To: Community Development Advisory Board Members
From: Katrina Lunan-Gordon, Planner
Cc: Carol Stricklin, AICP, Community Development Director
    Robert Klute, AICP, Assistant Community Development Director
    Richard Perez, AICP, MPA, Planning Manager
    Housing Division, Community Development
    Staff Task Team
Date: January 18, 2019
Subject: Community Development Advisory Board Meeting – January 28th, 2019 at 6:00 PM – Community Room at Largo City Hall

The January 28th, 2019 Community Development Advisory Board (CDAB) meeting agenda packet follows. It may also be found online at www.largo.com/cdab.

Presentation(s) and/or action item(s) will include:

i. 2019-2022 State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) – Housing Division (Formal Recommendation)

ii. Proposed Amendments to the Citizen Participation Plan – Housing Division (Formal Recommendation)

iii. Nonconforming Sign Amortization Date – Richard Perez, AICP, Planning Manager (Formal Recommendation)

iv. Regulation of Short Term Vacation Rentals – Staff Task Team (Formal Recommendation)

v. Largo’s 2018 Accomplishments – Community Development Administration (Information Only)

For questions about the agenda or if you are unable to attend this meeting, please email Katrina Lunan-Gordon at kgordon@largo.com.
1. Call to Order and Roll Call
2. Organizational Matters:
   i. Approval of Agenda
   ii. Approval of Minutes/Attendance Log from December 17th, 2018
3. Public Comment(s)\(^1\)
4. Presentation(s):
   i. 2019-2022 State Housing Initiative Partnership (SHIP) Local Housing Assistance Plan (LHAP) – Housing Division (Formal Recommendation)
   ii. Proposed Amendments to the Citizen Participation Plan – Housing Division (Formal Recommendation)
   iii. Nonconforming Sign Amortization Date – Richard Perez, AICP, Planning Manager (Formal Recommendation)
   iv. Regulation of Short Term Vacation Rentals – Staff Task Team (Formal Recommendation)
   v. Largo’s 2018 Accomplishments – Community Development Administration (Information Only)
5. Items from Members of the Board (including remarks regarding old or new business)
6. Next Meeting Date
   i. Joint CDAB/CRAAB dated, February 25, 2019
7. Adjournment

\(^1\) Individuals addressing the Board during the public comment portion of the meeting will be allowed to speak on agenda items only and will be limited to three (3) minutes, unless granted additional time by the Board.
MEETING MINUTES
COMMUNITY DEVELOPMENT ADVISORY BOARD
December 17, 2018
6:00 PM
Community Room, Largo City Hall

Call to Order and Roll Call

The meeting was called to order by Chair, Maria Kadau at 7:35 pm, a roll call of the members was taken.

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broihier, Allison</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cruse, Janyce</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gatewood, Beverly Jean</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kadau, Maria</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McHenry, Anita</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Desilets</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peoples, Chris</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Also in attendance:
Donna Holck, Commissioner – Seat 5
Carol Stricklin, Community Development Director
Robert Klute, Assistant Community Development Director
Matthew Anderson, Housing Manager
Arrow Woodard, Housing Grant Specialist
Katrina Lunan-Gordon, Planner II
Diane Mulville-Friel, Planner I
(see also attendees from the public that signed in at the meeting)

Organizational Matters

Approval of Agenda

The agenda of December 17th, 2018 was moved by Board member Cruse and seconded by Board member Gatewood. Agenda approved 7-0.

Approval of Minutes/Attendance Log
The minutes and attendance log for October 29th, 2018 was moved by Board member Gatewood and seconded by Board member Cruse. Minutes and attendance approved 7-0.

**Public Comments**

Attendees from the public introduced themselves and the agencies they represent. Each attendee was available to answer any questions of the CDAB in regards to the Consolidated Annual Performance and Evaluation Report (CAPER).

**Presentations**

**Consolidated Annual Performance & Evaluation Report (CAPER) – Housing Division (Public Hearing)**

The item was introduced by Chair Kadau. The presentation was given by staff member Ms. Arrow Woodard regarding the CAPER priorities and projects completed for the period October 1, 2017 – September 30, 2018. The four priorities were creating and preserving affordable housing, ending homelessness, assisting people with special needs to benefit low to moderate income households and focusing funding in the Community Development Block Grant (CDBG) Target Area. Activities included 7 single-family homes were rebuilt/rehabilitated and re-sold to first-time home buyers (8 more units are in process); 9 owner-occupied homes were rehabilitated/rebuilt; 201 homeless Largo family members and individuals received shelter; 36 elderly residents received assistance from the Chore Services Program; 8 residents received a Barrier Removal Grant to improve accessibility in their homes; 121 residents participated in the home buyer education and counseling services program; and 34 residents received free fair housing legal assistance. $1.08 million was expended in the CDBG Target Area. Through Housing’s partnership with the Community Standards Division, an additional $260,000 in code liens were waived for non-profit housing developers.

