



# City of Lake Helen Planning & Land Development Regulation Commission Agenda

Chairman Joseph Hammett  
Vice Chair Ann Nehrig  
Secretary Stacy Eckert  
Commissioner Roxann Goodman  
Commissioner Robert Feather  
Commissioner Joy Taylor  
Commissioner Travis Grimm  
Commissioner Todd Preston (alternate)

*June 25, 2018 at 7:00pm*  
*City Hall City Commission Chambers*  
*327 S. Lakeview Drive, Lake Helen, Florida 32744*

**CALL TO ORDER:** Chairman Joseph Hammett

**ITEM 1: Additions, Deletions and Modifications to the Agenda**

**ITEM 2: Commission Announcements**

**ITEM 3: Approval of Minutes:** Request the Commission approve the minutes from May 22, 2018

**ITEM 4: Public Comments:**

*This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.*

**ITEM 5: Consideration of Land Development Code Change regarding Temporary Signs**

Consideration to recommend the City Commission change to the City of Lake Helen Land Development Code Article 4 for temporary signs.

**Item 6: Staff and Commission Discussion**

**NOTICE:**

*The PLDRC may discuss other issues related to this matter or any other issues relating to city business or take action on any matters relating to city government at the aforementioned meeting.*

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person 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 public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (386) 228-2358, no later than one business day before the meeting.*



**PLANNING AND LAND DEVELOPMENT  
REGULATION COMMISSION (PLDRC)  
REGULAR MEETING MINUTES**  
Lake Helen City Hall – 327 S. Lakeview Drive  
May 21, 2018 at 7:00 P.M.

**CALL TO ORDER:** Meeting called to order by Chairman Joseph Hammett the May 21, 2018 Planning and Land Development Regulation Commission Regular Meeting at 7:00 pm.

**Present:** Chairman Joseph Hammett  
Commissioner Stacy Eckert                      Commissioner Joy Taylor  
Commissioner Todd Preston (alternate as full voting member – Ann Nehrig)  
Commissioner Roxann Goodman (*late arrival*)  
City Clerk Becky Witte                      City Administrator Jason Yarborough

**Not Present:** Vice Chairman Ann E. Nehrig                      Commissioner Travis Grimm  
Commissioner Robert G. Feather

**DELETIONS OR MODIFICATIONS TO THE AGENDA AS PUBLISHED: None**

**APPROVAL OF MINUTES:** March 26, 2018

**MOTION** by Commissioner Stacy Eckert to approve the minutes of March 26, 2018. **SECOND** by Commissioner Joy Taylor. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 4: Public Comments:**

*This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.*

*Commissioner Roxann Goodman arrived.*

**ITEM 5: Consideration of Land Development Code Change regarding Gateway Overlay review process**

Discussion and consideration to recommend the City Commission change to the City of Lake Helen Land Development Code Articles 1, 3, 4, and 5 to require a certificate of appropriateness prior to final approval of a building permit for a new structure or modification of an existing structure which changes the architectural design within the Gateway Overlay with input from City Administrator Jason Yarborough, City Clerk Becky Witte and Roger Eckert (247 Vermont Street).

**MOTION** by Commissioner Joy Taylor to recommend the City Commission change to the City of Lake Helen Land Development Code Articles 1, 3, 4, and 5 to require a certificate of appropriateness prior to final approval of a building permit for a new structure or modification of an existing structure which changes the architectural design within the Gateway Overlay. **SECOND** by Commissioner Roxann Goodman. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 6: Consideration of Annexation for Amy Henry (704 Matanzas Street)**

Consideration to recommend the City Commission adopt Ordinance 2018-05 for Annexation for Amy Henry (5.24 acres) at 704 Matanzas Street.

**MOTION** by Commissioner Joy Taylor to recommend that the City Commission adopt Ordinance 2018-05 for Annexation for Amy Henry (5.24 acres) at 704 Matanzas Street. **SECOND** by Commissioner Stacy Eckert. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 7: Consideration of Future Land Use Amendment (Small Scale) for Amy Henry (704 Matanzas Street)**

Consideration to recommend the City Commission adopt Ordinance 2018-06 for Future Land Use Map Amendment for 5.24 acres at 704 Matanzas Street from County R to City RR.

