



AGENDA
CITY OF HOLLY HILL, FLORIDA
BOARD OF PLANNING AND APPEALS MEETING
Monday, February 4, 2013
6:30 PM

CITY COMMISSION CHAMBERS
1065 Ridgewood Avenue, Holly Hill, Florida 32117-2898
City Clerk's Office: (386) 248-9441 Fax: (386) 248-9448

1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance to the Flag

2. MINUTES

- A. December 3, 2012

3. NEW BUSINESS

- A. Z-2013-01 Temporary Signage Revisions

4. OLD BUSINESS - NONE

5. COMMUNICATIONS

6. ADJOURNMENT

Website Address -- www.hollyhillfl.org (City Clerk)

NOTICE -- If any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.

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

December 3, 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 Chris Kiley, J.D. Mellette, and John Sterling.

Absent: Board member Phillip Wiggins.

Also attending were the following staff members: City Attorney Scott Simpson, City Planner Thomas Harowski, and Elizabeth Nelson, recording secretary.

A. Invocation

Mr. Myer delivered the Invocation.

B. Pledge of Allegiance to the Flag

Mr. Myer led the Pledge of Allegiance.

2. MINUTES

Minutes from the Board of Planning and Appeals Meeting – August 6, 2012 *(City Clerk)*

Mr. Mellette moved APPROVAL for the Minutes, seconded by Mr. Kiley.

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

3. NEW BUSINESS

A. CPA – 2012-02 – Capital Improvements Plan Annual Update

City Planner Thomas Harowski gave an overview of the 5-Year Capital Improvements Plan Annual Update from the provided Staff Report. This application is offered to meet the State of Florida's requirements.

Mr. Myer opened public participation. No one spoke.

MINUTES
BOARD OF PLANNING AND APPEALS
DECEMBER 3, 2012

Mr. Mellette moved APPROVAL for 2012-02 – Capital Improvements Plan Annual Update, seconded by Mr. Sterling.

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

B. Z-2012-05 - Zoning Map Update

City Planner Thomas Harowski gave a staff report regarding the administrative application generated by the City to update and clarify the current official zoning map as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

Mr. Mellette moved APPROVAL for Z-2012-05, Zoning Map Update, seconded by Mr. Sterling.

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

C. Z-2012-06 – Flood Plain Management Ordinance Update

City Planner Thomas Harowski gave a staff report regarding the replacement of the City's current flood plain management regulations with an updated code as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

Mr. Mellette moved APPROVAL for Z-2012-06, Flood Plain Management Ordinance Update, seconded by Mr. Kiley.

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

D. Z-2012-07 – Tent Sales Regulations

City Planner Thomas Harowski gave a staff report regarding the City's proposal to amend Section 114-764 to modify the rules governing tent sales as part of an overall program for defining outdoor business activities as from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

Mr. Kiley moved APPROVAL for Z-2012-07, Tent Sales Regulations, seconded by Mr. Mellette.

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

E. 2013 Planning Work Program Discussion

City Planner Thomas Harowski informed the Board that following his review of the initial six-month goals for planning and zoning, he has modified the list of projects to reflect the additions and modifications they have discussed. The work program will address three areas: tasks which can be completed within a six-month horizon; longer term program for neighborhood improvements; and specific code amendments (which will also have a six-month target completion).

4. OLD BUSINESS

None

5. OTHER – Staff Comments

None

6. ADJOURNMENT

The meeting officially adjourned at approximately 8:00 p.m.

Valerie Manning
City Clerk



STAFF REPORT

City of Holly Hill
Community Development Department

Board of Planning and Appeals *Agenda Item*

DATE: January 28, 2013
SUBJECT: Temporary Signage Regulations
APPLICANT: Administrative Request
NUMBER: Z-2013-01
PLANNER: Thomas Harowski, AICP

INTRODUCTION:

The City has been experiencing an expanded use of temporary signage throughout the major commercial corridors. The City has a limited allowance for temporary signage, but the City Manager has asked staff to prepare a modification of the current rule to allow for an expanded temporary signage allowance with an associated fee. The Board of Planning and Appeals is being requested to review and comment on the proposal included in this report and provide a recommendation to the City Commission.

BACKGROUND:

Temporary signs are currently permitted with some limitations on the content of temporary signage and the size of signs. Temporary signage rules are presented in Section 110-7 with the key provisions being presented in subsections (d) and (e). Copies of these subsections are attached. As noted temporary signs are allowed for advertising a property for sale; to note a grand opening; to advertise construction in progress; to advertise a new or relocated business; and to advertise special events (110-7(d)(1)b). Any other temporary signage is prohibited by the code.

For the temporary signage allowed, the code establishes size limitations and time limitations for the signs. These vary depending upon the purpose for the sign.

Actual usage of temporary signs now evident in the City note ongoing sales, products and services available and other business activities that are beyond the scope of the allowable temporary signage uses. These signs need to be removed or the code needs to be amended to allow the signs to remain in some form.

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DISCUSSION:

One approach to this signage issue is to amend the code to allow temporary signage without restriction as to purpose under a customized permitting and fee structure. Businesses could gauge the value of temporary signage for a particular business activity and then purchase a permit for the temporary sign for the necessary period. The intended fee structure is to charge a base administrative fee and then a daily fee for each sign. As an example, the temporary sign permit could cost \$25.00 for the administrative fee plus \$1.00 per day for each day the sign is to be displayed. Having a fixed cost structure would allow each business to compare the cost of the temporary sign with the expected benefits of the additional advertising.

Under this approach a revised ordinance would appear as shown in Appendix B.

RECOMMENDATION:

Staff is recommending this proposal be forwarded on to the City Commission for consideration.

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City of Holly Hill Community Development Department

ATTACHMENT A TEMPORARY SIGN REGULATIONS

Sec. 110-7. Temporary signs.

