Town of Loxahatchee Groves

Planning and Zoning Board Regular Meeting

Thursday, October 13, 2011 at 7:00 p.m.

Loxahatchee Groves Water Control District, 101 West "D" Road

MINUTES

1. Opening

Call to Order & Roll Call

Chair Dennis Lipp called the meeting to order at 7:03 p.m. Present were Chair Dennis Lipp and Board Members Grace Joyce, Lawrence Corning, Robin Crawford, Keith Harris, Veronica Close (Alternate #1), and Fred Schriefer (Alternate #2). Also present were Town Manager Mark Kutney, Boards & Committees Clerk Judy Rios, Town Planner Jim Fleischmann, and Town Engineer Patrick Figurella.

Chair Lipp led the Pledge of Allegiance and gave the Invocation.

2. Minutes

The meeting minutes for August 24, 2011 were not presented.

3. Local Planning Agency (LPA) Agenda

Chair Dennis Lipp announced that Staff has requested changes to the agenda.

Town Planner, Jim Fleishmann, requested that the Board pull Agenda Item B.1. Small-Scale Future Land Use Map Amendment Project # CPA 11- 2(SS): Day Property (Small-Scale Future Land Use Map Amendment: Amend the Town's Future Land Use Map from RR-5 to Commercial Low (CL) in part and Commercial Low Office (CL-0) in part on a 9.3 acre parcel of land located at the southwest corner of Okeechobee Boulevard and Folsom Road) from consideration in tonight's meeting and to **defer this item** until it has been properly advertised.

After discussion, Chairman Lipp suggested to Staff that a Proof of Publication is added to future agendas that indicate that the meeting has been properly noticed.

A. Old Business

1. **Discussion of Regular Meeting Dates** – *See discussion at end of minutes.*

B. New Business

2. **Site Plan Amendment: Project #SP(A) 11-1: Seventh Day Adventist Church**

Revise the previously approved site plan conditions (Town Resolution 2008-024) for the Seventh Day Adventist property located at the southwest corner of Okeechobee Boulevard and "E" Road, as follows:

- Revise Engineering Condition #1 (right-of-way conveyances) to read as follows: Okeechobee Boulevard — 10 feet; "E" Road — 10 feet; and a 25 foot corner clip.

Based on the fact that "E" Road has been removed from Thoroughfare Right-of-Way Identification Map and County and Water Control District concurrence, Staff recommended approval of the proposed revision to Engineering Condition #1.

- Bridle Trail Easement: Addition of Condition 2.a to require a 13-foot bridle trail easement.

Staff recommended approval of the proposed amendment, as it incorporates a previous condition of approval within the site plan.

Public Comment:

Bridget Subramanya of 2926 "C" Road, spoke about the importance of connectivity and Greenway versus Bridle Trail.

- Retention/Detention Areas: Increase in the area required for drainage.

Staff recommended approval of the proposed amendment as it has been deemed necessary to accommodate the approved development program. The Loxahatchee Groves Water Control District, in e-mail correspondence, indicated that it could not comment on project drainage effects based upon the conceptual site plan submitted.

- Building Square Footages: Increase of square footage by a net of 64 sq. ft.

Staff recommended approval of the proposed amendment, as it only increases the previously approved project by 64 sq. ft (an increase in air conditioned space of 0.4%) and has no impact upon existing concurrency determinations and complies with all previously approved development regulations.

Staff Finding and Recommendation: Planning Staff finds Site Plan Amendment Application SP(A) 11-1 proposals to be generally consistent with the previous approval (Town Resolution 2008-024) and supported by correspondence from Palm Beach County and the Loxahatchee Groves Water Control District. Further, Staff recommended approval of Site Plan Amendment Application SP(A) 11-1.

Motion: Board Member Joyce moved to **approve** Site Plan Amendment 11-1, seconded by Board Member Crawford. In a roll call vote, all voted in favor of the motion, which passed unanimously. **(Motion carried 5-0.)**

End of LPA Agenda

Date of Next Meeting:

After discussion and by consensus, the Board determined that the meetings would be held on the second Thursday of the month at 6:00 p.m. The next scheduled meeting will be on November 10th.

