

TOWN OF SEWALL'S POINT



PAMELA MAC'KIE WALKER
Town Manager

TO: Town of Sewall's Point Commission
FROM: Pamela Mac'Kie Walker, Town Manager
SUBJECT: Agenda Item 1
Financial Reports
Town Commission Meeting, December 15, 2015

Staff recommends acceptance of the attached financial reports.

Town of Sewall's Point
Financial Report
Revenues and Expenses Budget-to-Actual

	Actual October 2015 <i>unaudited</i>	Annual Budget FY 2016 <i>unaudited</i>	% of Budget
Revenues			
Intergovernmental			
334.100 · Police Dept Grant Funds	-	-	
332.000 · Grant Mgmt. Fees FEMA 3%	-	20,000	0.0%
312.400 · Gas Tax	5,000	63,000	7.9%
315.000 · Communications Services Taxes	5,000	63,000	7.9%
335.120 · State Revenue Sharing	5,000	63,000	7.9%
335.150 · Alcoholic Beverage Tax	-	2,000	0.0%
335.180 · Sales Tax	16,000	212,000	7.5%
Total Intergovernmental	31,000	423,000	7.3%
Local Taxes, Fees, Fines			
311.100 · Ad Valorem Taxes	11,850	1,633,000	0.7%
316.000 · Local Business Tax	938	4,000	23.5%
322.000 · Building Permit Fees	14,295	210,000	6.8%
323.100 · Electric Francise	-	129,000	0.0%
325.200 · Road Impact Assessments	1,730	34,000	5.1%
351.300 · Civil Fines	5,100	6,000	85.0%
351.500 · Traffic Fines	1,386	17,000	8.2%
351.501 · Police Education	98	2,000	4.9%
361.100 · Interest	504	5,000	10.1%
366.900 · Miscellaneous Revenue	-	7,000	0.0%
367.000 · Town Licenses & Fees	425	5,000	8.5%
Total Local Taxes, Fees, Fines	36,327	2,052,000	1.8%
Total Revenues	67,327	2,475,000	2.7%
Expenses			
Human Resources			
Public Safety	41,782	827,845	5.0%
Town Manager	7,258	121,200	6.0%
Town Assistant	2,733	45,600	6.0%
Town Clerk	4,272	63,375	6.7%
Building Dept.	7,217	80,100	9.0%
Maintenance Dept.	2,423	40,700	6.0%
519.230 · Insurance Benefits	31,633	179,000	17.7%
519.24 · Worker's Comp - Other	5,820	25,000	23.3%
Total Human Resources	103,138	1,382,820	7.5%
Operating Expenses			
519.40 · Travel	1,063	3,000	35.4%
519.41 · Communication Network	4,504	34,600	13.0%
519.43a - Electricity	595	29,000	2.1%
519.43b - Water	604	24,000	2.5%
519.45 · General and Liability Insurance	11,409	44,000	25.9%
519.48 · Town Events	-	10,000	0.0%
511.49 - Contingency	-	1,000	0.0%
519.49D - Disaster Aid	-	1,000	0.0%
519.49F - Bank Fees	65	3,000	2.2%
519.51 · Office Supplies & Services	897	31,000	2.9%
519.52 · Fuel, Oil, Operating Supplies	1,305	29,000	4.5%
519.54 · Dues, Ed., Tuition Reimb	530	8,000	6.6%
521.52 · PD Enforcement Supplies	54	17,700	0.3%
Total Operating Expenses	21,027	235,300	8.9%

Town of Sewall's Point
Financial Report
Revenues and Expenses Budget-to-Actual

	Actual	Annual Budget	% of
	October 2015	FY 2016	Budget
	<i>unaudited</i>	<i>unaudited</i>	
Outside Services			
Maintenance Services			
519.46a · Landscaping Maintenance	125	60,000	0.2%
519.46M · Buildings & Facilities Maint.	-	11,000	0.0%
519.46O · Office Cleaning Service	620	8,000	7.8%
519.46P · Parks Maintenance	88	13,000	0.7%
519.46S · Streets & StormSewers	825	23,000	3.6%
521.162 · PD Equip. Maintenance	1,411	7,100	19.9%
521.46V · PD Vehicles Maintenance	32	15,000	0.2%
524.46V · BD Vehicle	-	1,500	0.0%
539.46V · PW Vehicle	-	1,500	0.0%
539.34 · Temporary Staffing	-	6,000	0.0%
Total Maintenance Services	3,101	146,100	2.1%
513.32 - Financial & Audit Services	-	43,000	0.0%
519.31 · Grant Management Support	-	10,000	0.0%
Total 513.32 · Financial Services	-	53,000	
514.31 · Legal Services	(507)	59,000	(0.9%)
521.31 - PD Professional Services	1,122	9,000	12.5%
522.34 - Contracted Fire Rescue Services	88,930	370,000	24.0%
541.31 - Engineering Services	-	38,000	0.0%
Total Professional Services	89,545	529,000	16.9%
Total Outside Services	92,646	675,100	13.7%
Total Recurring Expenses	216,811	2,293,220	9.5%
NR · Capital & Nonrecurring Expenses			
541.64 · Furniture & Equipment			
519.64 · TH Office Equipment	-	2,500	0.0%
521.64 · PD New Equipment	-	7,000	0.0%
Total 541.64 · Furniture & Equipment	-	9,500	0.0%
541.630 · Capital Improvements			
541.632 · Parks & Landscaping	-	30,000	0.0%
541.635 · Town Hall	300	10,000	3.0%
541.63R · Road & Bridge Improvements	-	90,000	0.0%
541.675 · Stormwater Improvements			
541.67G · Grant-matched Projects	-	37,500	0.0%
541.67N · Non-Grant Projects	-	35,000	0.0%
Total 541.675 · Stormwater Improvements	-	72,500	0.0%
Total 541.630 · Capital Improvements	300	202,500	0.1%
Total NR · Capital & Nonrecurring Expenses	300	212,000	0.1%
Net Operating Income	(149,784)	(30,220)	
Transfer from Reserves	-	30,220	
Revenues over (under) Expenditures	(149,784)	-	

Town of Sewall's Point
Financial Statement
Balance Sheet Prev. YTD Comparison

	<i>unaudited</i>	<i>unaudited</i>		
	Oct 31 15	Oct 31 14	\$ Change	% Change
ASSETS				
Current Assets				
Total Cash Accounts	201,933	141,000	60,933	43.2%
Total Investment Accounts	2,224,982	2,217,560	7,421	0.3%
Total Cash & Investments	2,426,914	2,358,560	68,354	2.9%
Total Other Current Assets	45,697	95,102	(49,405)	-52.0%
Total Current Assets	45,697	95,102	(49,405)	-52.0%
Capital Assets				
161.91/92 Land and Improvements	681,019	681,019	-	0.0%
161.94 · Roads & Walkways	1,624,183	1,624,183	-	0.0%
162.91 · BUILDING - TOWN HALL	411,010	411,010	-	0.0%
164.91 · STREET LIGHTS	140,590	140,590	-	0.0%
164.92 · LANDSCAPING	44,930	44,930	-	0.0%
165.000 · Construction In Progress	11,907	11,907	-	0.0%
166.91 · POLICE CARS & EQUIPMENT	370,554	370,554	-	0.0%
166.912 · TRUCK - BUILDING DEPT	40,727	40,727	-	0.0%
166.92/93 · Equipment, Furniture & Fixtures	86,074	86,074	-	0.0%
Less Dep. & Invest.in Capital Assets	(3,410,994)	(3,410,994)	-	0.0%
Total Capital Assets	-	-	-	0.0%
TOTAL ASSETS	2,472,611	2,453,662	18,949	0.8%
LIABILITIES & EQUITY				
Total Accounts Payable & Accrued Expenses				
207.000 · Technology/Processing Fee	39,628	(116)	39,744	34380.4%
208.001 · State Fees Payable	621	-	621	100.0%
209.000 · Martin Cty Impact Fees Payable	2,962	865	2,098	242.6%
217.00 · Payroll Liabilities	-	-	-	0.0%
217.00 · Payroll Liabilities	(165)	(284)	119	41.8%
Total Current Liabilities	43,046	465	42,581	9161.4%
Total Long Term Liabilities	-	-	-	0.0%
Total Liabilities	43,046	465	42,581	9161.4%
Equity				
Designated for Special Projects				
247.030 · Reserve for Prepaid Insurance	3,969	5,367	(1,398)	-26.0%
247.05 · Reserve - Infrastructure	-	62,500	(62,500)	-100.0%
247.06 · Reserve - Vehicle Replacement	-	1,885	-	-
247.32 · Disaster Reserve	1,000,000	-	-	-
247.33 · Operating Reserve	500,000	-	-	-
247.32 · Hurricane Reserve	-	1,500,000	(1,500,000)	-100.0%
Total Designated for Special Projects	1,503,969	1,569,751	(65,782)	-4.2%
Unrestricted and Retained Earnings	1,075,380	1,045,014	30,366	2.9%
YTD Revenues/Transfer from Reserves	(149,784)	(161,568)	11,784	7.3%
Total Equity	2,429,565	2,453,197	(23,632)	-1.0%
TOTAL LIABILITIES & EQUITY	2,472,611	2,453,662	18,949	0.8%

Town of Sewall's Point
Financial Report
Revenues and Expenses Budget-to-Actual

	Actual November 2015 <i>unaudited</i>	Annual Budget FY 2016 <i>unaudited</i>	% of Budget
Revenues			
Intergovernmental			
334.100 · Police Dept Grant Funds	-		
332.000 · Grant Mgmt. Fees FEMA 3%	1,549	20,000	
312.400 · Gas Tax	5,000	63,000	7.9%
315.000 · Communications Services Taxes	5,000	63,000	7.9%
335.120 · State Revenue Sharing	5,000	63,000	7.9%
335.150 · Alcoholic Beverage Tax	-	2,000	0.0%
335.180 · Sales Tax	15,000	212,000	7.1%
Total Intergovernmental	31,549	423,000	7.5%
Local Taxes, Fees, Fines			
311.100 · Ad Valorem Taxes	354,670	1,633,000	21.7%
316.000 · Local Business Tax	-	4,000	0.0%
322.000 · Building Permit Fees	6,321	210,000	3.0%
323.100 · Electric Francise	15,543	129,000	12.0%
325.200 · Road Impact Assessments	2,551	34,000	7.5%
351.300 · Civil Fines	-	6,000	0.0%
351.500 · Traffic Fines	-	17,000	0.0%
351.501 · Police Education	-	2,000	0.0%
361.100 · Interest	487	5,000	9.7%
366.900 · Miscellaneous Revenue	367	7,000	5.2%
367.000 · Town Licenses & Fees	-	5,000	0.0%
Total Local Taxes, Fees, Fines	379,939	2,052,000	18.5%
Total Revenues	411,488	2,475,000	16.6%
Expenses			
Human Resources			
Public Safety	56,212	827,845	6.8%
Town Manager	9,313	121,200	7.7%
Town Assistant	3,763	45,600	8.3%
Town Clerk	4,843	63,375	7.6%
Building Dept.	9,149	80,100	11.4%
Maintenance Dept.	3,129	40,700	7.7%
519.230 · Insurance Benefits	13,225	179,000	7.4%
519.24 · Worker's Comp	-	25,000	
Total Human Resources	99,633	1,382,820	7.2%
Operating Expenses			
519.40 · Travel	-	3,000	0.0%
519.41 · Communication Network	3,426	34,600	9.9%
519.43a - Electricity	2,732	29,000	9.4%
519.43b - Water	2,106	24,000	8.8%
519.45 · General and Liability Insurance	616	44,000	1.4%
519.48 · Town Events	209	10,000	2.1%
511.49 - Contingency	-	1,000	0.0%
519.49D - Disaster Aid	-	1,000	0.0%
519.49F - Bank Fees	131	3,000	4.4%
519.51 · Office Supplies & Services	1,020	31,000	3.3%
519.52 · Fuel, Oil, Operating Supplies	1,441	29,000	5.0%
519.54 · Dues, Ed., Tuition Reimb	475	8,000	5.9%
521.52 · PD Enforcement Supplies	904	17,700	5.1%
Total Operating Expenses	13,059	235,300	5.5%

