

**MINUTES  
TOWN OF JUPITER ISLAND  
IMPACT REVIEW COMMITTEE MEETING  
THURSDAY, NOVEMBER 7, 2024**

**TIME:** Thursday, November 7, 2024 – 9:00 AM  
**PLACE:** Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL  
**PRESENT:** Present were Chair Bonnie Schiralli, Vice Chair Judy Holden, Members Valerie McNeely, Jennifer Madden and Eleanor Seaman, and Alternate Members Marshall Field V, Maria Bayazid and Wendy Nolan. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Brett Lashley and IT Director Bill Sutton.

**AGENDA**

**CALL TO ORDER AND COMMENTS\***

Called to order at 9:00am.

Chair Schiralli read the purpose of the Land Development Regulations (LDR) into the record. The committee introduced themselves and the Chair

**ACTION ITEMS**

**1. Minutes of the Impact Review Committee held on July 11, 2024**

Vice Chair Holden noted vote to approve minutes should be 3-0 and not 5-0.

**MOTION:** *Seaman/ Field V moved to approve the minutes of the July 11, 2024, IRC meeting, as edited.*

**ACTION:** *Motion 6-0*

**2. 216 South Beach Road**

This is the application of 216 SBR, LLC, represented by M. Timothy Hanlon, Esq. of Alley, Maass, Rogers & Lindsay P.A., requesting the following:

The demolition of the existing improvements, except for the pump house and dock which are to remain. The pump house is needed to maintain the irrigation system.

This is the application of 216 SBR, LLC, represented by M. Timothy Hanlon, Esq. of Alley, Maass, Rogers & Lindsay P.A., requesting the following:

The demolition of the existing improvements, except for the pump house and dock which are to remain. The pump house is needed to maintain the irrigation system.

**Ex-Parte Communication**

- *Chair Schiralli stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.*

- *Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*

Senior Planner Cruz introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Silt screen shall be installed and maintained along the front, side, and rear yard areas.
- Construction Buffer and fence/mesh screening shall be installed prior to commencement of demolition and maintained during construction.
- Dumpster and portable toilet shall be screened from public view.
- Please note additional comments from the Town or SMRU may follow anytime during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit (i.e., Connection Fees, etc.).

The applicant agent, Mr. Timothy Hanlon of Alley, Maass, Rogers & Lindsay introduced himself and explained the request of demolition of the existing improvements, except for the pump house and dock as explained by Senior Planner Cruz. Attorney Hanlon explained that the owners of the property are long-time residents and intend to use the property as an extended family residence. He noted Shawn Toomey is available for landscape questions.

Vice Chair Holden asked about the dimensions of the deck and asked if it was meant to be "dock." Attorney Hanlon confirmed that "dock" is correct. She also noted that she would like to see the property borders marked.

Chair Schiralli expressed concern over silt fence appearances over time and requested that the fence as well as the property remain maintained during the project.

Member McNeely asked if a silt fence is necessary once the grass is established. Senior Planner Cruz confirmed that the silt fence may be removed once the soil is settled and stabilized.

Member Seaman asked about the security of the property since it will be vacant. Attorney Hanlon assured the property will be secured, noting an 8' gate was proposed.

Alternate Member Field asked about landscape buffering. Attorney Hanlon confirmed the proposed landscape plan.

Alternate Member Bayazid asked if the existing landscape measures are adequate for the north and south neighbors during demolition. Mr. Hanlon stated it was determined the existing landscape buffer to be sufficient, with the contractor estimating the process to last no more than 30 days.

Attorney Hanlon noted that Director Harding asked if the dock will be in use while the property is vacant. He confirmed no plan to use the dock on a regular basis.

**MOTION:** *Vice Chair Holden/ Seaman moved to approve the application with the recommended conditions, including the additional condition of removal of silt fencing at the Town's approval, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.03 for impact review.*

**ACTION:** *Motion Passed 6-0*

### 3. **615 South Beach**

This is the application of Mr. and Mrs. Lake Lytal III, represented by Dustin Mizell of Environmental Design Group, requesting the following:

The proposed installation of a new entry gate and a clusia hedge to prevent trespassing on the property.

This is the application of Mr. and Mrs. Lake Lytal III, represented by Dustin Mizell of Environmental Design Group, requesting the following:

The proposed installation of a new entry gate and a clusia hedge to prevent trespassing on the property.

#### Ex-Parte Communication

- *Chair Schiralli stated that she did not visit the property, read all materials, and had no ex-parte communication.*
- *Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Marshall stated that he visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Bayazid stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Whitney stated that she drove by the property, read all materials, and had no ex-parte communication.*

Senior Planner Cruz introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Per the BOA's approval, the applicant must receive and provide an approved Martin County right-of-way Permit upon submittal of a Town Building Permit application.

- Town Building Permit will also be subject to Martin County's "Conditions of Permit" as listed on the applicant Right-of-way Permit Application.
- Silt screen shall be installed and maintained along the front, side, and rear yard areas.
- If used/needed the dumpster and portable toilet shall be screened from public view and placement shall be reviewed and approved by Town staff prior to installation.

