

TOWN OF LOXAHATCHEE GROVES

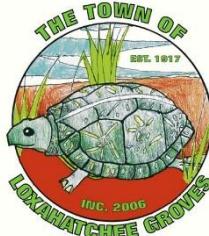
TOWN HALL COUNCIL CHAMBERS

155 F. ROAD, LOXAHATCHEE GROVES, FL 33470

TOWN COUNCIL SPECIAL/WORKSHOP MEETING

AGENDA

DECEMBER 16, 2025 – 5:30 PM



Anita Kane, Mayor (Seat 3)

Marge Herzog, Vice Mayor (Seat 5)

Lisa El-Ramey, Councilmember (Seat 2)

Todd McLendon, Councilmember (Seat 1)

Paul T. Coleman II, Councilmember (Seat 4)

Administration

Town Manager, Francine L. Ramaglia

Town Attorney, Jeffrey S. Kurtz, Esq.

Town Clerk, Valerie Oakes

Community Standards Director, Caryn Gardner-Young

Public Works Superintendent, Craig Lower

Chief Finance Officer, David DiLena of Projected Point

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 is why we say "Character Counts" in Town of Loxahatchee. 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 AND MODIFICATIONS

SPECIAL MEETING AGENDA

1. Presentation and Discussion on Council "One Way Communication" in Light of the Sunshine Law
2. Direction with respect to the PBC Sheriff's Contract
3. Renaming Okeechobee Boulevard to Middle Road within the municipal boundaries of the Town of Loxahatchee Groves
4. Report on Items for the Planning and Zoning Board
5. Report on Items for the ULDC
6. Report on Joint Meeting of the Town Council and Finance Advisory Audit Committee on January 19, 2026
7. Report on Town Council's Directive for a 5% Operating Budget Reduction
8. Report on Tentatively Scheduled Items for the January 6, 2026 Town Council Regular Meeting

WORKSHOP MEETING AGENDA

9. Town Council Meeting Action Items - Manager Assignments and Status
10. Town Council's Strategic Items and Status Update

COMMUNITY DISCUSSION & COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Public Comments for the meetings may be received by email, or in writing to the Town Clerk's Office until 12:00 PM (Noon) day of the meeting. Comments will be forwarded to the Town

Council for informational purposes, however, they will not be read into the record. ***This portion of the meeting is intended to be interactive and public participation is welcomed.***

Town Council meetings are livestreamed and close-captioned for the general public via our website, instructions are posted there. Town Council meetings are livestreamed and close-captioned for the general public via our website, instructions are posted there.

DISCUSSION

Town Council Open Discussion on General Matters Pertaining to Town Business

Councilmember Todd McLendon (Seat 1)

Councilmember Lisa El-Ramey (Seat 2)

Councilmember Paul T. Coleman II (Seat 4)

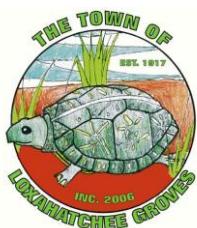
Vice Mayor Marge Herzog (Seat 5)

Mayor Anita Kane (Seat 3)

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.



TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 1.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Jeffrey S. Kurtz, Town Attorney

DATE: December 16, 2025

SUBJECT: Presentation and Discussion on Council "One Way Communication" in Light of the Sunshine Law

Legal Sufficiency: Reviewed Not Reviewed
 Approved Not Approved

Background:

The Town Council has asked for a presentation on whether "one way communication" of an individual council member's position on an issue or matter that may come before the Council for a decision is violative of Section 286.011 known as the Sunshine Law. The short answer is no, but such communication is problematic.

A copy of Section 286.011 is attached for your ready reference, and the operative language as it pertains to council communications with each other is set forth below:

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

The Florida Constitution in article I, section 24 recognizes a constitutional right of access to meetings of public bodies.

(b) All meetings of any collegial public body of the executive branch of state government or of any collegial public body of a county, municipality, school district, or special district, at which official acts are to be taken or at which public business of such body is to be transacted or discussed, shall be open and noticed to the public and meetings of the legislature shall be open and noticed as provided in Article III, Section 4(e), except with respect to meetings exempted pursuant to this section or specifically closed by this Constitution.

So public access to meetings is ingrained constitutionally and statutorily into the workings of being on a municipal governing body or committee.

The basic requirements for a public meeting are:

1. Meetings of public boards or commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken and promptly recorded.

The cure to an action taken in violation of the Sunshine Law is to have the decision or action taken again or ratified in an open public meeting that complies with the elements of the sunshine law.

Beyond the problems that arise when an action or decision may be invalidated for failure to comply with the provisions of the sunshine law and its impact on the organization is the potential personal impact of a violation of the law on council members personally as pursuant to Section 286.011(3) the following penalties may impact the individual violator.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

Further the Town needs to be concerned about allegations of violations of the sunshine law, not only from the procedural hassles of having to review a questioned action, the reputational damage a finding of violation can have not only on the individual(s) found to have been in violation and also to the Town itself, but also the Town can be impacted financially whether the allegation is sustained or not sustained as there is the potential of having to reimburse successful litigants for their legal fees in accordance with 286.011(4)(5) & (7)

(4) Whenever an action has been filed against any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and *the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency*, and

may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any officer charged with enforcing the provisions of this section.

(5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, ***municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the court shall assess a reasonable attorney's fee for the appeal against such board, commission, agency, or authority. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided,*** that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission.

(7) Whenever any ***member*** of any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision ***is charged with a violation of this section and is subsequently acquitted, the board or commission is authorized to reimburse said member for any portion of his or her reasonable attorney's fees.***

For a meeting to take place there is no requirement that a quorum be present, a meeting takes place when two or more members of the Council discuss or deliberate a matter that may be foreseeably coming to the Council for a decision or action. Hough v Stembridge 278 So 2d 288 (Fla. 3DCA 1973)

The meeting does not have to take place with both members at the same location, it can take place over the phone, through mail, email, text or other electronic communication or through intermediaries. The central proposition is whether there is an exchange of ideas between the participants.

Which brings us back to the Council's question does a one-sided communication constitute a meeting and a violation of the sunshine law. The answer is no. Examples of such communication being found to be acceptable include sending "position papers" to fellow council members, stating a position to a reporter who will report the position to the public, making statements at a candidates' forum or other public pronouncements via social media do not standing alone by themselves constitute a violation of the sunshine law.

Such communication is problematic because a response by a fellow council member outside of a public meeting may very well constitute a discussion/deliberation of the issue or matter and then trigger a violation of the sunshine law. Thus, there could be a chilling impact on your fellow council members

or a race to be first to send out the memo saying here is what I think about an issue with the caveat please do not respond until we are in a public meeting on the subject.

This question was directly raised in AGO 2001-21 (copy attached) where the Port Orange City Council asked whether preparation and distribution of individual position statements on the same subject by several city council members and sent to all other council members constitute an interaction or exchange by the council that would be subject to the requirements of the Sunshine Law?

The response of the Attorney General was:

While this office would strongly discourage such activity, it would appear that council members of the City of Port Orange may prepare and distribute their own position statements to other council members without violating the Government in the Sunshine Law so long as the council members avoid any discussion or debate among themselves on these statements. However, to the extent that any such communication is a response to another commissioner's statement, it may constitute a violation of the Government in the Sunshine Law to circulate the responsive statement. Thus, this is problematical and it would be a better practice to discuss commissioners' individual positions on matters coming before the board during the course of an open meeting.

Given the penalties to the Town and to individual council members and the opportunity for fellow council members to be put into uncomfortable awkward positions or circumstances where they are compelled not to respond or fearful of responding to the document or statement that their contemporary has sent them, it is recommended that Council be wary and limit such types of communications as they often will prompt a response that could be violative of the sunshine law.

I have included in the backup materials the discussion from the Government-in-the-Sunshine-Manual on this subject. The manual is an excellent resource not just for me but for each of you. A pdf copy is available online and if you are more comfortable with the hard copy, that is also available to you. I strongly suggest you all have a copy of a recent edition readily available to you and if you do not our office can get you a copy of your own at your request as your New Year's present.

I look forward to your specific questions and our discussion on the subject at Tuesday's meeting.

Select Year:

The 2025 Florida Statutes

[Title XIX](#)[PUBLIC BUSINESS](#)[Chapter 286](#)[PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS](#)[View Entire Chapter](#)**286.011 Public meetings and records; public inspection; criminal and civil penalties.—**

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(4) Whenever an action has been filed against any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency, and may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any officer charged with enforcing the provisions of this section.

(5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the court shall assess a reasonable attorney's fee for the appeal against such board, commission, agency, or authority. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission.

(6) All persons subject to subsection (1) are prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a

manner as to unreasonably restrict public access to such a facility.

(7) Whenever any member of any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision is charged with a violation of this section and is subsequently acquitted, the board or commission is authorized to reimburse said member for any portion of his or her reasonable attorney's fees.

(8) Notwithstanding the provisions of subsection (1), any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision, and the chief administrative or executive officer of the governmental entity, may meet in private with the entity's attorney to discuss pending litigation to which the entity is presently a party before a court or administrative agency, provided that the following conditions are met:

(a) The entity's attorney shall advise the entity at a public meeting that he or she desires advice concerning the litigation.

(b) The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.

(c) The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the entity's clerk within a reasonable time after the meeting.

(d) The entity shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.

(e) The transcript shall be made part of the public record upon conclusion of the litigation.

(9)(a) Notwithstanding any law to the contrary, a regional citizen volunteer advisory committee, created to provide technical expertise and support to the National Estuary Program established by Congress under s. 320 of the Clean Water Act, whose membership is composed of representatives from four or more counties may conduct public meetings and workshops by means of communications media technology as defined in s. 120.54(5)(b)2. An advisory committee member who participates in a public meeting or workshop by communications media technology is deemed to be present at the meeting or workshop. The use of communications media technology must allow for all persons attending the meeting or workshop to audibly communicate as if the person is physically present.

(b) The notice for a public meeting or workshop must state whether the meeting or workshop will be conducted using communications media technology, how an interested person may participate, and the location of facilities where communications media technology will be available during the meeting or workshop.

History.—s. 1, ch. 67-356; s. 159, ch. 71-136; s. 1, ch. 78-365; s. 6, ch. 85-301; s. 33, ch. 91-224; s. 1, ch. 93-232; s. 210, ch. 95-148; s. 1, ch. 95-353; s. 2, ch. 2012-25; s. 1, ch. 2024-17.

In AGO 05-03, the Attorney General advised that a federal law prohibiting disclosure of certain identifying information did not authorize a state committee to close its meetings, although the committee should take steps to ensure that identifying information is not disclosed at such meetings. *And see* AGO 12-20 (county transportation board designated as “appropriate local official” authorized by statute to receive and investigate whistle-blower complaints must comply with the open meetings requirements in the Sunshine Law; however, the board must also “protect the confidential information it is considering at a meeting and must not disclose the name of the whistle-blower unless one of the specific circumstances listed in the statute is present). Cf. AGO 96-40 (town may not require a complainant to sign a waiver of confidentiality before accepting a whistle-blower’s complaint for processing since the Legislature has provided for confidentiality of the whistle-blower’s identity).

Similarly, in AGO 96-75, the Attorney General’s Office advised that since under s. 286.011(8), F.S., the transcript of a closed attorney-client session is open to public inspection once the litigation is concluded, the city and its attorney should be sensitive to any discussions of confidential medical reports during such a meeting and take precautions to protect the confidentiality of such medical reports so that when the transcript is opened for inspection, the privacy of the employee will not be breached. *Compare Everglades Law Center, Inc. v. South Florida Water Management District*, 290 So. 3d 123 (Fla. 4th DCA 2019), noting that the statements made in AGO 96-75, regarding taking steps to protect confidentiality and privacy applied to “an individual’s medical record in the context of a workers’ compensation claim,” and did not address “the confidentiality of mediation communications involving information regarding multiple persons,” these mediation communications are confidential pursuant to ss. 44.102(3) and 44.405(3), F.S., and should be redacted from the full public transcript. [Emphasis supplied by the court].

5. E-mail, text messages, and other written communications between board members

The Sunshine Law requires boards to meet in public; boards may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages, or other electronic communications. Thus, members of an advisory committee created to make recommendations to the superintendent on school attendance boundaries violated the Sunshine Law when they exchanged private electronic communications (emails and Facebook messages) relating to committed business. *Linares v. District School Board of Pasco County*, No. 17-00230 (Fla. 6th Cir. Ct. January 10, 2018), available online in the Cases database at the open government site at myfloridalegal.com. *See also* AGO 89-39 (members of a public board may not use computers to conduct private discussions among themselves about board business).

Similarly, city commissioners may not use an electronic newsletter to communicate among themselves on issues that foreseeably may come before the commission. Inf. Op. to Syrkus, October 31, 2000. *And see* AGO 09-19 (members of a city board or commission may not engage on the city’s Facebook page in an exchange or discussion of matters that foreseeably will come before the board or commission for official action); and Inf. Op. to Martelli, July 20, 2009 (authority should discuss business at publicly noticed meetings “rather than in a series of letters between authority members”). Cf. Inf. Op. to Galaydick, October 19, 1995 (school board members may share laptop computer even though computer’s hard drive contains information reflecting ideas of an individual member as long as computer is not being used as a means of communication between members).

