

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION SPECIAL MEETING
MONDAY, NOVEMBER 24, 2025**

TIME: Monday, November 24, 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 Brett Lashley and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND COMMENTS*

Mayor Townsend called the meeting to order at 9:01 AM and established a quorum, with Commissioner Warner attending remotely. She also read the Town Vision Statement.

1. Mayor/Commissioner Comments

Mayor Townsend referred to an article of interest and encouraged everyone to reflect and commit to family and neighborly values.

Commission comments and discussion ensued pertaining to Town Charter protocols related to meeting quorums and voting procedures, the newly established Development Review Board (DRB), requirements for variances, and suggested time allocations for agenda items.

2. Public Comment (Non-Agenda Related)

Resident Bob Rowden provided comments regarding ongoing litigation pertaining to public roads and right-of-ways. He suggested a compromise to ensure a ten-foot path on the right-of-way that will continue after the sale of a property.

The Town Commission recessed for a private Attorney-Client session in the Town Manager's Conference Room and reconvened shortly thereafter.

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.)

NOTE: The Town Commission meeting will recess at approximately 9:00am, or as soon thereafter as possible, to convene a private Attorney-Client session in the Town Manager's Conference Room. The Town Commission meeting will resume once the closed-door session has adjourned.

COMMISSION ACTION ITEMS

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

Mayor Townsend summarized the contents and procedural history of Ordinance 408. Town Attorney Brett Lashley read the title of Ordinance 408. Vice Mayor Scott expressed disapproval of the substance and language found in the Ordinance. Discussion ensued regarding the purpose of the Ordinance and potential changes.

MOTION: Commissioner Field moved to approve Ordinance 408 as listed. There was no second.

ACTION: The motion died due to lack of second.

Commissioner Warner suggested dividing the Ordinance into individual sections. Town Manager Garlo mentioned prior Commission consensus to include multiple subjects in one Ordinance for better efficiency. Discussion ensued regarding the definition of a hardship and enforcement of requirements necessary to meet the hardship standard.

The Town Commission discussed Ordinance 408 and reached consensus to split each category into ten different Ordinances and deferring to the December Commission meeting. Director Harding inquired about each category. Mayor Townsend listed them as: signs, tennis courts, antenna and wireless communication towers, bulkheads and seawalls, dunes and crossovers, nonconforming structures, nonconforming uses, fill and Initial Measuring Point (IMP), the Town Commission appeal process over Development Review Board decisions, and making the requirements for variances more stringent.

Mayor Townsend asked for consensus to return in December with nine ordinances and a tenth addressing variances. Discussion continued and Town Manager Garlo confirmed the item would return in December.

4. Ordinance No. 413 - Designating Administrative Official to Approve Plats and Replats - 2nd Reading

Mayor Townsend summarized the contents of Ordinance 413. Town Attorney Lashley read the title of Ordinance 413.

MOTION: Vice Mayor Scott/Commissioner Field moved to approve Ordinance 413 as presented.

ACTION: Motion Passed 4-0

5. King Tree Contract Extension

Director Duchock reviewed the request for the King Tree Contract Extension for one year for arborist consultant services. Vice Mayor Scott inquired whether the initial contract with King Tree Services was the result of a Request for Proposal (RFP). Director Duchock confirmed it was.

MOTION: Vice Mayor Scott/Commissioner Field moved to approve the King Tree Contract extension for one year without authorizing any payments for chemicals for Lethal Yellowing.

ACTION: Motion Passed 4-0

Town Attorney Lashley requested clarification from the Commission on repealing the current Town's Ordinances on Lethal Yellowing. Consensus was reached to repeal all existing Ordinances related to Lethal Yellowing, and to draft a new Ordinance.

DISCUSSION ITEMS

6. Comprehensive Plan Survey

Town Manager Garlo addressed a previous Town Commission request to engage a third-party marketing company to consult with Kimley-Horn to create survey questions. The Town Commissioners expressed dissatisfaction with the current survey questions.

Vice Mayor Scott referred to the recent density study and suggested questions regarding increased or limited residential development, interest in septic to sewer conversion, and resident level of satisfaction with coastal management efforts in relation to tax impacts.

Commissioner Warner suggested polling residents to determine how many regularly follow the Town's actions and to explore strategies for encouraging greater involvement in civic matters. Mayor Townsend reviewed a proposed Comprehensive Plan schedule that includes a January LPA Workshop.

Town Manager Garlo confirmed the desire not to pursue a third-party marketing company.

