

**AGENDA
TOWN OF JUPITER ISLAND
IMPACT REVIEW COMMITTEE MEETING
THURSDAY, MAY 1, 2025, 9:00 AM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD**

CALL TO ORDER AND COMMENTS*

AGENDA

1. Approval of Minutes of the April 3, 2025 Impact Review Committee Meeting
2. 103 North Beach Road, E-12 Residential District
3. 143 Gomez Road, D-25 Island Core Residential District
4. Other Items*
 - a. Next Meeting Date - June 5, 2025*
 - b. Any Other Items*

** 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

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

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, APRIL 3, 2025**

TIME: Thursday, April 3, 2025 – 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 Member Marshall Field V. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, and Town Attorney Thomas Baird.

AGENDA

CALL TO ORDER AND COMMENTS*

Chair Schiralli called the meeting to order at 9:01am and read the purpose of the IRC from the Town Code. She established a quorum, and the committee introduced themselves. She noted that all regular members would be voting today.

Town Clerk Kogos swore in those who wish to speak during today's hearing including: Attorney Jared Gaylord of Marc R. Gaylord P.A; Richard Rutledge, Innocenti & Webel; Attorney Jeremy Bowerman of Jeck, Harris, Raynor & Jones; Jeff Breitingner of BBA Architects; Scott Sotille of Ferguson & Shamamian; Dylan Roden of 2FGO; Polly Daugherty of Paradelo Burgess Design Studio; Andre Paradelo of Paradelo Burgess Design Studio; Douglas Winter of Douglas Winter Inc.; Brian Vertesch of Vertesch Landscape Architecture; and Building Director Catherine Harding.

ACTION ITEMS

2. Minutes of the March 6, 2025 Impact Review Committee Meeting

MOTION: *Holden/McNeely moved to approve minutes as presented.*

ACTION: *Motion passed 5-0.*

3. 446 South Beach Road

This is the application of 446 South Beach Rd LLC, represented by Polly Daugherty, Architect, Paradelo Burgess Design Studio, requesting the following:

This property has an existing two-story Primary Residence and a one-story Guest House. The applicant proposes adding an enclosed addition and covered porch to the guest house which includes a garage and two bedrooms.

Ex-Parte Communication

- *Chair Schiralli stated that she visited the property with Director Harding, 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, read all materials, and had no ex-parte*

communication.

- *Member McNeely stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Director Harding, read all materials, and had no ex-parte communication.*
- *Alternate Member Field stated that he visited the property with Director Harding, read all materials, and had not ex-parte communication.*

Director Harding introduced the application and provided background information.

Polly Daugherty introduced herself as the Agent and Architect for the application along with team members, Landscape Architect Dylan Roden and Attorney Jeremy Bowerman. She provided an aerial view of the property and provided an overview of the application, including an introduction of the original architect. She provided photographs of the current guesthouse, primary residence, and surrounding area. She reviewed the site plan and the proposed site plan, noting the areas where the additional structures are proposed. She displayed the proposed floor plan and roof plan, along with the site data. Ms. Daugherty continued by providing elevations and explaining the height of the proposed additions.

Vice Chair Holden referred to the existing A/C units and wondered if they will service the addition. Ms. Daugherty clarified that there is one existing A/C unit for the primary structure, and one would be added for the addition.

Mr. Dylan Roden, landscape architect, provided landscape plans and reviewed the buffers, existing planting materials, as well as proposed additional materials.

Member Madden asked about when the filler landscape would be added. Mr. Roden explained the timing.

Public Comment:

None

MOTION: *Holden/McNeely moved to approve as presented.*

ACTION: *Motion passed 5-0.*

4. 160 North Beach Road

This is the application of Mr. and Mrs. Ryan Deasy, represented by Jeff Breitingner, and consultants, of BBA, requesting the following:

This is the renovation of an existing two-story residence, to include the enclosing of an existing covered entry to create a new foyer and a new covered entry on the West side of residence. The East side of the residence will have re-built decking with a new covered area. The pool will be replaced, and new landscape and hardscape will be added. The driveway will be replaced, and an entry gate will be added.

Ex-Parte Communication

- *Chair Schiralli stated that she visited the property with Director Harding, 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, read all materials, and had no ex-parte communication.
- Member McNeely stated that she visited the property, read all materials, and had no ex-parte communication.
- Member Seaman stated that she visited the property with Director Harding, read all materials, and had no ex-parte communication.
- Alternate Member Field stated that he visited the property with Director Harding, read all materials, and had not ex-parte communication.