Thus, a procedure whereby a board takes official action by circulating a memorandum for each board member to sign whether the board member approves or disapproves of a particular issue, violates the Sunshine Law. Inf. Op. to Blair, May 29, 1973. *And see Leach-Well v. City of Bradenton*, 734 So. 2d 1168, 1171 (Fla. 2d DCA 1999) (selection committee created by city council to evaluate proposals violated the Sunshine Law when the city clerk unilaterally ranked the proposals based on the committee members’ individual written evaluations; the court held that “the short-listing was formal action that was required to be taken at a public meet-

Schweickert v. Citrus County Port Authority, No. 12-CA-1339 (Fla. 5th Cir. Ct. Sept. 2013), available online in the Cases database at the open government site at myfloridaregular.com (ad hoc committee appointed by board violated the Sunshine Law when the members submitted individual written evaluations of the proposals to the staff, which then compiled the scores and ranked the proposals for submission to the board; the committee should have ranked the proposals at a public meeting); and AGO 93-90 (board not authorized to use employee evaluation procedure whereby individual board members send their individual written comments to the board chair for compilation and subsequent private discussion with the employee). *Compare Carlson v. Department of Revenue*, 227 So. 3d 1261 (Fla. 1st DCA 2017) (state agency “evaluation team” members who individually evaluated competing proposals, individually assigned scores, and individually submitted their scores for consideration by others, did not take “formal action” and thus were not obligated to conduct a meeting subject to the Sunshine Law).

However, a commissioner may send a written report to other commissioners on a subject that will be discussed at a public meeting without violating the Sunshine Law, if prior to the meeting, there is no interaction related to the report among the commissioners and the report, which must be maintained as a public record, is not being used as a substitute for action at a public meeting. AGO 89-23. *And see* AGO 01-20 (e-mail communication of information from one council member to another is a public record but does not constitute a meeting subject to the Sunshine Law when it does not result in the exchange of council members’ comments or responses on subjects involving foreseeable action by the council). *Cf.* Inf. Op. to Kessler, November 14, 2007 (procedural rule requiring county commissioner to make a written request to commission chair to withdraw an item from the consent agenda does not violate the Sunshine Law).

If, on the other hand, the report is circulated among board members for comments with such comments being provided to other members, there is interaction among the board members which is subject to s. 286.011, F.S. AGO 90-03. Similarly, in AGO 96-35, the Attorney General’s Office concluded that while a school board member may prepare and circulate an informational memorandum or position paper to other board members, the use of a memorandum to solicit comments from other board members or the circulation of responsive memoranda by other board members would violate the Sunshine Law. “Such action would be equivalent to private meetings discussing the public business through the use of memoranda without allowing an opportunity for public input.” *Id.*

In addition, the Attorney General’s Office stated that while it is not a “direct violation” of the Sunshine Law for members to circulate their own written position papers on the same subject as long as the board members avoid any discussion or debate among themselves except at an open public meeting, this practice is “strongly discourage[d].” AGO 07-35. *See also* AGO 01-21 (city council’s discussions and deliberations on matters coming before the council must occur at a duly noticed city council meeting and the circulation of position statements must not be used to circumvent the requirements of the statute); AGO 08-07 (city commissioner may post comment regarding city business on blog or message board; however, any subsequent postings by other commissioners on the subject of the initial posting could be construed as a response subject to the Sunshine Law); and Inf. Op. to Jove, January 22, 2009 (posting of anticipated vote on blog).

6. Fact-finding or inspection trips

The Sunshine Law does not prohibit *advisory* boards from conducting inspection trips provided that the board members do not discuss matters which may come before the board for official action. *See Bigelow v. Howze*, 291 So. 2d 645 (Fla. 2d DCA 1974); and AGO 02-24 (two or more members of an advisory group created by a city code to make recommendations to the city council or planning commission on proposed development may conduct vegetation surveys without subjecting themselves to the requirements of the Sunshine Law, provided that they do not discuss among themselves any recommendations or comments the committee may make).

⚠ STATE OF EMERGENCY IN EFFECT. REPORT POSSIBLE PRICE GOUGING.



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Home > AG Opinions > Sunshine Communication of Position Statements

SUNSHINE, COMMUNICATION OF POSITION STATEMENTS

[View PDF](#)

Number: AGO 2001-21

Issued March 20, 2001

Subject: Sunshine, communication of position statements

Ms. Margaret T. Roberts
Port Orange City Attorney
1000 City Center Circle
Port Orange, Florida 32119

RE: GOVERNMENT IN THE SUNSHINE LAW--MUNICIPALITIES--communication of position statements among city council members. s. 286.011, Fla. Stat.

Dear Ms. Roberts:

On behalf of the City Council of the City of Port Orange you have asked for my opinion on substantially the following question:

Would the preparation and distribution of individual position statements on the same subject by several city council members to all other council members constitute an interaction or exchange by the council that would be subject to the requirements of the Government in the Sunshine Law?

In sum:

While this office would strongly discourage such activity, it would appear that council members of the City of Port Orange may prepare and distribute their own position statements to other council members without violating the Government in the Sunshine Law so long as the council members avoid any discussion or debate among themselves on these statements. However, to the extent that any such communication is a response to another commissioner's statement, it may constitute a violation of the Government in the Sunshine Law to circulate the responsive statement. Thus, this is problematical and it would be a better practice to discuss commissioners' individual positions on matters coming before the board during the course of an open meeting.

According to your letter, the city council members of the City of Port Orange make every effort to stay informed of city business through meetings, written information and discussions with the city manager. The city manager provides the city council members with copies of all correspondence and documents coming to his attention and maintains a reading file with printed copies of all correspondence and documents.

Apparently council members of the City of Port Orange occasionally prepare and circulate statements meant to communicate a particular council member's position on issues coming before the board. These position statements are distributed to the other members of the council but do not solicit comments or responses from other council members. The city manager places copies of these position statements in a public records file so that members of the public and press may read them. You are concerned that the circulation of these statements may constitute a violation of the Government in the Sunshine Law.

A number of Attorney General's Opinions have stated that members of a public board or commission may attend private forums sponsored by private organizations and express their position about issues facing the commission without violating the Sunshine Law, so long as they do not discuss or debate the issues among themselves.^[1] This conclusion is based on the reasoning of Attorney General's Opinion 89-23, determining that the use of a written report by one city commissioner to inform other commissioners of a subject which will be discussed at a public meeting does not violate Florida's Government in the Sunshine Law if, prior to the public meeting, no interaction related to the report is allowed among the commissioners. As the opinion noted, the circumstances presented in the opinion did not appear to involve the use of a report as a substitute for action at a public meeting, nor did it appear that the report was provided to enable the city manager to act as an intermediary among the commissioners.

Similarly, this office has concluded that the Sunshine Law is not violated by a board member expressing his or her views or voting intent on an upcoming matter to a news reporter who the member knows will publish the account in a local newspaper prior to the meeting, as long as the member is not using the reporter as an intermediary to communicate with other members to circumvent or evade the requirements of the Sunshine Law.^[2]

Attorney General's Opinion 98-79 considered whether a city commissioner or a group of commissioners could attend a community development board meeting and express their views on a proposed ordinance that had been referred by the city commission to the community development board for a recommendation. The city commissioners were interested in attending the meeting of the community development board at which the board considered the ordinance in order to express their support or opposition to the ordinance. Based on a review of case law and previously issued Attorney General Opinions, the 1998 opinion concluded:

"[A] city commissioner may attend a community development board meeting and express his or her views on a proposed ordinance even though other city commissioners may be in attendance. However, the city commissioners attending the meeting should be cautioned not to engage in debate or discussion with each other. The adoption of the ordinance

responsibility resting with the city commission, and the city commission's discussions and deliberations on the proposed ordinance must occur at a duly noticed city commission meeting." Item 1.

In the Attorney General's most recent consideration of this issue, the question was whether it would be a violation of section 286.011, Florida Statutes, for elected city commissioners to attend other city board meetings and comment on agenda items that might subsequently come before the commission for final action. Attorney General's Opinion 2000-68 relied on the reasoning of the earlier opinions discussed above to conclude that it was not a violation of the Sunshine Law for city commissioners to attend other city board meetings and comment on agenda items that might subsequently come before the commission for final action. However, the opinion cautions that city commissioners in attendance at such a meeting may not engage in a discussion or debate about the issues among themselves.[3]

Based upon these earlier determinations that the physical presence of board or commission members at functions where the ideological positions of other members were presented would not violate the Government in the Sunshine Law, it is my opinion that the virtual equivalent of such actions through the distribution of position statements would not violate the law. However, to the extent that any such communication is a response to another commissioner's statement, it may constitute a violation of the Government in the Sunshine Law to circulate the responsive statement. Thus, this practice is problematical and discussions of commissioners' individual positions on matters coming before the board for consideration might better be presented during the course of an open meeting.

In sum, while this office would strongly discourage such activity, it is my opinion that it is not a direct violation of the Government in the Sunshine Law for council members of the City of Port Orange to prepare and circulate their own written position statements to other council members so long as the council members avoid any discussion or debate among themselves on these statements. I would caution that the city council's discussions and deliberations on matters coming before the council must occur at a duly noticed city council meeting and the circulation of these position statements must not be used to circumvent the requirements of the statute.

Sincerely,

Robert A. Butterworth
Attorney General

RAB/tgh

[1] See Op. Att'y Gen. Fla. 81-42 (1981); and see Ops. Att'y Gen. Fla. 00-68 (2000), 94-62 (1994) and 92-05 (1992), and Inf. Op. To Mr. John C. Randolph, dated June 4, 1996.

[2] Attorney General's Opinion 81-42 (1981).

[3] See also Op. Att'y Gen. Fla. 94-62 (1994) (Sunshine Law does not apply to political forum sponsored by a private civic club during which county commissioners express their position on matters that may come before commission, so long as commissioners avoid discussions among themselves on these issues) and Op. Att'y Gen. Fla. 98-79 (1998), a city commissioner may attend a community development board meeting and express views on a proposed ordinance even though other city commissioners may be present.

Resources

- [AG Opinions](#)
- [Annual Regulatory Plan](#)
- [Consumer Protection](#)
- [Doing Business with the Office](#)
- [FAQ](#)
- [Florida Digital Bill of Rights Annual Enforcement Report](#)
- [Opioid Settlements](#)
- [Statement of Agency Organization and Operation](#)
- [Employment](#)
- [File a Complaint](#)
- [Human Trafficking Summit](#)
- [Victim Services](#)
- [Dozier Claims](#)
- [Nicotine Dispensing Device Directory](#)
- [Attorney General's Policy Memorandum Regarding Outside Counsel for the State of Florida](#)
- [AG's Guidance Regarding Open Carry Laws Following McDaniels](#)

Quick Links

- [Consumer Alerts](#)
- [Military and Veterans Assistance Program](#)
- [Open Government](#)
- [Dose of Reality Florida](#)
- [Crime Prevention Summit](#)



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State of Florida
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155 F Road Loxahatchee Groves, FL 33470

TO: **Town Council of Town of Loxahatchee Groves**

FROM: **Jeffrey S. Kurtz, Town Attorney**

DATE: **December 16, 2025**

SUBJECT: **Direction with respect to the Sheriff's Contract**

Background:

On Monday December 8, 2025, at the request of PBSO, the Town Manager and I met with Colonel Coleman and Major Moore relative to the status of the PBSO contract. They advised us that for the moment their efforts supporting our school zone speeding camera program are paused. If monthly payment for their services is received, they will resume their required reviews. They also indicated that they will no longer provide a deputy for Town Council meetings under the contract, but that the Town could get a permit deputy off their list and pay that rate as do non-governmental organizations for similar services. The third issue that was mentioned is that the Town would have to secure school crossing guards if payments were not forthcoming. Otherwise, at this point in time, services would continue to be provided. They also informed us that the Sheriff had retained outside counsel to review the contract and evaluate further actions.

At this time the payment is late, but PBSO has not sent the Town a formal written demand for payment. The Town has received the invoice for services in January, for which payment would be due under the existing contract by December 25, 2025. The PBSO representatives pointed out that the currently reported red speed revenues were more than sufficient to fund two months of the current contract and were close to covering 3 months.

We did discuss a separate contract for the school zone speeding enforcement, but they expressed reluctance in even discussing such a contract, in light of the fact that the Town is in breach with respect to payment on the existing contract. We reiterated the Town's interest in mutually terminating the current agreement, thus removing the concern about a breach and pursuing a traffic enforcement agreement.

There was a discussion of a two-zone approach to law enforcement services. To that end they provided us with heat maps that confirmed what seems obvious that most of the service calls especially the self-generated calls that are part of PBSO's crime prevention activities occur in the



155 F Road Loxahatchee Groves, FL 33470

commercial developed properties, especially those along the Southern Boulevard corridor. Copies of the heat maps and list of calls for service for the current calendar year are attached for your reference.

PBSO has requested the Town Council reconsider the payment of the monthly services possibly using the school zone enforcement revenues as a funding source for the contract and continue to work with them to find a more permanent funding mechanism for their services.

Recommendation:

Discussion and direction with respect to continued funding of the Town's contract with PBSO.



