

**FRUITLAND PARK CITY COMMISSION  
COMMUNITY REDEVELOPMENT AGENCY  
MEETING AGENDA  
December 9, 2021**

City Hall Commission Chambers  
506 W. Berckman Street  
Fruitland Park, Florida 34731  
**As Soon as Practical at 6:30 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES** (city clerk)  
August 26, 2021 CRA meeting
- 4. 2022 CRA MEETING SCHEDULE** (city clerk)
- 5. CRA REDEVELOPMENT PLAN STATUS UPDATE REPORT** (city manager)  
Discussion on architectural, residential, commercial and industrial design standards.
- 6. PUBLIC COMMENTS**  
This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the Community Redevelopment Agency at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.  
  
Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the CRA. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the CRA addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.
- 7. UNFINISHED BUSINESS**
- 8. ADJOURNMENT**

Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's Office at City Hall (352) 360-6727 at least forty-eight (48) hours prior to the meeting. (§286.26 F.S.)

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The city does not provide verbatim records. (§286.0105, F.S.)

**PLEASE TURN OFF ELECTRONIC DEVICES OR PLACE IN VIBRATE MODE.**

**CITY OF FRUITLAND PARK  
CRA AGENDA ITEM SUMMARY SHEET  
Item Number: 3**

<b>ITEM TITLE:</b>	Draft Meeting Minutes
<b>For the Meeting of:</b>	December 9, 2021
<b>Submitted by:</b>	City Clerk
<b>Date Submitted:</b>	November 23, 2021
<b>Funds Required:</b>	No
<b>Amount Required:</b>	N/A
<b>Attachments:</b>	Draft minutes

**Item Description:** August 26, 2021 CRA minutes to be approved as submitted, if there are no corrections.

<b>Action to be Taken:</b>	<b>Approval</b>
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<b>Staff's Recommendation:</b>	Approval
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<b>Additional Comments:</b>	None
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<b>City Manager Review:</b>	Yes
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<b>Mayor Authorization:</b>	Yes
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**FRUITLAND PARK COMMUNITY REDEVELOPMENT AGENCY  
DRAFT MEETING MINUTES  
August 26, 2021**

A Community Redevelopment Agency meeting was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Thursday, August 26, 2021 at 6:30 p.m.

**Members Present:** Mayor Chris Cheshire, Commissioners Chris Bell, Commissioner Patrick DeGrave and John Mobilian.

**Member Absent:** Vice Mayor John L. Gunter Jr.

**Also Present:** City Attorney. Anita Geraci-Carver, City Treasurer Jeannine Racine; Police Chief Erik Luce, Public Works Director Robb Dicus; Community Development Director Dwyane Williams; Human Resources Director Jabari Hopkins, Lake County Fire Rescue Firefighters Eric Batista and Adrian Raygoza and City Clerk Esther B. Coulson.

**1. CALL TO ORDER**

Mayor Cheshire called the meeting to order.

ACTION: 6:30:18 p.m. No action was taken.

**2. ROLL CALL**

Mayor Cheshire requested that Ms. Coulson call the roll where a quorum was declared present

**3. Approval of Minutes**

Correct the minutes to reflect that Commissioner Patrick DeGrave was present.

**4. Community Center Pavers Quotes**

Agenda Item Summary Sheet reflects corrected budgetary title and the recommended amount of \$72,637.

**5. 2021 Street Repair and Maintenance – Paving Proposal**

Agenda Item Summary Sheet reflects corrected budgetary title and amounts and addendum to include the May 10, 2019 county agreement with Paqco Inc. for on-call payment and base repair contractor.

**8.(b) CRA Redevelopment Plan Discussion, Historical District Establishment**

Addendum, historic building list.

ACTION: 6:01:24 p.m. Upon Mayor Cheshire's suggestion and **by unanimous consent, the CRA accepted the changes to the CRA agenda as previously cited.**



**3. APPROVAL OF MINUTES**

March 25, 2021 CRA meeting

**ACTION:** 6:31:31 p.m. **On motion of Commissioner DeGrave, seconded by Commissioner Bell and unanimously carried, the CRA approved the March 25, 2021 minutes as corrected.**

**4. COMMUNITY CENTER PAVERS QUOTES**

The CRA considered its action to accept staff's recommendation on the paving installation quotes for the length of the community center building from Paradise Pavers & Coping LLC for \$17,284 and Deep South Scapes for \$18,543.

**ACTION:** 6:31:45 p.m. After discussion and **on motion of Commissioner Mobilian, seconded by Commissioner DeGrave and unanimously carried, the CRA accepted staff's recommendation and approved Paradise Pavers LLC as the lowest, responsive and responsible bidder at a cost of \$17,284 to pave the community center as previously cited.**

**5. 2021 STREET REPAIR AND MAINTENANCE - PAVING PROPOSAL**

The CRA considered its action to accept staff's recommendation on Paqco Inc. "Paquette Company" (piggyback contract with Lake County) for \$172,770.

Mr. La Venia gave a background information on the subject paving proposal; emphasized the need to prioritize Fountain Street, and noted that the proposal excludes \$24,750 to repave West Hilltop Street which is not in the CRA with funds supplanted from the general fund.

**ACTION:** 6:36:03 p.m. After further discussion and **on motion of Commissioner DeGrave, seconded by Commissioner Mobilian and unanimously carried, the CRA approved staff's recommendation of approval to award the paving proposal to Paqco Inc. as previously cited.**

**6. CRA FINANCIAL STATEMENT SEPTEMBER 30, 2020 AND AUDIT ENGAGEMENT LETTER**

Ms. Racine reviewed the independent auditor's report from McDirmit Davis, CPA together with the April 8, 2021 engagement letter.

**ACTION:** 6:41:09 p.m. and 6:43:18 p.m. After discussion and **on motion of Commissioner Bell, seconded by Commissioner DeGrave and unanimously carried, the CRA approved the CRA Financial Statement for September 30, 2020 as submitted.**

**On motion of Commissioner DeGrave, seconded by Commissioner Mobilian and unanimously carried, the CRA approved the previously cited audit engagement letter as submitted.**

**7. CRA BUDGET FY 2021-22**

Ms. Racine reviewed the CRA budget for FY 2021-22.

**ACTION:** 6:43:50 p.m. **On motion of Commissioner DeGrave, seconded by Commissioner Mobilian and unanimously carried, the CRA approved the CRA Budget for FY 2021-22 as submitted.**

**8. CRA REDEVELOPMENT PLAN DISCUSSION**

The CRA discussed the CRA redevelopment plan – major goals, objectives and policies enacted by Ordinance 2021-001 to be incorporated into the land development regulations by 2025.

**(a) Planning Review and Preliminary Streetscaping**

The planning review and preliminary streetscaping for Berckman Street, Dixie Avenue and CR 466A prepared by LPG Urban and Regional Planners Inc., (consultants retained by the city) was addressed by Mr. La Venia who recognized the CRA’s fiscal position as favorable.

Mr. La Venia relayed the CRA’s March 25, 2021 discussions to utilize Urban Land Institute (ULI) Central Florida Chapter and LPG on the vision to develop the community, what would logically work and the concept of what would be practical. He concurred in the affirmative to Commissioner DeGrave’s inquiry that costs from LPG would be obtained to conduct streetscaping on Berckman Street as its main street where he recommended, prior to implementation, the pursuit of Community Development Block Grant funding for city center improvements; namely; crosswalks, curbing, paving, stormwater needs, and public parking after the public works building is vacated.

After discussion, Commissioner Bell suggested that the CRA consider increasing its business development matching grant program that was approved at the February 14, 2019 to more than \$2,500 and for staff to review other similar successful grant programs and Commissioner DeGrave recommended that the CRA focus its efforts on creating a two downtown future development planning concept – “walkability” streetscapes for Berckman Street and “drivability” a drive-through for CR 466A – thus the abatement of nuisance properties.

**ACTION:** 6:44:49 p.m. After much discussion and **by unanimous consent, the CRA directed staff to provide the preliminary streetscaping prepared by LPG Urban and Regional Planners for the CRA’s review.**

**(b) Historical District Establishment**

Mr. La Venia reported on the grant writer’s research to fund the installation of lights; enhanced landscaping and additional parking at Shiloh Cemetery and addressed staff’s intent to obtain new columns due to the decrease in niches.

**ACTION:** 6:57:57 p.m. No action was taken.

**9. PUBLIC COMMENTS**

There were no public comments at this time.

ACTION: 6:59:05 p.m. No action was taken.

**10. UNFINISHED BUSINESS**

There was no unfinished business to come before the CRA at this time.

ACTION: 6:59:07 p.m. No action was taken.

**11. ADJOURNMENT**

**The meeting adjourned at 6:59 p.m.**

The minutes were approved at the December 9, 2021 meeting.

Signed \_\_\_\_\_  
Esther B. Coulson, City Clerk, MMC

Signed \_\_\_\_\_  
Chris Cheshire, Mayor

**CITY OF FRUITLAND PARK  
CRA AGENDA ITEM SUMMARY SHEET  
Item Number: 4**

<b>ITEM TITLE:</b>	<b>2022 CRA Meeting Schedule</b>
<b>For the Meeting of:</b>	December 9, 2021
<b>Submitted by:</b>	<b>City Clerk</b>
<b>Date Submitted:</b>	November 23, 2021
<b>Funds Required:</b>	No
<b>Account Number:</b>	N/A
<b>Amount Required:</b>	N/A
<b>Balance Remaining:</b>	N/A
<b>Attachments:</b>	<b>2022 Proposed Meeting Schedule</b>

**Item Description:**                      **2022 Meeting Schedule**, discuss tentative dates and times of the city commission future meetings.

**Action to be Taken:**                      **Approve the 2022 CRA meeting schedule.**

**Staff's Recommendation:**              Approval

**Additional Comments:**

**City Manager Review:**                  Yes

**Mayor Authorization:**                  Yes



*City of Fruitland Park*

**COMMUNITY REDEVELOPMENT AGENCY  
2022 MEETING SCHEDULE**

The City of Fruitland Park Community Redevelopment Agency holds its scheduled meetings quarterly as soon as practical at 6:15 pm at 506 West Berckman Street, Fruitland Park, Florida, 34731. The following meeting dates, times and locations are subject to change due to special and/or workshops meetings, public hearings, national holidays, office closings, and other unforeseen circumstances such as emergencies:

March 24 regular

July 28 regular

September 22 regular

December 8 regular

**CITY OF FRUITLAND PARK  
CRA AGENDA ITEM SUMMARY SHEET  
Item Number: 5**

**ITEM TITLE:** CRA Redevelopment Plan Status Update Report  
**For the Meeting of:** December 9, 2021  
**Submitted by:** City Manager  
**Date Submitted:** November 23, 2021  
**Funds Required:** No  
**Attachments:** Yes, design standards

**Item Description:** CRA Redevelopment Plan Status Update Report - Discussion on architectural, residential, commercial and industrial design standards.

**Action to be Taken:**

**Staff's Recommendation:** N/A

**Additional Comments:** None

**City Manager Review:** Yes

**Mayor Authorization:** Yes

## CHAPTER ?

### ARCHITECTURAL AND DESIGN STANDARDS

#### **SECTION 1:**                      **TITLE**

- 1.1 This Chapter, the terms and provisions contained herein, shall be known as the “Architectural and Design Standards” of the City of Fruitland Park, Florida.

#### **SECTION 2:**                      **PURPOSE AND INTENT.**

- 2.1 It is the purpose of this section to provide general guidelines relating to the architectural design of residential, commercial, office, institutional and industrial development, including both public and private facilities in the City. The criteria set out local objectives for site planning, architectural design, signage and graphics. The goal is to create and maintain a positive ambiance, a strong community image and identity, and protect everyone’s investment. The guidelines are intended to be flexible and encourage design diversity and variations. The guidelines should be uses as a starting point for the creative design process and should not be looked upon as the only solutions for design. Owners of properties should strive to be creative and innovative and look beyond franchise or boilerplate architectural, signage and landscape architectural design treatment.

