



**TOWN OF LOXAHATCHEE GROVES**  
**PLANNING AND ZONING BOARD/LPA**  
**WORKSHOP MEETING AGENDA**  
**Thursday April 30, 2015**

*Chair Dennis Lipp*

*Vice- Chair Robin Crawford*

*Board Member Lawrence Corning*

*Board Member Grace Joyce*

*Board Member Veronica Close*

Mayor David Browning, Seat 4  
Vice-Mayor Ronald D. Jarriel, Seat 1  
Councilman Tom Goltzené, Seat 5  
Councilman Jim Rockett, Seat 2  
Councilman Ryan Liang, Seat 3



**Town of Loxahatchee Groves**  
**Local Planning Agency (LPA) Workshop**  
**Thursday, April 30, 2015, at 6:30 p.m.**

TENTATIVE -  
SUBJECT TO  
REVISION

Central Palm Beach County Chamber of Commerce – West Office  
13901 Southern Boulevard, Loxahatchee Groves, FL 33470

Chair Dennis Lipp  
Vice-Chair Robin Crawford  
Board/LPA Member Lawrence Corning  
Board/LPA Member Grace Joyce  
Board/LPA Member Veronica Close

Town Manager William F. Underwood, II  
Town Clerk Janet K. Whipple  
Town Planning Consultant Jim Fleischmann

The Planning & Zoning Board meets predominately on the 2<sup>nd</sup> Thursday of each month subject to the filing of applications. It also acts as the Local Planning Agency (LPA).

**PUBLIC NOTICE/LPA WORKSHOP AGENDA**

**1. OPENING**

- a. Call to Order & Roll Call
- b. Approval of Agenda

**2. MINUTES - NONE**

**3. CONVENE LOCAL PLANNING AGENCY WORKSHOP**

**4. OLD BUSINESS**

- a. Discussion/Recommendation: Draft 4 Okeechobee Boulevard Amendments (Attached Agenda Item 4.a.)

5. **NEW BUSINESS:**

- a. Confirm next meeting date.

6. **COMMENTS FROM THE MEMBERS**

7. **ADJOURN LOCAL PLANNING AGENCY WORKSHOP**

8. **ADJOURNMENT**

*The next Planning and Zoning Board Meeting is to be determined.*

**Comments Cards:** Anyone from the public wishing to address the LPA must complete a Comment Card before speaking. This must be filled out completely with your full name and address and given to the Town Clerk. During the meeting, before public comments, you may only address the item on the agenda in which is 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 LPA 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.

**AGENDA ITEM 4.a. Okeechobee Boulevard Amendments**

**Table 1-8 Future Land Uses**

<i>Land Use Category</i>	<i>Density</i>	<i>Intensity (Maximum Floor Area Ratio)</i>	<i>Uses</i>
<b>RESIDENTIAL</b>			
Rural Residential 5 (RR-5)	1 du/5 acres	0.2 (non-residential uses only)	Single-family dwelling units, public schools, and limited institutional and public facilities. Agricultural uses shall be compatible with a rural residential neighborhood.
<b>COMMERCIAL</b>			
Commercial Low Uses (CL)		0.10	A limited range of neighborhood-oriented commercial activities designed primarily to provide services to adjacent residential areas and public schools. Limited institutional and public facilities allowed.
Commercial Office Uses - Commercial Low (CL-O)		0.20	Offices for administrative, professional and business purposes; banking and financial institutions; membership organizations; and, uses that are accessory to the office use including restaurants and public schools. Limited institutional and public facilities allowed.
<b>INSTITUTIONAL</b>			
Institutional and Public Facilities (INST)		0.10	Uses permitted in the Institutional and Public Facilities future land use designation include a full range of regional and community uses such as educational; child care facilities and adult day care facilities; congregate living facilities; medical and accessory offices; hospitals, public health clinics, emergency shelters; governmental, religious, cemetery, civic, cultural, judicial and caretakers' quarters.