**MOTION** by Commissioner Stacy Eckert to recommend that the City Commission adopt Ordinance 2018-06 for Future Land Use Map Amendment for 5.24 acres at 704 Matanzas Street from County R to City RR. **SECOND** by Commissioner Todd Preston. **MOTION CARRIED UNANIMOUSLY.**

**ITEM 8: Consideration of Rezoning for Amy Henry (704 Matanzas Street)**

Consideration to recommend the City Commission adopt Ordinance 2018-07 for Rezoning of 5.24 acres at 704 Matanzas Street from County A-1 to City SFR-R (Rural).

**MOTION** by Commissioner Todd Preston to recommend that the City Commission adopt Ordinance 2018-07 for Rezoning of 5.24 acres at 704 Matanzas Street from County A-1 to City SFR-R (Rural). **SECOND** by Commissioner Roxann Goodman. **MOTION CARRIED UNANIMOUSLY.**

**Item 9: Consideration to excuse Commissioner Travis Grimm from May and June PLDRC Meetings**

Consideration to excuse Commissioner Travis Grimm from May and June PLDRC Meetings. Due to a change in his school schedule for the next 8 weeks, Commissioner Grimm will be unable to attend the May and June Planning and Land Development Regulation Commission Meeting. He requests his absence be excused.

**MOTION** by Commissioner Stacy Eckert to excuse Commissioner Travis Grimm from May and June PLDRC Meetings. **SECOND** by Commissioner Todd Preston. **MOTION CARRIED UNANIMOUSLY.**

**Item 10: Staff and Commission Discussion**

**Discussion of I-4 Auto Mall Annexation**

**ADJOURNMENT:** Chairman Joseph Hammett adjourned the May 21, 2018 Planning and Land Development Regulations Commission Regular Meeting at 7:34pm.



*City of Lake Helen*  
*Planning and Land Development Regulation Commission*

**AGENDA MEMORANDUM**  
**ITEM 5**

**MEETING DATE:** June 25, 2018

**SUBJECT:** Consideration of Land Development Code Change – Article 4, Temporary Signs

**STAFF REPORT:** The City Commission is requesting the Planning and Land Development Regulation Commission review the temporary sign code to allow for temporary signs larger than 3 square feet during construction. Staff has conducted research and suggests adding language to the temporary sign code to allow for larger signs new during construction:

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**4.10.08 Temporary signs**

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The following standards and criteria shall apply to all temporary signs located and placed within the city limits.

1. These signs shall all be freestanding signs, constructed of sturdy, all-weather materials such as hard plastic, vinyl, masonite or wood of a sufficient thickness to withstand the local weather conditions commonly experienced. (Paper and cardboard signs are strictly prohibited).
2. No temporary signage shall be placed within the public rights-of-way or on city owned property unless approved by the City Administrator or his/her designee in advance.
3. No part of any temporary sign shall be located closer than five feet (5') from front property line or a public right-of-way and ten (10) feet from adjacent property lines, and in no instance shall any temporary sign obstruct the visibility of any motorist, bicyclist or pedestrian from seeing oncoming pedestrians, bicyclists or vehicular traffic.
4. These signs may be double-faced, with messages on the front and back sides of the same sign, and only the sign area of one (1) side shall be used for the sign area calculations.
5. No single sign (except for during construction as described in number 6 below) shall exceed six (6) square feet in sign area, and a total of three (3) temporary signs are permitted on any one (1) property, with a maximum of eighteen (18) square feet of total combined sign area, at a maximum height of four feet (4') for all signs. Each temporary sign shall be permitted for up to ninety (90) calendar days.
6. Temporary signs during construction of a new principle structure on a vacant lot shall not exceed forty-eight (48) square feet in sign area, with a maximum height of six feet (6') with a maximum of one (1) sign per residential property and two (2) signs per commercial property. All signs must be removed before final inspection. A Certificate of Occupancy will not be issued until all signs are removed from the property.
- ~~6.~~ 7. Temporary signs shall be removed within three (3) calendar days from the date the scheduled event has concluded, if applicable, or by the ninety-day (90) deadline defined in subsection 5 above, whichever occurs first.

Within the attached documents/above: underlined items are for insertions to the city code, ~~strikethroughs~~ are for deletions from the city code.

**RECOMMENDATION:**

MOTION to recommend the City Commission adopt Ordinance 2018-08, amending the Land Development Code articles 4 – Temporary Signs.

