



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 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 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.
- 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.

Published: 05.26.2021/Updated 08.02.2021

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

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

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.

File Attachments for Item:

A. February 08, 2022 Minutes



TOWN OF HIGHLAND BEACH TOWN CODE ENFORCEMENT BOARD REGULAR MEETING MINUTES

Town Hall / Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Date: February 08, 2022
Time: 1:00 PM

1. CALL TO ORDER

Chairperson Schlam called the meeting to order at 1:00 P.M.

2. WELCOME NEW MEMBER

A. David Axelrod

Chairperson Schlam welcomed Mr. David Axelrod to the Code Enforcement Board.

3. ROLL CALL

Board Member David Axelrod
Board Member James Murray
Board Member Robert Lasorsa
Board Member Michael Cherbini
Vice Chairperson Jane Perlow
Chairperson Myles Schlam
Town Attorney Leonard Rubin
Town Clerk Lanelda Gaskins

ABSENT

Board Member Bryan Perilman (Absent)

ADDITIONAL STAFF

Code Enforcement Officer Jason Manko

4. PLEDGE OF ALLEGIANCE

The Code Enforcement Board members led the Pledge of Allegiance.

5. APPROVAL OF THE AGENDA

Chairperson Schlam called for a motion to approve the agenda.

MOTION: Axelrod/Cherbini - Moved to approve the agenda as presented, which passed 6 to 0.

6. SWEARING IN OF THE PUBLIC

Town Clerk Gaskins swore in those giving testimony.

7. PUBLIC COMMENT *(limited to three (3) minutes per speaker)*

There were no public comments.

8. APPROVAL OF MINUTES

A. January 11, 2022- Minutes

MOTION: Perlow/Murray - Moved to approve January 11, 2022, Minutes as presented, which passed unanimously 6 to 0.

9. UNFINISHED BUSINESS

A. Case No. CC2021-08-009

Andrew and Paulette Coronato
2917 S. Ocean Blvd. #601
PCN: 24-43-46-33-18-000-0601
Legal: Trafalgar of Highland Beach Cond Unit 601

Code Section:30-122 (B) - Expiration of Building Permit
Violation: A/C installation on an expired permit

Chairperson Schlam read the title of Item 9.A. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos taken of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. He indicated that the code violation was corrected prior to the meeting. The town recommends that the respondent be found in violation of the Town Code as alleged in the Notice of Violation is now in compliance and that a do not repeat order be issued. This motion may include the assessment of prosecution costs in the amount of \$250.00 because the Town proved that a violation did exist.

Chairperson Schlam asked the Board members if they had any questions for staff in the matter? The Board members and Code Compliance Officer Manko discussed the violation on the property.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Larsora/Cherbini - Moved to that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation but is/are now in compliance and that a do not repeat order be issued. This motion may include the assessment of prosecution costs in the amount of \$250.00 because the Town proved that a violation did exist. Based upon roll call, the motion passed 6 to 0.

B. Case No. CC2021-09-008

Eunice Bongiovanni
4511 S. Ocean Blvd. #907
PCN: 24-43-47-04-10-001-0907
Legal: 45 Ocean Condo Bldg. 1 Apt. 907

Code Section:30-122 (A) - Building Permits Required
Violation: Observed flooring and drywall work without a permit

Chairperson Schlam read the title of Item 9.B. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. He indicated that the current owner passed away and there was a new property owner which has been made aware of the code violation on the property. In addition, he explained that it was the previous property owner's responsibility to convey the pending code violation information to the new property owner. The Town has to give the new property owners a reasonable time to rectify the work that has been done without a permit. The town recommends that the new owner be found in violation of the code as alleged in the Notice of Violation; it is ordered to comply within 60 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance. A new case will be started on the property, which will give the new property owner 60 days to comply.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Officer Manko discussed the violations, the standard cost of prosecution, the transfer of the

property as it relates to the purchaser and the seller, and how the Town collects the prosecution fee from the new owner.

Town Attorney Rubin explained the Florida Statutes pertaining to the property changing owners. In addition, explained that the Town was not required to refile the code violation but to allow the new property owner reasonable time to come into compliance. Statutorily, the original property owners are required to notify the new property owners of any pending code violation on the property as well as notify the Town that the property has been transferred.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Larsora/Cherbini - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and that he be ordered to comply within 60 days or be fined \$250.00 per day per for each violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 day payable by the date set for compliance. Based upon roll call, the motion passed unanimously 6 to 0.

C. Case No. CC2021-09-009

Joseph Capozzoli
4511 S. Ocean Blvd. #605
PCN: 24-43-47-04-10-001-0605
Legal: 45 Ocean Condo Bldg. 1 Apt. 605

Code Section:30-122 (A) - Building Permits Required
Violation: Observed demolition of bedroom closet without permit

Chairperson Schlam read the title of Item 9.C. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. The violation remains on the property, and the town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation and is ordered to comply within 30 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Officer Manko

discussed this case related to compliance and the permit application stalled by the contractor.

Mr. Joseph Capozzoli joined the meeting virtually and spoke about construction work on his property, the contractor, and the code violation.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Axelrod/Perlow - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and that he be ordered to comply within 30 days or be fined \$250.00 per day per for each violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 day payable by the date set for compliance. Based upon roll call, the motion passed unanimously 6 to 0.

D. Case No. CC2021-10-002

Robert Leone
4217 Intracoastal Dr.
PCN: 24-43-47-04-02-004-0300
Legal: Bel Lido LT 30 BLK 4

Code Section:30-122 (A) - Building Permits Required
Violation: Observed bathroom remodel without permit

Chairperson Schlam read the title of Item 9.D. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. The violation remains on the property, and the town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation and is ordered to comply within 30 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Officer Manko discussed the code violation.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Perlow/Axelrod - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and that they be ordered to comply within 30 days or be fined \$250.00 per day per for each violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 day payable by the date set for compliance. Based upon roll call, the motion passed unanimously 6 to 0.

E. Case No. CC2021-10-005

Heni and Henri Galel
3720 S. Ocean Blvd., Apt. 1005
PCN: 24-43-47-04-53-000-1005
Legal: Toscana West Condominium Unit 1005

Code Section:30-122 (A) - Building Permits Required
Violation: Observed complete unit remodel: kitchen, bathrooms, flooring without permit

Chairperson Schlam read the title of Item 9.E. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos taken of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. The violation remains on the property, and the town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation and is ordered to comply within 30 days or be fined any amount up to \$250.00 per day per violation for each day the violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Manko discussed the violations and the status of permits.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Axelrod/Perlow - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and that they be ordered to comply within 30 days or be fined \$250.00 per day per for each violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 day payable by the date set for compliance. Based upon roll call, the motion passed unanimously 6 to 0.