<b><i>PARKS AND RECREATION</i></b>			
<b>Parks and Recreation (PARK)</b>		0.10	Developed or planned sites owned by a governmental entity that provide the public an opportunity to partake in a variety of recreational activities that may be active, passive, or special in nature in a safe and convenient manner that is compatible with its environs.
<b><i>CONSERVATION</i></b>			
<b>Conservation (CON)</b>		0.05	Natural areas for the purpose of conserving or protecting natural resources or environmental quality. These areas may be used for wildlife management, passive recreation, and environmental restoration/ preservation. The Town shall designate lands which contain natural resources that are to be protected, restored, enhanced, and managed, as appropriate, to sustain viable ecosystems and wildlife habitat and natural resources. These natural areas may include site improvements to support uses which are deemed appropriate and consistent with the function of the designated area.
<b><i>MULTIPLE LAND USE</i></b>			
<b>Multiple Land Use (MLU)</b>	Ref: Policy 1.1.14	Ref: Policy 1.1.14	Parcels planned to incorporate multiple Town land use categories, as defined herein, within a unified development concept. Uses may vary from parcel to parcel, depending upon the approved mix of Town land use categories incorporated therein, consistent with Policy 1.1.14 and site specific policies, per Objective 1.15.
<b>Okeechobee Rural 5 (OR 5) Overlay</b>	1 du/5 acres	Ref: Objective 1.16	Uses permitted in the Okeechobee Rural 5 future land use designation include agriculture, residential, and limited commercial and institutional uses consistent with Objective 1.17

*Notes:* 1. The density calculation for a property is based on the property's gross acreage. 2. That portion of a property dedicated for right-of-way in exchange for compensation may not subsequently be included with the parent property or another property for the purpose of a density or intensity calculation.

1.16 Objective: The Town acknowledges that Okeechobee Boulevard may ultimately be widened to a four-lane median-divided section from Folsom Road west to Seminole Pratt-Whitney Road.

1.16.1 Policy

In order to minimize potential adverse traffic impacts of a four-lane section, the Town shall support the implementation of traffic calming features, including but not limited to a maximum travel lane width of ten feet, the use of roundabouts at "B" Road and "F" Road, and traffic signals along the Okeechobee Boulevard corridor, as warranted.

1.16.2 Policy

Work with Palm Beach County to jointly define and program appropriate future roadway improvements that implement Town Okeechobee Boulevard corridor planning policy.

1.16.3 Policy

Require joint use of driveways and cross-access agreements among adjoining property owners to allow circulation between sites and reduce the number of Okeechobee Boulevard access points.

1.16.4 Cross access easements shall be required as a condition of any development approval.

1.16.5 Policy

By December 2016 the Town Council shall coordinate with Palm Beach County, the Loxahatchee Groves Water Control District, property owners, and Town advisory boards and committees, as appropriate, to establish a policy for the extension of multi-purpose trails along Okeechobee Boulevard, including procurement, design guidelines, construction and maintenance responsibilities, and liability.

1.17 Objective:

Insure compatible, low intensity land uses on properties with road frontage on Okeechobee Boulevard by establishing and implementing the Okeechobee Rural 5 Future Land Use Overlay (OR 5 Overlay) as a means to control the allocation, location, scale and timing of development.

1.17.1 Policy

a) Low-impact non-residential Town-serving development within the OR 5 Overlay may occur only in accordance with the following general land use categories:

i) Agriculture – Agriculture and Bona Fide Agriculture

ii) Commercial:

Office – Business, Medical or Veterinary Clinic or Hospital

Bank or Financial Institution (without drive-thru)

Barber or Beauty Shop

Child or Adult Day Care Center,

Restaurant (take-out only) or Delicatessen,

Essential Services and Utilities,

Holiday Wayside Stand,

Outdoor Events

Retail Store (e.g. plant, produce and specialty food sales, agricultural, equestrian and lawn and garden sales and services)

