

# TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

155 F. ROAD, LOXAHATCHEE GROVES, FL 33470

## TOWN COUNCIL WORKSHOP MEETING

### AGENDA

JULY 21, 2026 – 6:00 PM



**Lisa El- Ramey, Mayor (Seat 2)**

**Manish Sood, Vice Mayor (Seat 5)      William "Joe" Stephens, Councilmember (Seat 1)**

**Anita Kane, Councilmember (Seat 3)      Paul T. Coleman II, Councilmember (Seat 4)**

**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.

**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 COUNCIL AGENDA ITEMS**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **MOMENT OF SILENCE**

### **ROLL CALL**

### **ADDITIONS, DELETIONS AND MODIFICATIONS**

### **COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

*Public Comments for the regular 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. 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.*

- [1.](#) Presentations will be given by the Town's Advisory Boards regarding Strategic Pillars, continued.

2. Discussion on Legal Model.
- [3.](#) Discussion and Direction on RV Program Ordinance.
- [4.](#) Discussion and Direction on Town Council Rules and Procedures.

**ADJOURNMENT**



# TOWN OF LOXAHATCHEE GROVES TOWN COUNCIL BOARD AGENDA ITEM MEMORANDUM

---

Item 1.

**TO:** Mayor and Town Council of the Town of Loxahatchee Groves  
**FROM:** Valerie Oakes, Acting Town Manager  
**DATE:** July 21, 2026  
**SUBJECT:** Discussion Regarding Pillars of Strategic Planning

---

|                           |                                   |                                                  |
|---------------------------|-----------------------------------|--------------------------------------------------|
| <b>Legal Sufficiency:</b> | <input type="checkbox"/> Reviewed | <input checked="" type="checkbox"/> Not Reviewed |
|                           | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved            |

---

## **Background:**

Per the Town Council's direction, the Town's Boards and Committees have been tasked with participating in a strategic visioning initiative focused on defining the Town's rural character, identifying strategic pillars that support the overarching goals of preserving quality of life and protecting resident property values, and developing concepts and initiatives that promote and encourage those objectives.

The proposed worksheet is intended to facilitate meaningful discussion and constructive feedback regarding the future of the Town of Loxahatchee Groves, including, but not limited to, the following:

- Defining what the term "rural" means within the context of the community;
- Identifying strategic pillars that support quality of life, community identity, and protection of resident property values;
- Encouraging concepts, initiatives, and long-term planning efforts that preserve and promote the Town's rural character and overall community vision;
- Identifying priorities, projects, and initiatives Boards and Committees would like the Town Council to consider for future planning, policy direction, and implementation; and
- Establishing a more unified and collaborative strategic planning framework among Boards, Committees, staff, and the Town Council.

The worksheet is intended to serve as a planning and discussion tool and may assist in identifying common themes, community priorities, and long-term strategic goals for the future of Loxahatchee Groves.

Several Boards have already presented their findings to the Town Council during the June 16, 2026, Workshop. RETGAC will present its findings today and will subsequently present its recommendations to the Town Council during the Workshop.

## **Recommendation/Motion:**

Town Advisory Board Chairs will be presenting their Strategic Pillars to the Town Council.

**Attachments:** A copy of the Strategic Planning Worksheet that was provided to each Advisory Board.



# TOWN OF LOXAHATCHEE GROVES

## Strategic Visioning & Priorities Worksheet

### PURPOSE

The purpose of this worksheet is to assist the Town Council, advisory boards, and committees in identifying priorities, initiatives, and long-term goals for the future of the Town of Loxahatchee Groves. This exercise is intended to promote collaborative planning efforts focused on preserving the Town's unique rural character and enhancing overall quality of life for current and future generations.

### SECTION 1 — DEFINING “RURAL” IN LOXAHATCHEE GROVES

In your opinion, what does the term “rural” mean within the context of the Town of Loxahatchee Groves?

Consider: community identity, agriculture and equestrian lifestyle, open space preservation, roadway character, environmental preservation, density, and community values.

Response:

---



---



---

### SECTION 2 — STRATEGIC PILLARS

Identify three (3) to four (4) major strategic pillars that support the Town's overall vision, quality of life, and protection of resident property values.

Examples: Rural Preservation, Infrastructure & Drainage, Public Safety, Community Engagement, Agriculture & Equestrian Support, and Government Transparency.

Response:

---



---



---



---



---



---

## SECTION 3 — COMMUNITY CONCEPTS & INITIATIVES

Identify one (1) to two (2) concepts, programs, initiatives, or ideas that could help promote or encourage the strategic pillars identified above.

Examples may include, equestrian trail systems, agricultural education, agritourism branding, historic preservation initiatives, or community events.

Concept / Initiative #1:

---

Concept / Initiative #2:

---

## SECTION 4 — BOARD PRIORITIES & REQUESTS TO TOWN COUNCIL

Please identify projects, initiatives, policies, or priorities that your board or committee believes should be requested of the Town Council for consideration.

Priority Requests:

1. 

---
2. 

---
3. 

---
4. 

---
5. 

---

## SECTION 5 — ADDITIONAL COMMENTS OR IDEAS

Please provide any additional comments, recommendations, concerns, or ideas related to the future of Loxahatchee Groves.

---



---



---

## SUBMITTED BY

Board/Committee: 

---

Name: 

---

Date: 

---



# TOWN OF LOXAHATCHEE GROVES TOWN COUNCIL WORKSHOP MEETING AGENDA ITEM MEMORANDUM

---

Item 3.

**TO:** Mayor and Town Council of the Town of Loxahatchee Groves  
**FROM:** Caryn Gardner-Young, Development Standards Director  
**THRU:** Valerie Oakes, Acting Town Manager  
**DATE:** July 21, 2026  
**SUBJECT:** RV Ordinance

---

|                           |                                              |                                       |
|---------------------------|----------------------------------------------|---------------------------------------|
| <b>Legal Sufficiency:</b> | <input checked="" type="checkbox"/> Reviewed | <input type="checkbox"/> Not Reviewed |
|                           | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |

---

**Background:**

The Town of Loxahatchee Groves (Town) adopted an RV pilot program in 2017. Since then, the Town Council has reviewed the program on a regular basis and adopted amendments to the RV Ordinance in 2018 and 2024. At a recent Town Council meeting, the Town Council was presented with a revised program based upon comments received from the Town Council, ULDC Committee and the Public. First Reading of the Ordinance was adopted at the Town Council meeting on June 2, 2026. However, at the July 7, 2026, Town Council meeting, the Town Council felt that additional changes were necessary so they tabled this matter to the July 21, 2026 Town Council Workshop.

Attached are copies of the existing RV Ordinance (Ordinance 2024-07), Town Council Workshop comments received at the March 17, 2026 Town Council meeting and the proposed RV Ordinance as drafted by the Town Attorney.

**TOWN OF LOXAHATCHEE GROVES****ORDINANCE NO. 2026-01**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, REPEALING ARTICLE 92 "RECREATIONAL VEHICLES" OF THE UNIFIED LAND DEVELOPMENT CODE AS ESTABLISHED BY ORDINANCE NO. 2024-07; AND AMENDING PART III "SUPPLEMENTAL REGULATIONS" OF THE UNIFIED LAND DEVELOPMENT CODE TO ENACT A NEW ARTICLE 92 "RECREATIONAL VEHICLES"; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida ("Town"), pursuant to the authority vested in Chapter 166, Florida Statutes, is authorized and empowered to adopt land development regulations within the Town; and

**WHEREAS**, the Town Council adopted Ordinance No, 2024-07 on September 18, 2024, repealing Section 20-050 "Recreational Vehicles" and establishing Article 92 "Recreational Vehicles" of the Unified Land Development Code, which has yet to be codified; and

**WHEREAS**, the Town desires to amend and clarify its regulations relating to Recreational Vehicles ("RVs") within its adopted Unified Land Development Code ("ULDC"); and

**WHEREAS**, the notice and hearing requirements for adoption of ordinances contained in the Florida Statutes and the Town's Code of Ordinances have been satisfied; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves has conducted a public hearing for the proposed amendments; and

**WHEREAS**, the Town Council of Town of Loxahatchee Groves finds that the adoption of this ordinance amending the ULDC to revise its regulations regarding Recreational Vehicles is consistent with the Town's Comprehensive Plan, and in the best health and welfare interests of the Town, its property owners and residents.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing recitals are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

*Ordinance No. 2026-01*

**Section 2.** The Town of Loxahatchee Groves hereby repeals Article 92 "Recreational Vehicles" within Part III "Supplemental Regulations" of its Unified Land Development Code as established by Ordinance No. 2024-07.

