



CITY OF BARTOW
ZONING BOARD OF ADJUSTMENT REGULAR MEETING
THURSDAY, MARCH 26, 2026 AT 5:30 PM
OR AS SOON THEREAFTER AS POSSIBLE
450 NORTH WILSON AVE., BARTOW, FL 33830

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
 - a. Regular Meeting of January 22, 2026
3. CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, COMMUNICATIONS
 - a. Matters not appearing on this agenda.
 - b. Matters appearing on this agenda but **not** scheduled for a separate public hearing.
4. OLD BUSINESS
5. NEW BUSINESS
 - a. Application #V-26-02 Amanda Conway, SGA Design Group, applicant, Walmart Stores, Inc, owner of the property located at 1050 East Van Fleet Drive, requests a variance of 49 Sq. Ft. to allow 299 Sq. Ft. of Building Mounted Signage in-lieu-of 250 Sq. Ft. of Building Mounted Signage as required by Section 4.07.07, Service Center Signs, of the Unified Land Development Code.
6. NEXT MEETING DATE
 - a. April 23, 2026, May 14, 2026, and June 25, 2026
7. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the

City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.

**CITY OF BARTOW
ZONING BOARD OF ADJUSTMENT
Thursday, January 22, 2026 – 5:30 p.m. (EST)
City Hall Commission Chamber
450 N. Wilson Ave., Bartow, FL 33830**

MINUTES

The Zoning Board of Adjustment held a Regular Meeting on Thursday, January 22, 2026, at 5:30 p.m. in the Commission Chamber located at City Hall, 450 N. Wilson Avenue, Bartow, FL 33830. Notice of this meeting was posted at City Hall, on the City's website, www.cityofbartow.net, and published in the local newspaper.

CALL MEETING TO ORDER:

Chairperson Wright called the meeting to order at 5:30 p.m.

CLERK TO CALL ROLL:

Deputy City Clerk Donna Donaldson called the roll, and attendance was as follows:

BOARD MEMBERS PRESENT: Board Member Colin Ethridge, Board Member Thomas Kelley, Board Member Scott Lowery, Vice Chairperson, Alternate 1 Board Member Carrie Brewton, and Board Member Orlando Wright, Chairperson.

BOARD MEMBERS ABSENT: Board Member James Burt, Board Member Velmon Collins, and Alternate 2 Board Member Damian Wilson.

STAFF PRESENT: Planning Director Bob Wieggers and Deputy City Clerk Donna Donaldson.

Planning Director Wieggers noted that Alternate 2 Board Member Damian Wilson stated he would not be attending tonight's meeting. He mentioned that he has not heard anything from Board Members James Burt or Velmon Collins.

ELECTION OF OFFICERS FOR 2026

1. Nominations for and election of Chairperson

NOMINATION was made by Board Member Kelley, seconded by Board Member Lowery, to elect Board Member Orlando Wright to serve as Chairperson. There were no other nominations.

VOTE TO THE NOMINATION WAS AS FOLLOWS:

AYE: Ethridge, Kelley, Lowery, Brewton, Wright

NAY: None

Board Member Wright accepted.

2. Nominations for and election of Vice Chairperson

NOMINATION was made by Board Member Kelley, seconded by Board Member Ethridge, to elect Board Member Scott Lowery to serve as Vice Chairperson. There were no other nominations.

VOTE TO THE NOMINATION WAS AS FOLLOWS:

AYE: Ethridge, Kelley, Lowery, Brewton, Wright

NAY: None

Board Member Lowery accepted.

READING OF MINUTES: November 20, 2025

MOTION was made by Vice Chairperson Lowery, seconded by Alternate 1 Board Member Brewton, to approve the November 20, 2025, Regular Meeting minutes as presented.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ethridge, Kelley, Lowery, Brewton, Wright

NAY: None

Motion carried.

CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, AND COMMUNICATIONS:

1. Public Comment:

A) Matters not appearing on this agenda.

Chairperson Wright opened and closed the floor for public comments on matters not appearing on this agenda. There were no comments.

B) Matters appearing on this agenda but are not scheduled for a separate public hearing.

Chairperson Wright opened and closed the floor for public comment on matters appearing on this agenda but not scheduled for a separate public hearing. There were no comments.

NEW BUSINESS:

1. Application #V-26-01 Rodrigo Ferreire, applicant, Sagapo Real Estate 3 LLC, owner of the property located at 310 South 9th Avenue, requests a variance of 5' to allow a 15' rear yard setback in-lieu-of 20' as required by Table 2.04.01(b) of the ULDC to construct a new single-family residence.

Planning Director Wieggers read the application into the record by title only:

"Application #V-26-01 Rodrigo Ferreire, applicant, Sagapo Real Estate 3 LLC, owner of the property located at 310 South 9th Avenue, requests a variance of 5' to allow a 15' rear yard setback in-lieu-of 20' as required by Table 2.04.01(b) of the ULDC to construct a new single-family residence."

Planning Director Wieggers reminded the board to review the application, conduct a public hearing, and make a decision.

Planning Director Wieggers stated that this site is a vacant lot and the applicant wants to construct a new single-family home. Public notice of this request was published in the local newspaper and posted on the city's website and bulletin board. Sixteen adjacent property owners were notified within the required notification radius. He noted that a few people in the audience may want to speak on this issue.