Veterinary Clinic or Hospital, Schools – public or private

iii) Institutional – Place of Worship, Government and Essential Service, Public or Private School, Service Club or Lodge, Child or Adult Day Care Facility, Adult Congregate Living Facility Type I,

iv) Recreation – Outdoor Event, Public Park

v) Similar uses – Uses not specifically listed in Sections i – iv, above, but possessing similar characteristics may be established upon written application to the Town Manager, review by staff and the Planning and Zoning Board and approval by the Town Council. Uses exhibiting the following characteristics shall be discouraged or conditioned by the Town Council: manufacturing, fabricating, assembly and outdoor storage.

b) Commercial low-impact development along Okeechobee Boulevard shall be limited to Cottage Businesses (CB) and Individual Small Businesses (ISB), as follows.

i) A Cottage Business is defined as a single non-retail consulting or service activity carried on within an existing residence or within a structure accessory to an existing residence. A Cottage Business shall comply with the land development regulations of the Town's AR - Agricultural Residential zoning district, including Special Exception and Conditional Use approval

ii) An Individual Small Business (ISB) is defined as a single community-oriented commercial or business service use oriented to meeting the needs of the neighboring community. An ISB shall be assigned Commercial Low (CL) or Commercial Low – Office (CL-O) Future Land Use and zoning designations.

c) Institutional development along Okeechobee Boulevard shall be limited to Individual Small Services (ISS), as follows:

i) An Individual Small Service (ISS) is defined as a single community service use oriented to meeting the needs of the neighboring community. An ISS shall be assigned Institutional (INST) Future Land Use and Institutional and Public Facilities (IPF) zoning designations.

d) Existing non-residential uses having previously received a valid development order from Palm Beach County shall be allowed to continue; however, required annual Business Tax Receipts shall be filed with the Town in order to verify continuous operation

e) "Historical Legacy" uses, as defined and regulated by Section 75-035 of the Town Unified Land Development Code, shall be allowed to continue however, annual Business Tax Receipts are required to verify continuous operation

#### 1.17.3 Policy

Cottage Businesses shall comply with the following performance standards:

a) The maximum floor-area-ratio (F.A.R) of all non-residential buildings shall not exceed 0.025).

b) The number of employees and/or customers allowed at a Cottage Business shall be determined by the Town Council through the special exception approval process, and include such considerations as nature of the business, parking and loading requirements, peak-hour traffic generation and hours of operation

#### 1.17.4 Policy

Individual Small Businesses (ISB) shall comply with the following performance standards:

a) The minimum parcel size shall be five acres and comply with the remaining land development regulations of the Town's commercial zoning district.

b) The maximum floor-area-ratio (F.A.R) of all buildings comprising an ISB shall not exceed 0.05.; however, the permitted size of an ISB use shall be no larger than the amount of space which will exceed the "insignificant impact" traffic generation threshold, as defined by a Palm Beach County Traffic Performance Standards (TPS) review, or its equivalent by the Town consulting engineer.

c) An ISB use may include a separate residence as an accessory building to accommodate the business owner or an employee household. Such residence shall not be included in ISB F.A.R. calculation.

1.17.5 Policy

Individual Small Services (ISS) shall comply with the following performance standards:

a) The maximum floor-area-ratio (F.A.R) of all buildings comprising an ISS shall not exceed 0.05.

b) The size of an ISS use shall be no larger than the amount of space which will exceed the "insignificant impact" traffic generation threshold on Okeechobee Boulevard during a weekday, as defined by a Palm Beach County Traffic Performance Standards (TPS) review, or its equivalent by the Town consulting engineer.

c) An ISS use may include a separate residence as an accessory building to accommodate the service owner or a caretaker household. Such residence shall not be included in ISS F.A.R. calculations.

1.18 Objective:

The Town shall discourage an accumulation of vacant non-residential land use designations along the Okeechobee Boulevard corridor.

