



**MEETING AGENDA
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, AUGUST 19, 2026 AT 6:00 PM**

1. MEETING CALLED TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. MINUTES

3.A Approval of the June 17, 2026 Planning Advisory Board (PAB) Meeting minutes.

3.B Approval of the July 15, 2026 Planning Advisory Board (PAB) Meeting minutes.

4. OLD BUSINESS

5. NEW BUSINESS

6. PUBLIC HEARINGS

6.A Public Hearing - Proposed Ordinance # 26-21 - Land Development Code Text Amendment (Section 14-3-16: Level of Review Required and 14-3-29: Conditional Uses)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-1; AMENDING 14-3-16, TABLE 3-1 TO DESIGNATE THE CITY COMMISSION AS A REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD PROVISIONS FOR SITE PLAN WAIVERS, DESIGNATING THE CITY COMMISSION AS THE APPROVAL BOARD FOR CONDITIONAL USES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

6.B Public Hearing - Proposed Ordinance # 26-20 - Land Development Code Text Amendment (Section 14-11: Signs)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; ADDING 14-11-6.B REQUIRING BTRS; UPDATING 14-11-9.B TABLE 11-3; UPDATING 14-11-11.A TABLE 11-5; ADDING MINOR CLARIFICATION LANGUAGE THROUGHOUT; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

7. DISCUSSION

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

In accordance with Florida Statutes §286.105, any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

Planning Advisory Board – August 19, 2026

In accordance with Florida Statutes §286.26, any person needing assistance to participate in any of these proceedings should contact the Office of the City Clerk in writing at least 48 hours prior to the meeting at cityclerkemail@kissimmee.gov or by telephone at (407) 518-2308.

ITEM 3.A**Approval of the June 17, 2026 Planning Advisory Board (PAB) Meeting minutes.****Request**

Approval of the June 17, 2026 Planning Advisory Board (PAB) Meeting minutes.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Attachment(s):

1. 06.17.26 PAB Meeting Minutes



**MEETING MINUTES
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, JUNE 17, 2026 AT 6:00 PM**

1. MEETING CALLED TO ORDER

Members Present: Board Member Robert Bussiere, Board Member Lynda Roth, Board Member Thomas Kapp, Board Member Javin Lopez, Board Member Raymond Sanchez, Board Member Martin Levert

Staff Present: Ryan Altizer, Senior Planner, Doug Etheredge, Assistant Director, Kalanit Oded, City Attorney, Kayla Smith, Planning Technician, Courtney Harris Planner II, Junellyx Cartagena, Administrative Assistant II

Members Absent: Board Member Jon Arguello

Chairperson Robert Bussiere called the meeting to order at 6:00 p.m.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE After a Moment of Silence, Chairperson Robert Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

3.A Approval of the May 6, 2026 Planning Advisory Board (PAB) meeting minutes.

Board Member Lynda Roth made a motion to Approve. Board Member Raymond Sanchez seconded the motion.

AYE: Board Member Bussiere, Board Member Roth, Board Member Kapp, Board Member Lopez, Board Member Sanchez, Board Member Levert
NAY: None

Motion to Approve Passed 6 - 0.

3.B Approval of the May 20, 2026 Planning Advisory Board (PAB) meeting minutes.

Board Member Javin Lopez made a motion to Approve. Board Member Lynda Roth seconded the motion.

AYE: Board Member Bussiere, Board Member Roth, Board Member Kapp, Board Member Lopez, Board Member Sanchez, Board Member Levert
NAY: None

Motion to Approve Passed 6 - 0.

4. OLD BUSINESS

4.A Public Hearing - Conditional Use with Site Plan Waiver to establish child care, office, retail, restaurant, business and personal services at 617 N. John Young Parkway - CU26-0008

Senior Planner Ryan Altizer stated that the existing 2,064 sq. ft. building was built in 1985 and was originally used as Parks Furniture (DRC#85-039) and later used as The Hutch N' Such store for many years, and the parking space area will need to be restored to meet current standards through a separate restriping and repaving plan. She stated that this CU includes multiple uses that will provide flexibility to the property owner when a future tenant has been secured, and because the parking requirements will vary depending on the use, parking calculations must be provided with every Business License and Building Permit submitted, and if there is not sufficient parking available for each use(s), the Business License and Building Permit will not be approved until adequate parking is provided. She further stated that parking reductions and mixed-use incentives provided within the LDC may be appropriately applied and credited to satisfy minimum parking requirements, and there is space to add additional parking, expand the existing building, or add additional building(s) on the southern portion of the site, which will require an amendment to this Conditional Use.

Staff recommends approval for the following reasons:

1. Compliance with LDC Section 14-3-29(C)2, site plan waiver criteria for conditional use approval, as the loading, lighting and other site characteristics are not impacted and the existing parking can be restored with a restriping and repaving plan.
2. Compliance with LDC Section 14-3-29(F), general review criteria, for conditional use approval as the proposed conditions of approval, layout, compatibility, and public facility impacts of the project are within compliance of the Land Development Code.
3. Analysis for conditions of approval has been reviewed based on the criteria specified under LDC Section 14-3-29(G).
4. Compliance with LDC Section 14-5-4(D), Neighborhood Open (T4-O), which can consist of older neighborhoods where some residential uses have and will continue to transition to commercial. This designation also applies to areas between commercial corridors and lower intensity residential areas behind those corridors.
5. Compliance with LDC Table 5-1, Permitted Uses, Section 14-5-6, Site Standards, for T4-O zoned property in that child care, office, retail, restaurant, business service and personal services may be permitted with Conditional Use approval.
6. Compliance with Future Land Use Policy 1.2.9.2, Mixed Use -Downtown (MU-D) Designation, which recognizes the Downtown area as an activity hub anchored by government centers, retail and business districts, and quiet residential streets with restored structures. The City shall apply mixed-use future land use categories to the Downtown in sub-areas to achieve a greater specificity of redevelopment character commensurate with the adopted Downtown Kissimmee Community Redevelopment Area Plan Update. This property is located within the Medical Campus sub-area of the MU-D designation, which is centered on the hospital and medical uses area, and shall include residential uses to provide housing for area employees. The mix of uses in this sub-area shall be 5-25 percent residential, 75-95 percent non-residential, with a maximum project density and intensity of up to 40 du/ac and up to 6.0 FAR.

Staff recommends Approval Subject to the following conditions:

1. Approval of child care, office, retail, restaurant, business service, and personal service uses.
2. The establishment of uses on this site will be limited by the total number of parking spaces provided to accommodate the uses approved with this Conditional Use. Minimum required

parking for each use must meet the parking standards of Table 7-2 in LDC Section 14-7-22 and all state and federal ADA requirements. Parking reductions and mixed-use incentives provided within the LDC may be appropriately applied and credited.

3. Parking calculations must be provided with every Business License and Building Permit submitted. If there is not sufficient parking available for each use(s), the Business License and Building Permit will not be approved until adequate parking is provided.
4. Child care is subject to the conditions and standards of LDC Section 14-6-37, Child Care Facilities.
5. Any future development or expansions on this property will require an amendment to this Conditional Use approval and meet Form Based Code standards.
6. Restriping and Repaving plan must be submitted and approved prior to the approval of any Business Licenses or Building Permit.
7. A landscape buffer must be provided and maintained on the north property boundary that consists of a 6ft. solid fence, hedge, and understory trees.

Board members discussed with Staff concerns regarding the proposed Conditional Use and the surrounding area.

Ray Parsons, 111 E. Monument Ave., Kissimmee, FL 34741, addressed the concerns raised by the Board Members.

Board Member Raymond Sanchez made a motion to Approve. Board Member Lynda Roth seconded the motion.

AYE: Board Member Bussiere, Board Member Roth, Board Member Kapp, Board Member Lopez, Board Member Sanchez, Board Member Levert

NAY: None

Motion to Approve Passed 6 - 0.

5. NEW BUSINESS

6. PUBLIC HEARINGS

7. DISCUSSION

8. HEAR CHAIRMAN AND BOARD MEMBERS Ray Parsons, 111 E. Monument Ave., Kissimmee, FL 34741, addressed his concerns regarding the Board's / City process for moving projects forward.

9. ADJOURNMENT There being no further business to come before the Planning Advisory Board, Chairperson Robert Bussiere adjourned the meeting at 6:35 p.m.

Board Chairperson

ATTEST:

Board Clerk

In accordance with Florida Statute 286.0105, any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the office of the City Clerk at (407) 518-2309 prior to the meeting.

ITEM 3.B**Approval of the July 15, 2026 Planning Advisory Board (PAB) Meeting minutes.****Request**

Approval of the July 15, 2026 Planning Advisory Board (PAB) Meeting minutes.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Attachment(s):

1. 07.15.26 PAB Meeting Minutes



**MEETING MINUTES
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, JULY 15, 2026 AT 6:00 PM**

1. MEETING CALLED TO ORDER

Members Present: Board Member Robert Bussiere, Board Member Lynda Roth, Thomas Kapp, Board Member Javin Lopez, Board Member Raymond Sanchez, Board Member Martin Levert

Staff Present: Brenda Ryan, Planning Manager, Ryan Altizer, Senior Planner, Junellyx Cartagena, Administrative Assistant II, Curtis McGehee, Deputy City Attorney, Courtney Harris, Planner II

Members Absent: Board Member Jon Arguello

Chairperson Robert Bussiere called the meeting to order at 6:01 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE After a Moment of Silence, Chairperson Robert Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

4. OLD BUSINESS

5. NEW BUSINESS

- 5.A Public Hearing - Proposed Ordinance #26-16 - Amending the Zoning Map designation from Multiple Family Medium Density Residential (RC-2) to Residential Planned Unit Development (RPUD): Fortune Rd. Zoning Map Amendment - PUD-26-0003

AN ORDINANCE AMENDING ORDINANCE NO. 3129 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE, REZONING THE PROPERTY HEREINAFTER DESCRIBED, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

Senior Planner Ryan Altizer stated currently, this parcel has one existing agricultural building on it that is proposed to be demolished with the construction of the proposed Residential PUD, and in 2006 the parcel was rezoned from Agricultural (AC) to Mixed-Use Planned Unit Development (MUPUD), later in 2022 the MUPUD was rezoned to Multiple Family Medium Density Residential, RC-1, to bring it back into the City's Land Development Code (LDC) regulations, and in 2025 the parcel was rezoned to Multiple Family Medium Density Residential, RC-2, to ensure more flexibility that can facilitate reduced building coverage, which provides additional space for recreational amenities and stormwater management by allowing a greater height allowance. This Residential Planned Unit Development does not change the density or the number of residential units that would be allowed on this parcel; instead, this RPUD gives more flexibility to the developer in terms of development standards, and the PUD standards proposed that deviate from the LDC are intended to preserve the Bass Slough corridor along the western boundary

and to create different regulations for open space requirements. Those different regulations are to allow sidewalks within open space tracts, change the minimum open space width, allow amenities on waterways, stormwater and dry retention features, as well as alternatives for the required width of trails, and the PUD specifically establishes primary uses as multifamily residential, town homes, condos, assisted and independent living facilities.

