

**TOWN OF LOXAHATCHEE GROVES  
TOWN HALL COUNCIL CHAMBERS  
TOWN COUNCIL WORKSHOP MEETING**

**AGENDA**

**FEBRUARY 18, 2020 - 6:00 – 9:00 P.M.**



**Robert Shorr, Mayor (Seat 4)**

**Phillis Maniglia, Councilmember (Seat 1)**

**Laura Danowski, Councilmember (Seat 2)**

**Lisa El-Ramey, Councilmember (Seat 3)**

**Dave DeMarois, Vice Mayor (Seat 5)**

**Administration**

Town Manager, James S. Titcomb  
Assistant Town Manager, Francine L. Ramaglia  
Town Attorney, R. Brian Shutt, Esq.  
Town Clerk, Lakisha Q. Burch  
Director of Public Works, Larry A. Peters, P.E.

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That's why we say "Character Counts" in Town of Loxahatchee Groves. Civility is practiced at all Town meetings.

**Special Needs:** In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

**Quasi-Judicial Hearings:** Some of the matters on the Agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

**TOWN COUNCIL AGENDA ITEMS**

**Call to Order**

**Pledge of Allegiance**

**Moment of Silence**

**Roll Call**

**Additions/Deletions/Modifications of Agenda**

**Comments from The Public on Non-Agenda Items**

The public is encouraged to offer comments on any non-agenda item. Generally, remarks by an individual will be limited to one time, up to three minutes or less. The Mayor or presiding officer has discretion to adjust the amount of time allocated.

**DISCUSSION**

1. Discussion of Drafts of Ordinance and Resolutions for Town Committees: Planning & Zoning Board, Financial Audit and Advisory, Roadway, Equestrian Trails & Greenway Advisory and Unified Land Development
2. Discussion of Town of Loxahatchee Groves' Vision regarding the following:
  - a. Roads, Canal and Drainage
  - b. Simmons & White

**Town Councilmembers Comments**

**Town Staff Comments**

**Adjournment**

**Comment Cards:** Anyone from the public wishing to address the Town Council, it is requested that you complete a Comment Card before speaking. Please fill out completely with your full name and address so that your comments can be entered correctly in the minutes and give to the Town Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comment. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 1**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: R. Brian Shutt, Town Attorney and Lakisha Burch, Town Clerk**  
**VIA: James Titcomb, Town Manager**  
**SUBJECT: DRAFT of Committee Ordinance and Resolutions**

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**Background:**

On February 4, 2020 Town Council asked that a DRAFT of the Ordinance and Resolutions for all committees be submitted to Town Council for discussion regarding future changes to Town Committees.

**Recommendation:**

Town staff recommends Town Council review and give feedback regarding changes to the Ordinance and Resolutions regarding Town Committees.

ORDINANCE NO. 2020-\_\_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AMENDING CHAPTER 34 “PLANNING AND DEVELOPMENT”, ARTICLE II PLANNING AND ZONING BOARD”, SECTION 34-25 “COMPOSITION AND TERM OF OFFICE” TO PROVIDE FOR BOARD COMPOSITION AND DETERMINATION OF ABSENCES; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves wishes to amend its Code of Ordinances regarding the Planning and Zoning Board as it relates to board composition and determination of absences; and,

**WHEREAS**, the Town Council finds it is in the best interest of the Town to adopt this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA:**

**Section 1:** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

**Section 2.** The Town Council for the Town of Loxahatchee Groves hereby amends Chapter 34 “Planning and Development”, Article II “Planning and Zoning Board”, Section 34-25 “Composition and term of office” thereof as follows (underline are additions to the text and ~~striketrough~~ are deletions to the text of this Ordinance):

**Sec. 34-25. Composition and term of office.**

(a) The planning and zoning board shall be composed of five members, and two alternate members placed in office in accordance with the following procedure:

- (1) Each member of the town council shall nominate a qualified ~~citizen~~ person for appointment to the planning and zoning board by the town council, to serve one-year terms.
- (2) Two alternative members, designated as Alternate No. 1 and Alternate No. 2, shall be appointed by the town council each year to serve one-year terms. Alternate members may participate in all matters that come before the board at meetings at which they attend. However, alternate members may only vote as members of the board, in their designated order, whenever any regular member of the board is absent.

(b) Members of the planning and zoning board shall be appointed from the residents of the town who shall be knowledgeable concerning the functions of municipal government, planning and zoning matters and municipal development, as well as, from professions associated with development, including, without limitation, architects, planners, attorneys, engineers, and contractors, however, the Town Council may appoint one member who is a non-resident landowner. Board members shall hold no other town office or position.

(c) Three members of the planning and zoning board who are in attendance shall constitute

a quorum for purposes of convening a meeting and transacting the business at hand.

(d) Vacancies on the planning and zoning board shall be filled by appointment by the town council for the unexpired term of the membership vacated. Nomination for such appointment shall be made by the council member who nominated the vacating board member; except that if an alternate member should vacate his position, any member of the town council may nominate a qualified ~~citizen~~ person for appointment to such position, which must be approved by the town council.

(e) The town council shall have the authority to remove any member of the planning and zoning board from his office for cause whenever, after due notice of hearing at a regular or special meeting of the town council, a majority of the council votes for such removal. Causes for removal shall include absence from ~~five~~ three consecutive board meetings without valid excuse as determined by the ~~town council~~ planning and zoning board.

(f) Compensation. The members of the planning board shall serve without compensation, but shall be reimbursed for any expenses authorized by the town council, which may be incurred in the performance of their duties.

(g) Organizational meeting. The initial organizational meeting of the board shall occur at the first meeting of the board following the appointment of board members by the town council. Thereafter, the board meeting in ~~April~~ May of each year shall be designated an organizational meeting for the purpose of electing a chairman and vice- chair, who shall be elected for terms of one year by the board from its membership.

**Section 3: Conflicts.** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

**Section 4: Severability.** If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by the Court to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of this Ordinance.

**Section 5: Codification.** It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Loxahatchee Groves, Florida, and that the Sections of this ordinance may be re-numbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

**Section 6: Effective Date.** This ordinance shall take effect immediately upon adoption.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS \_\_\_ DAY OF \_\_\_\_\_, 2020.**

Council Member \_\_\_\_\_ offered the foregoing ordinance. Council Member \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVE DEMAROIS, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYLLIS MANIGLIA, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LISA EL-RAMEY, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF  
LOXAHATCHEE GROVES, ON SECOND READING AND PUBLIC HEARING, THIS  
\_\_\_ DAY OF \_\_\_\_\_ 2020.**

**TOWN OF LOXAHATCHEE GROVES, FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Robert Shorr

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor David DeMarios

APPROVED AS T LEGAL FORM:

\_\_\_\_\_  
Council Member Laura Danowski

\_\_\_\_\_  
R. Brian Shutt, Town Attorney

\_\_\_\_\_  
Council Member Lisa El-Ramey

\_\_\_\_\_  
Council Member Phillis Maniglia

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2020-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING RESOLUTION NO. 2018-17, RELATING TO THE FINANCE ADVISORY AND AUDIT COMMITTEE TO AMEND THE PROVISIONS RELATING TO COMPOSITION OF COMMITTEE MEMBERS, DETERMINATION OF ABSENCES AND TERM OF APPOINTMENT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves adopted Town Resolution No. 2009-008, and established the Town of Loxahatchee Groves Finance Advisory Committee; and

**WHEREAS**, the Town Council has adopted several Resolutions amending the initial resolution; and

**WHEREAS**, it is the desire of the Town Council of the Town of Loxahatchee Groves, Florida to further amend Resolution No. 2018-17 to allow for modification of the composition of the Committee, term of appointment and determination of absences, to be in the best interests of the residents of the Town.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

**Section 1.** That the foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council hereby modifies the Town’s Finance Advisory and Audit Committee Resolution as follows:

**I. Creation of Finance Advisory and Audit Committee.** There is created a Finance Advisory and Audit Committee to act as an advisory board to the Town Council, as follows:

(A) **Qualifications.** Each member of the Finance Advisory and Audit Committee shall be a resident of the Town, except the Town Council may appoint one member who is a non-resident landowner. Whenever possible, emphasis should be upon persons who have experience in the financial services industry.

(B) **Duties.** The duties of the Finance Advisory and Audit Committee are as follows:

(1) To conduct a review and analyses of projects assigned by the

Town Council, or Town Manager, and make recommendations to the Town Council;

- (2) To review financial activities of the Town; and
- (3) To act as the Audit Committee in order to provide for auditor selection functions consistent with Section 218.391, Florida Statutes, upon motion of the Town Council.

(C) The Committee shall be comprised of five (5) voting members, to be appointed by individual Town Council Members.

