

**JUPITER INLET COLONY  
REGULAR COMMISSION MEETING  
Jupiter Inlet Colony Beach Club  
244 Ocean Drive**

**LIVE AND VIA ZOOM**  
Meeting ID 585 628 8134

**03/11/2024**

**7:00 PM**

**MINUTES**

**1. Mayor Hocevar Called the Meeting to order at 7:00 PM.**

**Roll call for the record:**

Mayor Ed Hocevar	Chief of Police Dan Kerr
Vice Mayor Mark Ciarfella (absent)	Town Administrator Kevin Lucas
Commissioner Marie Rosner	Town Attorney William P. Doney
Commissioner Bill Muir (absent)	Town Clerk Ivelisse Chico-Randazzo
Commissioner Sharon Seagren	

2. **Public Comments** –Tracy Siani thanked Mayor Hocevar for leading the town in helping get the problem underway as fast as possible. Chip Block spoke about the election and the Charter change and urged residents to vote yes. Lori Jacobs stated she is a little disturbed and stated there has been a misappropriation of town funds and sand. She stated that 70-80 truck load full came in (was supposed to be more) and the work lasted 5 days instead of the 10 days that residents were told. She stated that she only received about half a truck load of sand. When she inquired about the sand, she was informed by the mayor that there is no more sand and why didn't she ask for sand. She stated that she was not aware that she had to ask for sand because it was a town issue however, 95% of the sand went under the homes at 11 and 12 Ocean, on their private property. The sand did not go to the rest of the residents to fix the dune. She feels that those homeowners should pay for the sand and reimburse the town and bring in sand to build back the dune.

**3. Vote: To approve Consent Agenda**

- a. February 2024 General Operating Fund Budget Report & Financial Statements.
- b. Minutes from February 12, 2024 LPA Meeting
- c. Minutes from February 12, 2024, Regular Commission Meeting.
- d. Minutes from February 7<sup>th</sup>, February 9<sup>th</sup>, February 15<sup>th</sup> and February 21<sup>st</sup> Special Meetings.

**Motion:** Commissioner Rosner made a motion to remove item a – (February financials) and approve items b-d on the consent agenda

**Second:** Commissioner Seagren seconded the motion.

**Motion passed 3-0**

**4. Commissioner / Staff Reports**

- a. **Town Administrator-** T.A. Lucas announced that volunteers are needed for the Social Committee and they have until March 15<sup>th</sup> to put in their names.
- b. **Town Clerk** – No report
- c. **Chief of Police-** Chief Kerr reported that there were 3,206 patrols conducted in February.

- d. **Code Enforcement-** Report was given by T.A. Kevin Lucas, there were 6 incidents and all were resolved.
- e. **Town Attorney** – No report
- f. **Commissioner Reports-** Commissioner Rosner thanked Carl Grassi and Stephen and Darwin Stubbs and Murray Logan construction for the rocks and rock revetment for homes 1 through 4. She also thanked Diane Gooch and Michael Armato for access through 4 Ocean for the work. Commissioner Rosner asked Mayor Hocevar if he could provide how much sand was put on each location and how much sand came into Town. Mayor Hocevar stated it was 7,000 tons but the distribution would be an estimate based on the buy in per property.
- g. **Mayor's Report** –Mayor Hocevar read a prepared report (see attached).

## 5. Discussion: First Reading Ordinance 03-2024

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA, AMENDING CHAPTER 4 BUILDING AND BUILDING REGULATIONS, SECTION 4-2. TERM OF BUILDING PERMITS; FILL, REMOVAL OR REGRADING PLANS REQUIRED; PLOT PLAN, MAXIMUM HEIGHT CERTIFICATE REQUIRED, SUBSECTION (A) OF THE CODE OF ORDINANCES OF THE TOWN OF JUPITER INLET COLONY IN ORDER TO AMEND THE TERM OF BUILDING PERMITS FOR NEW CONSTRUCTION; PROVIDING AUTHORITY TO CODIFY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Discussion items 5 and 7 are paired together. Item 5 has to do with the building times for new construction and remodels. Mayor Hocevar stated that he met with the B&Z committee as well as with contractors in town to discuss the current permitting process. The builders agreed that the current building times is difficult to meet the requirements. In agreement with contractors, the permitting fee process, last updated in 2019, would be front loaded and they will be incentivized to complete the projects on time. If completed in time, builders would be entitled to a portion of the fees back.

## 6. Discussion: First Reading Ordinance 04-2024

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA, AMENDING CHAPTER 2 ADMINISTRATION, SECTION 2-2. TOWN ADMINISTRATION OF THE CODE OF ORDINANCES OF THE TOWN OF JUPITER INLET COLONY IN ORDER TO DESIGNATE ADMINISTRATIVE AUTHORITY IN ACCORDANCE WITH A RECENT CHARTER AMENDMENT CONVERTING THE TOWN TO A COMMISSION-MANAGER FORM OF GOVERNMENT; PROVIDING FOR AUTHORITY AND RESTRICTIONS ON AUTHORITY OF TOWN MANAGER; PROVIDING AUTHORITY TO CODIFY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Mayor Hocevar explained that in the event the charter change goes through, the Town Manager may have too much authority so this ordinance will put a financial limitation on any expenditure over \$10,000 for any item that was not specifically budgeted. Anything beyond that would require Commission approval. Commissioner Rosner stated that if approved on March 19<sup>th</sup>, but according to the Policies and Procedures manual, anything over \$2,500 the Town would have to go out for RFP. Commissioner Rosner then stated that this is a moot point right now. She stated that they should table this until after the election so that they can have a workshop to discuss this and the vote in the next meeting. Commissioner Rosner then stated that anything \$2,500 to \$10,000 must be approved by the Commission, especially if unbudgeted.

7. **Discussion: Resolution 2024-03**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA, AMENDING ITS SCHEDULE OF PERMIT FEES IN ACCORDANCE WITH SECTION 4-1.1 OF THE CODE OF ORDINANCES TO ADOPT AND ESTABLISH A NEW SCHEDULE OF PERMIT FEES; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

See note under Discussion item #5.

8. **Discussion:** Request commission approval to proceed with HR search pending the outcome of the outcome of the March 19<sup>th</sup> referendum vote.

Mayor Hocevar asked for the commission should the vote on the 19<sup>th</sup> pass, he is looking for authorization from the Commission to hire an HR firm. Commissioner Rosner stated that they would need to put this out for bid and not go with one person. She said it was expensive when they did it for the Chief, it was \$15,000. Chip said it is not expensive if it means finding a key employee in today's world. Commissioner Rosner stated that in the big scope of things, it may not be a lot of money but the Town needs to be fiscally responsible. Mayor Hocevar asked Commissioner Rosner, if he uses the procurement process, would that be okay to which Commissioner Rosner replied yes, but only after March 19<sup>th</sup> if the referendum passes. Commissioner Seagren agreed.

9. **Discussion:** Table Ordinance 02-2024 for the creation of a "Coastal Protection Committee"

Mayor Hocevar tabled this ordinance.

10. **Discussion:** Stub audit results

Mayor Hocevar reported that there was nothing of substance found in the audit.

11. **Wrap-up and adjourn.** The meeting was adjourned at 7:35p.m.

**Motion:** Commissioner Rosner made a motion to adjourn

**Second:** Commissioner Seagren seconded the motion.

**Motion passed 3-0**

Approved by:

\_\_\_\_\_  
Mayor Ed Hocevar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk Ivelisse Chico-Randazzo

\_\_\_\_\_  
Date

**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 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 561-746-3787.