

**AGENDA
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
WEDNESDAY, JUNE 11, 2025, 9:00 AM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD**

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

AGENDA APPROVAL AND COMMENTS*

A. Mayor/Commissioner Comments

- a. Town Coffee Update
- b. Commissioner Comments
- c. Agenda Approval
- d. Other Comments

B. Public Comment

Public Comment is an opportunity for the Mayor and Town Commissioners to listen to any issue(s) of importance to you. Public Comment is offered at the beginning of our meetings, in the event attendees cannot stay in chamber for the agenda item or meeting duration. If you elect to address an item on today's agenda during opening Public Comment, we ask that you please refrain from re-addressing the item during Public Comment at the agenda item. Residents also may submit comments, at any time, to the Mayor and Commissioners into the public record: THMail@tji.martin.fl.us. (Please email Public Comment at least one business day prior to the meeting to ensure timely distribution to the Mayor and Commissioners.)

CONSENT ITEMS

1. **Consent Agenda**

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the May 20, 2025, Town Commission Meeting

Category B- Other Informational Materials (No Action Required)

- a. Beautification Committee Meeting Minutes, April 17, 2025
- b. Amended Minutes of April 16, 2025, Town Commission Meeting
- c. Amended Minutes of April 3, 2025, Impact Review Committee Meeting

PRIORITY MATTERS & PRESENTATIONS

- 2. **Comprehensive Plan Update** - Kimley Horn*
- 3. **Turnpike Presentation** - Florida Turnpike Enterprise*

4. Septic-to-Sewer - Guest Speaker Bob Daniels, Town Manager Sewall's Point*

COMMISSION ACTION ITEMS

5. Zoning in Progress (ZIP)
6. Ordinance No. 408 - Amending the Appeal Process and Criteria for Variances
7. Staff Budget and Town Manager Evaluation Form
8. Board and Committee Member Approvals

ADDITIONAL COMMISSION MATTERS

9. LDR Code Text Amendments
 - a. Clarify LDR Language on Permits
 - b. Building without a Permit*
 - c. Fill*
10. Seasonal and Saturday Work Hours*
11. Criteria for Variance Applications*
12. Vulnerability Study Update*
13. Dock Lighting
14. Ficus Allée Succession Plan

STANDING REPORTS

15. Town Manager's Report
 - a. End of Legislative Session Summary - Kelly Layman
 - b. Other Items*
16. Town Attorney Report
 - a. Litigation Update*
 - b. Other Items*
17. Financial Department Report
18. Building Department Report
19. Public Safety Department Report

- a. E-Bikes
- b. Coastal Security Radar Monitoring Site Followup*
- c. Activity Report

OTHER ITEMS

20. Meeting Dates

July 21, 2025 – Town Coffee with Commissioner Taddeo – 9am
July 21, 2025 – SMRU and Beach District Meetings – 10am
July 22, 2025 – Town Commission Meeting – 9am
August 19, 2025 – Town Coffee with Commissioner Warner – 9am
August 19, 2025 – Beach District Meeting – 10am
August 20, 2025- Town Commission Meeting – 9am
September 16, 2025 – Town Commission Meeting – 9am
September 16, 2025 – 1st Budget Hearing – 5:01 pm
September 19, 2025 – Town Coffee with Mayor Townsend – 9am
September 19, 2025 – SMRU and Beach District Meeting – 10am
September 19, 2025 – 2nd Budget Hearing – 5:01 pm

21. Other Items*

** No advanced materials provided*

TOWN COMMISSION

Penny Townsend, Mayor
Anne Scott, Vice Mayor
Marshall Field VI, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

ADMINISTRATIVE STAFF

Town Manager, Robert Garlo
Town Attorney, Thomas J. Baird
Town Clerk, Kimberly Kogos

TOWN VISION

The Town of Jupiter Island is a barrier island community, between the Indian River Lagoon and the Atlantic Ocean, where the beauty of nature will always dominate the presence of man. Our vision for the future is illustrated by the traditions of the past, formed by a community of caring individuals who, with imagination and heart, have combined the island's beautiful gifts of nature with those of tradition and family. Inherent in the character of the Town are tranquility, seclusion and safety. The residents of Jupiter Island will faithfully endeavor to preserve and nurture their unique community for all future generations

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
TOWN COMMISSION MEETING
TUESDAY, MAY 20, 2025**

TIME: Tuesday, May 20, 2025 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Anne Scott, and Commissioners Marshall Field VI, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Assistant Town Clerk Trenton Warren, Town Attorney Thomas Baird and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

AGENDA APPROVAL AND COMMENTS*

A. Mayor/Commissioner Comments

Mayor Townsend called the meeting to order and reported all members present. She read the Town Vision Statement and announced the Town will be receiving the Home Rule Hero Award tomorrow from the League of Cities. She referred to the Law Enforcement Memorial Service that occurred at Town Hall and expressed gratitude to Chief Ewing.

a. Town Coffee Update

Commissioner Taddeo gave a brief overview of the topics discussed at yesterday's Town Coffee, including settlement agreements, the coastal radar monitoring site, the tree canopy project, and the traffic-calming project on North Beach Road. He then discussed the Town's Comprehension Plan being reviewed at its seven-year interval. Town Manager Garlo discussed cooperative efforts with the residents and the Local Planning Agency (LPA).

b. Commissioner Comments

There were no other comments from the Commissioners.

c. Agenda Approval

Mayor Townsend added an agenda item under item 4 to be identified as 4a which will be a presentation from Kelly Layman regarding FEMA funding. She also announced there will be no attorney-client meeting today.

MOTION: *Commissioner Warner/Commissioner Taddeo moved to approve the agenda with noted changes.*

ACTION: *Motion Passed 5-0*

d. Other Comments

There were no other comments.

NOTE: The Town Commission meeting will recess following Agenda Item #2 (at approximately 9:30AM) to conduct a closed-door Attorney Client session in the Town Hall Conference Room, which is estimated to last approximately one hour, but may continue as long as necessary to conduct the required business. The Town Commission will reconvene once the Attorney Client session has adjourned.

The Town Commission meeting will also recess at approximately 12:00pm (noon) to conduct a closed-door Executive Session pertaining to Collective Bargaining in the Town Hall Conference Room, which is estimated to last approximately one hour, but may continue as long as necessary to conduct required business. The Town Commission will reconvene once the Attorney Client session has adjourned.

B. Public Comment

Public Comment is an opportunity for the Mayor and Town Commissioners to listen to any issue(s) of importance to you. Public Comment is offered at the beginning of our meetings, in the event attendees cannot stay in chamber for the agenda item or meeting duration. If you elect to address an item on today's agenda during opening Public Comment, we ask that you please refrain from re-addressing the item during Public Comment at the agenda item. Residents also may submit comments, at any time, to the Mayor and Commissioners into the public record: THMail@tji.martin.fl.us. (Please email Public Comment at least one business day prior to the meeting to ensure timely distribution to the Mayor and Commissioners.)

Resident Drew Ciraldo read a letter into the record regarding a group of west side residents' interest in any Town action regarding Rights of Way on the north end. The statement proposed a solution for the issue. Mr. Ciraldo gave copies of the letter to the acting Town Clerk.

Commissioner Field thanked Mr. Ciraldo for presenting his position and encouraged him to continue to speak publicly on the matter.

Resident Bob Rowden shared his concerns regarding his ability to access the beach in the future, recounting his experiences living on the Island for 31 years. He spoke about the Beach District taxes and possible changes for FEMA.

Resident Laurie Gaylord commented on the Town Vision statement and Town ordinances that require balancing public interest and private property rights. She stated that the publicly noticed attorney-client sessions on this matter inform residents that the Commission is involved with this issue as part of litigation.

Commissioners commented on residents' remarks.

Mr. Rowden commented on his understanding of ocean front valuations.

Town Manager Garlo reminded the Commission of an earlier memo proposing paper road abandonment and an attempt to have abutters provide an easement back to the Town. That resolution was never heard. At the time that was the intent but once the litigation regarding Seaspray Avenue began, conversation ended.

There was no other public comment.

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the April 8, 2025, Septic-to-Sewer Workshop
- b. Minutes of the April 15, 2025, Special Town Commission Meeting
- c. Minutes of the April 16, 2025, Town Commission Meeting
- d. Minutes of the April 30, 2025, Special Town Commission Meeting

Category B- Other Informational Materials (No Action Required)

- a. Impact Review Committee Minutes, April 3, 2025
- b. Fixed Asset Disposals

Vice Mayor Scott requested an amendment to the Minutes for April 16, 2025 meeting regarding Ordinance 405 and requested further clarification on basement floor calculations on page six. This was removed from the consent agenda for revision and approval at the June meeting.

MOTION: ***Commissioner Field/Commissioner Taddeo moved to approve the Consent Agenda as amended.***

ACTION: ***Motion Passed 5-0***

Vice Mayor Scott referred to the April 3, 2025, IRC minutes regarding Item 6, Riverview Road. She requested clarification and more detailed information about floor area ratios and basements. Town Attorney Baird stated that written orders and the plans for each project are the record.

Vice Mayor Scott stated that IRC members need clarification regarding ex-parte communications. The Commission discussed training for IRC & BOA members on this topic.

PRIORITY MATTERS & PRESENTATIONS

2. Martin County Administrator, Don Donaldson - Ocean Rescue Facility*

Mayor Townsend introduced Martin County Administrator, Don Donaldson. He also introduced Chief Cianciulli, Chief Montgelas and Chief Montoya, Director Shawn Donahue, and Architect Chris Zimmerman who were also in attendance. Mr. Donaldson explained the need for improved fire rescue facilities at the public beach to better serve the public. The Commissioners discussed the proposed changes. He presented renderings of the design for the Hobe Sound Beach. He offered County partnership with a sewer conversion for the public beach.

The Commissioners discussed the proposed changes, expressed gratitude for Mr. Donaldson's consideration of their feedback and noted approval of the plan by the majority.

COMMISSION ACTION ITEMS

3. Ordinance No. 407 – Adoption of Procedural Terms of Settlement Agreement – 2nd Reading

Mayor Townsend introduced Attorney Raquel Rodriguez (Rocky) who presented Ordinance No. 407. Attorney Rodriguez explained the procedural history of Ordinance 407 and 406 presented for second reading. She summarized the ordinances stating that 407 provides procedural reforms for future Town action in any eastward movement of the Waterfront Setback Line and that 406 adopted the new Waterfront Setback Line location. She stated that at the April 30 meeting, the Town Council adopted a resolution accepting the settlement and authorizing the Town Manager to sign the settlement agreement. The agreement has been signed by all parties and is available on the Town website. After the adoption of Ordinances 407 and 406, the next step will be for the parties to submit a stipulation for entry of a final judgement. Once the court enters the final judgement, Ordinances 406 and 407 will take effect the next day.

Town Attorney Baird read Ordinance 407 by title. Attorney Rodriguez explained the collaborative effort between all attorneys, the Town Manager and the Assistant Town Manager, to draft Ordinance 407. Vice Mayor Scott expressed her appreciation for the wording in the ordinance - particularly the "Whereas" clauses. She stated they capture the key aspects of the Town's Vision and Comprehensive Plan and are a recommitment to the values of our community.

Public Comment:

There was no public comment.

MOTION: *Vice Mayor Scott/Commissioner Taddeo moved to approve Ordinance No. 407.*

ACTION: *Motion Passed 5-0*

4. Ordinance No. 406 - Adjusting Waterfront Setback Line – 2nd Reading

Vice Mayor Scott pointed out the scriveners' error in the fifth "Whereas" statement of Ordinance 406. Town Attorney Baird read Ordinance 406 by title.

Public Comment:

There was no public comment.

MOTION: *Vice Mayor Scott/Commissioner Taddeo moved to approve Ordinance No. 407.*

ACTION: *Motion 5-0*

Item 4a: FEMA Funding Changes

Mayor Townsend noted that External Relations Consultant Kelly Layman was selected as a representative of the Town for the Home Rule Hero award by the Treasure Coast Regional League of Cities. Commissioner Field stated the significance of these conversations for the Town and the importance of Ms. Layman's work.

Town Manager Garlo expressed a desire to extend Ms. Layman's contract for an additional \$40k for the purpose of continued engagement in the extended legislative session and associated matters.

MOTION: *Commissioner Field/Commissioner Warner moved to approve extending the contract for an additional \$40,000.*

ACTION: *Motion 5-0*

Ms. Layman prepared information for the Town Council giving a short overview of the State Legislative work and extension of the session. The session is not over and will continue through June. The State

budget has not been agreed to. Proposals regarding tax relief including ad valorem and sales taxes are

under discussion. The Florida House has created a select committee on property tax reform in an effort to finalize legislation in the fall.

Property tax reform discussions will continue through the next legislative session, likely resulting in some form of constitutional amendment for November 2026.

Ms. Layman continued explaining Governor DeSantis's Executive Order creating a Florida version of DOGE (Department of Government Efficiency). In response she will be working closely with the finance director to respond to requests received from the State DOGE and the ongoing issues with providing materials as requested. Commissioner Field inquired if Director Pazanski would need additional personnel to handle the new DOGE requests and to come forth quickly with any request for additional staff.

5. Coastal Security Radar Monitoring Site

Chief Ewing requested to move to Item 6 while personnel prepare for Item 5.

Chief Ewing gave an overview of the need for a Coastal Security Radar Program. He explained current immigration and narcotic trends that are increasing along the southern borders of the United States. Chief Ewing requested a land usage agreement of 10,000 square ft. for a radar tower. He introduced Program Manager David Katz from Palm Beach County Sheriff's Office. Mr. Katz explained his office's responsibilities and provided a historical overview of the uses of radar towers to detect unidentified ships. He displayed photographs of the proposed tower.

The Commission expressed concerns about the size and height of the proposed tower, along with power consumption, the range and tracking capabilities of the towers, and location. Vice Mayor Scott noted potential objections and concerns the residents may have about the towers near their property. Chief Ewing expressed a willingness to speak with all residents who may have concerns.

Commissioner Taddeo asked if additional structures would be added and if third parties may attempt to utilize the towers as well. Commissioner Warner inquired about the effects on the mainland residents. Commissioner Field expressed approval of the tower, stating it is in the best interest of the Island. Town Manager Garlo requested that Chief Ewing provide a report regarding public outreach. The Commission agreed to move forward with a study of the proposal.

6. Public Safety Spending Authorization

Chief Ewing requested a spending authorization for a non-budgeted drone in the amount of \$29,675.96 to increase Public Safety for visitors and residents. He provided information regarding the advantages and needs of a Skydio Drone listing the benefits the drone will provide. The funds for their purchase will come from the sale of a marine unit vessel. A budget amendment will be necessary. Discussion continued regarding battery life, in-flight video feed, purchasing and licensing requirements, nighttime operations infrared and portability. Chief Ewing discussed plans for training personnel and achieving necessary licenses.

MOTION: *Commissioner Taddeo/Commissioner Warner moved to approve the non-budgeted purchase of Skydio drone.*

ACTION: *Motion Passed 5-0*

7. Beautification Spending Authorization

Director Duchock provided an overview of the Beautification Spending authorization request. The Committee has selected the native species, stranger fig, to replace the aging trees in the Ficus Allée. The requested \$100,000 is to locate and acquire ten 200-gallon strangler figs for a pilot study to replace Ficus trees along Town Hall driveway, to secure contract growing for 140 trees and to continue to work with King Tree Services to develop a long-term plan for the Ficus Allée. The tree replacement at Town Hall will be an example of what residents might expect to see along Bridge Road as the project progresses.

Commissioner Warner noted how well trees along the Allée have responded to pruning and their resiliency. Commissioner Field inquired about the initial \$100,000 funding for this project. Director Duchock responded that \$150,000 was budgeted this year for beautification. Commissioner Field requested a long-term capital budget for the Ficus Allée replacement program. Vice Mayor Scott asked if second opinions had been obtained. Committee Chair Ken McBrayer explained the selection process resulting in the strangler fig identification as the replacement tree and mentioned Nathaniel Reed's involvement with this decision in the early conversations. Commissioner Taddeo requested that the Beautification Committee look at possible improvements to the south end of the Island. Chair McBrayer said the committee has expressed an interest in looking at this.

MOTION: *Vice Mayor Scott/Commissioner Field moved to approve the Beautification Committee spending authorization request.*

ACTION: *Motion Passed 5-0.*

ADDITIONAL COMMISSION MATTERS

8. Traffic Calming Update

Town Manager Garlo gave an update on the roadway concerns on North Beach Road and provided a draft resident survey. It was suggested to provide the survey to North Beach Road residents. Discussion among the Commissioners ensued about a plan of action enforcing the right of way with landscaping intrusion. Director Trent provided information about Town preferences when South Beach Road was repaved to keep landscaping three feet back from pavement. Commissioner Field expressed concerns about landscaping obscuring sight triangles for curb cuts. Town Manager Garlo reported he has spoken to the building department about enforcement of sight triangles. After further discussion, Town Manager Garlo suggested delaying and revising the survey, considering the Commissioner's suggestions. The Commissioners discussed the best time to send out the survey.

Vice Mayor Scott inquired if Public Safety could reduce traffic issues through enforcement. Chief Ewing explained the issues are volume and speed. Public Safety can increase enforcement. The requested speed monitoring signs will be put out this week. Commissioner Field inquired about traffic cameras. Town Manager Garlo will present a revised survey and has requested Code Enforcement work on enforcing site triangle ordinances.

Public Comment:

Resident McBrayer requested clarification regarding curb cuts, driveways and sight triangles.

STANDING REPORTS

9. Town Manager Report*

Town Manager Garlo sent the Commission a memorandum from FEMA. Currently, FEMA has placed beach renourishment in Category G, Recreation and will no longer be providing funds. The Town would like to see beach renourishment moved to Category B, Infrastructure. Beach renourishment of engineered beaches protects property and public infrastructure. Town Manager Garlo will vet a federal lobbyist to highlight concerns and work on the Town's behalf. Commissioner Taddeo expressed his concerns over the success of a lobbyist. Commissioner Field suggested teaming up with other lobbyists or municipalities for a joint effort.

10. Town Attorney Report

a. Litigation Update*

Town Attorney Baird requested an attorney-client session for the next Town Commission meeting on June 11, 2025.

b. Other Items*

Attorney Baird stated he would be bringing an ordinance to ensure the Town Commission has the authority to appeal the decisions of the Impact Review Committee (IRC) and Board of Adjustment (BOA). Additionally, he will include language to clarify variances for what were formerly Alternative Development Standards for the June meeting.

The Commission discussed the issue of variances and the confusion that has arisen as a result of Alternative Development Standards being incorporated into the Land Development Regulations (LDRs). The seven (7) statutory criteria for a variance were discussed as well as the meaning of a "hardship". A hardship exists if you cannot make reasonable use of the property without the variance. Commissioner Field requested that the BOA be provided with the Town's comments regarding whether the project meets the seven criteria going forward.

11. Finance Department Report

Director Pazanski gave an overview of the April 2025 Finance Department Report. He noted revenues of \$11,575,066 and expenditures of \$7,408,030 with a year-to-date income of \$4,167,036. He explained he will be bringing budget amendments to the July meeting. He reported preliminary property appraisal estimates will be provided from the County for budget development. In response to a question regarding FEMA spending changes, Town Manager asked Beach Director Duchock to bring back a 12-year plan for beach renourishment to the next Beach District meeting.

*Town Commission recessed at 11:53 am for a closed-door session.
The Commission reconvened at the conclusion of the closed-door session.*

12. Building Department Report

Director Harding gave an overview of the Building Department Report. There were 38 permits issued, 144 building inspections including two CO's, and 24 code compliance complaints for April. She reported that no owners have requested a Short-Term Rental permit, but staff is working with two owners on this issue. She also noted that the Comprehension Plan Review and Density Analysis are ongoing. She

reported on a meeting she and Commissioner Field had with contractors regarding summer Saturday work hours. Mayor Townsend suggested the agenda packet cover sheets that are sent to BOA and IRC members also be sent to the Commissioners in the future.

13. Public Safety Department Report

Chief Ewing gave an overview of the Public Safety Department Report. Public Safety responded to 143 calls for service, 4 arrests, 126 traffic stops, and 22 code compliance violations.

Martin County Emergency Manager Sally Waite gave a report on Hurricane preparedness. She stressed the importance of community outreach with regard to Hurricane warnings, evacuations, shelters and post storm activities. She stated the importance of residents signing up for Alert Martin for storm updates and to prepare early. Town Manager Garlo asked for more explanation about debris removal.

Mayor Townsend inquired about future FEMA changes and how they would affect hurricane preparedness. Ms. Waite explained that the efforts start with local resources and then the state. Historically FEMA has provided post storm reimbursements. The County does not know what will happen with that. So far, she has not seen any impact.

Vice Mayor Scott expressed concerns about evacuation issues in the event roads are washed out. Ms. Waite shared procedures for evacuating Island residents. Commissioner Warner inquired about residential outreach outside of internet-based options. Chief Ewing explained that Public Safety personally contacts residents during an approaching storm.

Sergeant Frank Lasaga discussed Public Safety's procedures and routines for hurricane preparedness. He stated Public Safety knows the Island, knows the resources available and will be able to respond effectively. In preparation, staff reviews plans and responds pre and post storm. Florida has a very effective emergency response management, and the Town has a strong partnership with the County.

Mayor Townsend inquired about available high-water vehicles. Sergeant Lasaga clarified that the Sheriff's Office has possession of high-water vehicles that are accessible to the Town. Chief Ewing informed the Commissioners there will be increased messaging to the residents to update hurricane contact information.

Ms. Layman provided clarification that a House Bill has been passed to penalize no-show contractors in post-hurricane environments. She stated staff requests for additional hurricane training may happen as a result of new state legislation.

OTHER ITEMS

14. Meeting Dates

- ***June 10, 2025 – Town Coffee with Commissioner Field – 9AM***
- ***June 10, 2025 – Beach District Meeting – 10AM***
- ***June 11, 2025 – Town Commission Meeting – 9AM***
- ***July 23, 2025 – Town Coffee with Commissioner Taddeo - 9AM***
- ***July 23, 2025 – SMRU and Beach District Meetings – 10AM***
- ***July 24, 2025 – Town Commission Meeting – 9AM***

The following dates were added to the schedule and the July dates were rescheduled:

July 21, 2025 – Town Coffee with Commissioner Taddeo – 9am
July 21, 2025 – SMRU and Beach District Meetings – 10am
July 22, 2025 – Town Commission Meeting – 9am
August 19, 2025 – Town Coffee with Commissioner Warner – 9am
August 19, 2025 – Beach District Meeting – 10am
August 20, 2025- Town Commission Meeting – 9am
September 16, 2025 – Town Commission Meeting – 9am
September 16, 2025 – 1st Budget Hearing – 5:01 pm
September 19, 2025 – Town Coffee with Mayor Townsend – 9am
September 19, 2025 – SMRU and Beach District Meeting – 10am
September 19, 2025 – 2nd Budget Hearing – 5:01 pm

The Committee moved on to Other Items while waiting for Director Pazanski to return with dates for September.

The Board tentatively agreed on September 16th and 19th for the September meeting dates. Mayor Townsend inquired about recording the Town Coffee as audio only, without video.

a. Other Items*

Mayor Townsend discussed an ongoing request from residents regarding implementing consistent construction hours year-round instead of a seasonal model. Discussion ensued regarding residents' opinions. The parties agreed to add the item to a future meeting.

Mayor Townsend reviewed several other proposed items for the next Commission Meetings in June or July, including combining the IRC and BOA Boards, revisiting the dock lighting ordinance, e-bikes, septic to sewer matters, Town Manager evaluation, proposed ordinances to amend appeals and variances, Zoning in Progress (ZIP) for the Waterfront Setback Line, ZIP for subdivisions, the Comprehensive Plan, and future training for Boards.