F. Case No. CC2021-11-017

Eugene Jamroz
1108 Highland Beach Dr. #1.
PCN: 24-43-47-04-02-002-0120
Legal: Bel Lido LT 12 BLK 2

Code Section:30-122 (A) - Building Permits Required
Violation: Observed water heater changeout without a permit

Chairperson Schlam read the title of Item 9.F. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. He mentioned, since the property owner obtained a permit for a change out, the town recommends that the respondent be found in repeat violation of the Town Code as alleged in the Notice of Violation and that the respondent be fined \$500.00 per day per from the date given for compliance because it is a repeat violation. The date given for compliance was December 06, 2021, until the compliance date when the permit was obtained January 11, 2022 and assess prosecution costs in the amount of \$250.00 payable by the date set for compliance.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Officer Manko discussed the repeat violation issue, the current violation, and the fine amount.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Lasorsa/Cherbini - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and that he be ordered to comply within 30 days or be fined \$2,000.00 per day per for each violation remains after the date set for compliance and assess prosecution costs in the amount of \$250.00 day payable by the date set for compliance. Based upon roll call, the motion passed 5 to 1 with Member Lasorsa dissenting.

G. Case No. CC2021-12-001

Samson Chow
4400 S. Ocean Blvd.
PCN: 24-43-47-04-02-001-0140
Legal: Bel Lido LT 14 BLK 1

Code Section:30-122 (A) - Building Permits Required
Violation: Observed A/C changeout without permit

Chairperson Schlam recessed the meeting at 2:05 p.m. and reconvened the meeting at 2:08 p.m.

Chairperson Schlam read the title of Item 9.G. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Town Clerk Gaskins swore in Samson Chow and Mark Lowry.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. The town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation but is now in compliance and a do not repeat order be issued and assess prosecution costs in the amount of \$250.00.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? There were none.

Mr. Samson Chow provided comments about the code violation on his property.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Perlow/Murray - Moved that the Respondent be found in violation of the Town Code as alleged in the Notice of Violation and is now in compliance and that a do not repeat order be issued. The motion may include the assessment prosecution costs of \$250.00. Based upon roll call, the motion passed unanimously 6 to 0.

10. NEW BUSINESS

A. Case No. CC2021-10-010

Mark Lowry
4511 S. Ocean Blvd 402
PCN: 24-43-47-04-10-001-0402
Legal: 45 OCEAN CONDO BLDG 1 APT 402

Code Section:30-122 (A) Building Permits Required
Violation: A/C installation without permit. PLEASE OBTAIN PERMIT FROM
BUIDLING DEPARTMENT BY 1/14/22

Chairperson Schlam read the title of Item 10.A. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko provided a brief timeline on the facts of the case. He entered submittals of evidence into the records that included proof of service, supporting documents, photos of the property that fairly and accurately represented the violation observed during the onsite inspections, and paper postings at the property address and at Town Hall. The violation has been remedied, and a permit has been issued. The town recommends that the respondent be found in violation of the code as alleged in the Notice of Violation, is now in compliance, and a do not repeat order be issued and assess prosecution costs in the amount of \$250.00.

Chairperson Schlam asked the Board members if they have any questions of staff in the matter? The Board members and Code Enforcement Manko discussed the violation.

Mr. Mark Lowry provided comments about the violation on his property.

Town Clerk Gaskins swore in Building Official Jeffrey Remas.

In addition, Building Official Jeffrey Remas provided comments about this matter.

Chairperson Schlam closed the public hearing and asked for a motion.

MOTION: Axelrod/Perlow - Moved that the violation was corrected before hearing, a do not repeat order issued and waived the assessment prosecution costs. Based upon roll call, the motion passed unanimously 6 to 0.

B. Case No. CC2021-12-014

Michael Rothberg
3833 S. Ocean Blvd.
PCN: 24-43-47-04-00-001-0160

Legal: 4-47-43, S 100 FT OF N 1550 FT OF GOV LTS 1, 2 & 3 LYG E OF & ADJ TO ICW R/W & W OF & ADJ TO S OCEAN BLVD R/W & S 100 FT OF N 1350 FT OF GOV LT 1 LYG E OF & ADJ TO S OCEAN BLVD R/W

Code Section:28-10(A) Maintenance standards for cultivated landscape areas

Violation: Observed Road rock in swale and on property after construction permits have been closed. PLEASE RESTORE SWALE AND PARKING AREA BY 1/14/22

Chairperson Schlam read the title of Item 10.B. and asked the Board members if they have any Ex Parte communications to disclose in the matter? Hearing none, he opened the public hearing and called for Code Enforcement Officer Manko to give testimony and recommendations regarding the violation.

Code Enforcement Officer Jason Manko explained that the case was not work without a permit violation. The respondent has complied, and the case is closed.

11. ANNOUNCEMENTS

Chairperson Schlam read the announcements as follows:

February 10, 2022 - 9:30 A.M. Planning Board Regular Meeting (Cancelled)

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

February 21, 2022- Town Hall Closed in Observance of Presidents' Day

March 09, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

12. ADJOURNMENT

The meeting adjourned the meeting at 2:48 P.M.

APPROVED at the March 09, 2022, Code Enforcement Regular Meeting

ATTEST:

Myles B. Schlam, Chairperson

Transcribed by: Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

Date

File Attachments for Item:

A. Case No. CC2021-11-018

Steven Botta1024 Bel Air Dr. 3PCN: 24-43-47-04-31-001-0030Legal: 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



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-018

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Steven Botta
19 Thompson Grove
Freehold, NJ 07728

Re: 1024 Bel Air Drive 3, Highland Beach FL, 33487 (PCN: 24-43-47-04-31-001-0030)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the observed kitchen and bath (2) remodel, water heater, tile without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.



Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 04780 2421

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



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

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Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2421

U.S. Postal Service™
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OFFICIAL USE

Certified Mail Fee
\$ 3.15

Extra Services & Fees (check box, add fees as appropriate)
☒ Return Receipt (hardcopy) \$ 3.00
☐ Return Receipt (electronic) \$ _____
☐ Certified Mail Restricted Delivery \$ _____
☐ Adult Signature Required \$ _____
☐ Adult Signature Restricted Delivery \$ _____

Postage
\$.58

Total Postage and Fees
\$ 7.38

Sent To
Botta, Steven
19 Thompson Grove
Freehold, NJ 07728
CC2021-11-018

Street and Apt. No.
City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

FREEHOLD BEACH, FL 33487
FEB 17 2022
Postmark Here
CPO #0231

Property Detail

Location Address 1024 BEL AIR DR 3
Municipality HIGHLAND BEACH
Parcel Control Number 24-43-47-04-31-001-0030
Subdivision HIGHLAND OCEAN HOUSE COND DECL FILED 1-6-81 IN
Official Records Book 32745 Page 548
Sale Date JUN-2021
Legal Description HIGHLAND OCEAN HOUSE COND BLDG 1024 UNIT 3

Owner Information

Owners
BOTTA STEVEN

Mailing address
19 THOMPSON GROVE RD
FREEHOLD NJ 07728 8239

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUN-2021	\$710,000	32745 / 00548	WARRANTY DEED	BOTTA STEVEN
JUL-2012	\$400,000	25399 / 00879	WARRANTY DEED	BURNLEY JAMES K &
JAN-2005	\$470,000	18090 / 00360	WARRANTY DEED	BENEDICT DAMON G &
JUN-2004	\$445,000	17221 / 00086	WARRANTY DEED	JANK RICHARD
FEB-1999	\$155,000	11007 / 00272	WARRANTY DEED	WILLIAMS STEVE M
MAY-1994	\$450,000	08291 / 00554	WARRANTY DEED	
DEC-1986	\$100	05138 / 00332	WARRANTY DEED	
MAR-1986	\$131,250	04841 / 00314	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
*Total Square Feet 992
Acres
Use Code 0400 - CONDOMINIUM
Zoning RML - Multi-Family Low-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$450,298	\$445,298	\$448,456
Land Value	\$0	\$0	\$0
Total Market Value	\$450,298	\$445,298	\$448,456

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$450,298	\$445,298	\$416,302
Exemption Amount	\$50,000	\$50,000	\$0
Taxable Value	\$400,298	\$395,298	\$416,302

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$6,957	\$7,008	\$7,519
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$7,053	\$7,103	\$7,616

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-018

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Steven Botta
19 Thompson Grove
Freehold, NJ 07728

**POSTED
ON PROPERTY**

2/17/2022

DATE

Re: 1024 Bel Air Drive 3, Highland Beach Fl, 33487 (PCN: 24-43-47-04-31-001-0030)

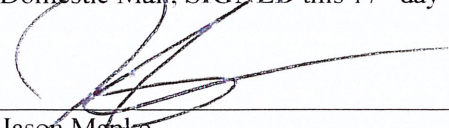
YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the observed kitchen and bath (2) remodel, water heater, tile without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.


Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 04780 2421

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

January 18, 2022

Botta, Steven
19 Thompson Grove
FREEHOLD, NJ 07728

RE: Code Compliance Case No. CC2021-11-018

Steven Botta,

Location : 1024 BEL AIR DRIVE 3B
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed kitchen & bath (2) remodel, water heater, tile without permit. please obtain permit from building department by 2/4/22.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

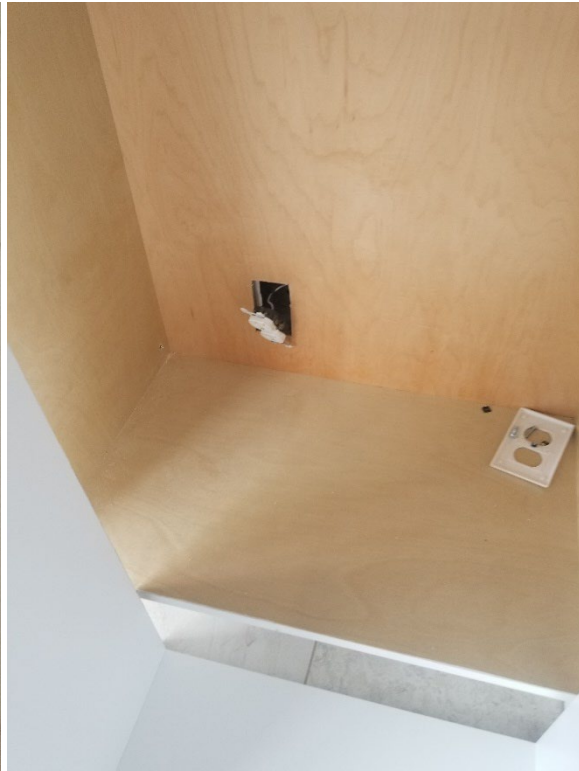
Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-11-018
Property Address:	1024 Bel Air Dr #3
Inspector:	Jason Manko



Evidence Sheet	
Case Number:	CC2021-11-018
Property Address:	1024 Bel Air Dr #3
Inspector:	Jason Manko



File Attachments for Item:

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



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-019

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Massimo Musa
2635 S. Ocean Holdings LLC
4800 N. Federal Hwy., Ste 201B
Boca Raton, FL 33431

Re: 2635 S. Ocean Blvd., Lot 5, Highland Beach Fl, 33487 (PCN: 24-43-46-28-09-000-0204)


YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the following: observed dune vegetation removed without permit to allow walkway, (20-143 Natural vegetative cover on beach dunes), and (6.1(C) Dune walkover structures; observed construction of wall, staircase, concrete slab, sewage connection, A/C unit and unapproved landfill on property without permit (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2414 www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland Beach

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Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2414

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$ 3.15
Extra Services & Fees (check box, add fees as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.00
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$.58
Total Postage	\$ 7.38
Sent To	Musa, Massimo
Street and Apt.	4800 N. Federal Hwy Ste 201B
City, State, ZIP	Boca Raton, FL 33431 CC2021-11-019
PS Form 3800, April 2019 PSN 7530-02-000-9047 See Reverse for Instructions	

HIGHWAY BEACH, FL 33487
FEB 17 2022
CPD #0237

Property Detail

Location Address 2635 S OCEAN BLVD
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-28-09-000-0204
 Subdivision BYRD BEACH SUB IN
 Official Records Book 32415 Page 67
 Sale Date APR-2021
 Legal Description 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