Town of Sewall's Point
Financial Report
Revenues and Expenses Budget-to-Actual

	Actual November 2015	Annual Budget FY 2016	% of Budget
	<i>unaudited</i>	<i>unaudited</i>	
Outside Services			
Maintenance Services			
519.46a · Landscaping Maintenance	3,210	60,000	5.4%
519.46M · Buildings & Facilities Maint.	652	11,000	5.9%
519.46O · Office Cleaning Service	2,235	8,000	27.9%
519.46P · Parks Maintenance	88	13,000	0.7%
519.46S · Streets & StormSewers	441	23,000	1.9%
521.162 · PD Equip. Maintenance	465	7,100	6.5%
521.46V · PD Vehicles Maintenance	2,228	15,000	14.9%
524.46V · BD Vehicle	-	1,500	0.0%
539.46V · PW Vehicle	-	1,500	0.0%
539.34 · Temporary Staffing	481	6,000	8.0%
Total Maintenance Services	9,799	146,100	6.7%
513.32 - Financial & Audit Services	5,250	43,000	12.2%
519.31 · Grant Management Support	2,212	10,000	22.1%
Total 513.32 · Financial Services	7,462	53,000	
514.31 · Legal Services	5,831	59,000	9.9%
521.31 - PD Professional Services	350	9,000	3.9%
522.34 - Contracted Fire Rescue Services	-	370,000	0.0%
541.31 - Engineering Services	-	38,000	0.0%
Total Professional Services	13,643	529,000	2.6%
Total Outside Services	23,442	675,100	3.5%
Total Recurring Expenses	136,135	2,293,220	5.9%
NR · Capital & Nonrecurring Expenses			
541.64 · Furniture & Equipment			
519.64 · TH Office Equipment	-	2,500	0.0%
521.64 · PD New Equipment	-	7,000	0.0%
Total 541.64 · Furniture & Equipment	-	9,500	0.0%
541.630 · Capital Improvements			
541.632 · Parks & Landscaping	-	30,000	0.0%
541.635 · Town Hall	-	10,000	0.0%
541.63R · Road & Bridge Improvements	-	90,000	0.0%
541.675 · Stormwater Improvements			
541.67G · Grant-matched Projects	-	37,500	0.0%
541.67N · Non-Grant Projects	-	35,000	0.0%
Total 541.675 · Stormwater Improvements	-	72,500	0.0%
Total 541.630 · Capital Improvements	-	202,500	0.0%
Total NR · Capital & Nonrecurring Expenses	-	212,000	0.0%
Net Operating Income	275,354	(30,220)	
Transfer from Reserves	-	30,220	
Revenues over (under) Expenditures	275,354	-	

Town of Sewall's Point
Financial Statement
Balance Sheet Prev. YTD Comparison
As of Nov 30, 2015

	<i>unaudited</i>	<i>unaudited</i>		
	Nov 30 15	Nov 30 14	\$ Change	% Change
ASSETS				
Current Assets				
Total Cash Accounts	454,818	378,715	76,103	20.1%
Total Investment Accounts	2,225,468	2,217,849	7,619	0.3%
Total Cash & Investments	<u>2,680,287</u>	<u>2,596,565</u>	<u>83,722</u>	<u>3.2%</u>
Total Other Current Assets	105,044	97,009	8,035	8.3%
Total Current Assets	<u>105,044</u>	<u>97,009</u>	<u>8,035</u>	<u>8.3%</u>
Capital Assets				
161.91/.92 Land and Improvements	681,019	681,019	-	0.0%
161.94 · Roads & Walkways	1,624,183	1,624,183	-	0.0%
162.91 · BUILDING - TOWN HALL	411,010	411,010	-	0.0%
164.91 · STREET LIGHTS	140,590	140,590	-	0.0%
164.92 · LANDSCAPING	44,930	44,930	-	0.0%
165.000 · Construction In Progress	11,907	11,907	-	0.0%
166.91 · POLICE CARS & EQUIPMENT	370,554	370,554	-	0.0%
166.912 · TRUCK - BUILDING DEPT	40,727	40,727	-	0.0%
166.92/.93 · Equipment, Furniture & Fixtures	86,074	86,074	-	0.0%
Less Dep. & Invest.in Capital Assets	<u>(3,410,994)</u>	<u>(3,410,994)</u>	<u>-</u>	<u>0.0%</u>
Total Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
TOTAL ASSETS	<u>2,785,331</u>	<u>2,693,574</u>	<u>91,757</u>	<u>3.4%</u>
LIABILITIES & EQUITY				
Total Accounts Payable & Accrued Expenses				
207.000 · Technology/Processing Fee	61,191	7,132	54,059	758.0%
208.001 · State Fees Payable	536	-	536	100.0%
209.000 · Martin Cty Impact Fees Payable	3,142	1,329	1,813	136.3%
217.00 · Payroll Liabilities	-	-	-	0.0%
217.00 · Payroll Liabilities	(331)	1,349	(1,679)	-124.5%
Total Current Liabilities	<u>64,538</u>	<u>9,810</u>	<u>54,728</u>	<u>557.9%</u>
Total Long Term Liabilities	-	-	-	0.0%
Total Liabilities	64,538	9,810	54,728	557.9%
Equity				
Designated for Special Projects				
247.030 · Reserve for Prepaid Insurance	4,460	5,367	(906)	-16.9%
247.05 · Reserve - Infrastructure	-	62,500	(62,500)	-100.0%
247.06 · Reserve - Vehicle Replacement	-	1,885	-	-
247.32 · Disaster Reserve	1,000,000	-	-	-
247.33 · Operating Reserve	500,000	-	-	-
247.32 · Hurricane Reserve	-	1,500,000	(1,500,000)	-100.0%
Total Designated for Special Projects	<u>1,504,460</u>	<u>1,569,751</u>	<u>(65,291)</u>	<u>-4.2%</u>
Unrestricted and Retained Earnings	1,075,380	1,045,014	30,366	2.9%
YTD Revenues/Transfer from Reserves	140,952	68,998	71,954	104.3%
Total Equity	<u>2,720,793</u>	<u>2,683,763</u>	<u>37,029</u>	<u>1.4%</u>
TOTAL LIABILITIES & EQUITY	<u>2,785,331</u>	<u>2,693,574</u>	<u>91,757</u>	<u>3.4%</u>

TOWN OF SEWALL'S POINT



PAMELA MAC'KIE WALKER
Town Manager

TO: Town of Sewall's Point Commission
FROM: Pamela Mac'Kie Walker, Town Manager
SUBJECT: Agenda Item 2
Meeting Minutes
Town Commission Meeting, December 15, 2015

Staff recommends approval of the attached meeting minutes.



TOWN OF SEWALL'S POINT
TOWN COMMISSION MINUTES OF REGULAR MEETING
NOVEMBER 17, 2015

[Verbatim details available at www.sewallspoint.org by clicking the “audio” link for the meeting]

The Town Commission of the Town of Sewall’s Point met on Tuesday, November 17, 2015 at 7:00 p.m. at Town Hall.

CALL TO ORDER

Mayor Luger called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Luger led the Pledge of Allegiance.

ROLL CALL

Mayor Paul Luger, Vice Mayor Dan Morris, Commissioner Vincent N. Barile, Commissioner James W. Campo, Commissioner Jacqui Thurlow-Lippisch, Town Manager Pamela M. Walker, Town Attorney Glenn Torcivia and Town Clerk Lakisha Burch.

ADDITIONS, DELETIONS OR CHANGES TO THE AGENDA

Town Manager Walker asked that the Holiday Party Catering be added to the Consent Agenda as item number 3. Town Manager Walker also proposed an agenda change of the following: the Consent Agenda, the two Proclamations, second reading of the FPL Franchise Agreement, Citizens Against Rail Expansion and Sailfish Regatta Resolution and then wrap it up with the internal business of electing the new Mayor and Vice Mayor.

Motion was made by Vice Mayor Morris, seconded by Commissioner Thurlow-Lippish; to approve the amended agenda adding the Holiday Party Catering as item number 3 of the Consent Agenda and reorganizing the agenda as follows: Consent Agenda, the two Proclamations, second reading of the FPL Franchise Agreement, Sailfish Regatta Resolution and Citizens Against Rail Expansion and then wrap it up with the internal business of electing the new Mayor and Vice Mayor; it was voted as follows: Ayes: Mayor Luger, Vice Mayor Morris, Commissioners Barile, Campo and Thurlow-Lippisch. Motion passed unanimously.

CONSENT AGENDA

1. Financial Reports
2. Meeting Minutes
3. Holiday Party Catering (add on)

Motion was made by Commissioner Campo, seconded by Vice Mayor Morris; to approve the Consent Agenda including Holiday Party Catering as item number 3; it was voted as follows: Ayes: Mayor Luger, Vice Mayor Morris, Commissioners Barile, Campo and Thurlow-Lippisch. Motion passed unanimously.

PROCLAMATIONS

4. Youth in Government

Mayor Luger read the Proclamation into record.

Commissioner Thurlow-Lippisch gave a brief summary of Mrs. Stella Boland.

John Lass, President and CEO of the Treasure Coast YMCA, gave an overview of the origin of the program. He then introduced the officers of the Treasure Coast Youth in Government as Dylan Farnette, President, Sydney Brown, Secretary, Ciera Scott, Legislative Coordinator and Taylor Phillip, District Chair.

Sydney Brown, Secretary of the Treasure Coast Youth in Government, gave an overview of the program.

5. Lego Robotics Team SPICY

Mayor Luger read the Proclamation into record.

Luke Askeland, Gaby Dunn, GiGi Dunn, Anton Fender, Braydon Fender, Matther Nehme, Simon Preissman and Amelia Wyler presented an overview of their tour of the St. Lucie Solid Waste Facility and the Lego Robotics program.

PUBLIC HEARING

6. Second Reading of Ordinance No. 407 FPL Franchise Agreement

Town Manager Walker gave an overview.

Motion was made by Commissioner Campo, seconded by Commissioner Thurlow-Lippisch, to approve Ordinance No. 407 FPL Franchise Agreement on Second Reading; therefore it was read into the record by title by Town Attorney Torcivia; therefore it was voted as follows: Ayes: Mayor Luger, Vice Mayor Morris, Commissioners Barile, Campo and Thurlow-Lippisch. Motion passed unanimously.

DISCUSSION

7. Citizens Against Rail Expansion – All Aboard Florida

Mayor Luger stated that the presentation that was going to be given by Citizens Against Rail Expansion is being delayed but there was someone who wanted to speak on their behalf.

Ellen Stevenson spoke briefly about Citizen Against Rail Expansion.

There was public comment by Thomas Radarack.

8. Sailfish Regatta Resolution of Support and Agreement of Conditions

Town Manager Walker presented the item.

Sergio Nativi, President of the Stuart Sailfish Regatta, Inc., gave an overview of the event.

There was discussion among the Commission, Mr. Nativi and Robert Pontack.

Motion was made by Commissioner Campo, seconded by Vice Mayor Morris, to approve Resolution 821; it was voted as follows: Ayes: Mayor Luger, Vice Mayor Morris, Commissioners Barile, Campo and Thurlow-Lippisch. Motion passed unanimously.

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

There were public comments by Darlene Serls and Arthur.

ELECTION OF MAYOR AND VICE MAYOR

9. Election of Mayor

Commissioner Thurlow-Lippish nominated Commissioner Barile for Mayor, motion failed due to a lack of second.

Motion was made by Commissioner Campo, seconded by Vice Mayor Morris, to appoint Vice Mayor Morris as Mayor; it was voted as follows: Ayes: Mayor Luger, Vice Mayor Morris, Commissioner Barile, Campo and Thurlow-Lippisch. Motion passed unanimously.

Mayor Morris stated that he would like to thank former Mayor Luger for his service during the past year. He also stated that Commissioner Luger has been a fair minded Mayor, and open to comments and ideas from other Commissioners and the public. Mayor Morris also stated that Commissioner Luger is highly efficient and a fine director of meetings here, both in an efficient and fair way so that all people can express their views. He would like to applaud Commissioner Luger for his service.

10. Election of Vice-Mayor

Motion was made by Commissioner Thurlow-Lippisch, seconded by Commissioner Barile, to appoint Commissioner Barile for Vice Mayor; it was voted as follows: Ayes:

Commissioner Barile and Thurlow-Lippisch. Nye: Mayor Morris and Commissioners Campo and Luger. Motion failed 3 to 2.

