

**TOWN OF JUPITER
PLANNING AND ZONING COMMISSION
FINAL MINUTES
MAY 13, 2025 7:00 P.M.**

MOTION TO ELECT AN ACTING CHAIR:

Planning and Zoning Director John Sickler opened the meeting and informed the Board that the Chair was running late and the Commission would need to elect a member to serve as Acting Chair. Comm. Cassatly moved to elect Comm. Beth Kelso as the acting chair; seconded by Comm. Thompson. Final: Motion passed unanimously, with a 7-0 vote.

CALL TO ORDER:

Acting Chair Kelso called the meeting to order at 7:04 p.m.

ATTENDANCE:

Acting Chair Beth Kelso; Comm. Michael Cassatly; Comm. Dan Guisinger; Comm. David Thompson; Comm. Karen Vinson; Comm. Paul Keenan 1st Alternate (voting member); and Comm. Cynthia Blum 2nd Alternate (voting member); John Sickler, Director of Planning & Zoning; Garret Watson, Principal Planner; Jenna Johnston, Planner; Brett Lashley, Esq., Town Attorney; Amanda Barnes, Utilities Director; and Vernisa Ayers, Secretary

MINUTES:

Motion to approve the minutes from March 11, 2025 Regular Planning and Zoning Meeting by Comm. Cassatly; seconded by Comm. Blum. Final: Motion passed unanimously, with a 7-0 vote.

SWEARING IN:

Secretary Vernisa Ayers conducted the swearing-in of witnesses for all quasi-judicial items on the agenda.

CITIZEN COMMENTS: None.

REGULAR AGENDA:

A. **OLD BUSINESS:** None.

B. **NEW BUSINESS:**

1. **Jupiter Community Park (JCP) Utility Building** – Site Plan application to construct a one-story electrical/ generator building with park restrooms located at 1201 Island Way. (PZ 24-6273)

Comm. Cassatly and Comm. Guisinger walked the site. Comm. Vinson spoke with Town staff and a Town employee on site. Acting Chair Kelso, Comm. Blum, Comm. Thompson and Comm. Keenan had no disclosures.

Applicant presentation: Jason Lee representative of Kimley-Horn and Associates presented a PowerPoint presentation of the proposed project.

Staff presentation: Planner, Jenna Johnston, reviewed the staff report.

Commissioners asked questions of the Applicant and Staff:

Comm. Keenan inquired about the origin of water, sewer, and power lines. Jason Lee responded that there is a 12-inch water main that runs down the shell rock access way, just to the south of the proposed building location. He stated that the sanitary sewer is located at the southeast corner of Edna Runner Way and Washington Street. Electrical service will be supplied via a 480-volt line from Island Way, which will be extended to the building site.

Comm. Vinson asked whether the applicant planned to remove the dilapidated trailer currently located on site. Mr. Lee stated that the surveyor noted the trailer located to the west of the proposed building site. Due to its location in a densely vegetated area, he had not seen it and thus does not know the condition of it. There had not been plans to address it due to the potential damage to the surrounding vegetation. Comm. Vinson noted potential safety concerns if it were to remain. Ms. Barnes indicated that she was not aware of the trailer, but confirmed that the matter would be investigated further.

Comm. Guisinger inquired how the generator would provide primary electrical backup to the well heads. Mr. Lee responded that the wells intended to be served are proposed wells and are not yet in service. Comm. Guisinger then asked about the generator's silencer and whether there is a decibel requirement in the Town of Jupiter. Mr. Lee stated that the generator is exempt from such requirements due to its emergency use designation; however, they are targeting a noise level of 65 dBA. Comm. Guisinger requested confirmation that the lift station is intended to serve the restrooms and the water supply to the utility building. Mr. Lee confirmed this. Comm. Guisinger also asked why two restrooms were added to the site plan. Ms. Barnes explained that there are currently no restrooms near the southern fields of the park and residents of the Town have expressed interest in having restroom facilities added in that area. Comm. Guisinger asked how the mulched walkway would be maintained. Ms. Barnes stated that the Parks Department would be responsible for its upkeep.

Comm. Cassatly asked if the unification of the five parcels was intended to make them easier to manage. Mr. Sickler explained that the Town requires unified control as part of the site plan process. This ensures that individual parcels are joined under a single unity of title for consistency and regulatory compliance. Comm. Cassatly also inquired whether safety features are required in park areas that include restrooms and similar facilities. Ms. Barnes responded that she could not speak on behalf of the Parks Department, but noted that the Fire Department will be reviewing all Town facilities to ensure they are properly equipped with AEDs and other necessary safety items. She confirmed they will coordinate with the Fire Department to ensure proper safety equipment would be provided on site.

Acting Chair Kelso asked staff if there are any other parcels in the area that they would want to incorporate into the park. Mr. Sickler stated that those are the only parcels associated with the park, which have been included in the condition. Acting Chair Kelso then asked the applicant why they felt the need to have asphalt parking. Mr. Lee stated that the primary reason they chose asphalt is due to turning movements and the presence of larger equipment moving in and out of the well site. Acting Chair Kelso also asked if the existing fence would remain to prevent the public from parking in that area. Mr. Lee stated that there is no intent to remove the fence located at the intersection of Edna Runner Way and Washington Street. Comm. Kelso recommended signage indicating the proposed on-site parking would be for employees only, in the case that the fence was removed.

Comm. Blum inquired about the women's restroom having two toilets and two sinks, while the men's restroom includes one toilet, two urinals, but only one sink. Rob Castrovinci with Song and Associates, architect of record working under Kimley-Horn, stated that the layout shown meets the minimum code requirements. He explained that if another sink were to be added, one of the urinals would need to be removed. Mr. Sickler stated that the comment can be passed along to the Parks Department, as it is not a matter under the purview of the commission.

Public Comment: None.


Deliberation by Commission: None

Motion:

Comm. Keenan moved to recommend approval of the requested Site Plan application, subject to the six conditions outlined by the staff, including safety devices at the new facility in the south end of the park and removal of the trailer; seconded by Comm. Blum. Final: Motion passed unanimously, with a 7-0 vote.

STAFF UPDATE: Planning and Zoning Director report on recent Town Council actions on Commission items.

ADJOURN: Acting Chair Kelso adjourned the meeting at 7:31 p.m.


Vernisa Ayers, Secretary


Beth Kelso, Acting Chair