Planning Director Wieggers explained that the primary reason for this request is that, during the permitting process for the residence's construction, city staff provided the applicant with incorrect building setback information. As a result, the applicant designed a home that exceeded the allowed size due to this miscommunication. Instead of asking the applicant to return to their engineer for a redesign, staff suggested that they apply for a variance. He noted that the applicant is present in the audience to answer any questions the board may have.

Chairperson Wright opened the public hearing.

Mr. Eugene Johnson, 1535 East Gay Street, inquired about the alleyway behind his home. He mentioned that he has been maintaining his portion of the alley and has attempted to contact someone at the city regarding how to acquire it, but he has not received a response. Additionally, he noted that one side of his house faces the golf course, making it difficult for him to enjoy that area. He explained that if he could obtain his portion of the alleyway, it would provide him with a space to enjoy without the risk of being hit by golf balls from the golf course.

Mr. Wilfredo Vasquez, 910 Hillside Court South, Winter Haven, stated that the question that Mr. Johnson should have asked is whether this is going to take away anything from his property.

The board clarified that the request under consideration only involves work within the applicant's existing property lines and does not include vacating or using the alleyway. Board members confirmed to Mr. Johnson and Mr. Vasquez that the project would not take any portion of Mr. Johnson's property and would not affect the alleyway, which would require a separate process.

With no other comments, Chairperson Wright closed the public hearing.

(A copy of the staff report is attached therein and described as Exhibit A.)

MOTION was made by Vice Chairperson Lowery, seconded by Alternate 1 Board Member Brewton, to approve Application #V-26-01 Rodrigo Ferreire, applicant, Sagapo Real Estate 3 LLC, owner of the property located at 310 South 9th Avenue requests a variance of 5' to allow a 15' rear yard setback in-lieu-of 20' as required by Table 2.04.01(b) of the ULDC to construct a new single-family residence.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ethridge, Kelley, Lowery, Brewton, Wright

NAY: None

Motion carried.

2. **Application #SE-26-01 Rodrigo Ferreire, applicant, VRP Property Group Corporation, owner of the property located at 1290 Martin Luther King Jr. Boulevard, requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district.**

Planning Director Wieggers read the application into the record by title only:

"Application #SE-26-01 Rodrigo Ferreire, applicant, VRP Property Group Corporation, owner of the property located at 1290 Martin Luther King Jr. Boulevard, requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district."

Planning Director Wieggers reminded the board to review the application, conduct a public hearing, and make a decision.

Planning Director Wieggers mentioned that there are several other properties surrounding this site that have new home construction. He stated this application is to ask for approval to construct a new single-family residence in a C-2, Community Commercial zoning district. He noted that public notice of this request was published in the local newspaper and posted on the city's website and bulletin board. Fourteen adjacent property owners were notified within the required notification radius. He had not received any communications regarding this application.

Planning Director Wieggers noted that this site is in the historic district. The design of the home will be reviewed by the staff to ensure compliance with its adopted historic architectural guidelines.

Planning Director Wieggers stated the request will assist in achieving the goal of the city and Community Redevelopment Agency of providing additional housing opportunities in this area of Bartow. The development is consistent with the goals and objectives of the citywide master plan and the Community Redevelopment Agency's Redevelopment Plan and East End Community Vision Plan.

Planning Director Wieggers stated there are two conditions of approval:

1. Development shall conform to the application, dated "December 4, 2025", and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and local laws, ordinances, and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City of Bartow.
2. The development shall obtain water, wastewater, electrical, and solid waste services as applicable from the City of Bartow, subject to applicable city rate resolutions and ordinances. Master water, wastewater, electrical distribution, and stormwater plans, including preliminary calculations for the entire project, shall be required to be submitted for review and approval concurrent with the construction plans.

Staff recommend approval of this application, subject to the conditions of approval and for the following reasons:

1. The request allows land uses that are compatible with the existing/planned development in the area and allows for a reasonable use of the property.
2. The request is consistent with the city's Comprehensive Policy Plan.
3. The proposed amendment and subsequent site development will not degrade the Level of Service of the city's public facilities or services.

Chairperson Wright opened and closed the public hearing. There were no public comments.

(A copy of the staff report is attached therein and described as Exhibit A.)

MOTION was made by Board Member Ethridge, seconded by Board Member Kelley, to approve Application #SE-26-01 Rodrigo Ferreire, applicant, VRP Property Group Corporation, owner of the property located at 1290 Martin Luther King Jr. Boulevard,

requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district.

VOTE TO THE MOTION WAS AS FOLLOWS:

AYE: Ethridge, Kelley, Lowery, Brewton, Wright

NAY: None

Motion carried.

Planning Director Wieggers sought the board members' opinions regarding the inclusion of an applicant's application in the agenda packet. He proposed eliminating them due to a recent incident where an applicant received a spam email from someone representing themselves as "Zoning Board of Adjustment", requesting additional fees for processing their application. He mentioned that similar incidents had occurred one or two times in the past year. He requested the board members' input on removing the applications from the staff report, while noting that the applications remain public records and can still be reviewed upon request or in person. He also stated that this incident has been reported to the police for investigation.

It was a consensus to allow the removal of the applicant's application from the packet.

(A copy of the email is attached therein and described as Exhibit C.)