Owner Information

Owners
 2635 S OCEAN HOLDINGS LLC

Mailing address
 4800 N FEDERAL HWY STE 201B
 BOCA RATON FL 33431 3408

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
APR-2021	\$3,500,000	32415 / 00067	WARRANTY DEED	2635 S OCEAN HOLDINGS LLC
MAR-1999	\$1,850,000	11002 / 00360	WARRANTY DEED	CALDWELL JOHN &

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 4248
 Acres 0.4232
 Use Code 0100 - SINGLE FAMILY
 Zoning RMM - Multi-Family Medium-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$1,035,069	\$927,792	\$1,029,108
Land Value	\$1,800,696	\$1,650,630	\$1,500,630
Total Market Value	\$2,835,765	\$2,578,422	\$2,529,738

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$2,835,765	\$2,578,422	\$2,529,738
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$2,835,765	\$2,578,422	\$2,529,738

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$48,069	\$44,569	\$44,293
Non Ad Valorem	\$178	\$173	\$175
Total tax	\$48,247	\$44,742	\$44,468

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-11-019

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Massimo Musa
2635 S. Ocean Holdings LLC
4800 N. Federal Hwy., Ste 201B
Boca Raton, FL 33431

**POSTED
ON PROPERTY**

2/17/2022

DATE

Re: 2635 S. Ocean Blvd., Lot 5, Highland Beach FL, 33487 (PCN: 24-43-46-28-09-000-0204)

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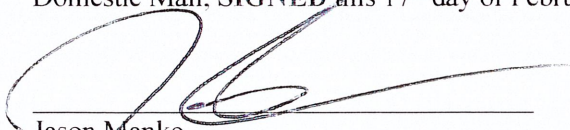
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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2414 www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

2635





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

November 24, 2021

Musa, Massimo
4800 N. FEDERAL HWY STE 201B
Boca Raton, FL 33431

RE: Code Compliance Case No. CC2021-11-019

Massimo Musa,

Location : 2635 S. OCEAN BLVD LOT 5
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed dune vegetation removed without permit to allow walkway. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT AND FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION BY 12/8/21.

Observed construction of wall, staircase, concrete slab, sewage connection, A/C unit and unapproved landfill on property without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 12/8/21.

20-143 Natural vegetative cover on beach dunes

The natural vegetative cover on beach dunes shall be preserved in an undisturbed state of growth as a fragile ecosystem. Such beach dune vegetation, grass, sea grape and tree development shall be altered, removed or changed only in accordance with the requirements of this division.

6.1(C) Dune walkover structures

Department of Environmental Protection permit required. Prior to construction of any dune walkover structure, each property owner to which this section is applicable shall file an application for a permit to construct the required elevated dune walkover structure(s) with the Department of Environmental Protection. A copy of the application filed by the owner with the Department of Environmental Protection shall be filed with the town's building department within ten (10) days after the application is filed with the Department of Environmental Protection. The application shall be prepared and filed in accordance with the rules and regulations of the Department of Environmental Protection. The building department of the town shall, if requested by the owner, assist the owner in preparing the application to the Department of Environmental Protection. The elevated dune structure shall only be built in accordance with the permit issued by the Department of Environmental Protection and a copy of the Department of Environmental Protection permit issued shall be filed with the town building department.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-11-019
Property Address:	2635 S Ocean Blvd
Inspector:	Jason Manko



Evidence Sheet	
Case Number:	CC2021-11-019
Property Address:	2635 S Ocean Blvd
Inspector:	Jason Manko



Evidence Sheet	
Case Number:	CC2021-11-019
Property Address:	2635 S Ocean Blvd
Inspector:	Jason Manko



File Attachments for Item:

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



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-009

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

F & G Realty Inc.
P.O. Box Q
Somerville, CT 06072 0917

Re: 3525 S Ocean Blvd., LPH 1, Highland Beach, FL 33487 (PCN: 24-43-46-33-29-000-1010)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the observed posts placed east of coastal construction line, 30-81(A) Fences, walls, poles or stakes within coastal construction control line. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.


Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2377

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



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.

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- 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.
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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:

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- 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
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Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2377

U.S. Postal Service[™]
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com[®].

OFFICIAL USE

Certified Mail Fee
\$ 3.75

Extra Services & Fees (check box, add fees appropriate)
☒ Return Receipt (hardcopy) \$ 3.75
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage
\$.58
Total Postage
\$ 7.38

Sent To
F&G Reality Inc.
P.O. Box Q
Somersville, CT 06072-0917

Street and Apt.
City, State, ZIP

HIGHLAND BEACH, FL 33487
17 2022
CPO #0231

Postmark
Here

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Property Detail

Location Address 3525 S OCEAN BLVD LPH1
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-29-000-1010
 Subdivision OCEAN REEF A1A COND DECL FILED 031984
 Official Records Book 07934 Page 1694
 Sale Date SEP-1993
 Legal Description OCEAN REEF AIA COND UNIT 101 & 201

Owner Information**Owners**

F & G REALTY INC

Mailing address

PO BOX Q
 SOMERSVILLE CT 06072 0917

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
SEP-1993	\$100	07934 / 01694	QUIT CLAIM	F & G REALTY INC
APR-1989	\$1,050,000	06037 / 01475	WARRANTY DEED	
MAR-1985	\$700,000	04489 / 01500	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 1674
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RML - Multi-Family Low-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$890,000	\$875,000	\$875,000
Land Value	\$0	\$0	\$0
Total Market Value	\$890,000	\$875,000	\$875,000

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$890,000	\$875,000	\$875,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$890,000	\$875,000	\$875,000

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$15,086	\$15,125	\$15,320
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$15,182	\$15,220	\$15,417

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-009

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

F & G Realty Inc.
P.O. Box Q
Somerville, CT 06072 0917

**POSTED
ON PROPERTY**

2/17/2022
DATE

Re: 3525 S Ocean Blvd., LPH 1, Highland Beach, FL 33487 (PCN: 24-43-46-33-29-000-1010)

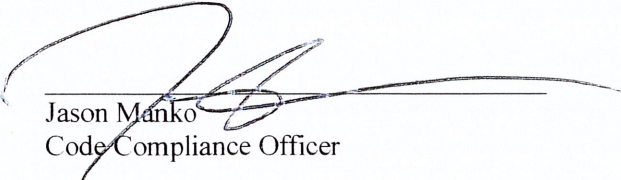
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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2377

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland
NOTICE OF ABANDONMENT
POSTED
ON PROPERTY
2/17/2020
DATE



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 13, 2021

F & G REALTY INC
3525 S OCEAN BLVD LPH1
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-12-009

F & G REALTY INC,

Location : 3525 S OCEAN BLVD LPH1
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed posts placed east of coastal construction line. PLEASE REMOVE POSTS OR OBTAIN DEP PERMITS BY 12/27/21.

