TOWN HALL COUNCIL CHAMBERS 155 F. ROAD, LOXAHATCHEE GROVES, FL 33470 ROADWAY, EQUESTRIAN TRAILS AND GREENWAY ADVISORY COMMITTEE

AGENDA

JULY 17, 2025 – 5:00 PM



COMMITTEE MEMBERS Frank Shiola (SEAT 4) - Chairperson, Darcy Dean Murray (SEAT 3) - Vice Chairperson Katie Lakeman (SEAT 1), VACANT (SEAT 2), Ashley Bruce (SEAT 5)

Administration

Town Manager Francine L. Ramaglia, MPA, CPA, AICP, ICMA-CM Town Clerk Assistant Sammie T. Brown, FRA-RP, MEDP Committee Staff Liaison: Craig Lower, Public Works Superintendent & Caryn Gardner-Young, MPA, AICP, ESQ, Community Standards Director

Civility: Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in Town of Loxahatchee. Civility is practiced at all Town meetings.

Special Needs: In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

Quasi-Judicial Hearings: Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

Appeal of Decision: If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, non controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

OPENING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

<u>1.</u> Approval of 05/15/25 Roadway, Equestrian Trails and Greenway Advisory Committee Meeting Minutes

PUBLIC COMMENTS

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

REGULAR AGENDA

- 2. Continued Discussion of Signs, Acceptance, and Placement for Town Trails
- 3. Continued Discussion Regarding Partnership With Seminole Ridge High School Students: Psa On Equestrian Safety

COMMITTEE MEMBER COMMENTS

CONFIRM NEXT MEETING DATE

ADJOURNMENT

TOWN HALL COUNCIL CHAMBERS 155 F ROAD, LOXAHATCHEE GROVE, FLORIDA. 33470 ROADWAY, EQUESTRIAN TRAILS, AND GREENWAY ADVISORY COMMITTEE MINUTES

THURSDAY, MAY 15, 2025, 5:09 P.M. – 7:53 P.M.



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

CALL TO ORDER

The Roadway, Equestrian Trails and Greenway Advisory Committee meeting was called to order at 5:09 PM by <u>Committee Chairperson Frank Schiola</u>.

PLEDGE OF ALLEGIANCE

The Committee began the meeting by reciting the Pledge of Allegiance, led by Chairperson Schiola.

ROLL CALL

COMMITTEE MEMBERS: Committee Members Frank Schiola, Darcy Dean Murray, Katie Lakeman, and Ashley Bruce. Seat Two remains vacant at this time.

STAFF: Town Clerk Assistant Sammie Brown, Community Standards Director Caryn Gardner Young, and Committee Liaison and Public Works Superintendent Craig Lower. Town Manager Francine Ramaglia was not present. With four members present, a quorum was established.

APPROVAL OF MEETING MINUTES

MOTION: <u>COMMITTEE MEMBER ASHLEY BRUCE</u> MADE A MOTION TO APPROVE THE AGENDA AS IS. SECOND: THE MOTION WAS SECONDED BY <u>COMMITTEE VICE</u> <u>CHAIRPERSON DARCY DEAN MURRAY</u>. *VOTE: THE MOTION PASSED UNANIMOUSLY WITH A VOTE OF 4-0*.

APPROVAL OF MEETING MINUTES

MOTION: <u>COMMITTEE VICE CHAIRPERSON DARCY DEAN MURRAY</u> MADE A MOTION TO APPROVE THE MINUTES. SECOND: THE MOTION WAS SECONDED BY <u>COMMITTEE</u> <u>MEMBER ASHLEY BRUCE</u>. *VOTE: THE MOTION PASSED UNANIMOUSLY WITH A VOTE OF 4-0*.

COMMENTS FROM THE PUBLIC

There were no comments provided by the public.

REGULAR AGENDA

Agenda Item: Discussion Regarding Partnership Opportunity with Seminole Ridge High School Students: PSA on Equestrian Safety

<u>Community Standards Director Caryn Gardner Young</u> introduced two Seminole Ridge High School students, <u>Tamson Lee</u> and <u>Reagan Bresnahan</u>, who presented a previously recorded public service announcement (PSA) and expressed interest in partnering with the Town to create an equestrian safety PSA. The students requested guidance from the Committee regarding the video's message, format, distribution methods, and content.

The Committee responded positively and offered several suggestions. <u>Committee Members Frank Schiola</u>, <u>Darcy Dean Murray and Katie Lakeman</u> emphasized the importance of educating vehicle drivers about how to safely approach horses on public roads. <u>Committee Member Darcy Dean Murray</u> echoed this sentiment and suggested including messaging for non-residents who may be unfamiliar with equestrian etiquette. <u>Committee Chairperson Frank Schiola</u> recommended outreach to news stations to help promote the PSA more broadly. It was also proposed to create a Spanish-language version to reach more of the local population. The committee also noted that driver education is key, particularly for those using the Town as a cut-through, and suggested the development of multiple versions of the PSA.