Commissioner Thurlow-Lippisch stated that she would like to qualify why she has done what she has done. She stated that she wants everyone to know that she works with everyone and supports everyone. She also stated that Commissioner Barile has shown a lot of diligence and worked very hard; he was passed over last year, it is a heart breaking experience for her to see that occur. Commissioner Thurlow-Lippisch stated that even when new power comes in we have to realize that we are a combination of power. In her personal opinion it is really good to always work together and respect each other. She also stated that the Mayor for the Town of Sewall's Point is not a strong Mayor system, you are in essence running the meetings, take more responsibility but we are still an equal vote. Commissioner Thurlow-Lippisch stated that she looks forward to working with everyone and congratulates the Mayor and Vice Mayor.

Motion was made by Commissioner Luger, seconded by Mayor Morris; to approve Commissioner Campo as Vice Mayor; it was voted as follows: Ayes: Mayor Morris, Commissioner Campo, Luger and Thurlow-Lippisch. Nye: Commissioner Barile. Motion passed 4 to 1.

COMMISSIONERS OR STAFF COMMENTS

There were no comments from the Commissioners or staff.

ADJOURN

There being no further business to come before the Commission, the meeting was adjourned at 8:04 p.m.

APPROVED:

Mayor Dan Morris, Presiding Officer

ATTEST:

Lakisha Q. Burch, Town Clerk

TOWN OF SEWALL'S POINT



PAMELA MAC'KIE WALKER
Town Manager

TO: Town of Sewall's Point Commission
FROM: Pamela Mac'Kie Walker, Town Manager
SUBJECT: Agenda Item 3
VOLUNTEER APPRECIATION
Town Commission Meeting, December 15, 2015

Background: The Town has a very small, dedicated, hard-working staff. Unfortunately, there is simply more work to do than we can accomplish. We are improving current systems, but there is a tremendous backlog of tasks to accomplish that we simply do not have the staff to achieve.

Fortunately, Town residents have answered our call for help and have provided invaluable volunteer hours to help us with that challenge. Some do regular filing; others pick up trash along the roadways; while still others use their special expertise and commitment to plod patiently along on a massive project that would otherwise go undone. Most answered the call for volunteers made in the Town Newsletter, but at least one gentleman had been seen so regularly removing trash from the bridges that staff felt obliged to track him down to thank him. Some are old Sewall's Point families; others are brand new residents. The office volunteers alone have provided unpaid service to the Town conservative valued at nearly \$10,000.

Recommendation: Staff recommends that the Commission adopt the Proclamations of Appreciation attached to this memo and authorize joint staff in expressing our appreciation or their dedication to our Town.

Staff also wants to publicly thank Harbour Bay Plaza for the gift certificates that they generously donated which are included in the packets to be provided to each volunteer.

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

BILL ESCUE

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

ELIZABETH DEMOREST

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

ELLA FORD

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

ELLEN DEMOREST

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

LUCY ESCUE

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

PAUL HEISE

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT

Certificate of Appreciation

is hereby granted to

SUSAN LICARI

With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town
With sincere gratitude for her dedicated service and lasting contribution to the betterment of the Town

*Volunteering is the ultimate exercise in democracy.
You vote in elections once a year, but when you volunteer,
you vote every day about the kind of community you want to live in.*

GRANTED THIS 15TH DAY OF DECEMBER, 2015,
BY THE TOWN COMMISSION OF SEWALL'S POINT, FLORIDA

Dan Morris, Mayor

TOWN OF SEWALL'S POINT



PAMELA MAC'KIE WALKER
Town Manager

TO: Town of Sewall's Point Commission
FROM: Pamela Mac'Kie Walker, Town Manager
SUBJECT: Agenda Item 4
SIGN CODE
Town Commission Meeting, December 15, 2015

Background: Since the last review of the sign code, three significant steps have been taken:

1. Lucido & Associates has produced design graphics to make it clearer;
2. Staff has reorganized the code to make it simpler; and
3. The Town Attorney has made revisions to make it compliant with a recent constitutional law case.

The graphics produced by Lucido recommend that there be a standard aesthetic for all ground signs along the A1A corridor, and that aesthetic be incorporated into Town signage as well.

The re-organized code now clearly describes each type of commercial sign in one section, and in the next section prescribes the number and location of each of those signs for each commercial use.

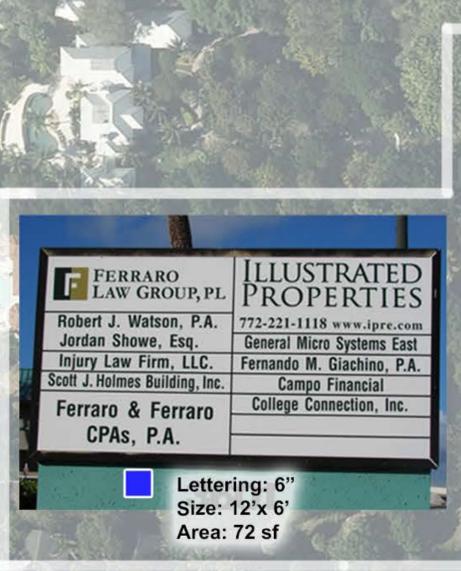
Most of this information is not substantively different from previous versions, but it is clearer and easier to understand. There are specific questions for which staff seeks in each section of the code that will require discussion.

The most significant new information relates to the changes in temporary signs required by the legal review. As you know, the recent US Supreme Court case has prohibited content-based regulations as an unlawful restriction on free speech. As a result, there can no longer be restrictions, for example, on the language appearing on real estate signs. Limitations must be the same for all. The Commission can choose, for example, to require that ALL temporary signs be two square feet, black and white and professionally lettered; but it cannot impose that restriction on real estate signs only. If temporary signs are permitted at all, the same restrictions must apply to political signs, open house signs, garage sale signs, construction signs, special event signs, and any other temporary sign.

Recommendation: Staff seeks direction on several issues in the commercial section of the proposed changes to the sign code, most of which have been discussed at several workshops and can be rather easily resolved.

In addition to the changes in the commercial code, however, the Commission is tasked with the review of significant changes to the temporary sign rules. The latitude provided to the Commission in this regard is to (a) prohibit temporary signs, (b) establish standards for all temporary signs, or (c) leave the current code in place while further analysis of its impacts to the Town are considered. Legal advice will be a strong consideration in making that decision.

Staff recommends that the revisions to the commercial sign code be brought for first reading at the January meeting, and that the changes to the temporary sign code be set for workshop in March after the second reading of the commercial code changes is adopted on second reading in February.



DRAFT





TOWN HALL/ SIGNAGE



STREET LIGHTS



LANDSCAPE



CAST STONE/ STUCCO/ STONE



EXTERNAL ILLUMINATION



PIN-MOUNTED COPY

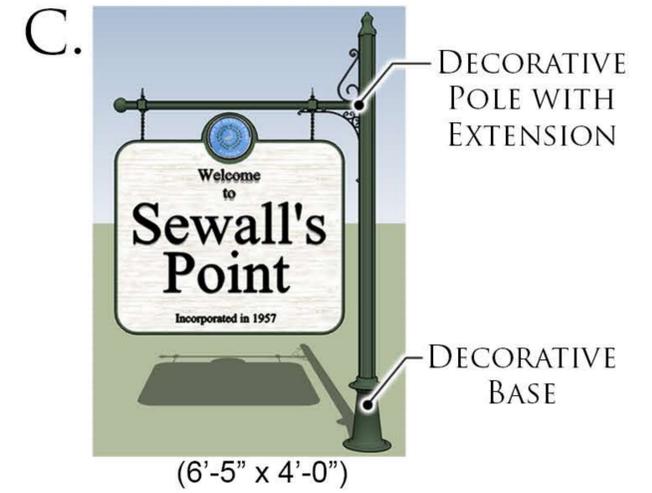
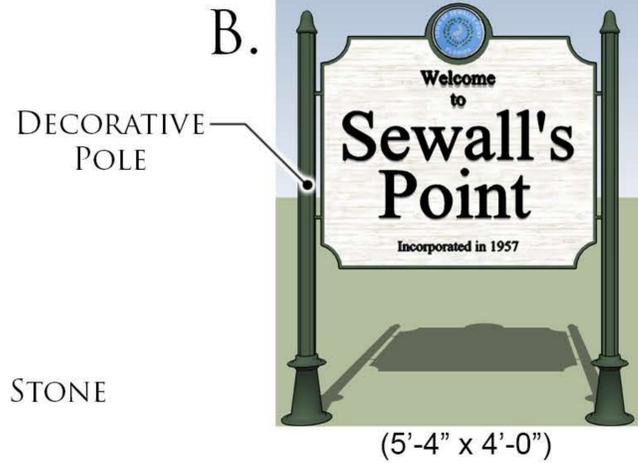
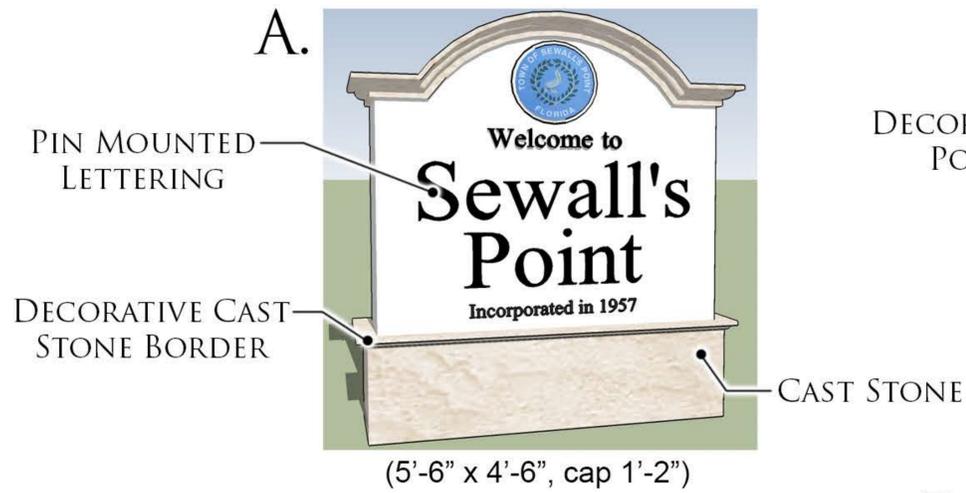


DECORATIVE POSTS

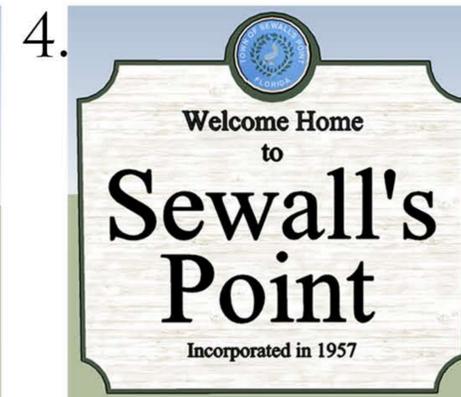
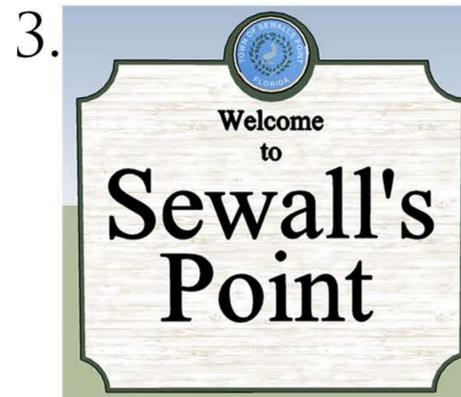
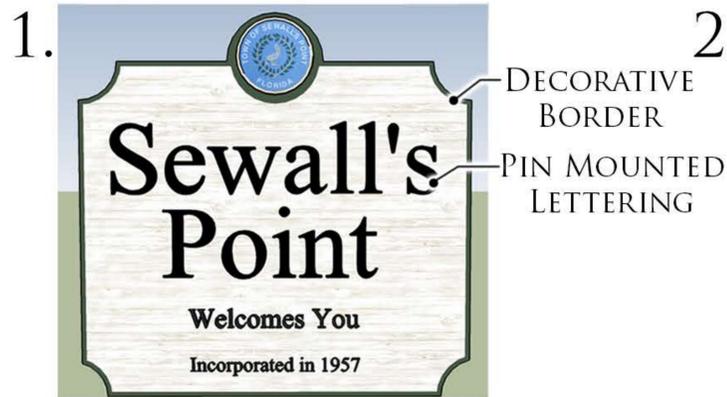
DRAFT