**Section 3.** The Town of Loxahatchee Groves hereby amends Part III "Supplemental Regulations of its Unified Land Development Code by enacting a new Article 92 "Recreational Vehicles" to read as set forth in the attached and incorporated Exhibit A.

**Section 4.** Conflict. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be, and the same are hereby repealed to the extent of such conflict.

**Section 5.** Severability. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 6.** Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made a part of the Unified Land Development Code of the Town of Loxahatchee Groves, Florida, that the Sections of this ordinance may be renumbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

**Section 7.** Effective Date. This ordinance shall take effect immediately upon adoption.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS 2ND DAY OF JUNE, 2026.**

Councilmember offered the foregoing ordinance. Councilmember

seconded the motion, and upon being put to a vote, the vote was as follows:

|                            | <u>VOTE</u> |
|----------------------------|-------------|
| LISA EL-RAMEY, MAYOR       | —           |
| MANISH SOOD, VICE MAYOR    | —           |
| ANITA KANE, COUNCIL MEMBER | —           |



Ordinance No. 2026-01

PAUL T. COLEMAN II, COUNCIL MEMBER \_\_\_\_\_

WILLIAM "JOE" STEPHENS, COUNCIL MEMBER \_\_\_\_\_

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN LOXAHATCHEE GROVES, ON SECOND READING AND PUBLIC HEARING, THIS \_ DAY OF \_\_\_\_\_, 2026.**

Councilmember \_\_\_\_\_ offered the foregoing ordinance. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

|                                        | <u>VOTE</u> |
|----------------------------------------|-------------|
| LISA EL-RAMEY, MAYOR                   | _____       |
| MANISH SOOD, VICE MAYOR                | _____       |
| ANITA KANE, COUNCIL MEMBER             | _____       |
| PAUL T. COLEMAN II, COUNCIL MEMBER     | _____       |
| WILLIAM "JOE" STEPHENS, COUNCIL MEMBER | -----       |

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Lisa El-Ramey

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Vice Mayor, Manish Sood

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Anita Kane

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Councilmember Paul T. Coleman II

\_\_\_\_\_  
Councilmember William "Joe" Stephens

This Page Is Blank Intentionally

## EXHIBIT A

### ARTICLE 92 - RECREATIONAL VEHICLES

#### Section 92-005 - Purpose and Intent; Effective Date.

The purpose of this article is to establish standards relating to recreational vehicles (RVs) consistent with State of Florida and federal law. The town recognizes the potential safety hazards and other negative impacts associated with the unregulated use of RVs. These standards are designed to allow the use and siting of RVs as set forth herein, while protecting the health, safety, and general welfare of the Town of Loxahatchee Groves. To the extent any provision of in this article conflicts with Florida law, federal law, or any other provision of the town code, the more restrictive provision shall prevail. As used in this article, "bona fide agricultural use classification" shall mean such classification assigned by the Office of the 'Palm Beach County Property Appraiser.

#### Section 92-010 – RV General Requirements

(A) **RV Location.** No RV shall be located within any required yard or setback as established by the AR zoning district. nor any easement or right-of-way.

**(B) Conditions to Allow RV.** In order for a recreational vehicle to be sited on any property within the town's municipal limits, the property MUST possess and maintain a principal residential dwelling unit and be homesteaded. Recreational vehicles are not permitted on vacant land. Recreational vehicles are only permitted in the Agricultural/Residential (AR) zoning district and absent a bona fide agriculture use on the property, the property on which the RV is located must have a homesteaded principal residential dwelling on the property.

(C) **Time Recreational Vehicle Allowed on the Property:** The maximum time that an occupied recreational vehicle can be sited on property located within the town's municipal limits is six (6) months from the date that the recreational vehicle is placed on the property.

**Time Recreational Vehicle Allowed on the Property:** The maximum time that an occupied recreational vehicle can be sited on property ~~six (6) months from the date that the recreational vehicle is placed on the property~~ during November of one year thru April of the subsequent year.

(D) **Number of Occupied and Rented Recreational Vehicles Allowed on the Property:**

| <u>Property Acres</u>    | <u>Number of RVs permitted</u> |
|--------------------------|--------------------------------|
| <u>Less than 2 acres</u> | <u>1 RV</u>                    |
| <u>2 acres or more</u>   | <u>2 RVs</u>                   |



- (E) **Property possessing Bona Fide Agricultural Use:** If a property possesses a bona fide agricultural use, one (1) recreational vehicle is permitted under the following conditions:
1. The recreational vehicle is being used as a caretaker or groom's quarter which is permitted year-round.
  2. 80% of more of the property is designated as bona fide agricultural use
  3. Must obtain a town permit including required inspections and permits.
  4. The property must have a septic tank approved by the health department specifically allowing the RV to deposit its wastewater into the septic system.
- (F) **Disability Accommodation.** Persons with disabilities as provided by the Federal Fair Housing Amendment Act (42 U.S.C. 3601, et. Seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131, et. Seq.), may apply for an accommodation to extend the maximum period for occupancy for an RV to year-round. A person seeking such accommodation shall apply on a form provided by the town. An application for disability accommodation that has been denied may be appealed pursuant to the procedures outlined in section 170-025(E).
- (G) **Parking of Recreational Vehicle.** The recreational vehicle shall be parked in the location as specified in a lease agreement. The leased space shall only be used for parking and storage of the vehicles described on your lease.
- (H) **Storage of materials** - No recreational vehicle may be used for the storage of goods, materials, or equipment other than those items considered to be part of the recreational vehicle essential for its immediate use.
- (I) **Condition of vehicle** - The vehicle or equipment must be kept clean, presentable and in usable condition. A current vehicle registration license plate must be attached at all times. Said vehicle shall not display commercial lettering nor have any equipment, materials, or devices associated with a commercial or industrial use visible. The existence of such lettering, equipment, materials or devices shall automatically deem the vehicle as a "commercial vehicle," subject to the provisions of above.
- (J) **Ownership of vehicle** - The vehicle parked must be owned or leased by the property's owner or tenant.
- (K) **Repairs on vehicle** - No major repairs or overhaul work can be performed on the premises
- (L) **Access to Property** - A property owner, tenant or person in possession or control of the property shall provide access to the property, upon request, for the town inspector to conduct an inspection. Section 92-015 - Permit, Inspection, and Maintenance Requirements

**Section 92-015 – Permit, Inspection, and Utilities Requirements**

(A) **Permit Requirement:** A town building permit is only required for an operational recreational vehicle if the recreational vehicle is occupied. If the recreational vehicle is being stored on the property, no approvals from the town are required but the recreational vehicle must meet the requirements of this section.

(B) **Permit.** The permit application shall be in a form approved by the town and contain the following:

- a. Property Owner information
- b. Property information including the Property Use Classification by PBC Property Appraiser
- c. How many acres
- d. # of trailers being occupied
- e. Dates the recreational vehicle will be onsite
- f. Model, make and color of recreational vehicle
- g. Recreational vehicle license tag number
- h. Documentation that electric has been permitted by town
- i. Documentation that wastewater disposal is through a mechanism that has been permitted by the health department
- j. Affidavit stating information provided is true and correct
- k. Payment of a filing fee, if applicable and approved by the town council, which shall not exceed \$50.00
- l. Occupant information including verification of occupant's identification by submittal of governmental issued photo identification document including but not limited to passport and/or current valid driver's license.