Palm Beach County Sheriff's Office

District 17 – Loxahatchee Groves

Calls for service

January 1st, 2025 – December 2nd, 2025

Data Source: Motorola Premier 1



Signal	Description	Incident Count
1	DRUNK DRIVER	10
2	DRUNK PEDESTRIAN	2
3	HIT AND RUN	16
3U	HIT & RUN W/UNKNOWN INJURIES	2
3W	HIT & RUN W/INJURIES	1
4	MOTOR VEH CRASH	92
4D	MOTOR VEHICLE CRASH DEPT VEH INVOLVED	6
4U	MOTOR VEHICLE CRASH UNKNOWN INJURIES	12
4W	MOTOR VEHICLE CRASH WITH INJURIES	18
7	DEAD PERSON	4
8	MISSING PERSON	3
8R	MISSING PERSON RECOVERY	1
9	STOLEN TAG	1
10	STOLEN VEHICLE	14
10R	STOLEN VEHICLE RECOVERY	2
11	ABANDONED VEHICLE	15
12	RECKLESS DRIVER	6
13	SUSPICIOUS VEHICLE	48
13P	SUSPICIOUS PERSON	70
13P 0	SUSPICIOUS PERSON ARMED	3
14	INFORMATION	48
15	SPECIAL DETAIL	42
16	ABUSE	30
16A	ABUSE ON ADULT	2
17	CONTACT	11
18	FELONY	4
19	MISDEMEANOR	11
1M	MOBILE EYES	16
20	MENTALLY DISTURBED PERSON	12
21B	BURGLARY BUSINESS	3
21C	BURGLARY CONSTRUCTION	5
21C IP	BURGLARY CONSTRUCTION IN PROGRESS	1
21R	BURGLARY RESIDENCE	5
21R 0	BURGLARY RESIDENCE ARMED	1

Signal	Description	Incident Count
21V	BURGLARY VEHICLE	5
22	DISTURBANCE	18
22 0	DISTURBANCE ARMED	2
22 IP	DISTURBANCE IN PROGRESS	15
25	FIRE	24
30	THEFT/LARCENY	24
31	ASSAULT	11
31 0	ASSAULT ARMED	4
31 JOC	ASSAULT JUST OCCURRED	4
31D	ASSAULT DOMESTIC RELATED	19
32A	SUICIDE ATTEMPT	3
32A 0	SUICIDE ATTEMPT ARMED	1
33	SHOOTING	1
35	SEXUAL ASSAULT	2
36	FIGHT	2
36 0	FIGHT ARMED	1
37	JUVENILE TROUBLE	18
37 0	JUVENILE TROUBLE ARMED	2
38	DOMESTIC	70
38 IP	DOMESTIC IN PROGRESS	13
38U	DOMESTIC UNFOUNDED	5
39	NEIGHBOR TROUBLE	25
40	VANDALISM	14
49	ALARM	51
49G	ALARM GOVERNMENT	32
49H	ALARM HOLD UP/PANIC	15
49M	ALARM MISC/MUNICIPALITY	31
49W	ALARM WEATHER RELATED	1
51	TRESPASSING	36
52	FORGERY/COUNTERFEIT	1
53	EMBEZZLEMENT/FRAUD	35
56	BEVERAGE VIOLATION	2
57	DRUG CASE	3
59	SURVEILLANCE	4
64	THEFT OF AUTO PARTS	1
65	SHOPLIFTING	6
65 IP	SHOPLIFTING IN PROGRESS	1
66	CIVIL MATTER	82
66 IP	CIVIL MATTER IN PROGRESS	6
67	ACCIDENTAL INJURY	13
68	POLICE SERVICE CALL	147
69	COMPUTER CRIMES	2

Signal	Description	Incident Count
70	ANIMAL CALL	64
72	LOST/FOUND PROPERTY	27
73	MAN DOWN/SICK PERSON	36
73OD	MAN DOWN/SICK PERSON OVERDOSE	3
74	SHOTS FIRED IN AREA	6
75	ENVIRONMENTAL CRIME	3
76	ASST TO ANOTHER DEPARTMENT	43
77	FIREWORKS	5
78	OBSCENE/HARASSING CALLS	1
79	SUSPICIOUS INCIDENT	30
79 IP	SUSPICIOUS INCIDENT IN PROGRESS	2
80	UNWANTED GUEST	11
81	THREATS	5
84	WELFARE CHECK	54
86	NOISE	24
99H	PROBLEM SOLVING HOMELESS INTERVENTION	1
99T	PROBLEM SOLVING TRAFFIC	65
911	911 HANGUP	478
1017	CONDUCT INVESTIGATION	75
1049	SERVING WARRANT	24
1050	VEHICLE STOP	1,565
1060	DISABLED VEHICLE	15
1061	BUSINESS / RESIDENCE CHECK	9,283
1063	RESIDENTIAL/EMPLOYMENT CHECK (IHA/WR)	22
1067	SERVING CIVIL PROCESS	105
1072	SCHOOL POST	44
Grand Total		13,260



Palm Beach County Sheriff's Office District 17 – Loxahatchee Groves Heat Maps

Data Source: CrimeView Desktop

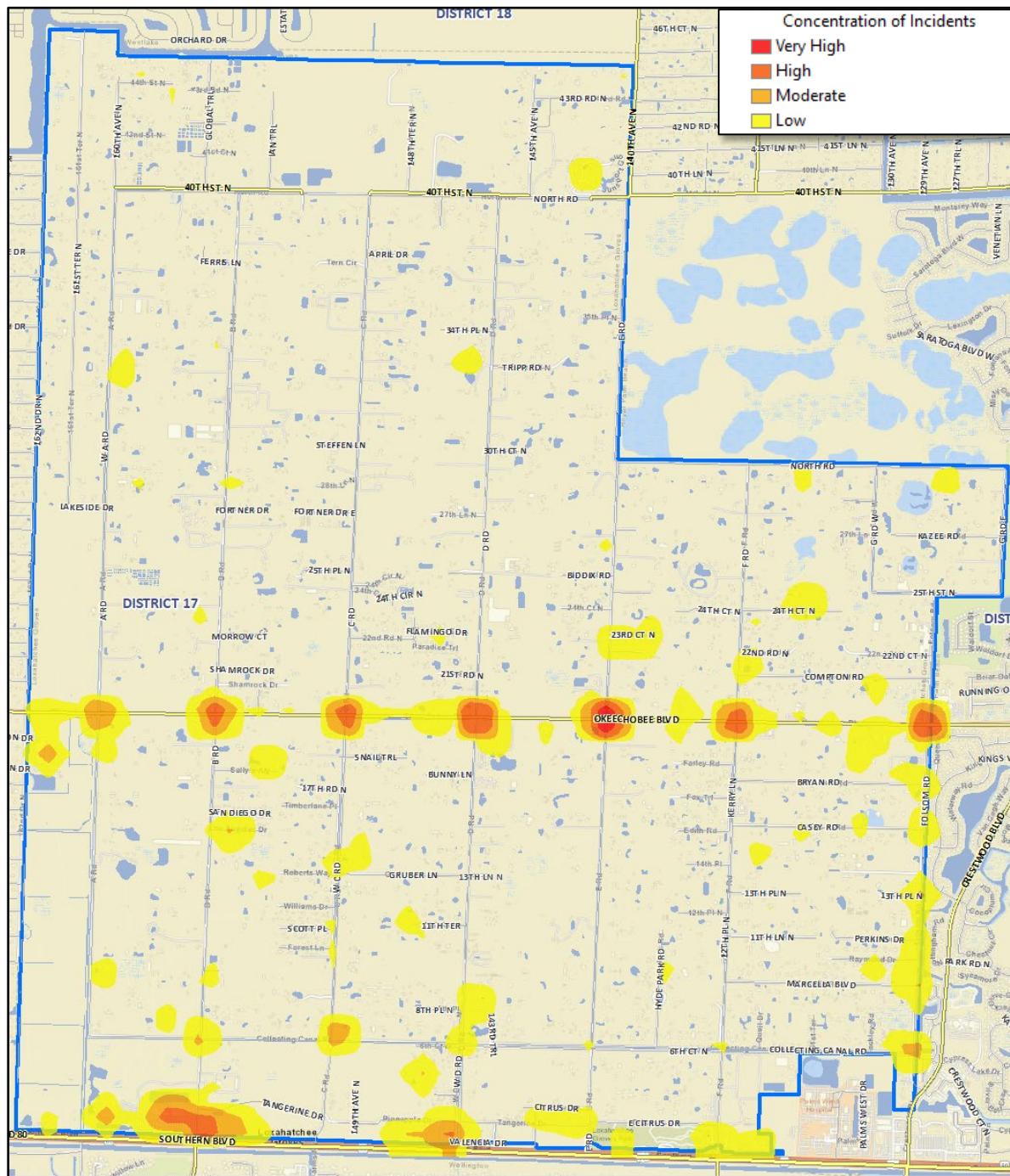


Item 2.

Calls for Service (4,249)

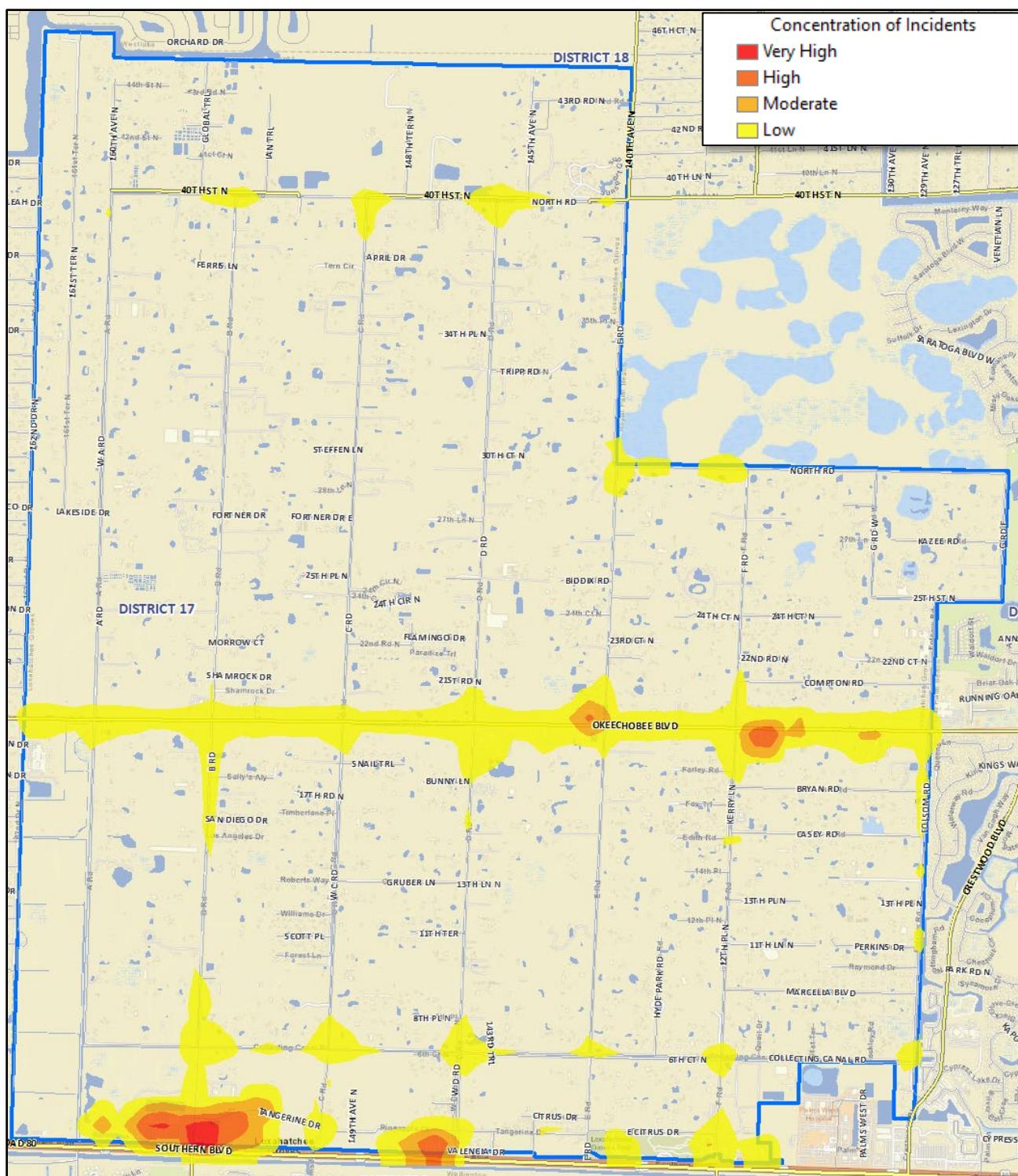
Excluding 1061's

December 7th, 2024 - December 7th, 2025



1061's (10,050)

December 7th, 2024 - December 7th, 2025





155 F Road Loxahatchee Groves, FL 33470

TO: **Town Council**

FROM: **Jeffrey S. Kurtz, Esq., Town Attorney**

DATE: **December 16, 2025**

SUBJECT: **Renaming Okeechobee Boulevard to Middle Road within the municipal boundaries of the Town of Loxahatchee Groves**

Section 05.080 – “Authority to name, rename, number, and renumber roads” of the Town’s ULDC authorizes the Town Council to name or rename any road or thoroughfare within the Town Limits over which the Town has jurisdiction. Although Okeechobee Blvd. is a county road, it is within the jurisdiction of the Town of Loxahatchee Groves and subject to being renamed for the portion of the road that lies within the Town.

In reviewing the Town’s records, although the Town has had this power since incorporation, the Town has never exercised the power or developed a process for naming or renaming streets outside of the acceptance of plats, where a plat may have created or renamed streets on the newly platted lands.

