

TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F. ROAD, LOXAHATCHEE GROVES, FL 33470
UNITED LAND DEVELOPMENT CODE REVIEW COMMITTEE

AGENDA
JULY 14, 2025 – 4:00 PM



Committee Members
Jo Siciliano (Seat 1) – Chairperson
Karen Plante (Seat 2) – Vice Chairperson
Dannielle Harrity (Seat 3), Robert Austin (Seat 4), Sarah Palmer (Seat 5)

Administration
Town Manager Francine L. Ramaglia, MPA, CPA, AICP, ICMA-CM
Town Clerk Assistant Sammie T. Brown, FRA-RP, MEDP
Community Standards Director Caryn Gardner-Young, MPA, AICP, ESQ
Committee Staff Liaison(s): Jeff Kurtz, Esq, Project Coordinator

Civility: Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in Town of Loxahatchee. Civility is practiced at all Town meetings.

Special Needs: In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

Quasi-Judicial Hearings: Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

Appeal of Decision: If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, non controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

OPENING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

1. *Unified Land Development Code Review Committee Meeting Minutes for Approval:*

- 06-17-19 - *Unified Land Development Code Review Committee Meeting Minutes*
- 09-26-19 - *Unified Land Development Code Review Committee Meeting Minutes*
- 10-29-19 - *Unified Land Development Code Review Committee Meeting Minutes*
- 11-21-19 - *Unified Land Development Code Review Committee Meeting Minutes*
- 12-19-19 - *Unified Land Development Code Review Committee Meeting Minutes*
- 11-18-20 - *Unified Land Development Code Review Committee Meeting Minutes*
- 01-13-21 - *Unified Land Development Code Review Committee Meeting Minutes*
- 05-12-25 - *Unified Land Development Code Review Committee Meeting Minutes*

PUBLIC COMMENTS

A limited public audience can be accommodated in our Town Council chambers with mandatory facemasks and socially spaced seating. Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 12:00 p.m. (noon) day of the meeting. Comments received will be "received and filed" to be acknowledged as part of the official public record for the meeting. The meeting will be live-streamed and close-captioned for the general public via our website, instructions are posted there.

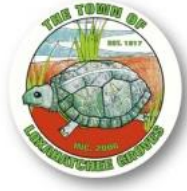
REGULAR AGENDA

2. Discussion Regarding Commercial Signage

COMMITTEE MEMBER COMMENTS

CONFIRM NEXT MEETING DATE

ADJOURNMENT



TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
JUNE 17, 2019
audio available in the Town Clerk's Office

CALL TO ORDER

Chair Marianne Miles called the meeting to order at 6:30 p.m.

ROLL CALL

Present: Chair Marianne Miles, Committee Members Karen Plante, Jo Siciliano, and Cassie Suchy

Absent: Burgess Hanson and Lisa Trzepacz

Staff: Town Planning Consultant James Fleishmann, Town Attorney Brian Shutt, and Town Clerk Lakisha Q. Burch

APPROVAL OF MINUTES

Chair Miles noted a clarification needed under Item 2, and consensus was to change the language to “no replacement trees shall be located” and take the “not” out. She pointed to a typographical error under Item 3.

Motion was made by Committee Member Karen Plante, seconded by Committee Member Jo Siciliano, to approve the minutes as amended. Motion **passed** unanimously.

REGULAR AGENDA

1. Review of ULDC Section 50-030 Outdoor Lighting

Town Planning Consultant James Fleishmann provided a brief overview of ULDC Section 50-030, including definitions and standards.

Chair Miles suggested athletic field lighting be removed from the prohibited list. Discussion ensued regarding soccer at Palm Beach State College and other properties, options for variances, and concerns regarding unintended consequences.

Doug Shaffer, Hyde Park Road, shared concerns regarding light pollution.

Consensus was to leave athletic field lighting on the prohibited list.

Town Attorney Shutt shared that he and the Mayor had been meeting with Palm Beach County to discuss collaboration on improvements to the park.

Mr. Fleishmann explained overspill as described in subsection D.1. and provided background on associated analysis conducted.

Committee Member Siciliano asked about options for turning lights down. Mr. Fleishmann responded and shared photos. Discussion continued.

Chair Miles highlighted subsection D.5. and stated she wanted to remove the word “extinguish,” in reference to lights from 11 p.m. to dawn, noting she felt having no lighting was a bad idea. Discussion continued regarding security lighting, safety, and the waiver process. Mr. Fleishmann agreed to bring options for alternate language to the Committee for further review.

Doug Shaffer, Hyde Park Road, noted thieves are not deterred by lights or alarms. He agreed that commercial lighting could be reduced rather than extinguished and noted the need for rural agricultural lighting to be responsible and considerate of neighbors.

Discussion continued. Mr. Fleishmann clarified that under State Statute, agriculture is exempt from local Land Development Regulations.

The Committee and staff discussed correction of non-conforming lighting and potential changes to the associated language.

Doug Shaffer, Hyde Park Road, asked about the Code Enforcement moratorium. Town Attorney Shutt responded briefly.

Mr. Fleishmann recommended two (2) changes to section E, including adding “legally installed prior to the adoption of the Town’s Unified Land Development Code in November 2010” prior to “lighting that does not conform” in the first sentence, and the addition of a sentence at the end of the section that states “lighting that is installed legally under the Town’s ULDC is exempt from this requirement.”

Motion was made by Committee Member Cassie Suchy, seconded by Committee Member Karen Plante, to recommend inclusion of the language as discussed in section E. Motion **passed** unanimously.

Motion was made by Committee Member Cassie Suchy, seconded by Committee Member Karen Plante, to recommend the language in subsection F.3 be moved to create a subsection H. Motion **passed** unanimously.

2. Council Direction for UDLC Work Activity

Mr. Fleishmann advised there had been some discussion at the last meeting as to what the Committee would be working on following lighting, and he had brought that question to Council. He stated the Town Council had directed that the Committee review the entire UDLC and identify sections that should be revised or deleted. Discussion continued as to how to best approach the project and creation of a working document.

COMMENTS FROM THE PUBLIC

Doug Shaffer, Hyde Park Road, commented on the addition of commercial businesses to the Town and the Town's tax base.

The Committee and staff discussed the tax base and tax burden, cost of infrastructure, priorities, and the Water Control District.

ADJOURNMENT

The next meeting was tentatively set for Thursday, July 25 at 3 p.m. to review the ULDC from the beginning, starting with the Zoning Districts.

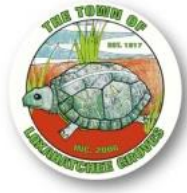
There being no further business the meeting was adjourned at 8:38 p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
SEPTEMBER 26, 2019
audio available in the Town Clerk's Office

CALL TO ORDER

Chair Marianne Miles called the meeting to order at 4:15 p.m.

ROLL CALL

Present: Chair Marianne Miles, Committee Members Karen Plante, Jo Siciliano, and Lisa Trzepacz

Absent: Cassie Suchy

Staff: Town Planning Consultant James Fleishmann, Town Manager Jamie Titcomb, and Town Clerk Lakisha Q. Burch

Town Manager Titcomb noted Burgess Hanson was no longer part of the Committee.