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

Fences, walls, poles or stakes east of the state coastal construction control line shall not be permitted, unless allowed by state law and approved by the Department of Environmental Protection. Notwithstanding the foregoing, no fences, walls, poles or stakes shall be permitted in any dune area or beach area that is comprised of sand. This section shall not prevent recreational amenities, such as volleyball nets or beach umbrellas, provided they are not prohibited by any other law or regulation. If such recreational amenities are allowed on the beach, they shall only be allowed during daylight hours and must be removed each day.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

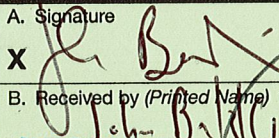
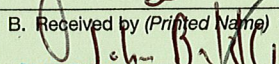
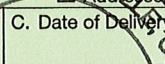
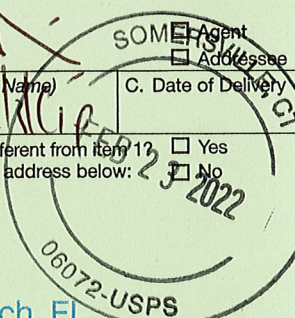
Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-12-009
Property Address:	3525 S Ocean Blvd
Inspector:	Jason Manko



SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY			
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 		<p>A. Signature </p> <p>B. Received by (Printed Name) </p> <p>C. Date of Delivery </p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>			
<p>1. Article Addressed to: F&G Reality Inc. P.O. Box Q Somerville, CT 06072-0917</p> <p>CC2021-12-009</p>		<p>RECEIVED </p>			
<p>2. Article Number (Transfer from service label) 18 3090 0002 0478 2377</p>		<p>3. Service type</p> <table border="0"> <tr> <td> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) </td> <td> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery </td> </tr> </table>		<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery				
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>		<p>Domestic Return Receipt</p>			

File Attachments for Item:

D. Case No. CC2021-12-011

Sylvia Greco M Irrevocable Trust 3420 S. Ocean Blvd., 9QPCN:24-43-46-33-24-000-0917Legal: CORONADO AT HIGHLAND BEACH COND UNIT 9-Q Code Section: 30-122 (A) Building Permits Required

Violation: Observed bathroom remodel (2) without permit



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-011

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Sylvia Greco M Irrevocable Trust
11 Sylvia Ln
Amsterdam, NY 12010

Re: 3420 S. Ocean Blvd 9Q Highland Beach Fl, 33487 (PCN: 24-43-46-33-24-000-0917)


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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2384

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland Beach

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Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2384

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

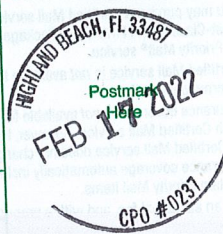
OFFICIAL USE

Certified Mail Fee	\$ <u>3.75</u>
Extra Services & Fees (check box, add fees as appropriate)	\$ <u>3.85</u>
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage	\$ <u>.58</u>
Total Postage and	\$ <u>7.38</u>
Sent To	

Street and Apt. No.
City, State, ZIP+4

Sylvia Greco
11 Sylvia Ln
Amsterdam, NY 12010
Cc2021-12-011



PS Form 3800, April 2015 PSN 7530-02-000-9047

Property Detail

Location Address 3420 S OCEAN BLVD 9Q
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-24-000-0917
 Subdivision CORONADO AT HIGHLAND BEACH COND DECL FILED 4-1-83 IN
 Official Records Book 22163 Page 286
 Sale Date SEP-2007
 Legal Description CORONADO AT HIGHLAND BEACH COND UNIT 9-Q

Owner Information**Owners**

GRECO GARY J
 GRECO SYLVIA M IRREVOCABLE TRUST
 GRECO GARY J TR
 GRECO KRONG SHEILA TR

Mailing address

11 SYLVIA LN
 AMSTERDAM NY 12010 1327

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
SEP-2007	\$10	22163 / 00286	WARRANTY DEED	GRECO SYLVIA M IRREVOCABLE TRUST
MAR-1990	\$100	06404 / 01103	QUIT CLAIM	
FEB-1987	\$100	05200 / 01602	WARRANTY DEED	
DEC-1986	\$184,000	05128 / 00448	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 1412
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMM - Multi-Family Medium-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$385,000	\$350,000	\$350,000
Land Value	\$0	\$0	\$0
Total Market Value	\$385,000	\$350,000	\$350,000

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$385,000	\$350,000	\$350,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$385,000	\$350,000	\$350,000

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$6,526	\$6,050	\$6,128
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$6,622	\$6,145	\$6,225

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

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2/17/2022

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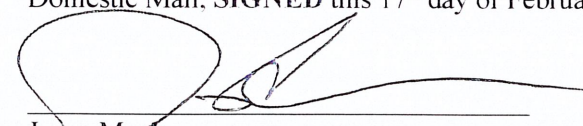
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THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.


Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2384

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 13, 2021

SYLVIA GRECO
11 SYLVIA LN
AMSTERDAM, NY 12010

RE: Code Compliance Case No. CC2021-12-011

SYLVIA GRECO,

Location : 3420 S. OCEAN BLVD 9Q
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed bathroom remodel (2) without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 12/27/21.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-12-011
Property Address:	3420 S Ocean Blvd #9Q
Inspector:	Jason Manko



SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 		<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p>	
<p>1. Article Addressed to:</p> <p>Sylvia Greco 11 Sylvia Ln Amsterdam, NY 12010 CC2021-12-011</p>		<p>B. Received by (Printed Name) RECEIVED</p> <p>C. Date of Delivery</p>	
<p>2. Article Number (Transfer from service label)</p> <p>7018 3090 0002 0478 2384</p>		<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>MAR 01 2022</p> <p>Town of Highland Beach, FL Town Clerk's Office</p>	
<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>		<p><input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery</p>	
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>		<p>Domestic Return Receipt</p>	

File Attachments for Item:

E. Case No. CC2021-12-016

Thomas Catalano 3598 S. Ocean Blvd., 101 PCN:24-43-46-33-42-005-

1010Legal: HIGHLAND BEACH CLUB COND UNIT 101 BLDG 5 Code Section: 30-122

(A) Building Permits Required

Violation: Referenced the exterior door installation without permit



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-016

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Thomas and Allyson Catalano
3598 S. Ocean Blvd., 101
Highland Beach, FL 33487

Re: 3598 S. Ocean Blvd., 101 Highland Beach, FL 33487 (PCN: 24-43-46-33-42-005-1010)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the exterior door installation without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

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ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2391

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



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:

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- 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 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:

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

Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2391

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$ 3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.05
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$.58
Total Postage	\$ 7.38
Sent To	Thomas Catalano
Street and Apt.	3598 S. Ocean Blvd 101
City, State, ZIP	Highland Beach, FL 33487
	CC2021-12-016
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Property Detail

Location Address 3598 S OCEAN BLVD 101
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-42-005-1010
 Subdivision HIGHLAND BEACH CLUB CONDOMINIUM
 Official Records Book 23169 Page 92
 Sale Date APR-2009
 Legal Description HIGHLAND BEACH CLUB COND UNIT 101 BLDG 5

Owner Information

Owners	Mailing address
CATALANO ALLYSON	3598 S OCEAN BLVD UNIT 101
CATALANO THOMAS &	HIGHLAND BEACH FL 33487 3341

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
APR-2009	\$445,000	23169 / 00092	WARRANTY DEED	CATALANO THOMAS &
FEB-2005	\$590,000	18398 / 01446	WARRANTY DEED	BOWDEN GARY
APR-2004	\$477,800	16808 / 00156	WARRANTY DEED	DURIS SLAVA V &
APR-2003	\$21,716,636	15039 / 00439	WARRANTY DEED	HIGHLAND BEACH HOLDINGS LLC

Exemption Information

Applicant/Owner	Year	Detail
CATALANO THOMAS &	2022	HOMESTEAD
CATALANO THOMAS &	2022	ADDITIONAL HOMESTEAD
CATALANO ALLYSON	2022	HOMESTEAD
CATALANO ALLYSON	2022	ADDITIONAL HOMESTEAD

Property Information

Number of Units 1
 *Total Square Feet 1275
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMM - Multi-Family Medium-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$545,000	\$515,000	\$480,000
Land Value	\$0	\$0	\$0
Total Market Value	\$545,000	\$515,000	\$480,000

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$497,915	\$491,040	\$480,000
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$447,915	\$441,040	\$430,000

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$7,764	\$7,799	\$7,708
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$7,860	\$7,894	\$7,805

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-016

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Thomas and Allyson Catalano
3598 S. Ocean Blvd., 101
Highland Beach, FL 33487

**POSTED
ON PROPERTY**

2/17/2022

DATE

Re: 3598 S. Ocean Blvd., 101 Highland Beach, FL 33487 (PCN: 24-43-46-33-42-005-1010)


YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the exterior door installation without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.



Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2391

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

[illegible]



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 16, 2021

THOMAS CATALANO
3598 S. OCEAN BLVD 101
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-12-016

THOMAS CATALANO,

Location : 3598 S. OCEAN BLVD 101
HIGHLAND BEACH FL, 33487

Complaint Description:

Exterior door installation without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 1/14/22.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169



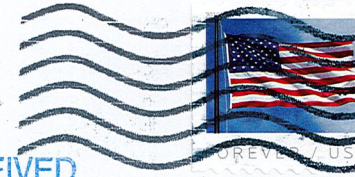
Town of Highland Beach

3614 South Ocean Boulevard
Highland Beach, Florida 33487

WEST PALM BCH FL 334

17 FEB 2022 PM 1 L

RECEIVED



FEB 28 2022

Town of Highland Beach, FL
Town Clerk's Office

Thomas Catalano
3598 S. Ocean Blvd 101
Highland Beach, FL 33487
CC2021-12-016

IA K1: 9332110930

VAC

332

33487-004126

NIXIE 331 DE 1 0002/24/22

RETURN TO SENDER
VACANT
UNABLE TO FORWARD

BC: 33487339314 *0275-02572-17-45

CERTIFIED MAIL®



Town of Highland Beach

3614 South Ocean Boulevard
Highland Beach, Florida 33487



7018 3090 0002 0478 2391



quadiant
FIRST-CLASS MAIL
IMI
\$007.38⁹
02/17/2022 ZIP 33487
042M31223112

RECEIVED

US POSTAGE

FEB 28 2022

RETURN RECEIPT
REQUESTED

Thomas Catalano
3598 S. Ocean Blvd 101
Highland Beach, FL 33487
CC2021-12-016
Town of Highland Beach, FL
Town Clerk's Office

IA K1: 9332110930

VAC

332

33487-004126

NIXIE 331 DE 1 0002/24/22

RETURN TO SENDER
VACANT
UNABLE TO FORWARD

BC: 33487339314 *1106-00356-

Page 74

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Thomas Catalano
3598 S. Ocean Blvd 101
Highland Beach, FL 33487
CC2021-12-016



9590 9402 4504 8278 8909 93

2. Article Number (Transfer from service label)

7018 3090 0002 0478 2391

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

☐ Adult Signature☐ Adult Signature Restricted Delivery☒ Certified Mail®☐ Certified Mail Restricted Delivery☐ Collect on Delivery☐ Collect on Delivery Restricted Delivery☐ Insured Mail☐ Insured Mail Restricted Delivery
(over \$500)☐ Priority Mail Express®☐ Registered Mail™☐ Registered Mail Restricted
Delivery☐ Return Receipt for
Merchandise☐ Signature Confirmation™☐ Signature Confirmation
Restricted Delivery

Domestic Return Receipt

File Attachments for Item:

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



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-021

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Charles and Carolyn Arnold
1024 Bel Air Dr., Unit 1
Highland Beach, FL 33487

Re: 1024 Bel Air Dr., Unit 1, Highland Beach, FL 33487 (PCN: 24-43-47-04-31-001-0010)

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2407

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland Beach

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Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2407

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE FEB 17 2022	
Certified Mail Fee \$ 3.75	
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.05
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage \$ 3.88	
Total Postage at \$ 7.68	
Sent To	Arnold, Charles
Street and Apt. N	1024 Bel Air Dr Unit 1
City, State, ZIP+4	Highland Beach, FL 33487 CC2021-12-021
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Property Detail

