

**CITY OF PALMETTO**  
**CITY COMMISSION WORKSHOP MEETING**  
**April 6, 2015**  
**4:30 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor  
Brian Williams, Vice Mayor, Commissioner, Ward 3  
Tamara Cornwell, Commissioner-at-Large 2  
Jonathan Davis, Commissioner-at-Large 1  
Tambra Varnadore, Commissioner, Ward 2

Elected Officials Absent:

Harold Smith, Commissioner, Ward 1

Staff Present:

Mark Barnebey, City Attorney  
Jim Freeman, City Clerk  
Scott Tyler, Chief of Police  
Javier Vargas, Deputy Director Public Works  
Debra Woithe, City Planner  
Amber Foley, Assistant City Clerk

Mayor called the meeting to order at 4:33 pm

1. ORDINANCE 2015-03 CEMETERY

Ms. Foley explained to Commission that it was in the best interest to re-write the City's entire Chapter 9, Cemeteries. She went over the changes in the new versus the old Chapter 9 which are:

- Section 9-1 from old Chapter—Deleted and replaced with the definition section from old Chapter (Section 9-3)
  - Definitions added:
    - Burial Permit
    - Burial Right Certificate
    - Casket Vault
    - Defined City Cemeteries
    - Deed
    - Urn Vault
- Section 9-2-Remained same as old Chapter
- Section 9-3 was Definitions in old Chapter which is now going to be Section 9-1
- Section 9-3 is now Management and Supervision which was old Section 9-4  
No Changes
- Section 9-4 is now old Section 9-5; following changes:
  - New a) was old d)—no changes
  - New b) was old a)—added that the Fee Schedule is published in the Supplemental Rules and Procedures
  - New c) was old b)---added "or transfer"
  - REMOVED old e) and created a new d)
  - New e) was old c) changed title to Transfer by Burial Right Certificate and created a new section all together
  - f) and g) are same as old Chapter and are awaiting more legal review
  - h) and i) are same as old Chapter with no changes made
- Section 9-5 is now old Section 9-6:

- a) Remained same
  - b) Same
    - 1) Same
    - 2) Added "or designee", deleted "verbal consent"
      - a) through f) same
      - Added a new g)
    - 3) Added interment language and changed max capacity
    - 4) Added language regarding the certification for cremain burial
  - c) Same
  - d) Same
  - e) Language added the for the allowance of a vault company director to certify a cremain burial
  - f) Same
- Section 9-6 is now old Section 9-7
    - a) Same
      - 1) Same
      - 2) Changed "urn" to "cremains"
      - 3) Same
    - b) through e) remained the same
  - Section 9-7 is now old Section 9-8 with no changes made
  - Section 9-8 is now reserved

Commissioner Varnadore questioned Attorney Barnebey about the allowance of scattering of ashes in the cemetery as opposed to burying inside a vault into the ground. Attorney Barnebey will do further research to understand if this is allowable. Ms. Foley was asked to contact a crematory and/or funeral director to determine if they have ever come across the scattering of ashes in a cemetery instead of a burial.

This Ordinance is on the 7:00 p.m. agenda for a first read with a public hearing for May 4<sup>th</sup> to allow for legal review of the deed process for the cemetery.

## 2. CITY'S GATEWAY SIGN GUIDELINE

Mr. Freeman summarized what was discussed at the last meeting which included:

- The fee for advertisement,
- The timing between each slide shown on the sign,
- The resolution being a benchmark for all future electronic signs installed in the City,
- The non-profit language is more generic now,
- The sign is limited for advertisement of events within the City only,
- A date stamp will be added to the application for advertisement submitted to the City
- Language was removed from the application that states the money collected for advertisement would be set aside and used for the maintenance of the sign and landscaping,
- Changing gateway sign criteria,
- Adding a signature block at the end for which staff member accepted the application for advertisement,
- And the addition of language to request that all slides submitted to the City be made in PowerPoint format.

Mr. Freeman explained that these changes as summarized will be made; however, they are not reflected in tonight's documents.

Staff performed research comparing other jurisdiction's fees for advertising on their electronic signs and determined that majority were anywhere from \$50 to \$150 a week. Mr. Freeman is proposing to increase the fee for the City of Palmetto from \$50 a week to \$75 a week, and from \$100 for two weeks of advertisement to \$150 for two weeks.

Commissioner Varnadore is not in favor of increasing the price for advertising and would like to keep it at the \$50 for a week or \$100 for two weeks for advertising.

Discussion on the timing for slides ensued. Originally, the timing was approved for 16 seconds and was recently lowered to 10 seconds per slide as a trial to see how Commission liked it. The standard is usually 7.5 to 8 seconds a slide. Mayor would like to see the sign modified to 8 seconds for now and if complaints are received the City will increase to 10 seconds. Discussion ensued regarding 8 seconds versus 7.5 seconds. Mr. Freeman was asked to change the sign to 7.5 seconds by the end of the week and notify Commission. If complaints are received, he will increase to 10. If 7.5 seconds is something Commission would like after a trial, the Electronic Message Sign Standards can be modified.

Discussion ensued regarding other advertising on the City sign for events that do not occur within the City's limits. Commissioner Cornwell requested a copy of the City sponsored events list. A question was raised regarding the allowance of a for-profit organization to advertise on the sign for an event where the funds raised will go to support a non-profit group.

Debra Woithe, City Planner, reviewed the Electronic Sign Policy as recently adopted. She reminded Commission that currently the display image shall not change more frequently than once every 16 seconds. City staff has timed the visibility of the gateway sign at different times of the day. During lighter traffic, the sign is visible for anywhere between 8 and 11 seconds; during heavier traffic it was visible for over 40 seconds. If Commission agrees with the 7.5 trial that will be done next week, the Policy can be modified. Mrs. Woithe discussed the resolution stating that the pitch is the distance between pixels and the matrix is the number of pixels. The smaller the pitch and the larger the matrix is what makes a better resolution. Currently there are no restrictions in sign regulations that Mrs. Woithe researched. The Pet's Life electronic sign's pitch is 16 MM and the City's electronic sign's pitch is 10 MM. Mayor Bryant would like to see the Policy amended to include a minimum pitch for electronic signs in the City to match that of the gateway sign at 10 MM; Commissioner Davis agreed.

Mrs. Woithe discussed some modifications that may need to be made to the City's Sign Code in the future which include the spacing of signs so that drivers do not see more than one electronic sign at a time (approximately 2,500 feet between electronic/digital signs) and to not allow questions to be asked on electronic signs so as to not engage drivers.

Two changes to be made to the Policy are the time change from 16 to 7.5 seconds and the addition of a number 8 requirement to the current Electronic Message Sign Standards of a minimum pitch of 10 MM (to match that of the City's sign). Mrs. Woithe will make these changes to the Policy and bring forward for a standard adoption. Attorney Barnebey opined that Commission may want to look at a size of electronic signs and create a standard.

Attorney Barnebey explained that the Sign Code will need to be amended to reflect electronic signs.

Mayor Bryant adjourned the meeting at 6:01 p.m.

Minutes approved: April 20, 2015

*James R. Freeman*

James R. Freeman, City Clerk