REGULAR AGENDA

1. Review of ULDC Article 90 Signs: Commercial Sign Standards

Town Planning Consultant James Fleishmann advised that in response to concerns raised that the Town's Sign Code may be unconstitutional, he and the Town Attorney had reviewed the language and recommended that Opinion Signs be moved to their own section with standards that meet the test of content neutrality and viewpoint neutrality as required by past Supreme Court rulings. Discussion ensued regarding regulation of speech, the sign categories, and restriction of temporary signage for number of signs, size, and location.

Motion was made by Committee Member Jo Siciliano, seconded by Committee Member Karen Plante, to ask counsel to investigate whether it is possible to strike "opinion signs" from each section of the Sign Standards, and recommend that if it is not possible to strike the language, a separate subcategory for "temporary signs" should be created. Motion **passed** unanimously.

Mr. Fleishmann introduced a discussion regarding the Town's Code as it relates to the Commercial Zoning District. He noted that based on current Zoning Code, Southern Boulevard is the only area of Town where Commercial development is allowable.

Committee Member Jo Siciliano pointed out that businesses need large signs to be visible on Southern Boulevard. Mr. Fleishmann advised this has been an issue for developers, and several, including Publix and Tractor Supply, had gone through the variance process.

Committee Member Jo Siciliano noted there are businesses operating commercially outside of Southern Boulevard, so the Committee may want to consider specifying that changes apply to Southern Boulevard only. Discussion continued regarding signs previously approved by variance, monument signs, and wall signage.

Mr. Fleishmann provided an overview of the article and proposed changes. The Committee discussed sign sizes, strip lighting, and prohibited signs.

Chair Miles reiterated her comment from a past meeting that she wanted to see pole signs removed from the list of prohibited signs. Committee Member Plante suggested bench signs could also be removed to allow for sponsorship opportunities. Discussion continued as to aesthetics, regulations on signage, unintended consequences of changes, and sign content.

Committee Member Trzepacz pointed out that snipe signs were not permitted. Town Manager Titcomb confirmed this had been controversial. Discussion continued as to definition of snipe signs and intent of the Code, as well as enforcement. Town Manager Titcomb and Mr. Fleishmann provided additional background as appropriate.

Town Manager Titcomb asked for clarification on the format. Mr. Fleishmann explained.

Mr. Fleishmann continued to review the article and proposed changes. The Committee discussed separating Southern Boulevard into its own category, history of the Commercial zoning on Okeechobee Road, provisions for anchor tenants, square footage allowances, window signage, sign structure, and signs previously approved by variance.

Mr. Fleishmann explained the connection between the maximum sign size and building width. Chair Miles suggested changing the maximum size of 60 square feet to 72 square feet would reduce the frequency of variances. Mr. Fleishmann noted there had not been precedent when the Code was written and now there were variances which had been approved by Council to use as a guide.

A resident named Simon (no last name given) asked whether the distance from the building to the road was considered in the calculation of sign size.

Discussion continued and consensus was to change the maximum sign size and add a definition of an anchor tenant.

Mr. Fleishmann continued to review the article and proposed changes. The Committee discussed the separation of opinion signs into its own category, traffic control signs standards, time limits for temporary signage, and banners.

Consensus was to change “balloon” to “tethered inflatable” under promotional signs, to add definitions, to combine the temporary and promotional sign categories, to change the six (6) month limit permits on temporary signage to 30 days with an option for extension, and to remove “awning signs” from the allowable sign types.

COMMENTS FROM THE PUBLIC

None.

ADJOURNMENT

Consensus was to set the next meeting for October 24 at 4 p.m.

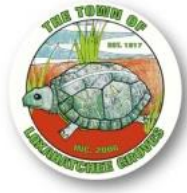
There being no further business the meeting was adjourned at 6:08 p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
OCTOBER 29, 2019
audio available in the Town Clerk's Office

CALL TO ORDER

Chair Marianne Miles called the meeting to order at 4:08 p.m.

ROLL CALL

Present: Chair Marianne Miles, Committee Members Karen Plante, Cassie Suchy, and Lisa Trzepacz

Absent: Jo Siciliano

Staff: Town Planning Consultant James Fleishmann, Town Manager Jamie Titcomb, and Town Clerk Lakisha Q. Burch

REGULAR AGENDA

1. Review of ULDC Article 90 Signs: Commercial Sign Standards

Chair Miles proposed a simplification of the review of the ULDC rather than going line by line to make the process more productive, and asserted the Code also needs to be simplified so a layperson can understand them.

Town Planning Consultant James Fleishmann stated there had been discussion at the September meeting regarding the design of signs, and the first question was whether the Committee thought there should be standardized design criteria for Southern Boulevard. He advised that the staff recommendation for monument sign criteria was to use the sign perimeter, require two (2) 24-inch pillars on either side of the sign, and have a maximum height and maximum width, with the design up to the commercial tenants. Discussion ensued regarding the recommendation, the uniformity of setting design criteria, and allowing for character.

Motion was made by Committee Member Cassie Suchy, seconded by Committee Member Karen Plante, to follow the staff recommendation with the addition of “which shall meet the Rural Vista guidelines.” Motion **passed** 3-1. Lisa Trzepacz was opposed.

Mr. Fleishmann continued with an overview of the article and proposed changes. The Committee discussed building identification signs, building wall signs, and outparcel signage.

Chair Miles expressed concerns with Publix signage not including pharmacy, and asserted the Committee should consider a change to allow for businesses with secondary departments. Discussion continued.

Motion was made by Committee Member Karen Plante, seconded by Committee Member Cassie Suchy, to change the maximum wall sign face area from 60 to 72 square feet as recommended. Motion **passed** unanimously.

Mr. Fleishmann reviewed recommended changes to section four (4), canopy signs.

Motion was made by Committee Member Cassie Suchy, seconded by Committee Member Lisa Trzepacz, to accept the staff recommendation for canopy signs. Motion **passed** unanimously.

Mr. Fleishmann discussed recommended changes to the maximum perimeter, height, and width of a menu sign, based on precedent.

Motion was made by Committee Member Cassie Suchy, seconded by Committee Member Lisa Trzepacz, to accept the staff recommendation for section five (5), menu boards as written and to allow staff to bring back wording for the pedestal. Motion **passed** 3-1. Lisa Trzepacz was opposed.

COMMENTS FROM THE PUBLIC

None.

COMMITTEE MEMBER COMMENTS

Mr. Fleishmann distributed a handout made by Council Member Laura Danowski in response to a resident who had brought forward concerns regarding directional signage to her property. He advised the handout included a temporary standard until standards could be put in place.

ADJOURNMENT

The next meeting was set for Thursday, November 21 at 4 p.m.

There being no further business the meeting was adjourned at 6:10 p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



**TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
NOVEMBER 21, 2019**
audio available in the Town Clerk's Office

CALL TO ORDER

Chair Marianne Miles called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Chair Marianne Miles, Committee Members Karen Plante and Lisa Trzepacz

Absent: Jo Siciliano and Cassie Suchy

Staff: Town Planning Consultant James Fleishmann, Town Attorney Brian Shutt, and Town Clerk Lakisha Q. Burch

APPROVAL OF MINUTES

None.