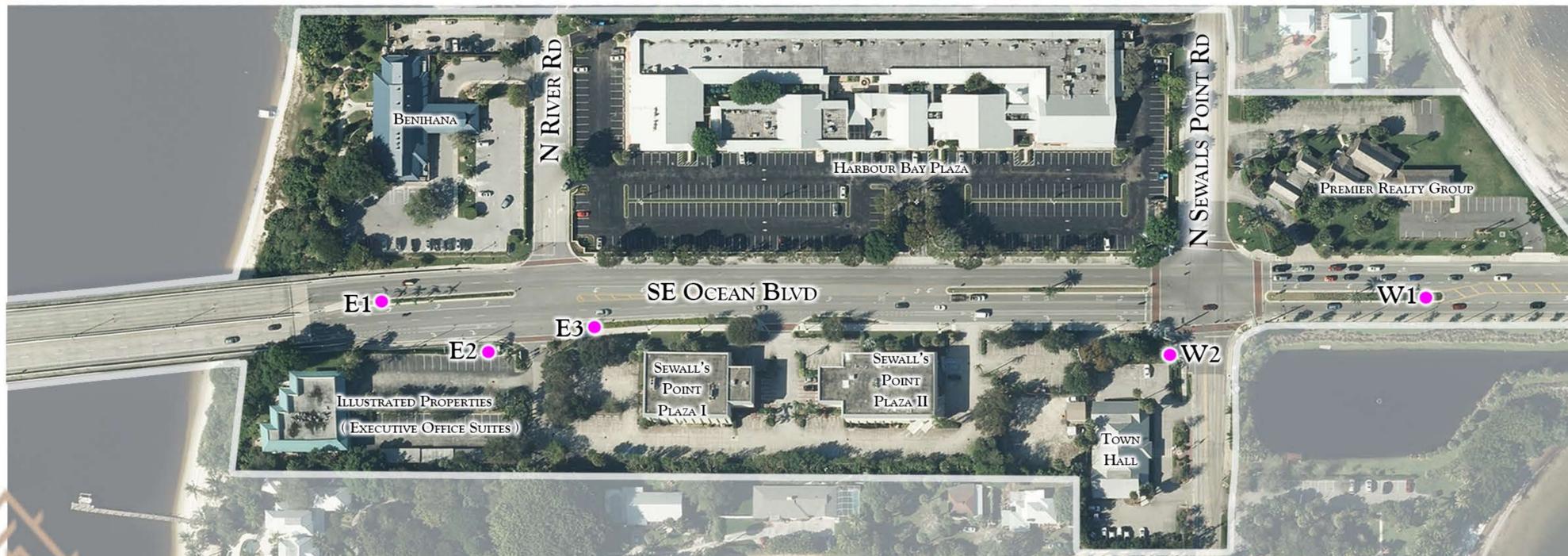
ENTRANCE SIGN OPTIONS



ENTRY MESSAGE OPTIONS



TOWN OF SEWALL'S POINT WELCOME SIGN LOCATION



LOGO OPTIONS

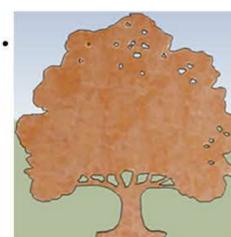
S1.



S2.



S3.



S4.

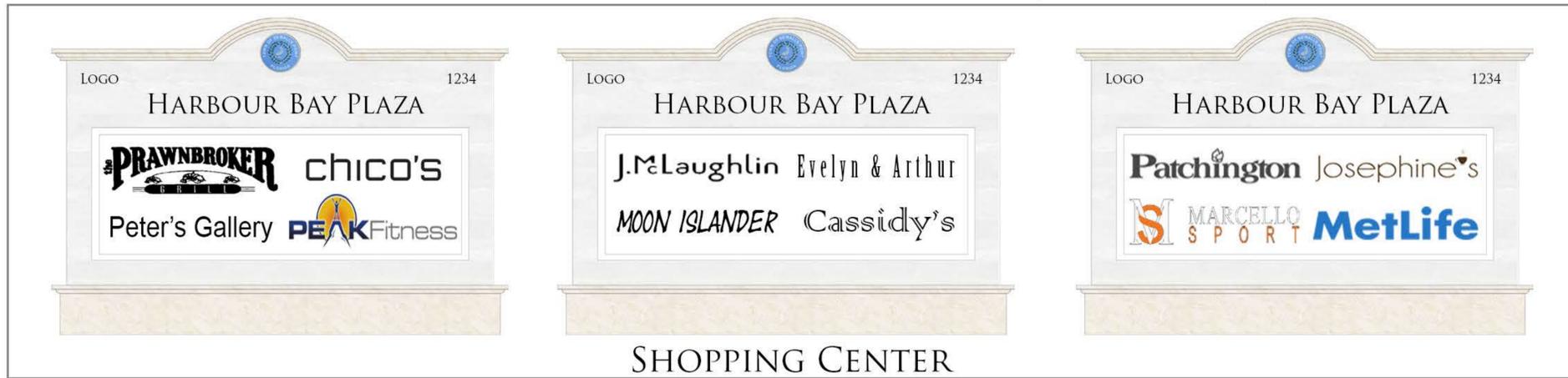
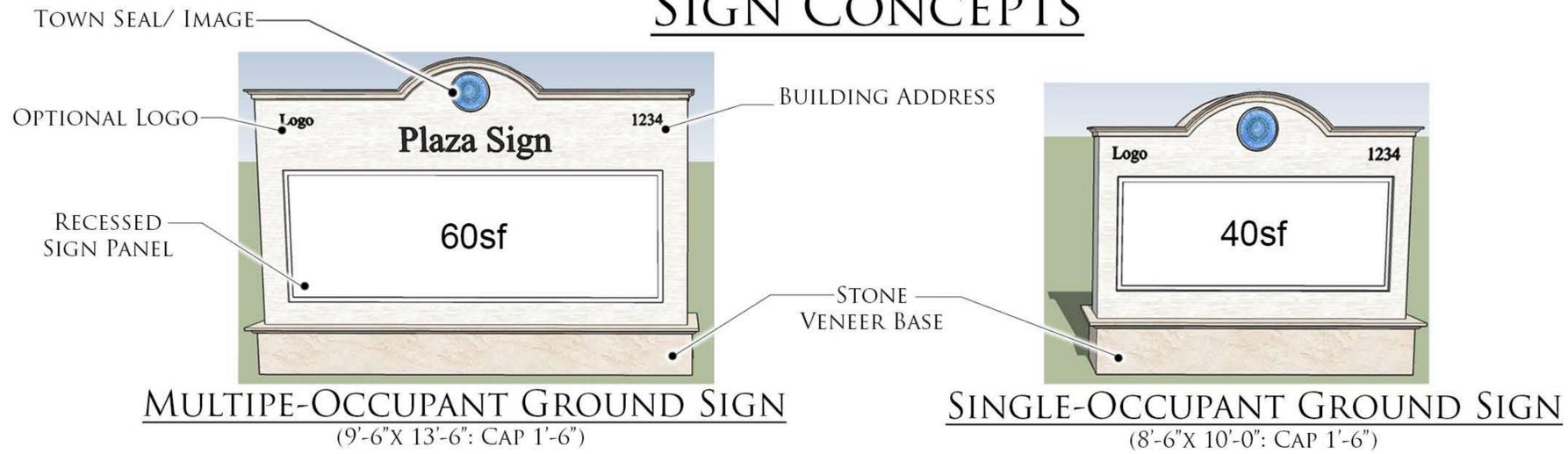


DRAFT

TOWN OF
SEWALL'S POINT, FLORIDA

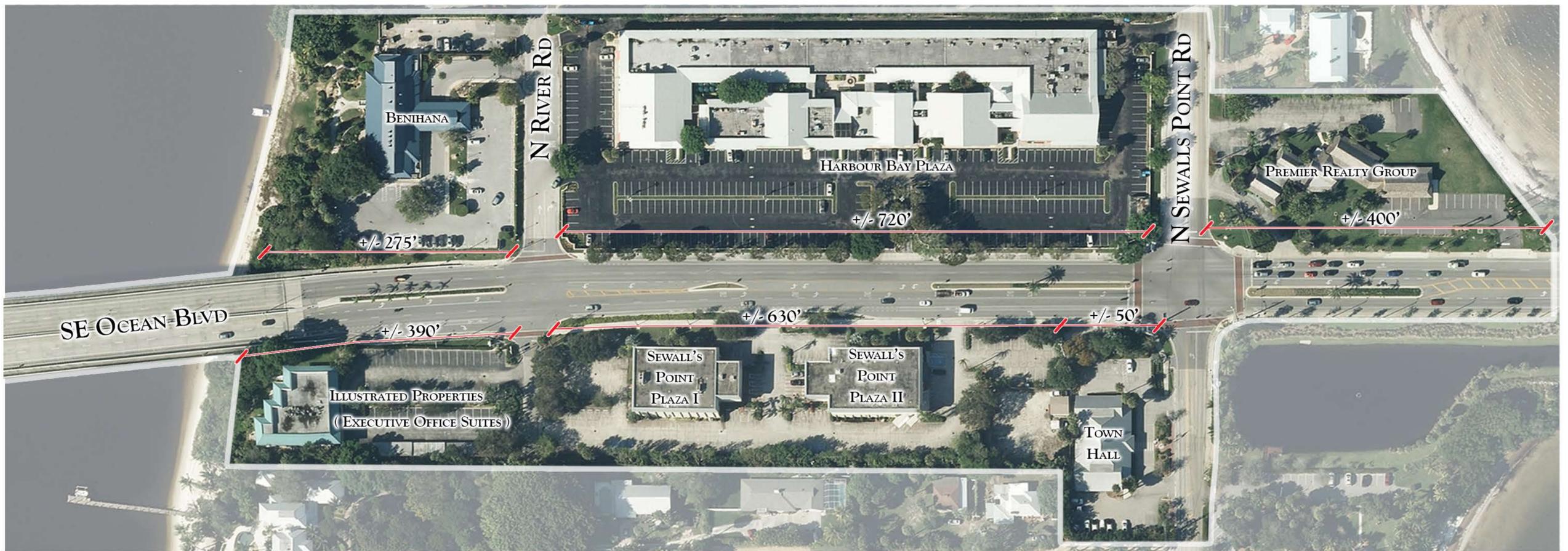


SIGN CONCEPTS



DRAFT





DRAFT

EXISTING

Existing SF (298sf)



PROPOSED

Proposed SF (720sf)
(1 S.F. per 1 L.F of Frontage)



DRAFT



EXISTING



SEWALL'S POINT PLAZA I & II
(50 SF) (0 SF)



EXECUTIVE OFFICE SUITES (0 SF)



BENIHANA (0 SF)



PREMIER REALTY GROUP (30 SF)

PROPOSED

(1 SF PER 3 LF OF FRONTAGE)



SEWALL'S POINT PLAZA I & II
(+/- 210 LF)



EXECUTIVE OFFICE SUITES
(+/- 130 LF)



BENIHANA
(+/- 275 LF)



PREMIER REALTY GROUP
(+/- 133 LF)

DRAFT

Chapter 74 - SIGNS

ARTICLE I. - IN GENERAL

Sec. 74-1. - Penalty for violation of chapter.

Violations of this chapter shall be a Class A violation, punishable as set forth in chapter 18.

Sec. 74-2. - Right-of-way violations.

If a prohibited sign is unlawfully located in a public right-of-way, the town may immediately remove said sign. Information contained in the sign, including names, addresses or phone numbers of persons or entities advertising on the sign shall establish a rebuttable presumption of ownership for purposes of enforcement of this violation. Such signs shall be handled in the following manner:

- (1) *Illegal signs of negligible or no value.* Any sign placed or erected in a public right-of-way in violation of this chapter which has negligible or no value due to its perishable or nondurable composition, including, but not limited to, those made out of paper, cardboard, posterboard, or similar material, including such signs mounted on wire, aluminum, other metal or wood, shall be deemed abandoned and may be destroyed by the town after removal. No opportunity to reclaim such a sign shall be given by the town. In addition to the town's rights to remove and destroy the prohibited sign, the town may issue the owner, if the owner's identity and whereabouts are known to the town, a citation as set forth in chapter 18 of this Code.
- (2) *Recovery of impounded signs; abandonment and destruction.* Except for those signs described in subsection (a) above, any sign removed from a public right-of-way and impounded by the town shall be held in storage and the owner, if the owner's identity and whereabouts are known to the town, shall be provided with a citation for such violation and shall be given 3 business days from the date the citation is received to reclaim any such sign. Any impounded sign stored by the town may be destroyed if not reclaimed within 3 business days of the receipt of the citation by the owner or within 7 business days of mailing of the citation if no signed return receipt is received or within 3 business days of the date of removal if the identity and whereabouts of the owner are not known to the town.