1.18.1 Policy

Implement Future Land Use Amendment requirements and conditions of approval to insure appropriateness and timeliness of a Future Land Use Plan Amendment application.

a) A statement of use and intent for the proposed use shall be submitted as part of all future land use amendment, rezoning and site plan approval applications.

b) A Conceptual Master Plan in conformance with the requirements of Section 41.3.C.2.b of the ULDC, including a TPS review by the County, or its equivalent by the Town consulting engineer, shall be a required component of an ISB or ISS Future Land Use Amendment application.

c) Enact and enforce a "sunset" review procedure tied to the Conceptual Master Plan for approved ISB and ISS Future Land Use Amendments to insure timely project implementation.

d) The Special Policy provisions of Objective 1.15 may be used to impose appropriate conditions of approval upon an ISB or ISS application necessary to address use, intensity, timing, compatibility and other relevant issues as determined by the Town Council.

1.19 Objective:

The Town shall encourage a consistent architectural theme along the Okeechobee Boulevard corridor.

1.19.1 Policy

"Agrarian Rural Style" architectural features, as illustrated in EXHIBIT 1 a shall be incorporated within the proposed site plans of Individual Small Business and Individual Small Services uses.

1.19.2 Policy

Architectural elevations and renderings for proposed developments shall be reviewed by Town staff, Planning and Zoning Board and approved by the Town Council for consistency with Policy 1.19.1 as part of the site plan approval process

**EXHIBIT 1**

**AGRARIAN RURAL STYLE ARCHITECTURAL GUIDELINES**

## ARCHITECTURAL DESIGN GUIDELINES FOR COMMERCIAL PROJECTS

### ARCHITECTURAL STYLES

- 1.) Architectural designs for the purpose of these guidelines shall be described as Agrarian Rural Style and reflect the rural identity of Loxahatchee Groves.
- 2.) The architectural style for commercial buildings should be residential in scale and serve the needs of the immediate neighborhood.
- 3.) Acceptable established American architectural styles include but are not limited to Early Colonial, Stick, Shingle and Craftsman.
- 4.) Architectural styles such as international, Art Deco and various revival styles are not acceptable.

### FACADES

- 1.) Avoidance of blank walls without architectural features is discouraged. Facades shall incorporate architectural elements which are in accord with human scale.
- 2.) Blank walls shall not exceed 10 feet in height or 20 feet in length.
- 3.) Recesses and projections for articulation of wall surfaces shall be a minimum of 12 inches.
- 4.) Control and expansion joints shall not constitute wall articulation.
- 5.) Blank walls without architectural features should be avoided.
- 6.) Facades shall incorporate architectural elements which are in accord with human scale.

### BUILDING FEATURES AND ORNAMENTATION

- 1.) Acceptable building features are as follows:
  - a.) Cornices, moldings, pilasters and window surrounds
  - b.) Multi level pitched roofs.
  - c.) Functional and ornamental balustrades.
  - d.) Porches and arcades that are compatible with human scale.
  - e.) Natural accent materials such as brick and natural stone which are consistent with the overall design and style.
- 2.) Discouraged Architectural Features
  - a. Stucco banding used to create wall articulation.
  - b.) Applied "stuck on" features such as medallions and tile mosaics.



EXAMPLE OF ROOF PLANE ARCHITECTURAL FEATURES

## DESIGN ELEMENTS

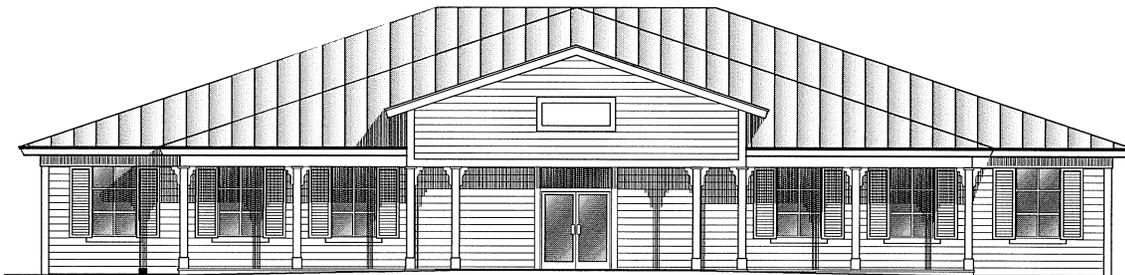
- 1.) Design elements are defined as Canopies, Porte Cocheres or Porticos.
- 2.) Wall recess or projection of a minimum of 12 inches.
- 3.) Peaked roof forms.
- 4.) Covered porches.
- 5.) Proportion of major elements of any structure such as windows and doors shall be consistent throughout the design.
- 6.) Architectural elements and treatments shall be incorporated into all sides / facades of buildings.