REGULAR AGENDA

1. Review of ULDC Article 90 Signs: Commercial Sign Standards

Town Planning Consultant James Fleishmann advised that the Committee had left off its review at the last meeting on page five (5) of the article, at Directional and Traffic Control Signs. He noted this meeting would be the completion of the Commercial Zoning review, and the Committee would begin Agricultural Zoning at the next meeting.

Committee Member Lisa Trzepacz highlighted recent legislation which would impact the Town's ability to regulate agricultural zoning. Mr. Fleishmann advised that he would research the legislation prior to the next meeting.

Chair Miles expressed concern with the impact that regulating pole signs would have on residential and agricultural neighborhoods. Discussion continued.

The Town Attorney stepped out to take a phone call at 12 min, 42 seconds and the recording ended.

COMMENTS FROM THE PUBLIC

None.

ADJOURNMENT

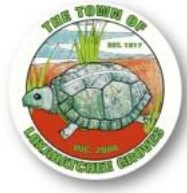
There being no further business the meeting was adjourned at X:XX p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



**TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
DECEMBER 19, 2019**
audio available in the Town Clerk's Office

CALL TO ORDER

Chair Marianne Miles called the meeting to order at 4:00 p.m.

ROLL CALL

Present: Chair Marianne Miles, Committee Members Karen Plante, Jo Siciliano and Cassie Suchy

Absent: Lisa Trzepacz

Staff: Town Planning Consultant James Fleishmann, Town Manager Jamie Titcomb, and Town Clerk Lakisha Q. Burch

COMMENTS FROM THE PUBLIC

Virginia Standish, 15410 North Road, shared concerns that the Sign Code seemed to favor commercial and not consider the aesthetics of the Town. She commented on specific items, including inflatable signage, illuminated signs, menu board sizes, banners, and real estate signs.

REGULAR AGENDA

1. Review of ULDC Article 90 Signs: Commercial Sign Standards

Mr. Fleishmann stated the first section of the document provided included the Committee's changes to the Commercial Sign Standards in the ULDC as approved at the November 21 meeting.

Discussion continued regarding permanent and temporary signs, pole signs, organization of the sections, and agricultural exemptions. Town Manager Jamie Titcomb provided additional clarification on the agricultural exemptions under State Statute.

Committee Member Jo Siciliano suggested addition of Ms. Standish's request regarding real estate signs. Consensus was to add language to specify that real estate signs must correlate to a valid listing on the property and be removed following the sale.

Committee Member Karen Plante asked to revisit the inclusion of inflatable signage and banners. Discussion ensued regarding grand opening signage and banner sizes.

Motion was made by Committee Member Karen Plante, seconded by Committee Member Cassie Suchy, to change the maximum banner dimensions to 90 square feet or six (6) feet by 15 feet. Motion **failed**. Chair Marianne Miles and Committee Member Jo Siciliano were opposed.

Motion was made by Committee Member Jo Siciliano, seconded by Committee Member Marianne Miles, to the maximum banner dimensions to 144 square feet, and/or a height of six (6) feet and length of 24 feet. Motion **failed**. Committee Members Cassie Suchy and Karen Plante were opposed.

Motion was made by Committee Member Karen Plante, seconded by Committee Member Jo Siciliano, to forward both recommendations to the City Council. Motion **passed** unanimously.

Discussion continued regarding promotional tethered inflatables, including the definition, dimensions, carnivals and events, and other uses.

Motion was made by Committee Member Karen Plante, seconded by Committee Member Jo Siciliano to either remove the tethered inflatable signs from the standards or to restrict the signs to a maximum height of 15 feet in height and 10 feet in width. Motion **passed** unanimously.

2. Review of ULDC Article 90 Signs: Agricultural Residential (AR) District Sign Standards

Mr. Fleishmann provided a brief overview of the Agricultural Residential (AR) District Sign Standards and proposed changes. The Committee discussed building identification signs, whether addressing requirements should be mandatory, temporary signs, and definitions.

Mr. Fleishmann agreed to speak with the Fire Department, Police Department, and Postal Service to determine the legal requirements and report back.

Discussion continued regarding opinion signs, organization of the Code, State Statute related to bona fide agricultural use, and agri-tourism signage. Consensus was to create new sections for bona fide agricultural and agri-tourism uses.

Mr. Fleishmann distributed images of sample directional signage for businesses and advised the Council would like a recommendation from the Committee. Discussion ensued as to the signs and the objectives for the appearance of the Town. Consensus was to continue the discussion at the January meeting.

Mr. Fleishmann reported that there had been a discussion at the Council meeting earlier in the week regarding scheduling a joint workshop with the Committee to identify the order for reviewing sections of the ULDC.

COMMENTS FROM THE PUBLIC

None.

ADJOURNMENT

The next meeting was set for Thursday, January 30, 2020, at 4 p.m.

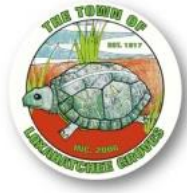
There being no further business the meeting was adjourned at 5:59 p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
NOVEMBER 18, 2020
audio available in the Town Clerk's Office

CALL TO ORDER

Acting Chair Cassie Suchy called the meeting to order at 4:13 p.m.

ROLL CALL

Present: Committee Members Todd McLendon, Jo Siciliano, Cassie Suchy, Alternate Members Simon Fernandez and Tom Golzene

Absent: Chair Laura Cacioppo and Lisa Trzepacz

Staff: Town Planning Consultant James Fleishmann, Town Manager Jamie Titcomb, and Town Clerk Lakisha Q. Burch

APPROVAL OF AGENDA

Town Manager Titcomb advised that the Alternate Members were serving as Board Members for this meeting.

Motion was made by Committee Member Todd McLendon, seconded by Committee Member Tom Golzene to approve the agenda as printed. Motion **passed** unanimously.

COMMENTS FROM THE PUBLIC

None.

REGULAR AGENDA

1. Review of Ordinance 2020-07: Recreational Vehicles

The Town Council directed the ULDC to review and comment on Ordinance 2020-07 in time to present a recommendation to the Town Council at its January 5, 2021 meeting. The ULDC therefore needs to make a recommendation regarding the ordinance no later than its December meeting.

Town Planning Consultant James Fleishmann introduced a discussion of Ordinance 2020-07, related to Recreational Vehicles (RVs). He advised that a first reading was scheduled before the Council on January 5, 2021. He explained the changes were primarily related to regulating temporary RVs. Discussion ensued regarding the definitions of RVs and mobile homes, the intent

of the ordinance, permits to use RVs during construction, and seasonal use for equestrian properties.

Committee Member Golzene asserted the unintended consequence of this ordinance would be to legalize for 180 days the substandard housing which has existed in the community for years, while a property with a barn and no house would not be authorized to have RV on the site.

Acting Chair Suchy expressed concern that homeowners storing their own RVs and not living in them be protected under the ordinance. Discussion continued. Mr. Fleishmann reviewed the section of the ULDR which references property owners.