The Board followed up with questions and concerns – such as rapid rehousing for veterans – regarding the results presented in the CAPER. The Board offered adulation to the Housing staff and the agencies present in the audience.

**Community Development Block Grant (CDBG) Pre-Planning Public Hearing – Housing Division**

The item was introduced by Chair Kadau. The presentation was given by staff member Ms. Arrow Woodard, discussing the Action Plan that includes funding allocations for the Home Investment Partnership (HOME) Program, the State Housing Initiatives Partnership (SHIP) Program, and the City’s portion of funding from the Pinellas County Housing Trust Fund (HTF). The Board was asked to identify community problems and needs, and to suggest ways to utilize funds. There is an estimated total of $1,594,800 for fiscal year 2019-2020. The Board agreed with staff’s recommendation on the top three priority goals in the Five-Year Strategic Plan: providing/preserving affordable housing; ending homelessness; and assisting residents who have special needs. Furthermore, the Board agreed to staff’s recommendation on the funding allocation amount to publish in the Notice of Funding Availability (NOFA) for capital project applications and the priorities for application funding.

The Board followed up with question and concerns such as, the construction of sidewalks where safety is a great concern, and the criteria weighting for subrecipient (agency) capital projects. A suggestion was made to change on item on the scoring rubric from the giving priority to projects that have not received funding in the past two years, to projects that have a proven track record of implementing projects successfully. Ms. Woodard indicated that sidewalk installation projects are eligible under CDBG in low- and moderate income areas; however, CDBG has limited funding that would be insufficient to fund large sidewalk projects.

A copy of the CDBG Application Scoring Rubric has been attached to the minutes per Ms. Broihier’s request.

The Board offered adulation to the Housing staff and the agencies present in the audience.
Board member Broihier made a motion to approve staff’s recommendation to utilize CDBG funds through the identified community/housing problems, needs and suggestions, the allocation to be published, and the priorities for application funding. Board member Gatewood seconded the motions, and as such recommendations for the Community Development Block Grant (CDBG) Action Plan for fiscal year 2019-2020 was approved unanimously 7-0.

Draft: 2019 CDAB/CRAAB Meeting Calendar – Katrina Lunan-Gordon, Planner (Formal Recommendation)

The item was introduced and presented by staff member Ms. Katrina Gordon. The 2019 CDAB/CRAAB meeting schedule was motioned by Board member Gatewood and seconded by Board member Peoples. The motion was approved 7-0.

Items from Member of the Board

Vice Chair Cruse inquired about sidewalks specifically on Starkey Road.
The Board has inquired and would like to hear more and/or have a workshop on the following:
   1. Sidewalks being added or the lack thereof in the City of Largo; and
   2. Homestead Exemption workshop.

Elections of Officers (Chair and Vice Chair)
The Board selected Vice Chair Curse as Chair and Board member Gatewood as Vice Chair. Motion was made by Board member Peoples and seconded by Board member Broihier. The motion was approved 7-0.

Next Meeting Date

The next meeting will take place Monday, January 28, 2019.

Adjournment

Chair Kadau adjourned the meeting at 8:53 pm.

Attachment: CDBG Application Scoring Rubric
# CDBG Application Scoring Rubric

## 2019-2020 Subrecipient Grant Cycle

### Project Eligibility:  
- **Yes**  
- **No**  

*(If NO-STOP evaluation)*

<table>
<thead>
<tr>
<th>Consistent with Consolidated Plan Goals</th>
<th>0</th>
<th>15</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project is not consistent with the Con. Plan Goals.</td>
<td>The project is consistent with one or more of the CDBG Consolidated Plan Goals.</td>
<td>The project supports at least one of the three top priority CDBG Con. Plan Goals: Affordable Housing, Homelessness, and/or Special Needs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Value</th>
<th>0</th>
<th>15</th>
<th>30</th>
</tr>
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<tbody>
<tr>
<td>The project is not necessary for the provision or expansion of services.</td>
<td>Project is necessary to continue providing services.</td>
<td>Project expands or improves the provision of services.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Located in Largo City Limits:</th>
<th>0</th>
<th>10</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project is not in City Limits and the agency requested more than the proportion of Largo clients served.*</td>
<td>Project is not in City limits and the agency requested equal to or less than the percent of clients from the City of Largo.</td>
<td>Project is in the City of Largo.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past Experience</th>
<th>0</th>
<th>5</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency does not have past experience managing grant-funded projects or projects/programs have a history of delays or reporting issues.</td>
<td>Agency has experience managing grant funded projects/programs, but has had some delays or issues while managing the projects/programs.</td>
<td>Agency has experience managing grant funded projects/programs and has a track record of effectively completing projects and project reports.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeframe for Completion:</th>
<th>0</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project cannot be finished by September 30, 2019.</td>
<td>Project can be finished by September 30, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