(D) The Town Council may appoint one member of the Town Council to serve as a non-voting liaison to the Finance Advisory and Audit Committee.

(E) The voting members shall serve a term on one (1) year, expiring on ~~the next date of the next regular Town election~~ the first Tuesday of May of the following year.

(F) An attendance requirement shall be imposed on all members of the Finance Advisory and Audit Committee. A member of the Finance Advisory and Audit Committee may be removed by the Town Council if he/she has missed ~~two (2)~~ three (3) consecutive meetings of the Committee where all three absences have been unexcused as determined by the Committee.

(G) Committee members, and/or companies or employers, in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

(H) If a regular member of the Finance Advisory and Audit Committee resigns or is removed from his or her position, the appointing Council Member shall appoint the replacement for approval by Town Council.

(I) Modification or changes to the Finance Advisory and Audit Committee duties and responsibilities must be approved by a super majority of the Town Council.

## **II. Advisory Only.**

The actions, decisions, and recommendations of the Finance Advisory and Audit Committee shall be advisory only.

## **III. Meetings, Dates, Procedures, Records, Quorum, and Compensation.**

(A) The Finance Advisory and Audit Committee may hold an organizational meeting at the first scheduled meeting following the appointment of the members of

the Finance Advisory and Audit Committee. The purpose of the Finance Advisory and Audit Committee organizational meeting is for the members to elect a Chair and Vice Chair from its voting membership for term identified in Section 2 I(E); provided that the Chair and Vice Chair of the previously named Finance Committee may continue to serve in those capacities.

(B) The Finance Advisory and Audit Committee shall meet every four (4) months or as-needed basis, as determined by the Town Council or Town Manager.

(C) All meetings, records and files of the Finance Advisory and Audit Committee shall be open and available to the public, consistent with Chapter 119, Florida Statutes (the Public Records Law) and Chapter 286, Florida Statutes (the “Sunshine Law”). In addition, members of the Finance Advisory and Audit Committee shall ensure that their actions are in compliance with Chapter 119, Florida Statutes (the “Public Records Law”) and Chapter 286, Florida Statutes (the “Sunshine Law”).

(D) Notice for any meeting of the Finance Advisory and Audit Committee shall be posted in accordance with Chapter 286, Florida Statutes (the “Sunshine Law”) and on the Town’s website and at the Town Office no later than 24 hours prior to the scheduled meeting. Should the Town Manager not be able to confirm that a quorum will be present by noon on the day of the scheduled meeting, the Town Manager may cancel the meeting and advise Committee members and notice of such cancellation.

(E) Three (3) voting members in attendance shall constitute a quorum of the Finance Advisory and Audit Committee. All action by the Finance Advisory and Audit Committee shall require approval by at least three (3) members.

(F) The Town Manager or his/her designee shall act as secretary to the Finance Advisory and Audit Committee, and be responsible for attending all meetings, on an as-needed basis, and providing the items necessary for conducting meetings and for recording and preparation of meeting minutes. The Town Attorney or his/her designee shall act as attorney for the Finance Advisory and Audit Committee, on an as-needed basis.

(H) Members of the Finance Advisory and Audit Committee shall serve without compensation for the performance of their duties.

**Section 3.** Severability. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated, and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 4.** Conflicts. All resolutions or parts of resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

**Section 5.** Effective Date. This resolution shall take effect immediately upon its adoption.

Council Member \_\_\_\_\_ offered the foregoing resolution. Council

Resolution No. 2020-\_\_

Member \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave DeMarios, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Danowski, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa El-Ramey, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillis Maniglia, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS-\_\_ DAY OF \_\_\_\_\_, 2020.**

**TOWN OF LOXAHATCHEE GROVES  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Vice Mayor

\_\_\_\_\_  
Council Member

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2020-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING RESOLUTION 2015-04, RELATING TO THE TOWN “ROADWAY, EQUESTRIAN TRAILS AND GREENWAY ADVISORY COMMITTEE” TO AMEND THE PROVISIONS RELATING TO COMPOSITION OF COMMITTEE MEMBERS, DETERMINATION OF ABSENCES AND TERM OF APPOINTMENT; PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Resolution 2011-005, the Town Council of the Town of Loxahatchee Groves, Florida, created the “Roadway, Equestrian Trails and Greenway Advisory Committee” to advise the Town Council as to issues related to roadways, multi-purpose and equestrian trails, greenways, parks and related water issues; and

**WHEREAS**, the Town Council amended Resolution 2011-005 by adopting Resolution 2015-04; and

**WHEREAS**, the Town Council wishes to further amend the above resolutions to allow for modification of the composition of the Committee, term of appointment and determination of absences, to be in the best interests of the residents of the Town.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

**Section 1.** That the foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** Section 2 of Resolution 2015-04 is amended as follows:

**I. Creation of the “Roadway, Equestrian Trails and Greenway Advisory Committee.”** There is created the Roadway, Equestrian Trails and Greenway Advisory Committee to act as an advisory board to the Town Council, as follows:

(A) **Qualifications.** Each member of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be a resident of the Town, except the Town Council may appoint one member who is a non-resident landowner.

## TOWN OF LOXAHATCHEE GROVES

### RESOLUTION NO. 2020-\_\_

- (B) Duties. The Roadway, Equestrian Trails and Greenway Advisory Committee's duties are to review only those matters directed to it by the Town Council through the Town Manager, or by the Town Manager, which matters may include:
1. Reviewing and analyzing projects relating to roadways, multi-purpose and equestrian trails, greenways, parks and related water issues;
  2. Making recommendations to the Town Council on the enhancement, improvement and development of roadways, multi-purpose and equestrian trails, greenways, parks and related water issues within the Town; and,
  3. Any other matter relating to roadways, multi-purpose and equestrian trails, greenways, parks and related water issues the Town Council may determine should be reviewed by the Committee.
- (C) The Committee shall be comprised of five (5) voting members, to be appointed by individual Town Council Members.
- (D) The Town Council shall appoint one member of the Town Council to serve as a non-voting liaison to the Roadway, Equestrian Trails and Greenway Advisory Committee. The Town Council liaison shall serve as a conduit to provide information between the Town Council and the Roadway, Equestrian Trails and Greenway Advisory Committee.
- (E) The voting members shall serve at the pleasure of the Town Council. The terms of the voting members shall ~~run concurrently with the term of the Council Member who nominated the voting member to the Committee.~~ expire on the first Tuesday of May of the following year.
- (F) An attendance requirement shall be imposed on all members of the Roadway, Equestrian Trails and Greenway Advisory Committee. Unless excuse of absence is granted by the Roadway, Equestrian Trails and Greenway Advisory Committee, a member of the Roadway, Equestrian Trails and Greenway Advisory Committee ~~shall~~ may be removed by the Town Council if he/she has missed three (3) consecutive meetings of the Committee within a twelve (12) month period, where all three absences have been unexcused.
- (G) Committee members, and/or companies or employers in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on

## TOWN OF LOXAHATCHEE GROVES

### RESOLUTION NO. 2020-\_\_

Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

(H) If a regular member of the Roadway, Equestrian Trails and Greenway Advisory Committee resigns or is removed from his or her position, the nominating Council Member shall appoint the replacement.

**II. Advisory Only.** The actions, decisions, and recommendations of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be advisory only.

**III. Meetings, Dates, Procedures, Records, Quorum, and Compensation.**

(A) The Roadway, Equestrian Trails and Greenway Advisory Committee shall hold an organizational meeting at the first scheduled meeting following the appointment of the members of the Roadway, Equestrian Trails and Greenway Advisory Committee. The purpose of the Roadway, Equestrian Trails and Greenway Advisory Committee organizational meeting is for the members to elect a Chair and Vice Chair from its voting membership for terms of one (1) year.

(B) The Roadway, Equestrian Trails and Greenway Advisory Committee will meet only when needed to review matters directed to it by the Town Council pursuant to subsection I(B) above. At such meetings, the Roadway, Equestrian Trails and Greenway Advisory Committee shall limit its business to the matters directed to it by the Town Council.

(C) All meetings, records and files of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be open and available to the public, consistent with Chapter 119, Florida Statutes (the Public Records Law) and Chapter 286, Florida Statutes (the "Sunshine Law"). In addition, members of the Roadway, Equestrian Trails and Greenway Advisory Committee shall ensure that their actions are in compliance with Chapter 119, Florida Statutes (the "Public Records Law") and Chapter 286, Florida Statutes (the "Sunshine Law").

(D) Notice for any meeting of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be posted in accordance with Chapter 286, Florida Statutes (the "Sunshine Law") and on the Town's website and at the Town Office no later than 24 hours prior to the scheduled meeting.

(E) Three (3) voting members in attendance shall constitute a quorum of the Roadway, Equestrian Trails and Greenway Advisory Committee.

