



## CITY COUNCIL MEETING

City Hall – Council Chamber  
405 Bagshaw Way, Edgewood, Florida  
Tuesday, July 16, 2024 at 6:30 PM

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### AGENDA

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**Welcome!** We are very glad you have joined us for today's Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however, a **five (5) minute limit** has been set by Council. Large groups are asked to name a spokesperson. **Robert's Rules of Order** guide the conduct of the meeting. **Please silence all cellular phones and pagers during the meeting.** Thank you for participating in your City Government.

**A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE**

**B. ROLL CALL & DETERMINATION OF QUORUM**

**C. PRESENTATIONS AND PROCLAMATIONS**

1. Proclamation

**D. CONSENT AGENDA**

*Items on the consent agenda are defined as routine in nature, therefore, do not warrant detailed discussion or individual action by the Council. Any member of the Council may remove any item from the consent agenda simply by verbal request prior to consideration of the consent agenda. The removed item(s) are moved to the end of New Business for discussion and consideration.*

1. June 18, 2024 City Council Meeting Minutes
2. July 10, 2024 1st Budget Workshop Meeting Minutes

**E. ORDINANCES (FIRST READING)**

1. Ordinance 2024-06: Tattoo Establishments

**F. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)**

1. Ordinance 2024-05 - Sign Regulations

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. Set Tentative Millage Rate and Public Hearing Date for Proposed FY 2024/2025 Budget
2. Discussion Item - 5028 S. Orange Avenue Bell Rentals

- 3. Mutual Aid Agreement
- 4. Discussion Item - Personnel Policy

**I. GENERAL INFORMATION**

**J. CITIZEN COMMENTS**

**K. BOARDS & COMMITTEES**

- 1. Special Exception 2024-01: 220 Verzon Ct. - Guest Cottage

**L. STAFF REPORTS**

City Attorney Smith

- 1. First Amendment Audits

Police Chief DeSchryver

- 1. Chief's Report June 2024

City Clerk Riffle

**M. MAYOR AND CITY COUNCIL REPORTS**

Mayor Dowless

Council Member Lomas

Council Member McElroy

Council Member Rader

Council Member Steele

Council President Horn

**N. ADJOURNMENT**

**UPCOMING MEETINGS**

- Thursday, August 1, 2024.....2nd Budget Workshop
- Monday, August 12, 2024.....P&Z Meeting
- Thursday, August 15, 2024.....3rd Budget Workshop (if needed)
- Wednesday, August 21, 2024.....City Council Meeting
- Monday, September 9, 2024.....1st Budget Hearing

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**Meeting Records Request**

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You are welcome to attend and express your opinion. Please be advised that **Section 286.0105**, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made.

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**Americans with Disabilities Act**

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In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the **City Clerk at (407) 851-2920**.

# **CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE**

# **ROLL CALL & DETERMINATION OF QUORUM**

# **PRESENTATIONS & PROCLAMATIONS**

# **CONSENT AGENDA**



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**DRAFT MINUTES**

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**A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE**

Councilmember Horn called the meeting to order at 6:30 pm. He asked for a moment of silence and then led the Pledge of Allegiance.

**B. ROLL CALL & DETERMINATION OF QUORUM**

City Clerk Riffle said there was a quorum present. Councilmember Rader was ill and asked to be excused from attending the meeting.

***Councilmember Lomas made a motion to excuse Councilmember Rader's absence; seconded by Councilmember Steele. Motion approved by voice vote (4/0).***

The following elected officials and staff were present:

**City Council and Mayor**

Richard A. Horn, Council President  
Susan Lomas, Councilmember  
Casey McElroy, Councilmember  
Beth Steele, Councilmember

**Absent:**

Chris Rader, Council President Pro-Tem

**Staff Members**

Sandra Riffle, City Clerk  
Dean DeSchryver, Police Chief  
Miguel Garcia, Deputy Police Chief  
Shannon Patterson, Police Department Chief of Staff  
Stacey Salemi, Code Enforcement Officer  
Ellen Hardgrove, City Planner  
Allen Lane, City Engineer  
Drew Smith, City Attorney

**C. ADMINISTER OATH OF OFFICE**

- Administer Oath of Office - Casey McElroy

City Clerk Riffle administered Casey McElroy's Oath of Office, and Councilmember McElroy took his seat at the dais.

**D. PRESENTATIONS AND PROCLAMATIONS**

**E. CONSENT AGENDA**

There were no corrections to the May 21, 2024 meeting minutes.

***Councilmember Lomas made a motion to approve the May 21, 2024 meeting minutes as presented, seconded by Councilmember Steele. Motion approved by voice vote (4/0).***

**F. ORDINANCES (FIRST READING)**



- **Ordinance 2024-05 - Sign Regulations**

Note: Ordinance 2024-05 was heard after Boards and Committees.

Attorney Smith read Ordinance 2024-05 in title only.

Discussion began between City Council and City Planner Hardgrove about proposed changes to the sign code. She stated that most proposed changes were re-organization and clarity of the existing regulations. She pointed out changes that weren't only for clarity or reorganization including a change to the definition of "flag" in order to differentiate between flags and banner signs. The intent is for flags to be flags and not signs; current definition could result in a flag being used as a banner. Attorney Smith stated the City cannot regulate the content of a flag.

The changes to the flag definition would not create any nonconformities.

The discussion mainly focused on window signs. Planner Hardgrove reviewed the current window signage code. The allowable window signage is not proposed to change, but required compliance is. As proposed, all window signs would need to be in compliance by the end of the year; no fee for the change will be charged. If the proposed change is approved, all businesses will be notified of compliance requirements via BTR letters. Staff is proposing to add the ability to have neon window signs, such as "Open" signs, in addition to the permanent window signs conditioned upon they do not move, blink, or flash. Council members suggested that color changes within 24 hours also not be allowed. An area for decals was also suggested in addition to the copy area for permanent window signage.

Discussion ensued about displaying hours as signage and neon signs versus window signs. Councilmember Steele said she favored window signage over neon signs.

There was also a suggestion to allow more copy area for a window sign when a wall sign isn't used. The window signs in lieu of wall sign choice would be open to multi-tenant buildings but must be uniform with all having window or wall signs.

There was also discussion related to the ability to cover windows for sun/heat protection, with the suggestion being it should be allowed as long as the coverings did not constitute a sign.

Staff will continue reviewing the Ordinance before the second reading.

There was no public comment

***Councilmember Lomas made a motion to move Ordinance 2024-05 to second reading; seconded by Councilmember McElroy. Motion approved by roll call vote (4/0).***

Councilmember Steele	Favor
Councilmember McElroy	Favor
Councilmember Lomas	Favor
Council President Horn	Favor
Councilmember Rader	Absent

**G. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)**

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

• **Non-Ad Valorem Assessment FY 2024-25**

City Clerk Riffle explained that FCC Environmental Waste's contract allows them to raise collection rates up to 3% annually. Based on their increasing costs, FCC is requesting an increase of 5.15% to service the City. There is also a disposal rate, which is the Orange County landfill rate and that is expected to increase at least 12%.

Mayor Dowless said that FCC Environmental Waste's service has been very good, and he recommended that the City adjust the non-ad valorem rate from \$318.93 per month per unit to \$322.23.

There was no objection from City Council.

There was no public comment.

***Council President Horn made a motion to increase the non-ad valorem rate from \$318.93 to \$322.23 and increase the collection rate by 5.15%; seconded by Councilmember Lomas. Motion approved by voice vote (4/0).***

• **Resolution 2024-02: Travel Expense Policy**

City Clerk Riffle said the City's travel policy has not been updated since 2006. She briefly reviewed proposed changes, including adjustments for per diem, meal reimbursements, and overnight travel.

There was no public comment.

***Council President Horn made a motion to approve Resolution 2024-02; seconded by Councilmember Steele. The motion was approved by roll call vote (4/0).***

Council President Horn	Favor
Councilmember Lomas	Favor
Councilmember Steele	Favor
Councilmember McElroy	Favor
Councilmember Rader	Absent

**J. GENERAL INFORMATION**

**K. CITIZEN COMMENTS**

**L. BOARDS & COMMITTEES**

• **Variance 2024-04: 5525 Jessamine Ln. - Rear Setback**

Planner Hardgrove said the request is for approval of a rear yard variance of 15.5 feet in lieu of 35 feet to allow the construction of a home on the vacant property at 5525 Jessamine Lane. The property is located toward the end of Jessamine Lane. The property is zoned R-1AA.

County zoning applies to this property because it has not had City zoning established since annexation from Orange County. R-1AA minimum living area of 1,200 square feet could be built on the property without a setback variance; however, existing historic and specimen oaks would likely be damaged or removed. The variance is requested to save these trees.

The property to the north would be the most affected, but that lot's configuration would minimize the impact of a rear setback reduction. A wall is also located along the shared property line.

Planner Hardgrove said that saving trees is included as part of the approval criteria. Staff and the Planning and Zoning Board support the request with the condition that the site is developed as proposed.

Property Owner Nathan Aleskovsky spoke to City Council and said they have worked with an arborist and tried different ways to fit the house on the lot without disturbing the trees.

There was no public comment.

There were no objections from City Council.

***Councilmember Lomas made a motion to recommend approval of Variance 2024-04 to allow a rear yard setback (north property line) of 15.5 feet in lieu of County R1AA required 35 feet conditioned on the site is developed as proposed on the site drawing submitted by the applicant, which maximizes tree preservation. The motion was seconded by Councilmember McElroy. Motion approved by roll call vote (4/0).***

Councilmember Lomas	Favor
Councilmember Steele	Favor
Councilmember McElroy	Favor
Council President Horn	Favor
Councilmember Rader	Absent

Mayor Dowless complimented the applicant for designing the house around the trees.

- **Variations 2024-02 & 2024-03: 425 Oak Lynn Dr. - Pool Equipment & Fence were discussed together.**
- **Variance 2024-02 Pool Equipment**

Planner Hardgrove said the property owners requested that pool equipment and a fence be allowed in the west 15 feet of the property located at 425 Oak Lynn Drive. She provided the history of the property; specifically, it is part of a subdivision approved in November 2020 conditioned on the establishment of a 15 feet wide right of way easement along the property's Haverill Drive frontage due to the substandard width of Haverill Drive. The easement, granted by variance, substituted for the Code required dedication of the west 25 feet needed to create a standard right-of-way width for Haverill Drive. As a right-of-way easement, the public has the

right to walk on/within the easement and the land could be used for road widening, construction of a sidewalk, or future utilities such as, but not limited to, central sewer lines.

Pool equipment has already been installed 12 feet from the west property line. Code Section 134-483(e) requires appurtenant fixtures to a residence to conform to building setbacks, which, for the subject property, according to Code Section 134-484(g), would be 15 feet. The equipment location was never reviewed by City staff, and the County must not have been aware of the City's regulations.

In addition, the application submitted to the County included a survey that did not show the west 15 feet of the subject property as a right-of-way easement, although the easement does appear on the plat. The equipment could have been located on the north side of the house in accordance with the Code.

Planning and Zoning recommended approval to allow appurtenant fixtures to the residence to be 12 feet from the west property instead of 15 feet, conditioned on City Council's approval of a right-of-way utilization permit and property owner acceptance that should the City need to use the right-of-way easement in the future, any fixtures or equipment without the easement will be removed at that time solely at the owner's expense.

- **Variance 2024-03 Fence Location**

The property owner would like to erect a 6-foot-high fence, 10 feet from the west property line within the easement. Planner Hardgrove said the fence could be placed in accordance with the Code outside the easement by extending it directly north from the northwest corner of the house.

Planning and Zoning recommended approval with the condition that if the city needs the right of way in the future, the property owner must move at their own expense.

Discussion ensued amongst the Council.

Planner Hardgrove and Attorney Smith reiterated that the easement did not appear on the survey that was submitted with the fence application, nor the survey used for construction of the house and the pool.

Mayor Dowless said that if the variances are approved, the right-of-way use agreement will need to be recorded in official County Records. Attorney Smith said this will require an executed right of way agreement. In response to Council President Horn, Attorney Smith said the requests are not the result of the owner's actions. If the easement had appeared on the survey, it would have been determined that the Code would not allow the location of the pool equipment. Orange County did not ask the question. He said that Planning and Zoning found that the applicants did not create the situation.

Attorney Smith said use of the right-of-way in the future is somewhat unlikely. Planner Hardgrove said the only thing she could think of would be installing central sewer lines for the neighborhood.

Applicant Steven Betancourt said they found out about the situation after the pool was built. It is very costly to move everything.

Councilmember Lomas noted that both the surveyor and Orange County missed the easement.

***Council President Horn made a motion to approve Variances 2024-02 and 2024-03 425 Oak Lynn Drive, to allow equipment appurtenant to the residence to be 12 feet from the west property line instead of 15 feet; and to allow a 6 feet high fence 10 feet from the west side property line, both conditioned on a right-of-way utilization permit and acceptance that should the City need to use the right-of-way easement in the future, any equipment/appurtenant/accessory fixtures/fence within the easement will be removed at that time solely at the owner’s expense. Councilmember Lomas seconded the motion. Motion approved by roll call vote (4/0).***

Councilmember Lomas	Favor
Councilmember Steele	Favor
Councilmember McElroy	Favor
Council President Horn	Favor
Councilmember Rader	Absent

**M. STAFF REPORTS**

**City Attorney Smith**

Attorney Smith gave an update on Forms 1 and 6. A US District Judge issued a preliminary injunction against the law requiring elected municipal officials to file a Form 6. The impact of the injunction is temporary, but it is a good sign. Councilmembers can now file a Form 1 for this year.

**Police Chief DeSchryver**

1. May 2024 Report

Chief DeSchryver said that June was Law Enforcement Appreciation Month. He said the community supplied lunches and snacks.

Councilmember Lomas asked if the lighted sign on Holden Avenue could be put back in place. Attorney Smith explained that the sign would be lawful only in the City limits and there is no place for trucks to turn around.

Councilmember Lomas read City Code Section 62-2 Truck traffic prohibited on certain road segments. She would like the Police Department to note which trucks are driving through.

Councilmember McElroy said he thought that the lighted sign on Gatlin Avenue has helped. Chief DeSchryver said they would pull the data.

Mayor Dowless suggested putting another sign for the budget.

**City Clerk Riffle - No report**

**N. MAYOR AND CITY COUNCIL REPORTS**

**Mayor Dowless - No report.**

**Council Member Lomas**

Councilmember Lomas said she attended the monthly Community Action Board and volunteered to serve on the Executive Committee.

She said there are so few people on the Board that the last meeting brought in nine new board members. Their budget could not be approved because the numbers were so wrong.

**Council Member McElroy** - No report

**Council Member Rader** Absent

**Council Member Steele** - No report

**Council President Horn** - No report

**O. ADJOURNMENT**

Councilmember Steele made a motion to adjourn the meeting at 8:32 pm.

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Richard A. Horn, Council President

Attest:

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Sandra Riffle, City Clerk



# FY 24-25 1ST BUDGET WORKSHOP

City Hall – Council Chamber  
 405 Bagshaw Way, Edgewood, Florida  
 Wednesday, July 10, 2024 at 6:00 PM

## DRAFT MINUTES

Council President Horn called the meeting to order at 6:03 pm.

### A. CALL TO ORDER

Council President Horn called the workshop meeting to order at 6:03 pm.

The following elected officials and staff were present:

<p><b>Elected Officials:</b>          John Dowless, Mayor          Richard A. Horn, Council President          Chris Rader, Council President Pro-Tem          Casey McElroy, Councilmember          Beth Steele, Councilmember</p> <p>Absent:          Susan Lomas, Councilmember</p>	<p><b>Staff:</b>          Sandra Riffle, City Clerk          Chief Dean DeSchryver          Deputy Chief Miguel Garcia          PD Chief of Staff Shannon Patterson          IT Manager/Police Officer Zane (by phone)          Tammy Campbell, McDirmit Davis</p>
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### B. REVIEW & DISCUSSION

- Fiscal Year 2024-25 Draft Budget

The following changes are to be made to the budget draft before the second budget workshop:

#### General Fund:

Lines 136 and 137 - added for the FRS and payroll taxes on the IT salary.

Line 167 - removed and moved down to line 250 as a transfer to the new PD capital fund.

Lines 168 and 169 - added budgeted amounts for line 168 and 169 for the principal and interest on the 3 remaining vehicles.

#### Roads and Streets

The budgeted additions to reserves were moved to line 53 so that the table shows the difference in revenues and expenditures, which equals the addition to reserve.

Lines 12 and 13 - separate these lines to show the amount of the transfer (\$90,795) to fund operations and the amount that is the addition to reserves.

New lines added for PD and storm reserve.

Tammy Campbell will add a summary at the bottom of each individual fund, either an increase or decrease in reserves.

**Budget Summary**

Tammy will update the budget to show the general fund having a surplus of \$125,000 before any transfers out. The general fund is using the \$125,000 surplus, plus \$206,000 of general reserves to fund Roads & Streets, PD Capital reserve, and the storm reserve.

**C. ADJOURNMENT**

The meeting was adjourned at 8:04 pm.

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Richard A. Horn, Councilmember

Attest:

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Sandra Riffle, City Clerk



# **ORDINANCES (FIRST READING)**

**ORDINANCE 2024-06:**

**Tattoo Establishments**



37 **Sec. 134-1. – Definitions.**

38 \*\*\*

39 Tattoo establishment means any permanent location, place, area, structure, or business where  
40 tattooing is performed; provided, however, that beauty salons at which permanent makeup only is  
41 applied shall not be considered tattoo establishments. For purposes of professional suites where  
42 studio suites or chairs are rented, if tattooing is performed at such location, the entire location shall  
43 be considered a single tattoo establishment regardless of the number of chairs rented to different  
44 professionals.

45 \*\*\*

46 **Sec. 134-346. - Special exceptions.**

47 (a)The following uses may be permitted as a special exception in the C-1 district, provided  
48 that any review and hearing of an application for a special exception shall consider the  
49 character of the neighborhood in which the proposed use is to be located, its effect on the  
50 value of surrounding lands, and the area of the site as it relates to the required open spaces  
51 and off-street parking facilities.

52 (b)In addition, for any application for a special exception, the planning and zoning board  
53 and the city council shall consider the following criteria:

54 (1)Compatibility of the proposed facility with the surrounding uses.

55 (2)The size of the lot on which the proposed facility will be located.

56 (3)The number of persons to be residing in the proposed facility.

57 (4)The amount of traffic generated by the proposed facility.

58 (5)The availability of adequate water and sewer facilities.

59 (6)Whether the location of the proposed facility will maintain the stability of residential  
60 areas.

61 (7)The general health, safety and welfare of the community.

62 (c)Each application for a special exception shall be accompanied by a site plan  
63 incorporating the regulations established herein. As part of the application, the site plan  
64 shall include a simple plan drawn to an appropriate scale, including legal description, lot  
65 area, site dimensions, right-of-way location and width, parking areas and number of  
66 parking spaces, proposed building location and setbacks from lot lines, total floor area  
67 proposed for any building, proposed points of access, location of signs, location of existing  
68 easements and a general plan of proposed landscaping. Said site plan shall be submitted to  
69 and considered by the city council after recommendation by the planning and zoning board  
70 as provided for in article II of this chapter prior to the granting of a building permit. Upon  
71 such approval, said site plan becomes part of the building permit and may be amended only

72 by the city council after recommendation by the planning and zoning board. Development  
73 under the special exception shall comply with all applicable city codes and ordinances.

74 (1)Hotel and motels.

75 (2)Churches and schools.

76 (3)Day nurseries, kindergartens, and other child care centers.

77 (4)Hospitals, including veterinary hospitals.

78 (5)Clinics.

79 (6)Laundromats.

80 (7)One single-family dwelling which is accessory and attached to a permitted principal  
81 building.

82 (8)Open air fruit, vegetable and farmers markets.

83 (9)Pet grooming establishments.

84 (10)Bowling alley.

85 (11)Civic clubs and fraternal lodges.

86 (12)Thrift stores or other similar uses.

87 (13)Christmas tree lots.

88 (14)Theaters, except drive-in theaters which shall be prohibited.

89 (15)Any retail commercial establishment occupying more than 50,000 square feet and less  
90 than 100,000 square feet.

91 (16) Tattoo establishments.

92 **Sec. 134-347. - Uses prohibited.**

93 The following uses shall be prohibited in any C-1 retail commercial district:

94 (1) Title loan stores.

95 (2) Check cashing, payday advance stores, or other similar businesses.

96 (3) Labor pool offices.

97 (4) Bail bond offices.

98 (5) ~~Tattoo~~, ~~Body~~ piercing, massage parlors and fortunetelling shops.

99 (6) Soup kitchens.

100 (7) Runaway and related emergency shelters; homeless shelters.

- 101 (8) Convalescent facilities.
- 102 (9) Residential social service facilities; welfare, food stamp, and other social service offices
- 103 and institutional facilities.
- 104 (10) Treatment and recovery facilities.
- 105 (11) New and used automobile and boat sales.
- 106 (12) Medical marijuana dispensaries.
- 107 (13) Non-medical marijuana sales.
- 108 (14) Cannabis farm.
- 109 (15) Other similar uses consistent with this section.
- 110 (16) Any use or activity which is not in full compliance with all the requirements and
- 111 standards set forth in this division.
- 112 (17) Uses listed in section 134-403, except uses listed at subsection 134-403(1), or section
- 113 134-404 of the C-3, wholesale commercial district (article IV, division 9 of this chapter).
- 114 (18) Pain management clinics.

115 \*\*\*

116 **Sec. 134-374. - Prohibited uses.**

117 The following uses shall be prohibited in any C-2 general commercial district:

- 118 (1) Any use prohibited in the C-1 district.
- 119 (2) Title loan stores.
- 120 (3) Check cashing, payday advance stores, or other similar businesses.
- 121 (4) Labor pool offices.
- 122 (5) Bail bond offices.
- 123 (6) ~~Tattoo, b~~Body piercing, massage parlors and fortunetelling shops.
- 124 (7) Soup kitchens.
- 125 (8) Runaway and related emergency shelters; homeless shelters.
- 126 (9) Convalescent facilities.
- 127 (10) Residential social service facilities; welfare, food stamp, and other social service
- 128 offices and institutional facilities.
- 129 (11) Treatment and recovery facilities.
- 130 (12) Other similar uses consistent with this section.

131 (13) New and used automobile and boat sales.

132 (14) Pain management clinics.

133 **Sec. 134-375. - Special exceptions.**

134 (a)The following uses may be permitted as a special exception, provided that any review  
135 and hearing of an application for a special exception shall consider the character of the  
136 neighborhood in which the proposed use is to be located, its effect on the value of  
137 surrounding lands, and the area of the site as it relates to the required open spaces and off-  
138 street parking facilities.

139 (b)Each application for a special exception shall be accompanied by a site plan  
140 incorporating the regulations established herein. As a part of the application, the site plan  
141 shall include a simple plan drawn to an appropriate scale, including legal description, lot  
142 area, site dimensions, right-of-way location and width, parking areas and number of  
143 parking spaces, proposed building location and setbacks from lot lines, total floor area  
144 proposed for any building, proposed points of access, location of signs, location of existing  
145 easements, and a general plan of proposed landscaping. Said site plan shall be submitted  
146 to and considered by the city council after recommendation by the planning and zoning  
147 board as provided for in article II of this chapter prior to the granting of a building permit.  
148 Upon such approval, said site plan becomes part of the building permit and may be  
149 amended only by the city council after recommendation by the planning and zoning board.  
150 Development under the special exception shall comply with all applicable city codes and  
151 ordinances.

152 (1) Miniwarehouses for dry storage only.

153 (2) Open-air flea markets.

154 (3) Auctions.

155 (4) Living quarters in conjunction with a commercial use to be occupied by the owner of  
156 the business or an employee.

157 (5) Institutional uses, public or private, such as churches, schools, hospitals, nursing homes,  
158 libraries, community centers and universities.

159 (6) Zero lot line commercial developments.

160 (7) Radio broadcasting and telecasting stations, studios and offices.

161 (8) Car washes. (No fuel services provided.)

162 (9) Christmas tree lots.

163 (10) New car and boat sales and services.

164 (11) Adult congregate living facilities.

165 (12) Any general commercial establishment occupying more than 50,000 square feet and  
166 less than 100,000 square feet.

167 (13) Tattoo establishments.

168 \*\*\*

169 **Sec. 134-404. - Prohibited uses.**

170 The following uses shall be prohibited in the C-3 wholesale commercial district:

171 (1)Any use or activity which is not in full compliance with all the requirements and  
172 standards set forth in this article.

173 (2)Animal slaughtering, or the confinement of animals for feeding, finishing and  
174 preparation for slaughter, including stockyards and feeding pens.

175 (3)Asphalt manufacturing or refining, or any similar petroleum or petrochemical refining  
176 or manufacturing process.

177 (4)Asphalt or concrete paving, mixing or batching plant.

178 (5)Corrosive acid manufacture or bulk storage including, but not limited to, hydrochloric,  
179 nitric, sulphuric or similar acids.

180 (6)Bone distillation or the reduction, rendering, incineration or storage of garbage, offal,  
181 animals or animal waste, fats, fish or similar materials or products.

182 (7)Blast furnace, or similar heat or glare generating operations or incinerator or  
183 crematorium.

184 (8)Cement, lime, gypsum or Plaster-of-Paris manufacture, or the open storage of raw  
185 materials or finished products related to such manufacture.

186 (9)Glue, size or gelatin manufacture where the processes involve the refining or recovery  
187 of such products from fish, animal or refuse materials.

188 (10)Tallow, grease, lard or vegetable oil refining.

189 (11)Junkyard, salvage yard, recycling or wrecking yard or structure wherein motor  
190 vehicles, appliances or similar used equipment or material is stored, dismantled, or sorted  
191 for display, sale or packing.

192 (12)New and used automobile and boat sales.

193 (13)Mobile and modular homes.

194 (14)Other uses which are similar to those listed above which are not specifically permitted  
195 in section 134-403, the prohibition of which would promote the intent and purposes of this  
196 district. Determination shall be made by authority and directive of the city council which  
197 shall be after public notice and public hearing.



198 (15)Title loan stores; check cashing, payday advance stores, or other similar businesses;  
199 labor pool offices; bail bond offices; ~~tattoo~~, body piercing, massage parlors; fortunetelling  
200 shops; soup kitchens; runaway and related emergency shelters; homeless shelters;  
201 convalescent facilities; residential social service facilities; addiction treatment and  
202 recovery facilities; welfare, food stamp, and other social service offices and institutional  
203 facilities; other similar uses consistent with this subsection.

204 (16)Any individual, specific use whether or not contained within a shopping center, which  
205 is not otherwise expressly permitted as an individual use pursuant to this section or sections  
206 134-345, 134-373 and 134-403, as these sections may be amended or replaced from time  
207 to time, or which is not expressly listed as a special exception pursuant to sections 134-  
208 346, 134-375 or 134-405, as those sections may be amended or replaced from time to time.

209 (17)Any commercial establishment occupying more than 100,000 square feet.

210 (18)Any other use specifically prohibited in the C-1, C-2 or C-3 commercial districts.

211 (19)Professional auction houses.

212 (20)Dyeing, dry cleaning and laundering; this prohibition shall not include drop-off  
213 facilities where the dyeing, dry cleaning or laundering occurs at an off-site location.

214 (21)Pain management clinics.

215 **Sec. 134-405. - Special exceptions.**

216 (a)The following uses may be permitted as a special exception, provided that any review  
217 and hearing of an application for a special exception shall consider the character of the  
218 neighborhood in which the proposed use is to be located, its effect on the value of  
219 surrounding lands, and the area of the site as it relates to the required open spaces and off-  
220 street parking facilities.

221 (b)Each application for a special exception shall be accompanied by a site plan  
222 incorporating the regulations established herein. As a part of the application, the site plan  
223 shall include a simple plan drawn to an appropriate scale, including legal description, lot  
224 area, site dimensions, right-of-way location and width, parking areas and number of  
225 parking spaces, proposed building location and setbacks from lot lines, total floor area  
226 proposed for any building, proposed points of access, location of signs, location of existing  
227 easements and a general plan of proposed landscaping. Said site plan shall be submitted to  
228 and considered by the city council after recommendation by the planning and zoning board  
229 as provided for in article II of this chapter prior to the granting of a building permit. Upon  
230 such approval, said site plan becomes part of the building permit and may be amended only  
231 by the city council after recommendation by the planning and zoning board. Development  
232 under the special exception shall comply with all applicable city codes and ordinances.

233 (1) Dwelling unit in conjunction with a commercial use to be occupied by the owner,  
234 operator or employee of the business.

- 235 (2)Institutional uses, public or private, such as churches, schools, hospitals, nursing homes,
- 236 libraries, community centers and universities.
- 237 (3)Zero lot line commercial developments.
- 238 (4)Bus, cab, light truck repair.
- 239 (5)Meat storage, cutting and distribution.
- 240 (6)Wholesale products distribution.
- 241 (7)Christmas tree lots.
- 242 (8)Any wholesale commercial establishment occupying more than 50,000 square feet and
- 243 less than 100,000 square feet.
- 244 (9)Machinery sales, rental and storage.
- 245 (10)Outdoor storage of merchandise, parts or other equipment.
- 246 (11)Building material storage and sales (new, no junk or used material).
- 247 (12)Contractors' storage and equipment yards, including well drilling equipment and land
- 248 clearing equipment.
- 249 (13)Miniwarehouses.
- 250 (14)Storage and wholesale distribution warehouse adjacent to a residential zoning district
- 251 or property with a residential future land use designation, including those across a right-of-
- 252 way.
- 253 (15) Tattoo establishments.

**Sec. 134-467. - Permitted uses within the Edgewood Central District.**

\* \* \*

Tattoo and/or body piercing	<del>P</del> <u>S</u>
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\* \* \*

Automotive washing/detailing1 , full-service only	<del>P</del> <u>S</u>
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\* \* \*

(c) The review and hearing of an application for a special exception shall consider consistency with the ECD Vision, the character and compatibility of the neighborhood surrounding area in which the proposed use is to be located, its effect on the value of surrounding lands, availability of public services and facilities, and the area of the site as it relates to the required open spaces

264 and off-street parking facilities. Each application for a special exception shall be accompanied by  
265 a site plan incorporating the regulations established herein. ~~As a part of the application,~~ The site  
266 plan shall ~~include a simple plan~~ be drawn to an appropriate scale, and including the property's  
267 legal description, lot area, site dimensions, adjacent right-of-way location and width, existing  
268 and/or proposed parking areas and number of parking spaces, existing and/or proposed building  
269 location and setbacks from lot lines, total floor area existing and/or proposed for any building,  
270 proposed points of access, location of signs, location of existing easements and a ~~general plan of~~  
271 proposed landscaping plan. A special exception shall not be recommended by the Planning and  
272 Zoning Board (Board) nor approved by the City Council unless and until the Board and City  
273 Council make a finding that the granting of the special exception is consistent with the  
274 comprehensive plan and ECD Vision, the use is similar and compatible with the surrounding  
275 area, and will not act as a detrimental intrusion into the surrounding area nor negatively impact  
276 the level of service of public services and facilities. Upon such approval, said site plan becomes  
277 part of the building permit and may be amended only by the city council after recommendation by  
278 the planning and zoning board. Development under the special exception shall comply with all  
279 applicable city codes and ordinances.

280 \* \* \*

281 134-527 Tattoo Establishments

282 In zoning districts where tattoo establishments are permitted as a special exception, the  
283 following additional criteria must be complied with:

- 284 1) All activities conducted at the establishment shall be in accordance with applicable  
285 state statutes and regulations;
- 286 2) Tattooing shall not be performed on the property between the hours of 12:00 a.m. and  
287 8:00 a.m.;
- 288 3) Tattoo establishments shall not be established on any parcel located adjacent to an  
289 existing single-family zoning district;
- 290 4) Tattoo establishments shall not be established on any parcel located within 500 feet of  
291 an existing church, daycare, private school, or public school; and
- 292 5) Tattoo establishments shall not be established within 1,500 feet of an existing tattoo  
293 establishment.

294 **SECTION THREE.** Severability. If any section, subsection, sentence, clause, phrase,  
295 word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court  
296 of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion  
297 shall be deemed a separate, distinct and independent provision, and such holding shall not affect  
298 the validity of the remaining portions of this Ordinance.

299 **SECTION FOUR.** Conflicts. In the event of a conflict or conflicts between this Ordinance  
300 and any other ordinance or provision of law, this Ordinance controls to the extent of the conflict,  
301 as allowable under the law.

302           **SECTION FIVE.** Codification. It is the intent of the City Council of the City of Edgewood  
303 that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal  
304 authority in codifying the provisions of this Ordinance.

305           **SECTION SIX.** Effective date. This Ordinance shall take effect immediately upon  
306 adoption as provided by the Charter of the City of Edgewood.

307 PASSED ON FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

308 PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

CITY OF EDGEWOOD, FLORIDA  
CITY COUNCIL

\_\_\_\_\_  
Richard A. Horn, Council President

ATTEST:

\_\_\_\_\_  
Sandra Riffle, City Clerk

309

**PUBLIC HEARINGS  
(ORDINANCES – SECOND  
READINGS & RELATED  
ACTION)**

# **ORDINANCE 2024-05:**

## **Sign Regulations**



Date: July 10, 2024  
To: City Council  
From: Ellen Hardgrove, City Planning Consultant  
XC: Sandy Riffle, City Clerk  
Brett Sollazzo, Administrative Assistant  
Drew Smith, City Attorney

This agenda item is the second reading of proposed changes to the City’s sign regulation. As presented at the first reading, the proposed changes reflect a full review of the regulation both by staff and the Planning and Zoning Board. The changes are recommended in an effort to work toward the goals of clarity for all users, including code enforcement; elimination of sign clutter; and protection of the health and safety and welfare of the city’s citizens, businesses, and visitors.

The focus of Council’s first reading discussion was window signs for nonresidential uses. Since the first reading, staff has conducted further analysis and reaffirms its recommendation to maintain the current allowable window signage with the addition of “a window sign in lieu of a wall sign” option and some minor modifications.

This report lists all recommended changes by code section, denoted by the symbol ❖, with the changes in strike-through/underline format, unless otherwise noted. Explanation of the proposed change follows in green text. Where identified as “for clarity,” the change is insignificant to the current allowable signage for businesses in the city. Highlighted text indicates changes from the first reading.

The proposed permanent signage regulation is summarized below.

- Single occupant building - one ground sign, one wall sign, one sign on glass (with option for two), one neon-like window sign, and one area for decals.
- Multi-occupant building - For each business: one wall sign, one sign on glass (with the option for two), one neon-like window sign, and one area for decals; the owner of the parcel is allowed one ground sign where the multi-occupant business may be able to advertise.
- For both – A larger window sign is an option instead of a wall sign, providing flexibility for businesses.

The regulations apply to each facade facing a public road (and parking lot for window signs).

The proposed temporary signage regulation is summarized below and applies to all nonresidential uses.

- One freestanding sign per parcel for when the business/property is for sale/lease or under construction
- Three freestanding signs per parcel 60 days prior to an election
- One free speech window sign permitted year-round.
- One banner maximum 30 consecutive days, with a 60 day annual maximum
- One banner for new businesses maximum 30 consecutive days, not counted toward other banner limit

**Sec. 122-1. - Purpose.** No Change

**Sec. 122-2. - Definitions.** Below are recommended changes and additions to the definition section

- ❖ *Awning:* A shelter above a door or window, projecting from and supported by the exterior wall of a building constructed of rigid or non-rigid durable, weather-resistant materials on a supporting framework that may include a type that can be retracted, folded or collapsed against the wall of a supporting building. Minimum vertical clearance for the awning from the underneath floor is 7'6".

Explanation: **For clarity.** Staff recommends moving the term “Awning” to Code Section 134-1, Zoning Definitions since it is a general term and not only applicable to signs.

- ❖ *Awning sign:* A sign incorporated ~~into an~~ onto the material of an awning.

Explanation: **For clarity.**

- ❖ *Banner:* A sign applied to cloth, plastic, paper, fabric or other light pliable material of any kind either with or without frames; and which is suspended, mounted or attached across its longest side to buildings ~~or attached at two ends to building, poles or natural elements.~~

Explanation: **Provides consistency** with the temporary sign regulation and also consistent with the snipe sign definition: signs “attached to poles and trees or other vegetation;” snipe signs are currently and have always been prohibited.

- ❖ *Building frontage:* With the exception of the term building frontage used in the Code section related to signage on multi-occupant parcels, the vertical side of a principal building which faces a public right-of-way and is built to the principle plane, without an intermittent building between the building and the right-of-way. For irregular wall surfaces, a single straight line is used to determine the frontage length.

Explanation: This change is recommended to prevent excessive signage on a parcel that has many accessory buildings on the property as well as meet one of the intents of the regulation, which is to regulate signage that is seen from the road. Due to this change, the term Principal Building is also recommended to be added as follows:

Principal Building: The main building in which the principal use(s) on a lot is conducted; the term excludes accessory buildings and structures.

- ~~❖ *Construction sign:* A temporary on-site sign identifying the ongoing construction activity during the time that a building permit is active and prior to completion of the work for which the permit was issued, and containing sign copy that is limited to the ongoing construction activity and identifying the contractor, professionals and/or any subcontractor engaged to perform construction activity on the site.~~

Explanation: Term is not used

- ❖ *Feather Flag:* A temporary freestanding vertical sign with a tapered, blade-shaped copy area that is designed to be displayed outdoors attached to a flexible pole inserted securely into the ground.

Explanation: This term needs to be added as other sections reference it.



- ❖ *Flag*: A piece of fabric of distinctive design of which the narrowest side is attached to a permanent staff, halyard, ~~structure~~, or flag pole. Flags are not banners.

Explanation: **For clarity**: This change is recommended to further distinguish a flag is not a banner. As currently in the regulation, a “flag” could be hung on a “structure” as a banner since copy cannot be regulated according to the US Supreme Court.

- ❖ *Ground sign*: A freestanding sign placed in or upon the ground, specifically a Low Profile Sign, Tall Profile Sign, or, if qualified, a Large Parcel Sign.

Explanation: **For clarity**

- ❖ *Permanent sign*: Any sign which, when installed, is intended for permanent use. The materials and installation method are intended for long-term use, able to withstand weather condition and not designed to be easily moved or removed. For the purposes of this chapter, any sign with an intended use in excess of 90 days from the date of installation shall be deemed a permanent sign unless otherwise indicated elsewhere in this chapter.

Explanation:

For Clarity

- ❖ *Single Occupant Parcel*: A tax parcel with a building(s) occupied by only one occupant or tenant who leases the entire space. There are no other businesses or individuals renting portions of the property.

Explanation: This is a term used in the document.

- ❖ *Temporary Sign*: A sign which is not designed, constructed, or intended to be placed for a period of 60 days or fewer. Any sign that is not permanently affixed to any structure, window, door, or building, or permanently installed in the ground. Temporary signs are intended for a limited period of use and are typically constructed of non-durable, lightweight materials such as paper, fabric, or wood.

Explanation: The current definition actually defines a non-temporary sign with the word “NOT”

**Sec. 122-3. - Permits and fees.** No change recommended.

**Sec. 122-4. - Permit applications.** No change recommended.

**Sec. 122-5. - Comprehensive sign plan applications.** No change recommended.

**Sec. 122-6. - Appeals.** No change recommended.

**Sec. 122-7. - Substitution of non-commercial speech for commercial speech.** No change recommended.

**Sec. 122-8. - Content neutrality as to sign message.** No change recommended.

**Sec. 122-9. - Exemptions from sign permitting.** The following changes are recommended.

- ❖ (4) Temporary on-site signs erected pursuant to and in accordance with section 122-12, excluding banners and new business signs, which require permits.

Explanation: **For clarity:** Signs that have time limits need to be permitted.

- ❖ (5) Traffic control device signs.

Explanation: **For clarity.**

- ❖ (7) Up to three flags located so the flag when fully extended is at least ten feet from any right-of-way ~~the front property~~ line and at least 20 feet from side property lines, mounted on hardware permanently attached to a ~~structure or pole not exceeding 35 feet in height and that is permanently anchored within the ground with concrete~~ or a pole attached to a building in a permanent anchor. When more than one flag is located on a parcel, the flag poles shall be clustered to be no further apart than the flag width when completely extended and located within 15 feet of the principal building or at least 30 feet from a right-of-way, whichever is furthest from the right-of-way. On a parcel zoned for residential purpose, the highest point of the flag or flag pole shall be a maximum of 20 feet above the natural ground elevation and the flag shall be a maximum 5 feet x 8 feet in size; for non-residential zoned property, the highest point of the flag/flag pole shall be a maximum of 35 feet above the natural ground elevation and the flag shall be a maximum 6 feet x 10 feet.

Explanation: First, right-of-way needs to be used rather than front property line to reflect that corner parcels only have one “front.” Second, to make a distinction of flag pole height in residential and nonresidential areas. Third, to avoid clutter along the road.

- ❖ (8) Warning/Safety Signs

Explanation: These signs should be exempt.

- ❖ (9) Statutory Signs

Explanation: These signs should be exempt.

**Sec. 122-10. - Prohibited signs.** The following changes are recommended.

- ❖ (17) ~~Snipe signs.~~ Any sign tacked, nailed, fastened, affixed to, painted, posted, pasted, glued or otherwise attached to trees or other vegetation (living or dead), telephone poles, utility poles, or fences, with the message appearing thereon not applicable to the owner of utility poles or present use of the premises upon which the sign is located, includes, but is not limited to, snipe signs.

Explanation: **For clarity:** to be specific that all signs that do not follow the placement standards, including handmade signs that are meant to be temporary, are prohibited, not just what someone would define as a “snipe sign.”

- ❖ Signs attached to temporary structures, except as expressly allowed within this chapter.

Explanation: **For clarity;** some temporary signs are allowed.

- ❖ (23) Window signage except as expressly allowed within this chapter. ~~Window signage lawfully existing as of June 21, 2022, shall be allowed to remain until the earlier of: 1) voluntary removal of the window signage; or 2) a change of occupancy in the unit upon which the window signage is located.~~

Explanation: A proposed change to window signage is discussed later in this report; if approved, all window signage would be required to be in compliance by the end of the year.

- ❖ (25) Any sign bordered or containing string lights or light strips, including LED strips, except as expressly allowed in this chapter.

Explanation: **For clarity.** The prohibition of string lights is included in other sections of code. This addition does not create nonconforming signs since it is already prohibited in other sections of code.

- ❖ (26) More than three flags on one tax parcel.

Explanation: **For clarity.** Currently code says maximum three flags, but is silent on if more than three are desired.

- ❖ (27) Changeable copy on any sign

Explanation: **For clarity,** a specific reference to the prohibition needs to be provided. The ability for changeable copy was eliminated in 2018.

- ❖ (28) Feather flags

Explanation: **For clarity:** to avoid any misinterpretation that a feather flag could be one of the permissible temporary signs.

**Sec. 122-11. - General standards.** The following changes are recommended.

- ❖ *(a) Distance requirements.* Except as otherwise provided herein, no sign shall be located within 20 feet of any side property line of a parcel and at least 20 feet from existing public road curbs or pavement. No freestanding sign shall be located within 50 feet of any other permanent freestanding sign, including those on adjacent property.

Explanation: **For clarity** as to how sign separation is measured.

- ❖ *(g) Sight visibility triangles.* No sign shall be located within a sight visibility triangle as defined below:

(1) *Driveway/road corner:* The area on both sides of a driveway formed by the intersection of the driveway and the public or private right-of-way line with two sides of each triangle being ten feet in length from the point of intersection and the third side being a line connecting the ends of the other sides. The driveway measurement shall be along the driveway curb front, or pavement if no curb exists. The right-of-way length shall be measured along the right-of-way line.

(2) *Road/road corner:* The area of property located at a corner formed by the intersection of two ~~public~~ rights-of-way, public or private, with two sides of the triangular area being measured 30 feet in length along the right-of-way lines from their point of intersection, and the third being a line connecting the ends of the other two lines.

Explanation: **For clarity:** the visibility triangle applies to both public and private roads/ rights-of-way.

**Sec. 122-12. - Supplemental temporary sign standards.** The following changes are recommended.

- ❖ Sec. 122-12. - ~~Supplemental~~ Temporary sign standards.