*Must be able to demonstrate that no similar service is located in the City to be eligible or that the percent requested is comparable to the percent of Largo clients served when other recent projects funded through other sources are included to be eligible.

Total Score: ____________________ / 100 points
<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Organization</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Community Room, Largo City Hall
6:00 PM
Monday, December 17, 2018
Community Development Advisory Board (CDAB)
Attendance Sheet
To: Community Development Advisory Board Members
From: Matthew Anderson, Housing Manager
Arrow Woodard, Housing Grant Specialist
Date: January 3, 2019
Subject: 2019-2022 STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)

Request Summary

The City of Largo receives an annual grant entitlement from the State of Florida through its State Housing Initiative Partnership (SHIP) Program for affordable housing. In order to receive these funds, the City must adopt a plan every three years that outlines the programs (strategies) that will be used during that time period with SHIP funds. The next three year plan covers SHIP program years 2019-2022, and would take effect with the new SHIP grant year on July 1, 2019. Staff requests review of the LHAP and a recommendation of approval to the City Commission.

The City is not removing or adding any new strategies (programs) to the LHAP when compared to the currently adopted LHAP. However, several changes are recommended, which are outlined in the attached table. A full copy of the draft LHAP will be made available electronically for review.

Once reviewed by the Community Development Advisory Board, the LHAP will be presented to the City Commission at the February 12, 2019, Work Session, and then brought for adoption in March. The City is required to publish a 30-day public comment period for the draft. This 30-day period will start on January 11, 2019 and will run through February 11, 2019. After adoption in March, the LHAP is routed to the Florida Housing Finance Corporation, the State agency that operates the SHIP Program, for review and approval.

Staff also plans to make the applicable policy changes outlined in the attached table to the currently adopted 2016-2018 LHAP to maintain consistency in funding awards for unexpended grant funds covered by the existing LHAP.

REQUESTED ACTION: Staff requests a recommendation of approval to the City Commission of the 2019-2022 SHIP LHAP.

