

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
THURSDAY, NOVEMBER 20, 2025**

TIME: Thursday, November 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 (remotely, beginning approximately 11:30am), Patricia Warner (remotely) and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Brett Lashley and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Mayor Townsend called the meeting to order at 9:00 AM and read the Town Vision statement. She provided brief comments on the first meeting of the new Development Review Board (DRB), noting high in-person attendance, including two alternates.

Mayor Townsend also noted this was the first meeting using the chat box for public comment, reminded everyone there would be a delay, and asked participants to type in the box as soon as they wished to speak so staff could notify the Mayor.

AGENDA APPROVAL AND COMMENTS*

A. Mayor/Commissioner Comments

a. Town Coffee Update

Mayor Townsend called the meeting to order at 9:00 AM and read the Town Vision statement. She provided brief comments on the first meeting of the new Development Review Board (DRB), noting high in-person attendance, including two alternates.

Mayor Townsend also noted this was the first meeting using the chat box for public comment, reminded everyone there would be a delay, and asked participants to type in the box as soon as they wished to speak so staff could notify the Mayor.

b. Commissioner Comments

Vice Mayor Scott provided thoughtful comments expressing disappointment and discouragement in the decisions made during the first meeting of the Development Review Board.

She also provided additional comments regarding the voting regulations of the Town Commission and the ability for a majority of the quorum present with one opposing vote to proceed.

c. Agenda Approval

Mayor Townsend suggested amending the agenda by pulling multiple agenda items and provided an explanation. She noted that Ordinances 408 and 413 will be heard at the November 24, 2025 Special Town Commission meeting beginning at 9:00 AM located at Town Hall at 2 Bridge Road, Hobe Sound, FL 33455 due to notification requirements. She also suggested removing agenda items 12 and 14, Short Term Rentals and Private Road Construction, from the agenda as more information is needed for

thoughtful discussion.

MOTION: *Commissioner Taddeo/Vice Mayor Scott moved to amend the agenda as discussed.*

ACTION: *Motion Passed 4-0*

B. Public Comment

No public comment at this time.

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

MOTION: *Commissioner Taddeo/Vice Mayor Scott moved to approve the consent agenda as presented.*

ACTION: *Motion Passed 4-0*

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

- a. Minutes of the October 29, 2025, Town Commission Meeting

Category B- Other Informational Materials (No Action Required)

- a. Minutes of September 11, 2025, Impact Review Committee Meeting
- b. Minutes of June 26, 2025, Board of Adjustment Meeting

PRIORITY MATTERS AND PRESENTATIONS

2. Staff Introductions

New Utility Director, Matthew Hammond, was introduced to the Town Commission by Town Manager Garlo. Mr. Hammond greeted the Town Commission and expressed appreciation for the opportunity.

3. Comprehensive Plan Review — Kimley Horn

Mayor Townsend introduced Ali Palmer of Kimley-Horn and noted that the draft presented today is a much-improved Comprehensive Plan from what was presented last month.

Ms. Palmer explained the draft Comprehensive Plan, noting it as a work in progress. She stated that they returned to the 2018 version of the Comprehensive Plan, provided reference to state requirements or statutes, reorganized sections for ease of interpretation, confirmed connection to the Town Vision in each

element, and ensured land use and zoning/code consistency. She stated that they considered stronger conservation and environmental protections, removed policies that are inconsistent or no longer accurate and provided for optional policies to consider.

Before starting the detailed review, Mayor Townsend highlighted several overarching issues and general observations she wanted noted in the revised draft. She emphasized the importance of strengthening sea turtle lighting protections, further reducing light pollution, and considering future approaches related to septic-to-sewer conversions without committing the Town to any specific timeline. She also suggested that dunes and the engineered beach should be treated as infrastructure rather than recreation, reflecting their role in storm protection and coastal resiliency. Commissioner Taddeo agreed with these general points, and both Commissioners Warner and Taddeo stated they had reviewed the draft and would have additional comments as the review progressed.

The Town Commission reviewed the document with the recommended changes as follows:

Page 1

- Remove the phrase “making a long-term blueprint for sustainable community and intergovernmental coordination.”
- Update all years and numbers on this page to current.

Page 2

- “Objectives and policies not applicable” seems inaccurate because the Town does have infill.
- Revise text to acknowledge infill parcels exist and zoning regulates development accordingly.
- Confirm addition regarding wellfields within town boundaries.

Page 3

- Retain “no more than two” in the final paragraph.
- Update horizons on this page.

Page 4

- Increase horizons and update timeframe accordingly.