Mayor Townsend ended the meeting at 1:42pm.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
BEAUTIFICATION COMMITTEE MEETING
APRIL 17, 2025 – 9:00 A.M.
TOWN HALL CONFERENCE ROOM**

PRESENT: Committee Members: Staff: John Duchock, Assistant Town Manager
 Ken McBrayer Carol Hazel, Recording Secretary
 Stephanie Flinn
 Judy Light
 Nivin MacMillan
 Joyce Vicenzi

1. WELCOME AND TOWN UPDATE

Chair Ken McBrayer called the meeting to order at 9:05 a.m. He welcomed Assistant Town Manager John Duchock, who has replaced Stuart Trent as the Town’s representative to the Beautification Committee. It was noted that the Town needed Director Trent to shift his time and focus to the South Martin Regional Utility (SMRU) in order to place more focus on necessary capital upgrades and the Town’s proposal to convert the Town’s aging septic system to sewers.

2. APPROVAL OF MINUTES OF MEETINGS HELD APRIL 30, 2024 AND FEBRUARY 20, 2025

The minutes of these two meetings were approved 5-0 – MOTION Member Light, SECOND Member Vicenzi.

3. FINANCIAL STATEMENT UPDATE

Assistant Town Manager John Duchock reported that the Committee’s most current Beautification Fund financial statement showed a balance of \$167,085.33. He reported that the fund has been shifted to a money market account that pays interest.

4. TOWN HALL FICUS TREE REPLACEMENT

Chair McBrayer reported on the shift in the Town’s primary focus from the Ficus Allée to the Town Hall entry roadway in order to control the degradation of the trees along there. He reported that much of the required existing tree renovation and removal could be performed by Town Public Works staff. However, tree replacements and stump grinding would have to be contracted out. Chair McBrayer and Assistant Town Manager Duchock reviewed the necessary steps to treat the soil for armillaria root rot prior to planting fresh replacement trees.

Assistant Town Manager Duchock briefed the Committee on the Town’s unsuccessful attempts to secure appropriate size Strangler fig trees, which the Beautification Committee had approved as acceptable replacements for the Ficus trees to be removed. He reported that there was a strong demand for the same type tree by other municipalities who were able to procure the trees faster than the Town could receive a pre-purchase authorization from the Town Commission. Also under consideration is sourcing a contract grower who can assist the Town in growing procured replacement trees until their transplanting among the still remaining trees.

Mr. Duchock estimated the Town's urgency and need for the replacement project was to obtain approximately 140 10- to 15-foot Strangler fig saplings. He noted that it would take time to conduct the replacement process. He reported that he will put together a tree acquisition cost proposal to take to the Town Commission on the Committee's behalf. He also reported that final approval would require two readings before the Town Commission.

Discussion ensued on the increased competition and demand for growers' nursery trees, as other towns and golf courses have encountered similar degradation to their existing trees. It was noted that the Beautification Fund does have sufficient funding to procure the desired trees. However, these other entities have been able to provide more prompt funding approval and are able to purchase the desired trees before the Beautification Committee can receive Town Commission purchase authorization as the Commission only meets once per month.

Further discussion related to the possibility of obtaining a pre-purchase authorization from the Town Commission. It was the unanimous consensus of the Beautification Committee members present to seek the Town Commission's pre-purchase authorization in the amount of \$50,000 or the amount needed in order to procure the desired trees as they become available. Mr. Duchock reported that trees obtained can be maintained by the contract grower on their property or on the Town's Pitou Trail property. He will confirm with Stuart Trent regarding the availability of the Pitou Trail area for growing the saplings. In addition, Mr. Duchock reported that King Tree Service will be the Town's consultant on this project.

Chair McBrayer reported this initial project will give the residents an outlook as to what renovations they can expect with the Ficus Allée renovations and refurbishment project.

ACTION: The committee members agreed to meet again on May 7 at 11:00 a.m. to review and vote on Mr. Duchock's pre-spending authorization request prior to the May 20 Town Commission meeting.

5. FICUS ALLÉE – LONG RANGE PLANNING

The members briefly discussed the Ficus Allée and noted that it looks much better than it has. Mr. Duchock reported that Public Works personnel performed necessary cutback following last year's tornado and other storm damage, and they also would perform required "crowning" to start the Allée preparation. He also reported that Public Works would treat the area with fertilizer and anti-disease treatments. Mr. Duchock and the members also briefly discussed Martin County's participation in the Allée restoration.

The members also briefly discussed the Interlocal Agreement with Martin County for the Ficus Allée preservation and restoration as well as its cost and timeframe. They also discussed how the County's plan to increase the width of Bridge Road could impact the Ficus Allée renovation. Chair McBrayer reported that there was a 10-year horizon for the Bridge replacement project.

In response to a query from Member Vicenzi related to future parking plans for beach-goers, Mr. Duchock indicated he was unsure where those plans stand. He will follow up on this.

6. OTHER ITEMS

There was no further discussion on any other items.

7. NEXT MEETING

The committee members agreed to meet on Wednesday, May 7, 2025 at 11:00 a.m. to review and vote on the proposed pre-authorization spending request.

8. ADJOURNMENT

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Carol Hazel
Recording Secretary

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
WEDNESDAY, APRIL 16, 2025**

TIME: Wednesday, April 16, 2025 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Anne Scott, and Commissioners Marshall Field VI, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND COMMENTS*

Mayor Townsend called the meeting to order at 9:00 AM.

Mayor/Commissioner Comments

Mayor Townsend read the Town Vision Statement. She noted that any Commissioner may call a special meeting as all are even status.

a. Town Coffee Update

Commissioner Warner reported on the Town Coffee meeting and highlighted topics of interest including Jupiter Island Club Employee Housing, Waterfront Setback Line, Septic-to-Sewer, and Beach Renourishment Project. She expressed disappointment that more residents do not attend.

b. Commissioner Comments

There were no Commissioner comments.

c. Agenda Approval

Commissioner Taddeo must leave at noon. In light of that information, some topics may be moved up if needed. Mayor Townsend noted agenda items 4, 5 and 6, will be pulled and calendar items moved up right after item 3.

MOTION: *Field/Taddeo moved to approve amended agenda as discussed.*

ACTION: *Motion passed 5-0.*

d. Other Comments

Public Comment (Non-Agenda Related)

Brennan Keeler, PBA legal counsel, noted that the first bargaining session will be next week at 1:00 PM, and retirement benefits will be the topic of interest.

CONSENT ITEMS

1. Consent Agenda

MOTION: *Field/Taddeo moved to approve as presented.*

ACTION: *Motion passed 5-0.*

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the March 21, 2025, Town Commission Meeting

Category B- Other Informational Materials (No Action Required)

- a. Minutes of the Impact Review Committee Meeting March 6, 2025
- b. Minutes of the Scholarship Committee Meeting April 24, 2024
- c. Fixed Asset Disposals

PRIORITY MATTERS & PRESENTATIONS

2. Public Safety Employee of the Year*

Chief Ewing explained that nominations for the Public Safety Department Employee of the Year come from department employees. Dispatcher Cheryl Foley was selected as the 2025 PSD Employee of the Year, and Chief Ewing offered remarks in support of her recognition. Ms. Foley was presented with an award, and other nominees, including Captain Scolly, Sergeant Lasaga, Corporal Hinson, Corporal Fusco, Officer White, and Lucy Carton, were also acknowledged.

Chief Ewing also noted National Public Safety Telecommunicators Week and announced the upcoming Memorial Service on May 15, 2025 at 10:00 AM, where Mayor Townsend will provide opening comments.

Commissioners expressed their support and appreciation.

3. Jupiter Island Club Employee Housing

Town Manager Garlo explained the Club's application, noting that it had been approved by both the Board of Adjustment (BOA) and Impact Review Committee (IRC). He stated that after observing the Commission's response, the Club agreed to pause development plans.

Vice Mayor Scott asked Town Attorney Baird for guidance regarding voting on the matter. Attorney Baird confirmed that Vice Mayor Scott should abstain from the vote as she is a party to the agreement.

MOTION: *Field/Taddeo moved to authorize the Town Manager to sign the Memorandum of Agreement with the Club.*

ACTION: *Motion passed 4-0. Vice Mayor Scott abstained from the vote.*

COMMISSION ACTION ITEMS

Items 4, 5, and 6 were pulled from the agenda

4. Resolution No. 931 - Settlement Agreement

5. Ordinance No. 406 - Adjusting Waterfront Setback Line - 1st Reading
6. Ordinance No. 407 - Adoption of Procedural Terms of Settlement Agreement - 1st Reading
7. Ordinance No. 403 - Leaf Blowers - 2nd Reading

Town Attorney Baird read Ordinance 403 by title.

Public Comment:

Dan Boyer of Keith and Sons Landscaping acknowledged concerns regarding noise and exhaust from gas-powered leaf blowers but pointed out that louder heavy equipment is permitted during summer months. He requested the Commission consider allowing gas-powered leaf blowers during the summer for tasks such as gutter cleaning and heavy cutbacks, provided noise levels remain below 65 decibels. He noted that a new battery-operated backpack blower he used lasted only 30 minutes, highlighting the increased cost and time associated with battery equipment.

Commissioner Field stated that the goal is to reduce overall cumulative noise levels. Mr. Boyer responded that the new battery-operated blower produces more noise than gas-powered models. Commissioner Field recognized the concern but emphasized challenges with enforcement.

Vice Mayor Scott asked if the company had faced similar hardships in other municipalities.

Commissioner Taddeo questioned the need for seasonal changes, noting more residents now stay year-round and spend time outdoors.

Mayor Townsend and Commissioner Warner expressed support for permitting gas-powered blowers during the summer, treating them similarly to heavy equipment.

Commissioner Taddeo and Town Manager Garlo noted that many larger companies are already transitioning to battery-operated blowers.

Resident Laurie Gaylord, a speech and hearing professional, stated that normal conversation registers at 60-65 decibels, referencing a decibel meter on her phone.

Mayor Townsend disclosed that Mr. Boyer is her personal landscaper.

MOTION: *Taddeo/Field moved to approve Ordinance 403 as presented.*

ACTION: *Motion passed 3-2, with Mayor Townsend and Commissioner Warner voting in opposition.*

8. Ordinance No. 404 - Board of Adjustment Authority - 2nd Reading

Town Attorney Baird read Ordinance 404 by title.

Mayor Townsend reported speaking with all BOA members, alternates, and the past chair. Feedback indicated that making the board advisory would cause delays, duplicate efforts, and discourage volunteers. Some supported Commission decision-making, while others preferred shared authority. She also mentioned discussion about consolidating the BOA and IRC to improve efficiency and address procedural gaps.

She also explained that Commissioners are excluded from membership on the BOA per Town code.

Commissioner Taddeo referred to appeals and asked for legal clarification. Town Attorney Baird explained that currently, the appeal goes to the Commission which is held as a de novo hearing. If the BOA becomes advisory, the BOA provides a recommendation, the Commission makes the decision, and any appeal would go to the circuit court.

Vice Mayor Scott commented that the Town's appeal process needs an overhaul. She stated that decisions should be made by elected officials with the recommendation from committee members who have studied the matter at length, which is basic civics. She also noted that she has heard from residents who believe that the elected officials make decisions on variances, not the boards and committees.

Mayor Townsend referred to a previous memo (2007) from prior Attorney Skip Randolph noting the difficulty of gaining a variance.

Commissioner Field made comments regarding the lack of education provided to the Town's boards and committees.

Commissioner Taddeo cautioned against rushing the process, emphasizing the need to update BOA and Impact Review criteria, which haven't changed despite multiple updates to the Comprehensive Plan. With new protections for dunes and beaches forthcoming, he urged aligning criteria before making any decisions.

Discussion ensued.

Commissioner Field stated the issue is an unprepared board making decisions and suggested giving final authority to the Commission. He noted the BOA's primary role is to determine if an applicant has a hardship.

Public Comment:

Resident Roger Griffin stated that board and committee members are not educated, out of no fault of their own. The Building Department and Town Attorney should educate the members regularly. The key point of a variance is a hardship which is not fully explained, and they bring an attorney who argues for the applicant, but no one is arguing for the Town. Mr. Griffin stated that historically, Alternates were required to attend the meetings so they could learn the process, the Town Attorney educated the boards every year or two, and the Town Manager sat on the dais to help guide the boards. He added the lack of staff support.

Resident Jay Wilson referred to the notice provision of applications stating that many residents hear about the application after the fact. He explained the provision is 1) notice within 1320' and 2) post a notice on Town bulletin boards. He stated that the notice provisions are antiquated. Regardless of advisory or not, the notice provisions should be expanded (to include more information regarding the application, and to notice electronically, and to all residents - not just those within 1320' of an applicant).

Mayor Townsend clarified that the regular notices sent to residents includes a link to the materials.

Commissioner Field stated that residents do not attend meetings and hunt/peck for information because they rely on the Commissioners to make the decisions for them, which is why they were elected.

Mayor Townsend summarized the conversation and suggested solutions.

MOTION: *Field/Scott moved to approve Ordinance 404 as presented.*

ACTION: *Motion failed 2-3 with Commissioner Taddeo, Commissioner Warner, and Mayor Townsend voting in opposition.*

Mayor Townsend reiterated support for reviewing the appeal process, strengthening notice provisions, and ensuring all boards receive proper training to apply existing criteria effectively.

Commissioner Field argued that the Commission currently lacks a direct role in BOA decisions due to no right of review or appeal, preventing intervention when needed. He stated that focusing only on board education and notice provisions is merely a band-aid on a larger issue.

Mayor Townsend expressed concern over the code that states Commissioners cannot be members of the BOA. Commissioner Field stated that the Commissioners would not be a member unless the BOA is disbanded.

Vice Mayor Scott noted that the second reading of the ordinance failed, highlighting that Mayor Townsend and Commissioner Warner changed their positions, which should be part of the legislative record. She emphasized that residents still have recourse, citing her own 1980s lawsuit against the Town for failure to follow regulations. She warned that citizens can file a mandamus suit if boards fail to apply criteria properly and cautioned against creating a system where ordinances can be ignored.

Mayor Townsend asked if there was consensus for staff to bring proposed revisions to the appeal process to the next meeting, including a suggestion for individual Commissioners to have the right of appeal. She also requested an update to the criteria used by committees for specific issues. Town Attorney Baird explained that variance criteria, typically seven points, are standardized across Florida and supported by case law, noting that changes would be limited due to the established definition of legal hardship.

Discussion ensued.

Mayor Townsend requested that staff bring forward options for improving the appeal process and asked Town Attorney Baird to provide guidance on variance criteria and any potential adjustments.

There was a suggestion for the Town Manager or Town Attorney to read the seven criteria and define hardship at the start of each board meeting. Town Attorney Baird explained that the staff report already includes an analysis of each criterion and whether the application meets them, and clarified the content provided in the staff report.

9. Ordinance No. 405 - Amending Appendix A of the Town's Code of Ordinances Pertaining to Floor Area and Living Space - 2nd Reading

Town Attorney Baird read Ordinance 405 by title.

Vice Mayor Scott asked for clarification. Mayor Townsend stated the amended language eliminates confusion regarding living space and floor area calculations particularly regarding basement spaces.

Director Harding explained that previously, living space in basements was not being accounted for. To cure that situation, the Town acknowledged the definition of "living space" laid out in the Florida Building Code which the Town had previously adopted.

Attorney Jared Gaylord agreed with Director Harding's assessment. He stated that under Ordinance 393, floor area and living space were considered the same. However, with the current revised text, basement space is calculated differently. He explained that the language in Ordinance 405 states that bathrooms, kitchens, bedrooms, or any real usable space that is not storage, parking, or mechanical space would count as floor area.

Discussion ensued regarding basement storage, mechanical and garage space and if that space can or cannot be calculated against living space and floor area.

Town Attorney Baird stated that basement area, regardless of use, is permitted to be included in the overall 10,000 square feet of living space.

Commissioner Field clarified that the suggestion is to decide on a number of square footage and absolutely nothing else is allowed to be built, regardless of where or what it is.

Public Comment:

None.

Mayor Townsend suggested to approve then add onto the ordinance.

MOTION: *Field/Taddeo moved to approve as presented.*

ACTION: *Motion passed 5-0.*

Commissioner Field recommended to direct staff or commissioners to bring back recommendations for maximum square footage under roof.

Discussion ensued regarding potential impacts.

Mayor Townsend stated all Commissioners should come prepared for May agenda discussion.

Town Manager Garlo asked if this is contrary to the Florida Building Code and will bring back in May.

10. Zoning in Progress (ZIP) Waiver Requests

a. 59 North Beach

Director Harding introduced both applications noting that they are not in contravention to any changes to the WFSBL.

Attorney Jared Gaylord, on behalf of the Schroeder family, provided a presentation beginning with aerial views of the property and explained the request for waiver including the small area of construction. He noted the Waterfront Setback Line (WFSBL) has not changed for this property and the proposed construction would not conflict with the line. He clarified that the application does not have to go to the IRC or BOA.

Vice Mayor Scott asked if the ZIP was in place when the applicant purchased the property. Attorney Gaylord confirmed it was. It was also confirmed that there is no non-conformity.

Discussion ensued.

MOTION: *Taddeo/Field moved to approve the waiver as presented.*

ACTION: *Motion passed 4-1 with Vice Mayor Scott voting in opposition.*

The Commission recessed at 11:30 AM.

The Commission reconvened at 11:38 AM.

b. 43 North Beach

Attorney Jared Gaylord provided a presentation of the application beginning with aerial photos of the property, highlighting the area of proposed construction well west of the WFSBL. It was clarified that none of the improvements to the property would conflict with the WFSBL and none of the construction would have to go before the BOA and IRC.

MOTION: *Field/Taddeo moved to approve as presented.*

ACTION: *Motion passed 4-1 with Vice Mayor Scott voting in opposition.*

11. Density Study Proposal

Town Manager Garlo introduced the topic of a density study and stated that the Town would be requesting an approval of spending authorization following the presentation.

Hadley Peterson with Kimley Horn greeted the Commission and explained the need to identify potential residential growth, noting that maintaining the Town's character and level of service is important to the residents, so it is important to understand the potential implications of residential growth. She stated that the study is to identify the current maximum density for each residential parcel based on Future Land Use and evaluate if a parcel is "built out" or if the parcel can increase density. She added that a map series will be created to capture existing and future land uses and zoning, utility infrastructure, environmental constraints, and candidate parcels for redevelopment. Finally, this information will be incorporated into the comprehensive plan update through various elements like infrastructure and future land use. She explained that they have completed gathering the data and will update the plan over the summer and bring back a finalized plan in the fall.

MOTION: *Scott/Warner moved to approve spending authorization as presented.*

ACTION: *Motion passed 5-0.*

Vice Mayor Scott excused herself at 12:03 PM.

ADDITIONAL COMMISSION MATTERS

12. Traffic Calming Update

Director Trent brought forth recommendations for traffic calming measurements as requested at the March Commission meeting. Director Trent explained that based on feedback and his experience, a narrow traffic circle without hard curbs would be his recommendation. Commissioner Field suggested multiple circles with over a mile of roadway to cover.

Commissioner Field expressed that the roadbed is inadequate, and the drainage must be addressed in the areas of the traffic circles.

Mayor Townsend requested vegetation as a visual interrupter that would still allow a larger emergency vehicle to safely pass. Director Trent confirmed.

Discussion ensued regarding the reconstruction of North Beach Road and alternate traffic mitigation

methods.

Director Trent asked for Commission direction regarding pricing and going forward with planning. Placement of the traffic circles was discussed.

Public Comment:

Town Manager Garlo read comments into the record from Mr. and Mrs. Birdsie which included a request for a ramble on North Beach Road for safety, signs reminding pedestrians to look both ways, limits on construction to reduce congestion, and a set schedule for North Bridge openings.

Resident Kate Nelson referred to the flashing speed sign that is faced south but there is not one facing north. The Commission agreed to adding a flashing sign facing north.

Resident Bob Rowden stated that he does not favor sidewalks on North Beach Road. He stated it will increase activity on North Beach Road. He expressed favor of the traffic circle to calm traffic.

Commissioner Field stated that he believes most of the foot traffic is from residents, not visitors. He explained he prefers a traffic study to include pedestrian safety. He added that code enforcement should enforce the building codes to minimize landscape encroachment into the right-of-way and site triangles.

Ken McBrayer suggested sending a survey mailing to all North Beach residents with pictures would be prudent, including sidewalks. Mayor Townsend stated that she would also conduct a coffee or similar for North Beach residents.

MOTION: *Field/Taddeo moved to approve staff bringing back a rendering and cost analysis of two traffic circles*

ACTION: *Motion passed 4-0 (Vice Mayor Scott was not present for the vote.)*

13. Septic-to-Sewer Workshop Summary*

Item 13 was heard immediately heard following Item 14.

Director Trent provided a review of the Septic-to-Sewer Workshop on April 8, 2025.

Commissioner Field referred to the Basin Management Action Plan (BMAP) and asked for more information regarding the governing body. Legislative Consultant Kelly Layman explained possible confusion may be due to the potential mandate that the BMAP might cause at a future time. She noted that it is prudent for the Town to be proactive in addressing any potential mandates and clarified that any legislative action to include the Town would need to come from the South Florida Water Management District, Department of Environmental Protection (DEP), and/or Tallahassee. She noted this is why municipalities like Vero Beach are frustrated, as they face stricter mandates than others due to worsening water quality in the Indian River Lagoon, which is their specific area.

Commissioner Field emphasized the need to clarify information for residents regarding infrastructure and costs. He noted there is an existing pipe across the Intracoastal that the county plans to use for the lifeguard station, reducing infrastructure costs. He explained the project could be phased in sections, starting with a north-end pilot, and reminded that while tax contributions would be required, individual hookup costs would be voluntary.

Director Trent summarized the concerns of the conversion, including power reliability, noise, forced connection, construction, cost and nutrient impacts.

Commissioner Field suggested the Town Manager of Sewall's Point visit and discuss their conversion project with the Commission. Town Manager Garlo confirmed he would forward an invitation.

14. Commission Future Goals/Tasks*

Item 14 was heard immediately heard following Item 12.

Mayor Townsend and the Commission identified the following priority concerns: Martin County growth and amending the rural lifestyle, managing cultural change on the island by encouraging diplomacy and greater resident involvement, securing quality irrigation water for the town, establishing a five-year plan covering capital needs, union matters, compensation, and biannual reviews, improving the land development approval process and board training, and addressing stormwater runoff and contamination from fertilizers.

The Commission recessed at 1:00 PM.

The Commission reconvened at 1:27 PM.

Vice Mayor Scott returned to the meeting. Commissioner Taddeo was excused.

15. Discussion regarding Glyphosate (Roundup) Prohibition*

Town Attorney Baird provided and explained state statute 487.051 (2) that prohibits regulation of glyphosate.

STANDING REPORTS

16. Town Manager's Report*

Legislative Consultant Kelly Layman reported that Governor DeSantis appointed Tom Hurley, whom the Town is familiar with, to the Water Management District, pending Senate approval. She also mentioned the state parks legislation as it is a topic of particular interest but noted that it is pending additional legislative action.

Town Manager Garlo asked about consolidating meetings into one day. Commissioners agreed it could be done for light agendas but preferred keeping two days when needed.

17. Town Attorney Report*

Town Attorney Baird requested a closed-door meeting for the Slan and Testa cases on April 30 at 9:00 or 9:30 AM., and additional PBA negotiations will also take place that day.

18. Financial Report

Director Pazanski provided an overview of the March finances. He noted that the year-to-date revenues total \$10,673,377 and expenditures total \$6,631,946 with year-to-date net income totaling \$4,041,431. He provided additional details explaining flat revenues going into next year, thus a tight budget next year.

19. Building Department Report

Director Harding provided an overview of the Building Department activity including 9 building permits issued, 93 building inspections and no COs issued. She noted that Code Compliance responded to one complaint.

20. Public Safety

a. Resident Donation

Chief Ewing explained that the Public Safety Department has received an unsolicited donation in the amount of \$5,000, provided by a Jupiter Island resident and designated for "Jupiter Island Fire Department Use Only." The donated funds are intended to support the purchase of additional fire equipment to be installed on the department's fire truck, enhancing the department's emergency response capabilities.