(C) **Inspection.** Every permit requires at least one town inspection of the recreational vehicle which must be passed in order to issue the permit. Failure to provide access for an on-site inspection, upon reasonable notice, is a violation of this section.

(D) **Utility Connections.** An occupied RV shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by, or approved by, the health department and applicable building and zoning codes where required; portable/pumpable septic tanks as well as the waste removal therefrom are permitted under this section. A determination of appropriateness shall be made at the time of inspection regarding the size and capacity of on-site wells and septic tanks to meet demands generated by permitted RVs.

1. Electrical hook up must be separate for each RV. Each electrical hook up must be permitted through and inspected by the town's building department. No



electrical extension cords shall be utilized. Use of extension cords will render the permit invalid.

2. Water hook ups may be a single source with separate hook up at each RV parking spot. Backflow protection devices shall be installed prior to use.
3. Septic hook up must be permitted and inspected by the Florida Department of Health. A copy of the approved permit is required as part of this application. Portable/ pump-able septic tanks as well as waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.

**(E) Solid Waste Disposal.** The permit holder shall be required to ensure solid waste generated by an occupied RV is disposed of in a manner that keeps the property free and clear of trash and debris. Trash generated by occupied RVs shall be collected by the town's franchise waste hauler as residential or commercial collection.

#### **Section 92-020 – RV Regulation Enforcement**

**(A) Enforcement.** It shall be unlawful to use or possess an RV in violation of this article. Each additional RV used or possessed in violation of this article shall constitute a separate violation. Each day a violation exists shall constitute a separate violation.

1. Violations of this article are subject to enforcement procedures and penalties in chapter 162, Florida Statutes, and chapter 14 of the town code. In addition, violations may be subject to any other means of enforcement allowed by law.
2. In addition to any other penalty authorized by this section, the town may deny issuance or renewal of a permit after a special magistrate's finding of violation of this article.
3. The application fee for after-the-fact permits shall be four (4) times the amount of the application fee set forth in section 92-010(B).

## ORDINANCE NO. 2024-07

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, REPEALING SEC. 20-050 "RECREATIONAL VEHICLES" OF ARTICLE 20 – "RESIDENTIAL ZONING DISTRICTS"; AND ESTABLISHING ARTICLE 92 "RECREATIONAL VEHICLES" WITHIN PART III "SUPPLEMENTAL REGULATIONS" WITHIN THE UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida ("Town"), pursuant to the authority vested in Chapter 166, Florida Statutes, is authorized and empowered to adopt land development regulations within the Town; and

**WHEREAS**, the Town desires to amend and clarify its regulations relating to Recreational Vehicles ("RVs") within its adopted Unified Land Development Code ("ULDC"); and

**WHEREAS**, the notice and hearing requirements for adoption of ordinances contained in the Florida Statutes and the Town's Code of Ordinances have been satisfied; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves has conducted a public hearing for the proposed amendments; and

**WHEREAS**, the Town Council of Town of Loxahatchee Groves finds that the adoption of this ordinance amending the ULDC to revise its regulations regarding Recreational Vehicles is consistent with the Town's Comprehensive Plan, and in the best health and welfare interests of the Town, its property owners and residents.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing recitals are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

**Section 2.** The Town of Loxahatchee Groves hereby repeals Section 20-050 "Recreational Vehicles" within Part II, Zoning Districts; and establishes Article 92 "Recreational Vehicles" within Part III Supplemental Regulations; its Unified Land Development Code to read as shown in the attached and incorporated Exhibit A.

**Section 3. Conflict.** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be, and the same are hereby repealed to the extent of such conflict.

**Section 4. Severability.** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

**Section 5. Codification.** It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made a part of the Unified Land Development

Code of the Town of Loxahatchee Groves, Florida, that the Sections of this ordinance may be renumbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

**Section 6. Effective Date.** This Ordinance shall become effective October 1, 2024.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS 6 DAY OF AUGUST, 2024.**

Councilmember Shorr offered the foregoing ordinance. Councilmember Danowski seconded the motion, and upon being put to a vote, the vote was as follows:

**VOTE**

|                                 |               |
|---------------------------------|---------------|
| ANITA KANE, MAYOR               | <u>Aye</u>    |
| MARGARET HERZOG, VICE MAYOR     | <u>Aye</u>    |
| PHILLIS MANIGLIA, COUNCILMEMBER | <u>Absent</u> |
| LAURA DANOWSKI, COUNCILMEMBER   | <u>Aye</u>    |
| ROBERT SHORR, COUNCILMEMBER     | <u>Aye</u>    |

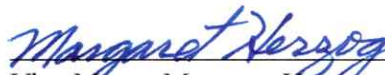
**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON SECOND READING, THIS 18<sup>th</sup> DAY OF SEPTEMBER, 2024.**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

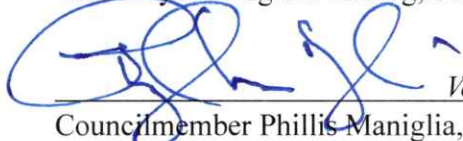
  
Town Clerk

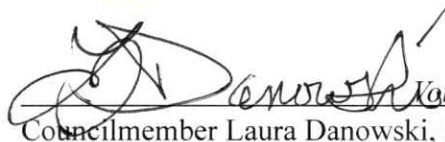
 Voted: Aye  
Mayor Anita Kane, Seat 3

 Voted: Aye  
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

  
Office of the Town Attorney

 Voted: Aye  
Councilmember Phillis Maniglia, Seat 1

 Voted: Aye  
Councilmember Laura Danowski, Seat 2

 Voted: Nay  
Councilmember Robert Shorr, Seat 4



## Exhibit A to Ordinance 2024-07

### Section 20-050. Recreational vehicles.

(A) For properties which have a permitted residential structure within the agricultural residential zoning district, recreational vehicles shall be allowed on a temporary basis for living and sleeping purposes, provided there are no adjudicated Town Code violations pending against the property and/or unresolved penalties associated therewith subject to the following conditions:

(1) A registration permit, (the fee for the registration permit shall be set by a resolution of the Town Council) which shall only be valid for a less than 180 days and shall be required for each recreational vehicle parking space on an annual basis and shall be placed on the recreational vehicle occupying parking space where it can be seen from the exterior of the recreational vehicle;

(2) No recreational vehicle shall be allowed on a parcel less than one acre. One recreational vehicle shall be allowed on a parcel consisting of one acre and less than two acres; a maximum of two recreational vehicles shall be allowed on a parcel consisting of two acres and less than ten acres; and, no more than four recreational vehicles shall be allowed on a parcel consisting of ten acres or more;

(3) The person or persons residing in the recreational vehicle must demonstrate a permanent residence in another location;

(4) The placement of the recreational vehicle must be setback from all property lines by at least 25 feet;

(5) The recreational vehicle shall be hooked up to or have access to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by, or approved by, the health department and applicable building and zoning codes, where required; portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.

(6) Upon expiration of the registration permit the recreational vehicle shall not remain on property parked or stored and shall be removed from the property and any application for a new registration permit for that property may only occur after a minimum time period of six months has expired, unless the parking space was initially used for a period of less than six months, then a permit may be issued for the time period remaining on the initial six month time period;

(7) The parcel owner, where the recreational vehicle(s) site is located, shall be required to allow Town staff, or its agents, to inspect the recreational vehicle(s) in such a manner and time as determined by the Town Manager, upon at least 24 hours' notice.

(8) Recreational vehicles shall only be used for their designed and intended purpose as evidence by the manufacturer's certification.

(9) A recreational vehicle that is not occupied must be owned or leased by the property owner or tenant of the property.

(10) Unoccupied recreational vehicles shall not be used for storage or any other non-residential use for which it was not designed and manufactured as evidenced by the manufacturer's certification.