Committee Member McLendon asserted that he did not support a requirement that an agricultural delineation be a prerequisite and explained the reasons for having the property owner on site. The Board and staff discussed equestrian properties, Code violations, risk of proliferation of RVs, and minimum lot size.

Consensus was to recommend the number of RVs be changed to zero for parcels less than one (1) acre, one (1) RV for more than one (1) and less than two (2) acres, a maximum of two (2) RVs on two (2) acres to less than 10 acres, and a maximum of four (4) RVs on plots of 10 acres or more.

Discussion continued as to whether the terminology should be parcels or plots, and staff was directed to research the matter. Discussion continued as to whether the requirement for a structure on the property should be a barn or a dwelling unit.

Acting Chair Suchy suggested an amendment to state, “provided there is a residential building on the property for living and sleeping purposes, and/or the property has an equestrian designation.” The Committee discussed potential recommendations.

Consensus (3-2) was reached to require the property owner live on site. Committee Members Golzene and Fernandez were opposed.

Consensus was reached that property owners with outstanding Code Enforcement violations should not be eligible to have RVs on their parcel.

Discussion continued as to whether the property owner should be required to live on site and how trash collection would be managed.

Acting Chair Suchy opened a public hearing on the item.

Virginia Standish, 15410 North Road, stated the pilot program is dead, and is irrelevant. She noted there are existing RV sites in Town which were permitted by Palm Beach County and should be protected under the ordinance. She suggested a designated caretaker should be sufficient in place of the homeowner residing on property, expressed concern for enforcement, and cautioned against discrimination.

Acting Chair Suchy closed the public hearing. Mr. Fleishmann responded briefly.

Mr. Fleishmann recommended the addition of “temporary” before “recreational vehicles” in the title, and stated 8, 9, 10, and 11 should be moved from the ordinance to a separate ordinance regarding owned RVs and park trailers. Discussion continued.

Motion was made by Committee Member Fernandez, seconded by Committee Member Golzene to add language to section A of Ordinance 2020-07 which states “or an agricultural structure of at least 1,000 square feet” following “for living and sleeping purposes” and to clarify that the RV must be temporary. Motion **passed** 4-1. Board Member McLendon was opposed.

Town Clerk Burch asked for clarification on whether the motion superseded the previous consensus. The Committee agreed to make individual motions.

Motion was made by Committee Member McLendon, seconded by Committee Member Golzene that property owners with outstanding Code Enforcement violations should not be eligible to have RVs on their parcel. Motion **passed** unanimously.

Motion was made by Committee Member McLendon, seconded by Committee Member Siciliano to recommend the number of RVs be changed to zero for parcels less than one (1) acre, one (1) RV for more than one (1) and less than two (2) acres, a maximum of two (2) RVs on two (2) acres to less than 10 acres, and a maximum of four (4) RVs on plots of 10 acres or more. Motion passed unanimously.

Discussion ensued briefly regarding the need for inspection of tanks or clarification that tanks be in good working order and not leaking. The Board decided to pick up the topic at the next meeting.

2. ULDC Review: Zoning Districts, Administration, and Definitions (time permitting)

Item not addressed.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

The next meeting is a joint meeting with the Planning and Zoning Board scheduled for December 17, 2020, at 5:30 p.m.

There being no further business the meeting was adjourned at 6:02 p.m.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson



**TOWN OF LOXAHATCHEE GROVES
UNIFIED LAND DEVELOPMENT CODE ADVISORY COMMITTEE MEETING
JANUARY 13, 2021
*audio available in the Town Clerk's Office***

CALL TO ORDER

Chair Cacioppo called the meeting to order at 5:43 p.m.

ROLL CALL

Present: Chair Laura Cacioppo, Committee Members Todd McLendon and Cassie Suchy

Absent: Jo Siciliano and Lisa Trzepacz

Staff: Town Planning Consultant James Fleishmann, Town Manager Jamie Titcomb, and Town Clerk Lakisha Q. Burch

APPROVAL OF AGENDA

Motion was made by Committee Member Todd McLendon, seconded by Committee Member Cassie Suchy to approve the agenda as printed. Motion **passed** unanimously.

REGULAR AGENDA

1. Update Report on Ordinance 2020-07: Recreational Vehicles.

The Town Council directed the ULDC to review and comment on Ordinance 2020-07 in time to present a recommendation to the Town Council at a January meeting. The ULDC reviewed the ordinance at its November and December meetings. A recommendation was made at the December meeting. The ULDC recommendation is attached.

Town Planning Consultant James Fleishmann noted the language to be discussed was also being reviewed by the City Attorney and would be before the Council for a second reading shortly. City Manager Jamie Titcomb asked whether the changes had been significant enough to repeat the first reading of the ordinance. Discussion ensued as to the legal review conducted for legal sufficiency and the substantive nature of the changes.

Chair Cacioppo opened a public hearing on the item, however there being none to speak, she closed the public hearing.

The Committee discussed fee schedules, trash collection, and permanent placement.

Committee Member McLendon suggested language should be added that states a Recreational Vehicle cannot be considered for permanent placement. Discussion continued.

Motion was made by Committee Member McLendon, seconded by Committee Member Suchy to recommend Council strike Sect. 175-360 in its entirety. Motion **passed** unanimously.

Chair Cacioppo asked whether Sec. 20-05(a)(3) should be amended to state evidence must be provided on request. Mr. Fleishmann clarified as to the process followed.

Committee Member McLendon expressed concern with the consistency of language in Sec. 20-05(a)(2). Discussion ensued.

Motion was made by Committee Member McLendon, seconded by Committee Member Suchy to change “one (1) recreational vehicle shall be allowed on parcels less than two (2) acres” in Sec2 20-05(a)(2) to state “one (1) recreational vehicle shall be allowed on parcels consisting of one (1) acre and less than two (2) acres.” Motion **passed** unanimously.

Motion was made by Committee Member McLendon, seconded by Committee Member Suchy to recommend approval of Ordinance 2020-07 as amended. Motion **passed** unanimously.

COMMENTS FROM THE PUBLIC

None.

COMMITTEE MEMBER COMMENTS

Mr. Fleishmann advised that under the grant received for the Okeechobee Boulevard overlay, staff had produced several reports. He provided a list of the reports and asked the members to identify which reports they would like in the backup materials for the joint workshop.

Committee Member Suchy asked whether there was a standard depth of lots on Okeechobee Boulevard. Discussion ensued.

Committee Member McLendon asked whether the Town recognizes retail sales as a permitted agricultural use. Mr. Fleishmann explained the Code and interpretation. Discussion continued, including a review of the State Statute for agricultural exemption and local regulation. Mr. Fleishmann agreed to research the issue and report back.

The Board discussed setback requirements and enforcement of buffers in the case of County Road expansion projects. Chair Cacioppo asked that the item be brought up at the joint meeting.

ADJOURNMENT

The next meeting is a joint meeting with the Planning and Zoning Board scheduled for January 27, 2021, at 5:30 p.m.

There being no further business the meeting was adjourned at 6:49 p.m.