Secs. 74-3—74-25. - Reserved.

ARTICLE II. - SIGN REGULATIONS

The regulations and requirements set forth in this article are intended to preserve the character of the Town by controlling the size, location and use of signs in all zoning districts within the Town. It is further intended to protect property values and to create a more attractive, economic and business climate through the reinforcement and encouragement of graphic excellence and to reduce conflicts between signs. It is the goal of the Town to promote the Town's interest in aesthetics, to reduce urban clutter, to eliminate nuisance forms of advertising and to promote traffic safety by the avoidance of distractions to motorists caused by objectionable signage. It is not the intent or purpose of this article to impermissibly regulate signage by giving commercial speech greater protection than noncommercial speech, nor to discriminate among various noncommercial messages exhibited or conveyed by signs. Notwithstanding anything contained in the Town of Sewall Point's Sign Code to the contrary, any sign erected pursuant to the provisions of this Code may, at the option of the applicant, contain either a noncommercial message unrelated to the business located on the premises where the sign is erected or a commercial message related to the business and located on the business premises. The noncommercial message may occupy the entire sign face or portion thereof. The sign may be changed from commercial to noncommercial messages as frequently as desired by the owner of the sign, provided that the size and design criteria conform to the applicable portions of this Code, the sign is allowed by this Code, the sign conforms to the requirements of the applicable zoning district, and the appropriate permits are obtained. For the purposes of this sign code, noncommercial messages, by their very nature, shall never be deemed an off premise sign.

DIVISION 1. - DEFINITIONS

Sec. 74-26. - The following words, terms and phrases, shall have the meaning ascribed to them in this section:

Abandoned sign means a sign is abandoned if the land use or business advertised in that sign is no longer licensed, no longer has a certificate of occupancy, or is no longer doing business at the location of the sign or the location noted on the sign.

Adjacent property means property immediately adjacent to the property.

Animated sign means a sign of which all or any part visibly moves in any fashion; and any sign which contains or uses for illumination any light, lights, or lighting device or devices which change color, flash, alternate, show movement, or motion, or change the appearance of the sign or any part thereof.

Area (See copy area; overall area.)

Attachment means brochure holder, balloons, flags or any other attention-getting device attached to a sign.

Awning means a cover or screen, usually consisting of canvas fabric, supported and stiffened by a rigid frame, extending over or before windows, doors, outside walks, or the like, and providing shelter or protection against the elements.

Banner means a sign produced on cloth, paper or fabric of any kind, either with or without frame.

Business Occupant means any person, firm, entity, partnership, trust, corporation, association, or other organization that is doing business in a commercial building, or a portion or portions thereof, for a period exceeding thirty (30) days, whether said building or portion of a building is rented, leased, or owned.

Changeable copy means a sign with characters, letters, or illustrations that can be changed, rearranged, or altered without changing the face of the sign or surface or wall.

Commercial sign means a sign that advertises a trade, business, industry or other activity for profit, or a product, commodity or service, whether or not for profit, including, but not limited to, vehicle signs, construction signs and real estate signs.

Construction sign means a temporary sign giving the name or names of principal contractors, architects, lending institutions, or sponsor responsible for construction or development on the premises where the sign is erected, and/or identifying the structure or project being constructed on the premises where the sign is placed.

Copy area means the actual area of the sign copy applied to any background as computed by drawing precisely four straight lines, in the shape of a square or rectangle, drawn closest to copy extremities encompassing all individual letters, words and graphics including logos.

Courtyard means an open space surrounded by walls or buildings on the same lot.

Directional sign means a sign which only provides directional instructions or information, no commercial information, for pedestrian or vehicular traffic, such as the terms: parking, one-way, exit, or entrance, and/or arrows.

Double-faced sign means a sign which has two sides, parallel to each other, facing in exact opposite directions.

Election sign means a temporary sign erected to support or oppose a candidate, political party, or ballot measure in an upcoming election, or to encourage citizens to vote in an upcoming election.

Finished grade means the completed or settled level of the ground, asphalt, or pavement on which a sign is erected; except that if the sign is erected on an artificial mound or similar artificial rise, the term shall mean the completed or settled level of the ground, asphalt, or pavement which surrounds all or a majority of the building on the premises or site on which the sign is erected.

Flag means a piece of fabric (most often rectangular or quadrilateral) with a distinctive design that is used as a symbol, a signaling device, or a decoration but for purposes of this code does not include flags used for a commercial promotion or as an advertising device.

Font means an assortment or set of type all of one size and style.

Freestanding Directory Sign means a permanent sign which is supported by structures or supports in or upon the ground and independent of support from any building used only for the purpose of identifying occupants of the premises.

Government sign means a sign erected, owned, leased, or maintained by any city or county, the state, or federal government for the purpose of discharging any government function.

Gross glass area means and shall include all glass on the side of a structure facing the same or generally same direction.

Ground floor means the floor of the building constructed at or slightly above the same level as the parking lot at the main entrance to the building.

Ground sign means a permanent sign which is supported by structures or supports in or upon the ground and independent of support from any building.

Height. (See overall height.)

Illuminated means receiving light from an artificial internal or external source.

Non-conforming sign means a sign legal at the time of its erection, which does not conform to the requirements of this sign code.

Normal Business Hours means 8:00 a.m. through 5:00 p.m. Monday through Saturday.

Obscene sign means that quality of any description or representation, in whatever form, of nudity, sexual conduct, or sexual excitement, when it (1) Predominately appeals to the prurient, shameful, or morbid interests of minors in sex, and (2) Is patently offensive to contemporary standards in the adult community as a whole with respect to what is suitable sexual material for minors, and (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value.

Off-premises sign means a sign relating its subject matter to premises other than the premises on which it is located or to products, accommodations, services or activities available on premises other than the premises on which the sign is located.

Overall area means the total area of the sign face, not including any supporting structure provided that such supporting structure is used exclusively for and is necessary for support and does not carry any lettering or identifying markings.

Overall height means total height of sign including any frame, background, supporting member or other component part measured from finished grade level.

Overall width means total width of sign including any frame, background, supporting member or other component part.

Pedestal means the lower portion or base of a ground sign; said pedestal shall be solid, and made of stucco, cement, stone or similarly appearing material.

Perimeter wall or entry feature identification sign means a permanent sign which by symbol or name identifies a multi-lot residential neighborhood.

Permanent sign means sign permanently affixed to a building or to the ground.

Permanently attached means using bolts and screws.

Premises means all contiguous lands, structures, places, used in connection with any business conducted on such site, including the interior of the establishment and the contiguous exterior walls under common ownership, control or possession.

Professional office means the office of an establishment in which a person or persons are engaged in any occupation, vocation, or calling, not purely commercial, mechanical, or agricultural, in which a professed knowledge or skill in some department of science or learning is used by its practical application to the affairs of others, either advising or guiding them in serving their interest or welfare through the practice of an art founded thereon.

Property means an area of vacant land or land containing one or more buildings which, because of its unity of use, shall be regarded as one unit for the purpose of this sign code.

Property Identification Name means text and/or graphics used to distinguish one commercial property from another. A Property Identification name may be the name of a single occupant of the property, or any name that is unique within the Town's jurisdiction and not specifically prohibited in Sec. 74-150.

Real-estate sign means a temporary sign, which advertises the sale, rent, lease or open house of the premises upon which it is located.

Residential Identification sign means a sign which by symbol or name identifies a residential property.

Rider means a small sign attached to a larger one; commonly seen on real estate signs which may contain the name and phone number of the real estate broker or agent, or which may contain remarks specific to the property, such as "Sold," "For Sale," "For Rent," or "Sale Pending." The rider is included within the overall two square feet limitation set forth in subsection 74-31(1).

Setback means the distance between a property line or right-of-way line and the edge of a sign, which is nearest to the property line or right-of-way.

Sign means any display of characters, ornamentation, letters, or other display such as, but not limited to , a symbol, logo, picture, sculpture or other device used to attract attention, or to identify, advertise, announce, or to indicate directions or to otherwise convey a message, including the structure or frame used in the display.

Snipe sign means any sign placed on any tree, shrub, plant, utility pole, or similar object. Also, any sign installed without permission of the owner(s) or agent of the property where the sign is placed.

Strip lighting means long narrow lights.

Temporary sign means a signs of a non-permanent nature not requiring a permit and as regulated in this sign code, including real-estate signs, construction signs, election signs, or any other temporary sign. Temporary signs are those signs that are not intended or not constructed for permanent placement pursuant to the technical requirements of this article, as well as the town's building and other technical codes, including electrical codes. Temporary signs shall not include holiday or seasonal decorations.

Uniform Sign Program means a document which specifies, and provides for, consistent color, font, style and materials for all wall signs within a development. Said Uniform Sign Program shall be subject to the approval of the Town Commission.

Vehicle sign means any lettering or graphic depiction painted on, magnetically attached to, or otherwise visible on or in a vehicle of any nature. Separate sign structures mounted on any vehicle(s) are expressly prohibited.

Wall sign means sign mounted parallel to and affixed to the face of a structure or wall.

DIVISION 2. - SIGN REGULATIONS IN RESIDENTIALLY ZONED AREAS

Sec. 74-31. - General provisions. Except as specifically provided elsewhere, signs in residentially zoned areas shall be:

- (1) limited to a total of six (6) signs per property, only ~~one~~ two of which can be a commercial sign; this maximum total includes all signs, both permanent and temporary, allowed on the property at any given time;
- (2) no greater than two square feet overall area, except as specifically set forth in this Division;
- (3) placed so that the top of sign is no higher than three feet above finished grade at nearest property line;
- (4) placed no closer than ten feet from the paved surface of any roadway abutting the property on which the sign is located; in the event that a hedge or other obstruction exists closer than ten feet from the paved surface, signs must be placed as close as possible to said hedge or other obstruction;
- (5) not be illuminated, except as provided in 74-32 below.

Sec. 74-32. – Permitted signs. Except as specifically provided elsewhere, the following signs shall be permitted in residentially zoned areas:

- (1) **Vehicle signs** during Normal Business Hours. Vehicle signs as regulated by this Chapter shall at all times be contingent upon compliance with the parking restrictions set forth in chapter 42, article II of this Code, including the following: Notwithstanding any provision to the contrary, when a commercial sign is affixed, in any manner, to a car, truck, bus, trailer, or other vehicle, which has as its primary purpose the display of such sign, such vehicle is prohibited from parking in all residential and public service districts. This prohibition on parking does not apply if the vehicle is maintained and operated primarily for normal business purposes other than the display of the commercial sign, such as deliveries and service calls. For purposes of enforcement, the following persons may be considered the violator: the driver of the vehicle, the owner of the vehicle and any person or entity that is advertised on the subject vehicle sign.
- (2) **Flags**, subject to the following
 - a. Shall be limited to one flagpole per property , which shall be set back at least fifteen feet from the closest public right-of-way;
 - b. Shall have a maximum height of twenty-five feet measured from the finished grade of the property;
 - c. Shall be limited to three flags per property with a maximum size of twenty-five square feet per flag;
 - d. Shall provide evidence that the flag and flagpole meet the current wind load established for Sewall's Point.
- (3) **Residential Identification signs**, subject to the following:
 - a. Lettering shall be of a single color;
 - b. The background shall be of a single color;
 - c. Trim or borders may contain one additional color;
 - d. Colors shall be aesthetically compatible with the residential building(s) on the property; and
 - e. Signs may be illuminated within the edges of the sign.
- (4) **Perimeter wall or entry feature signs**, subject to the following:
 - a. Up to a maximum of two ground signs or two wall signs may be placed at the main entrance of a neighborhood, and one ground sign or wall sign may be placed at each auxiliary entrance;
 - b. Signs may only contain the name and/or street address of the neighborhood at which it is located;
 - c. Maximum overall area of each sign shall be ten square feet;
 - d. Maximum overall height shall be five feet;
 - e. Maximum width shall be five feet; and
 - f. Ground signs shall be made of stucco, cement, stone, or similarly appearing material in all areas except for the text and logo.
- (5) **Temporary signs**, subject to the criteria set forth in Section 74-131 below.

