

**TOWN OF JUPITER INLET COLONY  
BUILDING AND ZONING COMMITTEE MEETING**

**THURSDAY – JULY 27, 2023**

**MINUTES**

1. Call to Order. The Chairman, Earl Fischer called the meeting to order at 5:06 p.m.
2. Roll Call: Earl Fischer (Chair)

Committee Members:

Earl Fischer, Chair - Present  
Russell Bourne, Vice Chair – Present  
Butch Harper – Present  
William Gilbane – on speaker phone  
Brad Eavenson – Present  
Roger Siboni – Absent  
Bill Muir – Present  
Planning and Zoning Administrator, Bill Whiteford

Also in attendance: Jay Goetschius, Matt Carrara, Clint Larkan, Architect

3. Motion to approve prior minutes - April 27, 2023 meeting and June 15, 2023 Workshop. Butch Harper made the motion to approve both sets of minutes, the motion was seconded by Brad Eavenson. The motion carried unanimously.
4. Public Comments - items not on the agenda (3 minutes).
  - Butch Harper brought up the cracks in pavement on Lighthouse Drive. Bill Whiteford stated that the Commission needs to address this issue. Bill will speak with the Town Administrator, Kevin Lucas. Committee discussed getting a bond to cover any damage incurred by construction crews and that it could be issued with the Demo permit covering the time period from the demo to the issuance of the CO.
  - Butch Harper stated that all B&Z committee members should reference the JIC website to access the Code of Ordinances for the Town. Bill Whiteford stated that he will send out the link for Muni Code in a separate email, it's included here: [https://library.municode.com/fl/jupiter\\_inlet\\_colony/codes/code\\_of\\_ordinances](https://library.municode.com/fl/jupiter_inlet_colony/codes/code_of_ordinances)

**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/she will need a record of the proceedings, and that, for such purpose, he/she 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 Administration Office, Administration Building, 50 Colony Road, Jupiter Inlet Colony, and FL 33469 - telephone 746-3787.

5. Previously Postponed Item:

- A. #204 Shelter Lane - new one-story residence with outdoor pool. Total under air: 2,721 sf. Total square footage: 4,148 sf. Lot occupancy calculation: 56% (60% allowed with one-story deed restriction). Maximum building height: 18'-3" (23' allowed).

Earl Fischer asked Clint Larkan to address the committee. Clint explained the design and the changes to the drawings, and provided a handout. Bill Whiteford said that we have the landscape plan, construction and construction management plans, Gary Rager's plan, Tom Jensen has reviewed and approved, impact review and standards, and the deed restriction has been received.

Matt Carrara questioned the elevation for drainage, Committee addressed how elevation is handled, and properties are swaled to accommodate water drainage.

Jay inquired about the hedge; Clint stated that landscape has been addressed. Reviewed the comments he made at the B&Z Workshop meeting.

Earl Fischer asked for motion to vote and approve the plans as submitted for 204 Shelter Lane. Motion made by Butch Harper, motion seconded by Bill Gilbane, motion passed unanimously 5-0.

VOTE:

Butch Harper - Yes  
Russell Bourne - Yes  
Bill Muir - Yes  
Bill Gilbane - Yes  
Earl Fischer - Yes

6. Discussion Item:

A. Construction Scheduling and Monitoring

Bill Whiteford received a request from Mayor Chip Block to add the topic of a construction schedule to the agenda. Primarily to monitoring construction and permitting times. Bill Gilbane suggested a milestone schedule, and constant communication from the contractor. Would like to approve a schedule as well as the contract. Further discussion on how to monitor and budget the milestone schedule, and the term (12 month/18 month) of the permit, and permit fees. Earl Fischer stated that he and Buck Evans, Building Official, discussed developing a schedule.

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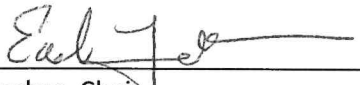
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7. Any Other Matters.

8. Motion to Adjourn. Motion to adjourn made by Russell Bourne, motion was seconded by Brad Eavenson, motion carried unanimously. Meeting adjourned at 6:47 p.m.

Approved,

Attest,

  
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Earl Fischer, Chair

  
\_\_\_\_\_  
Kathi Cornelius, Deputy Town Clerk

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