MOTION: *Scott/Field moved to accept the resident donation of \$5,000.*

ACTION: *Motion passed 4-0. (Commissioner Taddeo was not present thus did not vote.)*

Chief Ewing noted that the Public Safety Boat was sold at auction for \$51,000 which will go into the general fund.

b. Public Safety Activity Report

Chief Ewing reviewed the Public Safety activity report. He explained a recent incident that turned out to be legitimate (non-criminal), a fraud case and a drug related matter.

Commissioner Field asked Chief Ewing about the status of the illegal dumping investigation. Chief Ewing responded that he did not know if the Sheriff's Department had resolved the matter.

Chief Ewing commented that while code enforcement does a great job, the Island is large for one person to cover. He noted that public safety handled 22 enforcement violations, including 18 parking and after-hours work violations, and emphasized that Code Enforcement and Public Safety work together to manage enforcement as best they can.

Vice Mayor Scott asked if the increase in activity is due to enforcement vs. actual incident calls. Chief Ewing confirmed that most are enforcement related.

OTHER ITEMS

21. Meeting Dates

- April 8, 2025 – Septic to Sewer Public Workshop – 9AM
- April 15, 2025 – Town Coffee w/ Commissioner Warner – 9AM
- April 15, 2025 – Special Town Commission Meeting w Attorney Client Session – 10AM
- April 15, 2025 - SMRU Board and Beach Protection District Meetings – 10:45AM
- April 16, 2025 – Town Commission Meeting – 9AM
- April 30, 2025 – Special Town Commission Meeting – 9AM
- May 19, 2025 – Town Coffee with Commissioner Taddeo – 9AM
- May 19, 2025 – SMRU and Beach District Meetings – 10AM
- May 20, 2025 – Town Commission Meeting – 9AM
- June 10, 2025 – Town Coffee with Commissioner Field – 9AM
- June 10, 2025 – Beach District Meeting – 10AM
- June 11, 2025 – Town Commission Meeting – 9AM

Item 21 was heard immediately following Item 3.

The Commission agreed to schedule Coffee with Commissioner Taddeo and the Beach District for July 23, and the next Town Commission meeting for July 24.

Town Manager Garlo clarified that an Executive Session regarding PBA negotiations is set for April 30, along with a separate Attorney Client meeting concerning litigation.

22. Other Items*

Mayor Townsend mentioned an issue brought to her attention the use of concrete triangles along the roadside. Chief Ewing stated that Public Safety contacts homeowners and asks for voluntary compliance.

Vice Mayor Scott suggested increased communication with residents from Public Safety and Town Hall.

Mayor Townsend adjourned the meeting at 2:29 PM.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**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 Breitingner, 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. Breitingner 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.*

Member 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. She stated that the new floor area calculations include the garage, which totals 4,962.47 sq ft, and is under the permitted square footage allowed.

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
FLORIDA

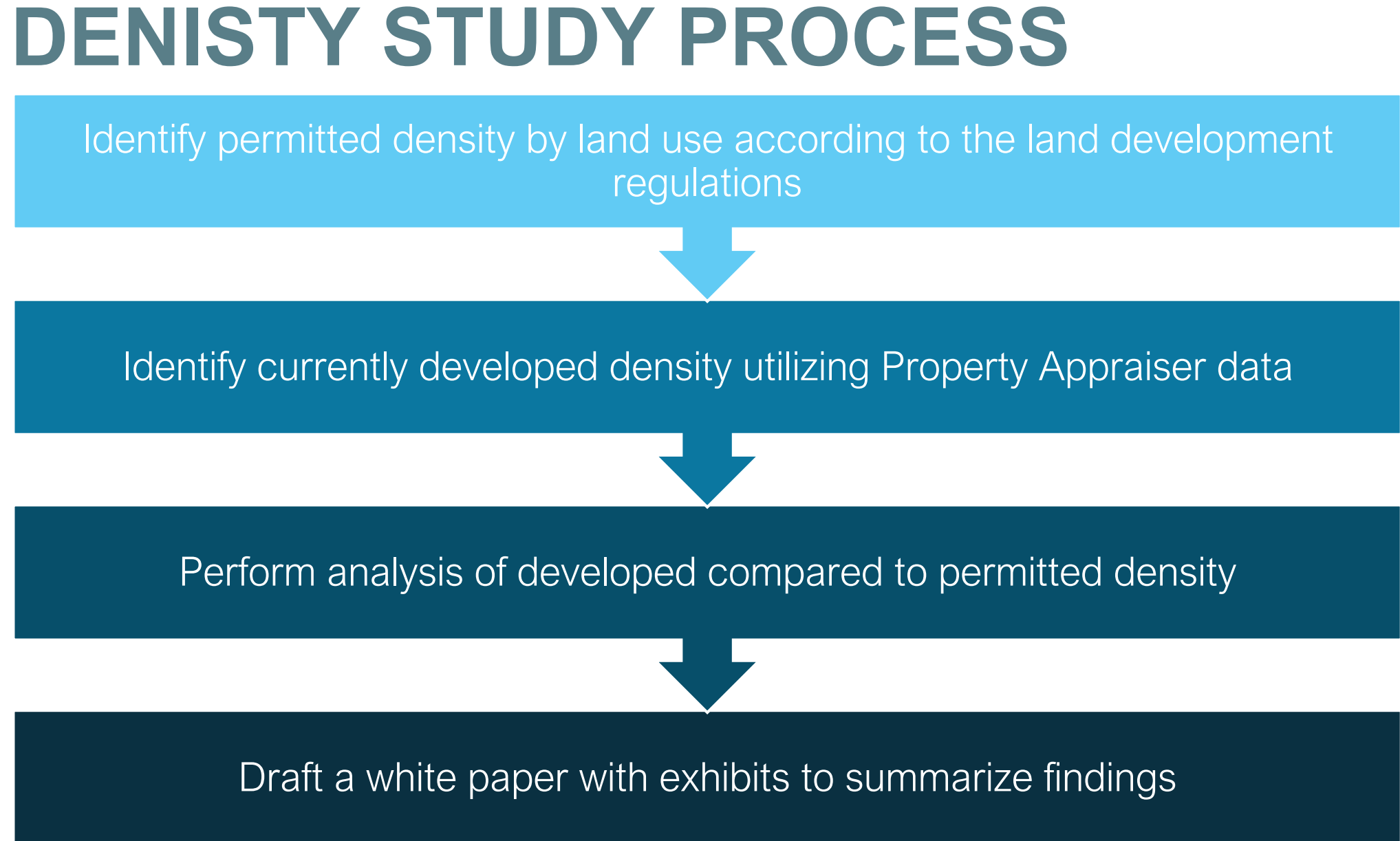
June 10th Town Commission Meeting

PURPOSE

The goal today is to understand the **methodology** and **findings** of the **Density Study**.

DENISTY STUDY PROCESS

Identify permitted density by land use according to the land development regulations



```
graph TD; A[Identify permitted density by land use according to the land development regulations] --> B[Identify currently developed density utilizing Property Appraiser data]; B --> C[Perform analysis of developed compared to permitted density]; C --> D[Draft a white paper with exhibits to summarize findings];
```

The diagram illustrates a four-step process for a density study. It begins with identifying permitted density by land use according to land development regulations. This is followed by identifying currently developed density utilizing Property Appraiser data. The third step is performing an analysis of developed density compared to permitted density. The final step is drafting a white paper with exhibits to summarize findings. The process is represented by four horizontal bars of increasing darkness, connected by downward-pointing arrows.

Identify currently developed density utilizing Property Appraiser data

Perform analysis of developed compared to permitted density

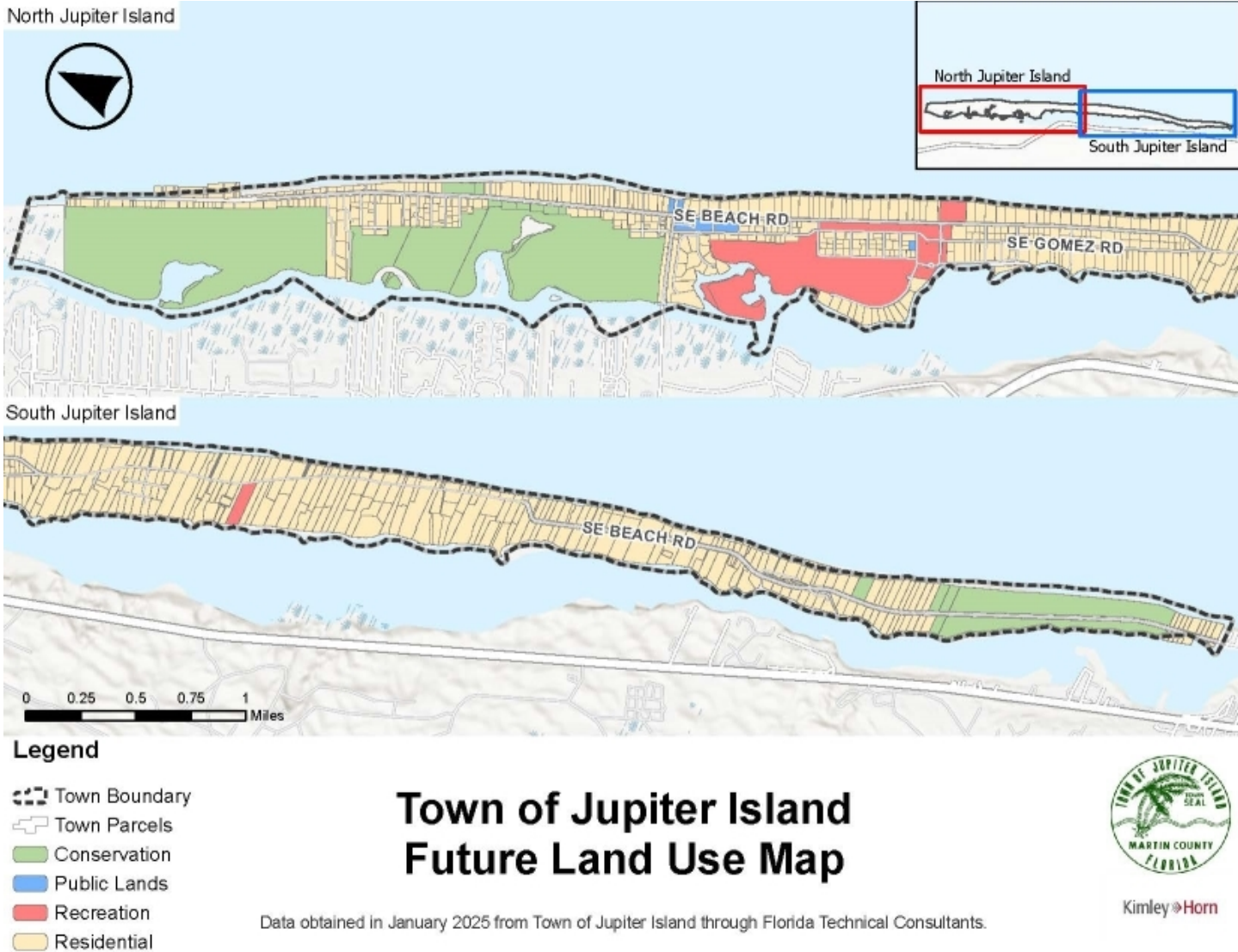
Draft a white paper with exhibits to summarize findings

BARRIERS TO DEVELOPMENT

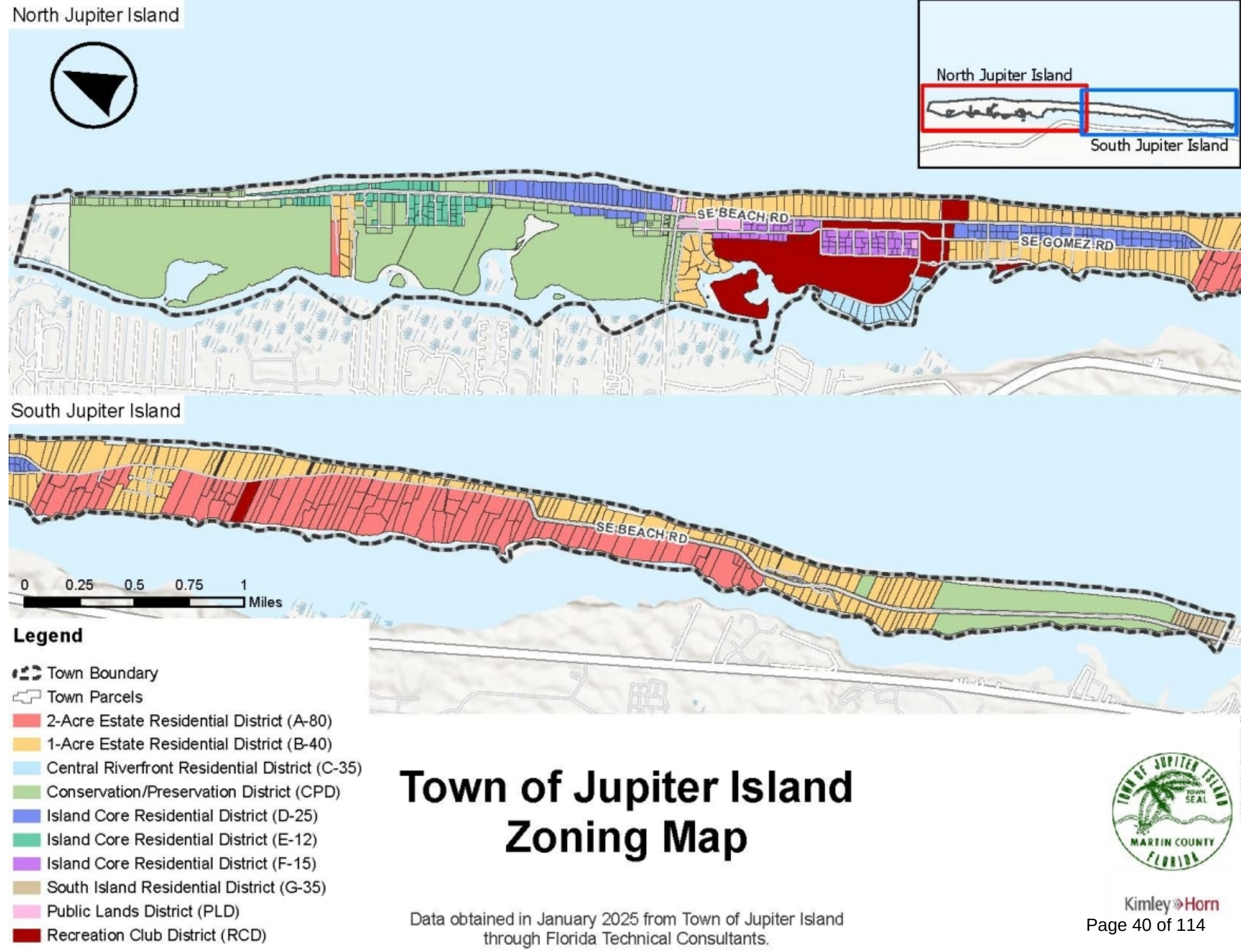
- Land Use Regulations
 - No residential density permitted in the CPD, PLD, or RCD.
- Publicly and Privately Owned Conservation Parcels
- Natural Features
 - Organic muck soils and presence of sensitive aquatic vegetation not conducive to development.
- Coastal Conditions
 - Most of the undeveloped lands are in, or partially in the most sensitive FEMA flood zones (VE, AE, AO).