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2020-\_\_**

(F) The Town Manager or his\her designee shall prepare the agendas, set the dates of meetings, act as secretary to the Roadway, Equestrian Trails and Greenway Advisory Committee, and be responsible for attending all meetings and providing the items necessary for conducting meetings, and for recording and preparation of meeting minutes. The Town Attorney or his\her designee shall act as attorney for the Roadway, Equestrian Trails and Greenway Advisory Committee, on an as-needed basis.

(G) Town staff will reasonably provide adequate support to the Committee to discharge its responsibilities as assigned by the Town Council.

(H) Members of the Roadway, Equestrian Trails and Greenway Advisory Committee shall serve without compensation for the performance of their duties.

**Section 3.** Severability. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated, and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 4.** Conflicts. All Resolutions or parts of Resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

**Section 5.** Effective Date. This Resolution shall take effective immediately upon its adoption.

Council Member \_\_\_\_\_ offered the foregoing resolution. Council Member \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave DeMarios, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Danowski, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa El-Ramey, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2020-\_\_**

Phillis Maniglia, COUNCIL MEMBER

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES,  
FLORIDA, THIS-\_\_ DAY OF \_\_\_\_\_, 2020.**

**TOWN OF LOXAHATCHEE GROVES  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Vice Mayor

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

**TOWN OF LOXAHATCHEE GROVES  
RESOLUTION NO. 2020- \_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING RESOLUTION NO. 2016-28, RELATING TO THE UNIFIED LAND DEVELOPMENT CODE REVIEW COMMITTEE TO AMEND THE PROVISIONS RELATING TO COMPOSITION OF COMMITTEE MEMBERS, DETERMINATION OF ABSENCES AND TERM OF APPOINTMENT AND REMOVAL OF SUNSET PROVISIONS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council adopted Resolution No. 2016-28, reestablishing the “Unified Land Development Code Review Committee” to review the Town’s Unified Land Development Code (ULDC) and advise the Town Council as to suggested revisions to the ULDC; and

**WHEREAS**, it is the desire of the Town Council of the Town of Loxahatchee Groves, Florida to further amend Resolution No. 2016-28 to allow for modification of the composition of the Committee, term of appointment and determination of absences, is in the best interests of the residents of the Town.

**NOW, THEREFORE, BE IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, as follows:**

**Section 1.** That the foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council hereby modifies the Town’s “Unified Land Development Code Review Committee” Resolution as follows:

**I. Establishment of the “Unified Land Development Code Review Committee.”**  
There is established the Unified Land Development Code Review Committee to act as an advisory board to the Town Council, as follows:

- (A) **Membership.** The Committee shall be comprised of five (5) voting members, to be appointed by individual Town Council Members through adoption of a resolution. The members shall serve a term of one year, expiring on ~~until the Sunset date set forth herein in Section 3 of this resolution.~~ the first Tuesday of May of the following year.
- (B) **Qualifications.** Each member of the Unified Land Development Code Review Committee shall be a resident of the Town, except the Town Council may appoint one member who is a non-resident landowner.

- (C) Duty. The Unified Land Development Code Review Committee’s duty is to review and provide recommendations on sections of the Town’s currently adopted Unified Land Development Code, and pertinent sections of the Town’s Comprehensive Plan, as directed by the Town Council, or the Town Manager.
- (D) An attendance requirement shall be imposed on all members of the Unified Land Development Code Review Committee. A member of the Unified Land Development Code Review Committee may be removed by the Town Council if he/she has missed three (3) consecutive meetings of the Committee, where all three absences have been unexcused as determined by the Committee.
- (E) Committee members, and/or companies or employers in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.
- (F) If a regular member of the Unified Land Development Code Review Committee resigns or is removed from his or her position, the nominating Council Member shall appoint the replacement.

**II. Advisory Only.** The actions, decisions, and recommendations of the Unified Land Development Code Review Committee shall be advisory only.

**III. Meetings, Dates, Procedures, Records, Quorum, and Compensation.**

- (A) The Unified Land Development Code Review Committee shall hold an organizational meeting within thirty (30) days following the appointment by the Town Council of the members of the Unified Land Development Code Review Committee. The Unified Land Development Code Review Committee shall elect a Chair and Vice Chair at such organizational meeting from its voting membership for a term identified in Section 2 I(A).
- (B) The Unified Land Development Code Review Committee shall meet on a quarterly, or as-needed basis, as determined by the Town Council, or the Town Manager.
- (C) All meetings, records and files of the Unified Land Development Code Review Committee shall be open and available to the public, consistent with Chapter 119, Florida Statutes (the Public Records Law) and Chapter 286, Florida Statutes (the “Sunshine Law”). In addition, members of the Unified Land Development Code Review Committee shall ensure that their actions are in compliance with Chapter 119, Florida Statutes (the “Public Records Law”) and Chapter 286, Florida Statutes (the “Sunshine Law”).

(D) Notice for any meeting of the Unified Land Development Code Review Committee shall be posted in accordance with Chapter 286, Florida Statutes (the “Sunshine Law”) and on the Town’s website and at the Town Office no later than 24 hours prior to the scheduled meeting.

(E) Three (3) members in attendance shall constitute a quorum of the Unified Land Development Code Review Committee.

(F) The Town Manager or his\her designee shall act as secretary to the Unified Land Development Code Review Committee, and be responsible for attending all meetings, on as as-needed basis, and providing the items necessary for conducting meetings and for recording and preparation of meeting minutes. The Town Attorney or his\her designee shall act as attorney for the Unified Land Development Code Review Committee, on an as-needed basis.

(H) Members of the Unified Land Development Code Review Committee shall serve without compensation for the performance of their duties.

**Section 3.** Severability. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated, and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 4.** Conflicts. All Resolutions or parts of Resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

**Section 5.** Effective Date. This Resolution shall take effective immediately upon its adoption.

Council Member \_\_\_\_\_ offered the foregoing resolution. Council Member \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave DeMarios, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Danowski, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa El-Ramey, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillis Maniglia, COUNCIL MEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution No. 2020-\_\_

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS-\_\_ DAY OF \_\_\_\_\_, 2020.**

**TOWN OF LOXAHATCHEE GROVES  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Vice Mayor

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Council Member

DRAFT

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155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 2**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Francine Ramaglia, Assistant Town Manager**  
**VIA: James Titcomb, Town Manager**  
**SUBJECT: Discussion on Town of Loxahatchee Groves Vision and Update (roads, canals and drainage)**

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**Background:**

On February 4, 2020 Town Council asked that an update of the status regarding the Town of Loxahatchee Groves Vision from the Visioning Session. At the Visioning Session, three key issues rose to the top—infrastructure, communications, and codes. Attached is a summary of these three priority areas further broken down into strategies along with actions taking place to help support progress towards achievement.

The following materials are also attached for reference:

- Draft definition of Road Grid and levels of service matrix proposed of RETGAC Joint Committee
- Visioning Session materials, discussion notes and results, consultant's summary reports and presentations
- Conditions report as of January 2020 prepared by Public Works Director

In addition to providing feedback on the Joint Committee's work to date, the key areas of discussion will be specific roads & drainage projects, speed limits, traffic calming and signage. Simmons & White, our traffic engineers, will be on hand to speak to these issues as well as to discuss the preliminary cross-section work they have recently been engaged to do.

Workshop discussion will form the initial basis to create action plans and implementation timelines that will frame both the budget and financing approach.

**Discussion:**

Staff seeks Council review and feedback regarding the Town's Visioning priorities, particularly regarding roads, canals and drainage.