Attachment: SHIP LHAP Policy Comparisons Table
<table>
<thead>
<tr>
<th>Current LHAP</th>
<th>Proposed 2019-2022 LHAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting List Priorities organized by Special Needs/Non-Special Needs and then by income level for all Strategies.</td>
<td>Waiting Lists vary depending on each strategy: <strong>Owner-Occupied Housing Rehabilitation</strong>: Emergency Needs, Special Needs Accommodations and then by income level <strong>Home Replacement</strong>: Special Needs and then by income level <strong>Purchase Assistance</strong>: First qualified, first-eligible <strong>Rental Eviction Prevention</strong>: First qualified, first-eligible <strong>Rental &amp; Utility Start-Up Program</strong>: Prioritization from the homeless Coordinated Entry System. <strong>Disaster Assistance</strong>: Emergency Repairs, Repairs to mitigate residual damage. Within those categories - Special Needs &amp; Very Low income receive priority.</td>
</tr>
<tr>
<td>Owner-Occupied Rehab: Allows home additions.</td>
<td>Owner-Occupied Rehab: Allows home additions only for extreme overcrowding. The cost for home additions will be provided under the loan terms of the Owner-Occupied Home Replacement Program (not forgiven).</td>
</tr>
<tr>
<td>Owner-Occupied Rehab: Demolition forgiven after first two years.</td>
<td>Owner-Occupied Rehab: Removed this section – not applicable to rehabilitation projects.</td>
</tr>
<tr>
<td>Owner-Occupied Rehab, Replacement, Purchase Assistance, AHD Homebuyer Assistance: If no longer owner-occupant, balance of loan is due and payable.</td>
<td>Added language to these strategies that the heir may assume the loan if the heir is income eligible and will be the owner-occupant as their primary residence.</td>
</tr>
<tr>
<td>N/A</td>
<td>Owner-Occupied Rehabilitation &amp; Owner-Occupied Home Replacement: Clarified existing policy that sidewalk installation as part of site work is provided as a grant.</td>
</tr>
<tr>
<td><strong>Purchase Assistance</strong>: Maximum Awards: $37,500 – Very Low Income, $27,500 Low Income, and $12,500 Moderate Income</td>
<td><strong>Purchase Assistance</strong>: Maximum Awards: $36,500 – Very Low Income, $26,500 Low Income, and $11,500 Moderate Income (removed processing $1,000 fee – must be counted as Administration rather than project cost)</td>
</tr>
<tr>
<td><strong>Purchase Assistance</strong>: First-Time Homebuyer defined as not having owned and occupied a unit as a personal residence within 3 years.</td>
<td><strong>Purchase Assistance and Owner-Occupied Affordable Housing Development (AHD)</strong>: Same definition, but added exceptions for: applicants whose dwelling was destroyed as a result of a declared disaster or other such event (ex. Fire) or a spouse fleeing domestic violence.</td>
</tr>
<tr>
<td><strong>Purchase Assistance</strong>: No contribution requirement.</td>
<td><strong>Purchase Assistance</strong>: $1,000 contribution (includes any pre-paid items)</td>
</tr>
<tr>
<td>Current LHAP</td>
<td>Proposed 2019-2022 LHAP</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>Owner-Occupied AHD:</strong> Added an explanation that Habitat for Humanity projects typically do not require homebuyer assistance (downpayment) because of the favorable lending terms Habitat provides (0% first mortgage).</td>
</tr>
<tr>
<td><strong>Owner-Occupied AHD:</strong> Homebuyer Assistance (downpayment) Maximum Award: $50,000 (included processing costs).</td>
<td><strong>Owner-Occupied AHD:</strong> Homebuyer Assistance Maximum Award: $46,500 ($45,000 loan + related costs) for Very Low and Low Income Homebuyers and $36,500 ($35,000 loan + related costs) for Moderate Income.</td>
</tr>
<tr>
<td><strong>Owner-Occupied AHD Program:</strong> Included full details on Equity Sharing provision to retain unit affordability and had a 5 year period for equity sharing.</td>
<td><strong>Owner-Occupied AHD Program:</strong> Provided a summary of the equity sharing provision and increased the period of time for the equity sharing provision to 10 years to extend the affordability period.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> Maximum Award: $750,000 per project, and not to exceed $250,000 per unit.</td>
<td><strong>Rental AHD:</strong> Maximum Award: Not to exceed $250,000 per unit.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> Deferred Mortgage and forgiven after 15 years.</td>
<td><strong>Rental AHD:</strong> Low Income (51-80% median income) - Payback mortgage starting 3 years from project completion. Very Low Income (&lt;50% median income) – Deferred Payment Loan – forgiven after affordability period.</td>
</tr>
<tr>
<td><strong>Rental AHD:</strong> 0% interest</td>
<td><strong>Rental AHD:</strong> 0% if a 30-year affordability period is used, 2% if a 15-year affordability period is used.</td>
</tr>
<tr>
<td><strong>Rental &amp; Utility Start-Up Program:</strong> Selection Criteria: First qualified, first-served basis</td>
<td><strong>Rental &amp; Utility Start-Up Program:</strong> Added that clients will be referred through the Countywide Homeless Coordinated Entry System.</td>
</tr>
<tr>
<td><strong>Disaster Strategy:</strong> Included 5 types of funding uses.</td>
<td><strong>Disaster Strategy:</strong> Reduced to 3 main types of funding uses and then included an item that allows for other activities as proposed by the City and Florida Housing Finance Corporation.</td>
</tr>
<tr>
<td><strong>Disaster Strategy:</strong> Maximum Award: $20,000</td>
<td><strong>Disaster Strategy:</strong> Maximum Award: $15,000</td>
</tr>
<tr>
<td>N/A</td>
<td><strong>LHAP Incentive Strategies:</strong> Added a new strategy to include the City’s new Code Lien Forgiveness Program for non-profit affordable housing developers.</td>
</tr>
</tbody>
</table>
To: Community Development Advisory Board Members
From: Matthew Anderson, Housing Manager
Arrow Woodard, Housing Grant Specialist
Date: January 9, 2019
Subject: PROPOSED AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN

Request Summary

As a recipient of federal grant funds from the U.S. Department of Housing and Urban Development (HUD), the City is required to have an adopted Citizen Participation Plan. The Citizen Participation Plan has specific requirements outlined in HUD regulations to allow for public input into planning and performance of HUD-funded programs. The Citizen Participation Plan was first adopted in 1988, and was most recently amended in 2008.

