

TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F ROAD, LOXAHATCHEE GROVE, FLORIDA. 33470
UNIFIED LAND DEVELOPMENT CODE REVIEW
COMMITTEE MINUTES
MONDAY, MAY 12, 2025 – 4:30 P.M. – 5:43 P.M.



Meeting Audio Available Upon Request in the Office of the Town Clerk

CALL TO ORDER

Chairperson Jo Siciliano called the meeting to order at approximately **4:30 PM**. The Committee recited the Pledge of Allegiance.

ROLL CALL

The roll call was conducted by Sammie Brown, Town Clerk Assistant, with the following members present:

Committee Present

- Chairperson Jo Siciliano
 - Vice Chairperson Karen Plante
 - Committee Member Robert Austin
 - Committee Member Sarah Palmer (joined virtually) – Arrived shortly after the start of the meeting
- A quorum was confirmed.

Vacancy Committee: With the resignation of Committee member Brian Zdunowski, there's a current vacancy in Committee Seat 3.

Staff Present

- Sammie Brown, Town Clerk Assistant
 - Caryn Gardner-Young, Community Standards Director
 - Jeff Kurtz, Project Coordinator
-

APPROVAL OF THE AGENDA

A MOTION TO APPROVE THE AGENDA WAS MADE BY COMMITTEE MEMBER AUSTIN AND SECONDED BY COMMITTEE VICE CHAIRPERSON PLANTE. THE MOTION PASSED *UNANIMOUSLY, 3-0, with Committee member Sarah Palmer not currently present.*

APPROVAL OF MINUTES

There were no minutes for approval on the Unified Land Development Code Review Committee Meeting Agenda.

PUBLIC COMMENTS

There were no public comments submitted or presented during the meeting.

REGULAR AGENDA

Staff reviewed the Committee's prior conclusions and clarified that staff had not yet completed an analysis of how proposed sign regulations would impact existing signage. Staff noted that conducting such surveys within two-week intervals is difficult and recommended longer intervals between meetings to allow sufficient time for field assessments.

Agenda Item: Committee Review of Draft Sign Code Standards

A. Permit Requirements for All Signs

The Committee agreed all signs—temporary and permanent—should require permits. The purpose is to maintain records of sign installations and ensure proper enforcement. Permit fees will vary based on size and review complexity. Committee members discussed whether permits should be recurring (e.g., renewed every 6 months) or one-time. Consensus leaned toward a one-time permit for permanent signs and renewable permits for certain temporary signs (e.g., real estate signs).

B. Uniform AR District Standards

Properties within the AR District that front Okeechobee Boulevard will be subject to the same regulations as those located on interior roads. The Committee did not support differentiating regulations based on roadway classification.

C. Institutional and Church Signage

Staff clarified that institutional properties (e.g., churches, schools) are treated differently than AR-zoned parcels. Churches in the AR zone would follow AR standards unless reclassified.

D. Required Address Signage

All properties must clearly display their address at the entrance. This address sign will not count toward the number of permitted signs.

E. Maximum Number and Size of Signs

- **Lots 5 acres or more:** 1 primary permanent sign (max 9 sq. ft.), 2 secondary signs (4 sq. ft. each), and 1 temporary sign (4 sq. ft.). All signs must not exceed 6 feet in height.

- **Lots under 5 acres:** 1 permanent sign (9 sq. ft.) and 1 temporary sign (4 sq. ft.). The height limit remains 6 feet.

F. Gateway/Entrance Signs

The committee supported allowing large archway or gateway signs with rural character, particularly for properties with long driveways. These signs may exceed 18 feet in height to allow clearance for trucks. Such signage must be permanent and constructed of durable materials. Aesthetic elements such as lettering size and materials (e.g., wood, metal) will be considered but not overly prescribed.

G. Sign Maintenance

All signs must be maintained in good condition. While not overly specific on materials, the Committee agreed enforcement should be based on appearance and condition. Staff noted they may add language reference materials from the Rural Vista Guidelines.

H. Existing Sign Inventory and Amortization

Staff will conduct a survey to assess how many existing signs would become non-conforming under the new code. Committee members debated whether this data should inform the code or simply be used to establish a compliance/amortization period. Consensus favored understanding the scope of potential impacts to avoid imposing burdensome or arbitrary standards.

Review of Prohibited Sign Types

Community Standards Director Caryn Gardner-Young led the review of prohibited sign types. The Committee used a three-column matrix: 1) remain prohibited, 2) permit, 3) permit with conditions. Key outcomes included:

Prohibited Signs (Consensus to Remain Prohibited)

- Animated signs
- Balloon signs
- Bench signs
- Billboards
- Roof signs
- Snipe signs
- Strip lighting
- Obscene content signs
- Signs in right-of-way or on public property
- Portable signs
- Copycat/fake traffic signs

- Exposed Neon or LED tubing
- Unshielded lighting
- Abandoned signs
- Electronic changeable signs (except government/institutional)

Permitted with Conditions

- Temporary banners (e.g., for events or celebrations)
- Painted wall murals (treated as architectural features)
- Under-canopy signs
- Awning signs (pending clarification)
- Vehicle signs (screened from right-of-way)
- Rear-door business ID signage (limited in size)
- Window signs (regulated only if externally visible)

Discussion Pending

- Pole signs: Staff will bring examples for future review.
- Master Sign Plans: Required for multi-tenant properties.
- Off-premises signs: Consensus was prohibited, but the Committee recommended the Town explore managed wayfinding signage.

Next Topics for Review

The Committee agreed to focus on commercial signage regulations at the next meeting. Institutional signage and master sign plan requirements will follow.

COMMENTS FROM THE PUBLIC

No public comment was submitted prior to the start of the meeting, and no public comment cards were submitted during the meeting.

COMMENTS FROM COMMITTEE MEMBERS

Committee Member Karen Plante

No comments were provided by Committee Member Plante.

Committee Member Robert Austin

No comments were provided by Committee Member Austin.

Committee Chairperson Siciliano

No comments were provided by Committee Chairperson Siciliano

Committee Member Sarah Palmer

No comments were provided by Committee Member Palmer

CONFIRM NEXT REGULAR MEETING DATE:

The next meeting was scheduled for **June 9, 2025**. Committee Members confirmed their availability to attend the next regularly scheduled Unified Land Development Code Review Committee Meeting.

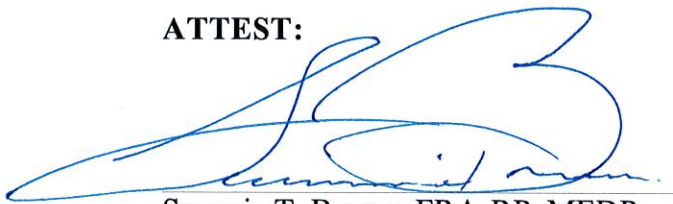
Town staff informed the committee about an upcoming Planning and Zoning Officials Training Workshop in Palm Beach County on November 22nd, 2025. Committee Member Austin expressed his interest in attending, and other members were encouraged to consider attending. Staff will provide additional information about the event.

ADJOURNMENT

Motion to Adjourn:

A motion to adjourn the meeting was made by Committee Member Robert Austin and seconded by Committee Vice Chairperson Karen Plante, and the meeting adjourned at **5:34 P.M.**

ATTEST:

A blue ink signature of Sammie T. Brown, consisting of a large, stylized 'S' and 'B'.

Sammie T. Brown, FRA-RP, MEDP
Town Clerk Assistant

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

A blue ink signature of Jo Siciliano, featuring a large, stylized 'J' and 'S'.

Jo Siciliano
United Land Development Code Review Committee
Chairperson