

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council, Town of Loxahatchee Groves

FROM: Caryn Gardner-Young, Community Standards Director

THRU: Francine L. Ramaglia, Town Manager

DATE: June 3, 2025

SUBJECT: Discussion of Proposed Ordinance Updates to the Unified Land Development Code

Background:

The Town Council desires to amend the Unified Land Development Code (“Code”) which was adopted when Loxahatchee Groves was incorporated. Several modifications have been suggested. However, there are multiple paths that a Code change can take to be approved. They are:

1. The Zoning Text Amendment is sent to the ULDC Committee for a recommendation and then goes to the Planning and Zoning Board for a recommendation with a final vote by the Town Council. Thus, there are at a minimum of four meetings. (ULDC, PZB and 2 Council meetings)
2. The Zoning Text Amendment is sent to the Planning and Zoning Board for a recommendation with a final vote by the Town Council. Thus, there are at a minimum of three meetings. (PZAB and 2 Council meetings)
3. The Zoning Text Amendment is sent to the Treasure Coast Regional Planning Council (TCRPC) for a recommendation (substitute for the ULDC) then goes to the Planning and Zoning Board for a recommendation with a final vote by the Town Council. Thus, there are at a minimum of four meetings. (TCRPC, PZB and 2 Council meetings)
4. The Zoning Text Amendment is sent directly to the Town Council for a final vote. Thus, there are at a minimum of two meetings..(2 Town Council meetings)

A Code amendment requires a supermajority vote of the Town Council. See Code language below.

Section 05-070. - Town Council to amend zoning regulations.

Whenever the public necessity, convenience, general welfare, or good planning and zoning practice requires, the Town Council may, by ordinance, amend, supplement, or change the regulations, district boundaries, or classifications of property, now or hereafter established by the ULDC or amendments hereto. Any amendment to the ULDC shall require a super majority vote of four or more Council members.

The Town Council members were provided with an opportunity to comment on the path they wish each proposed Code modification to take. Attached are Tables containing the Town Council's path choices.

Table 1 contained one item that the majority of Town Council Members did not want to change. Since an affirmative vote of four would not be possible, Town Staff is recommending not to proceed with the proposed change,

Table 2 contains the items that were included in the Ordinance that was previously sent to the Town Council for consideration at its May 13th meeting. One item (highlighted in green) was a duplicate and one item (highlighted in grey) shows a majority of Town Council Members wanting to review the item but two felt that the change was not required. This means that a 4-1 vote would not be possible, so Town Staff is recommending not to proceed with the proposed change. However, the other items show a majority of Town Council Members wanting to review the item but the proposed process is not clear. Town Staff will be seeking direction on the process.

Table 3 contains new items for consideration by the Town Council with a majority of Town Council Members wanting to review the item, but the proposed process is not clear. Two items (highlighted in yellow) show a supermajority of Town Council Members wanting to review the item, but the proposed process is not clear. Town Staff will be seeking direction on the process.

Table 4 contains new items for consideration by the Town Council with a majority of Town Council Members wanting to review the item and the proposed process is clear – either Town Council or ULDC/PZB and then Town Council.

This item does not address any code amendments needed to address housekeeping or code deficiencies.

Recommendation:

Staff is seeking directions on the process to amend the Unified Land Development Code for the specific items listed in Tables 1-4.

TABLE 1
TAKE NO ACTION

	Code Item	Review Required	Comments
1	Amend to add simple majority to amend the ULDC	No ULDC (1), Treasure Coast (1)	No change (3)