Director Harding introduced the application and provided background information.

Mr. Jeff Breiting, applicant agent, introduced himself and the project team. He reviewed the current structure and explained the proposed additions and changes to the residence. He displayed the roof plans and provided elevations of the residential structure, conveying the intent of an Island Colonial style finish.

Member McNeely asked about the height of the building. Mr. Breiting explained that the proposed ridge will be almost the same as the current height.

Mr. Andre Paradelo, landscape architect, displayed photographs of the current property and structures. He displayed the landscape plans and explained the proposed buffer and planting materials. He reviewed the hardscape plans including the driveway, motor court, redesigned pool and deck area, and walkways. He reviewed the property entry, motor gate entry and pedestrian gates, and displayed the proposed materials. He noted that all comments submitted by King Tree services were addressed and displayed elevations.

Chair Schiralli asked about the site triangle at the entry to North Beach Road. Mr. Paradelo clarified that the area will be sod prior to any construction. Chair Schiralli added this would be a condition of approval.

Chair Schiralli referred to the area near the right of way and asked about the planting materials and buffering in that space. Mr. Paradelo explained that the fence will be extended to the end of the property line and explained the planned buffer. Chair Schiralli confirmed that the current and/or proposed fence is conforming.

Chair Schiralli noted that parking is tight on the property. Mr. Paradelo explained that the motor court will be expanded to alleviate the situation. Discussion ensued regarding construction parking, using the pool area as a parking/turnaround space and trucks not backing out onto North Beach Road, which was added as a condition of approval.

The following additional conditions were requested:

- Site triangle on North Beach Road.
- Removal of the pool and fencing prior to construction.
- Relocation of fencing to make it conforming along the north property line.
- Repositioning of the port-o-lets and dumpster.

MOTION: *McNeely/Madden moved to approve with recommended conditions.*

ACTION: *Motion passed 5-0.*

5. 264 South Beach Road

This is the application of the Blake Family Jupiter Trust, LLC, represented by Jeremy Bowerman, of Jeck Harris, requesting the following:

This application is for the approval of a new one-story guest house with an attached garage and additional storage space to enhance the existing principal structure.

The applicant is also proposing to demolish the existing non-conforming pool and construct a new conforming pool and pool terrace; to construct a covered terrace to the rear of the existing dwelling; demolish the existing non-conforming driveway and motor court and construct a new conforming driveway and motor court; and add new hardscape and landscape.

Ex-Parte Communication

- *Chair Schiralli stated that she visited the property with Director Harding, 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, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Director Harding, read all materials, and had no ex-parte communication.*
- *Alternate Member Field stated that he visited the property, read all materials, and had not ex-parte communication.*

Director Holden introduced the application and provided background information. She explained recommended conditions and noted two letters of support from neighboring owners.

Attorney Jeremy Bowerman, on behalf of the applicant, greeted the Committee, introduced the project team, and displayed an aerial view of the property as well as a survey of the property. He also reviewed recent exterior upgrades and emphasized enhanced landscape buffers around the property for added privacy.

Chair Schiralli asked a question about the proposed garage, specifically regarding the basement and use of hydraulic lifts.

Scott Sottile, project Architect, reviewed the architectural plans and provided elevations.

Brian Vertesch, Landscape Architect, was sworn in by Town Clerk Kogos. He reviewed the landscape plan noting the existing plant material as well as the proposed materials and buffers. He provided photographs of the current buffers and streetscape, followed by buffer elevations. He displayed the construction staging plan and explained the various construction related spaces.

Chair Schiralli referred to the proposed pergola and asked about the height which was confirmed at 9'. She also referred to the King Tree letters regarding the immediate need for the buffer plan. Mr. Vertesch addressed the letters.

MOTION: *Holden/Madden moved to approve the application as presented with the recommended conditions, including the buffer plan.*

ACTION: *Motion passed 5-0.*

6. 30 Riverview Road

This is the application of Susan E. Lynch, Trustee of the Susan E. Lynch 2004 Trust Agreement, represented by Jared Gaylord, Esq. of Marc R. Gaylord, P.A, requesting the following:

This application is to construct a new two-story residence with a pool, pool patio, terrace, motor court, mechanical enclosures and associated hardscape and landscape.