Location Address 1024 BEL AIR DR 1
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-47-04-31-001-0010
 Subdivision HIGHLAND OCEAN HOUSE COND DECL FILED 1-6-81 IN
 Official Records Book 30875 Page 1890
 Sale Date AUG-2019
 Legal Description HIGHLAND OCEAN HOUSE COND BLDG 1024 UNIT 1

Owner Information**Owners**

ARNOLD CAROLYN & CHARLES TRUST
 ARNOLD CAROLYN TR &
 ARNOLD CHARLES TR

Mailing address

3240 GREEN RD
 BEACHWOOD OH 44122 4049

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
AUG-2019	\$10	30875 / 01890	QUIT CLAIM	ARNOLD CAROLYN & CHARLES TRUST
DEC-2015	\$490,000	27988 / 01436	WARRANTY DEED	ARNOLD CHARLES &
AUG-2013	\$370,000	26298 / 00752	WARRANTY DEED	DAVIS GARRETT B
JUL-2008	\$10	22768 / 00317	WARRANTY DEED	MATTHEWMAN DAVID W &
JUN-2008	\$360,000	22737 / 01635	WARRANTY DEED	MATTHEWMAN WILLIAM D &
AUG-2003	\$355,000	15694 / 01968	WARRANTY DEED	BENEDICT DAMON &
SEP-2001	\$240,000	12903 / 00747	WARRANTY DEED	WILLIAMS STEVE M
SEP-2000	\$10	12049 / 00506	WARRANTY DEED	JACOBS MELVIN &
SEP-2000	\$100	12072 / 01662	WARRANTY DEED	JACOBS MELVIN
SEP-1999	\$160,000	11374 / 01681	WARRANTY DEED	JACOBS MELVIN
MAY-1994	\$450,000	08291 / 00554	WARRANTY DEED	
DEC-1986	\$100	05138 / 00332	WARRANTY DEED	
MAY-1986	\$100	04924 / 01209	WARRANTY DEED	
MAR-1986	\$131,250	04841 / 00308	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 992
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RML - Multi-Family Low-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$464,107	\$459,107	\$452,200
Land Value	\$0	\$0	\$0
Total Market Value	\$464,107	\$459,107	\$452,200

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2021	2020	2019
Assessed Value	\$464,107	\$459,107	\$420,420
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$464,107	\$459,107	\$420,420

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$7,867	\$7,936	\$7,589
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$7,963	\$8,031	\$7,686



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-021

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Charles and Carolyn Arnold
1024 Bel Air Dr., Unit 1
Highland Beach, FL 33487

**POSTED
ON PROPERTY**

2/17/2022
DATE

Re: 1024 Bel Air Dr., Unit 1, Highland Beach, FL 33487 (PCN: 24-43-47-04-31-001-0010)

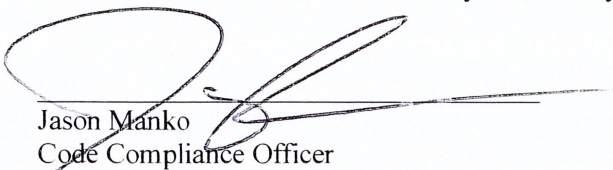
YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the observed electrical work without permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 17th day of February 2022.


Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2407

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 21, 2021

ARNOLD, CHARLES
1024 BEL AIR DR UNIT 1
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-12-021

CHARLES ARNOLD,

Location : 1024 BEL AIR DRIVE 1
HIGHLAND BEACH FL, 33487

Complaint Description:

Observed electrical work without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 1/14/22.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-12-021
Property Address:	1024 Bel Air Dr #1
Inspector:	Jason Manko



File Attachments for Item:

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



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-023

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Joseph Zonfrilli and Kathleen Amison
17 Old Greenville Rd
Johnston, RI 02919 1223

Re: 3114 South Ocean Blvd., #403, Highland Bch, FL 33487 (PCN: 24-43-46-33-09-000-4030)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the impact door installation without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

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ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2438

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



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 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 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.
- 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.

Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2438

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee

\$ 3.75

Extra Services & Fees (check box, add fees as appropriate)

☐ Return Receipt (hardcopy)

\$ 3.05

☐ Return Receipt (electronic)

\$

☐ Certified Mail Restricted Delivery

\$

☐ Adult Signature Required

\$

☐ Adult Signature Restricted Delivery

\$

Postage

\$.38

Total Postage

\$ 7.38

Sent To

Street and A

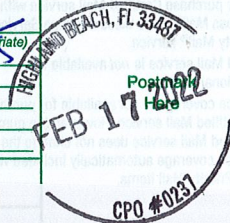
City, State, ZIP+4®

Joseph Zonfrilli

3114 South Ocean Blvd., #403

Highland Bch, FL 33487

CC2021-12-023



PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

Property Detail

Location Address 3114 S OCEAN BLVD 403
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-09-000-4030
 Subdivision MONTEREY HOUSE COND DECL IN
 Official Records Book 25535 Page 1141
 Sale Date AUG-2012
 Legal Description MONTEREY HOUSE COND APT 403

Owner Information

Owners	Mailing address
AMISON KATHLEEN M	17 OLD GREENVILLE RD
ZONFRILLI JOSEPH &	JOHNSTON RI 02919 1223

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
AUG-2012	\$10	25535 / 01141	WARRANTY DEED	ZONFRILLI JOSEPH &
JUN-1983	\$95,000	03960 / 00832	WARRANTY DEED	KACZALA THEODORE &

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 1102
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMH - Multi-Family High-Density (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$245,000	\$250,000	\$250,000
Land Value	\$0	\$0	\$0
Total Market Value	\$245,000	\$250,000	\$250,000

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$245,000	\$250,000	\$250,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$245,000	\$250,000	\$250,000

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$4,153	\$4,321	\$4,377
Non Ad Valorem	\$96	\$95	\$97
Total tax	\$4,249	\$4,416	\$4,474

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-023

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Joseph Zonfrilli and Kathleen Amison
17 Old Greenville Rd
Johnston, RI 02919 1223

**POSTED
ON PROPERTY**

2/17/2022

DATE

Re: 3114 South Ocean Blvd., #403, Highland Bch, FL 33487 (PCN: 24-43-46-33-09-000-4030)

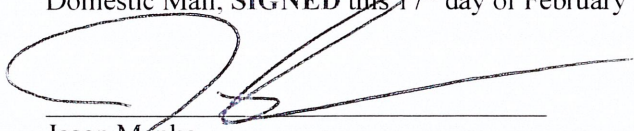
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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2438