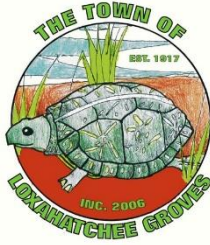
TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Town Clerk

Chairperson

TOWN OF LOXAHATCHEE GROVES
 TOWN HALL COUNCIL CHAMBERS
 155 F ROAD, LOXAHATCHEE GROVE, FLORIDA. 33470
UNIFIED LAND DEVELOPMENT CODE REVIEW
COMMITTEE MINUTES
MONDAY, MAY 12, 2024 – 4:30 P.M. – 5:43 P.M.



Meeting Audio Available Upon Request in the Office of the Town Clerk

CALL TO ORDER

Chairperson Jo Siciliano called the meeting to order at approximately **4:30 PM**. The Committee recited the Pledge of Allegiance.

ROLL CALL

The roll call was conducted by Sammie Brown, Town Clerk Assistant, with the following members present:

Committee Present

- Chairperson Jo Siciliano
- Vice Chairperson Karen Plante
- Committee Member Robert Austin
- Committee Member Sarah Palmer (joined virtually) – Arrived shortly after the start of the meeting.

A quorum was confirmed.

Vacancy Committee: With the resignation of Committee member Brian Zdunowski, there's a current vacancy in Committee Seat 3.

Staff Present

- Sammie Brown, Town Clerk Assistant
- Caryn Gardner-Young, Community Standards Director
- Jeff Kurtz, Project Coordinator

APPROVAL OF THE AGENDA

A MOTION TO APPROVE THE AGENDA WAS MADE BY COMMITTEE MEMBER AUSTIN AND SECONDED BY COMMITTEE VICE CHAIRPERSON PLANTE. THE MOTION PASSED UNANIMOUSLY, 3-0, with Committee member Sarah Palmer not currently present.

APPROVAL OF MINUTES

There were no minutes for approval on the Unified Land Development Code Review Committee Meeting Agenda.

PUBLIC COMMENTS

There were no public comments submitted or presented during the meeting.

REGULAR AGENDA

Staff reviewed the Committee's prior conclusions and clarified that staff had not yet completed an analysis of how proposed sign regulations would impact existing signage. Staff noted that conducting such surveys within two-week intervals is difficult and recommended longer intervals between meetings to allow sufficient time for field assessments.

Agenda Item: Committee Review of Draft Sign Code Standards

A. Permit Requirements for All Signs

The Committee agreed all signs—temporary and permanent—should require permits. The purpose is to maintain records of sign installations and ensure proper enforcement. Permit fees will vary based on size and review complexity. Committee members discussed whether permits should be recurring (e.g., renewed every 6 months) or one-time. Consensus leaned toward a one-time permit for permanent signs and renewable permits for certain temporary signs (e.g., real estate signs).

B. Uniform AR District Standards

Properties within the AR District that front Okeechobee Boulevard will be subject to the same regulations as those located on interior roads. The Committee did not support differentiating regulations based on roadway classification.

C. Institutional and Church Signage

Staff clarified that institutional properties (e.g., churches, schools) are treated differently than AR-zoned parcels. Churches in the AR zone would follow AR standards unless reclassified.

D. Required Address Signage

All properties must clearly display their address at the entrance. This address sign will not count toward the number of permitted signs.

E. Maximum Number and Size of Signs

- **Lots 5 acres or more:** 1 primary permanent sign (max 9 sq. ft.), 2 secondary signs (4 sq. ft. each), and 1 temporary sign (4 sq. ft.). All signs must not exceed 6 feet in height.
- **Lots under 5 acres:** 1 permanent sign (9 sq. ft.) and 1 temporary sign (4 sq. ft.). The height limit remains 6 feet.

F. Gateway/Entrance Signs

The committee supported allowing large archway or gateway signs with rural character, particularly for properties with long driveways. These signs may exceed 18 feet in height to allow clearance for trucks. Such signage must be permanent and constructed of durable materials. Aesthetic elements such as lettering size and materials (e.g., wood, metal) will be considered but not overly prescribed.

G. Sign Maintenance

All signs must be maintained in good condition. While not overly specific on materials, the Committee agreed enforcement should be based on appearance and condition. Staff noted they may add language reference materials from the Rural Vista Guidelines.

H. Existing Sign Inventory and Amortization

Staff will conduct a survey to assess how many existing signs would become non-conforming under the new code. Committee members debated whether this data should inform the code or simply be used to establish a compliance/amortization period. Consensus favored understanding the scope of potential impacts to avoid imposing burdensome or arbitrary standards.

Review of Prohibited Sign Types

Community Standards Director Caryn Gardner-Young led the review of prohibited sign types. The Committee used a three-column matrix: 1) remain prohibited, 2) permit, 3) permit with conditions. Key outcomes included:

Prohibited Signs (Consensus to Remain Prohibited)

- Animated signs
- Balloon signs
- Bench signs
- Billboards
- Roof signs
- Snipe signs
- Strip lighting
- Obscene content signs
- Signs in right-of-way or on public property

- Portable signs
- Copycat/fake traffic signs
- Exposed Neon or LED tubing
- Unshielded lighting
- Abandoned signs
- Electronic changeable signs (except government/institutional)

Permitted with Conditions

- Temporary banners (e.g., for events or celebrations)
- Painted wall murals (treated as architectural features)
- Under-canopy signs
- Awning signs (pending clarification)
- Vehicle signs (screened from right-of-way)
- Rear-door business ID signage (limited in size)
- Window signs (regulated only if externally visible)

Discussion Pending

- Pole signs: Staff will bring examples for future review.
- Master Sign Plans: Required for multi-tenant properties.
- Off-premises signs: Consensus was prohibited, but the Committee recommended the Town explore managed wayfinding signage.

Next Topics for Review

The Committee agreed to focus on commercial signage regulations at the next meeting. Institutional signage and master sign plan requirements will follow.

COMMENTS FROM THE PUBLIC

No public comment was submitted prior to the start of the meeting, and no public comment cards were submitted during the meeting.

COMMENTS FROM COMMITTEE MEMBERS

Committee Member Karen Plante

No comments were provided by Committee Member Plante.

Committee Member Robert Austin

No comments were provided by Committee Member Austin.

Committee Chairperson Siciliano

No comments were provided by Committee Chairperson Siciliano

Committee Member Sarah Palmer

No comments were provided by Committee Member Palmer

CONFIRM NEXT REGULAR MEETING DATE:

The next meeting was scheduled for **June 9, 2025**. Committee Members confirmed their availability to attend the next regularly scheduled Unified Land Development Code Review Committee Meeting.

Town staff informed the committee about an upcoming Planning and Zoning Officials Training Workshop in Palm Beach County on November 22nd, 2025. Committee Member Austin expressed his interest in attending, and other members were encouraged to consider attending. Staff will provide additional information about the event.

ADJOURNMENT

Motion to Adjourn:

A motion to adjourn the meeting was made by Committee Member Robert Austin and seconded by Committee Vice Chairperson Karen Plante, and the meeting adjourned at **5:34 P.M.**

ATTEST:

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

Sammie T. Brown, FRA-RP, MEDP
Town Clerk Assistant

Jo Siciliano
United Land Development Code Review Committee
Chairperson



155 F Road Loxahatchee Groves, FL 33470

TO: ULDC Committee

FROM: Caryn Gardner-Young, Community Services Director

DATE: July 14, 2025

SUBJECT: Sign Ordinance

The Unified Land Development Code Review Committee (Committee) has been working on revisions to the existing Town's sign code. We have already discussed, and the Committee has provided direction regarding signage in the Agricultural Residential Zoning District.