- (a) *Permitted locations.* Temporary signs are allowed throughout the city, subject to the restrictions imposed by this section and other relevant parts of this chapter.
- (b) *Permitted sign types.* A temporary sign may be a ground or building sign.
- (c) *Removal of illegal temporary signs.* A temporary sign not complying with the requirements of this chapter is illegal and subject to immediate removal.
- (d) *Restrictions on content; banner signs.*
 - (1) A temporary sign may display any message so long as it is not:
 - a. Harmful to minors as defined in this subpart.
 - b. Advertising as defined in this subpart, except that advertising for the following purposes may be displayed:
 - 1. To indicate that an owner, either personally or through an agent, is actively attempting to sell, rent or lease the property on which the sign is located.
 - 2. To indicate the grand opening of a business or other activity. Such message may be displayed for a period not exceeding 30 days within the first three months that the occupancy is open for business.
 - 3. To identify construction in progress. Such message shall not be displayed more than 60 days prior to the beginning of actual construction of the project, and shall be removed when construction is completed. If a message is displayed pursuant to this subsection, but construction is not initiated within 60 days after the message is displayed, or if construction is discontinued for a period of more than 60 days, the message shall be removed, pending initiation or continuation of construction activities.
 - 4. To indicate the existence of a new business, or a business in a new location, if such business has no permanent signs. Such message may be displayed for a period of not more than 60 days or until installation of permanent signs, whichever shall occur first.
 - 5. To announce or advertise such temporary uses as fairs, carnivals, circuses, revivals, sporting events, flea markets, or any public, charitable, educational or religious event or function. Such message may be displayed no more than 30 days prior to the opening of the temporary use and shall be removed within five days after the special event.
 - (2) One banner sign may be placed against the face of a principal building for up to 30 consecutive days, but not more than a total of 90 days in any calendar year. The size of such banner signs shall not be more than one square foot per one linear foot of building width (frontage).
- (e) *Size, height and number.*

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- (1) *One-family and two-family residences.* A parcel on which is located a single one-family or two-family residence may display not more than two temporary signs with an aggregate sign area of not more than ten square feet. No individual sign shall exceed six square feet or exceed eight feet in height.
- (2) *Three-family and four-family residences.* A parcel on which is located a single three-family or four-family residence may display not more than four temporary signs with an aggregate sign area of not more than ten square feet. No individual sign shall exceed six square feet or exceed eight feet in height.
- (3) *Other parcels.* All other parcels may display one square foot of temporary signage per ten feet of frontage up to a maximum of 100 square feet. No individual sign shall exceed 60 square feet or exceed ten feet in height. Signs must be spaced at least 100 feet apart.

(Ord. No. 2352, § 2(10.4), 7-13-93)

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ATTACHEMENT B AMENDED TEMPORARY SIGN PROPOSAL

Sec. 110-7. Temporary signs.

- a. *Permitted locations.* Temporary signs are allowed throughout the city, subject to the restrictions imposed by this section and other relevant parts of this chapter.
- b. *Permitted sign types.* A temporary sign may be a ground or building sign.
- c. *Removal of illegal temporary signs.* A temporary sign not complying with the requirements of this chapter is illegal and subject to immediate removal.
- d. *Restrictions on content; banner signs.*

(4) A temporary sign may display any message so long as it is not:

- a. Harmful to minors as defined in this subpart.
- b. Advertising as defined in this subpart, except that advertising for the following purposes may be displayed:
 1. To indicate that an owner, either personally or through an agent, is actively attempting to sell, rent or lease the property on which the sign is located.
 2. To indicate the grand opening of a business or other activity. Such message may be displayed for a period not exceeding 30 days within the first three months that the occupancy is open for business.
 3. To identify construction in progress. Such message shall not be displayed more than 60 days prior to the beginning of actual construction of the project, and shall be removed when construction is completed. If a message is displayed pursuant to this subsection, but construction is not initiated within 60 days after the message is displayed, or if construction is discontinued for a period of more than 60 days, the message shall be removed, pending initiation or continuation of construction activities.
 4. To indicate the existence of a new business, or a business in a new location, if such business has no permanent signs. Such message may be displayed for a period of not more than 60 days or until installation of permanent signs, whichever shall occur first.
 5. To announce or advertise such temporary uses as fairs, carnivals, circuses, revivals, sporting events, flea markets, or any public, charitable, educational or religious event or function. Such message may be displayed no more than 30 days prior to the opening of the temporary use and shall be removed within five days after the special event.
 6. Other temporary signage may be allowed on commercial and industrial property by daily permit for a period of up to one year on any one permit. Permits shall be for consecutive days.

- (5) One banner sign may be placed against the face of a principal building for up to 30 consecutive days, but not more than a total of 90 days in any

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calendar year. The size of such banner signs shall not be more than one square foot per one linear foot of building width (frontage).

(f) *Size, height and number.*

- (1) *One-family and two-family residences.* A parcel on which is located a single one-family or two-family residence may display not more than two temporary signs with an aggregate sign area of not more than ten square feet. No individual sign shall exceed six square feet or exceed eight feet in height.
- (2) *Three-family and four-family residences.* A parcel on which is located a single three-family or four-family residence may display not more than four temporary signs with an aggregate sign area of not more than ten square feet. No individual sign shall exceed six square feet or exceed eight feet in height.
- (3) *Other parcels.* All other parcels Temporary signage allowed under Section 110-7 (d) 1 through 5 may display one square foot of temporary signage per ten feet of frontage up to a maximum of 100 square feet. No individual sign shall exceed 60 square feet or exceed ten feet in height. Signs must be spaced at least 100 feet apart.

(Ord. No. 2352, § 2(10.4), 7-13-93)