Staff has prepared a substantial revised version of the Citizen Participation Plan and is requesting Community Development Advisory Board (CDAB) review and recommendation for approval to the City Commission of these amendments. The following items listed below account for the substantial changes included in the amended version of the Citizen Participation Plan:

1. **Removal of Items Unrelated to HUD Projects/Programs:**
   - Removed Items related to the SHIP Program
   - Removed CDAB responsibilities unrelated to HUD Programs (ex. Review of Community Development Department and Engineering plans, budgets and fees).

2. **Revisions to Community Development Advisory Board Participation:**
   - Revisited the requirement of some of the public hearings be part of CDAB meetings and replaced it with language permitting public hearings to be held separately or as part of CDAB meetings to allow more flexibility on the format and forum for these public hearings.
   - Added CDAB in the review process for Assessments of Fair Housing.

3. **Added a Section for Assessments of Fair Housing (AFH):**
   - This is a newly HUD-required section. The section includes information about the required public hearings and public comment periods.

4. **Changes to the Consolidated Plan/Action Plan Substantial Amendment Criteria:**
   - Existing substantial amendment criteria was clarified.
   - Added a policy that, if in the event of a natural disaster or other large-scale emergency, funds may be allocated to eligible activities to assist with disaster relief without triggering a substantial amendment with approval from the Largo City Commission.
A copy of the draft amended Citizen Participation Plan will be provided electronically for reference.

REQUESTED ACTION: Staff requests a recommendation of approval to the City Commission for adoption of the proposed amendments to the Citizen Participation Plan.
To: Community Development Advisory Board Members
From: Richard Perez, AICP, Planning Manager
Date: January 18, 2019

Subject: Nonconforming Sign Amortization Date

The City of Largo sign code underwent a major revision in 2007 to improve the aesthetic appearance of the City by adopting standards to require all new freestanding signs to be monument signs. Existing signs that did not meet the new standards became nonconforming, but were allowed to remain through an amortization period that ends on June 5, 2019. Over the past 12 years, the reduction in the number of nonconforming signs has been achieved with the removal and replacement of nonconforming freestanding signs with monument signs. While the transformation of the City's major corridors through removal of visual clutter has been noticeable as the City redevelops and businesses reinvest in their properties, staff estimates that there may be as many as 567 individual properties with a variety of nonconforming freestanding signs that could be impacted by the June 5, 2019 amortization date. At the September 11, 2018 Work Session, the City Commission expressed concerns over potential financial and other impacts to properties that have not yet brought their freestanding signs into conformance with the code. They gave direction to staff to prepare alternative approaches to the outright amortization of nonconforming signs while continuing to require their removal under certain circumstances.

Community Development staff worked with the City Attorney to develop alternative approaches and presented them to the City Commission at the November 13, 2018 Work Session. The Commission indicated through general consensus that staff prepare an amendment to the Comprehensive Development Code (CDC) that repeals the amortization date for nonconforming signs and include additional sign regulation provisions that would enable staff to proactively work with property owners to bring nonconforming freestanding signs into conformance on a case-by-case basis.

Currently, the CDC requires freestanding signs to be brought into conformance under the following scenarios:

- **Removal due to vacancy** – When a commercial property becomes vacant, the sign on the property is considered to be abandoned. The property owner is given a 90-day notice to have a business with a valid Business Tax Receipt (BTR) operating at the property, or the sign must be removed.
- **Removal due to damage** – When a sign is determined to be damaged, it must either be repaired (if the cost to restore the damaged sign is 25% or less of the replacement cost for a conforming sign) or removed if not repaired within 90 days.
- **Redevelopment** – Properties that undergo full scale site plan review and receive a development order are required to bring all aspects of a site into compliance, including signage.

The June 5, 2019 amortization date would trigger Code Enforcement action against all property owners that have not removed any nonconforming freestanding signs. Eliminating the amortization date will allow nonconforming freestanding signs to remain until such time that specific provisions in the sign code that require removal are triggered.
If approved, the proposed ordinance will require nonconforming signs to be removed on a case-by-case basis for the following reasons:

- Work requiring a sign permit (current requirement amended) – Any modifications or repairs to the nonconforming sign that require a permit.
- Changes to the Master Signage Plan (current requirement amended) – Any changes to the Master Signage Plan as a result of adding or modifying signage on a property.
- Removal due to vacancy (current requirement amended) – When a commercial property becomes vacant, the sign on the property is considered to be abandoned or when a multi-tenant commercial property with a nonconforming sign that is dedicated to individual tenants is sixty percent (60%) or more blank. The property owner will be given a 30-day notice to have a business with a valid Business Tax Receipt operating at the property, or the sign must be removed.
- Removal due to damage (current requirement amended) – When a sign is determined to be damaged such that it requires a permit to be repaired.
- Redevelopment (current requirement) – Properties that undergo full scale site plan review and receive a development order are required to bring all aspects of a site into compliance, including signage.

