

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 under Departments, Town Clerk, Boards and Committees** to the **Town Clerk's Office**, 210 Military Trail, Jupiter, Florida 33458-5784. Appointments are tentatively scheduled for April, 2011; however, applications are accepted throughout the 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 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) a valid excuse, or (b) providing notice of the anticipated absence prior to a scheduled meeting. Excused absences due to illness, out of the County, or personal hardship, if approved by majority vote of the Board, shall not constitute an unexcused absence. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Board.

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 at 5:00 P.M.

Staff Liaison:

Darrell Remole, Risk Manager

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.

Attendance:

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) a valid excuse, or (b) providing notice of the anticipated absence prior to a scheduled meeting. Excused absences due to illness, out of the County, or personal hardship, if approved by majority vote of the Board, shall not constitute an unexcused absence. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Board.

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 meets as needed.

Staff Liaison:

Russ Ruskay, Director of Parks and Recreation
Stacey Rivera, Recording Secretary

BIO-TECH FUND ADVISORY BOARD

Membership:

Eight (8) members – One member must be a representative of Palm Beach County; one member shall be a representative of the “Paragon Foundation Board; six members shall be representatives of the biotech or business community. Four members shall be residents or representatives of the biotech or business community within the Town of Jupiter and two members may be residents; and two members may be residents or representatives of the biotech or business community outside of the Town of Jupiter but amongst the parties to the Interlocal Agreement (5 cities and County).

Purpose:

To provide recommendations to the Town Council regarding the distribution of the Bio-tech Funds; policies that will promote the growth of the biotech industry and comment upon proposed revisions to the guidelines and policies.

Meeting Date:

The Board meets monthly at 7:30 a.m.

Staff Liaison:

Andy Lukasik, Town Manager

Janet Murphy, Deputy Board Clerk

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
Sharon Pickett, Recording Secretary

HISTORIC RESOURCES BOARD

Membership: **Only Town Residents may serve**
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.**

Attendance: 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) a valid excuse, or (b) providing notice of the anticipated absence prior to a scheduled meeting. Excused absences due to illness, out of the County, or personal hardship, if approved by majority vote of the Board, shall not constitute an unexcused absence. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Board.

Purpose: To promote the preservation and conservation of historic and archaeological resources and makes recommendations to the Town Council regarding application for historic designation, certificates of appropriateness, digs, demolition permits, and nomination of properties to the National Register of Historic Places.

Meeting Date: The Board meets the third Monday of the month at 5:30 P.M.

Staff Liaison: Dave Kemp, Staff 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>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) a valid excuse, or (b) providing notice of the anticipated absence prior to a scheduled meeting. Excused absences due to illness, out of the County, or personal hardship, if approved by majority vote of the Board, shall not constitute an unexcused absence. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Board.
<u>Purpose:</u>	To administer the Municipal Police Officer's Retirement Fund.
<u>Meeting Date:</u>	The Board meets the 4 th Monday of the month.
<u>Staff Liaison:</u>	Michael Simmons, Assistant Director of Finance Jackie Wehmeyer, Director of Human Resources Cheryl Grieve, Senior Accountant

* Regulations set by Florida State Statutes.