DIVISION 3. - SIGN REGULATIONS FOR COMMERCIAL ZONED AREAS

Sec. 74-71. – Purpose. The purpose of Division 3 of this code is to set out the design regulations, size limitations, and other regulations controlling the different types of signs allowed in commercially zoned areas (B-1 and B-2). Division 4 of this code will prescribe the number, location, and other rules relative to each type of sign as they apply to the respective uses within the B-1 and B-2 Zoning Districts.

Sec. 74-72. – Ground signs. Where Ground Signs are allowed in Division 4 of this code, they shall conform to the following regulations:

- (1) All Ground Signs shall conform to the following design in order to provide for a consistent aesthetic in the Town’s commercial corridor:
 - a. Multi-Occupant Ground Sign

[Insert graphic with measurements for multi-occupant buildings]

- b. Single-Occupant Ground Sign

[Insert graphic with measurements for single-occupant buildings]

(2) In addition, all Ground Signs:

- a. Shall comply with the construction detailed plan provided by the Town in conformance with the relevant illustration above;
- b. Shall be consistent with the aesthetics, architecture, materials, and color of the main structure(s) and/or character of the premises;
- c. May be only single, or double-faced;
- d. May include graphics and/or stylized and colored font in the copy area;
- e. Shall require that letters be attached directly to the monument sign structure (“pin-mounted”); panels, raceways, and cabinet signs are expressly prohibited;
- f. Shall require that letters be of a minimum size of nine (9) inches;
- g. Shall be setback at least twelve feet from the paved surface of the abutting roadway;
- h. Shall be limited in overall height to a maximum of ~~six~~ nine (9’) feet from finished grade of the property where the sign is located; provided however, that overall height can be measured from the finished grade of the crown of adjacent roadway where measurement from the sign’s location would make the ground sign not visible from the adjacent roadway;
- a. Shall not exceed 12 feet in overall width;
- b. May be placed at an angle when located at the intersection of two streets;
- c. Shall be limited to one sign per 195 linear feet of frontage on State Road A1A up to a maximum of three signs per property;
- d. If illuminated, shall have only permanently fixed and encased face lighting on the ground from in front of and generally below the level of the sign surface; and
- e. Shall comply with the following landscaping and irrigation requirements:
 - i. All trees and vegetation planted in conformance with this chapter shall be installed in accordance with good planting procedures as prescribed by the American Society of Landscape Architects. All existing trees, trees being planted on the site, and other required plant material shall be permanently maintained in healthy growing condition or shall be promptly replaced within 30 days. Severe pruning or maintenance practice(s) upon any tree with a minimum caliper of two inches that results in stunted, abnormal, or other unreasonable deviation from normal healthy growth shall be considered as removal of vegetation, which requires a permit;
 - ii. The exterior perimeters of all ground signs shall be landscaped with a strip of land which is at least 1.5 feet in width;
 - iii. The applicant must submit for approval by the Building Department a combination ground sign/landscape plan (“ground sign landscape plan”). The use of “Florida-friendly” plant materials is preferred. The design should include: low maintenance design; low volume irrigation; use of mulch ground cover; use of drought tolerant plant material; and soil augmentation. Turf shall not be considered sufficient plant material to meet the requirements of this section. The ground sign landscape plan shall be submitted to the Building Department and shall contain the following information: The name, address, and telephone number of the owner and designer; landscape architect and irrigation maintenance contractor; a site plan indicating dimensions and property lines, existing and proposed easements, utility lines, parking spaces, access aisles, driveways, sidewalks, curbs, the location of curb cuts and median openings adjacent to the ground sign(s); irrigation system; proposed planting areas. Proposed planting areas must indicate the quantity, spacing, size, and name of proposed plant material.

74-73. - Freestanding Directory Signs: Where Freestanding Directory Signs are allowed in Division 4 of this code, said Freestanding Directory Signs:

- (1) Shall have an overall area maximum of fifteen square feet;
- (2) Shall have a maximum overall height of five feet (six feet with optional logo area);
- (3) Shall include a 6-inch minimum pedestal clear of any copy;
- (4) Shall have a maximum width of three feet;
- (5) Shall be consistent in color and materials with the premises;
- (6) May be illuminated;
- (7) Shall have a maximum copy area of fourteen square feet;
- (8) Shall require that letters be of a minimum size of two inches;
- (9) Shall have lettering that is consistent in font and color; and
- (10) Shall require that letters be permanently attached to the surface of the sign or, to removable panels of a uniform type, color, and material.

Sec. 74-74. - Wall signs. Where Wall Signs are allowed in Division 4 of this code, said Wall Signs:

- (1) Shall be permanent signs;
- (2) Shall be parallel to the surface of the walls on which they are painted or attached and shall not project more than fourteen inches from the wall surface;
- (3) Shall indicate only the Property Identification name or the name of a single business occupant;
- (4) Shall only be illuminated by internal lighting or permanently fixed and encased face lighting from below the sign surface. Neon, fluorescent, or any suitable light source may be used for internal lighting of a sign, provided that the actual lamps or tubes are not visible;
- (5) Shall be in the shape of the text in a single font only, with no backgrounds permitted; while fonts may vary from sign to sign, each wall sign shall contain one consistent font;
- (6) May append a logo as graphics and/or stylized and colored font in the copy area only for the logo portion of the sign only;
- (7) Shall require that all text be white in color with a black border, except where a Uniform Sign Program has been approved pursuant to the terms of this Code.

Sec. 74-75. – Directional and Traffic signs. Where Directional and Traffic signs are allowed in Division 4 of this code, said Directional and Traffic Signs:

- (1) Directional signs shall be:
 - a. No greater than two square feet in overall area;
 - b. No higher than five feet in overall height above the adjacent paved surface;
 - c. Either single-or-double-faced;
 - d. Setback at least two feet from the property line.
- (2) Traffic control signs required for public safety shall be:
 - a. No greater than six square feet overall area;
 - b. No higher than seven feet above the adjacent paved surface;
 - c. Either single- or double-faced;
 - d. Setback at least two feet from the property line.
- (3) Should a conflict arise between this chapter and the FHWA Manual, the FHWA Manual shall prevail.

Sec. 74-76. – Window Signs. Where Window Signs are allowed in Division 4 of this code, said Window Signs:

- (1) May contain the name of the occupant, hours of business operation, open/closed designations, credit card designation and telephone numbers in an area not to exceed five percent of the gross glass area;
- (2) May contain advertising of goods and services in an additional area not to exceed fifteen percent of the gross glass area;
- (3) Shall require all window sign lettering to be of a permanent nature, with cardboard or paper materials expressly prohibited (except for restaurant menus); and
- (4) Shall in no event exceed a total coverage in excess of twenty square feet of the gross glass area.

Sec. 74-77. – Restaurant Menu Signs. Where Restaurant Menu Signs are allowed in Division 4 of this code, said Restaurant Menu Signs:

- (1) Shall be attached to a wall on a portion of a building occupied by said restaurant;
- (2) Shall be enclosed in a casing that is architecturally compatible with the building design and color; and
- (3) Shall extend no more than three inches in depth away from the wall to which it is attached.

Sec. 74-78 - Automated teller machines. Where Automated Teller Machine (ATM) Signs are allowed in Division 4 of this code, said ATM Signs:

- (1) Shall be limited to ATMs that are attached to a bank;
- (2) Shall be an integral part of the ATM;
- (3) May not exceed two and one-half square feet in total size, including any border or background color;
- (4) May also include informational and instructional signs up to a maximum of 60 square inches.

Sec. 74-79 – Flags. Where Flags are allowed in Division 4 of this code, said Flags:

- (1) Shall be limited to one flagpole per property , which shall be set back at least fifteen feet from the closest public right-of-way;
- (2) Shall have a maximum height of twenty-five feet measured from the finished grade of the property;
- (3) Shall be limited to three flags per property with a maximum size of twenty-five square feet per flag;
- (4) As a part of the building permit application for installation of the Flag, shall provide evidence that the flag and flagpole meet the current wind load established for Sewall's Point.

DIVISION 4. – SIGNS PERMITTED IN COMMERCIAL ZONED AREAS

Sec. 74-101. – Purpose. The purpose of Division 4 of this code is to prescribe the number, location, and other rules relative to each type of sign allowed for each permitted use within the B-1 and B-2 Zoning Districts. The signs allowed in this Division 4 are subject to the regulatory controls laid out in Division 3 of this code.

Sec. 74-102 - Shopping Centers. The following signs may be erected, placed or maintained for Shopping Centers in the B-1 District:

- (1) **Ground Signs:** One Multi-Occupant Ground Sign subject to the criteria set forth in Sec. 74-72(1) (a) shall be permitted for every 195 linear feet of frontage on State Road A1A up to a maximum of three signs per property.
- (2) **Freestanding Directory Signs:** One freestanding directory sign subject to the criteria set forth in Section 74-73 shall be permitted for each detached building on the property or one for each point of access to a courtyard. The location of such sign shall comply with the American with Disability Act (ADA) requirements not to obstruct accessibility to the building, sidewalks and pedestrian flow throughout the property.
- (3) **Wall Signs** subject to the criteria set forth in Section 74-74 shall be permitted in accordance with the following:
 - a. Individual wall signs shall not exceed sixty (60) square feet in overall area;
 - b. Wall signs shall be permitted limited to one wall sign per occupant of an individual business space, assigned at the discretion of the property owner, with the maximum wall sign coverage limited to one square foot of wall signage per one linear foot of frontage on State Road A1A;
 - c. In lieu of a wall sign, one removable hanging sign may be permitted; provided that such removable hanging sign shall not exceed two square feet; shall be one- or two-sided; shall be hung from a walkway soffit or structure in front of a business occupant’s space at the main entrance door of a directly accessible business occupant’s space; shall not project lower than eight feet from the walkway below; shall be uniformly hung perpendicular with respect to the building face; and shall be removed in the event of a hurricane or other such event; or

- d. In lieu of a wall sign, an awning with name of a business occupant may be permitted; provided that the overall area of the sign does not exceed one foot in height and ten feet in length; the sign is placed on the vertical edge of awning only; no additional identification signs larger than two square feet exist on the premises; and the awning sign contains one message only.
- (4) **Directional and traffic control signs** are permitted subject to the criteria set forth in Sec. 74-75;
- (5) **Window signs:** individual business occupants within a shopping center shall be permitted one window sign subject to the criteria set forth in Section 74 - 76;
- (6) **Restaurant Menu signs:** a restaurant within a shopping center shall be permitted one restaurant menu sign subject to the criteria set forth in Section 74 - 77;
- (7) **Automated Teller Machine signs (ATM)** are permitted subject to the criteria set forth in Section 74-78;
- (8) **Flags** are permitted subject to the criteria set forth in Sec. 74 – 79;
- (9) **Vehicle Signs** are permitted during Normal Business Hours. During other hours, vehicles signs are permitted for a reasonable time, not to exceed four hours, for the purpose of patronizing the location at which they are parked;
- (10) **Temporary signs**, subject to the criteria set forth in Section 74-131.

Sec. 74-103 - Stand-Alone Restaurants. The following signs may be erected, placed or maintained for Stand-Alone Restaurants in the B-1 District:

- (1) **Ground Signs:** One Single-Occupant Ground Sign subject to the criteria set forth in Sec. 74-72(1)(b) shall be permitted for every 195 linear feet of frontage on State Road A1A up to a maximum of three signs per property.
- (2) **Freestanding Directory Signs:** One freestanding directory sign subject to the criteria set forth in Section 74-73 shall be permitted for each detached building on the property, or one for each point of access to a courtyard. The location of such sign shall comply with the American with Disability Act (ADA) requirements not to obstruct accessibility to the building, sidewalks and pedestrian flow throughout the property.
- (2) **Wall Signs:** Wall signs subject to the criteria set forth in Section 74-74 shall be permitted in accordance with the following:
 - a. The maximum wall sign coverage is limited to one square foot of wall signage per three linear feet of frontage on State Road A1A;
 - b. The maximum size of an individual wall sign shall not exceed forty (40) square feet in overall area;
 - c. One wall sign may be water-facing.
- (3) **Directional and traffic control signs** are permitted subject to the criteria set forth in Sec. 74-75;
- (4) **Window signs:** subject to the criteria set forth in Section 74 – 76, one window sign and one matted or framed window menu sign shall be permitted;
- (5) **Restaurant Menu signs:** One restaurant menu sign shall be permitted subject to the criteria set forth in Section 74 - 79;
- (6) **Flags** shall be permitted subject to the criteria set forth in Sec. 74 – 79;
- (7) **Vehicle Signs** shall be permitted during Normal Business Hours. During other hours, vehicles signs are permitted for a reasonable time, not to exceed four hours, for the purpose of patronizing the location at which they are parked;
- (8) **Temporary signs**, subject to the criteria set forth in Section 74-131.

