

**AGENDA
TOWN OF JUPITER ISLAND
IMPACT REVIEW COMMITTEE MEETING
THURSDAY, FEBRUARY 6, 2025, 9:00 AM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD**

AGENDA

CALL TO ORDER AND COMMENTS*

ACTION ITEMS

- 1. Minutes of the November 7, 2024, Impact Review Meeting**
- 2. 1 Estrada Road - Bamboo Dorm - Jupiter Island Club**

This is an application from Jupiter Island Holdings, Inc., represented by Kevin Asbacher, AIA, of Asbacher Architecture, requesting the following:

Demolish an existing two-story wood frame cottage, and construct a new, two-story 9,200 s.f. dormitory facility consisting of 31 small rooms, group bathrooms, lounge and a small laundry facility with new and enhanced landscaping. Relocate an existing drive south of the existing dorm that accesses Gomez Road, further to the south.

- 3. Other Items***
 - a. Next Meeting - To be determined*
 - b. Other Matters*

** No advanced materials provided*

IMPACT REVIEW COMMITTEE

Bonnie Schiralli - Chair
Judy Holden – Vice Chair
Valerie McNeely
Jennifer Madden
Eleanor Seaman
Marshall Field V, Alternate
Maria Bayazid, Alternate
Christina Whitney, Alternate

TOWN STAFF

Robert Garlo, Town Manager
Catherine Harding, Director of Building, Planning & Zoning
Kimberly Kogos, Town Clerk
Thomas J. Baird, Town Attorney

STATE MANDATED STATEMENT

Page 2

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0103.

**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 Christina Whitney. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Brett Lashley and IT Director Bill Sutton.

CALL TO ORDER AND COMMENTS*

Chair Schiralli called the meeting to order at 9:00 AM and read the purpose of the Land Development Regulations (LDR) into the record. The committee introduced themselves.

Town Clerk Kogos swore in those intending to speak including Attorney Jared Gaylord of Marc R. Gaylord; M. Timothy Hamlin of Alley, Maass, Rogers & Lindsay, P.A.; Stan Dixon of Stanley Dixon Architects; McClain Jenkins of D. Stanley Dixon; Cory Meyer; Keith Williams of Nievera Williams Design; Shawn Toomey of Toomey Landscape Inc.; Catherine Harding and Senior Planner Ruben Cruz.

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

ACTION: *Motion passed 5-0.*

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.

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: *Holden/Madden 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 5-0.*

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.

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: *McNeeley/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 5-0.*

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.

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 McNeeley 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: *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 5-0.*

5. Other Items*

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

Senior 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

TOWN OF JUPITER ISLAND



TO: Members of the Impact Review Committee

CC: Robert Garlo, Town Manager Thomas Baird, Town Attorney

FROM: Catherine Harding, Director of Building, Planning & Zoning

DATE: January 16, 2025

Please notify the Building Department if you are unable to attend the hearing.

772-545-0150

A meeting of the Impact Review Committee of the Town of Jupiter Island will be held in the Island Room of the Town Hall at 2 Bridge Road on **Thursday, February 6, 2025, at 9:00 am.**

There are three (3) items on the agenda:

1. **Approval of the Minutes** of the November 7, 2024, meeting.
2. **1 Estrada Road- Bamboo Dorm-Jupiter Island club.**
Demolish an existing two-story wood frame cottage and construct a new two-story dormitory with 31 small rooms, group bathrooms, lounge and a small laundry facility, as well as new and enhanced landscaping. Relocate an existing drive south of the existing dorm that accesses Gomez Road further to the south.
3. **Other Items:**
 - a) Next Meeting to be determined.
 - b) Any other matters.

1. Minutes of the November 7, 2024, meeting.

A copy of the minutes has been provided for your approval

2. 1 Estrada Road, Bamboo Dorm, Jupiter Island Club

Background:

The applicant has made a request to the Board of Adjustment for a variance for relief from *Article III, Division 9, Section 9.02C. Required Yards*. The applicant is requesting a 30.4-foot front yard setback on Gomez Road, consistent with the current setback of the Bamboo Cottage, instead of the required setback of 50 feet. And a request to replace a nonconforming building under *Article IX, division 2. Nonconforming Structures. Section 2.02. Nonconforming Buildings. C. Replacement*. To demolish and replace the Bamboo Dormitory. This application will be heard on January 30, 2025. The applications for the BOA and the IRC have been accepted concurrently. If the BOA denies or postpones the decision, the IRC application will be deferred to the next meeting.

Request:

This is an application from Jupiter Island Holdings, Inc., represented by Kevin Asbacher, AIA, of Asbacher Architecture, requesting the following:

Demolish an existing two-story wood frame cottage, and construct a new, two-story 9,200 s.f. dormitory facility with new and enhanced landscaping. Relocate an existing drive south of the existing dorm that accesses Gomez Road, further to the south.

Staff review and findings:

As part of the development review process staff reviewed the project and supplied written reports. Those reports were reviewed in acceptance of the IRC application and are attached.

Standards for Impact Review:

The standards for Impact Review of demolition in Article X, section 2.03 of the Land Development Regulations and the standards for Impact Review for development in Article X, section 2.02 have been addressed by the applicant and reviewed by the Building Department. Those standards and the applicant's response are included in the application. The applicant has met those standards.

Site Analysis:

Address: 1 Estrada Rd			
Zoning District:	RCD- Recreation Club District		
	Required/Permitted	Existing	Proposed
Lot Area:	2 Acres	120 Acres	120 Acres
Lot Width:	200 ft	465 ft	465 ft
Living Space/Floor Area:	189,159 sf	2,290 sf	9,224.5 sf
Front Yard Setback:	50 ft	30.33 sf (*Note 1)	30.33 sf (*Note 2)
Rear Yard Setback:	50 ft	> 50 ft	> 50 ft
Side Yard Setback:	One Story: 25 ft Two Story: 30 ft	(Two Story) North: >25 ft South: 138.75 ft	(Two Story) North: >25 ft South: 97.17 ft
Initial Measuring Point ("IMP"):			13.4' NAVD
Fill:	3 ft	1.93 ft	0.85 ft
Roof Height:			
One-Story-Sloped:	22 ft	N/A	N/A
Two-Story-Sloped:	30 ft	22 ft	0.85 ft
Exterior Wall Height:			
One-Story:	14 ft	N/A	N/A
Two-Story:	22 ft	16' 3"	20' 2"
Parking Spaces:	1 per bedroom (1.5 max)	4 bedrooms 4 spaces	31 bedrooms (*Note 3)
Driveway Setback:	8 ft	84 ft	52 ft
Landscape Area:	50%	>50 %	>50 %
FEMA Flood Zone:	Zone "X"	Zone "X"	Zone "X"
Elevation of Finish Floor:	12" above Base Flood Elevation (BFE)	15.83' NAVD	14.75' NAVD
Planned Date of Construction:			May 2025

Notes:

1. Existing non-conformity
2. Pending Board of Adjustment Approval
3. 31 Staff parking spaces are provided at various locations throughout campus. Not all staff have vehicles.

Staff recommends the following conditions of approval:

1. Construction screen and fence mesh screening be installed prior to construction and maintained during construction. Construction gates remain closed during construction.
2. Dumpster and portable toilet be screened from sight continuously during construction.
3. A vehicle wheel cleaning blanket will be installed and maintained at all driveway entrances.