(11) No recreational vehicle shall be kept in an abandoned, inoperable, junked, disabled, wrecked, discarded or otherwise unused condition.

(B) This section shall not apply to caretaker's quarters, groom's quarters and construction trailers.

(C) Any violation of this section may subject the property owner and/or recreational vehicle user to code enforcement action or any other legal action as determined by the Town.

(D) Requests for such a registration permit shall be submitted in writing to the Town Manager together with such fees, if any, as the Town requires and is set forth in the Town Code.

## **ARTICLE 92 – RECREATIONAL VEHICLES**

### **Section 92-005 – Purpose and Intent; Effective Date.**

The purpose of this article is to establish standards relating to recreational vehicles (RVs) consistent with State of Florida and federal law. The town recognizes the potential safety hazards and other negative impacts associated with the unregulated use of RVs. These standards are designed to allow the use and siting of RVs as set forth herein, while protecting the health, safety, and general welfare of the Town of Loxahatchee Groves. To the extent any provision of in this article conflicts with Florida law, federal law, or any other provision of the town code, the more restrictive provision shall prevail. As used in this article, “bona fide agricultural use classification” shall mean such classification assigned by the Office of the Palm Beach County Property Appraiser. The provisions of this article shall become effective on October 1, 2024.

### **Section 92-010 – Permit, Inspection, and Maintenance Requirements**

- (A) **RV Site Permit and Affidavit Required.** All sites intended to be utilized by an occupied RV shall require an annual RV site permit. All sites storing one or more unoccupied RVs are required to submit an affidavit to the town. The affidavit shall confirm that each RV stored at the site meets the requirements of this article and is not occupied.
- (B) **Application.** Applications for RV site permits shall include a location sketch showing the RV site with setbacks from all property lines and the location of available utility connections. Applicants are required to pay a site inspection fee, and a permit application fee as follows:
1. Site inspection fee:
    - a. For sites that have not been assigned a bona fide agricultural use classification: \$500 per site, payable prior to initial inspection and thereafter every five years.
    - b. For sites that have been assigned a bona fide agricultural use classification: \$100 per site, payable prior to initial inspection and thereafter every five years.
  2. Permit application fee: \$100 per permit application, payable initially and upon each subsequent renewal.
- (C) **Permit Period.** RV site permits issued pursuant to this article shall be valid for 179 days from the date of issuance of the permit. Only one RV site permit may be issued per property within a 365-day period. A permit holder may not add an RV or exchange one RV for another at an approved site without first notifying the town.
- (D) **Inspections Required.** After an application for RV site permit has been reviewed, and prior to permit issuance, the town shall inspect the proposed site. The site inspection shall address at a minimum proposed location, site design, availability of required utilities, and the plan for management of solid waste. All utility connections are subject to permitting by any pertinent agency and section 92-020(B). An RV site must be inspected at least once every five (5) years, consistent with the inspection fee schedule in section 92-010(B)(1).

(E) **Expiration.** Upon expiration of the site permit, RVs shall remain unoccupied until another permit is issued. Within ten (10) days of permit expiration, the permit holder shall submit an affidavit to the town confirming that all RVs on the property are unoccupied.

(F) **Maintenance.** All RVs shall be maintained in road-worthy condition at all times.

(G) **Enforcement.** It shall be unlawful to use or possess an RV in violation of this article. Each additional RV used or possessed in violation of this article shall constitute a separate violation. Each day a violation exists shall constitute a separate violation.

1. Violations of this article are subject to the enforcement procedures and penalties in chapter 162, Florida Statutes, and chapter 14 of the town code. In addition, violations may be subject to any other means of enforcement allowed by law.
2. In addition to any other penalty authorized by this section, the town may deny issuance or renewal of a permit after a finding of violation of this article.
3. The application fee for after-the-fact permits shall be four (4) times the amount of the application fee set forth in section 92-010(B).

#### **Section 92-015 – Allowances**

(A) **General.** RVs may be permitted on conforming and legal non-conforming plots with an Agricultural Residential (AR) zoning designation in accordance with Table 1: RV Allowances.

| <b><u>Table 1: RV Allowances</u></b>                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Properties required to provide a ROW dedication or an easement for the purposes of right-of-way or utilities along the street line may include these areas for purposes of minimum parcel size.</u> |                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Property Size</u></b>                                                                                                                                                                            | <b><u>Maximum RV allowance</u></b>                                                                                                                                                                                                                                                                                                                                        |
| <u>Fewer than 2.0 acres:</u>                                                                                                                                                                           | <u>One (1) RV subject to the conditions below:</u><br><br><u>Property upon which RV is to be placed shall include a principal dwelling unit or shall have a bona fide agricultural use classification.</u><br><br><u>The RV shall be owned or leased by the property owner or tenant of the property.</u><br><br><u>The RV shall not be rented or otherwise occupied.</u> |
| <u>2.0 acres or more, and fewer than 5.0 acres (without bona fide agricultural use classification):</u>                                                                                                | <u>One (1) RV subject to the conditions below:</u><br><br><u>The RV shall be owned or leased by the property owner or tenant of the property.</u>                                                                                                                                                                                                                         |

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                          | <p><u>Property upon which RV is to be placed shall include a principal dwelling unit.</u></p> <p><u>The RV shall not be rented or otherwise occupied.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <u>2.0 acres or more, and fewer than 5.0 acres (with bona fide agricultural use classification):</u>     | <p><u>Two (2) RVs subject to the conditions below:</u></p> <p><u>RVs may only be occupied and/or rented when the property upon which the RV is located is homesteaded.</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit, except when used as caretaker quarters, as defined in section 10-015, definitions.</u></p> <p><u>When utilized for caretaker purposes, an RV may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</u></p> |
| <u>5.0 acres or more, and fewer than 10.0 acres (without bona fide agricultural use classification):</u> | <p><u>Two (2) RVs subject to the conditions below:</u></p> <p><u>RVs may only be occupied and/or rented when the property upon which the RV is located is homesteaded.</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit.</u></p>                                                                                                                                                                                                                                                                                                           |
| <u>5.0 acres or more, and fewer than 10.0 acres (with bona fide agricultural use classification):</u>    | <p><u>Three (3) RVs subject to the conditions below:</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit, except when used as caretaker quarters, as defined in section 10-015, definitions.</u></p> <p><u>When utilized for caretaker purposes, an RV may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</u></p>                                                                                                                   |
| <u>10.0 acres or more</u>                                                                                | <u>Four (4) RVs subject to the conditions below:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><u>RVs may only be occupied and/or rented when the property upon which the RV is located is homesteaded or utilized for bona fide agricultural purposes.</u></p> <p><u>RVs, including groom's quarters, may only be occupied for the 179-day duration of a valid RV site permit, except when used as caretaker quarters, as defined in section 10-015, definitions.</u></p> <p><u>When utilized for caretaker purposes, an RV may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</u></p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**(B) Disability Accommodation.**

1. Persons with disabilities, as provided by the Federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131, et seq.), may apply for an accommodation to extend the maximum period for occupancy at an approved RV site from 179 days to year-round. A person seeking such an accommodation shall submit an application on a form provided by the town. An application for disability accommodation that has been denied may be appealed pursuant to the procedure in section 170-025(E).

2. Sites with RVs occupied year-round pursuant to this subsection (B) must meet the following requirements:

- (a) The site upon which the RV is located shall include a principal dwelling unit;
- (b) No minimum parcel size is required. However, the property upon which the RV is located must be a conforming or legal non-conforming plot;
- (c) In no instance shall the total number of RVs on a property exceed the maximum number of RVs for the property size as set forth in Table 1: RV Allowances; and
- (d) An RV that is occupied year-round must meet applicable FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.

3. Other than as specifically stated in this subsection (B), the other requirements of this article must be met.

**(C) Vehicle Use.** RVs shall only be used for their designed and intended purpose as evidenced by the manufacturer's certification. RVs shall not be used for storage or any other non-residential uses for which it was not designed and manufactured as evidenced by the manufacturer's certification.