Comments by the Board:

Discussion occurred on the alternate member's attendance at the meeting as well as commenting at the meeting with no voting power. Staff was directed to look into the possibility of placing additional seating for the alternate members on the dais.

Chair Lipp thanked everyone for attending the meeting.

Direction to the Staff to notice all meetings.

Chair Lipp encouraged Staff to demonstrate to Palm Beach State College that the Town of Loxahatchee Groves is very interested in having them here.

Recommended that the Board receive their meeting package one (1) week prior to the meeting.

Adjournment:

Chair Lipp requested motion for adjournment. Board Member Joyce made the motion for adjournment at 8:10 p.m.

These minutes were approved by the
Town Council on Thursday, December 8, 2011.

Judy Rios, Boards & Committees Clerk

Robin Crawford, Vice Chair

SEAL

Loxahatchee Groves Planning & Zoning Board
Inaugural Meeting Minutes –
Wednesday, August 24, 2011
Location: Palms West Hospital

Members Present:

Veronica Close *(Alternate Member #1)*
Lawrence Corning
Robin Crawford
Keith Harris
Dennis Lipp

Non-Voting Members Present:

Fred Schriefer *(Alternate Member #2)*

Members Absent:

Grace Joyce

Others Attending:

Frank Spence, Town Manager
Mike Cirullo, Town Attorney
Jim Fleischmann, Town Planner
Beverly Tew, Town Code Enforcement Contractor
Cindy Corum, Assistant Town Clerk

Members of the Public Attending:

Residents Marge Herzog, Doreen Baxter, Philomena Liang, Nina Corning and Frank Schiola

1. Opening

Town Manager Spence called the meeting to order at 7:05 p.m.

2. Roll Call

Roll call was taken by Assistant Clerk Corum.

All Board Members, Staff and the Public introduced themselves.

3. Presentation of Legal Requirements

Town Attorney Mike Cirullo introduced himself and provided his contact information to the Board Members. He gave a presentation on public records, the Florida Sunshine

Law, voting conflicts of interest, and the application process. Town Attorney Cirullo answered questions posed by the Board.

4. Overview of Planning & Zoning Functions

Town Manager Spence provided an overview of planning and zoning functions and administrative functions. He introduced Town Planner Jim Fleischmann who spoke about his firm, his background and some possible changes to the special exception processes. He also spoke about land use plan development amendments. Town Planner Fleischmann answered questions posed by the Board.

Beverly Tew, Tew & Taylor, provided a brief background and spoke about her company's role in the code enforcement process and noted past examples.

Town Manager Spence spoke about non-conforming uses and fees relating to the application process.

5. Election of Chair and Vice Chair

Discussion and questions took place regarding the amendments to the land use plan being presented before the Town Council on September 6th.

Motion: Board Member Close moved to **appoint** Dennis Lipp as Chair. Board Member Dennis Lipp seconded the motion, which passed unanimously. (Motion carried 5-0).

Motion: Chair Lipp moved to **appoint** Robin Crawford as Vice Chair. Board Member Robin Crawford seconded the motion, which passed unanimously. (Motion carried 5-0).

Chair Lipp took over the meeting at this time.

6. Summary Review of Future Cases - *None*

7. Committee Comment

Board Member Harris spoke of the interesting challenge in serving.

Board Member Schriefer inquired as to the number of hours that would be required and how often the committee would meet. Chair Lipp expressed hope for one (1) meeting a month with his goal to start the meeting at 7:00 p.m. and end it at 9:00 p.m.

Town Manager Spence noted his intention of distributing the agenda packet the Friday prior to the meeting or Monday at the latest. He encouraged the members to contact him in advance of the meeting with their questions and that all information will be shared

equally among all members. Town Manager Spence noted that all communication and recommendations from the Board would be forwarded to the Town Council by himself.

8. Public Comment - *None*

9. Setting of Next Meeting Time and Date

Following discussion, by consensus, the Board agreed to schedule the next meeting for Thursday, September 15th.

10. Closing and Adjournment

The meeting was adjourned at 9:17 p.m.