Ex-Parte Communication

- *Chair Schiralli stated that she visited the property with Director Harding, 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, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Director Harding, read all materials, and had no ex-parte communication.*
- *Alternate Member Field stated that he visited the property, read all materials, and had not ex-parte communication.*

Director Harding introduced the application and provided background information. She explained the newly provided information that corrects the floor area calculations.

Attorney Jared Gaylord greeted the Committee and introduced the project team. He provided aerial photographs of the vacant property with the existing driveway and solar panels which will be removed. He displayed the property survey, architectural plans, and photographs of the existing property and neighboring properties. He explained the setbacks and site data tables.

Member McNeely asked about the driveway material in regard to the exfiltration trench. Director Harding noted that it is an engineering decision vs. code decision. Richard Rutledge, Landscape Architect, explained that drain fields require grass; exfiltration systems may be located under pervious materials/driveways.

Mr. Rutledge reviewed the landscape plans including the existing vegetation, removal and relocation plans. He explained the construction staging and buffer plan along with the planting materials. He noted the landscape plan has minimal sod areas as requested by the property owner. He provided elevation renderings displaying a dense buffer.

Vice Chair Holden referred to the co-owned properties and noticed two walkways between the two properties. Mr. Rutledge stated that the walkways will be removed and is displayed on the plans as such.

Vice Chair Holden noted the house to the south requires a thicker buffer. Mr. Rutledge confirmed and explained the plan to address this concern.

Chair Schiralli agreed that the south buffers are weak. She also noted the site triangle. Mr. Rutledge agreed that the current triangle is poor and will be addressed per the plans.

MOTION: *Holden/Madden moved to approve the application as presented with conditions, including the site triangle.*

ACTION: *Motion passed 5-0.*

7. Other Items*

- a. Next Meeting - May 1, 2025

The next meeting is scheduled for May 1, 2025, with one application received thus far.

- b. Other Matters

Chair Schiralli adjourned the meeting at 11:01 AM.

Respectfully Submitted,

Kimberly Kogos, Town Clerk

TOWN OF JUPITER ISLAND STAFF REPORT



TO: Members of the Impact Review Committee
CC Thomas Baird, Town Attorney; Robert Garlo, Town Manager
FROM: Catherine Harding, Building, Planning and Zoning Director
DATE: April 17, 2025

Reference Staff Report and Agenda

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, May 1, 2025, at 9:00 a.m.**

There are 4 items on the agenda:

- 1. Approval of the Minutes** of the April 3, 2025, meeting.
- 2. 103 North Beach Road, E-12 Residential District**

This development was previously approved May 2, 2024.

This request is to relocate an elevator from the interior stairwell on the first floor to the exterior north wall and add 140 square feet to the second story southeast wing, making it two feet further to the east.

The property owner is AGTC JI Properties, a Texas limited liability company and is represented by Jared Gaylord, Esq. of Marc R. Gaylord P.A.

The applicant has addressed the requirements of Article X, Division 2, Section 2.02 Standards for Impact Review, which are included in this application. A full staff review was conducted, and supplemental requirements will be addressed prior to a Building Permit.

Zoning Analysis next page.

SITE DATA TABLE

THE PROPERTY LIES WITHIN FLOOD ZONES "X" AND "VE" (EL 7) (NAVD)

ZONING ANALYSIS -

ADDRESS: 103 NORTH BEACH ROAD
(2 STORY RESIDENCE ON PILING)