Page 5

- Delete item 7(e) regarding 15% lot-width reduction.
- Add a new #8 addressing massing and proportions for privacy and tranquility.
- Coordinate with Catherine and consider input historically raised by the Board of Adjustment (BOA), Impact Review Committee (IRC), and Development Review Board (DRB).
- Remove references to greenhouse gas reduction and clustering concepts.
- From objectives 113/113.2, delete two and keep the middle policy protecting single-family character.

Page 6

- Continue deletion of policy 7(e).
- Consider keeping massing and proportion language as ongoing concerns from the Board of Adjustment, Impact Review Committee, and Development Review Board.
- Note the Development Review Board did not formally comment; board wants clarity.

Page 7

- Add reference to dune vegetation east of the waterfront setback line.
- Note interest in optimizing sea turtle lighting protections.

Page 8

- Maintain Level of Service A for transportation.
- Remove clause allowing the Florida Department of Transportation (FDOT) to adjust the level of service.
- Request FDOT analysis specific to Jupiter Island.

Page 9

- Remove mention of any new north bridge.
- Replace “coordinate” with “cooperate” in Objective 214.
- Adjust wording in 214.2 regarding partnership with Martin County.

Page 10

- Strengthen protections regarding beach traffic during turtle nesting season.
- Consider increasing nest perimeters.
- Consider closing beaches at night for safety and wildlife.
- Clarify lighting discussion relates to turtle protection.
- Change housing phrase to “meet housing needs within the town.”
- Delete sentence referencing government and private-sector roles.
- Fix typo at bottom.
- Review policy 3.1.

Page 11

- Ensure infrastructure capacity is evaluated before adding housing.
- Clarify highlighted text.
- Strengthen level-of-service requirements.
- Ensure infrastructure precedes density increases.

Page 12

- Avoid commitments or deadlines for septic-to-sewer conversion.
- Add broad intent statement about exploring septic-to-sewer options.
- Note Town has made no decision to convert to sewer.
- Note residents may not support conversion.
- North Beach Road discussed only as a concept; no consensus.
- Update the South Martin Regional Utility (SMRU) map.
- Avoid language committing the Town to major conversion projects.

Page 13

- Delete “promote orderly compact urban growth.”
- Strengthen level-of-service requirements.
- Include dune height and maintaining the Erosion Control Line (ECL) as possible standards.
- Update vision language (tranquility, serene, undisturbed, private setting, strong sense of safety).
- Consider using the 1952 descriptive text.

Page 14

- Replace “meet the needs” with “use best efforts.”
- Avoid commitments exceeding future capacity.

Page 15

- Update years and numbers in policies 4154 and 4155.
- Remove reference to a 4 million gallons-per-day reverse osmosis (RO) system.
- Avoid firm population numbers; refer instead to the South Martin Regional Utility Water Supply Plan.
- Ensure PFAS compliance is acknowledged.
- Reconsider ultra-low volume fixtures requirement.

Page 16

- Revise policy 4172 to avoid listing specific reclaimed-water recipients.

Page 17

- Expand wildlife protection beyond turtles.
- Clarify “impact future plans” language.
- Replace “damage or destroy” with positive phrasing.
- Consider including the soil map.
- Add goal emphasizing a healthy beach and dune system protecting life and property.

Page 18

- Add “near the beach” to beach-lighting language.
- Note the Town cannot set Intracoastal Waterway (ICW) speed limits but can enforce posted ones.
- Remove “unreasonable” from disturbance language.

Page 19

- Retain reference to resident-acceptable costs.
- Add policy preventing the waterfront setback line from moving east of its 2024 position.
- Encourage additional dune vegetation rather than removing non-native plants.
- Approve moving relevant items to the conservation element.

Page 20–21

- Confirm evacuation routes with the Public Safety Department (PSD) Chief.
- Highlighted yellow changes on Page 21 are improvements.
- Add limits on expenditures east of the frontal dune.

Page 22

- Approve moving policies to the Intergovernmental Element.

Page 23

- New coastal policies introduced as best practices.
- Second from bottom requires revision due to existing homes east of the Coastal Construction Control Line (CCCL).
- Bottom policy requires Catherine’s comment.
- Final policy requires John’s comment.

Page 24

- First policy requires Director Duchock’s comment.
- Chief to explore Florida Fish and Wildlife Conservation Commission (FWC) lobbying options for ICW speed limits.

Page 25

- Add “dunes and beaches” to relevant policy text.

Page 26

- Ensure correct terminology for soil, sand, minerals.
- Obtain updated information from South Martin Regional Utility.

Page 27

- Minor comments; coordinate wording with Kimley-Horn.

Page 28

- Replace “pursue elimination” of onsite sewage with softened language.
- Remove landscaping and rain-garden requirements (ABCD) that significantly alter island appearance.
- Bottom policies are too specific for a comprehensive plan.

Page 29

- No changes.