SEAL

ATTEST:

Judy Rios, Boards & Committees Clerk

Robin Crawford, Vice Chair

12/8/11
Date Approved by Committee

2011 Dec 8
Date Signed

12-13-11P03:37 RCVD

TOWN OF LOXAHATCHEE GROVES

ABANDONED/FORECLOSED PROPERTY REGISTRATION FORM

As per Ordinance 2011-010 July 5, 2011

It is the purpose and intent of the Town to establish a process to address abandoned residential real property located within the Town. It is the Town's further intent to specifically establish and abandoned residential property program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

Palm Beach County Property Control Number: 41-41-43-17-01-104 0020
Recording Info LisPendens: n/a
Property Address: Lot A, Loxahatchee Groves, Fl. 33470

Mortgagee:	BAC Home Loan Servicing, L.P.
Address:	400 National Way
City, State, Zip	Simi Valley, CA 93065
Phone:	(800) 669-2443 Fax: (805) 3067012
Contact person:	Escalations Department
Title:	N/A Email: fs.resolutioncenter@bankofamerica.com

Local Representative/Management Company

Name:	BAC Field Services Corporation
Company:	BAC Field Services Corporation
Address:	301 E Vanderbilt Way Ste. #350
City, State, Zip:	San Bernardino, CA 92408
Phone:	(866) 515-9756 Fax: (805) 306-7012
Email:	fs.resolutioncenter@bankofamerica.com

Foreclosure Attorney:	n/a
Firm:	n/a
Address:	n/a
City, State, Zip:	n/a
Phone:	n/a Fax:
Email:	n/a

Registration fees are $150.00 annually and are to be made payable to The Town of Loxahatchee Groves. Visa, MasterCard, Discover or bank and company checks are accepted. Cash payments are not accepted. Payments are to be sent to: The Town of Loxahatchee Groves - 14579 Southern Blvd. Suite 2, Loxahatchee Groves, Fl. 33414. Mortgagee is responsible to meet the Maintenance, and Security sections of the Ordinance. Ordinance 2011-10 can be viewed in full on the Town website, in the Town Documents section.

Mortgagee must notify the Town Office within 10 days of any change regarding the property.

____ I have read Ordinance 2011-10 and understand the conditions and requirements mandated for the registering and maintenance of this property and have the full authority to sign below.

Signature

12/6/11
Date

Kumiko Nagai
Print name

Property Preservation Specialist
Title

BAC Field Services
Company

Signing on Behalf of
Bank of America Home Loans Servicing LP

State of: _____ County of: _____

The foregoing instrument was acknowledged before me, the undersigned Notary Public in and for the State of _____ on this, the _____ day of _____, 20____, by _____ ____ (Print Name) _____ _____ (Print Title) See attached acknowledgme

WITNESS my hand and official seal

Notary Public, State of _____

_____

Printed, typed or stamped name of Notary Public exactly as commissioned

___Personally known to me or ___ produced identification:

_____

(Type of Identification Produced)

INTERNAL USE ONLY

Annual Registration Fee of $150.00 per property paid _____, by _____, _____

Date Method of Pmt (ck # if applicable)

ACKNOWLEDGMENT

State of California
County of Los Angeles)

On December 6, 2011 before me, Cheryl Nichols, Notary Public
(insert name and title of the officer)

personally appeared Kumiko Nagai,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ **(Seal)**

CHERYL NICHOLS
COMM. # 1951040
NOTARY PUBLIC • CALIFORNIA
LOS ANGELES COUNTY
My Commission Expires
September 4, 2015

BANK OF AMERICA

DATE	A/P EXPENSE CHECK NO.
12/01/11	0012514803

NAT1 *B28133545

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS	DISCOUNT	NET	TYPE
113011	9008797172046	0874103530	150.00	0.00	150.00	8027
	FSD|871944386|REGSTR VAC PROP NB|LOT A			KN		
		TOTAL	150.00	0.00	150.00	

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A/P EXPENSE CHECK NO.
0012514803
64-1278/611

PAY ONE HUNDRED FIFTY DOLLARS AND NO CENTS

DATE 12/01/11

CHECK AMOUNT **********150.00

TO THE ORDER OF

TOWN OF LOXAHATCHEE GROVES
14579 SOUTHERN BLVD STE 2
LOXAHATCHEE GROVES FL 33414

AUTHORIZED SIGNATURE

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