NEXT MEETINGS: February 26, 2026, March 26, 2026, and April 23, 2026.

Planning Director Wieggers announced the next meetings are scheduled for February 26, 2026, March 26, 2026, and April 23, 2026. He stated that at this time, he has no application for the February 26, 2026, meeting.

ADJOURNMENT:

With no further business to discuss, Chairperson Wright adjourned the meeting at 6:04 p.m.

Chairperson Orlando Wright

ATTEST:

Deputy City Clerk Donna Donaldson

(SEAL)

Case #V-26-02 / Walmart Stores, Inc
Planning Department Staff Report
Board of Adjustments Hearing Date: March 26, 2026



GENERAL INFORMATION

Request: Variance of 49 Sq. Ft. to allow 299 Sq. Ft. of Building Mounted Signage in-lieu-of 250 Sq. Ft. of Building Mounted Signage as required by Section 4.07.07, Service Center Signs, of the Unified Land Development Code (ULDC).

Owner: Walmart Stores, Inc

Applicant: Amanda Conway, SGA Design Group

Location: 1050 East Van Fleet Drive

Tract Size: 56,431 S.F. or 1.3 Acres

LAND USE SUMMARY

Zoning District: C-3, Highway Commercial

Adjacent Zoning: N: Conservation
S: PI, Public Institutional
E: C-3, Highway Commercial
W: C-3, Highway Commercial

Adjacent Land Uses: N: Duke Energy Electric Substation / Vacant
S: PCSB Facility Maintenance Shop
E: Fast Food Restaurants
W: Vacant

SPECIAL INFORMATION

Transportation/Access: The site will have access to East Van Fleet Drive via the existing Walmart entrance road.

Utility Services: The site will connect to City utility services.

Development History: City staff is currently processing a civil site plan submittal for a new fuel station location.

Public Notice: Public notice of the request was published in a newspaper with local circulation and posted in City Hall and on the City's website. Four

nearby property owners were notified within the required notification radius.

Allowable Signage:

Signage for the entire Walmart property is regulated by Chapter 4 of the City's ULDC and specifically Section 4.07.07, Service Center Signs. Service centers such as Wal-Mart Super Centers, Target Department Stores and the like make up a special category of commercial land uses. Pursuant to this section the following signage is permitted:

- (A) One freestanding pole or ground mounted center sign per frontage on a arterial or collector highway. Maximum of two signs allowed.
 - (1) Pole Mounted Sign. A pole mounted sign, not greater than 20 feet in height, with a sign face area of not more than 64 square feet, and a 10 foot clear area between the ground and the bottom edge of the sign is permitted. The sign may be constructed or erected on one or more poles, and requires no setback from the property line, so long as no pole, sign face, support or other structural member extends beyond the property line. Business directories are permitted as a part of the 64 square foot sign face, but not in addition to it.
 - (2) Ground Mounted Sign. One ground mounted sign, per frontage on an arterial or collector is permitted with an overall sign face/structure of 96 square feet as measured from one side and limited to 10 feet in height. A maximum of two signs shall be allowed. Ground mounted signs that are two feet, or less, in height may be constructed at the property line, all others must be setback far enough to be out of any visibility triangle formed by public or private ingress/egress to the property as determined by the City's Building Official.
- (B) Building Mounted Signs. A service center is also permitted building mounted signs mounted flat to the front of the building or painted on the wall, based on the following table:

Gross Leasable Area	Maximum Square Footage of building mounted signage per service center
15,000 up to 25,000 sq. ft.	150
25,000 up to 40,000 sq. ft.	200
40,000 sq. ft. and above	250

- (C) Window Advertising. Window advertising of the kind described in this paragraph shall not count against the total signage for a development site, but is regulated in the following manner. Not more than 25% of glass surfaces of windows facing a public street or right-of-way in any commercial or industrial building may be utilized for signage or any other opaque items that block the glass. This includes, but is not limited to, posters, fliers, advertisements, display racks, other interior furnishings, and similar materials or objects.

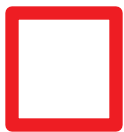
STAFF RECOMMENDATION

The granting of a variance shall be based on a determination by the Board of Adjustment that the request will not be contrary to the public interest and the intent of this Code, and that strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Considerations of health, convenience or economics shall not be considered as justification for a variance. Approval of a variance shall be based solely on the following criteria, all of which must be fully satisfied:

- (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
- (B) The special conditions and circumstances do not result from the actions of the applicant.
- (C) The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
- (D) Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the identical land use classification and will constitute an unnecessary and undue hardship on the applicant.
- (E) That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
- (F) That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Variations granted by the Board shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that the Board deems appropriate. It is planning staff's opinion that the explanation given by the applicant in requesting this variance is sufficient for the Board to take action on the request.

Location Map



Application No. V-26-02 - Subject Property



Walmart Property



SGA Design Group

February 9, 2026

City of Bartow
450 N. Wilson
Bartow, FL 33830

RE: Wal-Mart Fuel Station #
580 Bartow, FL – Variance Request
SGA # 25594037

To the Board of Adjustments,

I am writing to formally request a variance for signage at 1050 E. Van Fleet Dr. Bartow, FL, Walmart Fuel Station #580.

