

**MINUTES
TOWN OF JUPITER ISLAND
IMPACT REVIEW COMMITTEE MEETING
THURSDAY, SEPTEMBER 11, 2025**

TIME: Thursday, September 11, 2025 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Vice Chair Judy Holden, Member Jennifer Madden, and Alternate Member Maria Bayazid. Also present were Assistant Town Clerk Trenton Warren, Town Attorney Thomas Baird and IT Director Bill Sutton.

1. Call to Order and Comments*

Vice Chair Holden called the meeting to order and read the purpose statement of the Impact Review Committee from the Land Development Regulations. She established a quorum and introduced the committee members and staff present today.

Assistant Town Clerk Trenton Warren swore in those intending to speak during the hearing, including Building Director Catherine Harding, Attorney Jared Gaylord of Marc R. Gaylord P.A., Paul Catania of Parker Ynette Design Group, and Tyler Nielson of Nielson Landscape Architects.

2. Minutes of the Impact Review Committee August 7, 2025

MOTION: *Member Madden/Alternate Member Bayazid moved to approve the minutes of the Impact Review Committee on August 7, 2025.*

ACTION: *Motion 3-0*

3. 508 South Beach Road

The applicant is Jupiter Boathouse LLC, and is represented by Jared Gaylord Esq. of Marc R. Gaylord, P.A.

This is a modification of a previously approved IRC.

The modification is to relocate the guesthouse from the Northeast corner of the property's building envelope to the Southeast corner of the building envelope.

Ex-Parte Communication:

- *Vice Chair Holden stated she visited the property, read the materials, and had no ex- parte communication.*
- *Member Madden stated she visited the property with Director Harding and had no ex- parte communication.*
- *Alternate Member Bayazid stated she read the materials, visited the property, and discussed the application with Director Harding.*

Director Catherine Harding introduced the application, provided background information, and explained the request. She stated the application meets the zoning requirements of the Land Development Regulations and has met the Impact Review Committee standards. She read two letters from the applicant's neighbors. The first letter expressed a request for a stronger buffer along the concrete

structures on the north property line, and lower hedges to open up the waterfront view. The second letter requested additional buffering to reduce noise impact from the service parking area, the Air Conditioning equipment (A/C) and power generators.

Attorney Jared Gaylord introduced himself on behalf of Jupiter Boathouse LLC, along with the project team. He provided neighborhood aerial photographs and gave the historical background of the property. He provided current floor plans and presented new proposed architectural plans that demonstrated the relocation of the current guesthouse from the northern section to the southeast section of the property. He also explained the relocation of the current septic system. He provided building elevation plans, noting the proposed height of the guest house to be approximately 16 feet, and stated all properties will remain one story.

Alternate Member Bayazid inquired about the direction and orientation of the current guesthouse compared to the proposed new guesthouse. Attorney Gaylord confirmed the current guesthouse is facing north to south and the new guesthouse will face east to west, but assured the buffering will still be more than sufficient.

Paul Catania of Parker Yvette Design Group presented landscape plans and noted the only change was the orientation of the guest house. Board members asked Mr. Catania about buffering between the garage and the neighbor. He showed a graphic with 16-foot fishtail palms, cabbage palms, and shrubs along the south property line, noting that the guest house would be fully screened.

Vice Chair Holden inquired about the sound issues with the A/C and generators. Mr. Catania replied that vegetation would not reduce the noise and that effective abatement would require a wall or berm, which was not reasonable for the site. He added the A/C units would be enclosed once construction was complete.

Member Madden noted the water view concern referenced in one of the resident's letters. Mr. Catania provided a detailed description of the landscape buffer that will eventually drop to a five-foot hedge and lower plantings, providing privacy while keeping views open beyond the pool area. Discussion ensued regarding adequate water views.

Attorney Baird emphasized the need to clearly define how the parties would work together so staff could measure the outcome.

Public Comment:

There were no comments.

Attorney Baird confirmed the following conditions for approval:

- Add additional 16-foot high landscaping to buffer the guest house and lower plantings to buffer the service parking area as shown on site plan A10.
- Add sound buffering to the generator and A/C equipment areas.
- Agree to work to mitigate obstructing the northwest waterfront view of the neighbor.

