

TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

155 F. ROAD, LOXAHATCHEE GROVES, FL 33470

PLANNING AND ZONING BOARD MEETING

MINUTES

JANUARY 13, 2026 – 6:03 PM – 7:19 PM



BOARD AGENDA ITEMS

CALL TO ORDER

The January 13, 2025 Planning and Zoning Board meeting was called to order at 6:03 PM by Assistant to the Town Clerk Gabriella Croasdaile.

PLEDGE OF ALLEGIANCE

The board began the meeting by reciting the Pledge of Allegiance, led by Assistant to the Town Clerk Gabriella Croasdaile.

ROLL CALL

The roll call was conducted by Gabriella Croasdaile, Assistant to the Town Clerk, with the following members present:

Present:

- Jacquelyn Clifton – Chairperson (Seat 4)
- Jennifer Stephens – Board Member (Seat 1)
- Cassie Suchy – Board Member (Seat 2)
- Arlene White – Board Member (Seat 3)
- Antonio E. Santiago – Board Member (Seat 5)

Staff Present:

- Caryn Gardner-Young – Community Standards Director/ Board Staff Liaison
- Gabriella Croasdaile – Assistant to the Town Clerk / Board Clerk

Staff Absent:

- Francine Ramaglia – Town Manager

ADDITIONS, DELETIONS, AND/OR MODIFICATION TO THE AGENDA

Assistant to the Town Clerk Croasdaile made a modification to agenda item No.2, to include Jennifer Stephens in the Swearing – In.

1. APPROVAL OF THE MINUTES

02/12/25 - Planning and Zoning Board Meeting Minutes

08/29/24 - Planning and Zoning Board Meeting Minutes

05/19/24 - Planning and Zoning Board Meeting Minutes

MOTION: BOARD MEMBER STEPHENS/ BOARD MEMBER WHITE MOVED TO RECEIVE AND FILE THE MINUTES, WITH THE UNDERSTANDING THAT MEETING VIDEOS ARE AVAILABLE FOR REFERENCE IF NEEDED. MOTION APPROVED (5-0).

PUBLIC COMMENTS

There were no public comments at this time.

REGULAR AGENDA

2. Introduction and Swearing-In of Board Member Arlene White. Appointed by the Town Council on August 5, 2025.

This Item was modified to also include Jennifer Stephens in the Swearing – In.

Assistant to the Town Clerk Croasdaile swore in Arlene White and Jennifer Stephens.

3. Appointment of Planning and Zoning Board Vice Chairperson

MOTION: BOARD MEMBER SUCHY/ BOARD MEMBER WHITE MADE A MOTION TO APPOINT JENNIFER STEPHENS AS THE VICE CHAIR. MOTION APPROVED (5-0).

4. Meeting Schedule

The board agreed to keep the meetings to every second Tuesday of the month at 6:00 PM.

5. Discussion and Recommendations Regarding Equestrian Estates

Community Standards Director Gardner -Young introduced the item by presenting a memorandum to the Board. The purpose of the discussion was to encourage and workshop ideas regarding Equestrian Estates as the Town has a large equestrian population.

Board Member Suchy then brought up a question regarding overlays within code and if overlays take precedent over the code. Community Standards Director Gardner – Young clarified that it depends on the language of the overlay. That the Equestrian Estate would not be an overlay but its own zoning district.

Board discussion ensued regarding the different ideas about Equestrian Estates such as limiting the lot size, the number of animals allowed, houses/structures allowed, etc. How language for Equestrian Estates needs to be clear and detailed.

Assistant to the Town Clerk Croasdaile provided a copy of the code (*Exhibit A*), as requested by the Board.

Community Standards Director Gardner – Young requested Board members invite people they know that have experiences with issues regarding the current zoning regulations. The idea is to potentially create a new zoning district to allow uses that are currently in existence that cannot operate the way they would like.

It was agreed that during the following meeting the board will come back and discuss the current zoning districts as well as bring research and new ideas to have a more thorough discussion.

BOARD MEMBER COMMENTS

There were no Board Member comments at this time.

CONFIRMATION OF THE NEXT MEETING DATE

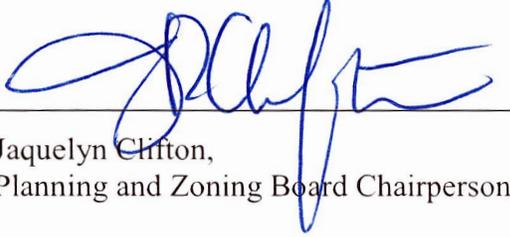
Tuesday February 10, 2026 @ 6:00 PM.

ADJOURNMENT

Board Member Stephens moved to adjourn the meeting. The motion was seconded by Board member Suchy. The meeting adjourned at 7:19 PM.

ATTEST:

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**



Jaquelyn Clifton,
Planning and Zoning Board Chairperson



Gabriella Croasdaile,
Assistant to the Town Clerk