## COLOR

- 1.) Color selection shall achieve visual order through the use of compatible color palettes.
- 2.) The use of fluorescent colors to attract attention to a business from a distance is prohibited.
- 3.) Trademark forms and colors are prohibited if in the discretion of the Town commission the proposed colors and or features will create a negative impact on the surrounding area.
- 4.) Trim colors that are used for accent and identifying purposes shall be limited to greens, blues, yellows and others that are found in local landscape and natural features.

## EXTERIOR MATERIALS

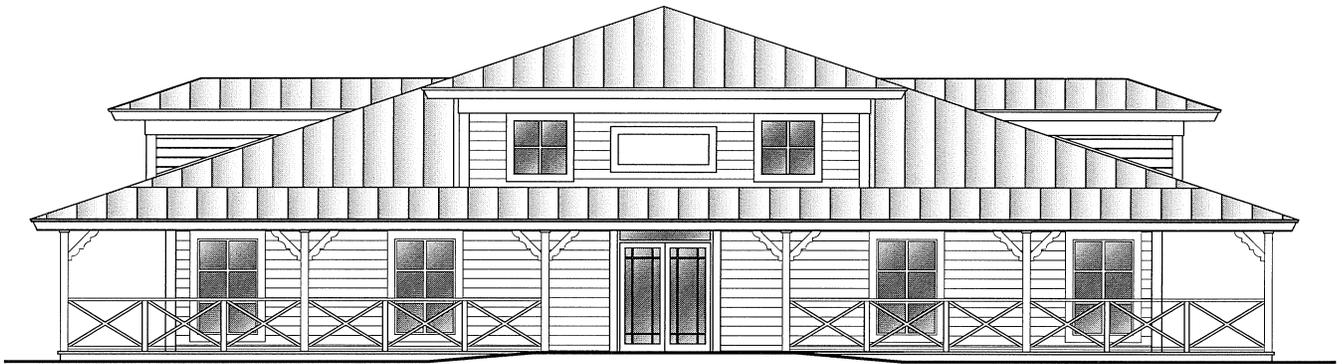
- 1.) Preferred
  - a.) Bevel wood clapboard siding.
  - b.) vertical board and batten wood siding.
  - c.) reverse board and batten wood siding.
  - d.) faux wood cementitious siding materials are acceptable.
- 2.) Discouraged
  - a.) Stucco
  - b.) Architectural masonry units.
  - c.) Coated metal Panel systems.
  - d.) Industrial style wall panels.