FUTURE LAND USE DESIGNATIONS



TOWN ZONING MAP



RESIDENTIAL ZONING DISTRICTS

A-80
2-Acre Estate
Residential

B-40
1-Acre Estate
Residential

C-35
Central Riverfront
Residential

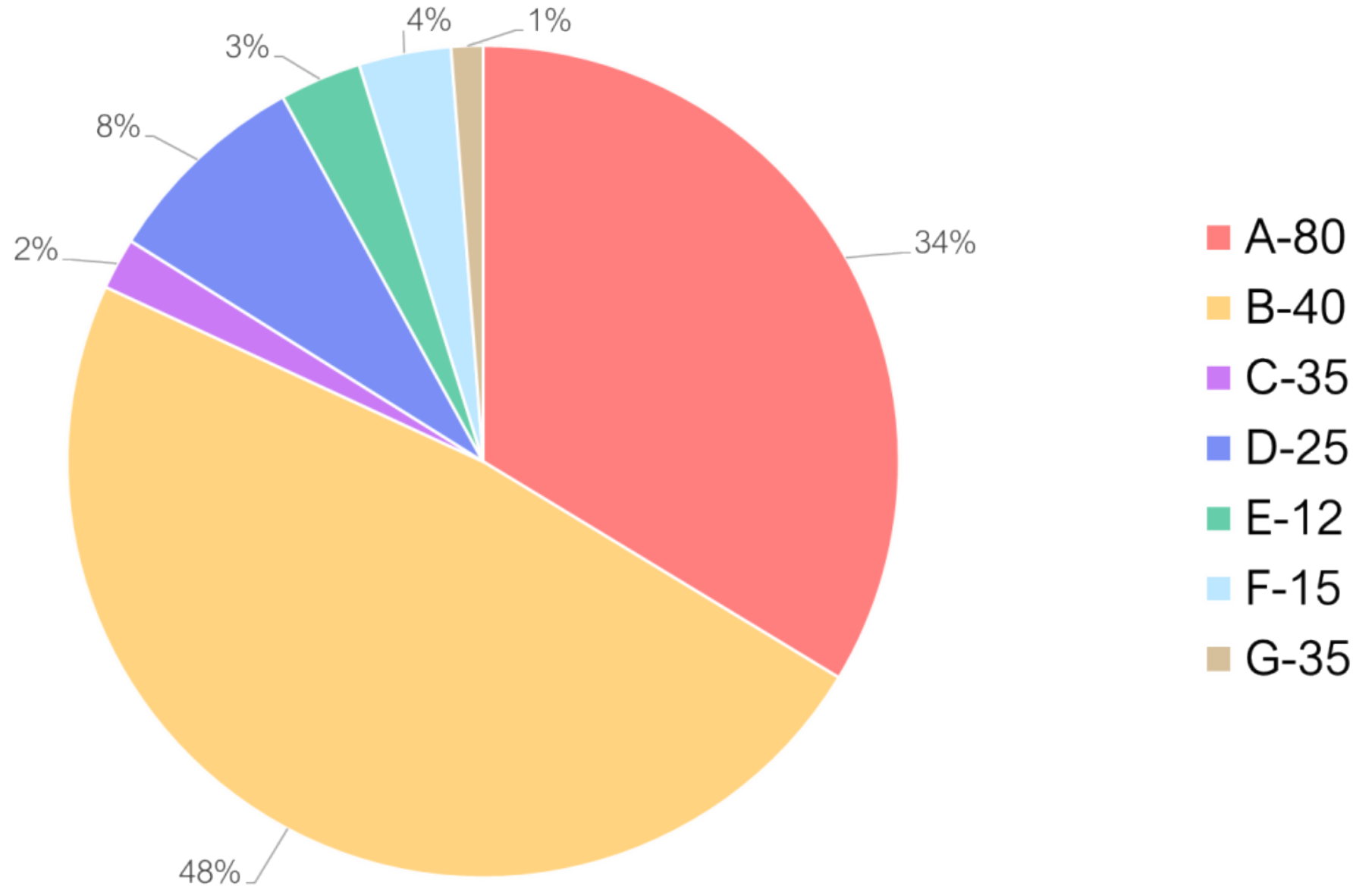
D-25
Island Core
Residential

E-12
Island Core
Residential

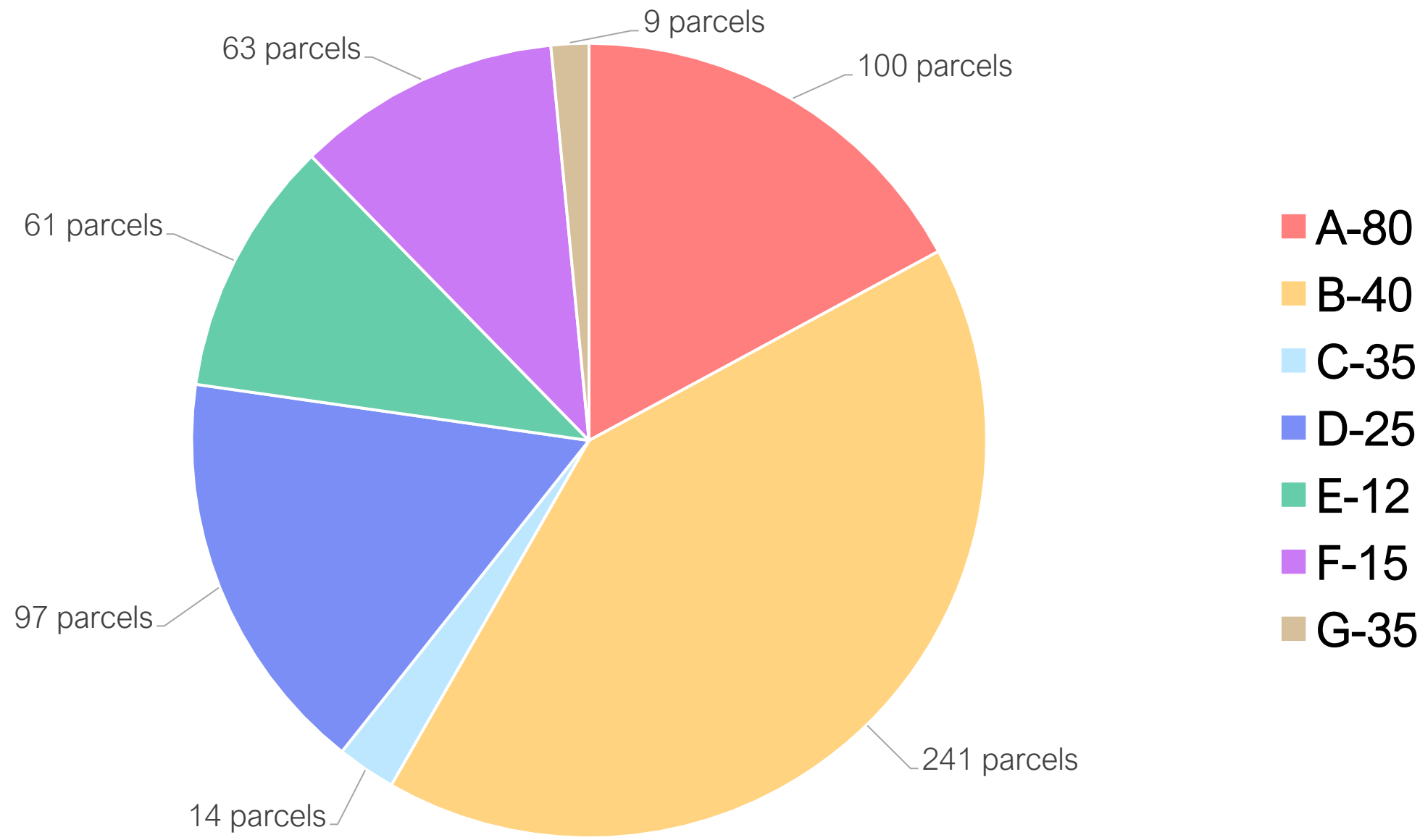
F-15
Island Core
Residential

G-35
South Island
Residential

ZONING DISTRICT BY ACREAGE

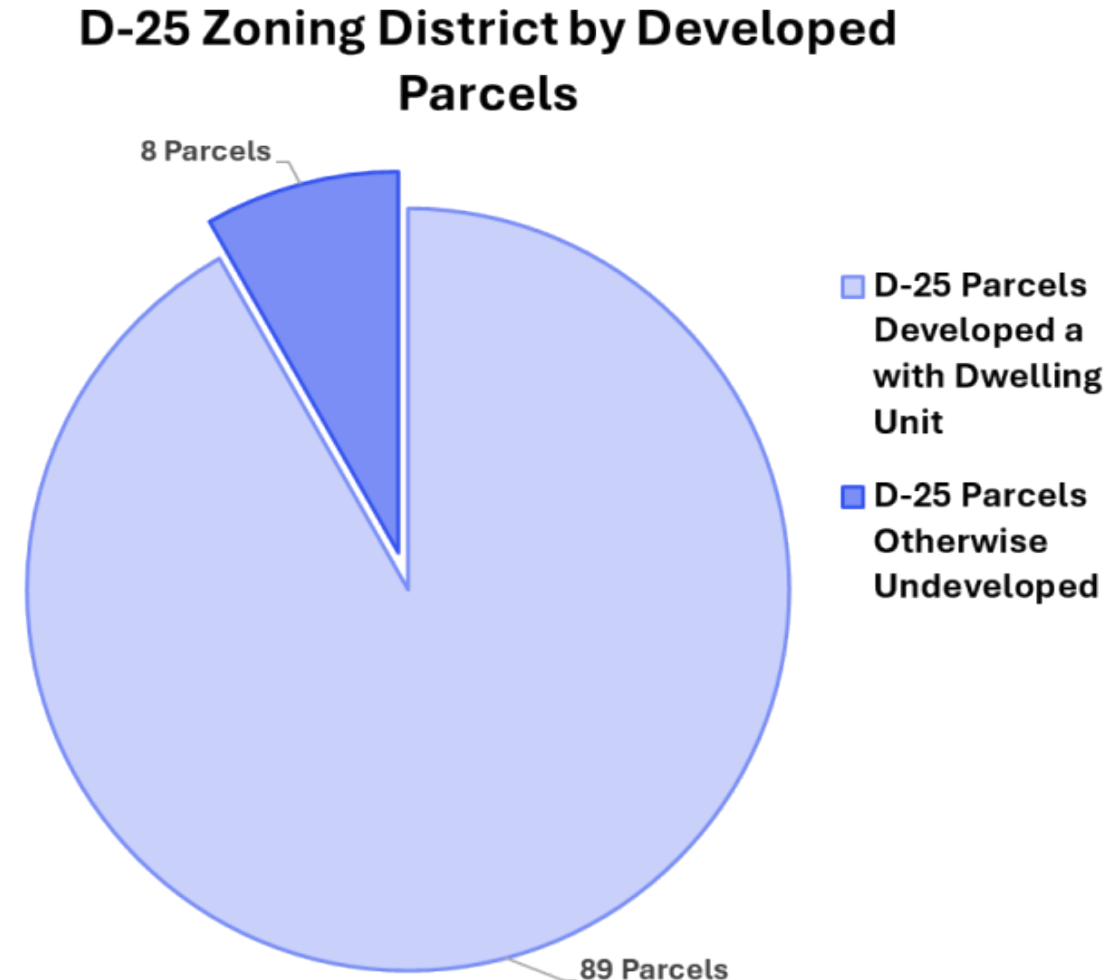


ZONING DISTRICT BY TOTAL DEVELOPABLE PARCELS



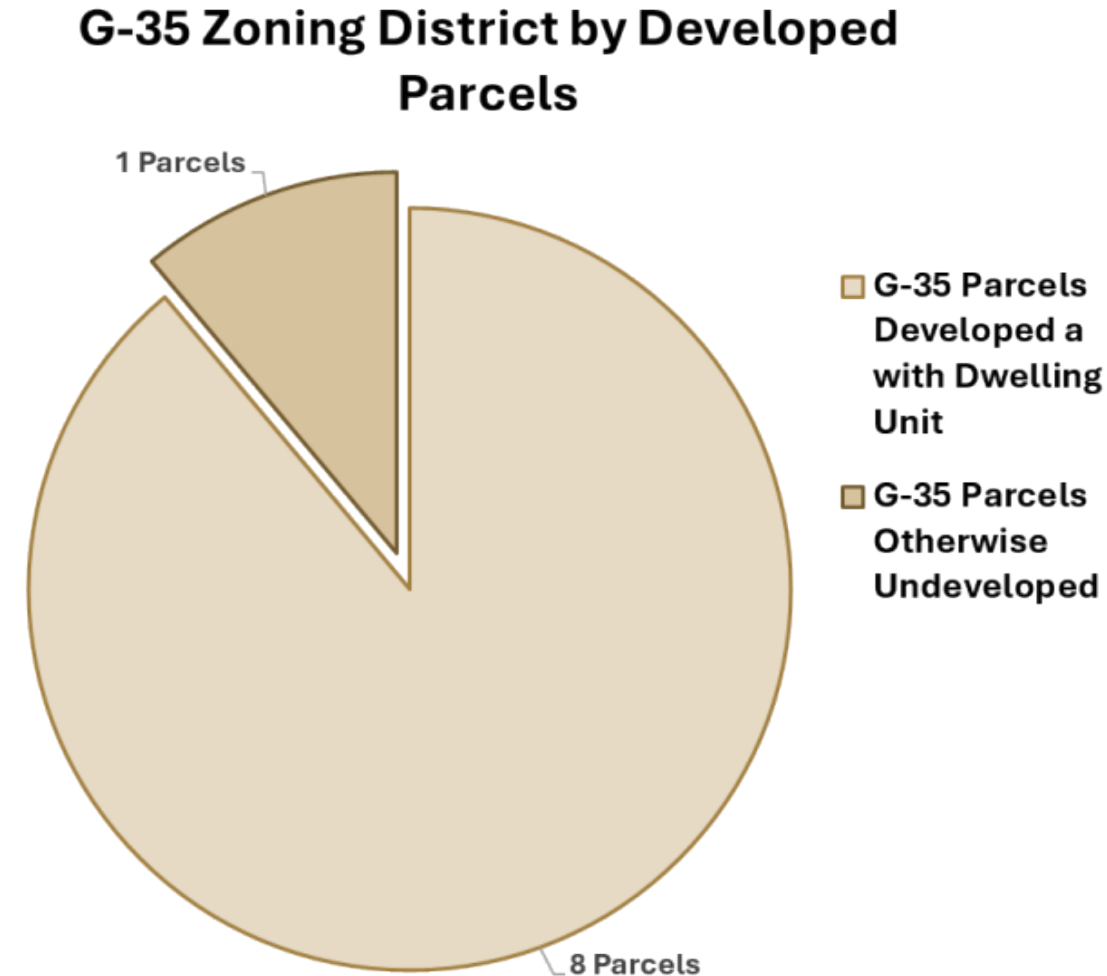
D-25 CENTRAL RIVERFRONT DISTRICT

- D-25 zoning district permits a maximum residential density of 1 dwelling unit per 25,000 square foot parcel.
- 89/97 parcels developed at average density of 0.91 dwelling units per parcel.
- D-25 zoning district could permit **76 dwelling units total** (maximum permitted density exceeded).



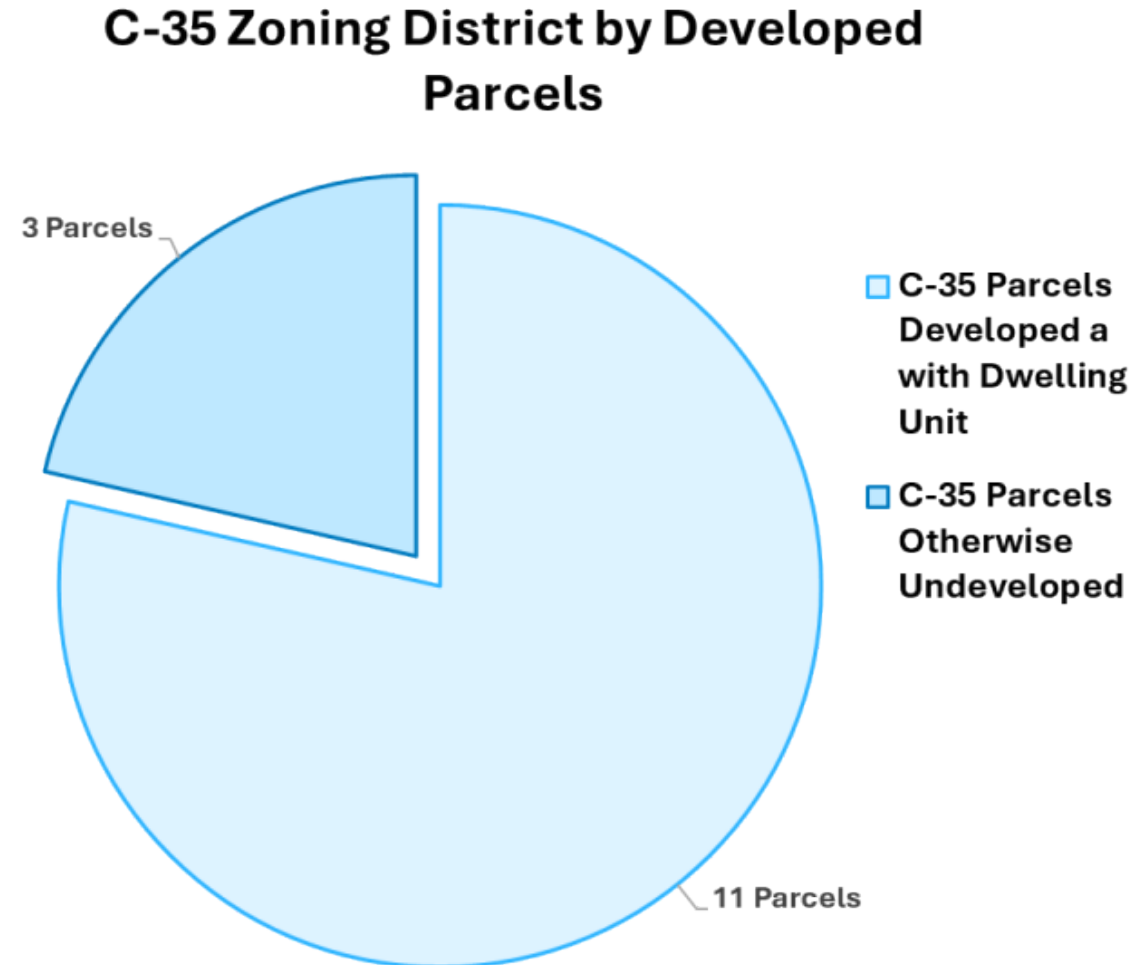
G-35 ISLAND CORE RESIDENTIAL

- G-35 zoning district permits a maximum residential density of **1 dwelling unit per 1 acre parcel**.
- **8/9 parcels developed** at average density of **0.89 dwelling units per parcel**.
- G-35 zoning district could permit **8 dwelling units total** (maximum permitted density exceeded).



C-35 CENTRAL RIVERFRONT DISTRICT

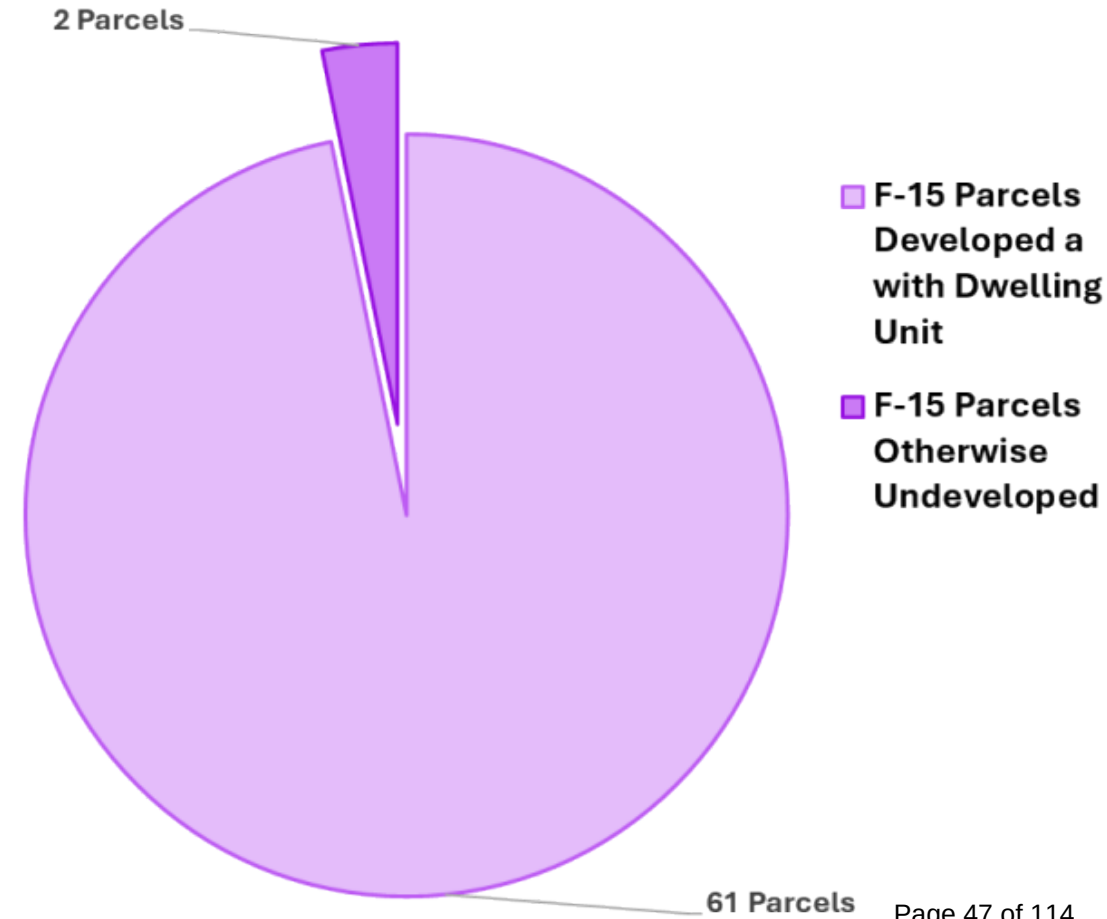
- C-35 zoning district permits a maximum residential density of **1 dwelling unit per 35,000 square foot parcel.**
- **86% of acreage currently developed**
- C-35 zoning district could permit **16 dwelling units total** (5 additional dwelling units).



F-15 ISLAND CORE RESIDENTIAL

- F-15 zoning district permits a maximum residential density of **1 dwelling unit per 15,000 square foot parcel.**
- **93% of acreage currently developed**
- F-15 zoning district could permit **75 dwelling units total** (14 additional dwelling units).

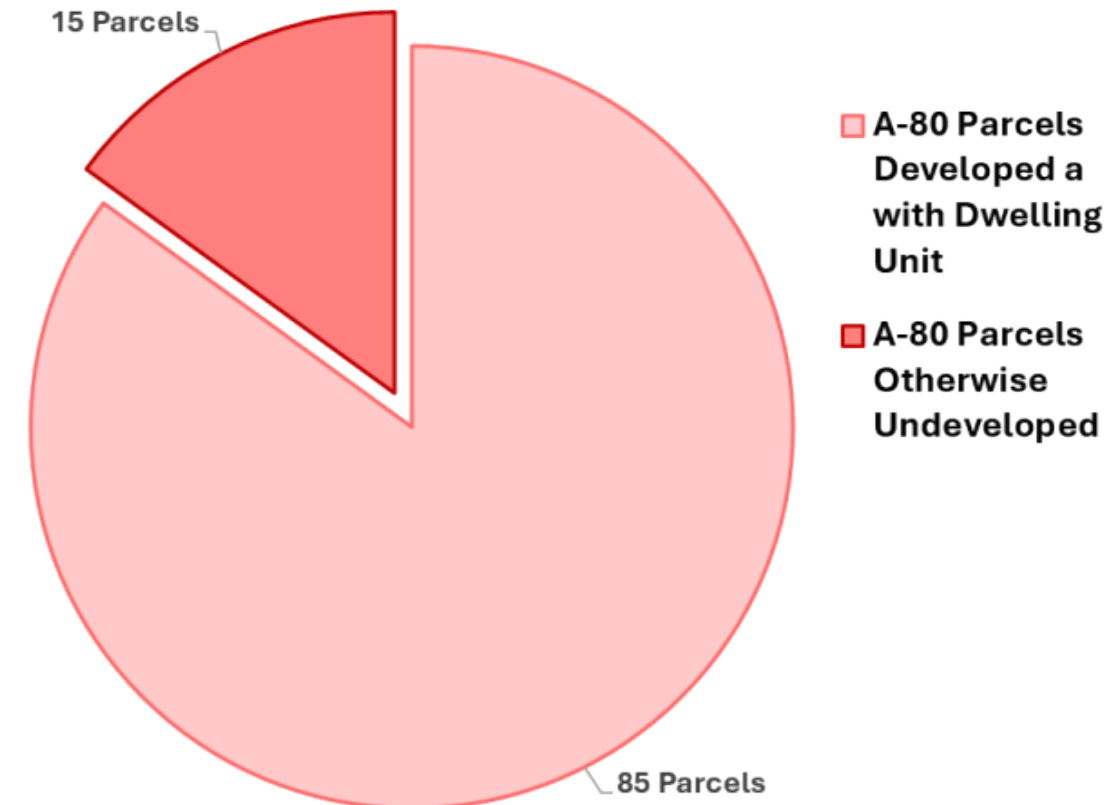
F-15 Zoning District by Developed Parcels



A-80 2-ACRE ESTATE RESIDENTIAL

- A-80 zoning district permits a maximum residential density of **1 dwelling unit per 2-acre parcel**.
- **86% of acreage currently developed**
- A-80 zoning district could permit **111 dwelling units total** (26 additional dwelling units).

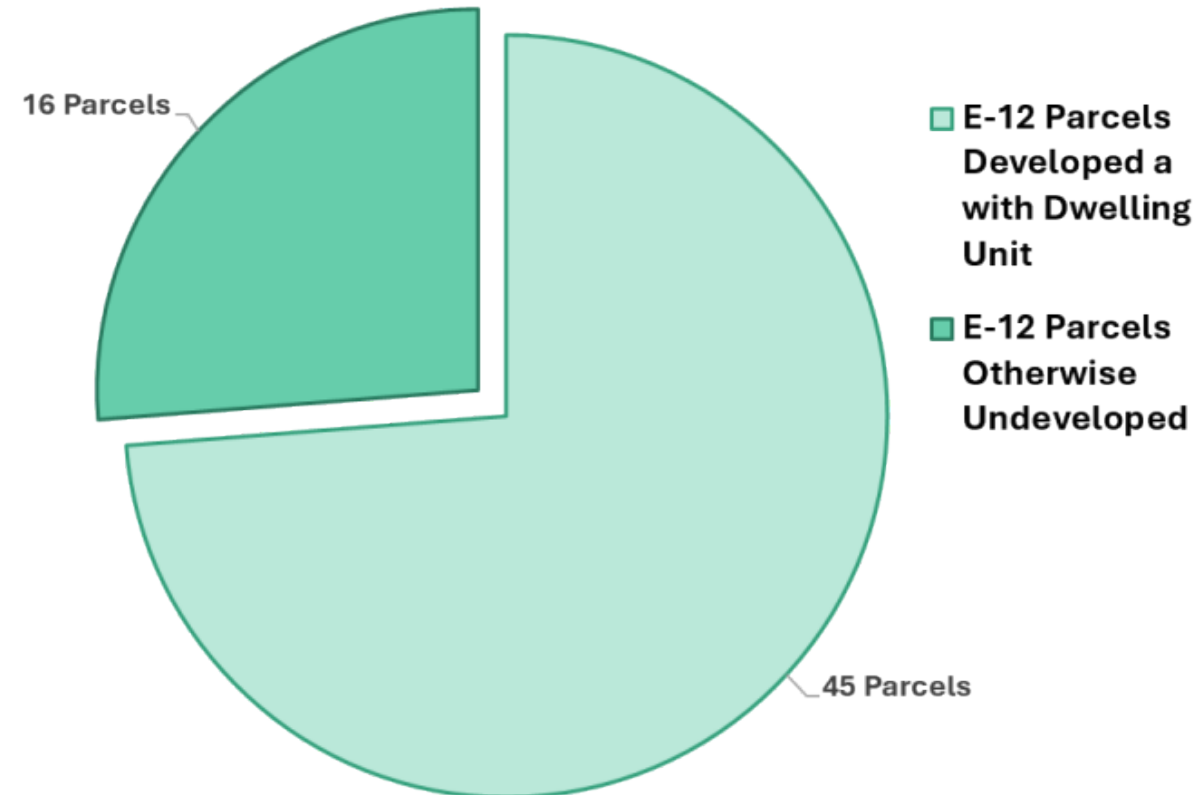
A-80 Zoning District by Developed Parcels



E-12 ISLAND CORE RESIDENTIAL

- E-12 zoning district permits a maximum residential density of 1 dwelling unit per 12,500 square foot parcel.
- 78% of acreage currently developed
- E-12 zoning district could permit 70 dwelling units total (35 additional dwelling units).

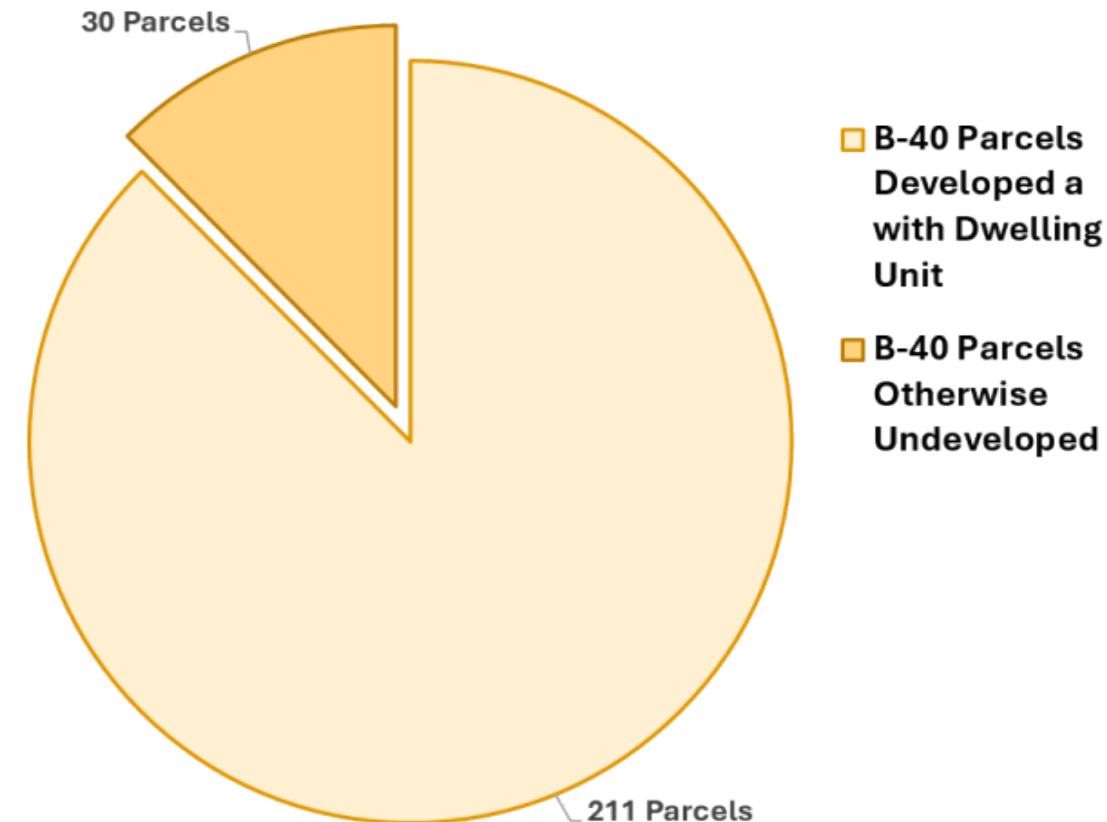
E-12 Zoning District by Developed Parcels



B-40 1-ACRE ESTATE RESIDENTIAL

- B-40 zoning district permits a maximum residential density of **1 dwelling unit per 1-acre parcel**.
- **90% acreage currently developed**
- B-40 zoning district can support **336 dwelling units total** (125 additional dwelling units).

B-40 Zoning District by Developed Parcels



LEVEL OF SERVICE IMPACTS

Transportation and Roadways

- No adverse effects projected at the greatest extent of development.

