



Board of Planning and Appeals

BOPA Regular Meeting

~ Minutes ~

1065 Ridgewood Ave
Holly Hill, FL 32117
www.hollyhillfl.org

Thomas Harowski
386-248-9424

Monday, August 17, 2015

6:30 PM

City Commission Chamber

1. Call to Order

Mr. Myer called the meeting to order at 6:30pm

A. Roll Call

Attendee Name	Title	Status	Arrived
Mike Myer	Chairman	Present	
Christopher Via	Vice Chairman	Present	
Edward H Perkins	Board Member	Present	
Dorothy Featherston	Board Member	Present	
Jim Legary	Board Member	Present	

C. Invocation

Mr. Via led the invocation.

D. Pledge of Allegiance to the Flag

Mr. Meyer led the pledge of allegiance.

2. Minutes

A. Agenda Item (ID # 1120)

June 1, 2015 Minutes

ATTACHMENTS:

- Minutes June 1, 2015 (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Christopher Via, Vice Chairman
SECONDER:	Edward H Perkins, Board Member
AYES:	Myer, Via, Perkins, Featherston, Legary

3. New Business

1. Agenda Item 2015-38

Temporary Sign Rules Z-2015-04 Revision of the Rules Governing Temporary Signage Including Business Signage, Real Estate Signs and Campaign Signs.

INTRODUCTION: This report presents suggested revisions to the temporary sign rules for the City. The BOPA is being asked to review the proposal and provide a recommendation to the City Commission.

BACKGROUND: Earlier this year the BOPA heard a request to amend the regulations for temporary signs to allow the use of A-Frame signs and “help wanted” signs. During the discussion on the proposed amendment, the Board requested that staff review the entire section on temporary signs and more fully integrate the proposed signs into an updated temporary sign rule. The proposed amendment results from staff research into temporary sign regulations along with a review of recent court decisions on signage regulations and limits.

The proposed regulation is offered essentially as a complete replacement for the existing sign regulation. The proposed rule is offered in the attached document which includes both the proposed regulation and a section with commentary adding some notes and additional insight into the proposed rule.

DISCUSSION: The proposed regulation offers a number of significant changes from the current rules. The major components are listed below.

- We continue to offer temporary signage opportunities for new and relocated businesses. These are in the form of grand opening signs and in opportunities to use temporary signs until permanent signage can be manufactured and installed. This section closely mirrors the current rules with the exception of size limits. We are proposing a maximum of 32 square feet to be consistent with the size of temporary signs in business locations. This consistency in the size of temporary signs is one of the changes suggested by the City Attorney.
- We continue to offer opportunities for construction signage for contractors working on sites within the City. This is a continuation of the current rules with some adjustment in the maximum size of signs.
- Real estate signage is clearly identified in its own section. Previously the rules for real estate signs had to be “interpreted” within more general provisions. We continue to use one sign size for non-residential properties and a smaller sign for residential properties as being more appropriate to scale of residential neighborhoods. Note that permits are not required except for the largest non-residential signs. The larger signs are required permits to make sure they are properly anchored.

- Campaign signs are also identified in a separate section for the first time. Campaign signs had previously required broad interpretation to identify the applicable rules. There are two major changes from the current rules. First, candidates who survive a primary election may leave the signs up through the general election. Currently these signs must be removed until 30 days before the general election. Secondly we are proposing a sign bond to guarantee removal of the signs and to make sure that all parties clearly understand the rules.
- Special event signage is a major departure from the current rules. The rule specifies signage which may be displayed during City approved special events. For other “civic” events, the sponsor must apply to the City Commission for approval to display special event signage.
- For businesses with special event activities during the larger event periods, such as vendors during Bike Week, signage is to be specified with the application and will be approved as part of the application.
- Finally, businesses can apply for signage for events related to that specific business for up to 90 days during any calendar year. This signage replaces the current \$1/day sign provision. We think this option gives each business some flexibility in using temporary signs to support business activities while reasonably limiting the proliferation of temporary signage. Permits are required to track the 90 day limit.
- Sections have been added for A-frame signs as supporting signage at the pedestrian level, and a provision is added for help wanted signs.

RECOMMENDATION: The staff is seeking the Board’s comments and recommendations. Once we have input from the Board, we propose to send the draft regulation to the Board of Realtors and to the Chamber of Commerce for their input before submitting the item to the City Commission for consideration.

COMMENTS - Current Meeting:

Tom gave a detailed description as it pertains to: Z-2015-04-Revision of the Rules Governing Temporary Signage Including Business Signage, Real Estate Signs and Campaign Signs.