Pursuant to Town Council direction a resolution renaming Okeechobee Boulevard to Middle Road within the confines of the Town’s municipal boundaries has been prepared. Prior to exercising the power the Town Council may want to adopt a policy or procedure for the naming of streets. Such policy or procedure may include:

- Notification to property owners having property on the road to be renamed of the proposed change in the name which would affect their addresses.
- Notification to other governmental entities including:
 - Palm Beach County
 - United State Postal Service
 - Palm Beach County Sheriff’s Office
 - Palm Beach County Fire Department
 - Village of Royal Palm Beach (or other adjacent municipalities)
 - Palm Beach County Tax Collector
 - Palm Beach County Property Appraiser’s Office
- From a process standpoint, if the Town Council wants to have prior notice of the proposed action, would the naming or renaming of a street or road be subject to a public hearing?
- Would the name or renaming of the road require a simple majority vote or super majority vote?



155 F Road Loxahatchee Groves, FL 33470

- Would there be any limitations on whether Council members who live or own property adjacent to or within a certain proximity of the road be able to vote on the subject matter? I do not see how a pecuniary benefit would or could arise in respect to naming or renaming of a road, so I do not believe there would be an ethical issue, but the Council may want to self-limit to avoid appearance of any impropriety.

Sample resolution, policies or procedures from other municipalities are attached for your consideration. The Village of Royal Palm Beach follows Palm Beach County's procedures for naming and renaming streets.

There is no requirement for the enactment of a policy or procedure before exercising the power. The draft resolution naming the road does contain post adoption notices to property owners and governmental entities of the change.

Lastly the question of whether the effective date is immediate or within a certain period of time, so affected parties can make the change is a question. As drafted, the resolution would take place immediately, but the implementation of the name change would not occur until 30 days following the passage of the resolution.

Recommendation – Consideration and direction with respect to Resolution 2025-XX renaming a portion of Okeechobee Boulevard to Middle Road within the municipal limits of the Town of Loxahatchee Groves

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2025 - XX

**A RESOLUTION OF THE TOWN OF LOXAHATCHEE GROVES
RENAMING "OKEECHOBEE BOULEVARD" TO TO "MIDDLE ROAD"
WITHIN THE TOWN LIMITS OF LOXAHATCHEE GROVES IN PALM
BEACH COUNTY, FLORIDA; PROVIDING FOR TRANSMITTAL;
PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Loxahatchee Groves, Florida (the "Town"), is authorized pursuant to its municipal powers to name and rename streets within its jurisdiction; and

WHEREAS, the Town desires rename "Okeechobee Boulevard", located within the Town of Loxahatchee Groves, Palm Beach County, Florida, to "Middle Road" and

WHEREAS, the Town Council finds that renaming Okeechobee Blvd to Middle Road serves a public interest and promotes the historical, cultural, or commemorative value for the Town and its residents; and

WHEREAS, the Town will coordinate with Palm Beach County 911 addressing and mapping authorities, utility providers, and emergency services to ensure a smooth transition and avoid duplication or confusion.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
LOXAHATCHEE GROVES, FLORIDA, AS FOLLOWS:**

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Council of the Town of Loxahatchee Groves, Florida hereby authorizes renaming the street currently known as Okeechobee Boulevard, within the Town of Loxahatchee Groves, is hereby officially renamed to "Middle Road."

Section 3. The Town Manager is authorized to take such actions as are necessary to implement this Resolution.

Section 4. The Town Staff shall notify property owners, Palm Beach County Property Appraiser, Palm Beach County Fire Rescue, Palm Beach County Sheriff's Office, utility providers and United State Postal Service.

Section 5. The road name changes will be effective 30 days from the effective date of the
Resolution shall become effective immediately upon its passage and adoption.

Councilmember _____ offered the foregoing resolution. Councilmember
_____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TODD MCLENDON, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LISA EL-RAMEY COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAUL COLEMAN, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES,
FLORIDA, THIS DAY OF DECEMBER, 2025.**

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Mayor Anita Kane

Valerie Oakes, Town Clerk

Vice Mayor Marge Herzog

APPROVED AS TO LEGAL FORM:

Councilmember Todd McLendon

Office of the Town Attorney

Councilmember Lisa El-Ramey

Councilmember Paul Coleman

RESOLUTION NO. R 2019- 0789

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY CREATING THE OFFICIAL
PROCEDURE FOR HOUSE NUMBERING AND STREET
NAMING IN PALM BEACH COUNTY; CREATING THE
UNIFORM ADDRESSING SYSTEM AND REPEALING
RESOLUTIONS R-74-183 AND R-91-1145.**

WHEREAS, there is a need for uniformity in building numbers and street names in Palm Beach County; and

WHEREAS, Palm Beach County recognizes that readily locating and finding the proper location is vital to providing police, fire or medical emergency services; and

WHEREAS, a uniform system of street naming and numbering would facilitate and enhance the smooth operation of a Uniform Address System; and

WHEREAS, Palm Beach County recognizes that duplication and similarity of street names adds to confusion and delay in emergency response; and

WHEREAS, Palm Beach County is continuing to grow and develop with homes, streets, and buildings; and

WHEREAS, the Board of County Commissioners of Palm Beach County has determined that it is in the best interest of the public health, safety and well-being of the citizens of Palm Beach County to utilize and enforce a uniform street naming and numbering system, so that every building in Palm Beach County will have a uniquely numbered address; and

WHEREAS, the Board of County Commissioners of Palm Beach County now desires to replace the current language of County Resolution R-74-183 as amended by R-91-1145, and set forth new language to meet the growing needs of Palm Beach County,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA**, as follows:

Part 1. Resolution R-74-183, "OFFICIAL PROCEDURE FOR HOUSE NUMBERING AND STREET NAMING IN PALM BEACH COUNTY" as amended by Resolution R-91-1145 is hereby repealed.

Part 2. The "Uniform Addressing System," is hereby adopted as follows:

UNIFORM ADDRESSING SYSTEM

Section 1.1 Purpose of Uniform Addressing System

- (a) This Section is adopted for the purpose of providing a Uniform Addressing System for the assignment of street names and address numbers to buildings and structures located on or with access from officially named public and private streets in Palm Beach County, Florida. Streets named and numbered prior to the adoption of this Section which do not conform to the standards set forth first in the Section will not be changed except when the Planning, Zoning and Building Department Addressing Section receives documented notification from the Emergency Communications/E 9-1-1 Division, The Sheriff's Office, Public Safety, Fire/Rescue, the Post Office or any other government agency that advise they are unable to locate said address for reasons such as, but not limited to: an address out of sequence, odd or even number on wrong side of street, numbers improperly affixed, illegible, unclear, obstructed, not visible, unapproved numbers, unapproved street signs, street names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominium, warehouses, commercial office buildings, single family residences, duplexes, or other communities of buildings whose names are similar to existing names or when Emergency Service Providers believe any normal response time is impaired or may be impaired due to a conflict in the street naming or numbering.
- (b) When the Addressing Section obtains or is presented with proper documentation relating to a discrepancy that could cause a delay or interfere with providing emergency assistance, the Addressing Section will notify the property owner/occupant, as applicable, of the discrepancy and of actions the property owner/occupant must take to come into compliance. Said notice shall be delivered to the owner/occupant by one of the following:
 1. Electronic mail
 2. US mail
 3. Hand delivery

Section 1.2 Definitions

For the purpose of the Uniform Addressing System, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

- (a) Accessory Building: A building that is clearly incidental or subordinate to and customarily utilized adjacent to and in connection with a principal building located on the same property.

- (b) Address: Consists of an identifying number, street name, and street designator for the purpose of identifying a specific geographic location.
- (c) Building Front: The main egress (e.g., entrance or access) of the building where numbers properly posted would be visible from a public or private street to which the building is numbered. When a building is constructed on a corner lot, the building front shall be that area of the building that is the main public egress. By way of example, if a building is on the corner of street 'A' and street 'B', and architecturally appears to be fronting street 'A', but the side of the building that has the primary entrance or access faces street 'B', then the building will be addressed to street 'B'. The front of the building for addressing purposes will be determined by the Addressing Section.
- (d) Egress: Generally, ingress and egress mean going in and going out.
- (e) Non-conformance: Any failure to comply with the provisions of this Section including, but not limited to, by way of example: an address out of sequence, odd or even number on wrong side of street, numbers improperly affixed, illegible, unclear, obstructed, not visible, unapproved numbers, street names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominiums, warehouses, commercial office buildings, single family residences, duplexes, or other communities of buildings whose names are similar to existing names.
- (f) Occupant: Any person, firm, entity, partnership, trust, corporation, associations, or other organizations, that is occupying or leasing a structure or other property.
- (g) Owner: Any and all persons, firms, entities, partnerships, trusts, corporations, associations, or other organizations, which own the fee title to, or have an undivided interest in, any building or property which is subject to the provisions of this Section.
- (h) Palm Beach County Emergency Management and Palm Beach County Sheriff's Office: The office designated by the County Administrator to design and manage an emergency response system which promotes the expeditious response of police, fire, medical, and other services.
- (i) Principal Building: Any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, animals, belongings or property of any kind for any residential, commercial, or industrial purpose.
- (j) Public Way: Any area of a right-of-way, either paved or unpaved, that has been dedicated to Palm Beach County for use as a street for vehicular traffic by Palm Beach County, excluding, service entrances or driveways.

- (k) Private Way: Any street, road, avenue, drive, cul-de-sac or other thoroughfare used for vehicular traffic and any easement that provides sole access to more than one parcel or lot which is not included in the definition of "public way" and which is not maintained by Palm Beach County. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, condominiums, commercial or industrial complexes.
- (l) Range, Township, Section Grid System: A rectangular grid system maintained by Palm Beach County Property Appraiser (GIS) consisting of a series of designated North/South parallel lines intersecting a second set of East/West parallel lines, used to survey and spatially identify land parcels.
- (m) Street Designator: The suffix following the street name that describes the street layout will follow the United States Postal Standards.
- (n) Street Name: A unique name that identifies a street exclusive of the street designator/suffix.
- (o) Uniform Addressing System: A system by which existing buildings, groups of buildings, units within buildings, and lots and parcels projected for future buildings are assigned addresses in a coordinated and uniform method based upon a designated numbering grid system found in the Palm Beach County Uniform Address System.
- (p) Vanity Street names: Street names that do not meet Section 1.5 Standards for Naming Street.

Section 1.3 Administration of the Uniform Addressing System

- (a) The Palm Beach County Planning, Zoning and Building/Administration Addressing Section shall be responsible for coordinating and maintaining the addressing system established by this resolution. Said Section shall assign numbers and approve street names and designations in conformity with the sections following. Charges for such assignments shall be made in accordance with the fee schedule duly adopted by resolution of the Board of County
- (b) Assignment by the Addressing Section of a number to a lot or parcel on which a building will be constructed shall be a condition precedent to the issuance of a Building Permit for any such building.
- (c) The Addressing Section shall record and maintain records of all street names and numbers under this Section which have been assigned pursuant to this Resolution and shall monitor same to insure that duplicate street names and numbers are prevented.

- (d) When site plans include construction of new streets (either private or public), all proposed street names shall be noted on the site plan and submitted to the Addressing Section for review and reservation to conform to the standards as listed in Section 1.5.

Section 1.4 Building and Unit Numbering

All residential and commercial buildings, principal and accessory in unincorporated Palm Beach County; shall be issued an address by the Addressing Section, and shall post that address on or about their property in accordance with the following guidelines:

- (a) All addresses shall contain whole numbers only. Alpha/numeric and fractional addresses shall not be permitted. Addresses shall be assigned by the Addressing Section and shall be posted in accordance to Article 8.F.10 of the Unified Land Development Code.
- (b) Subdivisions and condominiums will be issued addresses, in a reasonable time, after the plat is officially recorded and verified by the Clerk of Courts. Developers of commercial sites with multiple occupants or similar residential projects (apartments or condominiums) shall be required to coordinate building addresses prior to issuance of any building permits.
- (c) The Addressing Section shall have the authority to deviate from these standards as necessary to ensure the safety of the general public.
- (d) Addresses will not be issued to vacant land unless a permit for improvement has been applied for. See 1.4(g).
- (e) Legal access must be established and an easement agreement must be recorded and filed with the Clerk of Courts before an address can be issued to a parcel of land otherwise considered land locked. Access easements typically do not require a name unless there is more than 1 structure that requires an address and is far from an arterial road.
- (f) Only official addresses assigned by Palm Beach County Addressing Section are to be used.
- (g) Building permits and other approvals prior to platting will be in accordance with the Palm Beach County Unified Land Development Code (Article 11.A.4.B.2)
- (h) If a temporary address must be issued prior to recording and verification of the Plat by the Clerk of Courts and it is not listed in the Unified Land Development Code (Article 11.A.4.B.2), a hold will be placed on the final inspection and/or a Conditional Certificate of Occupancy/Completion will be placed on the subject address and additional fees will apply.