**(D) Occupancy Limits.** RV occupancy shall not exceed the maximum number of occupants prescribed by the manufacturer.

### **Section 92-020 - RV Site and Utility Requirements**

- (A) **Location.** No RV shall be located within any required yard or setback as established by the AR zoning district, nor any easement or right-of-way.
- (B) **Utility Connections.** An occupied RV shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by, or approved by, the health department and applicable building and zoning codes, where required; portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section. A determination of appropriateness shall be made at the time of inspection regarding the size and capacity of on-site wells and septic tanks to meet demands generated by permitted RVs.
1. Electrical hook up must be separate for each RV. Each electrical hook up must be permitted through and inspected by the town's building department. No electrical extension cords shall be utilized. Use of extension cords will render the permit invalid.
  2. Water hook ups may be a single source with separate hook up at each RV parking spot. Backflow protection devices shall be installed prior to use.
  3. Septic hook up must be permitted and inspected by the Florida Department of Health. A copy of the approved permit is required as part of this application. Portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.
- (C) **Solid Waste Disposal.** The permit holder shall be required to ensure solid waste generated by an occupied RV is disposed of in a manner that keeps the property free and clear of trash and debris. Trash generated by occupied RVs shall be collected by the town's franchise waste hauler as residential or commercial collection. If, after inspection of the property, town staff determines that solid waste cannot safely be contained within two standard trash containers, the property owner shall install a dumpster at the site.

## **NOTES FROM MARCH 17, 2026 TOWN COUNCIL WORKSHOP**

### **DISCUSSION ON RECREATIONAL VEHICLE PROGRAM/ORD 2024-07**

- In order to provide rental “space”, property must have a permitted, homesteaded residential structure.
- Comply with same setback as residential structures
- Consider reduction of total allowed rental spaces to a maximum of 2 regardless of parcel size
  - Less than 2 - 1 RV rental space
  - Greater than 2 - 2 RV rental spaces
- Maximum rental period, 6 months
- If bona fide agriculture use on parcel, may have ONE caretaker/grooms quarter RV use (annually) with a majority (defined as 80% of acreage or greater) of parcel designated AG classified. If meets criteria, MUST have a permitted septic and electrical.

### **LANDOWNER FORM**

- How many acres
- How many rental spaces
- Property classification per PBC property appraiser
- Dates rental spaces available
- How is waste water handled (permitted septic/pump out)
- Permitted electric only
- \$50/rental space
- A true and accurate statement notarized

No RV's on vacant land (exception as above for AG classified parcel)



# TOWN OF LOXAHATCHEE GROVES

## TOWN COUNCIL MEETING

### AGENDA ITEM MEMORANDUM

---

Item 3.

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

**FROM:** Caryn Gardner-Young, Development Standards Director

**THRU:** Francine L. Ramaglia, Town Manager

**DATE:** April 7, 2026

**SUBJECT:** Recreational Vehicle Program

---

|                           |                                   |                                       |
|---------------------------|-----------------------------------|---------------------------------------|
| <b>Legal Sufficiency:</b> | <input type="checkbox"/> Reviewed | <input type="checkbox"/> Not Reviewed |
|                           | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |

---

#### **Background:**

Each year the Town of Loxahatchee Groves (Town) encounters issues with the use of residentially zoned properties within the Town for the temporary parking of recreational vehicles (RVs), commonly utilized by persons during the annual equestrian season. As a result, the Town Manager collected information on RV use within the Town and based upon the information and facts gathered recommended that the Town Council authorize a pilot program to permit the limited use of temporary Recreational Vehicle (RV) parking within the Town. The Town Council agreed with the recommendation of the Town Manager, and adopted Resolution 2017-51 on August 1, 2017, adopting the pilot program. On April 3, 2018, an amendment was adopted to the Pilot Program through Resolution 2018-21 to extend a Zoning in Progress to May 1, 2019, and reduced the number of RV permitted. Then the Town Council formalized an RV program, through Ordinance 2024-07 which was adopted September 18, 2024. Town Staff has been implementing the RV registration process since.

At a recent Town Council meeting, Town Staff indicated that the RV program was not revenue neutral and was taking up a considerable amount of staff time to implement. Based upon the Staff presentation, the Town Council stated it would discuss the RV Program at the March 17, 2026, Town Council Workshop. Attached is a copy of the notes from that meeting. Based upon the Workshop notes, Staff drafted proposed language which includes what was provided in the notes plus additional suggestions from Staff.

#### **Recommendation/Motion:**

Discussion of proposed RV Program language and to direct the Town Attorney to draft an Ordinance to implement the recommended language

#### **Attachments:**

1. March 17, 2026, Town Council Meeting Notes
2. Staff Proposed RV Program language



# TOWN OF LOXAHATCHEE GROVES

## TOWN COUNCIL MEETING

### AGENDA ITEM MEMORANDUM

---

Item 3.

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

**FROM:** Caryn Gardner-Young, Development Standards Director

**THRU:** Valerie Oakes, Acting Town Manager

**DATE:** June 2, 2026

**SUBJECT:** Approval of Ordinance No. 2026-01 - Recreational Vehicle Program

---

|                           |                                              |                                       |
|---------------------------|----------------------------------------------|---------------------------------------|
| <b>Legal Sufficiency:</b> | <input checked="" type="checkbox"/> Reviewed | <input type="checkbox"/> Not Reviewed |
|                           | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |

---

#### **Background:**

Each year the Town of Loxahatchee Groves (Town) encounters issues with the use of residentially zoned properties within the Town for the temporary parking of recreational vehicles (RVs), commonly utilized by people during the annual equestrian season. As a result, the Town Manager collected information on RV use within the Town and based upon the information and facts gathered recommended that the Town Council authorize a pilot program to permit the limited use of temporary Recreational Vehicle (RV) parking within the Town. The Town Council agreed with the recommendation of the Town Manager, and adopted Resolution 2017-51 on August 1, 2017, adopting the pilot program. On April 3, 2018, an amendment was adopted to the Pilot Program through Resolution 2018-21 to extend a Zoning in Progress to May 1, 2019, and reduced the number of RV permitted. Then the Town Council formalized an RV program, through Ordinance 2024-07 which was adopted September 18, 2024. Town Staff have been implementing the RV registration process since.

At a recent Town Council meeting, Town Staff indicated that the RV program was not revenue neutral and was taking up a considerable amount of staff time to implement. Based upon the Staff presentation, the Town Council stated it would discuss the RV Program at the March 17, 2026, Town Council Workshop. Attached is a copy of the notes from that meeting.

Based upon the Workshop notes, Staff drafted language for Ordinance No 2026- XX which includes what was provided in the notes plus additional suggestions from Staff. Existing Ordinance No. 2024-07 is also attached for your reference, as rather than amending the current Article 92, we are proposing to repeal that language and enact a new Article 92.

#### **Recommendation/Motion:**

Consideration of Ordinance 2026-01, on first reading, and direction on whether to schedule review of proposed ordinance by the Planning and Zoning Board at their June meeting, or whether further revision and discussion is needed by Council, prior to receiving input and recommendation from the Planning and Zoning Board.

#### **Attachments:**

1. March 17, 2026, Town Council Meeting Notes
2. Current Ordinance
3. Draft Ordinance





# **TOWN OF LOXAHATCHEE GROVES UNIFIED LAND DEVELOPMENT COMMITTEE MEETING AGENDA ITEM MEMORANDUM**

---

Item 3.