The members of the Board along with the City attorney discussed in detail the staff report before them and recommended staff go back and work on the temporary sign rule to address the issues, comments and concerns discussed.

Mr. Myer opened public discussion.

No one from the public spoke.

Mr. Myer closed the item.

ATTACHMENTS:

- Section 110-7 Adopted Temporary Sign Rules (PDF)
- Draft Temporary Sign Rule with BOPA Commentary (PDF)

RESULT: PRESENTATION

2. Agenda Item 2015-39

R-1 Building Setback Study Progress Report on Study of Existing R-1 Residentially Zoned Areas to Determine the Level of Compliance with Existing Front Yard Setbacks.

DISCUSSION: In December the BOPA heard a varaince case regarding relief from the R-1 front yard setback. As part of the resolution of that case the Board asked staff to look at the existing R-1 zoned areas and determine, if possible, how many existing homes comply with the required setbacks. This information will help the Board determine if they should recommend a revision to the setbacks.

Staff accepted the project, but to date limited progress has been made on the study. We have determined an appropriate methodology for the study, but it was not until the week of July 20th that the essential maps and survey records could be produced by Public Works. Staff was also involved in other priority projects including the temporary signage regulations report that is on this agenda. The planning staff is also dependent on other departments for input data, and with all of the City departments, we are operating with limited staff to address a wide variety of projects and priorities.

Mr. Ronald Strange has submitted a letter regarding this study. (See copy attached.) He is concerned that the study has not made more progress as he has delayed construction of a new home on a lot he owns pending the outcome of the study. Staff has been in periodic contact with Mr. Strange or his builder of the intervening months. However, we have been unable to provide a firm completion date for the study as we needed critical input data as recently as the end of July.

Essentially progress on the study has been limited due to the limited amount of staff time available for these types of more discretionary activities for both the planning staff and supporting departments. We have also had other higher priority work which has been assigned over the intervening months including development plan reviews, zoning amendments and comprehensive plan amendments. While we recognize the R-1 study is of high importance to Mr. Stange and his construction time line, other projects such as the temporary sign analysis impacts many more residents and businesses. However, now that we have the base mapping and survey data available, staff hopes to have the study available for the Board at your October meeting.

COMMENTS - Current Meeting:

Tom gave a brief progress report as it pertains to: R-1 Building Setback Study, Progress Report on Study of Existing R-1 Residentially Zoned Areas to Determine the Level of Compliance with Existing Front Yard Setbacks.

Mr. Harowski further stated he should have a completed report for the Board to review by October.

Mr. Myer opened public discussion.

No one from the public spoke.

Mr. Myer closed the item.

ATTACHMENTS:

- Strangem Letter (PDF)

RESULT: PRESENTATION

3. Agenda Item 2015-37

Z-2015-05 Fountainhead MPUD Request by the Applicant to Approve a Mixed Use Planned Unit Development for the 1200 Center Street Property.

Staff and the applicant have been negotiating a planned unit development agreement for development of a mixed use planned unit development project on the former middle school property. The project is proposed to include office development, medical services, child day care and other uses. The agreement is still under development at this time, and staff is recommending that that item be deferred to the Board's

September meeting.

COMMENTS - Current Meeting:

Mr. Harowski gave a detailed description as it pertains to: Z-2015-05 Fountainhead MPUD, Request by the Applicant to Approve a Mixed Use Planned Unit Development for the 1200 Center Street Property.

Mr. Myer stated there is currently no information on this agenda item and the Board is being asked to defer the item to the next meeting.

Mr. Simpson stated the item should be continued and not deferred.

Mr. Myer opened public discussion.

No one from the public spoke.

Mr. Myer asked for a motion to continue the item until it is re-noticed.

Mr. Harowski clarified the notice process to the public.

RESULT:	CONTINUED [UNANIMOUS]
MOVER:	Christopher Via, Vice Chairman
SECONDER:	Edward H Perkins, Board Member
AYES:	Myer, Via, Perkins, Featherston, Legary

4. Old Business

None

5. Communications

1. Agenda Item 2015-40

September Meeting Date

The regular meeting date falls on labor day. Please bring your calendars so we can pick a new meeting date. Dates that are not available are Wednesday September 9th (commission chambers in use) and Monday September 14th (city planner not available)

COMMENTS - Current Meeting:

The September meeting is cancelled at this time unless the MPUD is ready then a special meeting will be held.

RESULT:	PRESENTATION
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6. Adjournment

The meeting adjourned around 8:25pm.