Sec. 74-104 – Professional and Business Office Buildings. The following signs may be erected, placed or maintained for Professional and Business Office Buildings in the B-1 and B-2 Districts:

- (1) **Ground Signs:** One Ground Sign subject to the criteria set forth in Sec. 74-72(1) (a) or (b) (determined by the use of the building by single or multiple occupants) shall be permitted for every 195 linear feet of frontage on State Road A1A up to a maximum of three signs per property.
- (3) **Freestanding Directory Signs:** One freestanding directory sign subject to the criteria set forth in Section 74-73 shall be permitted for each detached building on the property, or one for each point of access to a courtyard. The location of such sign shall comply with the American with Disability Act (ADA) requirements not to obstruct accessibility to the building, sidewalks and pedestrian flow throughout the commercial property.
- (4) **Wall Signs** subject to the criteria set forth in Section 74-74 shall be permitted in accordance with the following:
 - a. The maximum wall sign coverage is limited to one square foot of wall signage per three linear feet of frontage on State Road A1A;
 - b. The maximum size of an individual wall sign shall not exceed forty (40) square feet in overall area;
 - c. One wall sign may be water-facing;
 - d. One additional wall sign in the form of a directory for the purpose of listing occupants of the building, which shall be located on the face of the building at the main ground floor entrance, affixed immediately outside and directly adjacent to the entrance at a height not exceeding the entrance door to the building, which may contain changeable copy but shall not exceed six square feet of total area.
- (5) **Directional and traffic control signs** are permitted subject to the criteria set forth in Sec. 74-75;
- (6) **Flags** are permitted subject to the criteria set forth in Sec. 74 – 79;
- (6) **Vehicle Signs** are permitted during Normal Business Hours. During other hours, vehicles signs are permitted for a reasonable time, not to exceed four hours, for the purpose of patronizing the location at which they are parked;
- (7) **Temporary signs**, subject to the criteria set forth in Section 74-131.

DIVISION 5. - TEMPORARY SIGNS

Sec. 74-130. Findings of fact; purpose and intent.

- (1) Findings of fact. The Town Commission finds that the location and maintenance of temporary signs affects the public health, safety, and general welfare of the people of this community, and that in order to preserve and enhance the town as a desirable community in which to live and do business, a pleasing, visually attractive environment is of foremost importance. The town commission further finds that the regulation of temporary signs within the town is a highly contributive means by which to achieve this desired end, and that uncontrolled and unlimited temporary signs would degrade the aesthetic attractiveness of the natural and manmade attributes of the community and thereby undermine property values and the quaint character of the town.
- (2) Purpose and intent. It is the purpose of this division to promote the public health, safety and general welfare through reasonable, consistent, and non-discriminatory standards for temporary signs. The temporary sign regulations in this division are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the secondary effects of speech, and especially insofar as those secondary effects may adversely affect aesthetics and traffic and pedestrian safety. It is the intent of the town commission that the temporary sign regulations shall provide uniform sign criteria which

regulate the size, height, number and placement of signs in a manner that is compatible to the scale and character of the town, and which place the fewest possible restrictions on personal liberties, property rights, commerce, and the free exercise of Constitutional rights while achieving the town's goal of creating a healthy, safe and attractive environment that does not contain excessive clutter and visual distraction in rights-of-way and adjacent properties, the surrounding natural environment, and residential neighborhoods. These sign regulations have been prepared with the intent of enhancing the visual environment of the town and promoting its continued well-being, consistent with the most recent pronouncements of the United States Supreme Court regarding the regulation of temporary signage, and are further intended to:

- a. Encourage the effective use of signs as a means of communication in the town;
- b. Maintain and enhance the aesthetic environment and quaint character of the town;
- c. Improve pedestrian and traffic safety;
- d. Minimize the possible adverse impact of temporary signs on nearby public and private property;
- e. Lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, animation, excessive height, and excessive size (area) of temporary signs which compete for the attention of pedestrian and vehicular traffic.
- f. Allow temporary signs that are compatible with their surroundings, while precluding the placement of temporary signs that contribute to sign clutter or that conceal or obstruct adjacent land uses or signs;
- g. Encourage and allow temporary signs that are appropriate to the zoning district in which they are located;
- h. Regulate temporary signs in a manner so as to not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians;
- i. Preserve, conserve, protect, and enhance the aesthetic quality and scenic beauty of all zoning districts of the town;
- j. Protect property values by precluding to the maximum extent possible temporary signs that create a nuisance to the occupancy or use of other properties as result of their number, size, height, illumination, brightness, or movement; and
- k. Enable the fair and consistent enforcement of these temporary sign regulations.

74-131. Temporary Signs

- (1) Temporary signs are exempt from the permitting process required of permanent signs pursuant to this article; however, temporary signs shall comply with the requirements of this division and those other sections referenced herein.
- (2) No temporary sign shall be placed in any public right-of-way or on any public property.
- (3) Notwithstanding the foregoing, the town manager may authorize the placement within a right-of-way of temporary signs identifying by name open businesses adjacent to ongoing road construction. Any such sign shall comply with FDOT or other applicable standards regarding lettering, size, material and placement.
- (4) No temporary sign shall be placed in a location in such a manner as to constitute a safety hazard, or hindrance to pedestrian or vehicular traffic.
- (5) No temporary sign shall be attached to a temporary structure.
- (6) The failure to remove a temporary sign pursuant to the provisions of this section shall subject the property owner upon whose property the sign is located to code enforcement. Each day that a temporary sign remains in violation of this section shall be deemed to be a separate offense.
- (7) Government signs may be located at the discretion of the Town Manager to serve a governmental purpose.
- (8) If a temporary sign pertains to an event, the temporary sign shall be removed within and by no later than three days after the event is concluded. Types of events include, but are not limited to, the sale or lease of property, the holding of an election, the issuance of a certificate of occupancy, the

conclusion of a garage sale or special event, etc. If a temporary sign does not pertain to an event, the temporary sign shall be removed within and by no later than thirty days after being erected.

- (9) A temporary sign may not be placed on property without the permission of the owner of the real property.
- (10) A temporary sign may not display any lighting or illuminations and must remain static.
- (11) A temporary sign may not obstruct the view of a permanent sign as viewed from any road, street or highway or any sidewalk.

Sec. 74 – 132. Permitted Temporary signs. The criteria for temporary signs are set forth in the Table and regulations below. A temporary sign is unlawful if it does not meet the criteria established for the zoning district in which the sign is located.

ZONING DISTRICT	R-1	B-1 AND B-2
Maximum number of temporary signs per property for residential district and per premises for business districts	6	3
Maximum per sign area	2 sf.	8 sf.
Maximum sign height for freestanding signs	3 ft.	3 ft.
Minimum sign setback	10 ft.	10 ft.

- (1) The maximum number of six signs per property for R-1 districts includes temporary and permanent signs. The number of temporary commercial signs per parcel in residential districts shall be no more than two.
- (2) **Number of Temporary Signs:** A maximum of three temporary signs per parcel shall be permitted in both residential and commercial zoning districts. The total number of permanent signs in residential and commercial districts, and the total number of commercial signs allowed in residential districts, are as set out in Divisions 2 and 4 of this Article.
- (3) **Size of Temporary Signs:** Temporary signs in residential zoning districts are limited to two square feet. Temporary signs in commercial zoning districts are limited to eight square feet. The square footage limitation is per side for a back-to-back sign. For example, a 2 square foot limitation means that there is a limit of 2 square feet of surface area per side of a back-to-back sign, and an aggregate limit of 4 square feet is allowed if the sign is a back-to-back temporary sign.
- (4) **Height of Temporary Signs:** Freestanding temporary signs in both residential and commercial zoning districts shall be a maximum overall height of three feet in height measured the finished grade of the property on which the sign is located.
- (5) **Setbacks for Temporary Signs:** Minimum sign setbacks are measured from the edge of the property line. In the event that a hedge or other obstruction exists closer than ten feet from the property line, signs must be placed as close as possible to said hedge or other obstruction.

~~The signs may contain the words "For Sale", "For Rent", "For Lease", "Sale Pending", or "Open House", or "Waterfront", and may contain the size of the lot (acres, square feet, or dimensions), the company's logo or graphic, the owner, company and/or agent's name, telephone number, and other contact information if applicable. During the duration of the open house, in addition to the listing sign, one open house sign on the subject property shall be permitted, and shall be removed by 4:00 p.m.~~

- (6) **OPTIONAL FOR CONSIDERATION OF COMMISSION:** All temporary signs shall be professionally lettered and black and white in color only;

- (7) **OPTIONAL FOR CONSIDERATION OF COMMISSION** : No attachments of any kind or type are permitted except riders that are permanently attached to the sign and are included within the overall two-square-foot size limitation described in section 74-31;
- ~~(8) No more than one real estate sign shall be permitted per property (in accordance with subsection 74-31(5)), except that on riverfront or waterfront property, one additional water facing real estate sign shall be permitted. Said water facing real estate sign may be up to four square feet in visible area. Open house route signs for real estate open houses are allowed in conformance with the definition in 74-26. Signs may be posted on the day of the open house no earlier than 10:00 a.m. and must be removed by 4:00 p.m. No more than one open house route sign is permitted.~~

~~The use of open house route signs for open houses is limited to Saturdays and Sundays only, except for the quarterly open houses held by the Realtor's Association.~~

~~Open house route signs are not permitted within 100 feet of the intersection of Sewall's Point Road and East Ocean Boulevard. Said distance shall be measured from each corner of the intersection.~~

DIVISION 6. - PROHIBITED SIGNS

Sec. 74- 150. Prohibited signs. The following signs shall not be erected, placed or maintained in any zoning district and are prohibited, unless specifically permitted elsewhere in this sign code:

- (1) Any sign which obstructs the view of bicyclists or motorists using any street, approach to any street intersection, or which interferes with the effectiveness of or obscures any traffic sign, device, or signal.
- (2) Signs that by reason of position, shape, or color, would conflict with the proper function of any traffic sign or signal, or be of a size, location, movement, content, color, or illumination that may be reasonably confused with or construed as, or conceal, a traffic control device.
- (3) Snipe signs.
- (11) Off-premises signs. This provision expressly prohibits any business from maintaining vehicle signs anywhere within the Town except during regular business hours; provided, however, that vehicles signs are permitted for a reasonable time, not to exceed four hours, for the purpose of patronizing the location at which they are parked;
- (4) Signs erected, constructed, or maintained so as to obstruct any fire escape or any window or door or opening used as a means of ingress or egress.
- (5) Any sign (other than a government sign), banner, or display placed on any curb, street, sidewalk, post, pole, hydrant, bridge, tree, or other surface located on, over, or across any public street or right-of-way, or other public property, or located on town owned property. Such signs shall immediately be removed by the town's police department or other designee of the town commission.
- (6) Animated signs of any kind.
- (7) Signs containing any type of reflective, fluorescent, or fluorescent-like paint or materials of any kind.
- (8) Sign spot lights or flood lamps and any exposed incandescent lamps larger than fifteen watts unless shielded to prevent glare upon a public right-of-way or adjacent property. Any sign lights that hamper the vision of motorists or bicyclists.
- (9) Neon lighting or strip lighting in any fashion when the actual lights or tubes can be seen from any street or right-of-way or adjacent property.
- (10) Signs with the optical illusion of movement by means of a design that presents a pattern capable of giving the illusion of motion or changing copy.
- (11) Signs containing extruding figures, waving or fluttering, or any device to attract attention; flags, or banners.
- (12) Signs that emit odor, or visible matter such as smoke or steam.
- (13) Signs in non-residentially zoned areas which face residential property other than traffic signs.