## Lakisha Burch

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**From:** Francine Ramaglia  
**Sent:** Monday, February 10, 2020 4:45 PM  
**To:** Lakisha Burch  
**Cc:** James Titcomb; Jennifer N. Lopez  
**Subject:** Visioning Update Discussion Guide for Workshop Agenda  
**Attachments:** Revised\_Road\_Classification\_Table.docx  
  
**Importance:** High

Roads, Canals, & Drainage	
<ul style="list-style-type: none"> <li>• Create a grid to define priority roads</li> </ul>	<ul style="list-style-type: none"> <li>– Preliminary grid and levels of service proposed by RETGAC/Joint Committee (<i>see attached</i>)</li> <li>– Reviewing segment characteristics (paved/unpaved, traffic calming)</li> <li>– Creating signage plan and cross-sections (North B)</li> <li>– Considering speed limit changes and other traffic calming</li> <li>– Legislative appropriations</li> <li>– TPA grants</li> </ul>
<ul style="list-style-type: none"> <li>• Establish long-range financial forecast/determine available funding</li> </ul>	<ul style="list-style-type: none"> <li>– Continuing discussions (dependent on Capital Plan and Comp Plan changes—work in progress)</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and deploy a maintenance program based on funding</li> </ul>	<ul style="list-style-type: none"> <li>– In progress</li> </ul>
Communications & Branding	
<ul style="list-style-type: none"> <li>• Develop key messages that support the Town brand</li> </ul>	<ul style="list-style-type: none"> <li>– New Website</li> </ul>
<ul style="list-style-type: none"> <li>• Create and execute a strategic communications plan</li> </ul>	<ul style="list-style-type: none"> <li>– Newsletter, mailings</li> </ul>
<ul style="list-style-type: none"> <li>• Provide official communications vehicles for resident use</li> </ul>	<ul style="list-style-type: none"> <li>– Facebook page coming soon</li> </ul>
Relevant Commercial Development	
<ul style="list-style-type: none"> <li>• Update and modernize Town land development regulations</li> </ul>	<ul style="list-style-type: none"> <li>– Completing updates of sign code</li> </ul>
<ul style="list-style-type: none"> <li>• Create a long-range plan for economic development</li> </ul>	<ul style="list-style-type: none"> <li>– Upcoming public workshops in March pursuant to DEO grant re Okeechobee (classification of non-residential enterprise and existing uses) and Southern (desired uses and FAR)</li> </ul>
<ul style="list-style-type: none"> <li>• Develop a plan for annexations</li> </ul>	<ul style="list-style-type: none"> <li>– Palms West properties and unincorporated areas west of Town</li> </ul>

**Note that simmons & white will be at meeting to discuss roadways, speed limits, traffic calming and signage plans**

The Joint Committee recommended approval of the following road classification system Comprehensive Plan Transportation Element text amendment and Map.

<b>Road Classification</b>	<b>Function</b>	<b>Design Objective</b>	<b>Ultimate Design Characteristics</b>	<b>Funding</b>
<u>Service Level 1</u>	Principal public access from Town properties to Okeechobee Boulevard and Southern Boulevard	Improved or unimproved, as determined by the Town	(B, D, and F roads): Asphalt pavement, including two 11-foot wide travel lanes, with proper drainage, easements and guard rails, and appropriate traffic calming features installed at the time of improvement.	Town gas tax, road & drainage assessments, and/or a cost-sharing assessment
<u>Service Level 2</u>	Public access from Town properties to Okeechobee Boulevard -or Southern Boulevard	Improved or unimproved, as determined by the Town	(A, C and E roads): Asphalt pavement, including two 11-foot wide travel lanes where possible, with proper drainage, easements and guard rails, and appropriate traffic calming features installed at the time of improvement.	Town gas tax and road & drainage assessments, and/or a cost-sharing assessment
<u>Service Level 3</u>	Connector public access between two or more Service Level 1 Roads	Improved or unimproved to be determined by Town and property improvement area owners	Surface to be determined, including two 11-foot wide travel lanes, or one 11-foot travel lane including narrowing, as necessary, with proper drainage, easements and guard rails, and appropriate traffic calming features installed at the time of improvement.	Town gas tax and road & drainage assessments, and/or cost sharing assessment
<u>Service Level 4</u>	Non-through public direct access to Town properties	Improvement can be requested by property improvement area owners and approved by Town.	Surface to be determined, including one or two 11-foot travel lanes, with proper drainage, installed at the time of improvement.	Town gas tax and road & drainage assessments, and/or cost sharing assessment
<u>Service Level 5</u>	Non-through private direct access to Town properties	Improvements may be made by property improvement area owners	Not Applicable	Owner's responsible for improvements and maintenance at Town standards.

**You Are Cordially Invited  
To Join Your Neighbors  
at**

# **COMMUNITY VISION WORKSHOP**

**Saturday, September 28, 2019**

Hosted at Palm Beach State College Campus  
from 8 am to 4 pm

**15845 Southern Blvd.  
Loxahatchee Groves, FL 33470**

**BREAKFAST AND LUNCH PROVIDED**

*Please let us know if you would like to include something in the  
FREE "SWAG BAG" to represent your local business,  
farm and/or other organization.*

**RSVP by September 24<sup>th</sup>, 2019**

**PLEASE REGISTER BY EMAIL TO  
[jlopez@loxahatcheegrovesfl.gov](mailto:jlopez@loxahatcheegrovesfl.gov)**

If any questions call #561-807-6675  
[www.loxahatcheegrovesfl.gov](http://www.loxahatcheegrovesfl.gov)

# VISION WORKSHOP

September 28, 2019

*Town of Loxahatchee Groves, Florida*



## AGENDA

### **Resident/Landowner/Council**

Welcome and Introductions

Purpose of the Workshop

SWOT Results

Issues Roundtables

Public Comment (3 minutes per speaker)

### **Council**

Discuss Achievable Priorities

Identify Timelines

Discuss How to Pay for Priorities

## **Why are we here today?**

- Hear about the SWOT survey results
- Discuss key issues
- Identify a path forward
- Develop a reasonable timeline
- Discuss funding options

## **How can you contribute?**

- Participate in roundtable discussions
- Listen to understand
- Acknowledge the past, but look to the future
- Provide relevant public comment (optional)

What do you love most about the Town?



If you could change one thing right away, what would that be?

- 1 Improve roads (36)
- 2 Control commercial development (11)
- 3 Reverse incorporation (5)
- 4 Increase speed limits on Okeechobee Blvd (4)



### Strengths

Theme	Frequency
Zoning/large lots/low density/land use	31
Residents/People/Neighbors	27
Rural/Country feel	21
Council/Mayor	16
Location/convenience (tied)	12
Animals/Equestrian (tied)	12

### Weaknesses

Theme	Frequency
Poor roads/drainage	40
Lack of funds/weak tax base	30
Divisiveness/infighting/lack of community	18
Lack of code enforcement	17
Poor decisions/poor management	13

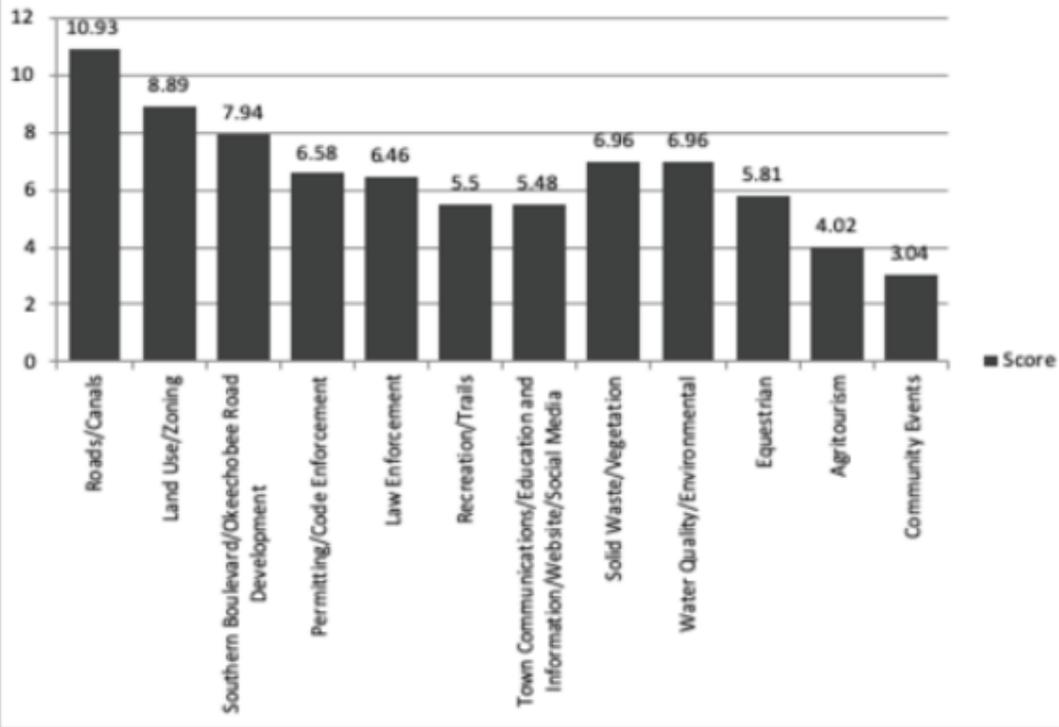
### Opportunities

Theme	Frequency
Smart/strategic commercial development	21
Maintain lifestyle/rural character	14
Leverage agriculture/agritourism	12
Nothing/no idea	11
Road improvements/funding (\$8m)	10