**TO:** Unified Land Development Committee of the Town of Loxahatchee Groves  
**FROM:** Caryn Gardner-Young, Development Standards Director  
**DATE:** June 8, 2026  
**SUBJECT:** Recreational Vehicle Program

---

|                           |                                              |                                       |
|---------------------------|----------------------------------------------|---------------------------------------|
| <b>Legal Sufficiency:</b> | <input checked="" type="checkbox"/> Reviewed | <input type="checkbox"/> Not Reviewed |
|                           | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |

---

## **Background:**

Each year the Town of Loxahatchee Groves (Town) encounters issues with the use of residentially zoned properties within the Town for the temporary parking of recreational vehicles (RVs), commonly utilized by people during the annual equestrian season. As a result, the Town Manager collected information on RV use within the Town and based upon the information and facts gathered recommended that the Town Council authorize a pilot program to permit the limited use of temporary Recreational Vehicle (RV) parking within the Town. The Town Council agreed with the recommendation of the Town Manager, and adopted Resolution 2017-51 on August 1, 2017, adopting the pilot program. On April 3, 2018, an amendment was adopted to the Pilot Program through Resolution 2018-21 to extend a Zoning in Progress to May 1, 2019, and reduced the number of RV permitted. Then the Town Council formalized an RV program, through Ordinance 2024-07 which was adopted September 18, 2024. Town Staff have been implementing the RV registration process since.

The Town Council discussed the RV Program at their March 17, 2026, Workshop. Based upon the Workshop notes, Staff drafted language for Ordinance No 2026- 01 which includes what was provided in the notes plus additional suggestions from Staff. A copy of the Ordinance is attached.

Ordinance 2026-01 was presented for first reading at the June 2<sup>nd</sup> Town Council meeting. Additional Town Council comments were received at that meeting which were incorporated into the attached Ordinance 2026-01. At this same meeting, the Town Council asked the ULDC Committee to review the proposed RV language and provide any comments and/or suggestions.

Ordinance No. 2024-07 is attached for your reference, as rather than amending the current Article 92, Town Staff is proposing to repeal that language and enact a new Article 92.

## **Recommendation/Motion:**

Review, Discussion and Recommendation for Ordinance 2026-01

## **Attachments:**

1. Ordinance 2024-07
2. Ordinance 2026-01



# **TOWN OF LOXAHATCHEE GROVES UNIFIED LAND DEVELOPMENT COMMITTEE MEETING AGENDA ITEM MEMORANDUM**

---

Item 3.

**TO:** Town Council of Loxahatchee Groves

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

**DATE:** July 7, 2026

**SUBJECT:** Approval of Ordinance 2026-01 – Second Reading – Recreational Vehicle Program

---

|                           |                                              |                                       |
|---------------------------|----------------------------------------------|---------------------------------------|
| <b>Legal Sufficiency:</b> | <input checked="" type="checkbox"/> Reviewed | <input type="checkbox"/> Not Reviewed |
|                           | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |

---

## **Background:**

Each year the Town of Loxahatchee Groves (Town) encounters issues with the use of residentially zoned properties within the Town for the temporary parking of recreational vehicles (RVs), commonly utilized by people during the annual equestrian season. As a result, the Town Manager collected information on RV use within the Town and based upon the information and facts gathered recommended that the Town Council authorize a pilot program to permit the limited use of temporary Recreational Vehicle (RV) parking within the Town. The Town Council agreed with the recommendation of the Town Manager, and adopted Resolution 2017-51 on August 1, 2017, adopting the pilot program. On April 3, 2018, an amendment was adopted to the Pilot Program through Resolution 2018-21 to extend a Zoning in Progress to May 1, 2019, and reduced the number of RV permitted. Then the Town Council formalized an RV program, through Ordinance 2024-07 which was adopted September 18, 2024. Town Staff have been implementing the RV registration process since.

The Town Council discussed the RV Program at their March 17, 2026, Workshop. Based upon the Workshop notes, Staff drafted language for Ordinance No 2026- 01 which includes what was provided in the notes plus additional suggestions from Staff. A copy of the Ordinance is attached.

Ordinance 2026-01 was presented for first reading at the June 2<sup>nd</sup> Town Council meeting. Additional Town Council comments were received at that meeting which were incorporated into the attached Ordinance 2026-01. At this same meeting, the Town Council asked the ULDC Committee to review the proposed RV language and provide any comments and/or suggestions.

The ULDC had four suggestions to amend the ordinance:

1. Require on the permit RV occupant's information in addition to the owner's information.
2. For the occupants require a photo ID to be submitted so their identity can be verified.
3. Instead of limiting the time period to any 6-month period, limit the 6-month period to be within the November – April equestrian season.
4. They preferred the original language of Section 92-010(B), which the Council considered redundant, explicitly stating that recreational vehicles are not permitted on vacant land.

The revised ordinance shows the Council's suggested revisions from first reading in yellow and the ULDC's recommendation in red.

In addition, the ULDC expressed concern that the Ordinance as drafted did not limit the number of unoccupied RVs. They did not come up with a specific recommendation but did express concern about whether the storage of unoccupied RV's should be addressed within the Ordinance. The Committee also suggested the Council review Wellington's ULDC sections that address recreational vehicle regulation. Copies of Section 6.8.9 (P) Recreational vehicles temporary residences dealing with supplemental standards in the Wellington EOZD and 6.10.6 Recreational Vehicles in Rustic Ranches of Wellington's ULDC are attached for your reference.

Ordinance No. 2024-07 is attached for your reference, as rather than amending the current Article 92, Town Staff is proposing to repeal that language and enact a new Article 92.

Second reading and public hearing of the ordinance has been scheduled for your July 7, 2026, meeting.

**Recommendation/Motion:**

Approve Ordinance No. 2026-01 repealing Ordinance No. 2024-07 and establishing a new recreational program following second reading and public hearing.

**Attachments:**

1. Ordinance 2024-07
2. Revised Ordinance 2026-01
3. Section 6.8.9 (P) of Wellington's ULDC
4. Section 6.10.6 of Wellington's ULDC



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

Item 4.

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

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

**VIA:** Valerie Oakes, Acting Town Manager

**DATE:** July 21, 2026

**SUBJECT:** Adopting revisions to the Town Council Rules of Order and Procedure

**Legal Sufficiency:**   ☒ Reviewed                      ☐ Not Reviewed  
                                ☒ Approved                 ☐ Not Approved

There are layers to the rules and procedures for the conduct of Town Council meetings. The meetings are governed by the Florida Constitution, Florida Statutes, Town Ordinances and Resolutions. For your reference I have attached the relevant language from the Constitution, Statutes and Ordinances as Exhibits.

Pursuant to Section 2-23(b)(1) of the Code, the Council has adopted Rules of Order and Procedure, the latest rendition of which was adopted through the passage of Resolution 2024-20.

The Council has discussed modification to some of these rules and procedures. Those changes include:

1. Eliminating the ability of the majority of council to remove one of its members from the dais and participating in the meeting. This change requires ordinance revision as the provision is found in Section 2-23(i)(1) of the Code. A draft ordinance to that effect is attached.
2. Requiring all supplemental agenda materials provided to Council to be posted on the Town's agenda website within 72 hours of the materials being provided to Town Council, so that they are available to the public at the time the matter is being discussed by the Council. This change is included in the proposed revisions to the rules attached hereto.
3. Creating an Agenda Review Workshop prior to the holding of a regular meeting. As discussed at the Town Council's April 21<sup>st</sup> meeting this change is included in the proposed revisions to the rules attached hereto.
4. Creating procedures for the conveyance of Council direction of consensus reached at workshop meetings conducted in the absence of staff. This change is included in the proposed revisions to the rules attached hereto.
5. Expansion and codification of rules for agenda preparation and order. The currently adopted rules give little direction with respect to the agenda preparation (See Rule 2.2) This lack of specificity has allowed Council to change the order of the meeting by practice and direction without the need to amend the governing resolution or ordinances.

Public comment on non-agenda items has been specifically allowed for a certain time, for example 6 pm to 6:30 pm, permitted for a non-specific time at the beginning of the meeting or moved to the end of the agenda after all regular business was concluded and encouraged to be part of the workshop format. This is a matter the staff is seeking directions on.

