

TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

155 F ROAD, LOXAHATCHEE GROVE, FLORIDA. 33470

UNIFIED LAND DEVELOPMENT REVIEW COMMITTEE MINUTES

MONDAY, NOVEMBER 14, 2024 – 6:00 P.M. – 8:15 P.M.



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

CALL TO ORDER

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

ROLL CALL

Roll call was conducted by Sammie Brown, Town Clerk Assistant with the following members present:

- Committee Member Robert Austin
- Committee Member Karen Plante
- Committee Member Paul Coleman

Absent:

- Committee Member Brian Zdunowski
- Newly appointed Committee Member Brian Zdunowski (not yet sworn in due to incomplete contact information).

The Chair noted that Mr. Zdunowski was appointed by the Council following Mr. Sullivan's resignation. Efforts are underway to provide Mr. Zdunowski with the necessary documents and ensure he is sworn in at the next regular meeting.

APPROVAL OF MINUTES

The committee reviewed nine sets of meeting minutes, many of which dated back several years before the committee's reconstitution. After discussion, the committee decided to handle the minutes as follows:

- **Minutes 1-7:** These were historical records predating the current committee. A motion was made by Committee Member Paul Coleman to "receive and file" these minutes for reference purposes

without formal approval. The motion was seconded by Committee Member Karen and passed unanimously.

- **Minutes 8-9:** These minutes were from meetings attended by the current committee members. The committee identified a correction to the header of the minutes for the September 16th meeting, which erroneously stated the date as August 12th. A motion to approve the minutes with the noted correction was made by Committee Member Robert Austin and seconded by Committee Member Karen. The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments submitted or presented during the meeting.

APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Committee Member Robert Austin and seconded by Committee Member Paul Coleman. The motion passed unanimously.

REGULAR AGENDA

The committee continued its review of the Rural Vista Guidelines. Key discussion points included:

- **Previous Meeting Follow-Up:** The Chair summarized prior discussions about commercial developments along Southern Boulevard and their compliance with the Rural Vista Guidelines. Members had been tasked with identifying examples of desirable designs to emulate, particularly focusing on areas like the McDonald's in Jupiter Farms and Everglades Farm Equipment.
- **Guidelines for Approval:** The committee discussed specific architectural elements such as porch extensions, landscaping, and roofline variations. They emphasized the importance of ensuring the guidelines clearly define acceptable standards to avoid ambiguity.
- **Landscaping Standards:** Members deliberated on landscaping requirements, including tree species, spacing, and acceptable materials for landscaping structures. The need to prohibit invasive species and reference authoritative landscaping standards (e.g., Palm Beach County's lists) was highlighted.
- **Unacceptable Design Elements:** The committee reviewed examples of architectural features deemed unacceptable, such as uninteresting rooflines, contemporary-style colonades, and overly large or out-of-place towers. They stressed the need for clearer definitions to avoid subjective judgments.
- **Material Standards:** Members discussed materials for exteriors, railings, and roofing, considering modern composite materials that mimic traditional aesthetics. They also debated the inclusion of slate tiles, simulated wood textures, and composite products as acceptable alternatives.
- **Lighting:** A discussion on outdoor lighting styles and standards was tabled for future meetings to allow for more research and examples.

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM COMMITTEE MEMBERS

Committee Member Karen Plante

No comments were provided by Committee Member Plante.

Committee Member Robert Austin

No comments were provided by Committee Member Austin.

Committee Vice Chair

No comments were provided by Committee Member Jo Siciliano.

Committee Chairman

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

CONFIRM NEXT REGULAR MEETING DATE:

The committee agreed to postpone the December meeting due to scheduling conflicts and the holiday season. The next meeting was scheduled for **January 13th, 2025**. A motion to approve this schedule adjustment was made by Committee Member Robert Austin and seconded by Committee Member Karen. The motion passed unanimously.

Town staff informed the committee about an upcoming Planning and Zoning Officials Training Workshop on November 22nd, 2025, in Palm Beach County. Committee Member Robert Austin confirmed his attendance, and other members were encouraged to consider attending. Additional information about the event will be provided by staff.

ADJOURNMENT

Motion to Adjourn:

A motion to adjourn the meeting was made by Committee Member Paul Coleman and seconded by Committee Member Robert Austin. The motion passed unanimously, and the meeting adjourned at **8:15 P.M.**