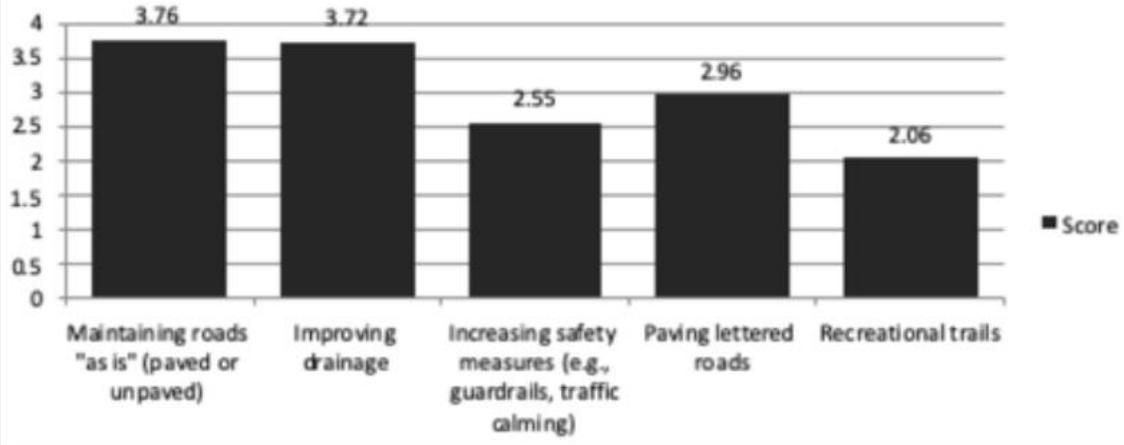
### Threats

Theme	Frequency
Developers/Commercial overdevelopment/lot size	51
Increasing traffic/cut-through/widening	16
Road/canal maintenance	15
Disagreement/politics	12
Outside influence (tied)	10
Special interests (tied)	10
Lack of funding (tied)	10

Please rank the following topical areas in importance to the community, with 1 being the highest and 12 being the lowest.



Please rank the following public infrastructure investments from most important ("1") to least ("5").



- There is strong agreement that road and canal maintenance should improve, but we need to define which ones
- There is divisiveness in the community, yet self-awareness among the survey respondents about this issue
- There is a sense that new leadership and management is an opportunity to move forward
- Some progress has been made, but there's a long way to go



**Are these the roads that  
should be paved? Why not?**



# RETGAC - Recommendations for service level 1 roads



**What kind of commercial  
development would fit the  
community?**

**What would not?**



**What else could we do to  
foster or protect the Town's  
identity, or brand?**



# WHAT ARE WE GOING TO DO?





**To:** Mr. James Titcomb, Town Manager, Town of Loxahatchee Groves  
Ms. Francine Ramaglia, Assistant Town Manager, Town of Loxahatchee Groves  
**From:** Kevin Knutson, Vice President, Envisio Solutions, Inc.  
**Date:** October 24, 2019  
**Subject:** Results of the September 28, 2019 Resident Workshop (*Draft Report*)

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Envisio assisted the Town of Loxahatchee Groves in preparing for and conducting a visioning workshop with Town residents and the Town Council with the goal of identifying specific priorities that staff should focus on in the short term.

The workshop was held on September 28, 2019, with as many as 200 residents in attendance at various times throughout the day. In an effort to identify specific ideas from the residents (including Council members) who participated, the results of the recent strengths-weaknesses-opportunities-threats (SWOT) survey were shared and residents worked in small groups to identify priority roads, types of commercial development appropriate for the town, and “big ideas” that could be transformational to the Town. The Council then had a discussion of their priorities. The report below summarizes the results of those discussions.

### **Resident Visioning Exercises**

Participants sat at tables with between four to eight people and engaged in directed conversations around key issues identified in the SWOT survey, including roads and commercial development. Each group discussed three questions and reported out to the entire audience, sharing specific ideas and concerns that each group had identified.

#### *Road Grid*

The first discussion centered around a map that had been developed by the Roadways, Equestrian, Trails & Greenway Advisory Committee that identified the priority roads throughout the Town. The map was created to serve as a basis for a comprehensive maintenance plan for the Town.

The term “priority road” was meant to indicate those roads that served as points of access for Town residents and comprise the grid that should be included in an ongoing maintenance plan to ensure that they are in good condition.

The small discussion groups reviewed the proposed grid map, discussed what had been included or excluded, and made summaries of individual comments. A group spokesperson then reported out to all workshop participants about the outcomes of their small group discussion.

There was a general consensus that the proposed map was appropriate and complete, with most of the comments aimed at suggesting that the roadway plan anticipate that different roads may need to be maintained at different levels, that some roads may need to be paved that are currently unpaved, and that the language used to describe these roads should be carefully considered, given the technical definitions of words like “collector road.”

### *Commercial Development*

The next exercise was to answer a two-part question: “What kind of commercial development would fit the community?” and “What would not?” The idea was to get more feedback on residents’ opinions around commercial development, which had been prominent in the SWOT survey.

The things that participants thought would fit included a host of agriculture-related services, recreational opportunities, and other concepts in keeping with the theme of a rural community. For a full list, please see the attached results from the workshop. A few key concepts that came up included:

- Farm-to-table restaurants, shops and markets
- “Mom & Pop” businesses, such as restaurants, bakeries, gift shops, and services
- Recreation and entertainment amenities, such as a community center, gun range or movie theater
- Equestrian-related services and amenities

Things that wouldn’t fit the community included:

- Big-box stores
- Strip malls
- Heavy industry
- Auto dealers
- Adult-only entertainment, stores or bars

### *Big Ideas*

Given the strong themes running through the SWOT survey echoing earlier planning efforts in 2008 and 1998 emphasizing the rural nature of the community, we asked participants “What else could we do to foster or protect the Town’s identity, or brand?”

A number of ideas were offered, mostly centered around a couple of themes:

- Emphasizing the rural quality of the town
- Promoting agritourism and farm-to-table services
- Adding equestrian amenities
- Strengthening the code

The Council and staff can use the full list of ideas as they are creating strategies for communications and development moving forward.

### **Council Priorities**

Once the group participation exercises were complete, the Council came together as a body to discuss what they had learned through the survey and workshop, set priorities for the near term, and provide staff with some specific ideas around tools and approaches that would be beneficial to their decision-making process.

### ***Observations***

Some of the key takeaways for council members included the ideas that future development should be directed towards projects that reflected the rural nature of the community, that there was an appetite for locally-oriented services (particularly around agriculture), and that now was the time to start resolving some of these long-standing issues.

With those thoughts in mind, the Council then identified the key priorities for the next few years, understanding that funding would be a key driver in the timing and sequence of changes.

### ***Town Priorities and Tools***

After discussing what they had heard in the workshop, learned through the SWOT survey, and had gathered from their time serving on the Council, three key issues kept rising to the top—infrastructure, communications, and codes. The three priority areas are further broken down into strategies or tools that will help support achievement of the priorities.

1. Roads, Canals, & Drainage
  - a. Create a grid to define priority roads
  - b. Establish a long-range financial forecast to determine available funding
  - c. Develop and deploy a maintenance program based on funding
2. Communications & Branding
  - a. Develop key messages that support the Town brand
  - b. Create and execute a strategic communications plan

- c. Provide official communications vehicles for resident use
- 3. Relevant Commercial Development
  - a. Update and modernize Town land development regulations
  - b. Create a long-range plan for economic development
  - c. Develop a plan for annexations

The next step will be for staff to come back with actions and timelines to implement the tools identified under each priority. Because one of the tools (1b) is a long-range financial forecast, the funding and economic impact of each will not be known at first, so will be added later. The forecast will inform budget discussions and may impact timelines for rolling out the various implementation plans.

## Attachment A: Visioning Workshop Results

The first part of the workshop on September 28, 2019 engaged residents in small group discussions. Responses were shared with the entire group and captured on sticky notes that were collected by Town staff. The bullet items below reflect the content of the sticky notes, rather than what was reported out in the session. (Some have been edited for clarity.)