#### **SECTION 3:**                      **APPLICABILITY**

- 3.1 Provisions of this section are applicable in all residential, commercial, office, institutional and industrial zoning districts, and commercial and office components of PUD districts, DRIs, office park districts. They apply to both new development and redevelopment.
- 3.2 In the case of additions or renovations to, or redevelopment of, an existing building or project, where the cost of such addition, renovation, or redevelopment exceeds 50 percent of the value of the existing structure(s), or 20 percent of the square footage of the existing structures, the provisions of this section shall apply.
- 3.3 Compliance with the standards set forth in this section shall be demonstrated by submittal of architectural drawings and a site development plan, site improvement plan or plat in accordance with Chapters 157 and 160 of the land development regulations.
- 3.4 No building permit or site plan approval shall be issued unless the applicant submits, as part of the application, architectural drawings and a site development plan which meets or exceeds the standards set forth in this chapter, in addition to all other submittals which may be required by this chapter.

#### **SECTION 4:**                      **ENFORCEABILITY**

- 4.1 The Technical Review Committee (TRC) shall review the applications that apply to the architectural guidelines, which will then be reviewed by the planning and zoning board, and the City Commission.

**SECTION 5:**                      **SUBMITTALS**

- 5.1 The applicant shall submit, with the appropriate applications depending on the type of development, elevation drawings with enough detail to ensure that the intent of this section is met.

**GENERAL**

5.2 **Site Design**

Site design relates to the arrangement and relationships of buildings, pedestrian spaces, open spaces, landscape and other associated uses to one another. The following criteria are applicable to both residential and non-residential sites.

- Natural amenities such as views, trees and similar features unique to the site should be preserved and incorporated into development proposals.
- The location, configuration, size and design of new buildings and structures, or the alteration or enlargement of existing development shall be visually harmonious with their sites and compatible with the character and quality of surrounding sites, buildings and structures.
- The height and bulk of proposed buildings and structures on the site should be in scale and in proportion with the height and bulk of buildings and structures on surrounding sites, and should not visually dominate their sites or the neighborhood.
- The development of the site should protect the site and surrounding properties from noise, vibration, odor and other factors that may have an adverse effect on the environment. All mechanical equipment on the site shall be appropriately screened from view. Large vent stacks, and similar features should be avoided and, if essential, shall be screened from view or painted so as to be non-reflective and compatible with building colors.



## **SECTION 6: RESIDENTIAL DESIGN STANDARDS**

6.1 The purpose for residential design standards is to provide safe and attractive places to live, encourage architectural diversity and foster community pride. For the purpose of these guidelines, single-family standards also apply to duplex and, if applicable, mobile home parks. Multi-family standards shall also apply to townhome groups.

### **6.2 Neighborhood Identity**

Design elements at the periphery and entrances of residential developments shall be used to create an identity for the development which will augment the character of Fruitland Park. These entrances shall be designed to provide a transition from busy streets to quiet neighborhood streets with lower design speeds. The entrances shall utilize landscaping, streetscape patterns/furniture and integrated signage to communicate the developer's planned image. An appropriately designed irrigation system to maintain the landscape feature is required. Consistent design for primary and secondary site entrances is required for each site to enhance the visual identify of the development.



Creation of community identity using entry features, details and landscaping

### **6.3 Residential Building Orientation**

Careful consideration should be given to the placement of residential buildings on a site. Street trees that are uniformly spaced along major roadways, streetscape architectural elements and furniture, and building placement and style are elements in a development that can create an overall theme and provide continuity throughout a development. These elements can be placed to create active parks and plazas. Single family residences, duplexes and townhomes should be placed as close to the street and pedestrian sidewalk as possible to encourage interaction and visual street enclosure. In addition, buildings placed closer to the street encourage reduced traffic speeds and pedestrian safety. The placement of garage doors which project forward from the front façade of the residences should be avoided.

6.4 Multi-family developments should be oriented in a way that is accessible to the pedestrian and also contributes to the creation of attractive neighborhoods. Multi-family buildings should be oriented to face the street and form open space areas or common

plazas for interaction. The main entrance should face the street. In larger developments, the entrance to apartment clusters shall be oriented toward a landscape courtyard or plaza.



Single family and multi-family homes placed close to sidewalks and buffered from street by street trees.

#### 6.5 **Residential Architecture**

There is no overall residential architectural design theme required for the City of Fruitland Park. Architectural variety is encouraged to ensure maintenance of the quality of life and essential character of distinct neighborhoods. However, within a development a sense of overall architectural continuity shall be achieved through the use of building details (including texture and color), landscaping and streetscape design.

#### 6.6 **Single Family Architecture**

The design of individual buildings shall provide sufficient architectural diversity to avoid monotony and provide visual interest. Housing facades should utilize a variety of materials to provide architectural interest and diversity. Neighborhoods with one architectural style shall have a minimum of six single family and/or duplex floor plans or one for every 75 units or fraction thereof, whichever is greater, provided a minimum of two facades are provided for each floor plan. No one floor plan shall exceed 30 percent of the units in such neighborhood. Identical or similar buildings may not be repeated more frequently than every fourth house along the same side of any street, opposite or diagonally opposite on a development.

6.7 New developments shall include three (3) or more of the following features:

- Open air front or wrap around porches.
- Second story balconies.
- Side and recessed entrance garages.
- Decorative roof treatments, including but not limited to, pediments, dormers, gables, ridge cresting, decorative shingles, etc.
- Decorative window treatments, including but not limited to, louvered shutters, double-hung windows, arched windows, transoms, stained glass, etc.

#### 6.8 **Porch Requirements**

To meet the requirements of Section 6.7, a minimum of thirty percent (30%) of the homes shall have front porches that satisfying the following requirements:

1. Minimum depth of six feet.
2. Minimum area of 100 square feet.
3. Minimum width of 30 percent of the front facade at the widest section.
4. The space between the columns, piers or posts shall be no less than the height of the columns, piers or posts.

A porch may extend six (6) feet into the front yard setback.



Use of front porches and design to minimize impact of front garages



**6.9 Garage Requirements**

To meet the requirements of Section 6.7 a minimum of thirty percent (30%) of the garages shall be recessed a minimum of eight (8) feet from the primary front façade and not comprise more than thirty-five percent (35%) of the residence’s frontage.

6.10 Granny flats, garage apartments, guest cottages and other accessory structures, such as garages, sheds, etc, shall not exceed the height of the main structure. These structures and other support structures shall be of similar style, color, design and materials as used for the principal residence.

**6.11 Multi-Family Architecture**

Multi-family developments can be designed to be compatible with both lower and higher density developments. Multi-family developments adjacent to lower density residential neighborhoods should be designed to architecturally resemble single family residential styles. Porches and balconies are encouraged, especially where they are facing a public street, as they contribute to safer neighborhoods.



- 6.12 Multi-family buildings in a neighborhood or residential district shall have a minimum of two building footprints and two facades for every 100 units or fraction thereof. Building facades may utilize a variety of materials to provide architectural interest and diversity; these materials may include brick, stone, or wood. No one footprint shall exceed 65 percent of the total number of footprints in such neighborhood or residential district.
- 6.13 Buildings shall have a recognizable top consisting of (but not limited to) cornice treatments, roof overhangs with brackets, parapets, richly textured materials and/or differently colored materials. Colored stripes are not acceptable as the only detail roof treatment and bold colors are not allowed.
- 6.14 Support structures shall be of similar style, color, design and materials as used for the principal structure. Mechanical equipment shall be integrated into the overall mass of a building by screening it behind parapets or by recessing equipment into hips, gables, parapets or similar features.
- 6.15 Multi-family dwellings shall have a porch or balcony for 50 percent of the units satisfying the following requirements:
1. Minimum depth of five feet.
  2. Minimum area of 45 square feet.

The use of varying architectural details to provide diversity of porches should be encouraged by increasing the minimum width of porches to provide a combination of small and large porches, and providing a variety of columns, posts, piers, roof types, roof eaves, railings or balustrades.

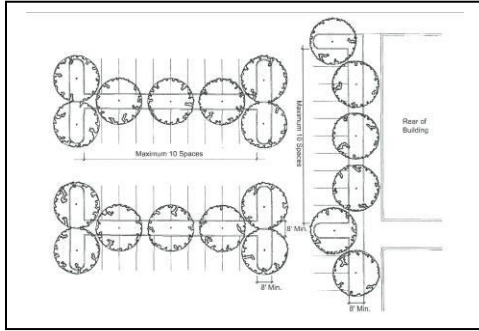
6.16 **Vehicular Circulation and Parking**

Streets within residential neighborhoods shall be designed for people, as well as vehicles. Pedestrian pathways and/or sidewalks shall connect to one another to form a continuous pedestrian network within all developments. Sidewalks are required along both sides of residential streets and should be shaded and unobstructed by utility poles, fire hydrants, benches, trash receptacles, newspaper stands, light poles, planter boxes, telephone booths or other similar temporary or permanent structures. Within multi-family developments sidewalks and crosswalks shall be provided from the development entrance to the front entrance of the principal structures.

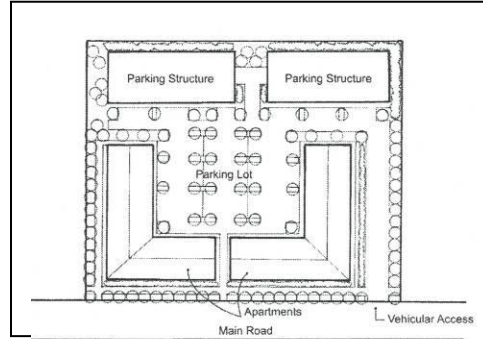
- 6.17 Residential streets should be designed to encourage safe speeds, limit through traffic, but allow connectivity among neighborhoods. Pedestrian/bicycle connections shall be provided to promote access to surrounding streets, including schools, public buildings, parks and nearby commercial areas.
- 6.18 Parking areas in multi-family developments should be located behind the front building façade to prevent parking from dominating the image of the site. Where not feasible,



landscaping is required to screen the parking area. Garages or carports in multi-family developments may be grouped but shall also be located behind the residential buildings away from public view. All parking lots shall be visually and functionally segmented by landscaping islands to reduce the amount of asphalt. A maximum of ten (10) continuous parking spaces may be allowed without a landscape break. The landscape break shall be a minimum of eight (8) feet wide and include at least one shade tree.



Use of landscape islands



Parking to rear of apartments

### 6.19 Parks and Open Space

The provision of parks and open space is important to the residents of the community. The size and functionality of the open space must be sufficient to provide useable facilities for the residents. A percentage of the retention area may be utilized as open space, but not acre for acre. Please see the open space definition in section 154.050 for details. Landscaping should be used to define open spaces and provide buffers between activities in the open space and residences. Parks should be designed for safety and located so they are visible from streets and surrounding homes. Rear yards must not surround park lands. Parks must be located centrally to maximize access to the majority of the community being served.

Attractive central park feature maximizes use of stormwater retention area and creates community focus



### 6.20 Street Trees

The installation of all street trees shall be completed prior to the issuance of certificate of occupancy of 50 percent of the total amount of residential dwelling units abutting a street the trees are to be installed.

### 6.21 Berms, Fences, Walls and Screening

The overall design of berms, fences, walls and screening shall create a quality image and be consistent with the overall streetscape and landscape plan. Perimeter fences/walls may be permitted with a maximum height of six feet provided that the fence/wall has architectural features that provide visual interest for passerby traffic and pedestrians and are compatible with the neighborhood. Perimeter walls shall be constructed of solid brick, stone or other material that is durable and shall include architectural features such as banding, capping, reveals, columns, stucco treatment or other similar accents. Additional articulation and change in direction (jogs) may be required where a fence/wall exceeds 200 feet in length.



Use of durable materials, jogs in the wall and landscaping to provide interest

6.22 Residential fencing may be permitted in the side and rear yards; however, the maximum height shall not exceed six feet provided that between five and six feet above grade the fence shall be no more than 50 percent opaque. Multi-family and duplex units will not be required to maintain the 50 percent opaque requirement between five and six feet above grade if a wall is utilized within the interior side or rear yard. Fencing within the required front yard setback shall be limited to a maximum height of three feet and shall meet the above criteria.

### 6.23 **Lighting**

Lighting is important to ensure safety for both pedestrians and vehicles. Decorative lighting adds to the theme of the development and is a cost effective device that instills a sense of community pride. Lighting must be compatible throughout the development. High intensity of lighting is not allowed and should be no greater than necessary for pedestrian and vehicle safety. Lighting schemes must be submitted for approval to the Technical Review Committee, including fixture types and finishes. If lighting schemes are approved by the City for a neighborhood or redevelopment area, each new development or redevelopment project within the applicable boundaries must provide lighting in compliance with the overall scheme.