Staff recommends Approval for the following reasons:

1. Compliance with Land Development Code Section 14-4-8(B) Residential Planned Unit Development (RPUD) which purpose is to permit land under unified control to be planned and developed for permanent residential occupancy with a greater amount of site design flexibility by removing some of the restrictions of conventional zoning.
2. Compliance with Land Development Code Section 14-3-28, Zoning map amendment to planned unit development, in regard to the submittal and review procedures and criteria to support an amendment.
3. Compliance with Comprehensive Plan Policy 1.2.1.3, Medium Density Residential Multiple Family Medium Density Residential (MF-MDR): This designation is intended to accommodate multiple family structures with a density of 10–20 units per acre. Lesser densities may be allowed in order to protect environmentally sensitive lands or to achieve greater consistency with surrounding land uses, including mixed-uses.
4. Compliance with Comprehensive Plan Policy 3.1.1.5, which aims to provide regulations that promote a variety of housing types.

Board members discussed concerns regarding the proposed Planned Unit Development (PUD), including its impact on the surrounding area.

John Ryan Adams with RJWA, Inc., 8 Broadway, Kissimmee, FL 34741, Agent for the Applicant, spoke on behalf of the Applicant regarding the Board Members' concerns.

Board Member Thomas Kapp made a motion to Approve. Board Member Raymond Sanchez seconded the motion.

AYE: Board Member Bussiere, PAB Board Member Kapp, Board Member Lopez, Board Member Sanchez, Board Member Levert
NAY: Board Member Roth

Motion to Approve Passed 5 - 1.

6. PUBLIC HEARINGS

7. DISCUSSION Board members and staff members had a discussion regarding further meetings and introducing new staff members

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT There being no further business to come before the Planning Advisory Board, Chairperson Robert Bussiere adjourned the meeting at 6:23 PM.

7/15/2026

Board Chairperson

ATTEST:

Board Clerk

In accordance with Florida Statute 286.0105, any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the office of the City Clerk at (407) 518-2309 prior to the meeting.

ITEM 6.A

Public Hearing - Proposed Ordinance # 26-21 - Land Development Code Text Amendment (Section 14-3-16: Level of Review Required and 14-3-29: Conditional Uses)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-1; AMENDING 14-3-16, TABLE 3-1 TO DESIGNATE THE CITY COMMISSION AS A REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD PROVISIONS FOR SITE PLAN WAIVERS, DESIGNATING THE CITY COMMISSION AS THE APPROVAL BOARD FOR CONDITIONAL USES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE

Request

Amendments to the Conditional Use regulations within the Land Development Code.

Explanation

This is a request to amend the Conditional Use regulations in the Land Development Code, specifically sections 14-3-29: Conditional Uses and 14-3-16: Level of Review Required. The proposed changes were a directive from the City Commission, who felt these edits would benefit the process and would better achieve the goals of the City. The proposed amendments are as follows:

- Remove 14-3-1.C, as the Planning Advisory Board (PAB) will no longer take final action on conditional use approvals. The PAB will still make a recommendation to the City Commission.
- Amend 14-3-16, Table 3-1 to add the City Commission as a review authority for conditional use approvals.
- Amending 14-3-29 to add the City Commission as a review authority for conditional use approvals, and minor language updated throughout this section to make the standards clearer.

It should be noted that this modification to the standards will result in an added three (or more) weeks to the timeline for conditional uses due to advertising requirements and the City Commission schedule.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Staff recommends approval.

Attachment(s):

1. Proposed Ordinance 26-21
2. Business Impact Estimate
3. Advertisement

PROPOSED ORDINANCE #26-21
ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-1; AMENDING 14-3-16, TABLE 3-1 TO DESIGNATE THE CITY COMMISSION AS A REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD PROVISIONS FOR SITE PLAN WAIVERS, DESIGNATING THE CITY COMMISSION AS THE APPROVAL BOARD FOR CONDITIONAL USES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Kissimmee (the “City”) recognizes that Conditional Use approvals have an impact on the community and that an additional review of these requests is imperative to maintaining the long-term goals of the City; and

WHEREAS, the City reviewed the current standards and added provisions for site plan waivers to assist with application submittals; and

WHEREAS, the City of Kissimmee Commission agrees with the revisions to the Conditional Use provisions and finds they are necessary for the public health, safety, and general welfare of the businesses and residents of the City.

SECTION 1. RECITALS. The above recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Kissimmee.

SECTION 2. Chapter 14-3-1 of the City of Kissimmee Code of Ordinances is hereby amended as shown in the attached “Exhibit A.”

SECTION 3. Chapter 14-3-16 of the City of Kissimmee Code of Ordinances is hereby amended as shown in the attached “Exhibit B.”

SECTION 4. Chapter 14-3-29 of the City of Kissimmee Code of Ordinances is hereby amended as shown in the attached “Exhibit C.”

SECTION 5. SEVERABILITY. Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part declared to be invalid.

SECTION 6. CONFLICT. All ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7. ADMINISTRATIVE CORRECTION. This Ordinance may be re-numbered or re-lettered, and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Attorney, without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 8. CODIFICATION. This ordinance shall be codified as a part of the City of Kissimmee City Code. The codifier is authorized to make editorial changes not effecting the substance of this ordinance by the substitution of "article" for "ordinance", "section" for "paragraph", or otherwise to take such editorial license.

SECTION 9. EFFECTIVE DATE. This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.

BE IT ORDAINED, by the City Commission of the City of Kissimmee on this _____ day of _____, 2026.

Jackie Espinosa, Mayor-Commissioner

ATTEST:

City Clerk

Approved as to form and legality:

City Attorney

Exhibit A
Chapter 14-3-1

14-3-1. Planning advisory board.

The planning advisory board, established by chapter 2, article III, division 3 of the city Code, has the following powers and duties in the development review process:

- A. To act as the local planning agency as specified in F.S. § 163.3174, and exercise those powers including review and recommendation to the city commission relative to the comprehensive plan and amendments thereto.
- B. Review all proposed land development regulations, or amendments thereto, and all proposed zoning map amendments and make recommendations to the governing body as to the consistency of the proposal with the adopted comprehensive plan, or elements or portions thereof.
- ~~C. To review, hold public hearings and take action on conditional use applications.~~
- D. To perform any other duties and responsibilities assigned to it by the city commission or by law.

(Code 1995, § 14-2-220; Ord. No. 2038, 12-20-1994; Ord. No. 2468, 5-6-2003; Ord. No. 2578, 12-6-2005; Ord. No. 2662, 9-18-2007; Ord. No. 3034, § 1(14-3-1), 8-4-2020)

Exhibit B
Chapter 14-3-16

14-3-16. Level of review required.

Table 3-1 lists most of the development permits required by this chapter together with the review and approval authority. Some references are provided to other sections for details.

Table 3-1: Development Order Review Authorities								
APPLICATION TYPE	See Section	Approval Type	Pre-Application Meeting ²	DRC	Board of Adjustment	Planning Advisory Board	Historic Preservation	City Commission
Comprehensive plan/LDC/zoning map amendments:								
Comprehensive plan/future land use map amendments (area-wide)	14-3-26	L	Yes	Yes	No	Yes	No	Yes
Comprehensive plan/future land use map amendments (site-specific)	14-3-26	L	Yes	Yes	No	Yes	No	Yes
Comprehensive plan/text amendment	14-3-26	L	Yes	Yes	No	Yes	No	Yes
LDC text amendments	14-3-27	L	Yes	Yes	No	Yes	No	Yes
Zoning map amendment (area-wide)	14-3-27	L ¹	Yes	Yes	No	Yes	No	Yes
Zoning map amendment (site specific, PUD/conceptual plan)	14-3-27 14-3-28	Q	Yes	Yes	No	Yes	No	Yes
Site plans:								
Site plan	14-3-31	A	Yes	Yes	No	No	No	No
Construction drawings	14-3-32	A	No	Yes	No	No	No	No
Subdivisions:								
Preliminary plat	14-3-41	A	Yes	Yes	No	No	No	No
Final plat	14-3-42	Q	No	Yes	No	No	No	Yes
Vacation of streets and easements	14-3-47	L	Yes	Yes	No	No	No	Yes
Other activities:								
Certificate of appropriateness (major)	14-3-37	Q	Yes	No ⁴	No	No	Yes	No
Certificate of appropriateness (minor)	14-3-37	A	Yes	No	No	No	No	No
Conditional use	14-3-29	Q	Yes	Yes	No	Yes	No	No Yes
Development agreement	14-3-30	L ³	Yes	Yes	No	Yes	No	Yes

¹(Supp. No. 5)

DRI development order	14-3-30	Q	Yes	Yes	No	Yes	No	Yes
Historic district designation	14-3-35	L ¹	Yes	No	No	Yes	Yes	Yes
Historic landmark designation	14-3-36	Q	Yes	No	No	Yes	Yes	Yes
Modification of standards (<10 percent)	14-3-50	A	No	No	No	No	No	No
Modification of standards (10 to 30 percent)	14-3-50	A	No	Yes	No	No	No	No
Variance ⁵	14-3-51	Q	Yes	Yes	Yes	No	No	No
Variance (subdivisions)	14-3-52	Q	Yes	Yes	No	No	No	Yes

Legend: A = Administrative; L = Legislative; Q = Quasi-judicial; E = Encouraged, not required; HPB = Historic preservation board; Bold = Indicates final approving authority.

¹ Deemed to be legislative if they are city initiated and include a large number of properties which would be similarly affected by the proposed change. Otherwise, the application is deemed quasi-judicial.

² Yes = Encouraged.

³ Development agreements will generally be treated as legislative except when required to be treated as quasi-judicial pursuant to applicable law.

⁴ DRC review required if the COA involves new construction.

⁵ See section 14-9-1 for floodplain variances.

(Ord. No. 3034, § 1(14-3-16), 8-4-2020; Ord. No. 3067, § 1(Exh. A), 11-15-2022)

Exhibit C
Chapter 14-3-29

14-3-29. Conditional uses.

