

# TOWN OF LOXAHATCHEE GROVES

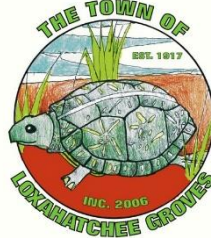
TOWN HALL COUNCIL CHAMBERS

155 F. ROAD, LOXAHATCHEE GROVES, FL 33470

## UNITED LAND DEVELOPMENT CODE REVIEW COMMITTEE

### AGENDA

FEBRUARY 10, 2025 – 6:00 PM



**Paul Coleman (Seat 3)- Chair**

**Jo Siciliano (Seat 1) – Vice Chair**  
**Brian Zdunowski (Seat 4)**

**Robert Austin (Seat 2)**  
**Karen Plante (Seat 5)**

#### Administration

Town Manager Francine L. Ramaglia

Town Clerk Valerie E. Oakes

Committee Staff Liaison: Jeff Kurtz, Project Coordinator

**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.

**OPENING**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES**

- [1.](#) 01/13/25 - ULDC Meeting Minutes

**PUBLIC COMMENTS**

*A limited public audience can be accommodated in our Town Council chambers with mandatory facemasks and socially spaced seating. Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 12:00 p.m. (noon) day of the meeting. Comments received will be "received and filed" to be acknowledged as part of the official public record for the meeting. The meeting will be live-streamed and close-captioned for the general public via our website, instructions are posted there.*

**REGULAR AGENDA**

- [2.](#) Continued Review of the Rural Vista Guidelines
- [3.](#) Discussion and review of the Sign Code

**COMMITTEE MEMBER COMMENTS**

**CONFIRM NEXT MEETING DATE**

**ADJOURNMENT**

# TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

155 F ROAD, LOXAHATCHEE GROVE, FLORIDA. 33470

## UNIFIED LAND DEVELOPMENT REVIEW COMMITTEE MINUTES

MONDAY, JANUARY 13, 2024 – 6:00 P.M. – 7:30 P.M.



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

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### **CALL TO ORDER**

Chairperson Paul Coleman called the meeting to order at **6:00 PM**. He welcomed all members and expressed appreciation for their dedication to serving on the committee. Followed by the Pledge of Allegiance led by Chairperson Coleman

### **ROLL CALL**

Chairperson Paul Coleman, Vice Chairperson Jo Siciliano, Committee Member Karen Plante, Committee Member Robert Austin, newly appointed Committee Member Brian Zanowski, Committee Liaison Jeff Kurtz, and Town Clerk Assistant Sammie Brown.

### **APPROVAL OF AGENDA**

Motion made by Committee Member Siciliano and seconded by Committee Member Plante to approve the meeting agenda. This motion passed unanimously 4-0 (Committee Member Zanowski had yet to be sworn in).

### **APPROVAL OF MINUTES**

Committee Member Siciliano made a motion, Seconded by Committee Member Austin, to approve the previous meeting minutes with corrections, including updating Committee Member Siciliano's attendance and reflecting that Committee Member Austin was not absent from the Zoning Professionals Training. This motion passed unanimously 4-0 (Committee Member Zanowski had yet to be sworn in).

### **COMMENTS FROM THE PUBLIC**

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

**REGULAR AGENDA**

**ITEM 2**

At this time, Town Clerk Assistant Sammie Brown administered the Oath of Office to Mr. Brian Zanowski, officially swearing him in as a newly appointed Unified Land Development Review Committee member.

**ITEM 3**

In the discussion regarding Rural Vista Guidelines and landscape buffers, Committee Liaison Jeff Kurtz provided a visual overview of town properties with the ULDC Committee, emphasizing the importance of landscaping and buffer zones in maintaining a rural aesthetic. Properties with greater landscaping depth of 50-60 feet significantly enhance the rural feel, while those with only 25-foot buffers lack the same visual appeal. Additionally, several commercial properties currently do not meet rural design expectations, underscoring the need for improved landscaping and architectural integration. The committee reached a consensus that a 25-foot buffer is inadequate, recommending expansion to at least 50 feet as a minimum standard. Aesthetic elements such as landscape breaks, porches, and architectural variation were also noted as improvements to the rural character.

The discussion refocused on emphasizing rural architectural styles, including porches, varied rooflines, and natural materials. Concerns were raised about strip mall-style developments that does not align with rural aesthetics. The committee also considered the placement of parking (front vs. rear) and its impact on overall appearance. Example properties reviewed included Red Barn, which has a 56-foot buffer and good rural integration, Everglades Farm Equipment, with a 45-foot buffer showing moderate compliance, and the Publix Shopping Center, which has only a 21-25-foot buffer and lacks rural character. Culvers was also noted as having a 25-foot buffer, which was deemed insufficient.