The City has developed a unified lighting plan that intends to create an atmosphere of comfort and security. The lighting on Berckman Street encompasses the City's desired lighting plan and should be used as an example to be followed. The concept encompasses architectural style columns and lamps with an emphasis on dark sky lighting that minimizes light pollution. Maximum height from finished grade to top of light standard shall be thirty (30) feet.

Where medians are present, lighting consistent with the unified lighting plan shall be used.

- 6.24 Pedestrian scale accent lighting may be overhead, bollards or built into the walkways. Overhead lights should not exceed fourteen (14) feet in residential areas. The required minimum illumination for walkways and other pedestrian areas is 0.25 footcandles.
- 6.25 Lighting along roadways in developments should provide a smooth, even pattern that eliminates flare or light flow intrusion onto adjacent properties. Fixtures should be installed according to optimum spacing as recommended by the manufacturer. Light poles should not exceed thirty (30) feet in height. Illumination for vehicles in residential neighborhoods should be approximately 0.50 footcandles.
- 6.26 Accent lighting of signage, landscaping and trees, water amenities and other special features is encouraged. Concealed source fixtures are preferred.
- 6.27 **Utilities**  
Utility lines for all new residential developments are required to be located underground. Utility boxes must be screened from view of principal streets, residential driveways, multi-family buildings and parking areas.

**SECTION 7: COMMERCIAL DESIGN STANDARDS**

7.1 These commercial design standards are applicable to all new development and redevelopment of retail, office, institutional, public and similar facilities as determined by the Technical Review Committee. In addition, the standards apply to the painting of the exterior of existing buildings.

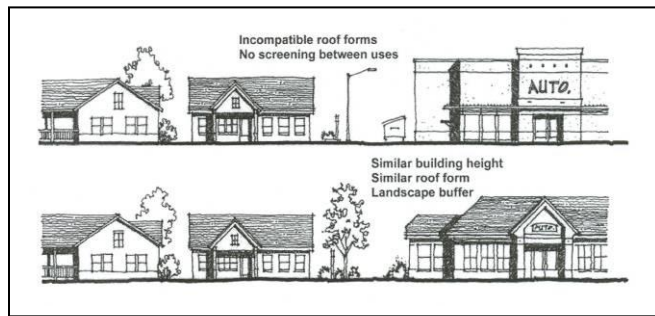
7.2 While the City encourages economic growth and commercial development in areas with access to arterial and collector roadways, it also encourages protection of residential interests from the impacts of commercial strip development, and the design of new development to be visually sensitive to surrounding development and the environment. A percentage of the retention area may be utilized as open space, but not acre for acre. Please see the open space definition in section 154.050 for details.

7.3 **Site Design**

Site layout shall create an attractive, safe and functional urban environment. The location of buildings on sites currently varies within the City. In the older downtown area, buildings are located closer to the street, while the more recent developments typically locate the buildings towards the back of the site with parking areas in the front.

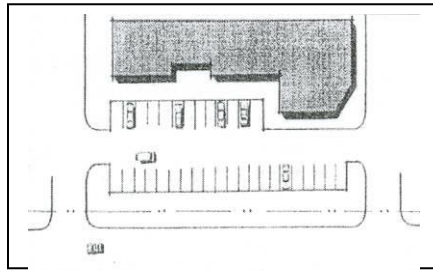
7.4 The orientation of buildings shall be in accordance with the following guidelines:

- Buildings shall be oriented to maximize pedestrian access and view of adjacent water bodies and other amenities.
- The height and bulk of proposed buildings and structures on the site should be in scale and in proportion with the height and bulk of buildings and structures on surrounding sites, and should not visually dominate their sites or the neighborhood.

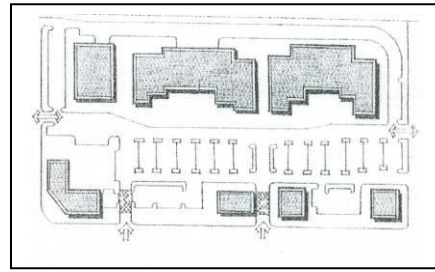


- Building setbacks may include plazas, entry nooks and outdoor café seating.
- Buildings are encouraged to be sited at or near the front property line with parking areas located to the side and rear of the site.
- When buildings must be located back from the street, smaller, freestanding structures can be used to provide a street front presence and provide some buffer to the parking.





Undesirable parking by road



Outparcels used to provide buffer to parking area

- Where parking areas are located behind the business, the primary pedestrian entrance must be provided in the back of the business. Architectural embellishments, awnings, landscaping and signs should be used to mark the secondary entrance and the design of the rear of the building shall be consistent with the front façade.
- Large scale developments that have a primary building and/or anchor stores and secondary outparcel developments on the same site shall use a unified architectural design between outparcel structures and the main structure.
- All exterior facades of an outparcel structure shall be considered primary facades and shall employ architectural and landscaping design elements that are integrated with, and common to those used on the primary structure(s) on site.
- Outparcels that are adjacent to each other shall have vehicular connection between their respective parking lots and interconnected pedestrian walkways in order to provide for safe and convenient vehicular and pedestrian access and movement within the site.

## 7.5 Building Design

The purpose of the building design guidelines is to promote architectural treatments that enhance the visual appearance of development, ensure compatibility of buildings, and create a strong community image and identity. Buildings shall have architectural features and patterns that provide visual interest from the perspective of the pedestrian and motorist, reduce the massing aesthetic, recognize local character, and be site responsive. All additions, alterations and accessory buildings shall be compatible to the principal structure in design and materials.



Use of architectural treatments to provide interest



7.6 Buildings that are of symbolic design for reasons of advertising and buildings that are not compatible to the surroundings will not be approved. Symbols attached to buildings will not be allowed unless they are secondary in appearance to the building and landscape and are an aesthetic asset to the building project and neighborhood.

7.7 New buildings shall utilize a minimum of three (3) of the following building design treatments:

- Canopies or porticos, integrated with the building's massing and style.
- Overhangs, minimum of three (3) feet in depth.
- Arcades, minimum of eight (8) feet in width and five (5) feet in depth.
- Raised cornice or building banding with a minimum of two (2) reliefs.
- Variations in roof line.
- Arches.
- Towers, dormers, belvederes, cupolas or other such roof treatment.
- Balconies.
- Emphasized building base, minimum of three (3) feet high and minimum projection from the wall of two (2) inches.
- Any other treatment that, in the opinion of the Technical Review Committee or designee, meets the intent of this section.

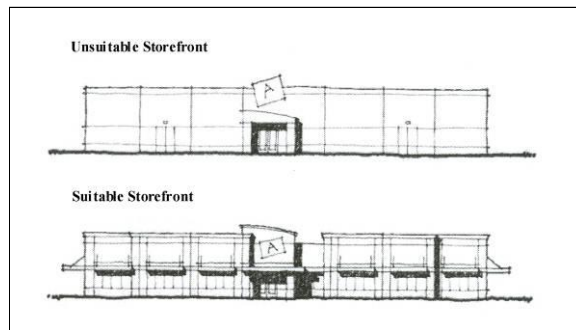
7.8 **Building Mass**

Buildings shall be designed to reduce the mass, scale, uniform and monolithic appearance of large unadorned walls, while providing visual interest that will be consistent with the community's identity and character through the use of detail and scale. Horizontal masses shall not exceed a height:width ratio of 1:3 without a substantial architectural element that either projects up or away from the building. All buildings shall provide a minimum of one (1) offset per public street and/or one (1) offset per seventy-five linear feet (75') of street frontage. An offset may be either a projection or recession of the facade and shall have a minimum depth of three (3) feet and a minimum width of five (5) feet.

7.9 **Building Facades/Fenestrations (Window placement)**

Continuous, solid walls are prohibited on facades adjacent to arterial or collector streets. All primary facades of a building shall be designed with consistent architectural style, detail and trim features. At least 50% of primary facades(s) shall be comprised of windows and doors. However, nearly continuous expanses of glass for wall shall be avoided. Patterns are encouraged by alternating solid elements and windows. Windows may be false; however, such windows shall not appear to be false or applied. The ratio of wall surface to openings and the ratio of the width and height of the windows and doors shall be consistent with the architectural style of the building.

- 7.10 Blank wall areas shall not exceed ten feet (10') in the vertical direction or twenty feet (20') in the horizontal direction of any primary or secondary facade. Windows, architectural embellishments or landscaping may be used to assist in reducing the blank wall area. In the case of out parcel buildings, all exterior facades shall adhere to the requirements of this section with respect to architectural design treatments for primary facades.



- 7.11 Views into the interior of retail storefronts and restaurants are encouraged for pedestrian activity, safety and to create a community window shopping environments. The use of darkly tinted or reflective glass on these structures is prohibited. All plans submitted to the City for commercial, office and institutional uses shall include the glass manufacturer's visible light reflectance and visible light transmittance readings for evaluation.

- 7.12 When windows are added or changed, it is important that the new design be sympathetic to and compatible with the fenestration of surrounding structures. Introducing or changing the location or size of windows or other openings that alter the architectural rhythm or character of the original building is discouraged.

7.13 **Corner Lots**

At the intersections of major roads (arterial and collector) the corner lots shall be designed with architectural embellishments to emphasize their location whether they function as gateways or major community transition points. Buildings on corner lots are considered to have double front facades for architectural review purposes and shall be provided with similar architectural features (i.e., windows, cornice lines, etc.). Buildings

on corner lots shall include at least one of the following embellishments: cornice detail, arches, peaked roof forms, corner towers, clocks, bells and other design features.



Corner entrances with architectural details continuing along road frontages.

#### 7.14 Building Materials

Exterior building materials contribute significantly to the visual impact of a building on the community. They shall be well designed and integrated into a comprehensive design style for the project. Predominant exterior building materials shall include, but are not limited to:

- Stucco.
- Natural brick (unpainted, unstained, and non-tinted).
- Textured, other than smooth or ribbed concrete masonry units.
- Stone (unpainted, unstained, and non-tinted), excluding an ashlar or rubble construction look.
- Wooden or composite siding.
- Tile.

#### 7.15 Automotive and other special type service buildings may utilize prefabricated metal buildings under the following conditions:

1. The metal building is clearly ancillary to a primary structure which meets the design guidelines of these regulations.
2. The metal building is not located adjacent to any residential zoning district and is located more than one-hundred feet (100') from any right-of-way.
3. The metal buildings are located directly behind the primary structure so as not to be a dominant façade along the street.
4. At least seventy-five percent (75%) of the front facade of any such metal building must match the design and materials used in the primary structure. The color of

the remaining portion of the metal building shall blend with the colors used in the primary structure.

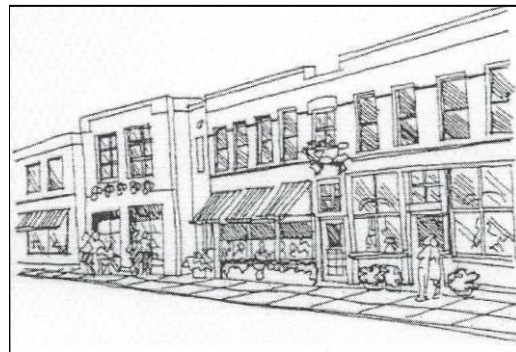
**7.16 Rooflines**

Variations in rooflines shall be used to add interest to, and reduce the massing of buildings. This can be achieved by the use of offsets and other methods to articulate the horizontal and vertical plane of the building through the use of horizontal bands, cornices and setbacks. Roof features shall be in scale with the building's mass and complement the character of adjoining and/or adjacent buildings and neighborhoods. Roofing material should be constructed of durable high quality material in order to enhance the appearance and attractiveness of the community. Decorative roof treatments should continue around the building or terminate in a logical manner.

**7.17** Rooflines shall have a vertical change from the dominant height, a minimum of once every seventy-five linear feet (75'). The height change shall be a minimum of three feet (3'). At least one (1) such change shall be located on a primary facade.



Changes in vertical roof alignments break up building mass



**7.18** Special attentions should be given to buildings with flat roof construction. Parapets should generally be finished with cornices or other horizontal decoration depending on the architectural style of the buildings.

**7.19** Mechanical equipment located on the roof shall be screened from view by use of parapet walls or by recessing equipment into hips, gables or similar features. The equipment shall be fully screened from adjacent properties and roadway corridors at pedestrian level.

**7.20 Entrances**

Buildings along arterial and collector streets shall have their primary customer entrance facing the primary street frontage. Sidewalks shall also be provided near the road frontage and near the parking areas for pedestrians. Where two (2) major streets intersect, customer entrances shall be provided for both streets. A corner entrance will be a permitted exception to this requirement. Additional entrances are encouraged facing local streets, parking lots, plazas, lakefronts and adjacent buildings.