- A. *Purpose.* The purpose of this section is to establish the procedures for the review of those uses which may be essential or desirable for the orderly development of the city and for the public convenience or welfare, but which, because of their particular characteristics or area requirements, should be given individual consideration relative to adjacent property. Conditional uses are specified by district in sections 14-4-5 and 14-5-4. Conditional use approvals are issued for the property and not to for a particular individual or entity.
- B. *When required.*
1. *New uses.* No new use listed as a conditional use in the applicable zoning district or transect zone shall be allowed unless the requirements of this section have been fulfilled.
 2. *Existing uses.*
 - a. Lawfully established uses which existed immediately prior to the ~~if~~ uses' present classification as a conditional use in the applicable zoning district or transect zone shall not have to comply with the requirements of this section unless there is a change which necessitates such compliance due to the provisions in subsection 3 below. No such lawfully established use shall be deemed a nonconforming use in the ~~is~~ district or zone, but shall without further action be considered a conforming use in this instance.
 - b. Lawfully established uses which received conditional use approval in accordance with conditional use regulations which are different than those currently in this section shall not have to comply with the requirements of subsections C through G below unless there is a change which necessitates such compliance due to the provisions in subsection 3 below. No such lawfully established use shall be deemed a nonconforming use in this district or zone, but shall without further action be considered a conforming use in this instance.
 3. *Changes to uses.* Conditional uses established in accordance with subsections 1 and 2 above must receive additional conditional use approval when any one of the following conditions is met:
 - a. It is required by the original conditions of approval.
 - b. The gross floor area of the buildings or area originally approved is increased by greater than 49.9 50 percent 50% or more, or due to previous or proposed expansions or more than 1,500 square feet, whichever is greater.
 - c. The parking area is increased by six or more parking spaces.
 - d. The use is a communication tower, which is being rebuilt or increased in height.
 - e. The square footage of any outdoor area devoted to the conditional use is increased above the original approval - excluding areas devoted solely to outdoor business activities which do not require conditional use approval.
- C. *Submittal requirements for conditional use applications.*
1. *Site plan.* The applicant shall submit a site plan showing all the items listed in section 14-3-31.C (Site Plan Submittal Requirements).
 2. *Site plan waiver.* The director may waive the requirement for site plan submittal if:
 - a. Construction on the subject site is limited to the interior of an existing building; and
 - b. The existing parking, loading, lighting and other site characteristics are not impacted by the conditional use; and
 - c. No special buffers are required; and.

-
- d. The director determines a concept plan is sufficient for the submittal, as long as the conditions of approval include the stipulation that staff may add additional conditions when the site plan is reviewed by DRC as a separate action.
3. *Alternative submittal.* If a site plan waiver is granted, the following shall be submitted with the application:
 - a. A sketch or concept plan depicting the location of buildings on the site, the location of the proposed conditional use, any existing uses to remain; the internal traffic circulation system, ingress and egress from major roadways, parking areas, and the existing and proposed landscaping of the project;
 - b. Elevation drawings or photographs of the existing buildings and building heights, when requested by the department;
 - c. A description of the conditional use to be located on-site;
 - d. Hours of operation;
 - e. Other items requested by the City which are necessary to demonstrate compliance with the review criteria; and
 - f. An applicant provided set of findings or reasons why the conditional use should be approved.
- D. *Review procedures.*
 1. The ~~D~~development ~~R~~review ~~C~~committee (DRC) shall review the application and submit a recommendation to the ~~P~~planning ~~A~~advisory ~~B~~board (PAB).
 2. Staff shall present the application at a public hearing before the ~~p~~Planning ~~a~~Advisory ~~b~~Board. The board shall review the application and vote to recommend ~~approve~~ale, ~~approve~~ale with conditions, or deny the application to the City Commission. ~~The board may also continue the hearing in order to obtain additional information.~~ Reasons for the PAB's recommendation of approval or denial shall be stated, based upon the review criteria.
 3. Public notice for each public hearing shall be provided as stated in section 14-3-20 (Public Hearings).
- E. *Repeat application.* Once a conditional use has been denied, an application cannot be submitted for one calendar year from the denial date for the same use. Upon good cause of proof that circumstances have changed, the ~~planning advisory board~~City Commission, in its discretion, may waive this provision. This section does not apply to an application withdrawn prior to or during a public hearing. However, there may be no more than one withdrawal and resubmittal of an application for the same use during the same calendar year.
- F. *Review criteria.* The criteria to be reviewed when considering an application for a conditional use are as follows:
 1. *Adequate space.* The site has an adequate amount of space for the yards, buffers, buildings, drives, parking, loading and unloading areas, utilities, and other facilities associated with the conditional use.
 2. *Suitable layout.* The placement of buildings, transportation facilities, utilities, landscaping, and other site features shall be appropriate for the conditional use and other on-site activities.
 3. *Compatibility with surrounding area.* The conditional use shall not unreasonably impact the character of the surrounding area (particularly residential areas) due to the types of activities, intensity of development, placement of facilities, or other factors. Particular attention shall be given to safety, aesthetics, noise, lightning, odors, vibration, and related impacts.

-
4. *Impact on historical and archaeological resources.* Development of the proposed use shall not have a substantial adverse effect on a known historical or archaeological resource located on or off the parcel proposed for development.
 5. *Public ~~services and~~ facility impacts.* The conditional use shall not place an excessive burden on public transportation, utility, drainage, solid waste, ~~and~~ recreation facilities, ~~and public safety departments~~. The project shall meet the concurrency level of service standards for these ~~services and~~ facilities as specified in Part VIII of this chapter (Concurrency Management). Special consideration shall be given to the impact of the volume and type of vehicular traffic associated with the conditional use on any residentially oriented streets in the area.
 6. *Comprehensive ~~P~~lan/Land Development Code consistency.* The proposed conditional use shall be consistent with the goals, objectives and policies of the ~~e~~City's ~~e~~Comprehensive ~~p~~Plan and with other applicable requirements of this title.
- G. *Conditions of approval.* When the city approves a conditional use, it may impose such conditions of approval in conformity with the intent and provisions of this title as it deems necessary in order to protect the public health, safety, and welfare. Such conditions may involve requirements which exceed the minimum site design standards for the district. Conditions may include, but are not limited to, conditions which:
1. Limit the manner in which the use is conducted, including restricting the time an activity may take place.
 - ~~2.~~ ~~and r~~Restraints to minimize such environmental effects as noise, vibration, and odors.
 - ~~3.2.~~ Establish special yards, other open spaces and additional lot area requirements.
 - ~~4.3.~~ Limit the height, size, and location of buildings and other structures.
 - ~~54.~~ Designate the size, number, location, and nature of vehicular and pedestrian access points (including the sharing of access with other lots).
 - ~~65.~~ Increase the amount of public right-of-way, roadway width, and improvements required within the street right-of-way.
 - ~~76.~~ Designate the size, location, screening, drainage, surfacing, and other characteristics of a parking or loading area (including the sharing of parking areas with other lots).
 - ~~87.~~ Limit or otherwise designate the number, size, location, height, and lighting of signs within the bounds of Chapter 14-11.
 - ~~98.~~ Require the use of shielding and other site planning techniques to limit the spillover of light into adjacent properties.
 - ~~109.~~ Require berm~~s~~~~ing~~, screening, landscaping, and other buffering to protect nearby property and designate standards for installation or maintenance of the facility.
 - ~~1110.~~ Designate the size, height, location, and materials for a fence or wall.
 - ~~1211.~~ Require development techniques which protect existing trees, vegetation, water resources, and other significant natural resources.
 - ~~1312.~~ Take into account the size, style, history, and appearance of a structure.
 - ~~1413.~~ Specify other conditions to permit development in conformity with the intent and purpose of this ~~title~~chapter and the ~~e~~City's ~~e~~Comprehensive ~~p~~Plan, including limits on the effective period of the conditional use.
- H. *Effective period of conditional use approval.*

a. A conditional use, as provided herein, shall be effective for a period of 12 months from the date of final approval unless a building permit or business tax receipt (BTR) for the project is issued on or before the last day of the 12th month following the date of approval. If no building permit or BTR has been issued within this time frame, the conditional use shall expire. Approval shall remain effective while an active building permit is in effect for the project. Upon application to the ~~city manager~~ Development Services Director (or designee thereof) prior to the expiration date, the effective period may be extended for up to an additional three months for good cause. An additional extension of up to nine months may be granted by the ~~city~~ City Commission for good cause. ~~The effective period of a conditional use may also be limited in accordance with subsection G (Conditions of Approval) and section 14-6-38 (Communication Towers [and Facilities]).~~

b. A conditional use that has not been in operation for a period of 12 months shall be considered discontinued and ~~would need to receive~~ requires a new approval.

I. Communication towers and facilities. If a communication tower or facility requires a conditional use, all standards of section 14-6-38 must be followed.

J. Violations of conditions of approval, the City Code of Ordinances, State and Federal laws. Any failure to adhere to the terms and conditions of the approval, the City Code of Ordinances, and State and Federal laws shall be considered violations of this title and shall be subject to the immediate revocation of the conditional use permit by the City Manager. ~~penalties prescribed by this title.~~

(Code 1995, § 14-2-206; (Ord. No. 2038, 12-20-1994; Ord. No. 2122, 8-20-1996; Ord. No. 2139, 11-26-1996; Ord. No. 2157, 2-4-1997; Ord. No. 2158, 2-4-1997; Ord. No. 2210, 3-3-1998; Ord. No. 2237, 6-23-1998; Ord. No. 2264, 3-16-1999; Ord. No. 2678, 5-13-2008; Ord. No. 2690, 6-10-2008; Ord. No. 2692, 6-24-2008; Ord. No. 3034, § 1(14-3-29), 8-4-2020)

Business Impact Estimate

Proposed ordinance's title/reference: **PROPOSED ORDINANCE NO. 26-21**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-1; AMENDING 14-3-16, TABLE 3-1 TO DESIGNATE THE CITY COMMISSION AS A REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD PROVISIONS FOR SITE PLAN WAIVERS, DESIGNATING THE CITY COMMISSION AS THE APPROVAL BOARD FOR CONDITIONAL USES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

Proposed Ordinance 26-21 amends the review procedure for Conditional Uses to add the City Commission as the final reviewing body.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

The City does not anticipate that this ordinance will impose a new fee or cost for private for-profit businesses within the City at this time.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The City does not anticipate that this ordinance will financially impact any businesses.

4. Additional information the governing body deems useful (if any):

CITY OF KISSIMMEE
NOTICE OF PUBLIC HEARING
TEXT AMENDMENT

The Planning Advisory Board (PAB) of the City of Kissimmee, Florida will meet on **Wednesday, August 19, 2026, at 6:00 p.m.** in the Commission Chambers at City Hall, 101 Church Street, Kissimmee, Florida, to hear a request to adopt the following ordinance that would amend Chapter 14-3 of the Land Development Code, specifically those sections that address the conditional use process, as described below. A public hearing on this proposal will be held by the City of Kissimmee Planning Advisory Board (PAB) to consider the proposed ordinance on **Wednesday, August 19, 2026, at 6:00 p.m.** or as soon thereafter as possible, in the Commission Chambers of City Hall, 101 Church Street, Kissimmee, Florida.

PROPOSED ORDINANCE #26-21

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; AMENDING 14-3-1; AMENDING 14-3-16, TABLE 3-1 TO DESIGNATE THE CITY COMMISSION AS A REVIEWING AUTHORITY FOR CONDITIONAL USES; AMENDING SECTION 14-3-29 TO ADD PROVISIONS FOR SITE PLAN WAIVERS, DESIGNATING THE CITY COMMISSION AS THE APPROVAL BOARD FOR CONDITIONAL USES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

In accordance with Florida Statutes §286.0105, any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceeding, and for such purposes may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statutes §286.26, any person needing assistance to participate in these proceedings should contact the Office of the City Clerk in writing at least 48 hours prior to the meeting at cityclerkemail@kissimmee.gov or by telephone at (407) 518-2308.