Explanation: **For clarity:** No need for the word “supplemental.”

❖ (1) General Rules:

- a. Temporary signs shall be removed within three days after the date upon which the sign has fulfilled its purpose (e.g., a scheduled event or occurrence has concluded) or on the regulatory date expressly stated in this chapter. The City will acquire a temporary sign that remains after the allowable time limit.
- b. ~~(5)~~ Temporary signs shall not be illuminated.
- c. ~~(6)~~ Temporary signs shall be repaired or removed immediately if they become faded, worn, broken, decayed, or otherwise fall into poor repair.

Explanation: **For clarity for user and code enforcement**

❖ (2) On property in a residential zoned district, except property occupied by a place of worship that has been authorized by special exception approval, the following signs shall be allowed:

- a. One temporary freestanding sign no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises at any time.
- b. In addition to the sign allowed in subsection (2)a., above, one temporary freestanding sign no greater than nine square feet in copy area with sign height no greater than six feet shall be allowed on the premises during any period in which the property upon which such sign is located is listed for sale or lease.
- c. In addition to the signs allowed in subsections (2)a. and b., above, two temporary freestanding signs no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.
- d. These temporary signs must not be located in or extend into any right-of-way, driveway, or sidewalk.

Explanation: **Recommended to allow temporary signs on church (and the like) property that is zoned residential.**

❖ (3) On property ~~zoned other than residential~~ in a non-residential zoned district or occupied by a place of worship that has been authorized by special exception approval in a residential district, the following signs shall be allowed along each public road frontage.

- a. Banner Signs: One temporary banner sign no greater than 40 square feet in copy area attached to a building ~~and~~ subject to the following conditions:
  1. Any banner sign may not be displayed on any premises for more than 30 consecutive days;
  2. Any banner sign may not be displayed on any premises for more than 60 cumulative days in a calendar year, **with the exception of new business banners as described herein;**
  3. Prior to display of any banner sign, the party erecting such sign must provide notice to the city clerk's office on a form provided by the city including at a minimum, the property address, dates the banners sign will be displayed, and dimensions of the banner sign.
  4. Banner signs shall not cover a building address or hung in a manner that would impede pedestrian travel; the minimum vertical clearance for a banner positioned over a pedestrian path shall be 7'6".
  5. **Notwithstanding the aforementioned regulations regarding banner signs, a newly established business, or an existing business relocating to a completely new address (as evidenced by a new Business Tax Receipt [BTR]), may display a temporary banner sign**

that complies with the established banner sign requirements outlined herein. This temporary display shall be permitted for a maximum duration of thirty (30) consecutive days, commencing on the date the associated BTR is issued. This temporary allowance does not contribute to the previously mentioned time limitations on banner displays.

Explanation: **For safety concerns.** The minor change in #3, fixes a typographical error. The addition of “5” is a staff suggestion reflecting a need not only for businesses but to reflect a friendly new business environment in the city.

b. Freestanding Signs:

1. One temporary sign no greater than 18 square feet in copy area with sign height no greater than six feet shall be allowed on the premises during any period in which any portion of the property upon which the sign is located is for sale or lease or during any period in which any portion of the property is under construction.

~~e. In addition to the signs allowed in subsections (3)a., and b., one temporary freestanding sign per 75 linear feet of any property line of the parcel which abuts a public road right-of-way; provided, however, no more than four temporary signs of any category provided in this section shall be allowed on a tax parcel at any one time; said signs shall be no greater than six square feet in copy area with sign height no greater than three feet.~~

Explanation: “c.” was approved (Ordinance 2021-12) with a sunset date of November 30, 2022; that date has been past.

2. ~~d.~~In addition to the signs allowed in subsections (3)a. and b., other allowable temporary signs, above, three temporary signs no greater than six square feet each in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.

Explanation: **For clarity**

3. ~~(4)~~ Temporary freestanding signs must be at least five feet from any right-of-way, and at least ten feet from the side and rear property lines, and outside all Sight Visibility Triangles, and shall not extend into any drive aisle, sidewalk, or parking space.

Explanation: **For clarity**

c. Window Sign:

- a. One temporary sign shall be allowed on one window or the primary entrance door of the business provided such sign shall not exceed 18” x 24” and shall be located in the bottom half of the window or door.

Explanation: In enforcing window sign regulations, the ability to promote occasional events/sales/or free speech in general is needed.

**Sec. 122-13. - Signs subject to permitting.** This section is recommended to be re-organized in a manner as to how the regulation is implemented. That is, there are two main categories of permanent sign regulations:

- those that apply to residential development and
- those that apply to non-residential development.

In the non-residential category, signage is then divided into

- single user properties and
- multi-occupant properties.

The current regulations that apply to each are not organized together, thus sometimes difficult for the user to follow. **The following is the proposed re-organization without the strike-through/underline format for easier readability except where a proposed change is substantive and not merely for organization or clarity. The substantive changes are underlined.**

❖ **Sec. 122-13. Signs ~~subject to permitting~~ Permanent Signs.**

(a) *Residential Communities.* The following signs shall be permitted to identify a residential community.

One permanent freestanding sign up to 64 square feet of total copy area and up to eight feet in height may be erected at each entrance into a single-family subdivision or multi-family development. In lieu of one 64 square foot sign, two permanent single-faced signs each not exceeding 32 square feet in total sign face area may be located at each entrance, provided that such signs are placed in a symmetrical manner, are located on opposite sides of the entrance to which they are oriented and outside all sight visibility triangles. Such signs shall only be erected on privately-owned property. All such signs shall be installed in a landscaped and irrigated area consisting of shrubs and/or ground cover not less than three feet in width around the entire base of the sign. Notwithstanding the above, existing permanent freestanding signs located at the entrance into a single-family subdivision or multifamily development are hereby grandfathered and may be replaced with new signage of the same dimensions and in the same footprint of such existing signage.

(b) *Uses on property in a non-residential zoned district and places of worship that have been authorized by special exception approval in residential districts.* Signage shall be allowed as noted below.

(1) Single Occupant Parcel

a) *Allowable Copy Area:*

- i. Unless otherwise specified, a single occupant parcel shall be allowed a maximum total copy area of 1.5 square feet for each linear foot of building frontage when the parcel abuts one public right-of-way or 100 square feet, whichever is less. The allowable copy area may be distributed amongst the ground sign, attached sign, and window signage at the owner's discretion provided such is consistent with Chapter 122.
- ii. Parcels abutting more than one public right-of-way (secondary frontage) shall be eligible for additional copy area to be used exclusively for signage oriented toward the secondary frontage. This allowance is calculated as the lesser of either 1.0 square foot of copy area for each linear foot of building frontage along the secondary right-of-way, or 100 square feet. The secondary frontage shall be the road with the lowest

traffic count. The secondary frontage signage shall be consistent with the same standards as for the primary frontage signage unless otherwise noted.

b) *Ground Signs:*

- i. One Low Profile or Tall Profile Sign ground sign shall be allowed with a maximum ground sign face of 72 square feet.

*Explanation: The maximum copy area for some reason was not brought forward during the 2018 sign regulation rewrite. This maximum does not create any nonconforming situations and provides ample copy area; for a low profile sign, the 72 square feet sign would be 8.5'x8.5' and for the tall profile sign, the sign area would be 8'x9'.*

- ii. The ground sign shall be located at least 20 feet from any side property line; setback at least 20 feet from the existing back of road curb or edge of pavement, if no curb exist; outside all sight visibility triangles; and separated at least 50 feet from any other permanent freestanding sign, including those on adjacent property.
- iii. Parcels eligible for a secondary ground sign, the ground sign location along the secondary frontage shall meet all ground sign location criteria in addition to be at least 100 feet from the point of road intersection with the primary road. The additional ground sign face shall not exceed 32 square feet or 50% of the square footage of the sign face along the primary road right of way, whichever is greater. The secondary frontage shall be the road with the lowest traffic count. The secondary frontage signage shall be consistent with the same standards as for the primary

c) *Attached signs:*

- i. General: One wall sign, one projecting sign, or one hanging sign shall be allowed per principal building façade facing a public road right-of-way for each principal building located on a parcel; such sign or signs allowed herein do not have to be located on the building façade facing the public road right-of-way, but only one such sign shall be allowed per building façade. The Attached Sign(s) can be a wall sign, projecting sign, hanging sign, or awning sign. See Allowable Window and Glass Door Signs for option to forego an Attached Sign; i.e., Window Sign in Lieu of Attached Sign.
- ii. Wall Sign: No wall sign or supporting structure for a wall sign shall project more than 12 inches from the wall of a building nor over any public right-of-way. Wall signs may not disrupt architectural features of the building and must be architecturally compatible and consistent with the building. Further, no wall sign shall extend above the roofline except where an exterior parapet wall projects above the roofline, in which case such sign may extend to the top of such wall.
- iii. Projecting Sign: No projecting sign shall extend more than three feet beyond the face of the building. No sign face of any projecting sign may be greater than six square feet in area. A projecting sign shall be hung at a 90-degree angle from the face of the building and the bottom of the projecting sign shall be at least seven feet six inches above grade.
- iv. Hanging Sign: The edge of any hanging sign furthest from the building shall not extend beyond the edge of the roofline. No sign face of any hanging sign may be greater than six square feet in area. A hanging sign shall be hung either parallel to or

at a 90-degree angle from the face of the building. The bottom of the hanging sign shall be at least seven feet six inches above grade.

- v. Awning Sign: One awning sign shall be allowed per awning installed upon the principal building located upon the premises. The maximum copy area permitted on any awning shall be one-half of a square foot for each linear foot of awning parallel to the public right-of-way or drive aisle as measured along the lower edge of the awning parallel to the ground; the copy area shall not exceed a height of 1.5 feet.

d) *Window signs.*

General

- i. All window signage shall be counted in the total copy area allowed. **Although not included in the second reading ordinance, staff is requesting Council's consideration of eliminating requirement "i." given the regulation only allows a maximum of 6 square feet. This will afford all businesses the ability to have window signage regardless of ground sign and wall sign copy area. This will promote equitable business visibility and streamline code enforcement. Code enforcement would not need to do complex on-site signage calculations, focusing solely on adherence to the 6-square-foot maximum size for window displays.**
- ii. Window and glass door signs shall be allowed only on the ground floor of a building.
- iii. Other than the allowable signage, all windows and glass doors of the building shall be transparent; superfluous signs, such as but not limited to, signs hanging in the window on hooks or suction cups not identified as window or door signs are prohibited.

- iv. **Interior window coverings for privacy or sun protection are permitted provided they are constructed from a uniform material and presented in a uniform solid color. This does not require all windows to be covered.**

Explanation: Discussed at 1<sup>st</sup> reading

- v. The term window used herein is defined as individual panes of glass, and not the entire glass area across the façade.

Allowable Window and Glass Door Signs

- i. Attached, painted, or placed on the glass:

Provided the maximum copy area for the parcel is not exceeded, the following shall be allowed: either one sign not exceeding **six** square feet in copy area, permanently adhered to or painted on the glass of a business; or **two signs, each not exceeding three** square feet, permanently adhered to or painted on adjacent windows or glass doors, or an adjacent window and glass door. For businesses with windows/glass doors on more than one side of the building, possibly due to their corner location, the Attached, Painted, or Placed on the glass sign regulation applies to each side **provided the total copy area maximum is not exceeded.**

- ii. One additional window sign of traditional neon or LED neon tubing shall be allowed conditioned on the following.
  - 1. must be hung from, not attached to, the inside of a window of the ground floor of the business
  - 2. shall not be in a window that faces a residential zoning district, regardless if the residential zoning is across a road



3. shall not exceed 2 square feet in total sign copy area as measured by forming a rectangle enclosing all parts of the sign
4. shall not blink, flash, twinkle, flicker, pulse, rotate, or otherwise display movement
5. shall not change colors within a 24 hour period
6. shall be clear/non-colored/transparent except for the illuminated tubing of the sign

iii. Small Decals on Doors and Windows

One 9"x 9" area of one door or one window adjacent to the door can be used for decals. Use of multiple decals shall be either stacked or positioned side by side in a linear manner. These decals shall not be counted as window signs.

- Stacking: When decals are positioned one above the other, the left or right edges of the decals shall be aligned.
- Side-by-Side Placement: For decals applied next to each other, the tops or bottoms of the decals shall be aligned.

Explanation: The changes tweak the 2022 sign regulation change in response to issues that have been experienced with the regulation. In addition, an additional window sign is proposed to be allowed: neon tubing sign and decal guidelines added to for organization and reduce clutter The copy area has been increased from five to six square feet for one sign and from seven to eight square feet if two windows are uses. The increase reflects standard decal sizes.

iv. Window Sign in Lieu of Attached Sign

Businesses without an Attached Sign may utilize one window sign to substitute for the primary purpose of an Attached Sign. In these cases, one window sign is permitted per building facade facing a public right-of-way, with a maximum sign area of 12 square feet. One glass door sign not exceeding three square feet is allowed with this option. Other permanently attached or painted on window signage is prohibited.

Explanation: This is in response to Council's discussion at first reading.

(2) Multi-Occupant Parcel.

a. *Ground Signs:*

- i. A multi-occupant tax parcel shall be allowed one Low Profile, Tall Profile, or Large Parcel, if qualified, Ground Sign with a maximum total sign face of 1.5 square feet for each linear foot of building frontage or 72 square feet, whichever is less, unless the tax parcel qualifies for a Large Parcel Sign, then the maximum ground sign face shall be 200. The building frontage for this specific code section shall include all sides that have the primary business entrances regardless if the sides face different roads or the parking lot. A single occupant building existing on a multi-occupant parcel shall be treated as part of the calculation as if the building was connected to the multi-occupant structure.
- ii. The ground sign shall be located at least 20 feet from any side property line and setback at least 20 feet from existing back of the road curb or pavement, if no curb

exists, and outside any Site Visibility Triangle, and be separated at least 50 feet from any other permanent freestanding sign, including those on adjacent property.

- iii. For any parcel abutting multiple public road rights-of-way, one additional ground sign shall be allowed per secondary road frontage. The additional ground sign face shall not exceed 32 square feet or 50% of the square footage of the sign face along the primary road right of way, whichever is greater. The sign location along the secondary frontage shall meet all ground sign location criteria in addition to being located at least 100 feet from the point of road intersection with the primary road, as measured along the right-of-way. The secondary frontage shall be the road with the lowest traffic count.
- iv. Ground signs on multi-occupant parcels may include multiple sign panels subject to the following:
  1. No airspace shall exist between sign panels or sign cabinets;
  2. Sign panels located on the same horizontal plane shall be of the same height and configured so that the top and bottom edge of each panel is aligned; and
  3. When multiple sign panels are located on the same horizontal plane immediately above or below another row of multiple sign panels, all sign panels in such rows shall be of equal width and aligned so that the left and right edge of each panel is aligned.

b) *Attached Signs:*

i. *General:*

1. In addition to the ground sign, each business location with an individual exterior entrance location within a building on a multiple occupant parcel, shall be permitted one of the following attached signs: Wall Sign, Projecting Sign, Hanging Sign, Awning Sign, or Anchor Tenant Sign, if applicable.
  2. The type of attached signs shall be consistent within the development (e.g., all tenants use only wall signs).
  3. Such signs shall be located proximate to the primary entrance to the business location.
  4. The total maximum copy area for the attached signs available for each occupant shall be based on a formula of 1.5 square feet of copy area for each linear foot of building frontage on the multi-occupant parcel. Each occupant of the building(s) shall then be allocated sign copy area square footage based on their rental (or owned) gross square footage percentage of the total gross available square footage in the building(s). In no event, however, may any one business location **attached sign** exceed a maximum of 72 square feet of total copy area except as otherwise authorized for an anchor tenant. The building frontage for this specific code section shall include all sides that have the primary business entrances regardless if the sides face different roads or the parking lot. A single occupant building existing on a multi-occupant parcel shall be treated as part of the calculation as if the building was connected to the multi-occupant structure.
- ii. Wall Signs: No wall sign or supporting structure for a wall sign shall project more than 12 inches from the wall of a building nor over any public right-of-way. Wall signs may

not disrupt architectural features of the building and must be architecturally compatible and consistent with the building. Further, no wall sign shall extend above the roofline except where an exterior parapet wall projects above the roofline, in which case such sign may extend to the top of such wall.

- iii. Projecting Signs: No projecting sign shall extend more than three feet beyond the face of the building. No sign face of any projecting sign may be greater than six square feet in area. A projecting sign shall be hung at a 90-degree angle from the face of the building and the bottom of the projecting sign shall be at least seven feet six inches above grade.
  - iv. Hanging Signs: The edge of any hanging sign furthest from the building shall not extend beyond the edge of the roofline. No sign face of any hanging sign may be greater than six square feet in area. A hanging sign shall be hung either parallel to or at a 90-degree angle from the face of the building. The bottom of the hanging sign shall be at least seven feet six inches above grade.
  - v. Anchor Tenant Signs: The attached sign for an anchor tenant shall be allowed an additional one square foot of attached sign copy area for each linear foot of building frontage of that portion of the building occupied by the anchor tenant over 100 linear feet. Said additional copy area shall not exceed 120 square feet of copy area per anchor.
  - vi. Awning Signs: One awning sign shall be allowed per awning installed upon the principal building located upon the premises. The maximum copy area permitted on any awning shall be one-half of a square foot for each linear foot of awning parallel to the public right-of-way, as measured along the lower edge of the awning parallel to the ground; the copy area shall not exceed a height of 1.5 feet.
- c) Window signs.

General

- i. All window signage shall be counted in the total copy area allowed. Staff is requesting Council's consideration of eliminating this requirement for reasons noted earlier in the report.
- ii. Window and glass door signs shall be allowed only on the ground floor of a building.
- iii. Other than the allowable signage, all windows and glass doors of the building shall be transparent; superfluous signs, such as but not limited to, signs hanging in the window on hooks or suction cups not identified as window or door signs are prohibited.
- iv. Interior window coverings for privacy or sun protection are permitted provided they are constructed from a uniform material and presented in a uniform solid color. This does not require all windows to be covered.

Explanation: Discussed at 1<sup>st</sup> reading

- v. The term window used herein is defined as individual panes of glass, and not the entire glass area across the façade.

Allowable Window and Glass Door Signage

- i. Provided the maximum copy area for the parcel is not exceeded, the following shall be allowed: either one sign not exceeding six square feet in copy area, permanently adhered to or painted on the glass of a business; or two signs, each not exceeding three square feet, permanently adhered to or painted on adjacent windows or glass doors, or

an adjacent window and glass door. For businesses with windows or glass doors on more than one side of the building, possibly due to their corner location, the Attached, Painted, or Placed on the glass sign regulation applies to each side provided the total copy area maximum is not exceeded.

ii. One additional window sign of traditional neon or LED neon tubing shall be allowed conditioned on the following.

1. must be hung from, not attached to, the inside of a window of the ground floor of the business
2. shall not be in a window that faces a residential zoning district, regardless if the residential zoning is across a road
3. shall not exceed 2 square feet in total sign copy area as measured by forming a rectangle enclosing all parts of the sign
4. shall not blink, flash, twinkle, flicker, pulse, rotate, or otherwise display movement
5. shall not change colors within a 24 hour period
6. shall be clear/non-colored/transparent except for the illuminated tubing of the sign

iii. Small Decals on Doors and Windows

One 9”x 9” area of one door or one window adjacent to the door can be used for decals. Use of multiple decals shall be either stacked or positioned side by side in a linear manner. These decals shall not be counted as window signs.

- Stacking: When decals are positioned one above the other, the left or right edges of the decals shall be aligned.
- Side-by-Side Placement: For decals applied next to each other, the tops or bottoms of the decals shall be aligned.

iv. Window Sign in Lieu of Attached Sign

Businesses without an Attached Sign may utilize one window sign to substitute for the primary purpose of a wall sign. In these cases, one window sign is permitted per building facade facing a public right-of-way, with a maximum sign area of 12 square feet. One glass door sign not exceeding three square feet is allowed with this option. Other permanently attached or painted on window signage is prohibited.

- (3) Gas Stations One fuel pump sign with copy area no greater than two square feet located upon a functional and properly licensed fuel pump. Fuel pump signs shall not be included in the calculation of maximum total copy area.

**Sec. 122-14. - Comprehensive sign program.** No change recommended

**Sec. 122-15. - Nonconforming signs.** Recommended changes are as follows.

- ❖ (4) Temporary signs, including window signs, shall be brought into compliance with the provisions of this chapter no later than March 31, 2018. Effective December 31, 2024, all window signs must comply with the window/glass door sign regulations set forth herein except for businesses currently without a wall sign. Such businesses may be granted an exception to retain their existing

window signage. However, such signs must remain unaltered or unmodified, except for adjustments necessary to achieve compliance with the "window sign in lieu of wall sign" option allowed herein.

Explanation: Deleted portion is no longer needed as the time period has elapsed. Recommended addition establishes the timeline for the new window sign regulation compliance for all properties by the end of the year.

This change is primarily proposed in response to code enforcement and the continued desire to eliminate window clutter and improve the aesthetics along the Orange and Hansel Avenues; current regulation is not meeting this goal. Although the current window sign regulation was created in 2022, the clutter of window signage continues and the 2022 regulation has been found difficult to enforce.

If approved as recommended, the plan is to notify all businesses of the need to comply with BTR renewal notification (letters go out July 1 and BTR renewal is required by Sept 30). A correlated change (below) exempts all permit costs until the end of 2024 to facilitate compliance.

Text also allows for legal nonconforming status of window signs that act as wall signs (i.e., the business does not currently have a wall sign).

- ❖ (6) Window Sign permit application fees shall be waived for any application made prior to December 31, 2024 ~~July 31, 2018~~ to bring any existing nonconforming sign into compliance with this chapter.

Explanation: Allows for no-fee for compliance within the deadline.

- ~~❖ (7) A party adversely affected by this section 122-15 may petition the city council for relief from its strict application as follows:~~

~~a. A petition for relief shall: 1) state the specific subsection or subsections claimed to adversely affect the party; 2) identify the sign or signs at issue; 3) state the date of construction of the sign or signs at issue; 4) include a copy of all permits related to the sign or signs at issue or a statement as to why copies of such permits are not available; 5) include the cost or approximate cost of the sign or signs when originally constructed or a statement as to why such cost or approximation of cost cannot be provided; 6) include an estimate of the depreciated value of the sign structure; 7) provide an estimate of the cost to modify the sign or signs in a manner consistent with this chapter or state the reasons why the sign or signs cannot be modified in a manner consistent with this chapter; 8) provide an estimate of the cost to replace the sign or signs in a manner consistent with this chapter; 9) include a statement of the relief requested; and 10) include a non-refundable filing fee in the amount of \$250.00.~~

~~b. Upon receipt of a petition for relief, the city shall schedule a public hearing before the city council. Any pending action by the city related to the sign or signs at issue in the petition shall be abated until after the hearing and determination on the petition by the city council.~~

~~c. At the hearing on the petition, the city council shall consider all competent, substantial evidence presented and shall, at a minimum, consider the following factors:~~

- ~~1. The age of the sign or signs at issue;~~
- ~~2. The condition of the sign or signs at issue;~~
- ~~3. The value of the sign structure or structures at issue; \_\_\_\_\_~~

- ~~4. Any other value claimed intrinsic to the sign or signs at issue;~~
  - ~~5. The adverse impact claimed by the petitioner and how such impacts would be caused by strict application of this section 122-15;~~
  - ~~6. How strict application of this section 122-15 would deprive the petitioner of rights enjoyed by similarly situated parties subject to this chapter;~~
  - ~~7. The available methods and estimated costs of bringing the sign or signs into compliance with this chapter;~~
  - ~~8. The available methods; estimated costs; and potential impacts of mitigating any nonconformities in ways that may not fully comply with the terms of this chapter.~~
- ~~d. At the conclusion of the public hearing and after reviewing the evidence and testimony placed before it, the city council shall act upon the request either to approve, deny, or approve in part and deny in part the request for relief made by the applicant.~~

Explanation: Antiquated text; related to bringing pole signs into compliance

**Sec. 122-16. - Removal of signs.** No changes recommended

**Sec. 122-17. - Conflicting requirements.** No changes recommended

**Sec. 122-18. - Severability.** No changes recommended

END



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**WHEREAS**, during the implementation of new sign regulations, the City has monitored the effectiveness and efficiency of said regulations; and

**WHEREAS**, in order to optimize the effectiveness and efficiency of its sign regulation program, the City Council finds it appropriate to amend certain definitions and regulations to better address the needs of the community and provide greater clarity to applicants; and

**WHEREAS**, the City Council finds that this Ordinance is limited to the secondary effects of speech including aesthetics and traffic safety, and is not intended to regulate viewpoints or censor speech, and for those and other reasons that the foregoing provisions are not subject to, or would not fail, a “prior restraint” analysis.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA, AS FOLLOWS:**

**SECTION ONE.** The findings set forth in the recitals above are hereby adopted as legislative findings of the City Council pertaining to this Ordinance.

**SECTION TWO.** Chapter 122, “Signs,” of the City of Edgewood Code of Ordinances is hereby amended as set forth as follows (note: additions are indicated by underline, deletions are indicated by ~~striketrough~~, and portions of the Code that remain unchanged and which are not reprinted here are indicated by ellipses (\*\*\*):

\* \* \*

**Sec. 122-2. Definitions.**

*Abandoned sign:* A sign which for a period of a least 90 days no longer correctly relates to a bona fide business, lessee, owner, or activity conducted on the premises where the sign is displayed; and/or a sign that has been damaged when repairs and restoration are not started within 90 days of the date the damage occurred, or when repairs are not diligently pursued, once started.

*Alter:* To make a change to a sign or sign structure, including but not limited to, changes in size, sign copy area to signs other than manual changeable copy signs, height, projection, illumination, shape, materials, placement and location on a site. Altering a sign does not include ordinary maintenance, repair or repainting an existing sign surface provided the sign copy area is not increased.

*Anchor tenant:* The major store(s) upon a multiple-occupant parcel that occupies building square footage on-site with a minimum area of 10,000 square feet.



72 *Animated sign:* A sign which has any visible moving part, color change, flashing or oscillating  
73 lights, visible mechanical movement of any description, or other apparent visible movement  
74 achieved by any means that move, change, flash, oscillate or visibly alters in appearance. The term  
75 may include, but is not limited to, electronic changeable signs with optical illusion of movement,  
76 color change, or change of lighting, to depict action or create a special effect or scene; and signs  
77 using electronic ink, signs set in motion by wind or other movement of the atmosphere, any sign  
78 set in motion by intentional movement by a person, any type of screen using animated or scrolling  
79 displays, such as an LED (light emitting diode) screen or any other type of video display.

80 *Attached sign:* A sign permanently attached to a building or structure with the primary purpose  
81 to be viewed while in a vehicle.

82 ~~*Awning:* A shelter projecting from and supported by the exterior wall of a building constructed~~  
83 ~~of rigid or non-rigid materials on a supporting framework that may include a type that can be~~  
84 ~~retracted, folded or collapsed against the wall of a supporting building.~~

85 *Awning sign:* A sign incorporated ~~into an~~ onto the material of an awning.

86 *Banner:* A sign applied to cloth, plastic, paper, fabric or other light pliable material of any kind  
87 either with or without frames; and which is suspended, mounted or attached across its longest side  
88 to a buildings or attached at two ends to building, poles or natural elements.

89 *Beacon:* A stationary or revolving light which flashes or projects illumination, single color or  
90 multicolored, in any manner which has the effect of attracting or diverting attention, except,  
91 however, this term does not include any kind of lighting device which is required or necessary  
92 under the safety regulations of the Federal Aviation Administration or other similar agency. This  
93 definition does not apply to any similar type of lighting device contained entirely within a structure  
94 and which does not project light to the exterior of the structure.

95 *Bench sign:* A sign on an outdoor bench.

96 *Billboard:* Any off-site sign or sign structure.

97 *Building frontage:* With the exception of the term building frontage used in the Code section  
98 related to attached signage on multi-occupant parcels, Tthe vertical side of a principal building  
99 which faces a public right-of-way and is built to the principle plane, without an intermittent  
100 building between the building and the right-of-way. For irregular wall surfaces, a single straight  
101 line is used to determine the frontage length.

102 *Changeable copy sign:* A non-electronic sign, or portion thereof, that is designed so that  
103 characters, letters or illustrations can be manually changed or rearranged without altering the sign  
104 face.

105 *Clearance:* The distance between the finished grade to the lower-most portion of the sign  
106 cabinet or face.

107 *Cold air inflatable sign:* A balloon-type sign with a blower (fan) system which runs to keep  
108 the sign inflated.

109        *Commercial message:* Any sign wording, logo, or other representation or image that directly  
110 or indirectly names, advertises, or calls attention to a product, service, sale or sales event or other  
111 commercial activity.

112        ~~*Construction sign:* A temporary on-site sign identifying the ongoing construction activity~~  
113 ~~during the time that a building permit is active and prior to completion of the work for which the~~  
114 ~~permit was issued, and containing sign copy that is limited to the ongoing construction activity~~  
115 ~~and identifying the contractor, professionals and/or any subcontractor engaged to perform~~  
116 ~~construction activity on the site.~~

117        *Copy:* The combination of individual letters, numbers, symbols, depictions and the like, which  
118 are intended to inform, direct or otherwise transmit information.

119        *Copy area:* The entire area of the sign which could be used for copy. For wall signs and  
120 window signage, copy area is measured by enclosing by one continuous perimeter line the extreme  
121 limits of the sign which contains copy, including all ornamental attachments, insignias, symbols,  
122 logos, trademarks, interconnecting links and the like, and any stripe, frame or border, with such  
123 perimeter forming any regular geometric figure which would enclose all parts of the copy. For  
124 other signs (e.g., ground signs and hanging signs), the copy area is synonymous with "sign face"  
125 and includes all features, decorative glass, plastic, masonry, or other materials. Copy area does not  
126 include the main support structure of the sign unless it contains copy. The calculation for a double-  
127 faced sign shall be the area of one face only. When signs are enclosed in a cabinet or border, the  
128 internal perimeter of such cabinet or border will be used to calculate copy area.

129        *Display time:* The time interval that a static message or frame remains on an electronic  
130 changeable message sign before transitioning to the next message or frame.

131        *Dissolve:* A mode of message transition on an electronic changeable message sign  
132 accomplished by varying the light intensity or pattern, where the first message gradually appears  
133 to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the  
134 second message.

135        *Electronic changeable message sign:* A sign that uses changing lights or an electronic medium  
136 to form an image, picture, or message of any kind, whether the image, picture, or message is  
137 moving or stationary, wherein the sequence of the messages and the rate of change are  
138 electronically programmed and can be modified by electronic processes. Electronic changeable  
139 signs include LED signs (light emitting diode technology or other similar semiconductor  
140 technology), OLED signs (transmissive, organic light emitting diodes), LEP signs (light emitting  
141 polymer), OEL signs (organic electro luminescence), or any similar technology.

142        *Erect:* To construct, assemble, attach, hang, place, suspend, affix or alter a sign. Does not  
143 include ordinary maintenance, repair or repainting of an existing sign surface provided the copy  
144 area is not increased.

145 *Fade:* A mode of message transition on an electronic changeable message sign accomplished  
146 by varying the light intensity, where the first message gradually reduces intensity to the point of  
147 not being legible and the subsequent message gradually increases intensity to the point of legibility.

148 *Feather Flag:* A temporary freestanding vertical sign with a tapered, blade-shaped copy area  
149 that is designed to be displayed outdoors attached to a flexible pole inserted securely into the  
150 ground.

151 *Flag:* A piece of fabric of distinctive design of which the narrowest side is attached to a  
152 permanent staff, halyard, ~~structure~~, or flag pole. Flags are not banners.

153 *Flashing:* A rapid on and off display of messages, also defined as a message being displayed  
154 for less than the identified display time in the regulation.

155 *Frame:* A complete, static display screen on an electronic changeable message sign.

156 *Freestanding sign:* Any sign supported by structures or supports that are placed on or anchored  
157 in the ground and that are independent of any building or other structure.

158 *Fuel pump sign:* A sign located upon or integrated into a fuel pump.

159 *Governmental right-of-way signs:* A sign erected by a governmental agency upon a public  
160 right-of-way.

161 *Ground sign:* A freestanding sign placed in or upon the ground, specifically a Low Profile  
162 Sign, Tall Profile Sign, or, if qualified, a Large Parcel Sign.

163 *Hanging sign:* An attached sign that hangs or projects below the underside of an awning,  
164 canopy, arcade, eave, overhang, or other covering that projects outward from the face of a building.

165 *Illuminance:* The amount of light striking a lit object at a given distance (in this case a  
166 passersby eye), measured in footcandles.

167 *Illuminated sign:* A sign illuminated by an internal light source or an external light source  
168 primarily designed to illuminate the sign.

169 *Interactive sign:* A sign that has the ability to change the display based on the person or vehicle  
170 passing by.

171 *Large parcel sign:* A freestanding sign with sign height no greater than 16 feet with a solid  
172 appearing base located on the ground with no airspace between the base and the sign cabinet. Large  
173 parcel signs are only allowed upon multi-occupant parcels at least five acres in size that have a  
174 parcel depth of at least 375 feet measured from the front property line to the rear property line.

175 *Low-profile sign:* A freestanding sign, erected on and permanently attached to a concrete  
176 foundation, with a sign height no greater than 8½ feet that either has: 1) a solid appearing base  
177 located on the ground with no more than two feet of airspace between the base and the sign cabinet  
178 or sign face; or 2) is supported by one or more vertical supports with no more than two feet of  
179 airspace between the ground or base and the bottom of the sign cabinet or sign face.

180 *Maintenance:* The repairing or repainting of a portion of a sign or sign structure when neither  
181 the sign size nor copy area are altered; or manually changing changeable copy or renewing the  
182 copy for signs which have been made unusable by ordinary wear provided neither the sign size nor  
183 copy area are altered.

184 *Multi-occupant parcel:* A tax parcel that contains two or more distinct occupants internally  
185 separated by firewalls or demising walls, or in separate buildings.

186 *Non-commercial message:* Any message that is not a commercial message.

187 *Nonconforming sign:* Any sign that was lawful when it was erected but does not meet the  
188 requirements of this chapter at the time of its effective date.

189 *Off-site sign:* A sign that identifies activities conducted or products or services that are not  
190 available on the premises on which the sign is located.

191 *On-site sign:* A sign that: (1) is located on the premises to which the sign pertains; (2) identifies  
192 an activity conducted or products or services available on the premises where the sign is located;  
193 (3) displays a non-commercial message; or (4) is any combination of the first three.

194 *Permanent sign:* Any sign which, when installed, is intended for permanent use. The materials  
195 and installation method are intended for long-term use, able to withstand weather condition and  
196 not designed to be easily moved or removed. ~~For the purposes of this chapter, any sign with an~~  
197 ~~intended use in excess of 90 days from the date of installation shall be deemed a permanent sign~~  
198 ~~unless otherwise indicated elsewhere in this chapter.~~

199 *Person:* Any person or persons, individual or groups of individuals, company, firm,  
200 corporation, partnership, organization or association.

201 *Pole sign:* A freestanding sign that is supported from the ground up by one or more vertical  
202 supports and which does not meet the definition of a low-profile sign or tall-profile sign. The  
203 definition of pole sign does not include flags, traffic control device signs, or parking space  
204 identifications signs.

205 *Portable sign:* A sign that is not permanently affixed to or planted in the ground or permanently  
206 affixed to a permanent structure utilizing standard construction procedures and materials that will  
207 not deteriorate.

208 *Premises:* A lot together with all buildings and structures if any.

209 *Principal Building:* The main building in which the principal use(s) on a lot is conducted; the  
210 term excludes accessory buildings and structures.

211 *Projecting sign:* An attached sign permanently affixed to a building or other structure in such  
212 a manner that the sign face is not parallel with the wall or structural component to which it is  
213 attached.

214 *Roof signs:* Any sign erected, constructed and maintained wholly upon or above the edge of  
215 the roof eave of any building with the principal support along or atop the roof structure.

216 *Safety sign:* See *Warning signs*.

217 *Scrolling:* A mode of message transition on an electronic changeable message sign where the  
218 message appears to move vertically down or up the display surface.

219 *Sign:* Any surface, fabric, device or display which bears lettered, pictorial or sculptured matter,  
220 including forms shaped to resemble any human, animal or product designed to convey information  
221 to the public and is visible from an abutting property, from a public street, sidewalk or right-of-  
222 way, or from a body of water. For the purpose of this development code, the term "sign" shall  
223 include all structural members including the base. A sign shall be construed to form a single unit.  
224 In cases where matter is displayed in a random or unconnected manner without organized  
225 relationship of the components, each such component shall be considered a single sign. The term  
226 sign shall not include: holiday or seasonal decorations, merchandise displays located within a  
227 building, cemetery markers, or machinery or equipment signs.

228 *Sign cabinet:* A frame or external structure that encloses the edges of one or more sign panels.

229 *Sign face:* The part of the sign that is or can be used to identify, display, advertise, communicate  
230 information, or for visual representation which attracts or intends to attract the attention of the  
231 public for any purpose.

232 *Sign height:* The vertical distance measured from the natural contour of the parcel to the  
233 topmost point of the sign structure.

234 *Sign panel:* A single surface upon which copy is printed which can be installed in a sign cabinet  
235 or attached to a sign structure.

236 *Sign structure:* Any structure which is designed specifically for the purpose of supporting a  
237 sign, has supported, or is capable of supporting a sign. This definition shall include any decorative  
238 covers, braces, wires, supports, or components attached to or placed around the sign structure.

239 *Single Occupant Parcel:* A tax parcel with a building(s) occupied by only one occupant or  
240 tenant who leases the entire space. There are no other businesses or individuals renting portions of  
241 the property.

242 *Snipe sign:* Any sign tacked, nailed, fastened, affixed to, painted, posted, pasted, glued or  
243 otherwise attached to trees or other vegetation (living or dead), telephone poles, utility poles, or  
244 fences, with the message appearing thereon not applicable to the owner of utility poles or present  
245 use of the premises upon which the sign is located.

246 *Static:* Motionless.

247 *Statutory sign:* A sign required by any statute of the State of Florida or the United States.

248 *Street address sign:* Any sign denoting the street address of the premises on which it is attached  
249 or located.

250 *Tall-profile sign:* A freestanding sign, erected on and permanently attached to a concrete  
251 foundation, that has a sign height no greater than 16 feet and the bottom of the sign cabinet or sign  
252 face no lower than seven feet above ground and which has the appearance of a single vertical  
253 support that is at least one-fifth the width of the sign face or 12 inches in width, whichever is  
254 greater, and no more than one-third of the width of the sign face. Vertical supports or support  
255 casings shall be constructed of durable non-corrosive material, permanently affixed to the ground  
256 and sign face or sign cabinet and shall be either be monotone or utilize brick or stone of a single  
257 color.

258 *Temporary sign:* ~~A sign which is not designed, constructed, or intended to be placed for a~~  
259 ~~period of 60 days or fewer. Any sign that is not permanently affixed to any structure, window,~~  
260 ~~door, or building, or permanently installed in the ground. Temporary signs are intended for a~~  
261 ~~limited period of use and are typically constructed of non-durable, lightweight materials such as~~  
262 ~~paper, fabric, or wood.~~

263 *Traffic control device sign:* Any sign located within the right-of-way or on private property  
264 that is used as a traffic control device and that is described and identified in the Manual on Uniform  
265 Traffic Control Devices (MUTCD) and approved by the Federal Highway Administrator as the  
266 national standard. A traffic control device sign includes those signs that are classified and defined  
267 by their function as regulatory signs (that give notice of traffic laws or regulations), warning signs  
268 (that give notice of a situation that might not readily be apparent), and guide signs (that show route  
269 designations, directions, distances, services, points of interest, and other geographical,  
270 recreational, or cultural information). Some traffic control device signs may be portable.

271 *Transition:* A visual effect used on an electronic changeable message sign to change from one  
272 message to another.

273 *Traveling:* A mode of message transition on an electronic changeable message sign where the  
274 message appears to move horizontally across the display surface.

275 *Vehicle sign:* One or more signs on any vehicle or trailer which have a total sign area in excess  
276 of ten square feet, when the vehicle or trailer is not regularly used in the conduct of the business  
277 or activity advertised on the vehicle, and: (a) is visible from a street right-of-way within 100 feet  
278 of the vehicle; and (b) is parked for more than five consecutive hours within 100 feet of any street  
279 right-of-way; for the purposes of this definition, a vehicle shall not be considered "regularly used  
280 in the conduct of the business or activity" if the vehicle is used primarily for advertising.

281 *Wall sign:* An attached sign permanently affixed to a building or other structure in such a  
282 manner that the sign face is flush against and parallel with the wall or structural component to  
283 which it is attached.

284 *Warning sign or safety sign:* A sign that provides warning of a dangerous condition or situation  
285 that might not be readily apparent or that poses a threat of serious injury (e.g., gas line, high  
286 voltage, condemned building, etc.) or that provides warning of a violation of law (e.g., no  
287 trespassing, no hunting allowed, etc.).

288 *Window sign:* Any sign attached to, suspended behind, placed or painted upon, the window or  
289 glass door of a building, which is intended for viewing from the exterior of the building.

290 \* \* \*

291 **Sec. 122-9. Exemptions from sign permitting.**

292 The following signs are exempt from permitting under this chapter 122:

- 293 (1) A sign, other than a window sign, located entirely inside the premises of a building or  
294 enclosed space.
- 295 (2) Governmental right-of-way signs.
- 296 (3) Decals or insignia normally associated with equipment, machinery, or vehicles which  
297 are affixed to or painted on equipment, machinery or vehicles.
- 298 (4) Temporary on-site signs erected pursuant to and in accordance with section 122-12,  
299 excluding banners, which require permits.
- 300 (5) Traffic control devices signs.
- 301 (6) For 911 and emergency response purposes, street address signs with copy between four  
302 inches and 12 inches in height located in a place that is clearly visible from the right-  
303 of-way.
- 304 (7) Up to three flags located so the flag when fully extended is at least ten feet from any  
305 right-of-way ~~the front property~~ line and at least 20 feet from side property lines,  
306 mounted on hardware permanently attached to a ~~structure or pole not exceeding 35 feet~~  
307 ~~in height and~~ that is permanently anchored within the ground with concrete or a pole  
308 attached to a building in a permanent anchor. When more than one flag is located on  
309 a parcel, the flag poles shall be clustered to be no further apart than the flag width when  
310 completely extended and located within 15 feet of the principal building or at least 30  
311 feet from a right-of-way, whichever is furthest from the right-of-way. On a parcel  
312 zoned for residential purpose, the highest point of the flag or flag pole shall be a  
313 maximum of 20 feet above the natural ground elevation and the flag shall be a  
314 maximum 5 feet x 8 feet in size; for non-residential zoned property, the highest point  
315 of the flag/flag pole shall be a maximum of 35 feet above the natural ground elevation  
316 and the flag shall be a maximum 6 feet x 10 feet.

317 (8) Warning/Safety Signs

318 (9) Statutory Signs

319 **Sec. 122-10. Prohibited signs.**

320 The following types of signs are prohibited:

- 321 (1) Abandoned signs.
- 322 (2) Balloons, cold air inflatables, streamers and pennants.