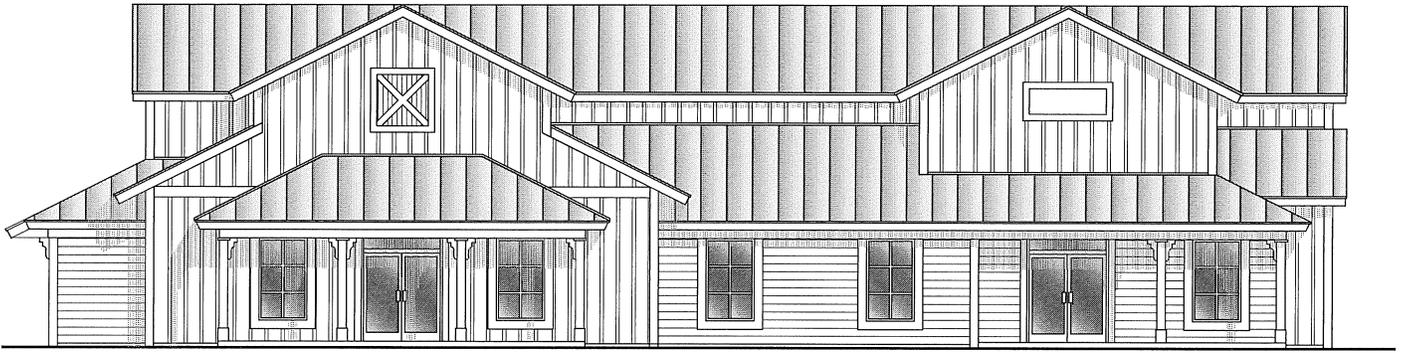
Example of articulated design elements

## PORCHES AND ENTRYWAYS

- 1.) Entrance design elements shall be integrated into the design of the building
- 2.) Each freestanding structure shall have at least one clearly defined primary public entrance feature incorporating at least one design element.
- 3.) Porch and entryway walking surfaces are encouraged to be elevated above naturally landscaped surfaces as opposed to being a continuation of other paved access areas.
- 4.) Walkways and Arcades shall be porch like and have a minimum depth of 8 feet. Walkways shall be integrated with adjacent properties.



