions as noted:

- August 31, 2010 – 4 PM. This meeting will be in addition to the regularly scheduled meeting of August 10th
- September 14, 2010 – 4 PM. Any regular business of the Board will be deferred to another meeting date. (Mrs. Sawyer cannot attend this meeting.)
- September 28, 2010 – 4 PM
- October 12, 2010 – finalized packet for the Board's approval and submission to the City Council

2. APPROVAL OF MINUTES OF THE JUNE 8, 2010 MEETING

On motion of Michael Pooser and seconded by Melva Sawyer, the Board voted unanimously, 4-0, to approve the minutes of the June 8, 2010 regular meeting.

3. REVIEW DRAFT SIGN ORDINANCE

The Consultant distributed the Application for Sign Permit & Inspection which had been previously approved in concept and which allowed for the display of address, verification of address and inventory control of signage. It will be the responsibility of Code Enforcement to ensure compliance for signs once the ordinance is adopted. The consultant went on to explain the cover sheets attached to the application came from the language contained within the proposed ordinance, and that the City may want to consider distributing a copy of the ordinance (once adopted) with each sign application.

On motion of Melva Sawyer and seconded by Shirley Brown, the Board voted unanimously, 4-0, to approve the permit application and instructional cover sheet.

Moving to the ordinance and proposed revisions, the Consultant briefly covered the proposed changes as listed on pages 3, 6, 7, 9, 11, 12, 13, 17, 18, 19, 21, and 22. As the changes were reviewed, questions, comments and justifications were addressed.

Ms. Francine DeFillipo questioned the inclusion of an abandoned sign, saying that in this economy, some buildings stay empty more than 180 days, which led to a discussion of structurally sound/safe signs as opposed to those in disrepair or unsightly ones.

It was noted the Special Districts identified on page 6 of the proposed ordinance would include the central business, the historic district and others with a lower speed limit. Also noted were the corrections related to real estate signs as included on page 9.

Ms. DeFillipo, brought up four points for the Boards consideration. They were:

- The "snipe signs" as outlined in §6-60(b) 5. She pointed out the Antique Association puts out over 100 signs to promote the 4th Saturday Antique "Fair".
- Arcadia Main Street, the Rodeo Association, Boy Scouts, etc. post signs on Highway 70 to promote events. (These items led to the removal of the requirement for signs to be located on the lot where the event will occur.)
- The Rotary Club has 3 medallion signs, but can't identify a place to hang them. Typically this is done at the entrance to town to identify when and where the club meets.
- The signs attached to awnings along Oak and Polk Streets, won't withstand a hurricane but will become projectiles in the event of high winds. She also mentioned signs placed as wayfinding signage, noting an ordinance shouldn't be adopted with known loopholes.

Mr. Whitlock felt that in regard to the hanging signs underneath awnings, he didn't want the Board to over-regulate, that sections of the proposed ordinance would address those concerns but that actually it was the property owners' responsibility to secure their premises (including signs) during gale force winds.

Mrs. Brown, referring to the definition of *Special District* (page 6), and specifically the phrase "may be subject to additional review..." thought it would be appropriate to include the Main Street design plan. She continued that the verbiage should link the two organizations together so that Main Street could have an impact on future signage in the downtown area. The Consultant stated that was the purpose of inclusion for that phrase, and that Main Street is still designing their master plan and its associated vernacular.

Ms. DeFillipo agreed but felt the less said the better and that parts of the ordinance could be modified once Main Street's Master Plan is complete.

The Chairman suggested the ordinance be submitted to the Council with the awareness that it may need amendments in the future, but also with the understanding the Board has put forth an honest effort. He felt it would be impossible for the Board to visualize every possibility for signage and that further delay only holds up businesses, such as Mid-Florida Federal Credit Union, upon whose request this ordinance came under initial review.

On motion of Michael Pooser and seconded by Melva Sawyer, the Board voted unanimously, 4-0, to submit the proposed ordinance to the City Council with the changes made at this meeting, pending the City Attorney's review for sufficiency.

The Chairman asked Ms. DeFillipo to consider an appointment to the Board in order to fill one of its vacancies. Ms. DeFillipo stated she was not a resident of the City thereby precluding her, although she did have a business at N. Polk and Magnolia.

4. REFERRAL OF FARMER AND GWEN WHITE REQUEST BY THE CITY COUNCIL

Ms. White stated her property at 515 Bond Street is currently vacant and unbuildable; however she would like to pour a slab and install an overhang as a gathering place for her family without having to stand in sand or dirt. She reported the County inspector had approved her request and the footers have been dug with the steel purchased and tied in. However, it has come to her attention that the footers were dug 24' from the property line when the (front) set-back should have been 25'. Ms. White asked the Board to grant an exception.

The Chairman, reviewing the sketch of the slab, asked why it couldn't be 32' feet in length rather than 34' as shown, which would allow for the required set-backs. Again, Ms. White stated the rebar had been placed in the already dug footers. Mr. Whitlock then asked if the overhang was going to be a pre-fab or built model and Ms. White responded whichever would be less expensive and that it had yet to be purchased.

Both Mr. Pooser and Mr. Whitlock expressed that the foundation should have been done correctly in order to meet the Code requirements. Mr. Whitlock added he realized the work involved to remove the steel rebar and re-dig the footers, thence he would be willing to entertain a motion.

Ms. Sawyer and Ms. Brown felt it was a simple error since the front setback is the only one in question.

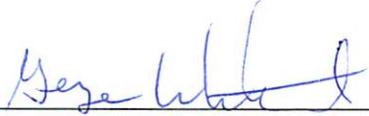
On motion of Melva Sawyer and seconded by Shirley Brown, the Board voted unanimously, 4-0, to grant a special exception for a 24' setback on the front property line of 515 Bond Street.

ADJOURN

Having no further business at this time, the meeting was adjourned at 5:50 PM.

APPROVED THIS 31st DAY OF AUGUST 2010.

By:



George Whitlock, Chairman

ATTEST:



Dana L.S. Williams, CMC, City Recorder