

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

### (6) Charter Review Committee (CRC)

(source: LG Charter)

- (a) At its first regular meeting in March 2012, and every 10th year thereafter, the town council may appoint a charter review committee consisting of 15 individuals who are not members of the town council to serve in an advisory capacity to the town council.
- (b) Each council member shall recommend and nominate three individuals to serve on the committee as regular members, which appointments shall be approved by a majority vote of the town council. Individuals appointed to the charter review committee shall be citizens of the town.
- (c) The charter review committee shall appoint its own chair and vice chair and adopt its own rules and procedures.
- (d) The town clerk and the town attorney shall advise the town council in advance of the date when such appointments may be made.
- (e) If appointed, the charter review committee shall commence its proceedings within 30 days after the committee is appointed by the town council. The committee shall review the charter and provide input to the town council to modernize and improve the charter. The public shall be given an opportunity to speak and participate at charter review committee meetings in accordance with the rules of the charter review committee.
- (f) All recommendations by the charter review committee shall be forwarded to the town council in ordinance form for consideration no later than the 1st day of March of the year following the appointment of the charter review committee, and in sufficient time for any recommendations to be considered by the town council as provided herein.
- (g) The town council shall consider the recommendations of the charter review committee at the regular meeting in November and the regular meeting in December of the year following appointment of the charter review committee.

### Roadway Equestrian Trails and Greenway Advisory Committee (RETAG or RETGAC)

(source: LG Code/ULDC; Resolutions 2015-04; 2016-28; 2020-07)

- (12) Review and report by the **Roadway Equestrian Trails and Greenway Advisory Committee** (RETAG). Prior to review of a PUD by the Town Council, the RETAG shall review the PUD application regarding the need for and location of greenways, including equestrian trails, within the proposed PUD and provide a report to the Town Council through the adoption of a motion reflected in the minutes of the meeting. The applicant shall provide a written response to any issues discussed.
  - (C 2 f) Documentation of review by the Roadway Equestrian Trails and Greenway Advisory *Committee* (RETAG) regarding the need for and location of greenways, including equestrian trails, within the PUD, including a written response to RETAG comments and recommendations.
- (Resolution 2019-41)

Section 2. Section 2 of Resolution 2015-04 is amended as follows (underlines are additions and strikethroughs are deletions):

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

I. Creation of the "Roadway, Equestrian Trails and Greenway Advisory Committee." There is created the Roadway, Equestrian Trails and Greenway Advisory Committee to act as an advisory board to the Town Council, as follows:

(A) Qualifications. Each member of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be a resident of the Town.

(B) Duties. The Roadway, Equestrian Trails and Greenway Advisory Committee's duties are to review only those matters directed to it by the Town Council through the Town Manager, or by the Town Manager, which matters may include, but are not limited to:

1. Reviewing and analyzing projects relating to roadways, multi-purpose and equestrian trails, greenways, parks, and related water issues, road crossings, signage, and related issues as may be assigned to it by the Town Council from time to time;

2. Making recommendations to the Town Council on the enhancement, improvement and development of roadways, multi-purpose and equestrian trails, greenways, parks and related water issues within the Town; and,

3. Any other matter relating to roadways, multi-purpose and equestrian trails, greenways, parks and related water issues the Town Council may determine should be reviewed by the Committee.

(C) The Committee shall be comprised of five (5) voting members, to be appointed by individual Town Council Members.

(D) The Town Council shall appoint one member of the Town Council to serve as a non-voting liaison to the Roadway, Equestrian Trails and Greenway Advisory Committee. The Town Council liaison shall serve as a conduit to provide information between the Town Council and the Roadway, Equestrian Trails and Greenway Advisory Committee.

(E) The voting members shall serve at the pleasure of the Town Council. The terms of the voting members shall run concurrently with the term of the Council Member who nominated the voting member to the Committee.

(F) An attendance requirement shall be imposed on all members of the Roadway, Equestrian Trails and Greenway Advisory Committee. Unless excuse of absence is granted by the Roadway, Equestrian Trails and Greenway Advisory Committee, a member of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be removed by the Town Council if he/she has missed three (3) consecutive meetings of the Committee within a twelve (12) month period.

Committee members, and/or companies or employers in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

(G) If a regular member of the Roadway, Equestrian Trails and Greenway Advisory Committee resigns or is removed from his or her position, the nominating<sup>1</sup> Council Member shall appoint the replacement.

II. Advisory Only. The actions, decisions, and recommendations of the Roadway, Equestrian Trails and Greenway Advisory Committee shall be advisory only.

# Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

## **Finance and Audit Advisory Committee (FAAC)**

(source: Ordinances/Resolutions 2020-01; 2020-09; 2009-008; 2018-17)

WHEREAS, it is the desire of the Town Council of the Town of Loxahatchee Groves, Florida to further amend Resolution No. 2018-17 to allow for modification of the composition of the Committee, term of appointment and determination of absences, to be in the best interests of the residents of the Town.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

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

Section 2. The Town Council hereby modifies the Town's Finance Advisory and Audit Committee Resolution as follows:

I. Creation of Finance Advisory and Audit Committee. There is created a Finance Advisory and Audit Committee to act as an advisory board to the Town Council, as follows:

(A) Qualifications. Each member of the Finance Advisory and Audit Committee shall be a resident of the Town, except the Town Council may appoint one member, including alternates, who is a non-resident landowner. Whenever possible, emphasis should be upon persons who have experience in the financial services industry.

(B) Duties. The duties of the Finance Advisory and Audit Committee are as follows:

(1) To conduct a review and analyses of projects assigned by the Town Council, or Town Manager, and make recommendations to the Town Council;

(2) To review financial activities of the Town; and

(3) To act as the Audit Committee in order to provide for auditor selection functions consistent with Section 218.391, Florida Statutes, upon motion of the Town Council.

(C) The Committee shall be comprised of five (5) voting members and two (2) alternates, to be appointed by individual Town Council Members.

(D) The Town Council may appoint one member of the Town Council to serve as a non-voting liaison to the Finance Advisory and Audit Committee.

(E) The voting members and alternates shall serve at the pleasure of the Town Council for a term of one (1) year, expiring on the first Tuesday of May of the following year.

(F) An attendance requirement shall be imposed on all members of the Finance Advisory and Audit Committee. Unless excuse of absence is granted by the Finance Advisory and Audit Committee a member of the Finance Advisory and Audit Committee may be removed by the Town Council if he/she has missed two (2) consecutive meetings of the Committee where both absences have been unexcused as determined by the Committee.

(G) Committee members, and/or companies or employers, in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

(H) If a regular member or alternate of the Finance Advisory and Audit Committee resigns or is removed from his or her position, the appointing Council Member shall appoint the replacement for approval by Town Council.

(I) Modification or changes to the Finance Advisory and Audit Committee duties and responsibilities must be approved by a super majority of the Town Council.

II. Advisory Only.

The actions, decisions, and recommendations of the Finance Advisory and Audit Committee shall be advisory only.

### **Unified Land Development Code Committee (ULDCC)**

(source: Ordinances/Resolution 2016-28; 2020-07)

Section 2. The Town Council hereby modifies the Town's "Unified Land Development Code Review Committee" Resolution as follows:

I. Establishment of the "Unified Land Development Code Review Committee." There is established the Unified Land Development Code Review Committee to act as an advisory board to the Town Council, as follows:

(A) Membership. The Committee shall be comprised of five (5) voting members and two (2) alternates, to be appointed by individual Town Council Members through adoption of a resolution. The members shall serve a term of one year, expiring on the first Tuesday of May of the following year.

(B) Qualifications. Each member of the Unified Land Development Code Review Committee shall be a resident of the Town, except the Town Council may appoint one member, including alternates, who is a non-resident landowner.

(C) Duty. The Unified Land Development Code Review Committee's duty is to review and provide recommendations on sections of the Town's currently adopted Unified Land Development Code, and pertinent sections of the Town's Comprehensive Plan, as directed by the Town Council, or the Town Manager.

(D) An attendance requirement shall be imposed on all members of the Unified Land Development Code Review Committee. A member of the Unified Land Development Code Review Committee may be removed by the Town Council if he/she has missed two (2) consecutive meetings of the Committee, where both absences have been unexcused as determined by the Committee.

(E) Committee members, and/or companies or employers in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

(F) If a regular member of the Unified Land Development Code Review Committee resigns or is removed from his or her position, the nominating Council Member shall appoint the replacement.

II. Advisory Only. The actions, decisions, and recommendations of the Unified Land Development Code Review Committee shall be advisory only.

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

### **Planning and Zoning Board (PZB) also acting as Land Planning Agency (LPA)**

(source: Town Code; Resolution 2020-10)

#### ARTICLE II. - PLANNING AND ZONING BOARD

##### Sec. 34-25. - Composition and term of office.

(a) The planning and zoning board shall be composed of five members, and two alternate members placed in office in accordance with the following procedure:

(1) Each member of the town council shall nominate a qualified citizen for appointment to the planning and zoning board by the town council, to serve one-year terms.

(2) Two alternative members, designated as Alternate No. 1 and Alternate No. 2, shall be appointed by the town council each year to serve one-year terms. Alternate members may participate in all matters that come before the board at meetings at which they attend. However, alternate members may only vote as members of the board, in their designated order, whenever any regular member of the board is absent.