Sanitary Sewer Service

- No adverse effects projected at the greatest extent of development as it assumes new development will be on septic, not sewer.
- However, major increases in the use of septic systems may pose adverse effect on sensitive environments

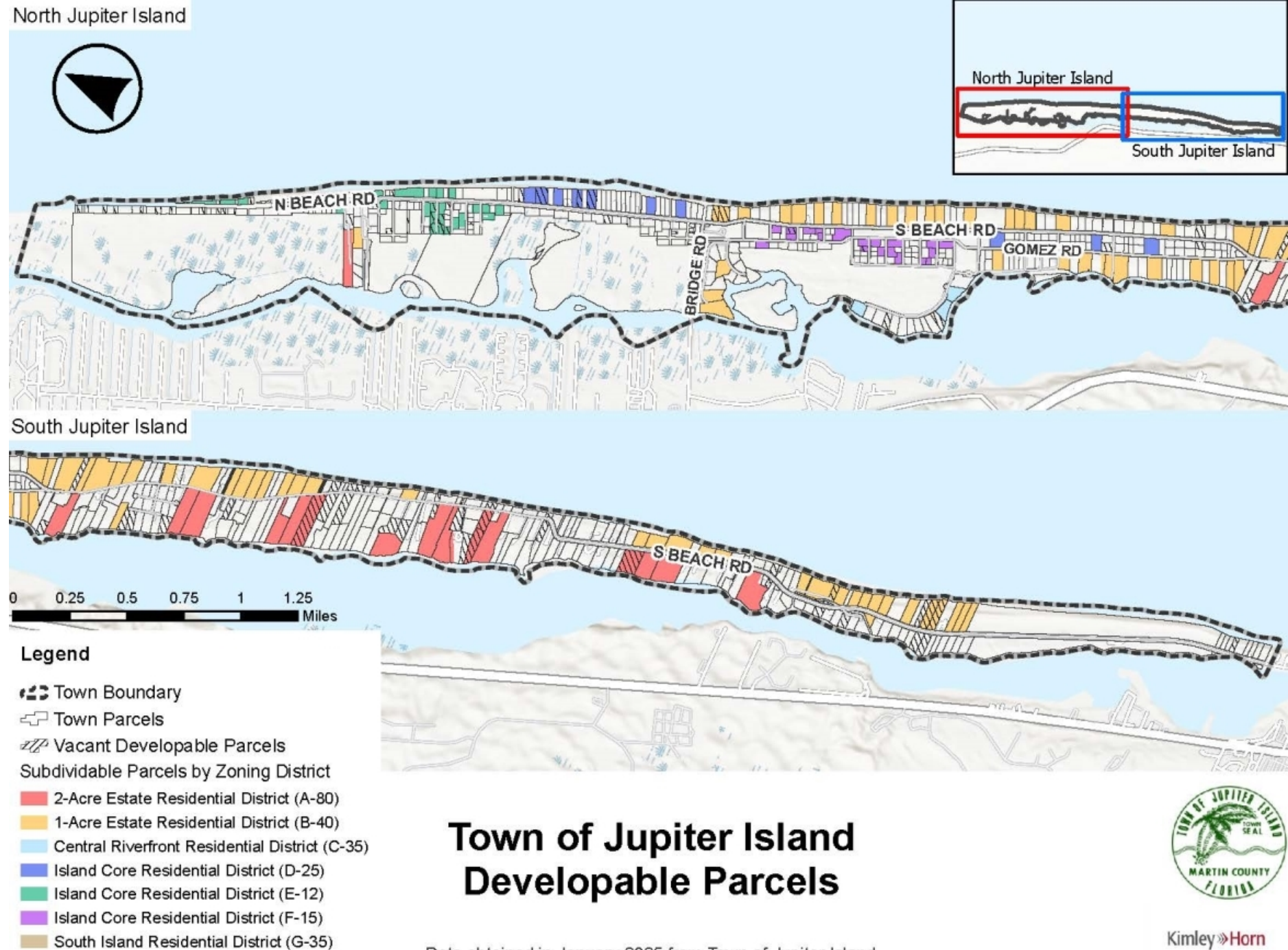
Potable Water

- Significant increases in development may pose adverse effects to the SMRU potable water supply.

Solid Waste Disposal

- Significant increases in development may pose adverse effects to the Town's ability to maintain the current level of service standard.

TOWN DENISTY MAP



An aerial photograph of a coastal town, likely in a tropical location, featuring numerous houses with light-colored roofs and walls, interspersed with lush green palm trees. The town extends to the edge of a clear blue ocean under a bright sky with scattered white clouds. The entire image is overlaid with a semi-transparent blue filter.

THANK YOU

Turnpike and I-95 Direct Connection Interchange PD&E Study Martin County

**Town of Jupiter Island
Commission Meeting**
June 11, 2025

Financial Project ID #: 446975-1

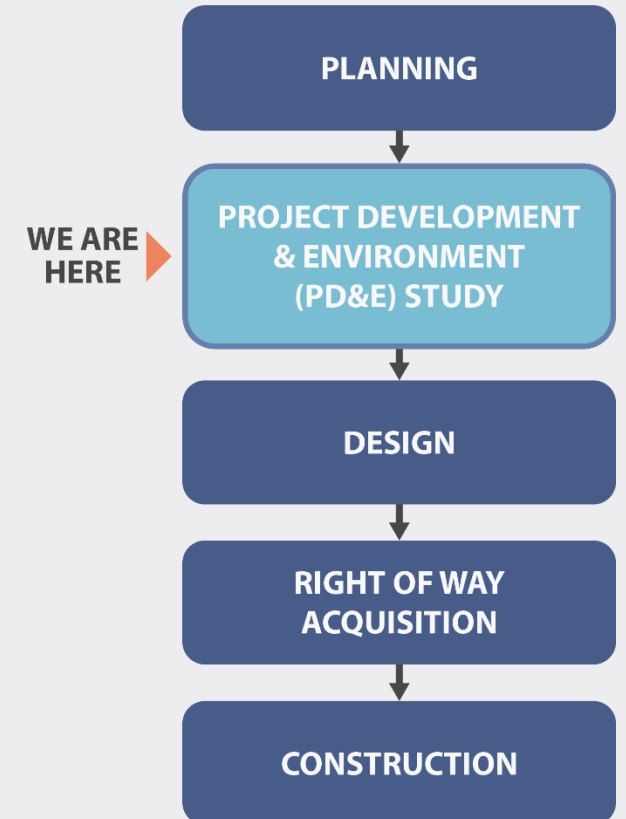
**Presenters: Jazlyn Heywood, P.E.
Bill Howell, P.E.**



PRESENTATION OUTLINE

1. Purpose and Need
2. Project Alternatives
3. Preferred Alternative
4. Schedule

FDOT Transportation Project Development Process



PROJECT PURPOSE AND NEED



Project Purpose & Need



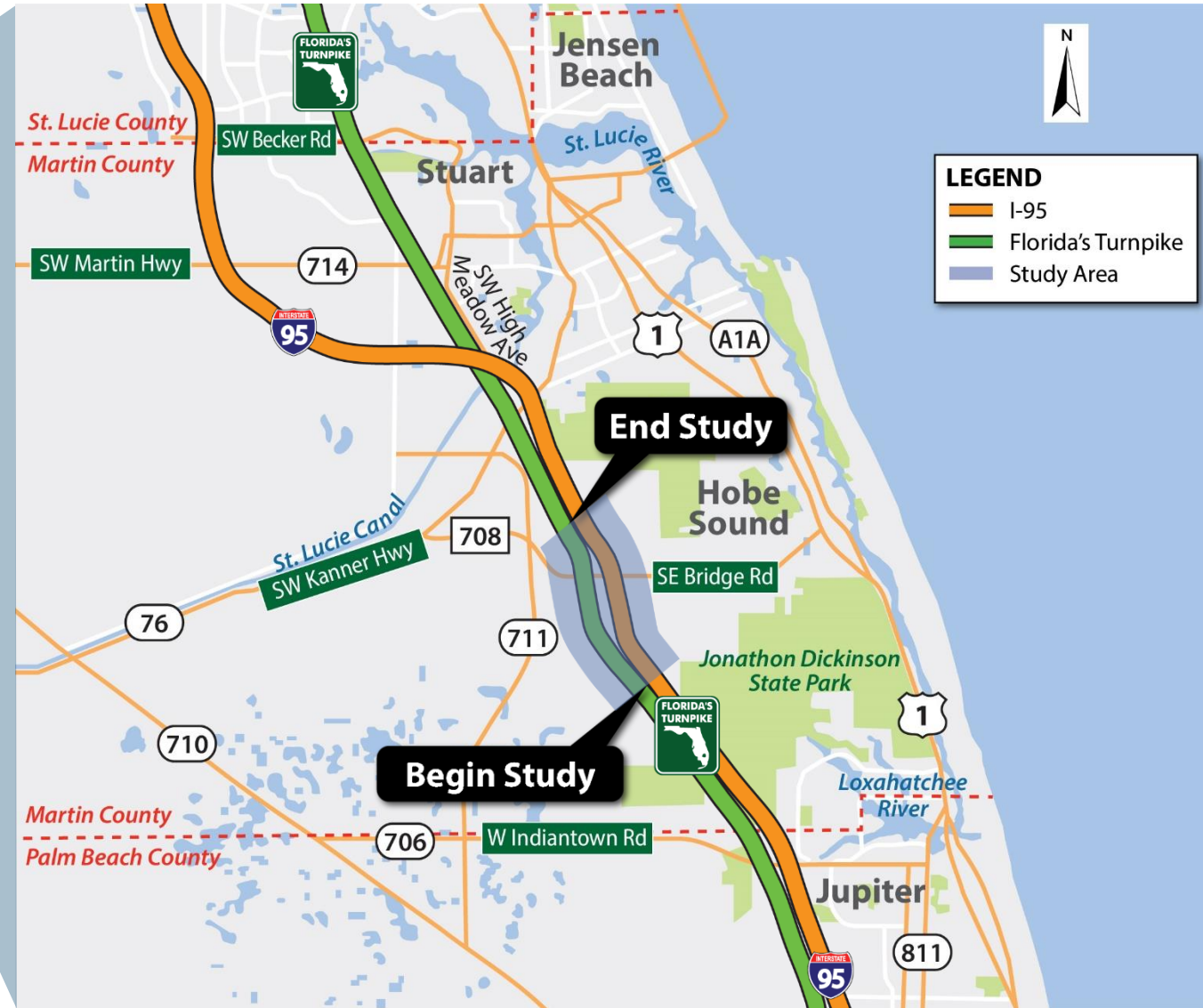
Improve System Linkage



Enhance Emergency Response & Evacuation



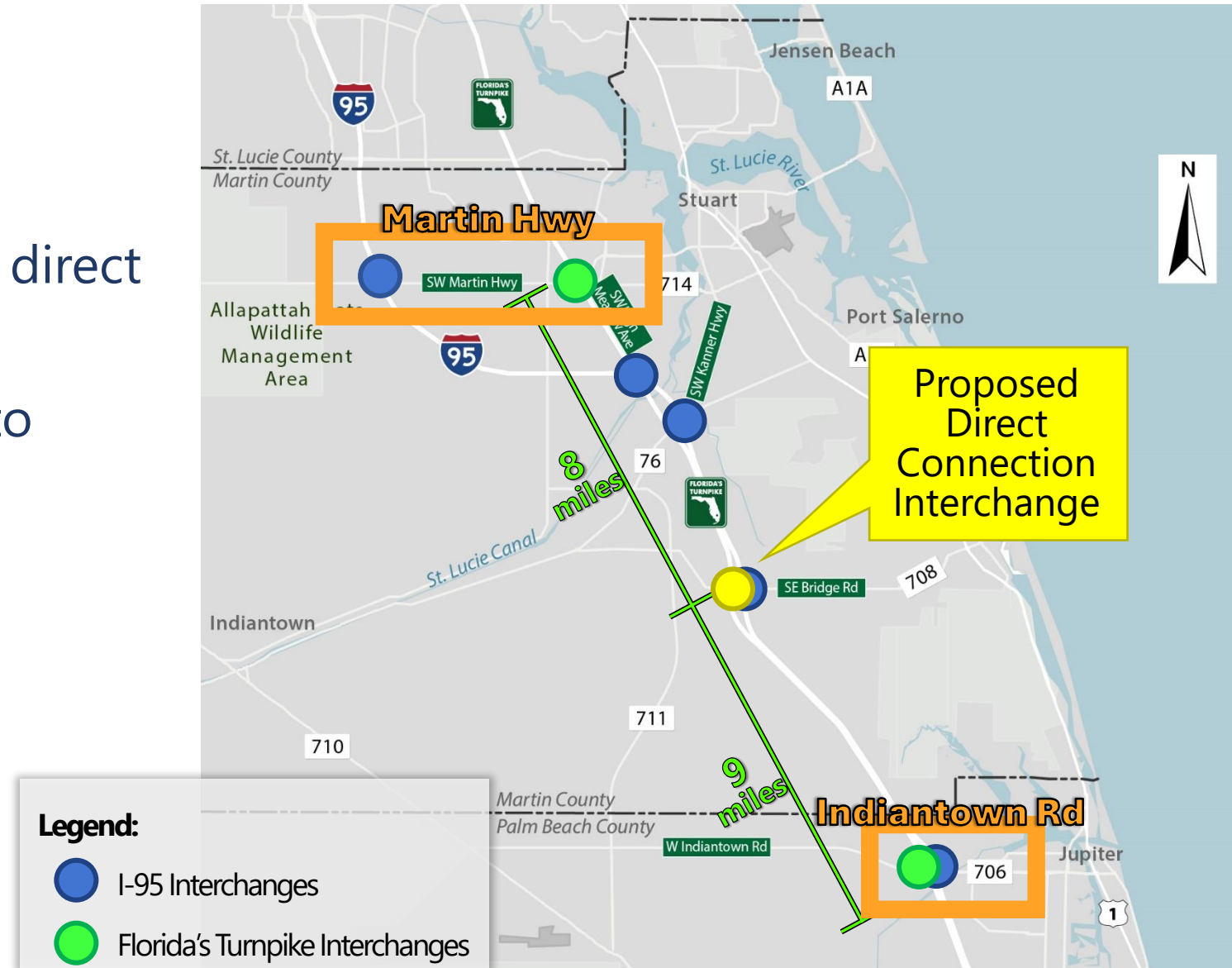
Enhance Safety



PROJECT PURPOSE AND NEED

IMPROVE SYSTEM LINKAGE

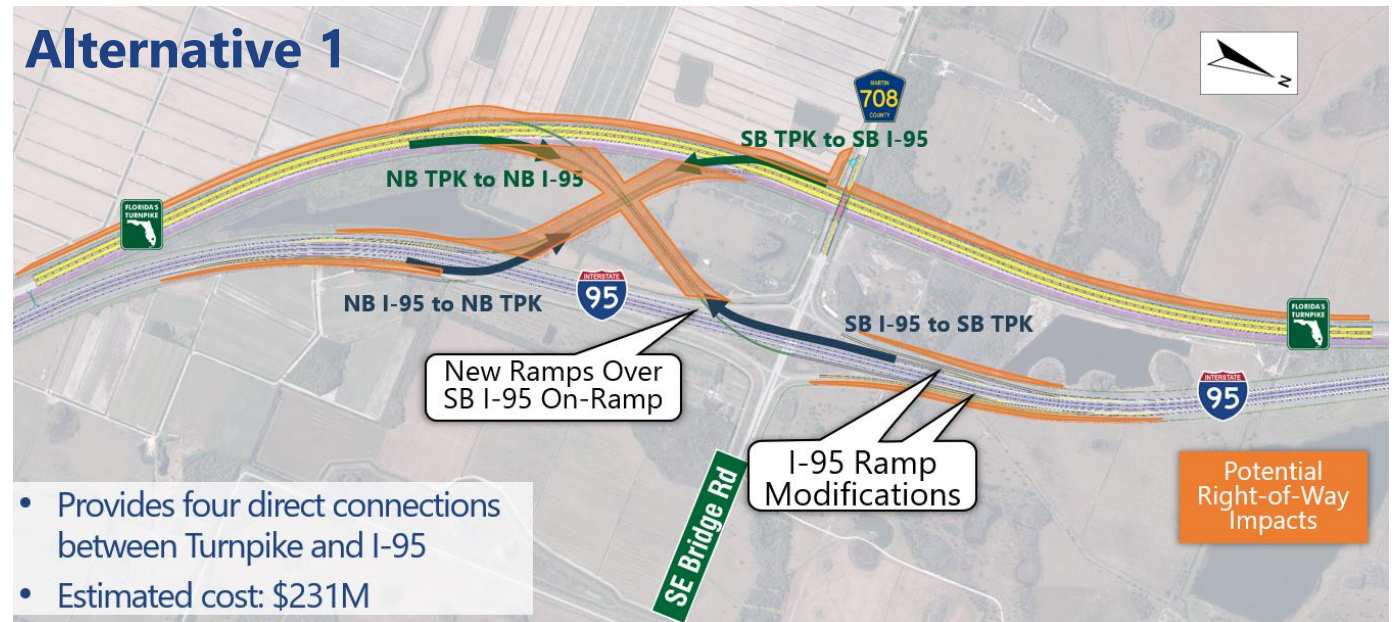
- No existing Turnpike and I-95 direct connections
- Local roadway network used to switch between facilities
- System-to-system connection needed to improve linkage



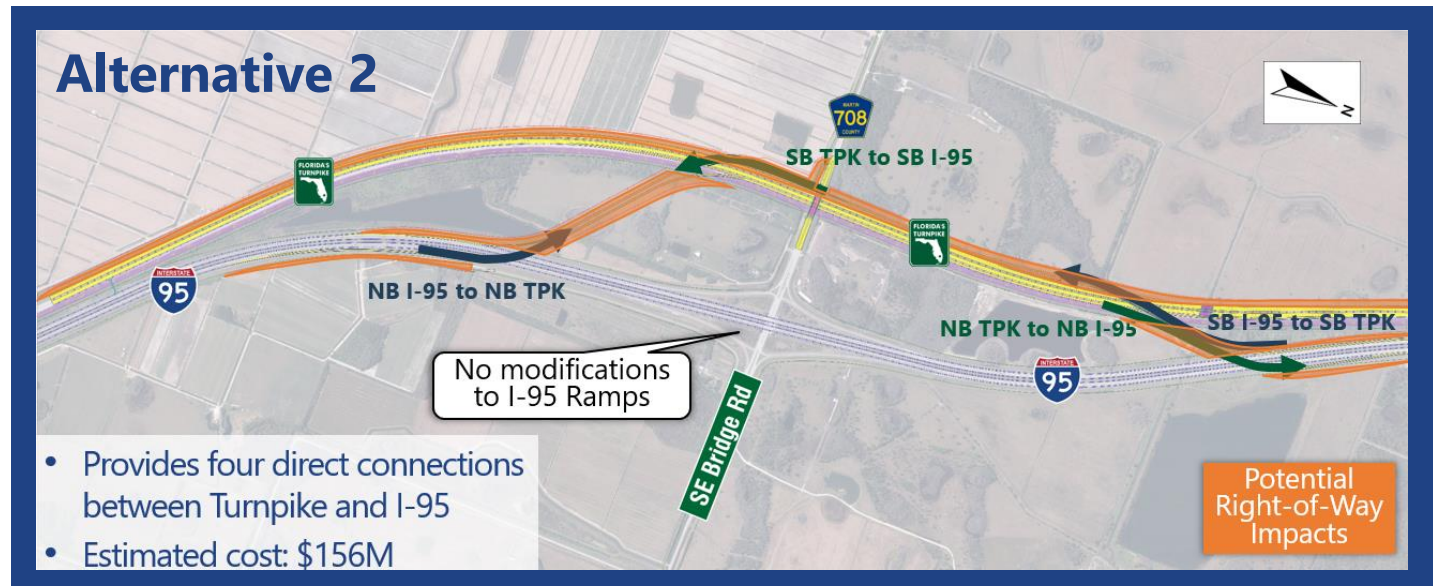
PROJECT ALTERNATIVES

- Two project alternatives presented for public input
 - July 2024 virtual and in-person public meetings
 - 22 virtual & 16 in-person participants
 - 31 comments received
- Alternative 2 selected as the preferred alternative