Section 1.5 Standards for Naming Streets

- (a) There shall be no duplication of street names. The street name does not duplicate in whole or in substantial portion the name of an existing street.
- (b) There shall be no numbers used as street names e.g., First Street.
- (c) There shall be no punctuation in street names, e.g., O'Brien, Willow-the-Wisp.
- (d) It is not permissible to differentiate the same name by a suffix such as street or avenue, e.g., Washington Street and Washington Avenue.
- (e) The street name shall not create confusion.
- (f) Street names that "sound alike" such as Peach and Beach and Lynwood and Linwood and Pinetree and Pine Tree shall not be permitted.
- (g) A street running continuously in one direction will have one name only throughout its length, an exception can be made at the discretion of the Planning, Zoning and Building Department Addressing Section, when the street crosses a main thoroughfare.
- (h) No street shall be named for a person, living or dead.
- (i) There will be no abbreviated street names, e.g., JFK Drive.
- (j) Street names containing an ampersand (&) or any other symbol shall not be permitted. The word "and" will be used in place of the ampersand symbol, e.g., Seek and Find Lane.
- (k) The use of pre or post directions in a street name shall not be permitted, e.g. East Bay Drive or North Palm Road.
- (l) Street names shall not contain double suffixes, e.g. Pine Place Way or Beach Run Road.
- (m) Street names are not official until the plat is recorded and verified by the Clerk of Courts.

Section 1.6 Private Street Naming

The following regulations are established for the mandatory naming of private streets providing access to multiple residences or commercial buildings. Private streets shall be required to be named under the following conditions:

- (a) If an easement (singular or multiple) is accessed from a public street or another private easement and occupied by two or more structures it constitutes a private street.
- (b) Private street names will comply with standards set forth in Section 1.5.
- (c) A street sign is required on all private streets. Palm Beach County's Traffic Section of Engineering & Public Works Department will erect the sign with the approved name after approval from the Addressing Section.
- (d) Non-conforming signs are subject to removal.

- (e) When property owners fail to respond to or participate in the street naming procedure, the Addressing Section, after due notice and minimum of thirty (30) days, shall provide a name for the subject street without recourse to the property owners.

Section 1.7 Vanity Street Name Change

Street name changes which do not meet the criteria in Section 1.5 are considered “vanity street names” and are permitted only under the following limited circumstances:

- (a) All requests to rename a street will be submitted in writing to the Addressing Section. The following must be completed:
 1. A letter requesting street name change and a signed affidavit from the property OWNER.
 2. A petition signed by all of the property owners abutting the street requesting the change.
 3. Receipt of payment, established by the Board of County Commissioners.
- (b) The request is made to and processed by the Planning, Zoning and Building Department Addressing Section.
- (c) The proposed street name shall meet the criteria of Sections 1.5 and 1.6 of this Resolution.
- (d) If the request is initiated by the County, the property owners abutting the street will be notified by the Addressing Section of the street name change.
- (e) The following additional steps are required:
 1. An agenda item and resolution for adoption will be prepared and presented to the Board of County Commissioners at their regularly scheduled meeting.
 2. The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the Addressing Section.
- (f) Upon approval by the Board of County Commissioners, all concerned parties will be notified of the street name change.
- (g) Upon approval by the Board of County Commissioners of a street name change, the street name shall not be changed again for ten (10) years, unless the Board of County Commissioners find that a threat to the health, safety or welfare of the residents exists.
- (h) The Board of County Commissioners shall have authority to change the name of any street within the unincorporated limits of Palm Beach County, whenever the health, safety, or welfare of the residents of Palm Beach County shall so require.
- (i) Once a street name has been changed, the original street name cannot be used for 10 years thereafter. It can only be used again after the 10 years if it meets the current Street Name Criteria.

- (j) The resolution and affidavit must be filed with the Clerk of Court. If property is platted, the changes shall be noted by the Clerk of Court in the margin of the recorded plat, per Florida Statute 177.141.

Section 1.8 Changing the Name of a Street

Standard street name changes shall be permitted only under the following circumstances:

- (a) In response to a Board of County Commissioner's directive, or
- (b) To eliminate duplication or confusion in street names

Section 1.9 Posting Street Signs

- (a) Signage shall be provided and maintained by the Palm Beach County Traffic Division.
- (b) Should the owner(s) of the street signs, whether individuals or associations, elect to maintain signage they must comply with Palm Beach County standards.

Section 1.10 Methodology to Assign Address

1. An Addressing Overlay (Grid System) was created that has a base line running from the Atlantic Ocean West to the County Line. The Atlantic Ocean will start at zero and increases heading West (maximum number west is 52,000). Every mile from the Atlantic Ocean increase the building address by 1,000.
2. The North/South base line starts with Southern Boulevard at zero. Every mile North or South from Southern Boulevard increases the building address by 1,000.
3. In the case of streets originating in such a manner as to not fall clearly into a north-south or east-west category, the determination will be made at the discretion of the Addressing Section of the Planning, Zoning and Building Department, taking into account the general trend of the street in question.
4. Curvilinear streets shall be named on the same basis as other streets and shall carry the same name through their entire length.
5. Main thoroughfare streets crossing Southern Blvd. shall have north and south added to their names accordingly.
6. Suffixes shall be limited in use as follows. The suffixes avenue and boulevard shall be reserved for arterials. The suffixes street, road and drive shall be reserved for collectors and locals.
7. The suffixes way, place, lane, court, and terrace shall be reserved for minor streets, cul de sacs, etc.

Section 1.11 Enforcement

When an addressing issue is discovered, the Addressing section will try to contact the property owner. If no contact, the Addressing section will refer to Code Enforcement.

Part 3. Codification

It is the intention of the Board of County Commissioners that the provisions of this resolution shall become the Uniform Addressing System. The word "Resolution" may be changed to section, article, or other appropriate word or phrase and the sections of this Resolution may be assigned new numbering or lettering to accomplish such intention.

Part 4. Severability

If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Resolution.

Part 5. Savings Clause

Notwithstanding anything to the contrary, all provisions of Palm Beach County Resolution R-74-183 as amended by R-91-1145 are specifically preserved and remain in full force and effect for the limited purpose of enforcing any alleged violations of said resolutions which occurred prior to their repeal and replacement.

Part 6. Applicability

This resolution is applicable within the unincorporated area of Palm Beach County, Florida.

MAR 12 1974

RESOLUTION NO. R-74- 183

RESOLUTION ADOPTING THE OFFICIAL
PROCEDURE FOR HOUSE NUMBERING AND
STREET NAMING IN PALM BEACH COUNTY

WHEREAS, Section 125.01, Florida Statutes, authorizes the Board of County Commissioners of Palm Beach County, Florida, to establish, coordinate and enforce zoning and business regulations as are necessary for the protection of the public; and,

WHEREAS, Chapter 163.160, Part II, Florida Statutes, and Chapter 70-863, Laws of Florida, Special Acts of 1970, authorize and empower the Board of County Commissioners of Palm Beach County, Florida, to control the development of the County through planning, zoning and subdivision regulations, the reservation of mapped street locations for future public acquisition, and the regulation of building on the land reserved for such mapped streets; and,

WHEREAS, Section 125.01, Florida Statutes, declares zoning to be a County purpose and provides that the Board of County Commissioners may adopt ordinances and resolutions as may be necessary to exercise their powers, provide for enforcement and for the levying of fines and penalties for the violations of ordinances in accordance with law; and,

WHEREAS, the Palm Beach County Planning Commission renders advisory recommendations to the Board of County Commissioners of Palm Beach County sitting as the governing body in matters pertaining to the legislative charges under the aforesaid Florida Statutes pursuant to Palm Beach County Ordinance No. 73-2 designated as the Zoning Code of Palm Beach County, Florida, Section 402; and,

29 17

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WHEREAS, the Palm Beach County Planning Commission has decided that previous methodology for the official numbering of residential dwelling units and official naming of roads, streets, thoroughfares and the like has not been determined by a well defined administrative procedure; and,

WHEREAS, on the 14th day of February, 1974, at its regular session the Palm Beach County Planning Commission did pass Resolution No. PGR-74-1 recommending adoption of an official procedure for house numbering and street naming in Palm Beach County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that the foregoing recitals are hereby reaffirmed and that the Procedure for House Numbering and Street Naming in Palm Beach County, attached hereto and made a part hereof, is hereby adopted.

The foregoing resolution was offered by Commissioner Weaver, who moved its adoption. The motion was seconded by Commissioner Lytal, and upon being put to a vote, the vote was as follows:

ROBERT F. CULPEPPER	Aye
E. W. WEAVER	Aye
LAKE LYATAL	Aye
ROBERT C. JOHNSON	Aye
GEORGE V. WARREN	Aye

The Chairman thereupon declared the resolution duly passed and adopted this 12th day of March, 1974.

PALM BEACH COUNTY, FLORIDA, BY
ITS BOARD OF COUNTY COMMISSIONERS

JOHN B. DUNKLE, Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY
[Signature]
Michael B. Small
County Attorney

By: *[Signature]*

Deputy Clerk

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MAR 12 1974

RESOLUTION NO. PCR-74-1

PALM BEACH COUNTY PLANNING COMMISSION
RECOMMENDING ADOPTION OF THE OFFICIAL PROCEDURE
FOR HOUSE NUMBERING AND STREET NAMING
IN PALM BEACH COUNTY TO THE
BOARD OF COUNTY COMMISSIONERS

WHEREAS, Section 125.01, Florida Statutes, authorizes the Board of County Commissioners of Palm Beach County, Florida, to establish, coordinate and enforce zoning and business regulations as are necessary for the protection of the public; and

WHEREAS, Chapter 163.160, Part II, Florida Statutes, and Chapter 70-863, Laws of Florida, Special Acts of 1970 authorize and empower the Board of County Commissioners of Palm Beach County, Florida, to control the development of the County through planning, zoning, subdivision regulations, the reservation of mapped street locations for future public acquisition, and the regulation of building on the land reserved for such mapped streets; and

WHEREAS, Section 125.01, Florida Statutes, declares zoning to be a County purpose and provides that the Board of County Commissioners may adopt ordinances and resolutions as may be necessary to exercise their powers, provide for enforcement and for the levying of fines and penalties for the violations of ordinances in accordance with law; and

WHEREAS, the Palm Beach County Planning Commission renders advisory recommendations to the Board of County Commissioners of Palm Beach County sitting as the governing body in matters pertaining to the legislative charges under the aforesaid Florida Statutes pursuant to Palm Beach County Ordinance

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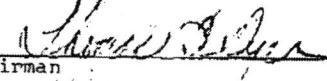
MAR 12 1974

No. 73-2 designated as the Zoning Code of Palm Beach County, Florida, Section 402; and

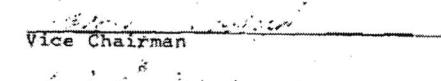
WHEREAS, the Palm Beach County Planning Commission has decided that previous methodology for the official numbering of residential dwelling units and official naming of roads, streets, thoroughfares and the like has not been determined by a well defined administrative procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE PALM BEACH COUNTY PLANNING COMMISSION in session this 14th day of February, 1974, that the foregoing recitals are hereby reaffirmed and that this Resolution be forwarded to the Board of County Commissioners of Palm Beach County, Florida, for their consideration and approval.

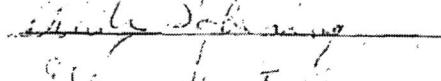
BE IT FURTHER RESOLVED that a copy of the House Numbering and Street Naming procedure be attached hereto and made a part of this official recommendation.



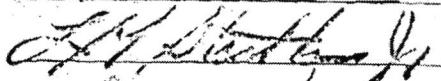
Chairman



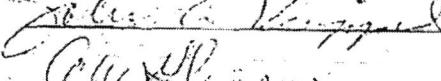
Vice Chairman



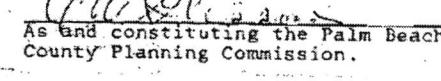
Vice Chairman



Vice Chairman

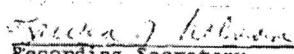


Vice Chairman



Vice Chairman

Attest:


Recording Secretary

As and constituting the Palm Beach County Planning Commission.

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MAR 12 1974

Procedure for House Numbering and Street Naming
in Palm Beach County

The following systems shall be applied to the numbering of houses and naming of streets within the unincorporated areas of Palm Beach County:

A. The system of assigning house numbers. Southern Boulevard shall be the point of origin for the assignment of North-South numbers. Each tier of sections shall be numbered consecutively and shall run north from Southern Boulevard to the Martin County line, and shall run south from Southern Boulevard to the Broward County line. Numbers assigned on East-West thoroughfares shall run west from the Atlantic Ocean to the Hendry County line. Each section shall contain 1,000 potential house numbers running North-South and 1,000 potential numbers running East-West. This procedure provides the first digit of the house number, based on the location of the section within the grid pattern of ranges and townships existing in the County.

The remaining components shall be determined based on the number of square feet contained in the section, whether on a North-South or an East-West trajectory. The number of square feet in the section shall be divided by 1,000

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to determine the spacing between individual house numbers.

On an East-West street the numbers on the north side shall be odd and the numbers on the south side shall be even. On a North-South street the numbers on the west side shall be odd and the numbers on the east side shall be even.

In the case of a hiatus, the area in question will be considered as a continuation of the adjacent section bearing the lowest thousand enumeration.

In the case of streets originating in such a manner as to not fall clearly into a North-South or East-West trajectory the designation will be made by the Planning, Zoning and Building Department, based upon the general course of the street in question.

In order to obtain numbers on a curvilinear street a point of origin shall be assumed and a number will be determined for that point using the above described method. Using that number as a key, all numbers on the street shall be determined using a linear measurement along

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the right-of-way from the point of origin to the center of the lot (Lot "C" and Dimension "C" in the figure). That distance will then be divided by the constant of square miles \div 1000 to obtain the individual number.