- 7.21 Primary customer entrances shall be clearly defined and highly visible through the use of architectural detail for all structures. Protection from the sun and adverse weather conditions for patrons should be considered for the entranceways. Recessed entries provide visual interest and a sense of arrival to the structure.
- 7.22 Awnings, canopies and arcades are encouraged. Structural supports for the overhanging awning, canopy or arcade may project up to three (3) feet into the required building setback, but shall be constructed within the property boundaries of the development parcel and shall not be located so as to interfere with pedestrian movement.
- 7.23 **Pedestrian Walkways**  
Pedestrian ways, linkages and paths shall be provided from the building entry(s) to surrounding streets, external sidewalks, and outparcels. Pedestrian ways shall be designed to provide access between parking areas and the building entrance(s) in a coordinated and safe manner. Pedestrian ways may be incorporated within a required landscape perimeter buffer, provided said buffer is not less than ten (10) feet in width on average. Shared pedestrian walkways are encouraged between adjacent commercial projects.
- 7.24 Pedestrian walkways shall be a minimum of five (5) feet wide and consistent with the provisions of the Americans with Disabilities Act (ADA), the Accessibility Guidelines and the Florida Accessibility Code. Materials may include specialty pavers, concrete, colored concrete or stamped pattern concrete.
- 7.25 Building perimeter crosswalks shall be designed and coordinated to move people safely to and from buildings and parking areas by identifying pedestrian crossings with signage and variations in pavement materials or markings. Site landscaping shall be utilized to provide shaded areas along the walkways.
- 7.26 **Windows and Awnings**  
Windows and display cases are encouraged along pedestrian corridors. A minimum of forty percent (40%) of each facade facing a public right-of-way shall contain windows. Windows may be false; however, such windows shall not appear to be false or applied. The ratio of wall surface to openings and the ratio of the width and height of the windows and doors shall be consistent with the architectural style of the building. For windows with shutters, the shutter dimensions shall be appropriately scaled to the window to give the appearance of useable shutters.





Use of false windows and shutters to provide architectural interest

- 7.27 Awnings shall be of a durable, commercial grade fabric, canvas or similar material having a matte finish. Awning frames and supports should be painted or coated metal or other non-corroding materials. Glossy or shiny plastic or other similar material is discouraged. Awnings should be designed to coordinate with the architectural style of the building. A solid color with matte finish is recommended rather than bright colors, unless used sparingly as an accent.
- 7.28 The highest point of a first floor awning shall not be higher than the midpoint between the top of the first story window and the second story window sill. Mansard awnings are permitted provided they do not extend above the roofline of the building and are not backlit. Awnings may be backlit provided the illuminated portion of the awning with graphics does not exceed the size limitations and standards of these regulations.
- 7.29 Shade awnings may be erected in automobile sales parking lots subject to the following requirements and standards:
- No shade awning structure shall be constructed within 75 feet of any public or private street.
  - No one shade awning structure may exceed an area sufficient to provide cover for more than 20 automobiles.
  - The minimum separation between shade awning structures shall be 100 feet.
  - Multi-colored shade awning structures are prohibited and the use of black, gray, florescent, primary and/or secondary colors is prohibited. Earth-tone colors are encouraged.
- 7.30 **Exterior Colors**  
Color has one of the strongest visual effects of all elements of building design. Therefore, painting schemes shall be selected for harmony of the building and with adjacent structures. A wide selection of exterior colors may be considered to promote variety and diversity. The general approved colors shall include earth tones and light pastel colors. Color schemes must be submitted to the Technical Review Committee for approval.
- 7.31 Building trim and detail colors must be complimentary to the principle building color. The painting scheme shall not be such that it draws attention to the building regardless of

the impact on the character of the environment, nor shall the paint scheme act as signage for the building. Bands of bright or bold color shall be prohibited on the building or fenestration.

7.32 The following colors are prohibited:

1. Florescent or day glow colors.
2. Black as the predominant exterior color.
3. Singular color schemes (all one color).

The fact that certain colors are “corporate” or “signature” colors shall not be grounds for waiver from this provision.

7.33 **Drive-Through Facilities**

Drive through facilities can create a negative visual impact for pass-by traffic and a safety hazard for pedestrians. Drive-through windows shall not be located between the principal



structure and the right-of-way of a principal or arterial roadway, unless high quality architectural standards are incorporated into a canopy type structure that screens the service window(s) and heavy landscaping is provided to screen the drive through area. Interlocking pavers and similar landscape elements are encouraged to distinguish the drive through area. Crosswalks are required if pedestrians can cross the drive through lane.

7.34 A permanent covered porte-cochere type structure, other than awning/canvass type structure(s), shall be installed extending the width of the drive-through and covering the service window(s). Such structure shall be integrated structurally and architecturally into the design of the building. Roof treatments must match the roof treatment of the primary structure.

7.35 **Fueling Islands**

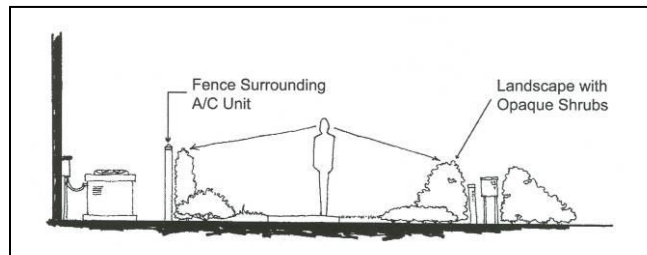
Roof treatments covering fueling islands are required and must match the roof treatment of the primary structure. Said roof structure shall be integrated structurally into the roof design of the primary building by, at a minimum, a covered pedestrian walkway, no less



than eight feet (8') wide. Structural supports for the roof shall match the architectural design and materials used for the primary structure.

### 7.36 **Service Function Areas**

Service function areas include, but are not limited to, loading, storage, mechanical equipment, and solid waste disposal areas. Such service function areas shall be fully screened from adjacent properties and roadway corridors at pedestrian level. Screening material and design shall be consistent with design treatment of the primary facades of the associated building. Dumpsters and other trash collection areas shall be located to the side or rear of the building and shall be enclosed in a six-foot high (6') wall or fence consistent with the design and material of the associated building.



### 7.37 **Lighting**

Lighting shall be designed in a consistent and coordinated manner for the entire site. The lighting and lighting fixtures shall be integrated and designed so as to enhance the visual impact of the project on the community and/or blend the project into the surrounding landscape. Lighting shall be used to provide safety while accenting key architectural elements and/or emphasizing landscape features. Light fixtures shall be used as an integral design element that complements the design of the project. This can be accomplished through style, material or color (excluding florescent, primary and secondary colors) or by designing the lighting fixtures to blend into the landscape through the use of dark colors such as bronze, black and forest green.

The City has developed a unified lighting plan that intends to create an atmosphere of comfort and security. This lighting plan has been used on Berckman Street and the lighting used on the commercial corridors should be in keeping with this concept. The concept encompasses architectural style columns and lamps with an emphasis on dark sky lighting that minimizes light pollution. Maximum height from finished grade to top of light standard shall be thirty (30) feet.

Where medians are present, lighting consistent with the unified lighting plan shall be used.

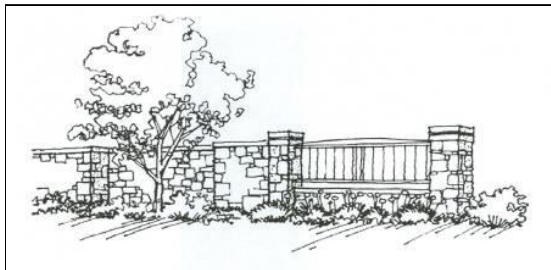
7.38 Exterior lighting may be used to illuminate a building and its grounds for safety purposes but in an aesthetic manner. Lighting is not to be used as a form of advertising in a manner that is not compatible to the neighborhood or in a manner that draws considerably more attention to the building or grounds at night than in the day. Lighting following the form of the building or part of the building will not be allowed if the overall effect will be

garish or detrimental to the environment. All fixtures used in exterior lighting are to be selected for functional and aesthetic value.

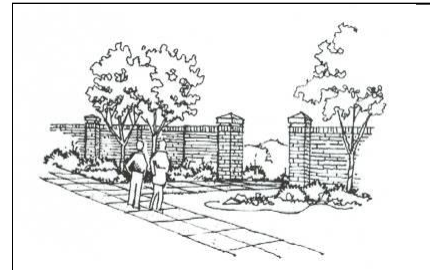
7.39 Lighting shall be designed so as to prevent direct glare, light spillage and hazardous interference with automotive and pedestrian traffic on adjacent streets and all adjacent properties. Illumination onto adjacent right-of-way or property shall not exceed 0.5 foot candles. Lighting fixtures shall be a maximum of 30 feet in height within the parking lot and shall be a maximum of 15 feet in height within non-vehicular pedestrian areas.

#### 7.40 **Fencing**

While fencing and walls are often necessary to buffer uses, they can create a visually monotonous streetscape. It is the intention of these standards to provide fencing and walls that are visually appealing, complement the design of the overall development and surrounding properties and provide visual interest to pedestrians and motorists. When a commercial development includes a fence or wall, the following standards and guidelines apply:



Use of quality materials



Pedestrian access provided

- The maximum height of a fence or wall shall be six (6) feet.
- Walls and fences shall be constructed of high quality materials, such as decorative blocks, stone, wrought iron/aluminum and treated wood.
- Chain link and stockade wood fencing are prohibited forward of the primary façade. Side and rear fencing may be allowed only upon special approval from the Technical Review Committee.
- Breaks in the length of a fence shall be made to provide for required pedestrian connections to the perimeter of a site or to adjacent development.
- The maximum length of continuous, unbroken, and uninterrupted fence or wall plane shall be fifty (50) feet. Breaks shall be provided through the use of columns, landscaping pockets, transparent sections, and/or a change to different materials.
- Fences and walls shall be set back from the property line to allow a landscape setback area. Such setback area shall be landscaped with shrubs and trees using a variety of species to provide seasonal color and plant variety.
- Use of landscaping beyond the minimum required by this City code is encouraged to soften the visual impact of fences and walls.
- Fencing in front of the primary facade shall provide an open view at a minimum of 25 percent of its length.

**7.41 Stormwater Retention Areas**

Wet and dry retention areas are encouraged to be designed so as to appear natural by having off-sets in the edge alignment. A portion of the landscaping shall be placed around the retention area to soften the visual appearance of the pond edges. Features such as pedestrian access and seating are encouraged. Fountains are encouraged to accent the ponds and provide adequate aeration to prevent stagnation.

**7.42 Perimeter Plantings**

Perimeter landscape plantings shall be located adjacent to the primary building facade, including building entrance areas, plazas, and courtyards. These areas shall be landscaped with any combination of trees, palms, shrubs and ground covers. Building perimeters shall include plantings at a ratio of 100 square feet of planters per 1,000 square feet of building ground floor area. Planters shall either be raised or at ground level and be a minimum of ten feet wide. Seating courtyards, eating areas and plazas may be incorporated within them.

**7.43 Parking**

Commercial buildings and sites, including outparcels, shall be designed to provide safe, convenient, and efficient access for pedestrians and vehicles. Parking shall be designed in a consistent and coordinated manner for the entire site. The parking area shall be integrated and designed so as to enhance the visual appearance of the community. Consolidated parking with the main structure and adjacent outparcels is encouraged.

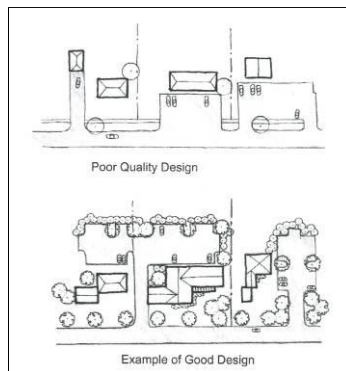
7.44 Parking, utilizing the same degree of angle, shall be developed throughout the site to provide efficient and safe traffic and pedestrian circulation. A single bay of parking provided along the perimeter of the site may vary in design in order to maximize the number of spaces provided on-site. The mixture of one-way and two-way parking aisles, or different degrees of angled parking within any parking area is prohibited, except as noted above, or where individual parking areas are physically separated from one another by a continuous landscape buffer, a minimum ten feet in width with limited access. Landscape buffers for these locations may use a mixture of grass and landscape material for separation of parking areas.