TABLE 2
INCLUDED IN ORDINANCE PRESENTED AT MAY 13, 2025, TOWN COUNCIL MEETING

	Code Item	Review Required	Comments
2	Amend to add Town Manager is interpreter of ULDC – Sec. 05-015	PZB (1) Treasure Coast (1), Town Council (1)	No change (2)
3	Revise Definitions – self storage facilities to ensure indoor access and no residential uses- Sec. 10-015	Town Council (2), ULDC (1), No ULDC (1)	Done (1)
4	Amend Outdoor Storage to include regulation of RV storage in Article 92 – Sec. 20-010	PZB (2), ULDC (1), Town Council (1)	Change (1)
5	Delete non-conformity determinations – Sec. 75-015	ULDC (1)	No change (1), Change (1)
6	Delete historical legacy provisions – Sec. 75-035	Town Council (1), PZB (2)	Change (1)
7	Update self-storage buildings and operations – Sec. 80-075	Town Council (1), ULDC (1), PZB (1)	Change/Done (1)
8	Identify which roadways are local – Sec. 100-05	RETAG (1), PZAB (2)	Change/Done (1) DUPLICATE W/ NO. 20
9	Add regulations for access easements to landlocked parcels- Sec. 100-040	Treasure Coast/ULDC (1), PZB (2),	Change (1)
10	Update local roadway design standards Sec. 100-045	Treasure Coast/RETAG (1), ULDC (1), PZB (1)	Follow things done (1)
11	Amend notice requirements to hold applicants responsible for mailing costs and who may present evidence during a public hearing – Sec. 115-025	Town Council (1), Treasure Coast (1), PZB (1)	Change (1)
12	Amend vested rights provisions to change application requirements and process for property owner to apply and appeal – Sec. 125-005	Treasure Coast/ULDC (2), PZB (2), Town Council (1)	Remove (1) Amend Town Council Determines Property Vested Rights and set sunset date for vested rights in ULDC
20	Add Townwide Traffic & Rural Roadway Standards	Town Council (2), ULDC (1), PZB (1)	Change (1) With reduced width for Level 2 and below roads

TABLE 3**MAJORITY AGREE TO TAKE ACTION BUT NO CLEAR PROCESS**

	Code Item	Review Required	Comments
14	Add of Agritourism Committee Recommendations	ULDC (2), Town Council (1), PZB (1)	Remove (1)
15	Amend Tree Removal and add disbursement of mitigation funds	ULDC (2), PZB (1)	Change (1)
18	Amending Commercial Zoning District Use Chart	Treasure Coast/ULDC (1), ULDC (2)	No change (1) Need clarification (1)
19	Update/Amend Accessory Use Dwellings and any state impacts	ULDC (2), PZB (1)	Change (1)
21	Amend Conditional Uses/Special Exception procedures	Treasure Coast (2), ULDC (1), PZB (1)	No change (1) Need clarification (1)
22	Amend concurrency requirements	ULDC (1), PZB (2)	No change (1) Need clarification (1)
23	Amending non-conforming lot regulations	ULDC (1), PZB (2)	No change (1) Need clarification (1)
24	Define Essential Services	Treasure Coast (1), ULDC (1), PZB (1)	Change (1) Need clarification (1)
25	Amend notice requirements for events vs meetings	Treasure Coast (2), PZB (1)	Need clarification (1)
26	Amend Administrative Site Plan Approvals	Treasure Coast (1), ULDC (1), PZB (1)	No change (1) Need clarification (1)
27	Add Nuisance Abatement regulations	ULDC (1), PZB (2)	No change (1) Need clarification (1)
28	Review density vs lot size	PZB (1), ULDC (2)	No change (1) Need clarification (1)
29	Amend inconsistent use of terms such as “plot” vs “lot”	Town Council (2), PZB (1)	No change (1) Need clarification (1)
30	Update driveways and parking regulations	ULDC (2), PZB (1)	Need clarification (1)
31	Clarify permitted uses in AG Zoning District	ULDC (1), PZB (2)	Change (1) Need clarification (1)

TABLE 4

MAJORITY AGREE TO TAKE ACTION WITH CLEAR PROCESS

	Code Item	Review Required	Comments
13	Adopt Rural Vista Guidelines	Town Council (3), ULDC (1)	Change (1)
16	Amend Landscaping regulations	ULDC (3)	Change (1) Need clarification (1)
17	Revise Definitions – livestock, poultry, pigs, household pets	ULDC (3)	Change (1) Need clarification (1)