A new provision is included to allow abandoned conforming signs, due to vacancy of a business, to remain for up to 180 days with appropriate temporary covering. This provision is intended to allow existing conforming signs to remain for a longer period of time while working towards re-occupying tenant space.

Additionally, revision to the maintenance of signs are proposed to ensure that signs meet a minimum standard to ensure good aesthetic appearance and safe condition. The revisions will provide more clarity for property owners and for the Community Standards Division staff, which enforces the code.

**Requested Action:** It is requested that the Community Development Advisory Board provide a recommendation to the City Commission on the approval of the proposed ordinance to amend the aforementioned sections of the CDC, to establish and provide appropriate regulatory standards for nonconforming signs in the City of Largo.

**Attachment(s):** Proposed Numbered Strike-through/Underlined Ordinance No. 2019-26
ORDINANCE NO. 2019-26

AN ORDINANCE OF THE CITY OF LARGO, FLORIDA AMENDING
THE CITY OF LARGO COMPREHENSIVE DEVELOPMENT CODE
CHAPTER 12 SIGN STANDARDS BY AMENDING SECTION 12.4.4 C.,
ENTITLED "MAINTENANCE OF SIGNS" AND SECTION 12.6
ENTITLED "NONCONFORMING, ABANDONED AND DAMAGED
SIGNS" TO REVISE THE REQUIREMENTS AND STANDARDS FOR
COMPLIANCE WITH SIGN STANDARDS; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Largo City Commission has adopted the Comprehensive Development Code
("CDC") which encompasses all of the City's land development regulations; and

WHEREAS, the CDC is intended to regulate and protect the health, safety, and welfare of the
citizens of Largo through reasonable, consistent and non-discriminatory sign standards, and to implement
the City's Comprehensive Plan; and

WHEREAS, the City Commission of the City of Largo, Florida, adopted Ordinance No. 2007-27
on June 5, 2007, which provided for the amortization over a ten (10) year period of existing pole signs
made nonconforming by the adoption of the ordinance; and

WHEREAS, the City Commission of the City of Largo, Florida, adopted Ordinance No. 2014-72
on August 19, 2014, which extended the amortization period for existing nonconforming pole signs for an
additional two (2) years; and

WHEREAS, the City Commission wishes to continue to prohibit nonconforming, damaged and
abandoned signs;

WHEREAS, the City Commission wishes to continue to protect the safety of motorists,
pedestrians, and others from distraction caused by signs;

WHEREAS, the City Commission finds that some signs, particularly large signs, detract from the
aesthetic beauty of the landscape and the City Commission wishes to preserve the aesthetic beauty of
the City of Largo;

WHEREAS, the regulation of signage for purposes of aesthetics has long been recognized as
advancing the public welfare;

WHEREAS, the City Commission wishes to continue to restrict the height and size of particular
signs and that such restrictions advance the City's goal of preserving the aesthetic beauty of the City of
Largo;

WHEREAS, the City Commission recognizes that pending amortization date may be a challenge
for some business owners within the City of Largo who must balance the repair costs of existing,
damaged, nonconforming signs against the replacement costs of a conforming sign; and
WHEREAS, the City Commission recognizes and supports the need to eliminate the nonconforming sign amortization period while providing sufficient provisions to ensure the eventual conformity of all signs with the City’s sign code; and

WHEREAS, the City Commission determines that it is in the best interest of its residents, businesses and visitors to amend the CDC to clearly address the maintenance of signs and the treatment of nonconforming, abandoned and damaged signs.

NOW, THEREFORE, THE CITY OF LARGO CITY COMMISSION HEREBY ORDAINS:

SECTION 1. That the above recitals are true and correct and are incorporated by reference as the findings of the City Commission.