### What kind of commercial development would fit the community?

- Coffee hangout lunch breakfast
- Coffee shop/bookstore
- Fitness center
- Okeechobee at F Road or B Road roundabouts
- Keep Okeechobee Blvd 30 MPH
- Roundabouts on Okeechobee exits
- More restaurant options
- Self-storage on Southern
- Pool/go-kart track/arcade for kids
- Auto repair shop
- Town center, coffee shop, equestrian shops, farm-fresh produce
- Hospital, low-impact income feed store, equestrian area, office space
- Boutique hotel on Southern
- Gun range
- Farm-to-table restaurants
- Farmer Market
- Town Center movies, concerts, art shows
- Area park/public events
- Farm/neighborhood fresh produce
- Public storage
- Hotel/RV park (non residential)
- Botanical Gardens
- Small gun store with indoor shooting range
- Country-style restaurant
- Town Center/farmers market
- Re-annexation or released property
- Church/school/community public access with impact fee
- Agricultural businesses
- Town Historical Preservation and awareness
- Sources that fit rural footprint
- Antique store on Okeechobee

- Resort with clothes
- Ice cream on Okeechobee
- Mom 'n Pop stores on Okeechobee
- Bakery (Okeechobee)
- Car wash/truck wash
- Multi-purpose arena (venue)
- Adult gym/fitness (Okeechobee/SR 80)
- Youth recreation center (Okeechobee/SR 80)
- Seasonal RV/campground on Southern
- Butcher shop (Okeechobee/SR 80)
- Outdoor storage for large vehicles/boats
- Eco-tourism (Okeechobee)
- Saddle shop (Okeechobee/SR 80)
- Hair, nails, vet, pet grooming (Okeechobee/SR 80)
- Senior living facility
- Non-Franchise eatery—senior living care zero lots
- B&B Rural theme
- Bootery leather works (Equestrian)
- Office space/YMCA
- Art gallery/Loxahatchee Hall of Fame History (Okeechobee/SR 80)
- Dinner movie theater diner
- Mom 'n Pop stores specialty bus stops
- Lite Mom 'n Pop stores on Okeechobee Blvd.
- 161 Terrace North Level 1 Designation/45 Properties pay for a road
- Annex Hospital medical center/build it up when it is new
- Botanical Garden (Mounts) and Education center specialty growers (theme), showcase local business event pavilion
- Medium on Southern Blvd.
- Real restaurant, farm-to-table, microbrewery, on Okeechobee Blvd.
- Facility
- Equestrian things
- Community swimming pool
- Annex Hospital/Southern/Folsom/Crestwood corridor
- Driving range building

**What kind of commercial development would not fit the community?**

- No gas stations
- No big box anything
- Fix non-compliant businesses

- Strip mall/assisted living
- Vehicle car dealerships
- Split y/n restaurant
- Adult entertainment
- Large industrial complexes
- Low income housing
- Chemical disposal
- Moratorium on non-profits
- No auto dealers—repair shop /no hotels/no motels
- Agricultural that is commercial
- Medical
- Fast food
- Chains
- Nonprofit
- No more strip centers
- No high-traffic impact
- No 18- wheeler accommodation
- No repository or transfer
- Storage units
- No crematories (animal or human)
- No new expansion units or large lots
- Industrial heavy machine related-Southern (Okeechobee)
- Bars and strip clubs
- No additional commercial on Okeechobee period
- No manure exchange center
- No car dealerships, X-rated stores, trailer parks, bars
- Chemical camp transfer station and disposal
- Industrial and commercial high impact
- Cash a check store

**What else could we do to foster or protect the Town’s identity, or brand? (Big Ideas)**

- Protect tree canopy
- Create land pressures
- Put recommended signs for speed on dirt roads (know how to drive on them)
- Equestrian facilities/trails/paved roads
- City Water/no power = no water
- New arrival packet
- Road representation program
- Town scavenger hunt

- Stop clear cutting
- Connect multi-purpose trails
- Get walking/ riding trails in place
- Agricultural/residential (Community have Loxahatchee days on town Anniversary)
- Code enforcement proactive
- Eliminate illegal businesses
- Mission statement, advertise, ad here
- Stick to neighborhood plan
- Brand agricultural and equestrian
- Brand rural living
- Brand/require rural design standards/require impact fee
- Create overlays
- Agri-tourism
- Close forever the Sunshine Gardens connector lane to the acreage (if the town has the legal right to do so)
- Nature learning event
- Loxahatchee Groves where rural happens
- Collecting canal should be one-way either side
- Put the canals back to correct depth/width and placement
- Push for the “new commercial” to be a planned protect in the manner of an olde time main street, connected to bike/walk/horse trails/“greenways”
- Sidewalks, cafés, coffee steps barber stops-salon, ice cream parlor, truck stop (i.e. 1950)
- Protect/stop cut-through traffic
- Make horse trails on the West side of canals
- Protect/FAR architectural design. Sign = rural fee
- Protect agricultural residential
- First image is important/trash pieces along road/over-grow vegetation/workers on roadways
- Protect/love it and leave it alone
- Loxahatchee Groves, Palm Beach Country’s last frontier
- Living the country and loving it
- Get neighborhood plan PDF available to all
- Convert Loxahatchee Groves park to equestrian uses (public)
- No dividing parcels
- Don’t understand the need for brand
- Better code enforcement of existing laws
- Promote agri-equestrian community/trails connecting
- Citizen recognition program

- Agricultural/residential community
- Agricultural parade on July 4<sup>th</sup>
- Get rid of town Facebook group, separate our town
- Get a new Facebook page that celebrates our town/animal events
- Animals/birds/equestrian one of the last communities
- Agricultural/residential, Keep 5 acres buildable, no sub-division
- Please change the 30 mph speed on Okeechobee to 40 mph
- Agri-tourism, promote more B12
- Town horse rides, picnics/clinics/parades
- Diversified/agricultural/nurseries/equestrian
- Make nurseries and crops grown here than anywhere

After the resident workshop concluded, Council met to discuss strategic priorities. The first question asked was, “What did you hear today?” (During the resident portion.) We then had a discussion about what the priorities should be and what tools would help them execute strategy.

#### **Council Observations and Priorities**

- “Neighborhood/ Community”
- Roads/canals/trails
- Funding (Priorities 1<sup>st</sup>)
- Annexation (Hospital to Crestwood), 38 properties West (comm’l + 5 acres only)
- Equestrian trailer parking
- Community center (5 to 10 years)
- Reconsider commercial uses and where (what v. where)
- Common ground
- “Act as one” Mindset
- Take control or development/\$ impact
- Local-oriented services (Mom and Pop)
- Take advantage of possible recession
- Reconsider financing options (Larger single issue/FLC)
- Passionate
- Time to resolve long-standing issues
- Communications (website, newsletter, social media, consistent contact)
- Zoning compliance
- Park/connectivity
- Equestrian Facilities/arena
- Keep agriculture strong

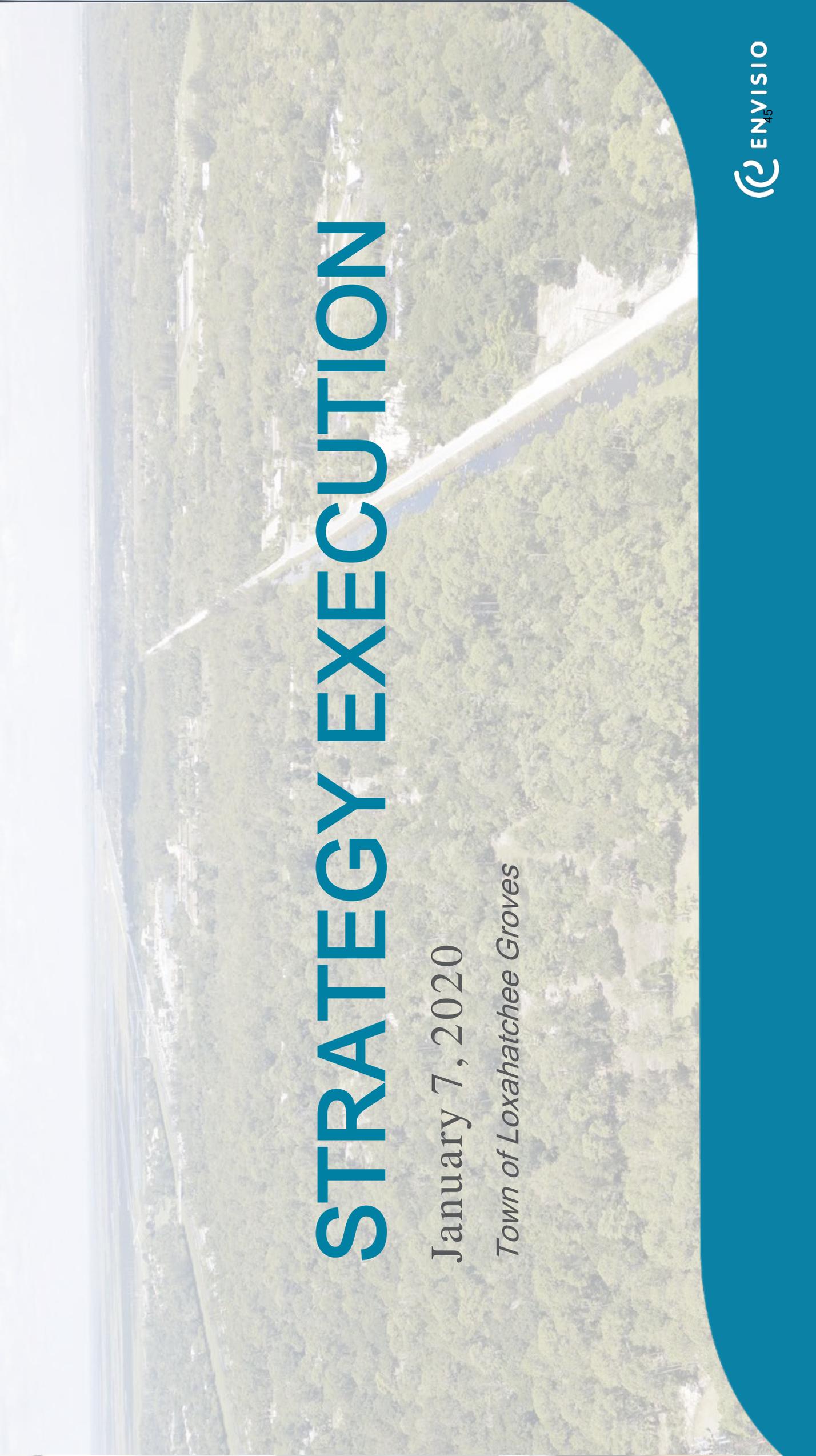
#### **Priorities (1-3 years)**

- Roads/canals/drainage (life safety)