Pages 30-31

- No changes.

Page 32

- Redrafted language is acceptable.

Page 33

- Ask Chief why policy 8010301 was removed.
- Modify policy 8010304 to add “where appropriate” and avoid obligating the Town.

Page 34

- No comments.

Page 35

- Remove reference to the Treasure Coast Regional Planning Council for dispute resolution.

Page 36–37

- Consolidate two sets of capital improvement criteria.
- Consider generalizing level-of-service numbers in policy 9010203.
- Maintain stringent level-of-service expectations.

Page 38

- Verify relocated text (to policy 9114) is complete.

Page 39–40

- Yellow text is state-required; acceptable.

Page 41

- Retain public-participation language within the implementation section.

Page 42

- No comments.

Public Comment:
None at this time.

Ms. Palmer reviewed the projected timeline, noting the tasks completed to date and tasks in progress as well as future tasks. She noted the ability to extend the deadline of transmittal to the state. Commissioner Taddeo opined on December tasks including an online survey, focus group and Town Commission interviews. Mayor Townsend provided additional comments and suggestions. Discussion ensued.

The Town Commission reviewed the proposed timeline for the Comprehensive Plan update and agreed revisions were needed to give residents adequate time to review the next draft. The Town Commission decided to remove individual Commissioner interviews and the focus group, preferring to rely on a public workshop and an online survey for community input.

The revised sequence discussed was to complete Draft Three in December, hold a Local Planning Agency workshop in January, then have the Town Commission review the updated draft before releasing the public survey. Public hearings before the Local Planning Agency and the Town Commission would follow in March and April, when most residents are still in town. The Town Commission acknowledged the timeline could be extended if legislative changes or other factors require additional time.

Town Manager Garlo referred to the density study and increased development potential. He asked if the engagement includes review of LDR to address the density study. Ms. Palmer stated they are happy to include this work.

*The Town Commission recessed 10:44 AM.
The Town Commission reconvened at 10:50 AM.*

4. Public Safety Drone Demonstration*

Chief Ewing explained the new Public Safety Drone and provided a real-time demonstration for the Commission. He introduced Corporal Hinson, Certified and Licensed Drone Operator. He explained the benefit of the drone equipment. Vice Mayor Scott asked if the drone could be beneficial for code enforcement. Chief Ewing stated that code enforcement may not benefit from the drone, although traffic enforcement could benefit. He noted that there are regulations that restrict specific drone usage and emphasized maintenance of residential privacy.

Chief Ewing reviewed training and community safeguards, noting the commitment to maintaining transparency, accountability and responsible use of this technology. He explained the operational capabilities of the drone.

COMMISSION ACTION ITEMS

5. Winter Waiver Requests

The Town Commission recessed 11:11 AM.

The Town Commission reconvened at 11:14 AM.

a. 214 SB Road

Director Harding introduced the agenda item.

Attorney Jared Gaylord, property representative, provided details of the project and the waiver request. He noted the home was built in 1902 and is on the historical registry although did not receive any grant funds that would restrict development or demolition of the structure. Attorney Gaylord explained that the property owners wanted to keep the existing residence, but it was not conducive to modern needs nor structurally sound. They plan to keep some structures on the property and propose to maintain the character of the existing structure. The request is for demolition of the existing structure, using heavy equipment lasting two (2) days. He displayed an example of noise mitigation, utilizing hay bales surrounding the heavy equipment.

Town Manager Garlo read two letters of objection from neighbors into the record. He noted that the property owner is present and is requesting the waiver due to project delays that were no fault of his own.

Attorney Gaylord continued his explanation and justification of the waiver request. He added that the neighbor across the street provided a letter of support.

Mr. Williams, property owner, provided comment, noting that the October meeting of the Development Review Board was scheduled and canceled. He explained that if the October Development Review Board meeting had not been canceled, he may not have needed to request a waiver. He stated that he is anxious to begin the project, beginning with demolition and continuing with the construction of the project.

The Town Commission provided comment in response. Mr. Williams stated he would consider posting a bond for the work. Discussion ensued.

Town Attorney Lashley requested ex-parte communication from the Town Commission. Commissioner Warner stated she spoke with Mr. Williams on the golf course. Mr. Williams disclosed that he spoke with Commissioner Warner before the October DRB meeting.

MOTION: *Vice Mayor Scott moved to deny the request.*
ACTION: *The motion died to lack of second*

MOTION: *Commissioner Warner/Commissioner Taddeo moved to approve the request for winter waiver for demolition.*
ACTION: *Motion Failed 2-2, with Vice Mayor Scott and Mayor Townsend dissenting.*

b. 310 SB Road

Commissioner Field joined the meeting remotely.

