

**AGENDA**  
**CITY OF HOLLY HILL**  
**BOARD OF PLANNING & APPEALS MEETING**  
**August 6, 2012**  
**\*\* 6:30 P.M. \*\***

CITY HALL COMMISSION CHAMBERS

1065 RIDGEWOOD AVENUE

- I. CALL TO ORDER/ROLL CALL 6:30 P.M.
- II. INVOCATION & PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – March 5, 2012 Meeting
- IV. NEW BUSINESS

A. Z-2012-02 Circular Driveways

Proposal by staff to amend section 90-153 of the Land Development Regulations for spacing of access points to increase the opportunity for single-family homes to have circular driveways.

B. Z-2012-03 Measurements for Allowable Wall Signage

Proposal by staff to amend Sections 110-8 and 110-9 to modify the method for the calculation of allowable sign area for wall signs to eliminate the exclusion of windows and doors from the allowable façade area and reducing the amount of signage as a percentage of façade area for wall signs.

- V. OLD BUSINESS – None
- VI. OTHER - Staff Comments
- VII. ADJOURNMENT

NOTE: If any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he will need a record made of the proceedings, including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made. NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117 (386) 248-9460 at least 5 working days prior to the meeting date.

**MINUTES  
BOARD OF PLANNING AND APPEALS MEETING  
CITY OF HOLLY HILL, FLORIDA**

**March 5, 2012**

**1. CALL TO ORDER**

**Roll Call**

Michael Myer called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 6:30 p.m. Attending with Michael Myer were Board members J.D. Mellette, Phillip Wiggins and John Sterling.

Absent: Board member Chris Kiley.

Also attending were the following staff members: City Attorney Scott Simpson, City Planner Thomas Harowski, and City Clerk Valerie Manning.

**A. Invocation**

Mr. Myer delivered the Invocation.

**B. Pledge of Allegiance to the Flag**

Mr. Sterling led the Pledge of Allegiance.

**2. MINUTES**

Minutes from the Board of Planning and Appeals Meeting – March 5, 2012

*Mr. Mellette moved **APPROVAL** for the **Minutes**, seconded by Mr. Wiggins.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Wiggins – Yes, Sterling – Yes, and Myer – Yes

**3. NEW BUSINESS**

- A. V-2012-01: 1 Howard Drive – A request for a variance from the required side yard setback of 8 feet to allow a side yard setback of approximately 1.49 feet.**

City Planner Thomas Harowski gave an overview of the request for a variance for 1 Howard Drive from the provided Staff Report.

**MINUTES  
BOARD OF PLANNING AND APPEALS  
March 5, 2012**

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**Mr. Myer opened public participation.**

The following individuals come forward to speak to the Board members:

- Stan Hoelle, representing Mr. and Mrs. Vanik for their request for a variance.
- James Vanik, 1 Howard Drive, Holly Hill – spoke briefly about his request for a variance on his property.

**Mr. Myer closed public participation.**

*Mr. Mellette moved **APPROVAL** for **V-2012-01: 1 Howard Drive** – A request for a variance from the required side yard setback of 8 feet to allow a side yard setback of approximately 1.49 feet, seconded by Mr. Sterling.*

The motion **CARRIED** 4-0 by roll call vote: Mellette – Yes, Sterling – Yes, Wiggins – Yes, and Myer – Yes

**4. OLD BUSINESS**

None

**5. OTHER – Staff Comments**

None

**6. ADJOURNMENT**

The meeting officially adjourned at approximately 6:50 p.m.

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Valerie Manning  
City Clerk/Administrative Assistant



# STAFF REPORT

City of Holly Hill  
Community Development Department

## Board of Planning and Appeals *Agenda Item*

**DATE:** July 30, 2012  
**SUBJECT:** Circular Driveways  
**APPLICANT:** City of Holly Hill  
**NUMBER:** Z-2012-02  
**PLANNER:** Thomas Harowski, AICP

### **INTRODUCTION:**

The staff is requesting the Board of Planning and Appeals consider modifying the spacing requirements for access points for residential uses to allow more single-family lots to qualify for circular driveways.