7.45 Projects shall be designed to adhere to the following standards:

- Interior lots. No more than 50 percent of the off-street parking for the entire commercial building or project shall be located between any primary facade of the commercial building or project and the abutting street.
- Corner lots. No more than 80 percent of the off-street parking for the entire commercial building or project shall be located between any primary facade of the commercial building or project and the abutting street, with no single side to contain more than 65 percent of the required parking. (See illustration 20 below).

7.46 On-street parking directly abutting a lot shall be counted toward fulfilling the off-street parking requirement. One parking space credit shall be given for each full space abutting a lot. Where an on-street space abuts more than one lot, the parking space credit shall be given to the lot which abuts more than 50 percent of the on-street parking space. On-street parking located on the opposite side of the right-of-way, and within the property lines, as extended to the opposite side of the right-of-way, maybe counted toward fulfilling the off-street parking requirement when a determination is made that the adjacent lot is open space or a common use parcel, and it does not warrant parking. On-street parking shall be evaluated at time of site plan approval. Restricting the use of on-street parking spaces for individual tenants or users with the use of signage, pavement markings, etc., shall be prohibited.



7.47 Parking in excess of the minimum parking requirements shall consist of grassed parking surface as opposed to paved or paver block surfaces. These parking spaces shall be located furthest from the main building on the site.

7.48 **Parking Garages**

Parking garages shall include architectural treatments compatible with buildings or structures which occupy the same street and incorporate the following features:

- Pedestrian access to a sidewalk.
- A minimum of 60 percent of any primary facade of a parking structure or covered parking facility shall incorporate either transparent windows, with clear or lightly-tinted glass, where pedestrian oriented businesses are located along the facade of the parking structure, decorative metal grille-work or similar detailing which provides texture and partially and/or fully covers the parking structure opening, or art or

architectural treatment such as sculpture, mosaic, glass block, opaque art glass, relief work, or similar features, or vertical trellis or other vertical landscaping features.

**7.49 Signage**

Signs should be integrated into the building design to ensure that as well as providing for the needs of the business, they prevent visual clutter that detracts from a project's character. Monument-type signs are the preferred alternative for business identification. Where several tenants occupy the same site, individual wall mounted signs are appropriate in combination with a monument sign identifying the development and address. Signs should coordinate with the building architecture including the use of internally consistent materials, color and textures. Space for signage shall be designed into the building elevations that are adjacent to public streets.

*ANIMATED SIGN* - Any sign of which all or any part thereof revolves or moves in any fashion whatsoever; and any sign which contains or uses for illumination any light, lights or lighting device or devices which change color, flash or alternate, show movement or motion, or change the appearance of said sign or any part thereof automatically. Animated signs include electronic, LCD and LED signs.

**Monument Sign** - A freestanding sign which is in contact with or in close proximity, to the ground for about forty (40) percent of the sign width.



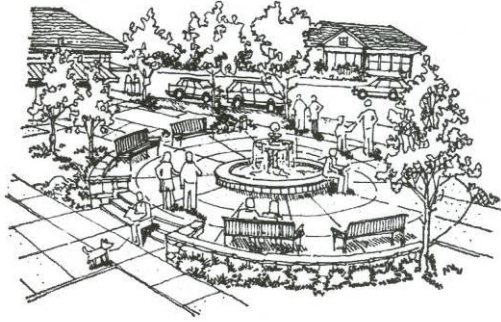
**7.50** Sign colors should complement the colors used on the structures and the project as a whole. The total number of colors used in any one sign should be limited, although small accents of several colors may make a sign unique and attractive. Too many colors can confuse and negate the message of a sign.

**7.51 Site Amenities**

Site amenities and pedestrian scale features (e.g. outdoor plazas, street furniture, playgrounds, sidewalk cafes) in commercial developments offer attractive spaces for customers and create an inviting image for both customers and employees. The use of site amenities can also provide pedestrian spaces at the entry to buildings, can break up expanses of parking, enhance the overall development quality, and contribute to the character of an area.

**7.52** All site amenities within a commercial development shall be an integral part of the overall design and within easy walking distance of major buildings, major tenants and any transit stops. Developers are encouraged to incorporate their open space and

landscaping requirements into the development of a public amenity area which provides a public gathering space for the community. Any such amenity area shall have direct access to the public sidewalk network. The amenity area shall be constructed of material that are similar in quality to the principal material so the primary buildings and landscape.



A plaza within a commercial development provides a public gathering place and a significant site amenity.

## SECTION 8: INDUSTRIAL DESIGN STANDARDS

8.1 These guidelines shall apply to all industrial areas.

### 8.2 Site Planning Principles

The main elements of sound industrial site design include the following:

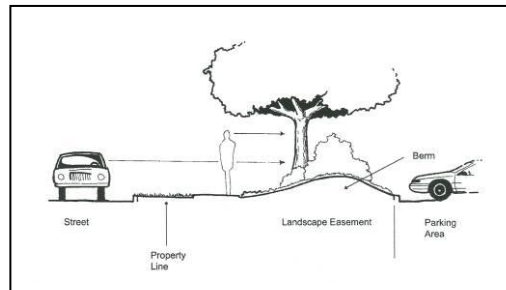
- Controlled site access.
- Service areas located at the sides and rear of buildings.
- Convenient access, visitor parking and on-site circulation.
- Screening of outdoor storage, work areas and equipment.
- Landscaped open space.

8.3 A variety of building and parking setbacks should be provided in order to avoid long monotonous building facades and to create diversity. Where industrial uses are adjacent to non-industrial uses, appropriate buffering techniques such as setbacks, screening and landscaping need to be provided to mitigate any negative effects of industrial operations.

### 8.4 Parking and Circulation

The parking lot and cars should not be the dominant visual elements of the site. Large expansive paved areas located between the street and the building are to be avoided in favor of smaller multiple lots separated by landscaping and buildings. Canopy trees should be used in parking lots to break up the scale of large parking lots, provide additional shading and reduce “heat island” impacts.

8.5 Site access and internal circulation should be designed in a manner which emphasizes safety and efficiency. The circulation system should be designed to reduce conflicts between vehicular and pedestrian traffic, combine circulation and access areas where possible, provide adequate maneuvering and stacking areas and consideration for emergency vehicle access. Entrances and exits to and from parking and loading facilities should be clearly marked with appropriate directional signage where multiple access points are provided.



8.6 Parking lots adjacent to and visible from public streets must be adequately screened from view through the use of rolling earth berms, low screen walls, changes in elevation, landscaping or combinations thereof whenever possible. The industrial site should be a



self-contained development capable of accommodating its own parking needs. The use of the public street for parking and staging of trucks is not allowed.

### 8.7 Loading Facilities

To alleviate the unsightly appearance of loading facilities for industrial uses, these areas should not be located at the front of buildings where it is difficult to adequately screen them from view. Such facilities are more appropriate at the rear of the site where special screening may not be required. When it is not possible to locate loading facilities at the rear of the building, loading docks and doors should not dominate the frontage and must be screened from the street. Backing from the public street onto the site for loading into front end docks causes unsafe truck maneuvering and should not be utilized.



Undesirable loading dock facing street with unscreened refuse container

### 8.8 Landscaping

For industrial uses landscaping should be used to define areas by helping to focus on entrances to buildings, parking lots, loading areas, defining the edges of various land use, providing transition between neighboring properties (buffering) and providing screening for outdoor storage, loading and equipment areas. The project landscape theme should be designed to complement and enhance project architecture. Landscaping should be in scale with adjacent buildings and be of appropriate size at maturity to accomplish its intended goals. Trees should be located throughout the parking lot and not simply at the ends of parking aisles. Shade trees should be located throughout all paved parking areas wherever they are located on site and in association with pedestrian and employee amenities and gathering areas.



Landscaped employee amenity area



- 8.9 Stormwater retention area that are visible from public streets and common open spaces should be contoured using curvilinear design, and landscaped with a combination of vegetative and non-vegetative materials. As a general rule, low water use and drought tolerant trees and plants are preferred.
- 8.10 **Walls and Fences**  
Walls will serve a major function in the industrial landscape and will be used to screen automobiles, loading and storage areas and utility structures. Where walls are used at property frontages, or screenwalls are used to conceal storage and equipment areas, they should be designed to blend with the site's architecture. When security fencing is required, it should be a combination of solid pillars or short solid wall segments and wrought iron grill work. Black coated chain link fence may be used on roads other than Berckman Street. Long expanses of fence or wall surfaces should be offset and architecturally designed to prevent monotony. Landscape pockets should be provided.
- 8.11 **Screening**  
Screening for outdoor storage should be determined by the height of the material being screened. Where screening is required, a combination of elements should be used including solid masonry walls, berms and landscaping. Chainlink fencing with appropriate slatting is an acceptable screening material for areas of any lot not visible from the street. Exterior storage should be confined to portions of the site least visible to public view.
- 8.12 Any equipment, whether on the roof, side of building or ground, shall be screened. The method of screening shall be architecturally integrated in terms of materials, color, shape and size. The screening design shall blend with the building design. Where individual equipment is provided, a continuous screen is desirable. The need to screen rooftop equipment should be taken into consideration during the initial design phase for the structure. Refuse enclosures should be designed with decorative masonry walls and sight-tight gates to match design features of the industrial development.
- 8.13 **Architectural Design**  
As a category of structure types, industrial structures often present unattractive and monotonous facades. The visual impact of a building depends not only on its size, but also its use. Forms and shapes should be used to break up building mass where practical and consistent with the proportions of the architectural style selected and surrounding uses. Where the building mass cannot be broken up due to unique use constraints, i.e. manufacturing or warehouse space, building walls should be articulated through the use of texture, color, material changes, shadow lines and other façade treatments.



Building design used to break up building mass

- 8.14 All elevations generally visible from public view should reflect the overall design, colors and textures used on the front façade. Multi-building projects should include consistent design elements throughout the project.
- 8.15 A variety of design techniques can be utilized to create visual character and interest. These include:
- Avoiding long, unarticulated facades. Facades with varied front setbacks are strongly encouraged. Wall planes should not run in one continuous direction for more than 100 feet without an offset.
  - Avoiding blank front and side wall elevations on street frontages.
  - Entries to industrial structures should portray a quality office appearance while being architecturally tied into the overall mass and building composition.
  - Windows and doors are key elements of any structure's form and should relate to the scale of the elevation on which they appear.
  - Sensitive alteration of colors and materials can produce diversity and enhance architectural forms.
- 8.16 Design elements which are undesirable and should be avoided include:
- Highly reflective surfaces at the ground story.
  - Large blank, unarticulated wall surfaces.
  - Exposed, untreated precision block walls.
  - Chain link fence, barbed wire.
  - “Stuck on” mansard roofs on small portions of the roofline.
  - Unarticulated building facades.
  - Materials with high maintenance such as stained wood, shingles or metal siding.
- 8.17 All metal buildings should be architecturally designed providing variety and visual interest to the streetscape. Rolling shutter doors located on the inside of the building are the preferred method for providing large loading doors while keeping a clean, uncluttered appearance from the exterior.

8.18 Buildings should have clearly defined public and employee entrances incorporating a combination of elements such as:

- Canopies or porticos.
- Overhangs.
- Recesses/projections.
- Arcades.
- Raised corniced parapets over the door.
- Peaked roof forms.
- Arches.
- Entrance framed by outdoor pedestrian features or enhanced landscaping.
- Architectural details such as tile work and moldings integrated into the building structure to frame the entryway.
- Enhanced pedestrian surfaces.

8.19 The predominant exterior building materials should be of high quality, energy efficient and durable. These include, but are not limited to:

- Brick.
- Stone, natural or faux.
- Integral color, sand blasted or stained textured masonry.
- Split-face or scored concrete masonry units.
- Textured tilt-up concrete panels.
- Stucco/EFIS.
- Metal roofs.
- Concrete and clay tile roofs.
- Light colored or reflective “Cool roofs”.
- Clear and tinted glass.
- Architectural metal.
- Prefabricated steel panels and corrugated metal where architecturally integrated.

8.20 Building trim and accent areas may feature contrasting building materials and different colors than the building field color, including use of primary colors, if compatible with the architectural design.

#### 8.21 **Roofs**

The roof design should be considered as a component of the overall architectural design theme. The roofline at the top of the structure should not run in a continuous plane for more than 100 feet without offsetting or jogging the roof plane. Piecemeal mansard roofs (used on a portion of the building perimeter only) should not be utilized. Mansard roofs should wrap around the entire perimeter of the structure. All roof top equipment must be screened from public view by screening materials of the same nature as the building's basic materials. Mechanical equipment should be located below the highest vertical element of the building.