SECTION 2. That Section 12.4.4 C of the Comprehensive Development Code is hereby amended to read as follows:

C. Maintenance of signs - All visible portions of a sign and its supporting structure shall be maintained in a safe condition, so as not to be detrimental to public health and safety, and in neat appearance according to the following:

1. Signs shall be structurally sound, kept in a vertical, upright position and securely attached to the applicable supporting foundation at all times.
2. If the sign is lighted, all lights shall be maintained in working order and functioning in a safe manner.
3. Internal electrical, mechanical or structural components shall not be exposed.
4. Exposed surfaces shall be clean and free of rust, dents and holes.
5. If the sign is painted, the painted surface shall be kept in good condition and shall not be peeling or flaked.
6. Every sign shall be kept in such manner as to constitute a complete or whole sign.
7. No trash shall be allowed to accumulate in the area around a freestanding sign and all weeds shall be kept out. Landscaping shall be properly maintained according to Chapter 10 landscape standards and/or an approved development order.
8. All applicable maintenance standards found in Chapter 18 of the CDC.

SECTION 3. That Section 12.6 of the Comprehensive Development Code is hereby amended to read as follows:

Section 12.6 Nonconforming, Abandoned and Damaged Signs

12.6.1 Nonconforming Signs

A. Objective - To have all previously permitted signs which no longer conform to the standards of this CDC (legal, nonconforming signs) within the City of Largo removed in an expeditious manner, while minimizing the cost associated with removal.

B. Applicability - Removal of all signs not nonconforming with the provisions of this Section shall be required when a period of twelve (12) years has passed since the date of the passage and adoption of this Section on June 5, 2007 by the Largo City Commission (amortization period). Sale of the property shall not relieve subsequent owners of the requirement to come into compliance within this amortization period. Allowable signage for developed properties shall be based on the underlying land use designation for the property. No freestanding signs shall be permitted on vacant and/or undeveloped property. The type, number, and dimensional standards for allowable signage shall be shown on a
master sign plan pursuant to the requirements of this Section.

C. Removal - Removal of all nonconforming signs shall also be required, prior to the completion of the
12-hour (24) year amortization period, when one or more of the following circumstances apply to a property
containing nonconforming signs:
(1) A Development Permit (DP) is required for work on a new or existing sign or its light source;
(2) A DO is required for development or (re)development of the property (e.g., a Level II Full Scale
Review as described under Section 3.1.2, above).

D. Exemptions - A Building Permit may be issued for the repair of a damaged, nonconforming sign if it is
damaged by any means, method or event such that the repair cost is twenty-five (25) percent or less of its
replacement value. The repair must be completed within ninety (90) days of the written notification from
the City of Largo. If the repair cost is more than twenty-five (25) percent of its replacement value, the sign
may not be repaired, reconstructed or restored for use except as a conforming sign in compliance with the
requirements of this chapter and the Florida Building Code. Replacement value is defined as the cost to
replace the nonconforming sign with a conforming sign in compliance with the requirements of this
chapter and the Florida Building Code. If the repair cost of a damaged, nonconforming sign governed by
this provision has been determined to be twenty-five (25) percent or less of the replacement value as
defined above, and the repair is not completed within ninety (90) days of the written notification from the
City of Largo, then the damaged, nonconforming sign must be replaced with a conforming sign.

E. Removing nonconforming signs
(1) Property owners may enter into an agreement with the City of Largo to remove any nonconforming
signs on their property prior to the conclusion of the required amortization period in Section 12.6.1 above.
Subsequent to entering into an agreement and the approval of a new master signage plan, development
permits may be issued for the property. Nonconforming signs shall be brought into conformance within
ninety (90) days after entering into the agreement.
(2) Properties annexed into the City are granted a ten (10) year amortization period, from the date of
annexation, in order to come into compliance with this Section.

12.6.2 Abandoned and/or Damaged Signs

A. Objective - To have all abandoned or damaged signs within the City of Largo removed in an
expeditious manner, while minimizing the costs associated with removal.

B. Applicability - Any abandoned sign must be removed by the sign owner within ninety (90) days after
written notification from the City of Largo.

C. Requirements
(1) Damaged sign - Any damaged sign must be repaired or replaced by the sign owner within ninety (90)
days after written notification from the City of Largo.
(2) Abandoned conforming sign - Any sign conforming with the requirements of this Chapter, pertaining to
or associated with an event or business which is no longer ongoing and which has been inactive or out of
business for a period of ninety (90) consecutive days or longer shall be removed by the sign owner within
ninety (90) days after written notification from the City of Largo.

a. Exception - A conforming sign that is abandoned can remain for 180 consecutive days as long as the
name of the business is no longer visible on the sign face by replacing the sign copy with a blank face or
covering the sign with a temporary covering, such as a sign cover, sign banner or sign bag. Such sign
coverings shall be weather resistant and maintained in good condition.
b. On a property with multiple tenants with a sign dedicated to the individual tenants, if the sign is sixty
percent (60%) or more blank for a period of ninety (90) days or more, it shall be removed. If the sign
otherwise conforms with the requirements of this Chapter, the property owner shall be given ninety (90)
days after written notice from the City, to bring the sign into compliance with all requirements of this
Chapter. If the sign is a nonconforming sign, it shall be removed within thirty (30) days after written notice.
form the City.