ITEM 6.B

Public Hearing - Proposed Ordinance # 26-20 - Land Development Code Text Amendment (Section 14-11: Signs)

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; ADDING 14-11-6.B REQUIRING BTRS; UPDATING 14-11-9.B TABLE 11-3; UPDATING 14-11-11.A TABLE 11-5; ADDING MINOR CLARIFICATION LANGUAGE THROUGHOUT; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

Request

Requesting approval of amendments to the sign regulations within the Land Development Code.

Explanation

This is a request to make minor amendments to the Sign Code, Chapter 14-11 of the Land Development Code. The proposed amendments are as follows:

- Amending the 60-day time period to 15-days for abandoned, destroyed, substantially damaged, or altered to an extent exceeding 50% of the value of the sign to be brought up to Code. If additional time is needed, that will be determined on a case-by-case basis by the Code Enforcement officer.
- Adding a statement that a location must have an active Business Tax Receipt (BTR) in order to have a sign. This has been standard practice at the City and assists Code Enforcement with determining if a sign is abandoned.
- Amending the non-residential building sign standards to allow one per street frontage and one for ground floor units with entrances not fronting the street. This is to allow more opportunities for wall signage.
- Adding a statement that feather banners are not permitted within the Downtown Community Redevelopment Area (CRA). Feather banners are not currently allowed, but language was added for clarity.
- Amending the section for yard signs within non-residential districts to accommodate the political season.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Staff recommends approval.

Attachment(s):

1. Proposed Ordinance 26-20
2. Business Impact Estimate
3. Advertisement

PROPOSED ORDINANCE #26-20
ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; ADDING 14-11-6.B REQUIRING BTRS; UPDATING 14-11-9.B TABLE 11-3; UPDATING 14-11-11.A TABLE 11-5; ADDING MINOR CLARIFICATION LANGUAGE THROUGHOUT; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Commission of the City of Kissimmee (the “City”) recognizes that signage affects the public health, safety, and general welfare of the businesses and residents of the City, and that in order to preserve and enhance the City as a desirable community in which to live and do business, a pleasing and visually attractive environment is critical; and

WHEREAS, the last significant update to the Kissimmee Sign Code was adopted in January 2026; and

WHEREAS, minor amendments are needed to ensure the language and intent behind the standards are clear and consistent; and

WHEREAS, the City of Kissimmee Commission agrees with the Sign Code revisions and finds they are necessary for the public health, safety, and general welfare of the businesses and residents of the City.

SECTION 1. RECITALS. The above recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Kissimmee.

SECTION 2. Chapter 14-2 of the City of Kissimmee Code of Ordinances is hereby amended as shown in the attached “Exhibit A.”

SECTION 3. SEVERABILITY. Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part declared to be invalid.

SECTION 4. CONFLICT. All ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. ADMINISTRATIVE CORRECTION. This Ordinance may be re-numbered or re-lettered, and the correction of typographical and/or scrivener’s errors which do not affect the intent may be authorized by the City Attorney, without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. CODIFICATION. This ordinance shall be codified as a part of the City of Kissimmee City Code. The codifier is authorized to make editorial changes not effecting the substance of this ordinance by the substitution of "article" for "ordinance", "section" for "paragraph", or otherwise to take such editorial license.

SECTION 7. EFFECTIVE DATE. This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.

BE IT ORDAINED, by the City Commission of the City of Kissimmee on this _____ day of _____, 2026.

Jackie Espinosa, Mayor-Commissioner

ATTEST:

Tameara Crespo, City Clerk

Approved as to form and legality:

Kalanit Oded, City Attorney

Exhibit A
Chapter 14-2

TITLE XIV: LAND DEVELOPMENT CODE

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CHAPTER 14-11: SIGNS

14-11-1. Purpose and Intent.

The purpose and intent of this chapter is to provide the minimum standards to promote and protect the public health, safety, general welfare and aesthetics of the city by regulating existing and proposed signs within the city. The regulations are also intended to reduce hazards, ensure signs do not create visual clutter and facilitate the communication of the intended messages to the public. The aesthetic impact of signs is an economic fact which may bear heavily upon the enjoyment and value of property; therefore, the regulation of signs is validly justified on the basis of conserving the value. Specific objectives of the sign regulations contained in this chapter include:

- A. Protect property values, create a better business climate and enhance the physical appearance of the community.
- B. Improve pedestrian, bicycle and vehicular safety.
- C. Reduce visual pollution.
- D. Minimize the negative effect that signs may have on other properties as a result of their size, height, illumination, brightness, or movement.
- E. Regulate the appearance and design of signs to enhance the visual appeal of the city and contribute to the City's goal of achieving quality development.
- F. Allow for traffic control devices consistent with state, local and national standards.
- G. Address the removal of unsafe and hazardous signs.

14-11-2. Severability.

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this chapter is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Code of Ordinances.

14-11-3. Applicability.

The provisions of this chapter shall apply to all new signs erected within the city, except the following. Such signs, however, are not exempt from the structural, electrical, or material specifications set forth in other chapters of this code and the Florida Building Code.

- A. Signs required by law (e.g., traffic control devices);
- B. Vehicle signs, unless they are frequently parked within view from the right-of-way (See **Section 14-11-5**);
- C. Signs located entirely within a building or enclosed space and not intended to be visible from the street;
- D. Signs internal to a plaza or courtyard or other exterior space not visible from a public street or public sidewalk;
- E. Signs printed on the fabric of table umbrellas used for outdoor dining or special events.

14-11-4. Non-conforming and Abandoned Signs.

Non-conforming signs (defined in Chapter 14-2) may continue to be used; however, sign structures determined by the City to be abandoned (as defined in Chapter 14-2), destroyed, substantially damaged, or altered to an extent exceeding 50% of the value of the sign must be removed or brought up to code within ~~60~~15 days of Code Enforcement notification via certified mail.

Abandoned signs that are otherwise conforming to the provisions of this chapter are not required to be removed; however, if the sign panels are removed, they shall be replaced within 30 days of the business closure with non-illuminated panels.

14-11-5. Prohibited Signs.

Except as otherwise provided in this chapter, the following signs shall be prohibited everywhere in the city:

- A. Any sign not prescribed as a permitted sign by this chapter or not permitted by city building or electrical codes.
- B. Signs that move, revolve, twirl, rotate, or flash (e.g., including multi-prism signs, inflatable tube signs, scrolling/rolling text, videos and the like) This does not include changeable copy signs adhering to Section 14-11-7.E.

Figure 11- 1. Movable signs



- C. Bench signs, unless approved by the City Commission as part of a vendor procurement process.
- D. Bunting as defined in Chapter 14-2.
- E. Cabinet signs with internally illuminated backgrounds (see Section 14-11-7.D, illumination).
- F. Window wrap signs, as defined in Chapter 14-2, covering more than 75% of a window.
- G. Fence signs, other than approved temporary signs and street wall signs specifically permitted elsewhere in this chapter.
- H. Signs of 20 square feet or more attached to, placed on or painted on vehicles or mobile trailers parked for a period of 24 hours either in the public right-of-way or within 50 feet and in plain view from the public right-of-way (see **Figure 11-2**).

Figure 11- 2. Signs on Parked Vehicles



- I. Parasite signs.
- J. Portable signs other than those permitted by Section 14-11-11.
- K. Mobile trailer signs.
- L. Pole/pylon signs.
- M. Roof signs.
- N. Snipe signs.
- O. Swinging signs, except for hanging signs.
- P. Signs on public property or right-of-way, other than signs placed or authorized by government agencies.
- Q. Signs that have unshielded illuminating devices or that reflect lighting onto public rights-of-way thereby creating a potential pedestrian, bicycle, or vehicular hazard.
- R. Signs that are not consistent with Chapter 847 (Obscenity) of the Florida Statutes.
- S. Any sign that could be confused with a traffic signal or sign and signs that obstruct, conceal, hide, or otherwise obscure from view any official traffic or government sign, signal, or device.
- T. Any private sign extending over a public right-of-way, other than those specifically authorized in this chapter.
- U. Any sign emitting audible sound or a visible substance such as smoke or steam.

14-11-6. Administration, Permits and Adjustments.

A. Administrator.

Administration of this chapter is vested in the Development Services Department.

B. Business Tax Receipt Required.

1. No sign shall be erected, altered, or relocated without an active City of Kissimmee Business Tax Receipt (BTR).

B.C. Permit Required.

1. No sign shall be erected, altered, or relocated without a permit issued by the Building Division, unless exempted by this chapter or the Florida Building Code. All signs must comply with the Florida Building Code, the Florida Statutes and any other applicable state, county, or federal regulation.

2. Where it can be determined that any part of a sign placement was started prior to permit issuance, fines/penalty fees and/or other Code Enforcement action may apply, per the applicable section of the Code.

C.D. Sign Permit Exemptions.

In addition to the signs listed as exempt in Section 14-11-3 (Applicability), the following activities and signs shall not require a sign permit. However, such signs are not exempt from the structural, electrical, or material specifications as set forth in other chapters of this code and the Florida Building Code.

1. Changing the sign content/message on message center signs.
2. Painting, repainting, cleaning and other normal maintenance or repair of a sign structure unless the sign structure is modified.
3. Small signs, each measuring two square feet or less.
4. Temporary Signs, unless otherwise specifically required in this chapter.
5. Up to two flags per site with a maximum size of 60 square feet per flag. Flagpoles shall not exceed a maximum height of 30 feet and require a permit.
6. Signs located within a courtyard or other interior open space and not visible from the public right-of-way.
7. Address Numbers, provided they conform with the Osceola County Code of Ordinances and the following.
 - a. Residential building address numerals shall be at least three inches high and one-half inches in width.
 - b. Non-residential building address numerals shall be at least five inches high and one-half inches in width. Address numerals must be placed at both the front and rear doors and must be of a contrasting color to the building.
 - c. No digit may have a height or width greater than 12 inches without meeting copy area and other sign standards of this chapter.

D.E. Administrative Adjustment.

The administrative adjustment process provides a mechanism by which the regulations of this chapter may be modified if the proposed signs meet the intended purpose of the sign regulations. Administrative adjustments provide flexibility for unusual situations and allow for alternative ways to meet the purposes of this Code while providing certainty and the efficient processing of applications. This process may also be used to propose a creative sign that is unique in design and exhibits a high degree of construction, manufacturing, thoughtfulness, imagination, inventiveness and spirit.

1. Standards eligible for adjustment: Adjustments shall be limited to the size, height, and/or setback of an on-site sign, with a maximum 10% increase of any measurable dimension. No adjustments shall be granted for the following items:
 - a. Changes in permitted types of signs.
 - b. Adjustments which permit building signs to extend above the roof line.
 - c. Adjustments which permit a sign to be located in a visibility triangle.
 - d. Adjustments which permit a prohibited sign.