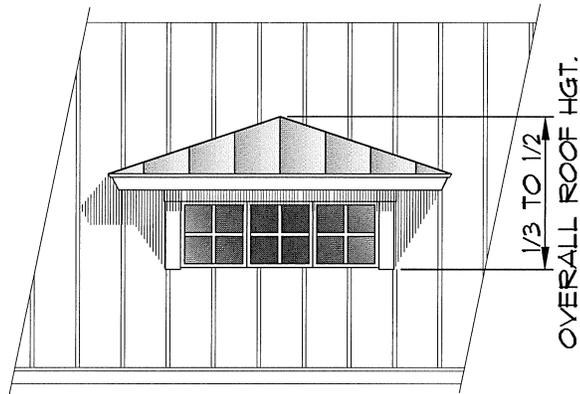
GOOD EXAMPLE OF ELEVATED PORCH / WALKWAY



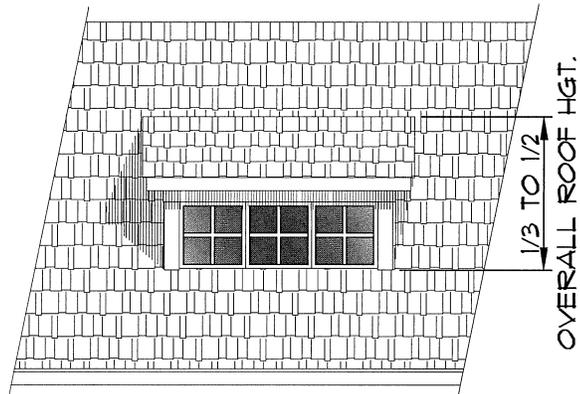
### GOOD EXAMPLE OF ARTICULATED ROOF PLANES

#### ROOFS

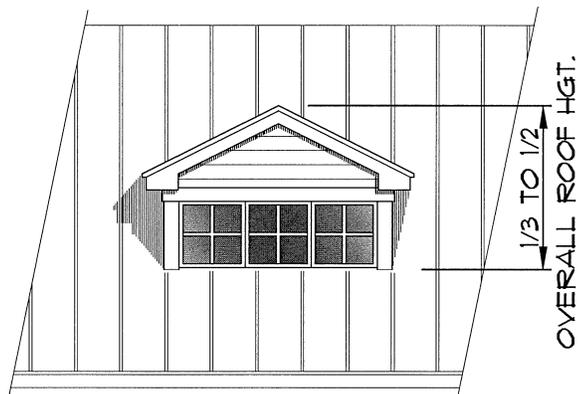
- 1.) Roof lines for buildings shall not run in continuous planes without offsetting or joggling or being broken by architectural elements such as cupolas or dormers and should not appear as "stuck on" but appear to be an integral part of the roof structure.
- 2.) The following roof design characteristics are encouraged.
  - a.) Hip, gable and shed roofs with a minimum of 1:3 pitch.
  - b.) Roofs with exposed rafter tails.
  - c.) Roof overhangs and pedestrian walkways shall wrap around the building to provide visual continuity around the entire building.
  - d.) Roof treatments such as Dormers and Cupolas shall be in scale with the building mass.
  - e.) Flat roofs although discouraged shall articulated parapets or mansards of required height to screen all roof mounted equipment. all parapets and mansards shall wrap around the entire building to provide visual continuity for the entire building.
- 2.) The following roof design characteristics are not acceptable.
  - a.) Large unarticulated roofs are unacceptable.
  - b.) large flat roofs although not prohibited are discouraged.
- 3.) Acceptable Roof Materials
  - a.) 5V crimp galv metal panels
  - b.) Hand split cedar shakes
  - c.) Cedar shingles
  - d.) Standing seam metal
  - e.) copper shingles
  - f.) slate shingles
- 4.) Unacceptable Roof Materials
  - a.) Clay or concrete spanish S or barrel tiles.
  - b.) Painted flat concrete tiles.



Hip Dormer



Shed Dormer

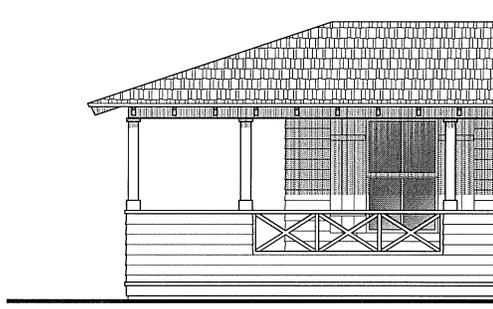


Gable Dormer

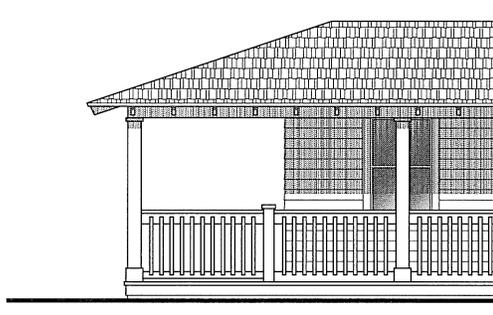
Examples of roof features in proper scale with building mass

## RAILINGS AND GUARDRAILS

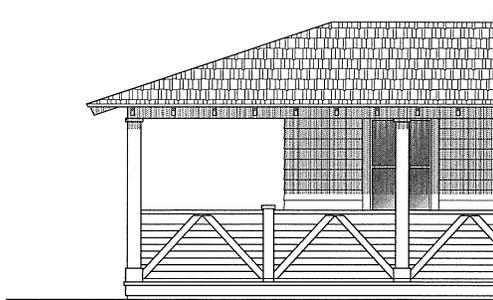
- 1.) Railings and guardrails shall be constructed of natural materials such as sawn wood and reflect a hand built style.
- 2.) The following railing styles are encouraged.
  - a.) Railings with wood top and bottom rails and simple wood pickets.
  - b.) Railings styled from rural wooden fences.
  - c.) Railings styled from rural picket fences.
- 3.) The following railing styles are discouraged
  - a.) Typical manufactured metal guardrail systems
  - b.) Glass panel Goarsrails are not permitted
  - c.) Railings with heavy concrete classical ballusters are not permitted.