- Communications to public/branding
- Control of development
- Codes/overlays
- \$ Impact/recover \$
- What/where
- Recreation and equestrian

#### Tools

- Financial model
- Specific plans for each priority
- Identify resources and best products/methods (i.e., dust control, water truck lease v. purchase)
- Systematic approach
- Next steps—weeks, months, years

An aerial photograph of a coastal region. A wide river or estuary flows from the top left towards the bottom center. The surrounding land is densely forested with green trees. Several buildings and structures are visible, particularly along the riverbank and in the upper right quadrant. The sky is clear and blue.

# STRATEGY EXECUTION

January 7, 2020

*Town of Loxahatchee Groves*

# Purpose of strategic planning

## Improve stakeholder outcomes

- Gain consensus around long-term goals
- Engage stakeholders and the Town in a shared vision
- Prioritize competing needs for scarce resources
- Understand and address stakeholder needs
- Establish expectations between the Board and staff
- Promote buy-in into changes needed to improve
- Provide a way to say “no”
- Tell your story, demonstrating transparency and accountability
- Build trust between the organization and stakeholders

# Our progress to date

- Gathered resident input at Vision Workshop on September 28<sup>th</sup>
- Gained consensus around long-term goals
- Identified short- and long-term actions to support goals
- Sought feedback from the Roadways, Equestrian, Trails & Greenway Advisory Committee

# Next steps

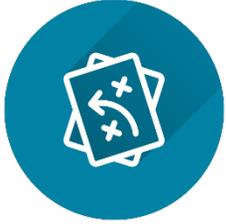
- Identify top 3 to 5 “must-dos” for the Town
- Direct staff to develop timeline and action plans
- Review and adopt timeline and action plans
- Implement and monitor actions
- Report on outcomes

# Best practices for strategy execution

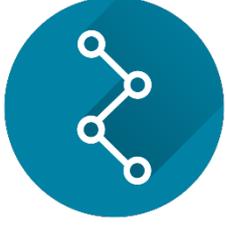
## Setting yourself up for success

- ✓ Include stakeholders in the strategy development process
- ✓ Set clear goals
- Identify actions with specific timelines and defined outcomes
- Develop a cadence of reports and check-ins and have the discipline to keep to it
- Change course when necessary

# When building actions...



Build out actions that need to happen in the next year to start seeing results



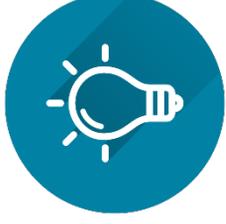
Make sure they are discrete and measurable with clear completion criteria to show progress of the strategic plan



Anticipate roadblocks in order to ensure they get addressed



Have conversations about resource planning and time allocation



Create a reporting framework

# Thinking of Reports

When do you need reports and what types?

- Annual performance reports
- Quarterly Council update reports
- Regular staff leadership meetings

What kind of information is needed in the reports?

- Progress to-date on tasks
- Status of timeline, milestones, and projected completion
- Task lists within milestones allows project management without reporting on the granular activities

Town of Loxahatchee Groves  
Public Works  
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lpeters@loxahatcheegrovesfl.gov

**Town Elements 2020 Conditions Statement – January 16, 2020**

**Road Grading Schedule**

Major Lettered Roads, Collecting Canal Road, South North Road, Folsom Road, East “G” Square, and East 25<sup>th</sup>, are now being graded every Monday, Wednesday, and Friday, as needed, weather permitting.

The schedule for remaining 27.5 miles of dirt roadways is being maintained, as weather permits.

**Road Repairs and the addition of Base Rock**

Since leasing the grader in late February of 2019, our road crew placed 42,000 tons of base rock, through the physical year 2018/2019, and will have placed an additional 20,500 tons of base rock since October 1, 2019, on multiple Town Roads, including the completion of the placement of Base Rock, on N B Road, and are currently rebuilding South D Road. **(See Exhibit A)**

There are five (5) sections remaining for the completion of the addition of base rock on the major grid. **(see Exhibit B)**

A Road from Collecting Canal to Okeechobee Road (1.25 Miles) at a cost of \$75,000.00.

E Road from Collecting Canal to Okeechobee Road (1.25 Miles) at a cost of \$81,050.00.

E Road from Okeechobee Road to South North Road (1.00 Miles) at a cost of \$65,450.00.

Collecting Canal Road from D Road to Folsom (1.67 Miles) at a cost of \$95,380.00.

Folsom Road, East 25<sup>th</sup> Street, and East G Road (1.0 Miles) at a cost of \$65,450.00.

The Road Crew also addresses, berm replacement, washouts, and potholes, as the need arises.

**OGEM Roadways:**

Due to the narrowness of the OGEM roadways, and inadequate roadway drainage, most all OGEM roadways throughout the Town, are in disrepair. The roadways are too narrow for two way traffic, therefore, in order to allow traffic to pass, the Northbound, (on Lettered Roads), or Eastbound (on North Road), or Westbound (on Collecting Canal Road), traffic must drive off the roadway in order to allow Southbound (on Lettered Roads), or Westbound (on North Road), or Eastbound (on Collecting Canal Road), traffic to pass. In most cases the edge of the roadway, has deteriorated, due to large trucks, at high rates of speed, driving on and off the roadway, in standing water. A solution to this circumstance is to obtain ‘Roadway and Drainage Easements’, for the length of the roadway. As easements are obtained, drainage structures are being installed.

## **Public Works 2020 Condition Statement (Continued).**

When easements have been acquired, the drainage is in place, and funding is available, all OGEM roadways could be widened to a minimum of 20' wide, two ten foot lanes, where utility poles do not interfere, with a 2' stabilized berm on the East, South and North, side of each roadway. An estimate of adding 3' to 5' of roadway, on the low side of the OGEM roadway, would cost approximately \$90.00 per SY. There are periodic long sections of OGEM roadways, such as on 'North A' road, and North 'C' road, that needs to be scarified and compacted with a roller prior to resurfacing. North 'B' Road, where easements are obtained, drainage structures installed, could be paved with 20' width of asphalt, proper pavement markings, and signage added, in accordance with FDOT Standards.

### **Canal Banks:**

Due to years of canal erosion, limited canal maintenance, rapid discharge of water, causing undermining of the banks, and the destruction of canal bank foliage, a great portion of the Towns 30 miles of canal banks, need repair. In some areas the banks have receded to the point that the roadway berm is washing into the canal, thus causing safety issues. A solution would be to install Rip-Rap at the base of the canal, in the areas of distress, install a fabric, from the base of the canal, up an over the roadway or canal berm, and replenish, and compact, the bank with a top soil with proper consistency and grass. There are at least 20 miles of canal banks, that need repair.

### **Culverts:**

There are multiple culverts throughout the Town that have rusted out and need to be replaced. Some of these culverts, under the roadway, present a safety hazard, and if the deterioration continues will require road closing for emergency replacement. A Culvert Crossing replacement at 'C' and 'E' on Collecting Canal, have been estimated to cost \$350,000.00 each.

### **Drainage Projects:**

In concert with the Town Grid roadway improvements, Town Council has approved multiple new drainage structures along 'B' and 'D' Road. In addition to the above approved drainage culverts we have identified the following locations needing a culvert replacement.

(see Exhibit C)

1. **2208 'D' Road, Safety issue**, approved by council 12/3/19.
2. **1550 'C' Road, Safety issue**, collapsing culvert in C Road.
3. **Intersection of Folsom and 25<sup>th</sup> Street**, Intersection widening needed.
4. **Intersection of East G and Kazee Road**, Culvert and berm replacement needed.
5. **Intersection of 35<sup>th</sup> Place N and E Road**, Culvert and berm replacement needed.
6. **Intersection of West C Road and Timberlane Place**, culvert replacement.