### **BACKGROUND:**

We have been getting requests from homeowners who wish to install a circular driveway, but our code has some strict limitations on access points that often prohibit the use of a circular driveway. For many applications, there is not a practical issue to allowing a circular drive with a single-family home, but based on the code staff is not allowed to approve the layout for zoning. Staff has developed a proposal to allow more lots to qualify for circular driveways by reducing the minimum spacing for access points on the same road.

### **DISCUSSION:**

Our code restricts lots with less than 150 feet of frontage to one access point. The circular drive is necessarily comprised of two access points. Since our access regulations do not differentiate between residential uses, the one access point limit applies to single-family units. There are many single-family properties in the city that have been developed with circular drives, and residents have trouble understanding why they cannot have a circular drive as well. The applicable code sections are as follows:

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### **Sec. 90-153. Number of access points.**

The maximum number of points of access permitted onto any one street shall be as follows:

<b>Lot Width Abutting Street</b>	<b>Number of Points of Access</b>
Less than 150 feet	1
150 feet to 250 feet	2
Over 250 feet	2, plus 1 for each additional 200 feet or fraction thereof

*(Ord. No. 2352, § 2(6.3.9.B), 7-13-93)*

### **Sec. 90-155. Location of driveways.**

There shall be a minimum distance of ten feet between any two openings on the same street for any one use. No point of access shall be allowed within 50 feet of the intersection of the right-of-way lines of two public streets. Where right-of-way lines intersect in the form of an arc, the required 50 feet shall be established as near as practical to the center of the arc. The location and width of driveways required by this subpart shall be established by measurements taken along the right-of-way line. Driveway entrances shall have no less than a 30-degree flare between the right-of-way line and the curb, or, if there is no curb, the traveled street, to provide for the turning arc of vehicles entering and leaving the abutting property.

*(Ord. No. 2352, § 2(6.3.9.D), 7-13-93)*

### **Sec. 90-156. Width of driveways serving single-family residences.**

Driveways serving individual single-family residences shall not be greater than 24 feet in width measured at the curb line, or, if there is no curb, the traveled street.

*(Ord. No. 2352, § 2(6.3.9.E), 7-13-93)*

Staff did some research on turning radii for cars and pick-up trucks. Most of these vehicles can turn with a 17-foot radius. This means the spacing between the inside edges of a circular drive should be 34 feet. We require the driveway edge to be five feet from the property line, and the minimum driveway width for one car should be ten feet, but 12 feet is preferred. This calculation gives a total minimum required frontage of 64 to 68 feet. Our recommendation is to allow the circular driveway for any single-family lot with 65 feet of frontage. Any conforming lot in the R-1 and R-2 zoning will meet this requirement, and any lot with 65 feet width in any residential zoning classification will permit the circular driveway. Smaller lots will still require other solutions such as a turn-around or parking court if the owners want some form of on-site vehicular circulation.

A revised code could read as follows:

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### Sec. 90-153. Number of access points.

The maximum number of points of access permitted onto any one street shall be as follows:

Lot Width Abutting Street	Number of Points of Access
Less than 150 feet	1
150 feet to 250 feet	2
Over 250 feet	2, plus 1 for each additional 200 feet or fraction thereof

*(Ord. No. 2352, § 2(6.3.9.B), 7-13-93)*

Single-family homes with a minimum lot frontage of 65 feet will be allowed a second access point to permit the construction of a circular driveway. The inside radius for a circular drive shall be 17 feet or meet the requirements of a design certified by a professional engineer or other qualified design professional. All circular driveways must meet the setback requirements from property lines for both outside edges.

This language will permit the circular driveway while making sure it meets the setback requirements and will actually work for a standard vehicle. Staff has included the option of have a professional engineer design the driveway and provide a different (likely lesser) radius if they are confident the lesser design will work and are willing to seal the drawing.