The Committee's desire was to move to commercial signage next. There are many components to commercial signage so to prevent the discussion from becoming overwhelming, Town Staff is recommending addressing specific items which are applicable to commercial signage.

The first topic that we would like to address is Master Sign Plans which the Town's Code presently does not include. A Master Sign Program is a comprehensive document that contains a set of sign criteria that is unique to a specific shopping center, commercial property, building or development that has the need at present or potentially in the future, for multiple signs. The document provides a consistent visual theme for multi-tenant buildings or multiple business establishments located in a single development project. Such programs include standards for sign types, sizing, fonts, lighting, background and other elements of graphic design and placement. Newer or more modern buildings or developments will typically have an approved Master Sign Program before any tenant even moves into their leased space.

Because a Master Sign Program has been previously vetted and approved by the municipality it sets the standard for what is allowed for the property/address specified. As a result, when a sign building permit application package that conforms with the Master Sign Program is submitted to the municipality, it typically sails smoothly through the approval process since it would only require a building permit.

Below are seven (7) examples of Master Sign Program code language and attached are 3 examples of Master Sign Plans.

1. City of Boca Raton, Florida

Sec. 24-48. - Master sign plan.

(a) Master sign plan approval required. A master sign plan is required for a nonresidential development that is designed for multiple occupancies. The intent of a master sign plan is to establish specifications for sign type, color, material, placement and other elements of signs to

ensure that all signs within the development will be harmonious and will be integrated with the building architecture and site improvements. All signs shall comply with the approved master sign plan. No sign permit shall be issued until the master sign plan for the development is submitted and approved, and the sign or sign modification proposed is determined by the city manager to be in compliance with the approved master sign plan. When a new site plan or site plan amendment is approved for a property where a master sign plan is required, approval of a new master sign plan or amendment to an existing master sign plan shall be required prior to installation or alteration of any signs. After any ground signs shown on an approved site plan have been installed and inspected, installation of new ground signs and alterations (including changes in location) of existing ground signs may be authorized through an amendment to the master sign plan, without requiring a site plan amendment, so long as the sign changes and any changes to the site proposed to occur contemporaneously would not otherwise require a site plan amendment.

(b) Pre-May 27, 2020, sign criteria. Sign criteria for multiple-occupancy nonresidential developments approved prior to the establishment of master sign plans and in effect on May 27, 2020, shall have the same force and effect as a master sign plan. Any application for an amendment of said sign criteria shall be processed as an application for a new master sign plan.

(c) Required standards. The master sign plan shall provide a comprehensive set of standards and drawings for signs, including window signs, in the context of the specific development. The standards may be more restrictive, but not less restrictive, than the applicable requirements of this chapter, and shall provide specifications for at least the following characteristics:

- (1) Sign types;
- (2) Size;
- (3) Letter heights;
- (4) Quantity;
- (5) Colors;
- (6) Typefaces;
- (7) Materials;
- (8) Construction and installation specifications;
- (9) Locations/placement and orientation;
- (10) Illumination; and
- (11) Use of logos.

(d) Criteria for approval. Approval of a master sign plan shall require that each of the following criteria are met:

- (1) The master sign plan shall ensure effective integration of the various sign elements with the architectural design, colors and proportions of the buildings;

(2) Ground signs shall be complementary with site hardscaping and landscape elements by coordinating colors, materials and finishes;

(3) Coherence shall be achieved among the various signs through an effective combination of standards. Combinations of standards may allow variety within specified parameters to achieve coherence without requiring uniformity, particularly for larger developments; and,

(4) Legibility shall be ensured.

(e) Additional required information. The master sign plan shall include the following information for all signs:

(1) Clear specifications and illustrations of required or authorized sign types, design, materials, use of color palettes, lighting, dimensions, quantities, and installation;

(2) A site plan drawn to scale to show the location of ground signs; and,

(3) Elevation drawings showing the permitted locations and dimensions of signs and illustrating concepts for the relationship between adjacent signs and between signs and locational or architectural conditions, as applicable. When a sign is attached to a building, the illustration shall be a composite of the sign and the building, rendered to scale.

2. City of Palm Beach Gardens, Florida

Sec. 78-288. - Sign program.

The growth management department may require any development order application for a PUD, PCD, MXD, or conditional use to submit an overall master sign program. The master sign program shall indicate location, number, size, font, type of sign, landscaping, and illumination of proposed signs.

3. City of Pompano Beach, Florida

155.2416. MASTER SIGN PROGRAM

A. Purpose

The purpose of this section is to establish required aesthetic standards for sign structures for multi-tenant mixed use and multi-tenant nonresidential developments that front higher classification roadways or other prominent locations in the city. The Master Sign Program was formerly known as the Uniform Sign Program.

B. Applicability

The following are required to obtain Master Sign Program approval:

1. Multi-tenant mixed-use or multi-tenant nonresidential developments which exceed 5,000 square feet and which are located along a designated arterial or collector road(s) as defined by the County Trafficways Plan; or

2. Multi-tenant mixed-use or multi-tenant nonresidential developments which exceed 5,000 square feet and which are located in the TO or AOD Districts.

3. Developments in existence as of December 11, 2012

a. Multi-tenant mixed-use or multi-tenant nonresidential developments which exceed 5,000 square feet and which are located along a designated arterial or collector road(s) as defined by the County Trafficways Plan are required to obtain Master Sign Program approval when one of the following circumstances occur first:

i. Any sign changes that exceed 25% of the total number of signs in any one year period;
or

ii. The expiration of the amortization period established by Ordinance 2013-31 (no later than December 11, 2022).

b. Multi-tenant mixed-use or multi-tenant nonresidential developments which exceed 5,000 square feet and which are located in the TO or AOD Districts and which are not located along a designated arterial or collector road(s) as defined by the County Trafficways Plan are required to obtain Master Sign Program approval when one of the following circumstances occur first:

i. Any sign changes that exceed 25% of the total number of signs in any one year period;
or

ii. Within 10 years of the date of adoption of this Ordinance.

C. Master Sign Program Procedure

1. Step 1: Pre-Application Meeting

Optional (See Section [155.2301](#).).

2. Step 2: Neighborhood Meeting

Not applicable.

3. Step 3: Application Submittal and Acceptance

Applicable (See Section [155.2303](#).).

4. Step 4: Staff Review and Action

Applicable to a recommendation by the Development Services Director (See Section [155.2304](#).)

5. Step 5: Public Hearing Scheduling and Notice

Not applicable.

6. Step 6: Advisory Body Review and Recommendation

Not applicable.

7. Step 7: Decision-Making Body Review and Decision

Applicable to a final decision by the AAC (See Section [155.2307](#)).