8.22 The following roof materials should not be used:

- Corrugated metal (standing rib metal roofs are permitted).
- Highly reflective surfaces.
- Illuminated roofing.

8.23 **Signs**

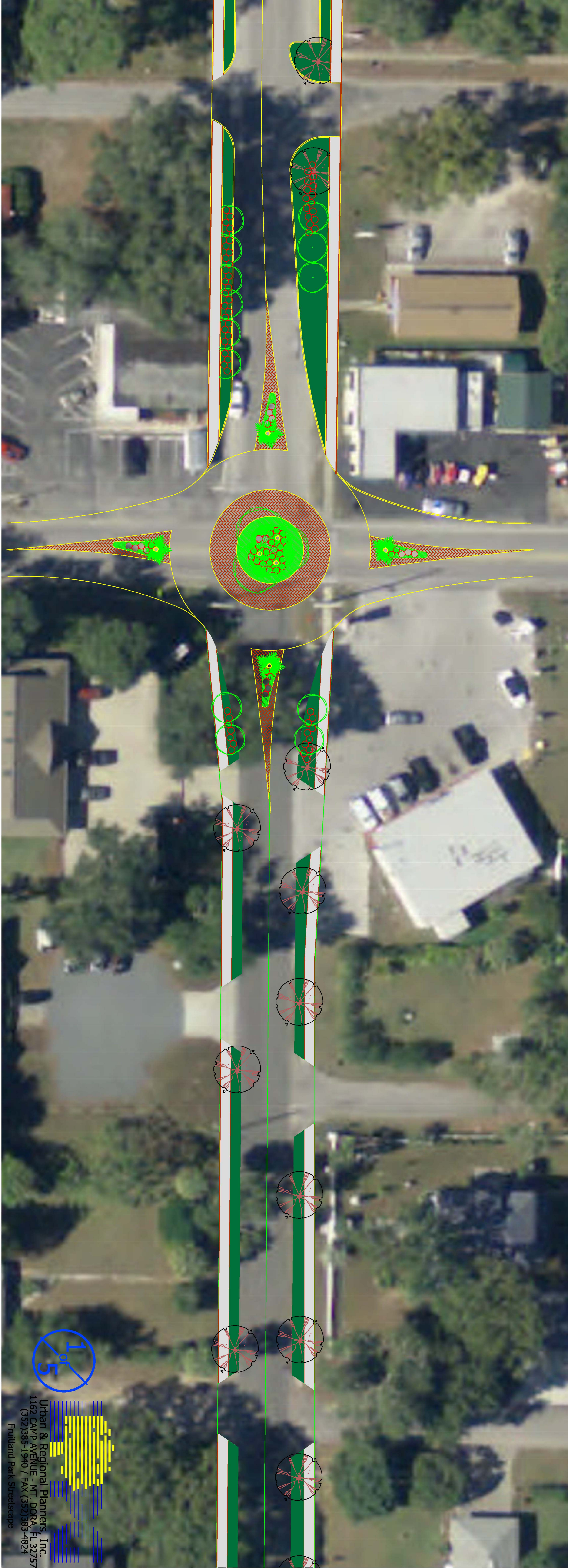
Provisions for sign placement, sign scale in relationship with building and the readability of the sign should be considered in developing the overall signing concept. All signs should be highly compatible with the structure and site design relative to color, material and placement. Monument-type signs are the preferred alternative for business identification. Where several tenants occupy the same site individual wall mounted signs are appropriate in combination with a monument sign identifying the development and address. The use of backlit individually cut letter signs is strongly encouraged. The industrial site should be appropriately signed to give directions to loading and receiving areas, visitor parking and other special areas.

8.24 **Lighting**

Lighting should be used to provide illumination for the security and safety of on-site areas such as parking, loading, shipping and receiving, pathways and working areas. The design of light fixtures and their structural support shall be architecturally compatible with main buildings on-site. All building entrances should be well lighted. All lighting should be shielded to confine light spread within the site boundaries.

8.25 Highlighting of significant architectural features, specimen trees and artwork with accent lighting should be considered. Lighting an entire building or major portion thereof is discouraged.






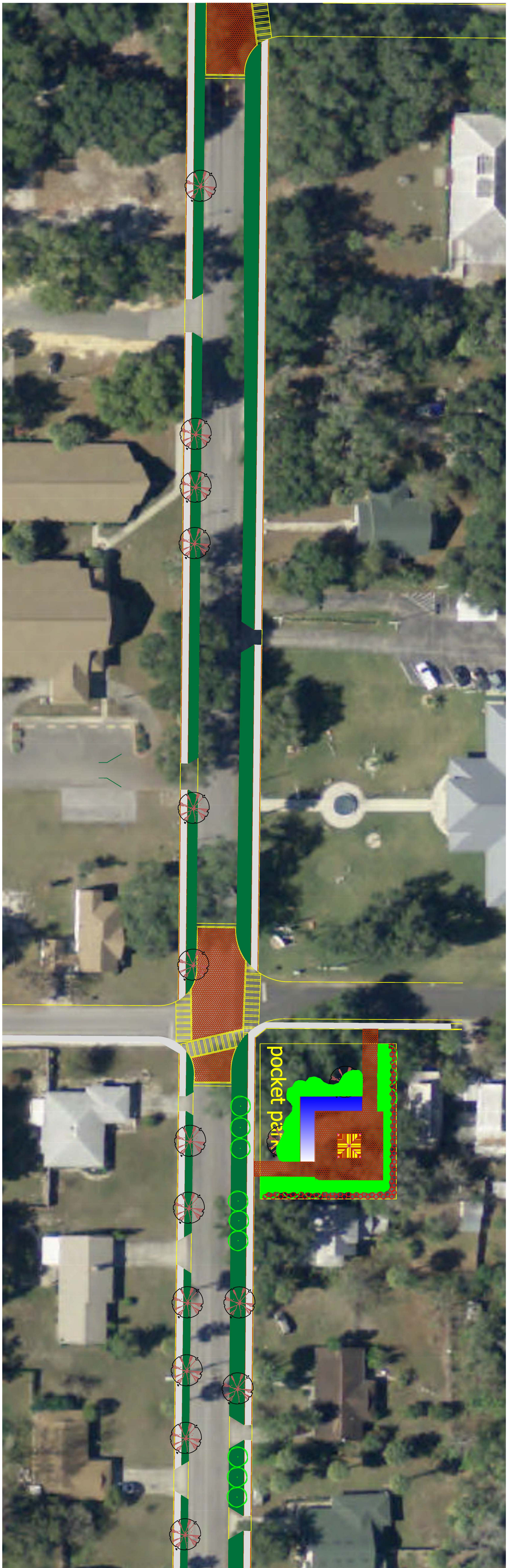




2 of 5

  
Urban & Regional Planners, Inc.  
1162 CAMP AVENUE, MT, DORA, FL 32757  
(352)385-1940 / FAX (352)383-4824  
Fruitland Park Streetscape