Combination opaque rural style railing



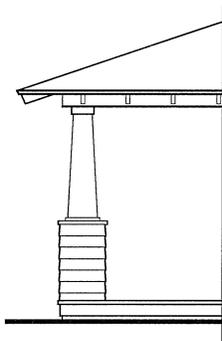
Picket style railing



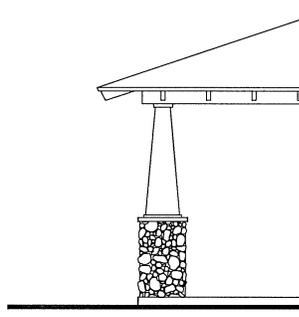
Rural fence style railing

Examples of acceptable railing styles

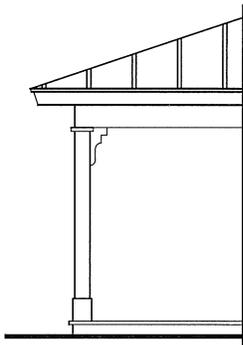
- 1.) The following architectural details for support of pedestrian walkways are encouraged.
  - a.) use of knee braces at walkway columns.
  - b.) use of battered porch piers.
  - c.) use of natural stone for column bases
  - d.) use of exposed structure bracketed projecting eaves.
  - e.) use of hand crafted joints.
  
- 2.) The following are discouraged
  - a.) use of classical style columns
  - b.) unadorned metal posts.



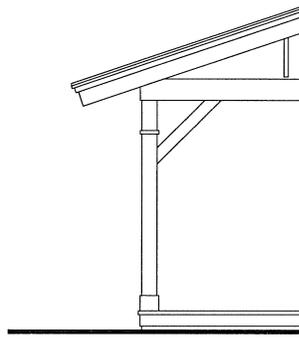
Butressed Post



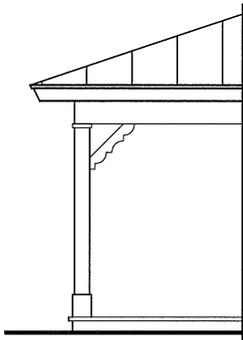
Butressed Post



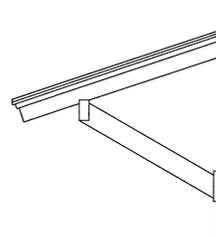
Bracketed Post



Bracketed Eave



Bracketed Post

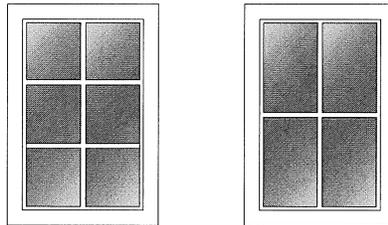


Bracketed Shed

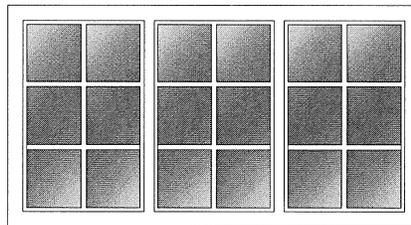
(7)

window and door treatments

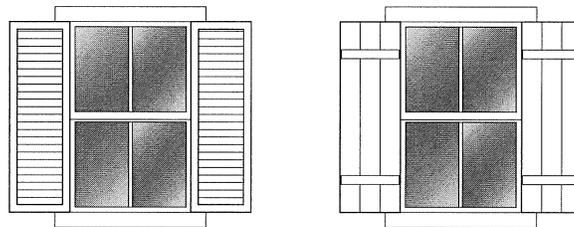
- 1.) The following design characteristics for windows and doors are encouraged.
  - a.) individual window units with divided lights
  - b.) large areas of glass for transmission of light or display of products shall be created by grouping of individual glazed units.
  - c.) louvered or panel shutters for individual glazed units are encouraged. windows and door elements shall be expressed as individual units as opposed to continuous glass strips or storefronts.
  - d.) windows shall be designed with details such as lintels , sills, frames, shutters, planter boxes and shutters.
- 1.) The following design characteristics for windows and doors are discouraged.
  - a.) large expanses of storefront or long ribbon type windows unless subordinate to the overall theme and design of the building are discouraged.
  - b.) Reflective glass is not permitted.



Acceptable divided light configurations



Acceptable window grouping for large glass areas



Acceptable shutter styles