

TOWN OF JUPITER
SUMMARY OF BOARDS AND COMMITTEES

The Town of Jupiter has several advisory boards and committees which are appointed by the Town Council. If you are willing to volunteer to serve as a member of one or more of the following boards, **please complete the [online application](#) located on our website or mail completed applications to the Town of Jupiter, Town Clerk's Department, 210 Military Trail, Jupiter, Florida 33458-5784.** All Town of Jupiter Boards and Committees members are required to view the Palm Beach County Code of Ethics one hour long video prior to serving. The training requirement can be found on the web on the [Ethics Training web page](#). Appointments are tentatively scheduled yearly in April; however, applications are accepted throughout the year and will be kept on file for one year. For more information, contact Sally M. Boylan, Town Clerk, at 741-2352.

ART COMMITTEE

Membership:

No residency requirements to serve.

Twelve (12) regular members and three (3) alternate members, staggered three (3) year terms appointed At Large. **The membership of the Committee shall include individuals possessing artistic skills in one or more of the following areas: Painter; Sculptor; Photography; Weaving; Stained Glass; Architecture; Interior Design; Mobiles; and Art Appreciation.**

Attendance:

Members of this Board not in attendance at 50% of the regularly scheduled meetings and at art opening exhibitions that seat shall be declared vacant and Town Council requested to fill it from a recommended list of applicants. There would be no excused absences.

Purpose

To promote, encourage, facilitate and cause the enhancement and beautification of Town Hall and other municipal buildings through the exhibition of works of art, either through loan or purchase; to foster the appreciation and interest in arts in the greater Jupiter area; to evaluate donations of all forms of art work for municipal buildings in the Town of Jupiter and make recommendations to Town Council for approval of the selected work; and to coordinate all approved plans, themes, exhibitions, and activities with the Town Manager who shall be responsible for the execution of the Committee's direction as approved by the Town Council.

Meeting Date:

The Committee meets the first Monday of the month except for the summer months of June, July, August and September at 5:00 P.M.

Staff Liaison:

Kate Moretto, Director of Community Relations/ PIO

AUDIT COMMITTEE

Membership:

Only Town Residents may serve.

Five members; one member shall be a Town Councilor; and four members shall be residents of the Town that have particular experience in public accounting or experience managing the activities of annual financial audit for businesses or other governmental agency, or other appropriate experience. Members serve one year terms.

Purpose:

Provide the Town Council advice and recommendations in matters relating to the Town's audited financial statements.

Meeting Date:

The Committee meets 3 times per year.

Staff Liaison:

Scott Reynolds, Budget Manager
Quintella Jones, Recording Secretary

BEACH COMMITTEE

Only Town Residents, property owners or business operators of the Town may serve.

Membership:

Five (5) individual Council appointees; two (2) At Large and four (4) Alternate members serving two year terms. The Committee members shall select one of its members to serve as Chairman of the Meetings and a Vice Chairman to chair meetings in the absence of the Chairman. The Chairman may only serve two (2) consecutive years.

Purpose:

To make recommendations to the Town Council regarding making the Jupiter beach areas more attractive, physically healthier, and accessible to the citizens and residents of the Town of Jupiter and the general public. In addition, the Committee may make recommendations to the Jupiter Local Planning Agency and Town Council concerning the Comprehensive Plan and its implementation.

Meeting Date:

The Committee will meet on April 27, 2015; July 27, 2015; October 26, 2015 at 6:00 P.M.

Staff Liaison:

Russ Ruskay, Director of Business Development

CONSTRUCTION BOARD OF ADJUSTMENTS AND APPEALS

Membership: Seven (7) members - staggered three (3) year terms appointed At large. **The Board shall be composed of a registered architect; a registered engineer; a building contractor; an electrical contractor; a mechanical contractor; a plumbing contractor; and a roofing contractor.**

Purpose: The Board shall hear appeals concerning interpretations and enforcement of the building and technical codes.

Meeting Date: The Board meets as needed.

Staff Liaison: Roger Held, Director of Building
Lilian Cain, Recording Secretary

HISTORIC RESOURCES BOARD

Membership: **Town residents and non-residents of the Town may serve, provided that a majority of members shall be Town residents.** Seven (7) members - staggered two (2) years appointed At large. To the extent available in the Community, **members shall have professional experience in the disciplines of history; architecture; architectural history; archaeology; planning; or other historic preservation related disciplines such as Urban Planning, American Studies; American Civilization; Cultural Geography; Cultural Anthropology; or American History.**

Purpose: To promote the preservation and conservation of historic and archaeological resources. Board responsibilities include approving certificates of appropriateness for historically designated properties, archaeological certificates to dig and Florida Historical Marker applications. In addition, the Board makes recommendations to the Town Council regarding Comprehensive Plan and Zoning Code text amendments to historic and archaeological preservation regulations, applications for historic designation, demolition permits for historically designated structures, and nominations of properties to the National Register of Historic Places.

Meeting Date: The Board meets the third Monday of the month at 6:00 P.M.

Staff Liaison: Dave Kemp, Planning Department Principal Planner
Catherine Baglia, Recording Secretary

PLANNING AND ZONING COMMISSION

<u>Membership:</u>	Must be Town Resident, Registered Voter, and hold no other Town position or Town office. Five (5) individual Council appointees – staggered three year terms; Two (2) At Large; a 1 st Alternate member and a 2 nd Alternate member – serving one (1) year terms.
<u>Attendance:</u>	Members of this Board may be removed by the Board for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings without a valid excuse.
<u>Purpose:</u>	To make formal recommendations to the Town Council regarding land use, site and appearance plans for new projects.
<u>Meeting Date:</u>	The Commission meets the 2 nd Tuesday of the month at 7:00 P.M.
<u>Staff Liaison:</u>	John Sickler, Director of Planning and Zoning Stephanie Thoburn, Assistant Director of Planning and Zoning Valerie Hampe, Recording Secretary

POLICE PENSION BOARD *

<u>Membership:</u>	Five (5) members serving two (2) year terms; two of whom shall be Town Residents; two of whom shall be Police Officers and the fifth member shall be chosen by a majority of the previous four members.
<u>Purpose:</u>	To administer the Municipal Police Officer's Retirement Fund.
<u>Meeting Date:</u>	The Board will meet March 2, 2015; June 1, 2015; September 14, 2015 and December 7, 2015 at 1:00 P.M.
<u>Staff Liaison:</u>	Cheryl Grieve, Senior Accountant Mike Villella, Director of Finance Nick Schiess, Resouce Center

* Regulations set by Florida State Statutes.

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