The Committee discussed using local students and farms in production to increase community relevance and visibility. It was also suggested that the Town Clerk's Office and Public Information Officer (PIO) could assist with distribution via social media, the Town website, and other platforms.

The students expressed a willingness to create two videos: one focusing on rider safety and the other on driver awareness. They also offered to include Spanish-language voiceover or subtitles.

CONSENSUS: THERE WAS A UNANIMOUS CONSENSUS FROM THE COMMITTEE TO MOVE FORWARD WITH THE PSA DEVELOPMENT IN COLLABORATION WITH THE STUDENTS AND PROVIDE THEM DIRECTION ON MESSAGING, LAYOUT, AND INTENDED DISTRIBUTION.

Agenda Item: Discussion of Signs, Acceptance, and Placement for Town Trails

Committee members reviewed samples of trail signage presented by staff. <u>Craig Lower, the Committee Liaison and Public Works Superintendent</u>, explained that the signs were intended for trail safety and to discourage ATV and unauthorized vehicle use. Some signs had been previously installed in the Wetlands area and Grove Town Center, but not all properties are under Town jurisdiction.

Committee members discussed the need to develop consistent signage specific to Loxahatchee Groves and agreed that the signs should reflect both educational and safety elements. Staff noted that Diane Jenkins currently holds several signs in inventory. The Committee agreed that members would submit photographs of trail signs they like to staff before the next meeting.

<u>Chairperson Schiola</u> recommended that the Committee first finalize the design and content of the signs, followed by determining proper placement.

Item 1.

CONSENSUS: COMMITTEE MEMBERS CAME TO A CONSENSUS FOR STAFF TO IDENTIFY THREE TRAIL SEGMENTS REQUIRING MINIMAL RESOUCERES TO IMPLEMENT AND PRESENT THEM FOR REVIEW AT THE NEXT MEETING

CONSENSUS: COMMITTEE MEMBERS CAME TO A CONSENSUS FOR STAFF TO ARRANGE AND ORGANZIE A FIELD TRIP TO VISALLY ASSESS THE TRAIL LOCATIONS AND CONDITIONS.

COMMENTS FROM COMMITTEE MEMBERS

Committee members expressed gratitude for the work being done to advance trail development. Several members discussed the importance of acting now, even in small phases, to create usable trail segments. There was also discussion about the potential for the Town to request multi-use easements from property owners during property sales or development, which could enhance future connectivity.

<u>Committee Vice Chairperson Murray</u> suggested reaching out to local property owners who may be more inclined to cooperate prior to selling their land. <u>Committee Member Bruce</u> noted the potential for trail access at Community of Hope and supported efforts to explore that location.

Members expressed interest in participating in field visits—either individually or with Town staff—to better understand trail conditions and proposed routes.

CONFIRM NEXT REGULAR MEETING DATE:

The Committee confirmed the next meeting is scheduled for **Thursday**, **June 19**, **2025**. <u>Town Clerk</u> <u>Assistant Sammie Brown</u> noted that calendar invitations have already been emailed to members, and a Zoom link will be provided for those traveling during the summer.

ADJOURNMENT

MOTION: VICE <u>CHAIRPERSON DARCY DEAN MURRAY</u> MADE A MOTION TO ADJOURN THE MEETING. SECOND: THE MOTION WAS SECONDED BY <u>COMMITTEE MEMBER</u> <u>ASHLEY BRUCE</u>. *VOTE: THE MOTION WAS APPROVED UNANIMOUSLY, 4-0*.

THE MEETING WAS OFFICIALLY ADJOURNED AT APPROXIMATELY 7:53 P.M.

ATTEST:

TOWN OF LOXAHATCHEE GROVES, FLORIDA

Sammie T. Brown, FRA-RP, MEDP Town Clerk Assistant Frank Schiola Roadway, Equestrian Trails, and Greenway Advisory Committee

Chairperson

155 F Road Loxahatchee Groves, FL 33470



AGENDA ITEM MEMORANDUM – PUBLIC WORKS DEPARTMENT

TO: TOWN COUNCIL, TOWN OF LOXAHATCHEE GROVES FROM: CRAIG LOWER, PUBLIC WORKS SUPERINTENDENT VIA: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER DATE: THURSDAY, JULY 17, 2025 SUBJECT: CONTINUED DISCUSSION OF SIGNS, ACCEPTANCE, AND PLACEMENT FOR TOWN TRAILS

Background:

This agenda item addresses the discussion of equestrian trail signs, their acceptance, and proposed placement along the Town's trails. The purpose is to finalize the type of signs that will be used to guide, inform, and enhance the user experience for equestrian trail riders in the Town of Loxahatchee Groves. In addition, the discussion will include a recommendation for a proposed ordinance covering trail rules that can be incorporated into the signs. There will also be a discussion related to the recommendation for an ordinance to adopt equestrian trail rules.