D. Master Sign Program Approval Review Standards

An application for Master Sign Program shall be approved only on a finding that there is competent substantial evidence in the record that the design, location, and appearance of the sign structure:

1. Complies with the standards in [Article 5, Part 10](#);
2. Complies with any approved design guidelines that are applicable to the area or type of structure, including the adopted AAC Supplemental Criteria;
3. Complies with CPTED Standards for natural surveillance, natural access control, territorial reinforcement, and maintenance;
4. Complies with the [Ch 156](#): Sign Code; and
5. Complies with the approved Transportation Corridor Study, unless in direct conflict with another zoning code provision, if applicable.

E. Appeal

A party aggrieved by the final decision of the AAC on an application for Master Sign Program may appeal the decision to the City Commission in accordance with the procedures and standards in Section [155.2424](#)., Appeal.

F. Effect of Approval

A development order for Master Sign Program authorizes the submittal of an application for a Sign Code Compliance Permit and any other development permit that may be required before construction or other development approved by the development order.

4. City of Walnut Creek, California

1. **General Requirements.** Commencing October 15, 1993, a master sign program is required when a sign(s) is requested for: 1) a building or grouping of buildings which contains six (6) or more business or office uses, or 2) community uses that request more than two identification signs. No permit shall be issued for an individual sign requiring a permit on a site with six (6) or more existing or proposed business spaces unless, and until, a master sign program for the property on which the sign will be erected has been approved by the Design Review Commission. Owners of two (2) or more contiguous lots or the owner of a single lot with more than one (1) building may voluntarily file with the City a master sign program conforming with the provisions of this Chapter.

2. **Required Information.** A master sign program shall contain the following information:

- a. An accurate plot plan of the lot, at such a scale as the Planning Division may require.
- b. Location of buildings, parking lots, driveways and landscaped areas on the lot.
- c. Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of freestanding signs allowed on the lot included in the plan.

d. An accurate indication on the plot plan of the proposed location of each present and future sign of any type, whether requiring a permit or not.

e. Color scheme.

f. Lettering or graphic style.

g. Lighting.

h. Location of each sign.

i. Materials.

j. Sign dimensions.

k. Provisions for leasing information.

3. **Window Signs.** A master sign program including window signs shall indicate the areas of the windows to be covered by window signs and the general type of the window signs permitted (e.g., paper affixed to window, painted, neon, etched on glass).

4. **Freestanding Signs.** The master sign program shall address shared or common usage of freestanding signs.

5. **Other Provisions.** Master sign programs may contain such other regulations as the Design Review Commission may reasonably determine are necessary to assure the program's compliance with the requirements of this Chapter.

6. **Procedures.** A master sign program shall be a condition of approval of any planned development, design review, use permit or other application required by the City and shall be processed prior to installation of any signs. Any sign which conforms to an approved sign program may be approved by the Planning Manager or his or her designee. Approval of a master sign program does not waive the permit requirements for individual signs.

7. **Amendment.** A master sign program may be amended by filing a new master sign program that conforms with all requirements of this Chapter.

8. **Existing Signs Not Conforming to a Master Sign Program.** If any new or amended master sign program is filed for property on which existing signs are located, it shall include a schedule for bringing into conformance, within the time frames contained in the schedule in §10-8.112.3 of this Chapter, all signs not conforming to the proposed or amended program. Any signs not conforming to an approved sign program which existed at the time of adoption of this Chapter shall be brought into conformance with the approved master sign program within the time frames contained in the schedule in §10-8.112.3 of this Chapter.

9. **Binding Effect.** After approval of a master sign program, no signs shall be erected, placed, painted, or maintained, except in conformance with such plan, and such plan may be enforced in the same ways as any provision in this Chapter. The master sign program shall be attached to the lease agreements for all leasable space within the project. In case of any conflict between the provisions of such a plan and any other provision herein, this Section shall control.

5. City of Greenacres, Florida

- **Sec. 16-959. - Master sign plan required.**

(a) All commercial centers and plazas, multi-tenant buildings, and planned commercial or residential developments located within the city are required to submit and obtain approval for a master sign plan. The approval of a master sign plan by the city shall be required prior to the issuance of a sign building permit to install, alter, construct, construct, post, paint, maintain, or relocate any sign.

(b) *Sign plan compliance—Existing developments.* Whenever a sign owner desires to replace, alter, relocate a sign on a property, and/or perform sign repair and maintenance that is not in compliance with regulations governing same as specified in this section herein, a master sign plan in accordance with the provisions of this section shall be prepared and submitted. Upon approval of the master sign plan under this compliance provision, signs approved on the master sign plan shall be brought into compliance in accordance to the amortization schedule specified herein.

(c) *Multi-tenant sign plan compliance.* When a master sign plan is required for a multi-tenant development, and an individual sign owner(s) seeks a sign permit for any type of permanent sign, the property owner shall file a master sign plan with the city in accordance to the provisions set forth in this section within sixty (60) days of the sign permit being filed. Failure to file such a master sign plan within the prescribed time frame shall be a violation of this section by the property owner. Sign permits may be withheld until a master sign plan is submitted and approved.

- **Sec. 16-960. - Master sign plan approval process.**

(a) A written application for a master sign plan shall be submitted on forms provided by the development and neighborhood services department. The application shall be signed by the property owner and the applicant, shall include agent authorization for the applicant to represent the owner and shall include the application fee as established by the city council. It shall be the applicant's burden of proof to satisfy all applicable requirements for the proposed request.

(b) The development and neighborhood services department shall review the application. Once complete, the application shall be scheduled for the next available development review committee (DRC) meeting. The DRC shall provide consider each application and provide comments, if applicable. Once all comments have been adequately addressed by the petition, a memorandum shall be prepared explaining the request and containing any conditions of approval. It shall be signed by the development and neighborhood services director or his/her designee to indicate official approval and the memorandum and supporting documents placed into the property's file.

(c) *Sign plan required elements.* The master sign plan shall include all signs to be installed within the property, including any out parcels to be and/or developed sharing common driveways and parking, and shall indicate, but not limited to, the following:

(1) Location/placement of all monument, freestanding directional/information, and wall signs, window signs, including, but not limited to, setback dimensions from property lines, spacing, etc.

- (2) \Size of each sign, indicating, but not limited to, sign area, height, dimensions, area of changeable copy.
- (3) Sign copy for each sign, including, but not limited to, logos, trademarks etc.
- (4) Type of sign, including, but not limited to, the type of lettering i.e. channel letters or cabinet style, color, materials, changeable copy area, etc.
- (5) Type and manner of illumination, if any.
- (6) Landscape plan indicating plant material and ground cover.

- **Sec. 16-961. - Master sign plan criteria.**

In reviewing the master sign plan, the zoning administrator shall determine if the following criteria have been met:

- (a) The signage for the project is in keeping with the overall architecture and character of the building development.
- (b) The signage for the project is designed to meet the directional needs of the project for communication, identification, way finding, regulatory and informational messages in keeping with the overall architectural theme of the development or project;
- (c) The signage proposed is legible, conspicuous, and easily readable;
- (d) The visibility and impact of the type of sign, number of signs, design, size, method of, construction, illumination and location of the proposed signs are in compliance with the minimum standards of this section, and does not adversely impact adjoining properties, or create a hazard of health risk; and
- (e) The proposed signage is consistent and not in conflict with the intent and interests of the City of Greenacres, as stated in the policy adopting this Code.