Due to the unique characteristics of this property, strict compliance with the current sign ordinance creates a practical hardship that limits reasonable visibility and identification of the business. The building is set back from the roadway and is partially obstructed by landscaping. As a result, a sign that meets the current ordinance requirements would not provide adequate visibility to motorists and pedestrians.

The requested variance is the minimum necessary to allow the business to be properly identified to operate in a manner consistent with surrounding properties. Granting this variance will not negatively impact public safety, neighboring properties, or overall character of the area.

This request is based on physical limitations of the site and the need for reasonable visibility that other similarly situated properties are able to achieve.

We respectfully request approval of this variance to allow signage that is proportional, aesthetically appropriate, and consistent with the intent of the sign ordinance while addressing the hardship created by the site conditions.

- Allowable building sign area: 250.00 square feet combined
- Current building sign area: 227.00 square feet
- Variance request: We will be adding 71.84 square feet for the fuel station signage for an overall total wall signage of the development of 298.94 square feet.
- **Requesting Variance for 48.84 square feet.**

Thank you for your time and consideration.

Sincerely,

Amanda Conway
Sr. Project Manager

Walmart

#580 Bartow, FL

Walmart Fuel Station

Issued: 02.10.26

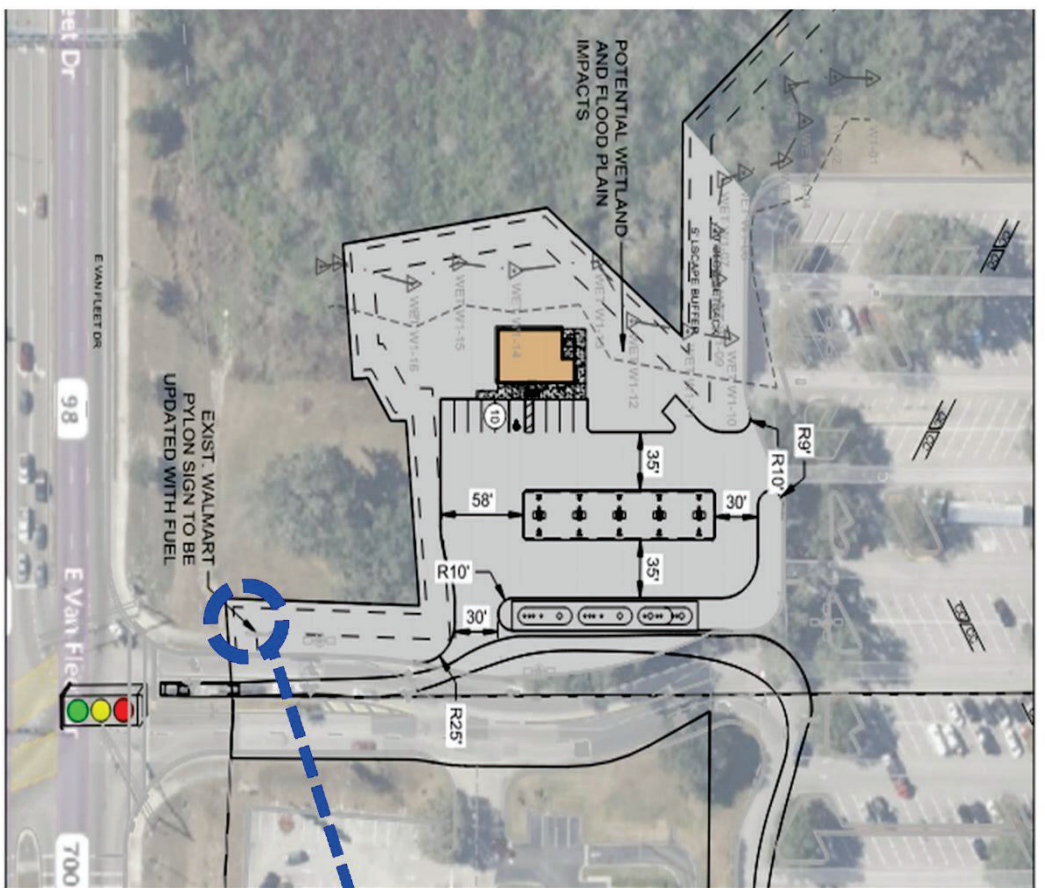
SGA Design Group, P.C. 

Christopher Mariman Young, Architect
Qualifying Agent License: # AR76472

SITE PLAN

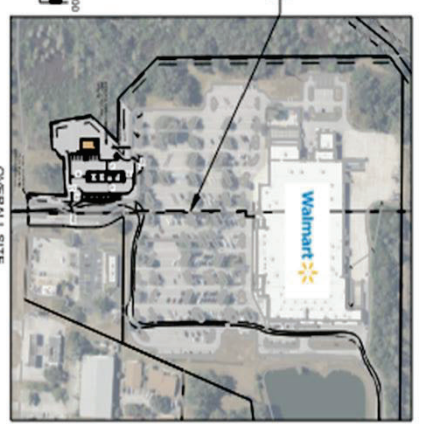
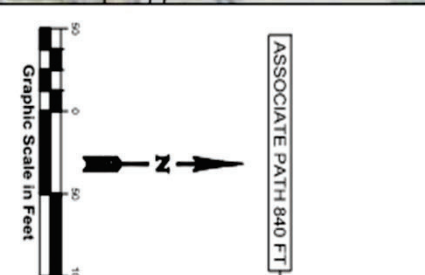
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This item has been electronically signed and seal by Christopher Marman Young using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