Attorney Gaylord expressed concern regarding adding more buffering to the southern landscape buffer. He stated there is not much room left on the property to increase the buffer. Discussion ensued between the Committee members and Attorney Baird regarding the buffering situation. Attorney Gaylord suggested the buffering condition could be tailored to require the applicant to adhere to the noise

conditions requirements set in the Land Development Regulations. Vice Chair Holden explained the Committee would like a physical buffer around the A/C and generators.

MOTION: *Member Madden/Alternate Member Bayazid moved to approve the application pending the discussed conditions are met.*

ACTION: *Motion Passed 3-0.*

4. 101 Harbor Way

The applicants are Luke and Erin Charlton, and are represented by Steven Tyler Nielsen of Nielsen Landscape Architects.

This application is for improvements to the landscape and hardscape. Also, the installation of a new driveway, driveway gate, pool, and pool terrace.

Ex-Parte Communication:

- *Vice Chair Holden stated she visited the property with Director Harding, introduced herself to the owner, read the materials, and had no ex- parte communication.*
- *Member Madden stated she visited the property with Director Harding, read the materials, and had no ex-parte communication.*
- *Alternate Member Bayazid stated she had no ex-parte communication, read the materials, visited the property, and discussed the application with Director Harding.*

Director Catherine Harding introduced the application, provided background information, and explained the request.

Tyler Nielson introduced himself on behalf of property owners Luke and Erin Charlton. He described the location of the property and provided proposed plans of the improvements to the property, with the intent of creating a tropical modern romantic garden on the front lawn. He described new entry columns and a gate to improve security, coral stone paver walkways and seating areas, and a landscape palette and accent features to achieve the desired design. He concluded by noting that construction staging and parking areas would be managed on-site, and existing mixed plantings would be replaced with more organized buffers to enhance privacy and garden use.

Alternate Member Bayazid asked if buttonwood trees on the northwest side would impact the northern neighbor. Mr. Nielson confirmed they would not, noting the trees would be spaced and offset to avoid encroachment, and explained that south views are already screened by palms and mangroves.

Member Madden inquired about the replacement trees on the south buffer being sufficient for coverage. Mr. Nielson explained the new trees and vegetation will be ample to maintain the buffer without issue. He further explained that the new trees will require less fertilizer than the current areca palms.

Vice Chair Holden asked about the parking situation for the workers and stated more than eight cars would require the workers to be bused in. Attorney Baird explained the development order would incorporate the letter. She also raised concerns about the drainage sytem near the mangroves. Mr. Nielson stated there are no plans to adjust or change the existing drainage system. He explained a silt fence would be installed along the riprap wall, and positive drainage would be maintained through sales that allow percolation into the soil. He added the house itself was existing and not part of the proposed

improvements. Mr. Nielson stated no dirt would be added or removed from the property and confirmed the berms and sales along the property lines would not be affected.

Vice Chair Holden recommended adding a condition to require maintenance of the sales on the site.

Property owner Luke Charlton was sworn in and clarified that the seawall protects the mangroves and would be completed as part of the project. He said the property has no underground drainage, sits higher than surrounding land, and drains naturally toward the road, with the main swale located in a neighboring road easement outside their control. Mr. Nielson echoed the Owner's testimony, stating the site grade would remain the same, with new plantings placed at existing levels, and drainage would continue naturally without impact.

Vice Chair Holden noted the earlier condition was no longer necessary since the sales are not located on the property.

Public Comment:

There was no public comment.

MOTION: Member Madden/Alternate Bayazid moved to approve the application with the conditions discussed.

ACTION: Motion Passed 3-0.

5. Other Items*

- a. Next Meeting - October 2, 2025 - To be determined*

Director Harding explained there are currently no active applications for the Committee. She explained this will be the last meeting of the Impact Review Committee if Ordinance No. 411 is passed at the September Town Commission meeting. She explained the Building Department is still processing applications in anticipation of an October meeting.

Vice Chair Holden ended the meeting at 10:15am.

- b. Other Matters*

Respectfully Submitted,

Kimberly Kogos, Town Clerk