The point of origin for a curvilinear street shall be considered to be the intersection of the right-of-way of the North-South or East-West street. In the case of a curvilinear street with two or more possible origins, the origin may be designated by the developer or agency responsible for the placement of the street. If the origin is not so designated the origin will be designated at the discretion of the Planning, Zoning and Building Department.

B. Assignment of street names. These shall be issued per the request of the developer of the street except in the case of section line roads which will be given a number corresponding to the section adjacent to it, having the higher thousand number. Proposed streets which are in alignment with other existing named streets shall bear the name of the existing street. All street names shall have a suffix and in no case, except as indicated in the

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preceding sentence, shall the name of the proposed street duplicate or be phonetically similar to existing street names regardless of the use of the suffix - street, avenue, boulevard, drive, place, court, etc.

Curvilinear streets shall be named on the same basis as other streets and shall carry the same name through their entire length.

Streets crossing Southern Boulevard shall have north and south added to their names accordingly.

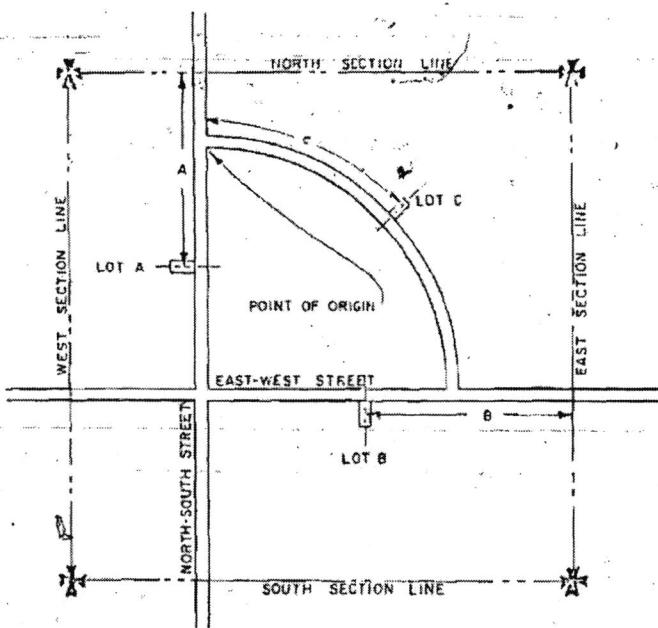
Suffixes shall be limited in use as follows: the suffixes avenue and boulevard shall be reserved for arterials. The suffixes street, road and drive shall be reserved for collectors and local streets.

The suffixes way, place, lane, court and terrace shall be reserved for minor streets, cul de sacs, etc.

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MAR 12 1974



As an example of a lot number determination on a linear street, use lot A. Assuming that the section involved is 22 in Township 44 South, Range 42 East, and assuming this section contains 3280 square feet, the section falls in the fourth tier of sections south of Southern Boulevard. This identifies the first digit of the house number as "4". It is further assumed that dimension A is 1950 ft. Dividing 1950 by the constant of 5.28 identifies the remaining three digits - 369. The house number is therefore 4369.

As an example of a lot number determination on a curvilinear street, use lot C. The point of origin is assumed to be number 4200 on the North-South street. Dimension C is 2500 feet. Dividing 2500 by the constant of 5.28 identifies the remaining three digits - 473. The house number is therefore 4673.

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RESOLUTION NO. R-91- 1145

RESOLUTION AMENDING AND SUPPLEMENTING
RESOLUTION NO. 74-183 PERTAINING TO
ADDRESSING AND STREET NAMING, TO ADD PROVISIONS
FOR VANITY ADDRESSING AND STREET NAMES

WHEREAS, RESOLUTION NO. 74-183 establishes administrative procedures for the official numbering of residential dwelling units and official naming of roads pursuant to authority vested by Chapter 163.160 and Section 125.01, Florida Statutes; and

WHEREAS, procedures should be officially established for commercial properties; and

WHEREAS, the Palm Beach County Board of County Commissioners acknowledges that, due to other overriding County goals, it may be appropriate to deviate from established addressing procedures under certain circumstances for prominent commercial entities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, that the procedures for street numbering and naming, presently specified in Resolution No. 74-183, are hereby amended and supplemented as follows:

Section 1. Vanity Street Name Changes

A. Standard street name changes shall conform to the standards and requirements for naming streets as set forth in Resolution No. 74-183 and shall be permitted only under the following circumstances:

1. In response to a Board of County Commissioners' directive, or
2. To eliminate duplication or confusion in street names, or
3. To reduce confusion in addressing.

B. Name changes which do not meet the criteria above are considered "vanity street names" for the purposes herein and are permitted only under the following limited circumstances:

1. The desired name will not create confusion; and
2. The desired name does not duplicate in whole or in substantial portion, the name of an existing street; and
3. All property owners abutting the road have signed a petition requesting the change and a completed application has been submitted to the Planning, Zoning and Building Department; and
4. The established fee has been paid; and
5. The entire contiguous street must be renamed; and
6. The Board of County Commissioners has approved the request.

847 1-450

Section 2. Vanity Street Numbering/Addressing

A. Street numbering and addressing for commercial and residential properties, shall be based on the County's grid system as described in Resolution No. 74-183.

B. Requested addresses which do not adhere to the County's grid system are considered "vanity addresses" for the purposes herein, are prohibited for residential uses and shall not be permitted for non-residential uses except under the following circumstances:

1. The entity requesting the "vanity address" is a prominent commercial entity and has a location which is widely recognized in the community; and
2. The requested number is not out of sequence with any existing numbers on the same street. (For example, the number 100 would not be permitted on a lot which is located between two existing lots with the addresses #500 and #550); and
3. Emergency Medical Services and the Post office would be able to locate the property; and
4. An individual with the assistance of a generally distributed local street map would be able to locate the property without undue difficulty; and
5. The requested address does not duplicate an existing address on the same street; and
6. The requested address would, in no way, be injurious to or infringe upon the existing rights of any other commercial entity in the County; and
7. The requestor has submitted an affidavit which acknowledges that the requested address may result in delays in mail delivery and service provisions; and
8. The established fee has been paid and the requestor has submitted a complete application to the Planning, Zoning and Building Department; and
9. The Board of County Commissioners has approved the request and has made a finding that the address request is related to a County goal, such as economic development, which takes precedence over the goal of maintaining the County's grid system.

R91 1145D

The foregoing Resolution was offered by Commissioner McCarty, who moved its adoption. The motion was seconded by Commissioner Foster, and upon being put to a vote, the vote was as follows:

KAREN T. MARCUS, CHAIR	-	Aye
CAROLE PHILLIPS, VICE-CHAIR	-	Aye
CAROL A. ROBERTS	-	Aye
CAROL J. ELMQUIST	-	Aye
MARY McCARTY	-	Aye
KEN L. FOSTER	-	Aye
MAUDE FORD LEE	-	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 27th day of August, 1991.

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

JOHN B. DUNKLE, CLERK

By: Carl Zettelbauer
(Deputy Clerk)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


County Attorney

R91 1145D

STANDARD STREET NAME CHANGES or VANITY STREET NAME CHANGES

PALM BEACH COUNTY

In accordance with Board of County Commissioners adopted resolutions and policies, all standard street name changes shall conform to the standards and requirements for naming streets as set forth in Resolution No. 74-183 and amended in Resolution No. 91-1145 and shall be permitted only under the following circumstances:

1. In response to a Board of County Commissioners' directive, or
2. To eliminate duplication or confusion in street names, or
3. To reduce confusion in addressing.

Name changes which do not meet the criteria above are considered "Vanity Street Names" for the purpose herein and are permitted only under the following limited circumstances:

1. The desired name will not create confusion; and
2. The desired name does not duplicate in whole or in substantial portion, the name of an existing street; and
3. All property owners abutting the road have signed a petition requesting the change and a completed application has been submitted to the Planning, Zoning, and Building Department; and
4. The established fee has been paid; and
5. The entire contiguous street must be renamed; and
6. The Board of County Commissioners has approved the request.

If an applicant for a change feels that these conditions can be met, a request for change should be made in letterform to the Addressing Section of Palm Beach County, Planning, Zoning, and Building. Said request should include (1) a clear statement of reasons for the requested change, (2) a precise location of the street being requested for consideration; and (3) a proposed name or names for the street.

If the Division determines that (1) the street in question does have sufficient reason for change; and (2) that the proposed new name meets criteria for street naming under current regulations, the applicant will be notified and authorized to proceed.

The Division will provide the applicant with an acceptable form of petition and

affidavit as required by the board. The applicant must independently acquire a Property Appraiser Map of the area and show on it, the names of all property owners abutting the street under consideration. Then the applicant must (1) have the petition signed by all abutting property owners; and (2) execute the affidavit of completeness; and (3) submit the package to the Addressing Section of Planning, Zoning, and Building.

If the Division finds the application accurate and complete, it will schedule all necessary steps to place a Resolution for name change on the agenda of the Board of County Commissioners. If approved by the Board, the Division will change official Planning, Zoning, and Building records and notify all appropriate agencies of the approved change.

PETITION TO CHANGE STREET NAME

We hereby petition the Board of County Commission for a change of street name

_____ in the area from _____ to

_____ . We further request that the new name be

_____ .

Name _____

Name _____

Address _____

Address _____

Telephone # _____

Telephone # _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Telephone # _____

Telephone # _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Telephone # _____

Telephone # _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Telephone # _____

Telephone # _____

Signature _____

Signature _____

AFFIDAVIT

STATE OF FLORIDA)
) SS.
COUNTY OF PALM BEACH))

BEFORE ME THIS DAY PERSONALLY APPEARED _____

_____, WHO BEING DULY SWORN, DEPOSES AND SAYS:

That the accompanying property owners list is, to the best of his knowledge, a complete and accurate list of all property owners, mailing addresses, and legal descriptions as recorded in the latest official tax rolls in the County Courthouse for all properties abutting the street listed below. That all property owners whose property abuts the street listed below have agreed on the proposed street name and have signed a petition to this effect.

FURTHER AFFIANT SAYETH NO.

_____ (Signature)

Sworn to and subscribed before me this _____ day of _____ A.D.,
20_____.

Notary Public
State of Florida at Large

My commission expires _____.

**Village of Wellington
Planning, Zoning & Building Department**

Subject: Honorary Street Co-Naming Policy

Policy Number: VW-A-030

Issue Date: July 11, 2023 | **Revised Date:** N/A

Effective Date: August 1, 2023 |

I. Purpose

The purpose of the Honorary Street Co-Naming Policy is to outline the procedures for co-naming in honor of individuals or organizations within the Village of Wellington (Village).

II. Authority

The Village Council shall have the authority to initiate and approve the co-naming of streets within the Village.

III. Policy

The Village has determined that it is in the best interest of the health, safety and well-being of the residents of Wellington to allow for the co-naming of streets by the Village Council to honor individuals or organizations for their contributions to the community.

IV. Procedure

Streets located within the Village will be considered for co-naming in honor of individuals or organizations subject to the following criteria:

- Only the Village Council may initiate and approve the co-naming of streets within Wellington.
- All streets approved for co-naming shall be approved by Resolution.
- The co-naming for a street will be for the length of the street within the Village and should be limited to collector or arterial streets.
- The following are guidelines for the co-naming consideration:
 - Prospective honorees should have a minimum of ten (10) years community involvement and should have demonstrated an extraordinary and consistent voluntary commitment and dedication

to the community, or who have contributed significantly to Wellington.

- Individual prospective honorees must be deceased for at least one (1) year prior to consideration. Exceptions may be made, however, for individuals who die under infamous circumstances of crime, accident, disease, social circumstance, military service or the like, or if the death itself leads to a greater awareness within society of the cause of death and a concerted effort to address that problem.

Submitted by: Tim Stillings
Title: Director Planning, Zoning & Building



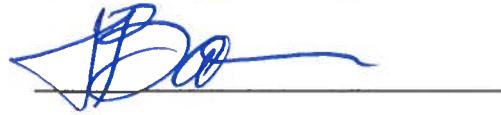
Reviewed by: Ed De La Vega
Title: Assistant Village Manager



Reviewed by: Tanya Quicke
Title: Deputy Village Manager



Approved by: Jim Barnes
Title: Village Manager



1 RESOLUTION NO. R2007-145
2
3
4
5
6
7A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF WELLINGTON, FLORIDA ADOPTING A
POLICY FOR THE RENAMING OF STREETS WITHIN THE
VILLAGE OF WELLINGTON; AND PROVIDING AN
EFFECTIVE DATE.8
9 WHEREAS, the Village Council recognizes that residents may desire to change
10 the name of an existing street; and11
12 WHEREAS, the Village discourages the changing of street names, which may
13 affect existing addresses, due to the inconvenience associated with the name change in
14 regard to the Post Office, 911 services, etc. and15
16 NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE
17 VILLAGE OF WELLINGTON that:18
19 Section 1. The Village Council of the Village of Wellington hereby adopts the
20 "Street Renaming" and Policy for Street Renaming within the Village of Wellington,
21 Florida", dated October 9, 2007, a copy of which is attached hereto and made a part
22 hereof.23
24 Section 2. This Resolution shall take effect immediately upon its adoption.25
26
27 PASSED AND ADOPTED THIS 9th day of October, 2007.28
29
30 ATTEST:

VILLAGE OF WELLINGTON, FLORIDA

31
32 BY: Awilda Rodriguez
33 Awilda Rodriguez, Village Clerk34 BY: Thomas M. Wenham
35 Thomas M. Wenham, Mayor36
37 APPROVED AS TO FORM AND
38 LEGAL SUFFICIENCY39
40 BY: Jeffrey S. Kurtz
41 Jeffrey S. Kurtz, Village Attorney

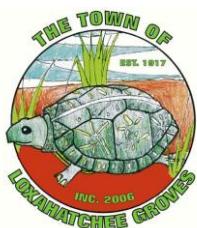
POLICY FOR STREET RENAMING WITHIN THE VILLAGE OF WELLINGTON, FLORIDA

This policy outlines the procedure for renaming an existing street (public or private) within the Village of Wellington.