STANDING REPORTS

7. Town Manager's Report

a. RFP 2026-02 Legal Services Update

Town Manager Garlo gave an update on the current progress of RFP 2026-02 for Municipal Legal Services and provided the upcoming meeting schedule.

b. Other Items*

Mayor Townsend referred to the Legislative Update from Town Consultant Kelly Layman that was provided on the dais. She encouraged them each to read the update, particularly regarding continued Home Rule erosion efforts.

Town Manager Garlo announced that resident Marshal Field V will receive the 2026 Macintosh Award for significant contributions to the community. The Town Manager suggested a Proclamation in February to acknowledge Mr. Field's accomplishments.

Town Manager Garlo noted potential perception issues regarding construction activities during the "Winter Season". Discussion ensued. The Commission directed Town Manager Garlo to bring back potential solutions in December.

8. Town Attorney Report*

Town Attorney Lashley requested an Attorney-Client session during the December 16, 2025, meeting at 10:15 AM to discuss pending litigation.

9. Finance Department Report

Director Pazanski reviewed the September 2025 General Fund Interim Financial Report with the Town Commission. There were no questions.

10. Building Department Report

Director Harding reviewed the Building Department report for October 2025. There were 3 building

permits issued, and Code Compliance responded to 23 formal complaints.

Director Harding informed the Committee of a new Code Compliance Form to be completed by staff for each complaint received. Chief Ewing announced the intention for Public Safety to work with the Building Department to share information and better track repeat violations. Town Manager Garlo was directed to bring a simple, understandable report on what occurs when repeat violations are discovered by the Town and the penalties involved.

Director Harding announced a requirement for a “gatekeeper” for any major construction project to maintain order on the construction site. She noted the new Short Term/Vacation Ordinance is in effect and there are no violations thus far. She also reported the first Development Review Board convened on November 6, 2025.

11. Public Works Department Report

Director Duchock gave an

a. Isle Ridge Update

Director Duchock gave an update on the Isle Ridge Road Resurfacing project. The project started on November 12, 2025, and is expected to be finished by November 26, 2025.

b. 200-Block Water Main Break Update

Director Duchock stated that on November 6th a utility subcontractor conducted an illegal bore underneath South Beach Road. This resulted in a water main break near 230 South Beach Road. A temporary repair was conducted quickly by the County's contractor (Sunshine Land Design) and was completed within the same day. A permanent repair with new asphalt resurfacing was completed on November 14th. He stated at no point during these repairs was there a significant drop in water pressure, nor was there a need to issue a boil water alert. He estimated a cost to the Town, and stated that staff will coordinate with the County to make a claim for damages.

c. Ficus Allée Update

Director Duchock provided a brief update on the Ficus Allée project. He stated he met with the Beautification Committee on November 10th to begin development of a management plan for the Ficus trees on Bridge Road. He stated three Ficus trees have been identified as having hypoxylon canker, and King Tree Services has recommended heavy limb removal of two trees and removal of one.

Town Manager Garlo alerted the Commission to rumors regarding the Town's intention to completely remove the tree canopy on Bridge Road. He confirmed the rumors are false and stated the Town has every intention of maintaining the existing tree canopy. Mayor Townsend stated she will address the subject in her next Mayor's Message.

12. Public Safety Department Report

Chief Ewing reviewed the Public Safety report for October 2025 noting no major reported crimes. Mayor Townsend noted an increase in traffic stops resulting in drivers being ticketed or arrested for having a suspended license or no license. Commissioner Warner inquired about unlabeled vehicles from workers on construction projects on the Island. Chief Ewing informed the Commission of the new “code cards” provided to each officer. These cards clearly outline the requirement for every worksite to ensure all vehicles are properly identified.

OTHER ITEMS

13. Meeting dates

The Town Commission discussed meeting dates and set the following dates:

February 24, 2026 – Town Coffee with Commissioner Warner and Beach Protection District

February 25, 2026 – Town Commission Meeting

March 24, 2026 – Town Coffee with Mayor Townsend, SMRU, and Beach Protection District

March 25, 2026 – Town Commission Meeting

14. Other Items*

Mayor Townsend read a letter addressed to Ms. Kathy Spurgeon congratulating the Apollo School of Hobe Sound on celebrating their 100th anniversary. The Commission agreed to send the letter on behalf of the Town.

Mayor Townsend adjourned the meeting at 12:20 PM.

Respectfully submitted,

Kimberly Kogos, Town Clerk