- 323 (3) Banner signs except as expressly allowed in section 122-12 herein.
- 324 (4) Bench signs, other than the identification of the transit company or its route schedule.
- 325 (5) Billboards.
- 326 (6) Electronic changeable message signs except as specifically allowed in subsection 122-  
327 13(b)(4)a.5, herein.
- 328 (7) Pavement markings, except street addresses and vehicle directional arrows.
- 329 (8) Portable signs except as expressly authorized in section 122-12 herein.
- 330 (9) Pole signs.
- 331 (10) Roof signs.
- 332 (11) Signs in or upon any lake or other body of water.
- 333 (12) Signs erected by other than a governmental entity on or extending into publicly-owned  
334 land, easements or rights-of-way.
- 335 (13) Signs that emit sound, vapor, smoke, odor, particles or gaseous matter.
- 336 (14) Signs that have unshielded illuminating devices or which reflect lighting onto public  
337 rights-of-way thereby creating a potential traffic or pedestrian hazard.
- 338 (15) Animated signs or signs that appear to display motion in any way whatsoever, including  
339 beacons.
- 340 (16) Signs that obstruct, conceal, hide, or otherwise obscure from view any traffic control  
341 device sign or official traffic signal.
- 342 (17) ~~Snipe signs.~~ Any sign tacked, nailed, fastened, affixed to, painted, posted, pasted, glued  
343 or otherwise attached to trees or other vegetation (living or dead), telephone poles,  
344 utility poles, or fences, with the message appearing thereon not applicable to the owner  
345 of utility poles or present use of the premises upon which the sign is located, includes,  
346 but is not limited to, snipe signs.
- 347 (18) Obscene signs.
- 348 (19) Hazardous signs.
- 349 (20) Vehicle signs.
- 350 (21) Any sign that is not specifically described or enumerated as permitted.
- 351 (22) Signs attached to temporary structures, except as expressly allowed within this chapter.
- 352 (23) Window signage except as expressly allowed within this chapter. ~~Window signage~~  
353 ~~lawfully existing as of June 21, 2022, shall be allowed to remain until the earlier of: 1)~~  
354 ~~voluntary removal of the window signage; or 2) a change of occupancy in the unit upon~~  
355 ~~which the window signage is located.~~



- 356 (24) Signs projected on building façades or other structures, also may be known as hologram
- 357 signs, projection mapping signs, video projection, or outdoor building projection signs.
- 358 (25) Any sign bordered or containing string lights or light strips, including LED strips,
- 359 except as expressly allowed in this chapter.
- 360 (26) More than three flags on one tax parcel.
- 361 (27) Changeable copy on any sign
- 362 (28) Feather flags

363 **Sec. 122-11. General standards.**

- 364 (a) *Distance requirements.* Except as otherwise provided herein, no sign shall be located within
- 365 20 feet of any side property line of a parcel and at least 20 feet from existing public road curbs
- 366 or pavement. No freestanding sign shall be located within 50 feet of any other permanent
- 367 freestanding sign, including those on adjacent property.

368 \* \* \*

- 369 (g) *Sight visibility triangles.* No sign shall be located within a sight visibility triangle as defined
- 370 below:

371 (1) *Driveway/road corner:* The area on both sides of a driveway formed by the intersection

372 of the driveway and the public or private right-of-way line with two sides of each triangle

373 being ten feet in length from the point of intersection and the third side being a line

374 connecting the ends of the other sides. The driveway measurement shall be along the

375 driveway curb front, or pavement if no curb exists. The right-of-way length shall be

376 measured along the right-of-way line.

377 (2) *Road/road corner:* The area of property located at a corner formed by the intersection

378 of two ~~public~~ rights-of-way, public or private, with two sides of the triangular area being

379 measured 30 feet in length along the right-of-way lines from their point of intersection,

380 and the third being a line connecting the ends of the other two lines.

381 A larger sight visibility triangle may be required, or reduced, by the city's engineer where

382 necessary or appropriate because of roadway alignments or design, traffic patterns and

383 volume, traffic control devices, site features, or project design features.

384 \* \* \*

385 **Sec. 122-12. ~~Supplemental temporary sign standards.~~ Temporary sign standards.**

386 ~~In addition to any other applicable provision of this article and chapter, the following~~

387 ~~minimum standards shall apply to all temporary signs:~~

388 ~~(1) Temporary signs shall be removed within three days after the date upon which the sign~~

389 ~~has fulfilled its purpose (e.g., a scheduled event or occurrence has concluded).~~

390 ~~(2) On property zoned residential:~~

- 391 a. ~~One temporary freestanding sign no greater than six square feet in copy area with~~  
392 ~~sign height no greater than three feet shall be allowed on the premises at any time.~~
- 393 b. ~~In addition to the sign allowed in subsection (2)a., above, one temporary~~  
394 ~~freestanding sign no greater than nine square feet in copy area with sign height no~~  
395 ~~greater than six feet shall be allowed on the premises during any period in which~~  
396 ~~the property upon which such sign is located is listed for sale or lease.~~
- 397 c. ~~In addition to the signs allowed in subsections (2)a. and b., above, two temporary~~  
398 ~~freestanding signs no greater than six square feet in copy area with sign height no~~  
399 ~~greater than three feet shall be allowed on the premises during any period beginning~~  
400 ~~60 days prior to any local, state or federal election and lasting until three days after~~  
401 ~~such election.~~
- 402 (3) ~~On property zoned other than residential:~~
- 403 a. ~~One temporary banner sign no greater than 40 square feet in copy area attached to~~  
404 ~~a building and subject to the following conditions:~~
- 405 1. ~~Any banner sign may not be displayed on any premises for more than 30~~  
406 ~~consecutive days;~~
- 407 2. ~~Any banner sign may not be displayed on any premises for more than 60~~  
408 ~~cumulative days in a calendar year;~~
- 409 3. ~~Prior to display of any banner sign, the party erecting such sign must provide~~  
410 ~~notice to the city clerk's office on a form provided by the city including at a~~  
411 ~~minimum, the property address, dates the banners sign will displayed, and~~  
412 ~~dimensions of the banner sign.~~
- 413 b. ~~One temporary sign no greater than 18 square feet in copy area with sign height no~~  
414 ~~greater than six feet shall be allowed on the premises during any period in which~~  
415 ~~any portion of the property upon which the sign is located is for sale or lease or~~  
416 ~~during any period in which any portion of the property is under construction.~~
- 417 c. ~~In addition to the signs allowed in subsections (3)a. and b., one temporary~~  
418 ~~freestanding sign per 75 linear feet of any property line of the parcel which abuts a~~  
419 ~~public road right of way; provided, however, no more than four temporary signs of~~  
420 ~~any category provided in this section shall be allowed on a tax parcel at any one~~  
421 ~~time: said signs shall be no greater than six square feet in copy area with sign height~~  
422 ~~no greater than three feet.~~
- 423 d. ~~In addition to the signs allowed in subsections (3)a. and b., above, three temporary~~  
424 ~~signs no greater than six square feet each in copy area with sign height no greater~~  
425 ~~than three feet shall be allowed on the premises during any period beginning 60~~  
426 ~~days prior to any local, state or federal election and lasting until three days after~~  
427 ~~such election.~~

428 ~~(4) Temporary signs must be at least five feet from any right-of-way and at least ten feet~~  
429 ~~from the side and rear property lines.~~

430 ~~(5) Temporary signs shall not be illuminated.~~

431 ~~(6) Temporary signs shall be repaired or removed immediately if they become faded, worn,~~  
432 ~~broken, decayed, or otherwise fall into poor repair.~~

433 (a) General Rules:

434 (1) Temporary signs shall be removed within three days after the date upon which the sign has  
435 fulfilled its purpose (e.g., a scheduled event or occurrence has concluded) or on the  
436 regulatory date expressly stated in this chapter. The City will acquire a temporary sign that  
437 remains after the allowable time limit.

438 (2) Temporary signs shall not be illuminated.

439 (3) Temporary signs shall be repaired or removed immediately if they become faded, worn,  
440 broken, decayed, or otherwise fall into poor repair.

441 (b) On property in a residential zoned district, except property occupied by a place of worship that  
442 has been authorized by special exception approval, the following signs shall be allowed:

443 (1) One temporary freestanding sign no greater than six square feet in copy area with sign  
444 height no greater than three feet shall be allowed on the premises at any time.

445 (2) In addition to the sign allowed in subsection (b)(1) above, one temporary freestanding sign  
446 no greater than nine square feet in copy area with sign height no greater than six feet shall  
447 be allowed on the premises during any period in which the property upon which such sign  
448 is located is listed for sale or lease.

449 (3) In addition to the signs allowed in subsections (b)(1) and (2) above, two temporary  
450 freestanding signs no greater than six square feet in copy area with sign height no greater  
451 than three feet shall be allowed on the premises during any period beginning 60 days prior  
452 to any local, state or federal election and lasting until three days after such election.

453 (4) The aforementioned temporary signs must not be located in or extend into any right-of-  
454 way, driveway, or sidewalk.

455 (c) On property in a non-residential zoned district or occupied by a place of worship that has been  
456 authorized by special exception approval in a residential zoned district, the following  
457 temporary signs shall be allowed along each public road frontage.

458 (1) Banner Signs: One banner sign no greater than 40 square feet in copy area attached to a  
459 building and subject to the following conditions:

460 a. The banner sign shall not be displayed on any premises for more than 30 consecutive  
461 days;

462 b. The banner sign may not be displayed on any premises for more than 60 cumulative  
463 days in a calendar year with the exception of new business banners as described herein;

- c. Prior to display of any banner sign, the party erecting such sign must provide notice to the city clerk's office on a form provided by the city including at a minimum, the property address, dates the banners sign will be displayed, and dimensions of the banner sign.
- d. Banner signs shall not cover a building address or hung in a manner that would impede pedestrian travel; the minimum vertical clearance for a banner positioned over a pedestrian path shall be 7'6".
- e. Notwithstanding the aforementioned regulations regarding banner signs, a newly established business, or an existing business relocating to a completely new address (as evidenced by a new Business Tax Receipt [BTR]), may display a temporary banner sign that complies with the established banner sign requirements outlined herein. This temporary display shall be permitted for a maximum duration of thirty (30) consecutive days, commencing on the date the associated BTR is issued. This temporary allowance does not contribute to the previously mentioned time limitations on banner displays.

(2) Freestanding Signs:

- a. One temporary sign no greater than 18 square feet in copy area with sign height no greater than six feet shall be allowed on the premises during any period in which any portion of the property upon which the sign is located is for sale or lease or during any period in which any portion of the property is under construction.
- b. In addition to other allowable temporary signs, three temporary signs no greater than six square feet each in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.
- c. Temporary freestanding signs must be at least five feet from any right-of-way, at least ten feet from the side and rear property lines, and outside all Sight Visibility Triangles, and shall not extend into any drive aisle, sidewalk, or parking space.

(3) Window Sign:

- a. One temporary sign shall be allowed on one window or the primary entrance door of the business provided such sign shall not exceed 18" x 24" and shall be located in the bottom half of the window or door.

**Sec. 122-13. ~~Signs subject to permitting~~ Permanent Signs.**

~~(a) Residential.~~ The following signs shall be permitted in all residential zoning districts:

- ~~(1) One permanent freestanding sign up to 64 square feet of total copy area and up to eight feet in height may be erected at each entrance into a single family subdivision or multi-family development. In lieu of one 64 square foot sign, two permanent single faced signs not exceeding 32 square feet in total sign face area each may be located at each entrance, provided that such signs are placed in a symmetrical manner, are located on opposite~~

501 sides of the entrance to which they are oriented, and will not conflict with the principal  
502 permitted use of the site or adjoining sites. Such signs shall only be erected on privately  
503 owned property. All such signs shall be installed in a landscaped and irrigated area  
504 consisting of shrubs and/or ground cover not less than three feet in width around the  
505 entire base of the sign. Notwithstanding the above, existing permanent freestanding signs  
506 located at the entrance into a single family subdivision or multifamily development are  
507 hereby grandfathered and may be replaced with new signage of the same dimensions and  
508 in the same footprint of such existing signage.

509 (2) ~~Governmental right of way signs.~~

510 (b) ~~Non-residential.~~

511 (1) ~~Unless otherwise specified, including copy area limitations of the ECD, a maximum total~~  
512 ~~copy area of two square feet for each linear foot of building frontage or 100 square feet,~~  
513 ~~whichever is less, shall be allowed per parcel. The allowable copy area may be~~  
514 ~~distributed amongst the ground sign, attached sign, and window signage at the owner's~~  
515 ~~discretion provided such is consistent with chapter 122.~~

516 (2) ~~Multi-occupant parcels at least five acres in size with at least 375 feet of parcel depth~~  
517 ~~measured from the front property line to the rear property line shall be allowed a~~  
518 ~~maximum total copy area of two square feet for each linear foot of building frontage or~~  
519 ~~200 square feet, whichever is less.~~

520 (3) ~~For parcels abutting multiple rights of way, an additional maximum total copy area of~~  
521 ~~one square foot for each linear foot of building frontage along each additional right of~~  
522 ~~way or 100 square feet, whichever is less, shall be allowed. Any additional copy area~~  
523 ~~allowed pursuant to this paragraph must be utilized along and directed toward the~~  
524 ~~additional public rights of way.~~

525 (4) ~~Subject to the maximum total copy area, the following signs shall be permitted in all~~  
526 ~~non-residential zoning districts:~~

527 a. ~~Ground signs.~~ ~~Ground signs shall be permitted pursuant to the following:~~

528 1. ~~One low profile sign, one tall profile sign, consistent with the definitions for~~  
529 ~~same, or one electronic changeable message sign consistent with the~~  
530 ~~requirements in subsection 122-13(b)(4)a.5 below, shall be allowed along each~~  
531 ~~public road right of way the parcel abuts.~~

532 2. ~~On multi-occupant parcels at least five acres in size with at least 375 feet of~~  
533 ~~parcel depth measured from the front property line to the rear property line,~~  
534 ~~one large parcel sign, consistent with the definition for same, shall be allowed~~  
535 ~~in lieu of a low profile, tall profile, or electronic changeable message sign.~~

536 3. ~~On parcels abutting multiple public road rights of way, one additional ground~~  
537 ~~sign shall be allowed per secondary road frontage. The sign location along the~~

538 secondary frontage shall be at least 100 feet from the point of road intersection  
539 with the primary road, as measured along the right of way. The secondary  
540 frontage shall be the road with the lowest traffic count.

541 4. ~~With the exception of electronic changeable message signs, ground signs may~~  
542 ~~include multiple sign panels subject to the following:~~

543 i. ~~No airspace shall exist between sign panels or sign cabinets;~~

544 ii. ~~Sign panels located on the same horizontal plane shall be of the same~~  
545 ~~height and configured so that the top and bottom edge of each panel~~  
546 ~~is aligned; and~~

547 iii. ~~When multiple sign panels are located on the same horizontal plane~~  
548 ~~immediately above or below another row of multiple sign panels, all~~  
549 ~~sign panels in such rows shall be of equal width and aligned so that~~  
550 ~~the left and right edge of each panel is aligned.~~

551 (a) Residential Communities. The following signs shall be permitted to identify a residential  
552 community.

553 One permanent freestanding sign up to 64 square feet of total copy area and up to eight feet  
554 in height may be erected at each entrance into a single-family subdivision or multi-family  
555 development. In lieu of one 64 square foot sign, two permanent single-faced signs each not  
556 exceeding 32 square feet in total sign face area may be located at each entrance, provided that  
557 such signs are placed in a symmetrical manner, are located on opposite sides of the entrance  
558 to which they are oriented and outside all sight visibility triangles. Such signs shall only be  
559 erected on privately-owned property. All such signs shall be installed in a landscaped and  
560 irrigated area consisting of shrubs and/or ground cover not less than three feet in width around  
561 the entire base of the sign. Notwithstanding the above, existing permanent freestanding signs  
562 located at the entrance into a single-family subdivision or multifamily development are hereby  
563 grandfathered and may be replaced with new signage of the same dimensions and in the same  
564 footprint of such existing signage.

565 (b) Uses on property in a non-residential zoned district or a place of worship that has been  
566 authorized by special exception approval in a residential zoned district. Signage shall be  
567 allowed as noted below.

568 (1) Single Occupant Parcel

569 a. Allowable Copy Area:

570 i. Unless otherwise specified, a single occupant parcel shall be allowed a  
571 maximum total copy area of 1.5 square feet for each linear foot of building  
572 frontage when the parcel abuts one public right-of-way or 100 square feet,  
573 whichever is less. The allowable copy area may be distributed amongst the  
574 ground sign, attached sign, and window signage at the owner's discretion  
575 provided such is consistent with Chapter 122.

576 ii. Parcels abutting more than one public right-of-way (secondary frontage) shall  
577 be eligible for additional copy area to be used exclusively for signage oriented  
578 toward the secondary frontage. This allowance is calculated as the lesser of  
579 either 1.0 square foot of copy area for each linear foot of building frontage along  
580 the secondary right-of-way, or 100 square feet. The secondary frontage shall be  
581 the road with the lowest traffic count. The secondary frontage signage shall be  
582 consistent with the same standards as for the primary frontages signage unless  
583 otherwise noted.

584 b. Ground Sign:

585 i. One Low Profile or Tall Profile Sign ground sign shall be allowed with a  
586 maximum ground sign face of 72 square feet.

587 ii. The ground sign shall be located at least 20 feet from any side property line;  
588 setback at least 20 feet from the existing back of road curb or edge of pavement,  
589 if no curb exists; outside any Sight Visibility Triangle; and separated at least 50  
590 feet from any other permanent freestanding sign, including those on adjacent  
591 property.

592 iii. For parcels eligible for a secondary ground sign pursuant to a.ii., above, the  
593 ground sign face shall not exceed 32 square feet or 50% of the square footage  
594 of the ground sign along the primary road right of way, whichever is greater.  
595 The sign location along the secondary frontage shall meet all ground sign  
596 location criteria in addition shall be at least 100 feet from the point of road  
597 intersection with the primary road, as measured along the rights-of-way. The  
598 secondary frontage shall be the road with the lowest traffic count.

599 c. Attached Sign:

600 i. General: One Attached Sign shall be allowed per principal building façade  
601 facing a public road right-of-way for each principal building located on a parcel;  
602 such sign or signs allowed herein do not have to be located on the building  
603 façade facing the public road right-of-way, but only one such sign shall be  
604 allowed per building façade. The Attached Sign(s) can be a wall sign,  
605 projecting sign, hanging sign, or awning sign. See Allowable Window and  
606 Glass Door Signs for option to forego an Attached Sign; i.e., Window Sign in  
607 Lieu of Attached Sign.

608 ii. Wall Sign: No wall sign or supporting structure for a wall sign shall project  
609 more than 12 inches from the wall of a building nor over any public right-of-  
610 way. Wall signs may not disrupt architectural features of the building and must  
611 be architecturally compatible and consistent with the building. Further, no wall  
612 sign shall extend above the roofline except where an exterior parapet wall  
613 projects above the roofline, in which case such sign may extend to the top of  
614 such wall.

- 615 iii. Projecting Sign: No projecting sign shall extend more than three feet beyond  
616 the face of the building. No sign face of any projecting sign may be greater than  
617 six square feet in area. A projecting sign shall be hung at a 90-degree angle  
618 from the face of the building and the bottom of the projecting sign shall be at  
619 least seven feet six inches above grade.
- 620 iv. Hanging Sign: The edge of any hanging sign furthest from the building shall  
621 not extend beyond the edge of the roofline. No sign face of any hanging sign  
622 may be greater than six square feet in area. A hanging sign shall be hung either  
623 parallel to or at a 90-degree angle from the face of the building. The bottom of  
624 the hanging sign shall be at least seven feet six inches above grade.
- 625 v. Awning Sign: One awning sign shall be allowed per awning installed upon the  
626 principal building located upon the premises. The maximum copy area  
627 permitted on any awning shall be one-half of a square foot for each linear foot  
628 of awning parallel to the public right-of-way or drive aisle as measured along  
629 the lower edge of the awning parallel to the ground; the copy area shall not  
630 exceed a height of 1.5 feet.

631 d. Window and Glass Door Signs.

632 i. General:

633 (a) All window and glass door signage shall be counted in the total copy area  
634 allowed.

635 (b) Window and glass door signs shall be allowed only on the ground floor of  
636 a building. Other than the allowable signage, all windows and glass doors  
637 of the building shall be transparent; superfluous signs, such as but not  
638 limited to signs hanging in the window on hooks or suction cups not  
639 identified as window or door signs, are prohibited.

640 (c) Interior window coverings for privacy or sun protection are permitted  
641 provided they are constructed from a uniform material and presented in a  
642 uniform solid color. This does not require all windows to be covered.

643 (d) Copy area is the area within the rectangular perimeter of the extreme limits  
644 of copy, including, but not necessarily limited to text, numbers, ornamental  
645 attachments, insignias, symbols, logos, trademarks, any stripe, frame or  
646 border, and solid color background.

647 (e) The term window used herein is defined as individual panes of glass, and  
648 not the entire glass area across the façade.

649 ii. Allowable Window and Glass Door Signage:

650 (a) Permanently Adhered to or Painted on Door/Window Signage

651 Provided the maximum copy area for the parcel is not exceeded, the  
652 following shall be allowed: either one sign not exceeding six square feet in  
653 copy area, permanently adhered to or painted on the glass of a business; or



654 two signs, each not exceeding three square feet, permanently adhered to or  
655 painted on adjacent windows or glass doors, or an adjacent window and  
656 glass door. For businesses with windows/glass doors on more than one side  
657 of the building, possibly due to their corner location, the permanently  
658 adhered to or painted on the glass sign regulation applies to each  
659 side provided the allowable copy area maximum for the parcel is not  
660 exceeded.

661 (b) Hung Neon Tubing/LED Tubing Sign

662 One traditional neon or LED neon tubing shall be allowed in one window  
663 along each frontage that faces a right-of-way or parking lot conditioned that  
664 such sign meets all of the following.

- 665 ❖ must be hung from, not attached to, the inside of a window of the ground  
666 floor of the business
- 667 ❖ shall not be in a window that faces a residential zoning district,  
668 regardless if the residential zoning is across a road
- 669 ❖ shall not exceed 2 square feet in total sign copy area as measured by  
670 forming a rectangle enclosing all parts of the sign
- 671 ❖ shall not blink, flash, twinkle, flicker, pulse, rotate, or otherwise display  
672 movement
- 673 ❖ shall not change colors within a 24 hour period
- 674 ❖ shall be clear/non-colored/transparent except for the illuminated tubing  
675 of the sign

676 (c) Small Decals on Doors and Windows

677 One 9"x 9" area of one door or one window adjacent to the door can be used  
678 for decals. Use of multiple decals shall be either stacked or positioned side  
679 by side in a linear manner.

- 680 • Stacking: When decals are positioned one above the other, the left or  
681 right edges of the decals shall be aligned,
- 682 • Side-by-Side Placement: For decals applied next to each other, the  
683 tops or bottoms of the decals shall be aligned.

684 These decals shall not be counted as window signs.

685 (d) Window Sign in Lieu of Attached Sign

686 Businesses without an Attached Sign may utilize one window sign to  
687 substitute for the primary purpose of an Attached Sign. In these cases, one  
688 window sign is permitted per building facade facing a public right-of-way,  
689 with a maximum sign area of 12 square feet. One glass door sign not  
690 exceeding three square feet is allowed with this option. Other permanently  
691 attached or painted on window or glass door signage is prohibited.  
692

693 (2) Multi-Occupant Parcel.

694 a. Ground Signs:

- 695 i. A multi-occupant tax parcel shall be allowed one Low Profile, Tall Profile, or  
696 Large Parcel, if qualified, Ground Sign with a maximum total sign face of 1.5  
697 square feet for each linear foot of building frontage or 72 square feet, whichever  
698 is less, unless the tax parcel qualifies for a Large Parcel Sign, then the maximum  
699 ground sign face shall be 200 square feet. The building frontage for this specific  
700 code section shall include all sides that have the primary business entrances  
701 regardless if the sides face different roads or the parking lot. A single occupant  
702 building existing on a multi-occupant parcel shall be treated as part of the  
703 calculation as if the building was connected to the multi-occupant structure.
- 704 ii. The ground sign shall be located at least 20 feet from any side property line;  
705 setback at least 20 feet from the existing back of road curb or pavement, if no  
706 curb exists; outside any Site Visibility Triangle; and separated at least 50 feet  
707 from any other permanent freestanding sign, including those on adjacent  
708 property.
- 709 iii. For any parcel abutting multiple public road rights-of-way, one additional  
710 ground sign shall be allowed per secondary road frontage. The additional  
711 ground sign face shall not exceed 32 square feet or 50% of the square footage  
712 of the sign face along the primary road right of way, whichever is greater. The  
713 sign location along the secondary frontage shall meet all ground sign location  
714 criteria in addition to being located at least 100 feet from the point of road  
715 intersection with the primary road, as measured along the right-of-way. The  
716 secondary frontage shall be the road with the lowest traffic count.
- 717 iv. Ground signs on multi-occupant parcels may include multiple sign panels  
718 subject to the following:
- 719 1. No airspace shall exist between sign panels or sign cabinets;
  - 720 2. Sign panels located on the same horizontal plane shall be of the same height  
721 and configured so that the top and bottom edge of each panel is aligned; and
  - 722 3. When multiple sign panels are located on the same horizontal plane  
723 immediately above or below another row of multiple sign panels, all sign  
724 panels in such rows shall be of equal width and aligned so that the left and  
725 right edge of each panel is aligned.

726 b. Attached Sign:

727 i. General:

- 728 1. In addition to the ground sign, each business location with an individual  
729 exterior entrance location within a building on a multiple occupant parcel,  
730 shall be permitted one of the following attached signs: Wall Sign, Projecting  
731 Sign, Hanging Sign, Awning Sign, or Anchor Tenant Sign, if applicable.

- 732                    See Allowable Window and Glass Door Signs for option to forego an  
733                    Attached Sign; i.e., Window Sign in Lieu of Attached Sign.
- 734                    2. The type of attached signs shall be consistent within the development (e.g.,  
735                    all tenants use only wall signs).
- 736                    3. Such signs shall be located proximate to the primary entrance of the  
737                    business location.
- 738                    4. The total maximum copy area for the attached signs available for each  
739                    occupant shall be based on a formula of 1.5 square feet of copy area for each  
740                    linear foot of building frontage on the multi-occupant parcel. Each occupant  
741                    of the building(s) shall then be allocated sign copy area square footage  
742                    based on their rental (or owned) gross square footage percentage of the total  
743                    available gross square footage in the building(s). In no event, however, may  
744                    any one business location attached sign exceed a maximum of 72 square  
745                    feet of total copy area except as otherwise authorized for an anchor tenant.  
746                    The building frontage for this specific code section shall include all sides  
747                    that have the primary business entrances regardless if the sides face different  
748                    roads or the parking lot. A single occupant building existing on a multi-  
749                    occupant parcel shall be treated as part of the calculation as if the building  
750                    was connected to the multi-occupant structure.
- 751                    *ii. Wall Sign: No wall sign or supporting structure for a wall sign shall project*  
752                    *more than 12 inches from the wall of a building nor over any public right-of-*  
753                    *way. Wall signs may not disrupt architectural features of the building and must*  
754                    *be architecturally compatible and consistent with the building. Further, no wall*  
755                    *sign shall extend above the roofline except where an exterior parapet wall*  
756                    *projects above the roofline, in which case such sign may extend to the top of*  
757                    *such wall.*
- 758                    *iii. Projecting Sign: No projecting sign shall extend more than three feet beyond*  
759                    *the face of the building. No sign face of any projecting sign may be greater than*  
760                    *six square feet in area. A projecting sign shall be hung at a 90-degree angle*  
761                    *from the face of the building and the bottom of the projecting sign shall be at*  
762                    *least seven feet six inches above grade.*
- 763                    *iv. Hanging Sign: The edge of any hanging sign furthest from the building shall*  
764                    *not extend beyond the edge of the roofline. No sign face of any hanging sign*  
765                    *may be greater than six square feet in area. A hanging sign shall be hung either*  
766                    *parallel to or at a 90-degree angle from the face of the building. The bottom of*  
767                    *the hanging sign shall be at least seven feet six inches above grade.*
- 768                    *v. Anchor Tenant Sign: The attached sign for an anchor tenant shall be allowed an*  
769                    *additional one square foot of attached sign copy area for each linear foot of*  
770                    *building frontage of that portion of the building occupied by the anchor tenant*

771 over 100 linear feet. Said additional copy area shall not exceed 120 square feet  
772 of copy area per anchor.

773 vi. Awning Sign: One awning sign shall be allowed per awning installed upon the  
774 principal building located upon the premises. The maximum copy area  
775 permitted on any awning shall be one-half of a square foot for each linear foot  
776 of awning parallel to the public right-of-way or drive aisle, as measured along  
777 the lower edge of the awning parallel to the ground; the copy area shall not  
778 exceed a height of 1.5 feet.

779 c. Window and Glass Door Signs.

780 i. General:

781 (a) All window and glass door signage shall be counted in the total copy area  
782 allowed.

783 (b) Window and glass door signs shall be allowed only on the ground floor of  
784 a building. Other than the allowable signage, all windows and glass doors  
785 of the building shall be transparent; superfluous signs, such as but not  
786 limited to, signs hanging in the window on hooks or suction cups not  
787 identified as window or glass door signs are prohibited.

788 (c) Interior window coverings for privacy or sun protection are permitted  
789 provided they are constructed from a uniform material and presented in a  
790 uniform solid color. This does not require all windows to be covered.

791 (d) Copy area is the area within the rectangular perimeter of the extreme limits  
792 of copy, including, but not necessarily limited to text, numbers, ornamental  
793 attachments, insignias, symbols, logos, trademarks, any stripe, frame or  
794 border, and solid color background.

795 (e) The term window used herein is defined as individual panes of glass, and  
796 not the entire glass area across the façade.

797 ii. Allowable Window and Glass Door Signage:

798 (a) Permanently Adhered to or Painted on Door/Window Signage  
799 Provided the maximum copy area for the parcel is not exceeded, the  
800 following shall be allowed: either one sign not exceeding six square feet in  
801 copy area, permanently adhered to or painted on the glass of a business; or  
802 two signs, each not exceeding three square feet, permanently adhered to or  
803 painted on adjacent windows or glass doors, or an adjacent window and  
804 glass door. For businesses with windows/glass doors on more than one side  
805 of the building, possibly due to their corner location, the permanently  
806 adhered to or painted on the glass sign regulation applies to each  
807 side provided the allowable copy area maximum for the parcel is not  
808 exceeded.

809

810 (b) Hung Neon Tubing/LED Tubing Sign:

811 One traditional neon or LED neon tubing shall be allowed in one window  
812 along each frontage that faces a right-of-way or parking lot conditioned  
813 such sign meets all of the following.

- 814 ❖ must be hung from, not attached to, the inside of a window of the ground  
815 floor of the business
- 816 ❖ shall not be in a window that faces a residential zoning district,  
817 regardless if the residential zoning is across a road
- 818 ❖ shall not exceed 2 square feet in total sign copy area as measured by  
819 forming a rectangle enclosing all parts of the sign
- 820 ❖ shall not blink, flash, twinkle, flicker, pulse, rotate, or otherwise display  
821 movement
- 822 ❖ shall not change colors within a 24 hour period
- 823 ❖ shall be clear/non-colored/transparent except for the illuminated tubing  
824 of the sign

825 (c) Small Decals on Doors and Windows:

826 One 9"x 9" area of one door or one window adjacent to the door can be used  
827 for decals. Use of multiple decals shall be either stacked or positioned side  
828 by side in a linear manner.

- 829 • Stacking: When decals are positioned one above the other, the left or  
830 right edges of the decals shall be aligned.
- 831 • Side-by-Side Placement: For decals applied next to each other, the tops  
832 or bottoms of the decals shall be aligned.

833 These decals shall not be counted as window signs.

834 (e) Window Sign in Lieu of Attached Sign:

835 Businesses without an Attached Sign may utilize one window sign to  
836 substitute for the primary purpose of an Attached Sign. In these cases, one  
837 window sign is permitted per building facade facing a public right-of-way,  
838 with a maximum sign area of 12 square feet. One glass door sign not  
839 exceeding three square feet is allowed with this option. Other permanently  
840 attached or painted on window or glass door signage is prohibited.

841 (4) Gas Stations

842 One fuel pump sign with copy area no greater than two square feet located upon a  
843 functional and properly licensed fuel pump. Fuel pump signs shall not be included in  
844 the calculation of maximum total copy area.

845 (5) ~~5.~~ Electronic changeable message signs shall be subject to the following requirements

846 \* \* \*

847 ~~b. Attached signs. The following attached signs shall be permitted:~~

848 1. ~~One wall sign, one projecting sign, or one hanging sign shall be allowed per~~  
849 ~~principal building façade facing a public road right of way for each principal~~  
850 ~~building located on a parcel; such sign or signs allowed herein do not have to~~  
851 ~~be located on the building façade facing the public road right of way, but only~~  
852 ~~one such sign shall be allowed per building façade.~~

853 i. ~~No wall sign or supporting structure for a wall sign shall project~~  
854 ~~more than 12 inches from the wall of a building nor over any public~~  
855 ~~right of way. Wall signs may not disrupt architectural features of the~~  
856 ~~building and must be architecturally compatible and consistent with~~  
857 ~~the building. Further, no wall sign shall extend above the roofline~~  
858 ~~except where an exterior parapet wall projects above the roofline, in~~  
859 ~~which case such sign may extend to the top of such wall.~~

860 ii. ~~No projecting sign shall extend beyond three feet beyond the face of~~  
861 ~~the building. No sign face of any projecting sign may be greater than~~  
862 ~~six square feet in area. A projecting sign shall be hung at a 90 degree~~  
863 ~~angle from the face of the building and the bottom of the projecting~~  
864 ~~sign shall be at least seven feet above grade.~~

865 iii. ~~The edge of any hanging sign furthest from the building shall not~~  
866 ~~extend beyond the edge of the roofline. No sign face of any hanging~~  
867 ~~sign may be greater than six square feet in area. A hanging sign shall~~  
868 ~~be hung either parallel to or at a 90 degree angle from the face of the~~  
869 ~~building. The bottom of the hanging sign shall be at least seven feet~~  
870 ~~above grade.~~

871 2. ~~One awning sign shall be allowed per awning installed upon the principal~~  
872 ~~buildings located upon the premises. The maximum copy area permitted on~~  
873 ~~any awning shall be one half of a square foot for each linear foot of awning~~  
874 ~~parallel to the public right of way, as measured along the lower edge of the~~  
875 ~~awning parallel to the ground; the copy area shall not exceed a height of 1.5~~  
876 ~~feet.~~

877 c. ~~Window signs. Window signs shall be allowed only on the ground floor of a~~  
878 ~~building. One window sign not exceeding five square feet in copy area or two~~  
879 ~~matching window signs with each sign located on a different window in a~~  
880 ~~symmetrical manner not exceeding a cumulative seven square feet in copy area~~  
881 ~~shall be allowed. Window signs shall be counted in the total copy area allowed. The~~  
882 ~~remaining windows shall remain transparent. A glass door shall be categorized as a~~  
883 ~~window for this regulation.~~

884 d.— One fuel pump sign with copy area no greater than two square feet located upon a  
885 functional and properly licensed fuel pump. Fuel pump signs shall not be included  
886 in the calculation of maximum total copy area.

887 e.— ~~Governmental right of way signs.~~

888 (5) ~~In addition to the maximum number of signs and total square footage allowed per parcel,  
889 each business location located within a multiple occupant building with an individual  
890 exterior entrance location, shall be permitted one attached sign consistent with  
891 subsection 122-13(b)(4)b. and window signage consistent with subsection 122-  
892 13(b)(4)c., which signs shall be located proximate to the primary entrance to such  
893 business location. Such multiple occupant signage shall be subject to the following:~~

894 a.— ~~The total maximum copy area available for such multiple occupant signage per  
895 parcel shall be two square feet of copy area for each linear foot of building frontage  
896 of the building. Each occupant of the building shall then be allocated sign square  
897 footage based on their rental (or owned) square footage percentage of the total  
898 available square footage in the building. In no event, however, may any one  
899 business location exceed a maximum of 100 square feet of total copy area except  
900 as otherwise authorized for an anchor tenant.~~

901 b.— ~~Anchor tenants upon a multiple occupant parcel shall be allowed an additional one  
902 square foot of copy area for each linear foot of building frontage of that portion of  
903 the building occupied by the anchor tenant over 100 linear feet. Said additional copy  
904 area shall not exceed 200 square feet of copy area per anchor. The copy area allowed  
905 within this paragraph shall be wall signage, awning signage, or a combination  
906 thereof.~~

907 \* \* \*

908 **Sec. 122-15. Nonconforming signs.**

909 \* \* \*

910 (e) *Elimination of nonconforming signs.*

911 \* \* \*

912 (4) ~~Temporary signs, including window signs, shall be brought into compliance with the~~  
913 ~~provisions of this chapter no later than March 31, 2018. Effective December 31, 2024,~~  
914 all window signs must comply with the window/glass door sign regulations set forth  
915 herein except for businesses currently without a wall sign. Such businesses may be  
916 granted an exception to retain their existing window signage. However, such signs must  
917 remain unaltered or unmodified, except for adjustments necessary to achieve  
918 compliance with the "window sign in lieu of wall sign" option allowed herein.

- 919 (5) Nothing provided herein shall limit the authority of the City of Edgewood to require  
920 removal or remove unsafe signs, abandoned signs, signs erected without permits, or  
921 signs unlawfully located on city property.
- 922 (6) Window Sign permit application fees shall be waived for any application made prior to  
923 December 31, 2024 ~~July 31, 2018~~ to bring any existing nonconforming sign into  
924 compliance with this chapter.
- 925 ~~(7) A party adversely affected by this section 122-15 may petition the city council for relief~~  
926 ~~from its strict application as follows:~~
- 927 a. ~~A petition for relief shall: 1) state the specific subsection or subsections claimed to~~  
928 ~~adversely affect the party; 2) identify the sign or signs at issue; 3) state the date of~~  
929 ~~construction of the sign or signs at issue; 4) include a copy of all permits related to~~  
930 ~~the sign or signs at issue or a statement as to why copies of such permits are not~~  
931 ~~available; 5) include the cost or approximate cost of the sign or signs when~~  
932 ~~originally constructed or a statement as to why such cost or approximation of cost~~  
933 ~~cannot be provided; 6) include an estimate of the depreciated value of the sign~~  
934 ~~structure; 7) provide an estimate of the cost to modify the sign or signs in a manner~~  
935 ~~consistent with this chapter or state the reasons why the sign or signs cannot be~~  
936 ~~modified in a manner consistent with this chapter; 8) provide an estimate of the cost~~  
937 ~~to replace the sign or signs in a manner consistent with this chapter; 9) include a~~  
938 ~~statement of the relief requested; and 10) include a non-refundable filing fee in the~~  
939 ~~amount of \$250.00.~~
- 940 b. ~~Upon receipt of a petition for relief, the city shall schedule a public hearing before~~  
941 ~~the city council. Any pending action by the city related to the sign or signs at issue~~  
942 ~~in the petition shall be abated until after the hearing and determination on the~~  
943 ~~petition by the city council.~~
- 944 c. ~~At the hearing on the petition, the city council shall consider all competent,~~  
945 ~~substantial evidence presented and shall, at a minimum, consider the following~~  
946 ~~factors:~~
- 947 1. ~~The age of the sign or signs at issue;~~  
948 2. ~~The condition of the sign or signs at issue;~~  
949 3. ~~The value of the sign structure or structures at issue;~~  
950 4. ~~Any other value claimed intrinsic to the sign or signs at issue;~~  
951 5. ~~The adverse impact claimed by the petitioner and how such impacts would be~~  
952 ~~caused by strict application of this section 122-15;~~  
953 6. ~~How strict application of this section 122-15 would deprive the petitioner of~~  
954 ~~rights enjoyed by similarly situated parties subject to this chapter;~~



955 ~~7. The available methods and estimated costs of bringing the sign or signs into~~  
956 ~~compliance with this chapter;~~

957 ~~8. The available methods; estimated costs; and potential impacts of mitigating~~  
958 ~~any nonconformities in ways that may not fully comply with the terms of this~~  
959 ~~chapter.~~

960 ~~d. At the conclusion of the public hearing and after reviewing the evidence and~~  
961 ~~testimony placed before it, the city council shall act upon the request either to~~  
962 ~~approve, deny, or approve in part and deny in part the request for relief made by the~~  
963 ~~applicant.~~

964 \* \* \*

965 **SECTION THREE.** If any section, subsection, sentence, clause, phrase, word or  
966 provision of this Ordinance is for any reason held invalid or unconstitutional by any court of  
967 competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall  
968 be deemed a separate, distinct and independent provision, and such holding shall not affect the  
969 validity of the remaining portions of this Ordinance.

970  
971 **SECTION FOUR.** It is the intent of the City Council of the City of Edgewood that the  
972 provisions of this Ordinance shall be codified. The codifier is granted broad and liberal authority  
973 in codifying the provisions of this Ordinance.

974  
975 **SECTION FIVE.** This Ordinance shall take effect immediately upon adoption as  
976 provided by the Charter of the City of Edgewood.

977  
978 PASSED ON FIRST READING THIS 18<sup>th</sup> DAY OF June, 2024.

979  
980 PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

981  
982 CITY OF EDGEWOOD, FLORIDA  
983 CITY COUNCIL

984  
985 \_\_\_\_\_  
986 Richard A. Horn, Council President

987 ATTEST:

988  
989 \_\_\_\_\_  
990 Sandra Riffle, City Clerk

# Business Impact Estimate

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, RELATING TO SIGNS; AMENDING CHAPTER 122 OF THE CITY OF EDGEWOOD CODE OF ORDINANCES RELATING TO SIGNS; AMENDING AND UPDATING PROVISIONS AND REGULATIONS RELATED TO ALLOWED AND PROHIBITED SIGNS AND SIZE AND LOCATION OF SIGNS; PROVIDING FOR CODIFICATION, CONFLICTS, AND EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the [City/Town/Village] is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance, but the [City/Town/Village] is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance: The ordinance revises the City's current sign code. The ordinance primarily clarifies existing definitions and regulations. In some areas, the ordinance allows more signage than currently allowed by the existing regulations. The ordinance does create new restrictions on the time, place, and manner of display of window signage and requires compliance with these new standards by December 31, 2024.

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

Businesses located within the City that currently display window signage may experience an economic impact from the new regulations related to window signage. The City estimates that on average such impact will be less than \$1,000, as the economic impact of the new window sign regulations will be the cost of compliance. The vast majority of window signs located within the City that may be impacted by this ordinance are temporary in nature and relatively easily removed.

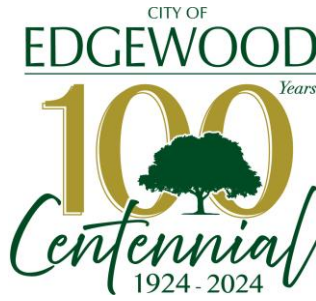
3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The City estimates approximately three hundred businesses may be impacted in some manner by the ordinance as the ordinance deals with signage. The number of businesses that experience a direct financial impact from the ordinance, however, is estimated to be less than fifty.

# **UNFINISHED BUSINESS**

# **NEW BUSINESS**

# Millage Rate



**TO:** Mayor Dowless, Council President Horn and Council Members Lomas, McElroy, Rader and Steele

**FROM:** Sandra Riffle, City Clerk

**DATE:** July 12, 2024

**RE:** Set tentative millage rate and set public hearing date for final millage and proposed FY 2024/2025 budget

I am in receipt of Orange County's preliminary tax roll for real and personal property for the City of Edgewood. The City must complete and return to the Orange County Property Appraiser the DR-420 and DR-420MMP, on or before noon on August 4, 2024. For this reason, Council must set the tentative millage rate and set the public hearings for the proposed millage and the final millage rate and budget.

Orange County's Preliminary Tax Roll 2023 vs. 2024

	2023/2024	2024/2025
Real Property	467,877,786	503,767,074
Personal Tangible Property	34,539,489	36,285,140
<b>TOTAL</b>	<b>\$502,417,275</b>	<b>\$ 540,052,214</b>

The following is a chart that provides you with the City's 2024-2025 ad valorem revenue based on the millage rate set.

Millage	Ad Valorem	Personal Tangible Property	Total
5.25 (current rate)	2,512,538.00	180,972.00	2,693,510.00
5.20	2,488,609.00	179,249.00	2,667,858.00
5.0	2,392,894.00	172,354.00	2,565,248.00
Calculation: Current Year Gross Taxable Value for Operating Purposes $\$503,767,074 \times .95 \times 5.25/1000 = \$2,512,538.00$			

**RECOMMENDATION:** Approve the highest listed millage rate of 5.25. This is only a tentative millage rate and can be adjusted to a lower rate in the first public hearing on Monday, September 9, 2023, but may not be adjusted to a higher rate.