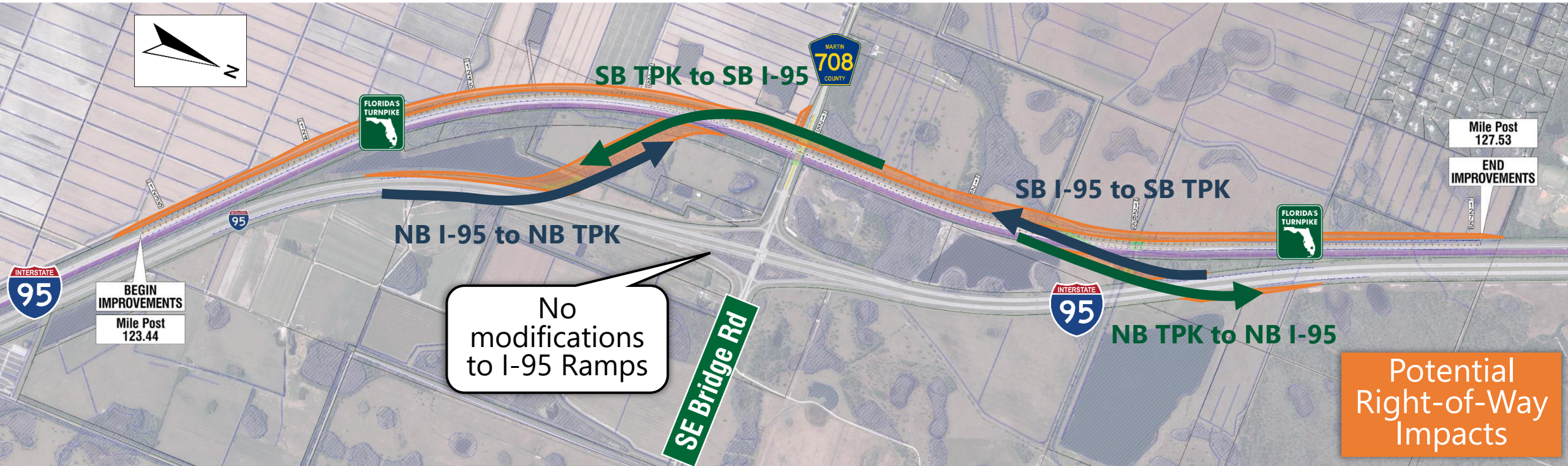
Alternative 1



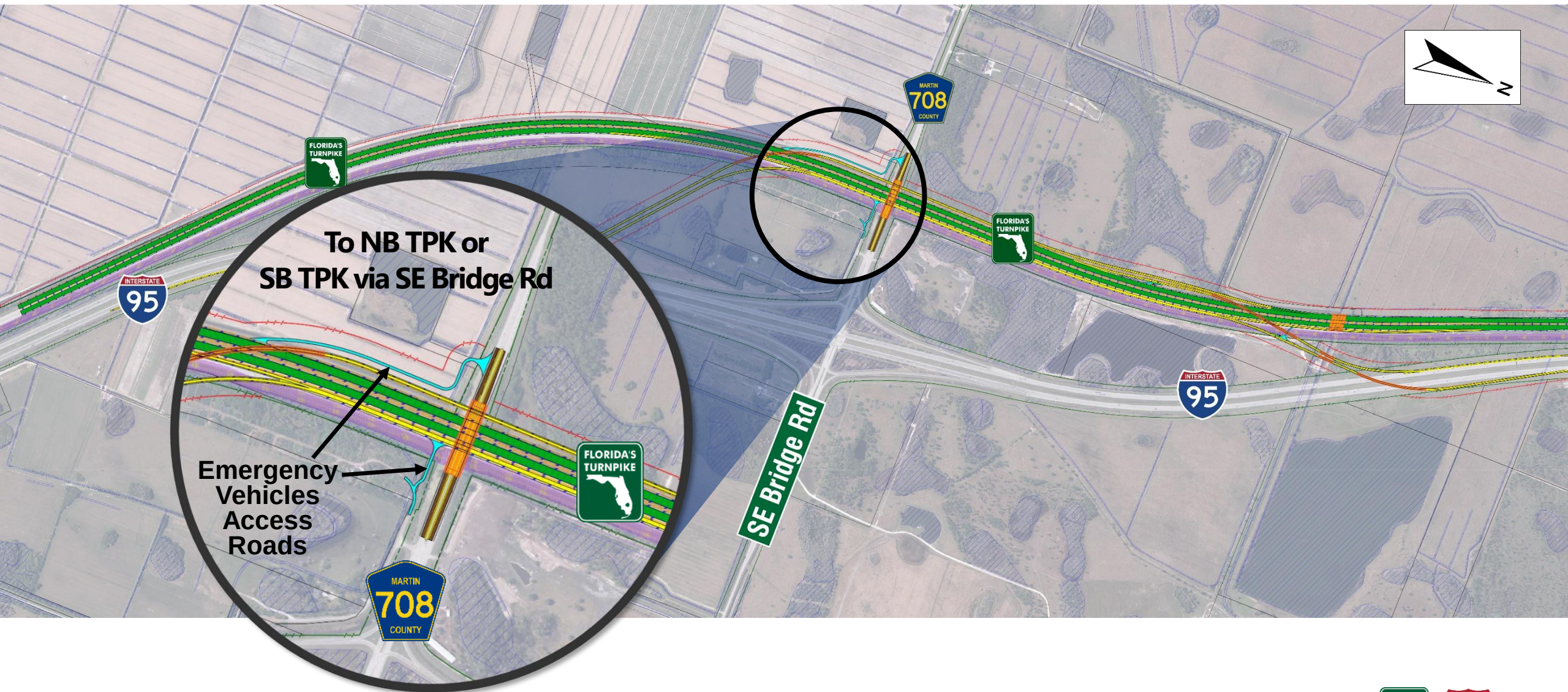
Alternative 2



PREFERRED ALTERNATIVE



EMERGENCY VEHICLES ACCESS ROADS



2050 TRAFFIC BENEFITS

2050 Traffic Conditions

New Direct Connection Interchange

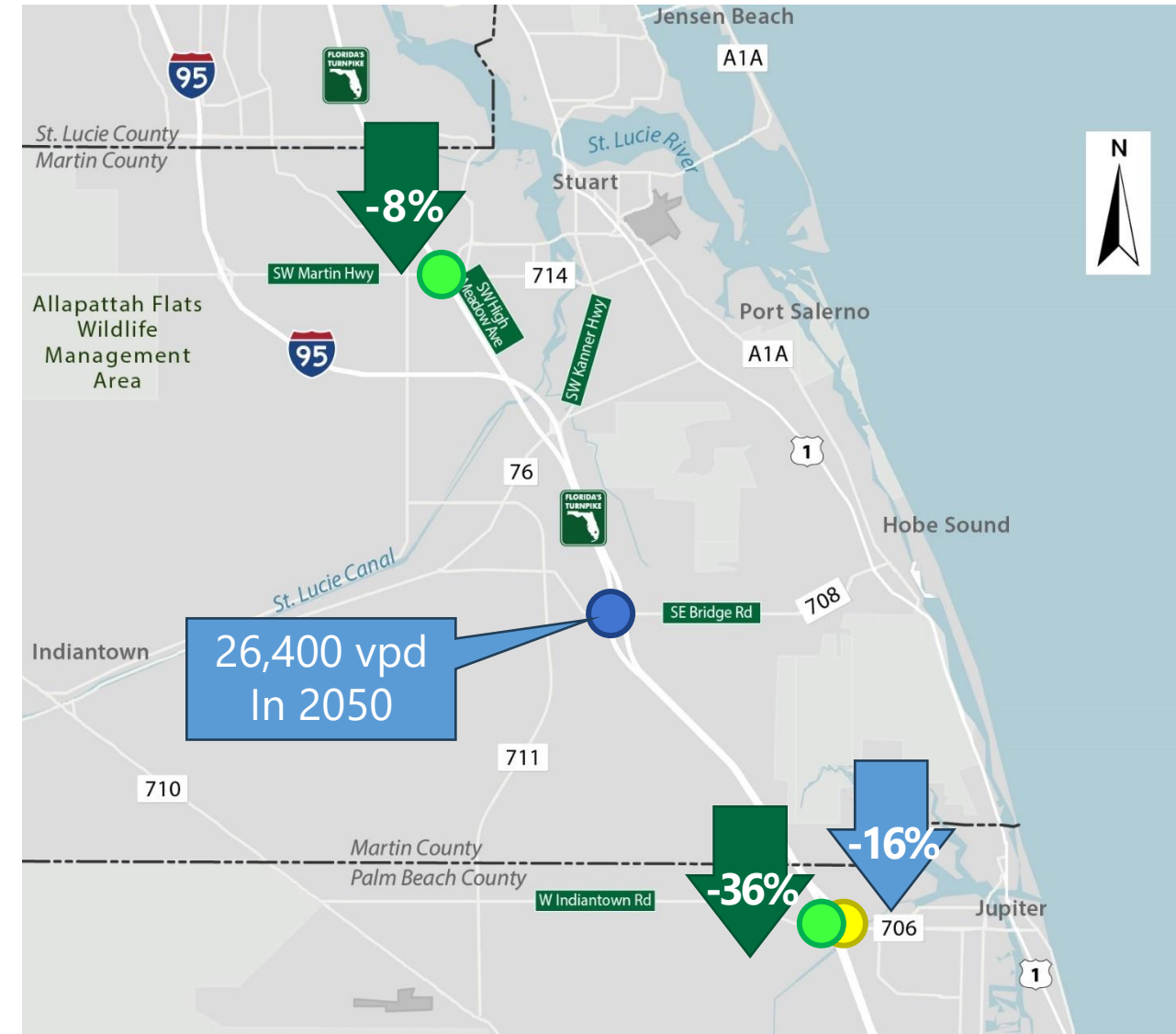
- 26,400 vehicles per day

West Indiantown Road Interchange

- Crossover traffic removed at Turnpike Interchange: 15,600 AADT
- 36% decrease at Turnpike interchange
- 16% decrease at I-95 interchange

Southwest Martin Highway Interchange

- Cross over traffic removed: 3,000 AADT
- 8% decrease at Turnpike interchange



PROJECT SCHEDULE



Note: Draft project documentation will be made available for public review 21 days prior to the public hearing.

Schedule is subject to change

Project Website:

www.TPK-I-95-Interchange-Study.com



Project Website

Project Manager Contact Information:

Jazlyn Heywood, P.E.
Florida's Turnpike Enterprise
P.O. Box 613069
Ocoee, FL 34761-3069
Jazlyn.Heywood@dot.state.fl.us
407.264.3298

THANK YOU!

RESOLUTION NO. 926

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, EXTENDING ZONING IN PROGRESS THROUGH AND INCLUDING JUNE 30, 2025 AS IT PERTAINS ONLY TO APPLICATIONS FOR DEVELOPMENT PERMITS FOR NEW CONSTRUCTION WHICH THE BUILDING DEPARTMENT DIRECTOR HAS DETERMINED IS EFFECTED BY THE LOCATION OF THE TOWN'S WATERFRONT SETBACK LINE ESTABLISHED ALONG THE ATLANTIC OCEAN; REQUIRING THAT NO NEW APPLICATIONS FOR DEVELOPMENT PERMITS BE ACCEPTED OR PROCESSED DURING THE ZONING IN PROGRESS PERIOD ESTABLISHED HEREIN; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 9, 2024, the Town Commission adopted Resolution No. 901 declaring Zoning in Progress which provides that it will not accept or process any application for development permits during the period that Zoning in Progress is in effect; and,

WHEREAS, the Town Commission declared Zoning in Progress in furtherance of the public health, safety and general welfare to provide it with sufficient time to study the Town's Land Development Regulations; and,

WHEREAS, on February 13, 2024, the Town Commission adopted Resolution No. 912 amending Resolution No. 901; and,

WHEREAS, on March 21, 2024, the Town Commission adopted Resolution No. 914 amending the prior resolutions to exempt properties that had previously obtained approvals from the Impact Review Committee and permitting property owners to seek a waiver from the provisions of the Zoning in Progress; and,

WHEREAS, the ongoing study of the Waterfront Setback Line applies only to those properties along the Atlantic Ocean as demarcated in Exhibit "C" of Appendix A of the Town Code which contains the Town's Land Development Regulations; and,

WHEREAS, the ongoing study of the Waterfront Setback Line does not apply to properties along the intracoastal waterway; and,

WHEREAS, the Town Commission recognizes that certain activities such as the repair/replacement of certain structures and interior renovations would not conflict with the intended purpose of the study of the Waterfront Setback Line.

NOW, THEREFORE, be it resolved by the Town Commission as follows:

Section 1. Zoning in progress is hereby in effect through and including June 30, 2025, unless earlier rescinded, so as to allow sufficient time for the study of the location of the waterfront setback line to be completed.

Section 2. So as not to frustrate the purposes of the study, no application for

development permits shall be accepted and no development permits shall be issued by the Town for properties which, in whole or in part, are subject to the waterfront setback line located along the Atlantic Ocean except as authorized by the Town.

Section 3. Applications for development permits for properties that are not subject to the waterfront setback line along the Atlantic Ocean, and those applications for impact review approved by the Impact Review Committee prior to the declaration of zoning in progress on August 16, 2023, are exempt from the restrictions set forth herein.

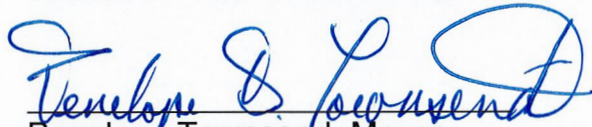
Section 4. Applications for properties subject to the current Waterfront Setback Line which are undertaking repair/replacement activities, ADA accommodations, or interior renovations that do not alter the location, size, and footprint of a structure may be reviewed by the Building Department Director, and may be administratively approved during the period of Zoning In Progress.

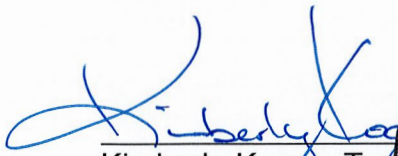
Section 5. The Town Commission retains the discretion, prior to the expiration of Zoning in Progress, to waive Zoning in Progress for any application which demonstrates that it is entitled to be exempt based upon good cause shown.

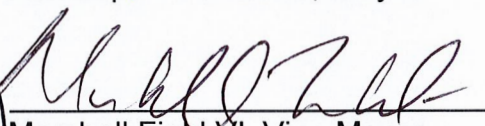
PASSED AND ADOPTED by the Town Commission of the Town of Jupiter Island this 19th day of February 2025.

TOWN OF JUPITER ISLAND

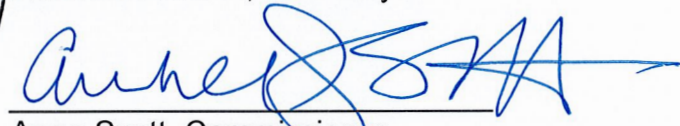
Attest:

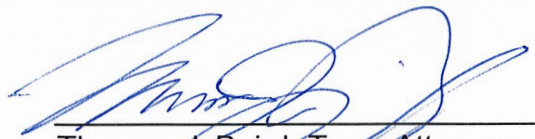

Penelope Townsend, Mayor

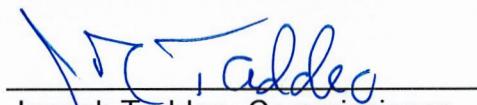

Kimberly Kogos, Town Clerk

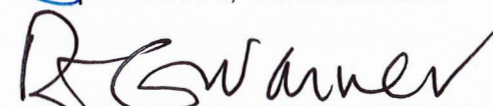

Marshall Field VI, Vice-Mayor

**Approved as to Form and
Legal Sufficiency:**


Anne Scott, Commissioner


Thomas J. Baird, Town Attorney


Joseph Taddeo, Commissioner


Patricia Warner, Commissioner

Memo

To: Honorable Mayor & Town Commissioners
From: Thomas J. Baird, Town Attorney
Date: May 30, 2025
Subject: Ordinance 408
Cc: Robert Garlo; Catherine Harding

The ordinance for the Town Commission's consideration addresses two matters:

First, the ordinance provides for a process whereby a commissioner can "*appeal*" a development order (DO) approved the board of Adjustment (BOA) or the Impact Review Committee (IRC) to the full Town commission for its review. Whether referenced as an *appeal*, or *review*, the effect is the same. Because the code already discusses appeals to the Town Commission from the BOA or IRC, referencing the Town Commission action as a review provides creates new authority for the Town Commission and distinguishes this authority from the existing appeal process. The ordinance provides the Town Commission with the authority to address a DO before it becomes final. If a commissioner requests a review, the Town Commission would review the DO by conducting a quasi-judicial de novo hearing. Following its deliberation at this hearing, the Town Commission would have the authority to affirm, deny, or approve with amendments, a DO that was previously approved by the BOA or IRC.

Second, the ordinance addresses the changes made to Ordinance 401 whereby certain sections of the code that were previously referenced as "*alternative development standards*" are now referred to as "variances." This ordinance clarifies that in order to obtain a variance for these sections of the code, the applicant must meet all seven of the variance standards contained in Art. X, Division 5, Section 5.00 to establish a legal hardship and be entitled to the variance relief requested.

#6192862 v2 18270-00002

E S T .
1 9 2 4

Thomas J. Baird
D 561 650 8232 O 561 659 3000
tbaird@jonesfoster.com

4741 Military Trail, Suite 200, Jupiter, FL 33458
jonesfoster.com

ORDINANCE NO. 408

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING APPENDIX A, OF THE TOWN'S CODE OF ORDINANCES WHICH CONTAINS THE TOWN'S LAND DEVELOPMENT REGULATIONS; PROVIDING FOR THE AMENDMENT OF ARTICLE I, DIVISION 3, SECTION 3.03 REGARDING THE AUTHORITY OF THE TOWN COMMISSION; PROVIDING FOR THE AMENDMENT OF ARTICLE IV, DIVISION 2, SECTION 2.00B AND DIVISION 10, SECTION 10.01; PROVIDING FOR THE AMENDMENT OF ARTICLE IV, DIVISION 2, SECTION, 2.00D PERTAINING TO VARIANCES FOR THE INITIAL MEASURING POINT OF A BUILDING, ARTICLE IV, DIVISION 3, SECTION 3.01 PERTAINING TO VARIANCES FOR THE PLACEMENT OF MORE THAN THREE FEET OF FILL ON A PROPERTY, SECTION 3.05 PERTAINING TO TENNIS COURT DESIGN AND LOCATION, SECTION 3.06A PERTAINING TO WALLS, FENCES, AND BULKHEADS/SEAWALLS, SECTIONS 3.07B 3.07 C2, AND 3.07 D2, PERTAINING TO DOCKS AND DUNE CROSSOVERS, SECTION 3.12A AND 3.12C PERTAINING TO WIRELESS COMMUNICATIONS TOWERS; PROVIDING FOR AMENDMENTS TO ARTICLE VI, DIVISION 2, SECTION 2.02F PERTAINING TO SIGNS; PROVIDING FOR THE AMENDMENTS TO ARTICLE IX, DIVISION 2, SECTIONS 2.01 AND 2.02; PROVIDING FOR AMENDMENTS TO ARTICLE IX, DIVISION 4, SECTION 4.00C PERTAINING TO NONCONFORMING STRUCTURES; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Jupiter Island, Martin County, Florida (Town) has such powers and authority as conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission has previously created Land Development Regulations (LDR) codified in Appendix A of the Code of Ordinances of Jupiter Island, Florida (Code); and

WHEREAS, as part of the review of the Town Ordinance 401, the Town Attorney, in consultation with the Town Manager and the Administrative Official, concluded that further amendments to certain Articles of the LDR previously adopted are necessary and appropriate to clarify and fully effectuate the policy direction of the Town Commission pertaining to variances; and

WHEREAS, the Town Commission has reviewed the revisions to the Town's LDR as set forth herein and finds that their adoption will further the public health, safety and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AS FOLLOWS:

Section 1: The whereas clauses are incorporated herein as the legislative findings of the Town Commission.

Section 2. Article 1, Division 3, Section 3.03, Town Commission is hereby amended to read as follows:

Sec. 3.03. Town commission.

The Town Commission's powers and duties under these land development regulations shall be as follows:

A. *Authority.* The Town Commission has the authority to:

1. Review and decide:
 - a. Applications for subdivision approval;
 - b. Applications for district boundary changes;
 - c. Applications for certificates of appropriateness for alterations to historic buildings and landmarks;

- d. Applications for text amendments to these land development regulations; and
 - e. Applications for comprehensive plan amendments
 - f. Development Orders approved by the Impact Review Committee or Board of Adjustment in accordance with the procedure established in 9., below.
- 2. Hear appeals from decisions of the board of adjustment, impact review committee, and administrative official.
 - 3. Amend the comprehensive plan.
 - 4. Amend or repeal any or all of these land development regulations, including the official zoning map.
 - 5. Determine whether a proposed use is of the same general character as a permitted use.
 - 6. Exercise all other powers and carry out all other duties provided by Florida Law and these land development regulations.
 - 7. The mayor, or in his or her absence the vice mayor, may administer oaths and compel the attendance of witnesses.
 - 8. The Town Commission shall have the authority to review any application or proposal for development or improvements in the PLD or CPD zoning districts. The Town Commission may apply standards set forth in Division 2, Section 2.02 for impact review and any goals, objectives, or policies of the Town's Comprehensive Plan it determines to be appropriate. The Town Commission shall have the authority to apply conditions to [mitigate the impact] of any application or proposal for development or improvements within the PLD or CPD Zoning Districts.
 - 9. Where a member of the Town Commission makes a request through the Town Manager to review a development order approved by the Board of Adjustment or Impact Review Committee, the development order which is the subject of the request shall be presented to the Town Commission for its consideration. Upon presentation of the development order to the Town Commission, it shall have the authority, by a majority vote of the total membership of the Town Commission, following a quasi-judicial proceeding, to deny, affirm, or affirm with amendments the development order. The Town Commission's review of the development order shall be de novo. Following the

Town Commission's determination at the hearing, unless affirmed, the Town Attorney shall prepare a final order reflecting the Town Commission's decision. The final order rendered by the Town Commission may be appealed by a person or entity with standing to the Circuit Court in and for the 19th Judicial Circuit of Florida.

Section 3. Article IV. Supplemental Regulations, Division 2.00, Measurements, Sec. 2.00, Building Height is hereby amended to read as follows:

Sec. 2.00. Building height.

Building height is measured as follows:

- A. The initial measuring point is the highest elevation of the following:
 1. The lower of:
 - a. The average elevation of the finished grade across the front building line prior to the placement of fill; or
 - b. The finished floor elevation; or
 2. 6.5 feet NAVD
- B. The height of exterior walls is measured from the initial measuring point to the point at which the outside wall meets the horizontal eave of the roof or the bottom of a parapet wall.
- C. The height of the building is measured from the initial measuring point to the highest point on the building, excluding chimneys, ventilators, skylights, spires, belfries, cupolas, and similar architectural features that are usually carried above the roof level and not used for human occupancy, provided that each such feature shall be erected only to such height and size as is necessary to accomplish the purpose it is to serve.
- D. The Board of Adjustment may approve a variance to Article IV, section 2.00, regarding the initial measuring point for building height, provided the Board of Adjustment finds that the applicant has met the variance standards contained in Art. X, Division 5, Section 5.00 and where if the applicant demonstrates:
 1. The new initial measuring point will not result in a building which is taller in elevation (NAVD) than the tallest building which could be constructed on a contiguous lot.
 2. Will not result in a building which is more visible from adjacent properties or the public right-of-way than the existing surrounding structures.

Section 4. Article IV, Division 3, Development Standards, Sections 3.01, 3.05, 3.06, 3.07 B., 3.07 C.2., 3.07 D. 2. and 3.12, are hereby amended to read as follows:

Sec. 3.01. Fill.

If authorized as part of an approved site plan, up to three feet of fill may be placed on a lot. The Board of Adjustment may approve a variance for a greater amount of fill provided it finds that the applicant has met the variance standards contained in Art. IX, Division 5, Section 5.00 and if the applicant demonstrates that:

- A. The additional fill will not result in a building which is taller than the maximum height permitted on an adjacent lot; and
- B. Fill shall be placed in a manner that will not create an additional stormwater runoff onto an adjacent property or public right-of-way; and
- C. Fill shall be placed in a manner that will not create significant soil erosion; and
- D. The portion of the lot for where the fill is proposed to be added has not been previously filled pursuant to the approval of a special exception or the use of alternative development standards; or the elevation of said portion of the lot has decreased by more than three feet since the fill was placed; and
- E.
 - 1. The fill shall not result in a building which is more visible from adjacent property or a public right-of-way; and
 - 2. The fill is necessary to build the finished floor of the building at an elevation of 6.5 NAVD.

Sec. 3.05. Tennis court design and location.

A. *Required setbacks.*

- 1. A tennis court shall be set back as if it were a building.
No part of a tennis court shall be located within 50 feet of the mean highwater mark.
- 3. The required setback shall be measured from the outer edge of an apron, fence, or appurtenance to a tennis court.

- B. *Lights.* A tennis court shall not be lit for night play, except that the Board of Adjustment may approve a variance for tennis courts in the RCD District provided the Board of Adjustment, finds that applicant has met the variance standards contained in Art. X, Division 5, Section 5.00 and where if the applicant demonstrates:

1. The lighting does not spill over onto any adjacent lot in a residential zoning district; and
2. The lighting standards and fixtures shall not be visible from any of the neighboring lots in the applicable zoning district; and
3. The lighting shall be turned off between the hours of 9:30 p.m. and 6:00 a.m.

C. *Backboards.* Tennis backboards are prohibited.

Sec. 3.06. Walls, fences, and bulkheads/seawalls.

A. *Location and design of walls and fences.*

1. *Front yards.* Walls and fences may be constructed in required front yards provided that:
 - a. The walls or fences are set back at least 30 feet from the front lot line; and
 - b. The area between the walls or fences and the front lot line is comprehensively landscaped; and
 - c. Sight triangles with no leg smaller than 15 feet are preserved in both directions for each driveway that connects to the contiguous street.
2. *Side and rear yards.* Walls and fences may be constructed in required side yards, or rear yards of lots which are not waterfront, provided that:
 - a. The walls or fences are set back at least three feet from side lot lines unless an agreement to locate the wall or fence closer to the property line is executed by the applicant and the owner of the property which shares the property line and is provided to the town in recordable form; and
 - b. The walls or fences are not constructed in or over any utility or other public easement; and
 - c. The area between the wall or fence and the side lot line is landscaped with hardy, low maintenance landscape material.
3. *Rear yards of waterfront lots.* No wall or fence may be constructed in a required rear yard of a waterfront lot unless the Board of Adjustment ~~approves~~ finds that the applicant has met the variance standards contained in Art. X, Division 5, Section 5.00, and finds that the wall or fence meets all of the following standards:
 - a. The wall or fence does not exceed four feet in height; and

- b. The wall or fence is designed and constructed in a manner which will be visually compatible with the character of the buildings on the lot where the wall or fence is proposed; and
 - c. The wall or fence will not interfere with the visual access to the water from the building envelopes of adjacent lots; and
 - d. The wall or fence is constructed to comply with F.S. Ch. 515 or Section 424 of the Florida Building Code; and
 - e. In the area waterward of the waterfront setback line, the wall or fence does not extend more than ten feet from the edge of the pool which it encloses.
4. *Within the building envelope.* Walls and fences may be constructed within the building envelope provided that the manner in which walls or fences are attached to buildings does not create apparent mass in excess of the floor area and building volume permitted in the zoning district in which the lot is located.

Sec. 3.07. Docks and dune crossovers.