BUILDING, CANOPY & TANKS
 1,440,000 SQ FT
 20,000 GALLON TANKS

SCALE 1"=100'



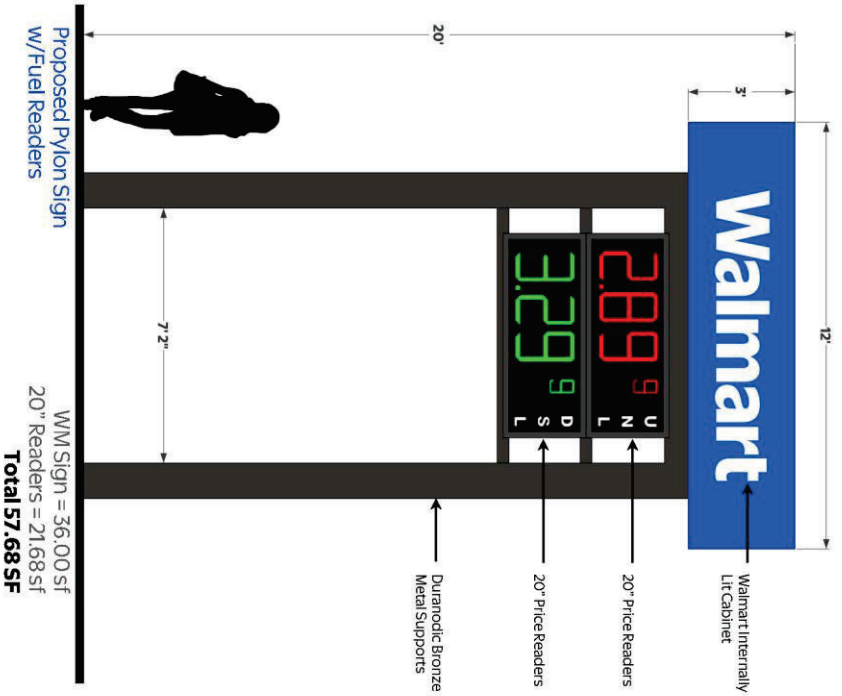
SITE ANALYSIS TABLE

FUEL STATION - 1000 GALLON FLEET DR	C-3	
CURB CUT		
EXISTING WALMART PARCEL AREA:	17.00 AC	
EXISTING WALMART STORE AREA:	160,435 SF	
	PARKING COUNT	PARKING RATIO
EXISTING PARKING W/O PICKUP	631 SPACES	3.93 / 1000 SF
EXISTING PARKING W/ PICKUP	675 SPACES	4.21 / 1000 SF
PROPOSED PARKING W/O PICKUP	641 SPACES	4.00 / 1000 SF
PROPOSED PARKING W/ PICKUP	665 SPACES	4.27 / 1000 SF
CITY REQ. PARKING	648 SPACES	4.00 / 1000 SF
WALMART REQ. PARKING	648 SPACES	4.00 / 1000 SF
FUEL STATION STORE AREA	1,440 SF	
EXISTING WALMART FUEL PARCEL AREA	NA	
PROPOSED WALMART FUEL PARCEL AREA	43,560 - SF	
	PARKING COUNT	PARKING RATIO
PROPOSED PARKING	10 SPACES	6.25 / 1000 SF
CITY REQ. PARKING	6 SPACES	4.00 / 1000 SF
WALMART REQ. PARKING	6 SPACES	4.00 / 1000 SF
	BUILDING SETBACK	LANDSCAPE BUFFER
FRONT	25'	5'
REAR	25'	5'
SIDE - INTERIOR	25'	5'
SIDE - EXTERIOR	0'	5'



Digitally signed by Christopher Marman Young
 Date: 2026.02.10 15:52:55-0600
 02/10/2026

SITE SIGNAGE SCHEDULE						
SIGNAGE	QTY	ILLUMINATED	COLOR	SIZE	AREA (SF)	TOTAL AREA (SF)
PYLON SIGN						
Walmart Pylon	1	Yes	WHITE LETTERING	3' x 12'	36.00 sf	36.00 sf
Digital Pricing	2	Yes	Red, Red, Green Lettering	20"	10.84 sf	21.68 sf
TOTAL SITE SIGNAGE						57.68 sf



Walmart #580 Bartow, FL

DESIGN REPRESENTATION ONLY - NOT FOR CONSTRUCTION

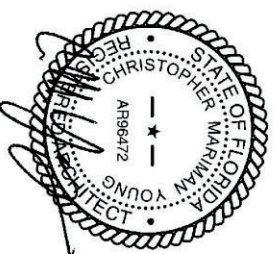
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SITE SIGNAGE