The committee decided they would like to amend the rural vista guidelines to strengthen Design standards. A motion was made to accept the memo outlining Rural Vista design elements with two additional directives: increasing the landscape buffer size to at least 50 feet and establishing clear signage standards to prevent non-rural commercial signage. The motion was made by Jo Siciliano, seconded by Karen Plant, this motion passed unanimously (5-0).

**ITEM 3 - CONFIRM NEXT REGULAR MEETING DATE**

The committee discussed the meeting schedule and confirmed the next February 10, 2025, meeting. The March meeting was rescheduled from March 10 to March 3, 2025, to avoid conflicts with the municipal election.

**COMMENTS FROM COMMITTEE MEMBERS**

**Committee Member Karen Plante**

Committee Member Karen Plant expressed frustration over past committee efforts not coming to fruition and emphasized the need for enforceable guidelines.

**Committee Member Robert Austin**

Committee Robert Austin suggested looking at additional rural commercial design models.

**Committee Member Brian Zanowski**

Committee Member Brian Zanowski appreciated the thorough presentation and the ability to review materials beforehand.

**Committee Chairman Paul Coleman**

Committee Member Paul Coleman commended the group’s progress and noted the importance of ensuring the guidelines reflect the committee's vision.

**ADJOURNMENT**

**Motion to Adjourn:**

A motion to adjourn the meeting was made by Committee Plante and seconded by Brian Zanowski. The motion passed unanimously 5-0, and the meeting adjourned at 7:30 P.M.

**ATTEST:**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

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

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Paul Coleman  
United Land Development Code Review Committee  
Chairperson



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item #**

**TO:** ULDCR Committee  
**FROM:** Jeff Kurtz, Project Coordinator  
**DATE:** February 10, 2025  
**SUBJECT:** Continued review and recommendations with respect to Rural Vista Guidelines

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**Background:**

Attached please find draft rural vista guidelines for your review. The draft is intended to reflect the comments made by the Committee at its previous meetings. If the Committee approves the document or approves it with amendments, the next step will be to put it in ordinance form for Town Council consideration and adoption into the ULDC.

**Recommendation:**

Committee review, discussion, and direction.

## Rural Vista Design Standards and Guidelines.

### Vision

The foundation of beauty in Loxahatchee Groves is harmony with nature and the preservation of the native tree canopy. The following design standards are applicable to all non-residential and non-agricultural development. Development of commercial and civic uses on property is necessary for the sustainability of any community, but such development should be well-planned and invoke thoughtful design concepts that will maintain the Town's rural nature. Development projects should have a consistent architectural style and architectural treatment on buildings should be consistent on all sides. Development should take into consideration and attempt to preserve and maintain the existing tree canopy. Building design should be residential in scale and reflect rural character. Pedestrian and equestrian amenities such as walkways, trails, porches, benches, boardwalks, outdoor gathering areas should be incorporated into development projects when possible.

#### A. *Site Design.*

1. *Design Objective – Building Placement.* In the rural areas, buildings are generally required to locate in the interior of lots to provide adequate land for open space and tree retention around the perimeter property lines. When the land adjacent to exterior lot lines is kept free from development a variety of design objectives including: screening between incompatible land uses, pedestrian connections between developments, preservation of native vegetation, stormwater mitigation, and wildlife movement can be achieved.

##### a. *Standards.*

(1) Development projects shall incorporate the existing vegetation into their design. Screening is required adjacent to all exterior property lines, except for points of vehicular or pedestrian access, for new development. Trails, utilities, small accessory structures such as a gazebo or picnic table, and fencing that does not impede wildlife movement may be permitted within required screening areas when the integrity of the screening can be maintained. The following screening standards shall be required, adjacent to the exterior of a development, for all new divisions of land, commercial, civic uses and utility buildings:

(a) Developments on five (5) acres or less – 35 feet.

(b) Developments on ten (10) acres or more – 50 feet.

(2) In Developments that portion of a commercial or civic building that faces the street shall be located at least 25 feet from the screening. When outdoor gathering places are provided, the building is not required to be setback 25 feet from the screening as long as the building is located immediately adjacent to the outdoor gathering place.

b. *Guidelines.*

(1) Existing native vegetation should be utilized for screening whenever possible. Supplemental landscaping may be necessary to provide an adequate screen. Drought tolerant vegetation is encouraged to avoid irrigation.