Street names shall be changed according to this policy. Requests for street name changes shall be directed in writing to the Director of Environmental and Engineering Services for review, recommendations, and approval.

Street names may be changed in residential areas if all of the following conditions are met:

1. A petition shall be provided to the Village with signatures from two thirds (2/3) of the residents living within the subdivision in favor of the street name change and 100% of all residents directly affected by the street name change (home fronts street and therefore address would be changed). Where applicable, the petition shall also be endorsed by an officially incorporated homeowners association for the subdivision.
2. The proposed street name shall not already be in use within the Village of Wellington or the western communities.
3. Prior to the name change, the petitioning residents within a public subdivision shall pay the Village 100% of the cost associated with the changing of the street sign(s). Residents within a private subdivision will be responsible for both the purchase and installation of the any applicable signs. Any funds left over at the completion of the project shall be returned to the petitioning group.
4. If a street name change affects existing addresses, the applicant will be responsible for all costs to process the name change through Palm Beach County; including 911, Fire Department, Police Department, and United States Postal Service. Additionally, if re-platting is required, all associated costs will be the responsibility of the applicant.
5. This process will be required to go through cost recovery. A minimum deposit of \$500.00 shall be made for applications not affecting existing addresses and a minimum deposit of \$2,500 shall be made for applications affecting existing addresses and therefore requiring address changes.



TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 4.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Caryn Gardner-Young, Community Standards Director

THRU: Francine L. Ramaglia, Town Manager

DATE: December 16, 2025

SUBJECT: Items for the Planning and Zoning Board

Legal Sufficiency: Reviewed Not Reviewed
 Approved Not Approved

Background:

At the December 2, 2025, Town Council meeting, the Town Council questioned why the Planning and Zoning Board has not met. There have been no petitions received by the Town which required Planning and Zoning Board review and recommendation since September when there was not a quorum of the Board.

In June 2025, Staff provided a list of proposed code amendments discussed in the past by the Council and sought direction from the Council on which items should be a priority and how the processing of the code amendments should proceed. There was no definite direction provided. Since the Town Council is now seeking the Planning and Zoning Board to meet, Staff is recommending the following topics be discussed which is in alignment with the documentation provided to the Town Council in June:

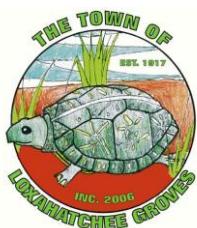
1. Equestrian Estates
2. Permitted Uses in the AR Zoning District
3. Conditional Uses/Special Exceptions
4. Concurrency Requirements
5. Nuisance Abatement regulations

Fiscal Impact:

Any fiscal impact will be determined by what actions the Planning and Zoning Board seeks staff to provide.

Recommendation/Motion:

Council direction if any of the topics need to be changed



**TOWN OF LOXAHATCHEE GROVES
TOWN COUNCIL MEETING
AGENDA ITEM MEMORANDUM**

Item 5.

TO: Mayor and Town Council of the Town of Loxahatchee Groves
FROM: Caryn Gardner-Young, Community Standards Director
THRU: Francine L. Ramaglia, Town Manager
DATE: December 16, 2025
SUBJECT: Items for the ULDC

Legal Sufficiency: **Reviewed** **Not Reviewed**
 Approved **Not Approved**

Background:

At the December 2, 2025, Town Council meeting, the Town Council questioned why the ULDC Committee has not met. According to the Town Attorney, the ULDC Committee was created to address any issues or concerns that the Town Council brings to their attention. The only item that the ULDC Committee was instructed by the Town Council to discuss was amendments to the Town Sign Code. The ULDC Committee met many times on this topic and concluded the review of the existing Town Sign Code in September. The next step for the Sign Code revisions is for the Town Attorney to draft an Ordinance which includes all the changes requested by the ULDC Committee. The Town Attorney advised Staff that the earliest that he will be able to draft such a document for discussion was in the first quarter of 2026. Until the Ordinance is ready for discussion, there were no items to consider by the ULDC Committee.

In June 2025, Staff provided a list of proposed code amendments discussed in the past by the Council and sought direction from the Council on which items should be a priority and how the processing of the code amendments should proceed. There was no definite direction provided. Since the Town Council is now seeking the ULDC Committee to meet, Staff is recommending the following topics be discussed which is in alignment with the documentation provided to the Town Council in June:

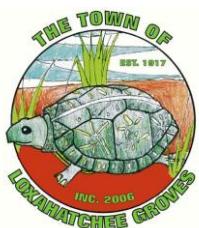
1. Landscaping Code
2. Definition revisions
3. Agritourism Committee Recommendations
4. Sign Code

Fiscal Impact:

Any fiscal impact will be determined by what actions the ULDC Committee seeks staff to provide.

Recommendation/Motion:

Council direction if any of the topics need to be changed



TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 6.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Valerie Oakes, Town Clerk

VIA: Francine L. Ramaglia, Town Manager

DATE: December 16, 2025

SUBJECT: Joint Meeting of the Town Council and Finance Advisory Audit Committee on January 19, 2026

Legal Sufficiency: Reviewed Not Reviewed
 Approved Not Approved

Background:

At the Town Council Regular meeting held on December 2, 2025, the Council requested that a joint meeting be scheduled with the Finance Advisory and Audit Committee. Staff canvassed FAAC and determined that a quorum will be present at their regularly scheduled quarterly meeting on January 19, 2026, at 5:00 p.m.

Fiscal Impact:

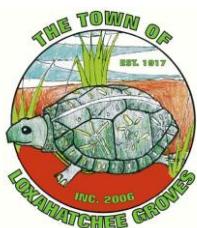
No fiscal impact.

Recommendation/Motion:

Determine if there is a quorum amongst the Town Council and direct staff to schedule the meeting on January 19, 2026, at 5:00 p.m.

Attachments:

No attachments at this time.



TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 7.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Francine L. Ramaglia, Town Manager

DATE: December 16, 2025

SUBJECT: Report on Town Council's Directive for a 5% Operating Budget Reduction

Legal Sufficiency: Reviewed Not Reviewed
 Approved Not Approved

Background:

This memorandum presents a data-driven plan to achieve the Council's directive for a 5% operating budget reduction (\$400,000+) for FY 2026. The plan closes some of the structural gap created by rising recurring costs and the significant loss of one-time funding (ARPA, surtax, FEMA reimbursements, State appropriations, other grant funding), while fully protecting service levels, legal defensibility, and operational capacity.

Importantly, this reduction is achieved without service cuts or new revenue assumptions. Every reduction is supported by FY 2024–2025 Budget-to-Actual (B2A) data and relies on "Safe Cuts" or areas of historical underspending or structural inefficiency. Core services—including Code Enforcement, Building, Planning, Public Works field operations, Customer Service, Records, and Finance—remain fully intact.

Reduction Strategy: "Safe & Quiet Cuts"

Our recurring costs currently outpace recurring revenues. To close this gap sustainably, we applied two principles:

- **Safe Cuts:** Reductions backed by multi-year underspending data (e.g., unused professional service buffers). These do not increase operational risk.
- **Quiet Cuts:** Efficiencies the public will not feel (e.g., vacancy savings, shifting to online training).

Protection of Key Services

We avoided across-the-board cuts to protect staff who generate revenue (compliance) and maintain public trust and necessary operations. The following functions were intentionally protected because reductions here would harm service reliability, revenue generation, or legal defensibility:

- **Code Enforcement:** Compliance workload rising, critical to SB 180 defensibility, shift to pro-active approach on development/land use.
- **Building & Permitting:** Revenue-generating, safety-critical, and experiencing strong demand.
- **Planning & ULDC Rewrite:** Required to maintain legal defensibility and development predictability.
- **Public Works Field Operations:** Necessary for stormwater, roads, and drainage system readiness.
- **Customer Service & Administration:** Supports governance, records, finance, and public transparency.

These services are foundational. Cuts in these areas would create disproportionate impacts on the community and significantly increase operational and legal risk.

Capital Program Pause

The Town cannot sustain prior capital spending levels while stabilizing its operating base. The FY 2026 budget implements a **Strategic Pause**, reducing the capital program funding in prior years from approximately \$3.8 million to \$500,000 in this current year. Remaining funding focuses on safety-critical work, emergency replacements, and grant-match obligations. This pause is temporary, intentional, and aligned with long-term resilience planning. As recurring capacity improves and external funding increases, capital investment will ramp back up. Allocation of the \$500,000 toward capital is currently a funding placeholder rather than an assignment for specific current year projects. It will not be allocated or spent without Council approval.

Overall FY 2026 Reduction Summary (All Funds)

By using this targeted, data-driven approach, we fully achieved the Council's 5% reduction directive. Across all funds, the plan identifies between **\$400,000 and \$450,000** in reductions. The table below demonstrates how the 5% target is met:

Category	Fund(s)	Savings	Rationale
PW Director Restructure	105	\$100,000	Structural change; shifts position to part-time/consultative
Vacancy /Attrition Factor	001/105	\$100,000	Captures natural staffing patterns
Professional Services	001	\$90,000– \$100,000	Reduces buffer accounts without affecting service
Operating Underspend Adjustments	001/105	\$35,000– \$50,000	Historical underspending

Category	Fund(s)	Savings	Rationale
Capital Deferrals	305	\$75,000– \$110,000	Right-of-way, readiness, and sequencing constraints

All savings flow into clearly labeled **non-PBSO contingency accounts**, ensuring transparency in tracking, budget management and long-term financial stability. The detailed line item adjustments are shown below with corresponding amounts allocated to non-PBSO contingency accounts in each fund.

1. **Public Works Director Restructure** **(Fund 105)**
Savings: **~\$100,000**

We are transitioning the Director role to a part-time/consultative model. This reduces base salary by 50% and eliminates all benefits while retaining leadership expertise. This restructure complies with the Town Charter because supervisory authority remains intact, operational leadership continues through the Superintendent working out of class, and the Manager retains administrative oversight.

Description	Adjustment	Notes
Director Salaries	(\$55,000)	50% Reduction
Benefits (Ret/Health)	(\$35,700)	100% Elimination
Payroll Taxes/Work Comp	(\$5,957)	Adjusted for salary

2. **Personnel Vacancy Factor (Funds 001 & 105)**
Savings: **\$100,000**

We are applying a “negative expense” line in both the General Fund and the Roads & Drainage Fund to account for natural attrition/gaps in hiring timelines. This recognizes that not every position is filled 365 days a year due to hiring lags (30–60 days), preventing “trapped cash” in salary lines. This is a common practice in many municipalities—it is important to note that this practice reduces flexibility to use temporary staffing during turnover periods, but the savings are realistic and historically supportable based on average hiring timelines.

Description	Adjustment	Notes
Vacancy / Attrition Factor	(\$75,000)	Negative expense line (General Fund)
Vacancy / Attrition Factor	(\$25,000)	Negative expense line (Roads & Drainage Fund)

This approach ensures that both the General Fund and the Roads & Drainage Fund benefit from realistic budgeting and that salary savings are captured wherever natural turnover occurs, without impacting filled positions or service delivery.

3. Professional Services	Buffers	(Fund 001)
Savings: \$90,000	—	\$100,000

We are tightening “buffer” accounts for Litigation, Planning, and Engineering based on historical usage. These cuts are safe but leave little room for excess scope.

Description	Adjustment	New Budget
Legal Services	(\$30,000)	\$170,000
Planning Services	(\$30,000)	\$120,000
Engineering Services	(\$20,000)	\$80,000
Special Magistrate	(\$10,000)	\$12,500

4. Operating & Capital Adjustments

Operating	Savings: ~\$35,000	—	\$50,000
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Reductions in Travel, Education, and Legal Ads where actuals are consistently below budget.

Account Title	Fund	Adjustment	Notes
Travel & Per Diem – Council	001	(\$6,000)	40% cut
Legal Advertising	001	(\$6,000)	50% cut
Education & Training	001	(\$8,000)	40% cut
R&M – General (Facilities)	001	(\$6,000)	10% efficiency cut
Operating Supplies	001	(\$6,500)	10% efficiency cut
Travel & Training (Roads & Drainage)	105	(\$4,000)	40% cut

Capital	Deferrals	(Fund 305): ~\$75,000–\$110,000
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Deferring specific non-critical projects (e.g., West 25th St Gap, Community Pilot Projects) due to right-of-way or readiness issues.

Account Title	Fund	Adjustment	Notes
West 25 Street Gap Repaving	305	(\$43,641)	Full deferral
Gruber	305	(\$2,331)	Full deferral
24th Fourth (E & W of F Road)	305	(\$2,940)	Full deferral
11th Terrace & D Road Culvert	305	(\$2,541)	Full deferral

Account Title	Fund	Adjustment	Notes
Misc Culvert Failures	305	(\$1,278)	Full deferral
Community Pilot Projects	305	(\$48,000)	

None of the reductions and/or deferrals should impact service delivery or ability to perform known functions. The capital deferrals include areas where the prep to complete the project exceeds the project cost and on delays one proposed/yet to be identified community cost sharing project. Emergencies that may occur will follow procurement policy for such purchases.