(3) Nonconforming abandoned and/or damaged signs --

a. Any damaged nonconforming sign that requires a permit to be repaired shall be removed within thirty (30) days after written notification from the City of Largo.

b. Any abandoned nonconforming sign pertaining to or associated with an event or business which is no longer ongoing and which has been inactive or out of business for a period of thirty (30) consecutive days or longer shall be removed within thirty (30) days after written notification from the City of Largo.

SECTION 4. That all ordinances or parts thereof inconsistent herewith are hereby repealed and superseded.

SECTION 5. That it is the intention of the City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.

SECTION 6. That this ordinance shall become effective immediately upon its final passage and adoption.

APPROVED ON FIRST READING______________________________

PASSED AND ADOPTED ON
SECOND AND FINAL READING______________________________

CITY OF LARGO, FLORIDA

__________________________
Louis L. Brown, Mayor

ATTEST:

__________________________
Diane Bruner, City Clerk
To: Community Development Advisory Board Members
From: Staff Task Team
Date: January 18, 2019
Subject: Regulation of Short Term Vacation Rentals

State preemption of short-term vacation rentals:
Local laws, ordinances, or regulations may not prohibit vacation rentals or regulate the duration or frequency of their rental. § 509.032(7)(b), Fla. Stat.

What is a “short-term vacation rental”?
Any condo, single-family home, or multi-family home which is rented to guests more than three times in a calendar year for periods of less than 30 days or one calendar month (whichever is less), or which is advertised or held out to the public as a place regularly rented to guests. §§ 509.242(1)(c); 509.013(4)(a)1., Fla. Stat.

In light of the preemption, what can the City regulate?
So long as the regulation does not have the effect of prohibiting or regulating the duration or frequency of the vacation rental, then it would be permissible despite the preemption.

Examples of permissible local government regulations:
1. Maximum occupancy limits
2. Noise and parking requirements for vacation rentals specifically
3. Minimum life/safety requirements
4. Requiring registration with the City
5. Requiring a local “Designated Responsible Party,” i.e. property manager
6. Requiring a Business Tax Receipt
7. Requiring certificate of registration from the Florida Department of Revenue for collecting and remitting tourist development taxes, sales surtaxes, and transient rental taxes
8. Requiring a license as transient public lodging establishment from the Florida Department of Business and Professional Regulation
9. Requiring affidavits of compliance with city codes and ordinances and other state and federal laws

Examples of impermissible local government regulations:
1. Distance separation requirements between vacation rentals
2. Limiting the number of vacation rentals with the City
3. Any regulations which would have the effect of prohibiting vacation rentals where residential uses are otherwise allowed
City Commission Workshop

On November 13, 2018, the City Commission considered preemption and various categories of permissible regulations. As a result of this discussion, the City Commission directed Legal to prepare a proposed ordinance with only the following permissible regulations:

- Maximum occupancy limits based on the definition of “bedroom” found in § 381.0065(2)(b), Fla. Stat.
- Parking requirements
- Minimum life safety requirements
- Local “designated responsible party” capable of being on the property within 2 hours, and the posting of the designated responsible party’s contact information on the exterior of the short-term vacation rental unit

The City Commission desired to avoid any kind of registration with the City, Business Tax Receipt requirement, or requirement of state licensure.

Recommendations from Staff Task Team

After the City Commission workshop, the City convened a team of staff members representative of the Police Department, Fire Rescue, Code Enforcement, Planning, and Permitting. Team meetings were facilitated by representatives of Legal and Intergovernmental Relations. The team met several times from December 2018 through January 2019 to discuss potential issues with the implementation of the proposed ordinance as requested from the City Commission. As a result, the team had the following recommendations:

- Base occupancy limits on gross square footage as opposed to bedrooms
- Require all short-term vacation rental units to register with the City’s Emergency Decal System, and use the Decal as opposed to posting of designated responsible party contact information
- Require an internal posting with emergency information and other information regarding parking, trash, noise, etc.
- Require BTRs for all single-family residential rentals (both long-term rentals and short-term vacation rentals) or do not require BTRs for any single-family residential rentals

Requested Action: CDAB members, please give us your feedback on the proposed ordinance and the Staff Task Team’s recommendations.