MOTION to recommend the City Commission adopt Ordinance 2018-08, amending the Land Development Code articles 4 – Temporary Signs with the following modifications: \_list modifications\_.

MOTION to recommend the City Commission not adopt Ordinance 2018-08, amending the Land Development Code articles 4 – Temporary Signs.

**ATTACHMENT(S):** Draft Ordinance 2018-08

## ORDINANCE 2018-08

**AN ORDINANCE OF THE CITY OF LAKE HELEN, FLORIDA, AMENDING ARTICLE 4 OF THE CITY OF LAKE HELEN CODE OF ORDINANCES TO ALLOW FOR TEMPORARY SIGNS OF GREATER SIZE DURING CONSTRUCTION OF A NEW STRUCTURE; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR AMENDMENTS TO ARTICLE 4; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission recognizes a need for temporary signs larger than 3 square feet during construction; and

**WHEREAS**, while maintaining content neutrality, the City Commission described the period of time the temporary sign may be erected, not the content of the sign; and

**WHEREAS**, the City Commission finds it would be appropriate to allow temporary signs larger than 3 square feet during construction but require removal of said signage before a Certificate of Occupancy will be issued for the project; and

**WHEREAS**, underlined items are for insertions to the city code, strikethroughs are for deletions from the city code;

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF LAKE HELEN, FLORIDA:**

**SECTION 1. LEGISLATIVE FINDINGS.** The City Commission of the City of Lake Helen hereby adopts the recitals set forth in the preamble to this Ordinance (whereas clauses) as legislative findings.

**SECTION 2.** The City Commission of Lake Helen hereby amends Article 4 as follows:

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### **4.10.08 Temporary signs**

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The following standards and criteria shall apply to all temporary signs located and placed within the city limits.

1. These signs shall all be freestanding signs, constructed of sturdy, all-weather materials such as hard plastic, vinyl, masonite or wood of a sufficient thickness to withstand the local weather conditions commonly experienced. (Paper and cardboard signs are strictly prohibited).
2. No temporary signage shall be placed within the public rights-of-way or on city owned property unless approved by the City Administrator or his/her designee in advance.
3. No part of any temporary sign shall be located closer than five feet (5') from front property line or a public right-of-way and ten (10) feet from adjacent property lines, and in no instance shall any temporary sign obstruct the visibility of any motorist, bicyclist or pedestrian from seeing oncoming pedestrians, bicyclists or vehicular traffic.
4. These signs may be double-faced, with messages on the front and back sides of the same sign, and only the sign area of one (1) side shall be used for the sign area calculations.
5. No single sign (except for during construction as described in number 6 below) shall exceed six (6) square feet in sign area, and a total of three (3) temporary signs are permitted on any one (1) property, with a maximum of eighteen (18) square feet of total combined sign area, at a maximum height of four feet (4') for all signs. Each temporary sign shall be permitted for up to ninety (90) calendar days.
6. Temporary signs during construction of a new principle structure on a vacant lot shall not exceed forty-eight (48) square feet in sign area, with a maximum height of six feet (6') with a maximum of one (1) sign per residential property and two (2) signs per commercial property. All signs must be removed before final inspection. A Certificate of Occupancy will not be issued until all signs are removed from the property.
- ~~6.~~ 7. Temporary signs shall be removed within three (3) calendar days from the date the scheduled event has concluded, if applicable, ~~or~~ by the ninety-day (90) deadline defined in subsection 5 above, or by final inspection whichever occurs first.

**SECTION 3. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4. SEVERABILITY.** If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application and to this end the provisions of this Ordinance are declared severable.

**SECTION 5. CODIFICATION.** Specific authority is hereby granted to codify and incorporate this Ordinance in the existing *Code of Ordinances of the City of Lake Helen*.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon adoption.

**THIS ORDINANCE APPROVED ON SECOND READING** this \_\_\_<sup>th</sup> day of \_\_\_\_, 2018, by the City Commission of the City of Lake Helen, Florida.

**CITY OF LAKE HELEN**

\_\_\_\_\_  
Daisy Raisler, Mayor

ATTEST:

\_\_\_\_\_  
Jason Yarborough, City Administrator

Approved as to form and legality for use and reliance of the City of Lake Helen, Florida:

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Scott E Simpson, City Attorney