Additionally, these deferrals do **not** impact grant eligibility, do not forfeit matching commitments, and can be re-evaluated during mid-year amendments. Deferral decisions were based on right-of-way readiness, project sequencing, and the relative cost of preparation versus project value. Lastly, these deferrals are separate from the \$500,000 current year allocation to the capital fund from the general fund.

Accounting & Transparency

All identified reductions are tracked explicitly by fund and detailed general ledger account number with the resulting savings placed into clearly labeled contingency accounts (General Fund, Roads & Drainage Fund, Capital Fund), *separate from PBSO* law-enforcement contingency. All reductions are effective as of October 1 and do not require amendments to existing contracts, staffing plans, or interlocal agreements. Implementation does not disrupt procurement cycles or approved workflows. This method keeps the 5% reduction visible in the budget, aligns with B2A data, and allows Council and the public to follow how the Town is managing risk and uncertainty over the next several years.

Contingency Strategy

The reduction plan increases contingency levels across the General Fund, Roads & Drainage Fund, and Capital Fund by \$400,000 or more. Strengthening contingency aligns with Government Finance Officers Association (GFOA) best practices, improves cash flow stability, and positions the Town to respond to unforeseen emergencies, storm events, or opportunities requiring local match dollars for grants.

Recommendation

Receive and file. This plan meets the 5% target through recurring structural savings, positioning the Town for long-term stability without compromising safety or compliance.

Attachment

List of Reduction Detail.

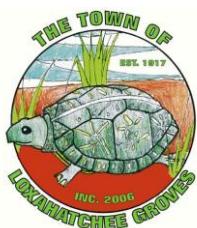
REDUCTION DETAIL SHEET

Fund Account Number	Description	Reduction
001 001-90-51-519-59991	Vacancy / Attrition	(\$75,000)
001 001-16-51-514-53100	Legal Fees	(\$30,000)
001 001-20-51-515-53450	Planning & Zoning	(\$30,000)
001 001-22-51-519-53150	Special Magistrate	(\$10,000)
001 001-90-51-519-59992	Travel & Training Contra	(\$15,000)
001 001-90-51-519-59993	Legal Advertising Contra	(\$6,000)
001 001-90-51-519-59994	Operating Efficiencies Contra	(\$15,000)
105 105-50-53-538-51200	PW Dir Salary	(\$55,000)
105 105-50-53-538-52100	FICA	(\$4,207)
105 105-50-53-538-52200	Retirement	(\$13,200)
105 105-50-53-538-52300	Health/Life	(\$22,500)
105 105-50-53-538-52400	Workers Comp	(\$1,750)
105 105-50-54-541-59991	Vacancy / Attrition	(\$25,000)
105 105-50-54-541-53400	Engineering	(\$50,000)
305 305-60-54-541-56338	West 25th Gap	(\$43,641)
305 305-60-54-541-56327	Gruber	(\$2,331)
305 305-60-54-541-56321	24th Fourth	(\$2,940)
305 305-60-53-538-56336	11th Terrace & D	(\$2,541)
305 305-60-53-538-56335	Misc Culvert	(\$1,278)
305 305-60-54-541-56XXX	Community Pilot	(\$48,000)

GRAND TOTAL (ALL FUNDS)

- General Fund (001): \$181,000 goes to non-PBSO contingency
- Roads & Drainage (105): \$175,000 goes to R&D contingency

- Capital Fund (305): \$100,000 goes to capital contingency
- TOTAL = \$456,000 in non-PBSO contingency → Exceeds the 5% (\$400k) reduction target.



TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL MEETING

AGENDA ITEM MEMORANDUM

Item 8.

TO: Mayor and Town Council of the Town of Loxahatchee Groves

FROM: Francine L. Ramaglia, Town Manager

DATE: December 16, 2025

SUBJECT: Report on Tentatively Scheduled Items for the January 6, 2026 Town Council Regular Meeting

Legal Sufficiency: Reviewed Not Reviewed
 Approved Not Approved

Background:

The purpose of this memorandum is to outline the tentative agenda items scheduled for the January 6, 2026 Regular Town Council Meeting. These items are prioritized based on regulatory requirements, strategic action items, and follow-up directives from recent Council meetings, while also accounting for the Town's operational workload and resource availability. Final scheduling is subject to completion of required reviews and timely receipt of supporting documentation.

Consent / Administrative

1. Approval of Minutes
2. Report on Cumulative Payments to Vendors Over \$10,000 and \$25,000
3. Report of all Payments made October 1, 2025 – December 31, 2025
4. Resolution – Renaming of “Okeechobee”

Contracts, Agreements, and Procurement

5. Piggyback on South Florida Water Management District & Town of Southwest Ranches Contracts
6. Palm Beach Gardens Piggyback Contracts for Annual Public Works
7. Best Interest Contract with Superior Drainage – Culvert Replacement Contract
8. ASANA Contract – Review and Approval of Implementation Project and Subscription

Policy, Procedures, and Regulatory

9. Town Council Rules & Procedures Rewrite per October 4th Direction
10. Discussion on Recreational Vehicle Regulation
13. Discussion on Conservation Easement Update
14. Discussion on Zoning Map and Comprehensive Plan Alignment
15. Discussion on Livestock Waste Ordinance(s) and Franchise Agreements

Reports, Presentations, and Required Notices

15. Department of Commerce Grant – Status and Next Steps
16. District Engineering Annual Report and Annual Meeting

Ordinances

17. Second Reading – Payment Authorization Ordinance No. 2025-18
18. Second Reading – Platting Ordinance No. 2025-21
19. First Reading – Capital Improvement Plan Ordinance (Includes Grant Listing)

Administrative Transmittals

Fiscal Impact:

No fiscal impact.

Recommendation/Motion:

No action.

Attachments:

No attachments.



TOWN OF LOXAHATCHEE GROVES

Town Council Meeting Action Items - Manager Assignments and Status

MASTER LIST

"Coming together is a beginning. Keeping together is progress. Working together is success" – Henry Ford

Item 9.

Town Council Meeting Action Items - Manager Assignments and Status

ITEM NO.	DESCRIPTION	DEPT. LEAD	DATE REQ. BY TC	STATUS	ESTIMATED TIMELINE	COMPLETION DATE
D1	Resolution Amending Road Name - Okeechobee Boulevard to Middle Road: Consideration and adoption of a Resolution formally changing the official name of the Palm Beach County road known as Okeechobee Boulevard (within Town limits) back to its historic name, Middle Road, to reinforce the Town's Comprehensive Plan for a two-lane main street.	Town Attorney	12/2/2025	Direction to bring this item before TC at their 12/16/2025 Workshop meeting.	12/16/2025	
D2	Adoption of Council Policy on Public Disclosure of Meeting Documents: Consideration and adoption of a formal Council policy requiring all documents, written reports, or handouts distributed to the Town Council at any public meeting (including last-minute additions and supplemental materials) be immediately posted and linked to the corresponding online agenda for public access and transparency.	Town Attorney to draft Policy & Town Clerk to implement.	12/2/2025	TC discussed the item and reworded the language to post the supplemental information within two (2) business days. Linked to Item D3.	1/6/2026	
D3	Review and Potential Amendment of Town Council Rules and Procedures: Review of the Town's Rules and Procedures, with specific attention to the clause allowing the Council majority to remove a Council member from the dais. Discussion and possible direction to staff/attorney for drafting amendments.	Town Attorney	12/2/2025	Direction to bring this item before TC at their 12/16/2025 Workshop meeting.	1/6/2026	
D4	Clarification on Sunshine Law Communication: A presentation by the Town Attorney on case law or Attorney General opinions regarding one-way	Town Attorney	12/2/2025	Direction to bring this item before TC at their 12/16/2025 Workshop meeting.	12/16/2025	

	communication (e.g., email with no reply) between individual Council members, and whether this method is permissible under Florida's Sunshine Law. The intent is to make sure there is compliance with State law during discussions on certain matters.					
D5	Website Calendar Synchronization Status: Update from staff on the status and steps being taken to synchronize the Town's homepage calendar with the agenda/Municode calendar to avoid conflicting information.	Town Clerk	12/2/2025	Town Clerk responded to Town Council at the meeting and discussed the difference with the calendar. Per Council's direction, merge the meetings and events calendar to one calendar. Town Clerk has already submitted a work order to complete this task.	Completed	12/3/2025
D6	Committee Assignments	Community Standards Director / Town Clerk	12/2/2025	Direction to bring this item before TC at their 12/16/2025 Workshop meeting. CGY to provide list of ULDC items, Scheduling of PZB re Equestrian Estates; VO to provide availability of FAAC for a joint meeting with TC.	12/16/2025	
D7	Monthly MythBusters on Town's Website	Town Manager	12/2/2025	No further action required by TC.	Completed	12/9/2025
D8	Southern Corridor Study	Town Manager	12/2/2025	12/8/2025 – The State provided the preliminary scope and agreement which are under review internally and legally.	TBD	
D9	Health Insurance Stipend vs Providing Health Insurance Study	Town Clerk	12/2/2025	Town Clerk will work on this item and f/u with TC upon completion.	In Progress - Town Clerk is working with insurance broker on this item.	
D10	FRS Conversion Study	Town Manager	12/2/2025	For the next budget cycle.	TBD	
D11	Present 5% Budget Reduction	Town Manager	12/2/2025	Direction to bring this item before TC at their 12/16/2025 Workshop meeting.	12/16/2025	



TOWN OF LOXAHATCHEE GROVES

Town Council's Strategic Items and Status Update

MASTER LIST

“Coming together is a beginning. Keeping together is progress. Working together is success” – Henry Ford

Item 10.

Town Council's Strategic Items and Status Update

ITEM NO.	DESCRIPTION	DEPT. LEAD	DATE REQ. BY TC	STATUS	ESTIMATED TIMELINE	COMPLETION DATE
P1	Management of Manure and Vegetative Debris – identifying sustainable solutions and regulatory improvements to support environmental and neighborhood health.	Town Manager / Town Attorney / Community Standards Director / Public Works Superintendent	12/2/2025			
P2	Strengthening Code Enforcement Operations – prioritizing consistent enforcement, improved compliance processes, and resources needed to address community expectations.	Community Standards Director / Town Attorney	12/2/2025			
P3	Resolution of Longstanding Problem Properties – developing strategies for remediation, compliance, and long-term monitoring.	Community Standards Director / Town Attorney / Town Manager	12/2/2025			
P4	Strategic Review and Renewal of Major Contracts – implementing a four-month lead time for research, negotiation preparation, and Council discussion on upcoming renewals.	Executive Assistant/Legal Specialist	12/2/2025			
P5	Mandatory Checklists for FEMA, FDA, and Easements – ensuring residents and developers have clear, upfront requirements to streamline permitting, reduce delays, and improve compliance.	Building Official / Community Standards Director	12/2/2025			
*	Enhancement of Town Communication Practices – including evaluation of required Asana program use, standardized internal communication protocols, and community satisfaction measurement tools/surveys.					
*	Clarification and Application of Vested Rights – reviewing existing vested rights, policies, and procedures to ensure consistency, transparency, and defensibility.					

***Priority Level not Assigned**

Updated on December 10, 2025

Page 1 of 3

*	Okeechobee Boulevard Corridor Protection and Beautification – including evaluation of weirs, culverts, landscaping, and overall corridor resiliency.					
*	Assessment of Reclaimed Water Opportunities Along Okeechobee – exploring feasibility, long-term benefits, and infrastructure needs.					
*	Commercial Corridor Preservation and Policy Development – defining long-term vision, development parameters, and protection strategies for the commercial corridor.					
*	Analysis and Completion of Gap Roads – determining priorities, funding strategies, and timelines for addressing incomplete roadway segments.					
*	Review of SB 180 and Home Rule Implications – evaluating impacts on municipal authority, policy adjustments, and strategic responses.					
*	FDA Easement and Agricultural Permit Coordination – clarifying requirements, streamlining processes, and establishing guidelines consistent with local needs.					
*	Neighborhood Drainage Improvement Strategy – prioritizing drainage projects, evaluating infrastructure gaps, and supporting long-term resiliency.					
*	Trail System Connectivity and Wayfinding Program – developing a cohesive plan for trail connections, signage, and accessibility.					
*	Continuation of Legislative and Intergovernmental Advocacy Efforts – aligning lobbying priorities with Council goals and monitoring emerging issues.					
*	Solid Waste, Trash, and Debris Management Enhancements – exploring operational improvements to maintain community appearance and service levels.					
*	Comprehensive Strategic Planning Initiative – establishing long-range goals, performance indicators,					

	and implementation frameworks for the Town's future development and governance.					
*	Town's 20th Anniversary Celebration (October 2026) – developing a long-term event strategy, program design, and resource allocation plan.					
*	Council Member Project Selection Mechanism – establishing a structured process allowing each Council Member to champion a signature project (e.g., mural installation, tree plantings) to foster community engagement and visibility.					
*	Succession Planning and Workforce Development – implementing staff training programs, professional development opportunities, and long-term strategies to strengthen internal capacity and ensure organizational continuity.					