**Please use this form of the Motion:** I move to set the City's millage rate at \_\_\_\_\_%, and direct the City Clerk to complete the DR420 and DR420MMP forms to provide to Orange County Property Appraiser, on or before noon on August 4, 2024.

# **5028 S. Orange Avenue – Bell Rentals**



# Ellen S. Hardgrove, AICP, Planning Consultant, Inc.

Date: September 9, 2021  
To: Drew Smith  
Xc: Bea Meeks, City Clerk; Sandy Riffle, Assistant City Clerk  
Re: 5028 South Orange Avenue/Bell Rental Property RV Storage

The purpose of this report is to provide the history of zoning and uses on the property at 5028 South Orange Avenue in an effort of determining the status of the existing use of RV storage. The exact date of when this use began is uncertain; however, the City's Business Tax Receipts for the property first show the property being used for "storage" in 2011.

The site, in the past, has been used for construction equipment rental and sales, a business known as Bell Rental and Sales. The incorporation date of Bell Rental and Sales date is January 8, 1969 according to Sunbiz records. The address was not listed, but is assumed to be on the subject property. The Bell family has owned the property since 1975 (for south portion) and 1977 for the north portion. Perhaps they were leasing the site before the purchase. The Sunbiz records show the business has been at the 5028 address since at least 1995.

The City's first zoning code, adopted per resolution January 23, 1963, was Orange County's "as of 1957, revised 1962." The 1963 resolution was replaced with an ordinance in January 24, 1964 (Ordinance 5-11-63). The ordinance still established the County's zoning code "as of 1957, revised 1962" as the City's zoning code. In 1970, the County adopted a new zoning code, which the City adopted December 7, 1971.

The property has always been in the City and zoned C3 (until ECD) since zoning was established in the City. The County's 1969 C3 zoning district list of permitted uses, which is assumed to be the code in force when Bell Rental was incorporated, included, among other uses, Building, material, storage and sales; Contractor's storage and equipment yards; Bus, cab, truck repair, storage and terminals; Machinery sales and storage. Based on the description of the business, I would categorize the Bell Rental and Sales business as machinery sales and storage, which, as stated was a C3 permitted use in 1969.

The list of C3 uses deviated from the County in 1975 according to the 1975 City Code kept in City Hall. Section 21-1 of the 1975 Code states the regulations are "as cited in the County zoning regulations and clarified by subsequent City ordinances." Uses such as bus, cab, truck repair storage, and terminals; and contractors' storage and equipment yards were no longer included in the list of permitted uses. The C3 use list included, but was not limited to, "machinery sales and storage;" open storage of equipment, materials, or commodities was required to be screened from residential districts.

In 1989, the City, according to Ordinance 89-346, repealed Chapter 21 of the City's Code (zoning) in its entirety. The 1989 C3 uses that were similar to the Bell's equipment rental and sales, included, "Machinery Sales, rental, and storage; Outdoor storage of merchandise, parts or other equipment; and Contractors storage and equipment yards." By special exception approval, the following use, among others, was allowed: Bus, cab, truck repair storage and terminals.

Any outdoor storage, whether permitted or by special exception, required outdoor storage of equipment, materials, or other goods to be screened from view. Screened from view meant, “shall not be visible to an average person in the usual conduct of residing upon and otherwise utilizing the properties and streets adjacent thereto. For example, such phrases would not include the incidental sighting of the restricted objects (or activities) when being expeditiously moved or repaired (if indoor repair is impractical, and if an appropriate screen or other cover cannot be erected for any such activity which extends beyond one day). Also, they shall not prohibit momentary testing which is otherwise reasonable as to time, nature and duration. Likewise, these phrases shall not include the sighting of an object (or activities) made by the use of binoculars, microphones, observations towers, parting or standing within one foot of shrubbery or fencing, and similar invasive and unusual techniques of seeing, which an average person would not utilize in the course of routine daily living.” Open storage was also required to have a minimum 15 feet from all sides.

In 2001, the City Council debated screening of outdoor storage and made changes to the paragraph above referencing the 1989 conditions of outdoor storage. Here are the changes with strike through and underline.

Outdoor storage – The open storage, whether temporary or permanent, of equipment, materials, ~~commodities shall be screened from view or other goods is prohibited, except where such equipment, materials, commodities or goods are screened from view as defined herein.~~ Screened from view meant, “shall not be visible to an average person in the usual conduct of residing upon ~~and otherwise utilizing the~~ any residential properties and streets adjacent thereto ~~not visible from any named adjacent streets.~~ For example, such phrases would not include the incidental sighting of the restricted objects (or activities) when being expeditiously moved or repaired (if indoor repair is impractical, and if an appropriate screen or other cover cannot be erected for any such activity which extends beyond one day). Also, they shall not prohibit momentary testing which is otherwise reasonable as to time, nature and duration. Likewise, these phrases shall not include the sighting of an object (or activities) made by the use of binoculars, microphones, observations towers, parting or standing within one foot of shrubbery or fencing, and similar invasive and unusual techniques of seeing, which an average person would not utilize in the course of routine daily living.” Open storage was also required to have a minimum 15 feet from all sides.

The 2001 changes also exempted screening outdoor storage when adjacent to alleys, railroads, or other industrial or C3 zoned property. The 2001 change also deemed ANY C3 property (not qualifying whether it was legal or not) that didn’t comply with the outdoor storage screening to be a legal nonconforming use.

Although not in the list of permitted/prohibited uses, the 2001 changes also prohibited temporary overnight storage of equipment, materials, commodities or other goods. I’m not sure that RV storage was ever a permitted use in the C3 district, but, in my opinion, this 2001 change definitely eliminates the use.

The last change to C3 was in 2010 where a significant list of permitted uses became special exceptions: Machinery Sales and Storage; Outdoor storage of merchandise, parts, or other equipment; building

material storage and sales (new, no junk, or used); and Contractors storage and equipment yard. Furthermore, the storage of buses, cabs, and trucks was eliminated.

From this history, it is clear that Mr. Bell’s use of the property as Equipment Rental & Sales was permitted in 1975 when he bought the property, still a permitted use in 1989, but became a legal non-conforming use in 2010 when the City made the use a Special Exception. There has not been a special exception approved to re-instate conformance for equipment rental and sales on the property.

The use of the property for RV storage may never have been lawful. It doesn’t fall into a C3 use from 1962, 1964, 1971, or 1975. One could argue that it is “outdoor storage of merchandise, parts, or other equipment,” which was allowed since 1989; although, I would classify it more as “Bus or truck storage.” If it is bus or truck storage, a special exception for the bus/truck storage on the property would have been needed if this use was established after 1989 to make it lawful; none is on record. The RV storage use would definitely have had to be there before 2001 when temporary overnight open storage of equipment, materials, commodities or other goods was prohibited.

I have summarized the C3 zoning uses discussed above in the table below.

Pertinent Permitted C3 Uses						
1962	1964	1971	1975	1989	2001	2010
Whatever County Allowed	Whatever County still Allowed	<p><b>County Permitted Uses:</b> Building, material, storage and sales; Contractor’s storage and equipment yards; Bus, cab, truck repair, storage and terminals; Machinery sales and storage.</p> <p><b>Special exceptions:</b> none</p> <p><b>Site Standard:</b> Outdoor storage screened from residential</p>	<p><b>Permitted Uses:</b> Machinery Sales and Storage</p> <p><b>Special Exceptions:</b> none</p> <p><b>Site standard:</b> Same as Orange County</p>	<p><b>Permitted Uses:</b> Building material storage and sales (new, no junk, or used); Machinery Sales and Storage; Outdoor storage of merchandise, parts, or other equipment; and Contractors storage and equipment yards</p> <p><b>Special Exceptions:</b> Bus, cab, truck repair, storage and terminals.</p>	No Change in the use lists, BUT in the standards for outdoor Storage: temporary overnight open storage of equipment, materials, commodities or other goods was prohibited.	<p><b>Special Exceptions:</b> Machinery Sales and Storage; Outdoor storage of merchandise, parts, or other equipment; Building material storage and sales (new, no junk, or used); Contractors storage and equipment yards; Bus, cab, <del>light</del> truck repair, <del>storage and terminals</del>.</p>

As far as determining when the RV storage began, it wasn’t until 2011 when the BTR indicated “storage” was part of the business. The type of storage was not indicated; however, it shouldn’t have been for RV storage because by 2011, temporary overnight storage of equipment, materials, commodities or other goods was already prohibited, not only by the 2001 change, but also an April 20, 2010 ordinance (Ordinance 2010-02).

It is interesting to note that while Mr. Bell’s attorney, Mr. Chotas, discussed with Council at the 2001 ordinance second reading that Mr. Bell should not have to be subject to the new screening regulations, there was no discussion/debate about the prohibition of temporary overnight open storage of equipment, materials, commodities or other goods, which was the other change in 2001. Seems had Mr. Bell been storing RVs at that time there would have been a need for some assurance that his temporary

overnight storage of RVs could continue. The reference in the 2001 public hearing minutes of Mr. Bell's business is "used tractors." Furthermore, Orange County Property Appraiser (OCPA) 2001 aerial shows no RV storage (or other vehicle storage) in 2001.

OCPA aerials show what appears to be RVs on an area in the northern portion of the property since 2007. This should have been a code violation in my opinion, particularly since the 2001 ordinance prohibited temporary overnight storage. In 2006, there are a couple of vehicles, but they look more like trucks and truck trailers.

I don't believe this, but for discussion sake, let's say that some interpretation of code classified RV storage as outdoor storage of merchandise, parts, or other equipment and the RVs were there in 2007 [ignoring the fact that temporary overnight storage was prohibited in 2001]. By 2010, this would have become a legal non-conforming use because "outdoor storage of merchandise, parts, or other equipment" became a special exception. Note my conclusion is RV storage was never a permitted use.

Since a special exception was not approved, the use, if it were legal, could not expand as stated in City Code Section 134-38.

*Intent.* It is the intent of this chapter to permit these nonconformities to continue until they are removed but not to encourage their survival. It is further the intent of this chapter that nonconformity shall not be perpetuated nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

*Extension.* Nonconforming buildings or structures and nonconforming uses may not be moved, extended or enlarged beyond the scope and area of its operation at the time the regulation which makes the building, structure or use nonconforming was adopted.

Since 2010, the number of RVs on the property has significantly increased to the point that currently they are all over the property. My opinion at the least, this is a code violation of expanding a nonconforming use.

The reason this determination is needed is two-fold.

1) If the city accepts that RV storage on some or all over the property as a legal nonconforming use, then if the property sells, a new owner can do the same. Is there a way to document where the use can be limited to if it is determined to be a legal nonconforming use? Drew, I'm not sure if the off-street parking regulations would apply for storage of vehicles, but if that Code Section applies, it states, "all parking areas shall have durable all weather surfaces for vehicle use area, shall be properly drained..." I don't know if the original area in the northwest corner of the site where the RVs were stored is paved.

2) If the city does not recognize the use as a legal nonconformity, can the owner apply to have a caretaker on the property for a business that isn't lawful?

ESH

M M BELL  
(407)851-1992

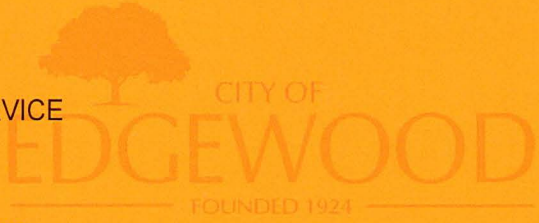
**CITY OF EDGEWOOD**  
LOCAL BUSINESS TAX RECEIPT

No: 35

405 BAGSHAW WAY, EDGEWOOD FL 32809-3406  
LICENSE YEAR: OCT 1, 2022- SEPTEMBER 30, 2023

Date: 7/07/22

Address: 5028 S ORANGE AVE  
EDGEWOOD FL 32809  
Activity: EQUIPMENT RENTAL, SERVICE  
SALES & STORAGE



BUS TAX 98.12  
PENALTY  
TRANSFER

Issued to: BELL RENTALS & SALES INC  
M M BELL  
5028 S ORANGE AVE  
ORLANDO, FL 32809

**Total Paid 98.12**  
October 1 0.00  
November 1 0.00  
December 1 0.00  
January 1 0.00

B MUST BE POSTED CONSPICUOUSLY AT PLACE OF BUSINESS

  
Sandra Riffle, Interim Clerk



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
BELL RENTALS AND SALES INC

### Filing Information

**Document Number** 339824  
**FEI/EIN Number** 59-1229836  
**Date Filed** 01/08/1969  
**State** FL  
**Status** ACTIVE

### Principal Address

2500 SHEFFIELD AVE  
ORLANDO, FL 32806

Changed: 02/09/2020

### Mailing Address

5028 S ORANGE AVE  
ORLANDO, FL 32809

Changed: 04/24/2013

### Registered Agent Name & Address

BELL, CHARLIE B.  
2500 SHEFFIELD AVE  
ORLANDO, FL 32806

Name Changed: 02/09/2020

Address Changed: 02/09/2020

### Officer/Director Detail

#### **Name & Address**

Title STD

BELL, MYRTLE M  
316 HARBOUR ISLAND RD  
ORLANDO, FL 32809 AF

Title P

BELL, CHARLIE B.  
2500 SHEFFIELD AVE  
ORLANDO, FL 32806

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2019	02/28/2019
2020	02/09/2020
2021	08/04/2021

**Document Images**

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<a href="#">01/26/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/21/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/11/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/31/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">05/15/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/03/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

**Customer Name** BELL RENTALS & SALES  
**Customer ID** BELL RENTALS & SALES

**Receipt Number** 223100-01  
**Date:** 7/6/22  
**Reference:** 82018

<u>ITEM / INVOICE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
	BTR Renewal FY 2022-23			98.12

**Payment Method:** Check

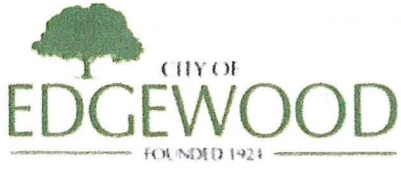
XXXX

**Subtotal:** 98.12  
**Sales Tax** 0.00  
98.12



405 Bagshaw Way  
Edgewood, FL 32809





405 Bagshaw Way, Edgewood, Florida, 32809-3406  
Phone: 407-851-2920 / Fax: 407-851-7361  
[www.edgewood-fl.gov](http://www.edgewood-fl.gov)

**Fiscal Year 2022/23 Business Tax Receipt Renewal  
(Beginning July 1<sup>st</sup> and due and payable  
on or before September 30, 2022)**

Dear Commercial Business Owner and Home Business Owner:

This letter serves as your **only reminder** from the City of Edgewood that it is time to renew your Business Tax Receipt (BTR). **Payments can be received at City Hall beginning July 1, 2022.** *If you are no longer in business*, and have not notified the City, please call City Hall at the number shown above, or email [info@edgewood-fl.gov](mailto:info@edgewood-fl.gov) so that your file can be closed and notifications will be discontinued.

Please return this form, with completed information and signature below. **Sunbiz registration and applicable licenses** must be included with annual business tax payment. Mail to Edgewood City Hall at 405 Bagshaw Way, Edgewood, FL 32809. *Please note that the annual business tax payment for commercial businesses is \$98.12 and the Business Tax payment for residential businesses is \$39.69. Please note the penalties for a delinquent payment:*

Penalty applied after October 1 <sup>st</sup> of each year	BUSINESS TAX	HOME BUSINESS TAX
	<b>\$98.12</b>	<b>\$39.69</b>
Oct 1 <sup>st</sup> 10%	\$107.93	\$43.66
November 1 <sup>st</sup> 15%	\$112.84	\$45.64
December 1 <sup>st</sup> 20%	\$117.74	\$47.63
January 1 <sup>st</sup> 25%	\$122.65	\$49.61

82018  
9812  
7-5-22

An incomplete renewal form, including submission of updated licenses and/or registrations, or other State and County required documentation may result in the delay of issuing your Business Tax Receipt.

Signature: *Charlie Bell* Date: 7-5-22

Print name: Charlie Bell

Corporate business name: Bell Rentals & Sales

Fictitious business name: \_\_\_\_\_

Email Address: charliebellrentalsandSALES.com Federal I.D. Number: 59-1229836

**CITY OF EDGEWOOD ONLY:**

Applicant has executed this form

Applicant has provided all applicable documents OR documents on file are current

Applicant has included check, money order, or paid in person the applicable business tax

Staff Intake: \_\_\_\_\_  
Name Date

RECEIVED  
JUL 06 2022  
CITY OF EDGEWOOD

ORDINANCE NUMBER 2001-002

AN ORDINANCE AMENDING AND CLARIFYING THE ZONING CODE OF THE CITY OF EDGEWOOD, FLORIDA BY AMENDING CERTAIN SECTIONS AND ORDINANCES PERTAINING TO ALLOWABLE USES WITHIN THE RETAIL, INDUSTRIAL, AND COMMERCIAL ZONING DISTRICTS IN THE CITY OF EDGEWOOD, FLORIDA; PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City Council desires to maintain the residential character and quality of life of the city.

WHEREAS, the City Council recognizes its desire to accommodate a retail, industrial and commercial district.

WHEREAS, the City Council realizes the need for the City Code to be more explicit with respect to the allowable uses of property in certain districts so as to foster an appropriate relationship between the retail, industrial, commercial and residential districts.

WHEREAS, it is determined to be in the best interest of the citizens of the City of Edgewood to amend and clarify the permitted uses and structures in the retail, industrial and commercial districts.

NOW THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA, AS FOLLOWS:

SECTION ONE. That Section 26-40 of the Edgewood City Code is hereby amended to add or amend definitions, as follows:

SECTION 26-40. Definitions.

Dwelling: A building or portion thereof, designed or used exclusively for residential occupancy, but not including hotels, lodging houses, modular homes, motels, or mobile homes. ~~or any building used for transient sleeping accommodations.~~

Hotel: A building or other structure used and maintained as a place where transient sleeping accommodations are supplied to transient guests.

Junkyard: An area where waste, used or secondhand materials, equipment and/or machinery is bought, sold, exchanged, bagged, maintained, stored, recycled, baled, packed, disassembled, or handled, including, but not limited to, wrecked or inoperable automobiles, scrap iron and other metals, paper, rags, rubber tires, bottles, and used building materials, plumbing fixtures, electrical fixtures and lumber. Junkyard shall include specifically, but not by way of limitation, automobile wrecking yards, building materials wrecking and/or storage yards and used appliance wrecking and/or storage yards.

Modular Homes: A building used for residential purposes, which is a transportable structure in one or more sections, built on a permanent chassis with plumbing, heating and electrical systems, and manufactured off-site.

Motel: A building or groups of buildings, whether detached or in connected units, used as transient sleeping accommodations designed primarily for ~~transient~~ automobile travelers. The term "motel" includes buildings designated as auto courts, tourist courts, motor lodge, and similar appellations.

Transient Sleeping Accommodations: Rentals of less than 30 days.

**SECTION TWO.** That Section R-3 Multiple-Family Dwelling District of the City Code is hereby amended to read as follows:

SECTION 26-81. Uses Permitted.

Only the following uses shall be permitted within any R-3 Multiple-Family Dwelling District:

- (1) Any use permitted in the R-2 One- and Two-Family Dwelling District.
- (2) Multiple-family dwellings.
- ~~(3) Guest and tourist homes.~~
- ~~(4)~~(3) Kindergarten and day nurseries.

SECTION 26-82. Special Exceptions.

- (6) Guest and tourist homes.

~~(6)~~ (7) Town House projects subject to standards established herein.

**SECTION THREE.** That Section P-O Professional Office District of the City Code is hereby amended to read as follows:

SECTION 26-91. Uses Permitted.

- (20) Employment agencies-, but expressly excluding any labor-pool agencies.

SECTION 26-94. Site Development Standards.

(14) Landscaping requirements shall include:

- (e) Refuse or solid waste disposal areas - Refuse or solid waste disposal areas shall be provided and shall not be located in any required front yard-, or side or rear yard that fronts a public road, unless screened in accordance with Section 26-94(14)(f) herein, as it may be amended from time to time. Uses obtaining a certificate of occupancy prior to the effective date of this section shall have six months to come into compliance with these requirements.

SECTION 26-105. Other Requirements.

- (2) Refuse or sold waste disposal areas - Refuse or solid waste disposal areas shall be provided and shall not be located in any required front yard-, or any side or rear yard that fronts a public road, unless screened in accordance with Section 26-105(11) herein, as it may be amended and replaced from time to time. Uses obtaining a certificate of occupancy prior to the effective date of this section shall have six months to come into compliance with this section.

**SECTION FOUR.** That Ordinance 99-454 amending and clarifying the C-1 Retail Commercial District is hereby amended to read as follows:

SECTION 26-101. Uses Permitted.

- (1) Shopping centers-, comprised of uses consistent with those described herein.

(2) Personal service establishments, such as: Barber shops, beauty parlors, medical and dental clinics, offices, laundry and dry cleaning pick-up stations, shoe repair, tailoring, watch and clock repair, locksmiths, printing (copy) shops and tailor and alteration establishments, ~~but expressly excluding uses such as title loan stores, payday advance stores, labor-pool offices, tattoo, body piercing, and massage parlors, fortune telling shops, or other similar uses which shall be prohibited in all commercial zoning categories.~~

. . . .

(11) Funeral parlors, excluding crematoriums or incinerators.

. . . .

(14) ~~Hospitals and Nursing homes but not animal hospitals.~~

(15) ~~New and off site factory reconditioned automobile parts with no on site installation.~~

~~(16)~~ (15) Other uses which are similar or compatible to the uses permitted herein, which would promote the intent and purposes of this district. Determination shall be made by authority and directive of City Council which shall be without public notice or public hearing.

SECTION 26-102. Special Exceptions.

~~(4) Adult congregate living facilities.~~

. . . .

(4) Hospitals, except veterinary hospitals, which are specifically prohibited.

. . . .

(12) Any retail commercial establishment occupying more than 50,000 square feet and less than 100,000 square feet.

**SECTION FIVE:** That Article X, C-1 Retail Commercial District is hereby amended to read as follows:

SECTION 26-103. Uses Prohibited.

The following uses shall be prohibited in any C-1 Retail Commercial District:

(1) Title loan stores.

- (2) Check cashing, payday advance stores, or other similar businesses.
- (3) Labor-pool offices.
- (4) Bail bond offices.
- (5) Tattoo, body piercing, massage parlors, and fortune telling shops.
- (6) Soup kitchens.
- (7) Runaway and related emergency shelters; homeless shelters.
- (8) Convalescent facilities.
- (9) Residential social service facilities; welfare, food stamp, and other social service offices and institutional facilities.
- (10) Treatment and recovery facilities.
- (11) Other similar uses consistent with this subsection.
- (12) New and used automobile and boat sales.

Section 26-103 104 Off-Street Parking and Loading Regulations.

...

Section 26-104 105 Site and Building Requirements.

...

Section 26-105 106 Other Requirements.

...

Section 26-105 107 Site Plan.

Sections 26-107 26-108 - ~~26-109~~ 26-110 Reserved.

**SECTION SIX:** That Article XI, C-2 General Commercial District is hereby amended to read as follows:

SECTION 26-112. Prohibited Uses.

The following uses shall be prohibited in any C-1 and C-2 general district:

...

- (3) Title loan stores.
- (4) Check cashing, payday advance stores, or other similar businesses.
- (5) Labor-pool offices.
- (6) Bail bond offices.
- (7) Tattoo, body piercing, massage parlors, and fortune telling shops.
- (8) Soup kitchens.

- (9) Runaway and related emergency shelters; homeless shelters.
- (10) Convalescent facilities.
- (11) Residential social service facilities; welfare, food stamp, and other social service offices and institutional facilities.
- (12) Treatment and recovery facilities.
- (13) Other similar uses consistent with this subsection.
- (14) New and used automobile and boat sales.

. . .

SECTION 26-113. Special Exceptions.

- (9) Adult congregate living facilities.
- (10) Any general commercial establishment occupying more than 50,000 square feet and less than 100,000 square feet.

SECTION 26-114. Site and Building Requirements.

- (10) Refuse or solid waste disposal areas - Refuse or solid waste disposal areas shall be provided and shall not be located in any required front yard, or any side or rear yard that fronts a public road, unless screened in accordance with Section 26-114 (11) as it may be amended and replaced from time to time. Uses obtaining a certificate of occupancy prior to the effective date of this section shall have six months to come into compliance under this requirement.

**SECTION SEVEN.** That Article XII, C-3 Wholesale Commercial District is hereby amended to read as follows:

SECTION 26-121. Permitted Uses.

- (1) Any use permitted in the C-1 or C-2 General Commercial District.
- (26) New and off-site factory reconditioned automobile parts.

SECTION 26-122. Prohibited Uses.

The following uses shall be prohibited in any C-3 Wholesale Commercial District:

. . .

- (7) Blast furnace, or similar heat or glare generating operations-, or incinerator or crematorium.
- (11) Junk, salvage, recycling or wrecking yard or structure wherein motor vehicles, appliances or similar used equipment or material is stored, dismantled, or sorted for display, sale or packing.
- (12) New and used automobile and boat sales.
- (13) Mobile and modular homes.
- ~~(13)~~ (14) Other uses which are similar to those listed above which are not specifically permitted in Section 26-121; the prohibition of which would promote the intent and purposes of this district. Determination shall be made by authority and directive of the Edgewood City Council which shall be without public notice or and public hearing.
- (15) Title loan stores; check cashing, payday advance stores, or other similar businesses; labor-pool offices; bail bond offices; tattoo, body piercing, massage parlors; fortune telling shops; soup kitchens; runaway and related emergency shelters; homeless shelters; convalescent facilities; residential social service facilities; treatment and recovery facilities; welfare, food stamp, and other social service offices and institutional facilities; other similar uses consistent with this subsection.
- (16) Any individual, specific use whether or not contained within a shopping center, which is not otherwise expressly permitted as an individual use pursuant to this section or Sections 26-101 and Ordinance 99-454, 26-111, and 26-121 of the Edgewood City Code, as these sections may be amended or replaced from time to time, or which is not expressly listed as a special exception pursuant to Sections 26-102, 26-113, or 26-123 of the Edgewood City Code, as those sections may be amended or replaced from time to time.
- (17) Any commercial establishment occupying more than one hundred thousand (100,000) square feet.



- (18) Any other use specifically prohibited in the C-1, C-2 or C-3 Commercial Districts.

SECTION 26-123. Special Exceptions.

- (7) Any wholesale commercial establishment occupying more than 50,000 square feet and less than 100,000 square feet.

SECTION 26-124. Site and Building Requirements.

- (9) Refuse or solid waste disposal areas - Refuse or solid waste disposal areas shall be provided and shall not be located in any required front yard, or any side or rear yard that fronts a public road, unless screened in accordance with Section 26-114(1) as it may be amended and replaced from time to time. Uses obtaining a certificate of occupancy prior to the effective date of this section shall have six months to come into compliance with this requirement.

**SECTION EIGHT.** That Sections 26-105(3), 26-114(11), and 26-124(11) of the Edgewood City Code are hereby amended to read as follows:

Outdoor Storage - The open storage, whether temporary or permanent, of equipment, materials, commodities shall be screened from view. , or other goods is prohibited, except where such equipment, materials commodities or goods are screened from view as defined herein. "Screened from View" shall mean not visible to an average person in the usual conduct of residing upon and otherwise utilizing the any adjacent residential properties and streets adjacent thereto not visible from any adjacent named streets. For example, such phrases would not include the incidental sighting of the restricted objects (or activities) when being expeditiously moved or repaired (if indoor repair is impractical, and if an appropriate screen or other cover cannot be erected for any such activity which extends beyond one day). Also, they shall not prohibit momentary testing which is otherwise reasonable as to time, nature and duration. Likewise, these phrases shall not include the sighting of an object (or activities) made by the use of binoculars, microphones, observations towers, parting or standing within one (1) foot of shrubbery or fencing, and similar invasive and unusual techniques of seeing, which an average person would not utilize in the course of routine

daily living. (See also Section 26-192 "Outdoor Sales").  
Commercially zoned properties shall not be required to screen outdoor storage from adjacent alleys, railroad, or other industrial or C-3 commercial properties.

(a) Prohibited Storage: Shall include temporary overnight open storage of equipment, materials, commodities, or other goods.

With respect to Section 26-124(11), all existing properties not in compliance with this Section of the ordinance regarding screening of outdoor storage shall be considered a legal non-conforming use.

**SECTION NINE. SEVERABILITY:**

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion thereto.

**SECTION TEN: CONFLICT:**

To the extent this ordinance conflicts with prior ordinances, resolutions or parts thereof, the more restrictive requirement shall prevail. Any conflicts shall be interpreted to the benefit of the City.

**SECTION ELEVEN: EFFECTIVE DATE:**


This ordinance shall become effective immediately upon its adoption.

ADOPTED by the City Council of the City of Edgewood, Florida this 23rd day of January, 2001.


PUBLIC NOTICE: December 8, 2000

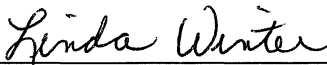
READ 1<sup>ST</sup> TIME: January 9, 2001

READ 2<sup>ND</sup> TIME AND ADOPTED: January 23, 2001

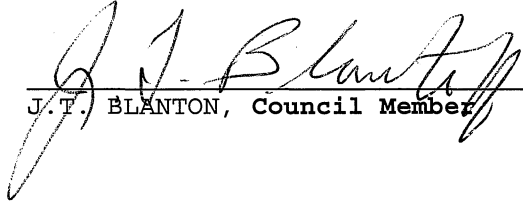
  
WILLIAM SHEAFFER, Council President

\_\_\_\_\_  
NANCY CROWELL, Council Member

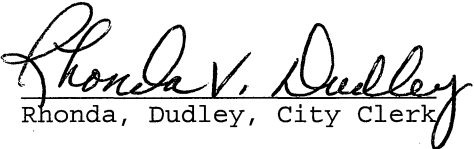
  
GINA MALCANAS, Council Member

  
LINDA WINTER, Council Member

JIM MUSZYNSKI, Mayor

  
J.T. BLANTON, Council Member

**ATTEST:**

  
Rhonda, Dudley, City Clerk

Legal in form and valid if enacted:

  
City Attorney

**EDGEWOOD CITY COUNCIL  
MEETING MINUTES  
JANUARY 23, 2001**

A meeting of the City of Edgewood Council was held at 405 Larue Avenue, Edgewood, Florida, on January 23, 2001. Mayor Muszynski called the meeting to order at 6:38 p.m. Invocation was given followed by the Pledge of Allegiance. Roll call was made and a quorum established.

**PRESENT:**

J.T. Blanton, Council Member  
Nancy Crowell, Council Member  
Gina Malcanas, Council Member  
Linda Winter, Council Member

**PRESENT:**

Jim Muszynski, Mayor  
Rhonda Dudley, City Clerk  
Clarence Bass, Police Chief  
Virginia Cassady, City Attorney

Council President Sheaffer was absent.

**NOTE: THESE MINUTES ARE CONDENSED. FOR DETAILS OF THE MEETING, A TAPE RECORDING IS AVAILABLE AT THE CITY CLERK'S OFFICE IN CITY HALL.**

**MOTION:** Council Member Blanton nominated Council Member Winter to be Acting Council President for this meeting. **SECOND:** Council Member Crowell. The motion passed unanimously.

**APPROVAL OF MINUTES OF JANUARY 9, 2001:** Acting Council President Winter said on page 3, to include that the credit union was going to lease the two northern most units because of access to and from the parking area.

**MOTION:** Council Member Crowell moved to approve the minutes of January 9, 2001, as amended. **SECOND:** Council Member Blanton. The motion passed unanimously.

**APPROVAL OF MONTHLY FINANCIAL REPORT: DECEMBER 2000.**

Council Member Blanton said he had contacted Mr. McDirmitt concerning a discrepancy between what was submitted to his firm and the financial statement prepared by his firm. Mr. McDirmitt assured Council Member Blanton that the discrepancy would be corrected.

**MOTION:** Council Member Blanton moved to accept the December financial statement with the stipulation that the discrepancy is corrected. **SECOND:** Council Member Malcanas. The motion passed unanimously.

Acting Council President Winter requested that Council address the new business items before the Public Hearings.

**PUBLIC HEARING:**

1. SECOND READING OF ORDINANCE NO. 2001-002: AN ORDINANCE AMENDING AND CLARIFYING THE ZONING CODE OF THE CITY OF EDGEWOOD, FLORIDA, BY AMENDING CERTAIN SECTIONS AND ORDINANCES PERTAINING TO ALLOWABLE USES WITHIN THE RETAIL, INDUSTRIAL, AND COMMERCIAL ZONING DISTRICTS IN THE CITY OF EDGEWOOD, FLORIDA; PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE. (CITY CLERK)

**Discussion**

Attorney Chotas said he was representing Mr. Moccio and Mr. Bell. Attorney Chotas requested that the special exception uses on page 4, Section 26.02 (12) is changed to read, "more than 50,000 square feet and less than 100,000 square feet instead of 50,000 square feet or less than 100,000 square feet". Buildings over 100,000 square feet would be prohibited. This correction should also be made on page 6, Section 26-113 (1) and page 8, Section 26-123 (7).

On page 8, Section 8, relating to Outdoor Storage, in the Screened from View definition section, add, "Commercially zoned property shall not be required to screen activities from alleys, commercial, industrial, or public use property."

Attorney Chotas suggested to add to Section 26-124 (11), that all existing properties not in compliance with this section of the ordinance regarding screening outdoor storage be considered a legal nonconforming use. Mr. Bell has conducted business for many years within the city limits and should not be required to have screening of his outdoor storage. His business should be considered a legal nonconforming use.

Mayor Muszynski said Mr. Bell's business is one of the largest eyesores on Orange Avenue. Attorney Chotas replied the City would not be able to enforce Mr. Bell screening his property because he pre-dates the effective date of the ordinance unless Mr. Bell attempts to expand his business.

City Attorney Cassady asked Attorney Chotas if Mr. Bell's property was considered nonconforming because it is agricultural or because of the screening issue. Attorney Chotas answered the screening issue makes the property nonconforming. City Attorney Cassady added that she was not familiar with any case law that addressed a legal nonconforming use applicable to screening. In addition, she and City Attorney Langston have developed a solution by adding a provision in Section 8 with regards to screening provision for C-3 zoning, that any business presently out of compliance with the screen from view provision should be considered a legal nonconforming use. Attorney Chotas said he would not have a problem with this provision.

City Attorney Cassady said that on page 9, Section 8(a) the following should be added, "with respect to Section 26-124(11), all existing properties not in compliance with this Section of the ordinance shall be considered a legal nonconforming use."

Mayor Muszynski said if Council was trying to make Orange Avenue aesthetically pleasing then Council should require screening. He added that the City does not permit used cars and Mr. Bell has used tractors. Mayor Muszynski felt that requiring screening would not shut down Mr. Bell's business but would make it look nicer for everyone.

Mayor Muszynski asked Mr. Bell if he opposed installing screening at his business. Mr. Bell replied, yes.

City Attorney Cassady asked if the City Council wanted to change the "Screened from View" definition to include keeping out the adjacent landowners. Attorney Chotas added that on page 8, the "Screened from View" definition should include, "Screened from View shall mean not visible to an average person in usual conduct of residing upon," strike out, "and otherwise utilizing the" and insert, "any adjacent residential property, if any are named streets adjacent thereto." Attorney Chotas requested adding the sentence, "Commercial zoned properties should not be required to screen activities from adjacent alleys, railroads, or other industrial or C-3 commercial properties".

John Moccio advised Council that the proposed screening would make it easier for burglars because once on the premises, no one would be able to see them. He felt this would give them hours to steal whatever they wanted.

**MOTION:** Council Member Blanton moved to approve the second reading of Ordinance 2001-001. **SECOND:** Council Member Malcanas **Passed:** 4-0. For the record Mayor Muszynski opposed.

2. **SECOND READING OF ORDINANCE NO. 2001-003: AN ORDINANCE OF THE CITY OF EDGEWOOD FLORIDA, AMENDING SECTIONS 23-19 AND 23-28 OF ARTICLE II OF CHAPTER 23, "TRAFFIC & VEHICLES"; DEFINING "RECREATIONAL EQUIPMENT" TO INCLUDE BUSES, AIRPLANES, GLIDERS, AND HOUSEBOATS; DEFINING "RESIDENTIAL DISTRICT"; PROHIBITING PARKING AND STORAGE OF CERTAIN RECREATIONAL EQUIPMENT IN PUBLIC PLACES AND RESIDENTIAL LOTS AND RESTRICTING PARKING AND STORAGE OF OTHER RECREATIONAL EQUIPMENT; PROVIDING PARKING FOR UNLOADING, LOADING, OR CLEANING RECREATIONAL EQUIPMENT FOR A LIMITED PERIOD OF TIME; PROVIDING FOR PENALTIES; PROVIDING FOR WAIVER; PROVIDING AUTHORIZATION FOR REMOVAL OF RECREATIONAL EQUIPMENT WHICH IS NOT OPERABLE OR NOT PROPERLY LICENSED AND REGISTERED; AMENDING SECTION 7-25 TO INCLUDE PENALTIES UNDER SECTION 23-28; AMENDING SECTIONS 23-41(a), 23-42, and 23-43 OF ARTICLE III OF CHAPTER 23; INCLUDING RECREATIONAL EQUIPMENT WHICH IS NOT OPERABLE OR IS NOT PROPERLY LICENSED AND REGISTERED AND TREATING SAME AS THOUGH THEY WERE DISABLED MOTOR VEHICLES**

FOR THE PURPOSE OF STORAGE, REPAIR, AND REMOVAL; PROVIDING FOR CONFLICTS, SEVERABILITY; AND AN EFFECTIVE DATE. (CITY CLERK)

**MOTION:** Council Member Blanton moved to approve the second reading of Ordinance 2001-003. **SECOND:** Council Member Malcanas **Passed:** 4-0.

3. FIRST READING OF ORDINANCE 2001-005, AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING SECTION 5-11 OF THE EDGEWOOD CITY CODE AND EXHIBIT "A" OF ORDINANCE NO. 97-432 WHICH CREATED SECTION 5-11; REDUCING THE MINIMUM SIDE SETBACK TO FIVE FEET (5') FROM ADJOINING SHORELINE PROPERTY WHEN CONSTRUCTING BOAT DOCKS; REQUIRING THAT NOTARIZED CONSENT FORMS BE SENT TO ADJOINING PROPERTY OWNERS WHEN A PROPOSED SIDE SETBACK IS LESS THAN FIFTEEN FEET (15'); INCREASING THE MAXIMUM PERMITTED LENGTH OF BOAT DOCKS FROM FORTY FEET (40') TO SIXTY-FIVE FEET (65'); ALLOWING EXISTING ENCLOSED STRUCTURES TO BE RECONSTRUCTED OR RENOVATED UNDER CERTAIN LIMITATIONS AND CONDITIONS; SETTING THE MINIMUM HEIGHT OF BOAT DOCKS TO ONE FOOT (1') ABOVE NORMAL HIGH WATER ELEVATION; EXPANDING THE MAXIMUM SQUARE FOOTAGE OF ANY BOAT DOCK TO ONE-THOUSAND SQUARE FEET (1000'); AUTHORIZING THE BUILDING OFFICIAL/CITY ENGINEER TO APPROVE APPLICATIONS FOR BOAT DOCKS, ELIMINATING THE NECESSITY FOR SUCH APPLICATIONS TO BE APPROVED BY CITY COUNCIL; SETTING FORTH CIRCUMSTANCES WHEN CITY COUNCIL MUST APPROVE APPLICATIONS FOR BOAT DOCKS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

### **Discussion**

Attorney Cassady said that any controversial boat dock applications would come before Council as in the past. Council Member Blanton said that all surrounding property owners should be notified by certified mail/return receipt requested notifying them of the proposed dock construction.

**MOTION:** Council Member Blanton moved to accept the first reading of Ordinance 2001-005. **SECOND:** Council Member Crowell **Passed:** 4-0. For the record Mayor Muszynski opposed.

### **NEW BUSINESS**

1. PRESENTATION OF POLICE OFFICER OF THE YEAR AWARD (CHIEF BASS)

Chief Bass presented Officer Scott Zane with the Officer of the Year award. Officer Zane apprehended two robbery suspects in addition to saving the City the expense of computer repair and maintenance. Because of his knowledge and willingness to repair, purchase or

program the appropriate computer software and hardware, the City has benefited from his wisdom and readiness to lend a helping hand immensely.

Acting Council President Winter presented Officer Scott Zane with a gift certificate from the City of Edgewood in the amount of \$300.00.

Chief Bass said Officer Richard Michel received a Certificate of Appreciation from the State of Florida for outstanding participation in the November 2000 Buckle Up Enforcement day. In May, there will be another Buckle Up Enforcement day and if you do not have your seat belts on, you will be issued a ticket.

## 2. RECOMMENDATION FOR FULL TIME POLICE OFFICER POSITION AND RESERVE OFFICERS POSITION (CHIEF BASS)

Chief Bass recommended Jason Ray Sams for the position of probationary police officer and Gail P. Hess and Julie Ann Szelengiewicz for the position of probationary reserve police officers.

Mayor Muszynski asked Chief Bass if there was a reason why Council did not receive a full packet of information on each officer as in the past. Council Member Crowell answered that the information before Council is more of a summary and that she really appreciated receiving a summary instead of having to decipher through the large packets Council received in the past. Mayor Muszynski added that if Council were to approve these recommendations, he would abstain.

**MOTION:** Council Member Blanton made a motion to approve Chief Bass' recommendation to hire Jason Ray Sams as a probationary full time Police Officer. **SECOND:** Council Member Crowell. **Passed:** 4-0.

**MOTION:** Council Member Malcanas made a motion to approve Chief Bass' recommendation to hire Gail P. Hess as a probationary reserve Police Officer. **SECOND:** Council Member Blanton. **Passed:** 4-0.

**MOTION:** Council Member Crowell made a motion to approve the Chief Bass' recommendation to hire Julie Ann Szelengiewicz as a probationary reserve Police Officer. **SECOND:** Council Member Blanton. **Passed:** 4-0.

## 3. RECOMMENDATION FOR REMOVAL OF OLD BUILDING AT 5552 HANSEL AVENUE (CHIEF BASS)

Chief Bass said Mr. Enio Carvalho, the developer of the property adjacent to City Hall, is interested in leasing the building at 5552 S. Hansel Avenue. He would like to use the building as a temporary construction office. At the end of that period, he would remove the building and clean up the site for use by the City. Chief Bass supplied estimates from three



contractors for removal of the modular building and rough grade of the lot which ranged from \$3,700 to \$5,500.

**MOTION:** Council Member Blanton made a motion to appoint Council Member Winter as the liaison to negotiate a lease agreement with Mr. Enio Carvalho. **SECOND:** Council Member Crowell. **Passed:** 4-0. Attorney Cassady added that it was necessary for Mr. Carvalho to carry insurance on the property during his lease.

### **OLD BUSINESS:**

It was Council's consensus to schedule a Tree Ordinance workshop, February 12, 2001, at 6:30 p.m.

Attorney Cassady said in the process of reviewing the City's Charter, she found a section that was contrary to Florida Statutes. The City of Edgewood Charter states 25% of registered voters are required to amend the charter while Florida Statutes states 10% of registered voters. State law preempts the City's charter. Attorney Cassady will prepare an ordinance to place the City's Charter in compliance with state law.

Attorney Cassady added that the Satellite Dish Ordinance is illegal and she will get with the City's Building Official to ensure that he is not putting any Satellite Dish Ordinance provision into effect.

Council Member Blanton said the residential pick up dates that Waste Management recommended are Mondays and Thursdays for garbage and Wednesdays for recyclable and yard waste effective March 5, 2001. He suggested the days be included in the City's newsletter. It was Council's consensus to approve the recommended days for garbage, yard waste and recyclable.

### **GUEST AND CITIZEN**

Mr. Crossley made a complaint that people are street sweeping to get rid of the leaves in their yards. He suggested putting an article in the newsletter reminding residents not to put their grass clippings along the streets.

