

**MINUTES  
PLANNING AND ZONING BOARD  
TUESDAY, JUNE 8, 2010  
4:00 PM**

The meeting was called to order at approximately 4:00 PM with the following members and staff present:

**Planning & Zoning Board**

George Whitlock, Chair  
Melva Sawyer  
Michael Pooser

Shirley Brown  
Russell Summers

**Arcadia City Staff**

Interim Administrator Shelly Baumann  
Planning Consultant Martina Kuche

City Recorder Dana Williams

**1. Approval of minutes of the May 11, 2010 meeting**

On motion of Michael Pooser and seconded by Shirley Brown, the Board voted unanimously, 5-0, to approve the minutes of the May 11, 2010 meeting.

**2. Review of specific sign dimensions and components of the Sign Ordinance**

The Planning Consultant gave a PowerPoint presentation which showed a number of examples for abandoned signs. Discussion on how to address those abandonments followed and included points on code enforcement and beautification efforts. The Consultant then covered the previous recommendations regarding sign regulations and to the actual sign ordinance as discussed at the May meeting including:

- Changes to Sec. 6-57, the permit application and instruction materials
- Including applicable information on the city's website, including maps and supplementary materials
- Recognize special districts by approving changes to Sec. 6-61, Freestanding Signs
- Including a definition of "Special District" to Sec. 5-56
- Inventory all abandoned signage within the city limits and contact the property owner to discuss removal or rehab options
- Prioritize the removal of abandoned signage at major intersections
- Research grant opportunities that can assist in efforts to improve community signage and appearance
- Mandate the inclusion of legible street address on all permitted signs

The Board next discussed sign sizes and possible language for grandfathering existing signage, noting that signs are a major expense for any business. The Consultant suggested that specific language be included to allow existing signs except in cases where the property is being redeveloped or a change in ownership occurs.

Again the matter of code enforcement came up with regard to those businesses who obtain sign permits and those who do not. It was suggested that a copy of existing sign regulations be provided to all applicants of occupational licenses and/or to those requesting a zoning request. It was the consensus of the Board to be business friendly, although they also noted a need for an enforcement mechanism. Further discussion followed on enforcement issues.

**It was decided by consensus for the Consultant to define and include language for abandoned signs and those signs in disrepair in the proposed ordinance.**

Moving to sign size related to speed limits, the Board discussed several options based on number of lanes, maximum allowable size and height limitations.

**Russ Summers made a motion to add a category of "20 mph or less". The motion was seconded by Michael Pooser, and unanimously approved, 5-0.**

**After further discussion, Russ Summers made a motion to allow a maximum sign size of 25 sf with a height of 7' in zones marked 20 mph and under. The motion was seconded by Melva Sawyer and unanimously, 5-0, approved.**

As the Board continued discussing sign size by speed limit, it became apparent the preference would for be some areas, regardless of speed limit, to have varying restrictions. Therefore, **Shirley Brown made a motion to reconsider and suspend the previous two actions of the board. Russ Summers provided a second to the motion, which passed unanimously, 5-0.**

It was the direction by consensus of the Board to have the Consultant prepare recommendations for signage based on special, transitional and traditional areas of the City and to make that presentation at the next regular meeting.

### **3. Other Business**

Mr. Summers thought it would be fitting for the Council to recognize George K. Smith with a letter of appreciation for his service to both the Planning and Zoning Board and as a former Mayor.

### **4. Adjourn to convene as the Citizens Advisory Task Force**

Having no further business at this time, the Planning and Zoning Board portion of the meeting was adjourned at 5:12 PM and the members reconvened as the Citizens Advisory Task Force.

Mr. Antonio Jenkins, Housing, Construction and Project Manager for Guardian Community Resource Management, the city's CDBG Administrator provided an overview of the grant project. He stated the grant will bring substandard housing units into compliance with local housing code standards and provide rehab or demo/rebuild to a minimum of ten housing units for very low, low or moderate income families. Mr. Jenkins explained the role of the CATF as one to review the ranking of the housing applicants for participation in the program, address citizen's complaints about the use of the grant funds, and review amendments that may be necessary during the administration of the project. He felt the members would probably meet three or four times during the project period which is anticipated to extend over fourteen months. Mr. Jenkins also discussed the income limitations related to household

size; and the various point values used in ranking applicants including additional consideration for elderly and/or handicapped persons.

He then pointed out that the DeSoto County Commission has agreed to match the CDBG funds with \$200,000 of State Housing Initiative Partnership (SHIP) funds in order to maximize the impact of the grant. He continued that in order to expend the SHIP funds, the County must obligate or encumber those funds prior to the end of June; and in order to meet this deadline the CATF must preliminarily rank applicants prior to their final verification of all applicant documentation. He advised the CATF members the ranking does not guarantee that place in the final order but will ultimately be "first come, first served, first qualified and certified", and that Guardian will assume all responsibility for contacting and notifying the applicants of any missing or incomplete verification documents.

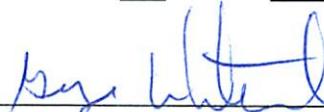
Mr. Jenkins then asked the CATF members to complete a Conflict of Interest form disclosing any relationship they may have to any applicant. Each member of the CATF completed a form and provided it to the representative.

**On motion of Russell Summers, seconded by Michael Pooser, the Citizens Advisory Task Force unanimously, 5-0, approved the proposed preliminary ranking presented (and attached to these minutes).**

Having no further business at this time, the meeting was adjourned at 5:55 PM.

**APPROVED THIS 13<sup>th</sup> DAY OF JULY 2010.**

By:



George Whitlock, Chairman

ATTEST:



Dana L.S. Williams, CMC, City Recorder