- B. *Size.* No dock shall exceed 500 square feet, and no dune crossover shall have a sitting or reviewing deck exceeding 100 square feet in addition to the area of the walkway, provided the applicant meets the variance standards contained in Art. X, Division 5, Section 5.00 ~~unless approved by the Board of Adjustment.~~
- C. *Height.*
- 1. *Docks.*
 - a. The deck of a dock shall not be higher than four feet above mean high water, or five feet above mean high water if the Department of Environmental Protection so requires after performing an official survey and providing a statement of seagrass that is acceptable to the administrative official. (See Illustration 21: Dock Dimensions, Exhibit A)
 - b. Pilings supporting such dock or used in conjunction therewith shall not be higher than eight feet above mean high water. (See Illustration 21: Dock Dimensions, Exhibit A)
 - 2. *Dune crossovers.*
 - a. The deck of a dune crossover shall not be higher than one foot above the existing grade, unless a variance for a greater height is approved by the Board of Adjustment upon its determination that the variance standards contained in Art. X, Division 5, Section 5.00 have been met ~~in accordance with this section.~~

- b. Dune crossover posts and railings shall not be higher than three feet above the deck of the dune crossover.

D. Design.

1. Railings shall be of post and rail construction that does not create a material visual obstruction to the waters of the Indian River or tributaries, or to the Atlantic Ocean from contiguous lots or rights-of-way.
2. Fencing, screening, walls or louvered windbreaks on docks or dune crossovers are prohibited unless a variance is approved by the Board of Adjustment upon its determination that the variance standards contained in Art. X, Division 5, Section 5.00 have been met .
3. Covered structures or buildings of any type are prohibited on docks and dune crossovers.
4. Dock boxes not exceeding 30 inches in height are permitted on docks; provided that such boxes are limited to one dock box per boat regularly moored at the dock. (See Illustration 21: Dock Dimensions, Exhibit A)
5. Overhead hoists, davits or machinery connected therewith shall not exceed eight feet above mean high water.
6. Dock construction shall meet the standards for dock construction as prescribed by the United States Army Corps of Engineers.

Sec. 3.12. Wireless communications towers and antennas

A. *Findings and purpose.* The Town finds that it is in the public interest to regulate the placement, construction or modification of wireless communications towers and antennas within the municipal boundaries of the Town to protect the Town's unique aesthetic environment and community character. The Town Commission may approve a variance regarding the placement of communication towers and/or antennas, provided it determines that the variance standards contained in Art. X, Division 5, Section 5.00 have been met and if the applicant demonstrates that:

1. The tower/antenna is in a PLD or RCD District; and
2. The tower/antenna will not interfere with the use and enjoyment of adjacent and nearby properties; and
3. The visual impact of the tower/antenna and associated structures is substantially mitigated by either or both of the following:
 - (a) A combination of topography and existing or provided landscaping in the surrounding area; or
 - (b) A "stealth" design; and

4. The proposed ingress and egress to the tower and/or antenna will not interfere with the safe flow of traffic on adjacent rights-of-way; and
5. Off-street parking for at least one maintenance vehicle is provided; and
6. There are no suitable existing towers, antennas, or other structures, or alternative technologies, that the applicant can utilize to provide the same service; and
7. The tower is set back at least 110 percent of the height of the tower from any neighboring properties in an RD zoning district; and
8. The tower is set back at least 130 percent of the height of the tower from any neighboring property in a residential zoning district; and
9. Guy wires and accessory buildings satisfy the minimum zoning district setback requirements; and
10. The structure is designed to accommodate co-locations of equipment and attachments with a minimum wind load rated at 130 mph or more; and
11. A performance bond is posted in favor of the Town to cover the cost of the Town's removal of the structure if it is abandoned or otherwise violates these land development regulations.

C. *Other towers and antennas.*

1. No other tower or antenna shall be permitted in the Town, except pursuant to subsection B, above, unless the applicant demonstrates to the Town Commission that no reasonable alternative exists that can accommodate the applicant's proposed telecommunications service because:
 - a. No existing towers or structures located within the relevant geographic area accommodate antennas adequate to provide the applicant's service within the Town; and
 - b. The fees, costs, or contractual provisions required by the owner to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable; and
 - c. There are other limiting factors that render existing towers and structures unsuitable; and
 - d. The applicant demonstrates that an alternative technology, such as a cable microcell network using multiple low-powered transmitters/receivers attached to a wire line system, is unsuitable.
2. If the applicant demonstrates that no reasonable alternative exists that can accommodate the applicant's proposed telecommunications service, the Town Commission may consider the a variance application and finds ~~whether~~ it

meets the standards contained in Art. X, Division 5, Section 5.00 and the criteria in this Sec. 3.12 A 1-11 A-K.

Section 5. Article VI – Signs, Division 2, Standards, 2.02 F., Variances is hereby amended to read as follows:

Sec. 2.02. Sign design standards.

F. Variance for signs.

1. The Town Commission may approve a sign variance in the PLD, RCS, and CPD zoning districts, provided an applicant demonstrates that the application meets the variance standards contained in Art. X, Division 5, Section 5.00, and finds that:

A. The proposed sign:

1. Is demonstrably more attractive than a sign that could otherwise be constructed in the underlying zoning district; and
2. Is no more than six feet in height; and
3. Is less than 12 square feet in area; or

- B. The sign area of the proposed sign is necessary to convey critical information that will protect the public health and safety.

2. The Board of Adjustment or Town Commission, as applicable may approve a variance to section 2.02(E), regarding illumination if the applicant demonstrates that its application meets the variance standards contained in Art. X, Division 5, Section 5.00, and that:

- a. The lighting will not spill over onto any adjacent lot in a residential zoning district; and
- b. The lighting standards and fixtures are not visible from any neighboring lot in a residential zoning district; and
- c. The lighting will be turned off between the hours of 9:30 p.m. and 6:00 a.m.

Section 6. Article IX. - Nonconformities. Division 2. Nonconforming Structures, Sections 2.01 and 2.02 are hereby amended to read as follows.

Sec. 2.01. Nonconforming docks or dune crossovers.

A nonconforming dock or dune crossover shall be considered a "building," subject to the provisions of section 2.02, below. However, if the nonconforming dock or dune

crossover is nonconforming due to location, the property owner may apply for a variance from the Board of Adjustment to make the dock or dune crossover "conforming" for the Board of Adjustment to consider whether the application meets the variance standards contained in Art. X, Division 5, Section 5.00, and is in accordance with Sec. 2.02 D below.

Sec. 2.02. Nonconforming buildings.

- A. *Continuation.* Any building which was lawfully in existence on the effective date of these land development regulations, or any amendment thereto, which is made nonconforming by the adoption of these land development regulations or any such amendment thereto, may be continued and maintained or repaired notwithstanding such nonconformity.
- B. *Extension or expansion.* No nonconforming building shall be enlarged, increased, expanded or altered in any way unless such enlargement, increase, expansion or alteration complies with each and every requirement of these Land Development Regulations.
- C. *Replacement.* In the event part or all of a nonconforming building is destroyed or made structurally unsound by fire, casualty, or other Act of God (which shall include, but not be limited to, wood eating organisms, degraded concrete, or similar factor not within the control of the property owner) to the point where repair is impracticable, the building may be reconstructed or replaced if approved by the Board of Adjustment using Sec. 2.02(C).A. below.
- D. The Board of Adjustment may approve a variance for the replacement of a destroyed nonconforming building, dock, or dune crossover, provided the applicant demonstrates that the application meets the variance standards contained in Art. X, Division 5, Section 5.00 and all of the standards below ~~are met~~:
 - 1. All or a material part of the nonconforming building has been destroyed by fire, casualty, or an Act of God; and
 - 2. The building will be replaced with a building that is located in either:
 - a. The same location as the destroyed building, and is designed and configured such that the extent of the prior nonconformity is not increased; or
 - b. A different location than the building to be replaced, and is designed and configured such that the replacement building does not have a greater apparent mass when viewed from public rights-of-way or neighboring properties; and:

- (1) The extent of the totality of nonconformities of the building to be replaced reduced by the replacement building, and if an individual nonconformity is increased, the increase is not material; or
- (2) The totality of nonconformities of the replacement building is unchanged and the Building Official determines that there will be a material safety benefit realized by the relocation of the building; and
- (3) Is of the character and architectural style of the building that previously existed, unless such character or architectural styles is impracticable due to state or federal regulations; and
- (4) The Building Official determines that the replacement building complies with these land development regulations to the maximum extent possible; and
- (5) The replacement building contains no more floor area than the building to be replaced; and
- (6) The application for approval has been submitted to the Town within three years of the date on which the destruction occurred.

Section 7. Article IX, Division 4. - Nonconforming Uses, Sections 4.00 is hereby amended to read as follows:

Sec. 4.00. Nonconforming uses.

C. *Conversion.* The Board of Adjustment may approve a variance for the conversion of a nonconforming use to another nonconforming use with fewer external impacts provided the applicant meets the variance standards contained in Art. X, Division 5, Section 5.00 and the if an applicant demonstrates:

1. The existing nonconforming use has not been terminated by discontinuance or destruction; and
 - b. The proposed use is more compatible with the predominant character of the uses in the zoning district than the existing nonconforming use; and
3. The proposed use will have no greater adverse effect on the surrounding lots than the existing nonconforming use, in that:
 - a. It will generate the same or lower level of traffic; and
 - b. It will have no impact or a positive impact on surrounding property values; and

- c. It involves the same or lower level of dust, noise, or odors; and
- d. If the existing nonconforming use also includes a nonconforming sign, the nonconforming sign shall be removed.

D. Termination.

1. *By discontinuance.* If a nonconforming use is discontinued for a period of six consecutive months, the nonconforming use shall not be resumed or re-established, and any subsequent use of the land or structure shall conform to each and every requirement of these land development regulations.
2. *By destruction or partial destruction.* In the event that 50 percent or more of the existing floor area of a building occupied by a nonconforming use is destroyed by fire or other casualty, Act of God, or by the acts of the owner or any lessee, agent or representative of the owner thereof, the nonconforming use shall be deemed terminated and shall not be resumed or re-established, and any subsequent use of the land or structure shall conform to each and every requirement of these land development regulations.

Section 8. Repeal of ordinances in conflict.

All other ordinances of the Town of Jupiter Island, Florida, or parts thereof which conflict with this or any part of this ordinance are hereby repealed.

Section 9. Severability. If any court of competent jurisdiction holds any word, part, section, paragraph or provision hereof to be unlawful or unconstitutional, such ruling or finding shall not affect the remaining portions of this ordinance, which shall remain in full force and effect.

Section 10. Codification. This ordinance shall may be codified and made a part of the official Code of Ordinances of the Town of Jupiter Island.

Section 11. Effective Date. This ordinance shall become effective immediately upon execution.

(Continued on Next Page)

ORDINANCE NO. 408 PASSED UPON FIRST READING THE ____ DAY OF _____, 2025.

PASSED AND ADOPTED UPON THE SECOND READING FOLLOWING PUBLIC HEARING THE ____ DAY OF _____, 2025.

(SEAL)

TOWN OF JUPITER ISLAND, FLORIDA

Mayor

Vice Mayor

Commissioner

Commissioner

ATTEST:

TOWN CLERK

#6193174 v1 18270-00002

**Town of Jupiter Island
Town Manager Evaluation**

Objective		1 Poor	2 Below Avg	3 Avg	4 Above Avg	5 Excellent	Comments
1	Supervise and participate in investigations or studies necessary to securing facts upon which important determinations can be made.						
2	Attend all meetings of the Town Commission, unless excused by the Commission, with the right to take part in the discussion but without having a vote on all matters coming before the Commission.						
3	With the assistance of the Finance Officer, prepare the budget annually and submit it to the Commission together with a message of describing the important features and be responsible for its administration after adoption.						

4	Prepare and submit to the Commission, at the end of the fiscal year, a complete report on the finance and administration activities of the Town for the preceding year.						
5	Keep the Commission advised of the financial condition and future needs of the Town and make such recommendations as the Manager may deem desirable.						
6	Recommend to the Commission, from time to time, adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.						
7	Negotiate on behalf of the Town, and markets the community throughout the state, local and private agencies who can provide financial resources to greatly improve local social-economic conditions.						
8	Visits with Congressional or Legislative delegation to bring additional financial resources to the community through appropriations for social and economic development purposes.						

9	Implement policy established and directed by the Town Commission.						
10	Scout and engage suitable legal representation for specific matters as directed by the Town Commission.						
11	To be responsible for the supervision of all departments and employees of the Town and to see that laws and ordinances are enforced.						
12	To appoint or terminate or to delegate the appointment and termination of all Town employees.						
13	To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed.						
14	To be the purchasing agent for the Town, by whom all purchases of supplies shall be made, and to approve all vouchers for the payment of same. All purchases and sales shall conform to such regulations as the Town Commission may from time to time prescribe. The duties as prescribed in this subparagraph may be amended by ordinance.						

TOWN OF JUPITER ISLAND
TOWN MANAGER PERFORMANCE EVALUATION

This evaluation process measures key elements of the Town Manager's job description and requirements from the Town Charter. The evaluation is split into two sections.

Section 1 consists of 15 components related to the Town Manager's working relations and support of the Commission. The scoring scale is 1-5:

- 1 - Poor
- 2 – Below Average
- 3 - Average
- 4 – Above Average
- 5 - Excellent

Section 2 pertains to the Town Manager's achievements of specific objective goals for each of the operations of the Town. At the end of each year, the Manager will present the Commission with this section, itemizing Manager achievements and organization accomplishments. The scoring scale for this section as a whole is 1-5:

- 1 - Poor
- 2 – Below Average
- 3 - Average
- 4 – Above Average
- 5 - Excellent

Additionally, a "Comment" section is provided for Commissioner observations and remarks.

Based on performance and other considerations, the Town Commission will evaluate the Manager's compensation.

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager

FROM: Kimberly Kogos, Town Clerk

RE: Town Board/Committee Member Reappointments

DATE: 6/11/25

Background:

Every year between January and March, the Town polls the Board and Committee members whose terms are expiring regarding their intentions to continue in their service or if they prefer to step down for various reasons. Term renewals, for those who wish to continue in their service, are addressed by the Town Commission in March and April.

This year, Board and Committee members were polled, and most volunteers chose to continue their service to the Town. However, due to other pressing matters, the official approval of term renewal was delayed.

Additionally, the Local Planning Agency (LPA) has a vacancy and Mr. Scott McGraw has indicated interest in serving on this board.

Action:

At this time, those whose terms were expiring but chose to continue in their service for another term are listed below for Town Commission review and approval if appropriate.

Regarding the LPA vacancy, Mayor Townsend will submit Mr. McGraw's name for Commission consideration. If affirmed, Mr. McGraw's term would end March 2028.

Local Planning Agency – Three Year Term – New Term ending March 2028
Trent Steele

Beautification Committee – Annual Terms

Ken McBrayer (JIRA)
Judy Light (Garden Club)
Nivin MacMillan (JI Holdings)
Joyce Vicenzi (JI Historical Society)
Debbie Textor
Stephanie Flinn
Rick Redmond
Nancy Rowden

Finance Advisory Committee – Three Year Term – New Term Ending March 2028

Bill Brown
Jay Wilson

Grievance Resolution Board – Two Year Term – New Term Ending March 2027

Charles Modica
Barbara Carr
Ken McBrayer

Memorandum

To: Robert Garlo, Town Manager

From: Catherine Harding, Building, Planning and Zoning Director

Date: May 29, 2025

Reference: **Text change for Land Development Regulations**

Bob,

The following is the text change you requested for the Commission Meeting.

Article VII, Division 3, Flood Damage Prevention, Section 104, Permits.

Section 104.1 states in part “No such permit or approval shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.”

Section 104.7 Other Permits Required. Flood plain development permits and building permits shall include a condition that all other applicable state and federal permits shall be obtained before commencement of the permitted development, issuance of the flood plain development permits and building permits including but not limited to the following:”

The change removes the words “commencement of the permitted development” and replaces it with “issuance of the flood plain development permits and building permits”. This change will make the text consistent and not subject to interpretation.

CAH/5-29-25



TOWN OF JUPITER ISLAND

MEMORANDUM

To: Mayor & Town Commission

Through: Robert Garlo, Town Manager *RG*

CC: Kimberly Kogos, Town Clerk

From: John Duchock, Asst. Town Manager

RE: Agenda Item No. 14 – Ficus Allée Succession Plan

Date: 5/28/2025

Background:

As highlighted during the May Town Commission meeting, the Bridge Road ficus allée is the hallmark canopy entrance feature of the Town. The allée is comprised of 125 ficus trees, straddling the east and west sides of the intracoastal waterway along nearly 4,000 feet of Bridge Road between Shell Avenue and Gomez Road. Over the years, the trees have been exposed to a range of stressors such as drought, storms, whitefly, hypoxylon canker, and Armillaria root rot fungus. In recent years, the general health of many of the larger trees, and the frequency of required removal and replacement, has become of such a concern that succession planning efforts were initiated through coordination between Town staff, the Beautification Committee members, and local arborist/horticulturalist consultant Richard Maxwell of King Tree Service.

The following tables outline the general approach towards developing and implementing a formal succession plan, including target milestones and a preliminary (capital) spending plan over the next 5 years for Commission review and discussion. All future work will be in consultation with King Tree Service (consultant) and in coordination with the Beautification Committee.

Given the size and the scale of the allée project, it is critical to begin acquiring sufficient replacement trees as soon as practicable. The succession plan will require years to implement, beginning with an initial replacement of trees at Town Hall and culminating with planting of 120-130 Strangler Fig trees along Bridge Road.

Ficus Allée Succession Plan Outline

<u>Action/Milestone</u>	<u>Duration (days)</u>	<u>Completion Date</u>
Purchase/plant 10 Strangler Fig trees at Town Hall as a pilot project/display for Bridge Road allée	60 days	July 31, 2025
Draft Bridge Road ficus allée replacement and management plan	60 days	July 31, 2025
Present draft replacement/management plan to Beautification Committee & Town Commission	90 days	August 30, 2025
Research and identify nurseries to contract grow 130-140 Strangler Fig trees	90 days	August 30, 2025
Secure contract with nursery	120 days	September 30, 2025
Contract growing period	4-5 years	April 2029/2030
Perform pruning/ crown reduction of existing ficus trees with removal of dead/ diseased	Ongoing	TBD
Plant Strangler Fig trees between existing ficus trees east of bridge	60 days	April-May, 2029
Plant Strangler Fig trees between existing ficus trees west of bridge	60 days	April-May 2030

Preliminary 5-Year Capital Spending Plan

	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>TOTALS</u>
Purchase/Plant 10 Strangler Figs (TH)	\$60,000						
Contract Grow 140 Strangler Fig Trees		\$50,000	\$50,000	\$50,000	\$50,000	\$171,000	\$371,000
Fertilizer/Pesticide Applications		\$50,000	\$50,000	\$50,000	\$50,000	\$75,000	\$275,000
Pruning/Crown Reduction	\$25,000	\$150,000			\$250,000		\$400,000
Bridge Road Irrigation System			\$100,000				\$100,000
Tree Delivery and Installation					\$275,000	\$275,000	\$550,000
Tree Removal				\$50,000	\$50,000	\$50,000	\$150,000
Arborist/Consulting Services	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
TOTALS	\$100,000	\$275,000	\$225,000	\$175,000	\$700,000	\$596,000	\$1,971,000

Recommendation:

For Information Only.



TOWN OF JUPITER ISLAND

CONTRACT MEMORANDUM

To: Mayor & Town Commission
Through: Robert Garlo, Town Manager
CC: Kimberly Kogos, Town Clerk
From: XXX
RE: Contract for XXX
Date: 5/30/2025

Department:

Prepared by:

Requested by:

Legal Sufficiency Review:

Contract Title:

1. Executive Summary: This contract is... The primary intent is to...

Project was publicly bid on: (List of Bidders attached)

Maximum Not-to-Exceed Value: \$

Maximum Not-to-Exceed Term: XX Years

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the Town Attorney which allows for termination for cause or convenience at any time.

2. Fiscal Impact: Funding is allocated within the xxxx budget, which is approved by xxxx.
3. Recommended Action: (staff recommends Commission to award contract to lowest, responsive and responsible bidder(s) or staff recommends Commission to authorize Town Manager to execute all documents related to this request...)

Per Commission direction, all bidders have been notified of the recommendation of award and Commission meeting date.



May 2025 General Fund Financial Report

Town Commission Meeting
June 11, 2025

Topics To Be Covered

General Fund

- 2024-2025 Revenues
- 2024-2025 Expenses
- Balance Sheet

**Town of Jupiter Island
FY 2024/2025 Budget**

Account Description	Adopted Budget 2024-2025	YTD Actual 5/31/2025	Target 66%
Total General Fund Revenues	\$12,530,781	\$11,933,441	95%
Transfers from Reserves	\$510,000	\$0	0%
Total Revenues	\$13,040,781	\$11,933,441	92%
Total Administration	\$3,480,425	\$2,091,754	60%
Total Public Safety	\$6,055,175	\$3,841,478	63%
Total Building Department	\$1,352,285	\$1,404,663	104%
Total Public Works	\$2,152,896	\$1,090,994	51%
Total General Fund Expenditures	\$13,040,781	\$8,428,889	65%
Year to Date Net Income		\$3,504,553	

2024-2025 Revenue

Town of Jupiter Island

Account Description	Adopted Budget 2024-2025	PYTD Actual 5/31/2024 2023-2024	YTD Actual 5/31/2025 2024-2025	Actual % of Budget (Target 66%) 2024-2025
Ad Valorem	\$9,927,402	\$8,946,890	\$9,763,895	98%
Total Other Taxes and Fees	\$333,000	\$174,375	\$187,571	56%
Total Licenses and Permits	\$850,500	\$1,420,374	\$858,467	101%
Total Intergovernmental Revenue	\$325,100	\$91,894	\$133,910	41%
Total Charges for Services	\$131,000	\$90,055	\$69,697	53%
Total Fines and Forfeits	\$2,000	\$1,865	\$2,745	137%
Total Miscellaneous Revenues	\$257,700	\$636,864	\$461,839	179%
Transfers from Interfunds	\$704,079	\$454,343	\$455,319	65%
Subtotal Revenues	\$12,530,781	\$11,816,659	\$11,933,441	95%
Transfer from Reserves	\$510,000	\$0	\$0	
Total General Fund Revenues	\$13,040,781	\$11,816,659	\$11,933,441	92%

2024-2025 Expenses by Department

Agenda Item 18

Account Description	Adopted Budget 2024-2025	PYTD Actual 5/31/2024	YTD Actual 5/31/2025	Actual % of Budget (Target 66%)
Total Administration - Payroll	\$1,395,679	\$744,138	\$885,258	63%
Total Administration - Benefits	\$892,571	\$401,402	\$427,076	48%
Total Administration - Operating	\$1,160,175	\$758,180	\$754,284	65%
Subtotal	\$3,448,425	\$1,903,721	\$2,066,617	60%
Total Administration - Capital	\$32,000	\$7,431	\$25,137	79%
Total Administration	\$3,480,425	\$1,911,152	\$2,091,754	60%
Total Public Safety - Payroll	\$3,033,324	\$1,826,709	\$2,053,336	68%
Total Public Safety - Benefits	\$1,031,813	\$460,767	\$530,194	51%
Total Public Safety - Operating	\$1,433,908	\$764,341	\$801,213	56%
Subtotal	\$5,499,045	\$3,051,817	\$3,384,743	62%
Total Public Safety - Capital	\$556,130	\$428,251	\$456,735	82%
Total Public Safety	\$6,055,175	\$3,480,068	\$3,841,478	63%
Total Building - Payroll	\$524,794	\$299,232	\$342,191	65%
Total Building - Benefits	\$171,337	\$82,494	\$84,034	49%
Total Building - Operating	\$646,154	\$276,626	\$978,438	151%
Subtotal	\$1,342,285	\$658,353	\$1,404,663	105%
Total Building - Capital	\$10,000	\$27,825	\$0	0%
Total Building Department	\$1,352,285	\$686,178	\$1,404,663	104%
Total Public Works - Payroll	\$729,866	\$406,473	\$413,500	57%
Total Public Works - Benefits	\$457,028	\$201,614	\$206,473	45%
Total Public Works - Operating	\$780,002	\$346,413	\$430,524	55%
Subtotal	\$1,966,896	\$954,501	\$1,050,496	53%
Total Public Works - Capital	\$186,000	\$0	\$40,497	22%
Total Public Works	\$2,152,896	\$954,501	\$1,090,994	51%
Total General Fund Expenditures	\$13,040,781	\$7,031,898	\$8,428,889	65%