- **Sec. 16-962. - Administrative variances from master sign plan requirements.**

- (a) In approving a master sign plan, the zoning administrator may authorize limited administrative variances from applicable Code of Ordinance provisions as follows:
 - (1) An increase in the maximum sign height up to twenty (20) percent of the permitted height for the zoning district the property is located;
 - (2) An increase of up to twenty-five (25) percent in the number of signs allowed;
 - (3) Reasonable modification of the location of signs to accommodate unusual lot conditions;
 - (4) Inclusion of multiple multi-tenant signs; wall signs; pylon signs; and monument signs;
 - (5) An increase in the maximum sign area no greater than twenty (20) percent of the permitted sign copy area for the zoning district the property is located, except as set forth in subsection 16-192(6); and
 - (6) An increase in the maximum height and/or sign area for the zoning district for a sign that is:

- a. Affixed to a storefront window;
 - b. Not affixed to a door; and
 - c. Necessary for the purpose of concealing a commercial fixture that, due to the peculiar configuration of the structure or building involved, cannot be placed away from a storefront.
- (b) Any request for an administrative variance shall be considered based upon whether the following criteria are met:
- (1) The variance is necessary because of practical difficulty peculiar to the land, structure or building involved and which is not applicable to other lands, structures and buildings in the same zoning district; or
 - (2) The variance is necessary and appropriate due to unique architectural features of the proposed signage; and
 - (3) The variance is the minimum variance necessary to alleviate the practical difficulty; and
 - (4) The variance will be in harmony with the general intent and purpose of this chapter and will not be injurious to the area involved or otherwise detrimental to the public welfare.

6. City of Deerfield Beach

Section 102-6(c) Master signage plan.

(1) *Master signage plan requirements.* No permit shall be issued for an individual sign requiring a permit in a commercial or industrial multiple occupancy complex or multi-tenant complex unless and until a master signage plan has been submitted by the property owner and approved as being in conformance with this section. The purpose of the master signage plan is to encourage and promote re-development and new construction diversity and creativity for signage within all large-scaled developments. Additionally, the intent is to encourage improvements in existing signage and to set higher and more creative and aesthetic standards. A master signage plan shall be required for the following type of projects:

- A. Mixed use developments.
- b. Residential neighborhoods and multi-family developments.
- c. Commercial or industrial complexes and multi-tenant buildings with three or more tenants.

(2) *Master signage plan application.* A master signage plan application shall contain the following information:

- a. Design criteria, which shall include the following:
 - 1. Sign location;
 - 2. Number of signs;
 - 3. Sign height (sign structure and sign text);
 - 4. Sign structure area;

5. Sign face area;
 6. Sign type;
 7. Font type (up to two standard font types);
 8. Colors—face, return, trim cap, frame (up to three sign colors for signs);
 9. Sign material;
 10. Method of illumination;
 11. Illumination color; and
 12. Mounting details.
- b. Five sets of drawings shall be provided and include the following:
1. Color rendering and color samples for all signs.
 2. For building signs, submit elevations for all building signs illustrating dimensioned location. Show height, length and width of the sign structure, sign background and sign copy.
 3. For free-standing monument signs, submit a copy of a survey that shows all existing buildings and all existing free-standing monument signs on the property. Show the setbacks from the property line abutting the public right-of-way to the proposed sign and show the dimensions between any existing monument sign.
 4. *A landscape plan for freestanding signs.* In all instances, the sign location shall be coordinated with the landscape design to avoid present and future tree/sign conflicts.
- (3) *Master signage plan review.* The master signage plan will be reviewed by planning and development services and the community appearance board. If a master signage plan is filed for a property on which existing signs are located, it shall include a schedule for bringing into conformance, within one year, all signs not conforming to the amended plan.
- (4) *Modifications to a master signage plan.*
- a. A plan which is revised or modified to come into conformity with this section shall be reviewed and approved subject to the community appearance board review.
 - b. A property that is submitting a master sign plan because it did not previously have a sign program or is changing the program in a manner to bring an existing sign plan into compliance with this section shall be subject to community appearance board review.
- (5) After approval of a master signage plan, no sign shall be erected, placed, painted, or maintained, except in conformance with such plan, and such plan may be enforced in the same way as any provision of this chapter. In case of any conflict between the provisions of such a plan and any other provision of this chapter, this chapter shall control.

(6) Designer signs that deviate from the criteria set forth in the master signage plan will be considered upon review. A designer sign must exhibit multiple characteristics identified below in order to be considered designer signage:

- a. *Design.* The design must be dimensional and enhance the architecture of the establishment or development that it identifies, and coordinates with, or builds upon, the landscape architecture where placed;
- b. *Materials.* The materials used must be combined to exceed industry standard quality such as natural stone, stainless steel or glass, and include sign components that are above and beyond the sign face.
- c. *Typefaces, colors and lighting.* The typefaces, colors and lighting must be contributing elements to the overall design of the sign;
- d. *Mounting.* The designer sign must be mounted in a manner that is unique and creative, enhances the building's architecture, and hides necessary electrical components.
- e. *Design and arrangement.* The design and arrangement of the designer sign shall be integrated as part of an overall design of the landscape, building, or site, as applicable.

7. City of Port St. Lucie

Section 155-.03(H) *Master sign program.* The overall project developer of a project or development containing at least two (2) acres shall have the option of submitting a master sign program for the total project, or for specified phases within the total project in accordance with the following criteria.

- (1) The master sign program, which includes a plan of all existing and proposed signs, must be submitted for review and approval by the city council after consideration by the site plan review committee and the planning and zoning board.
- (2) Prior to consideration by the site plan review committee, applicants for approval of master sign programs must provide written approval from the owner of the proposed project.
- (3) Anything not specifically addressed in a Master Sign Program regulations will revert to the city sign code.
- (4) As described in subsection (H)(5), the master sign program may include modifications to standard sign regulations:
 - (a) The proposed modifications are consistent with the purpose and intent of this chapter;
 - (b) The master sign program incorporates designs which are consistent with accepted principles of street graphics, including consideration of sign placement, size, shape, proportion, lettering, color, and overall relation to the overall project and adjacent properties;
 - (c) The design concepts employed reflect unified design concepts harmonious with the overall project and adjacent properties; and

- (d) The proposed variations are not detrimental to public property or the health, safety and welfare of the general public.
- (5) Variations to the following subsections shall supersede the standard sign regulations and may be permitted within the master sign program subject to the conditions noted in subsection (H)(4).
- (a) Subsection [155.05](#)(V)—Prohibition of signs within road rights-of-Way. Signs within road rights-of-way may be permitted subject to compliance with Florida Department of Transportation standards and a written agreement with the affected property owner.
- (b) [Section 155.08](#)—Regulations for permanent identification signs requiring permits.
- (6) After verification, by the Planning and Zoning Department, that the sign permit application is consistent with the approved master sign program the building department shall issue all sign permits.
- (7) Any proposed revisions to the master sign program must be approved by the planning and zoning board and city council.