## **Public Works 2020 Condition Statement (Continued).**

### **Roadway Signage and Guardrails:**

There are many roadways within the Town that are not marked, and multiple Stop signs and traffic control signs that have not been installed in accordance with roadway standards. In addition, roadway foliage obstructs the line of sight of some of the traffic control signs. Guardrails need to be added, and/or repaired, and reflective markings on the guardrails.

### **Pump House:**

The bearings in the 50,000 GPM intake pump were going bad, and therefore, needed to be replaced. Due to the need for daily back pumping into the Town's canal system, from the SFWMD C-51 canal, this repair was done during the wet season. The repair required the removal of the roof of the pump house, and a crane to remove the pump. The 150 HP Electric Motor for running the pump was also replaced, and a "Soft Start" System installed. The electrical for the 150 HP intake pump motor upgraded to a soft start system, with water level conductivity controls, and a timer for limiting the operation to non-peak FPL hours. The total cost for removal, repair of the pump, replacement of the repaired pump, the new Motor, and the motor Starting system was: \$42,000.00.

All lighting in the pump house was replaced, and the exterior of the building painted.

### **Water Usage Permit:**

There is a 118 Acre, Plant Farm, at the Western boundary of our Town that previously had a SFWMD withdraw Permit to withdraw irrigation water from the Town's Canal System. The previous SFWMD permit allowed the farm to withdraw 83 MG per year, or 16.4 MG per month.

Due to litigation between the Farm and the Town, the Town was circumvented in the SFWMD's renewal of the Farm's permit, and issued the permit without our input. Our concern is that we, the Town, have no knowledge of how much water is being withdrawn, from our canal system, and how much is being recirculated directly to the C-51 Canal, without regulated discharge.

This a matter that we could request FEMA to inspect, for Stormwater Retention, and Controlled Discharge.

We, the Town, have a SFWMD Permit to withdraw from the C-51 Canal, in order to replenish our Canal System. We accomplish this with a 150 HP, 3 Phase Electric Motor driven, 50,000 GPM Pumping System. This pumping system is very expensive to run, and as stated above, we just paid \$42,000.00 for refurbishing the system.

Our concern is that the "Farm" is withdrawing valuable water from the Town's Canal System, needed to replenish our system, and returning polluted, unregulated, discharge directly to the same C-51 Canal, that we are circulating back to the "Farm".

## **Public Works 2020 Condition Statement (Continued).**

### **Canal Water Control Gates:**

**Gate A** – The gate transducer needs to be replaced. We have a bid from Data Flow, our current subcontractor for the Telemetry System, to replace the transducer for \$ 3,154.00. Gate ‘A’ is currently “Off-Line”, due to a control module failure, however, the gate functions manually.

**Gate D – East** - Needs to be refurbished, cleaned, and painted.

**Gate D - West** – The rubber gaskets on each end of the gate is damaged, thus allowing the canal system water to return to the SFWMD C-51 canal. The gaskets need to be replaced or repaired. The Lake Worth Drainage District loaned the Town Temporary Stop Logs, or Gates, to install into the dam, in order to repair and refurbish the gates.

**Folsom Gate** - Needs to be refurbished, cleaned and painted.

### **Public Works Equipment Facility and Shop:**

The entire building needs to be repaired or replaced. We are in the process of obtaining bids for replacing the existing wood structure with a Metal Building at an estimated cost;+/- \$100,000.00

### **Public Works Office:**

The central air conditioning unit was replaced in 2018.

The pathway from the equipment building and shop, to the office building, was covered with #57 Rock, in order to not track mud into the Office Building.

### **Fuel Tanks:**

Containment vessels have been installed for the fuel tanks, and barrels of oil, in case of a spillage.

### **Emergency Generator:**

The 140 KW emergency generator control panel wiring has been circumvented and requires manual manipulation to start. We start and test the generator periodically until the damaged control panel has been ordered and installed.

**Town Hall** needs an emergency generator or a contract for a vender to supply an emergency generator in the case of a storm event.

### **General Notes:**

**In order to effectively maintain the Town’s dirt roads, during the dry season, Public Works needs: A 4,000 Gallon Water Truck: Purchase or Lease, vs continued Rental.**

**Also: In order to maintain the mowing of the canal banks, Public Works needs: A Small Bank Mower: Estimated cost of: \$123,807.00**



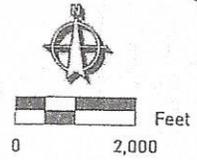




# Town of Loxahatchee Groves

## Proposed Roadway Classification Map

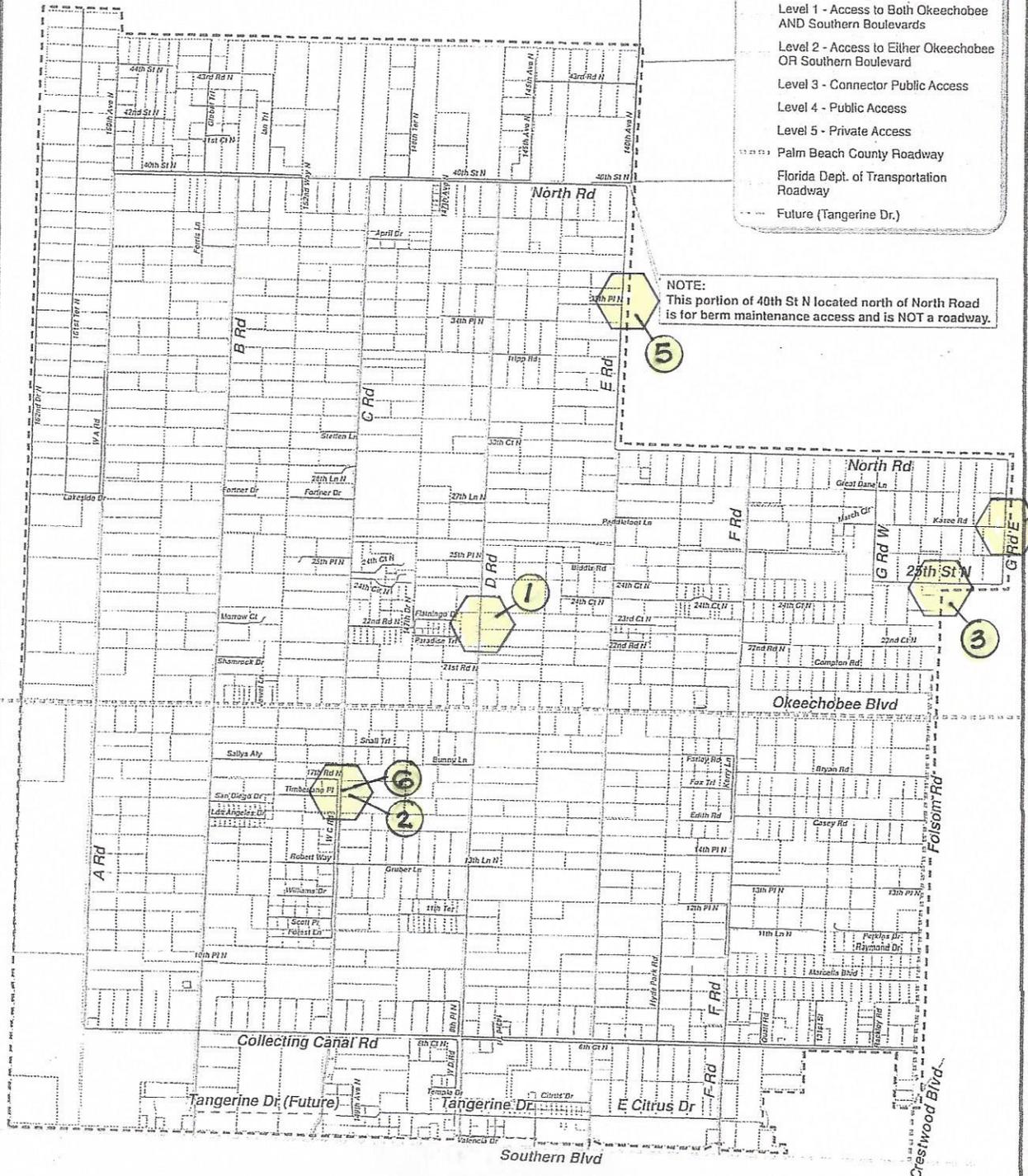
October 2019



RETAG Advisory Committee  
Road Classification Map (11/25/2019)

**Legend**

- Parcel Boundary
- Roadway Levels of Service**
- Outside of Town limits
- Level 1 - Access to Both Okeechobee AND Southern Boulevards
- Level 2 - Access to Either Okeechobee OR Southern Boulevard
- Level 3 - Connector Public Access
- Level 4 - Public Access
- Level 5 - Private Access
- Palm Beach County Roadway
- Florida Dept. of Transportation Roadway
- Future (Tangerine Dr.)



**Exhibit C**