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

403





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 21, 2021

JOSEPH ZONFRILLI
3114 SOUTH OCEAN BLVD., #403
HIGHLAND BCH, FL 33487

RE: Code Compliance Case No. CC2021-12-023

JOSEPH ZONFRILLI,

Location : 3114 S. OCEAN BLVD 403
HIGHLAND BEACH FL, 33487

Complaint Description:

Impact door installation without permit. PLEASE OBTAIN PERMIT FROM BUILDING DEPARTMENT BY 1/14/22.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169



Town of Highland

3614 South Ocean Boulevard
Highland Beach, Florida 33487

CERTIFIED MAIL



7018 3090 0002 0478 2438



quadiant

FIRST-CLASS MAIL

IMI

\$007.38

02/17/2022 ZIP 33487
043M31223112

US POSTAGE

RETURN RECEIPT
REQUESTED

Joseph Zonfrilli
3114 South Ocean Blvd., #403
Highland Bch, FL 33487
CC2021-12-023

RECEIVED

FEB 28 2022

Town of Highland Beach, FL
Town Clerk's Office

NIXIE 331 DE 1 0002/24/22

RETURN TO SENDER
VACANT
UNABLE TO FORWARD

IA K1: 9332110930

VAC

332 33487339314 0000

BC: 33487339314 *1106-00355-17-44



Town of Highland Beach

3614 South Ocean Boulevard
Highland Beach, Florida 33487

WEST PALM BCH FL 334

17 FEB 2022 PM 3 L



RECEIVED

FEB 28 2022

Joseph Zonfrilli
3114 South Ocean Blvd., #403
Highland Bch, FL 33487
CC2021-12-023

Town of Highland Beach, FL
Town Clerk's Office

NIXIE 331 DE 1 0002/24/22

RETURN TO SENDER
VACANT
UNABLE TO FORWARD

.. 9400921687055220

VAC

33487-253008

BC: 33487339314 *0475-02955-17-44

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Joseph Zonfrilli
3114 South Ocean Blvd., #403
Highland Bch, FL 33487
CC2021-12-023



9590 9402 4504 8278 8909 86

2. Article Number (Transfer from service label)

7018 3090 0002 0478 2438

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

File Attachments for Item:

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: Reference the land and vegetation clearing without permit



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-027

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

John and Susan Zessin Trust
3805 S Ocean Blvd.
Highland Beach, FL 33487

Re: 3805 South Ocean Blvd., Highland Bch, FL 33487 (PCN: 24-43-47-04-00-001-0082)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Wednesday, March 09, 2022, at 1:00 P.M.**, reference the land and vegetation clearing without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

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Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2452

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland Beach

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ZOOM PARTICIPATION:

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- 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.
- 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.

Published: 05.26.2021/Updated 08.02.2021

7018 3090 0002 0478 2452

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CERTIFIED MAIL[®] RECEIPT
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<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage \$.58	
Total Postage and Fees \$ 7.38	
Sept 10 John & Susan Zessin Trust	
Street and Apt. No., or PO Box No. 3805 S. Ocean Blvd	
City, State, ZIP+4 [®] Highland Bch FL 33487	

Postmark
HIGHLAND BEACH, FL 33487
FEB 17 2022

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Property Detail

Location Address 3805 S OCEAN BLVD
Municipality HIGHLAND BEACH
Parcel Control Number 24-43-47-04-00-001-0082
Subdivision
Official Records Book 32490 Page 343
Sale Date MAY-2021
Legal Description 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

Owner Information

Owners	Mailing address
ZESSIN JOHN G TRUST	3805 S OCEAN BLVD
ZESSIN SUSAN B TR	BOCA RATON FL 33487 3304

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
MAY-2021	\$5,700,000	32490 / 00343	DEED OF TRUST	ZESSIN JOHN G TRUST
FEB-2011	\$10	24369 / 00901	WARRANTY DEED	REX MARY TRUST
AUG-2008	\$10	22837 / 00301	WARRANTY DEED	REX DONALD K &
JAN-1968	\$40,000	01674 / 01050		

Exemption Information

No Exemption information available

Property Information

Number of Units 1
*Total Square Feet 4499
Acres 0.4165
Use Code 0100 - SINGLE FAMILY
Zoning RS - Residential Single Family (24-HIGHLAND BEACH)

Appraisals

Tax Year	2021	2020	2019
Improvement Value	\$219,312	\$52,271	\$52,271
Land Value	\$4,200,300	\$3,850,300	\$3,500,300
Total Market Value	\$4,419,612	\$3,902,571	\$3,552,571

*All values are as of January 1st each year***Assessed and Taxable Values**

Tax Year	2021	2020	2019
Assessed Value	\$4,419,612	\$1,254,922	\$1,226,708
Exemption Amount	\$0	\$50,000	\$50,000
Taxable Value	\$4,419,612	\$1,204,922	\$1,176,708

Taxes

Tax Year	2021	2020	2019
Ad Valorem	\$74,916	\$21,003	\$20,782
Non Ad Valorem	\$178	\$173	\$175
Total tax	\$75,094	\$21,176	\$20,957

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-12-027

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

John and Susan Zessin Trust
3805 S Ocean Blvd.
Highland Beach, FL 33487

POSTED
ON PROPERTY

2/17/2022
DATE

Re: 3805 South Ocean Blvd., Highland Bch, FL 33487 (PCN: 24-43-47-04-00-001-0082)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Wednesday, March 09, 2022, at 1:00 P.M.*, reference the land and vegetation clearing without permit, (30-122 (A) Building Permits Required. During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating, or viewing the meeting. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail. SIGNED this 17th day of February 2022.

Jason Manko
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2452

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

January 14, 2022

Zessin, John
3805 S Ocean Blvd
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2021-12-027

John Zessin,

Location : 3805 S OCEAN BLVD
HIGHLAND BEACH FL, 33487

Complaint Description:

Land and vegetation clearing without permit. PLEASE OBTAIN DEP PERMIT BY 1/21/22.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply may result in additional code enforcement actions being taken, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact Code Compliance Officer Jason Manko for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Jason Manko
Code Compliance Officer
561-351-6169

Evidence Sheet	
Case Number:	CC2021-12-027
Property Address:	3805 S Ocean Blvd
Inspector:	Jason Manko

