



## Town of Highland Beach Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopened with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.



For additional information on using Zoom, please visit Zoom Support by click on the following link:  
<https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

#### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

#### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

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# AGENDA

## CODE ENFORCEMENT BOARD REGULAR MEETING



**Wednesday, March 09, 2022 AT 1:00 PM**

**TOWN OF HIGHLAND BEACH, FLORIDA**

3614 S. OCEAN BOULEVARD

HIGHLAND BEACH, FL 33487

Telephone: (561) 278-4548

Website: [www.highlandbeach.us](http://www.highlandbeach.us)

### **TOWN HALL COMMISSION CHAMBERS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SWEARING IN OF THE PUBLIC**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **APPROVAL OF MINUTES**
  - A. February 08, 2022 Minutes
7. **UNFINISHED BUSINESS**

None
8. **NEW BUSINESS**

#### **A. Case No. CC2021-11-018**

Steven Botta

1024 Bel Air Dr. Unit 3

PCN: 24-43-47-04-31-001-0030

Legal: HIGHLAND OCEAN HOUSE COND BLDG 1024 UNIT 3

Code Section: 30-122 (A) Building Permits Required



Violation: Observed kitchen and bath (2) remodel, water heater, tile without a permit

**B. Case No. CC2021-11-019**

Massimo Musa  
2635 S. Ocean Blvd., Lot 5  
PCN: 24-43-46-28-09-000-0204  
Legal: BYRD BEACH PT OF S 50 FT OF LT 20 & PT OF LT 21 (LESS S 70 FT)  
K/A UNIT 5 & CABANA LTS 3 & 4 BYRD BEACH ESTS IN OR9276P1601

Code Section: 20-143 Natural vegetative cover on beach dunes; 6.1(C) Dune walkover structures; and 30-122 (A) Building Permits Required

Violation: Observed dune vegetation removed without permit to allow walkway, observed construction of wall, staircase, concrete slab, sewage connection, A/C unit and unapproved landfill on property without permit

**C. Case No. CC2021-12-009**

F & G Realty Inc  
3525 S. Ocean Blvd., LPH 1  
PCN: 24-43-46-33-29-000-1010  
Legal: OCEAN REEF AIA COND UNIT 101 & 201

Code Section: 30-81(A) Fences, walls, poles, or stakes within coastal construction control line

Violation: Observed posts placed east of coastal construction line

**D. Case No. CC2021-12-011**

Sylvia Greco M Irrevocable Trust  
3420 S. Ocean Blvd., 9Q  
PCN:24-43-46-33-24-000-0917  
Legal: CORONADO AT HIGHLAND BEACH COND UNIT 9-Q

Code Section: 30-122 (A) Building Permits Required

Violation: Observed bathroom remodel (2) without permit

**E. Case No. CC2021-12-016**

Thomas Catalano  
3598 S. Ocean Blvd., 101  
PCN:24-43-46-33-42-005-1010  
Legal: HIGHLAND BEACH CLUB COND UNIT 101 BLDG 5



Code Section: 30-122 (A) Building Permits Required

Violation: Referenced the exterior door installation without permit

**F. Case No. CC2021-12-021**

Charles and Carolyn Arnold  
1024 Bel Air Dr. Unit 1  
PCN:24-43-47-04-31-001-0010  
Legal: HIGHLAND OCEAN HOUSE COND BLDG 1024 UNIT 1

Code Section: 30-122 (A) Building Permits Required

Violation: Observed electrical work without permit

**G. Case No. CC2021-12-023**

Joseph Zonfrilli  
3114 S. Ocean Blvd., #403  
PCN:24-43-46-33-09-000-4030  
Legal: MONTEREY HOUSE COND APT 403

Code Section: 30-122 (A) Building Permits Required

Violation: Impact door installation without permit

**H. Case No. CC2021-12-027**

John and Susan Zessin Trust  
3805 S. Ocean Blvd.  
PCN:24-43-47-04-00-001-0082  
Legal: 4-47-43, S 100 FT OF N 950 FT OF GOV LT 1 LYG E OF SR A-1-A  
A/K/A CITY LOT NO 64

Code Section: 30-122 (A) Building Permits Required

Violation: Referenced the land and vegetation clearing without permit

**9. ANNOUNCEMENTS**

March 10, 2022 - 9:30 A.M. Planning Board Regular Meeting

March 15, 2022 - 1:30 P.M. Town Commission Meeting

April 12, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting



## **10. ADJOURNMENT**

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*Any person that decides to appeal any decision made by the Code Enforcement Board with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.*

*In accordance with the Americans with Disabilities Act (ADA), persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (561) 278-4548 within a reasonable time prior to this meeting in order to request such assistance.*

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