



155 F Road Loxahatchee Groves, FL 33470

Agenda Item #

TO: ULDCR Committee

FROM: Jeff Kurtz, Project Coordinator

DATE: April 14, 2025

SUBJECT: Sign Code Draft

Background:

Attached please find correspondence and a draft of the sign code prepared by the Town Attorney's Office. The draft was received by the staff late on the afternoon of April 4, 2025. While it is similar to a draft previously prepared by the attorney's office last year, it remains a working draft that the staff is in the process of reviewing. The draft fails to address a number of types of signs including monument signs and therefore this draft will need to be amended. It is also in need of work to develop a matrix of what signs will be permitted within the Town's various zoning districts based on the structure and dimensions of the signs and give further definition to what would be permitted within the context of a master sign plan. The staff will be working with the attorney's office to present the proposed sign ordinance to the committee. Among the issues we will be seeking input and direction from the committee on are the following:

- a. Definition of commercial center
- b. Master sign plans
- c. Monument signs
- d. Review of what signs would become non-conforming if this version of the sign code was adopted and the status existing non-conforming signs
- e. Development of a matrix showing design criteria for signs within various zoning districts
- f. Off-premise, attraction, way finder and or directional signs for agritourism sites and businesses
- g. Town's use of right of way signage for announcements and events
- h. Designation of Town property along rights of way for temporary signage
- i. Consideration of snipe signs
- j. Whether the size and number of signs permitted on a property within the AR district should vary depending on the size of the property
- k. Clarification of type, placement, and duration of temporary signs



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- l. Consideration of handling of bench signs, murals, and flags
- m. Review criteria for anchor tenant determination
- n. Review of type, size and location of signs in context of scale and conformity with surroundings
- o. Agricultural and farm sign exemptions from sign code
- p. Exemptions and waivers

It is anticipated that supplemental information will be provided to the committee later this week as the staff completes its analysis and works with the attorney's office to refine the draft.

Recommendation:

Committee review, discussion, and direction.