Mr. Frank Aguilar expressed concern about the Campos issue that went before Council. The two plats presented for 406 1/2 Gatlin Avenue were not addressed. One showed an addition to the rear of the house of about six or seven feet after their original request for a variance was denied. Attorney Cassady said the Building Inspector would have to initiate any action concerning this issue. City Clerk Dudley suggested contacting the Building Inspector to request that he checks the unauthorized addition to the rear of the building to ensure that it was completed according the Standard Building Codes. City Attorney Cassady agreed that the Building Inspector should be contacted concerning the extension of the rear of the Campos property.

**ADJOURNMENT:** MOTION MADE TO ADJOURN BY COUNCIL MEMBER CROWELL AND SECONDED BY COUNCIL MEMBER BLANTON. MOTION PASSED UNANIMOUSLY. Meeting was adjourned at 9:40 p.m.

**APPROVED:**



William Sheaffer  
Council President

**ATTESTED:**



Rhonda V. Dudley  
City Clerk

# Mutual Aid Agreement



Sheriff John W. Mina

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# ORANGE COUNTY SHERIFF'S OFFICE

July 1, 2024

Chief Dean DeSchryver  
Chief of Police  
Edgewood Police Department  
5565 South Orange Avenue  
Edgewood, FL 32809

Dear Chief DeSchryver:

Enclosed please find an original copy of the Mutual Aid Agreement between our agencies, which is up for renewal. Please note that there are changes in the agreement, including the effective date. This agreement will pre-empt the previous one.

Please review and execute the agreement in accordance with your agency's procedures. Once signed, please return the original to me via e-mail. Once Sheriff Mina signs the agreement, we will return a fully executed copy to you and file the agreement with the Florida Department of Law Enforcement in accordance with state law.

If there are any questions regarding this matter, please feel free to contact me. Thanks for your consideration.

Sincerely,

/s/ Selina Edwards

Selina Edwards  
Legal Service Coordinator  
P.O. Box 1440  
Orlando, FL 32802  
[Selina.Edwards@ocsofl.com](mailto:Selina.Edwards@ocsofl.com)

Enclosures



**COMBINED  
OPERATIONAL ASSISTANCE AND VOLUNTARY COOPERATION  
MUTUAL AID AGREEMENT  
JULY \_\_, 2024 thru DECEMBER 31, 2028**

**WITNESSETH**

**Whereas**, the subscribing law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Intensive law enforcement situations including, but not limited to, emergencies as defined under Florida Statute 252.34; and
- (2) Continuing, multi-jurisdictional law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people; and

**Whereas**, the Sheriff of Orange County, Florida (“OCSO”), and the City of Edgewood, Florida (“City”), have the authority under Florida Statute 23.1225, et seq., the “Florida Mutual Aid Act,” to enter into a combined mutual aid agreement for law enforcement service which:

- (1) Provides for rendering of assistance in a law enforcement emergency, as defined in Florida Statute 252.34; and
- (2) Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines.

Now, therefore, the parties agree as follows:

**SECTION I. PROVISIONS FOR OPERATIONAL ASSISTANCE**

The subscribing parties hereby approve and enter into this Agreement whereby each of the parties may request and render law enforcement assistance to the other to include, but not necessarily be limited to, dealing with civil disturbances, large protest demonstrations, aircraft disasters, fires, natural or man-made disasters, active shooters, terrorism incidents, sporting events, concerts, parades, escapes from detention facilities, and incidents requiring utilization of specialized units.

**SECTION II: PROVISIONS FOR VOLUNTARY COOPERATION**

Each of the parties hereby approve and enter into this Agreement whereby each party may request and render law enforcement assistance to the other in dealing with any violations of Florida Statutes to include, but not necessarily be limited to, investigating homicides, sex offenses, robberies, assaults, burglaries, larcenies, gambling, motor vehicle thefts, drug violations pursuant to Chapter 893, F.S., backup services during patrol activities, school resource officers on official duty out of their jurisdiction, and inter-agency task forces and/or joint investigations.

### **SECTION III. PROCEDURE FOR REQUESTING ASSISTANCE**

A. A party in need of assistance as set forth above shall notify the agency from whom such assistance is required and provide appropriate information (e.g., nature of the law enforcement assistance requested). Requests for assistance may be verbal or written. The Sheriff or Chief of Police whose assistance is sought, or their authorized designee, shall evaluate the situation and their available resources and will respond in a manner they deem appropriate.

B. Written requests may be delivered by hand, U.S. Mail, teletype, or e-mail. Written requests directed to the OCSO via U.S. Mail shall be addressed to P.O. Box 1440, Orlando, Florida 32802-1440. Written requests directed to the City of Edgewood, Florida via U.S. Mail shall be addressed to Chief of Police, Edgewood Police Department, 5565 South Orange Avenue, Edgewood, Florida, 32809. Each party is responsible for tracking mutual aid requests made or received in accordance with this Agreement.

C. The Sheriff or Chief of Police in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in their jurisdiction, for how long such assistance is authorized, and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.

D. Neither party shall be required to deplete unreasonably its own equipment, resources, facilities, and services in furnishing mutual aid herein. The requesting agency shall release equipment and personnel provided by the responding agency when they are no longer needed or when the responding party determines they are needed within its jurisdiction.

E. Upon request by the other party, personnel provided by the responding agency shall assist in transporting and processing prisoners during situations involving mass arrests. Upon request by the other party, they shall also assist with operating temporary detention facilities.

F. The requesting agency shall be responsible for recording radio communications, including but not limited to, time en route, number of units responding, time of arrival, time of completion, and any other pertinent radio communication.

G. Upon request by the other party, the requesting or responding agency shall complete a detailed report and forward a copy to the other agency.

H. In each of the following circumstances constituting a law enforcement emergency, the OCSO shall be deemed to have requested the operational assistance of the other party to apprehend the suspect and to take any other action reasonably necessary to protect persons or property. If law enforcement action is taken, the City police officer shall notify the OCSO as soon as practicable. This provision is not intended to grant general authority to conduct investigations, serve warrants or subpoenas, or attend to matters of a routine nature, but rather is intended to address critical, life threatening, or public safety situations.

1. A City police officer in the unincorporated county witnesses a forcible felony, as defined by Florida Statute 776.08, or other crime of violence against a person.

2. A City police officer in the unincorporated county observes a driver engaging in a pattern of conduct that constitutes imminent danger to the motoring public and reasonable suspicion of driving under the influence in violation of Florida law.
3. A City police officer within Orange County observes, or is notified of, an OCSO deputy needing or requesting assistance.
4. A City police officer taking law enforcement action pursuant to Section III(H)(1), III(H)(2), or III(H)(3) witnesses a related crime (e.g., resisting).
5. A City police officer outside of their jurisdiction who is continuing an investigation of a crime which began in their jurisdiction and is, at the Orange County Jail Complex, at the OCSO DUI Facility, transporting a subject, interviewing witnesses, victims or suspects, or engaged in the collection of evidence. The Parties recognize that the above referenced activities may not constitute law enforcement action and operational assistance is only requested to the extent required by law.

I. A City police officer who takes law enforcement action outside the City pursuant to this Agreement shall notify the OCSO and take all necessary steps to lawfully complete the enforcement action, including but not limited to, arresting the suspect, transporting the suspect to the appropriate booking location, booking, and providing appropriate reports documenting the event and the actions taken.

J. Except as specifically authorized in Section III(H) herein, City police officers are not empowered under this Agreement to take law enforcement action in areas of Orange County that are outside the City limits without specifically contacting the OCSO in advance for permission. The decision of the Sheriff or designee in these matters shall be final.

#### **SECTION IV: COMMAND AND SUPERVISORY RESPONSIBILITIES**

A. The resources or facilities that are assigned by the assisting agency shall be under the immediate command of a supervising officer designated by the assisting agency. Such supervising officer shall be under the direct supervision and command of the Sheriff, Chief of Police, or designee of the agency requesting assistance.

B. **Conflicts:** Whenever a law enforcement officer from one of the parties is rendering aid pursuant to this Agreement, they shall abide by, and be subject to, the rules and regulations, personnel policies, general orders, and standard operating procedures of their employer. If any such rule, regulation, personnel policy, general order, or standard operating procedure is contradicted, contravened, or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order, or standard operating procedure shall control and supersede the direct order.

C. **Handling Complaints:** Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this Agreement, the requesting agency shall be responsible for documenting the complaint to ascertain at a minimum:

1. The identity of the complainant.
2. An address where the complaining party can be contacted.
3. The specific allegation.
4. The identity of the employees accused without regard to agency affiliation.

The requesting agency shall expeditiously provide the responding agency with this information, along with a copy of all applicable documentation. The agency employing the subject of the complaint shall be responsible for conducting an appropriate review.

## **SECTION V: LIABILITY**

Each party engaging in any mutual cooperation and assistance pursuant to this Agreement agrees to assume responsibility for the acts, omissions, or conduct of such party's own employees while engaged in rendering such and pursuant to this Agreement, subject to the provisions of Florida Statute 768.28, where applicable. Neither party waives any sovereign immunity protection provided by law.

## **SECTION VI: POWERS, PRIVILEGES, IMMUNITIES, AND COSTS**

A. Pursuant to the provisions of Florida Statute 23.127(1), an employee of a party who renders aid outside that party's jurisdiction but inside the state in accordance with this Agreement shall have the same powers, duties, rights, privileges, and immunities as if performing duties inside the employee's political subdivision in which normally employed.

B. A party that furnishes equipment pursuant to this part must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.

C. The parties are responsible for providing compensation and benefits to their respective employees providing services hereunder, including but not limited to salary, overtime, health insurance, disability insurance, life insurance, liability insurance, workers compensation, pension/retirement, vacation time, sick leave, and any amounts due for personal injury or death. Each party shall also defray the actual travel and maintenance expenses of its employees while they are rendering such aid.

D. The privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this mutual aid agreement. The provisions of this section shall apply with equal effect to paid, volunteer, and auxiliary employees.

E. Nothing herein shall prevent the requesting agency from seeking supplemental appropriations from the governing authority having budgeting jurisdiction, or funds from other



available sources, to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

## **SECTION VII: TERM**

This Agreement shall take effect upon execution and approval by the hereinafter named officials and shall continue in full force and effect through December 31, 2028. If they so agree in writing, the Sheriff and Chief of Police may extend the term of this Agreement for a period of up to 120 days.

## **SECTION VIII: CANCELLATION**

A party may terminate this Agreement for convenience upon delivery of written notice to the other party. The liability provisions of this Agreement shall survive any such termination.

## **SECTION IX: RELATION TO OTHER AGREEMENTS**

Nothing herein is intended to abrogate any other agreements, or portions thereof, between the parties.

## **SECTION X: MISCELLANEOUS PROVISIONS**

A. **Policy and Training:** Each party shall adopt and enforce written policy that is consistent with this Agreement and applicable law. Each party shall also train its law enforcement officers on extraterritorial jurisdiction, including but not limited to the parameters of mutual aid agreements.

B. **Forfeiture Litigation:** If a subscribing agency seizes any vessel, motor vehicle, aircraft, or other property pursuant to the Florida Contraband Forfeiture Act (Florida Statutes 932.701-707) during performance of this Agreement, the agency requesting assistance in the case of Operational Assistance, and the seizing agency in the case of Voluntary Cooperation, shall be responsible for maintaining a forfeiture action. For joint operations or task forces, the Sheriff and Chief of Police may agree on which agency will be responsible for maintaining related forfeiture actions. The agency pursuing the forfeiture action shall have the exclusive right to control, and responsibility to maintain, the proceedings and property in accordance with the Florida Contraband Forfeiture Act, including but not limited to complete discretion to bring a lawsuit, dismiss the case, or settle the case. Also, the agency pursuing the forfeiture action may recover its reasonable costs from the proceeds of the case (e.g., filing fee, court reporter fee, attorney time, auction expenses).

Proceeds from forfeited property seized as a result of or in accordance with this Agreement shall be divided to reflect the resources committed by each party. The parties shall confer to arrive at an appropriate formula. Similarly, if judgment and/or fees are entered against law enforcement, the parties shall confer to arrive at an appropriate formula.

C. **Powers:** Nothing in this Agreement shall be construed as any transfer or contracting away of the powers or functions of one party to the other.

D. **Law Enforcement Related Off-Duty Employment:** This Agreement does not grant law enforcement powers to City police officers for purposes of law enforcement related off-duty employment.

E. **Damages:** This Agreement shall in no event confer upon any person, corporation, partnership, or other entity, including the parties hereto, the right to damages or any other form of relief against any party to this Agreement for operations or omissions hereunder.

F. **Conflicts with Florida Mutual Aid Act:** In the event of a conflict between the provisions of this Agreement and Florida Statute 23.1225, et seq., the "Florida Mutual Aid Act," the provisions of the Florida Mutual Aid Act shall control.

G. **Amendments:** This Agreement contains the entire understanding between the parties and shall not be renewed, amended, or extended except in writing.

H. **Governing Law and Venue:** This Agreement shall be construed in accordance with Florida law. The venue of any litigation arising hereunder shall be Orange County, Florida.

In witness whereof, the parties have caused this Agreement to be executed by the undersigned persons as duly authorized.

**SHERIFF'S OFFICE OF ORANGE COUNTY, FLORIDA**

---

John W. Mina  
as Sheriff of Orange County, Florida

Date: \_\_\_\_\_

FOR USE AND RELIANCE ONLY BY THE  
SHERIFF OF ORANGE COUNTY, FLORIDA.  
APPROVED AS TO FORM AND LEGALITY  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

---

General Counsel

**EDGEWOOD POLICE DEPARTMENT**

\_\_\_\_\_  
Dean DeSchryver  
Chief of Police

Date:\_\_\_\_\_

**APPROVED:  
CITY OF EDGEWOOD, FLORIDA**

ATTEST:\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
John Dowless  
Mayor

APPROVED BY THE CITY  
COMMISSION OF THE CITY  
OF EDGEWOOD, FLORIDA,  
AT A MEETING HELD ON

\_\_\_\_\_  
UNDER AGENDA NO. \_\_\_\_\_.

FOR USE AND RELIANCE ONLY BY  
THE CITY OF EDGEWOOD,FLORIDA.  
APPROVED AS TO FORM AND  
LEGALITY THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_ 2024.

\_\_\_\_\_  
City Attorney

# **Discussion Item – Personnel Policy**

# **GENERAL INFORMATION**

# **CITIZEN COMMENTS**

# **BOARDS AND COMMITTEES**





## Memo

**To:** Mayor Dowless, Council President Horn,  
Council Members Lomas, McElroy, Rader, and Steele

**From:** Brett Sollazzo, Administrative & Permitting Manager

**Date:** 6/10/2024

**Re:** Planning & Zoning Report

---

The following agenda items were reviewed by the Planning and Zoning Board at the June 10, 2024 meeting:

**1. Special Exception 2024-01: 220 Verzon Ct. - Guest Cottage**

A Special Exception to City Code Sec. 134-220 (c)(5) to allow a guest cottage on the property located at 220 Verzon Court, Edgewood, FL. The property is currently zoned R-1A and is legally described as LAKE JESSAMINE ESTATES PH 2 49/144 LOT 67.

The following motion was made by the Planning and Zoning Board:

***Vice Chair Nelson made a motion to recommend approval of Special Exception 2024-01 as presented to allow a guest cottage on the property located at 220 Verzon Court.***

***The motion was seconded by Board Member Nolan. Approved (3/0) by roll call vote.***

The motion was approved by roll call vote.

Vice Chair Nelson	Favor
Board Member Gragg	Favor
Board Member Nolan	Favor
Chair Santurri	Absent
Board Member Gibson	Absent

Public notice letters were mailed out to 48 properties within a 500-foot radius of the subject property. As of this memo, there was one (1) returned letter, and zero (0) letters of objection have been received. Planner Hardgrove, and the applicant will be in attendance to answer any question you may have regarding this Special Exception request.



Date: June 11, 2024  
To: City Council  
From: Ellen Hardgrove, City Planning Consultant  
XC: Sandy Riffle, City Clerk  
Brett Sollazzo, Administrative Assistant  
Drew Smith, City Attorney  
Re: Special Exception Request for Guest Cottage at 220 Verzon Court

**Request:**

This agenda item relates to a request by the property owner at 220 Verzon Court to add a “guest cottage” to the property. The property is zoned R1A (Single Family Residential), the location is shown in Exhibit 1. A one-story 2,570 square feet single family house exists onsite. Construction of a guest cottage on the property requires approval of a special exception.

*A “guest cottage” is defined as living quarters within a detached accessory building located on the same lot or parcel of land as the principal building, to be used exclusively for housing members of the family occupying the principal building and their nonpaying guests; such quarters can have no kitchen facilities and cannot be rented or otherwise used as a separate dwelling. Exhibit 2 is the proposed site plan for the guest cottage.*

Approval of a special exception is dependent upon compatibility with the character of the neighborhood, its effect on the value of surrounding lands, required open space on the lot, and no negative impact to parking in the neighborhood. A special exception cannot be approved unless and until P&Z and City Council make a finding that the granting of the special exception shall not adversely affect the public interest.

**Analysis:**

**Character of the Neighborhood**

The property is part of the Lake Jessamine Estates single family residential subdivision; the construction of the guest cottage should not change the character of the neighborhood.

As shown in Exhibit 2, even though the guest cottage is viewed as an accessory structure, the guest cottage will be located consistent with the minimum setbacks for a principal building in the R1A district (front – 30 feet, rear 35 feet, side 10 feet). In

addition, the construction will not exceed the R1A maximum impervious surface of 45% and the required private recreation area on the site (40%) will continue to be met.

The same square footage could be added to the house without a special exception. This is possible since the subject lot size is nearly three times larger than the typical lot in this subdivision due to the subdivision layout. According to the Orange County Property Appraiser's website, the subject lot is 20,038 square feet (0.46 acre); the typical lot in this subdivision is 7,500 square feet (0.17 acre).

The proposed location of the guest cottage will also help to maintain the character of the neighborhood. The structure will not be visible from the street. Since the adjacent land is a railroad track and a drainage canal and stormwater pond as shown in Exhibit 3, the only lot where the guest cottage will be visible from is the lot to the north and a letter of support from that resident was submitted to City Hall May 23, 2024. Furthermore, given the limitation of occupants of the guest cottage by definition, the "single family" character of the neighborhood will not be affected.

#### **Its effect on the value of surrounding lands**

Given the "single family" character of the neighborhood will not be affected, the surrounding property values should not be negatively affected. The value of the adjacent nonresidential land use (the railroad and commercial uses east of the railroad, the drainage canal and the stormwater pond) also should not be affected by the construction of guest cottage on the subject property.

#### **Required Open Space**

As submitted by the applicant, the required open space for the lot will continue to be met (40%) and the maximum impervious surface for the R1A district will not be exceeded.

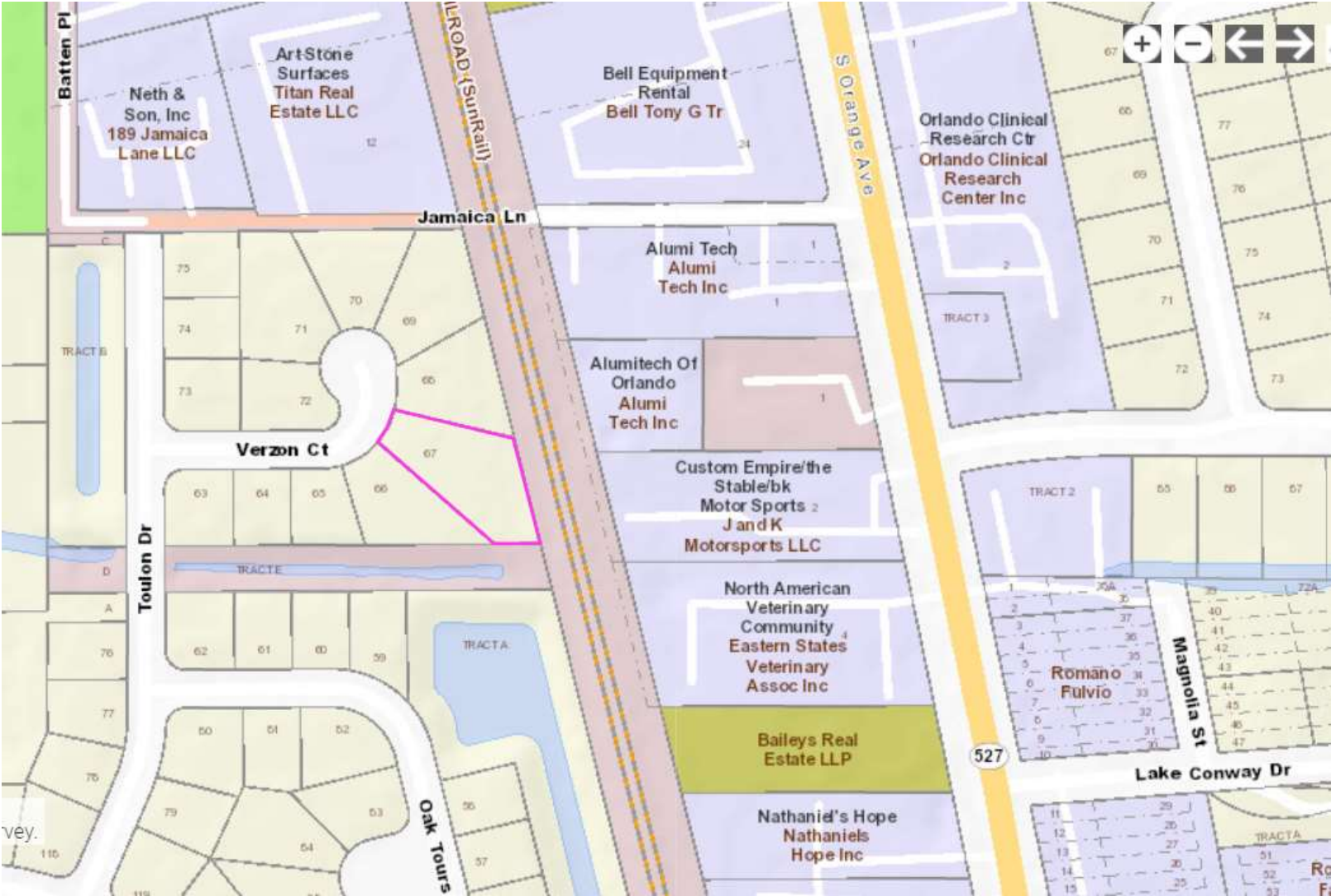
#### **Parking**

No additional parking spaces are being proposed. Any additional parking needed due to the guest cottage can be accommodated on the extra-long driveway ( $\pm 50$  feet), which exists since the house is setback further than the minimum front setback.

#### **Recommendation:**

Staff and the Planning and Zoning Board recommend approval of the request, finding a guest cottage on the property will not affect the public interest.

Exhibit 1 – Subject Property Location



Special Exception Guest Cottage 220 Verzon Court



Exhibit 3 – Surrounding Land Use



Special Exception Guest Cottage 220 Verzon Court

June 11, 2024

Page 5 of 6

Exhibit 4 – Potential Parking Garage & Extra Long Driveway for Parking



 Subject Property



RECEIVED

MAY 16 2024

CITY OF EDGEWOOD

APPLICATION FOR SPECIAL EXCEPTION

Reference: Code Sections 134-103 through 134-109

REQUIRED FEES: \$750.00 Application Fee + \$1000 Pass-Through Fees Initial Deposit (Ordinance 2013-01)

Please note the application fee is non-refundable. Additional pass-through fees may be required throughout the project. If any pass-through balance remains at project completion, it will be reimbursed.

IMPORTANT: A COMPLETE application with all required attachments must be submitted to City Staff 30 days before the next Planning & Zoning meetings. No application shall be deemed accepted unless it is complete and paid for. Notarized letter of authorization from Owner MUST be submitted if application is filed by anyone other than property owner. You can submit all documents electronically to info@edgewood-fl.gov.

Please type or print. Complete carefully, answering each question and attaching all necessary documentation and additional pages as necessary.

[X] New Special Exception Request [ ] Amendment to Special Exception Date SE granted: \_\_\_\_\_

Applicant Name: LAUTARO MALDONADO Owner Name: LAUTARO MALDONADO

Email: alexmaldo3@hotmail.com Email: alexmaldo3@hotmail.com

Phone: 407-616-4718 Phone: 407-616-4718

Property Address: 220 VERZON CT ORLANDO FL 32839

Legal Description: PRIVATE EXISTING RESIDENCE

ONE STORY CONCRETE BLOCK

Property Zoning: R-1A Existing on site: EXISTING RESIDENCE

Surrounding Zoning Designations:

North: R-1A South: R-1A East: ECD West: R-1A

Section of Code Special Exception being requested: \_\_\_\_\_

134-220(c)(5)

Special Exception Request: SEE ATTACHED LETTER OF EXPLANATION





**PROVIDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:**

- 1) A signed and notarized Agent Authorization form if the applicant IS NOT the subject property owner.
- 2) Provide a Letter of Explanation which must outline the specifics of the proposed Special Exception request and include the justification for the subject request. If applicable, please include the following:
  - Summary of business operation including hours of operation, seating capacity, required parking and loading spaces, number of employees, number of anticipated clients/customers, site concerns that may impact adjacent properties, etc.
- 3) Each application for a Special Exception shall be accompanied by a site plan. Details of the site plan depend on what section of code you are requesting the Special Exception for. Please work with City Staff to confirm.
- 4) During the Special Exception review, City Staff may request the following information if applicable:
  - Detailed site plan, landscape plan, existing and/or proposed structures, septic systems, drain fields, easements, buffers, signage, fire lanes, driveways, etc.

The applicant hereby states that the above request for Special Exception does not violate any deed restrictions on the property. Application must be signed by the legal owner, not agent, unless copy of power of attorney is attached.

Applicant Name: LAUTARO MALDONADO

Applicant Signature: [Signature]

Date: 5-14-24

Owner Name: LAUTARO MALDONADO

Owner Signature: [Signature]

Date: 5-14-24

**Office Use Only:**

Received by: Brett Sollazzo

Date Received: 5/16/2024

Forwarded to: City Planner - Ellen Hardgrove

Date Forwarded: 5/16/2024

P&Z Meeting Date: 6/10/2024

City Council Meeting Date: 7/16/2024

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LETTER OF EXPLANATION

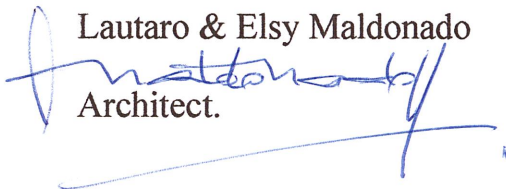
I would like to submit this application to the City Council and City Staff, for my wife and I, we are retired Senior Citizens, who have worked hard. We are in a new stage of our life where we need support and care. Our daughter is willing to move in with her family to our home to assist us, in order for my daughter to move in, my wife and I decided to build this mother-in-law room, on which we can have the privacy and at the same time, the support, care and love that we need. Who better than my own family to provide those things for my wife and I. We would also like to dedicate our leisure hours enjoying some recreational activities such as painting, music, reading etc. in a peaceful and private environment without disturbing anybody.

Please, I ask you to take this into consideration and to give a favorable acceptance and positive vote to get the approval of my special request.

We will be very thankful, and we will greatly appreciate your kindness and understanding on my petition.

Thank you!

We will be forever grateful.

Lautaro & Elsy Maldonado  
  
Architect.

**Parcel Plus #51257**


---

**From:** Eldolgie Crawford <eldolgie@icloud.com>  
**Sent:** Thursday, May 23, 2024 10:48 AM  
**To:** Parcel Plus #51257  
**Subject:** Support of Neighbor

Sent from my iPhone

I Eldolgie Crawford Jr., resident of 214 Verzon Ct. Orlando Fl. 32839 have no objections to my neighbor Lautaro Alex Maldonado 32839 adding construction to his home.

The addition to his home in no way interferes with my home and I give my full support to his planned construction.

  
Sincerely: Eldolgie Crawford Jr.

**IMPERVIOUS AREA CALCULATION WORKSHEET**

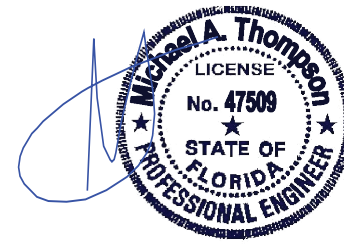
IMPERVIOUS AREA IN SQUARE FEET:		<del>5430</del> 4430 sq ft
		<b>TOTAL</b>
TOTAL HOUSE FOOT PRINT		2,618 SF
TOTAL DRIVEWAYS AND SIDEWALKS		888 SF
TOTAL PATIO/DECK/SLAB AREA		336 SF
TOTAL POOL SURFACE "WATER" AREA (if applicable) (Total surface water area of pool is divided by 2)		N/A
TOTAL OUT BUILDINGS		<del>58</del> 587 SF
TOTAL IMPERVIOUS AREA IN SQUARE FEET (A)		4430 SF
Total Lot Square Feet (B)		20,126 SF
TOTAL % IMPERVIOUS COVERAGE (A÷B)x100		22.01% #DIV/0!

Impervious surface ratio (ISR) means a surface which has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes most conventionally surfaced streets, roofs, sidewalks, parking lots, patios, wet pond surface areas at normal or control elevation, 50 percent of water surface of swimming pools, and other similar nonporous surfaces, but does not include dry bottom stormwater facilities or wood decks over soil (with spaces between planks). Determinations regarding permeability of material or surface shall be at the sole discretion of the city engineer or designee. "Impervious surface ratio" is the impervious surface of a parcel or lot divided by the total parcel or lot area, expressed as a percent. ISR requirement controls the intensity of development by restricting the amount of land covered by any type of impervious surface. The ISRs listed in this Code for various zoning districts shall be the maximum allowed. The ISR requirement for a particular parcel or lot area shall be supported by the necessary drainage calculations and shall be determined at the discretion of the city engineer.

Braille and Large Print Request - You can request a copy of this statement in Braille or Large Print by calling 800-432-1000 or going to bankofamerica.com and enter Visually Impaired Access from the home page.

# INDEX OF DRAWINGS

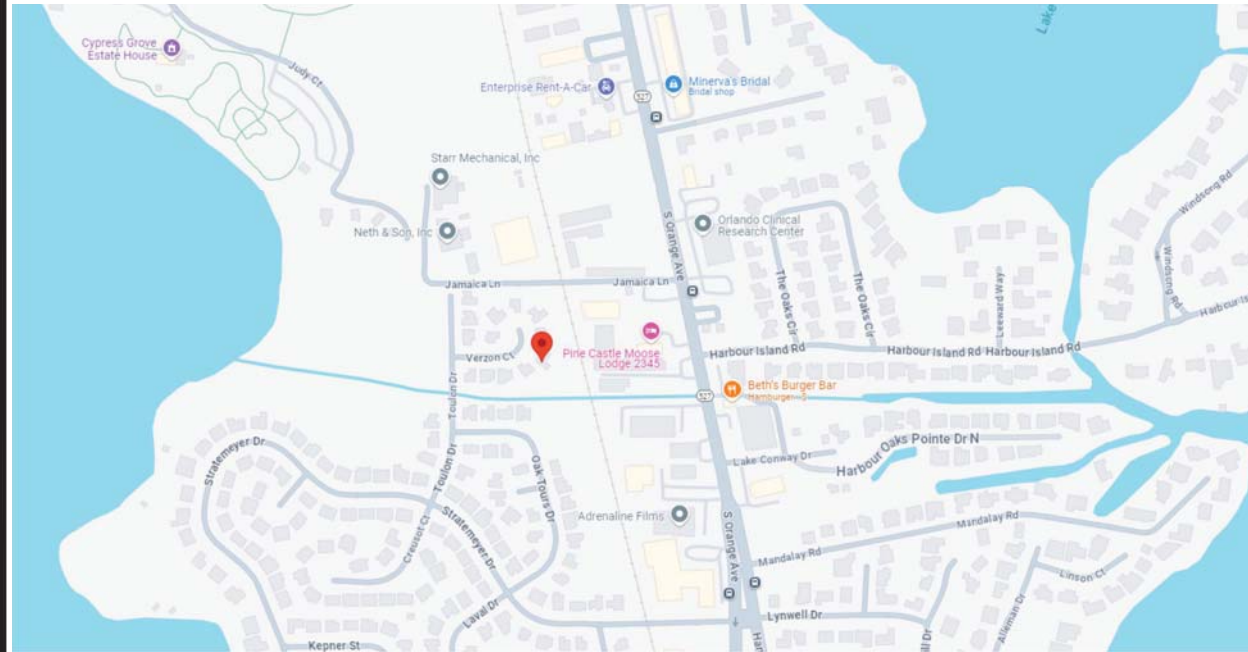
A0	INDEX OF DRAWINGS, SITE LOCATION MAP, SITE PLAN	S0	STRUCTURAL NOTES & WIND PRESSURES
A1	FLOOR PLAN	S1	FOUNDATION PLAN
A2	FRONT & REAR ELEVATIONS	S2	FOOTING & CONCRETE DETAILS
A3	RIGHT & LEFT ELEVATIONS	S3	PRECAST LINTEL PLAN & SCHEDULE
A4	ROOF PLAN	S4	SCHEMATIC ROOF FRAMING PLAN
A5	GENERAL NOTES WINDOW & DOOR & SCHEDULE	S5	BUILDING SECTION
A6	WINDOW JAMB / SILL DETAILS & GENERAL FLASHING	S6	BUILDING SECTION
P1	PLUMBING FLOOR PLAN	S7	STRUCTURAL FRAMING DETAILS
E1	ELECTRICAL FLOOR PLAN	S8	PRECAST LINTEL TABLES & NOTES



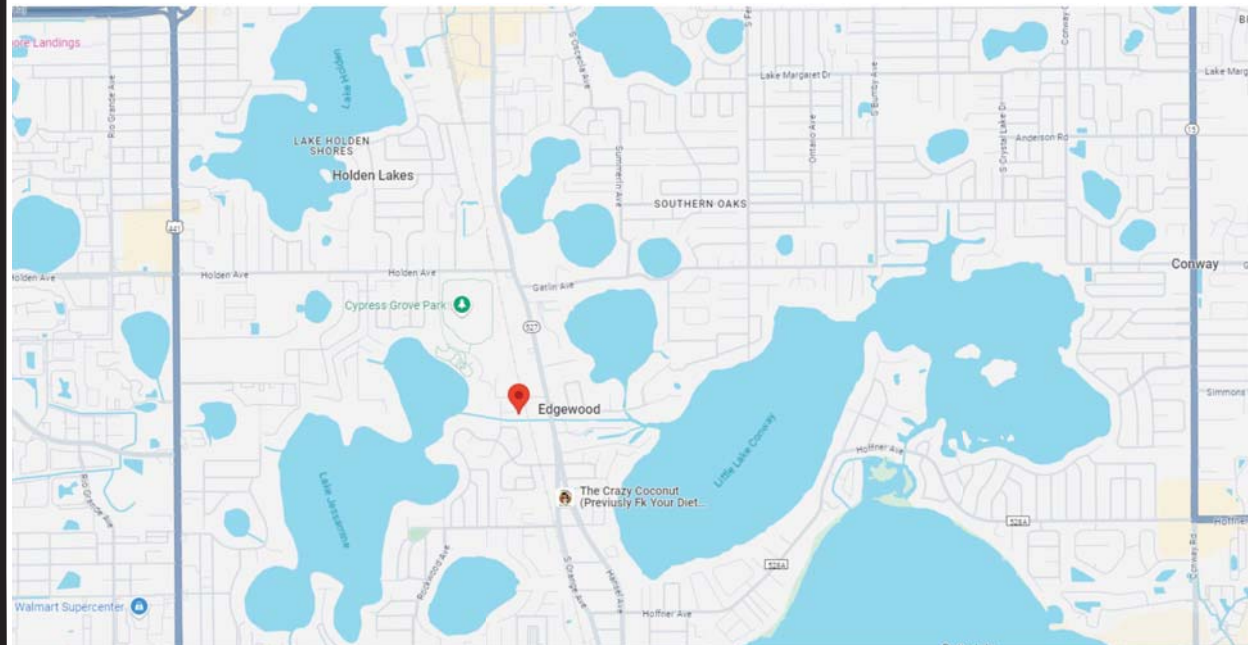
Digitally signed by MICHAEL THOMPSON

Reason: This item has been digitally signed & sealed by Michael A. Thompson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

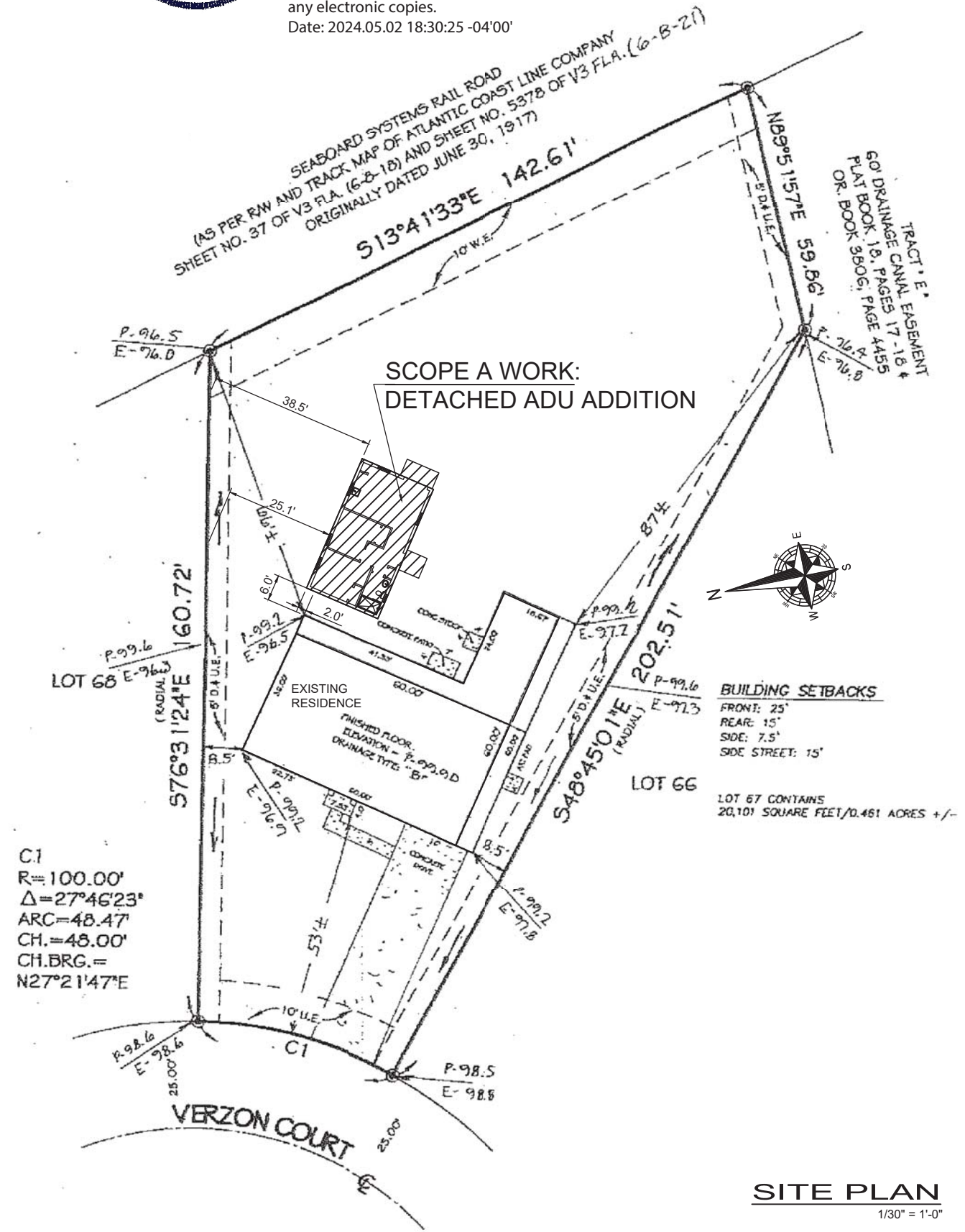
Date: 2024.05.02 18:30:25 -04'00'



LOCATION OF PROPOSED CONSTRUCTION



SITE LOCATION MAP



REVISIONS:

DETACHED ADU ADDITION  
220 VERZON CT.  
ORLANDO, FL 32839



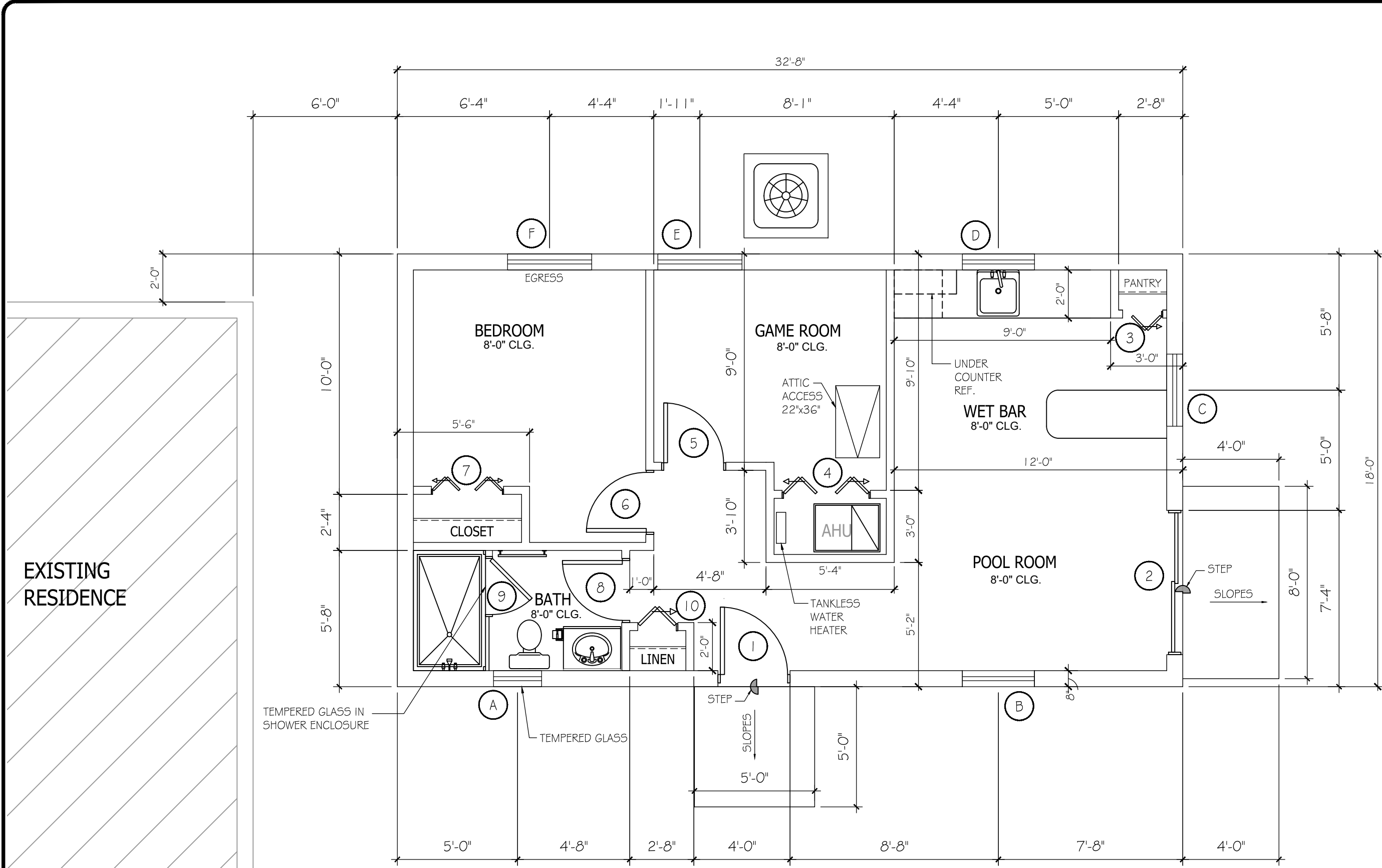
DATE: 04/26/24

SCALE: AS NOTED

DRAWN BY: J.F.