- Applicant will adhere to Public Safety Review comments (see attached memorandum)
- Please note additional comments from the Town may follow at any time during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit.

The applicant agent, Shawn Toomey of Environmental Design Group introduced himself and presented the proposed project of a new gate for added security.

Alternate Member Bayazid asked if the gate would open remotely or automatically. Mr. Toomey confirmed it would be opened using a remote.

**MOTION:** *McNeely/ Madden moved to approve the application with the recommended conditions, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.02 for impact review.*

**ACTION:** *Motion Passed 6-0*

#### 4. 214 South Beach

This is the application of Gate House South Properties, LLC (Williams' Residence), represented by Jared Gaylord, Esq. of Marc R. Gaylord, P.A., requesting the following:

The proposed renovation and addition to the existing residence and structures, complete with enhancements to the landscaping and hardscaping for the property.

This is the application of Gate House South Properties, LLC (Williams' Residence), represented by Jared Gaylord, Esq. of Marc R. Gaylord, P.A., requesting the following:

The proposed renovation and addition to the existing residence and structures, complete with enhancements to the landscaping and hardscaping for the property.

#### Ex-Parte Communication

- *Chair Schiralli stated that she visited the property with Ruben Cruz, briefly spoke with one individual at the property, read all materials, and had no ex-parte communication.*
- *Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Marshall stated that he visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Bayazid stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Whitney stated that she drove by the property, read all materials, and had no ex-parte communication.*

Director Harding provided comments regarding the historical registration of the gate house and noted

there are no restrictions on renovations or additions for a building listed on the National Register, but to maintain its status, any work must comply with the National Register's guidelines.

Chair Schiralli noted that the structure notice names the building as "The Donkey House."

Senior Planner Cruz Senior introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Silt screen shall be installed and maintained along the front, side, and rear yard area.
- Construction Buffer and fence/mesh screening shall be installed prior to commencement of construction and maintained during construction.
- Dumpster and portable toilet shall be screened from public view.
- Connection fees due to South Martin Regional Utility shall be satisfied prior to issuance of Certificate of Occupancy or Certificate of Completion.
- Applicant will adhere to Public Safety Review comments (see attached memorandum).
- Please note additional comments from the Town or SMRU may follow at any time during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit (i.e. Connection Fees, etc.).

Vice Chair Holden noted that this project is already a construction project. Sr. Planner Cruz confirmed that a standard building permit has already been given, but there are matters that have not been permitted yet and need to come before the IRC.

The applicant agenda, Jared Gaylord of Marc R. Gaylord P.A. introduced himself and provided a presentation of the project request beginning with aerial views of the property followed by the site survey. Attorney Gaylord provided a brief history of the property.

Member Madden referred to the existing driveway and asked where the construction crew would enter and exit the property. Attorney Gaylord and McLain Jenkins explained the two entries to the property and noted that the south will be service entry, and the north entry will be used by the residents and guests.

Mr. Jenkins noted that the owners wish to keep as much character of the existing structure as possible while additions and renovations are made. He reviewed the floor plans and elevations, noting a 3rd story which has historical importance but is not used as a living space. He reviewed the overall site plan as well as elevations and floor plans of the structure.

Vice Chair Holden asked about the 3rd story usage. Mr. Jenkins stated that it is not finished and houses the A/C handler. She asked what the total height of the building and Mr. Jenkins stated that the 3rd story is 2 feet over the allowed height. Senior Planner Cruz noted that the 3rd floor is part of the existing structure thus is permitted.

Mr. Keith Williams of Nievera Williams Design, the landscape architect, reviewed the landscape plan noting that the existing character will be preserved as much as possible. He stated that additions will include buffering and a new entrance after construction is concluded. He provided elevations of the buffer, garden spaces, the courtyard, and property entrance.

Chair Schiralli emphasized the importance of ensuring there is no parking on the shared easement during construction, expressing concerns that construction workers might park there despite previous mentions that they would not. Director Harding stated that a letter was sent to all contractors, emphasizing that

parking is only allowed for standing deliveries and that parking regulations will be strictly enforced throughout the season.

Member McNeely asked about timing of tree removal. Mr. Williams noted that the timing depended on the contractor's schedule but emphasized that the tree needed to be root-pruned, which would take approximately three months before it could be relocated. Member McNeely acknowledged the plan but emphasized that no movement could occur until the necessary permit was obtained.

**MOTION:** *Vice Chair Holden/ Madden moved to approve the application with the recommended conditions, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.02 for impact review.*

**ACTION:** *Motion Passed 6-0*

**5. Other Items\***

a. Next Meeting - December 5, 2024 - No Items\*

Sr. Planner Cruz announced the there are no current applications for the December 5th meeting but will keep the committee posted.

b. Other Matters\*

There were no other matters discussed.

Chair Schiralli adjourned the meeting at 10:13 AM.

Respectfully Submitted,

Kimberly Kogos, Town Clerk