2. Application Submittal and Review Authority: The applicant must submit the adjustment request in writing at or before the time of permit application and must list the specific adjustments requested and the reasons for the request. The Development Services Director (or designee) shall have the authority to approve administrative adjustments on a case-by-case basis when appropriate.
3. Review Criteria:
 - a. When reviewing applications for administrative adjustments based on hardship, the Director shall consider the following:
 - i. Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the surrounding area;
 - ii. The special conditions and circumstances do not result from the actions of the applicant;
 - iii. Granting the requested adjustment will not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district;
 - iv. Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this chapter and would create unnecessary and undue hardship on the applicant;
 - v. The granted adjustment is the minimum adjustment that will provide reasonable visibility to the business or property that is the subject of the adjustment;
 - vi. The granting of the adjustment will be in harmony with the general purpose and intent of this chapter and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;
 - vii. The granting of the adjustment shall not be based on economic hardship; and
 - viii. The proposed adjustment meets the intent of this chapter.
 - b. When reviewing applications for administrative adjustments based on creativity, the Director shall consider the following:
 - i. The sign represents a substantial aesthetic improvement to the site and will have a positive visual impact on the surrounding area;
 - ii. The sign is of unique design and exhibits a high degree of construction, manufacturing, thoughtfulness, imagination, inventiveness and spirit;
 - iii. The sign provides strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale and proportion; and
 - iv. Applications for adjustments shall be reviewed and considered for approval without regard to the content of the signs.
4. Procedure and Approval. The Architectural Review Committee (ARC) must review the request for adherence to the criteria above and make a recommendation to the Director based on their findings. The Director must determine whether to approve or deny said request and may impose conditions on the approval that will lessen potential negative impacts of the sign and/or increase conformity to this chapter.

5. Appeal. Appeals to the Director's decision must be reviewed by the Board of Adjustment, in accordance with Section 2-182 of the Code of General Ordinances.

14-11-7. General Provisions.

A. Non-Commercial Message

Notwithstanding anything contained in this chapter to the contrary, it is further intended that any sign erected pursuant to the provisions of this chapter or otherwise lawfully existing with a commercial message may, at the option of the owner, contain a non-commercial message in lieu of a commercial message. The non-commercial message may occupy the entire sign face or any portion thereof. The sign face may be changed from commercial to non-commercial messages, or from one non-commercial message to another, as frequently as desired by the owner of the sign, provided that the sign is legal and conforming to this chapter, which includes nonconforming signs.

B. Measurement of Copy Area.

The copy area of a sign shall be measured by drawing a simple geometric shape (i.e., square, rectangle, circle, oval or triangle) around the outer edge of the message (see **Figures 11-3** and **11-4**). The following measurement provisions shall also be observed. At the time of building permit submittal, the applicant must indicate on the plans which method of measurement was utilized for the proposed copy area.

1. For signs painted on or affixed directly to a structure (e.g., monument sign structure, building wall or facade) and having no discernible boundary, the areas between letters, words intended to be read together, and any device intended to draw attention to the sign message shall be included in any computation of the copy area.
2. Sign components placed on the same plane as the sign face, wall, awning or structure must be considered one sign and the intervening areas between sign components included in the computation of the sign copy area (see **Figure 11-3**, option D).
3. Sign perimeter bands and backgrounds that differ in color or material from the surface where they are installed must be included as part of the calculation of copy area. (see **Figure 11-3**, option B)
4. Supporting structures (base, columns, framework, bracing and similar elements) that are clearly incidental to the display itself shall not be computed as copy area.
5. Double-faced (back-to-back) signs shall be regarded as a single sign with one face measured when calculating copy area, only if:
 - a. Mounted on a single structure;
 - b. The distance between each sign face does not exceed two feet;
 - c. For angled signs, the angle between faces must not exceed 45 degrees.
6. A sign that wraps around the building will be counted as separate signs, one for each façade.
7. A sign that consists of one or more three-dimensional objects (i.e., balls, cubes, clusters of objects, sculpture, or statue-like objects) not having conventional sign faces shall be measured as follows:
 - a. Signs with three-dimensional objects that project six inches or less from the sign face shall be measured as a flat sign.
 - b. Signs with three-dimensional objects that project more than six inches from the sign face shall be calculated by adding the area of the faces of the smallest cube or rectangular

prism which could enclose the entire sign volume (see **Figure 11-5**) divided by two. All dimensions and calculations must be shown on the submitted plans.

Figure 11- 3. Sign Copy Area Measurement – Free Standing Signs

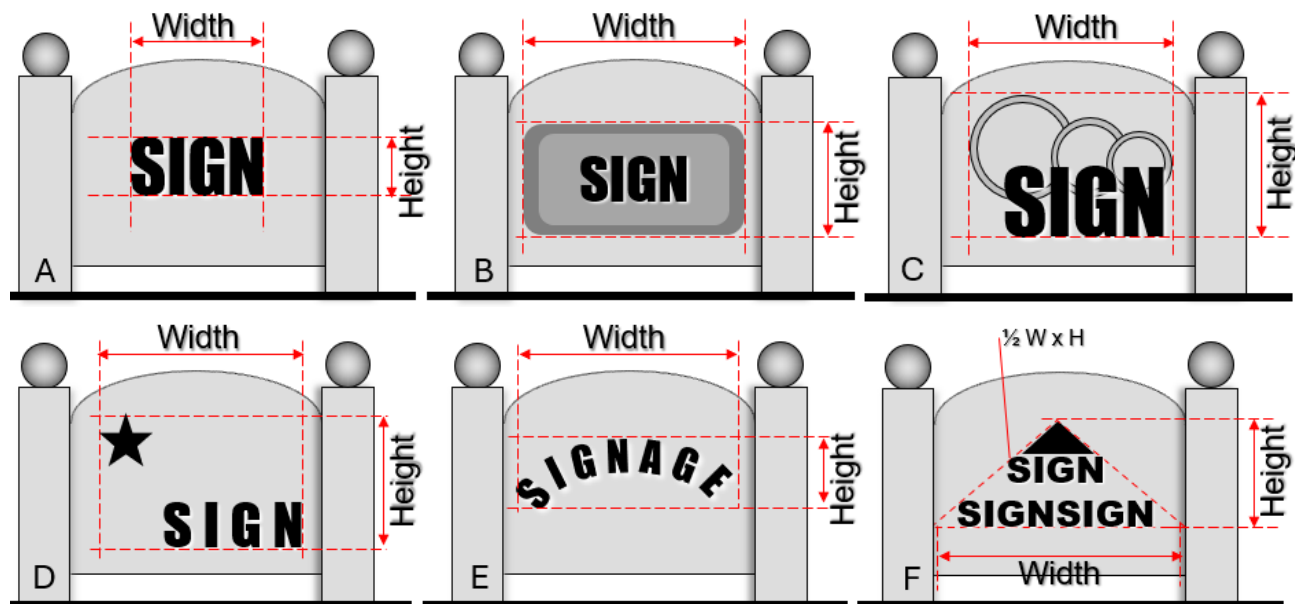


Figure 11- 4. Sign Copy Area Measurement – Building Signs





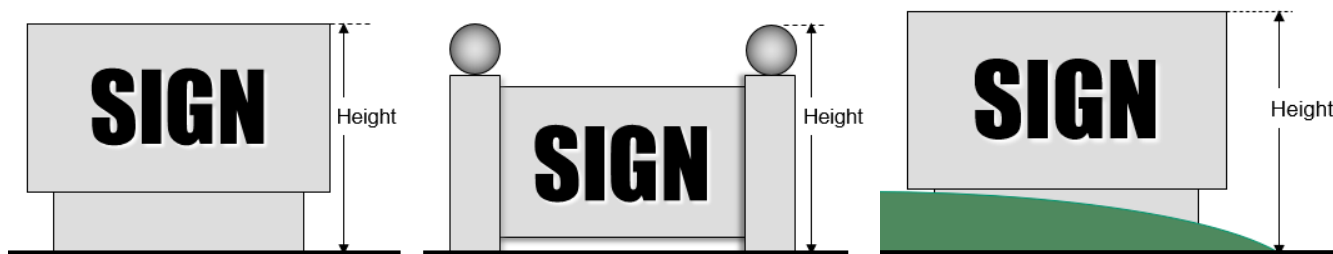
Figure 11- 5. Three-Dimensional Signs



C. Freestanding Sign Height.

The height of a freestanding sign shall be measured from the base of the sign or supportive structure at its point of attachment to the ground, to the highest point of the sign (see **Figure 11-6**). A freestanding sign on an improved or developed base, including a graded earth mound (right image), shall be measured from the grade of the nearest pavement or top of any pavement curb.

Figure 11- 6. Measurement of Freestanding Sign Height

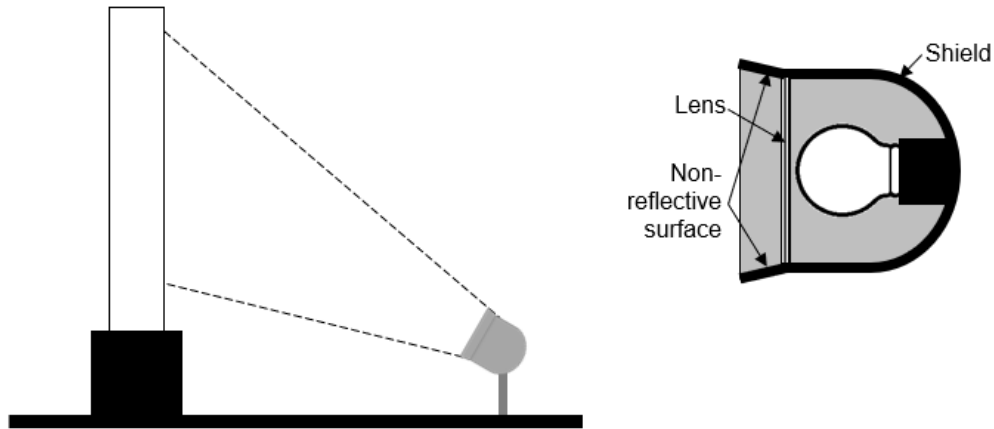


D. Illumination

The following requirements are intended to provide effective, aesthetically appropriate methods for illuminating signs while protecting adjacent properties and right-of-way from adverse impacts of such lighting. Unless specifically addressed elsewhere in the sign code, the following standards shall apply to all signs.

1. The light source for externally illuminated signs must be shielded and directed away from adjoining street rights-of-way and properties (see **Figure 11-7**). The interior surface of the shield outside the lens shall have a dull and dark finish to prevent reflection of light.

Figure 11- 7. Shielded Light Source



2. Internally illuminated signs shall comply with the following.
 - a. There shall be no increase in ambient lighting on residential properties adjacent to the property displaying the sign, measured at the joint property line.
 - b. Internally illuminated signs, including LED signs, shall not produce more than 1.5 foot-candles measured four feet from the base of the sign, one hour after sunset.
3. Within the FBC area, signage must be illuminated by external means only, except for:
 - a. Neon window signs;
 - b. Signs along Street Type A; and
 - c. Signs along Street Type B, except within the Downtown Community Redevelopment Area (DCRA) where wall and ground signs must be illuminated by external means only.
4. No sign shall have blinking, flashing, spinning or fluttering lights or other illumination devices which have a changing light intensity, brightness, color, or direction, except for message center signs in compliance with this chapter.
5. Neon may only be used in conjunction with window signs (See **Figure 11-8**).