SHEET

A0



EXISTING RESIDENCE

TEMPERED GLASS IN SHOWER ENCLOSURE

TEMPERED GLASS

**AREA CALCULATIONS**

A / C AREA :	588 SQ. FT.
TOTAL AREA:	588 SQ. FT.

**FLOOR PLAN**

1/4" = 1'-0"

NOTE: EMERGENCY EGRESS OPENINGS SHALL HAVE A NET CLEAR HEIGHT OPENING NOT LESS THAN 24 INCHES AND THE NET CLEAR WIDTH SHALL BE NOT LESS THAN 20 INCHES. NOTE: A NET CLEAR OPENING OF NOT LESS THAN 5.7 SQUARE FEET IS REQUIRED. GRADE FLOOR OR BELOW GRADE OPENINGS SHALL HAVE A NET CLEAR OPENING OF NOT LESS THAN 5 SQUARE FEET.

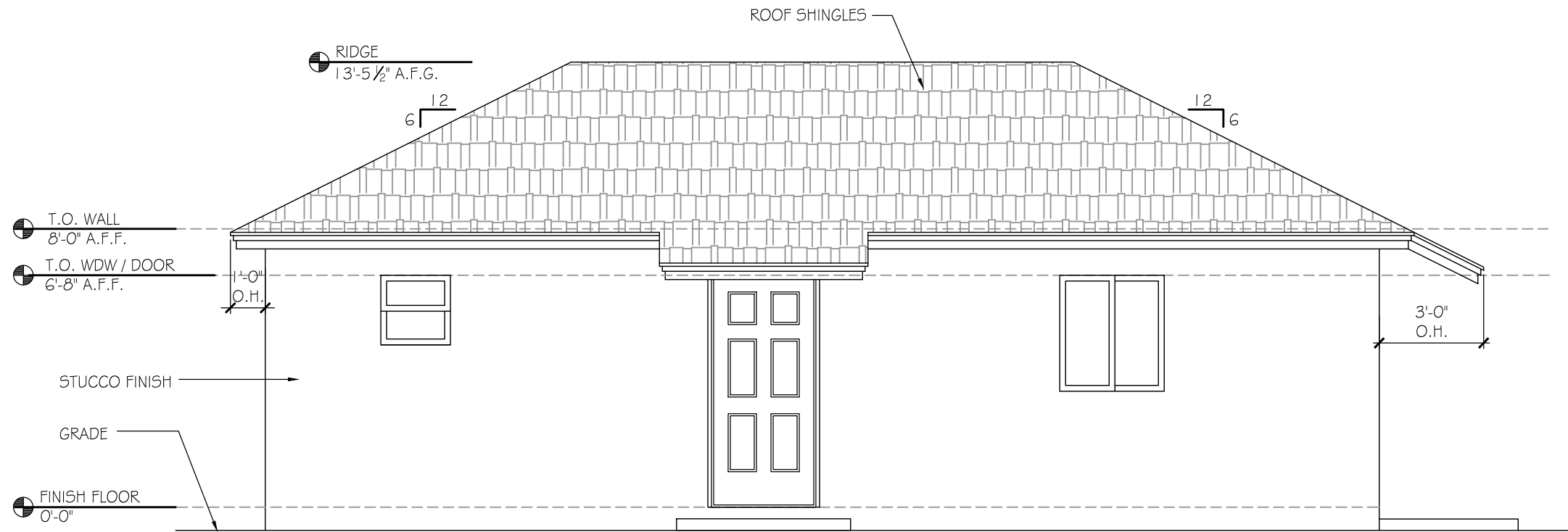
DETACHED ADU ADDITION  
220 VERZON CT.  
ORLANDO, FL 32839

**ITEG**  
THOMPSON ENGINEERING GROUP, INC.  
Michael A. Thompson  
PE # 47509  
4401 Vineland Road, Suite A6  
Orlando, FL 32811  
407-734-1450  
www.tegfl.com

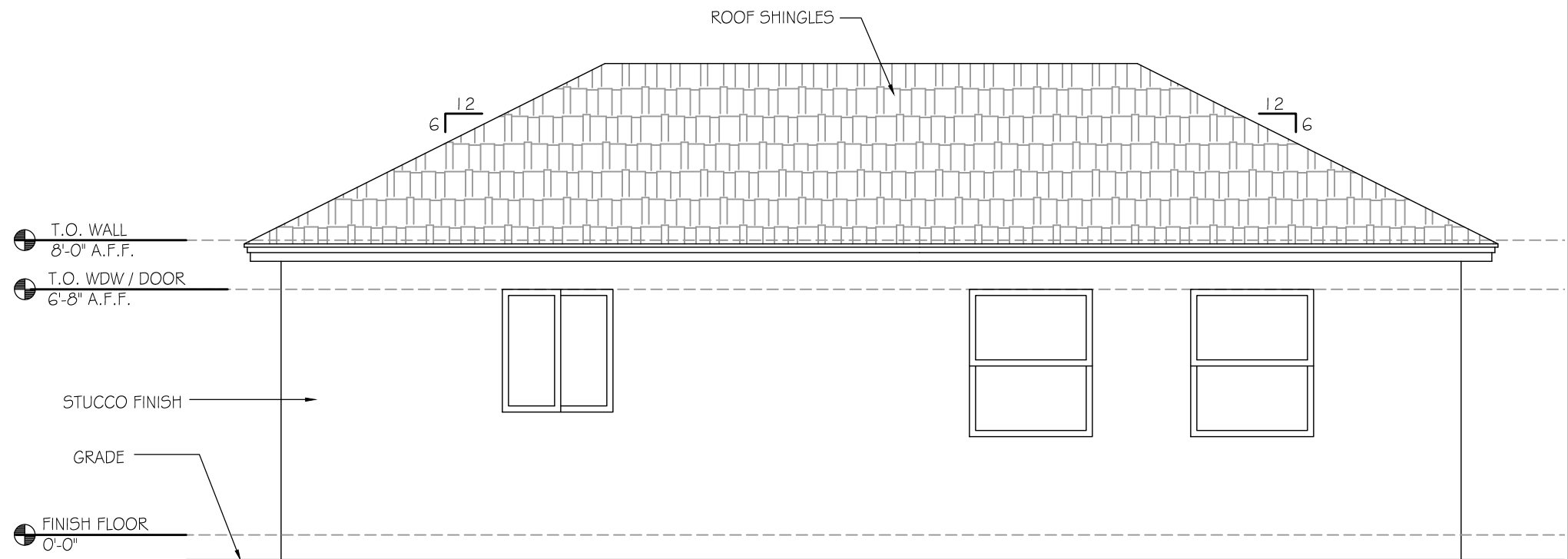
DATE: 04/26/24  
SCALE: AS NOTED  
DRAWN BY: J.F.

SHEET  
**A1**

REVISIONS:



FRONT ELEVATION  
1/4" = 1'-0"



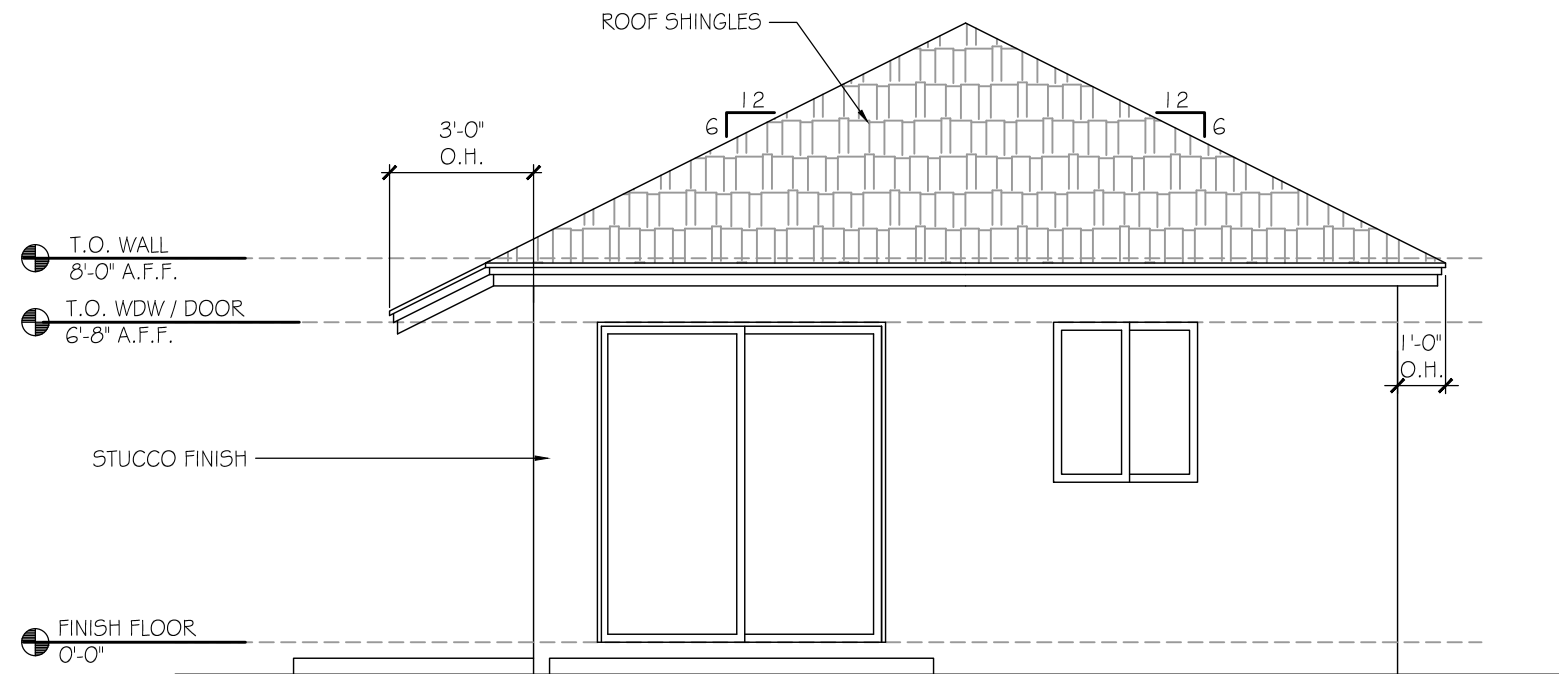
FRONT ELEVATION  
1/4" = 1'-0"

DETACHED ADU ADDITION  
220 VERZON CT.  
ORLANDO, FL 32839

**TEG**  
THOMPSON ENGINEERING GROUP, INC.  
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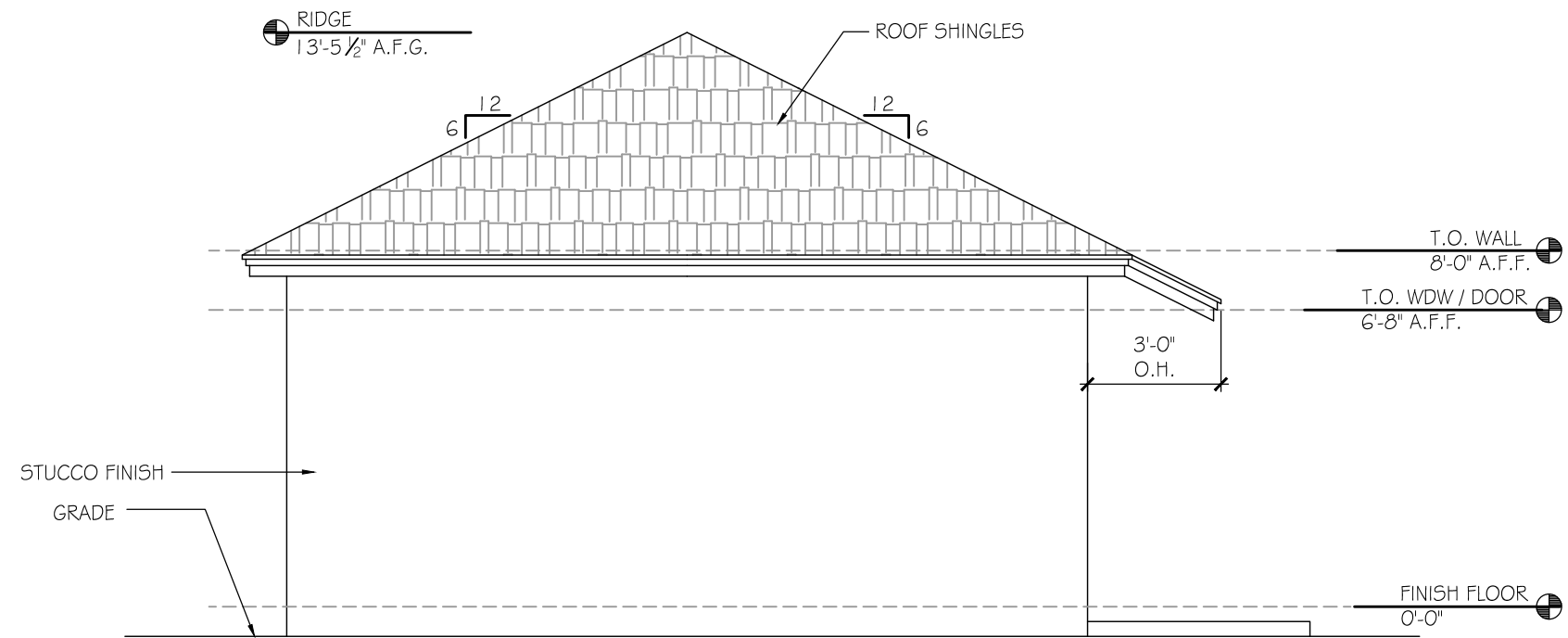
DATE: 04/26/24  
SCALE: AS NOTED  
DRAWN BY: J.F.

SHEET  
A2



**RIGHT ELEVATION**

1/4" = 1'-0"



**LEFT ELEVATION**

1/4" = 1'-0"

NOTE: 7/8" STUCCO FINISH BY WITH

- TWO WATER-RESISTIVE BARRIERS INSTALLED AS REQUIRED BY R703.2. THE INDIVIDUAL LAYERS SHALL BE INSTALLED INDEPENDENTLY SUCH THAT EACH LAYER PROVIDES A SEPARATE CONTINUOUS PLANE AND ANY FLASHING INTENDED TO DRAIN TO THE WATER-RESISTIVE BARRIER IS DIRECTED BETWEEN THE LAYERS. (FBC-RESIDENTIAL R703.2 ONE LAYER AND R703.7.3 STUCCO)
- LATH AND LATH ATTACHMENT. (R703.1)
- STUCCO (EXTERIOR PLASTER) THICKNESS OVER CONCRETE AND WOOD FRAME. (R703.7.2, ASTM C926)
- WEEP SCREED FOR FRAME TRANSITIONS AND TERMINATIONS. (R703.7.2.1)

DETACHED ADU ADDITION  
220 VERZON CT.  
ORLANDO, FL 32839

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407-734-1450  
www.tegfl.com

DATE: 04/26/24

SCALE: AS NOTED

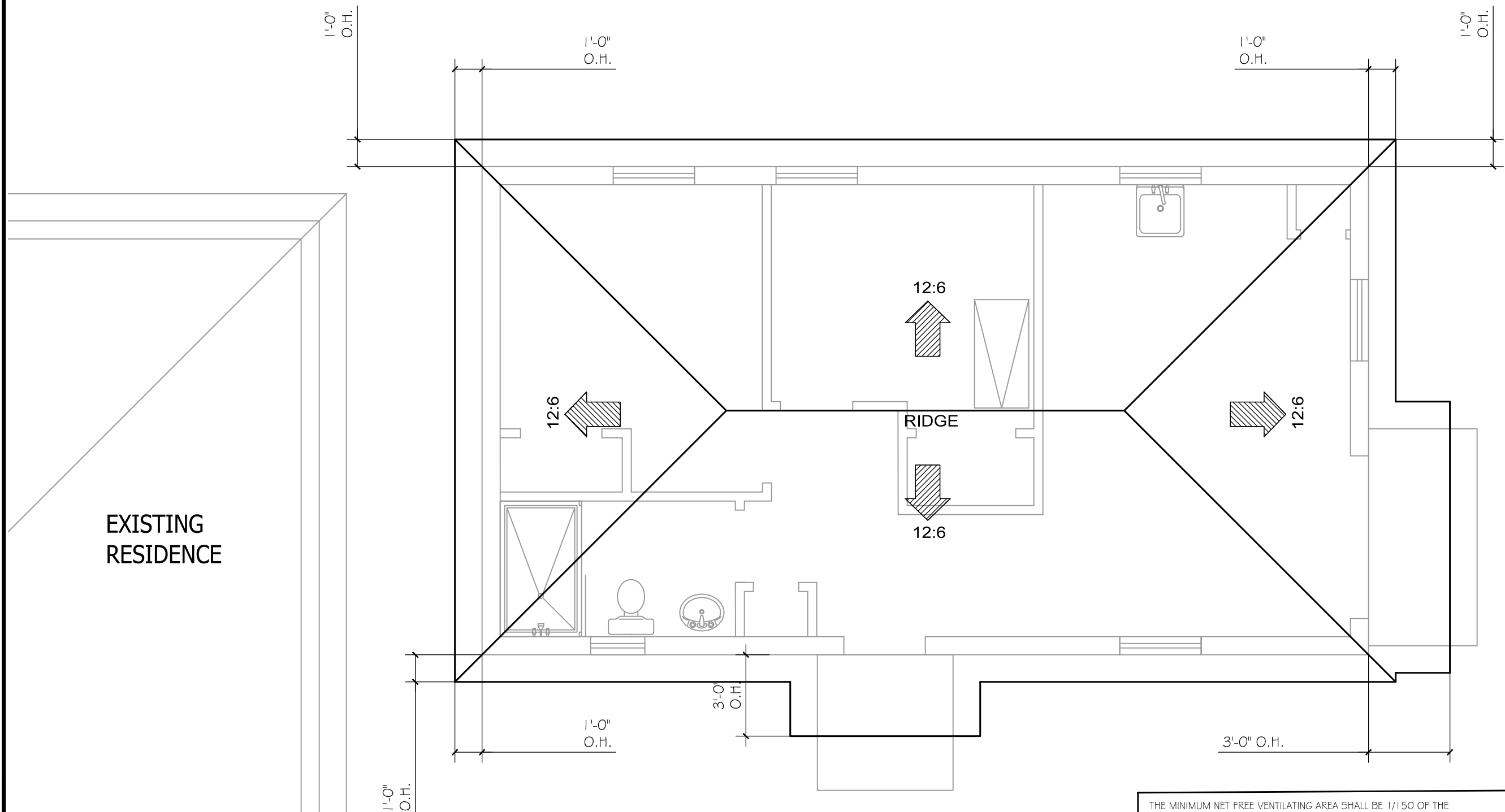
DRAWN BY: J.F.

SHEET

**A3**



REVISIONS:



EXISTING RESIDENCE

### ROOF PLAN

1/4" = 1'-0"

THE MINIMUM NET FREE VENTILATING AREA SHALL BE 1/150 OF THE AREA OF THE VENTED SPACE. (FBC-RESIDENTIAL 806.2)

ATTIC VENTILATION CALCULATION

PER FBC2023 8TH EDITION R806: MIN. 40% - MAX. 50% OF REQUIRED VENTILATION TO BE IN UPPER PORTION OF ATTIC SPACE AND THE BALANCE TO BE IN LOWER PORTION (EAVES).

THE MINIMUM NET VENTILATION AREA SHALL BE 1/150 OF VENTED SPACE:

TOTAL VENTED SPACE = TOTAL SQF / 150 = NET SQF NET FREE VENTILATION REQUIRED  
 TOTAL VENTED SPACE = 588 / 150 = 3.92 SQF

GENERAL CONTRACTOR TO PROVIDE OPENING ROOF VENTS AS REQUIRED TO EXCEED 3.92 SQF OF ROOF VENTILATION

DETACHED ADU ADDITION  
 220 VERZON CT.  
 ORLANDO, FL 32839

**ITEG**  
 THOMPSON ENGINEERING GROUP, INC.  
 Michael A. Thompson  
 PE # 47509  
 4401 Vineland Road, Suite A6  
 Orlando, FL 32811  
 407-734-1450  
 www.tegfl.com

DATE: 04/26/24  
 SCALE: AS NOTED  
 DRAWN BY: J.F.  
 SHEET  
**A4**

**General Notes**

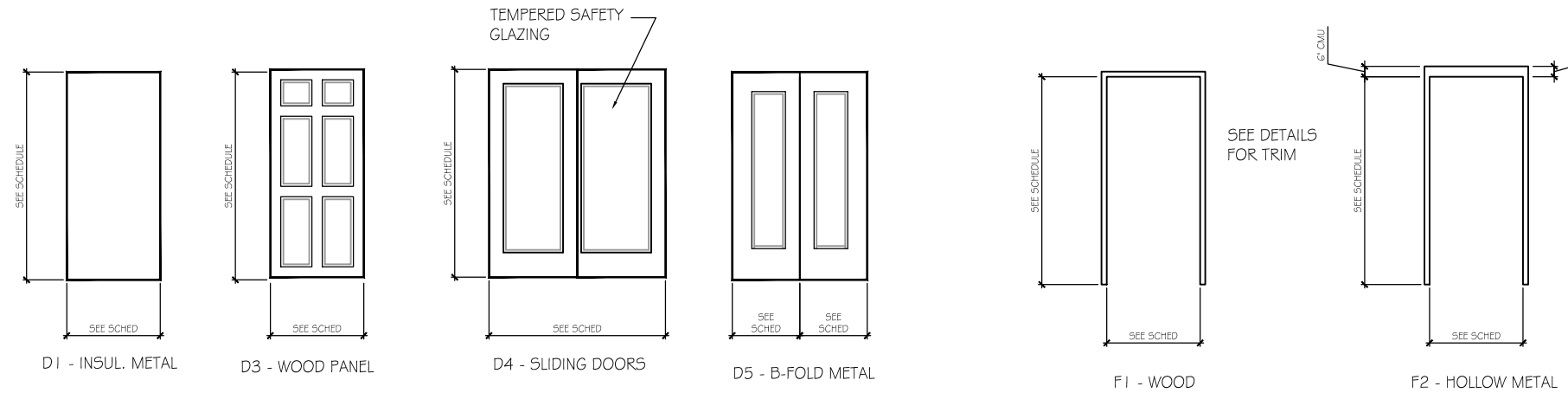
1. WINDOW PRESSURES: ALL WINDOWS TO BE DESIGNED FOR WIND LOAD PRESSURES AS NOTED IN SCHEDULE.
2. ALL NEW EXTERIOR DOORS AND FRAMES TO BE DESIGNED TO WITHSTAND 135 MPH ULTIMATE WIND LOAD (FBC).
3. VERIFY ALL DOOR SIZES AND FRAMES PRIOR TO INSTALLATION TO ASSURE PROPER OPERATION OF DOOR UNIT.
4. SUBMIT EXTERIOR DOOR AND WINDOW COMPLIANCE REPORTS SIGNED AND SEALED BY LOCAL LICENSED STRUCTURAL ENGINEER FOR ANY NEW DOORS OR WINDOWS.
5. ALL TRIM AROUND WINDOWS AND DOORS TO BE VERIFIED W/ OWNER.
6. FIELD VERIFY WINDOW AND DOOR MANUFACTURER'S ROUGH OPENING DIMENSIONS AND COORDINATE W/ REQUIRED BLOCKING FOR ACTUAL ROUGH OPENING IN CMU WALLS. MAXIMUM SHIM SPACE SHALL BE 1/4" ALL AROUND.
7. ALL HANDLES TO BE LEVER HANDLES AND SAME FINISH.
8. ALL EXTERIOR DOORS TO HAVE METAL THRESHOLDS, WEATHERSTRIPPING AND KEYED VANDAL RESISTANT LOCKSET WITH NRP HINGES.
9. COORDINATE LOCK REQUIREMENTS ON DOORS WITH OWNER. BEDROOM & BATHROOM DOORS TO HAVE PRIVACY LOCK.

**Door / Window Legend**

AL - ALUM. STOREFRONT - FAC. FIN. - SEE WDW ELEV.	H5 - HORIZONTAL SLIDER
BF - BI-FOLD	IM - INSULATED METAL
BP - BI-PASS	NO - NONE
DH - DOUBLE HUNG	PKT - POCKET
FP - FIBERGLASS REINFORCED PLASTIC	SC - SOLID CORE WOOD
FR - FRENCH	SGD - SLIDING GLASS DOOR
FX - FIXED	SH - SINGLE HUNG
GLB - GLASS BLOCK	ST - STEEL
HC - HOLLOW CORE WOOD	WD - WOOD
HM - HOLLOW METAL	WDP - WOOD PAINT
	WDV - WOOD VARNISH
	WP - WOOD PANEL

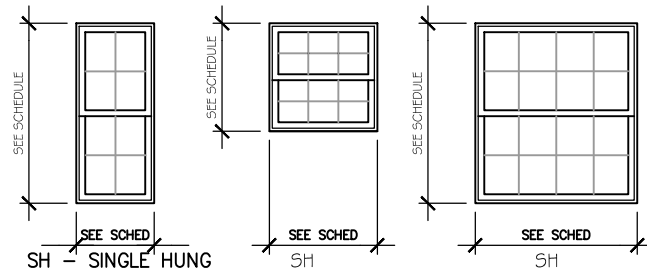
**Finish Hardware**

1. FINISH HARDWARE SHALL BE INSTALLED IN ACCORDANCE WITH PROPER PRACTICES RECOGNIZED BY THE DOOR AND HARDWARE INSTITUTE, 7711 OLD SPRINGHOUSE ROAD, MCLEAN, VA. 22102-3474 (VERIFY LATEST ADDRESS AND PHONE) AND ANSI BHMA A-156 SERIES, ADA, AND FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS ACCESSIBILITY STANDARDS.
2. SUPPLIER: FINISH HARDWARE SHALL BE FURNISHED BY A COMPANY HAVING APPROPRIATE TECHNICAL KNOWLEDGE AND EXPERIENCE TO CORRECTLY INTERPRET DRAWINGS AND SPECIFICATIONS. SUPPLIER SHALL BE PREPARED AT ALL TIMES DURING PROGRESS OF INSTALLATION TO PROMPTLY PROVIDE COMPETENT ARCHITECTURAL HARDWARE CONSULTANT (AHC) TO APPROVE ITS COMPLETE INSTALLATION IN ORDER THAT ALL ITEMS SHALL BE INSTALLED IN THE BEST MANNER AND FUNCTION PROPERLY.



**A** DOOR TYPE ELEVATIONS  
N.T.S.

**B** DOOR FRAME TYPES  
N.T.S.



**C** WINDOW TYPE ELEVATIONS  
N.T.S.

WINDOW SCHEDULE #					C&C WIND PRESSURE (ULTIMATE)		
LOCATION	I.D.	ROUGH OPNG. SIZE	TYPE		AREA SQF.	NET W/ +GCp1 (psf)	NET W/ -GCp1 (psf)
BATH	A	2'-0" x 2'-0"	Aluminum	Single Hung	4.0	+46.8	-62.6
POOL ROOM	B	3'-0" x 3'-4"	Aluminum	Horiz. Slider	10.0	+46.8	-62.6
WET BAR	C	3'-0" x 3'-4"	Aluminum	Horiz. Slider	10.0	+46.8	-62.6
WET BAR	D	3'-0" x 3'-4"	Aluminum	Horiz. Slider	10.0	+46.8	-62.6
GAME ROOM	E	3'-6" x 4'-0"	Aluminum	Single Hung	14.0	+46.8	-62.6
BEDROOM	F	3'-6" x 4'-0"	Aluminum	Single Hung	14.0	+46.8	-62.6

NOTES: - ALL WINDOWS ARE WEATHER MASTER, FIXED OR SINGLE HUNG WITH SCREENS, INSULATED E-GLASS  
- ALL WINDOW DIMENSIONS ARE NOMINAL, TO COORDINATE W/ WINDOW MANUFACTURER TO ROUGH OPNG. DIMS.

DOOR SCHEDULE #					C&C WIND PRESSURE (ULTIMATE)		
LOCATION	I.D.	SIZE	COLOR	MATL	AREA SQF.	NET W/ +GCp1 (psf)	NET W/ -GCp1 (psf)
ENTRY	1	3'-0" x 6'-8"	By Owner	Metal	53.6	+44.7	-58.4
POOL ROOM	2	(2)3'-0" x 6'-8"	By Owner	Metal	40.2	+41.9	-52.8
PANTRY	3	1'-8" x 6'-8"	By Owner	Wood	11.2	-	-
CLOSET	4	(2)2'-0" x 6'-8"	By Owner	Wood	26.8	-	-
GAME ROOM	5	2'-8" x 6'-8"	By Owner	Wood	18.1	-	-
BEDROOM	6	2'-8" x 6'-8"	By Owner	Wood	18.1	-	-
CLOSET	7	(2)2'-0" x 6'-8"	By Owner	Wood	26.8	-	-
BATH	8	2'-8" x 6'-8"	By Owner	Wood	18.1	-	-
SHOWER	9	2'-6" x 6'-8"	By Owner	Wood	16.8	-	-
LINEN	10	1'-8" x 6'-8"	By Owner	Wood	11.4	-	-

DETACHED ADU ADDITION  
 220 VERZON CT.  
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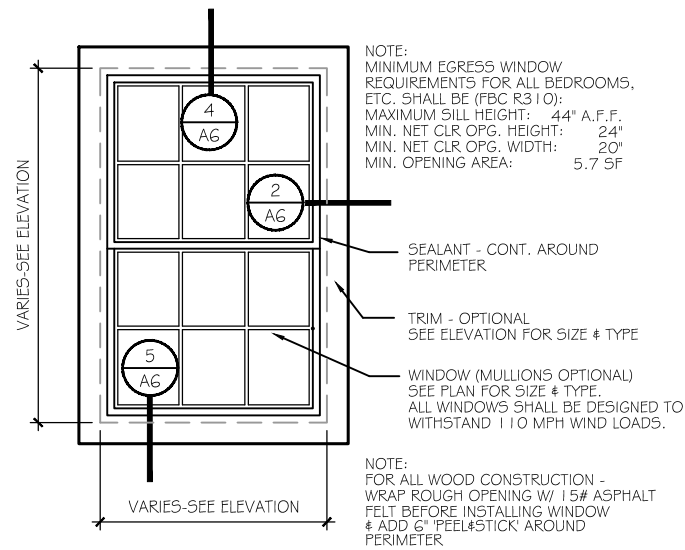
DATE: 04/26/24

SCALE: AS NOTED

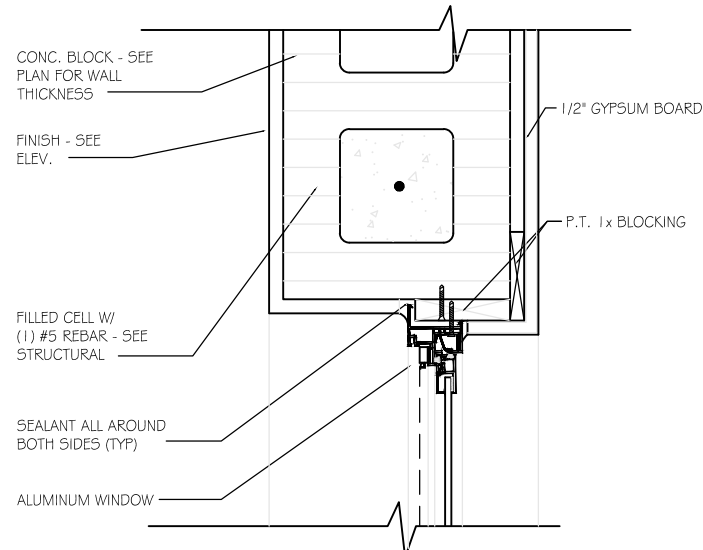
DRAWN BY: J.F.

SHEET

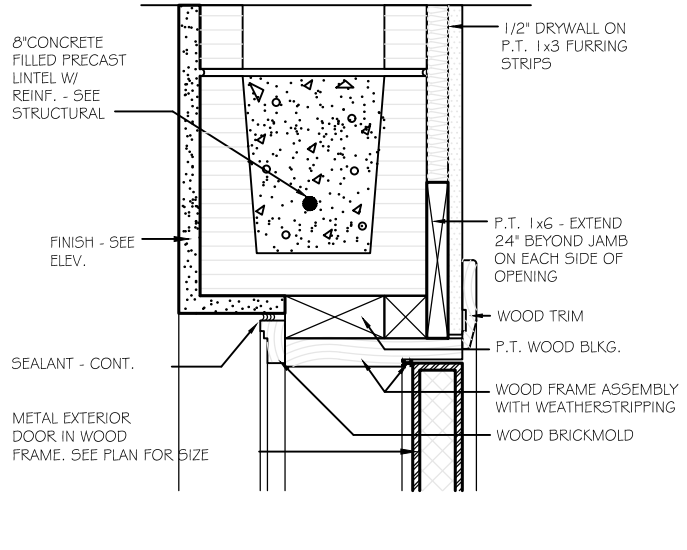
**A5**



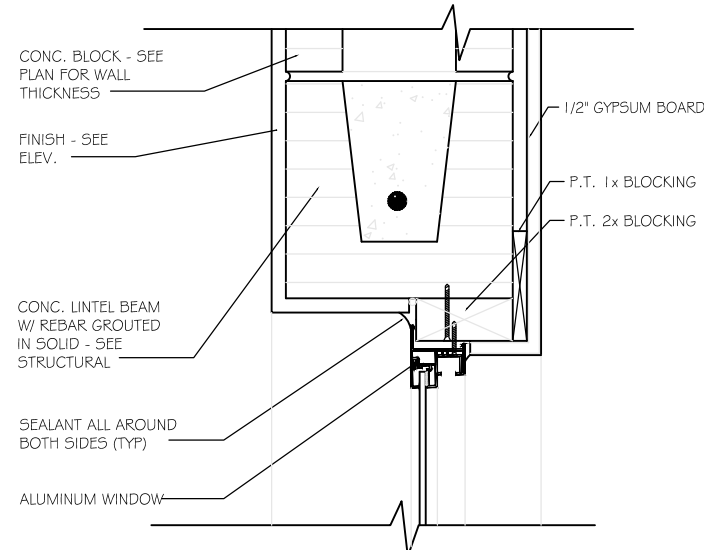
1 TYPICAL WINDOW ELEVATION N.T.S.



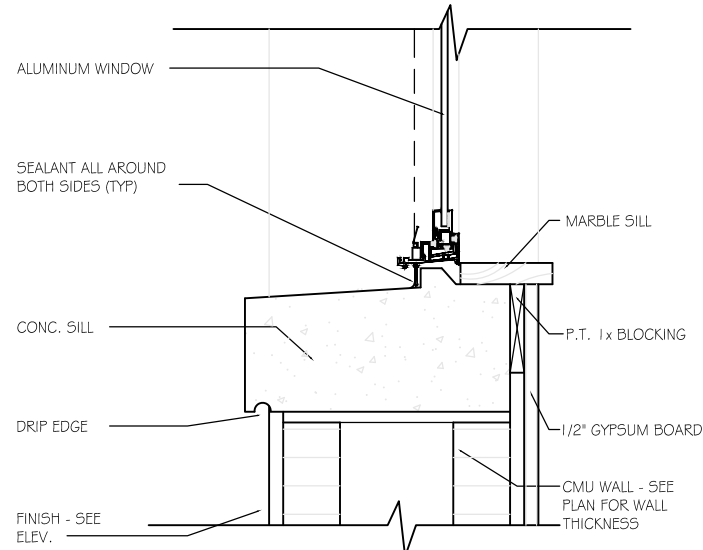
2 WINDOW JAMB DETAIL N.T.S.



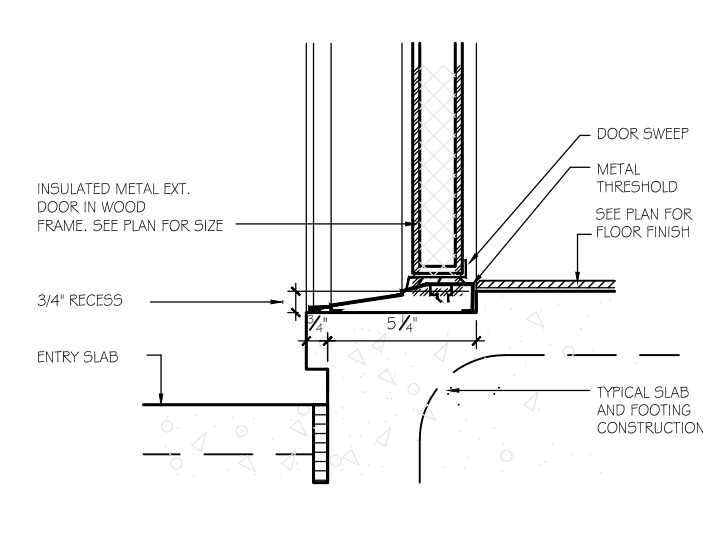
3 DOOR HEAD (JAMB SIM) N.T.S.



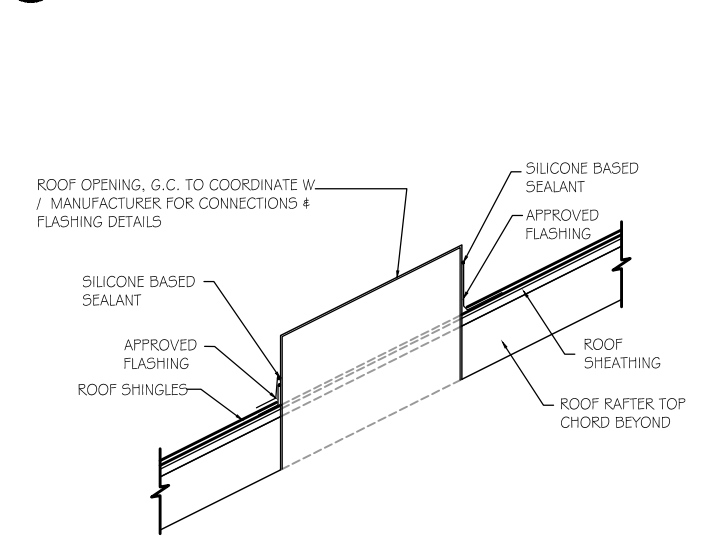
4 WINDOW HEAD DETAIL N.T.S.



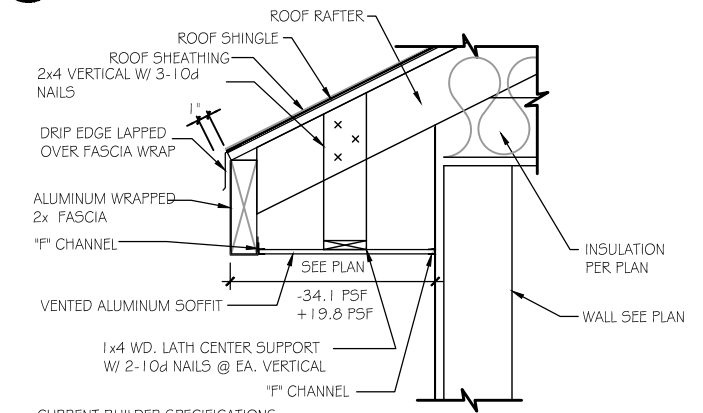
5 WINDOW SILL DETAIL N.T.S.



6 DOOR THRESHOLD N.T.S.



7 OPNG. PENETRATION THRU ROOF DTL N.T.S.



- CURRENT BUILDER SPECIFICATIONS:
1. SOFFIT SHALL BE ALUMINUM SOFFIT MANUFACTURED BY KAYCAN LTD.
  2. SOFFIT SHALL BE 1 1/2" ALUMINUM SOFFIT (0.012" THICK 3105 H28 ALUM.)
  3. KAYCAN LTD. SOFFIT HAS BEEN TESTED AND APPROVED FOR THE DESIGN PRESSURES NOTED IN THESE DRAWINGS. THE ENGINEERING AND TEST DATA CAN BE REFERENCED IN FLORIDA PRODUCT APPROVAL # FL24564 THIS PRODUCT APPROVAL HAS BEEN REVIEWED AND COMPLIES WITH THE CURRENT BUILDING CODE & THESE STRUCTURAL DRAWINGS.
  4. DETAILS BY KAYCAN LTD. HAS BEEN INCLUDED IN THIS SET OF CONSTRUCTION DRAWINGS AS AN INSTALLATION AND INSPECTION AID SHOWING IMAGES OF THIS PRODUCT APPROVAL WITH FASTENING REQUIREMENTS.

8 ROOF EAVE DETAIL N.T.S.

REVISIONS:


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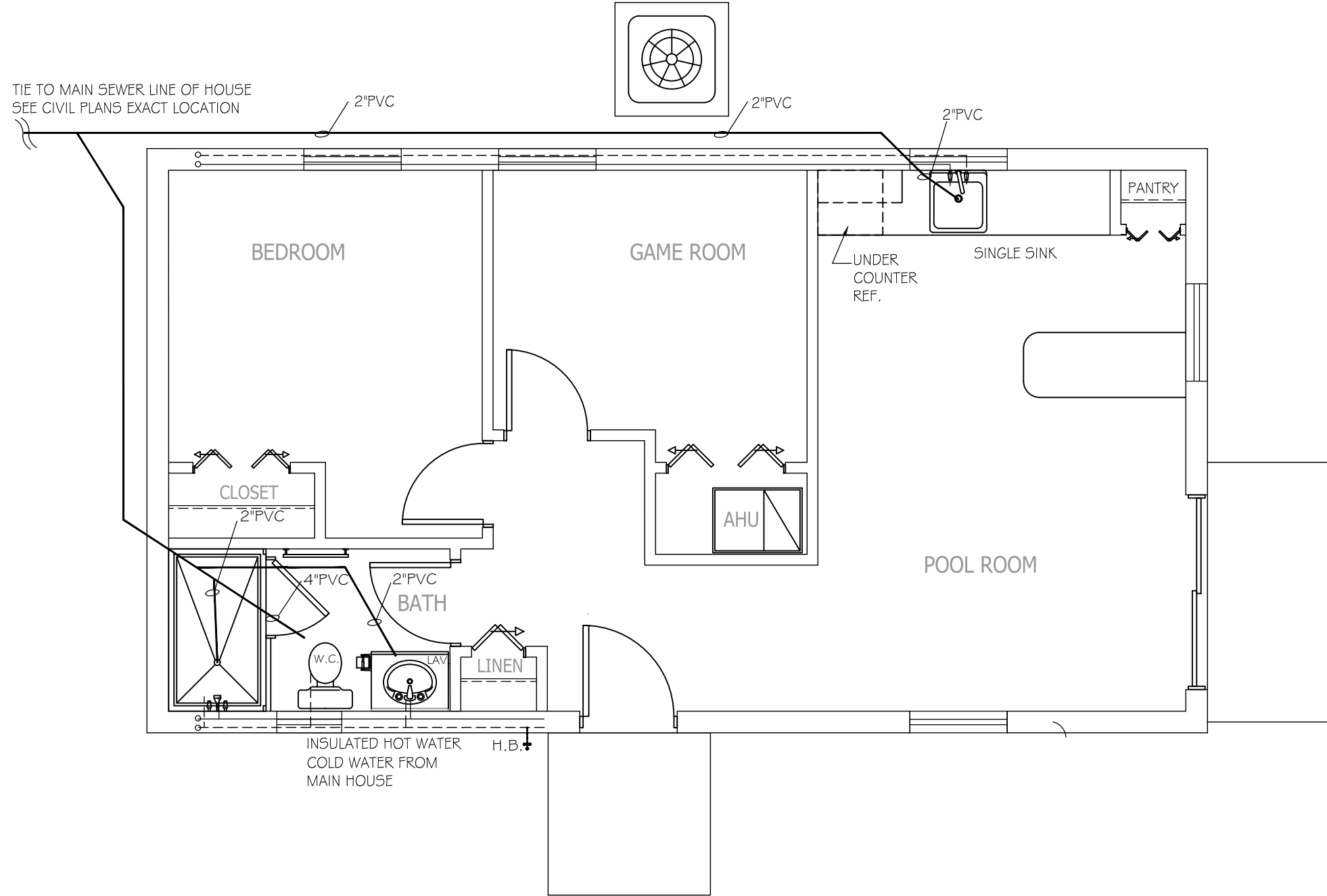
DATE: 04/26/24

SCALE: AS NOTED

DRAWN BY: J.F.