### **RECOMMENDATION:**

Recommend to the City Commission an amendment to the land development regulations to allow circular driveways on single-family lots with at least 65 feet of frontage on a public street.



# STAFF REPORT

City of Holly Hill  
Community Development Department

## Board of Planning and Appeals *Agenda Item*

**DATE:** July 30, 2012  
**SUBJECT:** Calculation for Allowable Wall Signage  
**APPLICANT:** City of Holly Hill  
**NUMBER:** Z-2012-03  
**PLANNER:** Thomas Harowski, AICP

### **INTRODUCTION:**

The current calculation for allowable wall signage is based on a percentage of the façade area where the sign is to be located. Our current methodology requires the exclusion of windows and doors from the façade area that counts toward the calculation of signage area. In cases where stores have larger glass fronts, this methodology results in some apparent inequity in the size of the allowable signage. Staff has developed a proposal to modify the methodology for calculating façade area in combination with a reduction in the percentage of signage area allowed. The intent is to make the impact as content neutral as possible.

### **BACKGROUND:**

Staff has been working with signage issues in building where most of the storefront is glass windows and doors. Under current regulations, these units are permitted less signage area than a similar sized unit with less window and door area. For units that are set back from the road our calculation methodology can make it more difficult for an individual unit to have a sign that is visible from the road. The staff proposal addresses this issue by counting window and door area as part of the façade area, but also reducing the percentage of allowable signage to keep the overall signs at about the same size. As an added benefit, the modifications will make preparation of permit applications easier.

### **DISCUSSION:**

The staff has been encountering some issues in determining the size of allowable wall signage for various units within the City. The current code allows wall signage for businesses with the size of signs fixed as a percentage of the façade area of the wall where the sign is to be placed. This process is one typical

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method of determining the amount of allowable wall signage that is used by many local governments.

The issue we are facing arises as a result of the calculation of the eligible façade area. The definition is set out in Section 110-9 (b) which reads as:

- (a) *Facade area.* The facade area shall be measured by determining the area within a two-dimensional geometric figure coinciding with the edges of the walls, windows, doors, parapets, marquees and roof slopes of greater than 45 degrees that form a side of a building or unit.

This definition excludes areas that are comprised of windows or doors. In some cases a unit that has a full glass store front can have a very small eligible façade area, while a business that has relatively small windows will have a much larger eligible sign area. Compare the stores at 1607 and 1609 Nova (just north of Sav-a-lot) with the strip commercial area at the southeast corner of 15<sup>th</sup> Street and Nova Road. A unit in the former center has much less eligible façade area for a similar sized store than does the latter center.

It is true that the store unit with more glassed area can have more window signage than a unit with less area, but often, window signage is much less visible than wall signage when attempting to reach customers off site. We also have a number of instances where the signage permitted was allowed based on the full façade area rather than the more limited eligible area required by the definition. This has created a number of cases where we have non-conforming signs. If these signs are removed to accommodate a new business or updated business sign, the replacement sign should meet the current requirement for a smaller sign. We have encountered this situation with 1607 and 1609 Nova Road as an example.

One option is to modify the definition of façade area to include the full side of the building including windows and doors. If this option were combined with a reduction in the allowable percentage of signage area, the impact on the actual size of the allowable signs would be relatively neutral. A revised definition would also simplify the application and approval process. The revised definition would work in concert with the percentage of sign area allowed. Our current code reads as follows:

- (1) *Building signs.*
  - a. Building signs shall not exceed the height of the building on which the signs are located.
  - b. Each multiple-occupancy complex may display one permanent accessory building sign on each side of the principal building or buildings in which the complex is located, not to exceed a sign area of up to ten percent of the facade

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area (see section 110-9, pertaining to measurement determinations) of each building side.