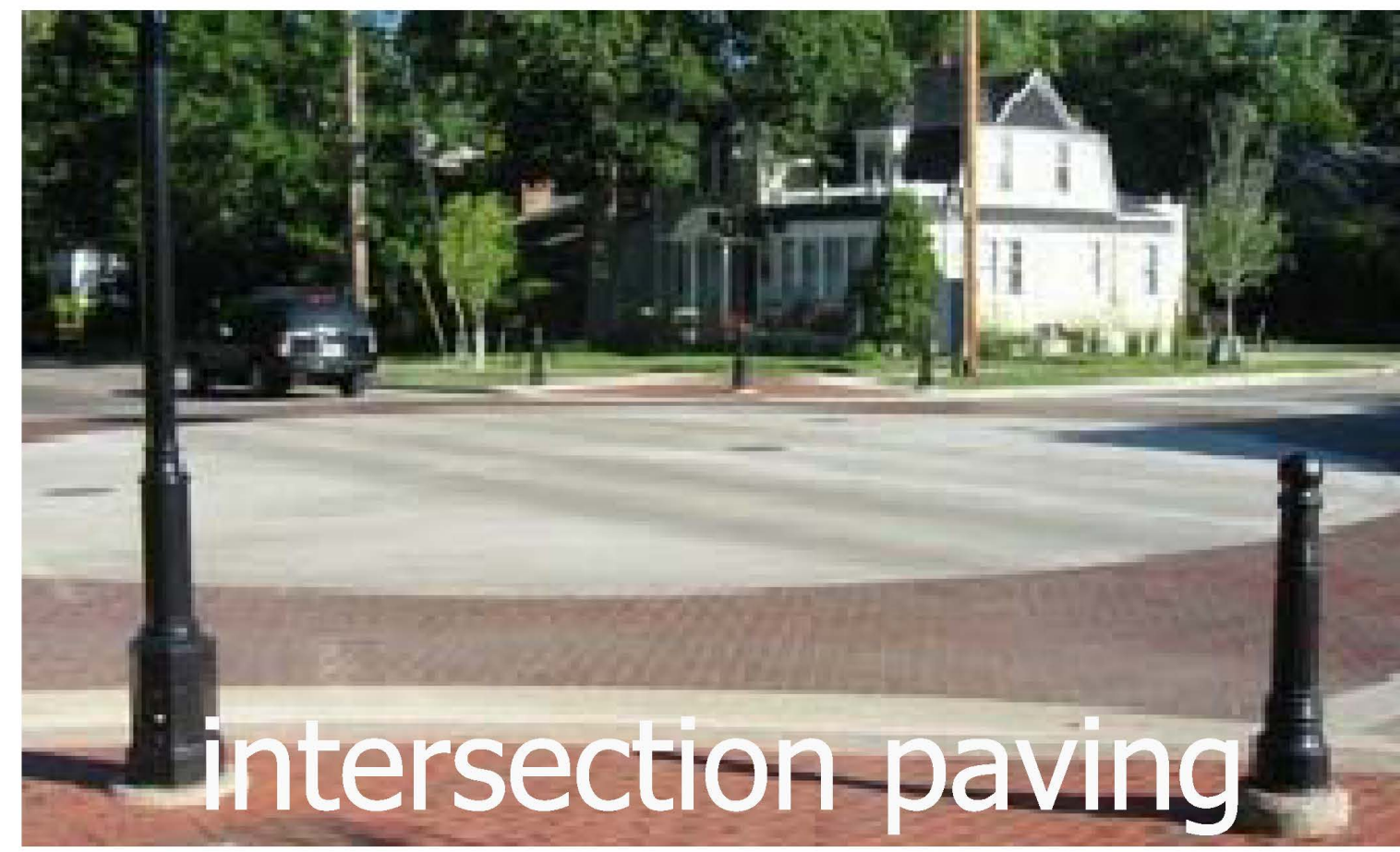


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existing lighting



intersection paving



shade structure



traffic circle



flowering street tree



441/27 gateway



crosswalk paving



seasonal color



native landscaping



intersection treatment



canopied street



pocket park



existing sidewalk



shade structure

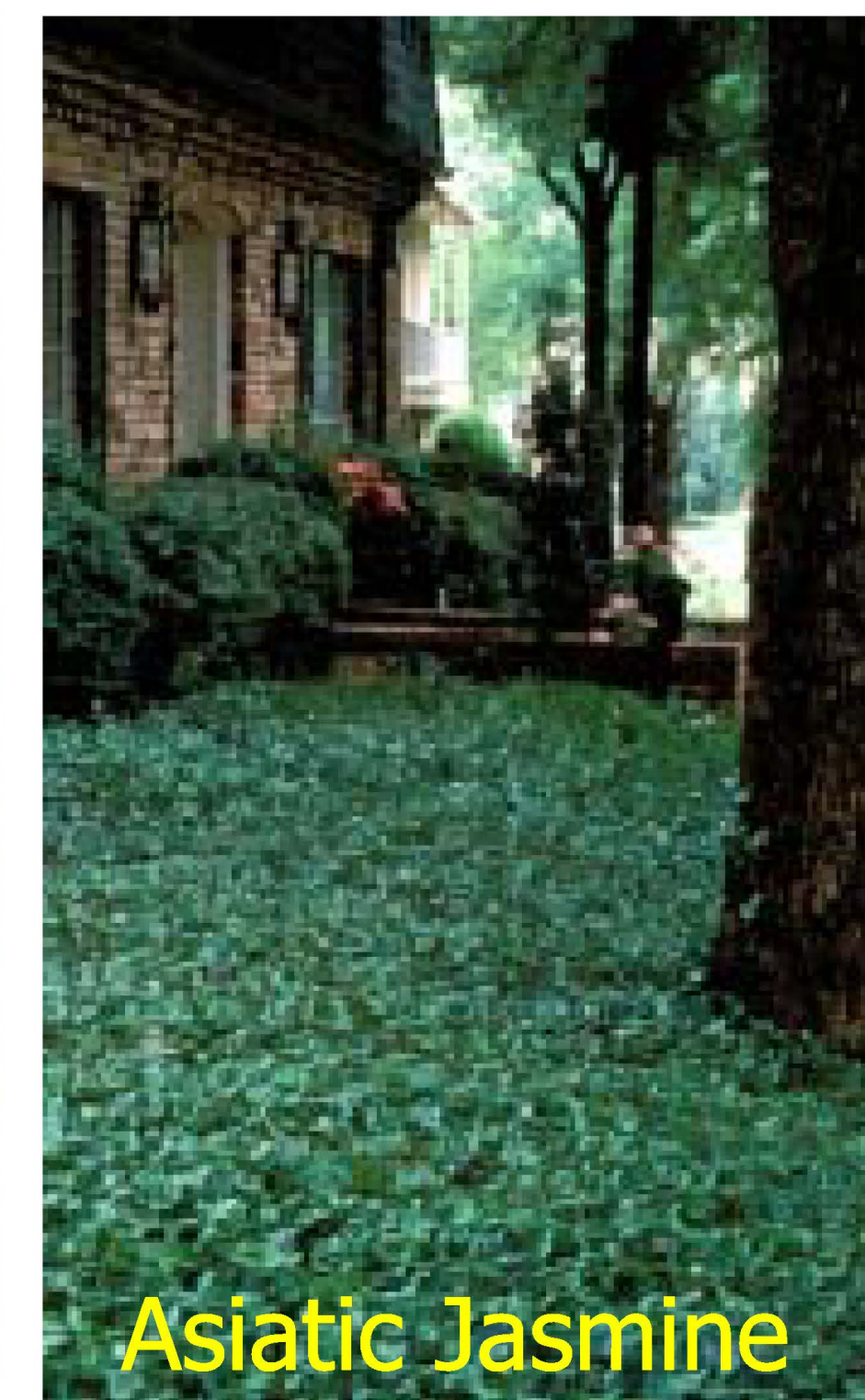
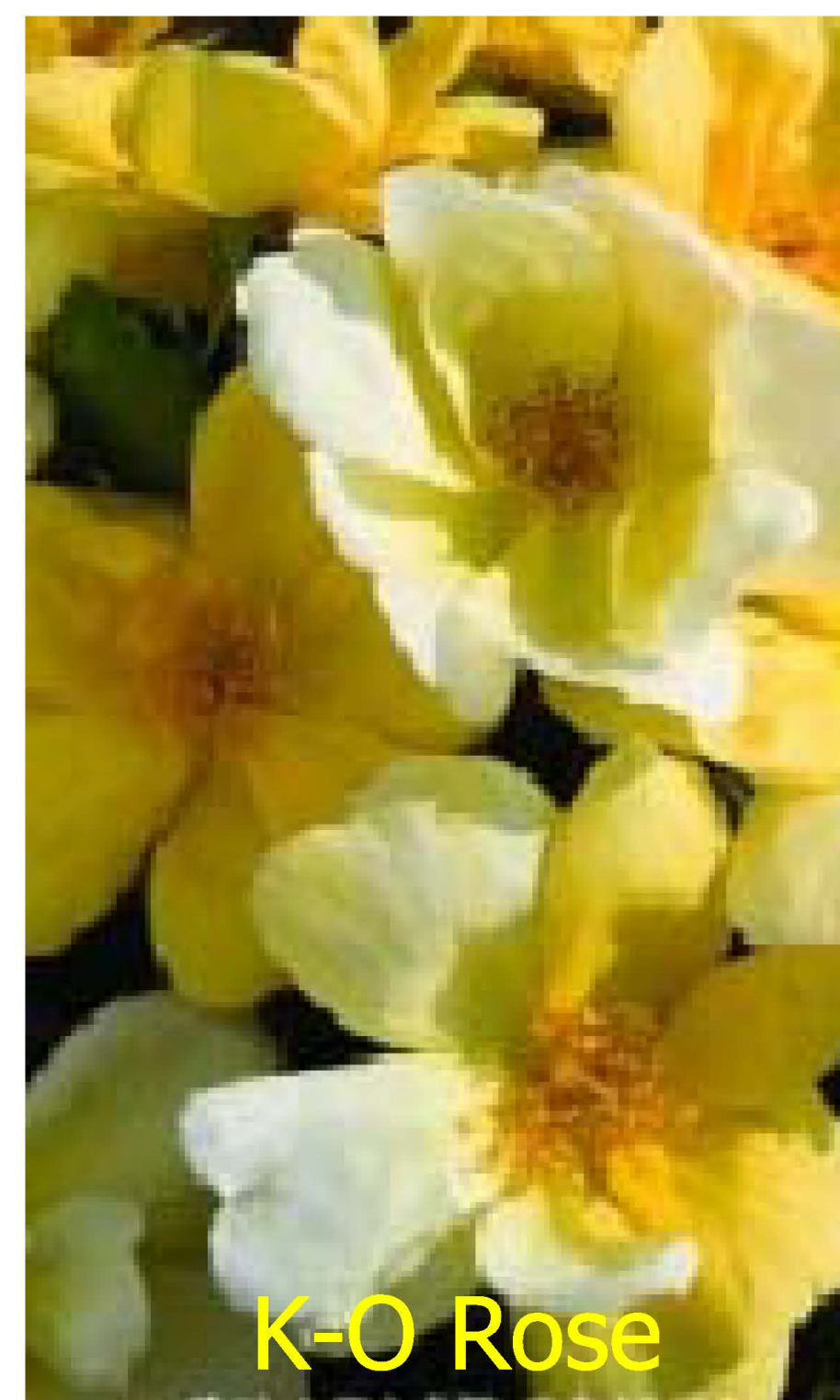
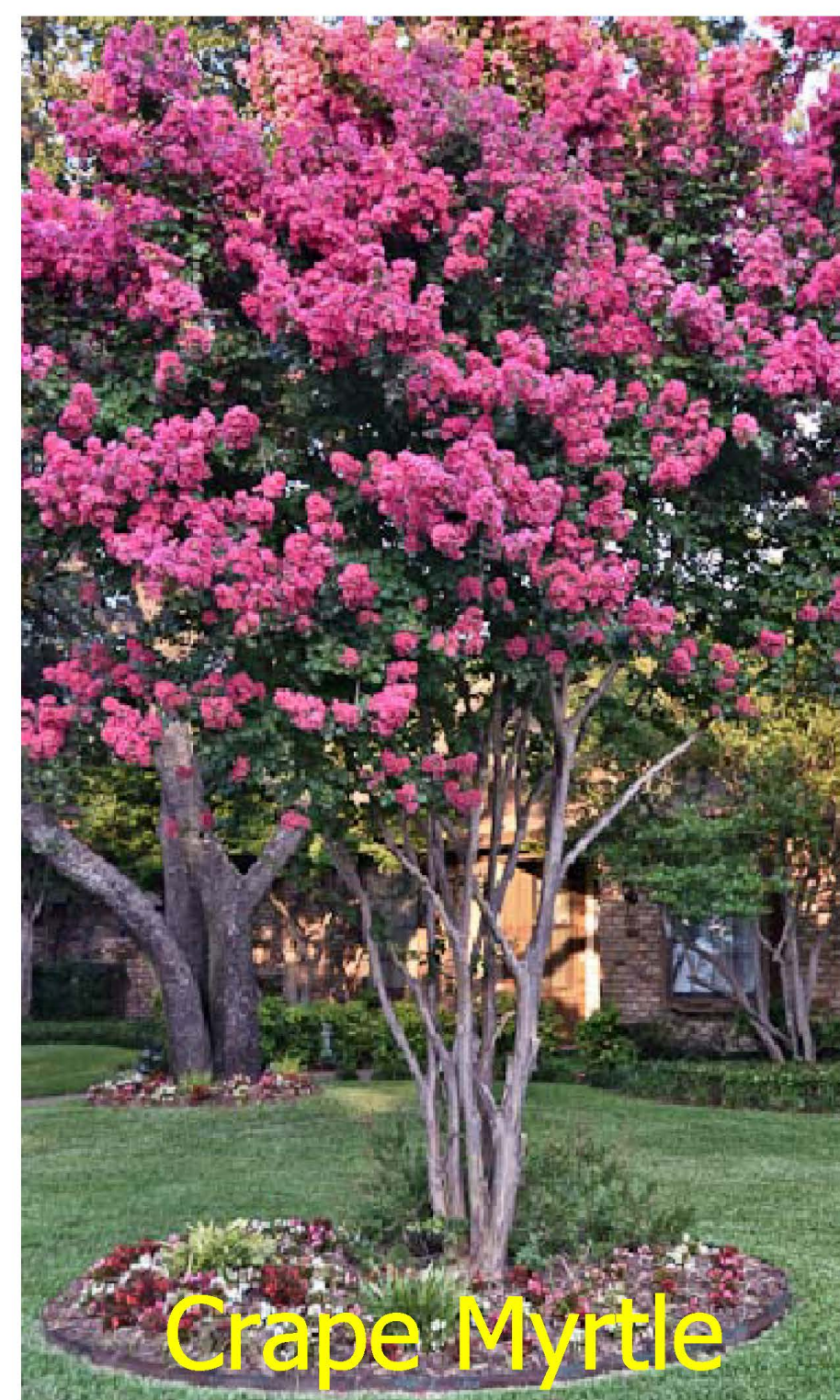
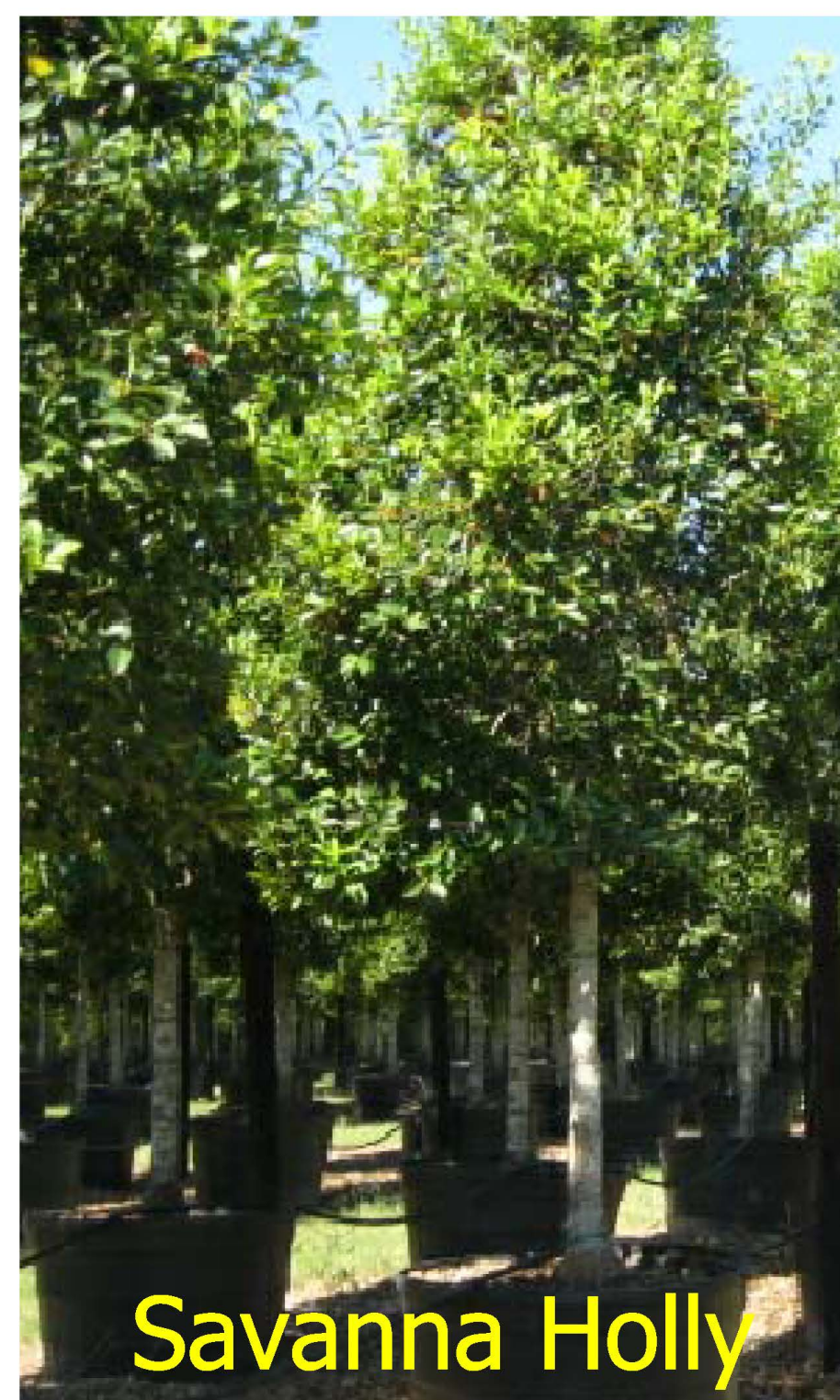
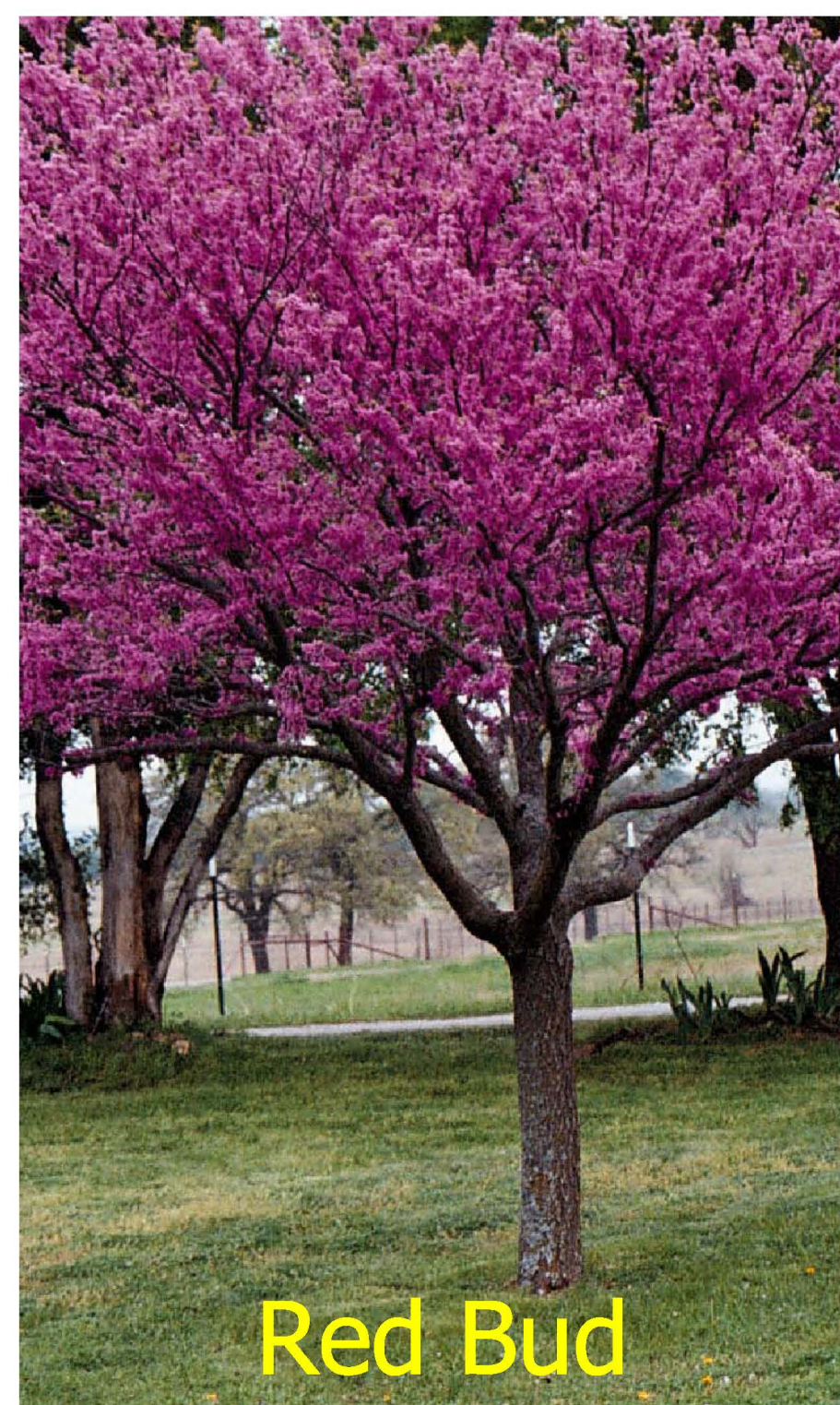
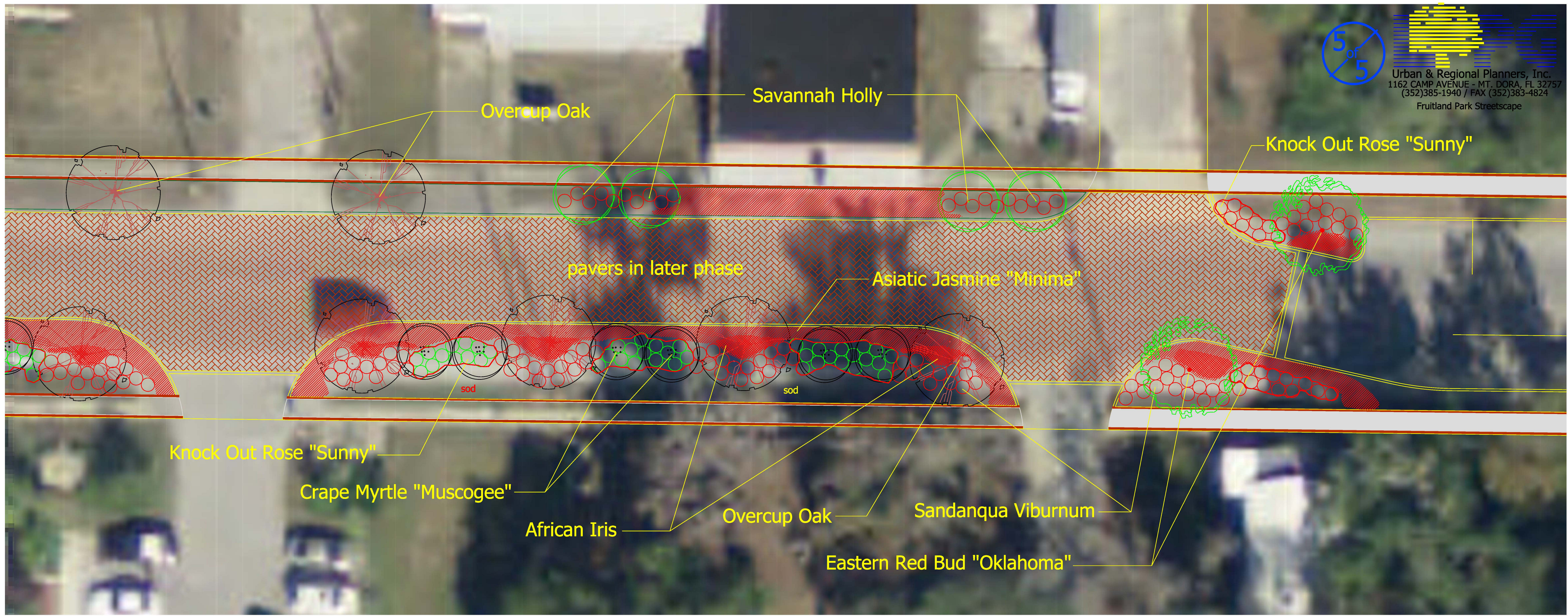