SHEET  
**A6**

REVISIONS:



**PLUMBING SPECIFICATIONS**  
**SUMMARY OF WORK**

FURNISHING ALL LABOR APPLIANCES EQUIPMENT AND MATERIALS FOR ALL PLUMBING WORK. THE CONTRACTOR IS RESPONSIBLE FOR MAKING ALL FIELD MEASUREMENTS AND SHALL INCORPORATE IN THE WORK ALL OFF-SETS AS REQUIRED. THE WORK SHALL INCLUDE WATER SUPPLY AND DRAINAGE PIPING.

**PLUMBING FLOOR PLAN**  
 1/4" = 1'-0"

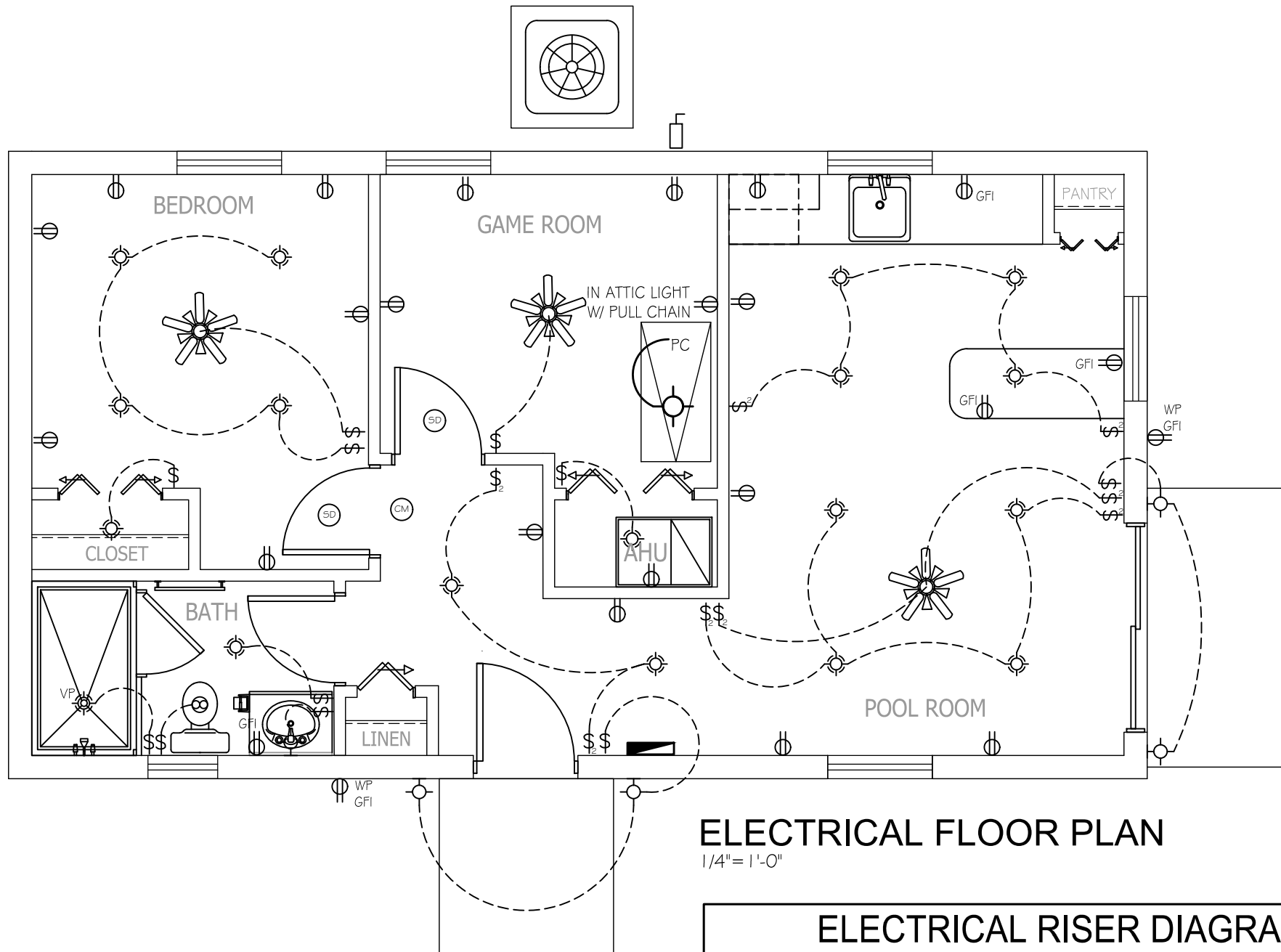
WALL KEY	
-----	COLD WATER
_____	HOT WATER
_____	WASTE WATER

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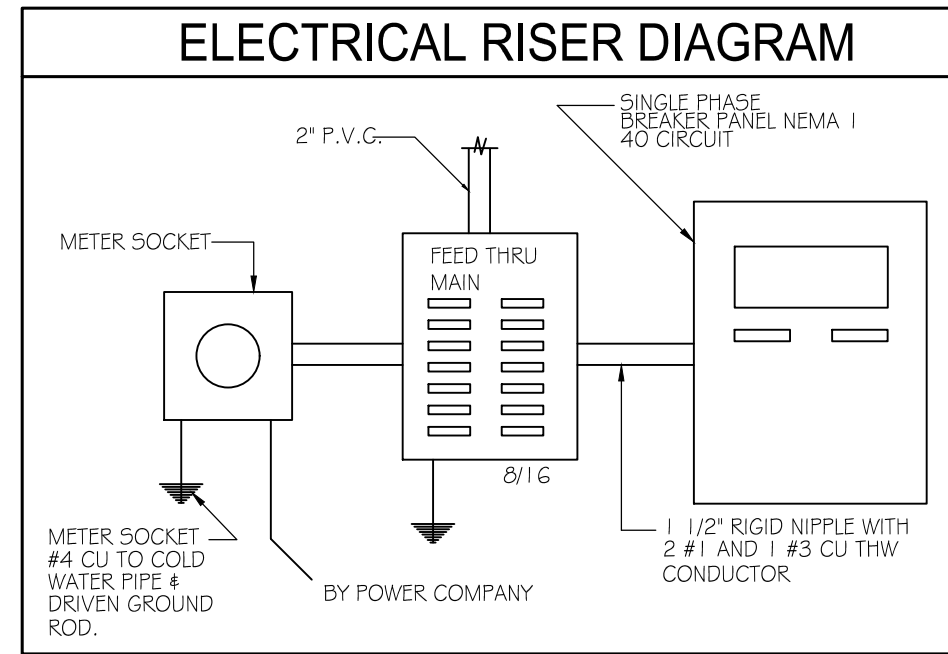
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**P1**



**ELECTRICAL FLOOR PLAN**  
1/4" = 1'-0"



**ELECTRICAL RISER DIAGRAM**

**NOTES:**

- SMOKE DETECTORS SHALL BE INSTALL INSIDE EACH BEDROOM AND IN THE IMMEDIATE VICINITY OF EACH BEDROOM.
- CARBON MONOXIDE DETECTORS SHALL BE INSTALLED WITHIN 10 FEET OF EACH ROOM USED FOR SLEEPING PURPOSES.
- SMOKE DETECTORS SHALL BE IN ALL SLEEPING AREAS, SHALL BE INTERCONNECTED, SHALL BE WITHIN 1' TO 3' OF PEAK, AND SHALL BE 3' FROM THE SUPPLY OR RETURN AIR STREAM AND EQUIPPED WITH A BATTERY BACK-UP.

## ELECTRICAL LEGEND

	DUPLEX RECEPTACLE
	GROUND FAULT INDICATOR/WATER PROOF
	220 VOLTS
	SPECIAL OUTLET
	SWITCH
	4 WAY SWITCH
	3 WAY SWITCH
	INCANDESCENT LIGHT
	INCANDESCENT LIGHT WALL MOUNT
	RECESSED LIGHT
	VAPOR PROOF
	SWITCHED OUTLET
	FLUSH MOUNT FLUORESCENT LIGHT
	GARBAGE DISPOSAL MOTOR
	TEATRICAL STRIP
	ETHERNET OUTLET
	TELEVISION OUTLET
	PHONE OUTLET
	EXHAUST FAN
	POWER BUTTON
	SOFFIT WASH CAN LITE
	SMOKE DETECTOR CLG. MOUNT
	SMOKE DETECTOR WALL MOUNT
	CARBON MONOXIDE DETECTOR CLG. MOUNT
	CEILING FAN WITH LIGHT
	ALARM PANEL
	DISCONNECT SWITCH
	ELECTRICAL PANEL
	PCL. PURPOSE 220-240

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SHEET  
**E1**

# STRUCTURAL NOTES

## GENERAL:

- Live Load  
Roof: 20 psf.
- Ultimate design wind speed  $V_{ult} = 135$  mph, 3-sec. gust
- Nominal design wind speed  $V_{asd} = 105$  mph, 3-sec. gust
- Occupancy importance factor = 1.0
- Risk category II
- Wind exposure C
- Internal pressure coefficients = +0.18 and -0.18
- All work to be in strict accordance with the 2023 Florida Building code 8th edition
- Only written changes approved by the engineer of record shall be permitted.
- Structural analysis is based on an enclosed structure.
- Should there be any discrepancy between the HOA and the FBC, the EOR shall be notified immediately.
- All setbacks, grades & heights shown on plan must be reviewed & verified by contractor prior to start of any construction activities.
- Ordering materials prior to plans permit approval is at the sole risk of the owner and/or general contractor.

## WOOD:

- All wood framing shall be designed, detailed and fabricated in accordance with the procedures and requirements outlined in the latest edition of the National Design Specifications for Wood Construction.
- For Structural lumber, provide the following grade and species (equivalent or better) U.O.N.:  
Southern Pine or Spruce Pine Fir surfaces dry used at 19% MAX. M.C. Grade No. 2.
- All wood framing in direct contact with earth or concrete to be Pressure Treated. The use of metal seat plates in lieu of Pressure Treated wood is acceptable.
- Provide galvanized metal hangers and framing anchors of the size and type as shown in these documents, connect as per manufacturer recommendations. (Simpson Strong Tie or equivalent)
- All bolts used for wood construction shall be a minimum of  $\frac{1}{2}$ " diameter (ASTM A-307) with 7" minimum embed (U.O.N. in plans).
- Provide framing members of sizes and of spacing shown, or if not shown, comply with the recommendations of the Florida Building Code, Latest Edition.
- Do not splice structural members between supports.
- Provide anchorage and nailing for members and sheathing as shown in the DWG's and to comply with the Florida Building Code, Latest Edition.
- Roof framing sheathing:  
 $1\frac{5}{32}$ " inch thick CDX, Rated "Exp. 1". See detail "B/S7" for nailing pattern.
- Wall sheathing:  
 $1\frac{5}{32}$ " inch thick CDX, Rated "Exp. 1". See detail "A/S7" for nailing pattern.

## MASONRY:

- Design, material and workmanship shall be in accordance with the ACI Standard Building Code requirements for concrete masonry structures: ACI 530/ACI 530.1.
- CMU Block shall have 8" minimum nominal thickness.
- CMU cells indicated in plan or notes as filled cells shall be grouted with 3000 PSI concrete. (8" to 10" slump).
- CMU concrete blocks shall conform to ASTM C-90 (28 day strength 2000 PSI) ( $f_m = 1500$  PSI), laid in running bond.
- Mortar shall be type S or M.
- Lap Splice for a #5 bar to be 30 inches.
- Steel Reinforcement for filled cells shall be Grade 60.

## PRE-CAST CONCRETE:

- Pre-Cast concrete shall have a minimum compressive strength of 3500 PSI.
- Manufacturer shall be responsible for the design of the pre-cast unit, including the location of all reinforcement, anchorage's and any additional reinforcement required to control warping and shrinkage. The units shall be designed to carry the super imposed loads as indicated.
- Shims shall be as specified by the PRE-CAST MANUFACTURER.
- Steel reinforcement shall be GRADE 60 or 40 ASTM A 615.

## CONCRETE

- All work to be in strict accordance with the ACI 318.
- MIX DESIGN CRITERIA: Refer to the specifications, All concrete Type I Portland Cement, (ASTM C 150) 3000 PSI compressive strength @ 28 days, (U.O.N.)  
W/C ratio less or equal to 0.58  
Slump- Slab on grade 5"  
Other 3"  
Water- Potable  
Chloride- None
- Concrete with a compressive strength of 3000 PSI @ 28 days is acceptable for Slabs.
- Provide normal weight aggregates in compliance with the requirements of ASTM C 33.
- Reinforcing bars as per ASTM A615 Grade 60.
- Earth supported slabs to be 4 inch thick with 6x6 W1.4xW1.4 WWF at mid depth of the slab. Fibermesh may be use in lieu of WWF at the contractors discretion.
- Exterior grade to be a minimum of 8 inches below top of concrete slab

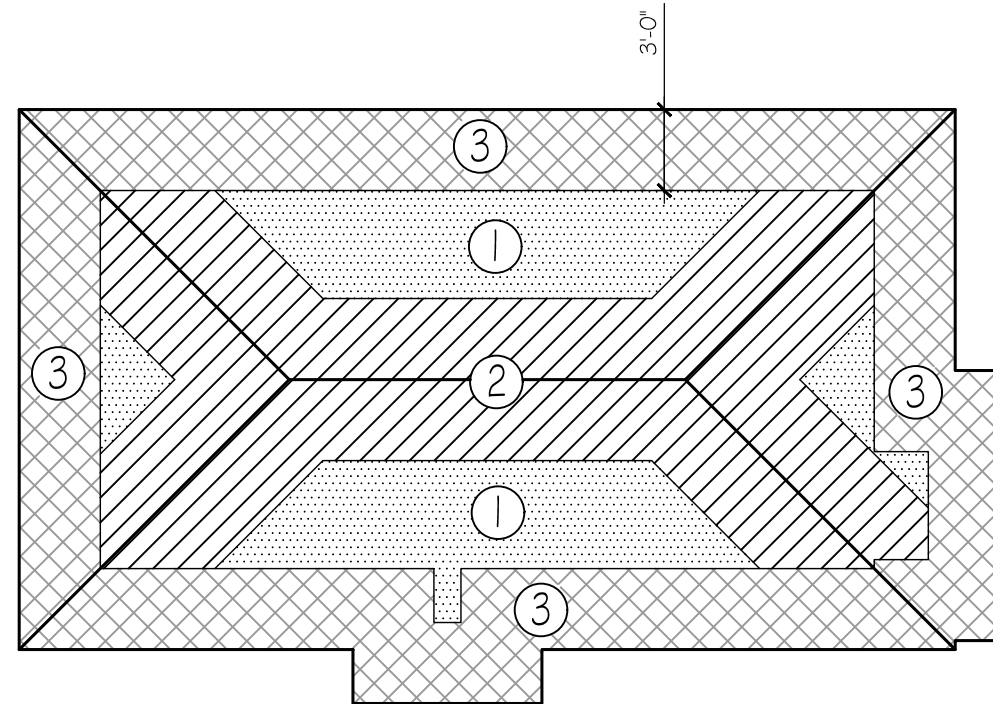
## FOUNDATIONS:

- Footing design based on safe minimum allowable soil bearing pressure of 2000 PSF.
- Contractor shall verify, prior to placement of the foundations, that the soil is capable of supporting 2000 PSF. of bearing pressure.
- If footing elevation occurs in disturbed, unstable or unsuitable soil, the Engineer of Record shall be notified and necessary adjustments shall be made per their instructions.
- Preparation of the sub grade shall be in strict accordance with instructions outlined in the Geotechnical report.
- Steps in wall footings shall not exceed a slope of (1) vertical to (2) horizontal.
- Caution shall be used when operating vibratory compaction equipment near existing structures to avoid the risk of damaging the existing structure.
- Reinforcing bars as per ASTM A615 Grade 40.
- MIX DESIGN CRITERIA: Refer to the specifications, All concrete Type I Portland Cement, (ASTM C 150) 2500 PSI compressive strength @ 28 days, (U.O.N.)  
W/C ratio less or equal to 0.58  
Slump - 3"  
Water - Potable  
Chloride - None

## VERIFICATION OF FIELD CONDITIONS:

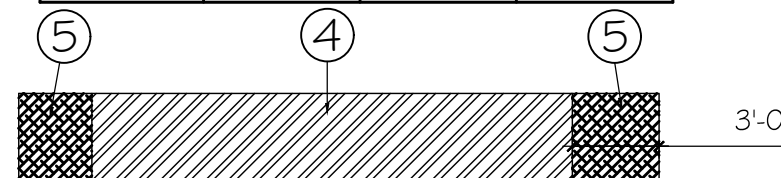
- Contractor shall verify all field conditions and dimensions relative to same. Where there are conflicts between actual field conditions and data presented in the drawings, such conditions shall be called to the Architect's and or to the Engineer of Record's (EOR) attention and necessary adjustments made per their instructions.
- If there are any discrepancies between these Structural Notes and the Structural Details, the stricter of the two shall govern.
- These structural drawings represent a renovation of an existing building. Unanticipated field conditions may be uncovered during construction.
- Prior to the start of any construction activities the general contractor shall coordinate with the licensed land surveyor to establish final finish floor elevation (FFE) which shall govern.

## COMPONENTS AND CLADDING ULTIMATE WIND PRESSURES



ROOF PRESSURES ULTIMATE PRESSURES IN PSF.

TRIBUTARY AREA	INTERIOR (1) [Dotted]	INTERIOR (2) [Diagonal]	INTERIOR (3) [Cross-hatch]
A <= 20	-42.8 +27.0	-74.5 +27.0	-110.2 +27.0
20 < A <= 50	-41.6 +24.6	-68.5 +24.6	-103.0 +24.6
50 < A <= 100	-40.1 +21.4	-60.7 +21.4	-93.5 +21.4
100 < A	-38.9 +19.1	-54.7 +19.1	-86.4 +19.1



WALL PRESSURES ULTIMATE PRESSURES IN PSF.

TRIBUTARY AREA	INTERIOR (4) [Diagonal]	EXTERIOR (5) [Cross-hatch]
A <= 20	-50.7 +46.8	-62.6 +46.8
20 < A <= 50	-48.7 +44.7	-58.4 +44.7
50 < A <= 100	-45.9 +41.9	-52.8 +41.9
100 < A	-43.8 +39.8	-48.6 +39.8

NOTE: TO OBTAIN NOMINAL "ASD" WIND PRESSURES MULTIPLY VALUES SHOWN ON TABLE BY A FACTOR OF 0.6

REVISIONS:

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S0

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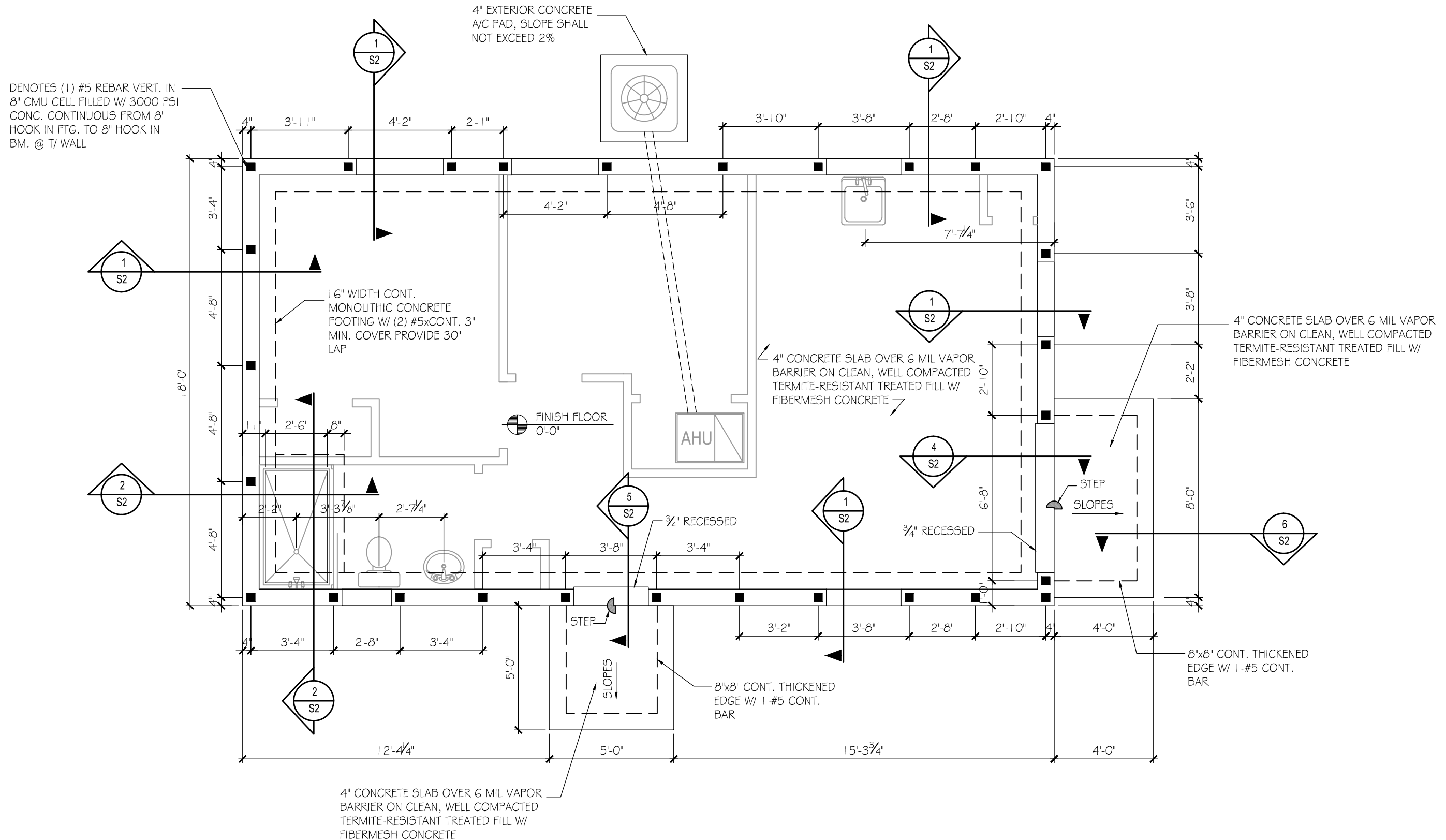
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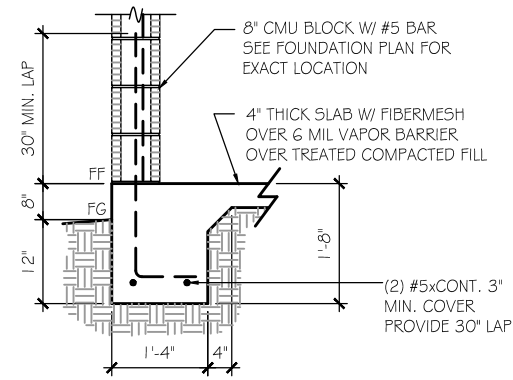
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S1

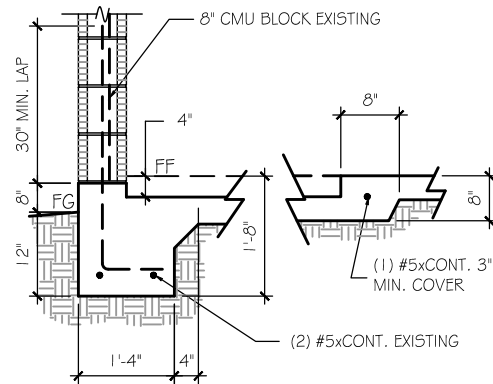


**FOUNDATION PLAN**  
1/8"=1'-0"

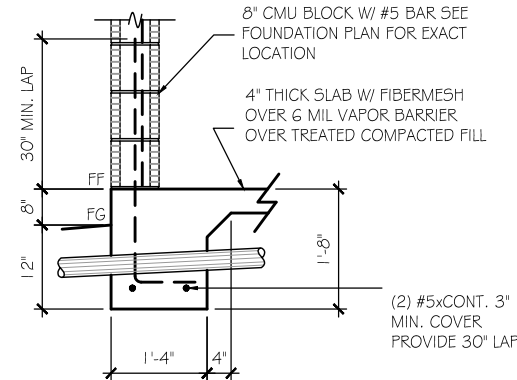
NOTE:  
• TYPICAL TYPE OF TERMITE PROTECTION:  
PREMISE 75 WP TERMICIDE



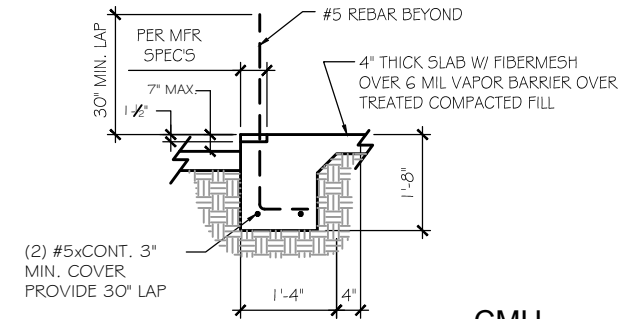
**1** BEARING FOOTER  
N.T.S.



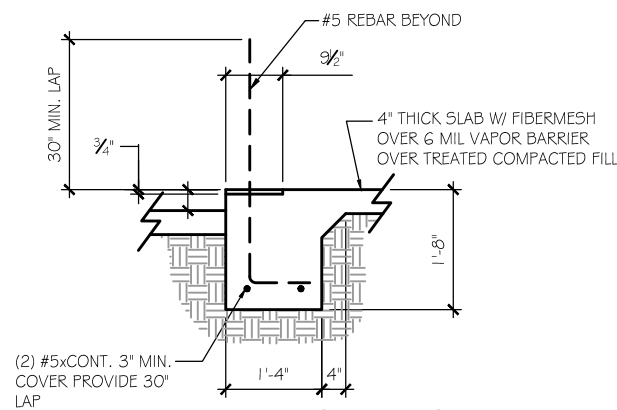
**2** FOOTER AT SHOWER  
N.T.S.



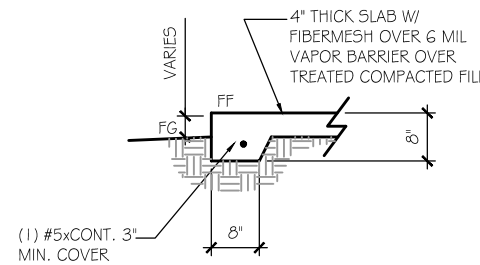
**3** UTILITY CHASE  
N.T.S.



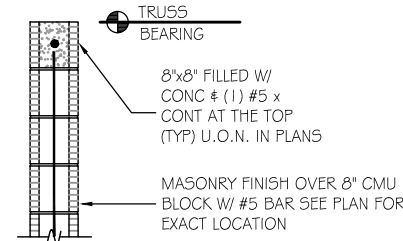
**4** FOOTER AT SL GLASS DOOR  
N.T.S.



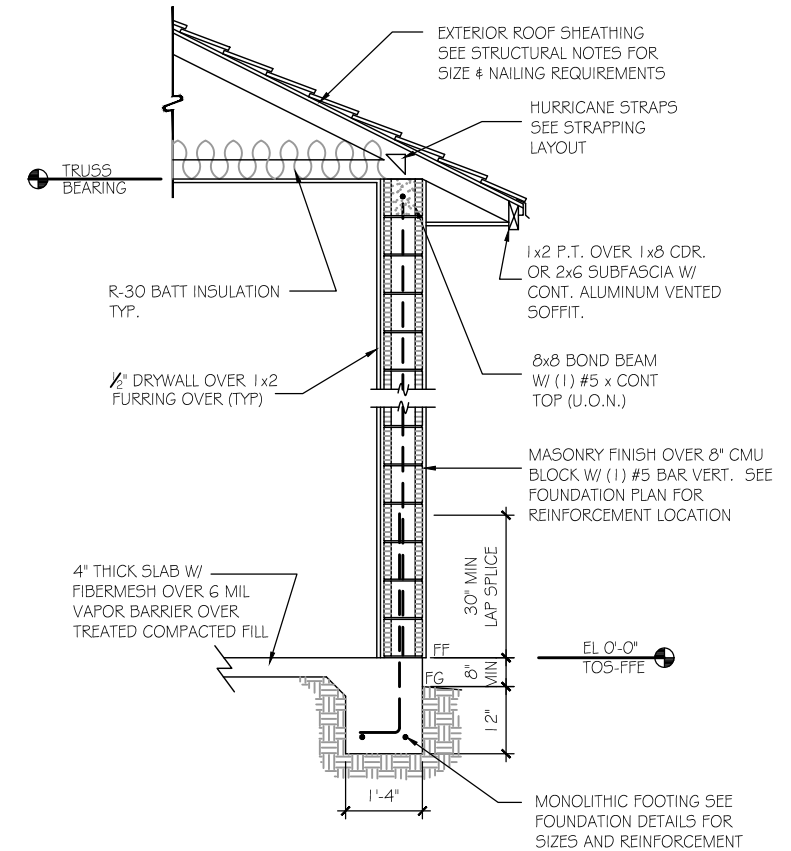
**5** CMU FTG AT OUT-SWING DOORS  
N.T.S.



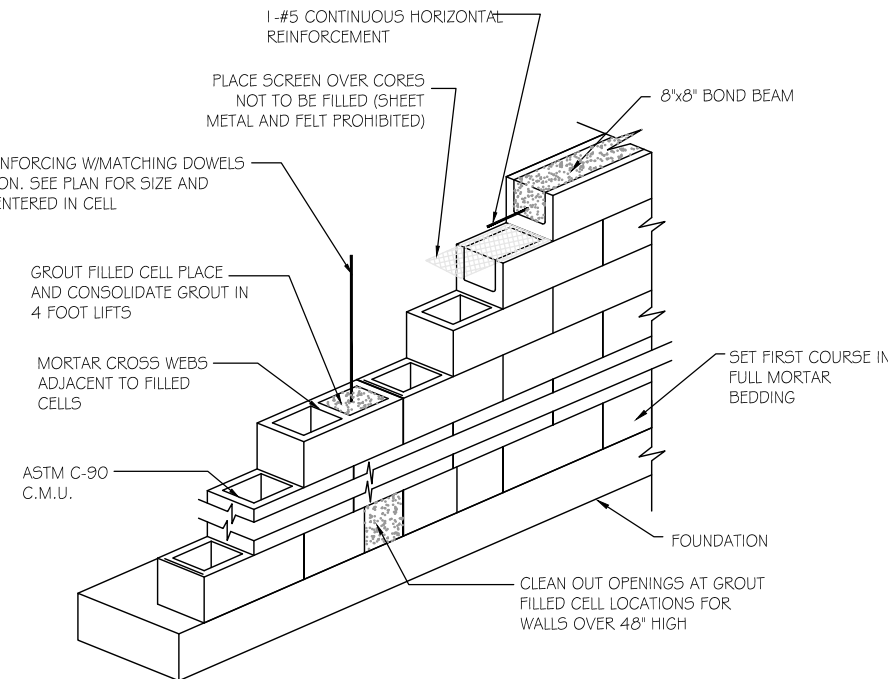
**6** THICKENED EDGE  
N.T.S.



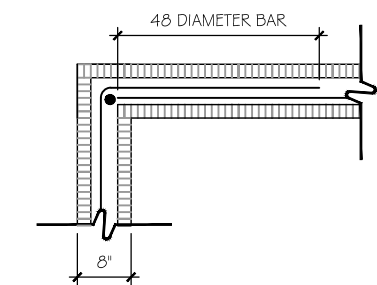
**A** BOND BEAM A TOP OF WALL  
N.T.S.



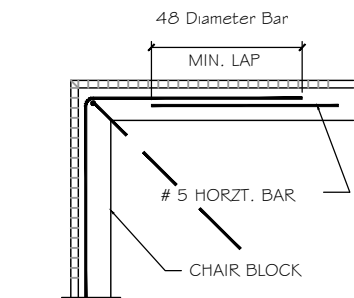
**E** TYPICAL WALL SECTION ONE STORY CMU (MONOLITHIC)  
N.T.S.



**D** TYPICAL MASONRY CONSTRUCTION DETAIL  
N.T.S.



**B** BOND BEAM TYP. CORNER DTL.  
N.T.S.



**C** CHAIR BLOCK RE-INFORCEMENT DETAIL  
N.T.S.

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S2



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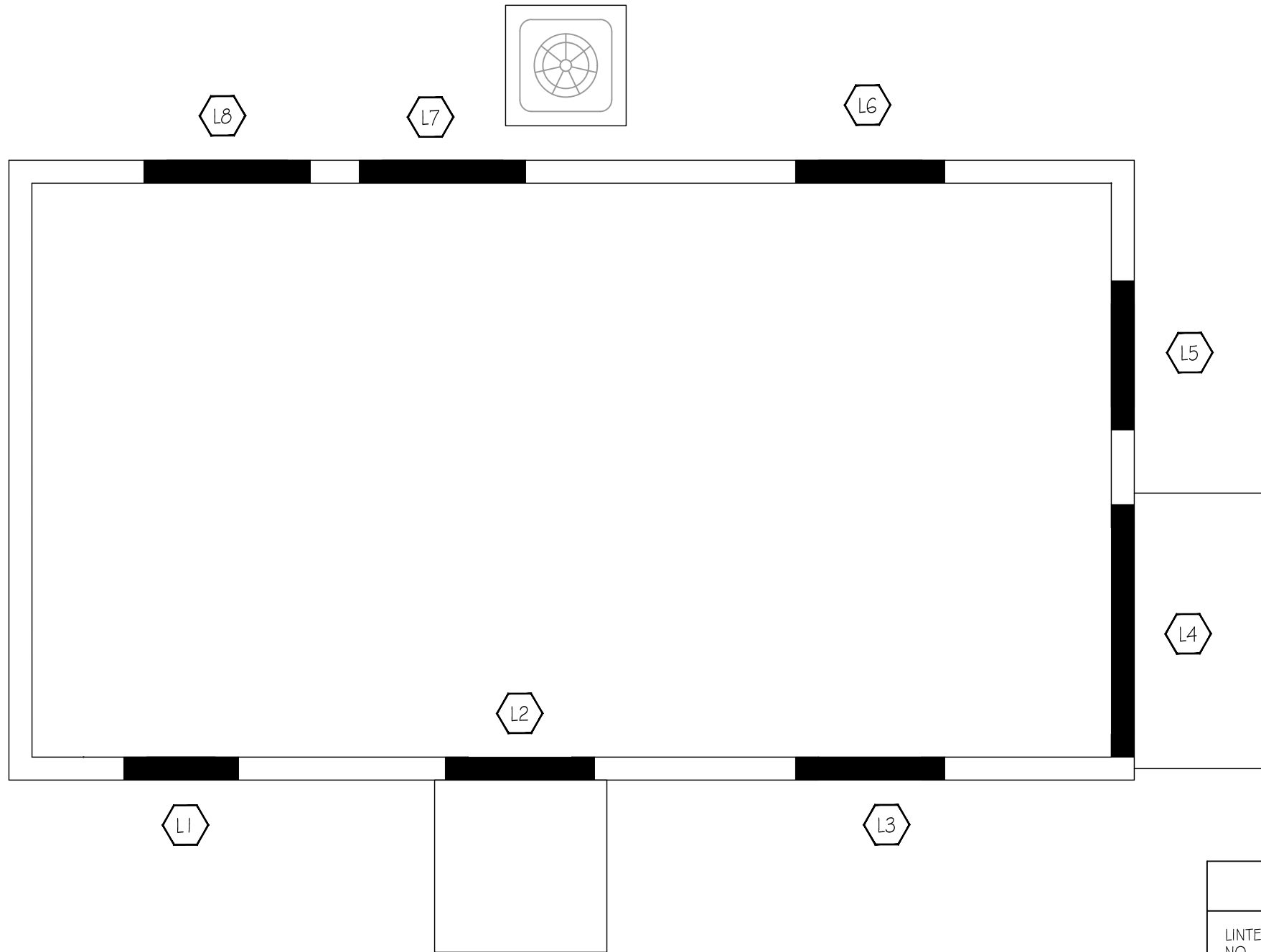
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S3

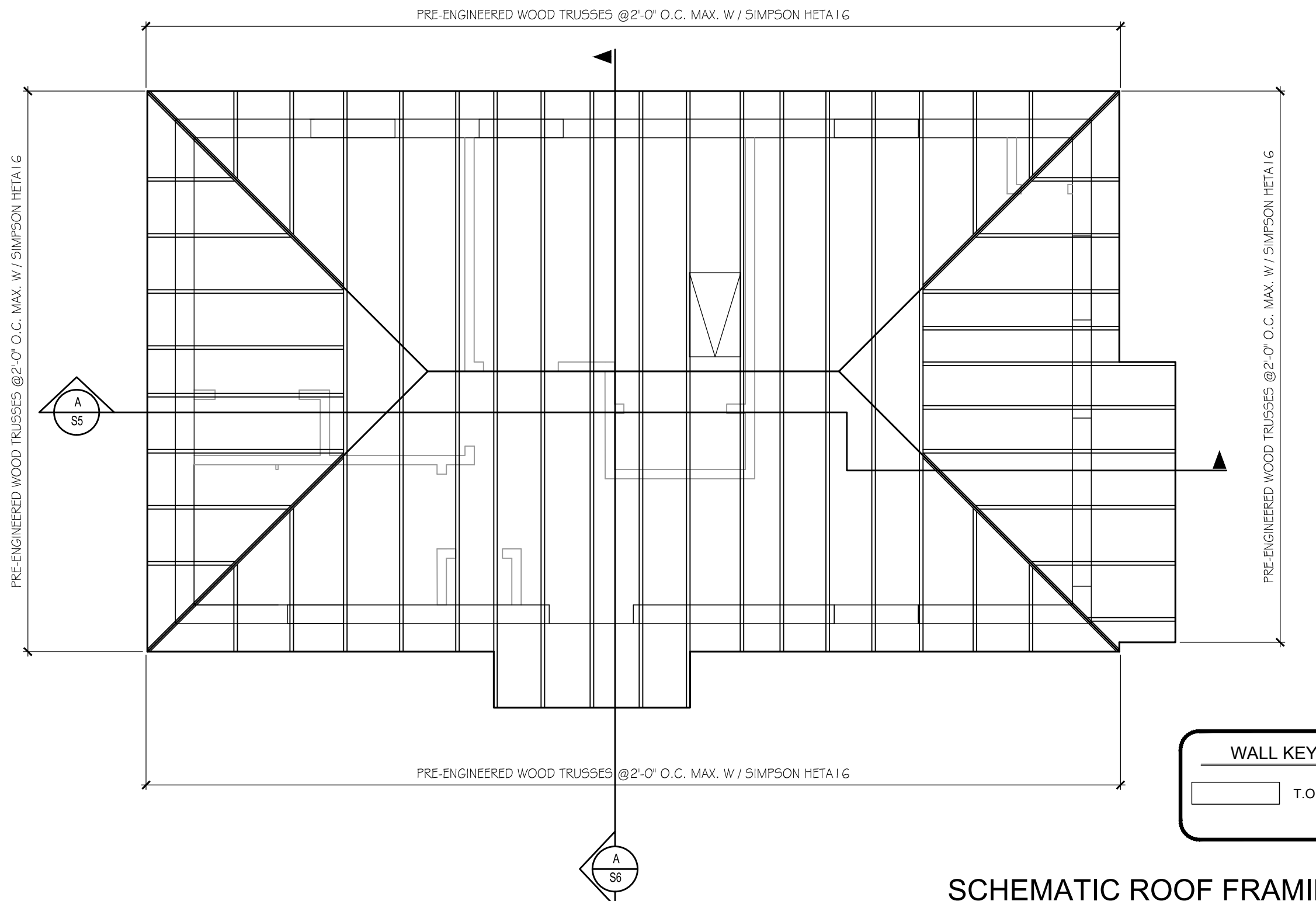


LINTEL SCHEDULE #				
LINTEL NO.	OPENING LENGTH	MIN. LINTEL LENGTH	LINTEL TYPE	COMMENTS
L 1	2'-0"	3'-6"	8F16-1B/IT	BATH
L 2	3'-0"	4'-6"	8RF14-1B/IT	ENTRY
L 3	3'-0"	4'-6"	8F16-1B/IT	POOL ROOM
L 4	6'-0"	7'-6"	8F16-1B/IT	POOL ROOM
L 5	3'-0"	4'-6"	8F16-1B/IT	WET BAR
L 6	3'-0"	4'-6"	8F16-1B/IT	WET BAR
L 7	3'-6"	5'-4"	8F16-1B/IT	GAME ROOM
L 8	3'-6"	5'-4"	8F16-1B/IT	BEDROOM

SEE PRECAST LINTEL TABLES & NOTES IN SHEET S8

**PRECAST LINTEL PLAN**  
 1/8"=1'-0"

REVISIONS:

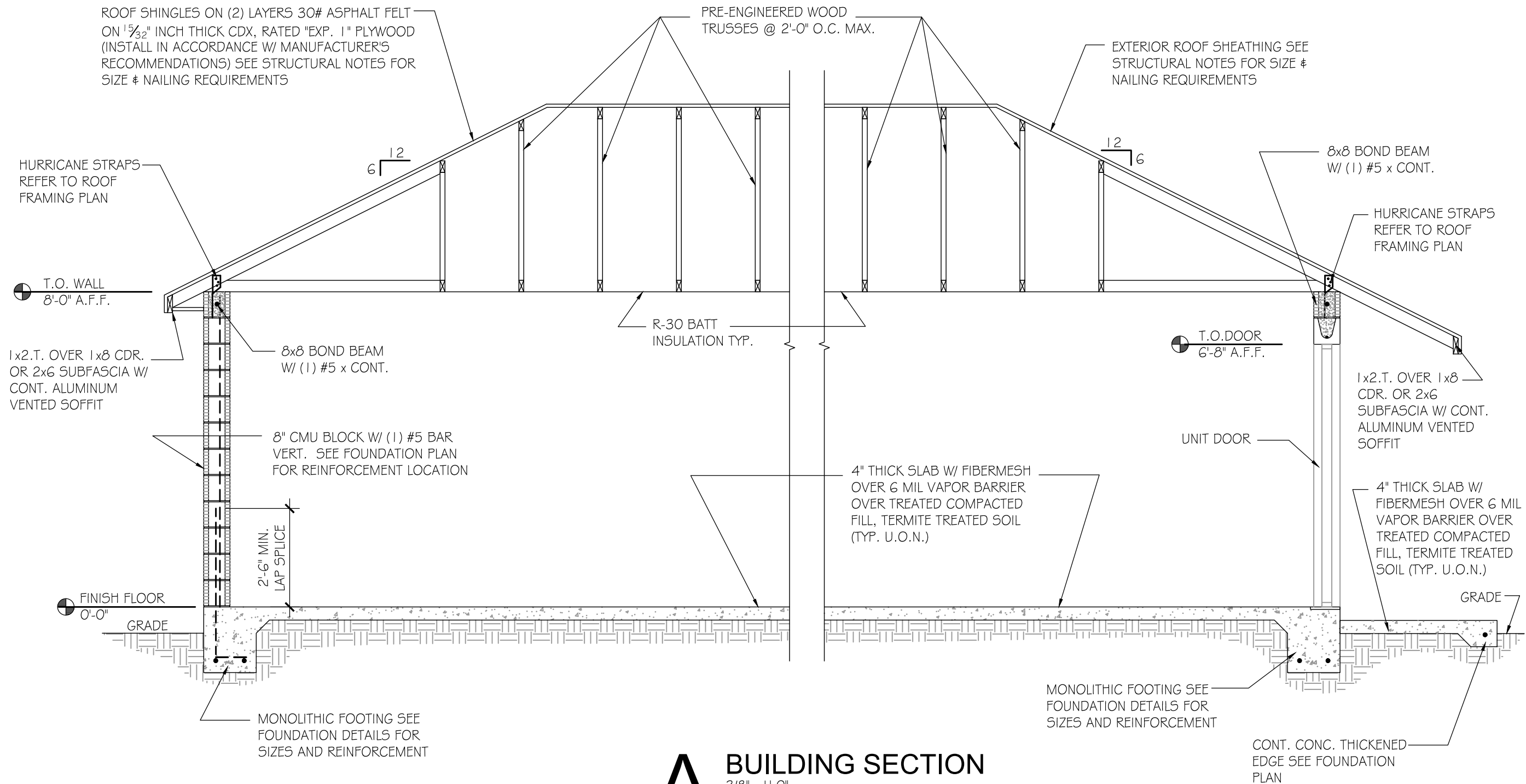


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**SCHEMATIC ROOF FRAMING PLAN**  
 1/8"=1'-0"

