



TOWN OF JUPITER INLET COLONY
A MUNICIPAL CORPORATION

**TOWN OF JUPITER INLET COLONY
BUILDING AND ZONING COMMITTEE MEETING
SEPTEMBER 21, 2023**

WORKSHOP MINUTES

1. Call to Order. Earl Fischer, Chair called the workshop to order at 5:03 pm
2. Roll Call:

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

Also in attendance: Sherry Karas, 137 Colony Rd.

3. Public Comments - items not on the agenda (3 minutes).

Sherry Karas: Had a question about new builds and major renovations, do we need to bring everything up to code? Bill offered an explanation for the committee. Mrs. Karas suggested that as a community we should have it established that with new/major construction everything is brought up to code. Discussion on maintaining fences, etc. that have degraded.

4. Discussion Item:

- A. Permit Fees and Extensions, Ordinance 2019-07 (continued from 08-17-2023)
Bill Whiteford reviewed the Building Permit Fees and Extensions Municipal Comparison, and how to structure fees. Butch Harper asked if there is a way to eliminate the Final Cost Affidavit by requiring a higher cost per square foot when the permit application is submitted to the Town.

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.



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Committee discussion on this, Bill Whiteford mentioned the report that the Town Accountant is producing that would show how much we are collecting and to ensure that we do not have an excessive surplus. Further discussion on fees, how the money is allocated.

The Chair, Earl Fischer led the Committee in a line-item discussion on the revisions to Resolution 2019-07 as follows:

PERMIT FEES / PERMIT EXTENSIONS - PROPOSED REVISIONS TO RESOLUTION 2019-07

1. PERMIT FEES – Unanimous Agreement
 - a. New Construction: \$650.00 per sf. Fees: 3% of construction cost.
 - b. Existing Structure or Building, Exterior Remodel or Rebuild: \$450.00 per sf. Fees: 3% of construction cost.
 - c. Existing Structure or Building, Interior Renovation: \$250.00 per sf. Fees: 3% of construction cost.
2. TIME TO COMPLETE CONSTRUCTION – Unanimous Agreement after discussion on changes.
 - a. NEW CONSTRUCTION
 - 4,000 sf and under – ~~12~~ months – 15 months
 - 4,001 sf and over – ~~18~~ months – 20 months
 - b. REMODEL OR REBUILD
 - Remodel or rebuild – 12 months
 - c. PERMIT EXTENSIONS
 - 1st Extension: ~~6~~ months; 3% of cost to complete work – 3 months
 - 2nd Extension: ~~6~~ months; 3% of original permit – 3 months
 - 3rd Extension: Full Fee Renewal; 6 months

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3. PERMIT APPLICATIONS – Unanimous Agreement after discussion on changes.

- a. At time of application, builder shall submit a detailed construction schedule of phase and times to complete project on time. Bill Gilbane suggested a critical path measure.
- b. Updates on construction to be monitored by the Town Building Official.
- c. Town to notify builder/contractor of record and property owner 45 days prior to the expiration date of an active permit. Butch Harper suggested that notification be sent by registered mail.
- d. Builder and property owner should determine in advance who is responsible for payment of all fees, including permit extension fees and change orders to the Town.
- e. Any fees not paid prior to the expiration date of a permit will result in a Stop Work Order issued by the Town Building Official. – check with Buck
- f. No CO, temporary CO, CC, or right to occupy a building or utilize a structure shall be issued by the Town Building Official until all outstanding fees are paid to the Town. Discussion on time limit for TCO.
- g. Homes constructed on pilings are subject to special review by the Building and Zoning Committee. Additional time to complete construction may be allotted by the Committee on a case-by-case basis.

4. Any Other Matters. None.

5. The Chair, Earl Fischer, called for a Motion to Adjourn. Butch Harper moved to adjourn, motion was seconded by Bill Muir, motion carried unanimously 5-0, and the meeting adjourned at 6:17 p.m.

Approved,


Earl Fischer, Chair

Attest,

Kathi Cornelius, Deputy Town Clerk

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