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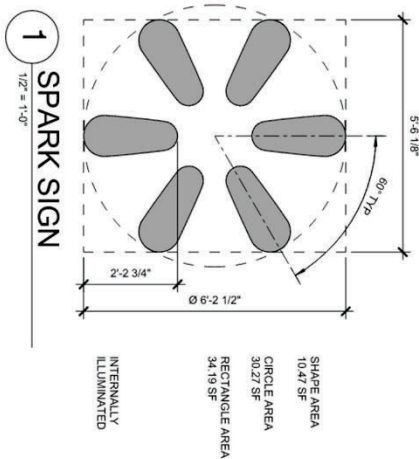
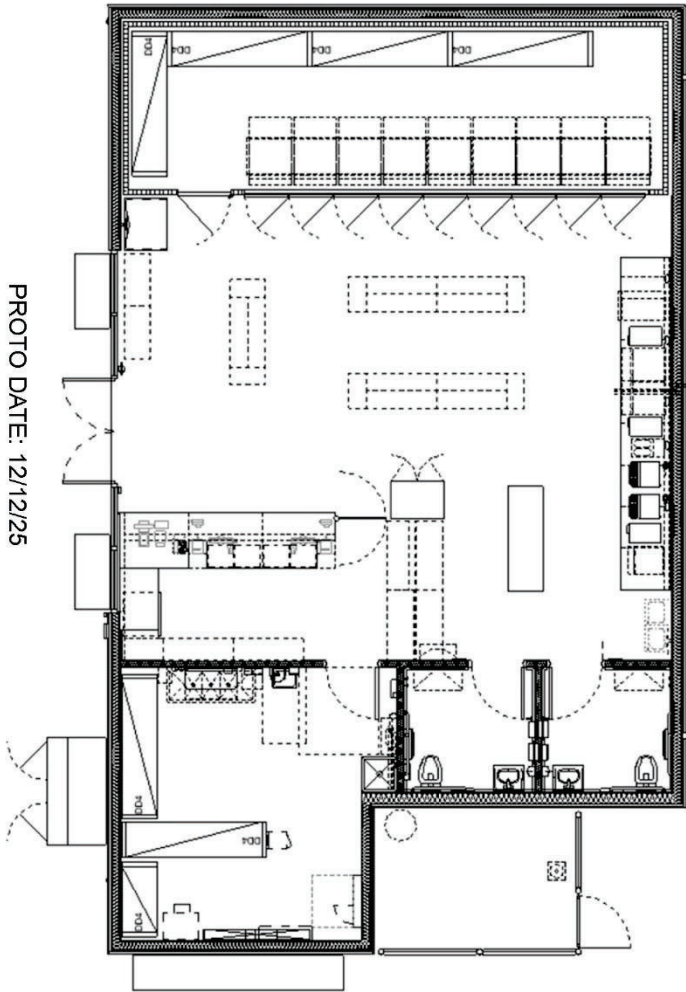
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02/10/2026

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SIGNAGE SCHEDULE							TOTAL AREA (SF)
SIGNAGE	QTY	ILLUMINATED	COLOR	SIZE	AREA (SF)		TOTAL AREA (SF)
BUILDING SIGNAGE							
ADDRESS	1	N/A	WHITE	1'-0"	TBD		TBD
Spark	1	ILLUMINATED	YELLOW	6'-2.5"	34.19 SF		34.19 SF
TOTAL BUILDING SIGNAGE							34.19 SF
CANOPY SIGNAGE							
Walmart	1	ILLUMINATED	WHITE	1'-10"	18.68 SF		18.68 SF
UNL./DSL./WMH	3	LED	Red/Green		17.72 SF		53.16 SF
TOTAL CANOPY SIGNAGE							71.84 SF