seasonal color



neighborhood icon







**CITY OF FRUITLAND PARK  
CRA AGENDA ITEM SUMMARY SHEET  
Item Number: 6**

<b>ITEM TITLE:</b>	<b>Public Comments</b>
<b>For the Meeting of:</b>	December 9, 2021
<b>Submitted by:</b>	City Clerk
<b>Date Submitted:</b>	November 23, 2021
<b>Funds Required:</b>	None
<b>Account Number:</b>	N/A
<b>Amount Required:</b>	N/A
<b>Balance Remaining:</b>	N/A
<b>Attachments:</b>	Yes, Resolution 2013-023, Public Participation Policy and Chapter 286 Florida Statutes

**Item Description:** This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Action may not be taken by the Community Redevelopment Agency (CRA) at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park’s Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the CRA. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the CRA addresses such items during this meeting. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

**Action to be Taken:** **None**

**Staff’s Recommendation:** N/A

**Additional Comments:** N/A

**City Manager Review:** Yes

**Mayor Authorization:** Yes

**RESOLUTION 2013 -023**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, PROVIDING FOR A PUBLIC PARTICIPATION POLICY WITH REGARD TO MEETINGS OF CITY BOARDS AND COMMISSIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission wishes to adopt a public participation policy for meetings of the City's boards and commissions; and

**WHEREAS**, the City Commission accordingly desires to pass this Resolution 2013-023 to do so.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, AS FOLLOWS:**

**Section 1.** The following Public Participation Policy shall apply to meetings of City boards or commissions as provided herein.

Sec. 1.        Citizen's Rights

(a)        Definition.        For the purposes of this section, "board or commission" means a board or commission of the City of Fruitland Park.

(b)        Right to be Heard: Members of the public shall be given a reasonable opportunity to be heard on a proposition before a City board or commission except as provided for below. Public input shall be limited to three (3) minutes. This right does not apply to:

1.        An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;
2.        An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
3.        A meeting that is exempt from §286.011; or
4.        A meeting during which the Commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

Sec. 2.        Suspension and Amendment of these Rules

(a)        Suspension of these Rules: Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Commission.

(b)        Amendment of these Rules: These rules may be amended or new rules adopted by resolution.

- (c) Effect of Variance from Rules: The failure to follow this Public Participation Policy shall not be grounds for invalidating any otherwise lawful act of the City's boards or commissions.

**Section 2.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Resolution.

**Section 3.** This Resolution shall become effective immediately upon passage.

**RESOLVED** this 26 day of September, 2013, by the City Commission of the City of Fruitland Park, Florida.



Christopher J. Bell, Mayor

ATTEST:

  
MARIE AZZOLINO, Acting City Clerk

Passed First Reading 9/26/2013

Passed Second Reading N/A

Approved as to form:

  
SCOTT A. GERKEN, City Attorney

Select Year:  

## The 2020 Florida Statutes

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[Title XIX](#)[Chapter 286](#)[View Entire Chapter](#)

## PUBLIC BUSINESS

## PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS

**286.0114 Public meetings; reasonable opportunity to be heard; attorney fees.—**

(1) For purposes of this section, “board or commission” means a board or commission of any state agency or authority or of any agency or authority of a county, municipal corporation, or political subdivision.

(2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).

(3) The requirements in subsection (2) do not apply to:

(a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;

(b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

(c) A meeting that is exempt from s. [286.011](#); or

(d) A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

(4) Rules or policies of a board or commission which govern the opportunity to be heard are limited to those that:

(a) Provide guidelines regarding the amount of time an individual has to address the board or commission;

(b) Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;

(c) Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or

(d) Designate a specified period of time for public comment.

(5) If a board or commission adopts rules or policies in compliance with this section and follows such rules or policies when providing an opportunity for members of the public to be heard, the board or commission is deemed to be acting in compliance with this section.

(6) A circuit court has jurisdiction to issue an injunction for the purpose of enforcing this section upon the filing of an application for such injunction by a citizen of this state.

(7)(a) Whenever an action is filed against a board or commission to enforce this section, the court shall assess reasonable attorney fees against such board or commission if the court determines that the defendant to such action acted in violation of this section. The court may assess reasonable attorney fees against the individual filing such an

action if the court finds that the action was filed in bad faith or was frivolous. This paragraph does not apply to a state attorney or his or her duly authorized assistants or an officer charged with enforcing this section.

(b) Whenever a board or commission appeals a court order that has found the board or commission to have violated this section, and such order is affirmed, the court shall assess reasonable attorney fees for the appeal against such board or commission.

(8) An action taken by a board or commission which is found to be in violation of this section is not void as a result of that violation.

**History.**—s. 1, ch. 2013-227.

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