(b) Members of the planning and zoning board shall be appointed from the residents of the town who shall be knowledgeable concerning the functions of municipal government, planning and zoning matters and municipal development, as well as, from professions associated with development, including, without limitation, architects, planners, attorneys, engineers, and contractors. Board members shall hold no other town office or position.

(c) Three members of the planning and zoning board who are in attendance shall constitute a quorum for purposes of convening a meeting and transacting the business at hand.

(d) Vacancies on the planning and zoning board shall be filled by appointment by the town council for the unexpired term of the membership vacated. Nomination for such appointment shall be made by the council member who nominated the vacating board member; except that if an alternate member should vacate his position, any member of the town council may nominate a qualified citizen for appointment to such position, which must be approved by the town council.

(e) The town council shall have the authority to remove any member of the planning and zoning board from his office for cause whenever, after due notice of hearing at a regular or special meeting of the town council, a majority of the council votes for such removal. Causes for removal shall include absence from five consecutive board meetings without valid excuse as determined by the town council.

(f) Compensation. The members of the planning board shall serve without compensation, but shall be reimbursed for any expenses authorized by the town council, which may be incurred in the performance of their duties.

(g) Organizational meeting. The initial organizational meeting of the board shall occur at the first meeting of the board following the appointment of board members by the town council. Thereafter, the board meeting in April of each year shall be designated an organizational meeting for the purpose of electing a chairman and vice-chair, who shall be elected for terms of one year by the board from its membership.

(Ord. No. 2011-011, § 2, 7-19-2011; Ord. No. 2012-02, § 2, 2-7-2012; Ord. No. 2015-02, § 2, 5-5-2015)

##### Sec. 34-26. - Business meetings and procedures.

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

(a) The conduct of planning and zoning board business and holding of hearings shall be governed by Robert's Rules of Order and such other rules of procedure as the town council may determine to be necessary.

(b) The board shall meet once each month for the transaction of its business, provided that a meeting may be cancelled by the town manager when no business is pending. Special meetings may be called by the town manager when, in the opinion of the town manager, there are conditions of such urgency as to justify special meeting, provided that at least 48 hours' notice shall be given each member prior to the time set for such special meeting and that any statutory or town code notice timeframes are met. The board may schedule additional meetings as it deems necessary to conduct its business, training and other related matters.

(c) There shall be an official agenda for each regular meeting of the planning and zoning board which shall determine the matters of business to be considered at each meeting and the order in which such items shall be presented. Preparation of the agenda shall be the responsibility of the town manager.

(d) Decisions of the board shall be determined by motions duly made and seconded and carried by a majority vote of the members present. Minutes shall be kept of all meetings and proceedings and shall include and state the vote of each member on each question. The motion shall state the reason upon which it is made, such reason being based upon the prescribed guides and standards of good planning and zoning principles. Copies of the agenda, together with copies of documents and papers relative thereto, shall be made available for review by board members in the town hall as far in advance of the meeting as time for preparation will permit.

(Ord. No. 2011-011, § 2, 7-19-2011)

Sec. 34-27. - Administrative assistance.

(a) The town manager shall provide such staff and clerical assistance as the planning and zoning board may require for the reasonable performance of its duties, including a recording secretary. The town's planner shall advise and assist the board in all of its presentations, hearings, and deliberations on matters pertinent and relative thereto.

(b) The board, through its chairman, may call upon any department, agency, or officer of the town for information or advice in the promotion of its work.

(c) The town attorney shall provide legal representation to the board at the request of the town manager.

(Ord. No. 2011-011, § 2, 7-19-2011)

Sec. 34-28. - Powers and duties.

(a) The planning and zoning board shall hear and make recommendations to the town council as to findings of fact on applications for:

- (1) Rezoning applicants.
- (2) Zoning ordinance amendments.
- (3) Site plans.
- (4) Conditional uses.
- (5) Special exceptions permitted within each zoning district.
- (6) Variances.

## Loxahatchee Groves Committee(s) Structure & Details

(Ver. Notes 04-07-2022)

- (7) Administrative appeals.
- (8) Special permits and nonconforming uses.
- (9) Any other planning or zoning related matter referred to it by the town council.
- (b) After hearing any of the above applications, the board may recommend appropriate conditions, restrictions, limitations and safeguards it deems necessary, consistent with applicable law.
- (c) The board shall perform such other duties and special assignments as may be directed by the town council.

(Ord. No. 2011-011, § 2, 7-19-2011)

Sec. 34-29. - Planning and zoning board advisory only.

The actions, decisions and recommendations of the planning and zoning board shall not be final or binding on the town council but shall be advisory only.

(Ord. No. 2011-011, § 2, 7-19-2011)

DRAFT