

**FINAL MINUTES AND AGENDA  
TOWN OF JUPITER  
COMMUNITY REDEVELOPMENT AGENCY MEETING  
COUNCIL CHAMBERS  
TUESDAY, APRIL 18, 2023**

Chair Jim Kuretski called the meeting to order at 6:00 P.M.

**Roll Call:** Chair Jim Kuretski; Vice-Chair Ron Delaney; Commissioner Cameron May; Commissioner Cheryl Schneider; Commissioner Malise Sundstrom; Executive Director Frank Kitzerow; Commission Attorney Thomas J. Baird and *Deputy Board Clerk Stephanie Proffer*. LC 5/3/23

**CITIZEN COMMENTS**

All Non-agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to state his/her name and address for the record prior to addressing the Commission. **The Commission will not discuss these items this evening. Any issues will be referred to Staff for investigation; a report will be forwarded to the Commission; and citizens will be contacted.**

**MINUTES**

1. February 8, 2023 Community Redevelopment Agency Meeting Minutes.

Commissioner May moved to approve the February 8, 2023 Community Redevelopment Agency Meeting Minutes, seconded by Vice-Chair Ron Delaney; motion passed.

Kuretski	Delaney	May	Schneider	Sundstrom
Yes	Yes	Yes	Yes	Yes

**PRESENTATION**

2. Town of Jupiter's CRA fiscal year 2022 Annual Comprehensive Financial Report (ACFR) by Marcum CPA Firm.

Mr. Scott Montgomery representing the Marcum CPA firm, gave an overview of the CRA Annual Comprehensive Financial Report highlighting, the Independent Auditor's Report, Management Discussion and Analysis (MD&A), and Basic Financial Statements including the net position, general fund, revenue and expenses. He also reviewed the Reporting Section.

Mr. Montgomery stated no deficiencies were found and the CRA met compliance standards.

Chair Kuretski stated the highest opinion was expected. He also thanked Staff and the Audit/Surtax Committee for their contributions.

Mr. Scott Reynolds, Finance Director, gave a brief overview of the Audit/Surtax Committee meeting.

Chair Kuretski believed it was important as a Council and Town to review the annual Audit report.

## **REGULAR AGENDA**

### **PUBLIC BUSINESS**

3. Authorizing the Executive Director to sign non-exclusive parking lot License Agreements with Guanabanas, Castaways and Jupiter Outdoor Center for a term of five years, with a three percent annual increases in the cost per space per month at the CRA's Love Street parking lot.

Mr. Scott Reynolds discussed a request to have the Executive Director execute three Non-Exclusive License Agreements with Guanabanas, Castaways and Jupiter Outdoor Center for parking spaces on Love Street. He mentioned the businesses had been contacted and each expressed interest in renewing agreement. He also stated Guanabanas had requested a possible waiver or reduction of fees due to the construction of bridge. He reviewed possible options with the Commission.

Mr. Reynolds noted Mr. Jim Burg, owner of Square Grouper, had requested eight additional parking spots, which would need to be considered by the Commission. He stated the project would also need through the Planning and Zoning process and approved by Town Council.

Chair Kuretski said the collection of the parking fees was the Town's and Community Redevelopment Agency (CRA)'s way of recouping the cost of the construction of parking lot and he was not interested in waiving the fees.

Commissioner Schneider agreed.

Vice-Chair Delaney agreed the parking lot was always full and had not observed any impact to loss of revenue.

Commissioner Sundstrom agreed and had not heard of any negative impact or economic burden on the businesses.

Commissioner May noted he had not heard of any economic impact on businesses. He asked if Staff were looking for a recommendation on the eight spaces.

Mr. Reynolds stated yes, with the understanding that it still must go through the Planning and Zoning process.

Commissioner May said he was in favor of allowing Mr. Burg to utilize the eight spaces after meeting with him and determining it would not affect other restaurants during peak hours.

Commissioner Schneider said she was uncomfortable discussing the eight spaces separate from the site plan and felt they should be together. She noted she was reluctant to perpetuate the system of building in the Inlet Village without having parking and having the Town lot come to the rescue.

Vice-Chair Delaney agreed to not consider the eight parking spaces until the Commission could see the whole application.

## REGULAR AGENDA

### PUBLIC BUSINESS

3. Authorizing the Executive Director to sign non-exclusive parking lot License Agreements with Guanabanas, Castaways and Jupiter Outdoor Center for a term of five years, with a three percent annual increases in the cost per space per month at the CRA's Love Street parking lot.

Commissioner Sundstrom agreed and would like to consider it at time of the application.

Chair Kuretski agreed and felt the Commission did not have enough information to decide on how many spaces to allocate.

Vice-Chair Delaney moved to approve Authorizing the Executive Director to sign non-exclusive parking lot License Agreements with Guanabanas, Castaways and Jupiter Outdoor Center for a term of five years, with a three percent annual increases in the cost per space per month at the CRA's Love Street parking lot; seconded by Commission May; motion passed.

Kuretski	Delaney	May	Schneider	Sundstrom
Yes	Yes	Yes	Yes	Yes

Mr. John Sickler, Director of Planning and Zoning, stated the application for Inlet Village Market was being held up due to them not having authorization to use their parking spaces to meet the Town Code parking requirements. He asked if the Commission was comfortable to allow the application to move forward pending future authorizing if it was agreeable to the Commission at a later date.

Chair Kuretski believed it was premature.

Commissioner Schneider stated it was difficult to answer the question without seeing the final application and believed there were to many variables to be considered.

Commissioner Sundstrom asked if there could be a contingency placed on the spaces. She was also unsure with the processing and sequencing of application.

Mr. Baird stated in terms of process they would need to submit an application that met the Code. He noted this discussion was meant for the Town Council and not for the Commission.

### REPORTS

#### COMMISSION ATTORNEY

- Habourside Case – Mr. Baird stated the stipulation of dismissal was filed and the releases were executed by all parties. He stated the releases were being held in escrow along with the funds that the Town would wire to Harbourside. He discussed the reasons the funds and releases were being held in escrow were due to the Harbourside attorney being out of town and in order to release the funds, Harbourside's lender was requiring that they substitute collateral for the funds because the Tiff funding was collateral they had pledged for their loan. He stated it would take about seven days from yesterday and expected all the documents would be released and the wire transfers would take place next week.

**REPORTS**

**EXECUTIVE DIRECTOR**

- Acknowledged the work of the Finance Department – Mr. Kitzerow acknowledged the Mr. Scott Reynolds and his team for the outstanding results of the audit.

Mayor Kuretski stated he appreciated their efforts and the instant information received.

**COMMISSIONER'S COMMENTS- NONE**

**ADJOURNMENT- 6:34 P.M.**

---

Laura Cahill, Board Clerk