Balance Sheet as of 5/31/2025

Agenda Item 18

Assets

CASH GENERAL ACCOUNT - SEACOAST	\$	358,983
MONEY MARKET-SEACOAST	\$	5,282,642
CASH PAYROLL - SEACOAST	\$	50,000
CASH FLEX SPENDING - SEACOAST	\$	34,913
INVESTMENT POOL	\$	6,534,418
INVESTMENT - SBA	\$	3,574,412
PETTY CASH	\$	550
ACCOUNTS RECEIVABLE	\$	7,080
ACCOUNTS REC. - RETIREE BENEFITS	\$	1,113
DUE FROM BEACH PROTECTION	\$	23,234
DUE FROM CONSERVATION FUND	\$	1,056
DUE FROM UTILITIES	\$	282,313
<u>PREPAID ITEMS</u>	<u>\$</u>	<u>4,214</u>
Total Assets	\$	16,154,928

Liabilities

ACCOUNTS PAYABLE	\$	49
DUE TO SPECIAL LAW ENFORCEMENT	\$	25
DUE TO O&M	\$	1,086
DUE TO SCHOLARSHIP FUND	\$	55,300
DUE TO OTHER GOV. UNITS	\$	11,870
ACCRUED PAYROLL/BENEFITS	\$	(10,597)
OVERPAYMENTS-RETIRES	\$	604
<u>DONATIONS</u>	<u>\$</u>	<u>5,028</u>
Total Liabilities	\$	63,366

Reserves/Fund Balances

NONSPENDABLE PREPAID	\$	32,933
RESTRICT- ENFORCE FL BLDG CODE	\$	3,672,568
ASSIGNED FOR EMERGENCIES	\$	1,000,000
ASSIGNED FOR COMPENSATED AB	\$	115,000
ASSIGNED FOR UNINSURED LOSS	\$	80,000
FUND BALANCE	\$	7,690,422
CHANGE IN FUND BALANCE - Current	\$	3,500,640
<u>Total Reserves/Fund Balances</u>	<u>\$</u>	<u>16,091,562</u>

Total Liabilities and Fund Balance	\$	16,154,928
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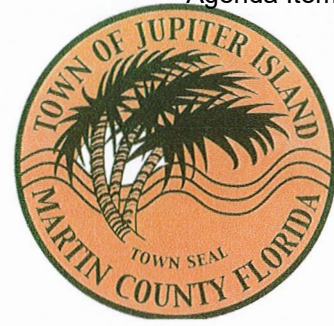
General Fund Reserves

Agenda Item 18

Account Description	Audited YE 2021	Audited YE 2022	Audited YE 2023	Audited YE 2024	Adopted Budget FY 2025*
Beginning Fund Balance (Reserves)	8,095,873	9,033,098	6,237,564	9,585,872	9,492,381
Transfer from / to General Fund Reserves	1,610,431	2,247,916	3,060,930	-	-
Amount Budgeted / Spent From Reserves	(548,206)	(793,404)	-	(126,424)	(510,000)
Budget Amendment From Reserves	(125,000)	(385,000)	-	-	-
Total Available Fund Balance	9,033,098	10,102,610	9,298,494	9,459,448	8,982,381
NonSpendable-PrePaid Expenses		71,269	127,833	32,933	32,933
Assigned to Uninsured Losses	80,000	80,000	80,000	80,000	80,000
Assigned to Compensated Absences	115,000	115,000	115,000	115,000	115,000
Assigned to Beautification, Scholarship, Public Safety		163,791	176,170	171,145	183,868
Assigned to Conservation Projects		431,990	431,989	431,981	403,192
Assigned to Emergencies	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Assigned to ARPA		312,393			
Restricted-Enforcement of FL Building Code			3,865,046	3,672,568	3,672,568
Unassigned Fund Balance (Reserves)	7,838,098	8,836,382	7,495,335	7,661,322	7,200,321
Total Fund Balance (Reserves)	9,033,098	11,010,825	13,291,373	13,164,949	12,687,882

*Estimated/Unaudited at time of this Report

Memorandum



To: Mayor and Commission

From: Catherine Harding, Building, Planning and Zoning Director

Date: May 29, 2025

Re: Building Department Report, May 2025

This report covers May 9, 2025, through May 29, 2025. There were 12 Building Permits Issued with a construction value of \$3,298,555. We collected \$50,720. in permit fees. Our Building Inspectors made 84 inspections. There were no C.O.'s issued.

Year to date there were 89 permits issued with a total construction value of \$41,407,881. and total fees of \$687,877.

Code Compliance responded to 14 formal complaints. They consisted of: 3 construction site maintenance issues; 1 lighting complaint; 2 landscape maintenance; 1 work without a permit; 6 vehicles in the right of way; and 1 illegal sign. Frank continues to work with the homeowners and builders to achieve compliance. He finds and corrects violations during his daily tours for compliance before they become an issue.

Our homeowners were notified of the Short Term/Vacation Rental Ordinance and that they are required to register and obtain a permit from the Town of Jupiter Island. No owner has come forward requesting a permit. Currently we are working with three homeowners who have been cited by our office. We are reviewing vacation rental advertising to locate any other properties. Copies of the Ordinance and applications are available in the Building Department for anyone who needs further Information.

Kimley Horn is in the process of revising the Town's Comprehensive Plan. The goal is to maintain the character of the Town while updating the required regulations. A Density Study Proposal to identify potential residential growth was approved by the Town Commission at their April 16, 2025 meeting. Kimley Horn is working on that Study and will integrate it with their work on the Comprehensive Plan.

The Board of Adjustment did not have a meeting as there were no applicants with completed applications. The Impact Review Committee did not meet as there were no applicants ready. Currently, we are reviewing 2 BOA applications. One fee was collected for \$1,000.

Our office has received an application for a 2-lot subdivision for 404 South Beach Road. We are preparing it for review by the Board of Adjustment.

We continuously meet with homeowners and builders to discuss their plans for construction to determine their next steps.

Respectfully submitted,
Catherine Harding

Enforcement List - Inspection Summary

05/29/25

Agenda Item 18

Enforcement Number	Address	Filed	Status	Closed
E2025-0081	21 S BEACH RD	05/12/25	CLOSED - COMPLIED	05/12/25

LIGHTS ON DURING TURTLE NESTING SEASON
AFTERER (9:30 PM)

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/13/25	05/12/25	FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0082	137 N BEACH RD	05/12/25		

DRIVEWAY IN DISREPAIR

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E2025-0083	111 S BEACH RD	05/14/25	CLOSED - COMPLIED	05/14/25

DELIVERY TRUCK 18 WHEELER PARK ON THE ROADWAY

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/13/25	05/14/25	FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0084	43 N BEACH RD	05/16/25	OPEN - VERBAL WARNING ISSUE	

DID DEMO WORK WITH OUT A PERMIT. THEY NEED A BUFFER ,FENCE , PORTA POTTI AI
THING THAT ARE APPROVED

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E2025-0085	30 RIVERVIEW RD	05/20/25	CLOSED - COMPLIED	05/20/25

VERY LARGE DRILL BLOCKING RIVERVIEW NO ONE COULD GET AROUND IT AND IT ONLY
DOES (1 MPH)

Enforcement List - Inspection Summary

05/29/25

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/22/25	05/21/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0086	488 S BEACH RD		05/22/25	CLOSED - COMPLIED	05/23/25
[REDACTED] CALLED TO COMPLAIN ABOUT A STAKE FOR THE SILT NETTING HAD FALLEN OVER MAKING THE NET SAG.					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/22/25	05/23/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0087	483 S BEACH RD		05/22/25	CLOSED - COMPLIED	05/22/25
VEHICLES PARK ON RIGHT OF WAY CONSTRUCTION SITE					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/22/25	05/23/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0088	512 S BEACH RD		05/23/25	CLOSED - VERBAL WARNING ISS	05/23/25
DUMP TRUCK IN THE ROADWAY WITH NO FLAGMEN					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/22/25	05/23/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0089	1 ESTRADA RD		05/23/25	OPEN - VERBAL WARNING ISSUE	05/23/25
[REDACTED] MAILED STATING THE BEACH CLUB SIGN ON SOUTH BEACH IS IN THE RIGHT OF WAY					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	06	05/22/25	05/23/25	FRANK LOGALBO

Enforcement List - Inspection Summary

05/29/25

Enforcement Number Address Filed Status Closed
 E2025-0090 51 N BEACH RD 05/22/25 CLOSED - VERBAL WARNING ISS 05/22/25
 PARKING IN RIGHT OF WAY

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/26/25	05/23/25	FRANK LOGALBO

Enforcement Number Address Filed Status Closed
 E2025-0091 30 RIVERVIEW RD 05/27/25 CLOSED - COMPLIED 05/23/25
 CONSTRUCTION SIGN IN FRONT OF THE BUFFER

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	05/23/25	05/27/25	FRANK LOGALBO

Enforcement Number Address Filed Status Closed
 E2025-0092 483 S BEACH RD 05/27/25
 LARGE PIECE OF CONSTRUCTION EQUIPMENT PARKED ON THE SIDE WALK
 JASON CAME OUT SLIGHT DAMAGE TO THE SIDEWALK APPROX 70'

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	04	05/27/25	05/28/25	FRANK LOGALBO

Enforcement Number Address Filed Status Closed
 E2025-0093 291 S BEACH RD 05/28/25
 LANDSCAPERS TRUCK AND TRAILER PARKED IN RIGHT OF WAY

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number Address Filed Status Closed
 E2025-0094 203 S BEACH RD 05/28/25
 WHITE AND GREEN PEGS IN THE GROUND TRYING TO KEEP CARS & TRUCKS OFF THIER
 GRASS THEY SAID THEY WILL REMOVE THEM

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement List - Inspection Summary

05/29/25

FRANK LOGALBO

05/30/25

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Scheduled

Follow-Up

Population: All Records

Enforcement.DateFiled Between 5/9/2025 12:00:00 AM AND 5/29/2025 11:59:59 PM

Enforcements Closed by Month

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CONSTRUCTION SIT	1	0	0	0	2	0	0	0	0	0	0	0	3
ILLEGAL SIGN	0	0	0	0	1	0	0	0	0	0	0	0	1
L LIGHTS	0	0	0	0	1	0	0	0	0	0	0	0	1
LANDSCAPE MAINT	2	0	0	0	0	0	0	0	0	0	0	0	2
VEHICLE IN RIGHT	1	0	0	0	5	0	0	0	0	0	0	0	6
WORK WITH OUT P	1	0	0	0	0	0	0	0	0	0	0	0	1
TOTALS:	5	0	0	0	9	0	0	0	0	0	0	0	14

Population: All Records
 Enforcement.DateFiled Between 5/9/2025 12:00:00 AM AND 5/29/2025 11:59:59 PM

Enforcement Totals By Category

05/29/25

CONSTRUCTION SITE MAINTENANCE	Total Entries:	3
ILLEGAL SIGN	Total Entries:	1
L LIGHTS	Total Entries:	1
LANDSCAPE MAINTENANCE	Total Entries:	2
VEHICLE IN RIGHT OF WAY	Total Entries:	6
WORK WITH OUT PERMIT	Total Entries:	1

Total Records: 14

Population: All Records

Enforcement.DateFiled Between 5/9/2025 12:00:00 AM AND 5/29/2025 11:59



MEMORANDUM



TO: TOWN OF JUPITER ISLAND, COMMISSION
THRU: ROBERT GARLO, TOWN MANAGER
FROM: MICHAEL S. EWING, DIRECTOR OF PUBLIC SAFETY
DATE: MAY 28, 2025
SUBJECT: ELECTRIC BICYCLE REGULATIONS

A handwritten signature in green ink, likely of Michael S. Ewing, the Director of Public Safety.

This memorandum provides an overview of Florida's current regulations concerning electric bicycles (e-bikes) and electric motorcycles (e-moto's). Understanding these laws is essential for ensuring compliance and promoting safety among e-bike users.

Florida law defines an electric bicycle as a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts.

E-bikes are permitted on roads, streets, highways, roadways, shoulders, bicycle lanes, and multi-use paths where traditional bicycles are allowed. However, local governments may enact ordinances to regulate or restrict e-bike usage on certain paths or areas within their jurisdiction.

- While state law allows bikes on sidewalks which would include e-bikes, our Town's code of ordinances prohibits their use on sidewalks.
- As of 2025, there is no minimum age requirement for operating an e-bike in Florida. Riders under the age of 16 are legally required to wear a helmet while operating an e-bike. Although not mandated for older riders, helmet use is strongly recommended for safety.
- E-bikes must adhere to specific equipment requirements:
 - **Labeling:** A permanent label indicating the e-bike's class, top assisted speed, and motor wattage must be affixed in a prominent location.
 - **Lighting:** When operating between sunset and sunrise, e-bikes must have a white front light visible from at least 500 feet and a red rear reflector visible from at least 600 feet.
 - **Brakes:** E-bikes must be equipped with brakes capable of stopping the bike within 25 feet from a speed of 10 mph on dry, level pavement.

E-Motorcycles (E-Moto): Florida state law does not specifically regulate e-moto's. They are, by definition under FSS 322.01, considered motorcycles and as such would require licensing and registration. Because the manufacturers do not provide a vehicle identification number (VIN) or title they cannot be registered in the state of Florida.

The following provisions apply to e-moto's:

- Does not have pedals.
- **Cannot** be registered in the State of Florida.
- **Cannot** be operated on public roads or sidewalks or right of ways.

Jupiter Island Public Safety will keep pedestrian and bicycle safety as a top priority and continue to seek opportunities to educate the public on safe and legal operations within our community.

ATTACHMENT

/me



Electric Motorcycle Vs Electric Bicycle

Electric Motorcycle (E-Moto)	Electric Bicycle
	
• Cannot be operated on public roads or sidewalks • Cannot be registered in the state of Florida (no VIN or title) • Does not have pedals • These meet the definition of motorcycles in state of FL, as they have the equivalent of greater than 50 cc, have a seat, and have 3 wheels or less • These e-motorcycles generally come “out of the box” at 6000 watts, which equates to well over 50cc, classifying it as a motorcycle. <i>There are no current laws regulating electric motorcycles, however advice obtained from statewide traffic prosecutor recommends treating these electric motorcycles as actual motorcycles, as they fit the definition under FSS 322.01.</i> <i>Warnings/Citations can be written under 322.03 (licenses) as well as many under FSS 316. The initial goal is compliance through education, followed with enforcement action for repeat / egregious offenders.</i>	• Can be operated on public roads and sidewalks • Must follow all bicycle and traffic laws under FSS 316.2065 • Must have pedals • Must be under pedal power and yield to pedestrians while on sidewalks • Cannot exceed 28 MPH and power under 750 watts • Riders under 16 must wear helmets • Riders do not need a license



Jupiter Island Public Safety Department
May 2025
Activity Report



Monthly Activity

	May 2024	May 2025	YTD - 2024	YTD - 2025
<i>Calls for Service</i>	157	136	718	739
<i>Arrests</i>	1	3	6	12

Traffic & Marine Activity

	May 2024	May 2025	YTD - 2024	YTD - 2025
<i>Traffic Stops</i>	83	117	349	530
<i>Vehicle Citations</i>	18	9	52	67
<i>Parking Citations</i>	3	23	57	68
<i>Vehicle Crashes</i>	1	0	6	17
<i>Marine Unit Activity</i>	-	84	-	241

Major Crimes

<i>Crime Type</i>	May 2024	May 2025	YTD - 2024	YTD - 2025
<i>Robbery</i>	0	0	1	0
<i>Burglary</i>	0	0	0	0
<i>Theft</i>	3	0	4	1
<i>Auto Theft</i>	0	0	0	0
<i>Assault</i>	0	0	0	0
Total	3	0	5	1

Other Crimes

<i>Type</i>	May 2024	May 2025	YTD - 2024	YTD - 2025
<i>Fraud</i>	0	0	0	2
<i>Drug Violations</i>	0	2	0	4
<i>Trespassing</i>	0	0	0	1
<i>Vandalism</i>	0	0	0	0
<i>Disorderly Conduct</i>	0	0	0	0
<i>Lewd & Lascivious</i>	0	0	0	0
Total	0	2	0	7



Jupiter Island Public Safety Department
May 2025
Activity Report



Code Compliance

Violation Type	May 2024	May 2025	YTD - 2024	YTD - 2025
<i>Parking in Right of Way</i>	18	25	68	96
<i>No Flag Persons Present</i>	4	1	14	7
<i>Working Outside Hours</i>	0	3	3	7
<i>Work with No Permit</i>	0	0	0	0
<i>All Other Violations</i>	3	2	15	7
Total Violations	25	31	100	117

ALS Fire Rescue Responses

Medical calls this month	5	Avg. response time	2.2 minutes
Fire calls this month	5	Avg. response time	2.1 minutes

Criminal Activity

Traffic Arrest / May 2, 2025; Case number 2025-00005494, subsequent to a lawful traffic stop and vehicle search, the operator of the vehicle was placed under arrest for possession of several controlled narcotics without a prescription. The subject was transported to the MC Jail and the vehicle was towed from the scene.

Traffic Arrest / May 4, 2025; Case number 2025-00005542, while conducting a lawful traffic stop, a search of the vehicle resulted in the discovery of several controlled narcotics. The operator of the vehicle was placed under arrest for possession of several controlled narcotics without a prescription and transported to the MC Jail. The vehicle was turned over to the licensed passenger.

Aggravated Battery, Fleeing, Resisting Arrest / May 5, 2025; Case number 2025-00005588, Public Safety Officers responded to a report of a stolen Yacht traveling north in the ICW from Blowing Rocks Marina. The vessel was located in the area of the JI Club marina and as marine officers attempted a stop, the vessel refused to yield and began ramming the marine patrol boats. With the assistance of MCSO marine units, they were able to force the vessel into shallow water where it ran aground. The suspect refused to surrender initially but eventually surrendered to officers without further incident. The subject was placed under arrest and transported to the MC Jail where he may face additional Federal charges.



***Jupiter Island Public Safety Department
May 2025
Activity Report***



Traffic Arrest / May 6, 2025; while conducting a lawful traffic stop, the operator of the vehicle was issued a criminal traffic citation with a mandatory court appearance for an Expired Driver's License More Than 6 months. The vehicle was released to a licensed driver.

Traffic Arrest / May 20, 2025; while conducting a lawful traffic stop, the operator of the vehicle was issued a criminal traffic citation with a mandatory court appearance for operating a vehicle with No Valid Driver's License/Never Issued. The vehicle was released to a licensed driver.

Warrant Arrest / May 20, 2025; Case number 2025-00006226; during a consensual encounter with a subject at the Public Safety Office, it was discovered the subject had an open warrant out of Martin County for Failure to Appear. The individual was placed under arrest and transported to the MC Jail.

Traffic Arrest / May 23, 2025; while conducting a lawful traffic stop, the operator of the vehicle was issued a criminal traffic citation with a mandatory court appearance for Driving While License Suspended/With Knowledge. The vehicle was released to a licensed driver.

Assist MCSO/ Suicide / May 25, 2025; Case number 2025-00006441; Public Safety Officers assisted MCSO units with a report of an unresponsive female in the parking lot of the public beach. Upon arrival MCSO deputies discovered a deceased female in her vehicle from an apparent self-inflicted gunshot wound. The scene was secured while units completed their investigation.

Hobe Sound Beach Statistics

	Current Month	YTD - 2025
<i>Calls for Service- Day</i>	9	33
<i>Calls for Service- Night</i>	3	10
<i>Patrols</i>	73	399
<i>Traffic Stops</i>	12	41

Hobe Sound Beach Activity

Medical Calls

May 3 Year to Date 3



***Jupiter Island Public Safety Department
May 2025
Activity Report***



DAYTIME 7am-7pm

Medical Call / May 3, 2025, 11:02 am; Public Safety responded to the public beach for a report of breathing problems. The patient was transported by MCFR to Jupiter Medical Center.

Found Property / May 4, 2025, 2:55 pm; Public Safety responded to a report of found property. A woman's purse was located and turned in. The owner was contacted and returned to pick up her purse.

Parking Violation / May 7, 2025, 11:46 am; Public Safety Officers checked out with a Car Carrier loading Cars in the area of the public beach parking lot.

Assist Other Agency/ MC Lifeguards / May 11, 2025, 4:48 pm; Officers responded to a request for assistance from the lifeguards in reference to someone operating a drone south of the lifeguard stand. Officers discovered subjects shark fishing from the beach and operating a drone.

Welfare Check / May 15, 2025, 12:35 pm; Public Safety responded to a report of a subject in his vehicle sleeping. No violation.

Medical Call / May 16, 2025; 12:26 pm; Units assisted MCFR with an elderly female patient with heat exposure. The patient was transported to Jupiter Medical Center by MCFR.

Parking Violation / May 19, 2025, 2:28 pm; Public Safety Officers checked out with a parking issue in the parking lot of the public beach. The vehicle was moved and a warning was issued.

Parking Violation / May 24, 2025, 11:04 am; Public Safety Officers checked out with a parking violation in the parking lot of the public beach. Parking citation was issued.

Assist Other Agency/ MCSO / May 25, 2025, 7:04 am; Suicide SEE CRIMINAL ACTIVITY REPORT

NIGHTTIME 7pm-7am

Assist Other Agency / MCSO / May 6, 2025, 3:23 am; Public Safety assisted MCSO with a possible road rage incident that occurred in the county.

Parking Violations / May 13, 2025, 7:32 pm; Public Safety units responded to multiple parking violations in the parking lot of the public beach. 15 parking citations issued.

Medical Call / May 24, 2025, 6:28 am; Public Safety officers responded to the public beach for a subject with a fish hook in his finger. The patient was treated by Medic 34 at the scene.

Upcoming Town Meetings and Events

2025

Date	Day	Time	Event/Meeting	Location
June 5	Thursday	9am	Impact Review Committee	Island Room (If Required)
June 10	Tuesday	9am	Town Coffee with Commissioner Field	Conference Room
June 10	Tuesday	10am	Beach District Meeting	Island Room
June 11	Wednesday	9am	Town Commission Meeting	Island Room
June 26	Thursday	9am	Board of Adjustment Meeting	Conference Room (If Required)
July 4	Friday	All Day	Holiday - Independence Day - Town Offices Closed	
July 10	Thursday	9am	Impact Review Committee	Island Room (If Required)
July 21	Monday	9am	Town Coffee with Commissioner Taddeo	Conference Room
July 21	Monday	10am	SMRU/Beach District Mtgs	Island Room
July 22	Tuesday	9am	Town Commission Meeting	Island Room
July 30	Thursday	9am	Board of Adjustment Meeting	Island Room (If Required)
August 7	Thursday	9am	Impact Review Committee	Island Room (If Required)
August 7	Thursday	9am	Pension Committee	Conference Room
August 7	Thursday	10:15am	Town/SMRU Defined Contribution Committee Mtg	Conference Room
August 19	Tuesday	9am	Town Coffee with Commissioner Warner	Conference Room (If Required)
August 19	Tuesday	10am	Beach Protection District Mtg	Island Room (If Required)
August 20	Wednesday	9am	Town Commission Meeting	Island Room (If Required)
August 28	Thursday	9am	Board of Adjustment	Island Room (If Required)
September 1	Monday	All Day	Holiday - Labor Day - Town Offices Closed	
September 4	Thursday	9am	Impact Review Committee	Island Room (If Required)
September 16	Tuesday	9am	Town Commission Meeting	Island Room
September 16	Tuesday	5:01pm	1st Budget Hearing	Island Room
September 19	Friday	9am	Town Coffee w/ Mayor Townsend	Conference Room
September 19	Friday	10am	SMRU/Beach Protection Mtgs	Island Room
September 19	Friday	5:01pm	2nd Budget Hearing	Island Room
September 25	Thursday	9am	Board of Adjustment	Island Room

June 1, 2025

Key
Changes from Previous Schedule
Board of Adjustment
Impact Review Committee
Town Hall Closed
Municipal Election

Agendas posted on Town Website: www.townofjupiterisland.com prior to the meeting