Figure 11- 8. Examples of Neon Window Signs



6. Cabinet signs are only allowed in conjunction with push-through or cut-out lettering where only the message appears to be lighted (see **Figure 11-9**). Cabinet signs with removable translucent backlit panels are prohibited (see **Figure 11-10**).

Figure 11- 9. Examples of Cabinets with Illuminated Push-Through and Cut-Out Lettering



Figure 11- 10. Examples of Prohibited Cabinet Sign Illumination



7. Channel letter signs may be front lit (each letter has interior lighting that shines through the surface, see **Figure 11-11**); backlit (lighting in the back creates a halo effect surrounding the letter, see **Figure 11-12**); a combination of front and backlit (see **Figure 11-13**); or open face (see **Figure 11-14**). If channel letters are installed on a raceway (track), the raceway must be the same color as the surface where it is installed. The light source used must be shielded from view of adjacent properties and rights-of-way.

Figure 11- 11. Examples of Front-Lit Channel Letter Signs



Figure 11- 12. Examples of Backlit Channel Letter Signs



Figure 11- 13. Examples of Combined Front-Lit and Backlit Channel Letter Signs



Figure 11- 14. Examples of Open Face Channel Letter Signs



8. Interior illuminated high gloss/plasticized awnings (see **Figure 11-15**) signs are prohibited.

Figure 11- 15. Examples of Backlit High-Gloss/Plasticized Awnings - Prohibited.



9. Commercial accent lighting, fiber optic, LED, or similar type lighting is permitted in non-residential uses within non-residential districts only. This type of lighting is used to illuminate architectural features or accent outdoor plazas or patios and can be viewed from a public right-of-way. The illumination is not intended to convey a business message or other such business identification or advertising. The lighting must be stationary, not running or flashing, and must not cause glare or excessive brightness on adjacent properties or adversely affect the operation of vehicles on public rights-of-way. Lights must be maintained in good working order and meet all applicable building and related codes. Neon tubing or fluorescent lighting shall not be permitted as part of this provision.

Figure 11- 16. Examples of Commercial Accent Lighting



Figure 11- 17. Examples of Rope Lighting



E. Changeable Copy Signs (Message Centers).

Freestanding signs permitted in this chapter may include changeable copy (manual, mechanical, or electronic, see **Figure 11-18**) as noted in **Tables 11-1** and **11-2**, and are subject to the following standards:

1. The changeable copy sign must not cover more than 50% of each ground sign copy area.
2. Electronic message center signs shall not exceed 0.3 footcandles at night at a distance measured by the following formula: distance = square root (area ×100).
3. Such signs must be equipped with a sensor that will automatically dim based on ambient light conditions.
4. The background of illuminated message centers that change message manually shall not be translucent.
5. The screen may change no more often than once every 10 seconds, such that an entire message may be read within a single frame, rather than a scrolling or constantly transitioning message. Therefore, no animation, scrolling, exploding, fading, firework patterns, or similar styles that are deemed to cause concern for safety and involve a constant motion on the screen shall be permitted.

Figure 11- 18. Examples of Changeable Copy Signs



F. Sign Design

The following requirements, in addition to the requirements of **Sections 14-11-8 through 14-11-11**, are intended to create a minimum aesthetic standard that will enhance the businesses they are designed to promote while avoiding negative visual impacts to surrounding properties.

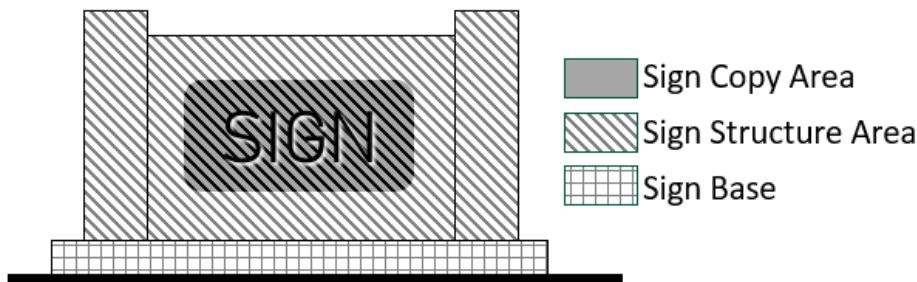
1. All signs must be coordinated with the architectural design of the building in terms of size, shape, color, materials, texture and lighting.
2. The base of a freestanding sign shall not include messages and shall not exceed two feet in height
3. Freestanding sign support, upright, bracing, or framework must be encased in an ornamental shell of stone, brick, ornamental metal, or similar materials compatible with the architecture of the building or other site features. An exception to this provision would be an external support structure extending between grade and the base of the copy area that must not exceed two supports (see **Figure 11-19**).

Figure 11- 19. Exposed Sign Structure



4. The size of the sign structure (not including the base but including the sign copy area) must not exceed 125% of the copy area. For example, if the proposed sign copy area is 24 square feet, 30 square feet of overall sign structure shall be allowed ($24 \times 1.25 = 30$).

Figure 11- 20. Measuring Maximum Size of Sign Structure



5. Attached signs must respect the scale of the façade and shall not protrude above roof lines.
6. Sign supports and brackets must be compatible with the design and scale of the sign.
7. Raceways and other supporting structures for attached signs shall be painted to match the color of the wall behind the sign.
8. Signs may be hand-painted onto the building but shall not be painted onto plywood or other materials to be attached to the building. Signs may not be painted on natural materials such as brick or stone.
9. Signs shall enhance the primary design elements or unique architectural features of the building and shall not obstruct windows (except for window signs), doors, trim, cornices, or other architectural features.
10. Buildings and sites utilizing multiple signs must create a coordinated theme of uniform sign design elements including size, materials and placement.
11. Where the rear or side of any sign is visible from any street or from any adjoining residential district, said side or rear must be finished in such a way as to conceal the structural member of the sign.
12. Signs must be placed in a manner which is sensitive to the existing vegetation and natural features on the site and meeting the Landscaping and Tree Protection requirements of Chapter 14-8. Freestanding signs must be located so as to avoid the unnecessary removal or hat racking of trees or otherwise adversely impact existing trees.
13. Landscaping must be provided around the base of freestanding signs with a minimum width of 36 inches and a minimum height of 18 inches and shall include low growing shrubs and ground cover and/or flowering annuals to promote color.

14. The following sign materials shall be prohibited:

- a. Paper;
- b. Fabric (unless used for temporary banners or awnings);
- c. Plywood;
- d. Unfinished metal, unless approved by the Architectural Review Committee (ARC);
- e. Other materials that easily warp, fade, or degrade in quality due to exterior use.
- f. Foam, unless used as an accent material and approved by the ARC.

G. Maintenance.

All signs shall be subject to the maintenance standards outlined in Chapter 9, Article V, Minimum Property Maintenance.

14-11-8. Permanent Signs in Residential Districts.

Subdivisions, multifamily developments and non-residential uses in residential districts, including AC, OS, and PUDs with a residential future land use map designation may erect a freestanding sign or a building sign as shown in **Table 11-1**. Non-residential establishments located in an **RB-2 District**, which have received conditional use approval, shall be allowed signage in accordance with **Section 14-11-9** unless more restrictive requirements are established as part of the conditional use approval process for the use.

Table 11 - 1. Permanent Signs in Residential Districts

	FREESTANDING SIGN	BUILDING SIGN
		
Type of signs allowed	Ground	Wall or Projecting
Number of signs	One double-sided sign at each vehicular access point to a development site (subdivision, multi-family or non-residential site) (see Figure 11-21) or two single-sided signs flanking each vehicular access point to a residential development (Figure 11-22)	One per multi-family or non-residential building; Two for non-residential buildings having more than 40,000 square feet of space and more than one public entrance (doorway) into the building.
Sign copy area	36 square feet maximum. The copy area of one ground sign may be increased by 50% if no other allowable ground signs on site are used and said sign fronts on a Street Type A or B. The sign shall not be eligible for a creative sign bonus.	1 square foot per lineal foot of building/unit frontage (along a public or private street, parking lot or courtyard) up to a maximum size of 36 square feet per sign.
Sign height	4 feet maximum / 6 feet if attached to a perimeter wall	N/A
Minimum setbacks/ location	Minimum of five feet from the right-of-way. Located outside of sight visibility triangles.	Wall signs on multistory buildings shall not be located above the first floor. Projecting signs may extend to upper floors.

	FREESTANDING SIGN	BUILDING SIGN
Illumination	Exterior illumination only. See Section 14-11-7.D for additional standards.	Exterior illumination only. See Section 14-11-7.D .
Changeable copy	Only permitted for non-residential uses on lots which directly front a Street Type A or B. See Section 14-11-7.E .	Not allowed.
Sign permit	Required.	Required.
Design standards	See Section 14-11-7.F	

Figure 11- 21. Double-Sided Sign at Entrance



Figure 11- 22. Single-Sided Signs at Entrance



14-11-9. Permanent Signs in Non-Residential and Mixed-Use Districts.

A. Ground signs.

All permanent freestanding signs in non-residential and mixed-use districts, including the Form-Based Code area, the RPB district and approved non-residential uses in the RB-2 district, must comply with the following standards (see **Section 14-11-7.F** for additional design and landscaping requirements). Street Types are defined in the City's Comprehensive Plan.

Table 11 - 2. Permanent Signs in Non-Residential and Mixed-Use Districts

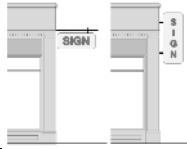
	GROUND SIGNS ¹	
		
Number of signs	One sign per lot frontage on a street. See Section 14-11-10.B for ground sign limitations in the Form-Based Code area. Not all sites will be able to accommodate a ground sign. Ground signs are prohibited along Broadway and on Main Street south of Vine Street. Enclosed development sites that include multiple platted lots fronting on interior or private roads may have one ground sign per development site entrance plus the individual ground sign for each lot.	
Max. Copy Area	Along Street Type A: 100 sq. ft. Along Street Type B: 36 sq. ft. Along all other streets: 24 sq. ft. When a property fronts multiple streets with different classifications, copy area allocations must not be transferred between frontages.	
Maximum sign height	Along Street Type A: 10 ft. Along Street Type B: 7 ft. (see Section 14-11-10.B) Along all other streets: 4 ft.	
Minimum setbacks/ location	3 feet from all property lines; 25 feet if adjacent to residentially zoned districts. When two primary ground signs are located on the same property, a minimum 100-foot separation, measured along the property line, must be provided between signs. Located outside of sight visibility triangles.	
Changeable copy	Permitted for signs on lots which directly front a Street Type A or B. See Section 14-11-7.E.	
Illumination	See Section 14-11-7.D.	
Sign permit	Required	

¹ For hospital sign standards see Master Sign Plan provisions in **Section 14-11-12**.