(2) Landscaped areas may be suitable for required screening when a site is devoid or deficient in the quality and quantity of screening that is necessary to meet the objectives of this design element.

B. *Building Design.*

1. *Design Objective – Architectural Character and details.* A rural or rustic design theme is required for new development and exterior remodels of all buildings in . This design can be achieved by introducing details such as knee bracing, wood siding, use of trim and siding, covered porches and window treatments. Design styles reflecting rural character include Colonial, Victorian, Farmhouse, Rustic and Bungalow. (Examples of such designs are included in Exhibit A). Building styles and techniques that create structures with an industrial appearance should be avoided.

a. *Standards.*

(1) Utilize wood, stone, brick, timber or other traditional building materials. Materials that mimic or simulate the appearance of these materials may be acceptable. Flat walls should have a textured appearance or the appearance of a pattern. Buildings should not appear to be all brick or all



rock. Incorporation of brick and rock as elements of the façade is acceptable.

(2) Window patterns shall be characterized by vertical proportions with horizontally oriented rectangular forms prohibited.

(3) The use of reflective or mirrored windows is prohibited.

(4) Tenant specific motifs shall be prohibited. As an alternative, signs may be used to identify a specific tenant.

(5) Standardized corporate or franchised style in the design of new buildings shall be prohibited.

(6) Accessory buildings and/or buildings in out parcels shall be designed of compatible building materials, roof forms, and color as primary structures within the development that conform to these design standards.

(7) Accessory structures and/or buildings in out parcels shall be designed to be architecturally comparable with the primary structure when the primary structure conforms to these design standards. Roof forms, building materials, and color shall be comparable to the primary structure.

(8) Box shaped exposed flat roofs, concrete, flat clay and barrel tile roofs are prohibited on all structures.

(9) Structures may have a hip, gambrel, mansard, or hip on deck roof. Dormers and cupolas are encouraged. Multiuser projects with multiple tenants may use breaks in the roof design to accentuate tenant separation. Roof proportion and pitch shall be relative to residential scale.

(10) All roof mounted equipment must be hidden from view. The roof must act as a parapet to screen mechanical equipment.

(11) Hip on deck roofs must be a minimum of 3 feet in height and a maximum of 8 feet in height. The pitch of a hip on deck roof may vary between 30 and 60 degrees.

(12) Multi-paned windows, or the appearance of multi-paned windows, such as one over one, two over two, or four over four patterns is encouraged.

(13) Trim shall be 4-6 inches at the corners of all windows and doors.

(14) The area of first story windows on street front elevations should be at least twice the area of second story windows along the same side of the building.

2. *Design Objective – Building Mass.* The apparent scale of new commercial and civic developments should be a human and residential scale.

a. *Standards.*

(1) The use of long blank walls is prohibited. The maximum allowable length of an uninterrupted building elevation is 50 feet. Visual interruptions to the planes of exterior walls shall be achieved through a combination of the following methods:

(a) Modulating building facades at depth of least 4 feet and a width of at least 8 feet.

(b) Prominent facades shall have no wall plane wider than 2.5 times the height of the wall plane.

(c) Provide a covered porch at the building entrances and sides.

Porches are not required in the service areas of the building. Porches must have a depth of at least 8 feet and an area of at least 150 feet.

(2) Roof lines shall be interrupted every 50 feet with gable, hip, or dormer roof forms or a vertical shift of at least 5 feet.

(3) Walls of two story or more in height shall have breaks (i.e. canopy, molding, overhang, balcony, banding, or projections) approximately 10 feet above grade.

b. *Guidelines.*

(1) Avoid long, low wall planes

(2) Provide visual shifts in walls and roof surfaces.

3. *Design Objective – Non-vehicular pathways and pedestrian amenities.* Design buildings and developments that are intended for use by the general public with safe and attractive places for pedestrian, bicycle, and equestrian traffic including oriented features such as pedestrian walkways, trails and outdoor gathering places.

a. *Standards.*

- (1) All development projects encompassing more than 10 acres should provide pathways or trails allowing safe passage and include an outdoor gathering place such as a courtyard, plaza or covered area with seating.
- (2) Outdoor gathering places shall be accessible to the pedestrian and equestrian.
- (3) All development projects regardless of size should provide pedestrian access internally and connectivity to adjacent development.

b. *Guidelines.*

- (1) Provide shade either with trees or covering for outdoor gathering places.
- (2) Mechanical and Waste Screening shall be employed to mask objectionable areas from public view. Concrete walls are prohibited as the primary screening mechanism unless the concrete wall is shielded by landscaping materials on at least three (3) sides.