Walmart #580 Bartow, FL

FUEL STATION SIGNAGE

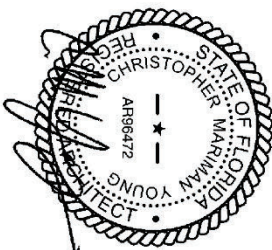
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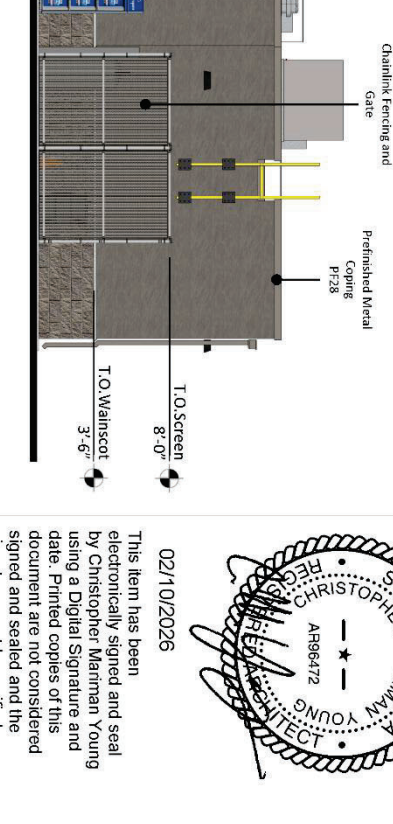
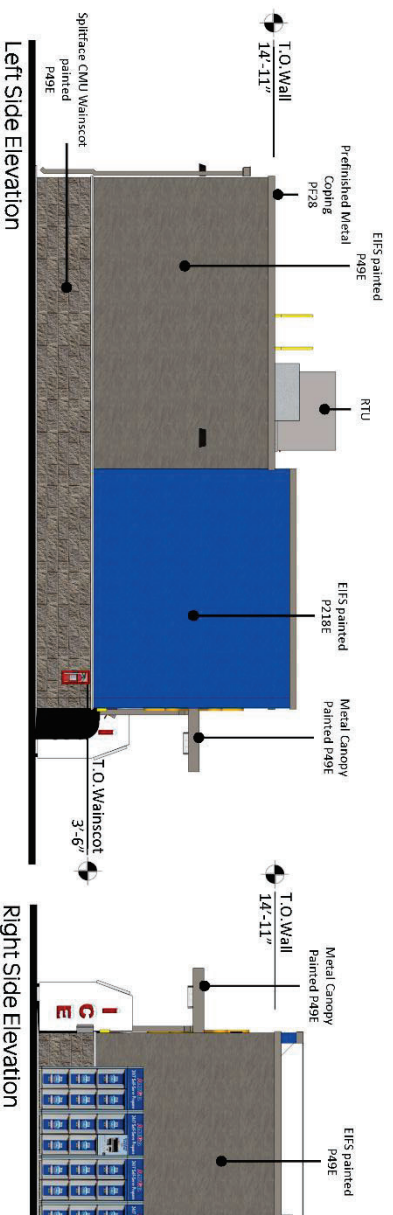
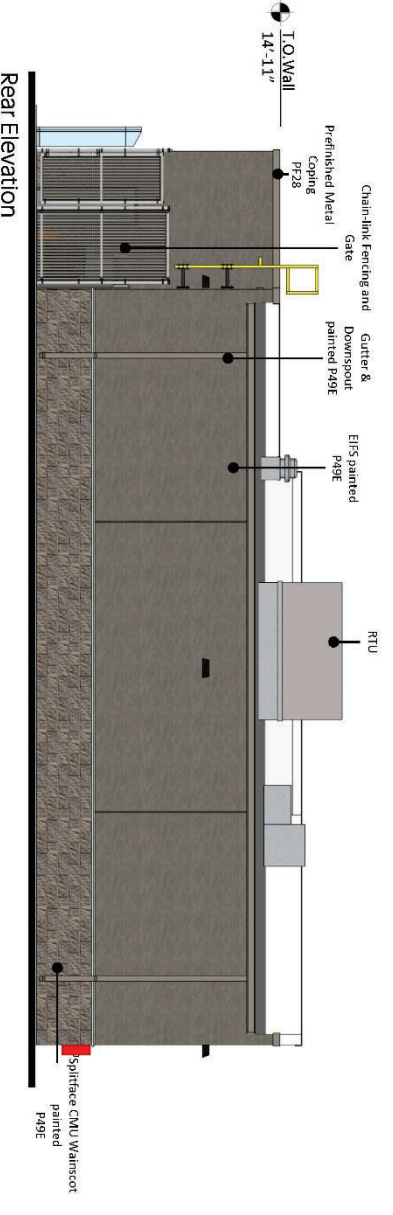
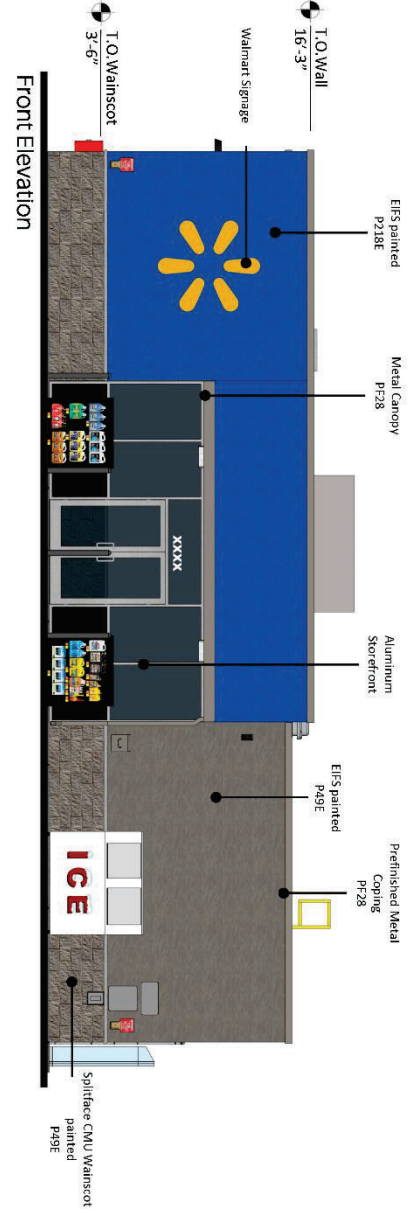
DESIGN REPRESENTATION ONLY - NOT FOR CONSTRUCTION