B. Building Signs.

The signs outlined below are intended to be used in coordination with each other to provide a cohesive and effective sign package for each business. When used in combination, these signs will work together to provide visibility both from adjacent streets as well as pedestrians (see **Section 14-11-7.F** for additional design requirements). The window sign standards apply to the form-based code area only.

Table 11 - 3. Building Signs in Non-Residential Districts

NON-RESIDENTIAL BUILDING SIGNS				
				
Type of signs allowed	Wall	Projecting	Awning	Window
Number of signs	One wall, projecting, or awning sign per <u>ground floor establishment street frontage</u> , including establishments and multi-family developments with no frontage on the ground floor but with a dedicated public entrance on the ground floor of the building. <u>One wall, projecting, or awning sign per ground floor establishment with a dedicated entrance facing an interior courtyard or parking area not visible from the street.</u>			One sign per window, including transom windows.
Aggregate size (all building signs combined):	Buildings more than 120 feet from the adjacent right-of-way: 1.5 square feet per lineal foot of building/unit frontage (along a public or private street, parking lot or courtyard) All others: One square foot per lineal foot of building/unit frontage			Window signs do not count toward the allowable size.
Max. size per sign ¹	150 square feet	4 square feet for horizontal signs. 24 square feet for vertical signs	10% of the surface area of the front facing surface area of the awning where the sign is placed	4 sq. ft. or 20% of each window, whichever is less. See Section 14-5-7.F for window transparency requirements.
Location	Signs must not be located above the first floor Wall signs on buildings of up to three stories shall be located between the first and second floor windows. Wall signs on buildings of more than three stories may be placed on the top floor of the building (see Figure 11-23).	Minimum 8-foot clearance from the ground Minimum set back of 3 feet from adjacent vehicular use areas. Encroachment into the public right-of-way is not allowed (except along Broadway, if permitted by the public entity that has control over the public right-of-way).	Minimum 8-foot clearance from the ground Minimum setback of 3 feet from adjacent curb or vehicular use areas. Awning signs must allow a minimum space of 1.5 inches between the edge of the sign copy and the edge of the awning.	Ground floor only
Changeable copy	Not allowed.	Not allowed	Not allowed	Not allowed
Illumination	See Section 14-11-7.D .	See Section 14-11-7.D .	External illumination only.	Neon only
Sign permit	Required	Required	Required	Not required
Design standards	See Section 14-11-7.F			

¹ For gas stations, the attached sign size allowance is calculated based on the building length, not the canopy. However, the sign may be installed on the building or the canopy.

Figure 11- 23. Wall Sign on Multi-story Buildings



C. Additional Signs

In addition to the freestanding and building signs allowed in the previous subsections, there are other signs that are permitted in non-residential districts which do not count toward the allowable size or number of signs noted in the previous sections. They must meet the following provisions and the design requirements of **Section 14-11-7.F**.

Table 11 - 4. Ancillary Signs in Non-Residential Districts

	Incidental Signs	Pedestrian Signs	Drive Through
			
Type of sign	Freestanding or attached	Hanging	Freestanding
Number	Up to 6 per site, unless the Director approves additional signs to ensure safety	1 per tenant	1 per drive-through lane
Max. size per sign	6 square feet	1.5 square feet	40 square feet maximum
Max. Sign height	4 feet (including base) for ground signs	NA	8 feet
Location	Minimum 3 feet from all property lines; 25 feet if adjacent to residentially zoned districts	Under canopy or arcade with an 8-foot minimum clearance	Adjacent to the drive through lane
Design	All incidental signs must be coordinated in type and color	NA	NA
Changeable copy	No	No	Yes (Section 14-11-7.E)
Illumination	Yes (Section 14-11-7.D)	No	Yes (Section 14-11-7.D)
Sign Permit	Yes	Yes	Yes

D. Gas Station Canopy.

In calculating lineal feet of building frontage for purposes of determining wall sign size, gasoline station canopies shall not be included. However, an additional sign not to exceed four square feet shall be permitted on each side of a gas station canopy.

14-11-10. Special Districts

A. AO District and AI District Signs.

Signs in an AO or AI District must comply with the following additional regulations and shall be reviewed for compliance with these regulations by the Airport Director.

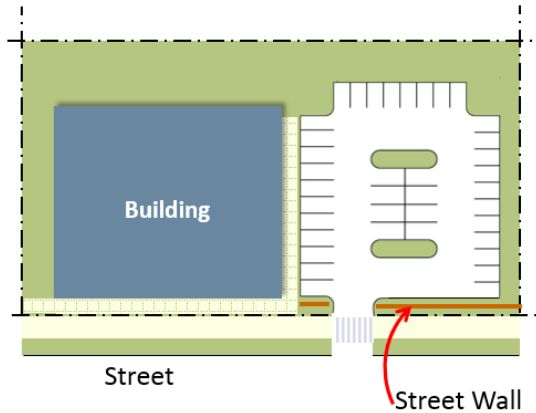
1. Wall signs may face a runway or taxi way but in no case shall more than two sides of a building contain such signs. In the case of the AO District, two wall signs are allowed per ground floor establishment but combined must not exceed the total maximum copy area. Copy area must be a maximum of one foot per linear foot of building frontage.
2. Aviation fuel signs at the airport are exempt from the tract frontage requirement. One aviation fuel sign is allowed for each establishment selling aviation fuel at the airport.
3. All lighted signs must be designed, located, shielded and directed to prevent the casting of glare or direct light from artificial illumination upon any adjacent runway, adjacent taxiway, publicly dedicated property, or property outside the AO and AI districts.
4. FAA Rules and Regulations. All signs within the AO and AI districts must comply with all applicable Federal Aviation Administration (FAA) rules and regulations.

B. Form-Based Code Area.

Buildings in the Form-Based Code area are required to be close to the street, making ground signs unnecessary. Therefore, ground signs in the form-based code area are not allowed, except for the following. See **Sections 14-11-9** and **14-11.11** for building signs and temporary signs in the FBC area.

1. Where the building and/or the street wall are located within 15 feet of the sidewalk and there is a street wall on the site, a sign may be installed on the street wall as follows (see **Figure 11-24**):
 - a. The sign shall be placed flat on the street wall, facing the street.
 - b. The sign shall not exceed the size and height prescribed in **Section 14-11-9**. The sign height shall be measured from the ground, including the street wall.
2. Where the building is located more than 15 feet from the property line, a ground sign meeting the sign copy area and height provisions of **Section 14-11-9** shall be allowed.
3. Ground signs are prohibited along Broadway and Main Street south of Vine Street.

Figure 11- 24. Street Wall Sign



14-11-11. Temporary Signs.

A. General Standards.

1. Temporary signs may be freestanding or attached to the building and shall not count against the maximum sign copy allowed for permanent signs.
2. Permanent structures built specifically for temporary signs are not allowed.
3. Except as noted in the following table, the signs shall not emit sounds, shall not be located within the public right-of-way and shall not have illumination.
4. In the event a tropical storm or hurricane approaches the City of Kissimmee, all temporary signs shall be removed. If removed, allowed time limit shall not be affected.
5. Temporary signs not expressly listed in this section are prohibited.
6. The signs must not be located within retention areas, required parking spaces, drive aisles or sight triangles.

Table 11 - 5. Temporary Signs

	Number	Duration	Size	Height (Max.)	Location	Permit
COLD AIR INFLATABLE 	1 per development site in multi-family and non-residential districts. Not allowed in the FBC area except for lots with direct frontage on Vine St. and John Young Pkwy.	60 days total per calendar year No new inflatable sign shall be permitted on the site for at least 20 days after the expiration of the previous permit. The length of display for any balloon may be divided into no more than three separate time periods with a minimum length of 20 days, each requiring a separate permit.	N/A	25 ft.	Must meet district setbacks or at least 15 ft. or the height of the inflatable sign, whichever is greater, measured from the property line to the outer edge of the balloon.	Yes, required. Shall not be permitted simultaneously with other inflatable, banner, feather banner or human signs.
BANNER 	1 per establishment or residential development.	30 days per calendar year in residential districts / 90 days in non-residential. The length of display for any banner sign may be divided into no more than three separate time periods with a minimum length of 10 days for residential, 30 days for non-residential, each requiring a separate permit.	21 sq. ft.	8-ft. clearance over a pedestrian, bicycle or vehicle traffic area.	Must be mounted or secured on the facade of a structure, on a ground sign or on a fence or wall.	
FEATHER BANNER 	1 per establishment or residential development. <u>Feather Banners are not permitted within the Downtown Community Redevelopment Area.</u>			10 ft.	Must be set back a minimum of 10 ft. from the front property line and driveway entrance.	

	Number	Duration	Size	Height (Max.)	Location	Permit
HUMAN SIGN 	1 per site in non-residential districts (no V-shaped signs allowed).	Only during business hours. Maximum of 90 days per calendar year. The days may be divided into no more than 6 six time periods, no less than 15 days for each period. Each time period requires a separate application, fee and permit.	6 sq. ft.	8 ft. from ground		Yes, required. Shall not be permitted simultaneously with a banner, feather banner, or inflatable.
PORTABLE SIGN 	1 per ground floor use.	No maximum duration but may only be displayed during business hours.	8 sq. ft. per side	4 ft.	Must be located within 5 ft. of the entrance to the establishment. Sign may be located on a public sidewalk provided that 5 ft. of clear pedestrian access is maintained on the sidewalk. Must not be secured or locked to any item within the public right-of-way.	No
SEARCHLIGHTS 	4 light beams per tenant.	Ten days per calendar year.	NA	NA	Lighting equipment shall not interfere with traffic.	Yes

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	Number	Duration	Size	Height (Max.)	Location	Permit
YARD SIGNS: RESIDENTIAL 	An unlimited number of signs is allowed only during the period 90 days before and 30 days after elections held by the Osceola County Supervisor of Elections. Otherwise, 3 signs per lot at one time.	No sign may be displayed for more than 3 months. Properties offered for rent or sale may display the sign until the property is rented/sold, whichever is less. Active construction sites may display the sign for 18 months or until the certificate of occupancy is issued, whichever is less.	6 sq. ft.	3 ft.	3 ft. minimum from property lines. Signs at active construction sites may also be attached to the construction fence.	Permit required only for signs at active construction sites
YARD SIGNS: NON-RESIDENTIAL 	1 sign per lot at one time <u>An unlimited number of signs is allowed only during the period 90 days before and 30 days after elections held by the Osceola County Supervisor of Elections. Otherwise, 3 signs per lot at one time.</u>	See Section 106.1435, F. S. for the removal of political campaign advertisements.	32 sq. ft. non-residential, mixed-use and multi-family districts	7 ft. non-residential, mixed-use and multi-family districts		

B. Searchlights.

Searchlights and/or beacon lights may be permitted upon approval of the Development Services Director. The following special requirements, in addition to the standards outlined in **Table 11-5**, shall apply:

1. The Development Services Director may require such electrical and lighting restrictions as deemed appropriate.
2. The lighting equipment shall not interfere with traffic.
3. Any noise generated by the motor must be confined to the tenant's property for which the lights are intended for advertisement.
4. Glare must be shielded so as to prevent the casting of light upon adjacent to publicly dedicated roadways and surrounding property.