- (14) In residentially zoned areas, signs closer than 100 feet from the property line of an adjacent residential property.
- (15) Signs that contain any obscene copy.
- (16) Abandoned signs.
- (17) Signs which emit or utilize in any manner any sound capable of being detected by a person with normal hearing.
- (18) Balloons or inflatable signs of any kind, except for private parties held in individual residences.

Sec. 74-151 - Nonconforming signs. Any nonconforming sign pursuant to the regulations of this chapter, which was lawfully in existence prior to the adoption of this chapter, shall be allowed to remain as a legal nonconforming structure, pursuant to the requirements of Chapter 82, Zoning, Article III, Nonconformities, except as follows:

- (1) The sign may not be altered in any way unless to bring it into conformity except that business occupant name changes on existing menu type signs may be changed to reflect a new business occupant or a business name change.
- (2) If a nonconforming sign is destroyed or damaged by any means to an extent of 50 percent or more of its replacement costs at time of destruction or damage, it shall not be reconstructed or repaired except in conformance with this sign code.
- (3) Perimeter wall or entry feature signs in residential zones, existing, and in place, as of the date of this chapter shall be exempt from compliance with this code. Replacements for existing neighborhood Perimeter wall or entry feature signs must comply with this code.
- (4) Signs which are not in compliance with this chapter on the effective date of this sign code shall be brought into compliance within one calendar year from the date of the installation of any new sign on the property.

Sec. 74-151 - Permits.

- (1) It shall be unlawful for any entity or person to erect, construct, alter, enlarge, move, or replace any permanent sign or cause the same to be done, without first having obtained a building permit for the sign.
- (2) A fee in accordance with a fee schedule adopted by resolution of the town commission, as noted in section 4-18(b) supplemental fees, shall be charged for each building permit issued excepted as provided elsewhere in this chapter.
- (3) The permit fee shall be waived for a one time replacement of permitted signs in existence on the date of this chapter, which were made non-conforming by virtue of this chapter.
- (4) All permanent signs shall conform to all applicable building codes.
- (5) A building permit for a permanent sign shall become null and void unless the construction is complete and a certificate of completion from the Building Department is issued within three months after the effective date of the issuance of the permit.

Sec. 74-152. - Variance. There shall be no process by which an applicant may seek a legal variance from the terms of this sign code.

TOWN OF SEWALL'S POINT

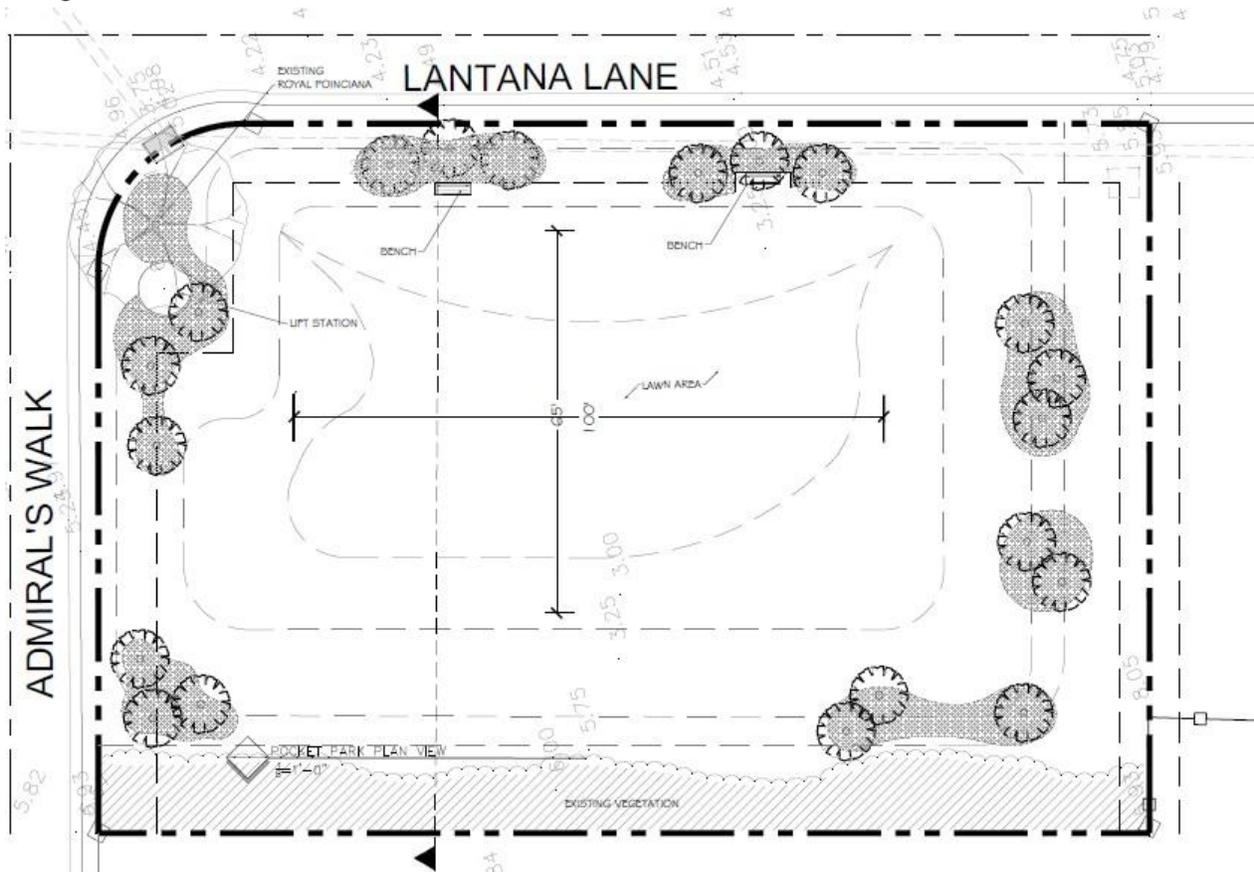


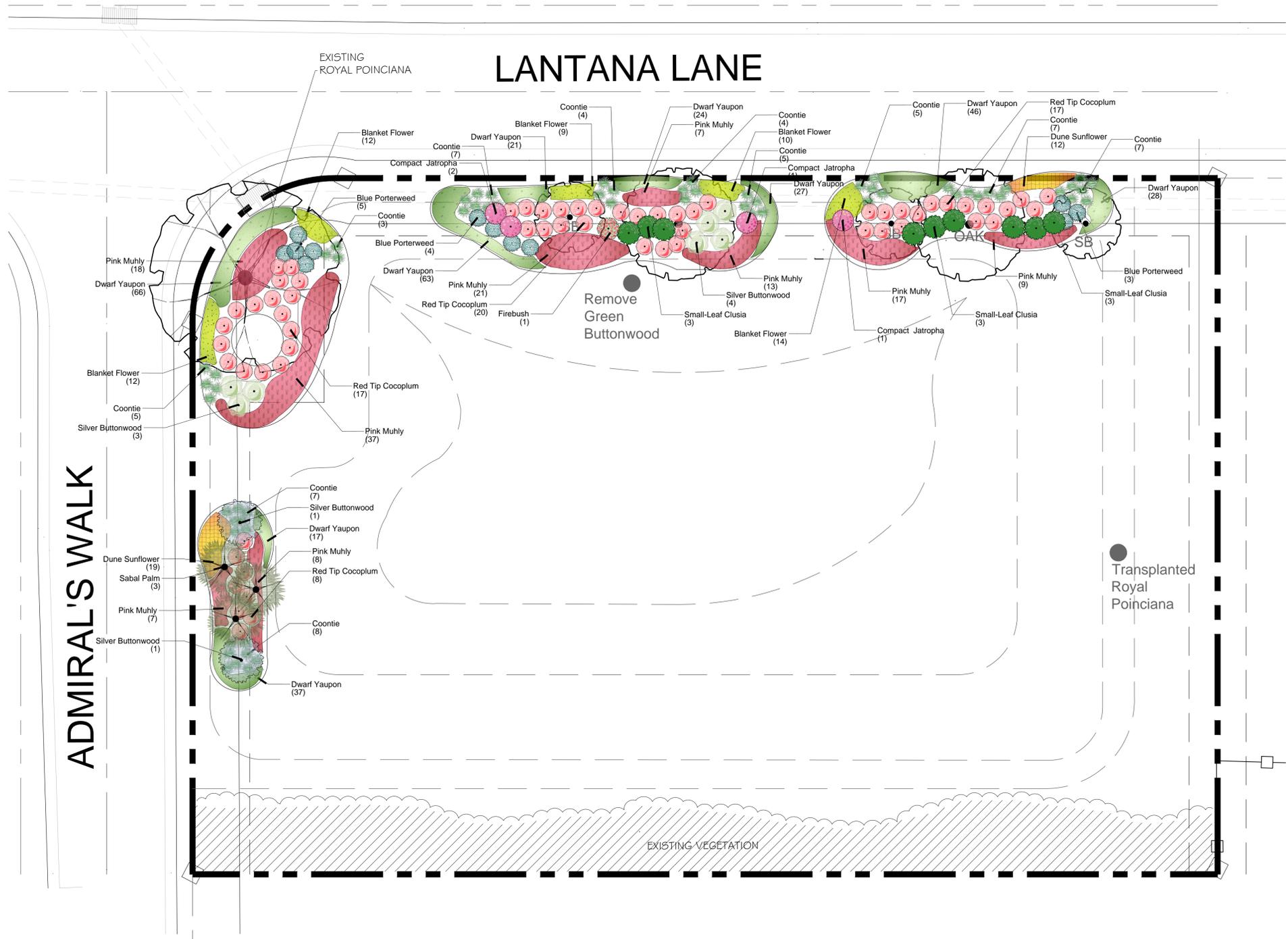
PAMELAMAC'KIEWALKER
Town Manager

TO: Town of Sewall's Point Commission
FROM: Pamela Mac'Kie Walker, Town Manager
SUBJECT: Agenda Item 5
Lantana Pocket Park
Town Commission Meeting December 15, 2015

Background: At your meeting on October 13, 2015, the Town Commission directed staff to negotiate for the installation of landscaping and two park benches for a total cost not to exceed \$7,500 as shown in the first landscape plan copied below. Lucido & Associates has proposed revisions to the plan, which they estimate to add approximately \$3,000 to the cost, as shown in the second plan copied below. The first plan was conceptual only; the new plan will deliver a much more impactful result. The current budget includes \$10,000 for landscape improvements in the A1A medians. A portion of these funds could be used for Lantana, with additional funding for A1A improvements from reserves if needed.

Recommendation: Staff recommends the new plan, using up to \$3,000 from the landscaping budget as needed.





PLANT SCHEDULE LANDSCAPE

TREES	CODE	BOTANICAL NAME	COMMON NAME	SPECS	FIELD3	QTY
	CS	Conocarpus erectus sericeus	Silver Buttonwood	FG, 10' HT X 6' SPD, STD, F		2
PALM TREES	CODE	BOTANICAL NAME	COMMON NAME	SPECS	FIELD3	QTY
	SP	Sabal palmetto	Sabal Palm	FG, 10'-18' CT, MIX HTS, SLK TR, HC, SP	8'-18	3
SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SPECS		QTY
	CHR RED	Chrysobalanus icaco 'Red Tip'	Red Tip Cocoplum	3G, 24" X18", F		62
	CLG	Clusia guttifera	Small-Leaf Clusia	7G, 48" OA, FTB, SP		9
	COS	Conocarpus erectus sericeus	Silver Buttonwood	7G, 48" OA, FTB, SP		7
	HAL	Hamelia patens	Firebush	3G, 24" OA, F		1
	JAT	Jatropha integrerrima 'Compacta'	Compact Jatropha	10G, 4' HT x 3' SPR, ML, FTB, SP		4
	STA	Stachytarpheta urticifolia	Blue Porterweed	3G, 24" X18", F		12
	ZAM	Zamia pumila	Coontie	3G, 18" OA, F		62
GROUND COVERS	CODE	BOTANICAL NAME	COMMON NAME	SPECS	SPACING	QTY
	GAI	Gallardia pulchella	Blanket Flower	1G, Full Pot,	18" o.c.	57
	HED	Helianthus debilis	Dune Sunflower	1G, Full Pot,	18" o.c.	31
	ILS	Ilex vomitoria 'Stokes Dwarf'	Dwarf Yaupon	3G, 18" OA, F,	12" o.c.	329
	MUC	Muhlenbergia capillaris	Pink Muhly	1G, Full Pot,	24" o.c.	137

POCKET PARK PLAN VIEW
 1"=10'-0"