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02/10/2026

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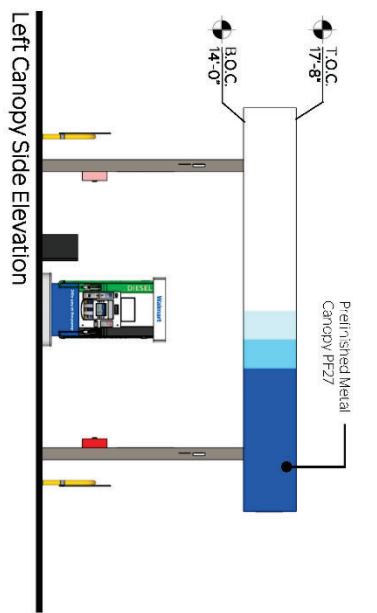
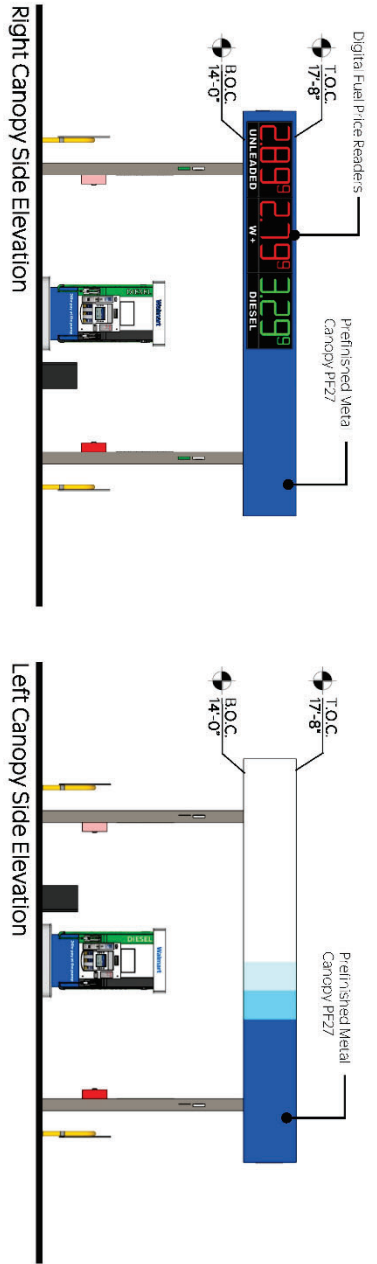
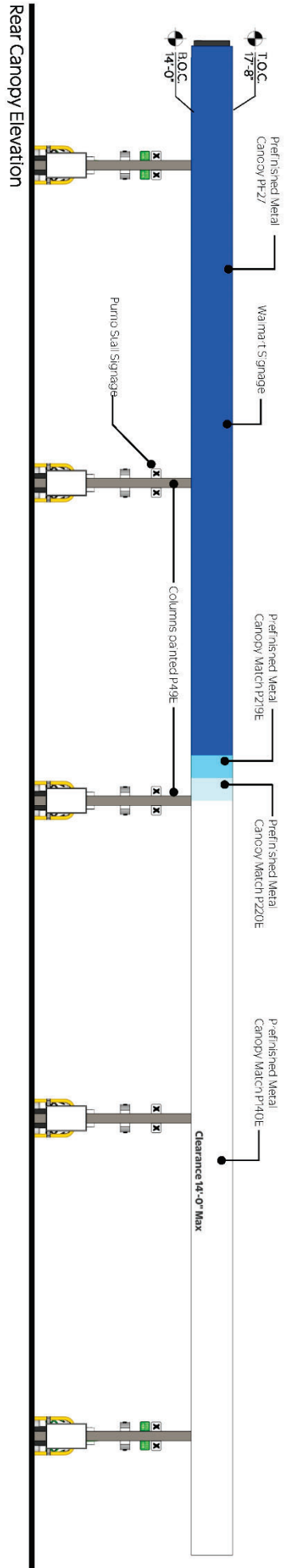
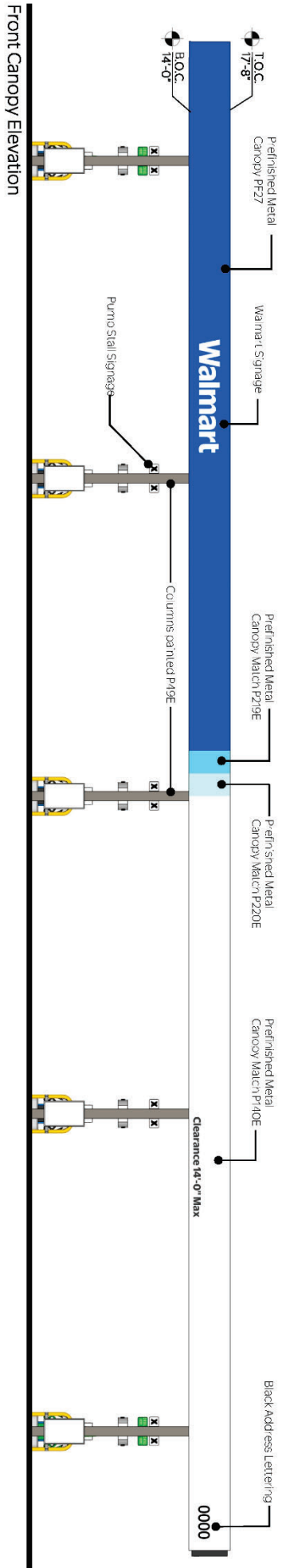
	P140E (Match) Prefinished Mt Pure White		Paint P218E True Blue		Paint P49E Dark Gray
	P219E (Match) Prefinished Mt Everyday Blue		P220E (Match) Prefinished Mt Sky Blue		PF27 Prefinished Mt True Blue
					PF28 Prefinished Mt Dark Gray

Walmart #580 Bartow, FL **FUEL ELEVATIONS** 02.10.26 Copyright ©2026 by SGA Design Group, P.C. All rights reserved. SGA Design Group, PC 5

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02/10/2026

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