6. It has been suggested the Council's policy on public records request limitation previously adopted be reviewed for possible revision, so that policy is before you.

In both the draft ordinance and rules and procedure language the proposed changes or sections for discussion are highlighted in yellow and the proposed language changes are shown in legislative format.

**Recommendation:**

Review and direction of the draft resolution and ordinance.



## TOWN OF LOXAHATCHEE GROVES

### TOWN COUNCIL RULES OF ORDER AND PROCEDURE Review and discussion of potential changes May 2026

#### **Rule 1. Public Meetings.**

- 1.1 All Town Council meetings shall be open to the public except as otherwise provided by law.

#### **Rule 2. Regular Meetings.**

- 2.1 The Town Council shall meet the first Tuesday of each month at 6:300 p.m. in Town Hall. This date may be changed from time to time as needed by a majority vote of the Town Council. In order to continue a meeting beyond ~~10:30~~ 11:00 p.m. a vote to continue the meeting for each ½ hour thereafter must be approved by a majority of the Council. In accordance with Rule 4 the Council may adjourn and continue deliberation of matters on the agenda to another date and time of Council's choosing. If the meeting is not adjourned, Aagenda items scheduled but not considered during a meeting shall be automatically set over by the town clerk to the next town council meeting or may be considered at a special meeting called for that purpose in the manner provided herein. In setting matters over to the next meeting or a special meeting, the town clerk is directed to take into consideration all notice provisions relative to municipal ordinances and, specifically, F.S. § 166.041.

- 2.2 The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law.

- 2.3 Agenda Review Workshop Meetings – A draft agenda for an upcoming Regular Meeting will be published the Tuesday prior to the meeting. A publicly noticed Agenda Review Workshop Meeting shall be held on the Wednesday at 6 pm of that same week. The full draft agenda packet will be provided to the Council and published on the Town's website electronically. There shall be no hard copies, prepared for the Agenda Review Workshop Meeting. The meeting will be conducted via Zoom, be live-streamed to You Tube, include access links for Council, staff and the public. The public will be able to view the meetings, but there will be no opportunity for public comment. The purpose of the workshop meeting is strictly for Council Members to ask questions of staff and consultants, and for Council to request modifications and/or clarifications on the agenda items. Following the workshop the staff will finalize revisions to the agenda and the final agenda will be published on the Friday before the Regular meetings.

- 2.4 Workshop meetings – The Town Council shall hold regular workshop meetings on the third Tuesday of each month at 6:00 p.m. in Town Hall.

These meetings shall be for open discussion on subjects of interest to the Council and public. There will be time for public input, participation and comment. Typically the workshop meeting will not have a list of items to discuss and no votes by the Council will take place. Staff will not actively attend or participate in the meetings. Summary minutes of the meetings will be provided by an automated mechanism. The staff will not monitor or take direction from the Council discussion at the workshop meeting, rather the Mayor or other designated Councilmember will provide a summary of any consensus that may have been arrived at during the workshop meeting at the next regularly scheduled meeting. At a Regular Meeting the Council may by discussion and motion provide direction to the Town Manager and Town Attorney and their staffs with regard issues that were the subject of discussion at the workshop meeting. Staff may seek clarification of the direction during the course of the Regular Meeting. Direction that needs further Council action to implement will be scheduled for a future Regular Meeting.

### **Rule 3. Special Meetings**

- 3.1 A Special Meeting may be called by the Mayor or a majority of the Town Council as necessary. The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law. Such notification shall be given no less than 72 hours before commencement of the special meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests a special meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then Council members to determine if a special meeting should be scheduled.**
- 3.2 The Mayor, Town Manager, or a majority of the Council Members may call an Emergency Town Council meeting when a sudden, urgent event or situation arises necessitating immediate action and judgment. The Town Clerk or designee shall post the agenda and notify each Town Council Member, the Town Manager, and Town Attorney immediately. Such notification shall be given as soon as practicable before commencement of the meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests an emergency meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then Council members to determine if an emergency meeting should be scheduled.**

**Rule 4. Adjourned Meeting** A Town Council session meeting may be adjourned or continued from day to day or for more than one day, but the adjournment shall not be extended beyond the next regular meeting. When a meeting is continued to a date and time certain by motion and approval of the majority of Council, on the date of the continuance agenda matters that have not been addressed will be addressed and matters that were addressed may be subject to reconsideration as the original

meeting, having been reconvened, is ongoing. The staff shall not create a new agenda for the continued meeting, rather they shall utilize the agenda from the original date of the meeting. It shall be in the discretion of the Mayor or presiding officer as to whether the Council will pledge allegiance to the flag and/or have a moment of silence at the beginning of the reconvened meeting. The Town Clerk shall call the roll of those in attendance at the beginning of the reconvened meeting.

#### **Rule 5. Presiding Officer**

- 5.1 The Mayor shall preside at Town Council meetings and shall be recognized as head of the Town government for ceremonial purposes and by the Governor for martial law purposes.
- 5.2 The Vice-Mayor shall act as Mayor during the absence or disability of the Mayor and if a vacancy in the office of the mayor occurs, shall become interim Mayor until a Mayor is selected by a majority vote of the Council at the next regular council meeting.
- 5.3 In the absence of the Mayor and Vice-Mayor the Council member with the most seniority shall act as the Presiding Officer. In the event there is more than one Council member with the most seniority the Council members shall select the Presiding Officer.

**Rule 6. Corporate Seal** The duly appointed Town Clerk shall keep in custody the Town's corporate seal and ensure its proper and lawful use on behalf of the Town. No person shall use the Town Seal for a purpose other than official Town business.

#### **Rule 7. Presentations & Public Comment**

- 7.1 Town Council meetings are business meetings of the Council and the right to limit discussion rests with the Council.
- 7.2 Except as otherwise set forth in these Rules, persons who make a presentation to the Town Council must limit the duration of their presentation to 15 minutes. Exceptions may be granted by the Presiding Officer.

7.3 Public Comments made by a member of the public will be limited to one time per subject matter for a total of three minutes. Exceptions may be granted by the Presiding Officer. Individuals addressing the Council on the same topic as an individual who has already spoken should attempt to provide new information and not repeat the comments of the previous speakers. Where possible, individual grievances should first be taken up with Town Staff before comments are made at a Town Council meeting. Persons desiring to speak on a topic shall submit a comment card to the Town Clerk. In the alternative, Public Comments may be sent in writing to the Town Clerk. Written Public Comments received by the Town Clerk by noon the day of the meeting will be made part of the record of the meeting. Written Public Comments received by the Town Clerk

will not be read aloud during the meeting. Written Public Comments may be read aloud by another member of the public and may not exceed the length of the comment but in no case longer than three (3) minutes and the written Public Comments must be provided to the Town Clerk by noon the day of the meeting, which must list the proxy to become part of the record of the meeting. All Public Comments will be directed to the Mayor. The Mayor reserves the right to stop comments aimed at individual councilmembers and/or staff as well as inflammatory comments and/or repetitive comments from the Public and/or Councilmembers. The Mayor will invite a staff member or others (including Councilmembers) to respond, if necessary and at his/her sole discretion.

- 7.4 The Town Council may withhold comment or direct the Town Manager to take action on requests or comments.
- 7.5 Each person addressing the Council shall step up to the podium and state his/her name in an audible tone of voice for the record. It is preferred that each person also state his/her address. All public comments must be addressed to the Council as a body and not to individuals. Personal verbal attacks upon Council members, staff, and/or members of the public will not be tolerated. Any person making impertinent obscene, personally insulting, defamatory, or slanderous remarks or who becomes boisterous or disruptive while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a majority vote of the Council members present.
- 7.6 Each person addressing the Council should refrain from advocating the election or defeat of a candidate for public office of the Town, either partisan or non-partisan: (1.) through the use of words, dates, signs, and/or props that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

#### **Rule 8. Decorum and Order**

- 8.1 The presiding officer shall preserve decorum and order and decide all questions of order subject to the Council's appeal.
- 8.2 During all meetings of the Town Council, Council members must preserve order and decorum and a Council member shall neither by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council nor disturb any Council member while speaking, or refuse to obey the rules of the Council or its Presiding Officer, except as otherwise provided herein.
- 8.3 No member of the public shall, during a Council meeting, make or cause to be made any disruptive noise or sound, or display any sign or graphic material of any kind in the Council Chambers, except in connection with a presentation made to the Council by a speaker at the podium.