ZONING DISTRICT: E-12 ISLAND CORE RESIDENTIAL
MINIMUM LOT AREA: 12,500 SQ. FT. (0.2869 ACRE)
EXISTING LOT AREA: 24,095 SQ. FT. (.55315 ACRE)
MINIMUM LOT WIDTH: 100 FEET
EXISTING LOT WIDTH: 140.11 FEET
PERMITTED TOTAL FLOOR AREA: 4,819 SQ. FT.
EXISTING FLOOR AREA: 0 SQ. FT.
PROPOSED FLOOR AREA: Δ 4,664 SQ. FT.
REQUIRED FRONT YARD SETBACK: 30 FEET
PROPOSED FRONT YARD SETBACK: 30.42 FEET
REQUIRED REAR YARD SETBACK: OCEANFRONT SETBACK LINE
PROPOSED REAR YARD SETBACK: (3")+OCEANFRONT SETBACK LINE
REQUIRED SIDE YARD SETBACK : (ONE STORY) 25 FEET
REQUIRED SIDE YARD SETBACK : (TWO STORY) 30 FEET
PROPOSED SIDE YARD SETBACK: NORTH(TWO-STORY) Δ 34.92 FEET
PROPOSED SIDE YARD SETBACK: SOUTH(ONE-STORY) 25.67 FEET
PROPOSED SIDE YARD SETBACK: SOUTH(TWO-STORY) 30.83 FEET
INITIAL MEASURING POINT ("IMP"): 14.8 FEET NAVD (SUBJECT TO BOA APPROVAL)
MAXIMUM FILL: 3 FEET
PROPOSED FILL: 4.6 FEET (SUBJECT TO BOA APPROVAL)
MAXIMUM ROOF HEIGHT (ONE-STORY SLOPED): 22 FEET
PROPOSED ROOF HEIGHT (ONE-STORY SLOPED): 20.58 FEET
MAXIMUM ROOF HEIGHT (TWO-STORY SLOPED): 30 FEET
PROPOSED ROOF HEIGHT (TWO-STORY SLOPED): 24.67 FEET (39.47 FEET NAVD)
MAXIMUM EXTERIOR WALL HEIGHT (SINGLE SOTRY): 14 FEET
PROPOSED EXTERIOR WALL HEIGHT (ONE-STORY): 12.92 FEET
MAXIMUM EXTERIOR WALL HEIGHT (TWO-STORY): 22 FEET
PROPOSED EXTERIOR WALL HEIGHT (TWO-STORY): 20.58 FEET

REQUIRED PARKING SPACES (1 PER BEDROOM): 6
PROPOSED PARKING SPACES: 6 SPACES (4 IN GARAGE + 2 IN DRIVEWAY)
REQUIRED DRIVEWAY SETBACK: 3 FEET
PROPOSED DRIVEWAY SETBACK:
SOUTH DRIVEWAY 8.0 FEET; NORTH DRIVEWAY: 8.75 FEET
REQUIRED LANDSCAPE AREA: 30 %
PROPOSED LANDSCAPE AREA: 66.4 %
PLANNED START OF CONSTRUCTION: MAY 2024
FEMA FLOOD ELEVATION: "X" AND "VE" (EL 7)
LHSH: 14.8' NAVD, (16.28' FEET NGVD)

3. 143 Gomez Road, D-25 Island Core Residential District

The property owner is Kendrick R. Wilson Revocable Trust. and is represented by Jared Gaylord, Esq. of Marc R. Gaylord, PA.

The request is to demolish the existing one-story main residence and associated pool, pool patio and mechanical equipment to prepare the site for redevelopment. The existing driveway will remain.

The applicant has addressed the requirements of Article X, Division 2, Section 2.03 Standards for Impact review of Demolition Applications, which are included in this application. A full staff review was conducted, and supplemental requirements will be addressed prior to a Building Permit.

4. Other Items:

- a) Next Meeting date: June 5, 2025
- b) Any other matters.

Jupiter Island Land Development References:

Article X, Division 2, Sec. 2.02. Standards for Impact Review.

The decision-maker shall approve an application for impact review approval if the applicant demonstrates that:

- A. The proposed development will not adversely affect public interest; and*
- B. The proposed development is consistent with the surrounding neighborhood character; and*
- C. The visibility of the proposed development from public rights-of-way, adjacent properties, the beach, the ocean and the intracoastal waterway is minimized in a manner that is consistent with the surrounding neighborhood character; and*
- D. The landscape treatment along the front lot line is comparable to the character and quantity of the streetscape along lot frontage on the same public road for a distance of 1,000 feet in both directions; and*
- E. The proposed ingress and egress is functionally adequate with regard to vehicular and pedestrian safety, separation of automotive traffic, traffic flow and control, provision of services, servicing of utilities, refuse collection, and access in case of fire, catastrophe or emergency; and*
- F. Proposed screens and buffers are sufficient to ensure compatibility of uses and buildings with adjacent properties; and*
- G. The location, design and character of lighting and sound will not adversely affect adjacent properties; and*
- H. The proposed stormwater management system is sufficient to prevent runoff from adversely affecting adjacent properties; and*
- I. The proposed development is designed and located so that all buildings are screened from view from adjacent properties and public roads such that the visual character of the proposed development from adjacent properties and public roads is predominantly natural, landscape plant material, and landforms.*

Article X, Division 2, Sec. 2.03. Standards for impact review of demolition applications.