Mr. Paul Segedin of Onshore Construction greeted the Town Commission and explained his waiver request of crane use for 3-4 hours on a specific day to move a piece of art onto the property. He proposed Thursday, December 18, 2025, for 3-4 hours. He noted agreement from the neighbor. Public Safety would need to escort the crane on and off the Island. Discussion ensued.

The date was moved to January 8, 2026.

MOTION: *Vice Mayor Scott/Commissioner Taddeo moved to approve the winter waiver as requested.*
ACTION: *Motion Passed 5-0*

6. Ordinance No. 408 - Amending Town Code regarding Criteria for Variances - 2nd Reading

This item was pulled from the agenda and deferred to the Special Meeting on November 24, 2025.

7. Ordinance No. 413 — Designating Administrative Official to Approve Plats and Replats — 2nd Reading

This item was pulled from the agenda and deferred to the Special Meeting on November 24, 2025.

8. Ordinance No. 414 - Electric Bicycles - 1st Reading

Chief Ewing introduced the proposed Ordinance No. 414 for first reading. Town Attorney Lashley read the Ordinance by title only.

MOTION: *Commissioner Taddeo/Vice Mayor Scott moved to approve Ordinance No. 414 on first reading.*
ACTION: *Motion Passed 5-0*

9. Ordinance No. 415 - Amending Ordinance No. 118 re Lethal Yellowing - 1st Reading

Town Manager Garlo introduced the topic and explained the proposed Ordinance. He explained the plan to identify the disease vector with Dr. Bahder. Mayor Townsend supported advancing the ordinance to eliminate unnecessary inoculation mandates, while Commissioner Taddeo preferred waiting for study results. Director Duchock noted two additional lethal-yellowing ordinances also needed review. The Town Commission agreed to place rescission of Ordinance 118 and related ordinances on the December agenda.

- a. Lethal Yellowing/Bronzing Update
- b. Ordinance No. 415

10. Lethal Yellowing Treatment Spending Authorization

Director Duchock noted that the Town Commission is not ready to act on this today. The Town Commission agreed to defer to the December meeting.

11. FDLE Grant Agreement

Chief Ewing explained the topic and request of accepting the FDLE grant.

MOTION: Vice Mayor Scott/Commissioner Taddeo moved to accept the FDLE grant as presented.

ACTION: Motion Passed 5-0

ADDITIONAL COMMISSION MATTERS

12. Short-Term Rental - Ordinance and Application Review

This agenda item was removed from the agenda.

13. Beautification Committee Appointments*

Mayor Townsend noted two vacancies in the Beautification Committee and explained two residents who had indicated interest in serving on this committee. She proposed Hugh O'Kane and Jody Bush.

MOTION: Vice Mayor Scott/Commissioner Taddeo moved to Approve

ACTION: Motion Passed 5-0

14. Private Road Construction and Maintenance Standards Discussion

This agenda item was removed from the agenda.

All other items were moved to Monday, November 24, 2025, Special Town Commission Meeting.

STANDING REPORTS

15. Town Manager's Report

- a. RFP 2026-02 Legal Services Update

- b. Legislative Update*
- c. Other Items*

16. Town Attorney Report*

17. Financial Department Report

Director Pazanski reviewed the monthly finance report.

18. Building Department Report

- a. Development Review Board Meeting Update
- b. Building Department and Code Enforcement Reports

19. Public Works Department Report*

- a. Isle Ridge Update*
- b. 200-Block Water Main Break Update*
- c. Ficus Alée Update*

20. Public Safety

- a. Activity Report

OTHER ITEMS

21. Meeting Dates

November 19, 2025 – Town Coffee with Mayor Townsend – 9am

November 19, 2025 – SMRU and Beach District Meetings – 10am

November 20, 2025 – Town Commission Meeting – 9am

November 24, 2025 – Town Commission Special Meeting – 9am (Attorney Client Meeting)

December 12, 2025 – Town Commission Special Meeting – 9am (Ranking of RFP Bid Submittals)

December 16, 2025 – Town Coffee with Commissioner Field – 9am

December 16, 2025 – Beach Protection – 10am

December 16, 2025 – Town Commission Special Meeting – 11am (RFP Interviews)

December 17, 2025 – Town Commission Meeting – 9am

December 17, 2025 – Annual Town Staff and Board/Committee Member Appreciation Luncheon – 12pm

January 20, 2026 – Town Coffee with Commissioner Taddeo – 9am

January 20, 2026 – SMRU and Beach District Meeting – 10am

January 21, 2026 – Town Commission Meeting – 9am

22. Other Items*

No other items were discussed.

Mayor Townsend adjourned the meeting at 12:10pm.

Respectfully submitted,

Kimberly Kogos, Town Clerk