C. Model House.

1. One yard sign shall be permitted per model house and per sales office location. See **Table 11-5** for standards.
2. For developments with privately maintained rights of way, the sign may be displayed in the right-of-way with the permission of the entity responsible for maintenance. For developments with public right-of-way, signs must be located on private property and must be set back a minimum of three feet from the front property line. All signs must be located on a street interior to the development.
3. A permit is required.

D. Human signs.

Human signs shall meet the standards of **Table 11-5** and the following:

1. No human sign shall be temporarily or permanently embedded in the ground, nor temporarily or permanently affixed to a building, structure, landscape, sign structure, light pole or other permanently affixed object.
2. The sign must not be allowed within any public right-of-way, including, but not limited to public streets, alleyways, sidewalks, bike paths/lanes or any other dedicated lands dedicated to the public; nor interfere with or physically interact with the motorist, pedestrians or bicyclists using the public rights-of-way.
3. Human signs must not interfere with the designed traffic and pedestrian walkways on the approved site plan of the business where advertised.
4. Human signs must not utilize any forms of illumination internal or external including, but not limited to flashing, blinking, or rotating lights nor reflection of light by mirrors.
5. Human signs must not employ any motion of any part, by any means, the illusion of motion or display color changes, nor must the sign be spun, twirled, swung, tossed, gyrated by the human being holding it. There must be no attachments to the sign such as ribbons, flags, balloons or other attention-getting devices.
6. Human signs must not generate any noise. No shouting, bull horns or amplified sound are permitted.
7. Human signs must not block or hinder the view of traffic control devices or vehicle site triangles as defined in City Code. No human sign must interfere with the free use of any fire escape, means of egress or standpipes; nor obstruct any building openings, windows or ventilations.

8. Any human sign that is dangerous must be removed immediately and made safe according to the Code Officer or Building Official.
9. Before a human sign may be displayed, a permit must be obtained. The permit must be posted at the business where the human sign will be located, in a conspicuous location. The application fee is due at the time the permit application is submitted. The application must include a detailed description of the human sign, including a plot plan showing where the human sign will be located. Proof of liability insurance approved by the City that specifically identifies coverage of the human signage in coverage amount of \$1,000,000 must be provided. Any application submitted that has not received approval for a permit within 30 days of submittal must be deemed denied.

14-11-12. Master Sign Plan

A. Purpose and Applicability.

The purpose of this section is to encourage and promote coordination, diversity and creativity for signs within large scale developments. It is not the intent of this section to allow deviations from current regulations unless strictly necessary to accommodate complex developments. The intent is to set higher and more creative, aesthetic standards than may be available under the standard code.

For projects containing multiple tenants and under single management control (e.g., shopping centers, business parks, campus-style developments, mixed-use developments), the owner or manager may submit a master sign plan to establish the area, types and location for all signs to be installed on the building site. The plan must also show existing signs proposed to remain.

If a master sign plan is not submitted, the sign shall be subject to the requirements within this chapter. After approval of the master sign plan, each tenant shall apply for a sign permit when any sign is proposed. This section is applicable to the following types of projects:

1. Major multi-tenant centers.
2. Planned unit developments.
3. Developments of Regional Impact (DRI).
4. Mixed use developments.
5. Hospitals

B. Sign Plan Submittal.

1. The applicant must submit, as part of their overall sign permit package, a master sign plan, which must include at least the following elements: A site plan, drawn to scale, indicating the location of all freestanding signs erected or to be erected on the parcel, including setbacks.
2. An elevation plan, drawn to scale, depicting all signs placed or to be placed on the buildings on the parcel.
3. A scaled elevation drawing of all freestanding and building signs, including their supporting structure, depicting the sign type, height, materials, dimensions and sign copy area.
4. The types of illumination to be used for each type of sign.
5. Proposed landscaping around the base of all freestanding signs.
6. Justification for deviations from current sign regulations.
7. Narrative outlining the process for approval of changes to the master sign plan.

8. A statement that “Any proposed sign by any tenant that creates a uniform change from the approved Master Sign Plan will require the applicant to obtain a statement from the property owner or manager” assessing the extent to which the variation is in keeping with the intent and goals of the Master Sign Plan.”

C. Review and Approval of a Master Sign Plan.

In reviewing the application for approval, the Development Review Committee (DRC) shall review the application to determine if it meets the following criteria:

1. The signage for the project must be in keeping with the overall architecture and character of the building development.
2. The signage for the project is designed to meet the needs of the project for communication, identification and wayfinding.
3. The signage, illumination and location do not adversely impact adjoining properties.
4. The proposed signage is consistent and not in conflict with the intent of this Chapter.

D. Permit Required

A sign permit for each sign shown on the master sign plan shall still be required (unless it qualifies as exempt per **Section 14-11-3**). No sign permit shall be issued unless the sign is consistent with the approved master sign plan.

E. Amendments to Approved Master Sign Plan.

After approval of a master sign plan, no sign shall be erected, placed, painted or maintained, except in conformance with such plan or provided that the plan is amended. All changes, except as provided in this Section, to an existing master sign plan shall require a formal application with all required information as determined by the Department Director to enable the staff to properly evaluate the requested change in accordance with the above criteria.

14-11-13. Billboards

Any new billboards in the city require conditional use approval by the Planning Advisory Board prior to building permit approval. Signs must adhere to the following criteria:

- A. Billboards shall be permitted only along Vine Street and the Florida Turnpike.
- B. Setbacks/Separation Requirements.
 1. 35 feet from adjacent rights-of-way.
 2. 50 feet from the edge of sign to intersections.
 3. 300 feet from residential zoning districts.
 4. 3,000 feet from other billboards.
 5. Applications must include a survey certified by a registered land survey of distances from the nearest billboard(s), and residential districts within 300 feet of the site.
- C. Billboards must be limited to 400 square feet in area and a maximum height of 30 feet.
- D. "V" style signs, not to exceed two sides, shall be permitted in any case where the angle sustained at the apex does not exceed 50 degrees and where the width between the poles at the apex does not exceed four feet.
- E. See **Sections 14-11-7.D and 14-11-7.E** for illumination and message center requirements.

14-11-14. Removal of Unsafe and Unlawful Signs.

A. Removal by Owner.

If the Building Official shall find that any sign regulated herein is unsafe or insecure, or is a menace to the public health, safety, morals and general welfare, or has been constructed, erected or is being maintained in violation of the provisions of this chapter, the Building Official must give written notice of such findings to the contractor, owner, agent or lessee thereof.

B. Removal by City (permanent signs).

If the contractor, agent, owner or lessee fails to remove or alter the structure so as to comply with the standards herein set forth within ten days after said notice, such sign may be removed or altered by the Department at the expense of the contractor, owner, agent or lessee of the property upon which such sign is located. The Department may cause any sign which is an immediate peril to persons or property to be removed immediately. Any permit issued by the Department for any sign must, by and upon receipt and acceptance by the contractor, owner agent or lessee, authorize such removal at the expense of said contractor, agent or lessee of all signs not properly maintained. The Department shall refuse to issue a permit to any owner or lessee who refuses to pay costs so assessed. Any sign removed or caused to be moved by the Department in compliance with the above provisions must be impounded for a maximum of ten days, after which it will be discarded. The owner, contractor, agent or lessee may redeem said sign by paying all expenses incurred for removal; plus storage in the amount of \$250 per sign.

C. Temporary Signs.

Any temporary sign, including but not limited to, those listed in **Section 14-11-11**, placed in violation of this chapter will be removed by the City at the expense of the owner, contractor, agent or lessee. For signs located on private property, a notice of violation may be hand-delivered to the owner, contractor, agent or lessee. For signs located on public property, signs must be removed without notice. Signs removed by the City must be impounded for a maximum of ten days, after which it will be discarded. The owner, contractor, agent of lessee may redeem said sign by paying all expenses incurred for removal; plus storage in the amount of \$25.00 per sign. Issuance of a third notice of temporary sign violation within 12 months to any person as defined herein will be accompanied by a summons to appear before the City Special Magistrate for said violation.

Business Impact Estimate

Proposed ordinance's title/reference: **PROPOSED ORDINANCE #26-20**

AN ORDINANCE AMENDING THE CODE OF THE CITY OF KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES; REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS; ADDING 14-11-6.B REQUIRING BTRS; UPDATING 14-11-9.B TABLE 11-3; UPDATING 14-11-11.A TABLE 11-5; ADDING MINOR CLARIFICATION LANGUAGE THROUGHOUT; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

¹ See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

Proposed Ordinance 26-20 amends section 14-11 of the Sign Code to clarify language and provide allowances for non-residential yard signs.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

The City does not anticipate that this ordinance will impose a new fee or cost for private for-profit businesses within the City at this time.

It should be noted there is language added to 14-11-14.C. that 'The owner, contractor, agent of lessee may redeem said sign by paying all expenses incurred for removal; plus storage in the amount of \$25.00 per sign.' This is codifying a long-standing policy for the removal/storage of temporary signage so it is not a new fee/cost.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The City does not anticipate that this ordinance will financially impact any businesses.

4. Additional information the governing body deems useful (if any):

CITY OF KISSIMMEE
NOTICE OF PUBLIC HEARING
TEXT AMENDMENT

The Planning Advisory Board (PAB) of the City of Kissimmee, Florida will meet on **Wednesday, August 19, 2026, at 6:00 p.m.** in the Commission Chambers at City Hall, 101 Church Street, Kissimmee, Florida, to hear a request to adopt the following ordinance that would amend Chapter 14-11, Signs, of the Land Development Code as described below. A public hearing on this proposal will be held by the City of Kissimmee Planning Advisory Board (PAB) to consider the proposed ordinance on **Wednesday, August 19, 2026, at 6:00 p.m.** or as soon thereafter as possible, in the Commission Chambers of City Hall, 101 Church Street, Kissimmee, Florida.

PROPOSED ORDINANCE #26-20

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF
KISSIMMEE, FLORIDA CODE OF ORDINANCES TITLES;
REORGANIZING AND UPDATING CHAPTER 14-11 SIGNS;
ADDING 14-11-6.B REQUIRING BTRS; UPDATING 14-11-
9.B TABLE 11-3; UPDATING 14-11-11.A TABLE 11-5;
ADDING MINOR CLARIFICATION LANGUAGE
THROUGHOUT; REPEALING ALL ORDINANCES IN
CONFLICT HERewith AND PROVIDING AN EFFECTIVE
DATE**

In accordance with Florida Statutes §286.0105, any person wishing to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceeding, and for such purposes may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statutes §286.26, any person needing assistance to participate in these proceedings should contact the Office of the City Clerk in writing at least 48 hours prior to the meeting at cityclerkemail@kissimmee.gov or by telephone at (407) 518-2308.