

**MINUTES
SPECIAL MEETING
ARCADIA PLANNING & ZONING BOARD
MAY 11, 2010
4:00 PM**

The meeting was called to order at approximately 4:15 PM with the following members and staff present:

Planning & Zoning Board

Michael Pooser
Melva Sawyer

Shirley Brown
George Whitlock

Arcadia City Staff

Interim Administrator Shelly Baumann (entered late) City Recorder Dana Williams
Planning Consultant Martina Kuche

The City Recorder advised the membership that Chairman Russell Summers was in the hospital and she had not been able to reach Mr. McLure by phone although he was included on an email reminder sent Monday, May 10th. In absence of the Chairman, Mr. Whitlock called the meeting to order noting there was a quorum present.

1. MINUTES OF THE SPECIAL MEETING OF FEBRUARY 23, 2010

On motion of Shirley Brown and seconded by Michael Pooser, the Board voted unanimously, 4-0, to approve the minutes of the February 23, 2010, special meeting.

2. ELECTION OF A CHAIRMAN AND VICE CHAIRMAN

Mr. Whitlock suggested that perhaps this decision be deferred until such time as Mr. Summers could be in attendance. The City Recorder stated that deferring the election of a presiding officer would only change the number of members voting, but not the slate of candidates as Mr. Summers has stated his desire to revert back to membership only. Mr. Whitlock then asked for volunteers to serve as Chairman.

With no one volunteering, Shirley Brown made a motion to nominate George Whitlock as Chairman and Michael Pooser as Vice Chairman. Melva Sawyer provided a second to the motion, which passed unanimously, 4-0, upon voice vote.

A brief discussion on the board vacancy created by George Smith followed. Mrs. Sawyer questioned whether Mr. Summers had contacted any of the three names she provided as potential members. The City Recorder stated she didn't know, but that the position had been advertised both in the newspaper and on the website with to-date no applications received. Mr. Whitlock suggested giving it a little more time until Mr. Summers could report and also, to see if Mr. McLure's attendance could be more regular.

3. PROPOSED CHANGES TO THE EXISTING SIGN ORDINANCE

The Planning Consultant provided a PowerPoint presentation that began with photographs of various signs throughout town. She mentioned the abandoned sign as you enter Arcadia from Charlotte County, the difference between the Burger King and McDonalds/Taco Bell signs, overpowering signs in a transitional zone, and those which look out of place or may not be permitted.

She then covered proposed changes to the existing ordinance based on observations and discussions with the Board members individually. Those changes are denoted in ~~strike through~~/red line of the attached document. Of particular note were to include a section designated as "Special Districts" and to remove the procedural portions of Section 6-57 "Permit Required" from the ordinance and include the same as an instructional cover sheet to the permit application.

The Planning Consultant covered the chart suggested for inclusion as noted on page 15 of the attachment, adding that a height limitation might also be added. The Board members mentioned their familiarity with many signs in and around town, although they were uncertain of the exact measurements; therefore they requested staff to provide a length, width and height measurement for the following signs: Mid-Florida Federal Credit Union, Williamson Group, Seacoast Bank, Family Vision Care Center and C&D Computers.

The board also requested information on whether or not C&D Computers had obtained a permit for their existing sign. (Upon a check of the City's records, they had not.)

(The Interim Administrator entered the meeting at 5:15 PM)

The Planning Consultant next covered recommendations for the permit application as discussed above to include an instructional cover sheet and revised form; before moving to the proposed special districts section. The Consultant pointed out several locations where existing natural and roadway configurations had created odd-shaped parcels or parcels with unique visibility constraints such as the point at which Oak, Magnolia and Hickory merge, the parcel bound by E. Hickory, N. Pasco and N. Mills, and the developed median area of Highway 17 North. She felt these areas should be included in the definition of a Special District where regulated signage for other areas of the city may not be appropriate.

The Consultant next covered abandoned signs and provided several pictorial examples. It was her recommendation to inventory all abandoned signage within the city and to contact the property owner to discuss removal or rehabilitation options for them. She also discussed prioritizing the removal of abandoned signage at major intersections.

Discussion then moved the requirements for real estate 'for sale' signs. It was the consensus of the Board to have the Consultant propose changes to allowable sign size for the sale of residential property as opposed to commercial property and to allow signage of same on each fronting street. The Board also suggested that residential 'for sale' signs should be limited to 5' in height and commercial 'for sale' signs be allowed a 16' sf sign up to 6' in height. The board also suggested that development project signage listing the architect, contractor, etc as denoted in Sec. 6-58(b)(2) be amended up to 4'x8'.

The next scheduled meeting of the Board will be Tuesday, June 8th at 4 PM, at which time they will continue discussion on the sign ordinance amendments. Having no further business at this time, the meeting was adjourned at 5:50 PM.

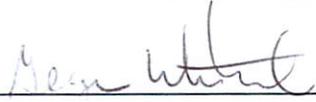
APPROVED THIS 8TH DAY OF JUNE 2010.

ATTEST:



Dana L.S. Williams, CMC, City Recorder

By:



George Whitlock, Chairman