DATE:	04/26/24
SCALE:	AS NOTED
DRAWN BY:	J.F.
SHEET	S4



**A** BUILDING SECTION  
3/8" = 1'-0"

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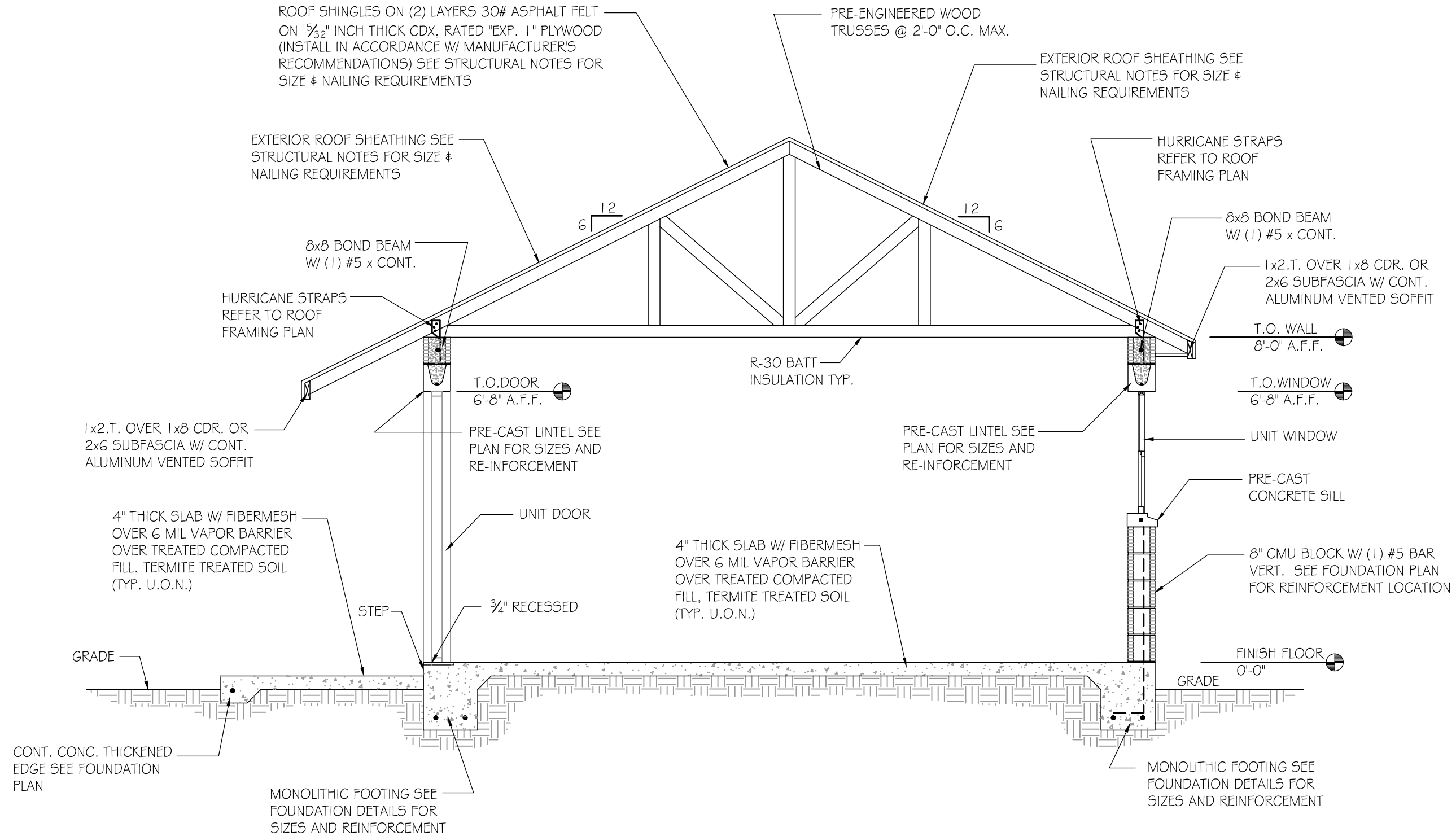
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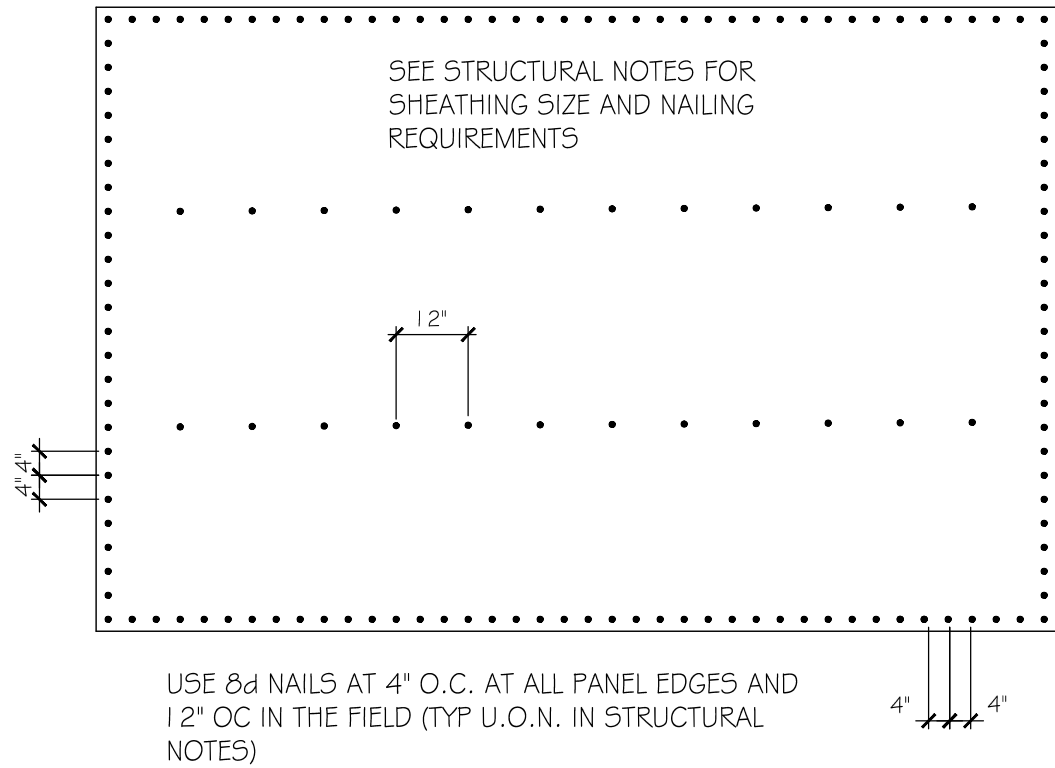
DRAWN BY: J.F.

SHEET

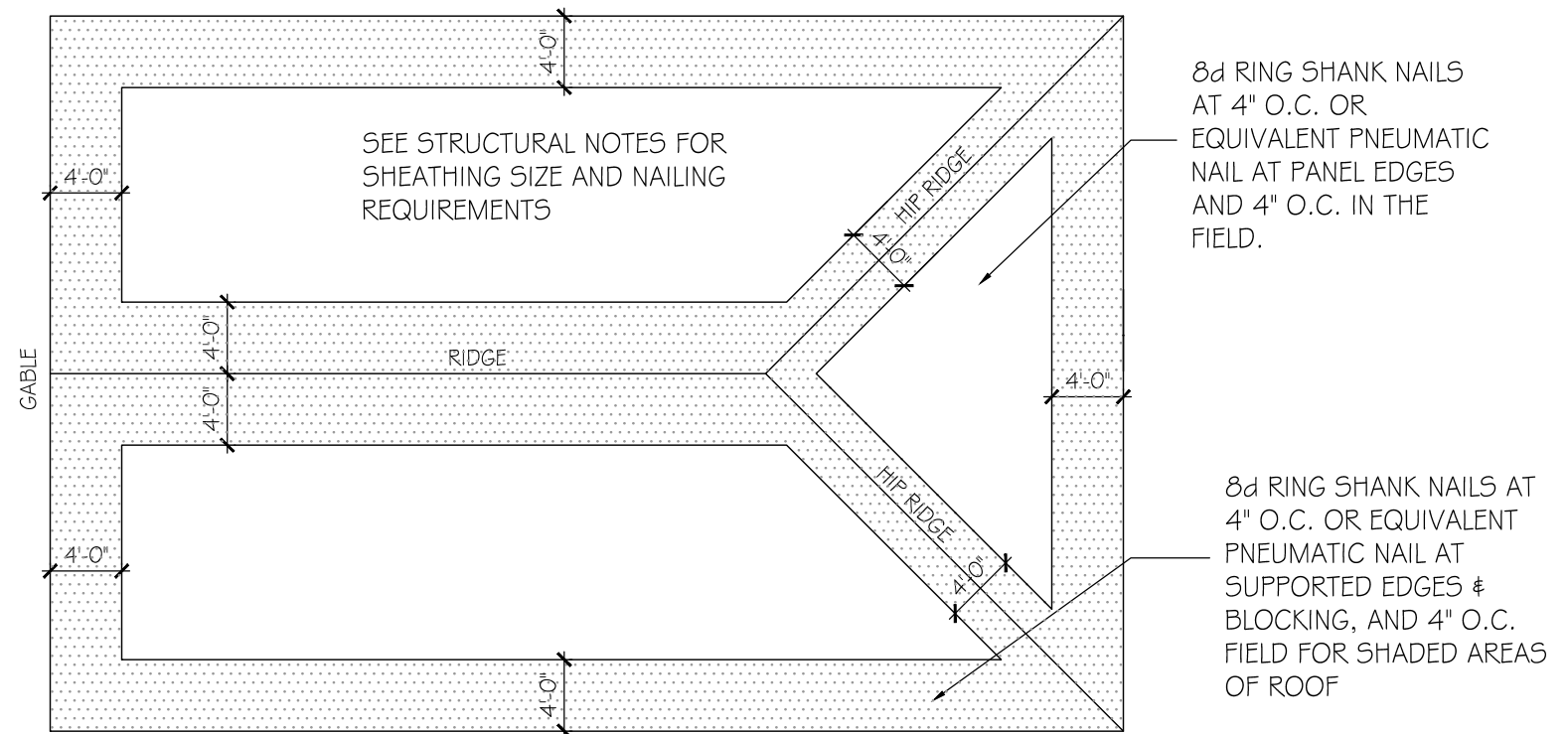
S6



**A** BUILDING SECTION  
 3/8" = 1'-0"



**A** EXT. WALL SHEATHING NAILING PATTERN  
N.T.S.



NOTE: IF A BLOCKED DIAPHRAGM ZONE IS CALLED FOR ON ROOF PLAN PROVIDE 2x4 BLOCKING @ ALL PLYWOOD PANEL EDGES & NAILS @ 4" O.C. FOR BLOCKED DIAPHRAGM ZONE

**B** ROOF SHEATHING NAILING PATTERN  
N.T.S.

DETACHED ADU ADDITION  
220 VERZON CT.  
ORLANDO, FL 32839

**ITEG**  
THOMPSON ENGINEERING GROUP, INC.  
Michael A. Thompson  
PE # 47509  
4401 Vineland Road, Suite A6  
Orlando, FL 32811  
407-734-1450  
www.tegfl.com

DATE:	04/26/24
SCALE:	AS NOTED
DRAWN BY:	J.F.
SHEET	S7

## MATERIALS

1.  $f_c$  precast lintels = 3500 psi.
2.  $f_c$  prestressed lintels = 6000 psi.
3.  $f_c$  grout = 3000 psi w/ maximum 3/8" aggregate.
4. Concrete masonry units (CMU) per ASTM C90 w/ minimum net area compressive strength = 1900 psi.
5. Rebar provided in precast lintel per ASTM A615 GR60. Field rebar per ASTM A615 GR40 or GR60.
6. Prestressing strand per ASTM A416 grade 270 low relaxation.
7. 7/32 wire per ASTM A510.
8. Mortar per ASTM C270 type M or S.

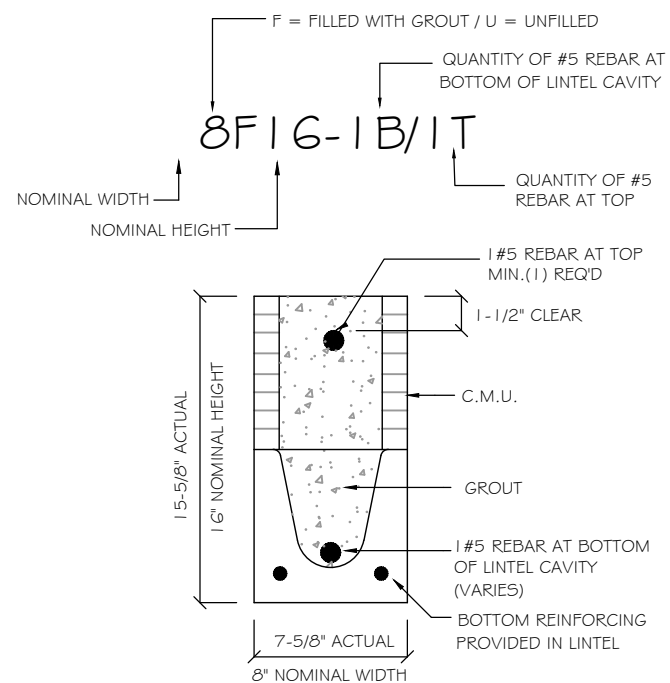
## GENERAL NOTES

1. Provide full mortar head and bed joints.
2. Shore filled lintels as required.
3. Installation of lintel must comply with the architectural and/or structural drawings.
4. Lintels are manufactured with 5-1/2" long notches at the ends to accommodate vertical cell reinforcing and grouting.
5. All lintels meet or exceed 1/360 vertical deflection, except lintels 17'-4" and longer with a nominal height of 8" meet or exceed 1/180.
6. Bottom field added rebar to be located at the bottom of the lintel cavity.
7. 7/32" diameter wire stirrups are welded to the bottom steel for mechanical anchorage.
8. Cast-in-place concrete may be provided in lieu of concrete masonry units.
9. Safe load ratings based on rational design analysis per ACI 318 and ACI 530

## SAFE LOAD TABLE NOTES

1. All values based on minimum 4" bearing. Exception: Safe loads for unfilled lintels must be reduced by 20% if bearing length is less than 6-1/2". Safe loads for all recessed lintels based on 8" nominal bearing.
2. N.R. = Not Rated.
3. Safe loads are total superimposed allowable load on the section specified.
4. Safe loads based on grade 40 or grade 60 field rebar.
5. Additional lateral load capacity can be obtained by the designer by providing additional reinforced masonry above the precast lintel.
6. One #7 rebar may be substituted for two #5 rebars in 8" lintels only.
7. The designer may evaluate concentrated loads from the safe load tables by calculating the maximum resisting moment and shear at  $d$ -away from the face of support.
8. For composite lintel heights not shown, use safe load from next lower height.
9. All safe loads in units of pounds per linear foot, calculating the maximum resisting moment and shear at  $d$ -away from the face of support.

## TYPE DESIGNATION



# SAFE LOAD TABLES

## FOR GRAVITY, UPLIFT & LATERAL LOADS

### 8" PRECAST & PRESTRESSED U-LINTELS

LENGTH	TYPE	8U8	GRAVITY							
			8F8-OB 8F8-1B	8F12-OB 8F12-1B	8F16-OB 8F16-1B	8F20-OB 8F20-1B	8F24-OB 8F24-1B	8F28-OB 8F28-1B	8F32-OB 8F32-1B	
2'-10" (34")	PRECAST	2302	3166	4473	6039	7526	9004	10472	11936	
			3166	4473	6039	7526	9004	10472	11936	
3'-6" (42")	PRECAST	2302	3138	3377	4689	6001	7315	8630	9947	
			3166	4473	6039	7526	9004	10472	11936	
4'-0" (48")	PRECAST	2029	2325	2496	3467	4438	5410	6384	7358	
			2646	4473	6039	7526	9004	10472	11936	
4'-6" (54")	PRECAST	1651	1787	1913	2657	3403	4149	4896	5644	
			2170	4027	6039	7526	9004	10472	11936	
5'-4" (64")	PRECAST	1184	1223	1301	1809	2317	2826	3336	3846	
			1665	2889	5057	6096	5400	6424	7450	
5'-10" (70")	PRECAST	972	1000	1059	1474	1889	2304	2721	3137	
			1459	2464	4144	5458	4437	5280	6122	
6'-6" (78")	PRECAST	937	1255	2101	3263	2746	3358	3971	4585	
			1255	2101	3396	5260	7134	8995	6890	
7'-6" (90")	PRECAST	767	1029	1675	2385	1994	2439	2886	3333	
			1029	1675	2610	3839	5596	6613	5047	
9'-4" (112")	PRECAST	573	632	1049	1469	1210	1482	1754	2027	
			768	1212	1818	2544	3469	4030	3127	
10'-6" (126")	PRECAST	456	482	802	1125	915	1122	1328	1535	
			658	1025	1514	2081	2774	3130	2404	
11'-4" (136")	PRECAST	445	598	935	1365	1854	2355	1793	2075	
			598	935	1365	1854	2441	3155	4044	
12'-0" (144")	PRECAST	414	545	864	1254	1689	2074	1570	1818	
			555	864	1254	1693	2211	2832	3590	
13'-4" (160")	PRECAST	362	427	726	1028	1331	1635	1224	1418	
			485	748	1076	1438	1855	2343	2920	
14'-0" (168")	PRECAST	338	381	648	919	1190	1462	1087	1260	
			455	700	1003	1335	1714	2153	2666	
14'-8" (176")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			465	765	1370	2045	2610	3185	3765	
15'-4" (184")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			420	695	1250	1855	2370	2890	3410	
17'-4" (208")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			310	530	950	1400	1800	2200	2600	
19'-4" (232")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			240	400	750	1090	1400	1720	2030	
21'-4" (256")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			183	330	610	940	1340	1780	2110	
22'-0" (264")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			160	300	570	870	1250	1660	1970	
24'-0" (288")	PRESTRESSED	N.R.	NR	NR	NR	NR	NR	NR	NR	
			130	240	470	720	1030	1350	1610	

### 8" PRECAST & PRESTRESSED U-LINTELS

LENGTH	TYPE	8U8	8F8	UPLIFT							
				8F8-1T 8F8-2T	8F12-1T 8F12-2T	8F16-1T 8F16-2T	8F20-1T 8F20-2T	8F24-1T 8F24-2T	8F28-1T 8F28-2T	8F32-1T 8F32-2T	
2'-10" (34")	PRECAST	2021	2021	2727	2878	4101	5332	6569	7811	9055	
				2727	2784	3981	5190	6407	7630	8857	
3'-6" (42")	PRECAST	1257	1257	2165	2289	3260	4237	5219	6204	7192	
				2165	2215	3165	4125	5091	6061	7036	
4'-0" (48")	PRECAST	938	938	1878	1989	2832	3680	4532	5387	6245	
				1878	1925	2790	3583	4422	5264	6110	
4'-6" (54")	PRECAST	727	727	1660	1762	2507	3257	4010	4767	5525	
				1660	1705	2435	3171	3913	4658	5406	
5'-4" (64")	PRECAST	505	505	1393*	1484	2110	2741	3375	4010	4648	
				1393	1437	2050	2670	3293	3920	4549	
5'-10" (70")	PRECAST	418	418	1272*	1357	1930	2505	3084	3665	4247	
				1272	1315	1875	2441	3010	3583	4157	
6'-6" (78")	PRECAST	707	887	1141*	1200	1733	2250	2769	3290	3812	
				1141	1182	1684	2192	2703	3216	3732	
7'-6" (90")	PRECAST	591	657	959*	912	1475	1914	2354	2797	3240	
				990	1029	1466	1907	2351	2797	3245	
9'-4" (112")	PRECAST	454	630	801*	612	980	1269	1560	1852	2144	
				801	755	1192	1550	1910	2271	2634	
10'-6" (126")	PRECAST	396	493	716*	498	793	1027	1261	1496	1731	
				716	611	1039	1389	1711	2034	2358	
11'-4" (136")	PRECAST	363	556	666*	439	696	899	1104	1309	1515	
				666	535	905	1295	1595	1896	2198	
12'-0" (144")	PRECAST	340	494	607*	400	631	816	1001	1186	1372	
				631	486	818	1209	1514	1799	2086	
13'-4" (160")	PRECAST	302	398	500*	340	532	686	841	997	1153	
				573	409	682	1004	1367	1637	1897	
14'-0" (168")	PRECAST	286	360	458*	316	493	635	778	922	1065	
				548	378	629	922	1254	1567	1816	
14'-8" (176")	PRESTRESSED	N.R.	357	243	295	459	591	724	857	990	
				243	352	582	852	1156	1491	1742	
15'-4" (184")	PRESTRESSED	N.R.	327	228	278	430	553	677	801	925	
				228	329	542	791	1072	1381	1676	
17'-4" (208")	PRESTRESSED	N.R.	255	188	236	361	464	567	670	774	
				188	276	449	649	874	1121	1389	
19'-4" (232")	PRESTRESSED	N.R.	204	165	207	313	401	490	578	667	
				165	239	383	550	736	940	1160	
21'-4" (256")	PRESTRESSED	N.R.	172	145	186	278	356	433	512	590	
				142	212	336	477	635	807	993	
22'-0" (264")	PRESTRESSED	N.R.	161	140	180	268	343	418	493	568	
				137	205	322	457	607	771	947	
24'-0" (288")	PRESTRESSED	N.R.	135	127	165	244	312	380	447	515	
				124	186	290	408	538	680	833	

\*REDUCE VALUE BY 25% FOR GRADE 40 FIELD REBAR

### 8" PRECAST W/ 2" RECESS DOOR U-LINTELS

LENGTH	TYPE	8RUG	GRAVITY							
			8RF6-OB 8RF6-1B	8RF10-OB 8RF10-1B	8RF14-OB 8RF14-1B	8RF18-OB 8RF18-1B	8RF22-OB 8RF22-1B	8RF26-OB 8RF26-1B	8RF30-OB 8RF30-1B	
4'-4" (52")	PRECAST	1489	1591	3053	2982	3954	4929	5904	6880	
			1827	3412	4982	6472	7947	9416	10878	
4'-6" (54")	PRECAST	1357	1449	2782	2714	3600	4487	5375	6264	
			1702	3412	4982	6472	7947	9416	10878	
5'-8" (68")	PRECAST	785	832	1602	1550	2058	2566	3075	3585	
			1153	2162	4074	6472	6516	5814	6839	
5'-10" (70")	PRECAST	735	779	1500	1449	1924	2400	2876	3352	
			1103	2051	3811	6472	6516	5450	6411	
6'-8" (80")	PRECAST	822	907	1677	2933	2576	3223	3872	4522	
			907	1677	2933	4100	6730	8177	6707	
7'-6" (90")	PRECAST	665	761	1377	2252	1958	2451	2944	3439	
			764	1377	2329	3609	5492	6624	5132	
9'-8" (116")	PRECAST	371	420	834	1253	1071	1342	1614	1886	
			535	928	1497	2179	2618	3595	2875	

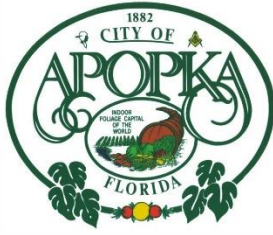
### 8" PRECAST W/ 2" RECESS DOOR U-LINTELS

LENGTH	TYPE	8RUG	8RF6	UPLIFT							
				8RF6-1T 8RF6-2T	8RF10-1T 8RF10-2T	8RF14-1T 8RF14-2T	8RF18-1T 8RF18-2T	8RF22-1T 8RF22-2T	8RF26-1T 8RF26-2T	8RF30-1T 8RF30-2T	
4'-4" (52")	PRECAST	932	932	1244	1573	2413	3260	4112	4967	5825	
				1244	1519	2339	3170	4008	4850	5696	
4'-6" (54")	PRECAST	853	853	1192	1507	2311	3121	3937	4756	5577	
				1192	1455	2240	3036	3837	4643	5453	
5'-8" (68")	PRECAST	501	501	924*	1172	1795	2423	3055	3689	4325	
				924	1132	1741	2357	2978	3603	4230	
5'-10" (70")	PRECAST	469	469	896*	1138	1742	2352	2965	3581	4198	
				896	1099						

# **STAFF REPORTS**

# City Attorney Smith





# CITY OF APOPKA

## **PERSONNEL RULES AND REGULATIONS**

**Effective Date:**

**Number:**

**Subject:**

## **CITY FACILITIES SECURITY**

New
  Rescinds
  Amends

**Reference:**

**CFA Standard(s):**

**Reviewer/Approved by**

**Reevaluation:**  
 As Necessary

**Application:**  
 All Personnel

**Related Forms / Bulletins:**

### **PURPOSE:**

The purpose of this policy is to set forth clear guidelines and procedures that prioritize the safety and security of both employees and citizens visiting City facilities during business hours, public meetings, and hearings. While the City intends to provide services to all visitors to City facilities, the primary function of City facilities is to provide a conducive workspace for City personnel. The established security protocols aim to maintain a safe, secure, and productive environment on City-owned property. This environment is intended to align with the designated use of various areas within City facilities, fostering the efficient delivery of public services. Through the implementation of this policy, the City of Apopka aims to delicately balance the essential need for providing services with the requirements of security and privacy within its facilities.

### **SCOPE:**

This policy applies to all employees and individuals entering any of the City of Apopka’s facilities during normal business hours, as well as after hours for public meetings and/or hearings.

### **DEFINITIONS:**

**Business Hours** - Normal business hours are established as Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding recognized holidays, designated emergencies and special events where City Hall would be closed.

**Designated Public Forum** – refers to areas within City of Apopka facilities primarily intended for the convening of public meetings. An example of a designated public forum would be the City Council chambers when a public noticed meeting is being held, such as City Council meetings, Code Enforcement hearings, Planning Commission meetings, etc.

**Limited Public Forum areas** – designates areas within City of Apopka facilities where only persons are present to engage in legitimate public business with City employees. Access to these areas is restricted, and individual(s) must adhere to proper security protocols, and be escorted by a City employee to enter these areas.

**Nonpublic Forum** – denotes areas within City of Apopka facilities designated employee work areas, as indicated by appropriate signage.



## **POLICY:**

### **I. Facilities Signage**

#### **A. Visibility**

1. All signage shall be prominently displayed at every entrance to City facilities, effectively communicating the location of public entrances and delineating restricted areas within the facility.
2. Signage shall include comprehensive instructions to guide visitors in adhering to security protocols and undergoing necessary screening measures. These may encompass checking in, undergoing bag checks, and passing through metal detectors before entering any limited public forum areas of the facility.

#### **B. Signage**

1. Designated limited public forum areas, primarily reserved for employees, will be conspicuously marked with clear signage bearing phrases such as, but not limited to, "Restricted Area," "Employees Only," or "Authorized Personnel Only."
2. These spaces may encompass, but are not limited to, offices, workspaces, storage rooms, atriums, and other locations primarily exclusive to employees. The signage is intended to communicate and reinforce the restricted nature of these areas to ensure compliance with access protocols, and maintain a secure and organized environment within the facility.

#### **C. Multilingual Signage**

1. In order to facilitate effective communication with our diverse community, signage will be made available in multiple languages commonly spoken within the community. This measure aims to ensure that information is accessible and comprehensible to a broader audience, promoting inclusivity and understanding among our community members.

### **II. Access to City Facilities**

#### **A. Visitor(s) to City Hall**

1. When an individual(s) enters the lobby area of City Hall the receptionist should greet the individual(s) and inquire about how they can be of assistance.
2. If the individual(s) are present to conduct business with a particular department or individual within City Hall, the receptionist is tasked with reaching out to that department to ascertain the availability of staff or to check if the specific individual the visitor wishes to see is present and available to assist them.
3. If someone from the department or the specific individual the visitor wishes to meet is available, the individual(s) will be informed that assistance is on the way and that someone will be there to help them momentarily.
4. While the individual is waiting for further assistance, the receptionist will request that the individual sign-in at the kiosk inside the lobby.



5. In the event that nobody from the requested department or the desired City employee is available, the individual(s) will be notified that assistance is currently unavailable. The individual has the flexibility to choose between waiting until an employee is accessible, returning at a later time or date, or scheduling an appointment for a future meeting.
  6. If the individual(s) desires to schedule a meeting for a later time or date, the receptionist will furnish them with the contact information for the respective department or specific individual. The contact information should include phone number and email address.
- B. Assisting Visitor(s)
1. Upon the arrival of a department employee, or the designated City personnel, in the lobby to meet with the individual(s), the employee should attempt to assist the individual from within the lobby area.
  2. If the employee or designated City personnel is unable to assist the individual in the lobby, the employee may direct them to the work station located in the atrium of City Hall, where further assistance can be provided once the individual passes through the screening process.
  3. City personnel will make every effort to assist the individual(s) at the work station in the atrium whenever possible. If the individual(s) needs to proceed to a specific department, they will be accompanied by the employee for guidance. Under no circumstances, should an individual(s) be permitted to wander around City Hall unescorted or enter a restricted area, even escorted, without adhering to proper security protocols. This ensures a secure and controlled environment within the premises.
- C. Limited Access Area(s)
1. All areas of City Hall beyond the glass doors next to the receptionist desk, leading to the atrium area, are designated as limited public forum areas. Prominently displayed signs clearly indicate that it is a restricted area.
  2. The City Council Chamber and conference rooms in City Hall are considered nonpublic forums unless or until a public meeting is convened in these areas pursuant to public notice.
  3. All City employee work areas are considered nonpublic forums. Non-employees are prohibited from entering employee work areas without being escorted by a City employee.
  3. Prior to entering any limited public forum or nonpublic forum areas of City Hall, all visitors are required to adhere to the established security protocol, which includes the following minimum procedures:
    - a) Register using government-issued photo identification at one of the kiosks situated in the lobby area of City Hall to obtain a visitor pass.



- b) In the event that an individual(s) possesses a government-issued identification that cannot be scanned by the kiosk, the individual(s) can present the identification to the receptionist. The receptionist will manually enter the information into the system and issue a visitor pass.
- c) The visitor is required to display the pass conspicuously, ensuring it remains visible at all times throughout their visit to City Hall.
- d) After obtaining a visitor pass the individual(s) will remain in the lobby until a City employee from the relevant department arrives to provide assistance.
- e) In the event that a City employee cannot assist the individual(s) in the lobby, they may be directed to pass through the screening station and meet the employee at the designated work station in the atrium area of City Hall.

D. Individual(s) Without a Government Issued Identification

- 1. Individual(s) that do not possess government issued identification and seek assistance at City Hall will be assisted in the following manner:
  - a) The receptionist will inquire as to what department within City Hall the individual is requesting assistance from.
  - b) Once this information is obtained the receptionist will reach out to the department to determine if someone from that department is available to assist the individual.
  - c) In the event that a visitor is a minor without any form of identification, a responsible adult may sign them in. It is imperative that the minor remains under the direct supervision of the adult who endorsed their entry, especially while navigating restricted areas within a City facility. This measure ensures the safety and accountability of minors within our premises.

E. Individual(s) Refusing to Follow Security Protocol

- 1. All attempts will be made to provide visitors to City Hall with the services they are requesting.
- 2. If an individual(s) chooses not to follow the established security protocol, they are not allowed to enter any limited public forum or nonpublic forum area of City Hall. The individual(s) can choose to remain in the lobby and inform the receptionist of the particular department or individual they wish to visit and receive services from.
- 3. If the individual(s) are present to conduct business with a particular department or individual within City Hall, the receptionist is tasked with reaching out to that department to ascertain the availability of staff or to check if the specific individual the visitor wishes to see is present and available to assist them.



4. If someone from the department or the specific individual the visitor wishes to meet is available, the individual(s) will be informed that assistance is on the way and that someone will be there to help them momentarily.
5. Individual(s) who decline to comply with the established security protocols will receive assistance from department personnel or the designated City employee they intend to visit, in the lobby area of area of City Hall only. No individual(s) will be permitted to enter the restricted area beginning at the atrium area of City Hall without complying with all established security protocols.  
An individual(s) who fails to adhere to the established security protocol will not be escorted into any area of City Hall and must remain in the lobby.
6. In the event that nobody from the requested department or the desired City employee is unavailable, the individual(s) will be notified that assistance is currently unavailable. The individual has the flexibility to choose between waiting until an employee is accessible, returning at a later time or date, or scheduling an appointment for a future meeting.
7. If the individual(s) desires to schedule a meeting for a later time or date, the receptionist will furnish them with the contact information for the respective department or specific individual. The contact information should include phone number and email address.

F. City Personnel

1. City personnel are required to carry and prominently display their City issued identification at all times while present in any City facility.
2. The outlined security protocols are applicable to all individuals entering City Hall, excluding City personnel. In the case where an employee has a business meeting with an individual or wishes to bring guests (such as friends, family members or other visitors) into City Hall, it is mandatory for them to adhere to the established security procedures for building entry.

G. Response to Individual(s) Who Enter City Hall Without Following Security Protocols

1. In response to individuals who enter City Hall without adhering to security protocols, appropriate measures will be taken to ensure the safety and security of all visitors and staff. Non-compliance with established security procedures may result in necessary actions, including but not limited to, redirection to the designated check-in points, verification of identification, and adherence to screening processes.
2. If an individual(s) enters City Hall without adhering to the proper security protocols, City personnel should immediately alert security personnel.
3. If safe to do so, inform the individual that they are in a restricted area and guide the individual to the correct entrance or exit, and reinforce the importance of following established security procedures.
4. If the individual(s) voluntarily exits the restricted area of the building, no additional actions are required.



5. If the individual(s) refuses to leave the restricted area, and security personnel are not readily available, **employees should avoid confrontations** and contact the Apopka Police Department's non-emergency number at (407-703-1757).
6. In situations where the individual(s) is causing a disturbance or the situation is perceived as an emergency, employees should dial 911 for immediate assistance. It is essential to prioritize the safety of everyone involved and rely on law enforcement to handle the situation appropriately.
7. If it is safe to do so, the employee should maintain visual contact with the individual(s) and provide pertinent information to the dispatcher, including the individual's location and actions. This ensures that emergency responders have accurate and timely details to handle the situation effectively.
8. If an employee encounters an individual(s) in a restricted area without a visitor pass prominently displayed, they should politely request to see the individual(s) visitor pass. If the individual cannot produce a visitor pass or becomes confrontational, the employee should instruct them to leave the restricted area immediately. In the event that the individual refuses to leave or escalates the confrontation, the employee should promptly contact the Apopka Police Department for assistance. Prioritizing safety and following established protocols is crucial in ensuring a secure environment within the restricted areas.
9. In the event that an individual or individuals refuse to leave a secure area within City Hall after being instructed to do so, the City Administrator or their designated representative should be promptly notified once a police officer has arrived. The City Administrator/Manager or the designated representative will then issue a trespass warning, explicitly notifying the individual(s) that their presence in the restricted area is unauthorized.

In the absence of the City Administrator or their designee, the responsibility for issuing the trespass warning will be assumed by the Human Resources Director. This protocol is implemented to uphold the security and integrity of restricted zones within City facilities, and compliance is crucial for maintaining a safe environment.

If an individual(s) refuses to leave a City facility other than City Hall, the department director or their designee is authorized to issue the trespass warning for that department. This ensures a consistent approach to security protocols across all City facilities. Your cooperation with these measures is vital for the safety and well-being of all within our premises.

#### H. Phone/Intercom Messaging

1. If an individual(s) enters a restricted area of City Hall without adhering to the prescribed security protocol and security personnel are not readily available,



the phone system can be employed to alert other employees in the facility of the security breach. This immediate notification is essential for a prompt response and coordinated efforts to address and mitigate potential risks.

- a) To activate the phone intercom system in the event of an emergency, City Hall personnel in City Hall can follow these steps:
  - i. Dial #311499 on an available landline phone.
  - ii. Upon dialing, the employee will hear a beep, signaling them to deliver their message for other City Hall personnel to hear.
  - iii. The message to be conveyed over the phone system is “**Code Red**” indicating a security situation. This will be an indication for other employees in City Hall to secure their work areas by locking the doors and staying in place until an all clear message is broadcast over the phone system or until contacted by police department personnel.
  - iv. This procedure ensures a swift and effective communication channel, enhancing overall safety and security responses within City Hall during critical situations.

### III. Public Meetings

- A. The City Council Chambers in City Hall are considered nonpublic forums unless a public meeting is convened in the chamber area following a public notice.
- B. During the convening of a public meeting in the City Council chambers, attendees are not required to sign in but must pass through the security screening process to ensure a safe and secure environment for the meeting.
- C. Public meetings include, but are not limited to: City Council meetings, Code Enforcement Hearings, Planning Commission Meetings, Development Review Committee meetings, etc.

### IV. City Facilities Other than City Hall

- A. Personnel working in City buildings, excluding City Hall, must be aware of the posted signs distinguishing what areas are open to the public and those that are restricted. If an individual(s) enters a restricted area or fails to adhere to the proper security protocol for that building, personnel should follow the outlined security procedures applicable to their facility. This consistent approach ensures a standardized and effective response to security breaches across all City buildings, promoting safety and security measures.



- B. Department directors, or their designees, in buildings outside of City Hall, are tasked with establishing security protocols and policies for their facility to ensure the safety of City personnel and visitors.
- C. Department directors, or their designees, shall ensure personnel working in their facility are familiar with the security protocols in place.

V. Security Screening

A. Private Security Company

- 1. The City of Apopka engages the services of a private security company to conduct screening procedures, outlined below.
- 2. The private security company is tasked with enforcing security protocols established for the specific City facility. Security screening measures will, at a minimum, include ensuring that individual(s) have signed in, are properly scanned and that packages are searched before entering any area designated as restricted.

B. Normal Business Hours

- 1. The purpose of the security screening will be clearly stated to enhance understanding and cooperation.
- 2. During normal business hours, all entrants into City Hall are required to check-in at one of the kiosks located in main lobby, and obtain a visitor's pass.
- 3. All entrants who are not employees of the City of Apopka must undergo security screening before entering the premises.
- 4. Security screening may include metal detectors, bag checks and other non-invasive measures to ensure the safety of City personnel and visitors to the premises.
- 5. Any individual refusing to undergo security screening will be denied entry into any limited public forum and nonpublic forum area.
- 6. Employees must visibly display their city issued identification at all times while inside a City facility.

C. Public Meetings or Hearings

- 1. During public meetings or hearings, the area specified for the meeting in the public notice is designated as a public forum. For such public meetings or hearings, a designated area for public access will be established, allowing citizens to participate in municipal activities.
- 2. Individual(s) attending public meetings will undergo at least a security screening.
- 3. Additional security measures may be implemented for high-profile events when deemed necessary by the City Administrator or their designee.

D. Training and Authorization





1. Security personnel from the private security company will undergo thorough training to ensure proficiency in screening procedures, customer service and emergency response protocols.
  2. Only authorized personnel from the private security company or members of the Apopka Police Department, identifiable by proper uniforms, and identification badges, are permitted to conduct screening.
- E. Collaboration with Municipal Authorities
1. The private security company will collaborate closely with the Apopka Police Department and the City Administrator, or their designee, to ensure seamless coordination in case of emergencies or incidents requiring intervention.
- F. Oversight and Accountability
1. The City Administrator, or their designee, will maintain oversight of the private security company's operations. There will be established mechanisms for accountability, including regular reviews of performance and adherence to established protocols.
- G. Interaction with the Public
1. Security personnel from the private security company will interact with the public in a professional and courteous manner, providing clear instructions regarding security screening procedures.
  2. Any concerns or complaints related to the conduct of private security personnel should be directed to the City Administrator or their designee for appropriate action.
- VI. Video Recording by the City of Apopka
- A. Purpose of Recording
1. The purpose of video recording is to enhance the overall security of the facility, monitor public areas and investigate security-related incidents.
- B. Placement of Recording Devices
1. Video surveillance cameras may be installed and operational in public areas of Apopka City Hall for security and safety purposes.
  2. Public areas include, but are not limited to, entrances, lobbies, corridors and other spaces accessible to both employees and visitors.
- C. Privacy Rights
1. All video recording will be conducted in accordance with applicable laws and regulations, respecting individual privacy rights to the extent permitted by law.
- D. Storage, Retention and Handling of Recorded Footage
1. Recorded footage will be stored securely and accessed only by authorized personnel responsible for security and law enforcement.



2. The retention period for recorded footage will comply with legal requirements, and the footage will be deleted or overwritten after the designated retention period.
3. Access to recorded footage will be restricted to authorized personnel, and its use will be limited to security and investigative purposes.
4. Requests for access to recorded footage by third parties, will be evaluated on a case-by-case basis and may be granted in accordance with applicable laws.

E. Notice of Video Recording

1. Visible signs will be posted at entrances and other strategic locations to inform visitors that video surveillance is in operation.
2. The signs will be designed to be easily noticeable and include contact information for inquiries regarding video surveillance.

VII. Emergency Procedures

- A. Employees and visitors must be familiar with emergency evacuation routes and procedures.
- B. In the event of an emergency, follow instructions from authorized personnel and evacuate the building promptly.



# Police Chief DeSchryver

**Edgewood Police Department  
City Council Report  
June 2024**

	<b>May</b>	<b>June</b>
<b>Residential Burglaries</b>	0	0
<b>Commercial Burglaries</b>	0	1
<b>Auto Burglaries</b>	0	1
<b>Theft</b>	0	2
<b>Assault/Battery</b>	1	0
<b>Sexual Battery</b>	0	0
<b>Homicides</b>	0	0
<b>Robbery</b>	0	0
<b>Traffic Accident</b>	14	5
<b>Traffic Citations</b>	95	119
<b>Traffic Warnings</b>	80	82
<b>Felony Arrests</b>	1	3
<b>Misdemeanor Arrests</b>	0	1
<b>Warrant Arrests</b>	1	1
<b>Traffic Arrests</b>	2	1
<b>DUI Arrests</b>	0	0
<b>Code Compliance Reports</b>	19	14

**Department Highlights:**

- The Edgewood Police Department participated in the National Click It or Ticket campaign which ran May 20<sup>th</sup> through June 2<sup>nd</sup>. During this time, officers focused on conducting traffic stops where the driver was observed to be in violation of the seat belt laws by either inappropriately wearing it, or not wearing one at all. Officers wrote -10 citations, 1 warning
- On June 4<sup>th</sup> Chief Dean DeSchryver received a Patriotic Employer award from the Employer Support of the Guard and Reserve for his dedication to our Law Enforcement Officers who also Service in the Military.
- June 10<sup>th</sup> through June 14<sup>th</sup> Officer Chris Meade attended a Reality Based Instructor 40-hour course and a Glock Armor 8-hour course.
- On June 12<sup>th</sup>, Stacey Salemi attended the OCERT meeting at the Orange County Emergency Operations Center in preparation for the 2024 hurricane season.
- From June 17 through June 21, Accreditation Manager Adam Lafan and Co-Accreditation Manager Haymee Watkins attended an accreditation conference in Campions Gate. During this conference Haymee was part of the welcome committee and help with the signing in of attendees.
- June 20 - 21 Officer and IT Manager Scott Zane attended the Elvis Administrators Annual conference in Daytona. Elvis is a program our Officers use on the road as well as our administration uses in the office to run tags and individuals that are thought to be suspicious in nature.

Reporting Dates: June 1<sup>st</sup> – June 30<sup>th</sup>

# City Clerk Riffle

# **MAYOR & CITY COUNCIL REPORTS**

# Mayor Dowless

# Council Member Lomas



# Council Member McElroy

# Council Member Rader

# Council Member Steele

# Council President Horn

# ADJOURN