

**TOWN OF JUPITER  
PLANNING AND ZONING COMMISSION  
FINAL MINUTES  
MAY 12, 2026 7:00 P.M.**

**CALL TO ORDER:**

Chair Kevin Kirn called the meeting to order at 7:02 p.m.

**ATTENDANCE:**

Chair Kevin Kirn, Vice Chair Beth Kelso, Comm. Michael Cassatly, Comm. Robert Grabowski, Comm. Paul Keenan, Comm. Marty Rogol, Comm. David Thompson; Cynthia Blum, 1<sup>st</sup> Alternate (non-voting-member) and Edward Sterling, 2<sup>nd</sup> Alternate (non-voting member); John Sickler, Director of Planning & Zoning; Andrew Armenis, Town of Jupiter Division Chief of Fire Prevention & Community Risk Reduction; Brett Lashley, Esq., Acting Town Attorney and Vernisa Ayers, Secretary.

**CITIZEN COMMENTS:** None.

**MINUTES:**

1. Motion to approve the minutes from the April 14, 2026, Planning and Zoning Meeting, by Comm. Blum; seconded by Comm. Cassatly. Final: Motion passed unanimously, with a 7-0 vote.

**REGULAR AGENDA:**

**OLD BUSINESS:**

**NEW BUSINESS:**

2. **Ordinance 11-26**, Approval to Amend Chapter 10 of the Town Code, Fire Prevention and Protection, to adopt the Florida Fire Prevention Code and Uniform Fire Safety Standards. **(PZ 26-6937)**

*Staff presentation:* Andrew Armenis, Town of Jupiter Division Chief of Fire Prevention & Community Risk Reduction reviewed the executive summary for the proposed Amendment.

*Commissioners asked questions of the Applicant and Staff:*

Comm. Keenan asked whether Palm Beach County had adopted the same statute and whether it included additional provisions. Mr. Armenis responded that Palm Beach County had adopted the same standard code statute and an additional 60 pages of provisions beyond the standard code. Mr. Armenis stated that the standard Fire Prevention Code is used throughout Florida and is sufficient. He stated that maintaining the standard code would provide consistency, simplify permitting and transitions, remain cost-effective and continue prioritizing safety.

Comm. Grabowski sought clarification regarding the proposed ordinance and noted that his copy referenced the 2004 edition of the Florida Fire Prevention Code rather than the 2024 8th Edition. Mr. Armenis responded that the Ordinance should reference the latest edition of the Florida Fire Prevention Code, specifically the 2024 8th Edition, and stated

that the correction would be made. Comm. Grabowski also asked whether language could be adopted to avoid returning every three years for updates and to clarify what constitutes open burning. Mr. Armenis responded that language could be incorporated.

Comm. Kelso asked how the proposed Jupiter Fire Rescue fee schedule is compared to Palm Beach County's fee schedule. Mr. Armenis responded that the fee schedule is under review by a consultant and stated his goal is for the Town's fees to be lower than the County's fees before being presented to Council. Comm. Kelso referenced Section 10-3 regarding the repeal of prior agreements effective October 1, 2026, and asked whether mutual aid and hazardous materials agreements would remain in effect. Mr. Armenis clarified that those agreements are separate operational matters and would not be impacted, as the repeal applies only to agreements related to the Fire Prevention Code. Comm. Kelso asked how residents would know what outdoor burning is permitted and whether residential fire pits would require approval. Mr. Armenis responded that the Florida Fire Prevention Code requires open burn permits, including for residential fire pits, and acknowledged the ordinance language could be clarified so residents better understand what is and is not permitted. Comm. Kelso questioned how permitting and enforcement would be handled after transitioning from the County process and how developers and contractors would be informed of the new requirements. Mr. Armenis responded that the Town would conduct phased outreach effort through EnerGov, the Town website, and contractor engagement sessions from May through October 2026 to educate users on the new process while continuing to use the County Code until October 1, 2026. Comm. Kelso also noted that the ordinance language was unclear whether the Town would follow both the Fire Prevention Code and the County's supplemental provisions (that includes an additional 60 pages). Mr. Armenis confirmed revisions would be made to clarify the ordinance language.

Comm. Blum asked whether there was a timeline for completion of the proposed fee schedule. Mr. Armenis responded that the fee schedule was under review, no timeline was currently available.

Comm. Sterling expressed concern that residents with backyard fire pits could unintentionally violate the open burning regulations and suggested using the State's forestry guidelines for clarity. Mr. Armenis agreed to review the State provisions for possible incorporation into the ordinance.

Commissioners Rogol, Thompson, Cassatly and Chair Kirn did not have questions.

Public Comment: None.

Deliberation by Commission:

Attorney Lashley clarified that references to the 2004 Edition and the County Fire Code shown in the attachment reflected the existing code and would be removed under the proposed ordinance. Chair Kirn questioned the language shown in Attachment No. 2 and Attorney Lashley and Mr. Sickler explained that the attachment was provided for reference only and that Section 2 of the ordinance showed the actual revisions, including the removal of references to the County Code.

Comm. Sterling asked whether the County's additional amendments had been reviewed to determine if any were necessary for the Town of Jupiter. Mr. Armenis responded that

he and the Fire Chief reviewed the amendments and found them unnecessary, stating the Florida Fire Prevention Code was sufficient.

Comm. Blum noted that Section 10-19(a) already includes language, allowing the Fire Prevention Code to be amended from time to time, consistent with Mr. Armenis' explanation.

Comm. Cassatly supported the Town's outreach efforts and suggested providing additional information to residents regarding open burning regulations through the Town newsletter, particularly during the winter season when fire pits are more commonly used. Vice Chair Kelso also recommended HOA communications as an additional outreach method. Mr. Armenis responded that the Town planned to provide updates through contractor email notifications, the Town website and coordination with Town departments. Mr. Armenis agreed that the Town newsletter and HOA communications would be good additional outreach methods.

Commissioners Keenan, Grabowski, Rogol, Thompson and Chair Kirn did not have questions.

Motion:

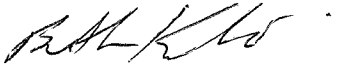
Comm. Keenan moved to recommend approval of Ordinance 11-26, amending Chapter 10 of the Town Code, Fire Prevention and Protection, to adopt the Florida Fire Prevention Code and Uniform Fire Safety Standards; seconded by Comm. Rogol. The motion passed unanimously by a 7-0 vote.


**STAFF UPDATE:**

Planning and Zoning Director reported on recent Town Council actions on Commission items.

**ADJOURN:**

Chair Kevin Kirn adjourned the meeting at 7:38 p.m.

  
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Beth Kelso, Acting Chair

  
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Vernisa Ayers, Secretary