- c. Each occupant of a multiple-occupancy complex may display three permanent accessory building signs on any exterior portion of the complex that is part of the occupant's unit (not including a common or jointly owned area), not to exceed a total combined sign area of 15 percent of the facade area (see section 110-9, pertaining to measurement determinations) of such exterior portion.
- d. Each occupant not located in a multiple-occupancy complex may display three permanent accessory building signs on each side of the principal building in which the occupancy is located, not to exceed a total combined sign area for each building side of 20 percent of the facade area (see section 110-9, pertaining to measurement determinations) of the building side.

Essentially a unit in a multi-unit complex is allowed 15% of the qualified façade area as signage while a standalone business is allowed 20% of the qualified façade area. Subsection b applies to the name of the overall multi-business complex rather than an individual business within that complex. Subsection b is rarely used in Holly Hill.

### **Examples and Test Cases**

Some examples may help clarify the impact and options

Assume a store unit in a multi-tenant building (15% allowable area) with a 20 foot store width, an 8-foot ceiling height and a 4-foot wall area above a canopy. (Refer to sketch.) The total façade area is 240 square feet.

**Example 1:** Test Unit with full façade area allowed and current requirement of 15% for signage.

240 sq.ft. x 15% yields 36 sq.ft. of wall signage

**Example 2:** Test Unit with 30% window and door area under the current rule

Eligible facade area is 240 sq.ft. x .70% or 168 sq.ft.  
Signage is 168 sq.ft. x 15% or 25.2 sq.ft.

**Example 3:** Test Unit with full glass store front under current rule

Eligible façade area is 20 ft. store width x 4-foot area above canopy or 80 sq.  
Signage is 80 sq.ft. x 15% or 12 square feet

**Example 4:** Test Unit with full façade area allowed and a maximum of 10% of the area allowed for signage.

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240 sq.ft. x 10% yields 24 sq. ft. of wall signage

The same size unit yields two different sign sizes under our code depending on how much glass area is included in the façade design. If we take our test unit and reduce the allowable signage from 15% to 10% and apply the percentage to the full façade, the allowable signage is 24 square feet or about the same signage as allowed under Test Case 2. Using the full façade to calculate signage would allow more signage for the sign in Test Case 3, but it would put similar sized units on the same footing for the size of the sign allowed.

A similar adjustment could be made to stand alone buildings by reducing the allowable signage from 20% to 15%. A reduction for stand-alone buildings to ten percent would put all store units on the same basis and further simplify the overall process for calculating allowable signage. In recent examples (Family Dollar and Dollar General) newly constructed, stand-alone buildings did not use the full allotment of signage that was available to them.

### **Revised Ordinance**

A revised ordinance could read as follows:

- (1) *Building signs.*
  - e. Building signs shall not exceed the height of the building on which the signs are located.
  - f. Each multiple-occupancy complex may display one permanent accessory building sign on each side of the principal building or buildings in which the complex is located, not to exceed a sign area of up to ten percent of the facade area (see section 110-9, pertaining to measurement determinations) of each building side.
  - g. Each occupant of a multiple-occupancy complex may display three permanent accessory building signs on any exterior portion of the complex that is part of the occupant's unit (not including a common or jointly owned area), not to exceed a total combined sign area of ~~15~~ ten (10) percent of the facade area (see section 110-9, pertaining to measurement determinations) of such exterior portion.
  - h. Each occupant not located in a multiple-occupancy complex may display three permanent accessory building signs on each side of the principal building in which the occupancy is located, not to exceed a total combined sign area for each building side of ~~20~~ ten (10) percent of the facade area (see section 110-9, pertaining to measurement determinations) of the building side.

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- (b) *Facade area.* The facade area shall be measured by determining the area within a two-dimensional geometric figure coinciding with the edges of the walls, ~~windows, doors,~~ parapets, and marquees ~~and roof slopes of greater than 45 degrees that form a side of a building or unit.~~

### RECOMMENDATION:

The Board of Planning and Appeals should recommend to the City Commission an amendment to the calculation methodology for wall signage as presented above.