The decision-maker shall approve an application for approval of the demolition of an existing structure or building if the applicant demonstrates that:

- A. The proposed demolition will not adversely affect the public interest; and*
- B. The proposed demolition will result in the complete removal of all evidence of the former structure or building; and*
- C. If the demolition affects all of the buildings on the lot, all impermeable surfaces that were accessory to the demolished structures or buildings, including but not limited to driveways, terraces, courts, slabs, and foundations, will also be removed; and*

- D. *The landscape treatment along the front lot line will remain comparable to the character and quantity of the streetscape along lot frontage on the same public road for a distance of 1,000 feet in both directions, or will be planted such that it is comparable to the character and quantity of said streetscape if its existing condition is that it is not comparable in character or quantity; and*
- E. *The building or structure proposed for demolition does not meet the standards for landmark designation set out in article VIII, section 1.02; and*
- F. *The demolition will not unnecessarily affect existing landscape buffers, and landscape buffers that are affected will be restored upon completion of the demolition.*
- G. *The demolition will be staged such that:*
 - 1. *Noise will be minimized in terms of duration and volume; and*
 - 2. *Demolition equipment will be screened from view from neighboring properties and public rights-of-way to the maximum feasible extent; and*
 - 3. *No traffic on public streets in the town will be stopped during the period from November 1 to April 15; and*
 - 4. *Debris will be removed from the site in a manner that minimizes the number and length of additional trips on the public streets in the town; and*
 - 5. *Dust will be contained to the maximum practicable extent; and*
 - 6. *Demolition activities will have a minimal impact on adjacent infrastructure.*
 - 7. *Buildings proposed for demolition will receive pest control services to control rodents before and after the demolition.*
- H. *All exposed soil will be stabilized with plant material within ten days of completion of the demolition.*

(Ord. No. 347, § 3, 9-16-14)

From: [Brian Fischer](#)
To: [Catherine Harding](#); [Jill Hart](#); [Megan McMahon](#)
Subject: 103 NBR - Elevator Addition
Date: Friday, April 11, 2025 1:41:46 PM

The addition of a elevator shaft on the outside of the home will have little impact on the existing and proposed landscape. The buffer appears to already sufficiently screen the home. I do not see any issues with adding the elevator shaft.

Brian Fischer
ISA Certified Arborist FL-5287A
King Tree Service of South Florida
(561) 798-3977

This email was scanned by Bitdefender

**NOTICE OF PUBLIC HEARING
TO CITIZENS OF THE TOWN
OF JUPITER ISLAND, FLORIDA**



IMPACT REVIEW COMMITTEE

A Public Meeting/Hearing will be held at the Jupiter Island Town Hall, 2 Bridge Road, Hobe Sound, FL on **May 1, 2025, at 9:00 a.m.** for the purpose of considering the following application relating to the Town of Jupiter Island Land Development Regulations Ordinance 283, as amended, insofar as the same is applicable to the following property described in the Town of Jupiter Island:

103 North Beach Rd

This is the application of AGTC JI Properties LLC, represented by Jared Gaylord, Esq., Attorney of Marc T. Gaylord, PA, requesting the following:

Relocate a previously approved elevator from the interior stairwell to the north exterior side of the house and expand the second story's southeast wing by two feet to the east which will add 140 square feet of additional floor area than was previously approved.

Plans are available for inspection at the Building Department at Town Hall Monday through Friday, 9:00 a.m. to 3:30 p.m.

The meeting may be viewed live, or any time after the meeting, via the Town's website: www.townofjupiterisland.com

By Order of
IMPACT REVIEW COMMITTEE
TOWN OF JUPITER ISLAND

March 20, 2025

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OF JUPITER ISLAND, FLORIDA**



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143 Gomez Rd

This is the application of Kendrick R. Wilson Revocable Trust, represented by Jared Gaylord, Esq., Attorney of Marc T. Gaylord, PA, requesting the following:

Demolish the existing one-story main residence and associated pool, pool patio, and associated mechanical equipment to prepare the site for redevelopment. The existing driveway to remain.

Plans are available for inspection at the Building Department at Town Hall Monday through Friday, 9:00 a.m. to 3:30 p.m.

The meeting may be viewed live, or any time after the meeting, via the Town's website: www.townofjupiterisland.com

By Order of
IMPACT REVIEW COMMITTEE
TOWN OF JUPITER ISLAND

March 20, 2025

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