C. *Color and Material Design.*

1. *Design Objective – Color.* Utilize natural colors that reflected in the approved color palette.

a. *Standards.*

- (1) Facade colors shall not be used to identify specific tenants as typified by national corporate fast food restaurants and gasoline stations.
- (2) Earth tone colors shall be used for masonry building materials.
- (3) Typically, no more than three colors should be used on one building, however, additional trim colors may be considered if they are a close shade of one of the other three colors.

b. *Guidelines.*

- (1) The use of natural wood is encouraged over paint.
- (2) Major architectural trim or details should complement the main building's base color. Color is normally applied to major architectural trim and details such as window trim, corner siding trim, doors and door frames, knee bracing, and columns.
- (3) Minor architectural details should be highlighted with minor accent color that complements base and major trim color. Minor accent color is normally applied to window sash, doors, storefront frames and small architectural elements.
- (4) Murals may be used on building facades and are encouraged to reflect the history or natural landscape of Loxahatchee Groves.
- (5) Tinting may be used as an accessory element to a permitted window treatment.
- (7) The base color of the main building or a complementary major accent color should be used for metal roofs.
- (8) The use of bold or primary colors for the main body of buildings should be avoided.

2. *Design Objective – Exterior Building Materials.* Utilize natural materials such as stone, wood, heavy timbers, rough cut lumber or brick as exterior building materials.

a. *Standards.*

- (1) Exterior Cladding shall be Stone, Wood textured concrete horizontal lap siding, Wood textured concrete simulated board and batten, Wood horizontal lap siding, Wood Board and Batten, Textured concrete block, brick or materials which simulate the appearance of those materials.
- (2) Roof cladding shall be Raised seam metal, composite shake, Corrugated sheet metal, slate tile, or composition roofing shall be used for roof materials.

(3) Window and building trim shall be wood or have the appearance of wood.

(4) Posts or columns shall be wood, concrete with simulated wood texture, rock, stone, or made of materials that mimic or simulate the appearance of the natural materials. Decorative, ornate, or steel columns will have to be specifically approved and determined to be compatible with the overall architectural design and intent of these standards and guidelines.

(5) Porch railings should be wood or have the appearance of wood.

b. *Guidelines.*

(1) Encourage the use of native stone or brick as an accent.

(2) Building materials used for site features such as fences, and screen walls should complement a primary on-site structure that conforms to these design standards.

(3) Utilize exterior building materials that simulate natural building materials.

D. *Landscaping and Planting Design.*

1. *Design Objective – Native Vegetation Screening and Perimeter Buffers.* The retention of native vegetation and significant trees is necessary to preserve and enhance the visual appearance of Loxahatchee Groves. Retaining native vegetation on a development site also supports various environmental systems and provides a better transition between permitted land uses. The retention or replanting of native vegetation is required for all projects. The following standards are intended to supplement the Tree Conservation and Landscape Standards in Chapter 87 .

a. *Standards.*

(1) Native vegetative screening shall be retained between rural development and roadway. The depth of screening buffers shall be determined by evaluating the quality and quantity of natural vegetation that is available on the site together with intensity of the proposed use. In no case shall the screen buffer be less than 50 feet wide on projects encompassing more than 5 acres in size and 35 feet wide on projects on 5

acres or less . Supplemental plantings shall be provided when existing native plantings do not provide a complete visual screen.

(2) The native vegetation screening requirements in this Section must provide a dense screen. Where existing vegetation does not provide adequate screening, additional native plantings may be required. The vegetative screen may only be broken at points of vehicular or pedestrian access.

b. *Guidelines.*

(1) Setback areas should be retained in native vegetation where feasible and supplemented by planted native species where native vegetation is sparse or nonexistent.

(2) Tree retention in clusters is a higher priority than tree retention in lineal strips.

(3) Regimented parking lots with landscaping limited to a certain number of cars does not create a rural feeling or enhance the rural character of the project.

(4) More innovative parking areas are needed to avoid the feeling of a sea of cars. Maintenance of existing native tree canopy and liberal use of shrubbery and parking screens, including consideration of parking in the rear rather than the front of the project is encouraged.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item #**

**TO:** ULDCR Committee  
**FROM:** Jeff Kurtz, Project Coordinator  
**DATE:** February 10, 2025  
**SUBJECT:** Sign Code Review

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**Background:**

Staff will lead a discussion and review concerning the amendments necessary for implementing an enforceable sign code.

**Recommendation:**

Committee review, discussion, and direction.