- 8.4 The presiding officer shall have the authority to recess a meeting in order to re-establish the decorum of the meeting.
- 8.5 The Town Council is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments by members of the Council, advisory board members, staff, and/or the public shall respect the right of all citizens in our community to hold different opinions; avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours; strive to understand differing perspectives; be truthful, not accusatory and avoid distortion; and avoid violence, prejudice and incivility towards citizens, employees, and officials of the Town of Loxahatchee Groves.
- 8.6 If it becomes necessary, the Presiding Officer may ~~recuse~~ **recess** the meeting in order to restore decorum and may request the Sheriff's Office assist in maintaining order and decorum at the meeting.

#### **Rule 9. Rules of Debate**

- 9.1 Sequence of Debate: With the exception of quasi-judicial matters, items before the Town Council shall be commenced by presentation of the item by a staff member, followed by public comment on the item. Once the presiding officer closes public comment, he or she shall call for a motion and a second on the item and then open debate by the Council. Once debate has concluded on the item, the presiding officer shall call for a vote on the item. A roll call vote may be requested by any Council member on any item.
- 9.2 Presiding Officer May Move, Second & Debate: The Presiding Officer may make a motion or second on any item subject only to such limitations of debate as are imposed by these rules on all Council members and shall not be deprived of any of the rights and privileges of a Council member by reason of the Council member acting as the Presiding Officer.
- 9.3 Responsibility of Presiding Officer: The Presiding Officer has the responsibility of controlling and expediting debate. A Council member who has been recognized to speak on a question has a right to the undivided attention of the Council. The Presiding Officer responsibility is to keep the subject clearly before the Council members, to rule out irrelevant discussion, and to restate the question whenever necessary.
- 9.4 All Members Shall Vote: No member of the Council who is present at any meeting of the Council at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regard to such decision, ruling or act and a vote shall be recorded or counted for each such member present, except when, with respect to any such Council member, there is a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, such Council member shall comply with the disclosure requirements of



Section 112.313, Florida Statutes.

- 9.5 Getting the Floor; Improper References to be Avoided: Every Council member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall confine comments to the item under debate, avoiding all personalities and indecorous language.
- 9.6 Interruptions: A Council member, once recognized, shall not be interrupted when speaking except to call the Council member to order or as herein otherwise provided. If a Council member while speaking is called to order, said Council member shall cease speaking until the question of order is determined, and if in order, the Council member shall be permitted to proceed.
- 9.7 Withdrawal of Motions: Any motion before the Council may be withdrawn at any time prior to a vote being taken thereon by the Council member making such motion, upon agreement by the Council member seconding said motion to withdraw the second.
- 9.8 Amending of Motions: At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Council shall at the conclusion of discussion, first vote on the amending motion and then vote upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth in subparagraph 9.7 above.
- 9.9 Motion to Reconsider: A motion to reconsider any action taken by the Council may be made only during the meeting that such action was taken. Such motion must be made by one of the Council members on the prevailing side, but may be seconded by any Council member. The motion to reconsider may be made at any time and have precedence over all other motions. Nothing herein contained shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council. **If a meeting is continued to a second night, that is the next day, then this shall be deemed to be part of the initial meeting.**

#### **Rule 10. Appointments to the Council and Boards & Committees**

- 10.1 Vacancies on the Town Council of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit their name and qualifications to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is a qualified elector of the Town and submit that information to the Town Council.
- 10.2 To fill a vacancy on the Town Council, pursuant to Section 3.(4)(d)(1) of the Town Charter, the Town Council shall vote by ballot. The Town Clerk shall prepare the ballots, listing the qualified candidates that submitted a letter of

interest and resume by the stated deadline. The Town Council may, by majority vote of the Council, change the voting process at any time.

- 10.3 Vacancies on any Board or Committee of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit an application to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is eligible and qualified pursuant to the requirements of the Board or Committee and submit that information to the Town Council.
- 10.4 To fill a vacancy on any Board or Committee of the Town other than the Town Council, the Town Council shall vote on the appointment by motion and second.

**Rule 11. Quorum** A majority of the full Council shall constitute a quorum. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the Town Council. If no quorum exists within fifteen(15) minutes after the time designated for the meeting of the Council to commence or if a quorum is lost, the Mayor or the Vice Mayor or, in their absence, the Council Member with the most seniority, shall adjourn the meeting. The names of the members present and the time of adjournment shall be recorded in the minutes by the Clerk.

**Rule 12. Absent Member Participation by Telephone Conference**

A member of the Town Council who is absent, with excuse, may participate and vote by telephone conference in a Council meeting where there is a physical quorum present at the physical meeting site and where the Council determines that extraordinary circumstances exist to justify the Council allowing the Member to participate by telephone. However, a Council member shall not be allowed to participate by phone in a quasi-judicial hearings.

**Rule 13. Suspension and Amendment of these Rules**

- 13.1 Suspension of Rules: Any provision of these rules not governed by the Town Charter or Town Code may be temporarily suspended by a vote of a majority of the Town Council.
- 13.2 Amendment of Rules: These rules may be amended, or new rules adopted, by a majority vote of the Town Council, provided that the proposed amendments or new rules shall have been introduced into the record.

**Rule 14. Preparation/Delivery of Agenda** The Town Manager, Town Clerk or designee shall prepare the agenda and make every effort to deliver a complete draft agenda kit to the Council Members ~~no later than 5 :00 P.M. on the Wednesday~~ Tuesday one week prior to the regular meeting. The final agenda package shall be published on Friday before the Regular Meeting. Agenda kits for special and emergency meetings will be distributed in as timely a manner as possible. The agenda, as well as lengthy reports and standard contracts that are part of the

agenda's back-up documentation, shall be available for review in Town Administration. Supplemental agenda materials provided to the Council at or prior to the meeting shall be published on the Town's website within 72 hours of them being made available to the Town Council

**Rule 15. Special Presentations** This is the segment of the meeting where positive recognition is expressed. Proclamations are typically presented at the beginning of the meeting. Should a Council Member desire a proclamation that will be delivered elsewhere, it should be brought up under their comments for Council authorization. A proclamation should always "proclaim" a day, week, or month as something specific. Certificates of Appreciation and Commendation should be done when honoring an individual or accomplishment. Whenever practical, the use of certificates is encouraged.

**Rule 16. Council Member Comments**

- 16.1 The purpose of Council Member Comments is to promote the public discussion of matters relating to Town business and to encourage the dissemination of information. Any Council Member may submit reports and information on items relating to Town business. When possible, the other Council Members, the Town Manager, and the Town Attorney should receive such materials in advance. Council Members may also request the preparation of proclamations, resolutions, ordinances, reports, and other actions of the Council during this portion of the agenda, subject to majority consensus. All such requests shall be referred to the Manager or the Attorney, as appropriate.
- 16.2 Official actions may not be taken under Council Member Comments other than by a majority of the Council to provide staff direction.
- 16.3 Council Members should refrain from advocating the election or defeat of a candidate for public office, either partisan or non-partisan: (1.) through the use of words, dates, signs, props and/or wearing apparel that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

**Rule 17. Council Member Attendance at Other Meetings**

- 17.1 Council Members may attend but may not speak at Town advisory board meetings.
- 17.2 Council Members may attend and speak at meetings of outside boards and committees. If speaking at such meetings, the Council Member speaks for Town Council and must accurately represent the position of Town Council and not that of the individual Council Member.