Provided are examples of potential sign types for consideration. These include directional signs to guide riders along the trails, safety signs indicating areas that require caution, such as sharp turns or water crossings, and informational signs that provide details such as trail length, difficulty level, and general usage guidelines. Additionally, regulatory signs will be discussed, which will display rules and regulations for trail use, such as speed limits, waste disposal instructions, and hours of use. These signs will help ensure safe and responsible trail usage.

The discussion will also focus on the placement of the signs along the equestrian trails. It is important to strategically position the signs in high-traffic areas for clear visibility and maximum effectiveness. Local regulations will be reviewed to ensure compliance with any rules that may impact the sign placement or design.

Additionally, the proposed ordinance covering equestrian trail rules will be discussed, including matters such as speed limits, waste disposal practices, and rider conduct. The proposed rules will be displayed on the signs to promote safety and accountability among trail users.

To engage the community, methods for disseminating information about the trail rules and the importance of the signs will be explored. Outreach efforts may include informational brochures, website updates, and social media announcements to ensure all trail users are informed.

Next steps include reviewing and discussing the sign examples provided by Craig Lower, finalizing the design and content for the signs, determining the specific locations for placement along the equestrian trails, and approving the draft ordinance and trail rules. Plans for public engagement will also be discussed to ensure the community is aware of the new signage and rules.

Recommendation:

I recommend that the RETGAC Committee engage in a discussion regarding the type and design of the equestrian trail signs. The Committee should review the provided sign examples and provide feedback on their look and functionality to ensure they effectively communicate the necessary information to trail users. Additionally, I recommend that the Committee discuss the potential adoption of an ordinance that includes equestrian trail rules to be incorporated into the signs. This ordinance would cover essential trail usage rules, waste disposal, and rider conduct.





EQUESTRIAN TRAIL RULES

- * Trails open at all hours. Use trails at your own risk.
- * No vehicles of any kind on trails at anytime other than for
 - maintenance or emergency purposes.
- * No camping on trails.
- * Help protect the wildlife. Do not release or feed any animals. Plants, animals, geologic, archeological and historic objects are protected by law. Please do not disturb or remove any of these features. * Always yield to equestrians. * When in a group avoid blocking the trail or roadways. When vehicles approach all horses should move to the same side of the roadway. * Be courteous to all trail users. *Stay alert *No littering * For personal safety we encourage the use of approved helmets. * A known kicker should wear a large red ribbon on its tail. * No sets of more than two horses on trails. * Yield to the fastest moving horse and horses should move to the side of the trail and allow other over taking horses access to pass. * Approaching riders should signal and acknowledge passing. * Horses must be under control at all times. Runners should be alert and approach cautiously. All dogs on trails are subject to Palm Beach County laws. Equestrian trails are open to all equestrians and pedestrians.



is Prohibited. ORD. #2002-18.



155 F Road Loxahatchee Groves, FL 33470



AGENDA ITEM MEMORANDUM – PUBLIC WORKS DEPARTMENT

TO: TOWN COUNCIL, TOWN OF LOXAHATCHEE GROVES

FROM: CRAIG LOWER, PUBLIC WORKS SUPERINTENDENT

VIA: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: THURSDAY, JULY 17, 2025

SUBJECT: CONTINUED DISCUSSION REGARDING PARTNERSHIP WITH SEMINOLE RIDGE HIGH SCHOOL STUDENTS: PSA ON EQUESTRIAN SAFETY

Background:

This agenda item continues the discussion on the partnership with Seminole Ridge High School students, Tamson Lee and Reagan Bresnahan, regarding the creation of a public service announcement (PSA) on equestrian safety. The students have expressed interest in collaborating with the Town to develop two videos—one focused on rider safety and the other on driver awareness.

The Committee previously offered suggestions, including focusing on educating drivers about safely approaching horses, targeting non-residents, and creating a Spanish-language version. The use of local students and farms for production, as well as distribution through the Town Clerk's Office and Public Information Officer, was also discussed.

The conversation will continue to refine the video content, format, and distribution strategy.

Recommendation:

I recommend that the RETGAC Committee continue supporting the partnership with Seminole Ridge High School students to develop the equestrian safety PSA. The focus should be on refining the video content to include both rider safety and driver awareness, incorporating suggestions such as targeting non-residents and creating a Spanish-language version.