

TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F ROAD, LOXAHATCHEE GROVES, FLORIDA. 33470
UNIFIED LAND DEVELOPMENT REVIEW COMMITTEE MINUTES
MONDAY, AUGUST 12, 2024 – 6:04 P.M. – 7:39 P.M.



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

CALL TO ORDER

The meeting was called to order by Town Clerk Assistant Sammie Brown, at 6:04 P.M. on Monday, August 12, 2024, at 6:04 P.M.

PLEDGE OF ALLEGIANCE

The committee and staff stood and recited the **Pledge of Allegiance**, reinforcing their commitment to the values and principles of the community.

ROLL CALL

The roll was taken by the Town Clerk Assistant, confirming a quorum was present with three committee members in attendance and two absent. Town staff in attendance were also confirmed.

Committee Members Present: Robert Austin, Robert Sullivan, and Karen Plante.

Committee Members Absent: Paul Coleman and Jo Siciliano

Staff Present: Tanya Early, Esq, Town Attorney, Torcivia, Donlon, Godeau, & Rubin, P.A., Sammie Brown, FRA-RP, MEDP, Town Clerk Assistant and Jeffrey Kurtz, Project Coordinator & Committee Liaison

APPROVAL OF THE AGENDA

Town Clerk Assistant Sammie Brown called for a motion to approve the agenda. Committee Member Robert Austin moved to approve the agenda as presented. Committee Member Karen Plante properly seconded the motion. That motion **passed unanimously 3-0**.

REGULAR AGENDA

1. Swearing in of Committee Members

The newly appointed committee members were sworn in collectively by the Town Clerk Assistant, affirming their commitment to uphold the Constitution of the United States, the State of Florida, and the Town of Loxahatchee Groves charter.

2. Election of Officers (Committee Chairperson and Vice Chairperson)

Town Clerk Assistant Sammie Brown called for nominations for Committee Chairperson for the Unified Land Development Review Committee Minutes.

- **Chair:** Committee Member Karen Plante moved to appoint Committee Member Jo Siciliano (absent) as the Chair of the Unified Land Development Review Committee. Committee Member Robert Austin properly seconded the motion. That motion passed **unanimously, 3-0**.

Following the selection of the Chairperson, the Town Clerk Assistant called for the nomination of the position of Committee Vice Chairperson for the Unified Land Development Review Committee.

- **Vice Chair:** Committee Member Robert Austin moved to make Paul Coleman the Committee Vice Chair. Committee Member Robert Sullivan properly seconded this motion. The motion passed **unanimously, 3-0**.

3. Presentation of Sunshine Laws and Ethics

Sunshine Law and Code of Ethics Committee training was presented by Town Attorney Tanya Early. Attorney Early covered key areas of ethical responsibilities for public officials, emphasizing the importance of adhering to Florida statutes and the Palm Beach County Code of Ethics. Public officials are reminded that all records related to Town business, including texts and social media posts, are considered public records under Chapter 119. Additionally, the Sunshine Law (Chapter 286) prohibits discussing Town business outside of a publicly noticed meeting, including through digital communications. The training also highlighted the importance of avoiding conflicts of interest and maintaining transparency, with specific guidelines on voting conflicts, business relationships, and accepting gifts.

The Palm Beach County Code of Ethics further stipulates that public officials must not use their positions to secure special privileges or benefits for themselves or others. This includes prohibitions on entering contracts with the Town, accepting gifts from vendors, or engaging in any activity that creates a conflict of interest. The training also underscored the responsibility of public officers to abstain from voting on matters where they or their close relatives have a financial interest and to file the appropriate conflict of interest forms. Moreover, the Town Code of Ethics reinforces these principles by prohibiting the misuse of official positions, engaging in improper influence, and disclosing confidential information for personal gain. The training concluded with a reminder to uphold the integrity of their roles and to act in the community's best interests.

4. Presentation – Introduction of Unified Land Development Review Committee

Committee Liaison Jeff Kurtz provided this presentation. Mr. Kurtz began by introducing himself and providing a detailed overview of his professional background, expertise, and relevant experience. He then facilitated a round of introductions, inviting each committee member to share a brief introduction. The introductions proceeded in order, starting with Committee Member Karen Plante, followed by Committee Members Robert Sullivan, Committee Member Robert Austin, and concluding with Town Clerk Assistant Sammie Brown.

Following the introductions, Mr. Kurtz outlined the purpose of the Unified Land Development Code (ULDC) Committee, clearly defining the committee's duties and responsibilities. He provided an in-depth overview of the Unified Land Development Code and the Code of Ordinances, highlighting key sections that will be critical to the committee's work. Mr. Kurtz also discussed the Rural Vista Guidelines, offering context on their status and the reasons for their establishment. He urged the committee members to carefully review the guidelines carefully, noting that their insights, suggestions, and comments on the relevance and applicability of these guidelines in the present day would be invaluable. Throughout the presentation, Committee Member Robert Sullivan actively engaged with the content, posing several pertinent questions, particularly regarding easements and other specific aspects of the Unified Land Development Code.

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

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Committee Member Karen Plante

No comments were provided by Committee Member Plante.

Committee Member Robert Sullivan

No comments were provided by Committee Member Sullivan.

Committee Member Robert Austin

Committee Member Austin requested clarification on the specific directives provided by staff regarding the committee's role in reviewing the Article 90 sign code and the Rural Vista guidelines. In response, staff reiterated that the committee members are being asked to thoroughly review these materials to ensure a comprehensive understanding of the guidelines.

Committee Liaison Kurtz further clarified the expectations and provided additional context to ensure Committee Member Austin and the rest of the committee had a clear understanding of their responsibilities. He also acknowledged the importance of timely distribution of agenda packets, committing to ensuring that all committee members receive their packets well in advance of future meetings. This will allow adequate time for review and preparation, enhancing the effectiveness of the committee's work.

CONFIRM NEXT REGULAR MEETING DATE:

The Unified Land Development Meeting will be on Monday, September 16th, 2024, at 6:00 P.M.

ADJOURNMENT


The Unified Land Development Review Committee adjourned the meeting with a motion made by Committee Member Sullivan and properly seconded by Committee Member Austin at 7:39 P.M.

ATTEST:

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

Signed by:

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

Signed by:

5C9D6C5C9565442...
Paul Coleman
United Land Development Code Review Committee
Chairperson